

iRattler Financials Functional Access Description

Florida A&M University (FAMU)

MODULE	NO.	ROLE NAME	ROLE DESCRIPTION
AP		ACCOUNTS PAYABLE	
	1	FAMU AP Guest Page	Accounts Payable Inquiry Only
	2	FAMU9_AP_ADMINISTRATOR	Oversees the obligations to pay for services that have been acquired on open account from suppliers. Handles financial records and transactions related to this function.
	3	FAMU9_AP_BATCH	This role will allow access to Voucher building, Matching, Document Tolerance, Budget checking, and Voucher Posting.
	4	FAMU9_AP_GUEST_PAGE	Accts Payable Inquiry Guest Page Only
	5	FAMU9_AP_PAYMENT_PROCESS	Ability to process payments from invoice information
	6	FAMU9_AP_PmtCancel	Ability to cancel payments, budget check vouchers, request to post vouchers, and select vouchers by match status but not to create check jobs
	7	FAMU9_AP_PROCESSOR	Inputs but does not have the ability to create and manage pay cycles.
	8	FAMU9_AP_SUPERVISOR	Individuals is able to create and manage the pay cycle
	9	FAMU9_AP_WITHHOLDINGS	Ability to calculate and post actual withholding amounts, and generate reports
	10	FAMU9_AP_WORKBENCH	Ability to access Match Workbench only
AR		ACCOUNTS RECEIVABLES	
	1	FAMU AR Collector	Cashier's Office ability to enter, review, and maintain fund collections
	2	FAMU AR Guest Page	Accounts Receivable Inquiry Only
	3	FAMU9_AR_Cashier	Completes the Cashier's Functions, including deposits, maintenance, and review
	4	FAMU9_AR_MANAGER	Ultimately responsible for developing and enforcing policies and procedures that minimize DSO. Some responsibilities include: - Oversee the amounts due the company on account from customers who have bought merchandise or received services. - Oversee the firm's issuance of credit, including credit rating criteria and credit ceilings, and monitor the collections of past-due accounts. - Ensure that customers pay their overdue accounts which includes the research/resolution of discrepancies related to billing, payment, etc. - Ensure prompt application of payment

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AM		ASSET MANAGEMENT	
	1	FAMU9_AM_GUEST	Inquiry/View access for the Asset Management module
	2	FAMU9_AM_LOCATION_VIEW	Asset Management Location View
	3	FAMU9_AM_PHYSICAL_INVENTORY	Scan and enter the physical location for inventory
	4	FAMU9_AM_PROPERTY_COORD	Ability to add and review the physical inventory, perform interface tasks, run reports and maintain the inventory entered in the system
	5	FAMU9_AM_PROPERTY_MANAGER	Manager/Director of Property: review inventory information, inventory location and all reports associated with inventory
	6	FAMU9_AM_PROPERTY_STAFF	Create inventory accounting entries. Verifies purchase order information relating to inventory. Ensures the initial entries are correct for recording purposes.
	7	FAMU9_AM_PROPERTY_STAFF_VO	View Only role for property staff regarding maintaining assets
BN		BANKING	
	1	FAMU BANK INFORMATION	General Banking Information, access to run bank statement
	2	FAMU BANK STATEMENTS	Review and process bank statements
	3	FAMU9_BANK_RECONCILIATION	Role for area responsible for reviewing and reconciling bank statements
KK		COMMITMENT CONTROL	
	3	FAMU9_BUDGET_CALENDAR	Creates the Fiscal Budget Calendar
	4	FAMU9_CC_BUDGET_ACCOUNTANT	Maintains, defines, and enters budget information. Also runs reports related to the budget
	5	FAMU9_CC_BUDGET_OFFICE	Role to be used ONLY by staff within Budget Office
	6	FAMU9_CC_BUDGET_REPORTS	Budget Reports: Budget Overview, Details, Status, Transaction Detail
	7	FAMU9_CC_BUDGET_UPLOAD	Ability to upload the contracted approved budget
	8	FAMU9_CC_BUDGET_SUPERVISOR	Maintains, defines, and enters budget information. Reviews AR information and journal entries Oversees the overall budget for departments
	6	FAMU9_CC_GUEST	Commitment Control Inquiry Only
	9	FAMU9_DEPT_BUDGET_COOR	This role will allow the individual department personnel to run budget status reports. Runs GL Activity Report & Trial Balance
	13	FAMU9_GL_BUDGET_EXTRACT	Ability to extract operating budget for state reports.

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	14	FAMU9_KK_DEPT_MANAGER	Person(s) authorize for each designated department to receive and approve Budget Journal Transfer requests.
	15	FAMU9_KK_DIRECTOR	The Budget Office's role for the director is to approve budget amendments
	16	FAMU9_KK_JRNL_ADMIN	Designated person/persons by the Budget Director who would be responsible for ensuring that the Budget Journal Transfer workflow is up to date
	17	FAMU9_KK_MANAGER	Approval role for Budget Journals - Budget Office Only
C & G		CONTRACT & GRANTS	
	1	FAMU CA C&G Staff Contract/Bil	Ability to generate awards, activate contracts, establish project profiles, apply transactions, interface transactions, process bills, and update receivables
	2	FAMU CA Correction Mode	Correction mode to awards and contracts
	3	FAMU9_BILLING_SPECIALIST	Ability to generate awards, activate contracts, establish project profiles, apply transactions, interface transactions, process bills, and update receivables.
	4	FAMU9_CC_BUDGET_SPVR_VIEW	View only access to budget-defining criteria and budget information.
	5	FAMU9_CG_ALLOCATIONS	The role allows user to run process requesting allocations
	6	FAMU9_CG_QUERY	Ability to view queries specific to the Division of Research
	7	FAMU9_CONTRACT_AGENT	Role allows individual access to Create and Amend Contracts, Determine Prices and Terms, Manage Progress Payments, update Contract Progress, Schedule and Process Revenue, Forecast Revenue, adjust Revenue and Billing, Define Renewals, and Review Contract Information. Users of this role must also have access to Contract Processing, Contract Billing, and Contract Accounting.
	8	FAMU9_GM_GUEST	Inquiry access for the Grant Management module
	9	FAMU9_GL_PROJECT_REPORT	Ability to run the NSF report. Also, can run a project expense and grant fund report by project
	10	FAMU9_GM_ADMN/SIGNING_OFFICIAL	Ability to approve and sign all research proposals. This role is usually the VP of Research or his/her designee.
	11	FAMU9_GM_CnG_Accting_Coordntr	Ability to perform billing and award close-out
	12	FAMU9_GM_CnG_Administrator	Ability to perform all Contract & Grant related processes
	13	FAMU9_GM_CnG_Cash_Transaction	Ability to run Cash Transactions after payroll.
	14	FAMU9_GM_DEPT_CONTACT	Ability to review the project and contract data based on the PI assignment

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	15	FAMU9_GM_FINANCIAL_OFFICIAL	Ability to approve and sign proposals as they relates to financial data
	16	FAMU9_GM_GRANT_ADMINISTRATOR	Ability to review, create, and submit proposals. Can also establish sponsors
	17	FAMU9_PC_ACCOUNTANT	Ability to create/manage projects and activities, budget, cost analyses, forecasts, and status. This role can also perform billing generation, asset creation, or other accounting functions.
	18	FAMU9_PC_CHANGE_PROJECT_STATUS	Ability to make project changes regarding activities, budgets, forecasts, and status.
e-PRO		E-PROCUREMENT	
	1	CC_ADMINISTRATOR	Ability to manage P-Card information
	2	FAMU ePro Admin	Ability to manage/monitor all requisitions submitted. Acquire materials, goods, supplies, and services through competitive solicitations.
	3	FAMU PURCHASING YEAR-END	Requisition Approver for FAMU Purchase Order
	4	FAMU9_Buyer	Acquires product materials, intermediate goods, machines, supplies, services,
	5	FAMU9_EP_SHIP_LOCATIONS	Setup/Correction mode for Ship to Locations and Location Codes*****DESIGNATED PROCUREMENT PERSONNEL ONLY*****
	6	FAMU9_EP_SUPPLIER_RPTS	Reports for the Suppliers 1099
	7	FAMU9_ePro_Admin	Ability to manage/monitor all requisitions submitted. Acquire materials, goods, supplies, and services through competitive solicitations.
	8	FAMU9_eProReqApprover	Approval role for requisitions and first level on budget transfers
	9	FAMU9_eProRequisitions	Ability to enter requisitions and initiate budget transfers
	10	FAMU9_Support_Buyer	eProcurement Buyer Support Role
	11	FAMU9_SUP_OB_APPR	Access for Supplier Onboarding approval and history
	12	FAMUWL_PV_DP000001_063299	Purchasing Agent
	13	FAMUWL_PV_DP063300_179999	Purchasing Agent
	14	FAMU PO Guest Page	Inquiry access for the Purchase Order module
	15	FAMUWL_PV_DP180000_439899	Purchasing Agent
EX		EXPENSES	

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	1	FAMU_EX_ACCTNG_VIEW	Ability to research accounting entry details created in the Expense module
	2	FAMU_EX_CONFIG_SETUP	Ability to maintain the expenses module's configuration. These items are not changed on a regular basis.
	3	FAMU_EX_ROLE_MAINTENANCE	Ability to access the role assignment page only. Authority to grant the following roles to other employees: FAMU_TE_DEPTREP and FAMU_TE_DEP_APPROVER. NOTE: This role CANNOT exist with the Travel Rep or any Approver role.
	4	FAMU_EX_TCARD_ADMIN	Ability to establish travel cards and assign the travel card to an employee. Upon implementing the "My Wallet" functionality, the role will also be responsible for correcting transactions in error that are not loaded into a cardholder's wallet.
	5	FAMU_EX_WORKFLOW_MGR	Responsible for maintaining the expense workflow configuration. These are Expense-specific workflow configuration items that are not changed on a regular basis.
GL		GENERAL LEDGER	
	1	FAMEXNOTIFY	This role will be updated on the process definitions for the processes that will be run in EXBATCH. The role will be assigned to individuals, notifying them if the nightly batch jobs run successfully.
	2	FAMGLNOTIFY	Notification of executed batch jobs related to the General Ledger.
	3	FAMU AM Property Accountant	Ability to perform inquiries, accounting entry creation, depreciation calculation, and run reports to verify the information.
	4	FAMU Interfaces	Ability to run custom GL interface and view accounting lines from HCM and CS
	5	FAMU PROCESSES	Ability to review payable activity within Travel & Expense
	6	FAMU_CHARTFIELD_SETUP	To set up chart field values: Navigation: Set Up Financials/Supply Chain/Common Definitions/Design, Chart fields/Define Values/Chatfield Values, Department; Fund Codes; Account; Alternate Account; Program Code; Project; Budget References; Chatfield 1; Book Code; Adjustment Type; Scenario; Statistics Code
			Updates change configuration and should only be done by one person if possible.
	7	FAMU9_ACCTNG_COORDINATOR	A role for accounting coordinator within the Controller's Office only; Ability to create a predefined combination for Chatfield

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			for use in transaction entry, expansion option & add organizational codes.
	8	FAMU9_AM_PROPERTY_ACCOUNTANT	Ability to perform inquiries, accounting entry creation, depreciation calculation, and run reports to verify the information.
	9	FAMU9_AP_DEACT_PAYCYCLE	Ability to deactivate a pay cycle - AP Administrator or a designee
	10	FAMU9_AsstController	The role contains the correct history. Ability to define, create, and request allocations.
	11	FAMU9_CNTLRL_VENDOR_APRVLS	Access for the Office of the Controller to approve FAMHR Vendors
	12	FAMU9_EO_Expansion_CIP	Used to enter expansion options and department CIP data for reporting purposes
	13	FAMU9_FG_Management	Access to all functions under Financial Gateway dealing with Cash Management and Bank Reconciliation
	14	FAMU9_GL_ACCOUNTANT	Ability to create, copy, and edit journals to include budget checking, mark journals for editing, posting, and un-posting using the process monitor, define, create ad review standard journals, and import journals from spreadsheet upload. Also, can review ledgers, perform inquiries, generate reports, and view commitment control ledgers.
	15	FAMU9_GL_GUEST	Inquiry access for the General Ledger module
	16	FAMU9_GL_JOURNAL_TEMP	Journal Generator Template Correction mode. This role will be given only at times of need and properly requested to correct a template for the journals generated from the accounting entries.
	17	FAMU9_GL_MANAGER	This role is able to approve GL Journals.
	18	FAMU9_GL_PAYJRNL	Ability to create payroll journals
	19	FAMU9_GL_TABLES_EXPORT	Run Export of GL tables for SA and/or HR.
	20	FAMU9_GL_UPDATE_CHARTFIELDS	SQL process is able to update chart field information. GL Controller's Office only
	21	FAMU9_JRNL_APPR_CFO	Ability to approve journal transfers. Specifically, for the Chief Financial Officer
	22	FAMU9_OPEN_PERIODS	Ability to open and close periods within the General Ledger
	23	FAMU9_PO_REPORTS	Reports available to departments
	24	FAMU9_UserTreeManager	Ability to make add/delete information on the department tree structure
	25	ITEMLOAD_CONTACT_FAMU	Item Load Contact (Person who has to be notified for any Item errors/exceptions)

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PS		PEOPLESFT USER (GENERAL)	
	1	FAMU QUERY MANAGER	Ability to view, create and run queries
	2	FAMU QUERY VIEWER	Ability to view and run queries
	3	FAMU_EX_NONEMPLOYEE	ALL - NON-EMPLOYEES
	4	FAMU_FI_PORTAL_LINK	ALL EMPLOYEES (FAMU EMPLOYEES AND NON-EMPLOYEES) THIS ROLE PROVIDES A LINK TO PORTAL.
	5	FAMU9_EX_EMPLOYEE	ALL EMPLOYEES (FAMU EMPLOYEES AND NON-EMPLOYEES)
	6	FAMU9_PeopleSoftUser	FAMU9 PeopleSoft User
	7	FAMU9_PeopleTools	Used to access process monitor and process scheduler to view status and logs from certain reports. This cannot be used to move data.
	8	FAMU9_RUN_PROCESSES	ALL EMPLOYEES (FAMU EMPLOYEES AND NON-EMPLOYEES) THIS COMPONENT INTERFACE WAS ADJUSTED SO THAT ONLY T&E ITEMS WOULD SHOW ON THE MENU.
PC		PROJECT COSTING	
	1	FAMU Core Receiving	Core Receiving
	2	FAMU PC Accountant	Allows persons within Facilities to view contracts and vendors and track financial transactions.
	3	FAMU_CONST_AD2	Facilities AD level two for construction projects. Ability to create and/or manage projects, activities, budgets, cost analysis, forecasts and status.
	4	FAMU9_AM_CONST_EXPEND	FAM Construction Expenditures FAMCNP12
	5	FAMU9_AR_GUEST	Accts Receivable Inquiry Only
	6	FAMU9_CC_BDGT_ACCTNT_FACPLN	Ability to update/correct Project dates. This role is specifically for the Facilities Planning Accountant.
	7	FAMU9_CC_BUDGET_MANAGER	Ability to enter and process budget journals; can view ledgers and maintain and monitor budgets. Able to run reports and inquiries, define budget setup, post and un-post journals, close budgets, and review budget exceptions
	8	FAMU9_GL_EE_DATA	Ability to review employment data
	9	FAMU9_PC_GUEST	Inquiry/View access for Project Costing
	10	FAMU9_PC_SUPERVISOR	Ability to create/assign projects and activities, budgets, cost analysis. forecasts, and status.

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PUR		PURCHASING	
	1	FAMU PO MBE	Ability to run the Minority Business report
	2	FAMU9_PO_Approver	Ability to review, approve, budget check, and dispatch purchase orders
	3	FAMU9_PO_CLOSE_SHORT	Access to close purchase orders.
	4	FAMU9_PO_CORE_RECEIVING	Allows users to receive purchase orders entered by others.
	5	FAMU9_PO_DIRECTOR	Access to all functions and duties within Procurement Services
	6	FAMU9_PO_GUEST_PAGE	Access to view only pages used within Procurement Services
	7	FAMU9_PO_MAINTAIN	Ability to add/update vendors, vendor files, and reports
	8	FAMU9_PO_MANAGER	Manages the more complex or critical purchases and may supervise a group of purchasing agents handling other goods and services for products and materials.
	9	FAMU9_PO_WORKFLOW	Ability to monitor, view setup up and reroute approvals
	10	FAMU9_PROCSVCE_ASSOC	Close/cancel Purchase Orders and Requisitions, Dispatch Purchase Orders, and Add/Update Vendors
	11	FAMU9_ReqsReceived	Access to receive requisitions and review information regarding the requisition
SP		SPONSORED PROGRAMS	
	1	FAMU9_BILLING_SPECIALIST	Ability to generate awards, activate contracts, establish project profiles, apply transactions, interface transactions, process bills, and update receivables.
	2	FAMU9_CC_BUDGET_MANAGER	Ability to enter and process budget journals; can view ledgers, and maintain and monitor budgets. Able to run reports and inquiries, define budget setup, post and un-post journals, close budgets, and review budget exceptions
	3	FAMU9_CC_BUDGET_SPVR_VIEW	View only access to budget-defining criteria and budget information.
	4	FAMU9_CG_QUERY	Ability to view queries specific to the Division of Research
	5	FAMU9_GL_PROJECT_REPORT	Ability to run the NSF report. Also, can run a project expense and grant fund report by project
	6	FAMU9_GM_GRANT_ADMINISTRATOR	Ability to review, create, and submit proposals. Can also establish sponsors
	7	FAMU9_GM_SP_Award_Setup_Budget	Ability for Sponsored Programs to setup awards and budgets
	8	FAMU9_GM_SP_Budget	Ability to enter budget information for a Sponsor
	9	FAMU9_GM_SP_FNA	Ability to change the Facilities Admin Rates

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	10	FAMU9_GM_SP_Manager	Ability to enter new Sponsor, set up and generate an award, and add budget to the award
	11	FAMU9_GM_SP_Spnsr_Prpsl_Gnrate	Ability to enter a Sponsor and generate proposals
	12	FAMU9_GM_SP_Sponsor_Proposal	Ability to enter a new Sponsor
	13	FAMU9_SP_Grants_Administrator	Ability to enter a new Sponsor set up and generate and award as well as add budget to the award
	14	FAMUWL_PV_SG_APPROVER1	Sponsored Program requisition approver 1. Designated by Departments
	15	FAMUWL_PV_SG_APPROVER2	Sponsored Program requisition approver 2. Designated by Departments
	16	FAMUWL_PV_SG_APPROVER3	Sponsored Program requisition approver 3. Designated by Departments
	17	FAMUWL_PV_SG_APPROVER4	Sponsored Program requisition approver 4. Designated by Departments
	18	FAMUWL_PV_SG_APPROVER5	Sponsored Program requisition approver 5. Designated by Departments
	19	FAMUWL_PV_SG_APPROVER6	Sponsored Program requisition approver 6. Designated by Departments
	20	FAMUWL_PV_SG_APPROVER7	Sponsored Program requisition approver 7. Designated by Departments
TE		TRAVEL	
	1	FAMU TE Guest	Inquiry access for the Travel Expense module
	2	FAMU_TE_DEPT_APPROVER	A representative for departments who will approve Travel Authorizations, Cash Advances, and Expense Reports for designated employees.
	3	FAMU_TE_DEPTREP	A representative for departments who will enter and maintain Travel Authorizations, Cash Advances, and Expense Reports for designated employees. This role will be authorized to establish themselves as proxies for other employees.
	4	FAMU_TE_EX_YEAREND	Access to the role will ensure the transactions are deleted in the sub-system and the release of the transactions on the Commitment Control ledgers, especially for expense reports. Also has the ability to review budget activities/details regarding these transactions.
	5	FAMU_TE_TRAVEL_ADMIN	Ability to administer the Expenses application. NOTE:

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			This role CANNOT be coupled with any role that processes Travel & Expense transactions
	6	FAMU_TE_TRAVEL_OFFICE	Travel Department within the Controller' 's Office Only: Ability to approve Travel Authorizations, Cash Advances, and Expense Reports. Additional page access will be provided to allow the audit function in this approval process and to process payments to employees.
	7	FAMUWL_TE_FOREIGN_INTLTRVL	Director of International Studies: Responsible for foreign travel that relies on Travel Account Codes for reimbursement of travel
	8	FAMUWL_TE_FOREIGN_RSRCHINT	Director for Research Integrity: Responsible for approving and screening any employment-related foreign travel and foreign activities engaged in or by faculty, researchers, and research department staff.
	9	FAMUWL_TE_FOREIGN_PROVOST	University Provost: Third-level Travel Approver for foreign travel
	10	FAMUWL_TE_FOREIGN_PRESIDENT	University President: Fourth-level Travel Approver for foreign travel
	11	FAMUWL_TE_FOREIGN_INTLTRVL	Director of International Studies: Responsible for foreign travel that relies on Travel Account Codes for reimbursement of travel
	12	FAMUWL_TE_FOREIGN_RSRCHINT	Director for Research Integrity: Responsible for approving and screening any employment-related foreign travel and foreign activities engaged in or by faculty, researchers, and research department staff.
	13	FAMUWL_TE_FOREIGN_PROVOST	University Provost: Third-level Travel Approver for foreign travel
	14	FAMUWL_TE_FOREIGN_PRESIDENT	University President: Fourth-level Travel Approver for foreign travel
AP		WARRANT DISTRIBUTION	
	1	FAMU9_AP_WARRANT_DISTRIB	Ability to create and manage pay cycles.