

COMBINED FINANCIALS ROLE ASSESSMENT HANDBOOK

May 2022

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Introduction

This handbook describes the Core-CT Financials Roles. These roles are cross-agency or function specific. Multiple roles may, and in many cases should be assigned to an individual employee. Roles DO NOT reflect job titles.

Role Descriptions

Role descriptions are a summary of the individual tasks outlined in each business process. The role descriptions in the handbook identify the major tasks assigned to the role from an agency’s perspective, as well as the interactions with other

roles that are critical to completing a business process. This handbook covers both Line Agency and Central Agency Roles.

Roles listed in this handbook are in the same order as the roles on the CO-1092 (Application Security Request Form). Please refer to the Security Liaison guide for information about assigning roles and segregation of duties.

Assigning Roles


The Agency Security Liaison works with the unit supervisor to determine the role access the user should have. Employees may perform one or more roles, based on your agency's organizational structure. In addition, more than one employee may perform a role within your agency. In determining the role access, the security liaison and the unit supervisor should be aware of separation of duties issues. Verify that the appropriate levels of review and approval exist. The agency completes the CO-1092 (sections 1, 2, 3, 4, Financials Roles section and/or HRMS Roles section).

The Security Liaison should be acquainted with the roles in the role handbook. The Help Desk (622-2300) is prepared to answer questions about specific roles.

Understanding a Role Description

Role Overview	Agency GL Reviewer ← Common Name CT AGY GL REVIEWER ← Role Name
	Main responsibility is the review of financial information in the Core-CT General Ledger (GL) system. Runs reports and inquiries on both GL and Commitment Control data.
Permissions	Permissions CTAGYGLRVWR CTPROCESSMONITOR CTREPORTMANAGER
	Tasks: Role Tasks <ul style="list-style-type: none"> • Inquires on journals and budget ledgers • Reviews Commitment Control budgets and transactions in budget exception • Reviews Journal/Ledger Data • Runs General Ledger Reports • Runs Commitment Control Reports • Runs Chartfield Reports

Common Name – This is the name that the role is generally called by Security Liaisons and others who work Core-CT security.

Role Name – This is the role name as it appears in the security section of PeopleTools. The Agency Security Liaison can review this information by navigating to *(FIN, HRMS, or EPM) PeopleTools > Security > Permissions & Roles > Roles* and entering the Role Name. The Liaison can see a description of the role, the Permissions associated with the role, and a list of users who have that role. Note: The Members tab (users who have a role) will display the first 10 UserIDs. To find the roles for your Business Unit you may 1) Sort the list by clicking on the [Name](#) link and then scrolling through until you find your business unit or 2) click the  icon to download a maximum of 1000 members to Excel where you can perform a similar sort as in step 1. The Members tab will only display the first 1000 members.

Role Overview – This is a brief description of how the role is to be used and the restrictions placed upon the role.

Permissions – Permissions describe the page access a role has. This information is used primarily by the Help Desk and Core-CT functional staff to review role access and abilities.

Role Tasks – Based on the Permissions, these are the tasks that a user can perform if they have this role.

Agency General Ledger

General Ledger roles are up to date as of March 13, 21017

Agency Allocation Processor (ITD Use Only)

CT AGY ALLOCATION PROC

Last Revised August 12, 2014

<p>Required for agency (presently ITD only) staff to configure and run Allocations. This role only has access to the Allocation pages and CANNOT be combined with any other Roles. Requires special permission from OSC/BFA for allocation configuration and processing.</p> <p>Permissions</p> <p>CTAGYALLOCATIONPROC CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • View or update allocations • Run the allocation process • Run the Receipt Accrual Allocations Report.
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CT Agency GL Approver

CT AGY GL APPROVER

Last Revised March 13, 2017

<p>Main responsibility is the review of financial information in the Core-CT General Ledger (GL) system.</p> <p>Runs reports and inquiries on both GL and Commitment Control data.</p> <p>Also, able to enter and/or upload GL journal entries into Core-CT.</p> <p>Permissions</p> <p>CTAGYGLAPVR CTAGYGLRVWR CTPROCESSMONITOR CTPROCESSMONITOR1 CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Creates and uploads GL journal entries using the spreadsheet upload tool • Enters and edits journal entries online. • Inquires on journals and budget ledgers • Reviews Commitment Control budgets and transactions in budget exception • Reviews Journal/Ledger Data • Runs General Ledger Reports • Runs Commitment Control Reports • Runs Chartfield Reports • Receives Bursted GL and Commitment Control Reports • Requests Chartfields
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Agency GL Reviewer

CT AGY GL REVIEWER

Last Revised March 13, 2017

<p>Main responsibility is the review of financial information in the Core-CT General Ledger (GL) system.</p> <p>Runs reports and inquiries on both GL and Commitment Control data.</p> <p>Permissions CTAGYGLRVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Inquires on journals and budget ledgers • Reviews Commitment Control budgets and transactions in budget exception • Reviews Journal/Ledger Data • Runs General Ledger Reports • Runs Commitment Control Reports • Runs Chartfield Reports • Requests Chartfields
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Agency GL Systems Technical Resource

CT AGY GL SYS TECH RESOURCE

Last Revised March 13, 2017

<p>Mainly responsible for executing the Agency's Spreadsheet Upload process and/or entering Agency journal entries online.</p> <p>Runs reports and inquiries on both GL and Commitment Control data.</p> <p>Permissions CTAGYGLRVWR CTAGYGLSYSTECHRSRC CTNVISIONALL CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Creates and uploads GL journal entries using the spreadsheet upload tool • Enters and edits GL journal entries online. • Inquires on journals and budget ledgers • Reviews Commitment Control budgets and transactions in budget exception • Reviews Journal/Ledger Data • Runs General Ledger Reports • Runs Commitment Control Reports • Runs Chartfield Reports • Runs CFSR Reports • Can create and upload budget journals using the spreadsheet upload tool • Requests Chartfields
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Fiscal Administrative Reviewer

CT FISCAL ADMIN REVIEWER

Last Revised March 13, 2017

<p>Responsible for creating and maintaining agency and project budgets</p> <p>Permissions CTAGYGLRVWR CTFSCADMINRVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none">• Reviews Appropriation and Allotment budgets• Contacts the Central Systems Technical Resource to communicate necessary changes to their organization's budget structure• Creates and maintains online Budget Journals• Creates and maintains online Budget Transfers• Creates Spreadsheet Budget Journals via Microsoft Excel• Posts agency Budget Journals• Deletes selected Budget Journals and communicates deletions to their respective departments• Inquires on Budgets• Runs General Budget reports• Requests Chartfields
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Central General Ledger

General Ledger roles are up to date as of May 11, 2022

CT Central Budget (OSC only)

CT CNTRL BUDGET
Last Revised October 28, 2016

<p>Permissions CTCNTRLBUDGET</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Post and unpost budget journals on all ledger groups, including appropriation, allotment, and bond ledgers • Override budget exceptions on all ledger groups • Bypass budget check on journal entries • Inquire on all budget ledgers
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CT Central COA Approver (OSC Only)

CT CNTRL COA APPROVER
New March 13, 2017

<p>Role is for Central Chart of Accounts staff and the OSC users that are responsible for approving and maintaining ChartFields in Core-CT.</p> <p>Role requires a valid email address in Core-CT, as it will receive email as well as Fin Worklist items. Users must have a role with Fin Tree Manager access as well.</p> <p>Permissions CTCNTRLCOAAPPRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approve and maintain ChartFields in Core-CT • Responsible for approving Project ID request forms and Payroll Account Code requests
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CT Central COA Reviewer (OPM and OSC only)

CT CNTRL COA REVIEWER
New March 13, 2017

<p>Role is for OPM Budget Analysts. It routes Program ChartField requests to them via email and Fin Worklist.</p> <p>Role requires a valid email address in Core-CT, as it will receive email as well as Fin Worklist items. Users should have a role with Fin Tree Viewer as well.</p> <p>Permissions CTCNTRLCOARVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Review Program ChartField requests • View only access to see ChartField requests
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Central GL Approver (OSC only)

CT CNTRL GL APPROVER

Last Revised June 1, 2008

<p>Responsible for interpreting the State's Budget Act and applying that interpretation to the closing, continuing, and establishing of all the budgets (including actuals)</p> <p>Permissions CTCNTRLGLAPVR CTNVISIONPARTIAL CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Maintains budgets • Closes budgets • Posts budget journals • Reviews budget activities including inquiries and reports • Reviews budget check exceptions • Reviews journal and ledger data • Runs General Ledger reports • Runs Commitment Control Reports • Inquires on budgets • Posts and unposts journals • Overrides appropriation budgets • Receives Bursted GL and Commitment Control ReportsExcel • Deletes selected budgets • Inquires on budgets
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Central GL Reviewer (OSC, OPM, OLM, OTT only)

CT CNTRL GL REVIEWER

Last Revised June 1, 2008

<p>Responsible for reviewing the reports and queries to determine if adjustments need to be made</p> <p>Permissions CTCNTRLGLRVWR CTNVISIONPARTIAL CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Creates and maintains budgets • Posts control budget journals • Reviews budget activities including inquiries • Creates and processes GL journals • Reviews journal and ledger data • Reviews budget check exceptions • Runs General Ledger reports • Runs Commitment Control Reports
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Central GL Systems Technical Resource (OSC only)

CT CNTRL GL SYS TECH RESOURCE

Last Revised June 1, 2008

<p>Responsible for configuration and maintenance of General Ledger business unit, chartfields, allocations, average daily balance processing.</p> <p>Responsible for maintaining closing rules and value sets. Closes actuals and budgets for fiscal year-end.</p> <p>Permissions CTAGYGLRVWR CTCNTRLGLSYSTECHRSRC CTNVISIONALL CTPROCESSMONITOR CTQUERYMANAGER CTREPORTMANAGER CTTREEMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Performs year end close • Imports GL journals • Defines ADB definitions and processes Runs ADB reports • Sets up and performs allocations Runs allocation reports • Sets up GL definitions, open periods and process date • Defines ChartField values and value sets Defines account types • Sets up combination editing and Definitions. Processes the combination edit process and initiates the transmission of HR Account Codes • Monitors the Journal Generator process to ensure that a voucher can be generated to the GL • Runs General Ledger reports • Runs Commitment Control Reports
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Central GL Report Maker (DAS, OLM, OPM, OSC, OTT only)

CT CNTRL GL REPORT MAKER

Last Revised June 1, 2008

<p>Responsible for using Core-CT delivered inquiries and reports to satisfy the varied business needs of the agency</p> <p>Permissions CTCNTRLGLRPTMKR CTNVISIONALL CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs central agency general ledger reports • Runs the CFSR and other nVision reports
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Central Open Period Maintenance (OSC Only)

CT CNTRL OPEN PERIOD MAINT

Revised September 1, 2011

<p>This role is designated for Central Accounting staff responsible for maintaining the open periods for Accounts Payable, Accounts Receivable, Billing, and General Ledger. Users with this role must also be able to run queries regarding the status of open documents prior to closing periods. This role also has access to run two custom SQR processes related to closing Accounts Payable and updating vouchers. These are specifically batch processes that must be run off hours. CT CNTRL OPEN PERIOD MAINT has access to schedule them as a backup.</p> <p>Permissions</p> <p>CTCNTRLOPENPERIODMAINT CTQUERYVIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Open/Close Accounting Periods • Run the voucher push process • Run Financial Queries
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CT Central SID Approver (OSC only)

CT CNTRL SID APPROVER

New March 13, 2017

<p>Role is for Central Chart of Accounts staff and the OSC users that are responsible for approving and maintaining Special ID (SID) in Core-CT. SID ChartField Requests are routed to this role for final approval, after they are approved by the CT CNTRL COA APPROVER.</p> <p>Role requires a valid email address in Core-CT, as it will receive email as well as Fin Worklist items. These users must have a role with Fin Tree Manager access as well.</p> <p>Permissions</p> <p>CTCNTRLSIDAPPRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Responsible for approving and maintaining Special ID (SID) in Core-CT
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CT Central Journal Approver (OTT only)

CT OTT JOURNAL APPROVER

New May 11, 2022

<p>Role is assigned to supervisors in the Office of the Treasurer that are responsible for reviewing General Ledger Journals for the MOD_ACCRL Ledger that are entered by OTT staff, prior to review and posting by OSC Budget and</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews General Ledger Journals for the MOD_ACCRL Ledger entered by OTT
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Financial Role Handbook

<p>Finance staff.</p> <p>Permissions CTCNTRLGLAPVR CTNVISIONPARTIAL CTPROCESSMONITOR CTREPORTMANAGER CT_F_C_JOURNAL_WORKFLOW</p>	
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Executive Financial Officer – OPM

CT CNTRL OPM EXEC FNCL OFFICER

Last Revised June 1, 2008

<p>Responsible to review and approve, amend or reject all budget requests of state agencies for financial systems and operations and take actions to remedy any deficiencies in such systems and operations (CGS 4-70e)</p> <p>Permissions CTAGYGLRVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Change all agency level budgets (appropriations and allotments) • Cancels purchase orders (dispatched but not paid) • Deletes purchase orders (dispatched but not paid)
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Agency Accounts Receivable / Billing

Accounts Receivable / Billing roles are up to date as of October 7, 2009

Agency AR Configurator

CT CNTRL AR CONFIGURATOR

Last Revised October 7, 2009

Responsible for maintaining all configuration items related to AR at the Agency level Permissions CTCNTRLARCONFIGURATOR	Tasks: <ul style="list-style-type: none"> • Maintains configuration items pertaining to agency users • Maintains configuration items for Credit Analyst
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Agency Manual Reconciliation Processor (DMV Lockbox Only)

CT AGY MANUAL RECON PROCESSOR

Last Revised October 7, 2009

Responsible for processing bank transactions Permissions CTAGYGLRVWR CTAGYRECONPRCSR CTPROCESSMONITOR CTREPORTMANAGER	Tasks: <ul style="list-style-type: none"> • Generates reconciliation reports • Performs manual reconciliation for the DMV Lockbox account
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Receivable Viewer (AR Viewer / CT Report Maker)

CT RECEIVABLE VIEWER

Last Revised October 7, 2009

Responsible for using Core-CT delivered inquiries and reports to satisfy the varied business needs of the agency and for running AR reports Permissions CTAGYGLRVWR CTARRPTMKR CTPROCESSMONITOR CTRCVBLVWR CTREPORTMANAGER	Tasks: <ul style="list-style-type: none"> • Runs AR reports • Runs receivable inquiries to support business functions of the unit
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Receivable Processor

CT RECEIVABLE PROCESSOR

Last Revised October 7, 2009

<p>Responsible for updating Deposit Payment information</p> <p>Responsible for applying payments to customer Receivable Items</p> <p>This role includes: Accounting Approver, Account Processor, CT AR Report Maker, and CT Receivable Viewer</p> <p>Permissions CTACCTAPPRV CTACCTPRCS CTAGYGLRVWR CTARRPTMKR CTPROCESSMONITOR CTRCVBLAPVR CTRCVBLMAINTPRCSR CTRCVBLPRCSR CTRCVBLVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews all deposits and identifies those to be Directly Journalled • Reviews payments applied to a customers' receivable items • Views the accounting distributions for each receivable item • Creates payment worksheets and applies the payments • Saves the updated deposit record • Verifies that all deposits made by the agency are accounted for on the Pick List • Verifies that all deposits made are reflected on the bank statements • Adds and maintains customers • Identifies and corrects errors from the posting of pending items • Enters accounting distributions for deposits marked for Direct Journaling • Completes the Direct Journal Payments process, creating the accounting distribution • Identifies items deemed uncollectible or that should be adjusted, per agreement with the customer • View and update conversations • Creates the Maintenance or Transfer Worksheets • Creates and maintain the Maintenance or Transfer Worksheets • Identifies and corrects errors from the posting of maintenance worksheets • Maintains configuration items pertaining to agency users • Maintains configuration items for Credit Analyst and Business Categories
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Receivable Processor DRS (DRS Only)

CT RECEIVABLE PROCESSOR DRS

Last Revised October 7, 2009

<p>Responsible for updating Deposit Payment information</p> <p>Responsible for Item Maintenance</p> <p>Responsible for applying payments to customer Receivable Items</p> <p>Permissions CTACCTAPPRV4 CTACCTPRCS4 CTAGYGLRVWR CTARRPTMKR CTPROCESSMONITOR CTRCVBLAPVR4 CTRCVBLMAINTPRCSR CTRCVBLPRCSR4 CTRCVBLVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • All of the tasks assigned to the CT Receivable Processor • Maintain pending items • Correct Errors from the Pending Item Interface
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Receivable Processor Manual (DEP, DMV, DOL, DOT, TRB Only)

CT RECEIVABLE PROCESSOR MANUAL

Last Revised October 7, 2009

<p>Responsible for adding and updating Deposit Payment information</p> <p>Responsible for applying payments to customer Receivable Items</p> <p>Permissions CTACCTAPPRV CTACCTPRCS CTAGYGLRVWR CTARRPTMKR CTPROCESSMONITOR CTRCVBLAPVR CTRCVBLMAINTPRCSR CTRCVBLPRCSRMANUAL CTRCVBLVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • All of the tasks assigned to the CT Receivable Processor • Add Deposits
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Billing Processor

CT BILLING PROCESSOR

Last Revised October 7, 2009

<p>Responsible for creating and maintaining bills and customers</p> <p>The individuals given this role should be in agreement with the individuals listed in Task 108, section C100, Billing Specialist</p> <p>This role includes the Billing Viewer/Report Maker role</p> <p>Permissions CTBILLINGPROCESSOR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters and maintains bills online • Adds and maintains customers • Creates installment bills • Creates recurring bills • Copies bills • Adjusts an entire bill or bill line • Prints pro-forma and finalized bills for consolidated and non-consolidated invoices • Reviews billing information • Monitors and corrects billing errors • Views AR pending items • Views GL headers and lines • Creates and maintains customer statements • Creates and maintains dunning letters • Creates and maintains overdue charges • Reviews Billing Interface transactions (interfacing agencies only) • Updates and corrects Billing Interface errors (interfacing agencies only) • Maintains Agency Billing configuration • Corrects budget checking errors
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Billing Processor DOC (DOC ONLY)

CT BILLING PROCESSOR DOC

Last Revised October 7, 2009

<p>Responsible for creating and maintaining bills (except for finalizing and printing them) and customers</p> <p>The individuals given this role should be in agreement with the individuals listed in Task 108, section C100, Billing Specialist</p> <p>Permissions CTBILLINGPROCESSORDOC CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • All of the tasks assigned to the Billing Processor except, finalizing and printing invoices
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Billing Viewer (Billing Viewer / Report Maker)

CT BILLING VIEWER

Last Revised October 7, 2009

<p>Responsible for using Core-CT delivered inquiries and reports to satisfy the varied business needs of the agency</p> <p>Permissions CTBILLINGVIEWER CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • View Only access to Billing pages for review. • Runs Billing reports • Runs inquiries to support business functions of the unit
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Overdue Charge Processor

CT_F_A_OVERDUE_CHARGE_PRCR

Last Revised October 7, 2009

<p>This role will be granted to the Billing Processors of agencies who wish to utilize the Overdue Charge functionality. It gives the Billing Processor new navigational access in the Billing Module to a process that changes the status of a large number of bills at the same time through a variety of range selections. It creates a report identifying those bills that were updated.</p> <p>Permissions CT_F_A_OVERDUE_CHARGE_PRCR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Changes the status of a group of bills from “New” to “Ready”, or another bill status as applicable. • Runs Billing reports • Runs inquiries to support business functions of the unit
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Central Accounts Receivable

Accounts Receivable / Billing roles are up to date as of November 23, 2016

Central AR Configurator (OSC only)

CT CNTRL AR CONFIGURATOR

Last Revised June 1, 2008

<p>Responsible for maintaining all configuration items related to Accounts Receivable</p> <p>Permissions CTCNTRLARCONFIGURATOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Maintains configuration items/options pertaining specifically to the Accounts Receivable module • Maintains Customer configuration items • Maintains Receivables options
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Central AR Systems Technical Resource (OSC only)

CT CNTRL AR SYS TECH RESOURCE

Last Revised June 1, 2008

<p>Responsible for RUNNING Accounts Receivable batch processes on an exception basis</p> <p>Capable of running processes due to batch scheduling errors or when the need to expedite a process arises</p> <p>Able to verify the success or failure of processes after they have run</p> <p>Permissions CTCNTRLARSYSTCHRSRC CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs Receivables Update process • Runs Revenue Estimate process • Runs Budget Checking process for AR transactions • Runs AR Revenue Reversal process • Runs Load Inter Agency Pending Items process • Runs Bank Statement Load process • Runs Schedule Inbound EC Agent process • Runs Load Electronic Statement process • Runs Banking Process Reconciliation process • Runs Load Lockbox Files process • Runs Payment Interface process • Runs Request Payment Predictor process • Runs Request Aging process • Runs Archive Items process • Runs Archive Payments process • Runs Archive Pending Items process
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Central Reconciliation Supervisor (OSC & OTT Only)

CT CNTRL RECON SUPERVISOR

Last Revised June 1, 2008

<p>Responsible for overseeing the reconciliation of Treasury bank accounts</p> <p>Permissions CTCNTRLRCNSPVS CTPROCESSMONITOR CTQUERYVIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs queries and reports on the reconciliation of individual accounts • Reviews the status of bank reconciliations • Bank and Bank Account configuration changes and updates • GL reporting and inquiries for cash
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Receivable Processor HCM (OSC Only)

CT RECEIVABLE PROCESSOR HCM

Last Revised November 15, 2016

<p>Responsible for updating Deposit Payment information</p> <p>Responsible for Item Maintenance</p> <p>Responsible for applying payments to customer Receivable Items</p> <p>Permissions CTACCTAPPRV4 CTACCTPRCS4 CTAGYGLRVWR CTARRPTMKR CTPROCESSMONITOR CTRCVBLAPVR4 CTRCVBLMAINTPRCSR CTRCVBLPRCSR4 CTRCVBLVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • All of the tasks assigned to the CT Receivable Processor • Create pending items for OSC Retirement and Pension related Business Units (MSOM1, OSCIP, RETFN)
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Agency Requisitioning & Purchasing

eProcurement Requisitioning roles were updated as of March 13, 2017.

Purchasing roles are up to date as of March 13, 2017

Cancel Purchase Orders

CT CANCEL PURCHASE ORDERS

Revised July 1, 2003

Responsible for canceling Pos Permissions: CTCANCELPO CTPOVWR	Tasks: <ul style="list-style-type: none"> • Cancels POs
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Cancel Requisitions

CT CANCEL REQUISITIONER

Revised July 1, 2003

Responsible for canceling requisitions Permissions: CTCANCELRQSTNR CTPOVWR	Tasks: <ul style="list-style-type: none"> • Cancels requisitions
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Casual Receiver

CT CASUAL RECEIVER

Revised July 1, 2003

Responsible for receiving goods in the system Can only receive requisitions they created Permissions: CTCASRCVR CTPOVWR	Tasks: <ul style="list-style-type: none"> • In eProcurement, sees only the requisition he/she entered and can only receive against the requisition he/she entered • Receives, accepts or rejects shipping quantities • Adds receiving header information • Views receipt line status detail • Saves receipts • Enters receipts activity • Adds delivery details • Adds comments to receipts • Enters the Asset ID and Tag Number of the asset entered on the PO • Receives the Inventory and verifies the Putaway Location and Unit of Measure or changes the Putaway Location or Unit of Measure as necessary
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Contract Approver

CT CONTRACT APPROVER

Revised July 1, 2003

Responsible for approving contracts	Tasks:
Permissions CTCONTRACTAPVR CTPOVWR	<ul style="list-style-type: none"> • Approves contracts • Rejects contracts • Cancels contracts

Contract Closer

CT CONTRACT CLOSER

Revised July 1, 2003

Responsible for closing contracts	Tasks:
Permissions CTCONTRACTCLSR CTPOVWR	<ul style="list-style-type: none"> • Closes contracts

Contract Creator

CT CONTRACT CREATOR

Revised July 1, 2003

Responsible for creating contracts	Tasks:
Permissions CTAGYGLRVWR CTCONTRACTCRTR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER	<ul style="list-style-type: none"> • Creates contracts • Updates contracts

Contract Holder

CT CONTRACT HOLDER

Revised July 1, 2003

Responsible for holding contracts	Tasks:
Permissions CTCONTRACTHLDR CTPOVWR	<ul style="list-style-type: none"> • Holds contracts

Delete Requisitions

CT DELETE REQUISITIONER

Revised July 1, 2003

<p>Responsible for deleting requisitions</p> <p>Permissions CTDELRQSTNR CTPOVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Deletes requisitions
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General Buyer

CT GENERAL BUYER

Revised March 13, 2017

<p>Responsible for the full range of purchasing activities of an agency</p> <p>Permissions CTAGYGLRVWR CTGENBUYER CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Corrects purchasing authority Confirms orders Processes requisitions to the appropriate next steps: RFQ, PO, standardization transaction. Determines the source of the purchase and processes it as a requisition, RFQ, vendor contract, or online PO Determines who can enter or reserve PO numbers for special purposes (e.g. immediate buy from contract or emergency purchases) Determines if a PO will be paid utilizing P-Card. Adds, updates, or reviews PO header information and defaults Defines PO schedules and distributions Adds comments to POs Enters PO activities Saves POs Updates PO status Corrects POs Builds and dispatches a PO outside scheduled batch processing (when applicable) Defines the run control criteria for POs Creates PO Change Order Run Purge Stage Table process Starts RTV Reconciliation process Relates PO distribution lines to assets and assigns the correct profile to the asset. Enters the Inventory Business Unit on the PO Distribution lines.
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***For any given P-Card, a user may only have one role**

General Receiver

CT GENERAL RECEIVER

Revised July 1, 2003

<p>Responsible for receiving, inspecting, and using the Return to Vendor functionality</p> <p>The General Receiver is distinguished from the Casual Receiver by having access to the following: all transactions for their business unit, inspection functionality, penalty assessment, and ChartField information</p> <p>Permissions CTGENRCVR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Selects the received PO • Reviews PO comments on the receipt lines and schedules • Receives, accepts or rejects shipping quantities • Adds receiving header information • Views receipt line status detail • Views PO default information • Reviews and maintains accounting information for a receipt • Saves receipts • Enters receipt activity and comments • Enters receiving penalty details • Enters Return to Vendor header • Enters Return to Vendor distribution • Enters Return to Vendor comments • Generates shipping documents (Return to vendor reports) • Adds delivery details • Adds comments to receipts • Reconciles vendor returns • Enters the asset ID and tag number of the asset entered on the PO • Verifies the default putaway location on the receipt • Selects the items for putaway to the Inventory Business Unit • May override the default putaway location and unit of measure on the PO Receiver
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Program Buyer

CT PROGRAM BUYER

Revised March 13, 2017

<p>Responsible for contracting with POS/PSA , MOUs, Construction, RLs, Rights of Way and Grant providers for agency run programs</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTPRGRMBUYER CTPROCESSMONITOR CTREPORTMANAGER CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters contracts • Allows contract releases • Creates online POs • Denotes PO to be paid with P-Card, when appropriate • Creates PO change orders • Relates PO Distribution lines to assets and assigns the correct profiles to the asset. • Enters the Inventory Business Unit on the PO Distribution Lines
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***For any given P-Card, a user may only have one role**

Purchase Order Amount Approver 1

PO Amount Reviewer 1

Revised July 1, 2003

<p>Responsible for approving POs for all amounts, authorized up to \$10,000</p> <p>Permissions CTAGYGLRVWR CTPOAMTAPVR CTPOVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves POs for all amounts, authorized up to \$10,000 • Rejects POs • Adds approval/rejection comments • Reviews Budget Status “Error” Link • Reviews the PO to determine if the items/services are appropriate and necessary for the State to purchase
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Purchase Order Amount Approver 2

PO Amount Reviewer 2

Revised July 1, 2003

<p>Responsible for approving POs over \$10,000, authorized for an infinite amount</p> <p>Permissions CTAGYGLRVWR CTPOAMTAPVR CTPOVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves POs over \$10,000, authorized for an infinite amount • Rejects Pos • Reviews Budget Status “Error” Link • Adds approval/rejection comments • Reviews the PO to determine if the items/services are appropriate and necessary for the State to purchase
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Purchase Order Budget Approver

PO Budget Reviewer

Revised October 19, 2010

<p>Responsible for approving the purchase order and the budget ChartField in workflow. The individual authorizing the commitment or expenditure must have a claims authorization card (CO-512) on file in the Comptroller's Accounts Payable Division.</p> <p>All POs are routed to this role for approval</p> <p>Person's name prints on PO</p> <p>Permissions CTAGYGLRVWR CTPOBDGTAPVR CTPOERRORPRCSR CTPOVWR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves POs • Rejects POs • Adds approval/rejection comments • Reviews the budget accounting strings and checks on available funds • Overrides agency budget • Corrects budget checking errors • Run PO Rollover process if required • Runs Requisition and Budgetary Activity reports
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Purchase Order Closer

CT PURCHASE ORDER CLOSER

Revised July 1, 2003

<p>Responsible for closing POs</p> <p>Permissions CTPOCLSR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Closes POs
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Purchasing Error Processor

CT PURCHASING ERROR PROCESSOR

Revised July 1, 2003

<p>Responsible for reviewing errors and correcting them</p> <p>Enters the staging tables and corrects errors</p> <p>Permissions CTPOERRORPRCSR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews rows in error status between requisition to PO creation process • Reviews and corrects staging table errors for requisition loader, sourcing POs, and contracts
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Purchasing Module Report Maker

CT PURCHASING REPORT MAKER

Revised March 13, 2017

<p>Responsible for running requisition reports</p> <p>Permissions CTPORPTMKR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs Requisition reports • Runs RFQ reports • Runs Purchase Order reports • Runs Contract reports • Runs Receiving reports • Runs Item reports • Runs P-Card Reports
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***For any given P-Card, a user may only have one role**

Purchasing Module Viewer

CT PURCHASING VIEWER

Revised March 13, 2017

<p>Responsible for viewing requisitions</p> <p>Permissions CTPOVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Views Requisitions - Does not have authority to enter requisition, but can view the requisitions of others in their PO Business Unit • Views RFQs • Views Purchase Orders • Views Contracts • Views Receiving • Views Items • Views P-Card transactions
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***For any given P-Card, a user may only have one role**

Receiving Inspector

CT RECEIVING INSPECTOR

Revised July 1, 2003

<p>Responsible for inspecting goods and services</p> <p>Permissions CTPOVWR CTRCVINSPECTR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Places a hold status on receipts if goods or services require inspection • Removes hold status from receipts • Inspects goods • Enters quantity inspected onto receipts • Defines specific inspection instructions • Takes samples of goods for analysis
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Requester

CT REQUESTER

Revised March 13, 2017

<p>Responsible for creating and maintaining requisitions</p> <p>Permissions CTPOVWR CTREQUESTER CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters initial requisition information • Adds items to requisitions • Copies requisitions • Edits requisitions • Denotes requisition to be paid with P-Card, when appropriate • Maintains a list of activities and due dates associated with the requisition • Defines delivery schedules and ChartField distribution • Changes defaults on requisitions • Searches the item catalog • Manages their favorite items to use in future requisitions • Adds comments to requisitions • Makes special requests for goods and services (order by description) • Changes buyer on requisitions • Creates, updates, and deletes personal item templates • Saves requisitions • Relates the requisition distribution lines to assets and assigns the correct profile to the asset • Enters the Inventory Business Unit on the requisition distribution lines
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***For any given P-Card, a user may only have one role**

Requisition Amount Approver 1

CT WF REQ AMT APPROVER 1

Revised July 1, 2003

<p>Responsible for approving requisitions for all amounts, authorized up to \$2,500</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions for all amounts, authorized up to \$2,500 • Rejects requisitions • Reviews Budget Status “Error” Link • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase • Relates the requisition distribution lines to assets and assigns the correct profile to the asset • Enters the Inventory Business Unit on the requisition distribution lines
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Requisition Amount Approver 2

CT WF REQ AMT APPROVER 2

Revised July 1, 2003

<p>Responsible for approving requisitions over \$2,500, authorized up to \$10,000</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions over \$2,500, authorized up to \$10,000 • Rejects requisitions • Reviews Budget Status “Error” Link • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Requisition Amount Approver 3

CT WF REQ AMT APPROVER 3

Revised July 1, 2003

<p>Responsible for approving requisitions over \$10,000, authorized up to \$1,000,000</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions over \$10,000 authorized up to \$1,000,000 • Rejects requisitions • Reviews Budget Status “Error” Link • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Requisition Amount Approver 4

CT WF REQ AMT APPROVER 4

Revised July 1, 2003

<p>Responsible for approving requisitions over \$1,000,000, authorized for an infinite amount (will always be the agency head or designee)</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions over \$1,000,000, authorized for an infinite amount • Rejects requisitions • Reviews Budget Status “Error” Link • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Requisition Budget Approver

CT WF REQ BUDGET APPROVER

Revised July 1, 2003

<p>Responsible for approving the budget information in the requisition.</p> <p>Permissions CTAGYGLRVWR CTPOERRORPRCSR CTPOVWR CTPROCESSMONITOR CTREQBGTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions • Rejects requisitions • Adds approval/rejection comments • Makes sure the requisition goes to the correct buyer • Reviews the budget accounting strings and checks on available funds • Overrides budget at agency level • Corrects budget checking errors • Run PO Rollover process if required • Runs Requisition and Budgetary Activity reports
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Requisition Closer

CT REQUISITION CLOSER

Revised July 1, 2003

<p>Responsible for closing requisitions</p> <p>Permissions CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER CTREQCLOSER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Closes requisitions
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Requisition Purchasing Approver

CT WF REQ PURCH APPROVER

Revised January 22, 2015

<p>Responsible for verifying that all Procurement rules and regulations are being followed and that all fields and information on the requisitions are ready to be sourced to a PO. The individual authorizing the commitment or expenditure must have a claims authorization card (CO-512) on file in the Comptroller's Accounts Payable Division.</p> <p>Responsible for reviewing requisition information and providing final approval</p> <p>Person's name print's on PO</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER CTREQPURCHAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions • Rejects requisitions • Reviews Budget Status "Error" Link • Ensures the requisition distribution lines are coded for assets and assigned to the correct asset profile. • Adds approval/rejection comments • Ensures all additional approvals have been obtained before giving their authorization as they represent the final approval step • Accesses requisitioning in the Purchasing module • Ensures all part of PO Authority is correct (re: direct PO authority)
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Catalog Viewer

CT CATALOG VIEWER

Revised March 26, 2018

<p>Responsible for viewing the item catalog. A person having this role cannot be a Requester. The role is reserved for non-requesters who need to be able to view the catalog.</p> <p>Cannot be combined with the CT PSA_POS REQUESTER role.</p> <p>Permissions CTPOVWR CTREQUESTER CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Look up items from catalog management
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Item Processor Viewer

CT ITEM PROCESSOR VIEWER

Revised July 1, 2003

<p>Responsible for reviewing the detailed information of items in the State Of Connecticut catalog.</p> <p>Permissions</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • View Define Item • View Purchasing Attributes • View Units of Measure
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CTITEMPRCSRVIEWER	
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Agency Supplier Contracts Administrator

CT_F_A_SCMT_ADMIN

New March 26, 2018

<p>Agency power user responsible for maintaining the agency's contract library, authoring/maintaining supplier contract legal documents, and updating agreements.</p> <p>Permissions CTFASCMTADMIN</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Maintain agency contract library • Author/maintain supplier contract legal documents • Update agreements
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Agency Supplier Contracts User

CT_F_A_SCMT_USER

New March 26, 2018

<p>Agency user who has the ability to author/maintain supplier contract legal documents and update agreements. User does not have the authority to maintain the agency's contract library.</p> <p>Cannot be combined with the CT_F_A_SCMT_ADMIN role.</p> <p>Permissions CTFASCMTUSER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Author/maintain supplier contract legal documents • Update agreements
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Agency Supplier Contracts Viewer

CT_F_A_SCMT_VIEWER

New March 26, 2018

<p>Agency program and/or budget staff who require view-only access to Supplier Contract Management legal documents.</p> <p>Permissions CTFASCMTVIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • View supplier contract legal documents
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Agency Supplier Contracts Report Maker

CT_F_A_SCMT_REPORT_MAKER

New March 26, 2018

<p>Agency user who can run reports for the Supplier Contract module</p> <p>Permissions CTFASCMTREPORTMAKER CTFASCMTVIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Run reports for supplier contracts
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CTPROCESSMONITOR CTREPORTMANAGER	
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Agency Supplier Contracts DocuSign User

CT_F_A_DS_SENDER

New September 18, 2018

<p>Agency user who has the ability to route contracts for signature in Core which will use DocuSign to capture the signature.</p> <p>Must also be set up as a user in DocuSign.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Sends contracts for signing • Monitor/update/change signing status on contracts
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Agency Budget Workbook Budget Approver

CT_F_A_BW_BUDGET_APPROVER

Revised July 10, 2018

<p>User responsible for reviewing and approving the supplier submitted budget workbook pages.</p> <p>User can also have the CT_F_A_BW_BUDGET_PROCESSOR role.</p> <p>Cannot be combined with the CT_F_A_BW_BUDGET_VIEWER role.</p> <p>Permissions CTFABWBUDGETAPPROVER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Review and approve supplier submitted budget workbook pages
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Agency Budget Workbook Budget Processor

CT_F_A_BW_BUDGET_PROCESSOR

Revised July 10, 2018

<p>Responsible for managing the completion of the budget workbook by both the agency and provider. The user may complete all or parts of the Budget Definition page, manage the supplier's submission, and review all or parts of the supplier's submission.</p> <p>Cannot be combined with the CT_F_A_BW_BUDGET_VIEWER role.</p> <p>Permissions CTFABWBUDGETPROCESSOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Manage completion of the budget workbook • Manage the supplier's submission • Review the supplier's submission
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Agency Budget Workbook Budget Viewer

CT_F_A_BW_BUDGET_VIEWER

Revised July 10, 2018

Agency program and/or budget staff who	Tasks:
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Financial Role Handbook

<p>require view-only access to the Budget Workbook module.</p> <p>Cannot be combined with the CT_F_A_BW_BUDGET_APPROVER or CT_F_A_BW_BUDGET_PROCESSOR roles.</p> <p>Permissions CTFABWBUDGETVIEWER</p>	<ul style="list-style-type: none"> View Budget Workbook
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Central Budget Workbook UCOA Administrator (OPM only)

CT_F_C_BW_UCOA_ADMIN

New March 26, 2018

<p>Off ice of Policy and Management (OPM) and Core-CT team only access to UCOA configuration page.</p> <p>Permissions CTFCBWUCOAADMIN</p>	<p>Tasks:</p> <ul style="list-style-type: none"> UCOA configuration
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External Supplier Contracts Collaborate (External use only)

CT_F_SUPPLIER_SCMT_COLLAB

New March 26, 2018

<p>External supplier user with access to collaborate on supplier contract legal documents as well as update and review agreement information via the supplier portal.</p> <p>Cannot be assigned any internal roles.</p> <p>Permissions CTFSUPPLIERSCMTCOLLAB</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Collaborate on supplier contract legal documents Update and review agreement information
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External Supplier Budget Workbook Budget User (External use only)

CT_F_SUPPLIER_BW_BUDGET_USER

New March 26, 2018

<p>User responsible for completing the budget workbook pages on behalf of the supplier's organization via the supplier portal. User can review only his/her own organization's budgeting documents.</p> <p>Cannot be assigned any internal roles.</p> <p>Permissions CTFSUPPLIERBWBUDGETUSER CT_F_SUPPLIER_BASE CT_F_ALL_WEBLIBS CTPRPRUSER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Complete budget workbook pages for supplier's organization
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External Strategic Sourcing Supplier Event (External use only)

CT_F_SUPPLIER_EVENT

New October 1, 2018

<p>Role will provide access for the school superintendents to submit applications (bids).</p> <p>Cannot be assigned to any internal users.</p> <p>Permissions CT_F_C_EPAUC2100 CT_F_C_EPAUC6000</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Submit application • Edit application • View application
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Project Administrator

CT_F_C_PROJ_ADMIN

New October 1, 2018

<p>Role will give the OSCGR Data Pages Project Admin read/write access to the form.</p> <p>Permissions CT_F_C_PROJ_ADMIN</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Create and edit data pages
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Project Viewer

CT_F_C_PROJ_VIEWER

New October 1, 2018

<p>Role will provide display only access to the OSCGR data pages.</p> <p>Permissions CT_F_C_PROJ_VIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • View OSCGR data pages
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Strategic Sourcing Event Administrator

CT_F_C_EVENT_ADMINISTRATOR

New October 1, 2018

<p>Role has the ability to create and post a priority or non-priority event.</p> <p>Permissions CT_F_C_EPAUC1000 CT_F_C_EPAUC1100 CT_F_C_EPAUC2500 CT_F_C_EPAUC3000 CT_F_C_EPAUC6000</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Create events • Edit events • Post events
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Strategic Sourcing Event Reviewer

CT_F_C_EVENT_REVIEWER

New October 1, 2018

<p>Role will provide access to review the received application. This role cannot award.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Review Application
<p>Permissions CT_F_C_EPAUC1000_REVIEWER CT_F_C_EPAUC1100_REVIEWER CT_F_C_EPAUC2500 CT_F_C_EPAUC3000_REVIEWER CT_F_C_EPAUC6000</p>	<ul style="list-style-type: none"> Provide Feedback

Strategic Sourcing Event Collaborator

CT_F_C_EVENT_COLLABORATOR

New October 1, 2018

<p>Role will provide permission to participate in the event collaboration. This role cannot edit the application or award.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Event collaboration
<p>Permissions CT_F_C_EPAUC1500</p>	

Strategic Sourcing Planner

CT_F_C_PLANNERS

New October 1, 2018

<p>Role will provide full access to the Sourcing plan.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Write access to Sourcing Plan
<p>Permissions CT_F_C_EPAUC7000_APPROVER CT_F_C_EPAUC6500_CREATE CT_F_C_EPAUC7500</p>	<ul style="list-style-type: none"> Edit Sourcing Plan

Strategic Sourcing Plan Viewer

CT_F_C_PLAN_VIEWER

New October 1, 2018

<p>Role will have full read only access to the Sourcing Plan. This role cannot edit the plan.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> View Sourcing Plan
<p>Permissions CT_F_C_EPAUC7000_APPROVER_VW CT_F_C_EPAUC6500_CREATE_VW CT_F_C_EPAUC7500</p>	

Central Purchasing

Purchasing roles are up to date as of March 13, 2017

Catalog Administrator (Core-CT only)

CT CATALOG ADMINISTRATOR

Revised July 1, 2003

<p>Responsible for administering users for the system and publishing the Master Catalog. This role has all privileges for catalog management</p> <p>Permissions CTCATADMIN CTEOCM5500 CTEOCM9000 CTEOEW9000 CTEOTP1200 CTPROCESSMONITOR CTREPORTMANAGER EOCM9000</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Has all privileges for catalog management • Administers users for the system • Publishes the Master Catalog • Maintains users for the system • Assigns enterprise users and partners to catalogs, granting access privileges as appropriate • Maintains translation tables • Enter item substitutes
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Central PO Configurator (Core-CT only)

CT CNTRL PO CONFIGURATOR

Revised July 1, 2003

<p>Responsible for configuration and maintenance of values</p> <p>Permissions CTCNTRLPOCONFIGURATOR CTPOVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Maintain Location Codes • Maintain Ship To Location Codes • Maintain Standard Comments Type and Standard Comments definitions • Maintain PO Origin definitions • Maintain PO Change Order Template definition • Maintain Dispatch PO Configuration and Fax Location definitions • Maintain Installation Options for Purchasing • Maintain Return Reasons and ePro RTV Instructions definitions • Maintain Supplier Station Vendor definitions.
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Central PO Systems Technical Resource (Core-CT only)

CT CNTRL PO SYS TECH RESOURCE

Revised July 1, 2003

<p>Responsible for running Purchasing batch processes on an exception basis.</p> <p>Capable of running processes due to batch scheduling errors or when the need to expedite a process arises.</p> <p>Permissions CTCNTRLPOSYSTCHRSRC CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs the Approval Workflow process • Runs the Contract Header and Line interface processes • Runs the Budget Check process • Runs the Purchase Order Sourcing processes • Runs the Stage Contract PO process • Runs the Dispatch PO process • Runs the Stage Purge Table process • Runs the DAS Set Aside Vendor process • Runs the Close Purchase Order process • Runs the Close Requisition process • Runs the Close Receipts process • Runs the Publish Outbound Message process • Runs the RE-Open Requisition process • Runs the Change Item Status process • Runs the PO Rollover process • Runs the Verity Index process • Runs the Catalog Management processes • Runs the Dispatch RFQ process.
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Corporate Template Creator (DAS, Core-CT only)

CT CNTRL DAS TEMPLT CRTR

Revised January 22, 2015

<p>Creates Purchasing Kits ", Corporate Templates" that can be used by all Purchasing Business Units.</p> <p>Permissions CTCNTRLCRPTMPCRTR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Establishes naming convention for corporate templates • Names the corporate template • Search the Item Catalog to create Corporate Templates • Update Existing Corporate Templates
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Enterprise Catalog Manager (Core-CT only)

CT ENTERPRISE CATALOG MANAGER

Revised July 1, 2003

<p>Responsible for loading trading partner catalogs and master catalogs.</p> <p>Permissions CTENTRPRSCATMNGR CTEOCM5500 CTEOCM9000 CTEOEW9000 CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Loads the trading partner catalog • Performs essential cleansing of the trading partner catalog • Maps trading partner catalog and eProcurement attributes • Classifies the trading partner catalog • Reviews and repairs the trading partner catalog • Approves proposed offerings and categories • Publishes catalog to the production environment Rolls back to a previous catalog • Syndicates a production catalog • Maintains translation tables • Creates and sets up permissions for users
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Item Corrector (Core-CT only)

CT CNTRL ITEM CORRECTOR

Revised July 1, 2003

<p>Responsible for correcting catalog items in error.</p> <p>Permissions EOCM0500 EOCM1500 EOCM2500 EOCM3500 EOCM4000 EOCM5500 EOCM6500 EOCM9000 EOEW1000 EPED2900</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Can perform all Catalog Management activities • ???
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Item Approver (Core-CT only)

CT CNTRL ITEM APPROVER

Revised July 1, 2003

Responsible for approving items that were added to the item catalog from an online source	Tasks: <ul style="list-style-type: none"> Approves, recycles, or rejects items added to the item catalog
Permissions CTCNTRLITEMAPVR	

Partner (Core-CT only)

PARTNER

Revised July 1, 2003

Responsible for maintaining partner information	Tasks: <ul style="list-style-type: none"> May manage partner information such as contacts, company details, user administration and company addresses Views current services
Permissions EOTP2100	

Partner Administrator (Core-CT only)

Partner Administrator

Revised July 1, 2003

Responsible for certain defined processes for the partner as defined by the Partner Catalog Manager	Tasks: <ul style="list-style-type: none"> Provides catalog information Views catalog information Performs all catalog management activities except defining the input source Responsible for creating partner registration events and approvals
Permissions EOTP1000 EOTP1100 EOTP1200 EOTP1300	

Partner Analyst (DAS, Core-CT only)

Partner Analyst

Revised January 22, 2015

Responsible for creating recruitment events	Tasks: <ul style="list-style-type: none"> May create recruitment events, select email templates and send notifications to prospective partners
Permissions EOTP1000	

Partner Catalog Manager (Core-CT only)

Partner Catalog Manager

Revised July 1, 2003

Responsible for cleansing and categorization of a partner catalog	Tasks:
Permissions EOCM0500 EOCM1500 EOCM2500 EOEW1000	<ul style="list-style-type: none"> • Loads the trading partner catalog • Performs cleansing on the catalog • Maps trading partner catalog to eProcurement attributes • Classifies trading partner catalog • Reviews and corrects trading partner catalog • Manages inputs into enterprise catalogs

Partner Manager (Core-CT only)

Partner Manager

Revised July 1, 2003

Responsible for creating recruitment events	Tasks:
Permissions EOTP1000 EOTP1100 EOTP1200	<ul style="list-style-type: none"> • May perform all enterprise tasks related to Core-CT Common Partner Registration except system setup

Partner Service Approver (Core-CT only)

Partner Service Approver

Revised July 1, 2003

Responsible for approving service registration	Tasks:
Permissions EOTP1100	<ul style="list-style-type: none"> • May approve service registrations

Purchase Order Amount Approver 3 (OSC Only)

CT_CNTRL_OSC_PO_AMT_APPVR3

Revised July 21, 2014

Approves POs over \$1,000,000, authorized for an infinite amount.	Tasks:
This role will be given to OSC staff only	<ul style="list-style-type: none"> • Approves POs over \$1,000,000, authorized for an infinite amount • Rejects POs • Adds approval/rejection comments • Reviews the PO to determine if the items/services are appropriate and necessary for the State to purchase • Reviews Changes to Procurement Contracts
Permissions CTAGYGLRVWR CTPOAMTAPVR CTPOVWR CTCONTRACTREVIEWER	

Purchasing Interface Processor (DAS, Core-CT only)

CT CNTRL PURCH INTERFACE PRCSR

Revised July 1, 2003

<p>Responsible for initiating the purchasing interface Process</p> <p>Permissions CTCNTRLPOINTRFCPRCR CTPOVWR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Prepares the interface file and posts it to the network • Runs error reports in Core-CT • Corrects errors in legacy system • Runs process ADHOC when necessary
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Requisition Amount Approver 5 (OSC Only)

CT WF REQ AMT APPROVER 5

Revised June 1, 2014

<p>Approves requisitions over \$1,000,000, authorized for an infinite amount. This role will be given to OSC staff only</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions over \$1,000,000 authorized for an infinite amount • Rejects requisitions • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Run Summary By Contract Report (OPM Only)

CT_F_SUMMARY_BY_CONTRACT

New September 16,2013

<p>Allows the user to run the Procurement Contracts Summary By Contract Report. It will be given to selected OPM staff only.</p> <p>Permissions CT_F_SUMMARY_BY_CONTRACT</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs CT_RUN_CR15726 Summary by Contract Type • Runs process ADHOC when necessary
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Taxonomy Manager (Core-CT only)

Taxonomy Manager

Revised July 1, 2003

<p>Responsible for the administration of taxonomy</p> <p>Permissions EOCM0500 EOCM4000</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Creates taxonomy • Updates taxonomy: additions, updates, and deletions • Manages categories and category hierarchies • Monitors news and updates from UNDP concerning UNSPSC • Loads taxonomy and its updates from Catalog Management into eProcurement • Approves and denies any updates to taxonomy from suggested categories in trading partner catalogs
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DAS OSCGR AUDITOR (DAS only)

CT DAS OSCGR AUDITOR

New October 1, 2018

<p>Role will have read access to the Payment Request, Data pages.</p> <p>Permissions CTDASOSCGRAUDITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • View payment requests
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eProcurement Requisition

eProcurement roles are up to date as of September 3, 2019

Cancel Requisitions

CT CANCEL REQUISITIONER

Revised July 1, 2003

Responsible for canceling requisitions Permissions: CTCANCELRQSTNR CTPOVWR	Tasks: <ul style="list-style-type: none"> • Cancels requisitions
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Casual Receiver

CT CASUAL RECEIVER

Revised July 1, 2003

Responsible for receiving goods in the system Can only receive requisitions they created Permissions: CTCASRCVR CTPOVWR	Tasks: <ul style="list-style-type: none"> • In eProcurement, sees only the requisition he/she entered and can only receive against the requisition he/she entered • Receives, accepts or rejects shipping quantities • Adds receiving header information • Views receipt line status detail • Saves receipts • Enters receipts activity • Adds delivery details • Adds comments to receipts • Enters the Asset ID and Tag Number of the asset entered on the PO • Receives the Inventory and verifies the Putaway Location and Unit of Measure or changes the Putaway Location or Unit of Measure as necessary
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Catalog Viewer

CT CATALOG VIEWER

Revised March 26, 2018

<p>Responsible for viewing the item catalog. A person having this role cannot be a Requester. The role is reserved for non-requesters who need to be able to view the catalog.</p> <p>Cannot be combined with the CT PSA_POS REQUESTER role.</p> <p>Permissions CTPOVWR CTREQUESTER CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Look up items from catalog management
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Central Agency Procurement Card (P-Card) Report Viewer*

CT_F_C_CC_VIEWER

New March 13, 2017

<p>Responsible for reviewing/monitoring the P-Card Program at the State level.</p> <p>Permissions: CT_F_C_CC_VIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Runs P-Card Reports. Reviews P-Card Reconcile Statements
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***For any given P-Card, a user may only have one role**

Procurement Card (P-Card) Central Office Administrator (DAS Only)*

CT_F_C_CC_ADMIN

New March 13, 2017

<p>Responsible for all aspects of the P-Card Program at the State level.</p> <p>Permissions: CT_F_C_CC_ADMIN</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Access to Cardholder Profiles. Reviews P-Card Requests Approve P-Card Requests Runs P-Card Interface for new and changed cards Runs P-Card Reports.
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***For any given P-Card, a user may only have one role**

Agency Service Approver

CT AGY SERVICE APPROVER

New March 26, 2018

<p>Responsible for reviewing the POS/PSA information, editing requisition, if necessary,</p>	<p>Tasks:</p>
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Financial Role Handbook

<p>and approving or denying the request at the agency level.</p> <p>Can also be assigned the CT PSA_POS REQUESTER and CT_F_A_PSA_POS_SUBMITTER roles.</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER CTREQPURCHAPVR CT_F_A_QUERY_RUNNER</p>	<ul style="list-style-type: none"> • Review POS/PSA information • Edit requisitions • Approve/Deny requisitions
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OPM Budget Approver 1 (OPM only)

CT OPM BUDGET APPROVER 1

New March 26, 2018

<p>OPM Budget Analyst responsible for approving or denying POS and PSA requisitions.</p> <p>Permissions CTAGYGLRVWR CTPOERRORPRCSR CTPOVWR CTPROCESSMONITOR CTREQBGTAPVR CT_F_A_QUERY_RUNNER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approve/Deny POS and PSA requisitions
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OPM Budget Approver 2 (OPM only)

CT OPM BUDGET APPROVER 2

New March 26, 2018

<p>OPM Budget Section Director responsible for approving or denying POS and PSA requisitions.</p> <p>Permissions CTAGYGLRVWR CTPOERRORPRCSR CTPOVWR CTPROCESSMONITOR CTREQBGTAPVR CT_F_A_QUERY_RUNNER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approve/Deny POS and PSA requisitions
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OPM Final Approver (OPM only)

CT OPM FINAL APPROVER

New March 26, 2018

<p>OPM Executive Finance Officer responsible for approving or denying POS and PSA</p>	<p>Tasks:</p>
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<p>requisitions.</p> <p>Permissions CTAGYGLRVWR CTPOERRORPRCSR CTPOVWR CTPROCESSMONITOR CTREQBGTAPVR CT_F_A_QUERY_RUNNER</p>	<ul style="list-style-type: none"> • Approve/Deny POS and PSA requisitions
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PSA_POS Requester

CT PSA_POS REQUESTER

New March 26, 2018

<p>Responsible for creating and maintaining POS and PSA requisitions only. Role has the ability to ad hoc approvers into the workflow after the CT AGY SERVICE APPROVER only.</p> <p>Can be combined with the CT AGY SERVICE APPROVER and CT_F_A_PSA_POS_SUBMITTER roles.</p> <p>Cannot be combined with the CT CATALOG VIEWER or CTMULTIREQUESTER roles.</p> <p>Permissions CTPOVWR CTREQUESTER CTVCHRVR CTWRKLISTUSER CT_F_A_DIRECT_CONNECT CTPROCESSMONITOR CTREPORTMANAGER CT_F_A_QUERY_RUNNER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Create and maintain POS and PSA requisitions • Ad hoc approvers into the workflow
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Agency PSA_POS Submitter

CT_F_A_PSA_POS_SUBMITTER

New March 26, 2018

<p>Responsible for submitting POS and PSA requisitions. Role is restricted to an agency's Deputy Commissioner, CFO, FAM or other user with a similar level of authority, or at the discretion of the agency.</p> <p>Can also be assigned the CT AGY SERVICE APPROVER role.</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Submit POS and PSA requisitions
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CTREQPURCHAPVR CT_F_A_QUERY_RUNNER	
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Contract Approver

CT CONTRACT APPROVER

Revised July 1, 2003

Responsible for approving contracts Permissions CTCONTRACTAPVR CTPOVWR	Tasks: <ul style="list-style-type: none"> • Approves contracts • Rejects contracts • Cancels contracts
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Contract Creator

CT CONTRACT CREATOR

Revised July 1, 2003

Responsible for creating contracts Permissions CTAGYGLRVWR CTCONTRACTCRTR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER	Tasks: <ul style="list-style-type: none"> • Creates contracts • Updates contracts
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Corporate Template Creator (DAS, Core-CT only)

CT CNTRL DAS TEMPLT CRTR

Revised January 22, 2015

Creates Purchasing Kits ", Corporate Templates" that can be used by all Purchasing Business Units. Permissions CTCNTRLCRPTMPCRTR	Tasks: <ul style="list-style-type: none"> • Establishes naming convention for corporate templates • Names the corporate template • Search the Item Catalog to create Corporate Templates • Update Existing Corporate Templates
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CT ePro Administrator CORE-10 (Core-CT only)

CT ePro Administrator Core-10

New January 20, 2015

Supports the Administration of eProcurement Workflow. This is a Centralized role for Core-CT. Permissions: CTEPROADMINCORE10	Tasks: <ul style="list-style-type: none"> • Configures the eProcurement workflow. • Administratively Approves or Denys requisitions when accompanied by Help Desk Ticket. • Reinitiates WorkflowEstablishes naming convention for corporate templates
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DAS Approver 1 (DAS only)

CTDASAPPROVER1

Revised January 22, 2015

<p>Responsible for approving requisitions for all amounts.</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions for all amounts. • Rejects requisitions. • Adds approval/rejection comments. • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to bid and purchase. • Adhocs Contract Specialist into workflow.
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General Receiver

CT GENERAL RECEIVER

Revised July 1, 2003

<p>Responsible for receiving, inspecting, and using the Return to Vendor functionality</p> <p>The General Receiver is distinguished from the Casual Receiver by having access to the following: all transactions for their business unit, inspection functionality, penalty assessment, and ChartField information</p> <p>Permissions CTGENRCVR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Selects the received PO • Reviews PO comments on the receipt lines and schedules • Receives, accepts or rejects shipping quantities • Adds receiving header information • Views receipt line status detail • Views PO default information • Reviews and maintains accounting information for a receipt • Saves receipts • Enters receipt activity and comments • Enters receiving penalty details • Enters Return to Vendor header • Enters Return to Vendor distribution • Enters Return to Vendor comments • Generates shipping documents (Return to vendor reports) • Adds delivery details • Adds comments to receipts • Reconciles vendor returns • Enters the asset ID and tag number of the asset entered on the PO • Verifies the default putaway location on the receipt • Selects the items for putaway to the Inventory Business Unit • May override the default putaway location and unit of measure on the PO Receiver
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ITD APPROVER 1 (DAS only)

CTITDAPPROVER1

Revised January 22, 2015

<p>Responsible for approving requisitions for all amounts, authorized up to \$10,000</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions for all amounts, authorized up to \$10,000 • Rejects requisitions • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase • Relates the requisition distribution lines to assets and assigns the correct profile to the asset • Enters the Inventory Business Unit on the requisition distribution lines
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ITD APPROVER 2 (DAS only)

CTITDAPPROVER2

Revised January 22, 2015

<p>Responsible for approving requisitions over \$10,000</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions over \$10,000 • Rejects requisitions • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Multi Requester

CTMULTIREQUESTER

Revised March 13, 2017

<p>Responsible for creating and maintaining requisitions.</p> <p>Note: The Multi Requester MUST have the REQUESTER and the Cancel Requisitions roles. These roles MUST BE SELECTED - they WILL NOT be automatically assigned.</p> <p>This role is the same as the Requester role with the exception that the multi-requester role can add attachments to a requisition, and can also assign a different workflow based on a translate value.</p> <p>Permissions CTCANCELRQSTNR CTPOVWR CTREQUESTER CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters initial requisition information. • Adds items to requisitions. • Copies requisitions. • Edits requisitions. • Maintains a list of activities and due dates associated with the requisition. • Defines delivery schedules and ChartField distribution. • Changes defaults on requisitions. • Denotes requisition to be paid with P-Card, when appropriate • Relates the requisition distribution lines to assets and assigns the correct profile to the asset • Searches the item catalog. • Manages their favorite items to use in future requisitions. • Adds comments to requisitions. • Makes special requests for goods and services (order by description). • Changes buyer on requisitions. • Creates, updates, and deletes personal item templates. • Saves requisitions. • Adds attachments to a requisition. • Assigns different approval workflow.
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***For any given P-Card, a user may only have one role**

Procurement Card (P-Card) Reconciler

CT_F_A_CC_RECONCILER

New March 13, 2017

<p>Responsible for Reconciling P-Card transactions online for which they are proxies.</p> <p>Permissions: CT_F_A_CC_RECONCILER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews P-Card Reconcile Statement for accuracy. • Sets transactions' Status to Verified. • Updates/Reviews the budget accounting string. • Relates PO's to transactions (when applicable). • Updates/Verifies Contract ID (when applicable) is correct for each transaction. • Enters/ Reviews/ Modifies Disputes. • Adds Attachments/Comments • Runs P-Card Reports.
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***For any given P-Card, a user may only have one role**

Procurement Card (P-Card) Approver

CT_F_A_CC_APPROVER

New March 13, 2017

<p>Responsible for Approving PCard transactions for those users for which they are proxies.</p> <p>Permissions: CT_F_A_CC_APPROVER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews P-Card Reconcile Statement for accuracy. • Sets transactions' Status to Approved. • Updates/Reviews the budget accounting string. • Relates PO's to transactions (when applicable). • Updates/Verifies Contract ID (when applicable) is correct for each transaction. • Enters/ Reviews/ Modifies Disputes. • Adds Attachments/Comments • Runs P-Card Reports.
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***For any given P-Card, a user may only have one role**

Procurement Card (P-Card) Coordinator

CT_F_A_CC_COORDINATOR

New March 13, 2017

<p>Responsible for Verifying Business Unit P-Card transactions are accurately set to "Approved" before the voucher is staged for building.</p> <p>Permissions: CT_F_A_CC_COORDINATOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Requests new Cards • Adds/maintains Cardholder Profiles. • Reviews P-Card Reconcile Statement for accuracy. • Verifies transactions are set to Approved. • Updates/Reviews the budget accounting string. • Relates PO's to transactions (when applicable). • Updates/Verifies Contract ID (when applicable) is correct for each transaction. • Enters/ Reviews/ Modifies Disputes. • Sets transactions' Status to Staged. • Adds Attachments/Comments. • Runs P-Card Reports.
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***For any given P-Card, a user may only have one role**

Product Schedule Update Approver (DAS Only)

CT_F_A_PSUAPPROVER

New January 22, 2015

<p>Responsible for approving Product Schedule Update (PSU) Core-10 Requisition Types.</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews the quote to ensure the item is within the scope of • the contract and the pricing is in accordance with the contract. • Approves the PSU request or • contact the Contractor to clarify any questions. • After DAS Procurement approves the PSU request, an acceptance letter is prepared and emailed to the Contractor. • The PSU is posted to the corresponding contract on the State Contracting Portal.
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Req/Bid Contract Creator

CT REQ BID CONTRACT CREATOR

Revised May 9, 2019

<p>Creates contracts from approved requisitions that are subject to DAS-BID approval. The role will convert requisition types DAS-BID, Standardization Transaction and PSA/POS to contracts.</p> <p>Note: The Req/Bid Contract Creator MUST also have the CONTRACT APPROVER role. These roles MUST BE SELECTED - they WILL NOT be automatically assigned.</p> <p>Permissions CT_REQ_BID_CONTRACT_CREATOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Add contracts through the Bid to Contract link (CT_RUNCTL_14168)
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Requester

CT REQUESTER

Revised January 22, 2015

<p>Responsible for creating and maintaining requisitions</p> <p>Permissions CTPOVWR CTREQUESTER CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters initial requisition information • Adds items to requisitions • Copies requisitions • Edits requisitions • Maintains a list of activities and due dates associated with the requisition • Defines delivery schedules and ChartField distribution • Changes defaults on requisitions • Relates the requisition distribution lines to assets and assigns the correct profile to the asset • Searches the item catalog • Manages their favorite items to use in future requisitions • Adds comments to requisitions • Makes special requests for goods and services (order by description) • Changes buyer on requisitions • Creates, updates, and deletes personal item templates • Saves requisitions • Relates the requisition distribution lines to assets and assigns the correct profile to the asset • Enters the Inventory Business Unit on the requisition distribution lines
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TSR APPROVER (DAS only)

CT_F_TSR_APPROVER

Revised April 1, 2015

<p>Approves telecommunications equipment requisitions (TSR-EQUIP) for all amounts. Role to be used for DAS/BEST Unified Communications only.</p> <p>If a user currently has the Multi Requester and/or Requester Role do not assign TSR unless Multirequester and/or Requester role is removed.</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions • Rejects requisitions • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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TSR Requester

CT_F_TSR_REQUESTER

New March 13, 2017

<p>Responsible for creating and maintaining telecommunications requisitions</p> <p>Note: The TSR Requester MUST have the CT CANCEL REQUISITIONER role. This role MUST BE SELECTED - it WILL NOT be automatically assigned.</p> <p>A user cannot have both the CT REQUESTER or MULTI-REQUESTER and the CT_F_TSR_REQUESTER roles.</p> <p>Note: If a user needs to access Regular requisitions and TSR requisitions please request the Multirequester role. The TSR role overrides the CT Requester role.</p> <p>Permissions CTPOVWR CTREQUESTER CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters initial requisition information • Adds items to requisitions • Copies requisitions • Edits requisitions • Denotes requisition to be paid with P-Card, when appropriate • Maintains a list of activities and due dates associated with the requisition • Defines delivery schedules and ChartField distribution • Changes defaults on requisitions • Manages their favorite items to use in future requisitions • Adds comments to requisitions • Makes special requests for goods and services (order by description) • Changes buyer on requisitions • Creates, updates, and deletes personal item templates • Saves requisitions
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***For any given P-Card, a user may only have one role**

Requisition Adhoc Approver

CT_REQ_ADHOC_APPROVER

Updated February 20, 2020

<p>ePro Module - WORKFLOW ROLE: Allows any financial user to be ad hocked into the approval workflow for their expertise in a specific commodity or for OPM PSA_POS approvals when the OPM Budget Approver has a conflict of interest.</p> <p>This role should not be given to users with CT REQUESTER, CTMULTIREQUESTER and Req Amount/Budget/Purchasing Approver roles.</p> <p>Permissions CTPOVWR CTWRKLISTUSER CT_REQ_ADHOC_APPROVER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions regardless of dollar value • Edit requisitions • Rejects requisitions • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Adhoc Approver (DAS only)

CT_F_A_ADHOC_APPROVER

New September 30, 2009

<p>ePro Module - WORKFLOW ROLE: Approves DAS-BIDs requisitions for all business units regardless of dollar value.</p> <p>This role is restricted to DAS Contracting staff.</p> <p>Permissions CT_F_A_ADHOC_APPROVER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions regardless of dollar value • Rejects requisitions • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Requisition Amount Approver 1

CT WF REQ AMT APPROVER 1

Revised July 1, 2003

<p>Responsible for approving requisitions for all amounts, authorized up to \$2,500</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions for all amounts, authorized up to \$2,500 • Rejects requisitions • Reviews Budget Status “Error” Link • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase • Relates the requisition distribution lines to assets and assigns the correct profile to the asset • Enters the Inventory Business Unit on the requisition distribution lines
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Requisition Amount Approver 2

CT WF REQ AMT APPROVER 2

Revised July 1, 2003

<p>Responsible for approving requisitions over \$2,500, authorized up to \$10,000</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions over \$2,500, authorized up to \$10,000 • Rejects requisitions • Reviews Budget Status “Error” Link • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Requisition Amount Approver 3

CT WF REQ AMT APPROVER 3

Revised July 1, 2003

<p>Responsible for approving requisitions over \$10,000, authorized up to \$1,000,000</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions over \$10,000 authorized up to \$1,000,000 • Rejects requisitions • Reviews Budget Status “Error” Link • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Requisition Amount Approver 4

CT WF REQ AMT APPROVER 4

Revised July 1, 2003

<p>Responsible for approving requisitions over \$1,000,000, authorized for an infinite amount (will always be the agency head or designee)</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions over \$1,000,000, authorized for an infinite amount • Rejects requisitions • Reviews Budget Status “Error” Link • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Requisition Amount Approver 5 (OSC Only)

CT WF REQ AMT APPROVER 5

Revised June 1, 2014

<p>Approves requisitions over \$1,000,000, authorized for an infinite amount. This role will be given to OSC staff only</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions over \$1,000,000 authorized for an infinite amount • Rejects requisitions • Adds approval/rejection comments • Reviews the requisition to determine if the items/services are appropriate and necessary for the State to purchase
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Requisition Obligation Approver (OSC Only)

CT WF REQ OBLIGATION APPROVER

Revised January 4, 2016

<p>Responsible for approving requisitions where the Req. Obligation is over \$1M. Authorized for an infinite obligated amount for pre-auditing purposes. Adds approval comments. This role will be assigned to OSC Staff only.</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTREQAMTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions over \$1,000,000 authorized for an infinite amount • Rejects requisitions • Adds approval/rejection comments
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Requisition Budget Approver

CT WF REQ BUDGET APPROVER

Revised July 1, 2003

<p>Responsible for approving the budget information in the requisition.</p> <p>Permissions CTAGYGLRVWR CTPOERRORPCSR CTPOVWR CTPROCESSMONITOR CTREQBGTAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions • Rejects requisitions • Adds approval/rejection comments • Makes sure the requisition goes to the correct buyer • Reviews the budget accounting strings and checks on available funds • Overrides budget at agency level • Corrects budget checking errors • Run PO Rollover process if required • Runs Requisition and Budgetary Activity reports
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Requisition Closer

CT REQUISITION CLOSER

Revised July 1, 2003

<p>Responsible for closing requisitions</p> <p>Permissions CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER CTREQCLOSER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Closes requisitions
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Requisition Purchasing Approver

CT WF REQ PURCH APPROVER

Revised October 19, 2010

<p>Responsible for verifying that all Procurement rules and regulations are being followed and that all fields and information on the requisitions are ready to be sourced to a PO. The individual authorizing the commitment or expenditure must have a claims authorization card (CO-512) on file in the Comptroller's Accounts Payable Division.</p> <p>Responsible for reviewing requisition information and providing final approval</p> <p>Person's name print's on PO</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER CTREQPURCHAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves requisitions • Rejects requisitions • Adds approval/rejection comments • Ensures all additional approvals have been obtained before giving their authorization as they represent the final approval step • Accesses requisitioning in the Purchasing module • Ensures all part of PO Authority is correct (re: direct PO authority)
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Agency Accounts Payable

Accounts Payable roles are up to date as of August 13, 2019

Accounts Payable Reviewer

CT AP REVIEWER

Revised June 1, 2008

<p>Responsible for reviewing and making decisions on match exceptions, then giving guidance to the Voucher Processor for rectifying the exceptions. Reviewers may also be identified as Approver</p> <p>Permissions CTAGYGLRVWR CTAPRVWR CTPROCESSMONITOR CTREPORTMANAGER CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews voucher posting details • Reviews and modifies restricted payment and voucher information on the voucher Views vendor information Views voucher information • Creates control groups for Voucher Processors that are new to Accounts Payable • Creates control group reports
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Adjustment Voucher Processor

CT ADJ VOUCHER PROCESSOR

Revised August 13, 2019

<p>Responsible for creating adjustment and reversal vouchers.</p> <p>Cannot be combined with voucher approving roles.</p> <p>Permissions CTADJVCHRPRCSR CTAGYGLRVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters adjustment vouchers • Enters reversal vouchers
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Agency AP Systems Technical Resource

CT AGY AP SYS TECH RESOURCE

Revised June 1, 2008

Deactivated January 9, 2015

<p>Responsible for running Accounts Payable processes at the agency level on an exception basis Capable of running agency-level processes when the need to expedite a process arises Capable of running agency-level processes as a back-up when users who typically run the process are unavailable</p> <p>Permissions CTYAPSYSTCHRSRC CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs AP/PO matching process for a particular agency • Runs voucher batch process for a particular agency • Runs payment warrant interface (OTT and DRS only)
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Alternate Approver

Alternate Approver

Revised October 19, 2010

<p>Responsible for approving vouchers when necessary. The individual authorizing the commitment or expenditure must have a claims authorization card (CO-512) on file in the Comptroller's Accounts Payable Division.</p> <p>Permissions CTALTAPVR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Does not receive worklist routings • Approves vouchers online • Denies vouchers online • Recycles vouchers online Ensures proper remittance information and processing options (i.e. payment handling code, scheduled due date, etc.) • Reviews rejected, overdue, and scheduled vouchers
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AP Report Maker

CT AP REPORT MAKER

Revised June 1, 2008

<p>Responsible for running Accounts Payable reports</p> <p>Permission CTAGYGLRVWR CTAPRPTMKR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs all Accounts Payable reports except for the payment warrant, offset report
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Budget Check Processor

CT BUDGET CHECK PROCESSOR

Revised June 1, 2008

<p>Responsible for resolving budget check errors.</p> <p>Permissions CTAGYGLRVWR CTBDGTCHCKPRCSR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Corrects budget check errors Views voucher information Views purchase order information
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Interface Error Handler – DRS & Treasurer

CT INTRFACE ERR HDLR DRS/TREAS

Revised June 1, 2008

<p>Responsible for resolving errors generated as a result of using an outbound interface to send information to Core-CT</p> <p>Permissions CTINTFCERRHDLRDRS CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Accesses the Electronic Payment Warrant Information Run Control page • Processes the Electronic Payment Warrant Information after the payment process
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Journal Voucher Processor

CT JOURNAL VOUCHER PROCESSOR

Revised June 1, 2008

<p>Responsible for creating journal vouchers (supervisory role)</p> <p>Permissions CTAGYGLRVWR CTJRNLVCHRPRCSR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters journal vouchers
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Match Processor

CT MATCH PROCESSOR

Revised June 1, 2008

<p>Responsible for maintaining match exceptions and running match reports</p> <p>Permissions CTMATCHPRCSR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Resolves match exceptions
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Template Voucher Processor

CT TEMPLATE VOUCHER PROCESSOR

Revised June 1, 2008

<p>Responsible for creating template vouchers.</p> <p>Permissions CTAGYGLRVWR CTTMPLTVCHRPRCSR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Creates and updates template vouchers
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Voucher Approver

Voucher Approver

Revised August 13, 2019

<p>Responsible for approving vouchers. The individual authorizing the commitment or expenditure must have a claims authorization card (CO-512) on file with the Comptroller's Accounts Payable Division.</p> <p>View only access on vouchers.</p> <p>Cannot be combined with voucher processing roles.</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTPROCESSMONITOR CTREPORTMANAGER CTVCHRAPVR CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Receives worklist routings Approves vouchers online Denies vouchers online Recycles vouchers online Ensures proper remittance information and processing options (i.e. payment handling code, scheduled due date, etc.) Reviews rejected, overdue, and scheduled vouchers Views vouchers Deletes Vouchers that shouldn't be paid or that have been rejected
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Voucher Maintenance Processor

CT VOUCHER MAINTENANCE PRCSR

Revised August 13, 2019

<p>Responsible for closing, deleting, and unposting vouchers.</p> <p>Cannot be combined with voucher approving roles.</p> <p>Permissions CTAGYGLRVWR CTVCHRMINTPRCSR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Closes and deletes vouchers that were created in each agency
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Voucher Processor

CT VOUCHER PROCESSOR

Revised August 13, 2019

<p>Responsible for creating vouchers that pay vendors, departments, or other state agencies for goods and services.</p> <p>Cannot be combined with voucher approving roles.</p> <p>Permissions CTAGYGLRVWR CTPOVWR CTVCHRPRCSR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Receives vendor invoices, copies PO and/or receiver information to create vouchers • Selects the proper remit-to vendor address information • updates payment handling code • Ensures the correct payment method is selected • Updates scheduled payment datesResolves budget check errors from the budget check process • Validates and enters asset information on the voucher distribution line
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Voucher Viewer

CT VOUCHER VIEWER

Revised June 1, 2008

<p>Responsible for viewing transaction details in Accounts Payable (read only access)</p> <p>Permissions CTAGYGLRVWR CTVCHRVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Views voucher transactions
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Voucher XML Upload

CT_F_A_XML_LINK

Revised May 11, 2022

<p>This role is used by agency AP users to Upload XML files created by the PeopleSoft ExcelVoucherforUpload tool. The tool allows an Agency to create a large quantity of like vouchers from a spreadsheet. Any user granted this role must be approved by OSC APD. Agencies that require this role, and have not yet been approved, must contact the Core-CT Financial Team to establish procedures and be trained in the XML Upload process. This role should be submitted on a separate CO-1092 with an attachment consisting of a copy of the approved procedures.</p> <p>*User must be trained by Core-CT AP staff prior to receiving this role.</p> <p>Permissions CTXMLLINK</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Accesses a customized page, CT Upload XML to Message (Navigation: PeopleTools > Integration Broker > CT Upload XML to Message)
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Vendor Supplier Application Admin (OSC APD Staff Only)

CT_F_SUPPLIER_APPLICATION_ADM

Revised June 1, 2008

<p>This role will allow OSC staff to setup State Vendors Users for the Vendor Self Service functionality. This role will be assigned to OSC staff only.</p> <p>Permissions: CT_F_VENDOR_USERS_SETUP</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Assigns role CT_F_VENDOR_SS_PAYABLES_USER to State Vendors. • Setup Vendor IDs for Vendor Self Service)
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CT Vendor SS Payables User (CT State Vendors Only)

CT_F_VENDOR_SS_PAYABLES_USER

New January 1, 2010

<p>This role will be granted to Connecticut State Vendors by OSC. It will allow designated Vendor Users to review invoice, payment and address information for that Vendor. This role will be granted by OSC staff having the Vendor Supplier Application Admin role.</p> <p>Permissions CT_F_ALL_WEBLIBS</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews invoice information for a Vendor. • Reviews payment information for a Vendor. • Reviews address information for a Vendor.
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CT_VENDOR_SS_PAYABLES_USER	
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Supplier Administrator (External use only)

CT_F_SUPPLIER_ADM

New March 26, 2018

<p>Responsible for adding new users with access to their organization’s information and updating existing supplier users with additional roles. Users can submit change requests to their supplier information including addresses and contacts.</p> <p>Permissions CT_F_SUPPLIER_ADM</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Submit change requests • Add new users • Update existing supplier users roles
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Supplier Base (External use only)

CT_F_SUPPLIER_BASE

New March 26, 2018

<p>Role gives basic access such as sign-on times and web libraries. User will have limited page access (ex. changing passwords and worklist).</p> <p>External role required for all eSupplier users.</p> <p>Permissions CT_F_SUPPLIER_BASE CT_F_ALL_WEBLIBS CTPRPRUSER CTSIGNONREGULAR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Basic access to eSupplier module
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Supplier User (External use only)

CT_F_SUPPLIER_USER

New March 26, 2018

<p>Supplier user can inquire on current status of Purchase Orders, Receipts, Vouchers, Payments, and account balances. The contact and address information for the supplier can be viewed</p> <p>Permissions CT_F_SUPPLIER_USER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Inquire on order status and account balances • View contact and address information
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External Supplier Payment Requestor (External use only)

CT_F_SUPPLIER_PYMNT_REQUESTOR

New October 1, 2018

<p>Role will provide access to the payment request form in the Supplier Portal. Role will have permission to enter, edit and submit a payment request using the form.</p> <p>Cannot be assigned to any internal users.</p> <p>Permissions CT_F_SUPPLIER_PYMNT_REQUESTOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Submit payment requests • Provides access to submit payment requests
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Central Accounts Payable

Accounts Payable roles are up to date as of July 27, 2015

Central 1099 Processor (OSC only)

CT CNTRL 1099 PROCESSOR

Revised June 1, 2008

<p>Responsible for managing the 1099 process</p> <p>Permissions CTCNTRL1099PRCSR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews vendor information details to be sure they are correctly defined for 1099 processing • Runs a custom query to extract 1099-Misc, 1099-S, and 1099-INT information periodically • Loads extracted 1099 data into the Access database periodically • Generates and reviews 1099 misc. reports and files (annually) • Processes correcting forms ad hoc • Reviews Withholding Post process • Creates Withholding reports • Process withholding adjustments • Maintains withholding setup
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Central AP Viewer (DAS, OLM, OPM, OSC, OTT only)

CT CNTRL AP VIEWER

Revised June 1, 2008

<p>Responsible for viewing all Accounts Payable information for all business units</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Views all Accounts Payable information for
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Permissions CTAGYGLRVWR CTCNTRLAPVWR	all business units
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Central Archiver (OSC only)

CT CNTRL ARCHIVER

Revised June 1, 2008

Responsible for archiving all vouchers, statements, and payments – statewide	Tasks:
Permissions CTCNTRLARCHVR	<ul style="list-style-type: none"> Archives vouchers, statements, and payments and vendors - statewide

Central AP Configurator (OSC only)

CT CNTRL AP CONFIGURATOR

Revised June 1, 2008

Responsible for maintaining all configuration items related to AP	Tasks:
Permissions CTCNTRLAPCONFIGURATOR	<ul style="list-style-type: none"> Maintains configuration items/options pertaining specifically to the Accounts Payable module Maintains configuration items related to integration between Purchasing and Accounts Payable Maintains Payables options at the Business Unit level Maintains Payables options at the User level on an exception basis Maintains Voucher Origin configuration Maintains High-Level Pay Cycle configuration items Maintains Withholding and Offsets configuration items Maintains EDI Manager configuration items as related to Accounts Payable

Central AP Systems Technical Resource (OSC only)

CT CNTRL AP SYS TECH RESOURCE

Revised June 1, 2008

<p>Responsible for running Accounts Payable batch processes on an exception basis</p> <p>Capable of running processes due to batch scheduling errors or when the need to expedite a process arises</p> <p>Permissions CTCNTRLAPSYSTCHRSRC CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs AP/PO Matching process • Runs AP Budget Checking process • Runs Voucher Batch process • Runs Voucher Interface processes • Runs Voucher Post process • Runs Voucher Approval Workflow process • Runs AP Journal Generator process • Runs Payment Posting process • Runs Withholding Posting process • Runs Payment Warrant Interface process • Runs 1099 Voucher Reportability Interface process • Runs Bank File Load and Formatting processes • Runs Bank Reconciliation processes
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Central Express Check Processor (OSC, OTT only)

CT CNTRL CHECK ADMN PROCESSOR

Revised June 1, 2008

<p>Responsible for processing express checks</p> <p>Permissions CTCNTRLCHKADMPCSR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Creates and processes express checks through the central system
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Central Offset Processor (OSC, DRS only)

CT CNTRL OFFSET PROCESSOR

Revised June 1, 2008

<p>Responsible for overseeing the offset process</p> <p>Permissions CTAGYGLRVWR CTCNTRLOFFSETPRCSR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs and oversees the load of the offset data via inbound and outbound interface • Ensures the offset table is updated with recovered amounts • Ensures that a new schedule payment line is created on the voucher with the collecting agency as the remit-to vendor • Oversees the processing of the payment or pending receipt • Assures that the form letter is manually generated and sent to the vendor • Maintains existing offsets by creating adjustment transactions • Creates offsets online for non-interfacing agencies • Manually pulls checks that should be sent with a letter for the offset vendor and the collecting agency • Inquires on one time liens • Creates online offsets • Maintains online offsets • Inquires on online offsets • Runs offset reports • Processes Offset Vendor Interface
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Central Check Administrator Processor (OSC, OTT Only)

CT CNTRL CHECK ADMN PROCESSOR

Revised June 1, 2008

<p>Responsible for the determining the status of outstanding vendor/payroll checks, placing stop payments, and reissuing checks</p> <p>Permissions CTCNTRLCHKADMPCSR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Accesses the AP database to determine the check number of a lost/stolen vendor check • Enters the date of stop payment on a vendor check
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Central Pay Cycle Approver – OTT

CT CNTRL OTT PAY CYCLE APPVR

Revised June 1, 2008

<p>Responsible for approving the pay cycle</p> <p>Permissions CTAGYGLRVWR CTCNTRLOTTPAYCYCLAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • OTT approves the pay cycle
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Central Payment Handler – OSC

CT CNTRL OSC PAYMENT HANDLER

Revised June 1, 2008

<p>Responsible for managing void and stop payments</p> <p>Permissions CTAGYGLRVWR CTCNTRLOSCPMTHNDLR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • OSC identifies the need to cancel a payment • OSC processes a void or stop payment • OSC identifies the need to reissue a payment • Escheats payments
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Central Payment Report Inquirer (OSC, OTT, OPM only)

CT CNTRL PAYMENT RPT INQUIRER

Revised June 1, 2008

<p>Responsible for creating payment and pay cycle reports</p> <p>Permissions CTAGYGLRVWR CTCNTRLPAYRPTINQR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Inquires on payments
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Central Payment Reviewer (OSC only)

CT CNTRL PAYMENT REVIEWER

Revised June 1, 2008

<p>Responsible for maintaining all pay cycle information and initiates the pay cycle process</p> <p>Note: Pay cycles were established during implementation of Core-CT. If a new pay cycle is needed, the Central Payment Reviewer will be responsible for its creations</p> <p>Permissions CTAGYGLRVWR CTCNTRLPAYRVWR CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Oversees Pay Cycle Date Criteria • Oversees Pay Cycle Preferences • Oversees Specifying Source and Business Unit • Oversees Specifying Bank and Payment Method Criteria • Oversees Specifying Bank Account Replacement information • Runs the Pay Cycle Manager process • Runs the Offset process • Runs and monitors the execution of Payment Selection • Reviews, corrects, or overrides pay cycle exceptions • Verifies available cash with Treasury • Resets pay cycle or puts payments on hold if necessary • Runs and monitors the execution of the Payment Creation process • Oversees the preliminary warrant production • Runs and monitors the execution of the Payment Generation process • Executes the check restart process • Executes of the Payment Posting process • Executes the Payment Posting results • Runs and monitors the execution of the Format Positive Pay process • Runs and monitors the Offset Post process
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Central Payment Warrant Report Processor (OSC, OTT only)

CT CNTRL PYMT WARRANT RPT PRCS

Revised June 1, 2008

<p>Responsible for running and monitoring the preliminary warrant report</p> <p>Permissions CTAGYGLRVWR CTCNTRLPAYWRNTRPTPRCS CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs and monitors the payment warrant reports
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CNTRL VENDOR APPROVER (CA):

CT CNTRL VENDOR APPROVER (CA)

Revised July 27, 2015

<p>This role will be granted exclusively to OSC Staff.</p> <p>Reviews vendors pending approval.</p> <p>Permissions CTCNTRLVNDRAPVR(CA)</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Ensures that a duplicate vendor does not exist. • Ensures the accuracy of fields • Makes edits in order to adhere to the established naming conventions • Approves vendors • Rejects vendor and notifies originator • Processes vendor maintenance requests • Adds vendor conversations • Able to Correct History
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Central Vendor Approver (OSC only)

CT CNTRL VENDOR APPROVER

Revised July 27, 2015

<p>Responsible for approving and rejecting vendors</p> <p>Permissions CTCNTRLVNDRAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews vendors pending approval • Ensures that a duplicate vendors do not exist • Reviews/Updates to adhere to established vendor naming conventions • Rejects vendors based upon requirements and notifies originator • Ensures the accuracy of fields • Approves vendors • Processes vendor maintenance requests • Adds vendor conversations • Reviews/Updates offset vendor information
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Central Vendor Processor (OSC only)

CT CNTRL OSC VENDOR PROCESSOR

Revised July 1, 2003

<p>In OSC, responsible for entering, but not approving, new vendors and updating, but not approving, changes to Vendors</p> <p>Permissions CTCNTRLOSCVENDORPRCSR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters vendors • Ensures that a duplicate vendor does not exist. • Ensures accuracy of the fields • Reviews/Updates to adhere to established vendor naming conventions • Process Vendor Update/Change Requests • Adds vendor conversations • Reviews/Updates offset vendor information • Unable to Correct History
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Central Inactive Vendors

CT CNTRL INACTIVE VENDORS

New October 1, 2011

<p>This role will be granted exclusively to OSC Staff.</p> <p>The role is designed to run the Inactivate Vendors process (AP_VNDSTATUS) and view the log file generated by the process.</p> <p>Permissions CTCNTRLINACTIVATEVNDRS CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Process Monitor Access • Maintain Vendors.
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Central Payment Reviewer

CT_F_C_PYMNT_REVIEWER

New October 1, 2018

<p>Role will have access to review, edit and approve/un-approve payment requests.</p> <p>Permissions CT_F_C_PYMNT_REVIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves payment requests • Rejects payment requests • Updates payment requests
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Central Payment Viewer

CT_F_C_PYMNT_VIEWER

New October 1, 2018

<p>Role will provide display only access to the payment request form.</p> <p>Permissions CT_F_C_PYMNT_VIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> View the payment request form
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Asset Management

Asset Management roles are up to date as of February 28, 2017

Agency Asset Physical Inventory Scanner

CT_F_A_PHYS_INVENT_SCNR

Revised February 28, 2017

<p>Responsible for using Fluid UI Mobile Asset Physical Inventory functionality to perform an inventory using a mobile device, such as a cell phone or tablet.</p> <p>Permissions CT_F_A_PHYS_INVENT_SCNR CTAGYASSETVIEWER</p> <p>This role may not be combined with the Agency Asset Processor, the Agency Financial Asset Processor, or the Agency Asset Physical Inventory Processor roles.</p> <p>Agencies not using the Fluid UI Mobile Asset Physical Inventory functionality are not to request the Agency Asset Physical Inventory Scanner role.</p> <p>Please refer to the Internal Control Guide on the OSC website, or contact OSC by email osc.assets@ct.gov or (860) 702-3440</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Electronically scans Asset Tags Manually Confirms Asset Tags Edits Scan Records Stages new updates for physical asset information Reviews All, Scanned, Remaining Assets Stages new Assets for approval Sends mobile e-mail notifications Populates Physical Inventory Interface Populates Scan History
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Agency Asset Processor

CT_F_A_ASSET_PRCR

Revised February 28, 2017

<p>Responsible for maintaining the asset records in the Asset Management Module.</p> <p>Permissions CTAGYASSETPROCESSOR CTAGYVNDRVWR CTAPRVWR CTGENRCVR CTPOVWR CTPROCESSMONITOR CTQUERYMANAGER CTAGYASSETVIEWER</p> <p>This role may not be combined with the Agency Financial Asset Processor, the Agency Asset Physical Inventory Processor, or the Agency Asset Physical Inventory Scanner roles.</p> <p>Please refer to the Internal Control Guide on the OSC website, or contact OSC by email osc.assets@ct.gov or (860) 702-3440 .</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters assets using Basic Add • Updates physical asset information • Prints asset information • Copies assets • Creates and monitors Parent/Child asset relationships • Changes/deletes pending asset transactions • Consolidates assets • Unitizes assets • Runs transaction loader process • Tracks services and repairs • Creates and maintains asset warranties • Creates and maintains asset maintenance contracts • Updates asset information on receipts • Updates asset information on an approved or dispatched PO • Adds capital leases using Lease Express Add
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Agency Financial Asset Processor

CT_F_A_FIN_ASSET_PRCR

Revised February 28, 2017

<p>Responsible for maintaining the asset's financial information in Core-CT, adjusting financial data on assets and retiring assets.</p> <p>Permissions CTAGYFINASSETPROCESSOR CTAGYVNDRVWR CTAPRVWR CTGENRCVR CTPOVWR CTPROCESSMONITOR CTQUERYMANAGER CTAGYASSETVIEWER</p> <p>This role may not be combined with the Agency Asset Processor, the Agency Asset Physical Inventory Processor, or the Agency Asset Physical Inventory Scanner roles.</p> <p>Please refer to the Internal Control Guide on the OSC website, or contact OSC by email osc.assets@ct.gov or (860) 702-3440</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Updates useful life on the asset • Adjusts Parent/Child lives • Adjusts in service date • Adjusts accumulated depreciation • Performs financial adjustments • Recategorizes existing assets • Adjusts chartfields • Transfers assets • Updates capital lease information • Creates lease expense schedule • Retires assets • Reinstates assets • Creates CAP types • Creates asset classes • Creates and monitors acquisition plans
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Agency Asset Physical Inventory Processor

CT_F_A_PHYS_INVENT_PRCR

Revised October 5, 2018

<p>Responsible for performing the physical inventory process which includes preparing the necessary files in the Asset Management Module.</p> <p>Permissions CT_F_A_PHYS_INVENT_PRCR CTPROCESSMONITOR</p> <p>This role may not be combined with the Agency Financial Asset Processor, the Agency Asset Processor, or the Agency Asset Physical Inventory Scanner roles.</p> <p>Please refer to the Internal Control Guide on the OSC website, or contact OSC by email osc.assets@ct.gov or (860) 702-3440</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Creates Schedules • Defines Extracts • Defines Scan Scopes • Defines Inventory Occurrences • Load/Match/Reconcile Processes • Verifies Duplicate Tags • Verifies Duplicate Serial ids • Verifies Scan Data • Reviews/Updates Match Results • Reviews Extract Data • Reviews Inventory History • Runs Physical Inventory Reports • Views asset financial and physical detail information
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Agency Asset Management Viewer / Report Maker

CT_F_A_ASSET_VIEWER

Revised September 11, 2012

<p>Responsible for using Core-CT delivered inquiries and reports to satisfy the varied business needs of the agency</p> <p>Permissions CTAGYASSETVIEWER CTAGYVNDRVWR CTAPRVWR CTPOVWR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs Asset Management reports • Views asset financial and physical detail information • Reviews accounting entries and depreciation history • Reviews cost/depreciation activity • Reviews cost history and accounting entries for financial assets and leases • Runs Capital asset query to identify assets in PO • Runs Controllable Asset query to identify controllable assets in PO
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Central Asset Management

Asset Management roles are up to date as of July 15, 2010

Central Asset Processor (OSC only)

CT_CNTRL_ASSET_PROCESSOR

Revised July 15, 2010

<p>Responsible for all asset management processes</p> <p>Permissions CTAGYVNDRVWR CTAPRVWR CTCNTRLASSETPROCESSOR CTPOVWR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • All of the tasks assigned to the Agency Asset Processor and Agency Financial Asset Processor and Agency Physical Inventory Processor • Processes mass changes • Reviews and verifies agency cost history and accounting entries • Runs depreciation and accounting entry creation • Archives asset records • Creates and posts Asset Management journals • Runs asset reports for all agencies • Creates Maintenance Types
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Agency Inventory

Inventory roles are up to date as of May 26, 2015

Agency Inventory Processor

CT AGY INV PROCESSOR

Revised July 14, 2010

<p>Responsible for maintaining Business Unit item attributes and storage locations, conducting limited putaway processing, and completing some inventory maintenance processing.</p> <p>Due to segregation of duties, the Agency Inventory Processor role may only be combined with the Agency Inventory Reviewer role and the Agency Inventory MSR Creator role.</p> <p>Permissions CTAGYINVPROCESSOR CTPOVWR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Maintains Business Unit item information • Maintains storage locations (including storage areas, levels, default putaway locations and default picking locations) • Reviews and corrects Inventory item putaway staging information • Prints and reviews putaway plan • Enters stockroom feedback • Completes putaway • Enters Express Putaway • Performs bin to bin transfers • All of the tasks assigned to the Purchasing Module Viewer (in particular, views Inventory items loaded by Catalog Management) • Reviews fulfillment information: Fulfillment Status, InterUnit Stock Status, and Stock Request information
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Agency Inventory Reviewer

CT AGY INV REVIEWER

Revised July 14, 2010

<p>Responsible for using Core-CT delivered inquiries and reports to satisfy the varied business needs of the agency</p> <p>Responsible for viewing Inventory information, has view only access to many of the tasks.</p> <p>Users with this role are also assigned EPM access in order to query Inventory reporting tables</p> <p>The Agency Inventory Reviewer role will be automatically given to all Inventory Module users.</p> <p>Permissions CTAGYINVREVIEWER CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Uses inquiries to review Inventory information to support business functions of the unit • Runs Inventory management reports • Runs the Manual Replenishment report • Views Inventory Business Unit transaction information • Views putaway information • Views Inventory maintenance information • Views Business Unit item, storage area, and storage location setup information • Views items removed from the storage area
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Agency Inventory Adjuster

CT AGY INV ADJUSTER

Revised July 14, 2010

<p>Responsible for performing inventory counts and making adjustments to Inventory, as necessary.</p> <p>Due to segregation of duties, the Agency Inventory Adjuster may only have the Agency Inventory Reviewer, Agency Inventory Financial Processor and Agency Inventory MSR Creator roles.</p> <p>Please note that adjustments are only used to decrease Inventory.</p> <p>Permissions CTAGYINVADJUSTER CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Sets up the physical inventory processes • Makes adjustments to Inventory
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Agency Inventory MSR Creator

CT AGY INV MSR CREATOR

Revised July 14, 2010

<p>Responsible for creating Material Stock Requests</p> <p>The Agency Inventory MSR Creator role may not be combined with the Agency Inventory MSR Approver, Agency Inventory MSR Processor, or the Agency Inventory Express Issuer role.</p> <p>Permissions CTAGYINVMSRCREATOR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Creates Inventory Demand by entering Material Stock Requests (which include InterUnit stock requests)
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Agency Inventory MSR Processor

CT AGY INV MSR PROCESSOR

Revised July 14, 2010

<p>Responsible for updating Material Stock Requests (MSRs) and then conducting most of demand fulfillment processing (with the exception of MSR approval)</p> <p>The Agency Inventory MSR Processor role may only be combined with the Agency Inventory MSR Approver role.</p> <p>Permissions CTAGYINVMSRPROCESSOR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Updates unfulfilled stock requests and cancels/holds stock requests Performs and monitors Inventory reservations process, corrects reservation errors Performs and monitors Inventory picking process; which includes printing and reviewing the picking plan, entering picking feedback, confirming picking information, and entering picking adjustments Performs and monitors Inventory shipping process (prints packing slip) Reviews fulfillment information: Fulfillment Status, InterUnit Stock Status, and Stock Request Information Monitors Inventory depletion
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Agency Inventory MSR Approver

CT_F_A_INV_MSR_APPROVER

Revised May 26, 2015

<p>Responsible for approving stock requests</p> <p>The Agency Inventory MSR Approver may only be combined with the Agency Inventory MSR Processor or Agency Inventory Financial Processor</p> <p>Permissions CTAGYINVAPPROVER CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves Material Stock Requests
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Agency Inventory Express Issuer

CT AGY INV EXPRESS ISSUER

Revised July 14, 2010

<p>Responsible for creating Express Issue stock requests to fulfill inventory demand</p> <p>The Agency Inventory Express Issuer role may only be combined with the Agency Inventory Reviewer role.</p> <p>Permissions CTAGYINVEXPRESSISSUER CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Creates Inventory Demand by entering Express Issue stock requests (which include InterUnit stock requests)
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Agency Financial Inventory Processor

CT AGY INV FIN PROCESSOR

Revised July 14, 2010

<p>Monitors Inventory Accounting lines so that the Core-CT General Ledger can be updated with this information. Prepares the CO-59 (requires EPM access). It is recommended that users with this role are also assigned EPM access in order to query Inventory reporting tables.</p> <p>Requires the Agency GL Reviewer role to allow users to upload spreadsheet journals to Core-CT in order to update the General Ledger with accounting line transaction information.</p> <p>The Agency Financial Inventory Processor role can have the Agency Inventory MSR Approver or the Agency Inventory Adjuster roles.</p> <p>Permissions CTAGYINVFINDPROCESSOR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews and corrects Inventory transaction costing and accounting line transactions • Runs the queries for the CO-59
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DOT MIN/MAX REPORTER

CT_F_A_DOT_MINMAX

Revised July 25, 2013

<p>Responsible for running the DOT MIN/MAX Inventory Report.</p> <p>For DOT, access to this report/process must be restricted to Field Supervisors and Managers.</p> <p>Permissions CT_F_A_DOT_MINMAX</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs the DOT min/Max Inventory Report.
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Central Inventory

Inventory roles are up to date as of November 25, 2009.

Central Inventory Financial Processor (OSC Only)

CT CNTRL INV FIN PROCESSOR

Revised November 25, 2009

<p>Responsible for using the Inventory CO-59 EPM query to validate CO-59 data submitted by agencies on an as needed basis</p> <p>Capable of running Inventory EPM queries for all agencies</p> <p>Users with this role must also be assigned EPM access</p> <p>The Central Inventory Financial Processor role is systematically combined with the Agency Inventory Reviewer role</p> <p>Permissions CTCNTRLINVFINPROCESSOR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs Inventory queries using EPM
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Customer Contracts

Customer Contracts roles are up to date as of June 1, 2008

Agency CA Change Bill Status

CT AGY CA CHANGE BILL STATUS

Revised June 1, 2008

<p>Responsible for changing the status of bills as applicable. This role will be assigned exclusively to Customer Contract Billing users working in Project Costing agencies.</p> <p>Permissions CTAGYCASTSCHG CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Changes the status of a group of bills from "New" to "Ready", or another bill status as applicable.
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Agency CA DOT FHWA Billing

CT AGY CA DOT FHWA

Revised June 1, 2008

<p>Responsible for processing Federal Highway Interface transactions.</p> <p>Permissions CTAGYCADOTFHWA CTRUNCTLBI052</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Extract Federal Highway Interface Billing transactions
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Agency CA DOT Processor

CT AGY CA DOT PROCESSOR

Revised June 1, 2008

<p>Responsible for approving projects</p> <p>Permissions CTAGYCADOTPROCESSOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Approves projects based on a hierarchy for a project type and related event
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Agency CA Processor

CT AGY CA PROCESSOR

Revised June 1, 2008

<p>Responsible for creating, updating and viewing Customer Contracts.</p> <p>Permissions CTAGYCAPROCESSOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters, Amends and Maintains Customer Contracts online including: <ul style="list-style-type: none"> ○ Contract Header ○ Line ○ Terms ○ Related Projects ○ Billing Options ○ Contract Notes • Updates Customer Contract Terms including: <ul style="list-style-type: none"> ○ Related Projects ○ Funded & Awarded Amounts (If applicable) ○ Rate Sets ○ Transaction Limits (If applicable) • Reviews summary Customer Contract Information • Reviews Revenue Plans • Views Customer Contract attributes: <ul style="list-style-type: none"> ○ Accounting Distributions ○ Revenue Information • Reviews Billing Plans • Reviews and updates Customer Contracts attributes: <ul style="list-style-type: none"> ○ Customer Contract Limits ○ Amendments ○ Notes ○ Projects and Activities ○ Customer Contract summary information • Runs Costumer Contract report <ul style="list-style-type: none"> ○ Limit amount
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Agency CA Viewer and Report Maker

CT AGY CA VIEWER_REPORT MAKER

Revised June 1, 2008

<p>Responsible for reviewing Customer Contract information and running Customer Contract reports.</p> <p>Permissions CTAGYCAVIEWER_REPORTMAKER CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Views Customer Contract information • Runs all Customer Contract reports • Runs queries
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Project Costing

Project Costing roles are up to date as of June 1, 2008

Agency PC Asset Specialist

CT AGY PC ASSET SPECIALIST

Revised June 1, 2008

<p>Responsible for reviewing Project Assets information.</p> <p>Permissions CTAGYPCASSETSPEC</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters and maintains Project Asset Integration Rules • Creates/adjusts Infrastructure Assets utilizing: <ul style="list-style-type: none"> ○ Express Asset Definition ○ Define Assets ○ Review Assets ○ Integration Summary and Detail • Views agency configured express asset filter criteria
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Agency PC Configurator

CT AGY PC CONFIGURATION

Revised June 1, 2008

<p>Responsible for updating Project Trees.</p> <p>An Agency may have only three employees assigned to this role. Written justification for every assigned User must be submitted to the CORE-CT Project Costing Module Lead for approval.</p> <p>Permissions CTAGYPCCONFIGURATION</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Maintains Agency Project trees via Tree Manager or Project Definition page
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Agency PC DOT Configuration

CT AGY PC DOT CONFIGURATION

Revised June 1, 2008

<p>Responsible for reviewing and updating DOT configuration page.</p> <p>Permissions CTAGYPCDOTCONFIGURATION</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Adds and updates Configuration for the DOT page for the following <ul style="list-style-type: none"> ○ Advertiser Types ○ Air Quality Conformity Types ○ Environmental Classes ○ FHWA Improvement Types ○ FTA Regions ○ Functional Classifications ○ DOT Improvement Types ○ MTP Status Types ○ STIP Status Types ○ Transportation Modes ○ Urban Area Codes
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Agency PC DOT Division Head

CT AGY PC DOT DIVISION HEAD

Revised June 1, 2008

<p>Responsible for approving projects.</p> <p>Permissions CTAGYPCDOTDIVISIONHEAD</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves projects based on a hierarchy for a project type and related event.
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Agency PC DOT Financial Administrator

CT AGY PC DOT FINANCIAL ADMIN

Revised June 1, 2008

<p>Responsible for creating, updating and viewing Project related information.</p> <p>Permissions CTAGYPCDOTFINANCIALADMIN</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters and maintains projects online including: <ul style="list-style-type: none"> ○ General Information ○ Justification ○ User Fields ○ Approves projects based on a hierarchy for a project type and related event. • Ability to update project activities • Ability to copy an existing Project
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Agency PC DOT Page

CT AGY PC DOT PAGE

Revised June 1, 2008

<p>Responsible for entering project information on the DOT page.</p> <p>Permissions CTAGYPCDOTPAGE</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Defines specific DOT Project information
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Agency PC DOT Planning Director

CT AGY PC DOT PLANNING DIRECTR

Revised June 1, 2008

<p>Responsible for approving projects.</p> <p>Permissions CTAGYPCDOTPLANNINGDIRECTOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves projects based on a hierarchy for a project type and related event.
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Agency PC DOT Project Manager

CT AGY PC DOT PROJ MANAGER

Revised June 1, 2008

<p>Responsible for creating, updating and viewing DOT Project related information.</p> <p>Permissions CTAGYPCDOTPROJECTMANAGER CTAGYPCDOTPROJMGRLOCAT</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters and maintains projects online including <ul style="list-style-type: none"> ○ General Information ○ Location ○ Phases ○ Justification ○ User Fields ○ Team Members ○ Activities ○ Approves projects based on a hierarchy for a project type and related event. • Ability to copy an existing Project
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Agency PC DOT Project Specialist

CT AGY PC DOT PROJ SPECIALIST

Revised June 1, 2008

<p>Responsible for approving projects.</p> <p>Permissions CTAGYPCDOTPROJECTSPECIALIST</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves projects based on a hierarchy for a project type and related event.
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Agency PC DOT Unit Head

CT AGY PC DOT UNIT HEAD

Revised June 1, 2008

<p>Responsible for approving projects.</p> <p>Permissions CTAGYPCDOTUNITHEAD</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approves projects based on a hierarchy for a project type and related event.
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Agency PC DOT Viewer and Report Maker

CT AGY PC DOT VIEWER RPT MAKER

<p>Responsible for reviewing Project information and running Project reports.</p> <p>Permissions CTAGYPCDOTVIEWER_RPTMAKER CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Views Project attributes • Views Activity attributes • Views transactional data relating to Billing Inquiries, Accounts Payable and Purchase Orders • Views Customer Contract Information • Views the DOT page • Runs Project Reports • Runs Project Inquiries • Reviews Project details and summary costs • Views Project Third Party Integration • Reviews accounting entries that are sent to General Ledger • Runs Flexible Analysis • Specifies personalized preferences • Views Set up Financials Project Costing agency configuration • Views allocation information such as Type, Pool, and Target
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Agency PC Processor

CT AGY PC PROCESSOR

Revised June 1, 2008

<p>Responsible for creating and updating Project related information, including Project Activity information</p> <p>Permissions CTAGYPCDOTPROJMGRLOCAT CTAGYPCPROCESSOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Enters and maintains Projects online including: <ul style="list-style-type: none"> ○ General information ○ Location ○ User Fields ○ Activities ○ Project Team Members ○ Project status • Ability to copy an existing Project • Enforce Team Functionality
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Agency PC Upload

CT AGY PC UPLOAD

Revised June 1, 2008

<p>Responsible for running the Upload process.</p> <p>Permissions CTAGYPCUPLOAD</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs Project Transactions upload processes • Reviews results of the upload • Views Third Party Integration • Corrects any errors associated to the upload
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Agency PC Viewer and Report Maker

CT AGY PC VIEWER_REPORT MAKER

Revised June 1, 2008

<p>Responsible for reviewing Project information and running Project reports</p> <p>Permissions CTAGYPCVIEWER_REPORTMAKER CTPROCESSMONITOR CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Views Project attributes • Views Activity attributes • Views transactional data relating to Billing Inquiries, Accounts Payable and Purchase Orders • Views Customer Contract Information • Runs Project Reports • Runs Project Inquiries • Reviews Project details and summary costs • Views Project Third Party Integration • Reviews accounting entries that are sent to General Ledger • Runs Flexible Analysis • Specifies personalized preferences • Views Set up Financials Project Costing agency configuration • Views allocation information such as Type, Pool, and Target
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Agency PC Tree Viewer

CT AGY PC TREE VIEWER

Revised June 1, 2008

<p>This role is for Project Costing Agencies only. It gives the ability to view the project trees.</p> <p>This role is exclusive to EPM for the Project Module agencies only. It gives view only page access to all trees.</p> <p>Permissions None</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Views project trees in EPM
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Grants

Grants Management Central Configuration (OSC Only)

CT_F_C_GM_CENTRALCONFIG

New March 26, 2018

<p>Role is for Central Core-CT staff and the OSC users that are responsible for configuring and maintaining configurations etc. for the Grants Management module.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Configure and maintain all values for overall configurations (BUs, Rate Sets, F&A Tree, etc) in Grants, and any
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<p>Permissions CT_F_C_GM_CENTRALCONFIG</p>	<p>associated configurations within Contracts and Project Costing</p>
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Grants Management Agency Configuration

CT_F_A_GM_AGENCYCONFIG

New March 26, 2018

<p>Role is for Agency users that are responsible for configuring and maintaining additional values in the Grants Management module, specific to a user's agency.</p> <p>Permissions CT_F_A_GM_AGENCYCONFIG</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Configure and maintain agency-level values (proposal keywords, budget items, institution profiles, etc) for specific agency configurations in the Grants module
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Grants Management Agency Approver

CT_F_A_GM_APPROVER

New March 26, 2018

<p>Role is for Agency staff with the ability to approve proposals at the final stage, generate awards and finalize project budgets within the Grants module.</p> <p>Role must have grant security access to view Agency-wide department information.</p> <p>Permissions CT_F_A_GM_APPROVER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approving proposals • Generating awards • Finalizing project budgets
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Grants Management Agency Processor

CT_F_A_GM_PROCESSOR

New March 26, 2018

<p>Role is for Agency staff with the ability to create a proposal within the Grants module.</p> <p>Role must have grant security access to view department-wide information.</p> <p>Permissions CT_F_A_GM_PROCESSOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Responsible for creating a proposal and entering other grant related data in post-award (ie, entering Chartfield values for budget periods, modifying project budgets, etc) within the Grants module
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Grants Management Agency Viewer

CT_F_A_GM_VIEWER

New March 26, 2018

<p>Role is for Agency staff with the ability to view reports and high level information within the Grants module.</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • View proposal, project, award and grant queries within the Grants module
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Permissions CT_F_A_GM_VIEWER	
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Cross Functional

Cross Functional roles are up to date as of October 16, 2015

Agency Financials Security Liaison

CT AGY FINANCIALS SEC LIAISON

Revised June 1, 2008

<p>Responsible for monitoring all authorized access to the Core-CT Financials application assigned to their agency personnel, and acting as point of contact for the Core-CT application Security Team for all agency Core-CT security matters</p> <p>Permissions CTAGYFINANCIALSSECLIAISON CTFINLIAISONVIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Requesting new access • Requesting deletion of access immediately upon the notice of an employee's termination, retirement, transfer to another department / agency (See CT_CO1092_LIAISON role) • Create reports to ensure/verify security is in place for agency users and are correctly set up • Contacting Core-CT's Application Security Team with any questions and/or problems regarding user id's, passwords, or access • Reviewing each user's access and restrict that access where the access is incompatible with the user job description or change in responsibility within the agency • Maintain Confidentiality of user id's and passwords • Enforce that user id's and passwords are not attached to terminals, desk tops, or located where accessible to unauthorized personnel • Enforce that passwords are changed immediately if the employee suspects that the security of his or her password has been breached • All new, change, or delete requests are submitted via Agency Application Security Request Form (See CT_CO1092_LIAISON role)
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Agency Refund Vendor Approver (OTTIU Staff Only)

CT AGY REFUND VENDOR APPROVER

Revised August 6, 2015

<p>Responsible for approving one time vendors Responsible for Correcting Vendor information</p> <p>This role will be given to OTTIU staff only. OSC approval must be granted before expanding this role to other Agencies.</p> <p>Permissions CTAGYREFUNDVNDRAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Approve one time vendors • Run Payment Aging by Vendor • Run Payment Aging by Bank • Run Payment Hist by Pymnt Method • Run Payment Register by Payment • Correct Vendor Information
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CT Security Liaison

CT SECURITY LIAISON

Revised December 29, 2011

<p>Grants liaisons the ability to reset passwords, lock out user accounts, update email addresses, monitor system profile setup</p> <p>Permissions CTSECLIAISON</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reset passwords in Core-CT for valid users and securely notify users of temporary passwords • Lock out user account access immediately upon the notice of an employee's termination, retirement, transfer to another department/agency • Enforce users to set up their system profile in order to utilize the automated password reset feature • Update user email address if incorrect or missing • Contacting Core-CT's Application Security Team with any questions and/or problems regarding user id's, passwords or access • Maintain confidentiality of user id's and passwords • Enforce that user id's and passwords are not shared, attached to terminals, desk tops, or located where accessible to unauthorized personnel • Enforce that passwords are changed immediately if the employee suspects that the security of his or her password has been breached
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CO-1092 Security Liaison

CT_CO1092_LIAISON

<p>Responsible for creating and managing online CO-1092 Security Requests.</p> <p>Permissions CTCO1092_LIAISONS</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Requesting new access • Requesting changes to existing access • Requesting deletion of access immediately upon the notice of an employee's termination, retirement, transfer to another department / agency
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CO-1092 Approving Manager

CT_CO1092_APPRV_MGR

<p>This role to be granted to managers who approve CO-1092 Security Request. This role must be granted to a manager to be selected as an Approving Manager in the CO-1092 Security Request form.</p> <p>Permissions CTCO1092_MGR</p>	<p>Tasks</p> <ul style="list-style-type: none"> • Approve or deny requests for new or changed access
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Agency Vendor Viewer

CT AGY VENDOR VIEWER

Revised June 1, 2008

<p>Responsible for viewing vendor information</p> <p>Permissions CTAGYVNDRVWR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Views vendor information • Reviews payment information for vendors • Views vendor conversations
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Auditor of Public Accounts Viewer

CT AUDITOR PUBLIC ACCT VIEWER

Revised June 1, 2008

<p>Responsible for accessing all Core-CT modules</p> <p>Permissions CTAUDITORFUNCVIEWER CTPROCESSMONITOR CTQUERYVIEWER CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Accesses all Core-CT modules with view only ability
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Auditor of Public Accounts Technical Viewer

CT AUDITOR PUB ACCT TECH VIEW

Revised June 1, 2008

<p>Responsible for advanced auditor access to all Core-CT modules</p> <p>Permissions CTAUDITORTECHVIEWER CTPROCESSMONITOR CTQUERYMANAGER CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Run GL reports • Maintain projects • Administer Security • Define Banks/Counterparties • Define Options • Design ChartFields • Establish Business Units • Maintain Ledgers • Review Financial Information • Structure Inventory • Structure Procurement Options • Tree Manager • Workflow Administrator • Process Requests • Query Manager • Query Viewer • Schedule Query • Scheduled Query • Report Index • Report Manager
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DSS Medicare Auditor (DSS Only)

CT_F_DSS_MEDICADE_AUDITOR

Revised June 4, 2014

<p>DSS Internal Audit for statewide Medicaid auditing.</p> <p>Inquiring on Medicaid payments for other social service agencies</p> <p>Permissions CTAGYGLRVWR CTAGYVNDRVWR CTAPRPTMKR CTPORPTMKR CTPOVWR CTVCHRVWR CTVNDRRPTMKR CTPROCESSMONITOR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Run GL reports • Run AP reports • Run PO reports • Run Vendor reports • Process Monitor
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Central Bank Reconciliation Analyst – AR/AP (OSC & OTT Only)

CT CNTRL BANK RECON ANALYST

Revised June 1, 2008

<p>Responsible for the automated reconciliation process, including loading and processing the automated central bank transactions, correcting errors, recommending correcting journal entries and analyzing bank reconciliation information</p> <p>Permissions CTAGYGLRVWR CTCNTRLBANKRCNANALYST CTPROCESSMONITOR CTQUERYVIEWER CTREPORTMANAGER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Verifies that the bank transaction files are loaded successfully and has a status of “Loaded” • Verifies that the automatic reconciliation process has run successfully • Matches bank transactions with system transactions using the Semi-Manual reconciliation process • Enters/corrects bank transactions not included in the bank download • Enters missing agency location codes that were not included in the bank download • Enters transactions between zero balance accounts and funding/recipient bank accounts • Runs queries for deposits and enters the agency location code into the daily bank statement • Able to match bank debits/credits that do not relate to individual agency transactions • Enters buy/sell of investments into the system • Analyzes the need for manual journal entries to complete the bank reconciliation process • Advises GL of the need for a journal entry • Runs and analyzes various reports related to the results of the bank reconciliation process
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Central Bank Viewer (OSC Only)

CT CNTRL BK VIEWER

Revised June 15, 2018

<p>Reviews bank statement accounting information for central agency users.</p> <p>Permissions CTCNTRLBKVIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews bank statement accounting information
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Agency Bank Viewer

CT AGY BK VIEWER

Revised June 15, 2018

<p>Reviews bank statement accounting information for agency users.</p> <p>Permissions CTAGYBKVIEWER</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews bank statement accounting information
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Speedchart Maintainer

CT SPEEDCHART MAINTAINER

Revised June 1, 2008

<p>Responsible for overseeing agency SpeedCharts and SpeedTypes</p> <p>Permissions CTAGYGLRVWR CTPROCESSMONITOR CTREPORTMANAGER CTSPEEDCHRTMNTR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Reviews SpeedChart submissions from the PO, AP, and AR staff and reviews SpeedType submissions from the GL staff • Approves SpeedChart and SpeedType submissions • Distributes approved SpeedCharts and SpeedTypes to all Agency users • Inactivates SpeedCharts and SpeedTypes
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Vendor Report Maker

CT VENDOR REPORT MAKER

Revised June 1, 2008

<p>Responsible for running vendor reports</p> <p>Permissions CTPROCESSMONITOR CTREPORTMANAGER CTVNDRRPTMKR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Runs vendor reports
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Agency One Time Vendor Processor

CT AGY ONETIME VENDOR PROCR

Revised October 16, 2015

<p>Responsible for creating one time vendors</p> <p>Permissions CTCNRLOSCVENDORPRCSR</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Vendor Information • Withhold Payment Inquiry • Able to Correct History
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Agency One Time Vendor Approver

CT AGY ONETIME VENDOR APPROVER

Revised June 1, 2008

<p>Responsible for approving one time vendors</p> <p>Permissions CTCNTRLVNDRAPVR</p>	<p>Tasks:</p> <ul style="list-style-type: none">• Approve one time vendors• Run Payment Aging by Vendor• Run Payment Aging by Bank• Run Payment Hist by Pymnt Method• Run Payment Register by Payment
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EPM Only

EPM roles are updated as of July 10, 2013

EPM Private

CT EPM PRIVATE

<p>Access to Create Private Queries</p> <p>Permissions CTEPMPRIVATE</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Generate Private queries in EPM Query Manager on HRMS or Financial data the user has access to
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EPM Public

CT EPM Public

<p>EPM Superuser – Access to create Public Queries</p> <p>Permissions CTEPMPUBLIC</p>	<p>Tasks:</p> <ul style="list-style-type: none"> Create Public queries in EPM Query Manager on HRMS or Financial data for public use in an agency Maintain Public queries for an agency or department Generate Private queries in EPM Query Manager on HRMS or Financial data the user has access to
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EPM HR Budget Reporting

CT_E_HR_BUDGET_REPORTING

New December 1, 2009

<p>This role will provide EPM only access to non-sensitive HR data to financial users to fulfill HR Budget reporting.</p> <p>**Requirements:</p> <ol style="list-style-type: none"> 1. The duties of the staff member requesting the role must include agency budget preparation. 2. The role must be approved by agency HR department. 3. The appropriate row level security must be requested at the same time the role is requested. <p>Permissions CT_E_HR_BUDGET_REPORTING</p>	<p>Tasks:</p> <ul style="list-style-type: none"> EPM only - no HRMS access is granted with this role. Runs reports around position, job payroll, and time and labor data
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<p>Reporting Tables: CTW_POSITION CTW_DET_PAYROLL CTW_PAY_EARNS CTW_PAYTIME_TBL</p>	
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EPM Internal Service (Revolving) Fund Reporting ('S1' Business Units – DAS, ITD, DOC, OSC)

CT_E_APBUS1REPORTING

New January 14,2011

<p>This role will provide EPM only access to a specialized view, CTW_VCHRPO_VW, and will only be accessible to staff of agencies with Internal Service Funds; Department of Administrative Services, Department of Correction, Department of Information Technology and centrally to the Office of the State Comptroller.</p> <p>**Requirements:</p> <ol style="list-style-type: none"> 1. The duties of the staff member requesting the role must include agency accounts payable reporting. 2. The pre-requisite to assigning this new role is the user must have access to both the agency M1 and S1 business units. <p>Permissions CT_E_AP_BU_S1_REPORTI</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • EPM only • Runs accounts payable reports that may include scenarios where the AP and PO business Units differ (ex: PO BU = M1, AP BU = S1).
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