This form is currently designed for use by agencies to establish, revise, and remove security related to a position.

Position Number: Position number to be assigned LaGov finance & real estate security.

Agency Access: List of agency numbers the user requires access.

Position Holder Name: Employee name.

Holder Personnel #: Personnel number assigned by HR department.

Start Date: The beginning date for the permissions requested.

End Date: The ending date for the permissions requested. If security is to be temporary, then provide an appropriate end date, else a default end date of 12/31/9999 will be assigned.

Action: **Check appropriate action to be taken for position number listed on this form.**

Add: Add the selected security to the position. Any existing security on the position governed by this form will remain intact.

Remove: Remove the selected security from the position. If no job functions are selected, then all job functions related to the form will be removed.

Financial Job Functions: *(Definitions can also be found in ZP290A report)*

AA-01 Capital Asset Accountant — Responsible for creating and updating Asset Master Records (AMR); processing retirements, sales, and transfers of AMR; approves purchase orders for movable property AMR; records donation of AMR into the asset accounting database; links real property AMR to their related Real Estate objects in the RE module.

AA-04 AA-Transfer FPC to Agency — Responsible for transferring non-movable property assets (land, buildings, infrastructure) from FPC to the agency; processing adjustments, retirements, and sales of these assets.

AP-01 AP Manager-Post — Responsible for entering, modifying, and posting invoice documents received. This includes logistical and AP invoices. Logistical invoices require a purchase order; AP invoices do not require a purchase order to be paid. Typical purchase orders that do not require a purchase order are: utility payments, P-card (procurement) bank payments, legal services, and subscriptions. Responsible for monitoring and clearing the GR/IR (goods receipt/invoice receipt) account by verifying all items were invoiced for the same amount (price and quantity) posted per the purchase order to prevent delays in payment to the vendor. Responsibilities include: reviewing the GR/IR account; reviewing the quantity received and quantity invoiced; resolving outstanding GR/IR account imbalances.

AP-02 AP Manager w/ self post — Responsible for entering, modifying, and posting invoice documents received. This includes Logistical and AP invoices. Logistical invoices require a purchase order; AP invoices do not require a purchase order to be paid. Typical purchases that do not require a purchase order are: utility payments, P-Card (procurement) bank payments, legal services, and subscriptions. Responsible for monitoring and clearing the GR/IR (goods receipt/invoice receipt) account by verifying all items were invoiced for the same amount (price and quantity) posted per the purchase order to prevent delays in payment to the vendor. Responsibilities include: reviewing the GR/IR account; reviewing the quantity received and quantity invoiced; resolving outstanding GR/IR account imbalances.

AP-06 One Time Vendor Processor — This role should be assigned sparingly to managers. This role can enter, modify and post one-time vendor payments. These are payments to vendors that are truly paid only one time, and do not have an assigned LaGov vendor number.

AP-10 Vendor Invoice Processor-Park	Responsible for entering and modifying invoice documents received. This includes logistical and AP invoices. Logistical invoices require a purchase order; AP invoices do not require a purchase order to be paid. Typical purchases that do not require a purchase order are: utility payments, P-card (procurement) bank payments, legal services, and subscriptions. This role allows documents to be parked and/or saved as completed waiting the approver's posting. Document posting (approval) is not allowed in this role.
AR-01 Dunning Analyst	Responsible for executing customer dunning notices as reminders of outstanding debts. This role allows printing of customer invoices, credit memos, and Transfer to Doubtful Accounts Forms.
AR-02 Invoice Processor-Park	Responsible for creating and modifying customer invoices and credit memos. This role allows documents to be parked and/or saved as completed waiting the approver's posting. Document posting (approval) is not allowed in this role. This role allows the user to print customer invoices, credit memos, and requests for Transfer to Doubtful Accounts form.
AR-03 Invoice Processor-Post	Responsible for posting customer invoices and credit memos created by another user. Posting documents updates the financial system. This role can also create and change customer invoices and credit memos. Documents created or changed using this role cannot be posted by the same user. This role allows the user to print customer invoices, credit memos, and requests for Transfer to Doubtful Accounts form.
AR-04 Invoice Processor-Self Post	Responsible for posting customer invoices and credit memos created by another user. Posting documents updates the financial system. This role can also create and change customer invoices and credit memos. Documents created or changed using this role cannot be posted by the same user. This role also allows the user to print Customer Invoices, Credit Memos and Requests for Transfer to Doubtful Accounts Form.
AR-05 Revenue/Receipts Processor	Responsible for posting payments and clearing balances for open customer invoices and credit memos. This role allows the user to print customer invoices, credit memos, and Transfer to Doubtful Accounts form.
AR-08 Temp Customer Processor	Responsible for initial check entry into MERS when received.
AR-10 Temp Customer Process	(DOTD only) Responsible for changing/editing information entered incorrectly by staff.
AR-11 Temp Customer Review	(DOTD only) DOTD users can approve or reject customers from "ZTMP: STLA-New (Temporary) Customers" account group with Distribution Channel as "ZT" and Division as "ZT". On approval, system will change the temporary customer status to Pending OSRAP Approval.
AR-12 MERS Cash Mgmt Change	(LDH only) Responsible for changing/editing information entered incorrectly by staff.
AR-13 MERS Cash Mgmt Process	(LDH only) Responsible for initial check entry into MERS when received.
AR-14 MERS Fiscal Intermediary	(LDH only) Responsible for the spreading of checks to provider accounts, running of the disposition file, manual dispositioning, and changing/editing information entered incorrectly by staff.
AR-15 MATF Cash Mgmt Process	(LDH only) Responsible for manual billing and posting subsequent cash receivables for prior invoices (late payment/under payment invoices) and accounting document corrections.
AR-16 MATF Init Stmnt/Cash Rcpt	(LDH only) Responsible for initial entry of received Facility/Pharmacy statements/payments.
AR-17 MATF Cash Mgmt Display	(LDH only) Contains all display/reporting functions for MATF system.
AR-19 Asses AR Cust Master Data	(LDH only) Responsible for creating and maintaining LDH Assessment customer master data.
AR-20 Asses Invoice Process-Prk	(LDH only) Responsible for creating and modifying LDH Assessment customer invoices and credit memos. This role allows documents to be parked and/or saved as completed

waiting the approver's posting. Document posting (approval) is not allowed in this role. This role allows the user to print Customer Invoices, Credit Memos, and Requests for Transfer to Doubtful Accounts Form.

AR-21 Asses Invoice Process-Pst	(LDH only) Responsible for posting LDH Assessment customer invoices and credit memos created by another user. Posting documents updates the financial system. This role can also create and change customer invoices and credit memos. Documents created or changed using this role cannot be posted by the same user. This role allows the user to print Customer Invoices, Credit Memos, and Requests for Transfer to Doubtful Accounts Form.
AR-22 MERS Cash Mgmt Adjust	(LDH only) Responsible for changing/editing information entered into MERS.
AR-23 MERS Cash Mgmt Processor	(LDH only) Responsible for entering initial check entry into MERS when received.
AR-24 MERS Fiscal Intermediary	(LDH only) Responsible for assigning a remit code and provider related to check entries, uploading disposition file, manually dispositioning, and making corrections to data in the MERS system.
AR-25 MERS Customer Create/Change	(LDH only) Responsible for creating and updating MERS Customers.
AR-26 ARPCS Display	(LDH only) Allows the user to execute ARPCS reports and display ARPCS sales orders.
AR-27 ARPCS Receive/Pay Process	(LDH only) Responsible for creating receivables and payables related to audits in the ARPCS system as well as process payments, adjustments, & transfers against those receivables/payables.
AR-28 ARPCS Cust Create/Change	(LDH only) Responsible for creating and updating ARPCS Customers.
AR-29 Check Log Dashboard Maint	User responsible for maintaining check data in the check log. The check log is used in order to link payments received by an agency to the deposits they were received on, and the FI Documents produced from posting of the classification. Users with this role can enter and change information in the check log.
AR-30 LACHIP Customer Maint	Responsible for maintaining LDH LACHIP Customer Master Data.
AR-31 LACHIP Invoice Process -Park	Responsible for creating and modifying LDH LACHIP customer invoices and credit memos. This role allows documents to be parked and/or saved as completed waiting the approver's posting. Document posting (approval) is not allowed in this role. Manual invoice/credit memo creation should only be done in very specific scenarios. This role will allow the user to create invoices and credit memos in the event they are needed.
AR-32 LACHIP Invoice Process-Post	Responsible for creating and modifying LDH LACHIP customer invoices and credit memos. This role allows documents to be parked and/or saved as completed waiting the approver's posting. Document posting (approval) is not allowed in this role. Manual invoice/credit memo creation should only be done in very specific scenarios. This role will allow the user to create invoices and credit memos in the event they are needed.
AR-33 LACHIP Stmt Print Process	This role allows the user to print one off Customer Statements for LACHIP invoicing.
AR-34 LACHIP Pymnts Rec Interface	This role allows the user to run the Payments Received Interface in test mode for LACHIP, to review what payments were received throughout the day.
AR-35 LACHIP Display	This role will allow the user to display the customer master record, run various customer master reports, as well as run the LACHIP Custom Report developed to display open balances & customer payment plan information.
AR-36 DPS Municipality Cust Maint	Responsible for maintaining DPS Municipality customer master data.
AR-37 DPS Munic Inv Process-Park	Responsible for creating and modifying DPS Municipality customer invoices and credit memos. This role allows documents to be parked and/or saved as completed awaiting the approvers posting. Document posting (approval) is not allowed in this role.

AR-38 DPS Munic Inv Process-Post	Responsible for posting customer invoices and credit memos created by another user. Posting documents updates the financial system. This role can also create and change customer invoices and credit memos. Documents created or changed using this role cannot be posted by the same user.
AR-39 DPS Municipality Display	This role will allow the user to display the customer master record, run various customer master reports, as well as run the Municipality custom report developed to display open balances & all items posted for this program.
CA-01 Cost Allocation Admin	This role is designed for Cost Allocation agencies. The administrator is responsible for maintaining the Cost Allocation Definition Table, which includes entering monthly statistics, and defining cycles, steps, sender allocation pools, and receiver bases. This role will also execute the Cost Allocation program in test/simulate mode to analyze the data and take the necessary steps to resolve any errors prior to the scheduled production run. To further facilitate in the analysis are custom cost allocation reports that should be run as needed.
CA-02 Cost Allocation Display	This role is designed for Cost Allocation agencies to display various cost allocation reports related to items such as cost allocation run details, errors, and unprocessed documents and line items.
CM-05 Imprest Account Processor	Responsible for data entry and serves as the first level of review and approval of Cash Journal transactions related to Imprest Account activity.
CM-09 Imprest Account Process-Park	Responsible for data entry and serves as the first level of review of Cash Journal transactions related to Imprest Account activity.
CM-10 Imprest Account Process-Post	Responsible for the approval of Cash Journal transactions related to Imprest Account activity.
CM-11A Deposit Classification-Park	Responsible for creating and/or editing the LaGov document to classify Cash Receipts. NOTE: This was previously known as CR in AFS.
CM-12A Deposit Classification-Post	Responsible for approving/posting the LaGov document to classify Cash Receipts. This role will also have the ability to create and/or edit deposit classification documents. NOTE: This was previously known as CR in AFS.
CO-01 Cost Allocation Processor	Responsible for creating and/or reversing transactional data at the agency level related to direct activity allocations. Responsible for entering statistics for fund redistribution, verifying cycles and segments for fund redistribution, executing simulation of cost sharing and fund redistribution, and executing the statistics report.
CO-04 Statistical Order Processor	Responsible for creating selected statistical internal orders in REL status to be used for collecting costs for reporting and/or billing purposes.
CO-05 Statistical Order Process-Create	(CPRA only) Responsible for creating selected statistical internal orders to be used for collecting costs for reporting and/or billing purposes.
CO-06 Statistic Order Process-Release	(CPRA only) Responsible for changing to released (REL) status selected statistical internal orders to be used for collecting costs for reporting and/or billing purposes.
FI-01A Financial Inquiry Only	Display and reporting on all Financial Modules. Generally, this role will be mapped to everyone that has another Financial role and to those who have responsibility for overseeing and monitoring financial activities.
FM-02 Departmental Budget Analyst	Departmental level role responsible for entering budget amendment documents, transferring budget between budget types, and reversing budget entry documents. Also responsible for creating, changing, and manually reducing funds reservations.
FM-06 Dpt Bdgt Anlyst w/o Funds Res	Departmental level role responsible for entering budget amendment documents, transferring budget between budget types, and reversing budget entry documents.

FM-07 Agency Table Utility	Departmental level role responsible for maintaining the BDS to F.B. Funded Program crosswalk table. Additionally, this role will be responsible for maintaining Act and Act Year table data.
FM-08 Funds Centers Group Admin	Responsible for creating, maintaining, and deleting Fund Centers groupings or hierarchies used in other master data (e.g. Grants) or set up for reporting.
FM-09 Fund Group Admin	Responsible for creating, maintaining, and deleting Fund groupings or hierarchies set up for reporting.
FM-10 Funded Program Group Admin	Responsible for creating, maintaining, and deleting Funded Program groupings or hierarchies used in other master data (e.g. Grants) or set up for reporting.
FM-11 Department Approver	Agency Budget Analyst responsible for approving HB1 (Operating) budget documents. Initial and possibly only approval level required.
FM-12 Project Finance Approver	Agency Project Finance user responsible for approving agency HB2 (Capital) budget documents. Initial and possibly only approval level required.
GL-04 Document Processor-Post	Responsible for posting G/L documents created and/or modified by another user. This role can create and change G/L documents then park and/or save as completed.
GL-06A JV Document Processor-Park	Responsible for creating and modifying G/L documents. This role allows G/L documents to be parked and/or saved as completed waiting posting by an approver.
GL-11A Agency Approver	Agency Accountant responsible for approving FV50 journal vouchers. Subsequent level approval, if necessary.
GL-12A Special Revenue JE-Park	Responsible for creating/parking and/or editing of special revenue documents in LaGov. This will include transfer of revenues between Treasury Funds and Agency Funds, Seeds and Carryovers/Transfers between fiscal years. NOTE: This was previously known as a J3 document in AFS.
GL-13A Special Revenue JE-Post	Responsible for the approval/posting of special revenue documents in LaGov. This will include transfer of revenues between Treasury Funds and Agency Funds, Seeds and Carryovers/Transfers between fiscal years. This role will also have the ability to create and/or edit these special revenue documents. NOTE: This was previously known as a J3 document in AFS.
GM-01A Dept Grants Accountant	Departmental level role responsible for running indirect cost calculations, resource related billing (automatic billing), posting manual AR invoices and posting manual indirect cost to grants. Also responsible for assisting users within the business area with system errors in the absence of the primary Dept. Grants Administrator (DGA). Point of contact for the Central Grants Administrator in the absence of the primary DGA.
GM-01B Dept Grants Account w/ PS	Departmental level role responsible for running Indirect Cost calculations, Resource Related Billing (automatic billing), posting manual AR invoices and posting manual indirect cost to grants. Also responsible for assisting users within the Business Area with system errors in the absence of the primary Dept. Grants Administrator (DGA). Point of contact for the Central Grants Administrator in the absence of the primary DGA.
GM-02 Dept Grants Mstr Data Admin	Departmental level role responsible for creating and maintaining the grant, sponsored program, and WBS elements. Also, responsible for maintaining and updating the grant status (lifecycle) and for assisting users within the business are with system errors. Point of contact for the Central Grants Administrator. Role should be limited in number per department due to extensive master data rights
GM-05 Dept Grnts Act-COBI Bill-Sim	Departmental level role responsible for running COBI in simulate/test mode to determine the calculated amount to be billed to the sponsor.
GM-06 Dept Grnts Act-COBI Bill-Run	Departmental level role responsible for running COBI and posting manual AR invoices.

GM-07 Dpt Grnt Mstr Data Admn-Crt — Departmental level role responsible for creating the grant in the application life cycle phase.

GM-08 Dpt Grnt Mstr Data Admn-Mnt — Departmental level role responsible for maintaining and updating the grant status (life cycle) post-application phase and for assisting users within the business area(s) with system errors. Point of contact for the Central Grants Administrator.

GM-09 Department Approver — Agency Budget Analyst responsible for approving GM module budget documents.

GM-10 Broadband Grant Reporting — Broadband grant analyst responsible for reviewing the information reported by the sub-recipients of the Broadband grants. This role allows access to the custom report which will display the information uploaded into LaGov from what was reported for the grants to the Broadband online reporting portal.

IAT-01A Buyer-Approve/Post — Responsible for entering, modifying, and approving Agency buyer lines (expenditure) on Z8 documents through the ZFI2062 Transaction. Z8 Documents are Inter-Agency Transfer documents where the Buyer Agency pays the Seller Agency for goods and/or services resulting in expenditure and revenue GL transactions including the automatic transfer of cash from the Buyer Agency to the Seller Agency.

IAT-02A Inter-Agncy Trnsfr-Buy-Park — Responsible for entering, and modifying Agency buyer lines (expenditure) on Z8 documents through the ZFI2062 Transaction. Z8 Documents are Inter-Agency Transfer documents where the Buyer Agency pays the Seller Agency for goods and/or services resulting in expenditure and revenue GL transactions including the automatic transfer of cash from the Buyer Agency to the Seller Agency.

IAT-03A Seller-Approve/Post — Responsible for entering, modifying, and approving Agency seller lines (revenue) on Z8 documents through the ZFI2062 Transaction. This can include the creation of Accounts Receivable Documents for the Seller Agency. Z8 Documents are Inter-Agency Transfer documents where the Buyer Agency pays the Seller Agency for goods and/or services resulting in expenditure and revenue GL transactions including the automatic transfer of cash from the Buyer Agency to the Seller Agency.

IAT-04A Inter-Agncy Trnsfr-Sell-Park — Responsible for entering, and modifying Agency seller lines (revenue) on Z8 documents through the ZFI2062 Transaction. This can include the creation of Accounts Receivable Documents for the Seller Agency. Z8 Documents are Inter-Agency Transfer documents where the Buyer Agency pays the Seller Agency for goods and/or services resulting in expenditure and revenue GL transactions including the automatic transfer of cash from the Buyer Agency to the Seller Agency.

IAT-05 Real Estate Seller — Responsible for entering and modifying Agency seller coding for the purpose as the Lessor on Real Estate contracts, using the ZFI2199 transaction. Z8 documents are Inter-Agency Transfer documents where the Buyer Agency pays the Seller Agency for goods and/or services resulting in expenditure and revenue GL transactions including the automatic transfer of cash from the Buyer Agency to the Seller Agency.

RE-01A Build Master Data Processor — (DOTD only) Responsible for creating and maintaining Real Estate Master Data for buildings including: setting up the financial structure of the building (site, buildings, and available and rental spaces). This role replaces the functionality previously processed by ORM.

RE-03A Contract Processor — Responsible for maintaining real estate contracts (only control agencies may create) for non DOTD ROW contract types. In this role, the contract types will be FP* or LA* on transaction RECN.

RE-06A Land Master Data Processor — (DOTD only) Responsible for creating and maintaining Real Estate Master Data for land including setting up the financial structure of sites or control sections, associated land parcels, and available and occupied rental areas.

The agency Security Administrator or Alternate is responsible for retaining a copy of each form submitted for audit purposes.