



MIAMI-DADE COUNTY REQUESTING SECURITY ACCESS TO: INFORMS

INSTRUCTIONS

This form is to request access to the Financials and Supply Chain Management Systems. The following pages will contain roles that adhere to the Financials and Supply Chain Management modules. Please select the appropriate user action needed for the employee by selecting "New," "Modify," "Terminate," or "Transfer."

NOTE: To process the security form please include the following information: Supervisor Information, Ship to ID, Division Route Control (for approvals) and Roles (mark a checkmark in the add/remove boxes).

Once completed, Please email the form to SPD-INFORMSSCMS@MIAMIDADE.GOV

User Action:

New

Modify

Terminate

Transfer:

Transferring From (Dept Name)

Copy From Another User:

Name & Employee ID

Keep current roles and add roles being copied.

Delete current roles and only add roles being copied.

Comments:

USER INFORMATION

Name: _____

Organization: _____

Email: _____ TITLE: _____

EMPLOYEE #: _____ DEPARTMENT NAME: _____

SUPERVISOR NAME: _____

EMPLOYEE DEFAULT SHIP TO ID: _____

SUPERVISOR EMPLOYEE# _____

Approval Div Route Code: _____

(Required)

[See List of Division Codes for Approvals](#)

DEPARTMENT DIRECTOR'S OR ASSIGNED DESIGNEE'S CONTACT INFO:

NAME: _____ TITLE: _____

PHONE: _____ E-MAIL: _____

DEPARTMENT AUTHORIZED SIGNATURE: _____ DATE: _____

BUSINESS UNITS AND MODULES

Multi BU _ Access Needed:

Yes

No

Miami Dade: List of Business Units

Checkbox for Modules

General Ledger

Accounts Payables

Billing/Accounts Receivables

Purchasing

Supplier Contracts

Asset Management

Project Costing

Customer Contracts

Grants Management

Cash Management/Bank Reconciliation

Strategic Sourcing

DEPARTMENT ROLES

Add	Remove	Role	Technical Name	Description
Accounts Payables				
		Department AP Approver 1	MD_AP_DPT_APRVR1	The Department AP Approver 1 is responsible for approving vouchers through workflow. Approval Div Route Control (Required):
		Department AP Processor	MD_AP_DPT_PRCR	The Department AP Processor is responsible for entering, researching, and deleting Journal Voucher and Single Payment Voucher for special service invoices.
		Department Payment Requestor	MD_AP_DPT_PAYMENT_REQUESTOR	The Department Payment Request Processor is responsible for entering, researching, deleting, and correcting Payment Request.
		Department Payment Request Approver	MD_AP_DPT_PAYMENT_RQSTR_APRVR	The Department Payment Request Approver is responsible for approving Payment Request through workflow. Approval Div Route Control (Required):
		AP Department Construction Approver	MD_AP_DPT_CONSTRUCTION_APRVR	The AP Department Construction Approver is responsible for approving vouchers and Construction Payment Request (Retainage Release) through workflow.
		AP Retainage Administrator	MD_AP_DPT_RETAINAGE_ADMIN	The AP Retainage Administrator has the ability to transact on the custom retainage supplier page. The AP Retainage Administrator can initiate adjustment vouchers from the supplier page.
		Dept AP Compliance Officer	MD_AP_DPT_COMPLIANCE_OFFICER	The Department AP Compliance Officer will be responsible updating Quick Invoices and associating Receipts and POs to the Quick Invoices
		AP Inquiry	MD_AP_INQUIRY	The AP Inquiry role has the ability to inquire Accounts Payable transactions to include Payment Request, Voucher, Payment, and Retainage (This gives users (view only) access to the custom retainage supplier page). This gives users access to the custom retainage supplier page (view only).
		AP Ad-Hoc Approver	MD_AP_DPT_ADHOC_APRVR	The AP Ad-Hoc Approver is responsible for approving vouchers through workflow, when they are added by a user in the defined AP workflow.
		Department Voucher Upload	MD_AP_DPT_VCHR_UPLOAD	The Department Voucher Upload is responsible for uploading vouchers using the Excel to CI template
Travel & Expenses				
		Department Liaison	MD_EX_DPT_LIAISON	Department Liaison is responsible for reviewing and approving Travel Authorizations and Expense Reports.
		Department Director	MD_EX_DPT_APRVR2	Approver Role responsible for reviewing and approving Travel Authorizations and Expense Reports for the Department
		Chief	MD_EX_DPT_APPROVAL_BUDGET	Approver Role responsible for reviewing and approving Travel Authorizations
General Ledger/Commitment Control				
		Dept Appropriation Processor	MD_GL_DPT_APROP_PRCR	The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.
		Dept Chart of Accounts Requestor	MD_GL_DPT_COA_RQSTR	The Department Chart of Accounts (CoA) Requestor has the ability to create and submit new chartfield value requests for Central to approve.
		Dept GL Journal Approver 1	MD_GL_DPT_JRNL_APRVR1	The Department GL Journal Approver 1 is responsible for approving his/her department journal prior to Central approval. This approver has access to a pooled
		Dept GL Journal Entry Processor	MD_GL_DPT_JRNL_PRCR	The Department Journal Entry Processor is responsible for the creation of journals. A Department Journal Processor can run online Edit, Budget Check, and submit to the journal approval process.
		GL Reporter	MD_GL_DPT_REPORTER	The GL Reporter has the ability to run reports and distribute to the Department Report Viewer as required.
		GL Reviewer	MD_GL_DPT_VIEWR	The GL Viewer has the ability to access General Ledger and Commitment Control online inquiry screens and read-only access to Create Journal Entry pages.

General Ledger/Commitment Control Constitutional Offices

		CO Appropriation Approver	MD_GL_CO_APPROPRIATION_APPROVER	The Appropriation Approver will have the ability to create and approve budget journals and create Budget Attributes for their respective Business Units.
--	--	---------------------------	---	--

Accounts Receivable

		Accounts Receivable Reporter	MD_AR_DPT_REPORTER	The Accounts Receivable Reporter is responsible for running reports on receivables data for a Business Unit.
		Customer Viewer	MD_AR_DPT_CUSTOMER_VW	The Customer Viewer is responsible for running inquiries and reports on customer data. The Customer Viewer only has View access to customer data. This user does not have access to view confidential information for a customer record.
		Department AR Viewer	MD_AR_DPT_VIEWER	The Department AR Viewer is responsible for running inquiries on Accounts Receivable data for a Business Unit. The Department AR Viewer only has View Only access to Accounts Receivable data.
		Department AR Collections Processor	MD_AR_DPT_COLLECTION_PRCR	The Department AR Collections Processor is responsible for: <ul style="list-style-type: none"> • Generating customer interactions, including dunning letters and customer conversations. • Updating the status of posted items (i.e., note a topic in Dispute or for Collections). • Performing maintenance and collection activities on receivables within the system, applying adjustments to receivables (i.e., create worksheets), reclassifying receivables, and writing off receivable balances. The Department AR Collections Processor is not able to set worksheets to post (i.e., Maintenance Worksheets or Transfer Worksheets).
		Department AR Confidential Customer Processor	MD_AR_DPT_CONF_CUST_PRCR	The Department Customer Processor is responsible for Adding, Updating, and Viewing customer confidential information.
		Department AR Item Processor	MD_AR_DPT_ITEM_PRCR	The Department AR Item Processor is responsible for creating a receivable item inside the system. The Department AR Item Processor is able to handle payment expectations. This role may also correct posting errors for receivable items.
		Department AR Payment Processor	MD_AR_DPT_PAYMENT_PRCR	The Department AR Payment Processor has the ability to enter payments/deposits and apply payments to receivables.
		Department AR Writeoff Approver	MD_AR_DPT_WRITEOFF_APRVR	The Department AR Writeoff Approver is responsible for approving writeoffs at a department level.
		Department Customer Processor	MD_AR_DPT_CUST_PRCR	The Department Customer Processor has the ability to Add, Update, and View customer general information.

Grants Management

		Department Grant Administrator	MD_GM_DPT_GRT_ADMIN	The Department Grant Administrator is responsible for establishing and submitting grant proposals, generating awards, reporting and managing the grant.
		Department Grant Manager	MD_GM_DPT_GRT_MGR	The Department Grant Manager will have the ability to view and approve proposals and generate reports.

Project Costing

		Department Project Processor	MD_PC_DPT_PROJECT_PRCR	The Department Project Processor is responsible for the creation/maintenance of Projects and Activities. This role will create budgets and have access to Project Costing reports.
		Department Project Contract Admin	MD_PC_DPT_CONTRACT_ADMIN	The Department Contract Administrator is responsible for creating customer contracts for internal, external, and grant billing
		Department Project Contract Manager	MD_PC_DPT_CONTRACT_MGR	The Department Contract Manager is responsible for reviewing and activating customer contracts for the department.
		PC Viewer	MD_PC_DPT_VIEWR	The PC Viewer has the ability to view all Project information.
		Project Costing Reporter	MD_PC_DPT_REPORTER	The Project Costing Reporter has the ability to access all Project Costing (PC) batch reports and PS Query Viewer.

Billing

		Department BI Adjustment Processor	MD_BI_DPT_ADJ_PRCR	The Department BI Adjustment Processor is responsible for adjusting a bill in the system.
		Department BI Viewer	MD_BI_DPT_VIEWER	The Department BI Viewer is responsible for running inquiries on Billing data for a Business Unit. This user only has View Only access to Billing data.

		Department BI Processor	MD_BI_DPT_PRCR	The Department BI Processor is responsible for creating a bill inside the system based on data from the Bill Request Form. The Department BI Processor is able to generate Pro Forma (draft) invoices of the bills, update billing data, set bills to Ready status (i.e. for finalization and invoice generation), and correct billing errors within the system (including interfaced billing data).
		Department BI Reporter	MD_BI_DPT_REPORTER	The Department BI Reporter has the ability to run reports on Billing data.
		Department BI Installment Plan Approver	MD_BI_DPT_APRVR	The Department BI Installment Plan Approver is responsible for approving Installment Plans at a department level.
Cash Management				
		Bank Statement Reconciliation Processor	MD_CM_DPT_BNK_STMT_RECON	The Bank Statement Reconciliation Processor is responsible for reconciling bank statements with payment transactions.
Procurement				
		Department Requisition Processor	MD_PO_DPT_REQUISITION_PRCR	<p>The Department Requisition Processor is a department end-user who has the delegated authority to create, change, and cancel a requisition.</p> <p><i>If this role is selected, please also fill out the following information</i></p> <p><i>Supervisor name and eKey:</i></p> <p><i>Ship to ID and Description:</i></p>
		Department Requisition Approver 1	MD_PO_DPT_REQUISITION_APRVR1	The Department Requisition Approver 1 is a role assigned to the immediate supervisor of a Department Requisition Processor. This role is always the first approver in the requisition workflow, regardless of the total dollar amount.
		Department Requisition Approver 2	MD_PO_DPT_REQUISITION_APRVR2	<p>The Department Requisition Approver 2 is a role assigned to the second approver in the requisition workflow. The individuals assigned to this role have the delegated authority to approve any requisition between \$25,000.00 - \$99,999.99.</p> <p>Approval Div Route Control (Required):</p>
		Department Requisition Approver 3	MD_PO_DPT_REQUISITION_APRVR3	<p>The Department Requisition Approver 3 is a role assigned to the third approver in the requisition workflow. The individuals assigned to this role have the delegated authority to approve any requisition between \$100,000.00 - \$249,999.99.</p> <p>Approval Div Route Control (Required):</p>
		Department Requisition Approver 4	MD_PO_DPT_REQUISITION_APRVR4	<p>The Department Requisition Approver 4 is a role assigned to the fourth approver in the requisition workflow. The individuals assigned to this role have the delegated authority to approve any requisition greater than \$250,000.00.</p> <p>Approval Div Route Control (Required):</p>
		Fleet Category Code Requisition Approver	MD_PO_DPT_FLEET_REQ_APRVR	The Fleet Category Code Requisition Approver role is assigned to department staff with the expertise to review and approve the technical specifications for mobile equipment on any requisition assigned to a fleet item category.
		IT Commodity Code Requisition Approver	MD_PO_DPT_IT_REQ_APRVR	The IT Commodity Code Requisition Approver role is assigned to department staff with the expertise to review and approve technical specifications for software or hardware on any requisition assigned to an IT item category.
		Funding Source Chartfield Requisition Approver	MD_PO_DPT_FUND_SRCE_REQ_APRVR	The Funding Source Chartfield Requisition Approver is a role assigned to staff responsible for approving requisitions coded with a trust fund at the distribution level.
		Department PO Buyer	MD_PO_DPT_BUYER	<p>The Department PO Buyer is a role assigned to staff responsible for creating, changing, sourcing, and canceling a purchase order.</p> <p><i>If this role is selected, please also fill out the following information</i></p> <p><i>Supervisor name and eKey:</i></p> <p><i>Ship-to ID and Description:</i></p>
		Department PO Approver 1	MD_PO_DPT_APRVR1	<p>The Department PO Approver 1 is a role assigned to the Department PO Buyer's immediate supervisor.</p> <p>This role is always the first approver in the purchase order workflow, regardless of the total dollar amount.</p> <p>Also, this role has the delegated authority to approve any purchase order under \$25K.</p>
		Department PO Approver 2	MD_PO_DPT_APRVR2	<p>The Department PO Approver 2 is a role assigned to the second approver in the purchase order workflow. The individuals assigned to this role have the delegated authority to approve any purchase order between \$25,000.00 - \$99,999.99.</p> <p>Approval Div Route Control (Required):</p>
		Department PO Approver 3	MD_PO_DPT_APRVR3	<p>The Department PO Approver 3 is a role assigned to the third approver in the purchase order workflow. The individuals assigned to this role have the delegated authority to approve any purchase order between \$100,000.00 - \$249,999.99.</p> <p>Approval Div Route Control (Required):</p>
		Department PO Approver 4	MD_PO_DPT_APRVR4	<p>The Department PO Approver 4 is a role assigned to the fourth approver in the purchase order workflow. The individuals assigned to this role have the delegated authority to approve any purchase order greater than \$250,000.00.</p> <p>Approval Div Route Control (Required):</p>

		Funding Source Chartfield PO Approver	MD_PO_DPT_FUND_SRCE_APRVR	The Funding Source Chartfield PO Approver is a role assigned to staff responsible for approving purchase orders coded with a trust fund at the distribution level.
		GOB Chartfield Requisition Approver	MD_PO_DPT_REQUISITION_GOB_APRV	The GOB Chartfield Requisition Approver is a role assigned to staff responsible for approving GOB funded requisitions.
		PO Retainage Maintainer	MD_PO_DPT_RETAINAGE	The PO Retainage Maintainer, is a role assigned to staff responsible for updating the retainage amount or percentage on a purchase order line.
		PO Reporter	MD_PO_DPT_REPORTER	The PO Reporter role is assigned to staff who are authorized to run business unit reports for requisition and purchase order activities.
		PO View Only	MD_PO_DPT_VIEW_ONLY	The PO View Only role has the ability to only view requisition and PO information such as configuration, requisitions, and purchase orders.
		Department Receiving Processor	MD_PO_DPT_RECEIVING_PRCR	The Department Receiving Processor is a role assigned to staff responsible for the receipt of goods and services.
		Department RTV Processor	MD_PO_DPT_RTV_PRCR	The Department RTV Processor is a role assigned to staff who are authorized to enter a return to vendor transaction.
		Department Receiving Inspector	MD_PO_DPT_RECEIVING_INSPECTOR	The Department Receiving Inspector is a role assigned to staff with the technical expertise to inspect specialized goods.
Supplier				
		Supplier Reporter	MD_SUPPLIER_REPORTER	The Supplier Reporter has the ability to run supplier reports.
		Department Supplier Viewer	MD_SUPPLIER_DPT_VIEWER	The Department Supplier Viewer will be able to view vendor information (Data will be Masked). No User Preferences should be selected in Supplier Processing Authority.
		Supplier Viewer	MD_SUPPLIER_VIEWER	The Supplier Viewer has the ability to view vendor information (Data will be Masked). No User Preferences should be selected in Supplier Processing Authority.
Supplier Contract				
		Department Contract Administrator	MD_SC_DPT_CONTRACT_ADMIN	The Department Contract Administrator has the ability to access the Supplier Contract Module to configure and maintain Supplier Contract activities.
		Department Procurement Manager	MD_SC_DPT_PROCUREMENT_MANAGER	Department Procurement Manager has the ability to change a Procurement Contract Entry status field drop-down menu to: approved, cancelled, closed, on-hold, and open.
		Department Capital/Construction Contract Administrator	MD_SC_DPT_CONST_CONTRACT_ADMIN	The Department Capital/Construction Contract Administrator will have the ability to create and manage Department Group Multi Supplier Contracts and related Allocation and Contract data.
		Department Capital/Construction Contract Approver	MD_SC_DPT_CONST_APRVR_GPMS	This approver role will have the ability to change the contract entry status field on a GMS contract with contract styles CONST, DSN BUILD, PSA, and RESOLUTION to any value on the drop-down menu: Approved, Canceled, Closed, on-hold and Open.
		Supplier Contract Manager Approver	MD_SC_MANAGER_APRVR	The Manager Approver approves AWARD COMPETITIVE Recommendations over two hundred fifty thousand dollars (\$250K)
		SC Analyst Approval	MD_SC_ANALYST	This role is a reviewer/approver in the approval path of certain documents created within the Document Management module.
		GRI Maintainer	MD_SC_CTL_GRI	The GRI Maintainer will assign and modify Grant Restriction Indicator (GRI) value on a Group Multi Supplier Contract. This role will assign Grant Restriction Indicator (GRI) value on a PO Contract when the default GRI Value from the Group Multi Supplier Contract is equal to Mixed Funding.
		Competitive Approver 1	MD_SC_NON_COMP_APRVR1	Competitive Approver 1 approves Non-Competitive Award Recommendations up to the one hundred thousand dollar (\$4100K) threshold
		Competitive Approver 2	MD_SC_NON_COMP_APRVR2	Competitive Approver 1 approves Non-Competitive Award Recommendation over up to two-hundred fifty thousand dollar (\$250K plus) threshold in PeopleSoft.
		SC Division Director Approver	MD_SC_DPT_DIR_APRVR	This role is in the approval path of Award Recommendation, Modification Memos and Chairperson Reports within PeopleSoft.
		EV Scorecard Admin	MD_EV_SCORECARD_ADMIN	The Supplier Scorecard Admin Role will have Setup related Page access. This includes setting up the Template Reasons Codes and Types.
		EV Score Manager	MD_EV_SCORE_MANAGER	The Supplier Scorecard Manager Role will have the Ability to Create Evaluations and Manage Responses

		EV Score Evaluation	MD_EV_SCORE_EVALUATION	The Supplier Evaluator Role will have the Ability to access My Evaluations Page
		EV Score Analyst	MD_EV_SCORE_ANALYST	The Supplier Scorecard Analyst Role will have the ability to View Evaluations and Overall Score Trends
Supplier Contract Constitutional Offices				
		Property Appraiser Contract Administrator	MD_SC_CONTRACT_ADMIN_PA	This is a Creator role. It allows a user to create and revise parent and child contracts under the contract style of Property Appraiser. The PA Contract Admin can also upload documents into the Supplier Contract module.
		Property Appraiser Procurement Manager	MD_SC_PROCUREMENT_MANAGER_PA	This is an Approver role. It allows a user to review and approve the PO contract style (Child Contracts) issued under the Property Appraiser Contract style. This role can change the Contract Entry status field drop-down menu to approved, canceled, closed, on hold, and open.
		Property Appraiser Group Multi Supplier Approver	MD_SC_APRVR_GPMS_PA	This is an Approver role. It allows a user to approve Property Appraiser GMS (group multi-supplier) – Parent Contracts. This role can change the Contract entry status field drop-down menu for PA parent contracts to approved, canceled, closed, on hold, and open.
		Clerk of Courts Contract Administrator	MD_SC_CONTRACT_ADMIN_CL	This is a Creator role. It allows a user to create and revise parent and child contracts under the contract style of Clerk of Courts. The CL Contract Admin can also upload documents into the Supplier Contract module.
		Clerk of Courts Procurement Manager	MD_SC_PROCUREMENT_MANAGER_CL	This is an Approver role. It allows a user to review and approve the PO contract style (Child Contracts) issued under the Clerk of Courts Contract style. This role can change the Contract Entry status field drop-down menu to approved, canceled, closed, on hold, and open.
		Clerk of Courts Group Multi Supplier Approver	MD_SC_APRVR_GPMS_CL	This is an Approver role. It allows a user to approve Clerk of Courts GMS (group multi-supplier) – Parent Contracts. This role can change the Contract entry status field drop-down menu for CL parent contracts to approved, canceled, closed, on hold, and open.
		Elections Contract Administrator	MD_SC_CONTRACT_ADMIN_EL	This is a Creator role. It allows a user to create and revise parent and child contracts under the contract style of Elections. The EL Contract Admin can also upload documents into the Supplier Contract module.
		Elections Procurement Manager	MD_SC_PROCUREMENT_MANAGER_EL	This is an Approver role. It allows a user to review and approve the PO contract style (Child Contracts) issued under the Elections Contract style. This role can change the Contract Entry status field drop-down menu to approved, canceled, closed, on hold, and open.
		Elections Group Multi Supplier Approver	MD_SC_APRVR_GPMS_EL	This is an Approver role. It allows a user to approve Elections GMS (group multi-supplier) – Parent Contracts. This role can change the Contract entry status field drop-down menu for EL parent contracts to approved, canceled, closed, on hold, and open.
		Police Contract Administrator	MD_SC_CONTRACT_ADMIN_PD	This is a Creator role. It allows a user to create and revise parent and child contracts under the Police contract style. The PD Contract Admin can also upload documents into the Supplier Contract module.
		Police Procurement Manager	MD_SC_PROCUREMENT_MANAGER_PD	This is an Approver role. It allows a user to review and approve the PO contract style (Child Contracts) issued under the Police Contract style. This role can change the Contract Entry status field drop-down menu to approved, canceled, closed, on hold, and open.
		Police Group Multi Supplier Approver	MD_SC_APRVR_GPMS_PD	This is an Approver role. It allows a user to approve Police GMS (group multi-supplier) – Parent Contracts. This role can change the Contract entry status field drop-down menu for PD parent contracts to approved, canceled, closed, on hold, and open.
		Tax Collector Contract Administrator	MD_SC_CONTRACT_ADMIN_TC	This is a Creator role. It allows a user to create and revise parent and child contracts under the contract style of Tax Collector. The TC Contract Admin can also upload documents into the Supplier Contract module.
		Tax Collector Procurement Manager	MD_SC_PROCUREMENT_MANAGER_TC	This is an Approver role. It allows a user to review and approve the PO contract style (Child Contracts) issued under the Tax Collector Contract style. This role can change the Contract Entry status field drop-down menu to approved, canceled, closed, on hold, and open.
		Tax Collector Group Multi Supplier Approver	MD_SC_APRVR_GPMS_TC	This is an Approver role. It allows a user to approve Tax Collector GMS (group multi-supplier) – Parent Contracts. This role can change the Contract entry status field drop-down menu for TC parent contracts to approved, canceled, closed, on hold, and open.
Asset Management				
		Department Asset Processor	MD_AM_DPT_ASSET_PRCR	Department Asset Processor is responsible for submitting and processing Finance Transactions.
		Department Asset Maintainer	MD_AM_DPT_ASSET_MAINT	Department Asset Maintainer is responsible for managing the physical information associated with assets under their control and updating and processing assets into the system.
		Department Asset Viewer	MD_AM_DPT_ASSET_VIEWR	The Department Asset Viewer will be able to view the assets within their business unit.
		Department Asset Manager	MD_AM_DPT_ASSET_MGR	<p>Department Asset Manager is responsible for validating, entering, and/or approving interface entries from subsystem, and additions; review and approve all Physical and Financial Asset Transactions such as TRF/RET/RCT/ADI/ADD.</p> <p>Approval Div Route Control (Required):</p>

Strategic Sourcing

		Strategic Sourcing Buyer	MD_SS_DPT_BUYER	The Strategic Sourcing Buyer has the ability to create, analyze, and award events.
		Create Events Without Awarding	MD_SS_DPT_BUYER_NO_AWARD	The Strategic Sourcing Dept Buyer possesses the capability to create and analyze, but they do not have the authority to award.
		Strategic Sourcing Event Approver	MD_SS_DPT_EVENT_APPROVER	The Strategic Sourcing Event Approver has the ability to approve or deny Events.
		Approve Events Without Awarding	MD_SS_DPT_EVENT_APPR_NO_AWARD	The Strategic Sourcing Dept Buyer can Approve or Deny, but they do not have the authority to award.
		Strategic Sourcing Viewer	MD_SS_DPT_VIEWER	The Strategic Sourcing Viewer will be able to view events and bidder information.
		Strategic Sourcing Plan Approver	MD_SS_DPT_PLAN_APPROVER	The Strategic Sourcing Plan Approver has the ability to approve or deny Plans.
		Strategic Sourcing Event Collaborator	MD_SS_EVENT_COLLABORATOR	The Strategic Sourcing Event Collaborator has the ability to collaborate on Sourcing Events

CENTRAL ROLES

Accounts Payables

		Central AP Approver 1	MD_AP_CTL_APRVR1	The Central AP Approver 1 role is responsible for approving vouchers through workflow once the voucher been approved by the Department AP Approver 1 in the workflow approval process.
		Central AP Processor	MD_AP_CTL_PRCR	The Central AP Processor is responsible for processing AP vouchers for county departments.
		Central AP Captiva Processor	MD_AP_CTL_CAPTIVA_PRCR	The Central AP Captiva Processor is able to delete DPTs.
		Central AP 1099 Processor	MD_AP_CTL_1099_PRCR	The Central AP 1099 Processor is responsible for maintaining 1099 departmental data, running 1099 reports, and processing 1099 adjustments.
		Central AP Batch Processor	MD_AP_CTL_BTCH_PRCR	Central AP Batch Processor
		Central Finance AP Compliance Officer	MD_AP_CTL_COMPLIANCE_OFFICER	The Central Finance AP Compliance Officer is responsible for approving AP vouchers through workflow.
		Central AP Pay Cycle Processor	MD_AP_CTL_PAY_CYCLE_PRCR	The Central AP Pay Cycle Processor is responsible for running Pay Cycle and canceling and posting payments.
		Central AP Payment Maintainer	MD_AP_CTL_PAYMENT_MAINT	The Central AP Payment Maintainer is responsible for canceling, posting, and escheating payments.
		Central AP Supervisor	MD_AP_CTL_SUPERVISOR	The Central AP Supervisor is responsible for entering, researching, deleting, and correcting vouchers.
		Central AP Threshold Approver	MD_AP_CTL_THRESHOLD_APRVR	The Central AP Threshold Approver is responsible for approving vouchers through workflows that meet a predefined threshold.
		Central AP Trust Fund Approver	MD_AP_CTL_TRUSTFUND_APRVR	The Central AP Trust Fund Approver is responsible for approving vouchers through workflows that require Trust Fund review and approval.
		AP Central Construction Approver	MD_AP_CTL_CONSTR_MGMT_APRVR	The AP Central Construction Approver is responsible for approving vouchers through workflow once the voucher has been approved by the AP Department Construction Approver in the workflow approval process.
		ND AP Approver	MD_AP_ND_APRVR	The ND AP Approver will be have the ability to approve vouchers under ND business unit through workflow. Will be pooled defined by the role configuration. (Central Finance Only)

Travel & Expenses

		Central Travel and Expense Processor	MD_EX_CTL_TRAVEL_PRCR	The Central Travel and Expense processor is responsible for reviewing and processing Travel Authorization, Cash Advances and Expense Reports
		Central Travel and Expense Approver	MD_EX_TRAVEL_APRVR	The Central Travel and Expense approver is responsible for reviewing and processing Cash Advances

General Ledger/Commitment Control

		Central GL Budget Definition Maintenance	MD_GL_CTL_BUD_DEFN_MAINT	The Central GL Budget Definition Maintainer is responsible for maintaining the Commitment Control Budget Definition for Countywide and Department budgets.
		Central GL Configuration Maintainer	MD_GL_CTL_CFG_MAINT	The Central General Ledger (GL) Configuration Maintainer is responsible for updating system-wide and Department General Ledger (GL) configuration values.
		Allocation Processor	MD_GL_DPT_ALLOC_PRCR	The Allocation Processor is responsible for processing Allocation Groups and verifying the allocation results. Note: Central Finance Only
		Central GL CoA Maintainer	MD_GL_CTL_COA_MAINT	The Central Chart of Accounts (CoA) Maintainer is responsible for the setup of Chart of Account values, trees, and maintenance of combination edit definitions and rules. The Chart of Accounts (CoA) Maintainer is responsible for the maintenance of the Chart of Accounts (CoA) translation tables and rules.
		Central GL Workflow Admin	MD_GL_CTL_WRKFL_ADMIN	The Central General Ledger (GL) Workflow Administrator has the ability to override routing, approvals, and Delegation of Authority (DOA). This user is also responsible for the configuration and maintenance of workflow configuration.
		Central Appropriation Approver	MD_GL_CTL_APROP_APRVR	OMB (Office of Management & Budget) Approver role has access to post, approve/ reject Countywide controlling budget journals.

		Central Appropriation Processor	MD_GL_CTL_APROP_PRCR	The Central Appropriation Processor has the ability to create Countywide controlling budget journals. This user also has access to view Appropriation transactions interfaced from Hyperion.
		Central Chart of Accounts (CoA) Approver	MD_GL_CTL_COA_APRVR	The Central Chart of Account (CoA) Approver is responsible for approving chartfield requests.
		Central GL Close Processor	MD_GL_CTL_CLOSE_PRCR	The Central GL Close Processor is responsible for the running of close processes and the closing of accounting periods.
		Central GL Journal Approver 2	MD_GL_CTL_JRNL_APRVR2	The Central GL Journal Approver 2 is responsible for the second level approval of Department journals. The approver has access to a pooled worklist where they can approve the journals.
		Central GL Journal Approver 3	MD_GL_CTL_JRNL_APRVR3	The Central GL Journal Approver 3 is responsible for the third level approval of Department journals that are for Adjusting entries. The rule is activated when the Adjusting Entry on the Header page is turned on. This approver has access to a pooled worklist where they can approve the journals.
		Central GL Journal Processor	MD_GL_CTL_JRNL_PRCR	The Central GL Journal Processor is responsible for the creation of journals in the Modified Accrual, Cash Adjustment, and Full Accrual Adjustment ledgers. A Central Journal Processor can run online Edit, Budget Check, and submit to the journal approval process.
Grants Management				
		Central GM Batch Processor	MD_GM_CTL_BTCH_PRCR	Central Grants Management Batch Processor
		Central GM Configuration Manager	MD_GM_CTL_CFG_MGR	Central Grants Management Configuration Manager
Accounts Receivable				
		Central AR Delinquent Account Processor	MD_AR_CTL_DELIN_ACCT_PRCR	The Central AR Delinquent Account Processor has the ability to Remove items from the delinquent account registry.
		Central AR Writeoff Approver	MD_AR_CTL_WRITEOFF_APRVR	The Central AR Writeoff Approver is responsible for approving writeoffs at a central level.
Project Costing				
		Central PC Configuration Maintainer	MD_PC_CTL_CFG_MAINTAINER	PC Configuration Maintainer
		Central Project Processor	MD_PC_CTL_PROJECT_PRCR	The Central Project Processor has access to view projects and activities and is responsible for activating projects created by departments. Note: Central Finance Only
Cash Management				
		Central Bank Statement Processor	MD_CM_CTL_BNK_STMT_PRCR	The Central Bank Statement Processor is responsible for maintaining the bank statement import process and processing bank statements.
		Central Cash Position Processor	MD_CM_CTL_CASH_POSN_PRCR	The Central Cash Position Processor is responsible for generating cash positions.
		Central CM Interest Distribution Processor	MD_CM_CTL_INT_DIST_PRCR	The Central CM Interest Distribution Processor is responsible for executing interest distribution processing.
		Central CM Interest Earnings Processor	MD_CM_CTL_INT_EARN_PRCR	The Central CM Interest Earnings Processor is responsible for inputting the monthly interest earnings amount.
		Central Treasury Accounting Processor	MD_CM_CTL_TREAS_ACCTG_PRCR	The Central Treasury Accounting Processor is responsible for manual processing of treasury accounting.
		Central Cash Management Bank Account Maintainer	MD_CM_CTL_BNK_ACCT_MAINTN	The Central Cash Management Bank Account Maintainer is responsible for configuring new bank accounts and updating existing bank account information.
Procurement				
		Central Withholding Maintainer	MD_PO_CTL_Withhold	The Central Withholding Maintainer, is a role assigned to staff authorized to update the withholding flag and withholding values
		IT Commodity Code PO Approver	MD_PO_DPT_IT_APRVR	The IT Commodity Code PO Approver role is assigned to staff with the expertise to review and approve technical specifications for software or hardware on any purchase order assigned to an IT item category. Note: ITD Purchasing Staff Only

		Temp Services Commodity Code PO Approver	MD_PO_TMP_SVC_PO_APRVR	The Temp Services Commodity Code PO Approver role is assigned to staff with the delegated authority to review and approve purchase orders assigned to a temp services item category. Note: OMB Leadership Staff Only
		GOB Chartfield PO Approver	MD_PO_DPT_GOB_APRVR	The GOB Chartfield PO Approver is a role assigned to staff responsible for approving GOB funded purchase orders. Note: OMB Capital Team Only.
		Purchase Order Receiving Administrator	MD_PO_DPT_RECEIVING_ADMIN	The Purchase Order Receiving Administrator is a role assigned to staff authorized to update the receiving required and match action fields on the purchase order. Note: Central Procurement and INFORMS SCM Team Only.
		Fleet Category Code PO Approver	MD_PO_DPT_FLEET_APRVR	The Fleet Category Code PO Approver role is assigned to staff with the expertise to review and approve the technical specifications for mobile equipment on any purchase order assigned to a fleet item category. Note: ISD Fleet Management Staff Only.
Supplier				
		Central Finance Supplier Approver	MD_SUPPLIER_CTL_FIN_APRVR	The Central Finance Supplier Approver is responsible for approving a new supplier or supplier data changes made internally.
		Central Finance Supplier Processor	MD_SUPPLIER_CTL_FIN_PRCR	The Central Finance Supplier Processor has the ability to create a new supplier or add/modify supplier information (i.e. address and contact).
		Central Procurement Supplier Processor	MD_SUPPLIER_CTL_PO_PRCR	The Central Procurement Supplier Processor has the ability to create a new supplier or add/modify supplier information (i.e. address and contact).
		Central Procurement Supplier Approver	MD_SUPPLIER_CTL_PO_APRVR	The Central Procurement Supplier Approver will be responsible for approving a new supplier or supplier data changes made internally.
		Central Supplier Reporter	MD_SUPPLIER_CTL_REPORTER	The Central Supplier Reporter has the ability to run supplier reports.
		Central Supplier New User Maintainer	MD_SUPPLIER_CTL_NEW_USER_MAINT	The Central Supplier New User Maintainer Role has the ability to create new supplier user accounts for existing Suppliers. Note: Central Procurement/Finance - Vendor Maintenance Only.
Supplier Contract				
		GRI Maintainer	MD_SC_CTL_GRI	The GRI Maintainer will assign and modify Grant Restriction Indicator (GRI) value on a Group Multi Supplier Contract. This role will assign Grant Restriction Indicator (GRI) value on a PO Contract when the default GRI Value from the Group Multi Supplier Contract is equal to Mixed Funding.
		Contract Viewer	MD_SC_CTL_VIEWR	Supplier Contract View only access. This user will have the ability to view all SCM modules and financial data related to the contract.
		Central Contract Admin (PCO)	MD_SC_CTL_CONTRACT_ADMIN	The Central Contract Admin creates, amends, delete, inactivate all supplier contract documents created in the Document Management module to include, contract and add-hoc documents, etc. This role can use all Contract Process Options to create contracts. This role can also create all document types within Document Management.
		QA Specialist	MD_SC_QA_SPC	The QA Specialist responsible for ensuring that the supplier contract data entered into the system complies with procurement governance. Modifies system data as needed. This role can update the supplier contract header. NO access to change contract header status field: Approved, Canceled, Closed, on-hold and Open.
		Central GMS Approver	MD_SC_CTL_APRVR_GPMS	Central GMS approver has the ability to change the contract entry status field on a GMS Contract with contract styles ACG, BW, ITB, RFP, RFQ, RTQ, REVENUE, and SS to any value on the drop-down menu: Approved, Canceled, Closed, on-hold and Open. Note: Central Procurement - Vendor Maintenance Only
		Central Procurement Manager	MD_SC_PROCUREMENT_MANAGER	This role will have the ability to change the Contract Entry status field drop-down menu to: approved, cancelled, closed, on-hold, and open, for all Contract Process Option (e.g. PO, General, etc.) EXCEPT THE GROUP MULTI SUPPLIER process option.
		SBD Capital/Construction Contract Administrator	MD_SC_SBD_CONTRACT_ADMIN	The SBD Contract Administrator will have the ability to create and manage SBD Group Multi Supplier Contracts and related Allocation and Contract data.
		SBD Capital/Construction Contract Approver	MD_SC_SBD_APRVR_GPMS	The SBD GMS Approver role will have the ability to change the contract entry status field on a GMS Contract related to SBD contract styles. Approved, Canceled, Closed, on-hold and Open
		CPO Approver	MD_SC_CPO_APRVR	The CPO Approver approves Chairperson Reports within PeopleSoft.
		ISD Director Approver	MD_SC_ISD_DIR_APRVR	The ISD Director Approver approves Chairperson Reports, and is in the approval path of Award and Mod. Recommendations within PeopleSoft Document Management.
		Supplier Contract Collaboration Team Member	MD_SC_COLLAB_TEAM_MEMBER	The Supplier Contract Collaboration Team Member has the ability to be added as a collaborator to review contract documents such as Legal, Budgeting, Accounting, etc. The Supplier Contract Collaboration Team are allowed to make changes in the document.

		Librarian	MD_SC_LIBRARIAN	This Central role is responsible for creating and maintaining the clauses library.
		Librarian Approver	MD_SC_LIBRARIAN_APRVR	The Central Librarian Approver has the ability to approve clauses in the Supplier Contract Library.
Asset Management				
		Central Asset Physical Processor	MD_AM_CTL_ASSET_PHYS_PROC	Central Asset Physical Processor (Internal Services Central) is responsible for the processing of reinstatements, the final approval of asset retirements, and the overall physical maintenance of assets.
		Central Asset Processor	MD_AM_CTL_ASSET_PRCR	Central Asset Processor (Central Finance & Enterprise Departments) will be responsible for the financial/accounting side of the Asset Management related transactions as well as depreciation.
Strategic Sourcing				
		Central Strategic Sourcing Procurement Buyer	MD_SS_CTL_BUYER	The Central Strategic Sourcing Buyer has the ability to create, analyze, and award events.
		Central Strategic Sourcing Procurement Event Approver	MD_SS_CTL_EVENT_APPROVER	The Central Strategic Sourcing Event Approver has the ability to approve or deny Events
		Central Strategic Sourcing Bidder Administrator	MD_SS_CTL_BIDDER_ADMIN	The Central Strategic Sourcing Bidder Administrator has the ability to maintain and update Bidder Registration.
		Central Strategic Sourcing Bidder Group Administrator	MD_SS_CTL_BIDDER_GRP_ADMIN	The Central Strategic Sourcing Bidder Group Pool Admin has the ability to create and maintain Bidder Groups for the "Pool" type
		Central Strategic Sourcing Workflow Administrator	MD_SS_CTL_WRKFL_ADMIN	The Central Strategic Sourcing (SS) Workflow Administrator has the ability to override routing, approvals, and Delegation of Authority (DOA). This user is also responsible for the configuration and maintenance of workflow configuration.
		Central Strategic Sourcing Configuration Maintainer	MD_SS_CTL_CFG_MAINT	The Central Strategic Sourcing (SS) Configuration Maintainer is responsible for updating Strategic Sourcing (SS) configuration values.
		Central Strategic Sourcing Sealed Administrator	MD_SS_CTL_SEALED_ADMIN	The Central Strategic Sourcing Sealed Administrator has the ability to update the Sealed Event box.