LOS RIOS
COMMUNITY COLLEGE DISTRICT

**PeopleSoft
Access Request Form**

**Accounting Services
Definitions of Roles**

American River College
Cosumnes River College
District Office
Folsom Lake College
Sacramento City College

NOTE:

- **Roles marked with a (C) are meant for campus staff only and campus-based security is enforced. The user ID for these roles will be "W + employee id + C" (for example W0000000C).**
- **Roles marked with an (F) will have financial aid security enforced. They are granted to Financial Aid staff and not in conjunction with any other roles. Note: As of Fall 2016, the Financial Aid (FA) functionality in the Financials System has been replaced by Campus Solutions Financial Aid. The FA roles in the Financials System will be removed in the future.**

Role Name	Description	PS Role Name
AM Accountant Access **Note: given to DO staff only.**	For staff that require more in depth access to Asset Management. This role includes <u>all access</u> of the AM Basic Access and the following: ➤ Assets Management – Review purchase order data – Review receiving details – Review acquisition details from vouchers – Add and update auto-retire criteria to collectively retire fully depreciated assets – Correct any asset with physical and financial details – Review Book and Cost history – Copy existing asset information to a new asset ID – Create new asset with only financial data – Adjust asset accumulated depreciation – Run process to calculate depreciation for financial assets – Review asset depreciation by year, period, or activity – Review the depreciation summary by cost type – Create the Asset Acquisition report. – Create the Assets Location report – Create the Asset History report – Create the Advanced Depreciation report – Create the Asset Net Book Value report – Create the Asset Transfer report – Create the Asset Cost Activity report – Create the Asset Depreciation by Activity report. – Create the Depreciation report by fiscal year – Create the Depreciation by Period report – Review summarized depreciation activity, cost activity, and net book value. – Load asset depreciation and history information to a reporting table – Load the Depreciation Report table for depreciation reporting. – Create LR report of assets with a load status of 'ERR' – Display asset depreciation information and	LR_FS_AM_Asset_Mgmt_Accountant <u>Primary Permission List:</u> PPALL

Role Name	Description	PS Role Name
	download it to a spreadsheet (Net Book Value) ‒ Run auto-retire fully depreciated assets ‒ Create the Asset Retirement Activity report ‒ Create the Asset Retirement Information report ‒ Add and update mass change selection criteria ‒ Run the mass change process ‒ Review and update physical information in interface loader table B ‒ Consolidate assets; combine multiple load lines into one. ‒ Load asset tag and serial numbers	
AM Location Update	For staff that need to update the location code of an asset. ➢ Asset Management ‒ Basic Add	LR_FS_AM_Location_Update Primary Permission List: PPALL

AP View	For staff that need to view accounts payable transactions in all business units.
	➢ Accounts Payable
	   ‒ Review AP payment information
	   ‒ Review AP vouchers information
	   ‒ Review purchase order information
	   ‒ View "Add/Update" vouchers (regular entry)
	➢ Commitment Control
	   ‒ Review budget details
	   ‒ Budget overview inquiry
	➢ Purchasing
	   ‒ Review receipt information
	➢ Vendors
	   ‒ View vendor information
		LR_FS_AP_Accts_Payable_View
		
		Primary Permission List: PPALL

AP Campus Access (C)
 	
Note: given to campus staff only
	For campus staff who enter voucher transactions in campus based business units. Access is restricted to the user's campus business unit.
	➢ Accounts Payable
	   ‒ Run vouchers budget check
	   ‒ Run batch budget checking processes for selected vouchers
	   ‒ Review scheduled payments by vendor
	   ‒ Review vouchers accounting entries
	   ‒ Review vouchers (all business units)
	   ‒ Close vouchers
	   ‒ Delete vouchers
	   ‒ Add and update vouchers
	➢ Commitment Control
	   ‒ Review budget details
	   ‒ Run budget overview (review all control budgets)
	   ‒ Review voucher budget exceptions
	   ‒ Review voucher accounting lines budget exceptions
	   ‒ Review voucher non-prorated budget exceptions
	➢ Vendors
	   ‒ View campus business unit vendors
		LR_FS_AP_Campus_Payables_Staff
		
		Primary Permission List: determined by campus:
		ARC = PPARC
		CRC = PPCRC
		FLC = PPFLC
		SCC = PPSCC

AP DO Basic Access I
 	
Note: given to DO staff only
	For District Office staff who enter accounts payable transactions.
	➢ Accounts Payable
	   ‒ Run voucher on-demand process
	   ‒ Review purchase order information
	   ‒ Review AP payment information
	   ‒ Review vouchers accounting entries
		LR_FS_AP_Accts_Payable_Staff_1
		
		Primary Permission List: PPALL

Role Name	Description	PS Role Name
	– Run vouchers match workbench – Review vouchers – Close vouchers – Delete vouchers – Add/Update regular and adjustment vouchers – Manually schedule payments – Record payments ➢ Commitment Control – Review budget details – Budget overview inquiry – Review voucher budget exceptions – Review voucher accounting lines budget exceptions – Review voucher non-prorated budget exceptions – Review budget checking status exceptions – Review budget exceptions – Review purchase order budget exceptions ➢ General Ledger – Review journals financial information ➢ Purchasing – Review PO change history – Review PO activity summary – View PO accounting entries – View PO information – Review purchasing receipts ➢ Vendors – View vendor information	
AP DO Basic Access II **Note: given to DO staff only**	For <u>District Office</u> staff who <u>enter</u> accounts payable transactions, upload spreadsheet vouchers and cancel payments. This role includes <u>all access</u> of the AP DO Basic Access I and the following: ➢ Accounts Payable – Upload vouchers from spreadsheet – Update quick invoice – Post payment – Verify document tolerance – Run vouchers budget check – Match vouchers – Run voucher build process – Post vouchers – Mass payment cancellation (based on specified criteria) – Cancel payments – Review Mass Payment Cancellation – Create express payments – Manage express payments (review and approve them following selection) – Approve or deny approval for a pay cycle – Restart check printing – Select, review, and create scheduled payments (Pay Cycle Manager) – Create pay cycles using the Payment Selection Criteria – Print claims register – Generate Manual Positive Pay File – Review document tolerance overrides – Correct voucher build errors or delete vouchers with errors. – View and correct matching, chartfield and combination edit, out of balance, and duplicate	LR_FS_AP_Accts_Payable_Staff_2 <u>Primary Permission List:</u> PPALL

Role Name	Description	PS Role Name

	invoice errors (Voucher Maintenance)
	   – Search for unpaid and unposted vouchers
	     (Voucher Maintenance Search)
	➢ General Ledger
	   – Run process to budget-check a journal
	   – Run process to edit journals
	   – Post journals
	   – Run process to generate journal
	   – Review ledger journal entries	

AP DO Specialist Access
 	
Note: given to DO staff only
	For <u>District Office</u> staff who <u>enter</u> accounts payable transactions and manage 1099 and EDD reporting. This role includes <u>all access</u> of the AP DO Basic Access II and the following:
	➢ Commitment Control
	   – Review journal budget exceptions
	➢ General Ledger
	   – Import General Ledger spreadsheet journal
	   – Add and update journal entries
	➢ Purchasing
	   – View "add/update PO"
	➢ Set Up Financials/Supply Chain
	   – Review speedtypes
	   – Run speedtypes report
	   – Add and update sales and use tax codes
	   – Add, update and correct sales tax authorities
	➢ Vendors
	   – 1099 Reporting
	     ■ Create 1099 Report (send to IRS file)
	     ■ Run the Withhold 1099 Report Post / 1099 Report / 1099 Copy B Report
	     ■ View data that was sent to IRS in a 1099 report
	     ■ Run voucher/vendor mismatch report
	     ■ Create Reporting Information
	     ■ Adjust posted withholding
	     ■ Post withholdings
	     ■ Add and update vendor withholding status
	     ■ Update voucher lines with withholding adjustments
	     ■ Run update withholding
	   – Run EDD report
	   – View vendor information
	   – View "approve vendor"
	   – Run duplicate vendor report
		LR_FS_AP_Accts_Payable_Speclst
		
		<u>Primary Permission List:</u> PPALL

AP DO Supervisor **Note: given to DO staff only**	For <u>District Office</u> supervisor who <u>enters and oversees</u> accounts payable transactions for the Accounting Operations department. This role includes <u>all access</u> of the AP Specialist Access and the following: ➢ Set Up Financials/Supply Chain – Add, update, and correct sales tax authorities ➢ Run the DW report process **This role can do Budget override for vouchers and GL journals.**	LR_FS_AP_Accts_Payable_Supv <u>Primary Permission List:</u> PPALL
FA Campus Access (F)	For <u>campus staff</u> who process financial disbursements. Access is <u>restricted</u> to financial aid business units only. ➢ Accounts Payable	LR_FS_FA_Financial_Aid_Staff <u>Primary Permission List:</u>

Role Name	Description	PS Role Name

Note: given to campus staff only	– Create LR Fin Aid Claims Register Report
	– Review AP payment info
	➢ LR Financial Aid
	  – View FA disbursement detail
	  – Create FA Disbursement by Fund report
	  – Create Financial Aid Disbursement Detail - All Awards or Paid Awards Report
	  – Create LR Financial Aid District Wide Fund Totals Report
	  – Cancel/verify request for Financial Aid payment
	➢ Set Up Financials/Supply Chain
	  – View speedtypes chartfields
		PPSFA

FA DO Access
 	
Note: given to DO staff only
	For <u>DO staff</u> who process financial aid disbursements.
	➢ Accounts Payable
	  – Run LR mass cancellation of payments
	  – Create FA Recon File Report
	  – Create LR Fin Aid Claims Register Report
	  – Request Payment Cancellation
	  – Review AP payment info
	➢ LR Financial Aid
	  – Add, update, and correct financial aid cash repay
	  – Upload FA repay
	  – Create FA award data report
	  – Create LR Financial Aid District Wide Fund Totals Report
	  – Run LR FA Reconciliation Cal Grant/Pell
	➢ Set Up Financials/Supply Chain
	  – Add and update department chartfields
	  – View speedtypes chartfields
		LR_FS_FA_General_Acctg_Staff
		
		<u>Primary Permission List:</u> PPALL

Add-On FA Cash Repay (F)	For <u>campus staff</u> who process Financial Aid repayments. Access is <u>restricted</u> to financial aid business units only. ➢ LR Financial Aid – Add repayment amounts by student Note: User must be assigned to a campus to perform the function. Campus can be assigned via the FA Payment Cancelation role.	LR_FS_FA_CASH_REPAY_ADD_ON <u>Primary Permission List:</u> PPSFA
FA Payment Cancelation (F) **Note: given to campus staff only**	For supervisors that need to assign a campus location to other campus staff that cancel FA payments. ➢ LR Financial Aid – Add, update, and delete campus assignment for FA payment cancelation authorization	LR_FS_FA_PYMNT_ADMIN_ADD_ON <u>Primary Permission List:</u> PPSFA

GL View	For staff that need to view general ledger transactions in all business units.
	➢ Accounts Payable
	  – Create payment history by vendor report
	  – Review payments
	  – Review voucher accounting entries
	  – Review vouchers
	  – Review general ledger journal details (journal drill down)
	  – Review vouchers
	➢ Commitment Control
	  – Review budget details
	  – Budget overview Inquiry
	  – Review budget exceptions
		LR_FS_GL_View
		
		<u>Primary Permission List:</u> PPALL

Role Name	Description	PS Role Name

	− Review GL journal exceptions
	     − Review PO budget exceptions
	➤ General Ledger
	     − View "Create/Update Journal Entries"
	➤ Purchasing
	     − Review PO change history
	     − Review PO activity summary
	     − View PO accounting entries
	     − Review PO information
	     − View "Add/Update" Requisitions page
	     − Review requisition information
	➤ Reporting Tools
	     − nVision define report book to identify all the reports to be included in a report book.
	     − nVision define report request
	➤ Set Up Financials/Supply Chain
	     − View account chartfields
	     − View class chartfields
	     − View fund chartfields
	     − Review combination data
	     − View speedtypes chartfields
	     − Print a list of SpeedTypes	

GL Basic Access
 	
Note: given to DO staff only
	For DO staff who process general accounting transactions.
	➤ Accounts Payable
	     − Review payments
	     − Review vouchers
	     − Review vouchers accounting entries
	➤ Commitment Control
	     − View budget definitions
	     − Review budget details
	     − Run budget overview (review all control budgets)
	     − Review budget exceptions
	     − Review GL journal exceptions
	➤ General Ledger
	     − Import the journal files
	     − Request a process to copy an existing journal
	     − Create and update journal entries
	     − Request a process to budget-check a journal against predefined budget criteria
	     − Request a process to edit journals
	     − Mark journals for posting
	     − Mark journals for unposting
	     − Request a process to post valid journal entries to the ledger
	     − Request a process to generate journal entries
	➤ Purchasing
	     − View "Add/Update" POs
	     − Review PO change history
	     − Review PO activity summary
	     − View PO accounting entries
	     − Review PO information
	➤ Reporting Tools
	     − nVision define report book to identify all the reports to be included in a report book.
	     − nVision define report request
	➤ Set Up Financials/Supply Chain
	     − View account chartfields
	     − View class chartfields
	     − View department chartfields
		LR_FS_GL_General_Ledger_Staff
		
		Primary Permission List: PPALL

Role Name	Description	PS Role Name
	– View fund chartfields – View speedtypes chartfields – Print a list of SpeedTypes	
GL Specialist Access **Note: given to DO staff only**	For DO staff who process general accounting transactions. This role includes <u>all access</u> of the GL Basic Access and the following: ➢ Accounts Payable – Review purchase order information ➢ Set Up Financials/Supply Chain – Add and update chartfield value sets – Add and update speedtypes chartfields **This role can do Budget Date and Budget override for GL journals.**	LR_FS_GL_General_Ledger_Spc <u>Primary Permission List:</u> PPALL
GL Supervisor Access **Note: given to DO staff only**	For DO staff who process general accounting transactions. This role includes <u>all access</u> of the GL Specialist Access and the following: ➢ Accounts Payable – Review purchase order information ➢ Set Up Financials/Supply Chain – Correct chartfield value sets ➢ Open\Close GL BU calendars ➢ Run the DW report process **This role can do Budget Date and Budget override for GL journals.**	LR_FS_GL_General_Ledger_Supv <u>Primary Permission List:</u> PPALL
GL Dept. Manager Table Access	For staff who maintain the department manager table. ➢ Set Up Financials/Supply Chain – Maintain (update and correct) department manager table **Notes: This role is for DO and Campus administrators (e.g. DO Fiscal and Campus BSOs) that manage data access for OCB Crystal Reports.** **Budget Department codes are assigned to PS Financials managers to allow them to view budget details on the following OCB Crystal Reports:** **OCB by Manager Report RC GLD 0191** **OCB by EmpID (Manager ID) RC GLD 0436** **OCB by Selected Criteria RC GLD 0196**	LR_FS_GL_Dept_Manager_Table <u>Primary Permission List:</u> PPALL
GL Journal Campus Access (C) **Note: given to campus staff only**	For campus staff who maintain the campus budget Access is <u>restricted</u> to the user's campus business unit. ➢ Commitment Control – Create and update budget journals – Create and update budget transfers – Import budget journals – Request a process to post budget journals – Identify and mark budget journals for unposting – Review budget details – Run budget overview (review all control budgets) – Review the status of the budget-checking process – Review budget exceptions – Review GL budget journal exceptions – Review GL journal exceptions ➢ General Ledger – Import the journal files	LR_FS_GL_KK_Campus_Jrnl_Staff <u>Primary Permission List:</u> determined by campus: ARC = PPARC CRC = PPCRC FLC = PPFLC SCC = PPSCC

Role Name	Description	PS Role Name

	– Request a process to copy an existing journal
	    – Add and update journal entries
	    – Request a process to budget-check a journal against predefined budget criteria
	    – Request a process to edit journals
	    – Mark journals for posting
	    – Mark journals for unposting
	    – Request a process to post valid journal entries to the ledger
	    – Request a process to generate journal entries
	➢ Reporting Tools
	    – nVision define report book to identify all the reports to be included in a report book.
	    – nVision define report request
	    –	

Bank Reconciliation Campus Access (C)
 	
Note: given to campus staff only
	For campus staff who reconcile bank statements.
	➢ Banking
	    – Perform automatic reconciliation
	    – Perform manual reconciliation
	    – Perform semi-manual reconciliation
		LR_FS_AP_Bank_Recon_Staff
		
		Primary Permission List: determined by campus:
		ARC = PPARC
		CRC = PPCRC
		FLC = PPFLC
		SCC = PPSCC

Chart Field Campus Access (C)
 	
Note: given to campus staff only
	For campus staff who maintain chartfields and enter budget journals. Access is <u>restricted</u> to the user's campus business unit.
	➢ Commitment Control
	    – Create and update budget journals
	    – Create and update budget transfers
	    – Import budget journals
	    – Correct, add and update budget definitions
	    – Identify and mark budget journals for unposting
	    – Request a process to post budget journals
	    – Review budget details
	    – Run budget overview (review all control budgets)
	    – Review voucher budget exceptions
	    – Review voucher accounting lines budget exceptions
	    – Review voucher non-prorated budget exceptions
	    – Review the status of the budget-checking process
	    – Review budget exceptions
	    – Review GL journal exceptions
	➢ Reporting Tools
	    – nVision define report book to identify all the reports to be included in a report book.
	    – nVision define report request
	➢ Set Up Financials/Supply Chain
	    – Add, update, and correct account chartfields
	    – Add, update, and correct class chartfields
	    – Add, update, and correct department chartfields
	    – Add and update combination data
	    – View combination definition
	    – View combination group
	    – View combination group report
	    – View combination rule
	    – View combination rule report
		LR_FS_KK_Campus_Chrt_Staff
		
		Primary Permission List: determined by campus:
		ARC = PPARC
		CRC = PPCRC
		FLC = PPFLC
		SCC = PPSCC

Role Name	Description	PS Role Name

	– Review combination data
	    – Update chartfields value set
	    – Add and update speedtypes chartfields
	    – Generate ChartField reports
	    – Print a list of SpeedTypes	

GL Fiscal Services Access
 	
Note: given to DO staff only
	For DO staff who process fiscal transactions.
	➢ Accounts Payable
	    – Review payments
	    – Review vouchers
	➢ Commitment Control
	    – Create and update budget journals
	    – Create and update budget transfers
	    – Import budget journals
	    – Load labor distribution file
	    – Add or correct Budget Attributes
	    – Add, update, and correct Budget Definitions
	    – Identify and mark budget journals for unposting
	    – Request a process to post budget journals
	    – Review budget details
	    – Run budget overview (review all control budgets)
	    – Review budget exceptions
	    – Review GL budget journal exceptions
	    – Review GL journal exceptions
	    – Review PO budget exceptions
	➢ General Ledger
	    – Add and update labor distribution
	    – Add and update LR payroll table
	➢ Purchasing
	    – Review PO activity summary
	    – View PO accounting entries
	    – Review PO information
	➢ Reporting Tools
	    – nVision define report book to identify all the reports to be included in a report book.
	    – nVision define report request
	➢ Set Up Financials/Supply Chain
	    – Add and update account chartfields
	    – Add, update, and correct class chartfields
	    – Add, update, and correct department chartfields
	    – Add and update fund chartfields
	    – Add and update combination data
	    – Update chartfields value sets
	    – View speedtypes chartfields
	    – Print a list of SpeedTypes
		LR_FS_GL_Fiscal_Services_Staff
		
		Primary Permission List: PPALL

GL Fiscal Services Supervisor Access
 	
Note: given to DO staff only
	For DO staff who process fiscal transactions. This role includes <u>all access</u> of the GL Fiscal Services Access and the following:
	➢ Commitment Control
	    – Mass delete budget journals
	➢ General Ledger
	    – Run standard journals report
	    – View "Create/Update Journal Entries"
	➢ Set Up Financials/Supply Chain
	    – Add, update, and correct account chartfields
	    – Add, update, and correct class chartfields
	    – Add, update, and correct department chartfields
	    – Correct fund chartfields
	    – Generate ChartField reports
		LR_FS_GL_Fiscal_Services_Supv
		
		Primary Permission List: PPALL

Role Name	Description	PS Role Name
	➢ Run the DW report process	

Campus Business Office View	For <u>campus staff</u> who need to view information in all business units
	  ➢ Accounts Payable
	    – Create payment history by vendor report
	    – Review PO
	    – Review payments
	    – Review vendor schedule payments
	    – Review vouchers
	    – View "Add/Update" vouchers (regular entry)
	  ➢ General Ledger
	    – View "Create/Update Journal Entries"
	  ➢ Purchasing
	    – Review PO change history
	    – Review PO activity summary
	    – View PO accounting entries
	    – View PO information
	  ➢ Set Up Financials/Supply Chain
	    – View account chartfields
	    – View class chartfields
	    – View deptid chartfields
	    – View fund chartfields
	    – View speedtypes chartfields
	    – Print a list of SpeedTypes
	  ➢ Vendors
	    – View vendor information
		LR_FS_AP_GL_PO_View
		
		<u>Primary Permission List:</u> PPALL

Report Super User	For staff who are allowed to delete report entry or update distribution list for a report entry in Report Manager.	ReportSuperUser <u>Primary Permission List:</u> PPALL
FS After Hours	This is an add-on role granted on a temporary basis and only in special circumstances when access to FS PeopleSoft is required outside of normal business hours. *Note: the system is normally available to users Monday through Saturday 7:00 AM – 7:00 PM and Sunday 9:00 AM to 7:00 PM.*	LR_FS_GBL_AFTER_HOURS