

University of Maryland, Baltimore

eUMB Financials Role Descriptions – Roles Validation

Each of the categories below include only those roles which must be reviewed and validated annually on the UMB Roles Validation.

eUMB Financials

Dept Administrator ('Department Administrator' on report)

The Dept Administrator role provides view/download access to the *UMB Roles Validation Report* and the *UMB User Security* and *UMB Role/Dept Security* pages. No training is required to hold this role.

Dept JE Initiator

The Dept Journal Entry Initiator role provides access to enter Journal Entries that move amounts from one UMB funding source to another. There is no departmental approval for Journal Entries.

Dept Requisition Approver

The Dept Requisition Approver role provides access to approve a purchase requisition at the department level. (Further financial and procurement approvals are required.) An individual can also hold the Requisitioner role, but cannot act as BOTH Requisitioner and Approver on the same requisition.

Pro Card Reallocator

The Pro Card Reallocator role provides the access needed to reallocate procurement card expenses from the default funding source to the appropriate funding source in addition to the same access as the Pro Card Viewer role.

Pro Card Viewer

The Pro Card Viewer role provides access to view the card transactions on the Reconcile Statement pages in eUMB Financials. The role does not include reallocating amounts from the default chartstring to another chartstring. (Note: Although Pro Card holders are not also required to be Pro Card Viewers, they are still responsible for card transactions in the system.)

Receiver

The Receiver role provides access to acknowledge the receipt of goods delivered or services rendered in eUMB Financials. A Receipt indicates that payment of the vendor invoice should be made.

Requisitioner

The Requisitioner role provides access to create, modify and submit a purchase requisition. Requisitioners may also hold the Department Requisition Approver role, but cannot act as BOTH Requisitioner and Approver on the same requisition.