



University of Massachusetts

*Amherst * Boston * Dartmouth * Lowell * President's Office * Worcester*



PeopleSoft Finance 9.1 Security Role Handbook

Created By: Joe Fontecchio and Ann Marie Hickman
Last Updated By: Amarildo Marius Farcas

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University of Massachusetts

PeopleSoft Finance 9.1 Security Role Handbook



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Introduction

The purpose of this document is to provide Campus Data Custodians and Campus Security Administrators the information necessary to assign users of the Finance Production V9.1 and Reporting V9.1 environments with the appropriate roles, global permissions, general user preferences and where applicable module specific user preferences.

1. FS Production Role Descriptions

The following sections describe in detail all of the functional roles that will be available to assign to users. Each module will have its own table that lists all the functional roles that lie within that module. The table will give the name of the role, followed by the permission lists assigned to that role and a description of what actions that role can perform within the system. Functional roles will be assigned to the users of the system not permission lists. The permission lists are listed with the role for your information only.

1.1 Asset Management Roles

Role	Permission Lists	Description
FS_AM Campus Maintainer	<ul style="list-style-type: none"> AMCMMTR 	<ul style="list-style-type: none"> Add/Update Locations View profiles View Asset Basic Add Information Run Physical Inventory Report
FS_AM Clerk*	<ul style="list-style-type: none"> AMCLERK 	<ul style="list-style-type: none"> Add/Update/Correct History assets via Basic Add and Express Add Retire capital and non-capital assets Load-Preview Financial and Pre-AM Interfaces Update asset cost Run Asset Management Reconcile Report Ability to conduct Physical Inventory Update Physical Inventory History page Run Physical Inventory Report
FS_AM Basic Clerk	<ul style="list-style-type: none"> AMBCLERK 	<ul style="list-style-type: none"> Add/Update/Correct History assets via Basic Add. Print a capital/non-capital asset Search for an asset.



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FS_AM Supervisor*	<ul style="list-style-type: none"> AMSUPVSR AMCLERK 	<ul style="list-style-type: none"> Add /Update / Correct History assets via Basic Add and Express Add Retire capital and non-capital assets Load-Preview Financial and Pre-AM Interfaces Update asset cost Run Asset Management Reconcile Report Ability to conduct Physical Inventory Update Physical Inventory History page Run Physical Inventory Report Ability to run Depreciation. Inter unit asset transfer Add /Update Leased assets
FS_AM Location Maintainer	<ul style="list-style-type: none"> AMLOCATION 	<ul style="list-style-type: none"> View Asset Basic Add Information Add/Update Location/Comments Add/Update Manufacturer/License/Custodian
FS_AM Inq & Rptg_PROD	<ul style="list-style-type: none"> AMINQRY AMEDURPT 	<ul style="list-style-type: none"> View / Inquire Asset Management pages Run Asset Management reports Print Capital and Non-Capital assets

*For detail on the specific page with Correction Mode access, see Section 9.

1.2 Accounts Payable Roles

Role	Permission Lists	Description
FS_AP Campus Maintainer	<ul style="list-style-type: none"> APCAMMTR APCFGRPT 	<ul style="list-style-type: none"> Set-up Session Defaults Run Voucher Origin Report Run Withhold 1099 Report Run Speed chart Report
FS_AP Clerk Bookkeeper I	<ul style="list-style-type: none"> APCLERK APCTLGRP APPRCVHR KKAPEXC 	<ul style="list-style-type: none"> Add /Update/Close vouchers Correct Voucher errors on-line. Open/Close/Delete control groups Perform matching Override match exceptions Perform budget checking View budget control exceptions View pay cycle exceptions <p><i>Note: Authority to process various vouchers types is controlled by user preferences.</i></p>
FS_AP Clerk_Bookkeeper II	<ul style="list-style-type: none"> APXVCHR 	<ul style="list-style-type: none"> Delete vouchers Un-Post vouchers View access voucher build errors



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		<ul style="list-style-type: none"> Access to Express Voucher pages. Access Quick Invoice entry
FS_AP Tax Clerk	<ul style="list-style-type: none"> APWTHHLD 	<ul style="list-style-type: none"> Process 1099's Post and Update 1042 and 1099 Balances and Adjustments Run 1099 report Run Withholding reports Maintains CCR Codes
FS_AP Treasury Clerk I	<ul style="list-style-type: none"> APPYCYCL 	<ul style="list-style-type: none"> Process Pay Cycles Process Payments. This is a President's Office only role.
FS_AP Treasury Clerk II	<ul style="list-style-type: none"> APRECON 	<ul style="list-style-type: none"> Perform Bank Account Reconciliation Review Bank Statement Files Maintain Merchant ID Table This is a President's Office only role.
FS_AP Treasury Clerk III	<ul style="list-style-type: none"> APXPYMNT 	<ul style="list-style-type: none"> Stop Payments Void Payments Create Withholding entries This is a President's Office only role.
FS_AP Vendor Clerk*	<ul style="list-style-type: none"> APVENDOR 	<ul style="list-style-type: none"> Add /Update/ Correct History Vendors Add /Update Withholding vendor information Run Duplicate Vendor report <p><i>Note: Authority to add, approve and inactivate vendors is controlled by user preferences.</i></p>
FS_AP Inq & Rptg_PROD	<ul style="list-style-type: none"> APINQRY APREPORT 	<ul style="list-style-type: none"> View / Inquire Accounts Payable pages Run Accounts Payable reports.

*For detail on the specific page with Correction Mode access, see Section 9.

1.3 Accounts Receivable and Billing Roles

Role	Permission Lists	Description
FS_AR Deposits	<ul style="list-style-type: none"> ARDEPOST 	<ul style="list-style-type: none"> Balance deposits Add deposits Modify Customer information Manage Excel Upload Errors for deposits, payment and reference Batch Process to Edit Excel Upload/Transfer Deposit Data
FS_AR Manager	<ul style="list-style-type: none"> ARSUPER 	<ul style="list-style-type: none"> Create Maintenance Worksheets Create/Update accounting entries Create/Update Transfers



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		<ul style="list-style-type: none"> Run un-posting processes Inquire on Customer account information Preview/Delete Dunning letter
FS_AR Payments	<ul style="list-style-type: none"> ARPAYMNT ARBIVW 	<ul style="list-style-type: none"> Apply payments to invoices Correct payments View / Inquire AR and BI pages
FS_AR Specialist	<ul style="list-style-type: none"> ARDEPOST ARPAYMNT ARSPEC ARBIVW 	<ul style="list-style-type: none"> Add Express deposits Balance Express deposits Update Contacts Run Dunning Letter processes Manage Excel Upload errors for deposits, payment and reference Batch Process to edit Excel Upload/Transfer Deposit Data View / Inquire AR and BI pages
FS_AR Dunning Letter	<ul style="list-style-type: none"> ARDUNNING 	<ul style="list-style-type: none"> Create, review, delete Dunning Letter Print Dunning Letter
FS_AR_BI Audit	<ul style="list-style-type: none"> ARBIAUDIT 	<ul style="list-style-type: none"> Access to Audit Logs for some AR and BI processing pages. The role must be approved by the Grants lead.
FS_BI Processor	<ul style="list-style-type: none"> BIUSER ARBIVW 	<ul style="list-style-type: none"> Run CA to BI processes to Create Invoice Worksheets Run Invoicing processes to Create invoices Update remaining Billing pages Approve/Delete billing worksheets to Create invoices Review customer information View / Inquire AR and BI pages Ability to copy Bills
FS_AR & BI Reporting_PROD	<ul style="list-style-type: none"> ARBIPRDRPTG RPTDDRINT 	<ul style="list-style-type: none"> View / Inquire AR and BI pages Run AR and BI reports: <ul style="list-style-type: none"> -UMAR7001 – Positive Cash Balance Rpt -UMAR7002 – AR Status Rpt -UMAR7003 – UnBilled AR Aging Rpt -UMBI7003 – Prebill Rpt -UMBI7005 – Changes in UnBilled AR Rpt -UMBI7016 – Defer Revenue Rpt
FS_AR & BI Inq_PROD	<ul style="list-style-type: none"> ARBIVW 	<ul style="list-style-type: none"> View / Inquire AR pages View / Inquire BI pages

1.4 General Ledger Roles

Role	Permission Lists	Description
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FS_GL Allocation*	<ul style="list-style-type: none"> GLALLOC 	<ul style="list-style-type: none"> Define/ Correct History Allocations and Allocations Groups Copy/Rename/Delete/ Correct History Allocation steps Run Allocation Reports
FS_GL Central Maint	<ul style="list-style-type: none"> GLCCMNT 	<ul style="list-style-type: none"> GL Account and Fund set-up and maintenance. Add/Update Account/Fund chart field attributes This is a President's Office only role.
FS_GL Chartfield Maint*	<ul style="list-style-type: none"> GLCCFMNT 	<ul style="list-style-type: none"> Add/Update/ Correct History all Campus chartfields but the Account and Fund Chartfields Run chartfields Audit report Run speedchart Error report
FS_GL Config Inquiry	<ul style="list-style-type: none"> GLCNFINQ 	<ul style="list-style-type: none"> Configuration Inquiry – may view Ledger Groups, Business Unit Setup, Inter/IntraUnit and Journal Sources and Journal Classes
FS_GL Import Journals	<ul style="list-style-type: none"> GLIMPORT 	<ul style="list-style-type: none"> Import Spreadsheet Journals
FS_GL Interfaces	<ul style="list-style-type: none"> GLINTF 	<ul style="list-style-type: none"> Run interfaces that correct errors with a journal entry (UMGL5034 -Interunit Fields and UMGL5035 -Populate PC Fields) <p><i>Note: Only users that have the ability to correct journal entries and / or post journals will need this role.</i></p>
FS_GL Journal Online	<ul style="list-style-type: none"> GLJEONL 	<ul style="list-style-type: none"> Create and Update Online journals
FS_GL Non Grants	<ul style="list-style-type: none"> GLPRJMNT 	<ul style="list-style-type: none"> Add /Update non-sponsor projects
FS_GL Pres Off Rprt	<ul style="list-style-type: none"> GLPRSRPT 	<ul style="list-style-type: none"> Run President Office Reports Run Subsystem Reconciliation Reports Define Report books and register nVision layouts
FS_GL SpeedChart Admin*	<ul style="list-style-type: none"> GLSPDADM 	<ul style="list-style-type: none"> Add/Update/ Correct History speed charts
FS_GL Tree Inquire	<ul style="list-style-type: none"> GLTRINQ 	<ul style="list-style-type: none"> View a Tree Print a Tree
FS_GL Tree Maintainer*	<ul style="list-style-type: none"> GLTRMTR 	<ul style="list-style-type: none"> Add/Change/ Delete/ Correct History a Tree Print a Tree.
FS_GL_WF Manager UMAMH **	<ul style="list-style-type: none"> GLJEONL GLWRKLST 	<ul style="list-style-type: none"> Campus Journal Approver for Amherst – Manager Level. Each transaction with a journal source of WF2 is reviewed and approved by this role
FS_GL_WF Manager UMAMH_GM **	<ul style="list-style-type: none"> GLJEONL GLWRKLST 	<ul style="list-style-type: none"> Campus Journal Approver for Amherst – Manager Level. Each transaction with a journal source of WF1 is reviewed and



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		approved by this role
FS_GL_WF Manager UMAMH_BRS **	<ul style="list-style-type: none">• GLJEONL• GLWRKLST	<ul style="list-style-type: none">• Campus Journal Approver for Amherst – Manager Level. Each transaction with a journal source of WF3 is reviewed and approved by this role



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FS_GL_WF Manager UMAMH_UHS **	<ul style="list-style-type: none"> GLJEONL GLWRKLST 	<ul style="list-style-type: none"> Campus Journal Approver for Amherst – Manager Level. Each transaction with a journal source of WF4 is reviewed and approved by this role
FS_GL_WF Manager UMWOR **	<ul style="list-style-type: none"> GLJEONL GLWRKLST 	<ul style="list-style-type: none"> Campus Journal Approver for Worcester – Manager Level. Each transaction with a journal source of CWM is reviewed and approved by this role
FS_GL1	<ul style="list-style-type: none"> GL1 	<ul style="list-style-type: none"> Add/Update/Delete Journals Copy Journals Post Journals Run Journal Edit Errors Report
FS_GL2	<ul style="list-style-type: none"> GL2 KKGLEXC 	<ul style="list-style-type: none"> Perform suspense journal corrections Mark Journals for Override View GL Journal budget exceptions
FS_GL Consolidation	<ul style="list-style-type: none"> GLCONSOL 	<ul style="list-style-type: none"> Run the Equitization and Consolidation process This is a UMWOR only role
FS_GL Inq_PROD	<ul style="list-style-type: none"> GLINQRY 	<ul style="list-style-type: none"> View / Inquire General Ledger pages.
FS_GL Central Rptg_PROD	<ul style="list-style-type: none"> GLCENRPT 	<ul style="list-style-type: none"> Run PeopleSoft Delivered Campus Central Reports
FS_GL End User Rptg_PROD	<ul style="list-style-type: none"> GLEDURPT RPTFIN RPTDDRINT 	<ul style="list-style-type: none"> Run Campus End Users Reports: -UMGL7045 -UMGL7046 -UMGL7047 -UMGL7053 -UMGL7062 -UMGL7079

*For detail on the specific page with Correction Mode access, see Section 9.

**** Special note:** Contact Access Services to have the Route Control configuration established for the users who are assigned to the FS_GL_WK Manager UMXXX role(s). Route Control is a link on the 'Roles' tab under User Profiles and is associated with the FS_GL_WK Manager UMXXX role. The values that would be assigned are:

Role	Route Control to be assigned:
FS_GL_WF Manager UMAMH	Source_UMAMH
FS_GL_WF Manager UMAMH_GM	Source_UMAMH
FS_GL_WF Manager UMAMH_BRS	Source_UMAMH
FS_GL_WF Manager UMAMH_UHS	Source_UMAMH



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FS_GL_WF Manager UMWOR	Source_UMWOR
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This set up cannot be established by Access Services until the user has been assigned one of these roles in the AD and either the user or the Campus Security Administrator has logged into FSPRD91 as that user.

1.5 Commitment Control Roles

Role	Permission List	Description
FS_KK Assoc Budget	<ul style="list-style-type: none"> KKASSBUD 	<ul style="list-style-type: none"> Add/Update Associate Revenue Budget
FS_KK Budget Def*	<ul style="list-style-type: none"> KKSETUP KKBUDATT 	<ul style="list-style-type: none"> Add/Update/ Correct History Budget Definitions Add/Update Budget Attributes
FS_KK Budget Attributes*	<ul style="list-style-type: none"> KKBUDATT 	<ul style="list-style-type: none"> Add/Update/ Correct History Budget Attributes
FS_KK Bud Close	<ul style="list-style-type: none"> KKCLOSE 	<ul style="list-style-type: none"> Define and run the Budget Close Process Run Budget Close Reports
FS_KK Bud Def Display	<ul style="list-style-type: none"> KKSETUPD 	<ul style="list-style-type: none"> View Only access to Budget Definition View Only access to Budget attributes
FS_KK Bud Security	<ul style="list-style-type: none"> KKSECURE 	<ul style="list-style-type: none"> Access to Budget Security and Rules Definitions by security events Run Budget Security Reports
FS_KK Enter Budget	<ul style="list-style-type: none"> KKTRAN 	<ul style="list-style-type: none"> Add/Update, Transfer and Post budgets Import budget journals Run Budget Ledger Detail Report
FS_KK Transfer Budget	<ul style="list-style-type: none"> KKTRANSF 	<ul style="list-style-type: none"> Transfer budgets only
FS_KK Transfer Budget_AMH	<ul style="list-style-type: none"> KKTRANSFAMH 	<ul style="list-style-type: none"> Transfer budgets for UMAMH only
FS_KK Transfer Budget_BOS	<ul style="list-style-type: none"> KKTRANSFBOS 	<ul style="list-style-type: none"> Transfer budgets for UMBOS only
FS_KK Inquire All Excep	<ul style="list-style-type: none"> KKALLEXC 	<ul style="list-style-type: none"> View All budget exceptions
FS_KK Inquire AP Excep	<ul style="list-style-type: none"> KKAPEXC 	<ul style="list-style-type: none"> View Accounts Payables Voucher budget exceptions
FS_KK Inquire Req Excep	<ul style="list-style-type: none"> KKREQEXC 	<ul style="list-style-type: none"> View Requisition budget exceptions
FS_KK Inquire PO Excep	<ul style="list-style-type: none"> KKPOEXC 	<ul style="list-style-type: none"> View Purchase Order budget exceptions
FS_KK Inquire GL Excep	<ul style="list-style-type: none"> KKGLEXC 	<ul style="list-style-type: none"> View General Ledger Journal budget exceptions
FS_KK Inquire ProCard Excep	<ul style="list-style-type: none"> KKCCEXC 	<ul style="list-style-type: none"> View Pro-card budget exceptions
FS_KK Inquire Proj Excep	<ul style="list-style-type: none"> KKPRJEXC 	<ul style="list-style-type: none"> View Grants and Project Costing budget exceptions
FS_KK Inquire EX Excep	<ul style="list-style-type: none"> KKEXEXC 	<ul style="list-style-type: none"> View Expense budget exceptions
FS_KK Interfaces	<ul style="list-style-type: none"> KKINTF 	<ul style="list-style-type: none"> Load Associate Revenue records. These records increase the Remaining Spending Authority on Associated Expenditure Budget



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		<i>Note: To be assigned to those users that have add/update rights to Commitment Control > Control Budget Definitions > Associated Budgets</i>
FS_KK Mass Delete	<ul style="list-style-type: none"> • KKDELETE 	<ul style="list-style-type: none"> • Mass Delete budget journals
FS_KK Override ALL	<ul style="list-style-type: none"> • KKALLEXC 	<ul style="list-style-type: none"> • Override AP Vouchers, Requisitions, Purchase Orders, Expense, General Ledger, Pro-Card and Grants budget exceptions
FS_KK Override AP	<ul style="list-style-type: none"> • KKAPROVR 	<ul style="list-style-type: none"> • Override AP Vouchers budget exceptions
FS_KK Override EX	<ul style="list-style-type: none"> • KKEXOVR 	<ul style="list-style-type: none"> • Override Travel Authorizations and Expense Reports budget exceptions
FS_KK Override GL	<ul style="list-style-type: none"> • KKGLOVR 	<ul style="list-style-type: none"> • Override GL Journal budget exceptions
FS_KK Override PO	<ul style="list-style-type: none"> • KKPOOVR 	<ul style="list-style-type: none"> • Override Purchas Order budget exceptions
FS_KK Override Proj	<ul style="list-style-type: none"> • KKPRJOVR 	<ul style="list-style-type: none"> • Override Grants and Project Costing budget exceptions
FS_KK Override ProCard	<ul style="list-style-type: none"> • KKCCOVR 	<ul style="list-style-type: none"> • Override Pro-card budget exceptions
FS_KK Override Req	<ul style="list-style-type: none"> • KKREQOVR 	<ul style="list-style-type: none"> • Override Requisitions budget exceptions
FS_KK Proj Budget Def	<ul style="list-style-type: none"> • KKPRJDEF 	<ul style="list-style-type: none"> • Add /Update Control Chartfields tab. This role is for a Grants user to update project information. • View only to all other Budget Definition tabs.
FS_KK Inq_PROD	<ul style="list-style-type: none"> • KKINQRY 	<ul style="list-style-type: none"> • View / Inquire Commitment Control pages. • Budget Overview • Activity Log • Run PeopleSoft Delivered Commitment Control Reports

*For detail on the specific page with Correction Mode access, see Section 9.

1.6 Projects, Grants, Contract and Effort Certification Roles

Role	Permission Lists	Description
FS_CA Contracts Spec	<ul style="list-style-type: none"> • CASPEC 	<ul style="list-style-type: none"> • Add/Update Billing Plan • Add/Update Billing Options • Add/Update Bill Lines • Process Billing • Review/Process Limits • Add/Update Revenue Plan
FS_CA Contracts Super	<ul style="list-style-type: none"> • CASUPER 	<ul style="list-style-type: none"> • Add/Update a Contract Amendment • Update Transaction Limits



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		<ul style="list-style-type: none"> • Add/Update contracts information • Add a Project to a contract • Add/Update amendment to a prepaid contract
FS_CA Inquiry	<ul style="list-style-type: none"> • CAINQUIRY 	<ul style="list-style-type: none"> • Access to Contracts Workbench



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FS_GM Award Generate	<ul style="list-style-type: none"> GMPREGEN 	<ul style="list-style-type: none"> Run Generate Award process to Create Awards Update Award data Add/Update Projects Add/Update Project Activities Add/Update Project Budgets Add/Update Customer Contracts View Project Control Chartfields
FS_GM Cust Contacts*	<ul style="list-style-type: none"> GMCTCTUP 	<ul style="list-style-type: none"> Add/Update/ Correct History Customers Contacts
FS_GM Dept Profile	<ul style="list-style-type: none"> GMDEPTUP 	<ul style="list-style-type: none"> Update Departments Profile
FS_GM FA Offset Config	<ul style="list-style-type: none"> GMFAOFF 	<ul style="list-style-type: none"> Update F&A Offset Chartfield configuration
FS_GM FA Options Config	<ul style="list-style-type: none"> GMFAOPT 	<ul style="list-style-type: none"> Update F&A options, cost share funds
FS_GM Inst Profile*	<ul style="list-style-type: none"> GMINSTUP 	<ul style="list-style-type: none"> Add/Update/Correct History Institutions Profile Update/ Correct History Institutions F&A Rates
FS_GM Negotiate Award	<ul style="list-style-type: none"> GMPSTNEG 	<ul style="list-style-type: none"> Update Negotiate Award page
FS_GM Post Award Spec*	<ul style="list-style-type: none"> GMPCSPEC GMPSTVW KKPRJEXC 	<ul style="list-style-type: none"> Add/Update Award Profile Update Project demographics Update Project Team Add/Update Project Activities Add/Update/Correct History Projects View Grants and Project Costing budget exceptions
FS_PC Post Budgets	<ul style="list-style-type: none"> PCBUDPST GMPSTVW 	<ul style="list-style-type: none"> Add/Update Project Budgets Post Project Budgets Update KK control option and dates Budget Upload to Add Budgets
FS_GM Post Inquiry	<ul style="list-style-type: none"> GMPSTVW 	<ul style="list-style-type: none"> View Award Profile View Project demographics View Project Team Use Award Inventory page
FS_GM Post Inquiry2	<ul style="list-style-type: none"> GMPSTVW GMPSTVW2 	<ul style="list-style-type: none"> View Contract information View Project Costing View Project Activities View Business Unit configuration View Award Profile View Project demographics View Project Team Use Award Inventory page
FS_GM Pre-Award Central	<ul style="list-style-type: none"> GMPRECEN GMPREDEC 	<ul style="list-style-type: none"> Add/Update Proposal View Proposal Audit Logs



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	<ul style="list-style-type: none"> • GMPREVW 	<ul style="list-style-type: none"> • View Proposal Inventory
FS_GM Pre-Award Decentral	<ul style="list-style-type: none"> • GMPREDEC 	<ul style="list-style-type: none"> • Add/Update Proposal
FS_GM Pre-Award Inq	<ul style="list-style-type: none"> • GMPREVW 	<ul style="list-style-type: none"> • View original proposals and revisions • View Proposals in progress • View Awarded Proposals
FS_GM PC Processing	<ul style="list-style-type: none"> • GMPCPROC 	<ul style="list-style-type: none"> • Run Revenue Recognition process to Create Revenue transactions
FS_GM Profile Inquiry	<ul style="list-style-type: none"> • GMPROFVW 	<ul style="list-style-type: none"> • View Institutions Profile • View Departments Profile • View Subrecipients Profile • View Sponsor Profile
FS_GM Prof Inq_PROD	<ul style="list-style-type: none"> • GMPFNLVW 	<ul style="list-style-type: none"> • View Professionals Profile
FS_GM Prof Profile	<ul style="list-style-type: none"> • GMPROFUP 	<ul style="list-style-type: none"> • Update Professionals Profile
FS_GM Proposal Submit1	<ul style="list-style-type: none"> • GMPRESB1 	<ul style="list-style-type: none"> • Submit a Proposal to a Sponsor
FS_GM Proposal Submit2	<ul style="list-style-type: none"> • GMPRESB2 	<ul style="list-style-type: none"> • Submit a Proposal to Central Office
FS_GM Proposal Unlock **	<ul style="list-style-type: none"> • FSGMUNLK 	<ul style="list-style-type: none"> • Update Personalization's to allow Proposal Status changes after it has been submitted
FS_GM Sponsor Spec*	<ul style="list-style-type: none"> • GMSPSPEC 	<ul style="list-style-type: none"> • Update/ Correct History Sponsor Profile
FS_GM Sponsor Maint*	<ul style="list-style-type: none"> • GMSPONSU • GMSPSPEC 	<ul style="list-style-type: none"> • Add /Update/Correct History Sponsor Profile • This is a President's Office only role.
FS_GM Subrecip Profile	<ul style="list-style-type: none"> • GMSUBRUP 	<ul style="list-style-type: none"> • Update Subrecipients Profile
FS_GM Award Milestone	<ul style="list-style-type: none"> • GMMILEST 	<ul style="list-style-type: none"> • Add/Update Award Milestone • Milestone Notification
FS_GM Report UMG7007	<ul style="list-style-type: none"> • GMUMGM7007 	<ul style="list-style-type: none"> • Run UMG7007-Award Summary Report • In order to run this report the user needs at least one of the following query roles: FS_QRYR_PROD FS_QRYC_PROD
FS_PC F&A Dept	<ul style="list-style-type: none"> • GMPSTVW • PCFNADPT • GMMYPROJ 	<ul style="list-style-type: none"> • Add/Update F&A Department on a Project
FS_PC Status Spec	<ul style="list-style-type: none"> • PCSTATUS • GMPSTVW • GMMYPROJ 	<ul style="list-style-type: none"> • Update Project Status
FS_GM Effort Certification	<ul style="list-style-type: none"> • FSGMECER T 	<ul style="list-style-type: none"> • Run UMG7106 ECRT Payroll Recon Report
FS_GM Federal Reporting Spec	<ul style="list-style-type: none"> • GMFEDRPT 	<ul style="list-style-type: none"> • Access to OMB reports for ARRA funds. • The role must be approved by the campus Grants lead.
FS_GM Subrecipient Rpt Spec	<ul style="list-style-type: none"> • GMSUBRPT 	<ul style="list-style-type: none"> • Access to FFATA reports for subrecipients. • The role must be approved by the Grants lead.



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FS_GM CFDA Maint*	<ul style="list-style-type: none"> GMCFDA 	<ul style="list-style-type: none"> Add/Update/Correct History CFDA (Catalog of Federal Domestic Assistance) and Agency Code maintenance pages.Run A133 Interface. This is a President's Office only role.
FS_GM Campus Maintainer*	<ul style="list-style-type: none"> GMCAMMTR 	<ul style="list-style-type: none"> Add/Update/Correct History F&A Rates on the project Add/Update KK Project Chartfields for Grants. Add/Update/Correct budget status via "Set Options" button. The role must be approved by the Grants lead.
FS_GM Reporting_PROD	<ul style="list-style-type: none"> GMPRDRPT G RPTDDRINT RPTGM 	<ul style="list-style-type: none"> Run Campus End Users Reports: <ul style="list-style-type: none"> -UMGM7007 – Award Summary Rpt -UMGM7014 – Project Info Notification Rpt -UMGM7047 – Proj/Grant Activity Rpt -UMGM7062 – Transaction Detail Rpt -UMGM7079 – Grant Open Encumbrance Rpt -UMGM7100 – Milestone Management Rpt -UMGM7106 – ECRT Payroll Recon Rpt
FS_GM GAMS Interface	<ul style="list-style-type: none"> GMGAMS 	<ul style="list-style-type: none"> Run GAMS Interface Process Run Budget Upload Process This is a UMAMH only role.

*For detail on the specific page with Correction Mode access, see Section 9.

** Users who are assigned the FS_GM Proposal Unlock role will need to be instructed to update My Personalization's in order to make changes to submitted proposals. After they log into the system:

1. Access the Personalization's page by clicking My Personalization's.
2. Click the Personalize Option button for the General Options category.
3. Enter 'Y' in the Override Value field for the Ability to Unlock Proposals option.
4. Click OK.

1.7 Purchase Order Roles

Role	Permission Lists	Description
FS_PO Campus Maintainer*	<ul style="list-style-type: none"> POCAMMTR POYEROLL 	<ul style="list-style-type: none"> Add/Update/ Correct History Item Categories Add/Update/ Correct History Ship to Locations Run PO Rollover Reports
FS_PO Central Contract Admin	<ul style="list-style-type: none"> POCNTRCT 	<ul style="list-style-type: none"> Add/Update Contracts



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FS_PO Central Purchasing Buyer	<ul style="list-style-type: none"> POCENTRL POWRKBEN POREQWKB POBUYER KKPOEXC 	<ul style="list-style-type: none"> Add /Update Purchase Orders View requisitions Update Item Categories Run PO Processes Access Requisition, PO and Sourcing workbench View Purchase Order budget exceptions
FS_PO ProCard Manager*	<ul style="list-style-type: none"> POPCDMGR KKCCEXC 	<ul style="list-style-type: none"> Add/Update procards View un-masked procard tables Run budget checking on procards. View procard exceptions in Commitment Control Correct History Stage Errors
FS_PO ProCard Reallocator	<ul style="list-style-type: none"> POPRCD1 KKCCEXC 	<ul style="list-style-type: none"> Re-allocate procard transactions View procard exceptions in Commitment Control
FS_PO Receiver	<ul style="list-style-type: none"> PORECVR 	<ul style="list-style-type: none"> Add/ Update/Cancel receipts
FS_PO Reconciliation	<ul style="list-style-type: none"> PORECON 	<ul style="list-style-type: none"> Close Requisitions Close Purchase Orders
FS_PO Requisition Approver	<ul style="list-style-type: none"> POREWAPP 	<ul style="list-style-type: none"> Approve/Deny Requisitions Add ad hoc Approver or Reviewer
FS_PO Requisition Edit	<ul style="list-style-type: none"> POEDIT POCOMMIT POPRIINT POREQPRT KKREQEXC 	<ul style="list-style-type: none"> View Requisitions View UMASS Marketplace Budget Check Requisitions Submit Requisitions for Approval. View Requisition budget exceptions
FS_PO_WF Admin UMAMH	<ul style="list-style-type: none"> WFUSRPRF POWFADMN 	<ul style="list-style-type: none"> Campus Workflow Administrator for Amherst Maintain workflow transaction on emergency basis Assign alternative approvers for a period of time (for example: when an approver is on vacation) Update worklist entries
FS_PO_WF Admin UMWOR	<ul style="list-style-type: none"> WFUSRPRF POWFADMN 	<ul style="list-style-type: none"> Campus Workflow Administrator for Worcester Maintain workflow transaction on emergency basis. Assign alternative approvers for a period of time (for example: when an approver is on vacation) Update worklist entries.
FS_PO Special Req Data Entry	<ul style="list-style-type: none"> POCLERKS POCOMMNT 	<ul style="list-style-type: none"> Add/Update Requisitions Budget Check Requisitions



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	<ul style="list-style-type: none"> • POPRINT • POREQPRT • KKREQEXC 	<ul style="list-style-type: none"> • Submit Requisitions for Approval. • View Requisition budget exceptions <p><i>Note: The role is for specific interface departments to create requisitions in PeopleSoft and should only be given to users on Worcester and Amherst campuses. Please contact your Procurement Office for specific information.</i></p>
FS_PO Inq & Rptg_PROD	<ul style="list-style-type: none"> • POINQRY • POREPORT 	<ul style="list-style-type: none"> • Inquiry PO pages and run PO Reports • View Change History and Change Orders
FS_PO Procurement Systems	<ul style="list-style-type: none"> • POPROCSYS 	<ul style="list-style-type: none"> • Procurement Office configurations. • This is a President's Office only role.

*For detail on the specific page with Correction Mode access, see Section 9.

1.8 Expense Roles

Role	Permission Lists	Description
FS_EX Employee	<ul style="list-style-type: none"> • EXEMPLOY 	<ul style="list-style-type: none"> • Add/Update/Cancel/Delete Expense Reports, Travel Authorizations and Advances • Delegate Entry Authority • Review Travel Authorization and Expense Report Budget Exceptions
FS_EX Entry	<ul style="list-style-type: none"> • EXENTRY 	<ul style="list-style-type: none"> • Add/Update/Cancel/Delete Expense Reports, Travel Authorizations and Advances • Review Travel Authorization and Expense Report Budget Exceptions
FS_EX Approver	<ul style="list-style-type: none"> • EXAPPROV 	<ul style="list-style-type: none"> • Approve Transactions • Update approved Transactions • View Budget Exceptions
FS_EX Inquiry	<ul style="list-style-type: none"> • EXINQUIR 	<ul style="list-style-type: none"> • View Expense Report, Travel Authorization, Advances for all employees • View Travel Authorization and Expense Report Budget Exceptions for all employees • View Payments (Vendor Payments, Employee Payments ,Payment History) for all employees
FS_EX Travel Card Mgr	<ul style="list-style-type: none"> • EXTRCMGR 	<ul style="list-style-type: none"> • Update Credit Card page • View Employee Profile
FS_EX Campus Administrator*	<ul style="list-style-type: none"> • EXCMPADM 	<ul style="list-style-type: none"> • Authorize/Reassign Expense Users • Add/Update Travel Authorization, • Add/Update/Correct History Expense Report Templates



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		<ul style="list-style-type: none"> Update Employee Profile (except Credit Card page) Approval Assignment Run Expense Reports
FS_EX WF Admin	<ul style="list-style-type: none"> EXWFADM 	<ul style="list-style-type: none"> Reassign Approval Work Approver Assignment
FS_EX Module Steward*	<ul style="list-style-type: none"> EXMODSTW 	<ul style="list-style-type: none"> Add/Update/Correct History Expense Module Configurations This is a President's Office only role.
FS_EX Expense Report	<ul style="list-style-type: none"> EXEXPRT 	<ul style="list-style-type: none"> Add/Update/Cancel/Delete Expense Reports
FS_EX Authorize Users	<ul style="list-style-type: none"> EXAUTHRZ 	<ul style="list-style-type: none"> Assign expense prepares to employees



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FS_EX Employee View Only_PROD	<ul style="list-style-type: none"> EXINQUIRVW 	<ul style="list-style-type: none"> View Expense Reports for one's own expense report View Travel Authorizations for one's own expense report View Advances for one's own expense report
FS_EX End User Rptg_PROD	<ul style="list-style-type: none"> EXEDURPT 	<ul style="list-style-type: none"> Run and Print Expense End User reports

*For detail on the specific page with Correction Mode access, see Section 9.

1.9 Non-Sponsored Billing and Accounts Receivable

Role	Permission Lists	Description
FS_NS AR Inq and Rpt_PROD	<ul style="list-style-type: none"> NSARPRDRP TG NSARVW 	<ul style="list-style-type: none"> View / Inquire AR pages Run AR Reports
FS_NS AR Processor	<ul style="list-style-type: none"> NSARUSER 	<ul style="list-style-type: none"> Add/Balance Deposits Add/ Correct Payments Create Groups. Create/Update accounting entries. Create/Update Transfers. Run Un posting processes Run Dunning Letter processes Manage Excel Upload errors for deposits, payment and reference Batch Process to edit Excel Upload/Transfer Deposit Data
FS_NS AR Deposits	<ul style="list-style-type: none"> NSARDPST 	<ul style="list-style-type: none"> Add/Balance Deposits Manage Excel Upload errors for deposits, payment and reference Batch Process to edit Excel Upload/Transfer Deposit Data Update Accounts Receivable
FS_NS AR Payments	<ul style="list-style-type: none"> NSARPYMT 	<ul style="list-style-type: none"> Add/Correct Payments Create/Update accounting entries Update Accounts Receivable
FS_NS AR Maintenance	<ul style="list-style-type: none"> NSARMAIN 	<ul style="list-style-type: none"> Create Maintenance Worksheets Create Groups Create/Update accounting entries Create/Update Transfers Run Unposting process Run Dunning Letter process



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FS_NS BI Inq and Rpt_PROD	<ul style="list-style-type: none"> • NSBIVW 	<ul style="list-style-type: none"> • Inquire BI pages and Customers
FS_NS BI Interface	<ul style="list-style-type: none"> • NSBIINTF 	<ul style="list-style-type: none"> • Update/Review pending Interface transactions. • Run Billing Interface. • Update/Review Interface errors
FS_NS BI Processor	<ul style="list-style-type: none"> • NSBIUSER 	<ul style="list-style-type: none"> • Create and Maintain Standard and Express Bills • Adjust/Copy Bills • Generate and Reprint Invoices
FS_NS Charge Code Maint*	<ul style="list-style-type: none"> • NSCHRCMDN T 	<ul style="list-style-type: none"> • Add/Update/Correct History BI Charge Code Configuration
FS_NS Customer Maint*	<ul style="list-style-type: none"> • GMCTCTUP • NSCUSTMAI N • NSCUSTSPE C 	<ul style="list-style-type: none"> • Add/Update/Correct History Customer Profile • Add/Update/Correct History Customers Contacts • This is a President's Office only role



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FS_NS Customer Spec*	<ul style="list-style-type: none"> GMCTCTUP NSCUSTSPE C 	<ul style="list-style-type: none"> Update/Correct History Customer Profile Add/Update/ Correct History Customers Contacts
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*For detail on the specific page with Correction Mode access, see Section 9.

2. Global Permissions

2.1 Primary Permission List - Business Unit and Set ID Security Configuration

Business Unit Security is specific to Financials and grants user security authorization to the institution's Business Units. SetID Security controls which users have access to specific sets of tables that define accounting structures and rules (chart of accounts, etc.). Users will have restricted access to system data based on the SetID(s) and Business Unit(s) granted by their *Primary Permission List*.

A primary permission list will be assigned to each end-user by the campus Security Administrator during user setup. Only one primary permission list can be assigned to a user. Primary permission lists do not govern access to data in query.

2.1.1 Primary Permission List Assignments – Business Unit and Set ID

The following table contains the primary permission lists, business unit and set id assignments, which govern access in both Finance Production and Reporting environments.

Primary Permission List	Description	Business Units	Set IDs
FSALLPP	<ul style="list-style-type: none"> All Campus, Foundation, Accounts Payable and Worcester Business Units All Campus, Foundation, Worcester, Vendor, Student and Employee Set IDs <p><i>Note: To be assigned to those users that process cross campus journals.</i></p>	UMAFN UMAMH UMBLD UMBOS UMCEN UMDAR UMDFN UMLow	UMASS UMAFN UMAMH UMBLD UMBOS UMCEN UMDAR UMLow



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		UMWOR WCCCP WUMMF ERAMH SFAMH ERBOS SFBOS ERCEN SFCEN ERDAR SFDAR ERLOW SFLOW ERWOR SFWOR PCAMH PCBOS PCCEN PCDAR PCLOW PCWOR	UMWOR WCCCP WUMMF UMSFS UMEMP PCAMH PCBOS PCCEN PCDAR PCLOW PCWOR
FSGRPPP1	<ul style="list-style-type: none"> All Worcester Business Units All Worcester and UMass Set IDs Non Sponsor AR Non Sponsor Customers This is a UMWOR only PPL. 	UMWOR WCCCP WUMMF UMBLD EL600 EL610 EL650 WCPSP WSC00 to WCS11 NSWOR NSCCP NSS00 to NSS11	UMWOR WCCCP WUMMF UMASS UMBLD EL600 EL610 EL650 WCPSP WSC00 to WCS11 NSWOR UMNSP NSCCP NSS00 to NSS11
FSGRPPP2	<ul style="list-style-type: none"> All Worcester and Accounts Payable Business Units All Worcester, Vendor, Employee & Student Set IDs Non Sponsor AR Non Sponsor Customers This is a UMWOR only PPL. 	UMWOR WCCP WUMMF ERWOR SFWOR PCWOR UMBLD EL600	UMWOR WCCP WUMMF UMASS UMEMP UMSFS UMBLD EL600



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		EL610 EL650 WCPSP WSC00 to WCS11 NSWOR NCCCP NSS00 to NSS11	EL610 EL650 WCPSP WSC00 to WCS11 NSWOR UMNSP NCCCP NSS00 to NSS11
FSGRPPP3	<ul style="list-style-type: none"> All Campuses and Worcester Business Units All Campuses, Worcester & UMass Set IDs All Consolidation/Equalization Business Units and Set IDs <p><i>Note: To be assigned to those users that process cross campus journals.</i></p>	UMAMH UMBOS UMCEN UMDAR UMLow UMWOR WCCCP WUMMF UMBLD	UMASS UMAMH UMBOS UMCEN UMDAR UMLow UMWOR WCCCP WUMMF
FSGRPPP4	<ul style="list-style-type: none"> All Campuses, all Account Payable and Worcester Business Units All Campuses, Worcester, Vendor, Student & Employee Set IDs All Consolidation/Equalization Business Units and Set IDs Non Sponsor AR Non Sponsor Customers <p><i>Note: To be assigned to those users that process cross campus journals.</i></p>	UMAMH UMBOS UMCEN UMDAR UMLow UMWOR WCCCP WUMMF ERAMH SFAMH ERBOS SFBOS ERCEN SFCEN ERDAR SFDAR ERLOW SFLOW ERWOR SFWOR PCAMH PCBOS PCCEN PCDAR PCLOW PCWOR UMBLD	UMASS UMAMH UMBOS UMCEN UMDAR UMLow UMWOR WCCCP WUMMF UMSFS UMEMP UMBLD EL600 EL610 EL650 WCPSP WSC00 to WCS11 NSLOW NSWOR UMNSP



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		UMFND EL600 EL610 EL650 WCPSP WSC00 to WCS11 NSLOW NSWOR	
FSAMHPP1	<ul style="list-style-type: none"> Amherst Business Unit Amherst & UMass Set IDs Amherst Employee Accounts Payable Business Units 	UMAMH ERAMH UMBLD	UMAMH UMASS UMBLD
FSAMHPP2	<ul style="list-style-type: none"> Amherst and Amherst Accounts Payable Business Units Amherst, Vendor, Student & Employee Set IDs 	UMAMH ERAMH SFAMH PCAMH UMBLD	UMAMH UMASS UMSFS UMEMP UMBLD
FSAMHPP3	<ul style="list-style-type: none"> Amherst Business Unit Boston Business Unit This is a UMAMH and UMBOS PPL and it should be assigned with the approval of both UMAMH and UMBOS data custodians. 	UMAMH UMBOS	UMAMH UMBOS
FSAMHPP4	<ul style="list-style-type: none"> Amherst Business Unit Worcester Business Unit This is a UMAMH and UMWOR PPL and it should be assigned with the approval of both UMAMH and UMWOR data custodians 	UMAMH UMWOR	UMAMH UMWOR
FSBOSPP1	<ul style="list-style-type: none"> Boston Business Unit Boston & UMass Set IDs Boston Employee Accounts Payable Business Units 	UMBOS ERBOS UMBLD	UMBOS UMASS UMBLD
FSBOSPP2	<ul style="list-style-type: none"> Boston and Boston Accounts Payable Business Units Boston, Vendor, Student & Employee Set IDs 	UMBOS ERBOS SFBOS PCBOS	UMBOS UMASS UMSFS UMEMP
FSCENPP1	<ul style="list-style-type: none"> Central Business Unit Central & UMass Set IDs Central Employee Accounts Payable Business Units 	UMCEN ERCEN UMBLD	UMCEN UMASS UMBLD
FSCENPP2	<ul style="list-style-type: none"> Central and Central Accounts Payable Business Units 	UMCEN ERCEN PCCEN	UMCEN UMASS UMEMP



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	<ul style="list-style-type: none"> • Central, Vendor, Employee & Student Set IDs • Non Sponsor AR • Non Sponsor Customers 	UMBLD NSCEN	UMBLD NSCEN UMNSP
FSCENPP3	<ul style="list-style-type: none"> • Central/Boston and Central/Boston Accounts Payable Business Units • Central/Boston, Vendor, Employee & Student Set IDs • Central/Boston Non Sponsor AR • Central/Boston Non Sponsor Customers 	UMCEN ERCEN PCCEN NSCEN UMBOS ERBOS PCBOS NSBOS	UMCEN UMASS UMEMP NSCEN UMNSP UMBOS NSBOS



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FSDARPP1	<ul style="list-style-type: none"> Dartmouth Business Unit Dartmouth & UMass Set IDs Dartmouth Employee Accounts Payable Business Units 	UMDAR ERDAR UMBLD	UMDAR UMASS UMBLD
FSDARPP2	<ul style="list-style-type: none"> Dartmouth and Dartmouth Accounts Payable Business Units Dartmouth, Vendor, Employee & Student Set IDs 	UMDAR ERDAR SFDAR PCDAR UMBLD	UMDAR UMASS UMEMP UMSFS UMBLD
FSLOWPP1	<ul style="list-style-type: none"> Lowell Business Unit Lowell & UMass Set IDs Lowell Employee Accounts Payable Business Units Non Sponsor AR Non Sponsor Customers 	UMLOW ERLOW UMBLD NSLOW	UMLOW UMASS UMBLD NSLOW UMNSP
FSLOWPP2	<ul style="list-style-type: none"> Lowell and Lowell Accounts Payable Business Units Lowell, Vendor, Employee & Student Set IDs 	UMLOW ERLOW SFLOW PCLOW UMBLD	UMLOW UMASS UMEMP UMSFS UMBLD
FSWORPP1	<ul style="list-style-type: none"> Worcester Business Unit Worcester & UMass Set IDs Non Sponsor AR Non Sponsor Customers 	UMWOR UMBLD NSWOR	UMWOR UMASS UMBLD NSWOR UMNSP
FSWORPP2	<ul style="list-style-type: none"> Worcester and Worcester Accounts Payable Business Units Worcester, Vendor, Employee & Student Set IDs 	UMWOR ERWOR SFWOR PCWOR UMBLD	UMWOR UMASS UMEMP UMSFS UMBLD
FSWORPP3	<ul style="list-style-type: none"> WCPCP Business Unit 	WCPSP	WCPSP
FSFND	<ul style="list-style-type: none"> UMASS Foundation 	UMFND	UMFND
FSPRDED	<ul style="list-style-type: none"> This is a <u>President's Office only PPL</u>. Please do not assign it; it is audited on a regular basis 		
FSPRE	<ul style="list-style-type: none"> This is a <u>President's Office only PPL</u>. Please do not assign it; it is audited on a regular basis 		



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2.2 Process Profile Permissions

Process Profile permissions are granted at the user level. With the Finance V9.1 Upgrade project, all users will be assigned a 'process profile' permission list. During the implementation phase of the project this permission list will be automatically assigned to every user by the project team. Going forward this permission list will be assigned to all users that need access into the system. The process profile permission assignment is part of the user profile found in the user manager application under the PeopleSoft tab.

Permission List	Descriptions	Comments
FSPRCPFL	<ul style="list-style-type: none"> • Access to the Process Monitor page • Sets defaults and controls actions on the Process Monitor page • Defines Process Groups for running processes 	<ul style="list-style-type: none"> • Access to run control pages are controlled through roles/permission lists; if a user does not have access to any run control panels they will not be able to run a process
FSPRCPFL2	<ul style="list-style-type: none"> • Access to the Process Monitor page • Defines Process Groups for running processes. • Can view others processes in process monitor. • Can update other end users processes in process monitor. 	<ul style="list-style-type: none"> • This is a UITS only PL.

2.3 General User Access Role (For Your Information Only)

The FS_PSOFTUSER role was created as a general role that should be assigned to each user. During the initial implementation of the system the project team will automatically assign every user this role. Going forward this role will be assigned to every user that needs access into the financials system.



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Role	Description
FS_PSOFTUSER	<ul style="list-style-type: none"> • Change password • Add/Edit Favorites • Search - menu • Access to 'My Profile' • Access to 'My Personalizations' • Process Groups

*No need to assign this role to Summit only users.

*Not requested to assign Navigator Homepage and Row Security.

3. User Preferences

The user preferences establish general defaults for a user such as business unit and set id defaults on pages. Several modules require 'module' specific user preferences to be setup in order for a user to perform certain functionality and/or run certain processes. In some cases all users that are assigned to a specific role, would have their user preferences determined by role.

Path: Setup Financials/Supply Chain / Common Definitions / User Preferences / Define User Preferences

4. Role Actions (For Your Information Only)

Role Actions are specific to the Purchase Order module, not all role actions will be used by the University. Below are the actions that are assigned to roles. This is being provided for informational purposes only, the actions have already been associated with the roles.

Action Name	Description	Used by UMass	Assign to Security Role(s)
ALLOW_ADHOC_ONPREVW	Add/Remove adhoc approvers on requisition preview.	Workflow related	FS_PO Requisition Approver FS_PO Req Data Entry Operator
ALLOW_ADHOC_ONSUBMIT	Add/Remove adhoc approvers on requisition submit.	Workflow related	FS_PO Requisition Approver FS_PO Req Data Entry Operator



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ALLOW_PURGE	Users are allowed to perform the Purge Staging Table and Purge Change Order Requests in Buyers Center.	Admin	FS_PO Campus Maintainer FS_PO Central Maintainer
CHANGEREQBU	User can change the requestor and business unit of a requisition	Yes	FS_PO Req Data Entry Operator
DCSUPPLIER_SECURITY	Enable Catalog Security for Direct Connect Suppliers	Yes	FS_PO Req Data Entry Operator
RECV_POWER	Should be assigned to Power Users in Receiving. The eProcurement Receive main page for Power Users provide access to all pages in PeopleSoft standard receiving.	Yes	FS_PO Receiver
SYSTEM_ADMIN	Procurement System Administrator. This action allows access to the System Administration Admin functionality	Admin	FS_PO Central Maintainer
VIEW_REQ_CYCLE	Add/ View Req Cycle option to the dropdown list of actions on the Manage Requisition page	Yes	FS_PO Req Data Entry Operator

5. Reporting Security

5.1 Query Roles and nVision Roles

With the Finance Upgrade to V9.1 query access is assigned by granting role(s). The vast majority of users will use the query tool in the FS Reporting database. Limited access to query in FS Production will be granted. For users are not required to create or run queries, no query role should be assigned.

Role	Description	FS Production	FS Reporting
FS_QRYC_PROD	Ability to create private queries and run public queries. Has access to query manager.	X	
FS_QRYR_PROD	Can only run public queries.	X	



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	Has access to query viewer.		
FS_QRYHR_PROD	Access to HR & Encumbrance Accounting Line Views and tables used for nVision drill downs all using Row level security. Has access to query viewer.	X	
FS_QRYTRVL_PROD	Access to Travel Card table. (Amherst Only). Has access to query viewer.	X	
FS_QRYSPR_PROD	Access to run public queries. No limit on number of rows fetched. Has access to query viewer.	X	
FS_QRYPRO_PROD	Access to Procard Data in the production environment. Has access to query viewer.	X	
FS_QRYEXT_PROD	Access to the <u>unsecured</u> External Accounting Line Table. Has access to query viewer.	X	
FS_QRYBNK_PROD	Access to the bank tables that are used to run the pay cycle. Has access to query viewer.	X	
FS_QRYCM_PROD	Access to the credit card transactions. Has access to query viewer. It should be assigned only to the users that deal with the credit card transactions.	X	
FS_QRYCM_PROD	Access to the credit card transactions. Has access to query viewer. It should be assigned only to the users that deal with the credit card transactions.	X	
FS_QRYC_RPTG	Ability to create private queries and run public queries. Has access to query manager.		X
FS_QRYR_RPTG	Can only run public queries. Has access to query viewer.		X
FS_QRYHR_RPTG	Access to HR & Encumbrance Accounting Line Views and tables used for nVision drill downs all using Row level security. Has access to query viewer.		X
FS_QRYTRVL_RPTG	Access to Travel Card table in the reporting environment. (Amherst Only). Has access to query viewer.		X
FS_QRYSPR_RPTG	Access to run public queries. No limit on number of rows fetched. Has access to query viewer.		X



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FS_QRYPRO_RPTG	Access to Procard Data in the reporting environment. Has access to query viewer.		X
FS_QRYEXT_RPTG	Access to the <u>unsecured</u> External Accounting Line Table. Has access to query viewer.		X
FS_QRYCM_RPTG	Access to the credit card transactions. Has access to query viewer. It should be assigned only to the users that deal with the credit card transactions.		X
FS_NVision_Create_PROD	Authority to run and create nVision Reports	X	
FS_NVision_Run_PROD	Authority to run nVision Reports Authority to create scopes	X	
FS_NVision_Create_RPTG	Authority to run and create nVision Reports Campus Security Admin notifies TSC uits.tsc@umassp.edu to add the Citrix icon to account for reporting to be completely enabled.		X
FS_NVision_Run_RPTG	Authority to run nVision Reports Authority to create scopes		X

5.1.1 Defining Access Groups within Query Trees (For Your Information Only)

Access Groups restrict access to specified tables for running and developing queries. Access Groups equate to nodes within a Query Tree PS/Query. The approach used in Finance V7.5 will be carried forward to Finance V9.1 where in the vast majority of all delivered and custom tables will be available to 'general' query roles such as FS_QRYC_PROD/FS_QRYC_RPTG, FS_QRYR_PROD/FS_QRYR_RPTG, FS_QRYSPR_PROD, FS_QRYSPR_RPTG. Tables that need to be secured will be accessible through specialized query roles like FS_QRYHR_PROD/FS_QRYHR_RPTG, FS_QRYPRO_PROD/FS_QRYPRO_RPTG, FS_QRYTRVL_PROD/FS_QRYTRVL_RPTG, FS_QRYEXT_PROD/FS_QRYEXT_RPTG and FS_QRYBNK_PROD.

Query roles are configured with the appropriate trees and access groups.



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One or more query roles can be granted to a user in a given environment depending on the need of the user. Listed below are the trees that will be used. Custom tables will be grouped under an UMass access groups under the appropriate tree.

Query Trees and access groups are set up and maintained by UITs.

Tree Name	Description
QUERY_TREE_AM	Asset Management
QUERY_TREE_AP	Accounts Payable
QUERY_TREE_AR	Accounts Receivables
QUERY_TREE_BI	Billing
QUERY_TREE_CA	Contracts
QUERY_TREE_ERP	Enterprise
QUERY_TREE_EX	Expenses
QUERY_TREE_GL	General Ledger
QUERY_TREE_GM	Grants
QUERY_TREE_PC	Projects
QUERY_TREE_PO	Purchase Orders
QUERY_TREE_SECURED	HR & Encumbrance Accounting Line Views; nVision Drill Downs, External Accounting Line Vie and Cash Management Accounting Line.
QUERY_TREE_UMSEC	Security related tables
QUERY_TREE_BANK	Bank Tables used by Treasurer's Office
QUERY_TREE_TR	Treasury Tables used by Treasurer's Office

5.2 FS Reporting Inquiry & Reporting Roles

With the Finance Upgrade to V9.1 inquiry and reporting is assigned by granting role(s). The vast majority of users will use FS Reporting for all inquiry and reporting.

Roles	Descriptions	FS Reporting
FS_AM Inq & Rptg_RPTG	<ul style="list-style-type: none"> View AM inquiry pages and run AM Reports View financial entries. 	X
FS_AP Inq & Rptg_RPTG	<ul style="list-style-type: none"> View AP inquiry pages and run AP Reports Inquire on Voucher and Payment information. 	X



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FS_AR & BI Inq_RPTG	<ul style="list-style-type: none"> View AR pages View BI pages 	X
FS_AR & BI Reporting_RPTG	<ul style="list-style-type: none"> Run LOC Quarterly Reconciliation, Run Payment, Aging reports, Positive Cash Bal Fed Awds, AR Status Report, UAR Reports Run Dunning Letter reports. 	X
FS_EX Inquiry_RPTG	<ul style="list-style-type: none"> Inquiry Expense Report, Travel Authorization, Advances Review Travel Authorization and Expense Report Budget Exceptions Review Payments (Vendor Payments, Employee Payments ,Payment History) 	X
FS_EX End User Rptg_RPTG	<ul style="list-style-type: none"> Run and Print end user reports in Reporting 	X
FS_GL Central Rptg_RPTG	<ul style="list-style-type: none"> Run President's Office GL Reports 	X
FS_GL End User Rptg_RPTG	<ul style="list-style-type: none"> Run GL delivered and custom SQRs Reports 	X
FS_GL Inq_RPTG	<ul style="list-style-type: none"> Inquiry on Journals, Ledgers, Ledger Groups, Inquire on Chartfield Values 	X
FS_GL Statutory Rptg_RPTG	<ul style="list-style-type: none"> Run GL Statutory reports; this role exists only in the Reporting environment 	X
FS_GM Central Rpting_RPTG	<ul style="list-style-type: none"> Run A133, Proposal and Award reports for central users 	X
FS_GM Reporting_RPTG	<ul style="list-style-type: none"> Run Proposal and Award reports for decentralized users 	X
FS_KK Inq_RPTG	<ul style="list-style-type: none"> Inquire Budget Activity and Budget Reports. 	X
FS_PO Inq and Rptg_RPTG	<ul style="list-style-type: none"> Authority to access inquiry pages and run PO Reports 	X



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6. Security Roles

Role	Permission Lists	Description
FS_SEC Campus Admin	<ul style="list-style-type: none"> SECDEPT SECGRNTS SECNEWUR SECUPREF SECEFORM SECREPEMAIL 	<ul style="list-style-type: none"> Campus Security Administration
FS_SEC Central Admin	<ul style="list-style-type: none"> SECUPROF 	<ul style="list-style-type: none"> Central Security Administration This is a President's Office only role.
FS_SEC Data Custodian	<ul style="list-style-type: none"> SECDCUST SECDEPTVW SECGRNTVW SECPREFVW 	<ul style="list-style-type: none"> Campus Data Custodian Access
FS_SEC Inq	<ul style="list-style-type: none"> SECDEPTVW SECGRNTVW SECINQ SECPREFVW 	<ul style="list-style-type: none"> Security Inquiry role.
FS_SEC UITS Admin	<ul style="list-style-type: none"> SECQRYAD SECLPL SECUITS 	<ul style="list-style-type: none"> UITS Security Administration This is a UITS only role.

7. Campus Specific Roles

Role	Description	FS Production	FS Reporting
FS_AMH Inq_Rptg_PROD	<ul style="list-style-type: none"> It combines the following inquiry roles: FS_AM Inq & Rptg_PROD FS_AP Inq & Rptg_PROD FS_EX Inquiry FS_GL Inq_PROD FS_GL Tree Inquire FS_KK Inq_PROD FS_KK Inquire All Excep FS_GM Post Inquiry_PROD FS_PO Inq & Rptg_PROD 	X	



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	<ul style="list-style-type: none">• This is a UMAMH only role.		
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FS_AMH Inq_Rptg_RPTG	<ul style="list-style-type: none"> It combines the following inquiry roles: FS_AM Inq & Rptg_RPTG FS_AP Inq & Rptg_RPTG FS_EX Inquiry_RPTG FS_GL Inq_RPTG FS_GL End User Rptg_RPTG FS_KK Inq_RPTG FS_GM Post Inquiry_RPTG FS_GM Reporting_RPTG FS_PO Inq & Rptg_RPTG FS_nVision_Run_RPTG This is a UMAMH only role. 		X
FS_AMH GL_Journals_Dept	<ul style="list-style-type: none"> It combines the following inquiry roles: FS_GL Journal Online FS_GL End User Rptg_PROD FS_GL Import Journals FS_QRYR_PROD This is a UMAMH only role. 	X	
FS_BOS Inq_Rptg_PROD	<ul style="list-style-type: none"> It combines the following inquiry roles: FS_AP Inq & Rptg_PROD FS_EX Inquiry FS_GL Inq_PROD FS_GL End User Rptg_PROD FS_KK Inq_PROD FS_PO Inq & Rptg_PROD This is a UMBOS only role. 	X	
FS_BOS Inq_Rptg_RPTG	<ul style="list-style-type: none"> It combines the following inquiry roles: FS_AP Inq & Rptg_RPTG FS_EX Inquiry_RPTG FS_GL Inq_RPTG FS_GL End User Rptg_RPTG FS_KK Inq_RPTG FS_GM Reporting_RPTG FS_PO Inq & Rptg_RPTG FS_nVision_Run_RPTG FS_QRYR_RPTG This is a UMBOS only role. 		X



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FS_DAR Inq_Rptg_PROD	<ul style="list-style-type: none"> • It combines the following inquiry roles: • FS_AM Inq & Rptg_PROD • FS_AP Inq & Rptg_PROD • FS_EX Inquiry • FS_GL Inq_PROD • FS_GL Tree Inquire • FS_KK Inq_PROD • FS_KK Inquire EX Excep • FS_KK Inquire PO Excep • FS_KK Inquire Req Excep • FS_PO Inq & Rptg_PROD • FS_QRYR_PROD • This is a UMDAR only role. 		
FS_DAR Inq_Rptg_RPTG	<ul style="list-style-type: none"> • It combines the following inquiry roles: • FS_AM Inq & Rptg_RPTG • FS_AP Inq & Rptg_RPTG • FS_GL Inq_RPTG • FS_GL End User Rptg_RPTG • FS_KK Inq_RPTG • FS_GM Reporting_RPTG • FS_PO Inq & Rptg_RPTG • FS_nVision_Run_RPTG • FS_QRYR_RPTG • This is a UMDAR only role. 		
FS_LOW Inq_Rptg_PROD	<ul style="list-style-type: none"> • It combines the following inquiry roles: • FS_AM Inq & Rptg_PROD • FS_AP Inq & Rptg_PROD • FS_EX Inquiry • FS_GL Inq_PROD • FS_KK Inq_PROD • FS_GM Post Inquiry_PROD • FS_PO Inq & Rptg_PROD • FS_EX Employee • FS_EX Entry • FS_PSOFTUSER • This is a UMLow only role. 		



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FS_LOW Inq_Rptg_RPTG	<ul style="list-style-type: none"> • It combines the following inquiry roles: • FS_AM Inq & Rptg_RPTG • FS_AP Inq & Rptg_RPTG • FS_EX Inquiry_RPTG • FS_GL Inq_RPTG • FS_GL End User Rptg_RPTG • FS_KK Inq_RPTG • FS_GM Post Inquiry_RPTG • FS_GM Reporting_RPTG • FS_PO Inq & Rptg_RPTG • FS_nVision_Run_RPTG • FS_QRYR_RPTG • This is a UMLow only role. 		
FS_WOR DC_Inq_PROD_RPTG	<ul style="list-style-type: none"> • It combines the following inquiry roles: • FS_AP Inq & Rptg_PROD • FS_GL Inq_PROD • FS_GL Tree Inquire • FS_KK Inq_PROD • FS_PO Inq & Rptg_PROD • FS_KK Inquire PO Excep • FS_KK Inquire Req Excep • FS_AP Inq & Rptg_RPTG • FS_GL Inq_RPTG • FS_KK Inq_RPTG • FS_PO Inq & Rptg_RPTG • This is a UMWOR only role. 		
FS_WOR DC_Rptg_RPTG	<ul style="list-style-type: none"> • It combines the following inquiry roles: • FS_GL End User Rptg_RPTG • FS_GM Reporting_RPTG • FS_nVision_Run_RPTG • FS_QRYR_RPTG • This is a UMWOR only role. 		
FS_WOR DC_Rptg_PROD	<ul style="list-style-type: none"> • It combines the following inquiry roles: • FS_GL End User Rptg_PROD • FS_GM Reporting_PROD • FS_nVision_Run_PROD • FS_QRYR_PROD • This is a UMWOR only role. 		
FS_WOR DC_GM_Inq_PROD_RPTG	<ul style="list-style-type: none"> • It combines the following inquiry roles: • FS_GM Post Inquiry_PROD • FS_GM Post Inquiry_RPTG • FS_GM Pre-Award Inq_PROD • FS_GM Pre-Award Inq_RPTG 		



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	<ul style="list-style-type: none"> This is a UMWOR only role. 		
--	--	--	--

8. UITS Specific and Other Roles

Role	Permission Lists	Description
FS_Core Team_TST	<ul style="list-style-type: none"> FSCORETEAM 	Write access to all core pages in the finance system, limited to the FS Test environment
FS_AUDITOR_PROD	<ul style="list-style-type: none"> Multiple inquiry permission lists 	Inquiry access for internal auditors in Production database. This is a President's Office only role.
FS_AUDITOR_RPTG	<ul style="list-style-type: none"> Multiple inquiry permission lists 	Inquiry access for internal auditors in Reporting database. This is a President's Office only role.
FS_AM Central Maintainer	<ul style="list-style-type: none"> AMCENMTR 	Add/Update centrally maintained AM configurations This is a UITS only role.
FS_AP Central Maintainer	<ul style="list-style-type: none"> APCENMTR 	Add/Update centrally maintained AP configurations This is a UITS only role.
FS_AR and BI Campus Cfg	<ul style="list-style-type: none"> ARBICNFG 	Add/Update AR and BI configuration This is a UITS only role.
FS_GL Press Off Maint	<ul style="list-style-type: none"> GLPRSMNT 	Add/Update General Ledger configurations. This is a UITS only role.
FS_GL UITS Interfaces	<ul style="list-style-type: none"> GLUITSINTF 	Run GL Interfaces. This is a UITS only role
FS_KK Central Maintainer	<ul style="list-style-type: none"> KKUITS 	Add/Update Commitment Control configurations. This is a UITS only role.
FS_GM CA PC Config	<ul style="list-style-type: none"> GMCONFIG 	Add/Update Grants configuration This is a UITS only role.
FS_PO Central Maintainer	<ul style="list-style-type: none"> POCENMTR 	Add/update centrally maintained PO configurations This is a UITS only role.
FS_PO BuyWay UITS Maintainer	<ul style="list-style-type: none"> POBUYWAYS 	Maintain interfaces and integrations between BuyWays and PeopleSoft Purchasing and Accounts Payable. Maintain BuyWays configurations on PeopleSoft side. This is a UITS only role.
FS_EX Central Administrator	<ul style="list-style-type: none"> EXCENADM 	Access to all pages except Credit Card page This is a UITS only role.
FS_UITS Config_Misc	<ul style="list-style-type: none"> Multiple 	Access to misc. configuration pages.



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	permission lists	This is a UITS only role.
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9. Pages with Correction Mode access

Role	Pages with Correction Mode access
FS_AM Clerk	Asset Acquisition Detail,Asset Location,Custodian Information
FS_AM Supervisor	Asset Acquisition Detail,Asset Location,Custodian Information
FS_AP Vendor Clerk	Vendor Information,Vendor Address,Contacts,Location
FS_EX Campus Administrator	Expense Template
FS_EX Module Steward	Cash Advance Source,Approver Profile,Distance Rate,Expense Billing Code,Earnings Code,Payment Type,Expense Type,Expense Location,Per Diem Amount,per Diem Range,Business Purpose,Expenses System Configuration,Template
FS_GL Allocation	Define Allocation Steps, Define Allocation Groups
FS_GL Chartfield Maint	Chartfield Definition (fund,department,project,program,class)
FS_GL SpeedChart Admin	Speedcharts (effective date,status,description)
FS_GL Tree Maintainer	Tree Node,Tree Level,Department Node,Tree Manager
FS_KK Budget Attributes	Budget Attributes
FS_KK Budget Def	Control Budget Options,Ruleset Chartfields,Key and Translations,Expiration Chartfield,Budget period Status,Control Chartfield,Offsets,Budget Attributes
FS_PO Campus Maintainer	Ship to Locations,Standard Comment Type,Standard Comment
FS_PO ProCard Manager	Stage Errors
FS_NS Charge Code Maint	Billing Charge Code
FS_NS Customer Maint	Contact Information (info,address,phone),Customer General Information
FS_NS Customer Spec	Contact Information (info,address,phone),Customer General Information
FS_GM Campus Maintainer	FA Rates
FS_GM CFDA Maint	CFDA, Agency Codes
FS_GM Cust Contacts	Contract Information (customer,address,phone)
FS_GM Prof Profile	Job and Employment Data,Professional Data
FS_GM Inst Profile	Institution FA Rates,Certs/Compliance,Profile
FS_GM Post Award Spec	Project General Information
FS_GM Sponsor Maint	Customer General Information,Sponsor General Information
FS_GM Sponsor Spec	Customer General Information,Sponsor General Information
FS_PC F&A Dept	Project Department



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Appendix: Training Documents Link and Public Security Queries

1. Training Documents Link



FIN 89 UPK
Content.doc

2. Security Public Queries

Query Name	Owner	Description
SECURITY_DEPT_SETID	Public	Department/Department Manager by Setid/BU
SECURITY_GRANTS_SEC	Public	Grants Security b User ID
SECURITY_MENU_TOROLEPL	Public	Returns the Role ,Permission List and Menu by Page
SECURITY_ROLE_TOPLIST	Public	Returns the Permission List, Menu and Page by Role
SECURITY_USER_INACT_CHECK	Public	User Inactivity check
SECURITY_USER_INFO_LASTLOG	Public	User Last Login information
SECURITY_USER_RLS	Public	Row Level Security by User ID
SECURITY_UM_IDM_OIMPERML	Public	Lists all Primary Permission Lists from IDM
SECURITY_UM_IDM_OIMROLES	Public	Lists all Roles from IDM
SECURITY_UM_IDM_PERMLIST	Public	Lists Primary Permission Lists by Employee ID from IDM
SECURITY_UM_IDM_ROLES	Public	Lists Roles by Employee ID from IDM
SECURITY_UM_IDM_USERPROF	Public	Lists User profile/ GUID by Employee ID from IDM

Note: there are more public security queries defined in PeopleSoft Finance; to access these queries please use the following navigation:

Main Menu->Reporting Tools->Query->Query Viewer