



**ConnectND Access Role Definitions  
Financials System Version 9.0  
June 22, 2009**

***CENTRALIZED CAMPUS STAFF***

**NDU\_C\_ACO (Access Control Officers – appointed by campus)**

Staff with this role can:

Assign User Preferences

Run queries to view:

Access for selected user

List of users with a specified role

**NDU\_C\_Assets (AP/AM staff - specialized)**

Staff with this role can:

Access pages related to managing owned and leased assets.

**NDU\_C\_AccountsPayable (AP staff - general)**

Staff with this role can:

Update vendor withholdings/1099s

Enter/update Vouchers

Process Payments/Paycycle

SpeedCharts (codes for frequently used ChartField combinations to increase data input efficiency by reducing the number of keystrokes - as opposed to Speed Types – see NDU\_C\_Speed below)

**NDU\_C\_AP\_Mgr (AP staff – specialized)**

Staff with this role can:

Void/reissue checks

Produce express/manual checks

Update voucher information

Process Payments/Paycycle

Review Accounts Payable Information

It is expected that people with this role will also be given the general Accounts Payable role above.

**NDU\_C\_ManIPay (AP staff – specialized)**

Staff with this role can:  
Produce express/manual checks.

**NDU\_C\_APUploads (Varied offices – specialized)**

Staff with this role can:  
Upload files directly into PeopleSoft.  
Examples include FAMIS and FoodPro.

This role requires authorization from the Director of Financial/HRMS Systems.

**NDU\_C\_APVoucherApprvl (AP staff – specialized)**

Staff with this role:  
Approve vouchers for payment.

This is used by some campuses as an accounting control.

**NDU\_C\_Banking (AP staff – specialized)**

Staff with this role can:  
Reconcile bank statements.

**NDU\_C\_Budget (Budget staff – general)**

Staff with this role can:  
Enter Budget journals  
Run Budget reports  
Review budget check exceptions

**NDU\_C\_GeneralLedger (Accounting staff – general)**

Staff with this role can:  
View budget journals  
Review Budget Activities  
Run Budget Reports  
Review budget exceptions  
Enter Journal Entries  
Import spreadsheet journal entries  
Process Journals  
Process ledger close  
Review Financial Information  
Run General Ledger Reports

**NDU\_C\_GL\_Mgr (Accounting staff – specialized)**

Staff with this role can:

- Review Budget Activities
- Run Budget Reports
- Review budget exceptions
- Enter Journal Entries
- Import spreadsheet journal entries
- Process Journals
- Review Financial Information
- Run General Ledger Reports

**NDU\_C\_Chartfield (Accounting staff – specialized)**

Staff with this role can:

- Set up/Modify Chartfields

Staff with this role should also be given a General Ledger role above. However, with this additional chartfield role, they will be able to add funds, departments, programs and projects.

**NDU\_C\_Allocations (Accounting staff – specialized)**

Staff with this role can:

- Run allocations

Staff with this role should also be given a General Ledger role above. (currently, only UND uses allocations).

**NDU\_C\_nVisionUser (Accounting staff – specialized)**

Staff with this role can:

- Run nVision reports (financial statements) produced by the Chancellor's Office.

This is usually assigned to Controllers.

**NDU\_C\_Pcard (currently only UND)**

Staff with this role can:

- Access pages used to manage the procurement card function.

**NDU\_C\_PurchaseOrder (Purchasing staff – general)**

Staff with this role can:

- Add/update purchase orders

**NDU\_C\_Vendor (Purchasing/AP staff – general)**

Staff with this role can:

Add, update and maintain vendors.

**NDU\_C\_Vendor\_C (Purchasing/AP staff – specialized)**

Staff with this role can:

Add, update, maintain and correct history on vendors.

This role requires authorization from the Director of Financial/HRMS Systems.

**NDU\_C\_Grants (Grants staff – post-award general)**

Staff with this role can update:

Customers/Contracts

Grants

Project Costing

Billing and

Accounts Receivable pages

**NDU\_C\_Grants\_Mgr (Grants – post-award specialized)**

Staff with this role should also be given the Grants role above.

However, with this additional Manager role, they will be able to

Update bills

Inquire on Budget Exceptions

Inquire on Time Sheets

**NDU\_C\_Grants\_Pre (Grants staff – pre-award general)**

Staff with this role can view most of the pages of the general Grants role.

In addition, they can

Create and maintain customers

Create and maintain proposals

Create and maintain sponsors

Manage Letters of Credit

**NDU\_C\_Speed (Varied Offices – specialized)**

Staff with this role can:

Set up speed types for combo codes that go to HRMS for payroll funding.

## ***DECENTRALIZED (Departmental) CAMPUS STAFF***

### **NDU\_D\_Admin**

**(Decentralized departmental support staff)**

Staff with this role can:

- Enter Vouchers
- Enter Purchase Orders
- Review accounts payable information and reports
- Review activity log
- Create SpeedCharts (codes for frequently used ChartField Combinations to increase data input efficiency by reducing the number of keystrokes - as opposed to Speed Types – see NDU\_C\_Speed above)

### **NDU\_D\_Admin\_D**

**(Decentralized departmental support staff/chairs)**

Staff with this role have inquiry access (view only) to:

- Vendors
- Purchase Orders
- Budget
- Accounts Payable
- Asset Management
- Journal entries
- General Ledger reports

### **NDU\_D\_Grants**

**(Departments with grants at MISU, NDSU & UND)**

Staff with this role have inquiry access (view only) to:

- Customers/Contracts
- Grants
- Project Costing
- Billing
- Accounts Receivable
- Commitment Control report and
- General ledger report pages