

# MAGIC Roles and Definitions





MAGIC Business roles define the package of privileges related to the business process(es) for which a person is responsible. Access provided by the business role(s) determines what a user can see or do in MAGIC.

Use the table of contents to view associated roles for the business process or select a bookmark from the panel at the left to go directly to the roles in a particular area.

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Flagged if Limited to Named Agencies	Accounts Payable Roles	
	AP - Agency Invoice Processor	This role allows the user to process agency invoice documents (including recurring invoices), invoice errors flagged on the Paymode-X reprocess table, and direct invoices (payments) not requiring a purchase order. It also provides access to display and report on agency specific accounts payable and logistics invoice data as well as related Business Analytics reports. <b>For separation of duties, users should not have both Processor and Approver roles.</b>
	AP - Invoice Approver	This is a workflow role for those responsible for approving direct and LIV invoices for payment. This role also provides access to display and report on agency specific accounts payable and logistics invoice data as well as related Business Analytics reports. <b>For separation of duties, users should not have both Processor and Approver roles.</b>
	AP - LIV Reports and Display	This role only allows access to display and report on agency specific accounts payable and logistics invoice data as well as related Business Analytics reports. Access to these reports is also included in other accounts payable roles.
	AP - Logistics Invoice Processor - Decentral	This role allows the user to park incoming PO related invoices. Documents in "park" status are incomplete, to be completed at a later time. Documents that are "Parked as complete" will initiate workflow and consume budget. The role also allows access to display and report on agency specific accounts payable and logistics invoice data as well as related Business Analytics reports. <b>For separation of duties, users should not have both Processor and Approver roles.</b>
	AP - Payroll Warrant Status Reporting - Agency	Agency display for payroll/warrant status information.
	AP - SPAHRS Update Interface – ZSPAHRs	This is a decentral role for users responsible for completing and submitting agency crosswalk data.
	AP - Account Maintenance *	This role provides access to clear vendor invoices against payments. In addition, it provides access to create and view a clearing document. This role also allows access to display and report on statewide accounts payable and logistics invoice data as well as related Business Analytics reports.  This role is for DFA/Office of Fiscal Management (OFM) staff only.
	AP - Agency HIPAA Table Maintenance *	This is a decentral role for those responsible for viewing, adding, changing, or deleting Medical data (not Medical premium information) on the HIPAA table for their agency. This information is sent along with electronic payments to vendors for an explanation of the payments.  This role is only for users at specific agencies that handle HIPAA payments. The agencies are listed below: Department of Finance and Administration Department of Rehabilitation Services Mississippi State Hospital Boswell Regional Center
	AP - Central Payment Processor *	This role allows the user to process warrants created from payment documents for all agencies (including those for recurring payments) and to manage checks. It also allows access to display and report on statewide accounts payable and logistics invoice data as well as related Business Analytics reports.  This role is only for personnel in DFA/Office of Fiscal Management (OFM).
	AP - DFA AP/LIV Reports and Display *	This role provides access to standard accounts payable reports and standard logistics invoice reports only.  This role is only for the following DFA Offices: <ul style="list-style-type: none"><li>- Office of Fiscal Management staff (OFM)</li><li>- Office of Personal Service Contract Review (OPSCR)</li><li>- Office Of Purchasing, Travel, and Fleet Management (OPTFM)</li><li>- Office of Procurement and Contracts (OPC)</li></ul>

	<b>AP - Invoice Corrections *</b>	<p>This is a central role for those responsible for reversing posted documents for all agencies. It also provides access to display and report on statewide accounts payable and logistics invoices as well as related Business Analytics reports.</p> <p>This role is for the DFA/Office of Fiscal Management (OFM) staff only.</p>
	<b>AP - Logistics Invoice Processor - Central</b>	<p>This role allows the user to park incoming PO related invoices. Documents in park status are incomplete, to be completed at a later time. Documents that are Parked as complete will initiate workflow and consume budget. The role also allows access to display and report on agency specific accounts payable and logistics invoice data as well as related Business Analytics reports.</p> <p>This role is for the DFA/Office of Fiscal Management staff (OFM) only.</p>
	<b>AP - Manager DFA Approver *</b>	<p>This is a central role for those responsible for approving invoices for payment for all agencies. This role provides access to enter, park/post, and approve direct and LIV invoices. It also provides access to display and report on statewide accounts payable and logistics invoices as well as related Business Analytics reports.</p> <p>This role is for DFA/Office of Fiscal Management (OFM) staff only.</p>
	<b>AP - Payment Generation *</b>	<p>This role provides access to generate and print warrants for payment. This role allows the user to manage errors for insufficient cash from the payment run. It also provides access to display and report on statewide accounts payable and logistics invoice data as well as related Business Analytics reports.</p> <p>It should be assigned to personnel in the DFA/Office of Fiscal Management (OFM) or DFA/MMRS only.</p>
	<b>AP - Payroll Logs and Warrants - OFM *</b>	<p>This role provides statewide access to MAGIC account distribution, SPAHRS payroll document status, SPAHRS interface, and SPAHRS MAGIC posting data. In addition, it provides statewide display access to payroll/warrant status information.</p> <p>This role is for designated DFA/OFM staff only.</p>
	<b>AP - Payroll Warrant Status Reporting - Central *</b>	<p>Statewide display for payroll/warrant status information.</p> <p>This role is for DFA/OFM and DFA/OFR staff only.</p>
	<b>AP - SPAHRS Table Maintenance *</b>	<p>This is a central role for those responsible for maintaining Legacy table data in MAGIC until Phase 2 is complete. The Legacy table data includes: SAAS/SPAHRS Agency Codes, SAAS Funds &amp; Appropriation Units, SAAS/SPAHRS Reporting Categories, SAAS/SPAHRS Activity Codes, SAAS/SPAHRS Location Codes, SAAS Projects/Sub Projects/Phases, Legacy Agency Crosswalk, and SAAS/SPAHRS Org/Sub Org codes.</p> <p>This role is for designated DFA/OFM staff only.</p>
	<b>AP - Vendor Master Data Maintenance *</b>	<p>This role provides access to create and maintain vendor master data. It also allows access to display and report on statewide accounts payable and logistics invoice data as well as related Business Analytics reports. It should only be assigned to personnel in the DFA/Office of Fiscal Management (OFM).</p> <p>It should only be assigned to personnel in the DFA/Office of Fiscal Management (OFM).</p>
	<b>AP – Invoice Approver (KR) *</b>	<p>The Office of State Treasury Mass Vendor Invoice Approver role is specifically created for the Office of State Treasury to review, validate, and approve large batches of vendor invoices related to DOR Diversion and Unclaimed Property. This role ensures compliance with Office of State Treasury policies and financial controls while efficiently managing fund-relevant documentation.</p> <p>It should only be assigned to personnel in the Office of State Treasury.</p>







Flagged if Limited to Named Agencies	Accounts Receivable - Sales Dist Roles	
	<b>AR - Accounts Receivable Dunning Program</b>	<p>Dunning will be performed to reissue invoices to customers for follow up billings. It is part of both the Sales Distribution Billing and Accounts Receivable Billing solution. This role also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>All agencies should have someone assigned to this role.</p>
	<b>AR - Accounts Receivable Invoice Approver</b>	<p>This role is assigned to agency staff responsible for approving customer invoices. This may equate to the AR management. This role includes access to change and display invoices, but NO access to enter invoices. It also includes access to display and report on agency accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role must be used for processing interagency transactions. All agencies should have one or more people assigned to this role. <b>For separation of duties, users should not have both Entry and Approver roles.</b></p>
	<b>AR - Accounts Receivable Invoice Entry</b>	<p>This role is assigned to those responsible for invoice entry only. This may equate to the AR clerk. This role is NOT able to post the invoice. This role includes access to create, display and change an invoice. It also includes access to display and report on agency accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role must be used for processing interagency transactions. All agencies should have one or more people assigned to this role. <b>For separation of duties, users should not have both Entry and Approver roles.</b></p>
	<b>AR - Accounts Receivable Invoice Print</b>	<p>This role is assigned to those responsible for retrieving account balances and generating a correspondence for those customers who are delinquent. This may equate to the AR management, AR accountant and/or AR clerk.</p> <p>This role includes access to review and print account balances as well as generating and printing correspondence. It also includes access to display and report on agency accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>All agencies should have one or more people assigned to this role.</p>
	<b>AR - Accounts Receivable Post Incoming Payments Manually</b>	<p>This role is assigned to those responsible for processing incoming payments for open items. Payment postings will be recording the receipt of cash and will be a part of the Sales and Distribution Billing and Accounts Receivable Billing solution. This may equate to the AR cash application administrator and/or AR clerk and/or AR management. This role also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>All agencies should have someone assigned to this role.</p>
	<b>AR - Post Outgoing Payments</b>	<p>This role is assigned to those responsible for processing outgoing payments to customers receiving a refund. It also includes access to display and report on agency accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>All agencies should have one or more people assigned to this role.</p>
	<b>AR - SD Display &amp; Reports</b>	<p>This role only provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports. This includes access to run monthly reports. This display and report access is included in all other AR and SD roles.</p>

	<b>AR - Accounts Receivable Closing *</b>	<p>This role should be assigned to those responsible for the closing of invoices for the fiscal year and following up with outstanding balances. This role includes access to display and report on statewide accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role will be assigned to specified DFA/Office of Fiscal Management (OFM) staff only.</p>
	<b>AR - Accounts Receivable Corrections *</b>	<p>This role is assigned to those responsible for reversing documents and resetting cleared items. It provides access to create a reverse posting and clear out the line item. No reverse document is generated for noted items (down payment request, bill of exchange payment request). Only the relevant open items are cleared during these procedures. Reverse postings are generated for all other documents and open items are also cleared. This role also includes access to display and report on statewide accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role is for specified DFA/OFM and DFA/OFR staff only.</p>
	<b>AR - Accounts Receivable Customer Master Data Maintenance *</b>	<p>This role provides access to maintain customer master data. It also includes access to display and report on statewide accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role should be assigned to specified DFA/Office of Fiscal Management (OFM) staff only.</p>
	<b>AR - Accounts Receivable DFA Approver *</b>	<p>This role should be assigned to control office management staff responsible for approving customer invoices. It includes access to display invoices. It also includes access to display and report on statewide accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role will be assigned to specified DFA/Office of Fiscal Management (OFM) staff only.</p>
	<b>AR - Credit Card Portal Tables - Active Maintenance *</b>	<p>This is a centralized role to support the Credit Card Portal Interface. This role provides access to maintain the financial data needed in custom tables for the interface file received from MSI, Mississippi Insurance Department and Department of Banking and Consumer Finance. This role also allows for the processing and creation of AR documents for the receipt of Credit Card Portal payments. It includes access to display and report on statewide accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role should only be assigned to DFA/Office of Fiscal Management (OFM) staff.</p>
	<b>AR - Materials for Revenue and Billing *</b>	<p>This role provides access to create FI materials for the following: credit card portal, sub-revenue, and interagency billing. It also includes access to display and report on statewide accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role should be assigned to specified DFA/Office of Fiscal Management (OFM) staff only.</p>
	<b>SD - Sales Distribution Billing Administration *</b>	<p>In this process, actual invoices are generated and automatically submitted to the customer agency for payment. Billing Documents should strictly be a function of an agency's accounting area or billing department. This role also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>Each agency that invoices another agency or outside entity should have someone assigned to this role. In addition, someone in the agency should also be assigned the SD - Sales Distribution Pricing Conditions Administration role. The following agencies are the only ones who should assign this role:</p> <ul style="list-style-type: none"> <li>- Information Technology Services</li> <li>- Department of Public Safety</li> <li>- Department of Finance and Administration</li> <li>- Office of the State Auditor</li> <li>- State Personnel Board</li> <li>- Office of the Attorney General</li> <li>- Office of the State Treasurer</li> </ul>









	<b>SD - Sales Distribution Sales Customer Contacts *</b>	<p>Individual contacts in Sales and Distribution are associated with the customer records. This role has access to create and assign contacts. It also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>This role should be assigned to designated DFA/Office of Fiscal Management staff (OFM) only.</p>
	<b>SD - Sales Distribution Sales Order Administration *</b>	<p>The Sales Order is the first step in bill preparation and may be recorded by a billing clerk or even some non-accounting personnel. This document simply records descriptions of services rendered and quantities (e.g., 25 Criminal Background Checks at \$35 each). No invoice is generated to the customer in this step. This role also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports.</p> <p>Each agency that invoices another agency or outside entity should have someone assigned to this role. In addition, someone in the agency should also be assigned the SD - Sales Distribution Pricing Conditions Administration role. The following agencies are the only ones who should assign this role:</p> <ul style="list-style-type: none"> <li>- Information Technology Services</li> <li>- Department of Public Safety</li> <li>- Department of Finance and Administration</li> <li>- Office of the State Auditor</li> <li>- State Personnel Board</li> <li>- Office of the Attorney General</li> <li>- Office of the State Treasurer</li> </ul>
	<b>SD - Sales Distribution Pricing Conditions Administration *</b>	<p>Pricing Conditions are the charge rates for the services an agency provides. This role is for agency staff members responsible for maintaining their agency's fee listing. It also provides access to display and report on agency specific accounts receivable data, sales and distribution data, as well as related Business Analytics reports. It may be assigned to the Billing Dept. Director, Accounts Receivable Director or the Accounting and Finance Director.</p> <p>Each agency that invoices another agency or outside entity should have someone assigned to this role, as well as to the SD - Sales Distribution Sales Order Administration and SD - Sales Distribution Billing Administration roles.</p> <p>The following agencies are the only ones who should assign this role:</p> <ul style="list-style-type: none"> <li>- Information Technology Services</li> <li>- Department of Public Safety</li> <li>- Department of Finance and Administration</li> <li>- Office of the State Auditor</li> <li>- State Personnel Board</li> <li>- Office of the Attorney General</li> <li>- Office of the State Treasurer</li> </ul>


Flagged if Limited to Named Agencies	Cost Center, Internal Order, Project Systems Roles	
	<b>CO - Cost Center Accountant</b>	<p>Display access to cost center master data. This role also includes planning and posting actuals for statistical key figures (i.e. performance measures) in MAGIC.</p> <p>The agencies listed below must use this role to perform functions of Cost Allocations for Distributions:</p> <ul style="list-style-type: none"> <li>- Department of Human Services</li> <li>- Department of Child Protective Services</li> </ul> <p>Mississippi State Hospital must use this role to perform the functions of Cost Allocations for Assessments.</p>
	<b>CO - Cost Center Reports &amp; Display</b>	<p>This role <b>only</b> provides access to display and report on agency specific cost center data, including data related to cost allocations for distributions and assessments. This role also contains access to the related Business Analytics reports and is included in all other Cost Center business roles.</p>
	<b>IO - Internal Order Administration</b>	<p>This role provides access to create and maintain agency master data, close internal orders, and order planning. This role also provides access to display and report on agency specific internal order data, as well as related Business Analytics reports.</p> <p>If an agency is using internal orders, someone must be mapped to this role.</p>
	<b>IO - Internal Order Analyst</b>	<p>This role provides access to post actuals to stat key figures that are tied to internal orders. This role also provides access to display and report on agency specific internal order data, as well as access to related Business Analytics reports.</p>
	<b>IO - Internal Order Reports &amp; Display</b>	<p>This role <b>only</b> provides access to display and report on agency specific internal order data. This role also contains access to the related Business Analytics reports and is included in all other Internal Order business roles.</p>
	<b>PS - Project Systems Project Analyst</b>	<p>This role provides access to post actuals to stat key figures that are tied to projects and access to settle project costs. This role also provides access to display and report on agency specific Project Systems data, as well as access to related Business Analytics reports.</p> <p>If an agency is using Project Systems, someone must be mapped to this role and the Project Systems Project Admin role.</p>
	<b>PS - Project Systems Reports &amp; Display</b>	<p>This role <b>only</b> provides access to display and report on agency specific project systems data. This role also contains access to the related Business Analytics reports and is included in all other project systems business roles.</p>
	<b>CO - Cost Center Master Data Maintenance *</b>	<p>This role provides access to maintain cost center master data and hierarchy information. This role also provides access to display and report on statewide cost center data, as well as related Business Analytics reports.</p> <p>This role is only for DFA/Office of Fiscal Management (OFM) staff.</p>
	<b>IO - Internal Order Administration – DFA *</b>	<p>This role provides access to create and maintain agency master data, close internal orders, and order planning for all agencies. This role also provides access to display and report on agency specific internal order data, as well as related Business Analytics reports. The business role should be assigned to DFA staff only</p>
	<b>PS - Project Systems Project Admin *</b>	<p>This role provides access to create and maintain agency projects and project templates and perform project planning. Access is controlled by business area.</p> <p>This role also provides access to display and report on agency specific internal order data, as well as access to related Business Analytics reports.</p> <p>If an agency is using Project Systems, someone must be mapped to this role.</p> <p>The agencies below have been identified as using Project Systems and should assign project systems roles:</p> <ul style="list-style-type: none"> <li>- Department of Environmental Quality</li> <li>- Department of Finance and Administration/BoB (BRICKS)</li> <li>- Department of Public Safety</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- State Aid Road</li> </ul> <p>In addition to the agencies listed above, if an agency is accumulating costs that may be reported as an asset upon completion, project systems can be used to track and settle final costs to an asset. The costs may be in any budget category.</p>













Flagged if Limited to Named Agencies	Fixed Asset Roles	
	FA - Asset Reports and Display	This role only provides access to display and report on agency specific fixed asset data and includes access to standard asset reports, as well as access to related Business Analytics reports. This role is for all personnel managing fixed assets, including agency property officers and agency accounting personnel. It is included in all fixed asset (FA) roles.
	FA - Fixed Assets Property Officer	This role should be assigned to persons at the agency with ultimate responsibility for all data related to fixed assets. Some of these functions would include asset retirements, asset transfers (financial), donations, and maintenance to the asset record. This role includes access to display and report on agency specific fixed asset data, as well as access to related Business Analytics reports.
	FA - Asset Disposal Approver *	This role is <b>only</b> for oversight personnel in the DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM) and DFA/Office of Surplus Property who are responsible for approving the disposal/retirement of non-vehicle assets. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.
	FA - Asset Month-end Close *	This role provides access to process monthly transactions for scheduled depreciation areas. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.  This role is <b>only</b> for DFA/Office of Financial Reporting (OFR) personnel.
	FA - Asset Reports and Display - Central *	This role provides statewide access to display and report on fixed asset data and is <b>only</b> for personnel in the Auditor's Office (OSA), DFA/Office of Financial Reporting (OFR) and DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM). This role also provides access to related Business Analytics reports and is included in other fixed asset central roles.
	FA - Asset Reviewer *	The Central Asset Reviewer will complete the asset transfer process between agencies. This role provides access to create asset master records, transfer assets (for agencies), and delete asset records marked for deletion. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.  This role is <b>only</b> for designated staff in DFA.
	FA - Asset Year-end Close *	This role provides access to process year-end transactions for scheduled depreciation areas. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.  This role is <b>only</b> for DFA/Office of Financial Reporting (OFR) personnel.
	FA - Fixed Assets Property Officer – MUV *	This role should be assigned to persons at the agency with ultimate responsibility for all data related to fixed assets, <b>including undercover assets</b> . This allows the user to view and execute the transactions against the <u>asset class</u> for undercover assets. Some of these functions would include asset retirements, asset transfers (financial), donations, and maintenance to the asset record. This role includes access to display and report on agency specific fixed asset data, as well as access to related Business Analytics reports.  This role should <b>only</b> be assigned to individuals in the following agencies: <ul style="list-style-type: none"> <li>- Attorney General</li> <li>- Ethics Commission</li> <li>- DFA - Division of General Services</li> <li>- Department of Audit</li> <li>- MS Department of Revenue</li> <li>- Gaming Commission</li> <li>- Department of Agriculture and Commerce</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- DPS - Department of Public Safety</li> <li>- DPS - Bureau of Narcotics</li> <li>- Pharmacy Board</li> <li>- Department of Transportation</li> </ul>










	<b>FA - Fixed Assets Property Officer - 1475 (Governor's Mansion) *</b>	To be assigned to <b>one person only</b> who works for the Department of Archives and History (1475) who is responsible for transferring assets from the Governor's Mansion to the Department of Archives and History.
	<b>FA - LSMW Data Load – OFA *</b>	This role provides the Office of Fiscal Affairs with access to LSMWs that have been requested by OFA.  This role is <b>only</b> for designated staff in DFA/OFA.
	<b>FA - LSMW Data Load – OFM *</b>	This role provides the Office of Fiscal Management with access to LSMWs that have been requested by OFM.  This role is only for designated staff in DFA/OFM.
	<b>FA - LSMW Data Load – OFR *</b>	This role provides the Office of Financial Reporting with access to LSMWs that have been requested by OFR.  This role is only for designated staff in DFA/OFR.
	<b>FA - OPTFM Approver *</b>	This role should be assigned to those responsible for approving transfers for assets in the classes related to vehicles (EQ030025), airplanes and helicopters (EQ030030), motorcycles and scooters (EQ030035), or recreational vehicles (EQ030040) only. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.  This role is for the Fleet Management staff <b>only</b> in the DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM).
	<b>FA - OPTFM Workflow Maintenance *</b>	This role provides access to maintain asset classes for vehicles. This information is related to the vehicle disposal workflow process. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.  This role is for the Fleet Management staff <b>only</b> in the DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM).
	<b>FA - OSA Scan &amp; Validate *</b>	This role provides the scan and validate function for inventory. It includes access to display and report on statewide fixed asset data, as well as access to related Business Analytics reports.  This role is for designated staff in the Auditor's Office (OSA)/Property Division <b>only</b> .
	<b>FA – Update Assets/Equipment *</b>	This role provides access to update data related to fixed assets/equipment. Some of these functions would include asset retirements, asset transfers (financial), donations, and maintenance to the asset record. This role includes access to display and report on agency specific fixed asset data, as well as access to related Business Analytics reports.  This role is only for specified staff at MDOT.


Flagged if Limited to Named Agencies	Banking Roles	
	<b>FI - FI Maintenance and Support Banking</b> – OFM *	<p>This role provides access to create, change, and display bank data.</p> <p>This is an FI support role intended solely for DFA/Office of Fiscal Management (OFM) staff.</p>

Flagged if Limited to Named Agencies	Funds Management Roles	
	<b>FM - Funds Management Agency Budget Analyst</b>	<p>This role provides the authorizations to create/change agency budget and funds reservation documents and approve agency level workflow. It also provides access to display and report on agency specific funds management data, as well as access to related Business Analytics reports.</p> <p>At a minimum, each agency must have this role assigned to someone.</p>
	<b>FM - Funds Management Agency Budget Entry</b>	<p>This role provides authorization to create and maintain Budget and Funds Reservation documents at the agency level. It has NO approval authorization. It also provides access to display and report on agency specific funds management data, as well as access to related Business Analytics reports.</p> <p>If this role is assigned to agency staff, the FM - Funds Management Agency Budget Analyst role must also be assigned to someone in the agency.</p>
	<b>FM - Funds Management Reports &amp; Display</b>	<p>This role <b>only</b> provides access to display and report on agency specific funds management data, as well as access to related Business Analytics reports. It is included in all other Funds Management (FM) business roles.</p>
	<b>FM - Funds Management Budget Management *</b>	<p>This role provides access to approve budget documents and earmarked funds documents. It also provides access to display and report on statewide funds management data, as well as access to related Business Analytics reports.</p> <p>This role is <b>only</b> for DFA/Office of Budget and Fund Management (OBFM) staff.</p>
	<b>FM - Funds Management Central Budget Entry *</b>	<p>This role has authorization to create and maintain Budget and Funds Reservation documents for all agencies. No workflow approval authorization. Full access to display and report on funds management data.</p> <p>This role is only for DFA/Office of Budget and Fund Management (OBFM) staff</p>
	<b>FM - Funds Management Master Data Administration *</b>	<p>This role provides access to maintain Item, Hierarchy and Group, Commitment Item, Fund Center, Fund, Budget Period, Application of Funds, Functional Area, and Funded Program. It provides access to display and report on statewide funds management data, as well as access to related Business Analytics reports.</p> <p>For DFA/Office of Fiscal Management (OFM) and DFA/Office of Financial Reporting (OFR) staff <b>only</b>.</p>
	<b>FM - OBFM Workflow Maintenance *</b>	<p>This role provides access to maintain control office approvers for FM documents. It also provides access to display and report on statewide funds management data, as well as access to related Business Analytics reports.</p> <p>This role is <b>only</b> for DFA/Office of Budget and Fund Management (OBFM) staff.</p>







Flagged if Limited to Named Agencies	General Ledger Roles	
	GL - General Ledger Agency Accountant	<p>This role provides access to create the initial parked journal entry documents for financial accounting. The GL Agency Accountant also has access to previous journal documents that have been posted, can process non-invoiced cash receipts, and is responsible for recording the documents that will subsequently move to the workflow approval process. This is usually a staff accountant role in an agency that is responsible for accumulating supporting documentation and formulating a journal entry that will be subsequently posted in the system.</p> <p>This role has NO approval access. It does include access to the GL - General Ledger Finance Reports and Display role, as well as related Business Analytics reports.</p> <p>If a user is assigned this role, someone in the agency must have the GL - General Ledger Agency Manager Approver role.</p>
	GL - General Ledger Agency Manager - Approver	<p><b>The GL Agency Manager Approver has the access of the GL Agency Accountant role</b> and initiates the approval process through the agency. Depending on the document type, the document can be fully approved and posted within the agency or might have to continue the workflow process for approval by DFA. The person in this position may equate to an Accountant/Auditor manager.</p> <p>This role includes access to the GL - General Ledger Finance Reports and Display role, as well as related Business Analytics reports.</p>
	GL - Finance Reports & Display	<p>This role <b>only</b> provides access to all reports available to end users supporting the financial function, including related Business Analytics reports and is limited to the Business Area (agency) of the user. Access includes the ability to display master data in Finance, Funds Management and Controlling. In addition, end users will also be able to view &amp; track the cash balances of their agency's funds and view financial postings relative to the agency to which the individual is assigned.</p> <p>This role is included in all other GL roles.</p>
	GL - Daily Avg Cash Balance Reports *	These reports are available only to Treasury, DFA-OFM AND OFR staff as well as MMRS Support staff.
	GL - DFA/OFR - Table Display Access *	This role is for DFA/OFR staff only. It provides access to specific tables used in the reconciliation process.
	GL – Finance Reports & Display for EEF *	This role provides certain DFA executive staff with access to GL Business Analytics reports and is limited to the agencies included in the Education Enhancement Funds (EEF). Access includes the ability to display master data in Finance, Funds Management and Controlling. In addition, end users will also be able to view & track the cash balances of the agencies' funds and view financial postings.
	GL - General Ledger Accountant Central *	<p>This role has the ability to approve or reject parked documents created at an agency and routed to DFA for final approval. The GL Accountant Central can also create a parked document for further approval in DFA as well as process non-invoiced cash receipts. This role also has access to view statewide financial reporting data, as well as related Business Analytics reports.</p> <p>This is a central role for DFA/Office of Fiscal Management (OFM) or DFA/Office of Financial Reporting (OFR) staff members <b>only</b>.</p>
	GL - General Ledger Closing Accountant *	<p>The GL Closing Accountant has the ability to open and close accounting periods in Finance and Funds Management, as well as manage the Closing Cockpit for Period-End and Year-End activities. This role also has access to view statewide financial reporting data, as well as related Business Analytics reports.</p> <p>This is a centralized role for DFA/OFM staff <b>only</b>.</p>
	GL - General Ledger FI Maintenance and Support - OFM *	<p>This role provides access to reverse documents, to maintain crosswalk tables, and to post documents.</p> <p>This is an FI support role intended <b>solely</b> for DFA/Office of Fiscal Management (OFM) staff.</p>






	<b>GL - General Ledger FI Maintenance and Support - OFR *</b>	<p>This role provides access to maintain balance carry-forward tables and to post documents.</p> <p>This is an FI support role intended <b>solely</b> for DFA/Office of Fiscal Reporting (OFR) staff.</p>
	<b>GL - General Ledger FI Maintenance and Support - Operations *</b>	<p>This role provides access to upload new bank data and the ability to park JV interface files.</p> <p>This is an FI support role intended <b>solely</b> for DFA/MMRS Operations staff.</p>
	<b>GL - General Ledger FI Reconciliation – OFR *</b>	<p>This role allows the user to reconcile outstanding warrants created from payment documents for all agencies (including those for recurring payments). It also allows access to display and report on statewide accounts payable and logistics invoice data as well as related Business Analytics reports.</p> <p>This is a FI support role intended solely for DFA/Office of Fiscal Reporting (OFR) or DFA/Office of Financial Affairs (OFA) staff.</p>
	<b>GL - General Ledger Manager - DFA Approver *</b>	<p>This role can approve or reject documents within the workflow process as well as post certain accounting documents directly and process non-invoiced cash receipts. This role also has access to view statewide financial reporting data, as well as related Business Analytics reports.</p> <p>This is a central role for DFA/Office of Fiscal Management (OFM) or DFA/Office of Financial Reporting (OFR) staff members <b>only</b>.</p>
	<b>GL - General Ledger Master Data Maintenance *</b>	<p>The maintenance of master data is independent of those roles performing transactions and is a centralized role. General Ledger accounts are maintained at the organization level. The GL Master Data Maintenance role has access to create, change and display all General Ledger accounts. Agency users with GL roles will only have the ability to view the General Ledger accounts. This role also has access to view statewide financial reporting data, as well as related Business Analytics reports.</p> <p>This role is for personnel in the DFA/Office of Fiscal Management (OFM) and/or DFA/Office of Financial Reporting (OFR) <b>only</b>.</p>
	<b>GL - General Ledger YU Document Approver *</b>	<p>To be assigned <b>ONLY</b> to special generic (not to individuals) agency YU approver CON user IDs; to be used specifically for approving YU document types in the Revenue Distribution Transfer process. The following agencies process YU Documents:</p> <ul style="list-style-type: none"> <li>- Legislative Joint Operations</li> <li>- District Attorneys</li> <li>- State Treasurer</li> <li>- Department of Revenue</li> <li>- Department of Education</li> <li>- Department of Agriculture and Commerce</li> <li>- Mississippi Development Authority</li> <li>- Department of Wildlife</li> <li>- Grand Gulf Military Department</li> <li>- Department of Archives and History</li> <li>- Department of Insurance</li> <li>- Department of Public Safety</li> <li>- Department of Mental Health</li> </ul>





	<b>GL - General Ledger YU Document Initiator *</b>	<p>To be assigned ONLY to special separate CON user IDs; to be used specifically for processing YU document types in the Revenue Distribution Transfer process.</p> <p>The following agencies process YU Documents:</p> <ul style="list-style-type: none"> <li>- Legislative Joint Operations</li> <li>- District Attorneys</li> <li>- State Treasurer</li> <li>- Department of Revenue</li> <li>- Department of Education</li> <li>- Department of Agriculture and Commerce</li> <li>- Mississippi Development Authority</li> <li>- Department of Wildlife</li> <li>- Grand Gulf Military Department</li> <li>- Department of Archives and History</li> <li>- Department of Insurance</li> <li>- Department of Public Safety</li> <li>- Department of Mental Health</li> </ul>
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Flagged if Limited to Named Agencies	<h2 style="text-align: center;">Grant Management (Grantee) Roles</h2>	
	<b>GM - Grant Accounts Receivable Administration</b>	<p>This role provides access to post incoming payments. It includes access to display grant management reports, as well as related Business Analytics reports.</p> <p>This role is mandatory for agencies who manage grants.</p>
	<b>GM - Grant Approver</b>	<p>This role is assigned to those responsible for approving grant applications within their agency. This role may be assigned to non-accounting personnel and includes the ability to approve or deny grant applications. The role also includes access to display grant management reports, as well as related Business Analytics reports.</p>
	<b>GM - Grant Billing Administration</b>	<p>This role provides access to perform grant billing functions. It includes access to display grant management reports, as well as related Business Analytics reports.</p> <p>This role is mandatory for agencies who manage grants.</p>
	<b>GM - Grant Budget Approver</b>	<p>This role provides access to approve grant budgets. It includes access to display grant management reports, as well as related Business Analytics reports.</p>
	<b>GM - Grant Budget Entry Administration</b>	<p>This role provides access to enter grant budgets. It includes access to display grant management reports, as well as related Business Analytics reports.</p>
	<b>GM - Grant Indirect Cost Processor</b>	<p>This role provides access to calculate and collect indirect costs. It includes access to display grant management reports, as well as related Business Analytics reports.</p>
	<b>GM - Grant Master Data Maintenance Agency</b>	<p>This role is assigned to those responsible for maintenance of grant master data within their agency. It also includes access to display grant management reports, as well as related Business Analytics reports.</p>
	<b>GM - Grant Reports &amp; Display</b>	<p>This role <b>only</b> provides access to display grant management reports, as well as related Business Analytics reports. It is included in all other Grants Management roles.</p>
	<b>GM - Grant Stat Key Figure Processor</b>	<p>This role provides access to post actuals to stat key figures that are tied to grants. It includes access to display grant management reports, as well as related Business Analytics reports.</p>
	<b>GM - Grant Master Data Maintenance – Central *</b>	<p>This role provides access to create, change, and maintain grant related Business Partners as well as maintain sponsored class. It also includes access to display grant management reports and related Business Analytics reports.</p> <p>This is a central role for DFA/Office of Fiscal Management (OFM) and DFA/Office of Financial Reporting (OFR) staff members <b>only</b>.</p>













Flagged if Limited to Named Agencies	Grantor Roles	
	GTR - Analyst Accountant (Full) *	<p>This role provides access to the agency employee who reviews, approves and disapproves all grantor forms submitted by an external user. These include claim, application, and change request forms as well as the creation and approval of agreements.</p> <p>The Arts Commission is the only agency that should assign this role.</p>
	GTR - On Behalf Of External Applicant (Modified) *	<p>This role provides access to the agency employee to create claims on behalf of the external user in CRM.</p> <p>The agencies listed below are the only ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> <li>- Department of Child Protective Services</li> </ul>
	GTR - Grantor Accountant (Full) *	<p>This role provides access to the agency employee who reviews, approves and disapproves grantor claim forms submitted by an external user. Claim forms are basically a request for payment/reimbursement.</p> <p>The Arts Commission is the <b>only</b> agency that should assign this role.</p>
	GTR - Grantor Accountant (Modified) *	<p>This role provides access to the agency employee who reviews, approves and disapproves grantor claim forms submitted by an external user. Claim forms are basically a request for payment/reimbursement.</p> <p>The agencies listed below are the <b>only</b> ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> <li>- Department of Child Protective Services</li> </ul>
	GTR - Grantor Administrator – EXT *	<p>This is an External User role that defines the user as the administrator for sub-grant activity in MAGIC. This user does not have access to the e-Grants application; rather this user has the rights and authority to create contact persons to use the e-Grants application in MAGIC on behalf of that organization.</p>
	GTR - Grantor Analyst (Full) *	<p>This role provides access to the agency employee who reviews, approves and disapproves applications submitted by an external user. It also provides access to create the agreement from the approved application and manage that agreement. The analyst also reviews and manages change request forms.</p> <p>The Arts Commission is the <b>only</b> agency that should assign this role.</p>

	<b>GTR - Grantor Analyst (Modified) *</b>	<p>This role provides access to the agency employee who reviews, approves and disapproves applications submitted by an external user. It also provides access to create the agreement from the approved application and manage that agreement. The analyst also reviews and manages change request forms.</p> <p>The agencies listed below are the <b>only</b> ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> <li>- Department of Child Protective Services</li> </ul>
	<b>GTR - Grantor Manager (Full) *</b>	<p>This role is for the agency employee who oversees all aspects of the agency's grantor programs. It has the authority to create and modify grantor programs in CRM.</p> <p>The Arts Commission is the <b>only</b> agency that should assign this role.</p>
	<b>GTR - Grantor Manager (Modified) *</b>	<p>This role is for the agency employee who oversees all aspects of the agency's grantor programs. It has the authority to create and modify grantor programs in CRM.</p> <p>The agencies listed below are the <b>only</b> ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> <li>- Department of Child Protective Services</li> </ul>
	<b>GTR - Grantor Panelist (Full) *</b>	<p>The panelist does not have any administrative authority within the agency and has access similar to an external user. The panelist is tasked with reviewing and rating/grading grant applications. They cannot approve, disapprove, or edit the applications.</p> <p>The Arts Commission is the <b>only</b> agency that should assign this role.</p>
	<b>GTR - Grantor Reports &amp; Display *</b>	<p>This role allows the agency user to generate program and financial reports for reporting and auditing purposes. It also allows for display of project master data and project reporting. Access is controlled by business area. The Grantor Manager business role includes the Grantor Reports &amp; Display access.</p> <p>The agencies listed below are the <b>only</b> ones that should assign this role:</p> <ul style="list-style-type: none"> <li>- Arts Commission</li> <li>- Department of Employment Security</li> <li>- Department of Public Safety</li> <li>- Department of Education</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- Department of Human Services</li> <li>- Department of Mental Health</li> <li>- Mississippi Development Authority</li> <li>- Department of Child Protective Services</li> </ul>

Flagged if Limited to Named Agencies	Inventory / Materials Management (Warehouse) Roles	
	<b>IM - Goods Receipt Processor Non-stock</b>	<p>This role is for the processing of Goods Movements in Plants (agencies) that are receiving commodities not managed in stock warehouses or inventory, and services. Users will be limited to specific Movement Types only to process Goods Receipts, Cancellations and Returns. This business role includes the IM Reports &amp; Display and MM Purchasing Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>This role can be assigned to users in <b>all</b> agencies.</p>
	<b>IM - Reports &amp; Display</b>	<p>This role only contains the Display and Report transactions used in Inventory Management, as well as related Business Analytics reports. This allows the user to display and report on all agency specific inventory management data and is included in all other IM business roles.</p> <p>This role can be assigned to users in all agencies who just need display and reporting access.</p>
	<b>MM - Purchasing Reports and Display</b>	<p>This role <b>only</b> provides access to display and report on agency specific materials and purchasing documents, as well as related Business Analytics reports.</p> <p>This role is included in the Materials Management (MM) business roles and designated IM business roles.</p>
	<b>IM - Goods Movement Processor *</b>	<p>This role is for the processing of Goods Movements in Plants (agencies) which will be managing stock in Inventory Management. Users will have access to movement types associated with Goods Receipts, Goods Issues, Cancellations, Returns, and Transfers associated to their specific Plant (agency). This business role includes the IM Reports &amp; Display and MM Purchasing Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>NOTE: For Phase I, this role will <b>only</b> be used by the Department of Corrections and the Department of Finance and Administration staff.</p>
	<b>IM - Inventory Management Materials Planner *</b>	<p>This role contains transactions which will be used by persons in the role of material requirements planning (MRP) controller in Plants (agencies) which will be managing stock in Inventory Management. This business role includes the IM Reports &amp; Display and MM Purchasing Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>NOTE: For Phase I, this role will <b>only</b> be used by the Department of Corrections and the Department of Finance and Administration staff.</p>
	<b>IM - Inventory Manager *</b>	<p>This role contains transactions which will be used by managers in Plants (agencies) who will be managing stock in Inventory Management. This business role includes the IM Reports &amp; Display and MM Purchasing Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>NOTE: For Phase I, this role will <b>only</b> be used by the Department of Corrections and the Department of Finance and Administration staff.</p>
	<b>IM - Physical Inventory Coordinator *</b>	<p>This role contains all the transactions to carry out the creation, counting, and monitoring of physical inventory processing in Inventory Management. This role will be assigned to users whose roles are Inventory Clerks or Inventory Managers, depending on the requirement of the Agency. This role also has access to the IM reports and display role, as well as related Business Analytics reports.</p> <p>NOTE: For Phase I, this role will <b>only</b> be used by the Department of Corrections and the Department of Finance and Administration staff.</p>



	<b>MM - Master Data Admin - Central *</b>	<p>This role will be used for creating new materials and will be assigned to a central support person who will create the material and fill in the basic data associated with that material. This involves the assignment of the NIGP code, requesting new codes from NIGP, creation of the basic data, purchasing and accounting views, extending the material to all plants, and notifying the requestor of the new NIGP Code. This business role also includes the MM Purchasing Reports &amp; Display role, as well as access to related Business Analytics reports.</p> <p>NOTE: This role will <b>only</b> be assigned to designated staff in DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM) and Office Fiscal Management (OFM).</p>
	<b>MM - Master Data Admin – Decentral *</b>	<p>This role contains the transactions required to create and maintain Material Master Records. It also allows specific users in Plants (agencies) who will be managing stock in Inventory Management to maintain the relevant Plant views required to manage stocks. This role will most likely be assigned to the users designated as material requirements planning (MRP) Controllers or inventory managers for the maintenance of the Material Master Records they are responsible for. This business role includes the MM Purchasing Reports &amp; Display role, as well as related Business Analytics reports.</p> <p>NOTE: For Phase I, this role will <b>only</b> be used by the Department of Corrections and the Department of Finance and Administration staff.</p>

Flagged if Limited to Named Agencies	Learning Solution (LSO) Roles	
	LSO - Agency Training Admin *	<p>The LSO Training Administrator can create course groups, types and courses and manage participants and courses (including booking participants, cancelling bookings, rebook participants, replace participants, waitlist and prebook participants, create mandatory assignments and follow-up on complete courses,) create attendance list, record attendance, create interagency and external billing, create correspondence, maintain and assign qualifications, create appraisals, create agency brochure, create external learners and instructors in the system, create admin confirmed records and out of service training records, create resources (including building locations, maintain rooms and resource types,) view and print student transcripts, student rosters and any of the standard reports.</p> <p>This role includes the LSO - Reports - Agency Training Admin role and may be assigned in combination with any other role except LSO Training Coordinator.</p> <p>Role Mapping: The number of positions mapped will depend on how many individuals each agency designates as an authorized training administrator for their courses. The role should be mapped to administrative positions designated by the agency training administrator or training officer that are authorized to run reports, create courses and administrative courses and participants in courses of all types.</p> <ul style="list-style-type: none"> <li>- State Personnel Board</li> <li>- Department of Finance and Administration</li> <li>- Department of Human Services</li> <li>- Department of Information Technology Services</li> <li>- MS Development Authority</li> <li>- Public Employees' Retirement System</li> <li>- Department of Child Protective Services</li> </ul>
	LSO - MSPB Training Admin Analytics Reporting	<p>This role is for Mississippi State Personnel Board ONLY.*</p> <p>This role must NOT be assigned to personnel with the LSO - Agency Training Admin role.*</p> <p>This role provides access for MSPB to transcript for all state employees.</p>
	LSO - Reports - Agency Training Admin *	<p>This role provides access to LSO reports. <b>It is included in the LSO - Agency Training Admin and LSO - Central Training Admin roles.</b></p> <ul style="list-style-type: none"> <li>- State Personnel Board</li> <li>- Department of Finance and Administration</li> <li>- Department of Human Services</li> <li>- Department of Information Technology Services</li> <li>- MS Development Authority</li> <li>- Public Employees' Retirement System</li> </ul>
	LSO - Training Coordinator	<p>The LSO Agency Coordinator can book participants, cancel bookings and rebook participants, replace participants, waitlist and prebook participants of their agency into courses offered through the course catalog. This role will also be able to view and print transcripts of employees located in their agency.</p> <p>Role Mapping: The number of positions mapped will depend on how many individuals each agency designates as a Training Coordinator. This role may be assigned in combination with any other role except LSO Central Training Administrator and LSO Training Administrator. Each agency should have at least one approver.</p>
	LSO - Training Reports	<p>This role provides access to BW Reports for Agency Training Admins and Coordinators. <b>It is included in the LSO - Agency Training Admin and LSO - Training Coordinator roles.</b></p>
	LSO - Benchmark Report - SPB Training Admins Only *	<p>This role provides access to the LSO Benchmark report. This report should be assigned to the SPB Training Admins. Also, <b>it is included in the LSO - Central Training Admin and LSO - Central Training Admin Reporting</b></p>

	<b>LSO - Central Training Admin *</b>	This role should be assigned to the LSO Central Training Admins. It includes the LSO - Central Training Admin Reporting role.  - Department of Finance and Administration
	<b>LSO - Central Training Admin Reporting *</b>	This role provides access to reports specific to Central Training Admins. <b>It is included in the LSO - Central Training Admin role.</b>  - Department of Finance and Administration
	<b>LSO - Training Coord DPS Narcotics *</b>	This role should be assigned to Training Coordinators for the <b>DPS Narcotics sub-agency only</b> . It includes the LSO - Training Admin and Coord Reporting for DPS Narcotics role
	<b>LSO - Training Admin and Coord Reporting for DPS Narcotics *</b>	This role provides access to BW Reports for Narcotics sub-agency Training Admins and coordinators only. <b>It is included in the LSO - Training Coord DPS Narcotics role.</b>
	<b>LSO - Training Coord DPS Public Safety *</b>	This role should be assigned to the Training Coordinators for DPS (except Narcotics). It includes the LSO - Training Admin and Coord Reporting for DPS Public Safety role.
	<b>LSO - Training Admin and Coord Reporting for DPS Public Safety *</b>	This role provides access to BW Reports for all sub agencies of DPS (except Narcotics) Training Admins and coordinators. <b>It is included in the LSO - Training Coord DPS Public Safety role.</b>

Flagged if Limited to Named Agencies	Plant Maintenance (Fleet) Roles	
	<b>PM - Fleet Coordinator</b>	<p>This role is assigned to those responsible for maintenance communications between the Agency and DFA/OPTFM. This role provides access to the equipment transfer process within the agency and access to request vehicle additions and retirement. This role equates to the Agency Fleet Manager currently established in AssetWorks and <b>includes all functionality of the PM - Maintenance Planner Scheduler role</b> and any additional responsibilities listed below.</p> <p>There should be at least one Fleet Coordinator for each agency that has vehicles.</p> <p>Additionally, this agency specific role includes:</p> <ul style="list-style-type: none"> <li>- Pool Asset Management (PAM) Activities</li> <li>- Request and Review Driver Assignments</li> <li>- Create, change maintenance plan</li> <li>- Change Equipment records</li> <li>- Assign PM Work Centers</li> <li>- Create, change Maintenance Strategies</li> <li>- Reporting, including related Business Analytics Reports</li> </ul>
	<b>PM - Maint Planner Scheduler</b>	<p>This role is assigned to those responsible for planning maintenance work for state agencies' maintenance operations. Typical users may be maintenance supervisors and shop managers. <b>This role includes all functionality of the PM - Maint Technician role</b> and any additional responsibilities listed below.</p> <p>This role will be Agency specific and includes:</p> <ul style="list-style-type: none"> <li>- Create, change, and display notifications</li> <li>- Create, change and display maintenance orders</li> <li>- Create Change historical maintenance orders</li> <li>- Time confirmation posting against maintenance orders</li> <li>- Reporting, including related Business Analytics Reports</li> <li>- Create, change, and display Task List</li> <li>- Create, change, and display measurement documents</li> <li>- Change and display work centers</li> </ul>
	<b>PM - Maint Technician</b>	<p>This role is assigned to those responsible for performing maintenance work on vehicles. This role is for agencies with Maintenance Shops where agency vehicles are repaired.</p> <p>This may equate to maintenance mechanic and <b>includes all functionality of the PM - Property Custodian role</b> and any additional responsibilities listed below.</p> <p>This role will be Agency specific and includes:</p> <ul style="list-style-type: none"> <li>- Create, change, and display notifications</li> <li>- Create, change and display maintenance orders</li> <li>- Time confirmation posting against maintenance orders</li> <li>- Create, change, and display measuring documents</li> </ul>
	<b>PM - Property Custodian</b>	<p>This role is assigned to those responsible for entering and monitoring progress of vehicle maintenance requests.</p> <p>Typically, this would be the driver assigned to the vehicle.</p> <p>This role allows the user to:</p> <ul style="list-style-type: none"> <li>- Create Maintenance Request Notifications</li> <li>- Display Maintenance Request Notifications</li> </ul>



	<b>PM - Central Fleet Admin OPTFM *</b>	<p>This role has the same capabilities as the Fleet Coordinator role and provides the following additional access:</p> <ul style="list-style-type: none"> <li>• Run statewide vehicle analysis reports</li> <li>• Approve vehicle assignments</li> <li>• Create master data for the Plant Maintenance module</li> <li>• Reporting, including related Business Analytics reports</li> </ul> <p>This role <b>includes</b> access to view documents associated with undercover vehicles. This role should be assigned to DFA/OPTFM administrators <b>only</b>.</p>
	<b>PM - Fleet Coordinator UC *</b>	<p>This role is assigned to those responsible for maintenance communications between the Agency and OPTFM. This role provides access to the equipment transfer process within the agency and access to request vehicle additions and retirement and <b>includes</b> access to undercover vehicles. This role equates to the Agency Fleet Manager currently established in AssetWorks and <b>includes all functionality of the PM - Maintenance Planner Scheduler role</b> and any additional responsibilities listed below. There should be at least one Fleet Coordinator for each agency that has vehicles.</p> <p>Additionally, this agency specific role includes:</p> <ul style="list-style-type: none"> <li>- Pool Asset Management (PAM) Activities</li> <li>- Request and Review Driver Assignments</li> <li>- Create, change maintenance plan</li> <li>- Change Equipment records</li> <li>- Assign PM Work Centers</li> <li>- Create, change Maintenance Strategies</li> <li>- Reporting, including related Business Analytics Reports</li> </ul> <p>This role should <b>only</b> be assigned to individuals in the following agencies:</p> <ul style="list-style-type: none"> <li>- Attorney General</li> <li>- Ethics Commission</li> <li>- DFA - Division of General Services</li> <li>- Department of Audit</li> <li>- MS Department of Revenue</li> <li>- Gaming Commission</li> <li>- Department of Agriculture and Commerce</li> <li>- Department of Wildlife, Fisheries, and Parks</li> <li>- DPS - Department of Public Safety</li> <li>- DPS - Bureau of Narcotics</li> <li>- Pharmacy Board</li> <li>- Department of Transportation</li> <li>- Department of Corrections</li> </ul>

**PM - Maint Planner Scheduler UC \***

This role is assigned to those responsible for planning maintenance work for state agencies' maintenance operations and **includes** access to undercover vehicles. Typical users may be maintenance supervisors and shop managers.



This role will be Agency specific and includes:








- Create, change, and display notifications
- Create, change and display maintenance orders
- Create Change historical maintenance orders
- Time confirmation posting against maintenance orders
- Reporting, including related Business Analytics Reports
- Create, change, and display Task List
- Create, change, and display measurement documents
- Change and display work centers

This role should **only** be assigned to individuals in the following agencies:

- Attorney General
- Ethics Commission
- DFA - Division of General Services
- Department of Audit
- MS Department of Revenue
- Gaming Commission
- Department of Agriculture and Commerce
- Department of Wildlife, Fisheries, and Parks
- DPS - Department of Public Safety
- DPS - Bureau of Narcotics
- Pharmacy Board
- Department of Transportation
- Department of Corrections

Flagged if Limited to Named Agencies	SRM (Purchasing) Roles	
	<b>PR - Purchasing Strategic Reporting</b>	<p>This role only contains analysis reports for Purchasing activities.</p> <p>This role will automatically be assigned to users defined as Agency Buyers in SRM.</p>
	<b>SRM - Approver</b>	<p>A user with the SRM - Approver role can approve/reject a shopping cart, PO, RFx, or Contract, but <u>cannot</u> create Purchase Orders, RFx or Contracts.</p> <p>This role would be utilized in any of the following scenarios:</p> <ul style="list-style-type: none"> <li>• User not part of the day to day approval process but would be a substitute approver or used as an adhoc approver on procurement documents;</li> <li>• User not a Manager approver but would approve Shopping Carts or Purchase Orders as an SRM workflow Fiscal Approver or Asset Approver</li> </ul>
	<b>SRM - Buyer Operational</b>	<p>This role provides the user with the ability to carry out sourcing of agency requisitions to purchase orders, as well as create, update and display purchase orders for their own agency. This role has NO approval authority and includes the same access as the SRM -Requisitioner role. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>Any user with this role must have an approver with one of the following roles:</p> <p>SRM - Manager SRM - Purchasing Manager SRM - Approver</p>
	<b>SRM - Buyer Strategic Contract</b>	<p>This role provides the user with the ability to carry out sourcing of agency requisitions to contracts and to create and update contracts. The user also has access to create and update requisitions for their agency. This role has NO approval authority and includes the same access as the SRM - Requisitioner role. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>Any user with this role must have an approver with one of the following roles:</p> <p>SRM - Manager SRM - Manager Purchasing SRM - Approver</p>
	<b>SRM - Buyer Strategic RFx</b>	<p>This role provides the user with the ability to carry out sourcing of agency requisitions to RFx. The user can create and update RFx's and Reverse Auctions. The user can also create and update requisitions for their agency. This role has NO approval authority and includes the same access as the SRM - Requisitioner role. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>Any user with this role must have an approver with one of the following roles:</p> <p>SRM - Manager</p>
	<b>SRM - Closeout</b>	<p>This role provides access to transactions used to perform purchase order closing functions. This access includes cancel PO, automatic closeout, mass confirmation, and mass invoice allowing users to make mass updates to one or more purchase orders residing in SRM.</p>
	<b>SRM - Display Contracts - Agency</b>	<p>This role provides business area (agency) display access for all procurement documents and related documentation. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p>


	<b>SRM - Manager</b>	<p>This role is for the head of a non-purchasing organizational unit approving purchasing documents (i.e. Purchase Orders and Shopping Carts, etc). The user <u>cannot</u> create Purchase Orders, Contracts or RFx documents, but <u>can</u> approve those documents and create shopping carts. <b>The role also includes the SRM - Approver, MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles.</b></p> <p>The organizational unit ties back to the information submitted for the user's agency in the MRTL task: Organizational Structure: SPAHRS Updates.</p>
	<b>SRM - Purchasing Manager</b>	<p>This role is for the head of a purchasing department/organizational unit approving purchasing documents (i.e. Purchase Orders and Shopping Carts, etc). The user can create, modify, and approve Shopping Cart, Purchase Order, Contract, RFx, and Reverse Auction documents.</p> <p>This role is a composite of the following roles:</p> <p>SRM - Buyer Operational SRM - Buyer Strategic Contract SRM - Buyer Strategic RFx SRM - Manager SRM – Approver</p> <p>It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>The organizational unit ties back to the information submitted for the user's agency in the MRTL task: Organizational Structure: SPAHRS Updates</p>
	<b>SRM - Requisitioner</b>	<p>This role provides the user with the ability to create, modify, and display a shopping cart (requisition). Employees can request goods or services directly in the system. For example, employees can search for suitable products in electronic catalogs, enter free text items, or search an internal product or service master for items that they subsequently add to a shopping cart. They can also check the status of their shopping carts. This role has NO approval authority.</p> <p><b>This role is included in all of the following business roles:</b>  <b>SRM - Approver</b>  <b>SRM - Buyer Operational</b>  <b>SRM - Buyer Strategic Contract</b>  <b>SRM - Buyer Strategic RFx</b>  <b>SRM - Manager</b>  <b>SRM - Purchasing Manager</b>  <b>SRM - Buyer Oversight</b></p> <p>Any user with this role must have an approver with one of the following roles:  SRM - Manager  SRM - Purchasing Manager  SRM - Approver</p>
	<b>PR - Purchasing Strategic Reporting Central *</b>	<p>This role contains analysis reports for statewide Purchasing activities.</p> <p>This will be a central role for DFA/OPTFM to monitor purchasing activities and values of the inventory on hand.</p>
	<b>SRM - Administrator - SUS Purchasing *</b>	<p>This is a central role providing access to the authorized purchasing administrator to accept or reject changes to and view supplier information.</p> <p>This role should <b>only</b> be assigned to personnel in the DFA/Office of Fiscal Management (OFM).</p>















	<b>SRM - Auditor *</b>	<p>This role provides statewide display access for all procurement documents and related documentation. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>This role is <b>only</b> for the Auditor's Office/Agency Audit Division, DFA/Office of Fiscal Management (OFM), and DFA/Office of Fiscal Reporting (OFR).</p>
	<b>SRM - Buyer Operational – OFM *</b>	<p>Provides the user with the ability to maintain purchase orders, as well as create, update and display purchase orders for support of agency end-users in SRM. This role has NO approval authority and includes the same access as the SRM - Requisitioner role. It also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports</p> <p>This role is <b>only</b> for DFA/Office of Fiscal Management (OFM).</p>
	<b>SRM - BRICKS Contracts *</b>	<p>This is a central role providing access to maintain Bureau of Building and Real Property Management contracts. Access includes create, modify and display to the BRICKS Construction and BRICKS Lease contracts, and is only for DFA staff who manage these processes.</p> <p>This role should <b>only</b> be assigned to personnel in the DFA/Bureau of Building and Real Property Management (BoB).</p>
	<b>SRM - BRICKS Contracts Display *</b>	<p>This is a central role providing DISPLAY access to Bureau of Building and Real Property Management contracts. Access includes create, modify and display to the BRICKS Construction and BRICKS Lease contracts, and is only for DFA staff who manage these processes.</p> <p>This role should only be assigned to personnel in the DFA/Bureau of Building and Real Property Management (BoB).</p>
	<b>SRM - Buyer Oversight *</b>	<p>This role provides oversight procurement staff authority to display all purchasing documents and create and update all contracts, RFx, and Reverse Auction documents. This role has approval authority and includes the same access as the SRM - Requisitioner role. It provides access to maintain the business partner and supplier list for the RFx process. This role also includes the MM Purchasing Reports &amp; Display and IM Reports &amp; Display roles, as well as access to related Business Analytics reports.</p> <p>This role should only be assigned to personnel in the following oversight agencies:</p> <ul style="list-style-type: none"> <li>- Information Technology Services (Procurement Division)</li> <li>- DFA/Office of Purchasing, Travel, and Fleet Management</li> <li>- State Personnel Board (Board approval only)</li> <li>- State Auditor's Office</li> <li>- Attorney General's Office</li> <li>- Personal Services Contract Review Board</li> <li>- DFA/Bureau of Building</li> </ul>
	<b>SRM - BW Reports Central *</b>	<p>This role provides the user with access to view detail and/or summary data as well as the ability to run and modify standard SRM reports.</p>
	<b>SRM - Maintain Business Partner Information *</b>	<p>This role provides the ability to maintain the business partner information in SRM. This includes the ability to add/change ordering addresses and add/change internal business partner-purchasing companies (ship to/bill to).</p> <p>This role is for DFA/OFM staff only.</p>

Flagged if Limited to Named Agencies	HCM Organizational Management Roles	
	<b>OM - Display</b>	This role will allow staff to view Jobs, Organizational Units and Positions. This role will not have the ability create or maintain any data.
	<b>EC - SPAHRS - Error Handling</b>	Provides display access for agencies to view the EC-SPAHRS error reports and data files.

Flagged if Limited to Named Agencies	<h2 style="text-align: center;">HCM Personnel Administration Roles</h2>	
	<b>PA - Display</b>	This role will allow staff to view Employee information. This role will not have the ability create or maintain any data.
	<b>PA - Email-Phone Communications Administrator</b>	Provides user with the access to update e-mail and phone information for agency employees. E-mail information is vital to workflow and the MAGIC user provisioning process. <b>This business role also includes the PA Display role.</b>
	<b>MAGIC Employee Central User – Contractor</b>	This role will indicate independent contractors of an agency or employees of an agency working on behalf of another agency for MAGIC Employee Central. This business role will not contain any authorizations.



Flagged if Limited to Named Agencies	<b>Business Analytics Roles</b>	
	<b>FI - BW Reports</b>	This role provides the user with access to view detail and/or summary data as well as the ability to run and modify standard finance reports.
	<b>CRM - BW Reports</b>	This role provides the user with access to view detail and/or summary data as well as the ability to run and modify standard grantor reports.
	<b>LO - BW Reports</b>	This role provides the user with access to view detail and/or summary data as well as the ability to run and modify standard logistics reports.
	<b>SRM - BW Reports</b>	This role provides the user with access to view detail and/or summary data as well as the ability to run and modify standard SRM reports.
	<b>HR - BW Reports</b>	This role provides the user with access to view detail and/or summary data as well as the ability to run and modify standard HR reports.
	<b>LO - BW Reports - Central *</b>	This is a central role that provides the user with access to view detail and/or summary data as well as the ability to run and modify standard logistics reports. This business role should be assigned to DFA staff only.

Flagged if Limited to Named Agencies	Agency Specific Roles	
	<b>DFA Executive View *</b>	This role is for staff in the DFA Executive Office only.
	<b>DFA Statewide Quarterly Budget and Spending reports *</b>	For DFA - Budget and Fund Management use only: Provides individual with access to Statewide Quarterly Budget and Spending report(s).
	<b>Governor's Office View *</b>	This role is for the Governor's Office only. It contains access to view financial information for the agencies listed under the Governor in the 2013 MS CAFR.
	<b>Legislative Budget Office View *</b>	This role is for the Legislative Budget Office only. It contains access to view all agencies.
	<b>Legislative Budget Office Statewide Quarterly Budget and Spending Reports *</b>	For Legislative Budget Office use only: Provides individual with access to Statewide Quarterly Budget and Spending report(s).
	<b>Mississippi Development Authority Minority Participation Reports *</b>	For Mississippi Development Authority Use Only: Provides MDA individuals with access to MDA and Self Certified statewide minority expenditure summary and detailed reports.
	<b>Mississippi State Personnel Board Statewide Quarterly Budget and Spending Reports *</b>	For Mississippi State Personnel Board use only: Provides individual with access to Statewide Quarterly Budget and Spending report(s).
	<b>MDOT Change Purchase Orders *</b>	<p>This role allows MDOT personnel to edit a PO in ECC. This function allows them to do the following:</p> <ul style="list-style-type: none"> <li>Change everything at the item level</li> <li>Change account assignment info</li> <li>Uncheck the goods receipt indicator</li> <li>Check the final invoice indicator</li> <li>Delete lines</li> <li>Change the delivery address</li> </ul> <p>This role is for the Department of Transportation only.</p>
	<b>Mental Health All Agency View *</b>	This role is for the Department of Mental Health only. It contains access to view financial information for the agencies listed under the jurisdiction of the Department of Mental Health.
	<b>OSA Agency Auditor *</b>	<p>This business role provides statewide access to all financial management, grantor, and purchasing reports, as well as all procurement documents and related documentation. It also includes statewide access to all Business Analytics reports.</p> <p>This role is only for the Auditor's Office/Agency Audit Division.</p>
	<b>PEER Statewide View *</b>	This business role is for PEER staff only.
	<b>SRM - Auditor *</b>	This role provides statewide display access for all procurement documents and related documentation. It also includes the MM Purchasing Reports & Display and IM Reports & Display roles, as well as access to related Business Analytics reports.
	<b>Treasury Statewide View *</b>	This role is for the Office of the Treasurer only.
	<b>Treasury Warrant Interface Support *</b>	This role is for designated staff in the Treasurer's Office, DFA/OFM, and DFA/MMRS.