CONNECTND FINANCIALS SECURITY ACCESS REQUEST

OFFICE OF MANAGEMENT AND BUDGET

SFN 54418 (01-2019)

Name of Person Requiring Access	Business Unit	Employee ID	Action ☐ Add New Employee ☐ Change Existing ☐ Delete Employee
Email Address	Active Directory ID (ND Gov Account)	Date	

To be completed by Agency Authorized Personnel. Remit to OMB when completed.

PeopleSoft Financial System				
Add	Remove	Origin Code	Role	Description
Asset Management				
			NDC_ALL_AM_ADMIN	All Asset Management menus including data entry, asset definition, and reporting.
			NDS_ALL_AM	Asset Management data entry and maintenance
			NDS_AM_INQUIRY	Asset inquiry only.
Accounts Payable				
			* NDS_ALL AP Approval NDC_WF_ALL_AP_VCHR_APPVR	Voucher final approval and inquiry. Includes payment inquiry and report viewing. This role requires the NDC_WF_ALL_AP_VCHR_APPVR role in conjunction to work
			* NDS_ALL AP Data Entry	Voucher entry, correction, and inquiry. Includes payment inquiry and report viewing.
			* NDS_ALL_PCARD	Pcard - Reallocate agency's pcard transactions.
			* NDS_ALL_PCARD REALLOCATOR	Pcard - Cardholder is able to reallocate only their transactions.
			* NDC_1099_MAINTENANCE	1099 Maintenance and correction.
Accounts Receivable/Billing				
			NDS_CUSTOMERS	Customer add/review. Includes customer manual add and interface load.
			NDS_BI2	Billings and invoices. Includes standard bills, status change, single action process, bill/invoice reprint, bill location/review, bill load, and process billing interface.
			NDS_DEP	Accounts receivable deposits. Includes regular, express, and interface deposit load; payment worksheet application and review.
			NDS_AR	Account adjustment, maintenance, and statements. Includes pending, customer interactions, receivable maintenance, and receivable update.
			NDS_AR_INQUIRY	Accounts receivable inquiry only. Includes views for customer balances, reports, payments, and deposit information.
			NDS_AR_PAROLE	Department of Corrections use only. Includes DOCR parole officer account inquiry.
Inventory				
			NDS_ALL_IN_MANAGER	All Inventory menus including definition and receipt of items, stock ordering, inventory maintenance, item requisition, and shipment management. Includes establishing inventory business units, journal processing, allocation, and budgeting.
			NDS_ALL_IN_AGENCY_ADMIN	All Inventory menus including definition and receipt of items, stock ordering, inventory maintenance, item requisition, and shipment management.
			NDS_ALL_IN_BU_ADMIN	All Inventory menus including definition and receipt of items, stock ordering, inventory maintenance, item requisition, and shipment management. Specific to a particular business unit.
			NDS_ALL_IN_RQSTR	Inventory Requestor. Inventory maintenance and stock order fulfillment.

General Ledger				
			NDS_ALL_VIEW_CHARTFIELDS	Chartfield inquiry, DeptID, and Fund Code (including CFDA# assignment) update, and Trial Balance processing.
			NDS_SPEEDCHART	Speedchart upload, creation, and maintenance.
			NDS_ALL GL Data Entry	Journal entry, processing, and reporting.
			NDS_ALL_ALLOCATIONS	Allocation set up and processing.
			* NDS_PMNT_ENTRY	One-Time payment screen inquiry and entry.
			* NDS_PMNT_INQUIRY	One-Time payment screen inquiry only.
			* NDS_PMNT_RELEASE	One-Time payment approval for processing.
			NDS_GL_TRANS_IMPORT	Input transactions into General Ledger.
			NDS_GL_APPROVAL NDS_WF_ALL_GL_JRNL_APPVR	ONL journals final approval. This role requires the NDS_WF_ALL_GL_JRNL_APPVR role in conjunction to work.
Procurement				
			NDS_ALL_PO_AGENCY_ADMIN	All Procurement menus including contract administration, procurement analysis, purchase order, requisition, and request for quotes creation and update, inventory item definition, shipment management, procurement card management, and workflow administration. (Users with this access cannot haveNDS_WF_PO_APPRV_Unlimited)
			NDS_ALL_BUYER	Contract administration, procurement analysis, and purchase order, requisition, and request for quotes creation and update.
			NDS_PO_RECON	Purchase order management and reconciliation.
			NDS_PO_INQ	Purchase order inquiry.
			NDS_ALL_PO_APPVR	Purchase order approval.
			NDS_WF_ALL_PO_APPRV_1000	Purchase order approval up to $1,000.
			NDS_WF_ALL_PO_APPRV_2500	Purchase order approval up to $2,500.
			NDS_WF_ALL_PO_APPRV_5000	Purchase order approval up to $5,000.
			NDS_WF_ALL_PO_APPRV_UNLIMITED	Purchase order approval for Business Units with step approval. (Users with this access cannot have NDS_ALL_PO_AGENCY_ADMIN or NDS_ALL_BUYER role)
			NDS_ALL_REQUESTER	Requisition entry, maintenance, reconciliation, and approval. Includes inquiry on requisition status.
			NDS_ALL_REQ_APPVR	Requisition approval.
			NDC_WF_ALL_REQ_APPROVER	Final Requisition Approver.
			NDC_WF_ALL_REQ_ACCTNG_APPRVL	Final Requisition Approver - Accounting.
			NDS_ALL_RECEIVER	Shipment management including entering receipt of goods.
			NDS_ALL_VENDOR_INQUIRY	Limited vendor information inquiry.

Projects				
			NDS_ALL_PC	Project creation and maintenance including activities and resources.
			NDS_ALL_PC_VW	Project and activity inquiry only.
			NDS_ADMIN_PC	Standard activity type, project type, resource type, resource category, and resource subcategory set up.
			NDS_PC_BUDGETING	Project budgeting entry and processing.
Reporting				
			NDS_xxxxx	Report viewing for xxxxx Business Unit.
Miscellaneous				
			* NDS_ALL Inquiry	General ledger, voucher, payment, and budget inquiry.
			NDS_VIEW_SECURITY	Role security inquiry for users within agency.

*** Effective August 1, 2007, a background check is required prior to the assignment of these roles. See OMB Fiscal Policy 112.**

Signature	Date