**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
- Purchase Orders
- Budget
- Accounts Payable

Staff with this role have inquiry access to:

- Asset Management
- Journal entries
- General Ledger reports

**NDU_D_Grants**

Staff with this role have inquiry access to:

- Customers/Contracts
- Grants
- Project Costing
- Billing

Staff with this role have inquiry access to:

- Accounts Receivable
- Commitment Control Report
- General Ledger Reports

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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

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**Accounting Staff - general**

**NDU_C_GeneralLedger**

Staff with this role can:

- View budget journals
- Review Budget Activities
- Run Budget Reports
- Review budget exceptions
- Enter Journal Entries

Staff with this role can:

- Import spreadsheet journal entries
- Process Journals
- Process ledger close
- Review Financial Information
- 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
- 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**

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
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 NDU_C_AccountsPayable role.

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

Budget Staff - general

NDU_C_Budget
Staff with this role can:
Enter Budget journals
Run Budget reports
Review budget check exceptions
NDU_C_Grants
Staff with this role can update:
- Customers/Contracts
- Grants
- Project Costing
- Billing and Accounts Receivable pages

Grants Staff – Post-award - general

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 – Post-award - specialized

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

Grants Staff – Pre-award - general

NDU_C_PurchaseOrder
Staff with this role can:
- Add/update purchase orders

Purchasing Staff – general

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
- Enter Purchase Orders
- Review accounts payable information and reports
- Review activity log
- Create SpeedCharts
Varied Offices - specialized

**NDU_C_APUloads**
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.