



System Roles		
Access Cod	Access Name	Description
001	Inquiry and Reporting	User will be able to run queries on, and have Vendor, Voucher, Requisition, Purchase Order, General Ledger, Asset Management and Budget inquiry access to the FIU Financials system.
002	Initiator - Create Requisitions and enter receipts	User will be granted security to create requisitions in the FIU Financials System and enter receipts for purchased items that are received at the department, not in Central Receiving
003	Requester – Requisitions Approver	User will be granted security to approve Requisitions in the FIU Financials System.
004	P-Card Transactions Approver	User will be granted security to approve Procurement Card transactions in the FIU Financials System .
005	ID Transfer	Users from departments providing services will be granted security to enter ID Transfer transactions as journals in the FIU Financials System.
006	Budget Manager	User will be granted security to enter budget transfers for the Departments he/she has permission to.
007	Budget Manager Approver	User will be granted security to approve or post budget transfers entered by Budget Managers for the Departments he/she has permission to
008	Traveler – Request travel authorization and create expense reports	User will be granted security to create travel authorization requests , cash advance requests and expense reports.
009	Traveler Initiator – Enter travel authorization requests and create expense reports on behalf of a traveler	User will be granted security to create travel authorization requests , cash advance requests and expense reports on behalf of a traveler
010	Travel Approver – Approves travel expense reports and cash advances	User will be granted security to approve travel requests , cash advance requests and expense reports.
011	Department Head	User will be granted security to approve requisitions, travel and non-travel expenses and cash advances and enter budget transfers. Also this Access Type is the only one that can approve

For the following roles, you need to provide :

System Roles		
Access Cod	Access Name	Department ID From - Department ID to
002	Initiator - Create Requisitions and enter receipts	
003	Requester – Requisitions Approver	
006	Budget Manager	
007	Budget Manager Approver	

System Roles		
Access Cod	Access Name	Project ID From - Project ID to
002	Initiator - Create Requisitions and enter receipts	
003	Requester – Requisitions Approver	
006	Budget Manager	
007	Budget Manager Approver	

For the following roles, you need to provide :

System Roles		
Access Cod	Access Name	Inmediate supervisor & Default Department ID
008	Traveler – Request travel authorization and create expense reports	
Access Cod	Access Name	Enter travel and expenses on behalf of
009	Traveler Initiator – Enter travel authorization requests and create expense reports on behalf of a traveler	