

TERMS SECURITY PROFILES

July 2021

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Accounting

ACo1

Accounting – A140 Update

A140. District Definition	
<u>Inquiry</u>	<u>Update</u>
A149. Account Structure	A145. Update Sign-on Center A147. Print District Definition A150. Account Dimensions A151. Print Dimensions A155. Print Control Records

F600. General Ledger	
<u>Inquiry</u>	<u>Update</u>
F601. G/L Query – Acct F603. G/L Matrix	F605. Print Summary F606. Print Detail F611. Journal Query F612. Journal Entry F613. Print Journal F616. Update Accounts F617. Print Accounts F618. Maintain Accounts F620. Print FA-399 Report

ACo2

Accounting Director / Manager (Sharon & Cindy Only)

A140. District Definition	
<u>Inquiry</u>	<u>Update</u>
A149. Account Structure	A145. Update Sign-on Center A150. Account Dimensions A151. Print Dimensions A155. Print Control Records
A200. Finance / Supply Chain Management / Human Resources / Student	
<u>Inquiry</u>	<u>Update</u>
A202. Bank Activity	A201. Bank Account
A204. Maintain Bank Activity	A203. Print Bank Activity
A205. Vendor Query	A209. Print Vendors
A206. Vendor	
F200. Accounts Payable	
<u>Inquiry</u>	<u>Update</u>
	F216. Void Check Definition F217. Void Check Processing F218. Vendor History
F600. General Ledger	
<u>Inquiry</u>	<u>Update</u>
	F615. Journal Post F616. Update Accounts F618. Maintain Accounts
L250. Finance Access	
<u>Inquiry</u>	<u>Update</u>
	L251. Finance Access Status L252. Finance / Budget Amendment Close L253. Finance / Budget Amendment Open L254. Finance / Budget Amendment Restricted L255. Budget Plan File Close L256. Budget Plan File Open L257. Budget Plan File Restricted L258. Purchasing System Close L259. Purchasing System Open L260. Purchasing System Restricted L261. Warehouse Close L262. Warehouse Open L263. Warehouse Restricted

ACo3
Fixed Assets
(Suzanne / Dottie Only)

F600. General Ledger	
<u>Inquiry</u>	<u>Update</u>
F601. G/L Query – Acct	F605. Print Summary
F603. G/L Matrix	F606. Print Detail
F604. G/L Detail	F613. Print Journal
F611. Journal Query	F613. Print Accounts
F612. Journal Entry	F620. Print FA-399 Report
F618. Maintain Accounts	

ACo4

Budget Officer (Bob Spencer)

A140. District Definition

Inquiry

A144. Query Sign on Center

Update

A145. Update Sign-on Center A150. Account Dimensions
 A147. Print District Definition A151. Print Dimensions
 A148. Fiscal Year

A200. Finance / Facilities / Human Resources / Student

Inquiry

A201. Bank Account A205. Vendor Query
 A202. Bank Activity A206. Vendor
 A204. Maintain Bank Activity A207. Vendor Alternates

Update

A203. Print Bank Activity
 A209. Print Vendors

F200. Accounts Payable

Inquiry

F201. Invoice Query
 F202. Invoice Query – Acct
 F204. Standard Accounts

Update

F211. Print Invoices
 F218. Vendor History

F500. Budget Management

Inquiry

F501. Budget Query – Acct
 F506. Activity Query – Acct
 F512. Plan Query – Acct
 F530. Budget Status Summary

Update

F503. Budget – Matrix F517. Activity / Budget X-Ref
 F504. Budget/Activity F518. Budget Approval
 F505. Budget – Detail F519. Print Budget
 F508. Activity – Matrix F520. Maintain Budget
 F509. Activity – Detail F521. Update Budget
 F510. Print Summary F522. Adopt Budget
 F511. Print Detail F523. Multiple Budget Entry
 F514. Update Plan F524. Batch Budget Approval
 F515. Update Plan/Activity F525. Payroll Expenditures – Acct
 F516. Update Activity/Plan F528. Print Payroll Expenditures

F600. General Ledger

Inquiry

F601. G/L Query – Acct
 F611. Journal Query

Update

F603. G/L – Matrix F613. Print Journal
 F604. G/L – Detail F615. Journal Post
 F605. Print Summary F616. Update Accounts
 F606. Print Detail F617. Print Accounts
 F607. Budget Amendment F618. Maintain Accounts
 F608. Print Budget Amendments F620. Print FA-399 Report
 F612. Journal Entry

F700. Project Mtg

Inquiry

F701. Project Query – Account
 F703. Project Detail

Update

L250. Finance Access

Inquiry

Update

L251. Finance Access Status L258. Purchasing System Close
 L252. Finance/Budget Amendment Close L259. Purchasing System Open
 L253. Finance/Budget Amendment Open L260. Purchasing System Restricted
 L254. Finance/Budget Amendment Restricted L261. Warehouse Close
 L255. Budget Plan File Close L262. Warehouse Open
 L256. Budget Plan File Open L263. Warehouse Restricted
 L257. Budget Plan File Restricted

ACo5

Accounting – A155 Panel Only

<u>Inquiry</u>	A140. District Definition	<u>Update</u>
A155. Print Control Records		A150. Account Dimensions

ACo6

Accounting – A150 Inquiry Only

<u>Inquiry</u>	A140. District Definition	<u>Update</u>
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A155. Print Control Records

<u>Inquiry</u>	F600. General Ledger	<u>Update</u>
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F605. Print Summary

AL10

Approval Level 1 - No Budget

<u>Inquiry</u>	F800. Purchasing	<u>Update</u>
F801. Requisition Query		
F802. Requisition Query – Vendor		
F803. Requisition Query- Acct		
F804. Requisition Items		
F805. Requisition Accounts		
F806. Print Requisitions – Base		
F807. Print Requisitions – Acct		
F808. Maintain Requisitions		
F810. Requisition Approval – Acct		
F815. PO Query – Vendor		
F816. PO Query – Acct		
F817. PO Items		
F818. PO Accounts		
F819. Print POs – Base		

AL1N

Approval Level 1 – No Budget

<u>Inquiry</u>	F800. Purchasing	<u>Update</u>
F801. Requisition Query		F809. Requisition Approval - Base
F802. Requisition Query – Vendor		
F803. Requisition Query- Acct		
F804. Requisition Items		
F805. Requisition Accounts		
F806. Print Requisitions – Base		
F807. Print Requisitions – Acct		
F815. PO Query – Vendor		
F816. PO Query – Acct		
F817. PO Items		
F818. PO Accounts		
F819. Print POs – Base		

ALo1

Approval Level 1 - Principal / Director (Requisition Approval)

<u>Inquiry</u>	F800. Purchasing	<u>Update</u>
F801. Requisition Query		F809. Requisition Approval - Base
F802. Requisition Query – Vendor		
F803. Requisition Query- Acct		
F804. Requisition Items		
F805. Requisition Accounts		
F806. Print Requisitions – Base		
F807. Print Requisitions – Acct		
F808. Maintain Requisitions		
F810. Requisition Approval – Acct		
F815. PO Query – Vendor		
F816. PO Query – Acct		
F817. PO Items		
F818. PO Accounts		
F819. Print POs - Base		

AL02

Approval Level 2 - Project Manager (Requisition Approval)

F800. Purchasing	
<u>Inquiry</u>	<u>Update</u>
F801. Requisition Query	810. Requisition Approval - Acct
F802. Requisition Query – Vendor	
F803. Requisition Query- Acct	
F804. Requisition Items	
F805. Requisition Accounts	
F806. Print Requisitions – Base	
F807. Print Requisitions – Acct	
F808. Maintain Requisitions	
F810. Requisition Approval – Acct	
F815. PO Query – Vendor	
F816. PO Query – Acct	
F817. PO Items	
F818. PO Accounts	
F819. Print POs – Base	

Accounts Payable

AP01

Accounts Payable - Senior Bookkeeper

A200. Finance / Facilities / Human Resources / Student

<u>Inquiry</u>	<u>Update</u>
A201. Bank Account A211. Item Query	A203. Print Bank Activity
A202. Bank Activity A212. Item	A209. Print Vendors
A205. Vendor Query	A213. Item Detail A214. Print Items
A206. Vendor	

F200. Accounts Payable

<u>Inquiry</u>	<u>Update</u>
F201. Invoice Query	F204. Standard Accounts
F202. Invoice Query – Acct	F209. Multiple Invoice Entry
	F210. Batch Totals
	F211. Print Invoices
	F212. Maintain Invoices
	F213. Select Invoices for Payment
	F214. Print/Post Checks
	F216. Void Check Definition
	F217. Void Check Processing
	F218. Vendor History

F500. Budget Management

<u>Inquiry</u>	<u>Update</u>
F501. Budget Query – Acct	F509. Activity – Detail
F502. Query Budget – Org Unit	F510. Print Summary
F503. Budget – Matrix	F511. Print Detail
F504. Budget/Activity	F514. Update Plan
F505. Budget – Detail	F517. Activity / Budget X-Ref
F506. Activity Query – Acct	F519. Print Budget
F508. Activity – Matrix	F523. Multiple Budget Entry
F512. Plan Query – Acct	
F530. Budget Status Summary	

F600. General Ledger

<u>Inquiry</u>	<u>Update</u>
F601. G/L Query – Acct	F605. Print Summary F610. Print Cash Receipts
F603. G/L – Matrix	F606. Print Detail F612. Journal Entry
F604. G/L – Detail	F607. Budget Amendment F613. Print Journal
F611. Journal Query	F608. Print Budget Amendments F617. Print
Accounts	
F616. Update Accounts	F609. Receipt/Deposit Entry F620. Print FA-399 Report

F800. Purchasing

<u>Inquiry</u>	<u>Update</u>
F801. Requisition Query	F804. Requisition Items
F802. Requisition Query – Vendor	F805. Requisition Accounts
F803. Requisition Query- Acct	F806. Print Requisitions – Base
F814. PO Query	F807. Print Requisitions – Acct
F815. PO Query – Vendor	F819. Print POs - Base
F816. PO Query – Acct	F820. Print POs - Acct
F817. PO Items	F828. Receive PO
F818. PO Accounts	

AP02

Accounts Payable - Inquiry

A200. Finance / Facilities / Human Resources / Student

Inquiry

Update

A205. Vendor Query

F200. Accounts Payable

Inquiry

Update

F201. Invoice Query

F202. Invoice Query – Acct

F204. Standard Accounts

F500. Budget Management

Inquiry

Update

F501. Budget Query – Acct

F502. Query Budget – Org Unit

F503. Budget – Matrix

F504. Budget/Activity

F505. Budget – Detail

F506. Activity Query – Acct

F508. Activity – Matrix

F509. Activity – Detail

F512. Plan Query – Acct

F514. Update Plan

F530. Budget Status Summary

F510. Print Summary

F511. Print Detail

F519. Print Budget

F600. General Ledger

Inquiry

Update

F601. G/L Query – Acct

F603. G/L – Matrix

F604. G/L – Detail

F611. Journal Query

F612. Journal Entry

F616. Update Accounts

F606. Print Detail

F700. Project Mtg.

Inquiry

Update

F701. Project Query – Account

F703. Project Detail

F800. Purchasing

Inquiry

Update

F801. Requisition Query

F802. Requisition Query – Vendor

F803. Requisition Query- Acct

F804. Requisition Items

F805. Requisition Accounts

F806. Print Requisitions – Base

F807. Print Requisitions – Acct

F814. PO Query

F815. PO Query – Vendor

F816. PO Query – Acct

F817. PO Items

F818. PO Accounts

APO3

Accounts Payable - Inquiry

Inquiry A200. Finance / Facilities / Human Resources / Student Update

A206. Vendor Inquiry

Inquiry F200. Accounts Payable Update

F201. Invoice Query

F204. Standard Accounts

F210. Batch Totals

F211. Print Invoices

F218. Vendor History

Inquiry F800. Purchasing Update

F820. Print POs – Accounting

F828. Receive PO

APO4

Accounts Payable – Journal Entry / Post

<u>Inquiry</u>	F600. General Ledger <u>Update</u>
	F605. Print Summary
	F607. Budget Amendment
	F612. Journal Entry
	F613. Print Journal
	F618. Maintain Accounts
	F629. Print Grant Road Map

APO5

Check Printing

<u>Inquiry</u>	F200. Accounts Payable
	<u>Update</u>
	F203. Standard Items
	F204. Standard Accounts

APO6

Accounts Payable

A200. Finance / Facilities / Human Resources / Student

<u>Inquiry</u>	<u>Update</u>
A201. Bank Account A211. Item Query	A203. Print Bank Activity
A202. Bank Activity A212. Item	A204. Maintain Accounts
A205. Vendor Query	A213. Item Detail A209. Print Vendors
A206. Vendor	A214. Print Items

F200. Accounts Payable

<u>Inquiry</u>	<u>Update</u>
F201. Invoice Query	F204. Standard Accts F214. Print/Post Checks
F202. Invoice Query – Acct	F210. Batch Totals F216. Void Check Definition
	F211. Print Invoices F217. Void Check Processing
	F212. Maintain Invoices F218. Vendor History
	F213. Select Invoices for Payment

F500. Budget Management

<u>Inquiry</u>	<u>Update</u>
F501. Budget Query – Acct	F503. Budget – Matrix F516. Update Activity/Plan
F502. Query Budget – Org Unit	F504. Budget/Activity F517. Activity / Budget X-Ref
F506. Activity Query – Acct	F505. Budget – Detail F519. Print Budget
F507. Activity Query – Org Unit	F508. Activity – Matrix F523. Multiple Budget Entry
F512. Plan Query – Acct	F509. Activity – Detail F525. Payroll Expenditures – Acct
	F510. Print Summary F528. Print Payroll Expenditures
	F511. Print Detail F529. Month End Report
	F514. Update Plan F530. Budget Status Summary

F600. General Ledger

<u>Inquiry</u>	<u>Update</u>
F601. G/L Query – Acct	F605. Print Summary F614. Maintain Journal
F603. G/L – Matrix	F606. Print Detail F615. Journal Post
F604. G/L – Detail	F607. Budget Amendment F616. Update Accounts
F611. Journal Query	F608. Print Budget Amndmt F617. Print Accounts
F630. Cash Receipt Processing	F609. Receipt/Deposit Entry F618. Maintain Accounts
	F610. Print Cash Receipts F619. Generate DOE Input
	F612. Journal Entry F620. Print FA-399 Report
	F613. Print Journal F629. Print Grant Road Map

F630. Cash Receipt Processing

<u>Inquiry</u>	<u>Update</u>
F631. Cash Receipts Query	F634. Cash Receipts Entry F641. Post Deposits
F632. Cash Receipts Query – Trkg Nbr	F635. Cash Receipts Entry F642. Deposit Reversal Defin
F633. Cash Receipts Query – Acct	F636. Cash Receipts Batch Tot F643. Post Reversals
	F637. Print Receipt Reports F648. Cash Rec Query–Proj/Desc
	F638. Print Receipts – Accts F649. Print Receipts–Proj/Desc

F700. Project Mtg.

<u>Inquiry</u>	<u>Update</u>
	F729. Booked Indirect Cost
	F730. Post Indirect Cost

F800. Purchasing**Inquiry**

F801. Requisition Query
F802. Requisition Query – Vendor
F803. Requisition Query- Acct
F814. PO Query
F815. PO Query – Vendor
F816. PO Query – Acct
F817. PO Items
F818. PO Accounts

Update

F804. Requisition Items
F805. Requisition Accounts
F806. Print Requisitions – Base
F807. Print Requisitions – Acct
F819. Print POs - Base
F820. Print POs - Acct

L250. Finance Access**Inquiry****Update**

L251. Finance Access Status
L252. Fin/Budget Amendment Close
L253. Fin/Budget Amendment Open
L254. Fin/Budget Amendment Restricted
L255. Budget Plan File close
L256. Budget Plan File Open
L257. Budget Plan File Restricted
L258. Purchasing System Close
L259. Purchasing System Open
L260. Purchasing System Restricted
L261. Warehouse Close
L262. Warehouse Open
L263. Warehouse Restricted

AP07

Void Checks

A200. Finance / Facilities / Human Resources / Student

Inquiry

Update

A204. Maintain Accounts

F200. Accounts Payable

Inquiry

Update

F216. Void Check Definition

F217. Void Check Processing

F630. Cash Receipt Processing

Inquiry

Update

F631. Cash Receipts Query

F632. Cash Receipts Query – Trkg Nbr

F633. Cash Receipts Query – Acct

F634. Cash Receipts Entry

F635. Cash Receipts Entry

F636. Cash Receipts Batch Totals

F637. Print Receipt Reports

F638. Print Receipts – Accts

F641. Post Deposits

F642. Deposit Reversal Definition

F643. Post Reversals

APO8

Budget Office

A200. Finance / Facilities / Human Resources / Student		
<u>Inquiry</u>	<u>Update</u>	
A205. Vendor Query	A213. Item Detail	A209. Print Vendors

F200. Accounts Payable		
<u>Inquiry</u>	<u>Update</u>	
F201. Invoice Query	F211. Print Invoices	
F202. Invoice Query – Acct	F218. Vendor History	
F203. Standard Items		
F204. Standard Accounts		

F500. Budget Management		
<u>Inquiry</u>	<u>Update</u>	
F501. Budget Query – Acct	F510. Print Summary	
F503. Budget – Matrix	F511. Print Detail	
F504. Budget/Activity	F515. Update Plan / Activity	
F505. Budget – Detail	F518. Budget Approval	
F506. Activity Query – Acct	F519. Print Budget	
F508. Activity – Matrix	F524. Batch Budget Approval	
F509. Activity – Detail	F528. Print Payroll Expenditures	
F512. Plan Query – Acct		
F514. Update Plan		
F529. Month End Report		
F530. Budget Status Summary		

F600. General Ledger		
<u>Inquiry</u>	<u>Update</u>	
F601. G/L Query – Acct	F605. Print Summary	
F602. G/L Query – Org Unit	F606. Print Detail	
F603. G/L – Matrix	F607. Budget Amendment	
F604. G/L – Detail	F608. Print Budget Amendments	
F611. Journal Query	F610. Print Cash Receipts	
F630. Cash Receipt Processing	F612. Journal Entry	
	F613. Print Journal	
	F616. Update Accounts	
	F617. Print Accounts	
	F618. Maintain Accounts	

AP09

Grants / Projects

A200. Finance / Facilities / Human Resources / Student	
<u>Inquiry</u>	<u>Update</u>

A205. Vendor Query	A209. Print Vendors
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F200. Accounts Payable	
<u>Inquiry</u>	<u>Update</u>

F201. Invoice Query	F211. Print Invoices
F202. Invoice Query – Acct	
F203. Standard Items	
F204. Standard Accounts	

F500. Budget Management	
<u>Inquiry</u>	<u>Update</u>

F501. Budget Query – Acct	F510. Print Summary
F503. Budget – Matrix	F511. Print Detail
F504. Budget/Activity	F514. Update Plan
F505. Budget – Detail	F516. Update Activity/Plan
F506. Activity Query – Acct	F517. Activity / Budget X-Ref
F508. Activity – Matrix	F519. Print Budget
F509. Activity – Detail	F523. Multiple Budget Entry
F512. Plan Query – Acct	
F529. Month End Report	
F530. Budget Status Summary	

F600. General Ledger	
<u>Inquiry</u>	<u>Update</u>

F601. G/L Query – Acct	F605. Print Summary
F602. G/L Query – Org Unit	F606. Print Detail
F603. G/L – Matrix	F607. Budget Amendment
F604. G/L – Detail	F608. Print Budget Amendments
F611. Journal Query	F612. Journal Entry
	F613. Print Journal
	F616. Update Accounts
	F617. Print Accounts
	F618. Maintain Accounts

F800. Purchasing	
<u>Inquiry</u>	<u>Update</u>

F801. Requisition Query	F804. Requisition Items
F802. Requisition Query – Vendor	F805. Requisition Accounts
F803. Requisition Query- Acct	F806. Print Requisitions – Base
F814. PO Query	F807. Print Requisitions – Acct
F815. PO Query – Vendor	F819. Print POs - Base
F816. PO Query – Acct	F820. Print POs - Acct
F817. PO Items	F828. Receive PO
F818. PO Accounts	

AP10

Finance / Projects

Inquiry

A140. District Definition

Update

A160. Roll Projects

AP11

F615 Update

<u>Inquiry</u>	F600. General Ledger <u>Update</u> F615. Journal Post
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AP12

Print Grant Road Map

Inquiry

F600. General Ledger

Update

F629. Print Grant Road Map

AP13
VPK Fee F631 & F635

<u>Inquiry</u>	F600. General Ledger
	<u>Update</u>

F630. Cash Receipt Processing

<u>Inquiry</u>	F630. Cash Receipt Processing
	<u>Update</u>

F631. Cash Receipts Query

F649. Print Receipts – Proj/Desc

F635. Cash Receipts Entry

F638. Print Receipts – Accts

F648. Cash Receipts Query – Proj/Desc

AP14

Accounts Payable (Sharon, Cindy , Wendy)

<u>Inquiry</u>	A140. District Definition	
	<u>Update</u>	
A149. Account Structure	A148. Fiscal Year	
	A150. Account Dimensions	
	A151. Print Dimensions	
	A155. Print Control Records	
	A160. Roll Projects	

<u>Inquiry</u>	A200. Finance / Facilities / Human Resources / Student	
	<u>Update</u>	
A201. Bank Account A211. Item Query	A203. Print Bank Activity	
A202. Bank Activity A212. Item	A204. Maintain Accounts	
A205. Vendor Query	A213. Item Detail	A209. Print Vendors
A206. Vendor	A214. Print Items	

<u>Inquiry</u>	F200. Accounts Payable	
	<u>Update</u>	
F201. Invoice Query	F204. Standard Accounts	F214. Print/Post Checks
F202. Invoice Query – Acct	F210. Batch Totals	F216. Void Check Definition
	F211. Print Invoices	F217. Void Check Processing
	F212. Maintain Invoices	F218. Vendor History
	F213. Select Invoices for Payment	

<u>Inquiry</u>	F500. Budget Management	
	<u>Update</u>	
F501. Budget Query – Acct	F503. Budget – Matrix	F516. Update Activity/Plan
F502. Query Budget – Org Unit	F504. Budget/Activity	F517. Activity / Budget X-Ref
F506. Activity Query – Acct	F505. Budget – Detail	F519. Print Budget
F507. Activity Query – Org Unit	F508. Activity – Matrix	F523. Multiple Budget Entry
F512. Plan Query – Acct	F509. Activity – Detail	F525. Payroll Expenditures – Acct
	F510. Print Summary	F528. Print Payroll Expenditures
	F511. Print Detail	F529. Month End Report
	F514. Update Plan	F530. Budget Status Summary

<u>Inquiry</u>	F600. General Ledger	
	<u>Update</u>	
F601. G/L Query – Acct	F605. Print Summary	F614. Maintain Journal
F603. G/L – Matrix	F606. Print Detail	F615. Journal Post
F604. G/L – Detail	F607. Budget Amendment	F616. Update Accounts
F611. Journal Query	F608. Print Budget Amendmen	F617. Print Accounts
F630. Cash Receipt Processing	F609. Receipt/Deposit Entry	F618. Maintain Accounts
	F610. Print Cash Receipts	F619. Generate DOE Input
	F612. Journal Entry	F620. Print FA-399 Report
	F613. Print Journal	F629. Print Grant Road Map

F630. Cash Receipt Processing

Inquiry

Update

F631. Cash Receipts Query

F632. Cash Receipts Query – Trkg Nbr

F633. Cash Receipts Query – Acct

F634. Cash Receipts Entry

F635. Cash Receipts Entry

F636. Cash Receipts Batch Tota

F637. Print Receipt Reports

F638. Print Receipts – Accts

F641. Post Deposits

F642. Deposit Reversal Definition

F643. Post Reversals

F648. Cash Recpts Query – Proj/Desc

F649. Print Receipts – Proj/Desc

AP15

Budget Payroll Access

<u>Inquiry</u>	H600. Payroll - Normal
	<u>Update</u>
	H609. Time / Exception Detail

Accounts Receivable

AR01

Accounts Receivable Clerk Update

<u>Inquiry</u>	F600. General Ledger <u>Update</u>
	F606. Print Detail F609. Receipt/Deposit Entry F610. Print Cash Receipts F612. Journal Entry

AR03

A/R Retire Life - BO Only

F300. Accounts Receivable	
<u>Inquiry</u>	<u>Update</u>
F301. Customer Invoice Query	F302. Customer Invoices
F304. Invoice Payment Query	F303. Invoice Processing
F310. Reoccurring Invoice	F305. Invoice Payments
F311. Template Query	F306. Payment Batch Totals
F312. Template Invoice	F307. Payment Processing

AU01

Internal Auditor

<u>Inquiry</u>	F200. Accounts Payable	<u>Update</u>
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F203. Standard Items

<u>Inquiry</u>	F500. Budget Management	<u>Update</u>
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F501. Budget Query – Acct

F510. Print Summary

F502. Query Budget – Org Unit

F511. Print Detail

F503. Budget – Matrix

F529. Month End Report

F504. Budget/Activity

F530. Budget Status Summary

F505. Budget – Detail

F506. Activity Query – Acct

F508. Activity – Matrix

F509. Activity – Detail

F512. Plan Query – Acct

<u>Inquiry</u>	F600. General Ledger	<u>Update</u>
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F601. G/L Query – Acct

F605. Print Summary

F603. G/L – Matrix

F606. Print Detail

F604. G/L – Detail

F613. Print Journal

F611. Journal Query

F616. Update Accounts

F612. Journal Entry

F617. Print Accounts

F618. Maintain Accounts

F620. Print FA-399 Report

BKPP

Bookkeeper with Special Access

<u>Inquiry</u>	F200. Accounts Payable
	<u>Update</u>

F201. Invoice Query
F202. Invoice Query – Acct
F204. Standard Accounts

<u>Inquiry</u>	F500. Budget Management
	<u>Update</u>

F501. Budget Query – Acct	F510. Print Summary
F503. Budget – Matrix	F511. Print Detail
F505. Budget Detail	F514. Update Plan
F512. Plan Query – Acct	F519. Print Budget
F530. Budget Status Summary	F523. Multiple Budget Entry
	F525. Payroll Expenditures – Acct
	F528. Print Payroll Expenditures

<u>Inquiry</u>	F600. General Ledger
	<u>Update</u>

F607. Budget Amendment
F608. Print Budget Amendment

<u>Inquiry</u>	F600. Payroll - Normal
	<u>Update</u>

H609. Time / Exception Detail

BKPR
Bookkeeper

F200. Accounts Payable

Inquiry
A206. Vendor

Update

F200. Accounts Payable

Inquiry
F201. Invoice Query
F202. Invoice Query – Acct
F204. Standard Accounts

Update

F500. Budget Management

Inquiry
F501. Budget Query – Acct
F505. Budget Detail
F512. Plan Query – Acct
F530. Budget Status Summary

Update
F510. Print Summary
F511. Print Detail
F514. Update Plan
F519. Print Budget
F523. Multiple Budget Entry

F600. General Ledger

Inquiry

Update
F607. Budget Amendment
F608. Print Budget Amendment

BKR1

Bookkeeping Reports

F200. Accounts Payable

Inquiry

F201. Invoice Query
F202. Invoice Query – Acct
F204. Standard Accounts

Update

F500. Budget Management

Inquiry

F501. Budget Query – Acct
F503. Budget Matrix
F505. Budget Detail
F512. Plan Query – Acct
F530. Budget Status Summary

Update

F510. Print Summary
F511. Print Detail

CRO1

Cash Receipts Inquiry

F630. Cash Receipt Processing
Update

Inquiry

F631. Cash Receipts Query

F633. Cash Receipts Query - Acct

F634. Cash Receipts Entry

F635. Cash Receipts – Acct

CRO2

Cash Receipting Update

F630. Cash Receipt Processing	
<u>Inquiry</u>	<u>Update</u>
F631. Cash Receipts Query	F634. Cash Receipts Entry
F632. Cash Receipts Query – Trkg Nbr	F635. Cash Receipts – Acct
F633. Cash Receipts Query - Acct	F636. Cash Receipts Bath Totals
	F637. Print Receipt Reports
	F638. Print Receipts – Accts
	F641. Post Deposits
	F642. Deposit Reversal Definition
	F643. Post Reversals
	F648. Cash Receipts Query – Proj/Desc
	F649. Print Receipts – Proj/Desc

Purchasing

A200. Finance / Supply Chain Management / Human Resources / Student

Inquiry

Update

A206. Vendor

F800. Purchasing

Inquiry

Update

F801. Requisition Query

F804. Requisition Items

F802. Requisition Query – Vendor

F805. Requisition Accounts

F803. Requisition Query- Acct

F806. Print Requisitions – Base

F809. Requisition Approval – Base

F807. Print Requisitions – Acct

F810. Requisition Approval – Acct

F820. Print POs- Acct

F814. PO Query

F815. PO Query – Vendor

F816. PO Query – Acct

F817. PO Items

F818. PO Accounts

PUR2

Purchasing / Clerks

A200. Finance / Supply Chain Management / Human Resources / Student

Inquiry

Update

A206. Vendor

F800. Purchasing

Inquiry

Update

F801. Requisition Query

F804. Requisition Items

F802. Requisition Query – Vendor

F805. Requisition Accounts

F803. Requisition Query- Acct

F806. Print Requisitions – Base

F810. Requisition Approval – Acct

F807. Print Requisitions – Acct

F814. PO Query

F809. Requisition Approval – Base

F815. PO Query – Vendor

F813. Roll Requisitions to POs

F816. PO Query – Acct

F817. PO Items

F829. Requisition Log

F818. PO Accounts

F819. Print POs - Base

F820. Print POs- Acct

PUR3

Purchasing / Buyers

A200. Finance / Supply Chain Management / Human Resources / Student

Inquiry

Update

A206. Vendor

F800. Purchasing

Inquiry

Update

F801. Requisition Query

F804. Requisition Items

F802. Requisition Query – Vendor

F805. Requisition Accounts

F803. Requisition Query- Acct

F806. Print Requisitions – Base

F814. PO Query

F807. Print Requisitions – Acct

F815. PO Query – Vendor

F809. Requisition Approval – Base

F816. PO Query – Acct

F810. Requisition Approval – Acct

F829. Requisition Log

F813. Roll Requisitions to POs

F817. PO Items

F818. PO Accounts

F819. Print POs - Base

F820. Print POs- Acct

PUR4

Schools Requisition Inquiry Only

A200. Finance / Supply Chain Management / Human Resources / Student

Inquiry

Update

A206. Vendor

F800. Purchasing

Inquiry

Update

F801. Requisition Query

F802. Requisition Query – Vendor

F803. Requisition Query- Acct

F804. Requisition Items

F805. Requisition Accounts

F814. PO Query

F815. PO Query – Vendor

PUR5
Schools / Dept F804 Only

<u>Inquiry</u>	A200. Finance / Supply Chain Management / Human Resources / Student	<u>Update</u>
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A206. Vendor

<u>Inquiry</u>	F800. Purchasing	<u>Update</u>
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F817. PO Items

F804. Requisition Items

PUR6

Purchasing / Director

A200. Finance / Supply Chain Management / Human Resources / Student

Inquiry

Update

A206. Vendor
A210.

F600. General Ledger

Inquiry

Update

F612. Journal Entry

F607. Budget Amendment
F613. Print Journal

F800. Purchasing

Inquiry

Update

F801. Requisition Query
F802. Requisition Query – Vendor
F803. Requisition Query- Acct
F814. PO Query
F815. PO Query – Vendor
F816. PO Query – Acct
F829. Requisition Log

F804. Requisition Items
F805. Requisition Accounts
F806. Print Requisitions – Base
F807. Print Requisitions – Acct
F809. Requisition Approval – Base
F810. Requisition Approval – Acct
F813. Roll Requisitions to POs
F817. PO Items
F818. PO Accounts
F819. Print POs – Base

PUR7

Textbooks Manager

A200. Finance / Supply Chain Management / Human Resources / Student

Inquiry

Update

A206. Vendor

F800. Purchasing

Inquiry

Update

F801. Requisition Query

F804. Requisition Items

F802. Requisition Query – Vendor

F805. Requisition Accounts

F803. Requisition Query- Acct

F806. Print Requisitions – Base

F809. Requisition Approval – Base

F807. Print Requisitions – Acct

F810. Requisition Approval – Acct

F817. PO Items

F814. PO Query

F818. PO Accounts

F815. PO Query – Vendor

F816. PO Query – Acct

PUR8

P/O Limited Access

A200. Finance / Supply Chain Management / Human Resources / Student

Inquiry

Update

A206. Vendor

F500. Budget Management

Inquiry

Update

F503. Budget – Matrix

F504. Budget/Activity

F800. Purchasing

Inquiry

Update

F801. Requisition Query

F802. Requisition Query – Vendor

F803. Requisition Query- Acct

F814. PO Query

F815. PO Query – Vendor

F804. Requisition Items

F805. Requisition Accounts

F820. Print POs - Acct

PUR9

Summer Worker in Purchasing

A200. Finance / Supply Chain Management / Human Resources / Student

Inquiry

Update

A206. Vendor

F800. Purchasing

Inquiry

Update

F801. Requisition Query

F804. Requisition Items

F802. Requisition Query – Vendor

F805. Requisition Accounts

F803. Requisition Query- Acct

F806. Print Requisitions – Base

F809. Requisition Approval – Base

F807. Print Requisitions – Acct

F810. Requisition Approval – Acct

F817. PO Items

F814. PO Query

F818. PO Accounts

F815. PO Query – Vendor

F816. PO Query – Acct

Fixed Assets

FA01

Inventory Contacts

M200. Fixed Assets	
<u>Inquiry</u>	<u>Update</u>
M201. Query – Item	M209. Print Worksheets
M202. Query – Asset	M210. Inventory Update
M203. Query – Location	
M204. Asset – Base	
M205. Asset – Accounts	
M206. Asset – History	
M207. Query – Assemblies	
M218. Year End	

FA02

Inventory Specialist Assistants

M200. Fixed Assets	
<u>Inquiry</u>	<u>Update</u>
M201. Query – Item	M204. Asset – Base
M202. Query – Asset	M205. Asset – Accounts
M203. Query – Location	M214. Post to Inventory
M206. Asset – History	M215. Asset Master
M207. Query – Assemblies	
M213. Query New Assets	

FA03

Inventory Specialists

M200. Fixed Assets	
<u>Inquiry</u>	<u>Update</u>
M201. Query – Item	M204. Asset – Base
M202. Query – Asset	M205. Asset – Accounts
M203. Query – Location	M208. Assembled Asset
M206. Asset – History	M209. Print Worksheets
M207. Query – Assemblies	M210. Inventory Update
M213. Query New Assets	M212. Process Scan File
	M214. Post to Inventory
	M215. Asset Master
	M216. Replacement Warnings
	M217. Post to Finance
	M218. Year End
	M219. Change Log Processing

FA04

Accounting Officer

M200. Fixed Assets	
<u>Inquiry</u>	<u>Update</u>
M201. Query – Item	M215. Asset Master
M202. Query – Asset	M216. Replacement Warnings
M203. Query – Location	M217. Post to Finance
M204. Asset – Base	M218. Year End
M205. Asset – Accounts	M219. Change Log Processing
M206. Asset – History	M209. Print Worksheets
M207. Query – Assemblies	
M208. Assembled Asset	
M210. Inventory Update	
M213. Query New Assets	
M214. Post to Inventory	

FA05

Purchasing Department

<u>Inquiry</u>	A200. Finance / Supply Chain Management / Human Resources / Student	<u>Update</u>
		A205. Vendor Query
		A206. Vendor
		A209. Print Vendors

<u>Inquiry</u>	F200. Accounts Payable	<u>Update</u>
F218. Vendor History		

FA06

MIS Technology Department

M200. Fixed Assets	
<u>Inquiry</u>	<u>Update</u>
M201. Query – Item	M209. Print Worksheets
M202. Query – Asset	M210. Inventory Update
M203. Query – Location	M218. Year End
M204. Asset – Base	
M205. Asset – Accounts	
M206. Asset – History	
M207. Query – Assemblies	
M215. Asset Master	

FA07

Fixed Assets Posting Access – NOT USED

FA08

Inventory Inquiry

M200. Fixed Assets

Inquiry

Update

- M201. Query – Item
- M202. Query – Asset
- M203. Query – Location
- M204. Asset – Base

Human Resources

BA01

Human Resources Benefits Admin

H100. Human Resource (Annl)	
<u>Inquiry</u>	<u>Update</u>
H101. Control Record Query	
H102. Insurance Plan - Base	
H103. Insurance Plans - Ben/Ded	

H130. Human Resource (Annl)	
<u>Inquiry</u>	<u>Update</u>
H132. Benefits/Deductions	

H300. Benefits Administration	
<u>Inquiry</u>	<u>Update</u>
H301. Name Query	H303. Plan Information
H302. General Information	H306. Dependents
H304. Benefit Package Query	H307. Plans/Beneficiaries
H308. Plan Query	
H309. Dependents Query	
H310. Beneficiaries Query	
H311. Enrollment/Changes	
H312. Dep/Ben Definition	
H313. Dependents	
H314. Beneficiaries	

H500. Employee Master	
<u>Inquiry</u>	<u>Update</u>
H501. Name Query	H510. Supplemental Data
H502. Staff/Faculty Query	H514. Payroll Information
H503. Name/Address	
H504. Education	
H505. Student Teaching	
H506. Experience	
H507. Certification/License	
H508. Skills	
H509. Health	
H512. Performance Appraisal	
H513. In-Service History	
H515. Job Summary	
H516. Job Base - Assignment	
H517. Job Base - Salary	
H518. Job Base - Accounts	
H519. Supplements	
H520. Benefits/Deductions	
H521. Time Summary	
H522. Time History	
H523. Payroll Adjustments Summary	
H524. Payroll Adjustments History	
H525. Earnings Summary	
H526. Earnings History	

BA02

Benefits Admin - Inquiry

H300. Benefits Administration

Inquiry

Update

H301. Name Query

H302. General Information

H303. Plan Information

H304. Benefit Package Query

HR01

Production

<u>Inquiry</u>	H130. Human Resource (Annl)		<u>Update</u>
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H131. Control Record Query
H133. Job Titles
H134. Pay Types
H135. Salary Schedule
H138. Calendar Definition

<u>Inquiry</u>	H500. Employee Master		<u>Update</u>
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H501. Name Query	H503. Name/Address
H502. Staff/Faculty Query	H504. Education
H513. In-service History	H505. Student Teaching
H514. Payroll Information	H506. Experience
H515. Job Summary	H507. Certification/License
H520. Benefits/Deductions	H508. Skills
H521. Time Summary	H510. Supplemental Data
H522. Time History	H512. Performance Appraisal
H523. Payroll Adjustments Summary	H516. Job Base - Assignment
H524. Payroll Adjustments History	H517. Job Base - Salary
H525. Earnings Summary	H518. Job Base - Accounts
H526. Earnings History	H519. Supplements
H530. Employee - Master (Sub-Menu)	

<u>Inquiry</u>	H530. Employee Master		<u>Update</u>
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H531. Leave Summary (by Employee)	H535. Expiring Documentation
H532. Accrual History	
H533. Use History	
H534. Balance Analysis	

<u>Inquiry</u>	H540. HR – Fast Entry		<u>Update</u>
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H541. Supplement Fast Entry

<u>Inquiry</u>	H800. Position Control - Master		<u>Update</u>
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H801. Query by Fund Source (Acct)	H805. Position - Base
H802. Query by Organizational Unit	H806. Position - Fund Source
H803. Query by Position	H807. Position - Benefits
H804. Query by Sub Allocations	H808. Position - Qualifiers
	H809. Position - Sub Allocation
	H810. Position - Occupants
	H815. Announcement Query
	H816. Announcement Record
	H817. Applicant List

HR02

Production

H500. Employee Master

<u>Inquiry</u>		<u>Update</u>
H501. Name Query	H517. Job Base – Salary	H503. Name/Address
H502. Staff/Faculty Query	H518. Job Base – Accts	H507. Certification/License
H504. Education	H519. Supplements	H510. Supplemental Data
H505. Stu Teaching	H520. Benefits/Deductions	H513. In-Service History
H506. Experience	H521. Time Summary	
H508. Skills	H522. Time History	
H512. Perf Appraisal	H523. Payroll Adjs Summary	
H514. Payroll Info	H524. Payroll Adjs History	
H515. Job Summary	H525. Earnings Summary	
H516. Job Base – Assign	H526. Earnings History	

H530. Employee Master

<u>Inquiry</u>	<u>Update</u>
H531. Leave Summary (by Employee)	H535. Expiring Documentation
H532. Accrual History	
H533. Use History	
H534. Balance Analysis	

H800. Position Control - Master

<u>Inquiry</u>	<u>Update</u>
H801. Query by Fund Source (Acct)	H808. Position - Qualifiers
H802. Query by Organizational Unit	H809. Position - Sub Allocation
H803. Query by Position	H810. Position - Occupants
H804. Query by Sub Allocations	H815. Announcement Query
H805. Position – Base	H816. Announcement Record
H806. Position - Fund Source	H817. Applicant List
H807. Position – Benefits	

H900. Staff Development

<u>Inquiry</u>	<u>Update</u>
H901. Query Components	
H902. Component Definition	
H903. Component Strategy	
H904. Component Objectives	
H905. Query Activities	
H906. Activity Definition	
H907. Activity Roster	
H908. Activity Completion	

X300. State Reporting

<u>Inquiry</u>	<u>Update</u>
X301. Name Query	
X302. Staff/Faculty Query	
X303. Staff Demographics	
X306. Payroll Information	
X311. Component Query	
X312. Component Definition	
X313. In-service Query	
X314. In-service Education	
X315. Fiscal Year Salary	
X316. Fiscal Year Benefits	

HRO3 Certification

H500. Employee Master

Inquiry

Update

- H501. Name Query
- H502. Staff/Faculty Query
- H503. Name/Address
- H504. Education
- H505. Stu Teaching
- H506. Experience
- H508. Skills
- H509. Health
- H510. Supplemental Data
- H511. Savings Bonds
- H512. Performance Appraisal
- H513. In-Service History
- H514. Payroll Info
- H515. Job Summary
- H516. Job Base – Assignment
- H517. Job Base – Salary
- H518. Job Base – Accts
- H519. Supplements

H900. Staff Development

Inquiry

Update

- H901. Query Components
- H902. Component Definition
- H903. Component Strategy
- H904. Component Objectives
- H905. Query Activities
- H906. Activity Definition
- H907. Activity Roster
- H908. Activity Completion

HR04

FTE Inquiry

H500. Employee Master

Inquiry

Update

H501. Name Query
H502. Staff/Faculty Query
H503. Name/Address
H504. Education
H505. Stu Teaching
H506. Experience
H508. Skills
H510. Supplemental Data
H511. Savings Bonds
H512. Performance Appraisal
H513. In-Service History
H515. Job Summary
H516. Job Base – Assignment
H517. Job Base – Salary
H518. Job Base – Accts
H519. Supplements
H521. Time Summary
H522. Time History
H525. Earnings Summary
H526. Earnings History

H800. Position Control - Master

Inquiry

Update

H801. Query by Fund Source (Acct)
H802. Query by Organizational Unit
H803. Query by Position
H804. Query by Sub Allocations
H805. Position – Base
H806. Position - Fund Source
H807. Position – Benefits
H808. Position – Qualifiers
H809. Position - Sub Allocation
H810. Position – Occupants

H900. Staff Development

Inquiry

Update

H901. Query Components
H902. Component Definition
H903. Component Strategy
H904. Component Objectives
H905. Query Activities
H906. Activity Definition
H907. Activity Roster
H908. Activity Completion

HR05

FTE Update

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H501. Name Query		H507. Certification / License
H502. Staff/Faculty Query		
H503. Name/Address		
H504. Education		
H505. Stu Teaching		
H506. Experience		
H508. Skills		
H510. Supplemental Data		
H511. Savings Bonds		
H512. Performance Appraisal		
H513. In-Service History		
H515. Job Summary		
H516. Job Base – Assignment		
H517. Job Base – Salary		
H518. Job Base – Accts		
H519. Supplements		
H521. Time Summary		
H522. Time History		
H525. Earnings Summary		
H526. Earnings History		

<u>Inquiry</u>	H800. Position Control - Master	<u>Update</u>
H801. Query by Fund Source (Acct)		
H802. Query by Organizational Unit		
H803. Query by Position		
H804. Query by Sub Allocations		
		H805. Position – Base
		H806. Position - Fund Source
		H807. Position – Benefits
		H808. Position – Qualifiers
		H809. Position - Sub Allocation
		H810. Position – Occupants

<u>Inquiry</u>	H900. Staff Development	<u>Update</u>
H901. Query Components		
H902. Component Definition		
H903. Component Strategy		
H904. Component Objectives		
H905. Query Activities		
H906. Activity Definition		
H907. Activity Roster		
H908. Activity Completion		

HR06

Compensation Staff

	H130. Human Resource (Annl)
<u>Inquiry</u>	<u>Update</u>

H133. Job Titles
H135. Salary Schedule

	H500. Employee Master
<u>Inquiry</u>	<u>Update</u>

<p>H501. Name Query H502. Staff/Faculty Query H513. In-Service History H514. Payroll Information H515. Job Summary H520. Benefits/Deductions H521. Time Summary H522. Time History H523. Payroll Adjustments Summary H524. Payroll Adjustments history H525. Earnings Summary H526. Earnings History H530. Employee – Master (Sub-Menu)</p>	<p>H503. Name/Address H504. Education H505. Student Teaching H506. Experience H507. Certification/License H508. Skills H510. Supplemental Data H512. Performance Appraisal H516. Job Base – Assignment H517. Job Base – Salary H518. Job Base – Accts H519. Supplements</p>
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	H530. Employee Master
<u>Inquiry</u>	<u>Update</u>

<p>H531. Leave Summary (by Employee) H532. Accrual History H533. Use History H534. Balance Analysis</p>	<p>H535. Expiring Documentation</p>
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	H540. HR – Fast Entry
<u>Inquiry</u>	<u>Update</u>

H541. Supplement Fast Entry

	H800. Position Control - Master
<u>Inquiry</u>	<u>Update</u>

H801. Query by Fund Source (Acct)
H802. Query by Organizational Unit
H803. Query by Position
H804. Query by Sub Allocations
H805. Position – Base
H806. Position - Fund Source
H807. Position – Benefits
H808. Position – Qualifiers
H809. Position - Sub Allocation
H810. Position – Occupants
H815. Announcement Query
H816. Announcement Record
H817. Applicant List

HR07

HR Job Titles

<u>Inquiry</u>	H130. Human Resource (Annl)	<u>Update</u>
	H133. Job Titles	
	H135. Salary Schedule	

HR08

Payroll Inquiry

	H130. Human Resource (Annl)	
<u>Inquiry</u>		<u>Update</u>

- H131. Control Record Query
- H133. Job Titles
- H134. Pay Types
- H135. Salary Schedule
- H138. Calendar Definition

	H200. Applicant Tracking	
<u>Inquiry</u>		<u>Update</u>

- | | |
|------------------------|-------------------------------|
| H201. Name Query | H211. Applications |
| H202. Name/Address | H212. Interviews |
| H203. Education | H220. Vacant Positions |
| H204. Student Teaching | H221. Announcements |
| H205. Experience | H222. Application Query |
| H206. References | H223. Subject Area Query |
| H207. Cert/License | H224. Qualifications Query |
| H208. Skills | H225. Interview Query |
| H209. Screening | H226. Applicant Query – Enter |
| H210. Health | H227. Applicant Query - View |

	H300. Benefits Administration	
<u>Inquiry</u>		<u>Update</u>

- | | |
|---------------------------|---------------------------|
| H301. Name Query | H308. Plan Query |
| H302. General Info | H309. Dependents Query |
| H303. Plan Information | H310. Beneficiaries Query |
| H304. Benefit Pkg Query | H311. Enrollment/Changes |
| H305. Benefit Pkg Det | H312. Dep/Ben Definition |
| H306. Dependents | H313. Dependents |
| H307. Plans/Beneficiaries | H314. Beneficiaries |

	H500. Employee Master	
<u>Inquiry</u>		<u>Update</u>

- | | |
|-----------------------------|------------------------------------|
| H501. Name Query | H515. Job Summary |
| H502. Staff/Faculty Query | H516. Job Base – Assignment |
| H503. Name/Address | H517. Job Base – Salary |
| H504. Education | H518. Job Base – Accts |
| H505. Student Teaching | H519. Supplements |
| H506. Experience | H520. Benefits/Deductions |
| H507. Certification/License | H521. Time Summary |
| H508. Skills | H522. Time History |
| H509. Health | H523. Payroll Adjustments Summary |
| H510. Supplemental Data | H524. Payroll Adjustments History |
| H512. Performance Appraisal | H525. Earnings Summary |
| H513. In-Service History | H526. Earnings History |
| H514. Payroll Information | H530. Employee – Master (Sub-Menu) |

H530. Employee Master

Inquiry Update

H531. Leave Summary (by Employee)
 H532. Accrual History H552. Agenda Query
 H533. Use History H553. Agenda Detail
 H534. Balance Analysis H554. Activity Summary
 H551. Name Query H555. Loss Summary

H540. HR – Fast Entry

Inquiry Update

H541. Supplemental Fast Entry

H600. Payroll Normal

Inquiry Update

H601. Run Query H610. Time/Exception Entry
 H602. Run Definition H611. Time/Exception Summary
 H603. Run Copy H615. Payroll Adjustment Query
 H604. Run Control H616. Payroll Adjustments
 H605. Sub/Positive Query H617. Account Pay Query
 H606. Sub/Positive Detail H618. Account Pay
 H607. Sub/Positive Entry H619. Other Compensation Query
 H608. Time/Exception Query H620. Other Compensation
 H609. Time/Exception Detail

H660. Payroll Encumbrances

Inquiry Update

H661. Run Query
 H662. Encumbrance Run
 H663. Controls

H700. Payroll Other

Inquiry Update

H701. Pending Trans Query H708. Earnings Adjustments
 H702. Manual Checks H715. Retirement Adjustments
 H703. Void Checks H716. Quarterly UE Adjustments
 H704. Account Adjustments H717. W-2 Adjustments
 H705. Time Adjustments H718. W-2 Submitter Information
 H706. Benefit Adjustments H719. DOR Submitter Information
 H707. Transfer Check

H750. Legal Records

Inquiry Update

H751. Query
 H752. Legal – Case Information
 H753. Legal – Detail
 H754. Legal – Deductions

H800. Position Control - Master

Inquiry

Update

H801. Query by Fund Source (Acct)	H808. Position – Qualifiers
H802. Query by Organizational Unit	H809. Position - Sub Allocation
H803. Query by Position	H810. Position - Occupants
H804. Query by Sub Allocations	H815. Announcement Query
H805. Position – Base	H816. Announcement Record
H806. Position - Fund Source	H817. Applicant List
H807. Position – Benefits	

H850. Salary/Benefits Forecasting

Inquiry

Update

H851. Salary Schedule Query
 H852. Salary Schedule
 H860. Job Summary
 H861. Job Base – Assignments
 H862. Job Base – Salary
 H863. Job Base – Accounts
 H864. Supplements
 H865. Benefits/Deductions
 H870. Query by Fund Source (Acct)
 H871. Query by Organizational Unit
 H872. Query by Position
 H873. Query by Sub allocation
 H874. Position – Base
 H875. Position -Fund Source
 H876. Position – Benefits
 H877. Position – Qualifiers
 H878. Position – Sub allocation
 H879. Position – Occupants
 H880. Salary Schedule
 H881. Fund Source
 H882. Organizational Unit
 H883. Job Title
 H884. Responsibility Center

H900. Staff Development

Inquiry

Update

H901. Query Components
 H902. Component Definition
 H903. Component Strategy
 H904. Component Objectives
 H905. Query Activities
 H906. Activity Definition
 H907. Activity Roster
 H908. Activity Completion

HR09

HR Associate – Staffing

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
	H501. Name Query	
	H503. Name/Address	
	H504. Education	
	H507. Certification/License	
	H510. Supplemental Data	
	H515. Job Summary	
	H516. Job Base – Assignment	
	H519. Supplements	

<u>Inquiry</u>	H530. Employee Master	<u>Update</u>
		H537. Teacher Exit Interview

HR10

Control Record Update B Begin

HR11

Finance / HR Inquiry

	H130. Human Resource (Annl)
<u>Inquiry</u>	<u>Update</u>

H131. Control Record Query
H133. Job Titles
H134. Pay Types
H135. Salary Schedule
H138. Calendar Definition

	H500. Employee Master
<u>Inquiry</u>	<u>Update</u>

<p>H501. Name Query H502. Staff/Faculty Query H513. In-Service History H514. Payroll Information H515. Job Summary H520. Benefits/Deductions H521. Time Summary H522. Time History H523. Payroll Adjustments Summary H524. Payroll Adjustments History H525. Earnings Summary H526. Earnings History H530. Employee – History (sub-menu)</p>	<p>H503. Name/Address H504. Education H505. Student Teaching H506. Experience H507. Certification/License H508. Skills H510. Supplemental Data H512. Performance Appraisal H516. Job Base - Assignment H517. Job Base - Salary H518. Job Base - Accounts H519. Supplements</p>
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	H530. Employee Master
<u>Inquiry</u>	<u>Update</u>

<p>H531. Leave Summary (by Employee) H532. Accrual History H533. Use History H534. Balance Analysis</p>	<p>H535. Expiring Documentation</p>
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	H540. HR – Fast Entry
<u>Inquiry</u>	<u>Update</u>

H541. Supplement Fast Entry

	H800. Position Control - Master
<u>Inquiry</u>	<u>Update</u>

<p>H801. Query by Fund Source (Acct) H802. Query by Organizational Unit H803. Query by Position H804. Query by Sub allocations</p>	<p>H805. Position - Base H806. Position - Fund Source H807. Position - Benefits H808. Position - Qualifiers H809. Position - Sub allocation H810. Position - Occupants H815. Announcement Query H816. Announcement Record H817. Applicant List</p>
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HR12

Control Record Inquiry B Newman

HR13

Basic Inquiry

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H501. Name Query		
H502. Staff/Faculty Query		
H503. Name/Address		
H507. Certification/License		
H510. Supplemental Data		
H513. In-Service History		
H515. Job Summary		
<u>Inquiry</u>	L300. Local HR	<u>Update</u>
301. New Instructor Profile		

HR14
H507 Data Entry Inquiry

Inquiry

H507. Certification / License

H500. Employee Master

Update

HR15

HR Workforce Coordinators

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H501. Name Query		
H502. Staff/Faculty Query		
H503. Name/Address		
H504. Education		
H515. Job Summary		
H516. Job Base – Assignment		
H518. Job Base – Accounts		

HR16

Switchboard

<u>Inquiry</u>	<u>Update</u>
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H130. Human Resource (Annl)

- H131. Control Record Query
- H133. Job Titles
- H134. Pay Types
- H135. Salary Schedule
- H138. Calendar Definition

<u>Inquiry</u>	<u>Update</u>
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H500. Employee Master

- | | |
|-----------------------------|------------------------------------|
| H501. Name Query | H516. Job Base – Assignment |
| H502. Staff/Faculty Query | H517. Job Base – Salary |
| H503. Name/Address | H518. Job Base – Accts |
| H504. Education | H519. Supplements |
| H505. Student Teaching | H520. Benefits/Deductions |
| H506. Experience | H521. Time Summary |
| H507. Certification/License | H522. Time History |
| H508. Skills | H523. Payroll Adjustments Summary |
| H510. Supplemental Data | H524. Payroll Adjustments History |
| H512. Performance Appraisal | H525. Earnings Summary |
| H513. In-Service History | H526. Earnings History |
| H514. Payroll Information | H530. Employee – Master (Sub-Menu) |
| H515. Job Summary | |

<u>Inquiry</u>	<u>Update</u>
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H530. Employee Master

- H531. Leave Summary (by Employee)
- H532. Accrual History
- H533. Use History
- H534. Balance Analysis
- H535. Expiring Documentation

<u>Inquiry</u>	<u>Update</u>
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H540. HR – Fast Entry

- H541. Supplemental Fast Entry

<u>Inquiry</u>	<u>Update</u>
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H800. Position Control - Master

- | | |
|------------------------------------|---------------------------------|
| H801. Query by Fund Source (Acct) | H808. Position – Qualifiers |
| H802. Query by Organizational Unit | H809. Position - Sub Allocation |
| H803. Query by Position | H810. Position - Occupants |
| H804. Query by Sub Allocations | H815. Announcement Query |
| H805. Position – Base | H816. Announcement Record |
| H806. Position - Fund Source | H817. Applicant List |
| H807. Position – Benefits | |

HR17

Payroll Inquiry

H500. Employee Master

Inquiry

Update

H501. Name Query
H502. Staff/Faculty Query
H503. Name/Address
H504. Education
H506. Experience
H507. Certification/License
H510. Supplemental Data
H513. In-Service History
H515. Job Summary
H516. Job Base – Assignment
H517. Job Base – Salary
H518. Job Base – Accts
H521. Time Summary
H522. Time History
H525. Earnings Summary
H526. Earnings History

H600. Payroll Normal

Inquiry

Update

H605. Sub/Positive Query
H606. Sub/Positive Detail
H608. Time/Exception Query

HR18

ESOL Inquiry

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H501. Name Query		
H502. Staff/Faculty Query		
H503. Name/Address		
H515. Job Summary		
H516. Job Base – Assignment		
H517. Job Base – Salary		

HR19

Salary Projections – Mary P.

<u>Inquiry</u>	H130. Human Resource (Annl)	<u>Update</u>
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H133. Job Titles
H135. Salary Schedule
H138. Calendar Definition

<u>Inquiry</u>	H850. Salary/Benefits Forecasting	<u>Update</u>
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H851. Salary Schedule Query	H852. Salary Schedule
H860. Job Summary	H863. Job Base – Accounts
H861. Job Base – Assignments	H864. Supplements
H862. Job Base – Salary	H865. Benefits/Deductions
	H870. Query by Fund Source (Acct)
	H871. Query by Organizational Unit
	H872. Query by Position
	H873. Query by Sub allocation
	H874. Position – Base
	H875. Position -Fund Source
	H876. Position – Benefits
	H877. Position – Qualifiers
	H878. Position – Sub allocation
	H879. Position – Occupants
	H880. Salary Schedule
	H881. Fund Source
	H882. Organizational Unit
	H883. Job Title
	H884. Responsibility Center

HR20

Salary Projections / Grants

Inquiry

F600. General Ledger

Update

F629. Print Grant Road Map

HR21

Payroll Inquiry

H500. Employee Master

Inquiry

Update

H501. Name Query
H502. Staff/Faculty Query
H503. Name/Address
H507. Certification/License
H513. In-Service History
H515. Job Summary
H517. Job Base – Salary
H518. Job Base – Accts
H519. Supplements
H521. Time Summary
H522. Time History

H800. Position Control - Master

Inquiry

Update

H803. Query by Position
H805. Position – Base
H810. Position - Occupants

HR22

Transportation

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
	H503. Name/Address	
	H510. Supplemental Data	
	H515. Job Summary	
	H521. Time Summary	
	H522. Time History	

<u>Inquiry</u>	H600. Payroll Normal	<u>Update</u>
	H605. Sub/Positive Query	
	H606. Sub/Positive Detail	
	H608. Time/Exception Query	
	H609. Time/Exception Detail	

HR23
H517 Inquiry Only

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H503. Name/Address		
H516. Job Base - Assignment		
H517. Job Base - Salary		

FR24

FTE Inquiry

<u>Inquiry</u>	H500. Employee Master
H519. Supplements	<u>Update</u>

HR25

Employee Health

Inquiry H300. Benefits Administration Update

H303. Plan Information

Inquiry H500. Employee Master Update

H503. Name/Address

H509. Health

HR26
NOT USED

HR27

Risk Management – Fingerprint

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H501. Name Query		
H502. Staff/Faculty Query		
H504. Education		
H505. Student Teaching		
H506. Experience		
H507. Certification/License		
H508. Skills		
H510. Supplemental Data		
H511. Print Detail		
H512. Performance Appraisal		
H513. In-Service History		
H514. Payroll Information		
H515. Job Summary		
H516. Job Base – Assignment		
H517. Job Base – Salary		
H518. Job Base – Accts		
H519. Supplements		
H520. Benefits/Deductions		
H521. Time Summary		
H522. Time History		
H525. Earnings Summary		
H526. Earnings History		
H530. Employee – Master (Sub-Menu)		

HR28

Exit Interview - Update

<u>Inquiry</u>	H500. Employee Master
	<u>Update</u>
	H506. Experience
	H516. Job Base – Assignment
<u>Inquiry</u>	H530. Employee Master
	<u>Update</u>
	H537. Teacher Exit Interview

HR29
Exit Interview - Inquiry

Inquiry

H530. Employee Master

Update

H537. Teacher Exit Interview

HR30

Position Control Inquiry

H800. Position Control - Master

Inquiry

Update

- H801. Query by Fund Source (Acct)
- H802. Query by Organizational Unit
- H803. Query by Position
- H804. Query by Sub Allocations
- H805. Position - Base
- H806. Position - Fund Source
- H807. Position - Benefits
- H808. Position - Qualifiers
- H809. Position - Sub Allocation
- H810. Position - Occupants
- H815. Announcement Query
- H816. Announcement Record
- H817. Applicant List

HR31

HR Assoc – Applicant Screening

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H501. Name Query		
H503. Name/Address		
H504. Education		
H510. Supplemental Data		
H515. Job Summary		
H516. Job Base - Assignment		
H519. Supplements		
H526. Earnings History		

HR32
H133 Job Update

<u>Inquiry</u>	H130. Human Resource (AnnI)	<u>Update</u>
H135. Salary Schedule		H133. Job Titles

HR33
Update to CLR (Certification Office)

Inquiry H130. Human Resource (AnnI) Update

H133. Job Titles

Inquiry H130. Human Resource (AnnI) Update

H504. Education

Inquiry H130. Human Resource (AnnI) Update

H407. Teacher/Class Info

Inquiry H130. Human Resource (AnnI) Update

H608. Class Roll

HR34

H504 & H507 Update

<u>Inquiry</u>	H500. Employee Master
	<u>Update</u>
	H503. Name/Address
	H504. Education
	H507. Certification/License

HR35

Manual Checks

<u>Inquiry</u>	H700. Payroll Other <u>Update</u>
H701. Pending Trans Query	
H702. Manual Checks	

HR36

Inquiry to CLR (CERT OF)

<u>Inquiry</u>	L300. Local Human Resource	<u>Update</u>
L301. New Instructor Profile		

<u>Inquiry</u>	L400. Student	<u>Update</u>
L407. Teacher/Class Info		

<u>Inquiry</u>	S600. Schedules	<u>Update</u>
S608. Class Roll		

HR37

Panel H515 - Inquiry Only

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H501. Name Query		
H503. Name/Address		
H504. Education		
H515. Job Summary		

HR38

HR39

VPK Inquiry Access

Inquiry	A140. District Def	Update
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A150. Account Dimensions

Inquiry	H500. Employee Master	Update
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H501. Name Query

H502. Staff/Faculty Query

H503. Name/Address

H504. Education

H507. Certification/License

H515. Job Summary

H516. Job Base – Assignment

H517. Job Base – Salary

H518. Job Base - Accounts

HR40

ESE Inquiry

H500. Employee Master

Inquiry

Update

H503. Name/Address

H518. Job Base - Accounts

HR41

Finance / Budget Inquiry

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
	H501. Name Query	
	H502. Staff/Faculty Query	
	H503. Name/Address	
	H522. Time History	

<u>Inquiry</u>	H600. Payroll - Normal	<u>Update</u>
	H605. Sub/Positive Query	
	H606. Sub/Positive Detail	
	H607. Sub/Positive Entry	
	H608. Time/Exception Query	
	H609. Time/Exception Detail	

HR42

Performance Reviews

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H512. Performance Appraisal		

HR43

Finance / Budget / HR Inquiry (Barb Davis)

H500. Employee Master

Inquiry

Update

H501. Name Query
H502. Staff/Faculty Query
H503. Name/Address
H513. In-service History
H514. Payroll Information
H515. Job Summary
H516. Job Base - Assignment
H517. Job Base - Salary
H518. Job Base - Accounts
H522. Time History
H525 Earnings Summary
H526. Earnings History

H600. Payroll - Normal

Inquiry

Update

H605. Sub/Positive Query
H606. Sub/Positive Detail
H607. Sub/Positive Entry
H608. Time/Exception Query
H609. Time/Exception Detail

HR44

Human Resource Summer Worker

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H501. Name Query		
H503. Name/Address		
H504. Education		
H510. Supplemental Data		
H515. Job Summary		
H517. Job Base - Salary		
H519. Supplements		
H526. Earnings History		

HR45

NTSP (HR Payroll Inquiry)

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H516. Job Base - Assignment		
H518. Job Base - Accounts		

HR46

School Assistant Principal

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H501. Name Query		
H502. Staff/Faculty Query		
H503. Name/Address		
H507. Certification/License		
H515. Job Summary		
H516. Job Base - Assignment		

HR47

Budget Specialists

<u>Inquiry</u>	F500. Budget Management	<u>Update</u>
		F528. Print Payroll Expenditures

<u>Inquiry</u>	H500. Employee Master	<u>Update</u>
H501. Name Query		
H503. Name/Address		
H504. Education		
H515. Job Summary		
H519. Supplements		

HR48

48 - Human Resource (Prod Inquiry)

A140. District Def
[Inquiry](#) [Update](#)

A145. Update Sign-on Center

F500. Budget Management
[Inquiry](#) [Update](#)

F525. Payroll Expenditures – Acct.

H130. Human Resource (Annl)
[Inquiry](#) [Update](#)

H131. Control Record Query

H133. Job Titles

H134. Pay Types

H135. Salary Schedule

H138. Calendar Definition

H500. Employee Master
[Inquiry](#) [Update](#)

H501. Name Query

H516. Job Base – Assign

H502. Staff/Faculty Query

H517. Job Base – Salary

H503. Name/Address

H518. Job Base – Accts

H504. Education

H519. Supplements

H505. Stu Teaching

H520. Benefits/Deductions

H506. Experience

H521. Time Summary

H507. Certification/License

H522. Time History

H508. Skills

H523. Payroll Adjs Summary

H510. Supplemental Data

H524. Payroll Adjs History

H512. Perf Appraisal

H525. Earnings Summary

H513. In-Service History

H526. Earnings History

H514. Payroll Info

H530. Employee – Master (Sub-Menu)

H515. Job Summary

H530. Employee Master
[Inquiry](#) [Update](#)

H531. Leave Summary (by Employee)

H535. Expiring Documentation

H532. Accrual History

H533. Use History

H534. Balance Analysis

H540. HR – Fast Entry
[Inquiry](#) [Update](#)

H541. Supplement Fast Entry

H600. Payroll - Normal
[Inquiry](#) [Update](#)

H605. Sub/Positive Query

H608. Time/Exception Query

H800. Position Control - Master

Inquiry

Update

H801. Query by Fund Source (Acct)

H805. Position – Base

H802. Query by Organizational Unit

H806. Position - Fund Source

H803. Query by Position

H807. Position – Benefits

H804. Query by Sub Allocations

H808. Position - Qualifiers

H809. Position - Sub Allocation

H810. Position - Occupants

H815. Announcement Query

H816. Announcement Record

H817. Applicant List

L300. Local HR

Inquiry

Update

L301. New Instructor Profile

HR49

Position Control Specialist

A140. District Def	
<u>Inquiry</u>	<u>Update</u>

A150. Account Dimensions

H130. Human Resource (Annl)	
<u>Inquiry</u>	<u>Update</u>

H131. Control Record Query
H133. Job Titles
H134. Pay Types
H135. Salary Schedule
H138. Calendar Definition

H500. Employee Master	
<u>Inquiry</u>	<u>Update</u>

H501. Name Query	H515. Job Summary
H502. Staff/Faculty Query	H516. Job Base – Assign
H503. Name/Address	H517. Job Base – Salary
H504. Education	H518. Job Base – Accts
H505. Stu Teaching	H519. Supplements
H506. Experience	H520. Benefits/Deductions
H507. Certification/License	H521. Time Summary
H508. Skills	H522. Time History
H510. Supplemental Data	H525. Earnings Summary
H512. Perf Appraisal	H526. Earnings History
H513. In-Service History	H530. Employee – Master (Sub-Menu)
H514. Payroll Info	

H800. Position Control - Master	
<u>Inquiry</u>	<u>Update</u>

H801. Query by Fund Source (Acct)	H806. Position - Fund Source
H802. Query by Organizational Unit	H807. Position – Benefits
H803. Query by Position	H808. Position - Qualifiers
H804. Query by Sub Allocations	H809. Position - Sub Allocation
H805. Position – Base	H810. Position - Occupants

L300. Local HR	
<u>Inquiry</u>	<u>Update</u>

L301. New Instructor Profile

HR50

HR51

HR52
H132 (INQ)

H130. Human Resource (Annl)

Inquiry

Update

H132. Benefits/Deductions

H133

HR53

HR01 w/o salary info

Inquiry H130. Human Resource (Annl) Update

HR54

HR02 w/o salary info

Inquiry H130. Human Resource (Annl) Update

HR55

Risk Management (FP) w/o sal

H130. Human Resource (Annl)	
<u>Inquiry</u>	<u>Update</u>
H501. Name Query	
H502. Staff/Faculty Query	
H504. Education	
H505. Student Teaching	
H506. Experience	
H507. Certification/License	
H508. Skills	503
H510. Supplemental Data	504
H512. Performance Appraisal	505
H511. Savings Bonds	
H513. In-service History	
H514. Payroll Information	
H515. Job Summary	
H516. Job Base - Assignment	
H518. Job Base - Accounts	
H519. Supplements	
H520. Benefits/Deductions	
H522. Time History	

H521. Time SummaryHR56

[H605 View Only](#)

[Inquiry](#) H130. Human Resource (Annl) [Update](#)

H506. Experience

HR57

Summer Worker

H130. Human Resource (Annl)

Inquiry

Update

H503. Name/Address

H515. Job Summary

H516. Job Base – Assignment

HR59
Terry Sonny

H130. Human Resource (Annl)

Inquiry

Update

H501. Name Query

H503. Name/Address

H504. Education

H506. Experience

H507. Certification/License

H513. In-Service History

HR60
Comp Staff w/o H517

Inquiry H130. Human Resource (Annl) Update

HR61
Comp Staff H517 Update

Inquiry H130. Human Resource (Annl)
Update
H517. Job Base – Salary

HR63

Covid Inq-Health Services

H130. Human Resource (Annl)

Inquiry

Update

H501. Name Query

H502. Staff/Faculty Query

H503. Name/Address

HTMP

Temp Summer Help

H130. Human Resource (Annl)

Inquiry

Update

H501. Name Query

H502. Staff/Faculty Query

H515. Job Summary

H516. Job Base – Assignment

H517. Job Base – Salary

HT01

HR Profile for Test User

Inquiry

H130. Human Resource (Annl)

Update

H111

H111 – Sub Reason Codes

<u>Inquiry</u>	H130. Human Resource (Annl)	<u>Update</u>
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H510

H510 Update

Inquiry

H130. Human Resource (Annl)
Update

H510. Supplemental Data

H513

H513 Inquiry ONLY

H130. Human Resource (AnnI)

Inquiry

Update

H501. Name Query

H503. Name/Address

H513. In-Service History

H514

H514 – Time Inquiry Only

<u>Inquiry</u>	H130. Human Resource (Annl)
	<u>Update</u>
	H514. Payroll Info
	H520. Benefits/Deductions

H521

H521 Time Inquiry Only

H130. Human Resource (Annl)

Inquiry

Update

H521. Time Summary

H522. Time History522

H526

H526 Inquiry Only

<u>Inquiry</u>	H130. Human Resource (Annl)	<u>Update</u>
H526. Earnings History		

Payroll

PAY2

Payroll Data Entry (Production)

<u>Inquiry</u>	A110. General Admin <u>Update</u>
	A133. Print Profiles

<u>Inquiry</u>	H500. Employee Master <u>Update</u>
H501. Name Query	
H502. Staff/Faculty Query	
H503. Name/Address	
H504. Education	
H506. Experience	
H507. Certification/License	
H510. Supplemental Data	
H514. Payroll Information	
H515. Job Summary	
H516. Job Base - Assignment	
H517. Job Base - Salary	
H518. Job Base - Accounts	
H519. Supplements	
H521. Time Summary	
H522. Time History	
H525. Earnings Summary	
H526. Earnings History	

<u>Inquiry</u>	H600. Payroll - Normal <u>Update</u>
H605. Sub/Positive Query	H606. Sub/Positive Detail
H608. Time/Exception Query	H607. Sub/Positive Entry
	H609. Time/Exception Detail
	H610. Time/Exception Entry

PAY3

Payroll Data Entry with H520 Inquiry

<u>Inquiry</u>	A110. General Admin <u>Update</u>
	A133. Print Profiles

<u>Inquiry</u>	H500. Employee Master <u>Update</u>
H501. Name Query	
H502. Staff/Faculty Query	
H503. Name/Address	
H504. Education	
H506. Experience	
H507. Certification/License	
H510. Supplemental Data	
H514. Payroll Information	
H515. Job Summary	
H516. Job Base - Assignment	
H517. Job Base - Salary	
H518. Job Base - Accounts	
H519. Supplements	
H520. Benefits/Deductions	
H521. Time Summary	
H522. Time History	
H525. Earnings Summary	
H526. Earnings History	

<u>Inquiry</u>	H600. Payroll - Normal <u>Update</u>
H605. Sub/Positive Query	H606. Sub/Positive Detail
H608. Time/Exception Query	H607. Sub/Positive Entry
	H609. Time/Exception Detail
	H610. Time/Exception Entry

PAY4

Payroll Data Entry Limited Access

<u>Inquiry</u>	H600. Payroll - Normal <u>Update</u> H605. Sub/Positive Query H606. Sub/Positive Detail
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PAY5

Payroll Clerks (Production)

<u>Inquiry</u>	A110. General Admin <u>Update</u>
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A133. Print Profiles

<u>Inquiry</u>	A200. Fin/SCM/HR/Std <u>Update</u>
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A201. Bank Account

<u>Inquiry</u>	H500. Employee Master <u>Update</u>
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H501. Name Query	H510. Supplemental Data
H502. Staff/Faculty Query	H514. Payroll Information
H503. Name/Address	H516. Job Base - Assignment
H507. Certification/License	H517. Job Base - Salary
H512. Performance Appraisal	H518. Job Base - Accounts
H515. Job Summary	H519. Supplements
H521. Time Summary	H520. Benefits/Deductions
H522. Time History	
H523. Adjustment Summary	
H524. Payroll Adjustment History	
H525. Earnings Summary	
H526. Earnings History	

<u>Inquiry</u>	H600. Payroll - Normal <u>Update</u>
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H605. Sub/Positive Query	H606. Sub/Positive Detail
H608. Time/Exception Query	H607. Sub/Positive Entry
H615. Payroll Adjustment Query	H609. Time/Exception Detail
H619. Other Compensation Query	H610. Time/Exception Entry
	H616. Payroll Adjustments
	H620. Other Compensation

PAY6

Payroll Inquiry HR (H620 Update)

<u>Inquiry</u>	A110. General Admin <u>Update</u>
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A133. Print Profiles

<u>Inquiry</u>	A200. Fin/SCM/HR/Std <u>Update</u>
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A201. Bank Account

<u>Inquiry</u>	H500. Employee Master <u>Update</u>
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H501. Name Query
H502. Staff/Faculty Query
H503. Name/Address
H507. Certification/License
H510. Supplemental Data
H514. Payroll Information
H515. Job Summary
H516. Job Base – Assignment
H517. Job Base - Salary
H521. Time Summary
H522. Time History H512. Performance Appraisal
H525. Earnings Summary
H526. Earnings History

<u>Inquiry</u>	H600. Payroll - Normal <u>Update</u>
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H605. Sub/Positive Query
H606. Sub/Positive Detail
H607. Sub/Positive Entry
H608. Time/Exception Query
H609. Time/Exception Detail
H610. Time/Exception Entry
H615. Payroll Adjustment Query
H616. Payroll Adjustments
H619. Other Compensation Query

H620. Other Compensation

Transcripts

SCTS

Applicant Schools Transcripts

S230. Attendance

[Inquiry](#) [Update](#)

S232. Absences – Query S243. Absence Detail
 S233. Absences – Entry S244. Absence Detail
 S234. Absences – Class S245. Absence Detail – Hours
 S242. Daily Summary S246. Absence Warnings

S270. Discipline

[Inquiry](#) [Update](#)

S272. Discipline Summary

S300. Enrollment

[Inquiry](#) [Update](#)

S301. District Query S315. Contacts
 S302. School Query S316. General Information
 S303. Student Summary S317. Transportation
 S304. Residence Query S318. Local Data Elements
 S305. Residence/Name Query S319. Enrollments
 S308. Enrollment S320. Admissions
 S310. Detail Student Summary S321. Free/Reduced
 S313. Demographics S322. Activities
 SS314. Alternate Address S994. Florida Data Elements

S330. Activities/Fees

[Inquiry](#) [Update](#)

S331. Activity Query
 S332. Student Activity
 S333. Activity (Mass)

S500. Grading/Transcript

[Inquiry](#) [Update](#)

S517. Student Grades S523. Prt History/Transcripts
 S520. Academic History

S600. Schedule Maintenance

[Inquiry](#) [Update](#)

S614. Schedule - Summary
 S615. Schedule - Qualifiers
 S616. Schedule - Date
 S617. Schedule – Times

S700. Special Programs

[Inquiry](#) [Update](#)

S701. Program Query
 S702. Program Summary
 S703. Dropout
 S704. Exceptional
 S705. Federal/State
 S706. Limited English

Miscellaneous

FNo3

Finance ACH Controls – Inquiry

<u>Inquiry</u>	A140. District Definition	<u>Update</u>
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A153. Update Record Types
A154. Update Control Record

<u>Inquiry</u>	A290. Vendor	<u>Update</u>
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A298. Vendor E-mails
A299. Vendor Bank Information

WHO1

Warehouse Contacts

<u>Inquiry</u>	A140. District Definition	<u>Update</u>
<u>Inquiry</u>	A290. Vendor	<u>Update</u>

