

# Oracle® Retail Invoice Matching Security Guide



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# Preface

This guide outlines the information you need to know about Oracle Retail Invoice Matching Cloud Service new or improved functionality in this update, and describes any tasks you might need to perform for the update. Each section includes a brief description of the feature, the steps you need to take to enable or begin using the feature, any tips or considerations that you should keep in mind, and the resources available to help you.

## Audience

This document is intended for the users and administrators of the Oracle Retail Invoice Matching Cloud Service.

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## Oracle Retail Cloud Services and Business Agility

Oracle Retail Invoice Matching Cloud Service is hosted in the Oracle Cloud with the security features inherent to Oracle technology and a robust data center classification, providing significant uptime. The Oracle Cloud team is responsible for installing, monitoring, patching, and upgrading retail software.

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Included in the service is continuous technical support, access to software feature enhancements, hardware upgrades, and disaster recovery. The Cloud Service model helps to free customer IT resources from the need to perform these tasks, giving retailers greater business agility to respond to changing technologies and to perform more value-added tasks focused on business processes and innovation.

Oracle Retail Software Cloud Service is acquired exclusively through a subscription service (SaaS) model. This shifts funding from a capital investment in software to an operational expense. Subscription-based pricing for retail applications offers flexibility and cost effectiveness.

# 1

## Overview

This document will cover the aspects of security that were mentioned in the *Oracle Retail Merchandising Security Guide Volume 1* and describe them in a bit more detail as well as outline how they are used in Invoice Matching specifically.

## Application Functional Security

Invoice Matching functional security supports a role-based, declarative model where resources are protected by roles that are assigned to users. Roles are associated to a logical grouping of duties, which in turn are associated to a set of privileges which provide different access rights. In this manner, an application role becomes the container that grants permissions to its members to access the application tasks, screens and the functionalities within.

### Roles

Roles, also referred to as Job Roles, align with titles or jobs within a retailer's organization, such as an Accounts Payable Specialist or Financial Manager. Roles are used to classify users based on job responsibilities and actions to be performed in the application. One or more duties as well as individual privileges, if desired, can be assigned to roles. When a user logs into the application, based on the roles assigned to the user, the system determines which privileges have been granted to the user and the system features are enabled accordingly.

### Duties

Duties are tasks one must perform in the context of their job. Duties in Invoice Matching are logical groupings of privileges or other duties that grant users access to a set of functionally related tasks within the application.

### Privileges

Privileges are used to grant permission to access links into workflows, screens, actions and in some cases specific fields within the application. Privileges that grant access to related functionality are grouped together into duties that permit a user to perform a complete task to fulfill responsibilities within the context of their job.

## Data Filtering

Oracle Retail Merchandising suite offers an optional layer of data filtering in the application user interface, which limits the data end users see by levels in the merchandise and organizational hierarchies. Whether or not this is used in your environment is controlled by a system option in Merchandising, which is also where all the configuration for this functionality is managed.

This data level filtering is configured by assigning users to a data security group. The group then is assigned to levels of the merchandise and organizational hierarchy. All users within a group will have similar access to a particular section of the merchandise or organizational hierarchy. For example, a group may be defined for a particular division, giving users across

application job roles, access to the departments, classes, subclasses, and items in that division.

Within Invoice Matching, there is not any additional configuration needed. However, all Invoice Match users will need to be included in the user/group relationships configured in Merchandising so that they are able to access the data needed to perform their jobs. Invoice Match is also unique in that only makes use of the organizational hierarchy for data filtering.

With data filtering enabled, users will only be able to access documents for locations that are part organizational hierarchy to which they have been given data filtering access. When a user has access to a document, they have full access to all items which could be included on the document without regards to their merchandise hierarchy data filtering access.

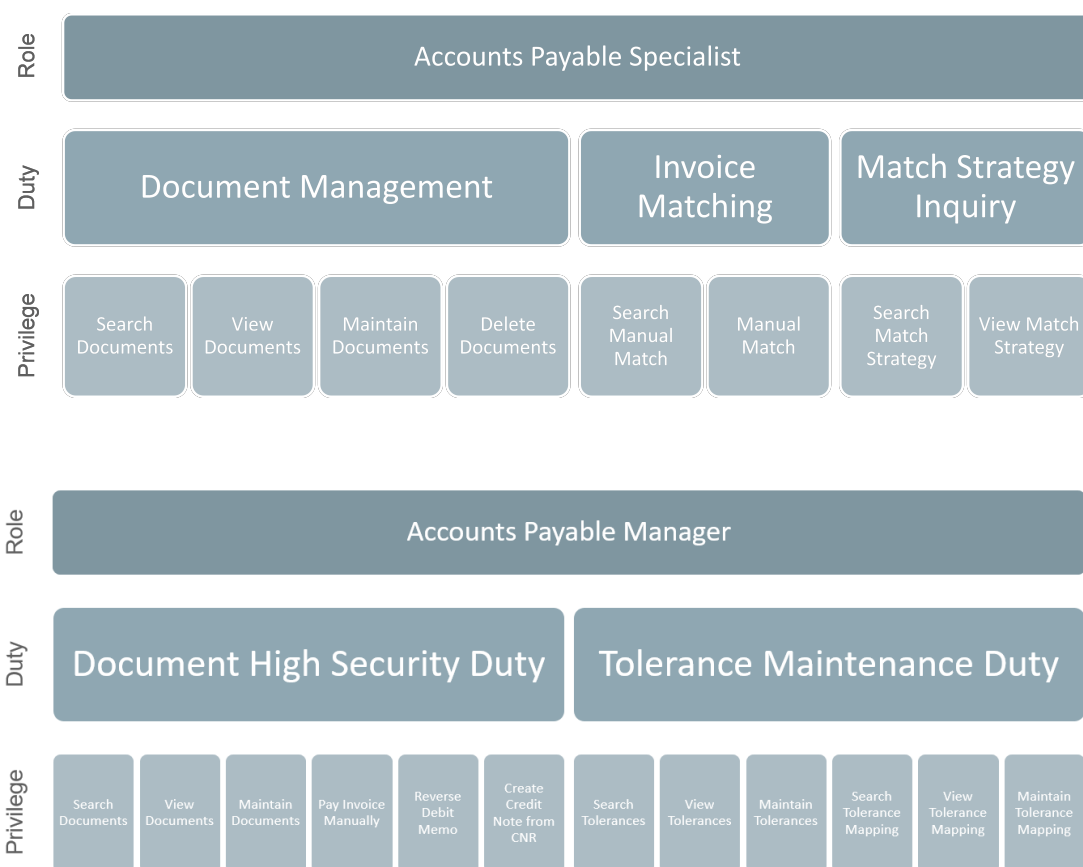
To implement data filtering, see Chapter 3, Data Security/Filtering in the *Oracle Retail Merchandising Administration Guide*.



## 2 Roles

Roles are used to classify users based on job responsibilities and actions to be performed in the application. Using roles, a user's access can be restricted to specific areas or functions within the system. Users must be associated with at least one job role in order to access the application and may be associated with several roles if desired.

For example, within Invoice Matching, a user with a business role of Accounts Payable Specialist may be able to perform only the tasks associated to a the provided Accounts Payable Specialist job role profile such as, creating, modifying, and matching merchandise invoices. He might additionally have view only access to tolerance and match strategy screens for visibility to matching parameters. Whereas an Accounts Payable Manager might have access to the set of tasks that are related to the maintenance of the matching parameters and other business processing parameters. While, an Administrator would require access to all areas.



## Roles Provided at Initial Setup

A default security configuration is provided with each application during installation and is intended to be used as a starting point as you define the roles that align for your business and

users. The provided roles can be modified by adding or removing duties and/or individual privileges to adjust the access granted to the role, or the roles can be deleted completely. Additional roles can be created as well and can be mapped to the desired duties or privileges. Administrator users can change the mappings of roles, duties and privileges in Invoice Matching's User Interface. Details about how to manage these application security policies are available in Chapter 2, Manage Security Policies in the *Oracle Retail Merchandising Administration Guide*.

There are eight roles provided in the default security configuration:

- **Application Administrator** - The Invoice Match Application Administrator is a part of a retailer's IT department responsible for maintaining and configuring the Oracle Retail Invoice Match application. Primary responsibilities include:
  - Maintain daily operations, such as daily batch processes of the application.
  - Supporting end-users and providing the first level of support for the application.
  - Applying patches and upgrades to the application on a regular basis.
  - Troubleshooting and resolving product issues.
  - Setting up users and security privileges for the application.
- **Data Steward** - The Invoice Match Data Steward is responsible for the management of foundational data elements for the Oracle Retail Invoice Match application, which includes ensuring the completeness and accuracy of the data, as well as development and enforcement of standard processes.
- **Accounts Payable Manager** - The Accounts Payable Manager develops and recommends policy and procedures to govern the payment of company bills for optimal cash flow, to minimize operational costs, and to meet regulatory requirements. Responsibilities include:
  - Measure and monitor department work activities for accuracy, efficiency, and policy compliance.
  - Approve or manage approval of certain suppliers, invoices, and payments.
  - Manage supplier account inquiries.
  - Analyze and manage department budget.
  - Manage maintenance of accounts payable ledger.
  - Prepare status reports for management.
  - Manage statutory reporting such as 1099 and tax.
- **Accounts Payable Specialist** - The Accounts Payable Specialist enters invoices ensuring accuracy, uniqueness, and completeness. They also match invoices to correct receipts (receivers) and or purchase orders, ensure that invoices comply with company policy and with agreements such as purchase orders. Responsibilities include:
  - Processes invoices for discount, 1099 withholding, accrued taxes, and correct expense accounts.
  - Verifies that imported invoices are accurate and complete.
  - Directs unauthorized purchases or invoices with exceptions (e.g. price variance) to AP Manager.
  - Matches cardholder reconciliation to procurement card statements.
  - Process travel advances, petty cash reimbursements, check requests, and expense reports on time.

- May post transactions to the general ledger.
- Monitors encumbrances and expenditures (In Public Sector).
- Creates payments, taking advantage of beneficial discounts.
- Fields vendor inquiries on payments and invoices.
- May maintain vendor file.
- **Financial Analyst** - The Financial Analyst is responsible for analyzing financial information of an area within the enterprise to assist in decision making and assist with planning for the brand. This includes:
  - Supporting the finance team with scheduled reports and budgets.
  - Monitoring performance indicator trends and analyze causes of unexpected variances.
  - Assisting with financial report generation – budget and trend preparation, business plans.
  - Assisting with cost control and conduct budget meetings with department managers.
  - Developing, analyzing, and preparing data for use in negotiations with suppliers.
  - Managing and approving the corporate view of vendor trade funds.
- **Financial Manager** - The Financial Manager is responsible for the financial accounting of a retailer's business, which includes making sure that all financial operations are running smoothly, bills are paid on time, figures are reported timely and accurately, period end books are closed properly. This includes:
  - Ensuring period end reporting is completed in a timely manner.
  - Ensuring the timely resolution of auditing issues.
  - Ensuring in the timely resolution of vendor payment issues, including the resolving cost and other invoicing discrepancies.
  - Identifying risks and opportunity areas to the operations.
  - Providing performance reporting highlighting trends and opportunities to assist in improving profits, margins and reducing costs.
- **Buyer** - Develops business strategies and seasonal assortment plans to maximize the development of the brand, as well as sales and profits for a department or assigned area. Their primary responsibilities are:
  - Performing market and competitive analysis and analyze sales trends to keep abreast of current trends.
  - Developing business strategies outlining strengths, weaknesses, new opportunities and threats.
  - Analyzing and approving new product or concepts for their department.
  - Maintaining relationships, resolve issues and conduct negotiations with significant suppliers and agents.
  - Managing sales and margin dollar performance against plan.
  - Recommending adjustments to the plan to maximize sales, profits, and to protect the brand.
- **Corporate Inventory Control Analyst** - Inventory control analysts at corporate collaborate with their warehouse and store counterparts to ensure accurate levels of inventory through the retailer's supply chain. This includes:

- Scheduling, coordinating, and reviewing cycle counts performed in stores and warehouses.
- Monitoring and resolving inventory discrepancies, problem orders, and transfer issues.
- Making recommendations to minimize supplier invoice discrepancies.
- Analyzing inventory-related procedures to suggest process improvements.

# 3

## Duties and Privileges

Privileges grant access to specific tasks, links, and actions within the application. The access controlled by a particular privilege is fixed and can only be changed by an enhancement to the application. You can control the functions and features to which a user has access by grouping the desired privileges into duties, and assigning the duties to job roles which can then be associated to one or more users

### Duties Provided at Initial Setup

As part of this default security configuration, the system privileges have been logically grouped into duties and the duties have been assigned to an initial set of job roles. The provided duties can be modified or deleted and new duties created. Administrator users can change the mappings of roles, duties and privileges in Invoice Matching's User Interface. Details about how to manage these application security policies are available in Chapter 2, Manage Security Policies in the *Oracle Retail Merchandising Administration Guide*.

Duties provided in the default security configuration follow a standard naming convention to indicate the type of privileges grouped within and the level of access provided. In Invoice Matching, the provided duties are one of the following duty types:

#### Duty Types

- **Inquiry** – An inquiry duty will provide the user the ability to search for and view the associated entity. The provided inquiry duties are used when it is desirable for a user to have visibility to an area, but no option to create or update any information. Inquiry duties are assigned to viewers of an area.
- **Management** – A management duty provides the user the ability to maintain the associated entity. The provided management duties are used when it is desirable for a user to have the ability create, update, and delete information. Management duties always contain the inquiry duty for the same entity. For example, the Document Management Duty contains the Document Inquiry Duty along with the additional Maintain Documents Privilege and Delete Documents Privilege, because in order for a user to maintain an entity they must also have the ability to search for and view the entity. Management duties are assigned to contributors of an area.
- **Approval** – An approval duty is meant for users with the authority to review and approve documents entered via Group Entry. Approval duties always contain the management duty for the same entity. For example, the Group Entry Document Approval Duty contains the Document Management Duty along with the additional Approve Documents via Group Entry Privilege, because in order for a user to approve an entity they must also have the ability to search for, view, and maintain the entity. Approval duties are assigned to reviewers of an area.
- **High Security** – A high security duty is used for tasks that are typically only performed by a smaller set of users, such as the manual payment of an invoice or the unmatching of an invoice. High Security duties always contain the management duty for the same entity. For example, the Document High Security Duty contains the Document Management Duty along with the additional Pay Invoice Manually Privilege, because in order for a user to perform the high security actions on an entity they must also have the ability to search for,

view, and maintain the entity. High security duties are assigned to administrators or managers of an area.

### Duties with no Hierarchical Relationships

There are a handful of privileges used within Invoice Matching that do not have a hierarchical set of duties with increasing levels of access, as described by the duty types above. Rather these duties simply grant access to a single area, such as a dashboard, or they grant access to particular information across several functional areas. Therefore access is either granted or not, there are no access levels. These duties may be classified as management or inquiry duties, depending on if the user can maintain the related data or if it's view only. For example:

- **Upload Documents Duty** – Grants access to the Upload Data screen where documents can be uploaded via a spreadsheet. Users must also have the appropriate levels of document management access to complete the upload. This duty just grants access to the upload screen.
- **Accounts Payable Specialist Dashboard Reports Duty** - Grants access to view the accounts payable related reports in the dashboard.
- **Financial Manager Dashboard Reports Duty** – Grants access to view the Financial Manager related reports in the dashboard.
- **Batch Management Duty** – Grants access to execute batch programs. The default security configuration has this duty assigned to the Application Administrator role.
- **Settings Menu Duty** – Grants access to the Settings menu except for the Security folder. The default security configuration has this duty assigned to the Application Administrator role. This is a limited use duty which cannot be assigned to any other roles aside from the provided application administrator role.
- **Administrator Console Duty** – Grants access to the Security folder on the Settings menu where security roles, duties and privileges are managed. The default security configuration has this duty assigned to the Application Administrator role. This is a limited use duty which cannot be assigned to any other roles aside from the provided application administrator role.
- **Application Global Menu Duties** – These duties grant access to links in the Application Navigator which allow users to launch into another application in the Merchandising suite. The default security configuration does not have these duties assigned to any roles.

### Limited Use Duties

There are limited use duties which provide access, but only to the application administrator role provided in the default security configuration. These duties cannot be mapped to any other roles.

- **Settings Menu Duty**  
Grants access to the Settings menu except for the Security folder. The default security configuration has this duty assigned to the Application Administrator role.
- **Administrator Console Duty**  
Grants access to the Security folder on the Settings menu where security roles, duties and privileges are managed. The default security configuration has this duty assigned to the Application Administrator role.

### Determining Access for your Organization

When determining access for a given role in your organization, start by categorizing each role with a duty type for each functional area in the application. For example, a Pricing Manager

may be a viewer of promotions and a contributor of price zone definitions. They may have no access to system options and may have high security control over price changes and clearances.

## Duty Definitions

[Table 3-1](#) lists the privileges and duties contained in each of the predefined duties provided in the default security configuration.

**Table 3-1 Predefined Duties Provided in the Default Configuration**

Functional Area	Duty	Duty Description	Duties and/or Privileges Contained Within
Administration - Application Navigator	Allocation Global Menu Duty	This is a duty that is used to grant access to the Allocation link in the Application Navigator in the sidebar menu. The link must also be added via the Application Navigator screen in order to see the link. There are no privileges within the duty, associating this duty to a role will grant access. This duty is not assigned to any roles in the default security configuration.	No privileges included, assigning the duty to a role grants access.
Administration - Application Navigator	Invoice Matching Global Menu Duty	This is a duty that is used to grant access to the Invoice Matching link in the Application Navigator in the sidebar menu. The link must also be added via the Application Navigator screen in order to see the link. There are no privileges within the duty, associating this duty to a role will grant access. This duty is not assigned to any roles in the default security configuration.	No privileges included, assigning the duty to a role grants access.
Administration - Application Navigator	Merchandising Global Menu Duty	This is a duty that is used to grant access to the Merchandising link in the Application Navigator in the sidebar menu. The link must also be added via the Application Navigator screen in order to see the link. There are no privileges within the duty, associating this duty to a role will grant access. This duty is not assigned to any roles in the default security configuration.	No privileges included, assigning the duty to a role grants access.
Administration - Application Navigator	Pricing Global Menu Duty	This is a duty that is used to grant access to the Pricing link in the Application Navigator in the sidebar menu. The link must also be added via the Application Navigator screen in order to see the link. There are no privileges within the duty, associating this duty to a role will grant access. This duty is not assigned to any roles in the default security configuration.	No privileges included, assigning the duty to a role grants access.

**Table 3-1 (Cont.) Predefined Duties Provided in the Default Configuration**

Functional Area	Duty	Duty Description	Duties and/or Privileges Contained Within
Administration - Application Navigator	Sales Audit Global Menu Duty	This is a duty that is used to grant access to the Sales Audit link in the Application Navigator in the sidebar menu. The link must also be added via the Application Navigator screen in order to see the link. There are no privileges within the duty, associating this duty to a role will grant access. This duty is not assigned to any roles in the default security configuration.	No privileges included, assigning the duty to a role grants access.
Administration - Batch	Batch Management Duty	A duty for executing batch jobs.	Execute Batch Jobs Priv
Administration - Settings Administrator Console	Administrator Console Duty	A duty for accessing the ORAAC Security folder and tasks under this folder on the Settings menu. There are no privileges within the duty, associating this duty to a role will grant access. This duty can only be assigned to the Application Administrator role provided in the default security configuration.	No privileges included, assigning the duty to a role grants access.
Administration - Settings Menu	Settings Menu Duty	A duty for accessing the Settings menu in the sidebar navigation menu, with all non-security related folders and links. There are no privileges within the duty, associating this duty to a role will grant access. This duty can only be assigned to the Application Administrator role provided in the default security configuration.	No privileges included, assigning the duty to a role grants access.
Administration - Supplier Options	Supplier Options Inquiry Duty	A duty for viewing Supplier Options settings.	Search Supplier Options Priv View Supplier Options Priv
Administration - Supplier Options	Supplier Options Maintenance Duty	A duty for managing Supplier Options settings. This duty is an extension of the Supplier Options Inquiry Duty.	Supplier Options Inquiry Duty Maintain Supplier Options Priv Delete Supplier Options Priv
Administration - System Options	System Options Inquiry Duty	A duty for viewing System Options settings.	View System Options Priv
Administration - System Options	System Options Maintenance Duty	A duty for managing System Options settings. This duty is an extension of the System Options Inquiry Duty.	System Options Inquiry Duty Maintain System Options Priv
Dashboard	Accounts Payable Specialist Dashboard Reports Duty	A duty for viewing the Accounts Payable Specialist dashboard reports.	View Accounts Payable Specialist Dashboard Reports Priv



**Table 3-1 (Cont.) Predefined Duties Provided in the Default Configuration**

Functional Area	Duty	Duty Description	Duties and/or Privileges Contained Within
Dashboard	Financial Manager Dashboard Reports Duty	A duty for viewing the Financial Manager dashboard reports. This is an extension of the Accounts Payable Specialist Dashboard Reports Duty.	Accounts Payable Specialists Dashboard Reports Duty View Financial Manager Dashboard Reports Priv
Data Loading - Documents	Document Upload Duty	A duty for uploading documents	Upload Documents Priv
Discrepancies – Allowance	Allowance Discrepancy Resolution Duty	A duty for resolving allowance discrepancies.	Search Allowance Discrepancy List Priv Resolve Allowance Discrepancies Priv
Discrepancies - Cost	Cost Discrepancy Resolution Duty	A duty for resolving cost discrepancies.	Search Discrepancy List Priv Resolve Cost Discrepancies Priv
Discrepancies - Cost and Quantity	Discrepancy Resolution Duty	A duty for resolving either cost or quantity discrepancies. This duty is a combination of the Resolve Cost Discrepancy Duty, and the Resolve Quantity Discrepancy Duty.	Search Discrepancy List Priv Resolve Cost Discrepancies Priv Resolve Quantity Discrepancies Priv
Discrepancies - Quantity	Quantity Discrepancy Resolution Duty	A duty for resolving quantity discrepancies.	Search Discrepancy List Priv Resolve Quantity Discrepancies Priv
Discrepancies - Tax	Tax Discrepancy Resolution Duty	A duty for resolving tax discrepancies.	Search Tax Discrepancy List Priv Resolve Tax Discrepancies Priv
Documents	Document Inquiry Duty	A duty for viewing documents.	Search Documents Priv View Documents Priv
Documents	EDI Document Inquiry Duty	A duty for searching for and viewing EDI documents with errors.	Search EDI Documents Priv
Documents	EDI Document Management Duty	A duty for fixing EDI Errors.	EDI Document Inquiry Duty Maintain EDI Documents Priv
Documents	Create Credit Note from CNR Duty	A duty to allow user to create a Credit Note from a Credit Note Request.	Create Credit Note from CNR Priv
Documents	Document Management Duty	A duty for managing documents. This duty is an extension of the Document Inquiry Duty.	EDI Document Management Duty Maintain Documents Priv Delete Documents Priv Create Credit Note from CNR Priv
Documents	Deal Billback Approval Duty	A duty for approving deal debit memos or credit note requests. Deal debit memos and credit note requests can come from the merchandise system in submit status, requiring approval. This duty is an extension of the Document Management Duty.	Document Management Duty Approve Deal Billbacks Priv

**Table 3-1 (Cont.) Predefined Duties Provided in the Default Configuration**

Functional Area	Duty	Duty Description	Duties and/or Privileges Contained Within
Documents	Group Entry Document Approval Duty	A duty for approving documents entered via group entry. This duty is an extension of the Document Management Duty.	Document Management Duty Approve Documents via Group Entry Priv
Documents	EDI Document Deletion Duty	A duty for deleting EDI documents with errors. This is an extension of the EDI Document Management Duty.	EDI Document Management Duty Delete EDI Documents Priv
Documents	Pay Invoice Duty	A duty for paying an invoice manually.	Pay Invoice Manually Priv
Documents	Void Credit Note Duty	A duty for voiding a Credit Note.	Void Credit Note Priv
Documents	Reverse Debit Memo Duty	A duty to allow user to reverse a Credit Note.	Reverse Debit Memo Priv
Documents	Document High Security Duty	A duty for paying invoices manually, voiding credit notes, reversing debit memos, approving deal billbacks and deleting EDI document errors. This duty is an extension of the Group Entry Document Duty.	Group Entry Document Approval Duty Pay Invoice Duty Void Credit Note Duty Reverse Debit Memo Duty Approve Deal Billbacks Priv Delete EDI Documents Priv
Financial Posting	Financial Posting Error Inquiry Duty	A duty for viewing Financial Posting Errors.	Search Financial Posting Error Priv View Financial Posting Error Priv
Financial Posting	Financial Posting Error Duty	A duty for managing Financial Posting Errors. This duty is an extension of the Financial Posting Errors Inquiry Duty.	Financial Posting Error Inquiry Duty Maintain Financial Posting Error Priv
General Ledger	G/L Cross Reference Inquiry Duty	A duty for viewing G/L Cross Reference settings.	Search G/L Cross Reference Priv View G/L Cross Reference Priv
General Ledger	G/L Options Inquiry Duty	A duty for viewing G/L Options settings.	Search G/L Options Priv View G/L Options Priv
General Ledger	Location Dynamic Mapping Inquiry Duty	A duty for viewing Location Dynamic Mapping settings.	Search Location Dynamic Mapping Priv View Location Dynamic Mapping Priv
General Ledger	Dept Class Dynamic Mapping Inquiry Duty	A duty for viewing Dept Class Dynamic Mapping settings.	Search Dept Class Dynamic Mapping Priv View Dept Class Dynamic Mapping Priv
General Ledger	General Ledger Inquiry Duty	A duty for viewing G/L Cross Reference settings, G/L Options settings, Location Dynamic Mapping settings, and Dept Class Dynamic Mapping settings.	G/L Cross Reference Inquiry Duty G/L Options Inquiry Duty Location Dynamic Mapping Inquiry Duty Dept Class Dynamic Mapping Inquiry Duty

**Table 3-1 (Cont.) Predefined Duties Provided in the Default Configuration**

Functional Area	Duty	Duty Description	Duties and/or Privileges Contained Within
General Ledger	G/L Cross Reference Maintenance Duty	A duty for managing G/L Cross Reference settings. This duty is an extension of the G/L Cross Reference Inquiry Duty.	G/L Cross Reference Inquiry Duty Maintain G/L Cross Reference Priv Delete G/L Cross Reference Priv
General Ledger	G/L Options Maintenance Duty	A duty for managing G/L Options settings. This duty is an extension of the G/L Options Inquiry Duty.	G/L Options Inquiry Duty Maintain G/L Options Priv Delete G/L Options Priv
General Ledger	Location Dynamic Mapping Maintenance Duty	A duty for managing Location Dynamic Mapping settings. This duty is an extension of the Location Dynamic Mapping Inquiry Duty.	Location Dynamic Mapping Inquiry Duty Maintain Location Dynamic Mapping Priv Delete Location Dynamic Mapping Priv
General Ledger	Dept Class Dynamic Mapping Maintenance Duty	A duty for managing Dept Class Dynamic Mapping settings. This duty is an extension of the Dept Class Dynamic Mapping Inquiry Duty.	Dept Class Dynamic Mapping Inquiry Duty Maintain Dept Class Dynamic Mapping Priv Delete Dept Class Dynamic Mapping Priv
General Ledger	General Ledger Management Duty	A duty for managing G/L Cross Reference settings, G/L Options settings, Location Dynamic Mapping settings, and Dept Class Dynamic Mapping settings.	G/L Cross Reference Maintenance Duty G/L Options Maintenance Duty Location Dynamic Mapping Maintenance Duty Dept Class Dynamic Mapping Maintenance Duty
Match Strategies	Match Strategy Inquiry Duty	A duty for viewing Match Strategy Settings	Search Match Strategy Priv View Match Strategy Priv
Match Strategies	Match Strategy Maintenance Duty	A duty for managing Match Strategy settings. This duty is an extension of the Match Strategy Inquiry Duty.	Match Strategy Inquiry Duty Maintain Match Strategy Priv Delete Match Strategy Priv
Matching - Credit Notes	Credit Note Matching Duty	A duty for matching Credit Notes.	Search Credit Note Match Priv Credit Note Match Priv
Matching - Invoices	Invoice Matching Inquiry Duty	A duty for finding and viewing the results of a match.	View Invoice Match Inquiry Priv
Matching - Invoices	Invoice Matching Management Duty	A duty for manually matching invoices.	Search Manual Match Priv Manually Match Priv
Matching - Invoices	Unmatch Invoices Duty	A duty for unmatching a merchandise invoice.	Invoice Matching Inquiry Duty Document Unmatch Priv
Matching - Invoices	Invoice Matching High Security Duty	A duty for matching or unmatching merchandise invoices. This is an extension of the Invoice Inquiry Duty, Invoice Matching Duty, and Unmatch Invoices Duty.	Invoice Matching Duty Invoice Matching Inquiry Duty Unmatch Duty

**Table 3-1 (Cont.) Predefined Duties Provided in the Default Configuration**

Functional Area	Duty	Duty Description	Duties and/or Privileges Contained Within
Reason Codes	Reason Code Inquiry Duty	A duty for viewing Reason Code settings.	Search Reason Code Priv View Reason Code Priv
Reason Codes	Reason Code Maintenance Duty	A duty for managing Reason Code settings. This duty is an extension of the Reason Code Inquiry Duty.	Reason Code Inquiry Duty Maintain Reason Code Priv Delete Reason Code Priv
Tolerances	Tolerance Inquiry Duty	A duty for viewing Tolerance settings.	Search Tolerance Priv Search Tolerance Mapping Priv View Tolerance Priv View Tolerance Mapping Priv
Tolerances	Tolerance Maintenance Duty	A duty for managing Tolerance settings. This duty is an extension of the Tolerance Inquiry Duty.	Tolerance Inquiry Duty Maintain Tolerance Priv Delete Tolerance Priv Maintain Tolerance Mapping Priv Delete Tolerance Mapping Priv

## Application Administrator Duties

[Table 3-2](#) lists the default security configuration and duties for the Application Administrator job role.

**Table 3-2 Application Administrator Duties**

Functional Area	Access Level	Duty Assigned
Administration - Batch	Access Granted	Batch Management Duty
Administration - Settings Administrator Console	Access Granted	Administrator Console Duty
Administration - Settings Menu	Access Granted	Settings Menu Duty
Administration - Supplier Options	Management	Supplier Options Maintenance Duty
Administration - System Options	Management	System Options Maintenance Duty
Dashboard	Access Granted	Accounts Payable Specialist Dashboard Reports Duty Financial Manager Dashboard Reports Duty
Data Loading - Documents	Access Granted	Document Upload Duty
Discrepancies – Allowance	Management	Allowance Discrepancy Resolution Duty
Discrepancies - Cost	Management	Discrepancy Resolution Duty
Discrepancies - Quantity	Management	
Discrepancies - Tax	Management	Tax Discrepancy Resolution Duty
Documents	High Security	Document High Security Duty
Financial Posting	Management	Financial Posting Error Duty
General Ledger	Management	General Ledger Management Duty
Match Strategies	Management	Match Strategy Maintenance Duty
Matching - Credit Notes	Management	Credit Note Matching Duty

**Table 3-2 (Cont.) Application Administrator Duties**

Functional Area	Access Level	Duty Assigned
Matching - Invoices	High Security	Invoice Matching High Security Duty
Reason Codes	Management	Reason Codes Maintenance Duty
Tolerances	Management	Tolerance Inquiry Duty

## Data Steward Duties

[Table 3-3](#) lists the default security configuration and duties for the Data Steward job role.

**Table 3-3 Data Steward Duties**

Functional Area	Access Level	Duty Assigned
Administration - Batch	No Access	
Administration - Settings Administrator Console	No Access	
Administration - Settings Menu	No Access	
Administration - Supplier Options	Management	Supplier Options Maintenance Duty
Administration - System Options	Management	System Options Maintenance Duty
Dashboard	No Access	
Data Loading - Documents	Access Granted	Document Upload Duty
Discrepancies – Allowance	No Access	
Discrepancies - Cost	No Access	
Discrepancies - Quantity	No Access	
Discrepancies - Tax	No Access	
Documents	Management	Document Management Duty
Financial Posting	Management	Financial Posting Error Duty
General Ledger	Management	General Ledger Management Duty
Match Strategies	Management	Match Strategy Maintenance Duty
Matching - Credit Notes	No Access	
Matching - Invoices	No Access	
Reason Codes	Management	Reason Codes Maintenance Duty
Tolerances	Management	Tolerance Maintenance Duty

## Accounts Payable Specialist Duties

[Table 3-4](#) lists the default security configuration and duties for the Accounts Payable Specialist job role.

**Table 3-4 Accounts Payable Specialist Duties**

Functional Area	Access Level	Duty Assigned
Administration - Batch	No Access	
Administration - Settings Administrator Console	No Access	
Administration - Settings Menu	No Access	
Administration - Supplier Options	Inquiry	Supplier Options Inquiry Duty
Administration - System Options	Inquiry	System Options Inquiry Duty
Dashboard	Access Granted	Dashboard Inquiry Duty
Data Loading - Documents	Access Granted	Document Upload Duty
Discrepancies – Allowance	Management	Allowance Discrepancy Resolution Duty
Discrepancies - Cost	Management	Discrepancy Resolution Duty
Discrepancies - Quantity	Management	
Discrepancies - Tax	Management	Tax Discrepancy Resolution Duty
Documents	High Security	Document High Security Duty
Financial Posting	Management	Financial Posting Error Duty
General Ledger	Inquiry	General Ledger Inquiry Duty
Match Strategies	Inquiry	Match Strategy Inquiry Duty
Matching - Credit Notes	Management	Credit Note Matching Duty
Matching - Invoices	High Security	Invoice Matching High Security Duty
Reason Codes	Inquiry	Reason Codes Inquiry Duty
Tolerances	Inquiry	Tolerance Inquiry Duty

## Accounts Payable Manager Duties

[Table 3-5](#) lists the default security configuration and duties for the Accounts Payable Manager job role.

**Table 3-5 Accounts Payable Manager Duties**

Functional Area	Access Level	Duty Assigned
Administration - Batch	No Access	
Administration - Settings Administrator Console	No Access	
Administration - Settings Menu	No Access	
Administration - Supplier Options	Management	Supplier Options Maintenance Duty
Administration - System Options	Inquiry	System Options Inquiry Duty
Dashboard	Access Granted	Accounts Payable Specialist Dashboard Reports Duty Financial Manager Dashboard Reports Duty
Data Loading - Documents	Access Granted	Document Upload Duty
Discrepancies – Allowance	Management	Allowance Discrepancy Resolution Duty

**Table 3-5 (Cont.) Accounts Payable Manager Duties**

Functional Area	Access Level	Duty Assigned
Discrepancies - Cost	Management	Discrepancy Resolution Duty
Discrepancies - Quantity	Management	
Discrepancies - Tax	Management	Tax Discrepancy Resolution Duty
Documents	High Security	Document High Security Duty
Financial Posting	Management	Financial Posting Error Duty
General Ledger	Management	General Ledger Management Duty
Match Strategies	Management	Match Strategy Maintenance Duty
Matching - Credit Notes	Management	Credit Note Matching Duty
Matching - Invoices	High Security	Invoice Matching High Security Duty
Reason Codes	Management	Reason Codes Maintenance Duty
Tolerances	Management	Tolerance Inquiry Duty

## Financial Analyst Duties

Table 3-6 lists the default security configuration and duties for the Financial Analyst job role.

**Table 3-6 Financial Analyst Duties**

Functional Area	Access Level	Duty Assigned
Administration - Batch	No Access	
Administration - Settings Administrator Console	No Access	
Administration - Settings Menu	No Access	
Administration - Supplier Options	Inquiry	Supplier Options Inquiry Duty
Administration - System Options	Inquiry	System Options Inquiry Duty
Dashboard	No Access	
Data Loading - Documents	No Access	
Discrepancies – Allowance	No Access	
Discrepancies - Cost	No Access	
Discrepancies - Quantity	No Access	
Discrepancies - Tax	No Access	
Documents	Inquiry	Document Inquiry Duty
Financial Posting	Inquiry	Financial Posting Error Inquiry Duty
General Ledger	Inquiry	General Ledger Inquiry Duty
Match Strategies	Inquiry	Match Strategy Inquiry Duty
Matching - Credit Notes	No Access	
Matching - Invoices	No Access	
Reason Codes	Inquiry	Reason Codes Inquiry Duty
Tolerances	Inquiry	Tolerance Inquiry Duty

## Financial Manager Duties

Table 3-7 lists the default security configuration and duties for the Financial Manager job role.

**Table 3-7 Financial Manager Duties**

Functional Area	Access Level	Duty Assigned
Administration - Batch	No Access	
Administration - Settings Administrator Console	No Access	
Administration - Settings Menu	No Access	
Administration - Supplier Options	Management	Supplier Options Maintenance Duty
Administration - System Options	Inquiry	System Options Inquiry Duty
Dashboard	Access Granted	Accounts Payable Specialist Dashboard Reports Duty Financial Manager Dashboard Reports Duty
Data Loading - Documents	Access Granted	Document Upload Duty
Discrepancies – Allowance	Management	Allowance Discrepancy Resolution Duty
Discrepancies - Cost	Management	Discrepancy Resolution Duty
Discrepancies - Quantity	Management	
Discrepancies - Tax	Management	Tax Discrepancy Resolution Duty
Documents	High Security	Document High Security Duty
Financial Posting	Management	Financial Posting Error Duty
General Ledger	Management	General Ledger Management Duty
Match Strategies	Management	Match Strategy Maintenance Duty
Matching - Credit Notes	Management	Credit Note Matching Duty
Matching - Invoices	High Security	Invoice Matching High Security Duty
Reason Codes	Management	Reason Codes Maintenance Duty
Tolerances	Management	Tolerance Inquiry Duty

## Buyer Duties

Table 3-8 lists the default security configuration and duties for the Buyer job role.

**Table 3-8 Buyer Duties**

Functional Area	Access Level	Duty Assigned
Administration - Batch	No Access	
Administration - Settings Administrator Console	No Access	
Administration - Settings Menu	No Access	
Administration - Supplier Options	No Access	
Administration - System Options	No Access	
Dashboard	No Access	



**Table 3-8 (Cont.) Buyer Duties**

Functional Area	Access Level	Duty Assigned
Data Loading - Documents	No Access	
Discrepancies – Allowance	Management	Allowance Discrepancy Resolution Duty
Discrepancies - Cost	Management	Cost Discrepancy Resolution Duty
Discrepancies - Quantity	No Access	
Discrepancies - Tax	No Access	
Documents	No Access	
Financial Posting	No Access	
General Ledger	No Access	
Match Strategies	No Access	
Matching - Credit Notes	No Access	
Matching - Invoices	No Access	
Reason Codes	No Access	
Tolerances	No Access	

## Corporate Inventory Control Analyst Duties

[Table 3-9](#) lists the default security configuration and duties for the Corporate Inventory Control Analyst job role.

**Table 3-9 Corporate Inventory Control Analyst Duties**

Functional Area	Access Level	Duty Assigned
Administration - Batch	No Access	
Administration - Settings Administrator Console	No Access	
Administration - Settings Menu	No Access	
Administration - Supplier Options	No Access	
Administration - System Options	No Access	
Dashboard	No Access	
Data Loading - Documents	No Access	
Discrepancies – Allowance	No Access	
Discrepancies - Cost	No Access	
Discrepancies - Quantity	Management	Quantity Discrepancy Resolution Duty
Discrepancies - Tax	No Access	
Documents	No Access	
Financial Posting	No Access	
General Ledger	No Access	
Match Strategies	No Access	
Matching - Credit Notes	No Access	

**Table 3-9 (Cont.) Corporate Inventory Control Analyst Duties**

Functional Area	Access Level	Duty Assigned
Matching - Invoices	No Access	
Reason Codes	No Access	
Tolerances	No Access	

## Privileges

For each functional area in the application there is an associated set of privileges. The privileges build upon each other. For example, in order to be able to approve a group of documents from the group entry, the user must also be able to search for, view, create, and maintain documents. Therefore, the Group Entry Document Approval Duty contains the Search Documents, View Documents, Maintain Documents, and Approve Documents via Group Entry privileges.

Privilege	Inquiry	Management	Approval	High Security
Search Documents Priv	x	x	x	x
View Documents Priv	x	x	x	x
Maintain Documents Priv		x	x	x
Approve Documents via Group Entry Priv			x	x
Reverse Debit Memos Priv				x

Here are all of the privileges available in Invoice Matching, along with the duty type to which they are assigned in the default configuration:

**Table 3-10 Invoice Matching Privileges**

Functional Area	Privilege	Privilege Description
Administration - Batch	Execute Batch Jobs Priv	A privilege for executing Invoice Match batch jobs.
Administration - Supplier Options	Search Supplier Options Priv	A privilege for searching for Supplier Options settings.
Administration - Supplier Options	View Supplier Options Priv	A privilege for viewing for Supplier Options settings.
Administration - Supplier Options	Maintain Supplier Options Priv	A privilege for creating and editing Supplier Options settings.
Administration - Supplier Options	Delete Supplier Options Priv	A privilege for deleting a Supplier Options setting.
Administration - System Options	View System Options Priv	A privilege for viewing for System Options settings.
Administration - System Options	Maintain System Options Priv	A privilege for creating and editing System Options settings.

**Table 3-10 (Cont.) Invoice Matching Privileges**

Functional Area	Privilege	Privilege Description
Dashboard	View Accounts Payable Specialist Dashboard Reports Priv	A privilege for viewing the Accounts Payable Specialist dashboard reports.
Dashboard	View Financial Manager Specialist Dashboard Reports Priv	A privilege for viewing the Financial Manager dashboard reports.
Data Loading - Documents	Upload Documents Priv	A privilege for allowing a user to upload documents.
Discrepancies – Allowance	Search Allowance Discrepancy List Priv	A privilege to search for Allowance Discrepancies.
Discrepancies – Allowance	Resolve Allowance Discrepancies Priv	A privilege to allow a allowance discrepancy to be resolved.
Discrepancies - Cost	Resolve Cost Discrepancies Priv	A privilege to allow a cost discrepancy to be resolved.
Discrepancies - Cost and Quantity	Search Discrepancy List Priv	A privilege to search for Discrepancies.
Discrepancies - Quantity	Resolve Quantity Discrepancies Priv	A privilege to allow a quantity discrepancy to be resolved.
Discrepancies - Tax	Search Tax Discrepancy List Priv	A privilege to search for Tax Discrepancies.
Discrepancies - Tax	Resolve Tax Discrepancies Priv	A privilege to allow a tax discrepancy to be resolved.
Documents	Search Documents Priv	A privilege for searching for documents.
Documents	View Documents Priv	A privilege for viewing documents.
Documents	Search EDI Documents Priv	A privilege for searching for EDI documents with errors.
Documents	Maintain Documents Priv	A privilege for creating and editing documents.
Documents	Delete Documents Priv	A privilege for deleting documents.
Documents	Maintain EDI Documents Priv	A privilege for allowing a user to fix EDI errors.
Documents	Create Credit Note from CNR Priv	A privilege for allowing a user to create a credit note from a credit note request.
Documents	Approve Deal Billbacks Priv	A privilege to approve deal billback documents. Deal debit memos or Credit Note Requests can be passed from Merchandising system in submitted status.
Documents	Approve Documents via Group Entry Priv	A privilege to approve documents entered via group entry.
Documents	Pay Invoice Manually Priv	A privilege to allow user to pay an invoice before matching the invoice.
Documents	Void Credit Note Priv	A privilege for allowing a user to void a credit note.
Documents	Reverse Debit Memo Priv	A privilege for allowing a user to reverse a Debit Memo.
Documents	Delete EDI Documents Priv	A privilege for deleting EDI documents with errors.
Financial Posting	Search Financial Posting Error Priv	A privilege for searching for financial posting errors.
Financial Posting	View Financial Posting Error Priv	A privilege for viewing financial posting errors.

**Table 3-10 (Cont.) Invoice Matching Privileges**

Functional Area	Privilege	Privilege Description
Financial Posting	Maintain Financial Posting Error Priv	A privilege for editing financial posting errors.
General Ledger	Search G/L Cross Reference Priv	A privilege for searching for G/L Cross Reference settings.
General Ledger	View G/L Cross Reference Priv	A privilege for viewing for G/L Cross Reference settings.
General Ledger	Search G/L Options Priv	A privilege for searching for G/L Options settings.
General Ledger	View G/L Options Priv	A privilege for viewing for G/L Options settings.
General Ledger	Search Location Dynamic Mapping Priv	A privilege for searching for Location Dynamic Mapping settings.
General Ledger	View Location Dynamic Mapping Priv	A privilege for viewing for Location Dynamic Mapping settings.
General Ledger	Search Dept Class Dynamic Mapping Priv	A privilege for searching for Dept Class Dynamic Mapping settings.
General Ledger	View Dept Class Dynamic Mapping Priv	A privilege for viewing for Dept Class Dynamic Mapping settings.
General Ledger	Maintain G/L Cross Reference Priv	A privilege for creating and editing t G/L Cross Reference settings.
General Ledger	Delete G/L Cross Reference Priv	A privilege for deleting a G/L Cross Reference setting.
General Ledger	Maintain G/L Options Priv	A privilege for creating and editing G/L Options settings.
General Ledger	Delete G/L Options Priv	A privilege for deleting a G/L Options settings.
General Ledger	Maintain Location Dynamic Mapping Priv	A privilege for creating and editing Location Dynamic Mapping settings.
General Ledger	Delete Location Dynamic Mapping Priv	A privilege for deleting a Location Dynamic Mapping setting.
General Ledger	Maintain Dept Class Dynamic Mapping Priv	A privilege for creating and editing Dept Class Dynamic Mapping settings.
General Ledger	Delete Dept Class Dynamic Mapping Priv	A privilege for deleting a Dept Class Dynamic Mapping settings.
Match Strategies	Search Match Strategy Priv	A privilege for searching for Match Strategy settings.
Match Strategies	View Match Strategy Priv	A privilege for viewing for Match Strategy settings.
Match Strategies	Maintain Match Strategy Priv	A privilege for creating and editing Match Strategy settings.
Match Strategies	Delete Match Strategy Priv	A privilege for deleting a Match Strategy settings.
Matching - Credit Notes	Search Credit Note Match Priv	A privilege to allow a user to search for Credit Notes to Credit Note Requests to be matched.
Matching - Credit Notes	Credit Note Match Priv	A privilege to match Credit Notes to Credit Note Requests.
Matching - Invoices	Search Manual Match Priv	A privilege to allow a user search for invoices and receipts to be manually matched.
Matching - Invoices	View Invoice Match Inquiry Priv	A privilege to allow a user to view the results of a match.
Matching - Invoices	Manually Match Priv	A privilege to allow a user to match an invoice manually through the UI.

**Table 3-10 (Cont.) Invoice Matching Privileges**

Functional Area	Privilege	Privilege Description
Matching - Invoices	Unmatch Documents Priv	A privilege for allowing a user to unmatch a merchandise invoice.
Reason Codes	Search Reason Code Priv	A privilege for searching for Reason Code settings.
Reason Codes	View Reason Code Priv	A privilege for viewing for Reason Code settings.
Reason Codes	Maintain Reason Code Priv	A privilege for creating and editing Reason Code settings.
Reason Codes	Delete Reason Code Priv	A privilege for deleting a Reason Code setting.
Tolerances	Search Tolerance Priv	A privilege for searching for tolerance settings.
Tolerances	View Tolerance Priv	A privilege for viewing for tolerance settings.
Tolerances	Maintain Tolerance Priv	A privilege for creating and editing tolerance settings.
Tolerances	Delete Tolerance Priv	A privilege for deleting a tolerance setting.
Tolerances	Search Tolerance Mapping Priv	A privilege for searching for tolerance mapping settings.
Tolerances	View Tolerance Mapping Priv	A privilege for viewing for tolerance mapping settings.
Tolerances	Maintain Tolerance Mapping Priv	A privilege for creating and editing tolerance mapping settings.
Tolerances	Delete Tolerance Mapping Priv	A privilege for deleting a tolerance mapping settings.

## A

## Appendix A – Role Identifiers

Each role in the system has an identifier which is displayed in the security administration screens with a Role Type of job. [Table A-1](#) provides a list of each role and its identifier.

**Table A-1 Roles and Role Identifiers**

Role	Role Identifier
Accounts Payable Manager	ACCOUNTS_PAYABLE_JOB
Accounts Payable Specialist	ACCOUNTS_PAYABLE_SPECIALIST_JOB
Application Administrator	REIM_APPLICATION_ADMINISTRATOR_JOB
Buyer	BUYER_JOB
Corporate Inventory Control Analyst	CORPORATE_INVENTORY_CONTROL_ANALYST_JOB
Data Steward	REIM_DATA_STEWARD_JOB
Financial Analyst	FINANCIAL_ANALYST_JOB
Financial Manager	FINANCIAL_MANAGER_JOB

# B

## Appendix B – Duty Identifiers

Each duty in the system has an identifier which is displayed in the security administration screens. [Table B-1](#) lists each duty and its identifier.

**Table B-1 Duty and Duty Identifiers**

Functional Area	Duties	Duty Identifier
Administration - Application Navigator	Allocation Global Menu Duty	ALLOC_GLOBAL_MENU_DUTY
Administration - Application Navigator	Invoice Matching Global Menu Duty	REIM_GLOBAL_MENU_DUTY
Administration - Application Navigator	Merchandising Global Menu Duty	RMS_GLOBAL_MENU_DUTY
Administration - Application Navigator	Pricing Global Menu Duty	PRICING_GLOBAL_MENU_DUTY
Administration - Application Navigator	Sales Audit Global Menu Duty	RESA_GLOBAL_MENU_DUTY
Administration - Batch	Batch Management Duty	APPLICATION_BATCH_MANAGEMENT_DUTY
Administration - Settings Administrator Console	Administrator Console Duty	ADMIN_CONSOLE_DUTY
Administration - Settings Menu	Settings Menu Duty	SETTINGS_MENU_DUTY
Administration - Supplier Options	Supplier Options Inquiry Duty	SUPPLIER_OPTIONS_INQUIRY_DUTY
Administration - Supplier Options	Supplier Options Maintenance Duty	SUPPLIER_OPTIONS_MAINTENANCE_DUTY
Administration - System Options	System Options Inquiry Duty	SYSTEM_OPTIONS_INQUIRY_DUTY
Administration - System Options	System Options Maintenance Duty	SYSTEM_OPTIONS_MAINTENANCE_DUTY
Dashboard	Accounts Payable Specialist Dashboard Reports Duty	DASHBOARD_INQUIRY_DUTY
Dashboard	Financial Manager Dashboard Reports Duty	DASHBOARD_MANAGER_DUTY
Data Loading - Documents	Document Upload Duty	DOCUMENT_UPLOAD_DUTY
Discrepancies – Allowance	Allowance Discrepancy Resolution Duty	RESOLVE_ALLOWANCE_DISCREPANCIES_DUTY
Discrepancies - Cost	Cost Discrepancy Resolution Duty	RESOLVE_COST_DISCREPANCIES_DUTY
Discrepancies - Cost and Quantity	Discrepancy Resolution Duty	RESOLVE_DISCREPANCIES_DUTY
Discrepancies - Quantity	Quantity Discrepancy Resolution Duty	RESOLVE_QUANTITY_DISCREPANCIES_DUTY
Discrepancies - Tax	Tax Discrepancy Resolution Duty	RESOLVE_TAX_DISCREPANCY_DUTY
Documents	Document Inquiry Duty	DOCUMENT_INQUIRY_DUTY

**Table B-1 (Cont.) Duty and Duty Identifiers**

Functional Area	Duties	Duty Identifier
Documents	EDI Document Inquiry Duty	EDI_INQUIRY_DUTY
Documents	EDI Document Management Duty	EDI_MAINTENANCE_DUTY
Documents	Create Credit Note from CNR Duty	CREATE_CREDIT_NOTE_FROM_CNR_DUTY
Documents	Document Management Duty	DOCUMENT_MANAGEMENT_DUTY
Documents	Deal Billback Approval Duty	DEAL_BILLBACK_APPROVAL_DUTY
Documents	Group Entry Document Approval Duty	GROUP_ENTRY_DOCUMENT_APPROVAL_DUTY
Documents	EDI Document Deletion Duty	EDI_DELETE_DUTY
Documents	Pay Invoice Duty	PAY_INVOICE_DUTY
Documents	Void Credit Note Duty	VOID_CREDIT_NOTE_DUTY
Documents	Reverse Debit Memo Duty	REVERSE_DEBIT_MEMO_DUTY
Documents	Document High Security Duty	DOCUMENT_HIGH_SECURITY_DUTY
Financial Posting	Financial Posting Error Inquiry Duty	FINANCIAL_POSTING_ERROR_INQUIRY_DUTY
Financial Posting	Financial Posting Error Duty	FINANCIAL_POSTING_ERROR_DUTY
General Ledger	G/L Cross Reference Inquiry Duty	GL_CROSS_REFERENCE_INQUIRY_DUTY
General Ledger	G/L Options Inquiry Duty	GL_OPTIONS_INQUIRY_DUTY
General Ledger	Location Dynamic Mapping Inquiry Duty	LOCATION_DYNAMIC_MAPPING_INQUIRY_DUTY
General Ledger	Dept Class Dynamic Mapping Inquiry Duty	DEPT_CLASS_DYNAMIC_MAPPING_INQUIRY_DUTY
General Ledger	General Ledger Inquiry Duty	GENERAL_LEDGER_INQUIRY_DUTY
General Ledger	G/L Cross Reference Maintenance Duty	GL_CROSS_REFERENCE_MAINTENANCE_DUTY
General Ledger	G/L Options Maintenance Duty	GL_OPTIONS_MAINTENANCE_DUTY
General Ledger	Location Dynamic Mapping Maintenance Duty	LOCATION_DYNAMIC_MAPPING_MAINTENANCE_DUTY
General Ledger	Dept Class Dynamic Mapping Maintenance Duty	DEPT_CLASS_DYNAMIC_MAPPING_MAINTENANCE_DUTY
General Ledger	General Ledger Management Duty	GENERAL_LEDGER_MANAGEMENT_DUTY
Match Strategies	Match Strategy Inquiry Duty	MATCH_STRATEGY_INQUIRY_DUTY
Match Strategies	Match Strategy Maintenance Duty	MATCH_STRATEGY_MAINTENANCE_DUTY
Matching - Credit Notes	Credit Note Matching Duty	CREDIT_NOTE_MATCHING_DUTY
Matching - Invoices	Invoice Matching Inquiry Duty	INVOICE_MATCHING_INQUIRY_DUTY
Matching - Invoices	Invoice Matching Management Duty	INVOICE_MATCHING_DUTY
Matching - Invoices	Unmatch Invoices Duty	UNMATCH_DUTY
Matching - Invoices	Invoice Matching High Security Duty	INVOICE_MATCHING_HIGH_SECURITY_DUTY
Reason Codes	Reason Code Inquiry Duty	REASON_CODE_INQUIRY_DUTY
Reason Codes	Reason Code Maintenance Duty	REASON_CODE_MAINTENANCE_DUTY
Tolerances	Tolerance Inquiry Duty	TOLERANCE_INQUIRY_DUTY
Tolerances	Tolerance Maintenance Duty	TOLERANCE_MAINTENANCE_DUTY



## C

## Appendix C – Privilege Identifiers

Each privilege in the system has an identifier which is displayed in the security administration screens. [Table C-1](#) lists each privilege and its identifier.

**Table C-1 Privilege and Privilege Identifiers**

Functional Area	Privileges	Privilege Identifier
Administration - Batch	Execute Batch Jobs Priv	REIM_BATCH_PRIV
Administration - Supplier Options	Search Supplier Options Priv	SEARCH_SUPPLIER_OPTIONS_PRIV
Administration - Supplier Options	View Supplier Options Priv	VIEW_SUPPLIER_OPTIONS_PRIV
Administration - Supplier Options	Maintain Supplier Options Priv	MAINTAIN_SUPPLIER_OPTIONS_PRIV
Administration - Supplier Options	Delete Supplier Options Priv	DELETE_SUPPLIER_OPTIONS_PRIV
Administration - System Options	View System Options Priv	VIEW_SYSTEM_OPTIONS_PRIV
Administration - System Options	Maintain System Options Priv	MAINTAIN_SYSTEM_OPTIONS_PRIV
Dashboard	View Accounts Payable Specialist Dashboard Reports Priv	DASHBOARD_INQUIRY_PRIV
Dashboard	View Financial Manager Specialist Dashboard Reports Priv	DASHBOARD_MANAGER_PRIV
Data Loading - Documents	Upload Documents Priv	UPLOAD_DOCUMENTS_PRIV
Discrepancies – Allowance	Search Allowance Discrepancy List Priv	SEARCH_ALLOWANCE_DISCREPANCY_LIST_PRIV
Discrepancies – Allowance	Resolve Allowance Discrepancies Priv	RESOLVE_ALLOWANCE_DISCREPANCY_PRIV
Discrepancies - Cost	Resolve Cost Discrepancies Priv	COST_DISCREPANCY_PRIV
Discrepancies - Cost and Quantity	Search Discrepancy List Priv	SEARCH_DISCREPANCY_LIST_PRIV
Discrepancies - Quantity	Resolve Quantity Discrepancies Priv	QUANTITY_DISCREPANCY_PRIV
Discrepancies - Tax	Search Tax Discrepancy List Priv	SEARCH_TAX_DISCREPANCY_LIST_PRIV
Discrepancies - Tax	Resolve Tax Discrepancies Priv	TAX_DISCREPANCY_RESOLUTION_PRIV
Documents	Search Documents Priv	SEARCH_DOCUMENTS_PRIV
Documents	View Documents Priv	VIEW_DOCUMENTS_PRIV

**Table C-1 (Cont.) Privilege and Privilege Identifiers**

Functional Area	Privileges	Privilege Identifier
Documents	Search EDI Documents Priv	SEARCH_EDI_DOCUMENTS_PRIV
Documents	Maintain Documents Priv	MAINTAIN_DOCUMENTS_PRIV
Documents	Delete Documents Priv	DELETE_DOCUMENTS_PRIV
Documents	Maintain EDI Documents Priv	EDI_MAINTENANCE_PRIV
Documents	Create Credit Note from CNR Priv	CREATE_CREDIT_NOTE_FROM_CNR_PRIV
Documents	Approve Deal Billbacks Priv	APPROVE_DEAL_BILLBACKS_PRIV
Documents	Approve Documents via Group Entry Priv	APPROVE_DOCUMENTS_VIA_GROUP_ENTRY_PRIV
Documents	Pay Invoice Manually Priv	PAY_INVOICE_MANUALLY_PRIV
Documents	Void Credit Note Priv	VOID_CREDIT_NOTE_PRIV
Documents	Reverse Debit Memo Priv	REVERSE_DEBIT_MEMO_PRIV
Documents	Delete EDI Documents Priv	EDI_DELETE_PRIV
Financial Posting	Search Financial Posting Error Priv	SEARCH_FINANCIAL_POSTING_ERROR_PRIV
Financial Posting	View Financial Posting Error Priv	VIEW_FINANCIAL_POSTING_ERROR_PRIV
Financial Posting	Maintain Financial Posting Error Priv	MAINTAIN_FINANCIAL_POSTING_ERROR_PRIV
General Ledger	Search G/L Cross Reference Priv	SEARCH_GL_CROSS_REFERENCE_PRIV
General Ledger	View G/L Cross Reference Priv	VIEW_GL_CROSS_REFERENCE_PRIV
General Ledger	Search G/L Options Priv	SEARCH_GL_OPTIONS_PRIV
General Ledger	View G/L Options Priv	VIEW_GL_OPTIONS_PRIV
General Ledger	Search Location Dynamic Mapping Priv	SEARCH_LOCATION_DYNAMIC_MAPPING_PRIV
General Ledger	View Location Dynamic Mapping Priv	VIEW_LOCATION_DYNAMIC_MAPPING_PRIV
General Ledger	Search Dept Class Dynamic Mapping Priv	SEARCH_DEPT_CLASS_DYNAMIC_MAPPING_PRIV
General Ledger	View Dept Class Dynamic Mapping Priv	VIEW_DEPT_CLASS_DYNAMIC_MAPPING_PRIV
General Ledger	Maintain G/L Cross Reference Priv	MAINTAIN_GL_CROSS_REFERENCE_PRIV
General Ledger	Delete G/L Cross Reference Priv	DELETE_GL_CROSS_REFERENCE_PRIV
General Ledger	Maintain G/L Options Priv	MAINTAIN_GL_OPTIONS_PRIV
General Ledger	Delete G/L Options Priv	DELETE_GL_OPTIONS_PRIV
General Ledger	Maintain Location Dynamic Mapping Priv	MAINTAIN_LOCATION_DYNAMIC_MAPPING_PRIV

**Table C-1 (Cont.) Privilege and Privilege Identifiers**

Functional Area	Privileges	Privilege Identifier
General Ledger	Delete Location Dynamic Mapping Priv	DELETE_LOCATION_DYNAMIC_MAPPING_PRIV
General Ledger	Maintain Dept Class Dynamic Mapping Priv	MAINTAIN_DEPT_CLASS_DYNAMIC_MAPPING_PRIV
General Ledger	Delete Dept Class Dynamic Mapping Priv	DELETE_DEPT_CLASS_DYNAMIC_MAPPING_PRIV
Match Strategies	Search Match Strategy Priv	SEARCH_MATCH_STRATEGY_PRIV
Match Strategies	View Match Strategy Priv	VIEW_MATCH_STRATEGY_PRIV
Match Strategies	Maintain Match Strategy Priv	MAINTAIN_MATCH_STRATEGY_PRIV
Match Strategies	Delete Match Strategy Priv	DELETE_MATCH_STRATEGY_PRIV
Matching - Credit Notes	Search Credit Note Match Priv	SEARCH_CREDIT_NOTE_MATCH_PRIV
Matching - Credit Notes	Credit Note Match Priv	CREDIT_NOTE_MATCH_PRIV
Matching - Invoices	Search Manual Match Priv	SEARCH_MANUAL_MATCH_PRIV
Matching - Invoices	View Invoice Match Inquiry Priv	VIEW_INVOICE_MATCH_INQUIRY_PRIV
Matching - Invoices	Manually Match Priv	MANUALLY_MATCH_PRIV
Matching - Invoices	Unmatch Documents Priv	DOCUMENT_UNMATCH_PRIV
Reason Codes	Search Reason Code Priv	SEARCH_REASON_CODE_PRIV
Reason Codes	View Reason Code Priv	VIEW_REASON_CODE_PRIV
Reason Codes	Maintain Reason Code Priv	MAINTAIN_REASON_CODE_PRIV
Reason Codes	Delete Reason Code Priv	DELETE_REASON_CODE_PRIV
Tolerances	Search Tolerance Priv	SEARCH_TOLERANCE_PRIV
Tolerances	View Tolerance Priv	VIEW_TOLERANCE_PRIV
Tolerances	Maintain Tolerance Priv	MAINTAIN_TOLERANCE_PRIV
Tolerances	Delete Tolerance Priv	DELETE_TOLERANCE_PRIV
Tolerances	Search Tolerance Mapping Priv	SEARCH_TOLERANCE_MAPPING_PRIV
Tolerances	View Tolerance Mapping Priv	VIEW_TOLERANCE_MAPPING_PRIV
Tolerances	Maintain Tolerance Mapping Priv	MAINTAIN_TOLERANCE_MAPPING_PRIV
Tolerances	Delete Tolerance Mapping Priv	DELETE_TOLERANCE_MAPPING_PRIV