



PeopleSoft Finance Role Definitions  
Version 9.0

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**ALL USERS**

**NDU\_E\_EE**

All users requesting access must request this role.

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**DEPARTMENTAL CAMPUS STAFF**

*Inquiry Access*

**NDU\_D\_Admin\_D**

Staff with this role have inquiry access to:

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

**NDU\_D\_Grants**

Staff with this role have inquiry access to:

Customers/Contracts	Accounts Receivable
Grants	Commitment Control Report
Project Costing	General Ledger Reports
Billing	

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**CENTRALIZED CAMPUS STAFF**

**Access Control Officers (as appointed by campus)**

**NDU\_C\_ACO**

Staff with this role can:

Assign User Preferences  
Run queries to view:  
    Access for selected user  
    List of users with a specified role

**Accounting Staff - general**

**NDU\_C\_GeneralLedger**

Staff with this role can:

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

## **NDU\_D\_Admin**

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 role.)

### **Accounting Staff – specialized**

## **NDU\_C\_GL\_Mgr**

Staff with this role can:

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

## **NDU\_C\_Chartfield**

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**

Staff with this role can:

- Run allocations

*Staff with this role should also be given a General Ledger role above.*

## **NDU\_C\_nVisionUser**

Staff with this role can:

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

*This is usually assigned to Controllers.*

### **Accounts Payable Staff - general**

## **NDU\_C\_AccountsPayable**

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 role.)

## **NDU\_C\_Vendor**

Staff with this role can:

- Add, update and maintain vendors.

**Accounts Payable Staff - specialized**

**NDU\_C\_Assets**

Staff with this role can:  
Access pages related to managing owned and leased assets.

**NDU\_C\_AP\_Mgr**

Staff with this role can:

Void/reissue checks	Process Payments/Paycycle
Produce express/manual checks	Review Accounts Payable Information
Update voucher information	

*It is expected that people with this role will also be given the general NDU\_C\_AccountsPayable role.*

**NDU\_C\_ManIPay**

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

**NDU\_C\_APVoucherApprvl**

Staff with this role:  
Approve vouchers for payment.

**NDU\_C\_Banking**

Staff with this role can:  
Reconcile bank statements.

**NDU\_C\_Vendor\_C**

Staff with this role can:  
Add, update, maintain and correct history on vendors.

*This role requires authorization from the Director of Financial Systems.*

**Asset Management Staff - specialized**

**NDU\_C\_Assets**

Staff with this role can:  
Access pages related to managing owned and leased assets.

**NDU\_D\_Admin**

Staff with this role can:

Enter Vouchers	Review activity log
Enter Purchase Orders	Create SpeedCharts
Review accounts payable information and reports	

**Budget Staff – general**

**NDU\_C\_Budget**

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

**Grants Staff – Post-award - general**

**NDU\_C\_Grants**

Staff with this role can update:  
Customers/Contracts  
Grants  
Project Costing  
Billing and Accounts Receivable pages

**Grants Staff – Post-award - specialized**

**NDU\_C\_Grants\_Mgr**

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

**Grants Staff – Pre-award - general**

**NDU\_C\_Grants\_Pre**

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

**Purchasing Staff – general**

**NDU\_C\_PurchaseOrder**

Staff with this role can:  
Add/update purchase orders

**NDU\_C\_Vendor**

Staff with this role can:  
Add, update and maintain vendors.

**Purchasing Staff – specialized**

**NDU\_C\_Pcard**

Staff with this role can:  
Access pages used to manage the procurement card function.

**NDU\_C\_Vendor\_C**

Staff with this role can:  
Add, update, maintain and correct history on vendors.

*This role requires authorization from the Director of Financial Systems.*

**NDU\_D\_Admin**

Staff with this role can:

Enter Vouchers	Review activity log
Enter Purchase Orders	Create SpeedCharts
Review accounts payable information and reports	

**Varied Offices - specialized**

**NDU\_C\_APUploads**

Staff with this role can:

Upload files directly into PeopleSoft.  
Examples include FAMIS and FoodPro.

*This role requires authorization from the Director of Financial Systems.*

**NDU\_C\_Speed**

Staff with this role can:

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