

8. Notes: Security Roles

Accessing NewSouth Financials Online using the Web

Role-based access is a distinctive feature of NewSouth Financials where roles control the views staff have of the System. Functionality available will vary by role, although several views are available to all users. Three roles are supported:

- **NS Financials User** – View, processing and reporting access.
- **Administration Duties** – Specialist Officers with specific module access to assist NS Financial Users and processing access.
- **Support Staff** – Finance Systems support, Helpdesk, BSDS type roles.

Accessing New South Financials

For each group of functions staff area assigned a security role to perform functional duties established in NewSouth Financials. These control access to menus, panel groups and transactions. One or more of these roles is attached to each user. Below is an outline of the roles described at the start of the application form.

Inquiry Access

- ❖ All users will receive basic inquiry and reporting access in NS Financials to all relevant modules. All operators as a default will receive the REPORT & INQUIRIES security roles for all modules.

Process Function Roles

Procurement

- ❖ Purchase Order Buyer – typically a buyer of goods using purchase orders. Must meet criteria for Buyer access and must be approved by Procurement.
- ❖ eProcurement Buyer - create an eProcurement requisition. Must meet criteria for Buyer access and must be approved by Procurement.
- ❖ Purchase Order Receiver – allocated to PO buyer to receipt transactions

Reconciliation Reports

- ❖ AP Reconciliation Report – inclusion of the AP Report distribution list for staff only within Central Accounts Payable or Corporate Finance.
- ❖ AR Reconciliation Report – inclusion of the AR Report distribution list for staff only within Central Accounts Receivable or Corporate Finance.

General Ledger roles – only one role needs to be assigned at any one time

- ❖ GL Clerk – This role should be assigned to all GL clerical staff located in the faculties, divisions, schools & departments.
- ❖ GL Budgeting – This role should be assigned to all staff involved in budgeting. Includes journal and budget entry including spreadsheet journal entry.
- ❖ GL Financial Management - This role should be assigned to all GL Financial Management Staff (for Management Accountants only).
- ❖ GL Financial Controller Unit - This role should be assigned to all staff in Corporate Finance only.
- ❖ GL Infrastructure - This role is no longer used.

Billing and Accounts Receivable functions

- ❖ AR Payment - This role should only be assigned to staff that are involved in payment entry only.
- ❖ BI Bill Processor - This role should only be assigned to faculty and staff (outside Central Finance AR/Billing) that don't require as much access as an administrator for processing bills within UNSW.
- ❖ AR Correspondence - This role should be assigned to all users of the AR system including those who only need access to perform inquiries and run reports i.e. at the faculty level.
- ❖ Reporting Distribution Invoice role – This role will distribute overnight billing invoices processed via email based on your business unit selection.

Credit Card

- ❖ Credit Card Verifier - This role should only be assigned to staff that are involved in Credit Card. This allows user to reconcile statement, review disputes, and allows user to set transaction status to verified or staged only (not approved).
- ❖ Credit Card Approver - This role should only be assigned to staff that are involved in Credit Card that allows user to set transaction status to verified or approved. Allows verified credit card transactions to be approved.
- ❖ Credit Card Reconciler - This role should only be assigned to staff that are involved in reconciling credit card statement, reviewing disputes and approve any reconciled transactions.

For Approvals Access within NS Financials please refer to [delegations](#) access requirements as a pre-requisite.

Administration/Support Specialist Functions – Central Finance Roles

- ❖ Auditor Role – READ ONLY roles to various modules used at UNSW.

Central Accounts Payable

- ❖ PC Controller - Centrally located in Accounting Services, Controller adds/maintains cardholder's details, loads statements.
- ❖ Voucher Creator - Add/Update Vouchers via Regular Entry and Quick Invoice Entry.
- ❖ Vendor Approver - Centrally located in Procurement Unit, ADFA and NS Global (must not be a Vendor Creator). Each unit has set rules regarding inactivation access.
- ❖ Vendor Creator - Centrally located in Procurement Unit, ADFA and NS Global (must not be a Vendor Approver).
- ❖ AP Admin - Accounts Payable Administration duties for AP Team Leader access.
- ❖ Card Statement Audit – Access for the Travel Card Statement Audit

Paycycle & Treasury functions

- ❖ Paycycle - Run Paycycle Processes, Stop Cheques. (UNSW only)
- ❖ Manual Cheque - Manual Payment and Prepayment (UNSW only)
- ❖ Bank Statement Load - This role should be assigned to users who are responsible for importing the bank statements so that presented cheques can be reconciled. (UNSW only)

Central Procurement Administration (not relevant to PO Buyers)

- ❖ eProc Administrator - Procurement Application Admin; Administer some eProcurement security, purchasing options, control data and users (Run eProcurement Processes).
- ❖ PO Super User – Centrally located in Accounting Services - Includes the roles of PO Buyer and PO Receiver, plus reconciliation workbench and reopening PO's.

Reconciliation Reporting

These roles are primarily for Central AP, Central AR, or Corporate Finance reconciliation reporting.

Central Accounts Receivable & Billing

- ❖ AR Super User - This role should only be assigned to AR Administrators as it contains access to most pages that are used, excluding configuration.
- ❖ BI Super User - This role should only be assigned to Administrators of the Billing module as it grants access to most functions excluding configuration.

Central Asset Management

- ❖ AM Super User - This Asset Entry and Maintenance role should only be assigned to Asset Management Administrators as it contains access to most pages that are used, excluding configuration.
- ❖ AM Interface - This role should be assigned to administrators in Corporate Finance who are responsible for manually running the Assets Interface processes.
- ❖ AM Inventory - This role should be assigned to administrators In Corporate Finance who are responsible for performing the physical inventory setup and scan.

Other Specialist roles

- ❖ GL Internal Transactions - This role should be assigned to selected GL staff that are responsible for internal transactions such as Import of journal entries.
- ❖ Bank Reconciliation - This role should be assigned to users who are responsible for preparing the bank reconciliation.
- ❖ Tax Accountant - This role should be assigned to Tax Accountants in Corporate Finance responsible for preparing the BAS returns.
- ❖ Revaluations - This role should be assigned to all persons who are responsible for performing the revaluation.
- ❖ Investment Services - This role should be assigned to the Investment Services Manager.
- ❖ GL Tree Update access should be coordinated with the Manager Financial Systems.