



User's Functional Access:

Module	Access Name	Description
Accounts Payable	AP Inquiry	User will be able to run queries and have vendor & voucher inquiry access to UCF Financials system.
Accounts Payable	Create Vouchers	User will be able to create vouchers and control groups.
Accounts Payable	QA Auditing	Accounts Payable & PO inquiry access.
Accounts Payable	QA Auditing Supr.	Accounts Payable Quality Assurance access to update vouchers & groups.
Accounts Payable	Create Vendors	User will be able to add and edit existing vendors in UCF Financials system (same as PO create vendors).
Accounts Payable	Create Travel POs	User will be able to create unapproved purchase orders (same as PO create POs).
Accounts Payable	Create Vendor Payables POs	User will be granted security to create, approve and dispatch POs (same as PO create POs plus approve POs).
Purchasing	PO Inquiry	User will be able to run queries and have requisition and purchase order inquiry access to UCF Financials system.
Purchasing	Create POs	User will be granted security to create unapproved POs (same as AP create travel POs).
Purchasing	Approve POs	Users will be granted security to approve and dispatch purchase orders.
Purchasing	Create Vendors	User will be granted security to add new vendors and update current existing vendors (same as AP create vendors).
Purchasing	Receiving	User will be granted security to enter shipment information into UCF Financials system.
Purchasing	Create Requisitions	User will be granted security to create requisitions in UCF Financials.
Purchasing	Approve Requisitions	Users will be granted security to approve Requisitions in UCF Financials only if he/she is on the Approve Requisitions List.
ProCard (Procurement Card Approval)	Procurement Card Transactions Approver	Users will be granted security to approve Purchasing Card transactions in UCF Financials only if he/she is on the Procurement Card Transactions Approver List.
Asset Management	Asset Inquiry	User will be able to run queries and have inquiry to assets activities.
Asset Management	Interface processes from AP/PO modules	User will be able to run Accounts Payable and Purchasing interfaces to AM table, review financial and physical data before running the loader table.
Asset Management	Upload and Download info from/to Scanner	User will be able to scan assets, download data into HighJump scanner, upload scanned items to the database, and run inventory reports.
Asset Management	Recategorize, Adjust, Transfer Assets	User will be able to enter asset cost adjustments, recategorize assets, and transfer assets from one department to another.
Asset Management	Create/Update Location Code	User will be able to create new location codes and edit or update existing locations from the UCF Financials system.
General Ledger	G/L Inquiry	User will be able to run queries on, and have inquiry access to, the UCF Financials system.
General Ledger	Create and Edit Journal Entries	User can create and edit online Journal entries.
General Ledger	Budget Entry	User can create and edit and post budgets.
General Ledger	F & A Management Access	User can add, update and delete GL setup and control data.
General Ledger	Payroll Inquiry	User can query payroll data.
General Ledger	Create/Edit/Post Journal Entries	User can create, edit and post online Journal entries.