

FSJA-017 Finance and Administrative Security Matrix

University of New Mexico

Date: June, 2022

NOTE: These are functions NOT job titles.

Note for Finance Approvers

Approvers are accountable for the transactions they approve.

- Banner Finance and Chrome River approvers must have the Department General Inquiry role.
- LoboMart approvers must have Department General Inquiry and the Department LoboMart Approver role.

[See UNM Business Policy 2000 Responsibility and Accountability for University Information and Transactions.](#)

Banner Finance & Finance Self Service (Lobo-Web)

Role	Grants Access To	Description
Department General Inquiry	Banner Finance forms, Journal Voucher access (Banner or Finance Self Service), ePrint Finance repository, MyReports Finance, Finance Self-Service (LoboWeb), MySpend Portal	REQUIRED ROLE TO ACCESS BANNER FINANCE. Basic Banner Finance security role given to departmental users who require general inquiry access to Banner Finance forms and Finance Self Service including access to key Journal Vouchers. Access to this role requires approval of selected organization codes by Fiscal Agents. This also grants access to published Finance reports in ePrint and MyReports.
Department Labor Redistributions	Key redistributions in Banner PHAREDS or Finance Self-Service (LoboWeb).	RESTRICTED ROLE: This gives users the access to redistribute payroll transactions posted in Banner Finance from the original labor distribution. Please note that Organization code security is enabled on this role.
Department Transferor	Budget Journal Voucher forms in Banner or Finance Self-Service (Lobo-Web)	This gives users the access to key journal vouchers using Transfer Account Codes. Fiscal Agent approval is required for this role.

Chrome River

Role	Grants Access To	Description
Chrome River Access	Chrome River Expense, Invoice and Reports	All active UNM Staff have access to Chrome River and do not need to submit a Banner Authorization Request. EXCEPTION: Users who will be Chrome River approvers must also have the finance role Department General Inquiry.

LoboMart / Purchasing Roles

Role	Grants Access To	Description
Department Purchase Requisitioner	Grants access to LoboMart to process purchase requisitions for PO or PCard purchases	This gives users the access to create purchase requisitions and P-Card transactions in LoboMart. Note: The user MUST also be a P-Card holder to do P-Card transactions in LoboMart.
Department LoboMart Approver	Grants access to approve LoboMart transactions. Approvers must also be added to the approval group.	This role gives users access to approve LoboMart requisitions. Users must be authorized to perform approvals for Purchase Requisitions. NOTE: Users must also be in a Banner Finance Approval Queue to review, approve or disapprove requisitions. Banner access is required to have this role. No Banner access is granted with this role.
Department LoboMart Shopper	Grants access to shop in LoboMart, no purchasing power granted.	This role gives users the access to create shopping carts in LoboMart and assign them to a person in the department with the Department Purchase Requisitioner role for submission. No Banner access is required to have this role. No Banner access is granted with this role.

Other Finance Forms & Processes

Role	Grants Access to	Description
Department Accounts Receivable Processor	Non-Student Accounts Receivable module in Banner. Access is limited to department who have previously been set up.	RESTRICTED ROLE: This gives users the access to enter department specific charges to customer accounts and query customer accounts within the Banner Accounts Receivable Module. Approval is required from the appropriate Unrestricted Accounting office in Financial Services (UA-Main or UA-HSC).
Department Accounts Receivable Query	Query Access Non-Student Accounts Receivable module in Banner. Access is limited to department who have previously been set up.	RESTRICTED ROLE: This is an INQUIRY role that only gives access to query customer accounts within the Banner Accounts Receivable Module. Approval is required from the appropriate Unrestricted Accounting office in Financial Services (UA-Main or UA-HSC).
Department Chart of Accounts Requestor	Workflow ONLY - Access to the Term Index process in My Processes - Workflow	RESTRICTED ROLE: This role ONLY gives users the access to request Banner Finance index terminations in Workflow. Users must be familiar with UNM Policies and Procedures, have a working knowledge of UNM and Banner Finance Chart of Accounts, and be responsible for the reporting in their department. Fiscal Agent approval is required for this role.
Department Effort Certification Reviewer	Effort Certification in LoboWeb	Department designated individual with authority to review an employee Effort Certification. This review must be completed prior to the employee being certified.

Other Finance Forms & Processes - Continued		
Role	Grants Access to	Description
Department HouseStaff Allocations Batch Processor	Batch Processing - for HSC House Staff ONLY	RESTRICTED ROLE: Allows journal voucher update to payroll transactions for HSC HouseStaff and enables the ability to post using the rule class code JFH. This security role cannot be requested until you submit the Batch Processor Role Request form at http://ua.unm.edu/forms.html and receive approval. Transactions must meet the standards of UNM Business Policy and Procedures Manual #4310.
Department HSC Batch Processor	Batch Processing - for HSC House Staff ONLY	RESTRICTED ROLE: This security role cannot be requested until you submit the Batch Processor Role Request form at http://ua.unm.edu/forms.html and receive approval. Transactions must meet the standards of UNM Business Policy and Procedures Manual #4310. This role may be used to process Main Campus internal sales transactions via JV in Banner or by electronic uploads. It may also be used for processing departmental allocation entries and enables the ability to post using rule class code JAD.
Department HSC Batch Processor	Batch Processing - for Inter-Departmental Sales and Departmental Revenue Allocations	RESTRICTED ROLE: This security role cannot be requested until you submit the Batch Processor Role Request form at http://ua.unm.edu/forms.html and receive approval. Transactions must meet the standards of UNM Business Policy and Procedures Manual #4310. This role may be used to process Main Campus internal sales transactions via JV in Banner or by electronic uploads. It may also be used for processing departmental allocation entries and enables the ability to post using rule class code JAD.
Department MAIN Campus Batch Processor	Batch Processing - for Inter-Departmental Sales and Departmental Revenue Allocations	RESTRICTED ROLE: This security role cannot be requested until you submit the Batch Processor Role Request form at http://ua.unm.edu/forms.html and receive approval. Transactions must meet the standards of UNM Business Policy and Procedures Manual #4310. This role may be used to process Main Campus internal sales transactions via JV in Banner or by electronic uploads. It may also be used for processing departmental allocation entries and enables the ability to post using rule class code JAD.
Finance MyReports Writer	Finance Report Writing in MyReports Finance reports	RESTRICTED: Grants access to write queries/reports using MyReports InfoAssist tool & run reports. Requestors must answer the following questions 1 What is the business need? 2 Are there other InfoAssist report writers in your dept? Please provide their names. 3 What data needs are currently not being provided by published reports? Failure to answer questions will result in disapproval of role. Supervisor approval comments must indicate what functions employee will perform with this access.
Payroll Forms & Processes		
Role	Grants Access to	Description
LoboTime Leave/Time Approver Only	LoboTime	This role is for supervisors of record who will only need the ability to approve time off requests and timecards. This role will not allow the supervisor to edit time cards or build schedules.
LoboTime Supervisor	LoboTime	This supervisor role is responsible for approving time off requests and timecards for employees for whom they are the supervisor of record in Banner.
LoboTime Time Manager	LoboTime	This role is responsible for approving and signing off time cards for specific org codes within their department.
Time Approver	LoboWeb Time Approvals	Provides access to time approver forms in LoboWeb for those designated by department as time approvers.
Time Keeper	Banner Time Entry	Provides access to enter and extract time in PHATIME for specific Time Keep Orgs.
Budget Forms & Processes		
Role	Grants Access to	Description
Department Budget Developer	Entering budgets for your organization / department	Develop and lock Organizational Budgets in Self Service Budget Development .
Department Salary Planner	Budget employee's salaries and complete the Mass Salary Update (MSU) process.	Apply and lock salary increases to Organizations in Self Service Salary Planner Organizations .
HR Forms & Processes		
Role	Grants Access to	Description
EPAF Labor Distribution Chg-FYI at Origination	Provides an FYI	Department designated individual who requires an FYI when a Labor Distribution Change EPAF is originated.
EPAF Labor Distribution Chg -FYI at Approval	Provides an FYI	Department designated individual who requires an FYI after a Labor Distribution Change EPAF has been approved.
EPAF - Labor Distribution change Originator	EPAF process	Department designated individual with authority to originate a Labor Change Distribution EPAF.
EPAF Labor Distribution Chg-First Level Approver	Department Approval	Department designated individual with authority to approve a Labor Distribution EPAF-First Level approval.(Department needs an originator and a first level approval within the department to process a Labor Distribution EPAF.)
EPAF Labor Distribution Chg-Second Level Approver	Department Approval	Department designated individual with authority to approve a Labor Distribution EPAF - Second Level Approval

HR Forms & Processes - Continued

Role	Grants Access to	Description
EPAF-Dept Apprv Level 1 - Res Phy	Department Approval	Department designated individual with authority to approve a Resident Physician Employment Transaction EPAF-First Level approval.(Department needs an originator and a first level approval within the department to process a Resident Physician Employment Transaction EPAF.)
College/School/Division Approver	Division Approval	Department designated individual with the authority to approve at the College/School/ or other high approving authority level
EPAF-Dept Apprv Level 1 - Faculty	Department Approval	Department designated individual with authority to approve a Faculty Employment Transaction EPAF-First Level approval.(Department needs an originator and a first level approval within the department to process a Faculty Employment Transaction EPAF.)
EPAF-Dept Apprv Level 2 - Faculty	Department Approval	Department designated individual with authority to approve a Faculty Employment Transaction EPAF-Second Level approval.
EPAF-Dept Apprv Level 1 - Staff	Department Approval	Department designated individual with authority to approve a Staff Employment Transaction EPAF-First Level approval.(Department needs an originator and a first level approval within the department to process a Staff Employment Transaction EPAF.)
EPAF-Dept Apprv Level 2 - Staff	Department Approval	Department designated individual with authority to approve a Staff Employment Transaction EPAF-Second Level approval.
EPAF-Dept Apprv Level 1 - Student	Department Approval	Department designated individual with authority to approve a Student Employment Transaction EPAF-First Level approval.(Department needs an originator and a second level approval within the department to process a Student Employment Transaction EPAF.)
EPAF-Dept Apprv Level 2 - Student	Department Approval	Department designated individual with authority to approve a Student Employment Transaction EPAF-Second Level approval.
EPAF - Originator of Student Employment Transactions	Department Originator	Department designated individual with authority to originate a Student Employment Transaction EPAF.
EPAF - Originator of Resident Physician Employment Transactions	Department Originator	Department designated individual with authority to originate a Resident Physician Employment Transaction EPAF.
EPAF - Originator of Faculty Employment Transactions	Department Originator	Department designated individual with authority to originate a Faculty Employment Transaction EPAF.
EPAF - Originator of Staff Employment Transactions	Department Originator	Department designated individual with authority to originate a Staff Employment Transaction EPAF.
EPAF-FYI Employment Trans at Approval	Provides an FYI	Department designated individual who requires an FYI after an Employment Transaction EPAF has been approved.
EPAF-FYI Employment Trans at Origination	Provides an FYI	Department designated individual who requires an FYI after an Employment Transaction EPAF has been originated.