

FILO Role Descriptions Mapping Guidelines

Module	OCM Role Name	Role Description / Responsibility	Location	Mapping Rules and Guidelines
AP	AP-Bureau AP Approver	The AP Approver role will be responsible for approval of parked non-PO invoices within the Bureau's Accounts Payable department.	Bureaus and Central Accounting	This role cannot be combined with the AP Processor role or any MM roles.
AP	AP-Bureau AP Processor	The AP processor will review invoices and supporting documentation, enter/park invoices, invoice corrections, research vendor history. They are responsible for all invoicing activities w/in the bureau except for non-PO invoice approval.	Bureaus	This role cannot be combined with the AP Approver role or any MM roles.
AP	AP-Central Accounting Payment Processor	Payment Processor schedules, reviews and executes the vendor payment run for checks, ACH or Wires. They have authorization to process payments and send checks to spooling.	OMF Central Accounting	This Central role will be mapped to a small select group of users who will have authorization to process payments. Cannot be combined with AP Processor, AP Approver, or Central AP Post roles.
AP	AP-Central Accounting Approver (AKA Central AP post)	The AP Central Accounting Approver (AKA Central AP Post) posts and clears invoices processed solely for 1099 reporting and can directly post non-po invoices.	OMF Central Accounting	This Central role is assigned to limited number of individuals, and cannot be combined with other MM and AP update roles or the Petty Cash Custodian role in CM.
AP	AP-Accounts Payable Vendor Clearing	The AP Vendor Clearing role will be responsible for correcting or adjusting vendor balances or open line items that are not cleared though payments or automatic clearing. They will also be responsible for maintaining the GR/IR account and manually clearing advances where needed.	Bureaus and Central Accounting	This is a Central Role and only mapped to a small select group of users. This role cannot be combined with any MM roles or the Bureau AP Processor role.
AP	AP-Treasury AP Reviewer	The Treasury AP Reviewer will be responsible for reviewing the payment proposal and notifying the Payment Processor of any payments that need to be blocked or paid using a different payment method. They will also coordinate with Payment Processor on Wire and ACH payments.	Treasury	The role for Treasury AP Reviewer should be mapped to Treasury employees with cash management knowledge.
AP	AP-Retention Processor	The Retention Processor will move retainage to be released from Retainage Payable to General Payables so it can be paid.	Bureaus	This individual must be familiar with the city and bureau requirements for releasing retainage. Users assigned this role should also be assigned to the AP Processor role.
AP	AP-Vendor Master Administrator	The AP Vendor Master Administrator role will create, modify, and maintain vendor master data on behalf of the Bureaus within the City of Portland. This individual will coordinate the purchasing data inputs or changes with Central Purchasing, and will be responsible for assignment of vendors to the correct account groups.	OMF-BFS	This individual must be familiar with the city's requirements for vendor compliance. This role will be assigned to the relevant users identified within OMF/BFS, and cannot be combined with AP Processor, AP Approver or Central AP Post roles, or an MM roles.
AP	AP-Auditor's Office Signatory (AKA AP-City Auditor CheckPrint)	The AP-City Auditor CheckPrint will be responsible for printing checks from spooling, reviewing checks, attaching vendor remittances documentation, and mailing. They will also maintain and secure check stock and printer. AP-City Auditor CheckPrint Role will be assigned to allow user to use tocode SP01 to print checks for jobs submitted by Central Payment Processor.	Auditor's Office	Role assigned only to a small select group of users in the Auditors Office.
AR	AR-Adjustment Approval Role	Adjustments are made to customer accounts for incorrect pricing, wrong customer billed, or negotiated price adjustment. Any adjustment to a customer account requires the proper approval according to the A/R Administrative Rule. Adjustments are usually initiated in the bureau and completed in the Accounting Division.	Bureaus	This role should be division-specific, distribution channel-specific, and document category-specific (document category K/credit only). This role cannot be combined with AR-Billing Request Processing, AR-Centralized Billing and A/R Processing or AR-Cash Application Role.

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AR	AR-Billing Request Processing	Most City bureaus, including BGS, P&D, BHCD, BES etc, invoice their customers for items or services that have a fixed unit price (or set of prices) based on quantity. In SAP, these will be set up as billing requests for a predefined set of "materials". During data entry, the user will select one of the predefined items (changing the description, if needed), along with the quantity to be billed. SAP will calculate the proper price, charge, or fee for the item to be billed, taking into consideration quantity breaks, customer groups, overhead factors, and service dates	Bureau Accounting Personnel	This role cannot be combined with AR-Centralized Billing and Accounts Receivable Processing, AR-Adjustments Approval Processing, AR-Cash Application Role or CM-Bank Accounting Reconciliation. This role should be division-specific and distribution channel-specific, as well as document category-specific (should not equal K/credits).
AR	AR-Bureau Customer Master Maintenance	The Customer Master record contains three levels of authorization: General Data, Company Code Data, and Sales Data. To avoid duplicate records, ensure consistent naming conventions, and proper customer "account group" categorization, the General and Company Code data should be maintained via a central function within the City. The Sales Data should be maintained by each bureau by using role Bureau Customer Master Maintenance.	Bureau Accounting Personnel	This role should be restricted to limited number of users within Bureau A/R Accounting only.
AR	AR-Cash Application Role	Role is responsible for receiving customer payments, and applying them to the customer account in SAP, clearing unpaid invoices according to bureau-specific rules (oldest balance or invoice number).	OMF Central Accounting	This role will be within Central Accounting, but some individuals within specific bureaus may receive this role as well. This role must not be combined with AR-Adjustment Approval Role, AR-Billing Request Processing, AR-Centralized Billing and AR Receiving, AR-Check Receiving Role, or CM-Bank Accounting Reconciliation.
AR	AR-Centralized Billing and A/R Processing	The process of creating the billing document is done in Central Accounting after the billing request has been created and released by the bureau. Central Accounting "Billing and Invoicing" role will include printing the customer invoice and posting the G/L entries to the customer's account and to revenue. The bureau will release the billing request and Central Accounting will create the billing document and post the entry.	OMF Central Accounting	This role should not be assigned to those with AR-Billing Request Processing, or AR-Cash Application Role.

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AR	AR-Central Customer Master Maintenance Role	This role allows the user to perform maintenance of the Customer Master Record. The Customer Master record contains three levels of authorization: General Data, Company Code Data, and Sales Data. To avoid duplicate records, ensure consistent naming conventions, and proper customer "account group" categorization, the General and Company Code data should be maintained via a central function within the City. The Sales Data should be maintained by each bureau by using role Bureau Customer Master Maintenance.	OMF Central Accounting	This role is restricted to limited number of users within Central Accounting.
AR	AR-Check Receiving	This role is responsible for receiving customer payments and completing a deposit slip to take to Treasury or to the bank.	OMF Central Accounting	This role will be within Central Accounting, but some individuals within specific bureaus may receive this role as well. Users with this role cannot be mapped to AR-Cash Application Role or CM-Bank Accounting Reconciliation.
AR	AR-Material Master Maintenance Role	Material master records will be used to enable consistent line item descriptions on customer invoices, rule-based pricing, revenue account determination, and sales reporting. Maintenance of these records will most likely be limited to new record creation or correction of grouping/categorization. We will use the material master in the SD and CS modules on billing requests, billing documents, and service orders.	Bureaus	This is a bureau-level function, assigned to only 2-3 persons within each bureau. Authorization should be limited by "Division". Employees with Pricing Maintenance roles should never have a "Billing Request" or "Billing" role.
AR	AR-Pricing Maintenance Role	Pricing condition records are a form of master data used in Billing within the Sales and Distribution (SD) module. Pricing records allow rule-based charge calculation on customer invoices. This role will create and change pricing records according to desired business rules, analyze customer invoices to troubleshoot incorrect pricing determination, and create new pricing rules, deliberately accepting SAP prompts to generate pricing change history.	Bureaus	This is a bureau-level function, assigned to only 2-3 persons within each bureau. Authorization should be limited by "Division". Those with Pricing Maintenance roles should never have a "Billing Request" or "Billing" role.
AR	AR-Service Order Maintenance Role	Create and maintain SAP service orders as a cost collector for externally billable charges. Communicate service order numbers to Purchasing, Accounts Payable, and employee Timekeepers. Service orders represent work orders for external customers. Most work orders will be created in SAP via an automatic interface from another system (Maximo, Synergen, etc). However, some service orders must be manually created in SAP as a cost collector to automate rebilling of payroll or accounts payable expenses, much in the same way that internal orders	Bureaus	This role should be used in conjunction with the CO-Internal Order Maintenance role.
CM	CM-Bank Accounting Reconciliation	Involves the posting of cash activity to the G/L accounts and reconciling of outstanding A/P checks. It also includes performing the accounting period reconciliation of the Treasury controlled bank accounts. The Treasury book balance is then reconciled to the bank balance.	Treasury and Central Accounting	Assign to accounting positions within central Accounting Division and the Treasury staff responsible for reconciling bank accounts. This role cannot be combined with AP-Central Accounting Payment Processor, AR-Billing Request Processing, AR-Cash Application Role, or AR-Check Receiving Role.
CM	CM-Petty Cash Custodian	This role describes the individual who is responsible for the safekeeping, disbursement and replenishment of petty cash accounts as well as the authorization requirements.	Bureaus	This role will be mapped to the current petty cash custodians. The petty cash custodian shall NOT be authorized to approve cash payments from the account or requests to replenish account. This role cannot be combined with AP-Bureau/Central AP Approver, AP-Bureau AP Processor, or AP-Central Accounting Approver.

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CM	CM-Treasurer Bank Operations	This role will oversee the creation and update of relevant bank accounts to permit the City of Portland to properly account for the cash and investment accounts. This role will interact and support the Central Accounting personnel with the proper configuration of the G/L account mapping. This role will assist in the configuration of the bank data and G/L mapping.	Treasury	Role should be assigned only to a few staff in BFS/Treasury
CO	CO-Central Master Data Maintenance	This role allows the user to perform maintenance of centralized Controlling objects' master data. This role will be assigned to Accounting Personnel / Accountants in Central Accounting. Persons assigned this role will most likely be assigned to GL-Account Maintenance Role and FM-Master Data Maintenance roles.	OMF Central Accounting	Assigned to accounting personnel/Accountants at Central Accounting Office.
CO	CO-Citywide Allocations Maintenance	The Citywide Allocation Maintenance role would allow the user to maintain cost allocation cycles and segments using the assessment method and to allow the creation and maintenance of costing sheet for bureau overhead charges.	OMF Financial Planning Division	Central Role Only
CO	CO-Internal Order Maintenance	This role allows the user to maintain internal order master data and the internal order group.	Bureau Accounting Personnel	This role is assigned to bureau (accounting) personnel who are expected to maintain the internal order related processes such as interagency and general events. This may include Interagency analysts at the bureau or specific accounting person in the bureau.
CO	CO-Month-End Maintenance	This role allows the user to perform the Controlling module specific month-end processing tasks. User will perform Month-End/ Period-End tasks specifically for CO Periodic processing such as running the bureau overhead through actual overhead rates postings and Internal Order settlement.	OMF Central Accounting	Central to BFS-Accounting
FA	FA-Asset Display & Reporting	This role contains all the asset reports and asset master record display transactions. This role will be given to any user who needs to generate asset master records.	Bureaus and Central Accounting	Assigned by security to all people with an SAP logon.
FA	FA-Bureau Asset Accountant	Bureau accountants responsible for posting fixed asset transactions and depreciation. This role contains the transactions required to post asset transactions and depreciation.	Bureaus	This role must be combined with the Asset Display and Reports role. There are only a few (2-4) individuals in each Bureau who should be assigned this role.
FA	FA-OFM Asset Accountant	This role includes transactions related to the year-end closing process.	OMF	This role must be combined with the Fixed Asset Display and Reports role and the Bureau Asset Accountant role. This role should be given to a few (2-3) OMF accountants who are involved in the year-end process.
FM	FM-FM Budget Maintenance	Maintain online budget maintenance during budget execution year. This may include the following budget transactions besides the original budget loaded from BRASS through interface process: Pre-post/Post a budget transfer, Pre-post/Post a budget supplement, Pre-post/Post a budget return, Pre-post/Post a budget carry-over.	OMF-FPD	This role will be assigned to Budget analysts in Financial Planning Division (FPD).

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FM	FM-Funded Program Maintenance	This role allows only the transaction to create and maintain a Funded Program to fulfill additional budget control requirement.	Bureau Accounting Personnel	The role will be restricted to select users responsible for Capital project and Internal Service Order master data creation. Note that only Central Accounting will be authorized to have the Master Data Maintenance and Assignment role to do FM Account Assignment Derivation Maintenance.
FM	FM-Funds Reservation	This role will allow the person to perform manual funds reservation in SAP Funds Management module. By using funds reservations transaction, the user can make an early claim for parts of the budget e.g. for a Capital project, without needing to know the exact detail application of funds.	Bureaus	Restricted to selected fund managers or appointed person within bureau.
FM	FM-Funds Management Report User	This role allows authorization to display FM master data, FM transaction line items and execute FM reports. Display FM budgeting master data objects for budgeting purposes, and display FM budget reports and budget versus actual reports for management and analysis purposes.	Bureau Accounting Personnel	Assigned by security to all people with an SAP logon.
FM	FM-Master Data Maintenance and Assignment	This role allows authorization to maintain all FM Master Data objects as well as the FM Derivation Strategy (display) and rules (maintain). Users will have the ability to maintain commitment item, funds center, fund, functional area, funded program and FM derivation rules.	OMF Central Accounting	This role will be assigned to the selected users in Central Accounting group, and should be used in combination with GL-Account Maintenance and CO-Central Master Data Maintenance. Users with this role should also be mapped to the FM-Budget Maintenance role which includes necessary display and reporting
FM	FM-Year End Processing	Perform the Year-End processing tasks identified for Funds Management. Liaise with other bureaus (e.g. Bureau of Purchasing for managing the Commitment Carry-Forward) to complete some of the tasks. Central BFS-Accounting Role.	OMF-FPD or Central Accounting	Central Role - BFS Acctg
GL	GL-Account Maintenance Role	The GL Account Maintenance tasks are performed in the central accounting department and access to the respective transactions will be restricted to a number of selected staff in the department. The enterprise role for GL account maintenance encompasses two steps in the process of creation of a GL account: The primary request analysis, and the actual GL	OMF Central Accounting	This role cannot be combined with GL-Journal Entries - Bureau Approve/Reject.
GL	GL-Journal Entries - Enter/Park	This role is for all users who need to enter and park a journal entry. Users across the City will have the ability to Enter/Park journal entries. Bureau Approver listed on the journal entry may or may not be the same user who entered and parked the journal entry. Journal entries must be entered and parked by a different user than the designated user with the ability to do Final Approve and Post.	Bureaus	This role cannot be combined with GL-Journal Entries - Bureau Approve/Reject, or GL-Journal Entries - Final Approve and Post/Reject.

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GL	GL-Journal Entries - Bureau Approve / Reject	This role is for users across the City who do bureau or first level approval of journal entries.	Bureaus	This role cannot be combined with GL-Account Maintenance Role, or GL-Journal Entries - Enter/Park.
GL	GL-Journal Entries - Final Approve and Post / Reject	This allows designated users to approve and post or reject journal entries. All user will have the GL Display role.	OMF Central Accounting	This role cannot be combined with GL-Journal Entries - Enter/Park.
GL	GL-Month-end closing (Central Accounting)	The person fulfilling this role must be a staff member of Central Accounting, with a sufficient knowledge of all matters in accounting as required by the City for Posting and Reporting purposes. There are a number of steps to be performed: Close periods, auto clear open-item		No longer a role - Per Patty Moody - 8/7/08
GL	GL-Month-end closing	In order to assure proper functioning of archiving and other functionality, and specifically in order to avoid a backlog of items not cleared up, it is necessary to analyze the Goods Receipt / Invoice Receipt (GR/IR) clearing account on a monthly basis. The person fulfilling this role must be a staff member working on matters relating to Materials Management (MM), as individual items in the GR/IR account may have to be analyzed and followed up on with the authorization to post financially relevant transactions.	Bureaus	Assigned to bureau AP approvers.
GL	GL-Year end closing process roles	The primary enterprise role for GL year-end closing includes fund balancing in general as well as fund balancing for specific funds: General Fund, Water, Sewer and Hydro, using the CAFR access program (shadow system). Fund balancing requires analysis of GL accounts and the preparation/review and entry of journal entries into the CAFR access program. Excel statements and schedules must be updated, tied to related statements and schedules and formatted for printing. Accountants must	OMF Central Accounting Division – Technical Accounting Group	Central to BFS-Acctg
GM	GM-Bureau Grant Analyst	Users monitor and report on Grant budget and expenditures. Prepare reports to sponsors. Prepare billing back-up documentation. This role will only contain those transactions that can be executed by the Bureau Grant Analyst Staff. Transactions that need to be available for reporting or for Bureau Grant Project Mangers or the OMF Grant Administrator will be segregated.	Bureaus	Bureau-Grant Analysts Only It is possible that a Bureau Grant Analyst could also have the responsibility of AP, Purchasing or Cash Receipts. Bureau Grant Analyst in bureaus are not limited to grant work. This role cannot be combined with cash receipt, accounts payable or purchasing roles without compensating procedures in place.

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GM	GM-Bureau Grant Project Manager	This role will be used for Project Managers within a bureau who are responsible for the oversight of grant funding. This role is planned to use custom reports from a Grant/Project Manager perspective. Monitoring of Grant specific information from a "Management" high-level perspective is the primary function. Other responsibilities include oversight of grant related invoices, billings, purchase orders, progress reporting and budget tracking.	Bureaus	There will be a limited number of users assigned to this role. This role should be assigned to the Grant Administrator and Bureau Grant Analysts as well as the Bureau Grant Project Managers. It is not planned to have this role assigned with the Grant Reporting Role.
GM	GM-Grant Administrator	This role will only contain those transactions that can be executed by the OMF Central Grants Office Staff. Transactions that need to be available for reporting or for Bureau Grant Project Managers or Bureau Grants Analyst will be segregated.	OMF Financial Planning Division	Restricted to OMF Central Grants Office Staff. This role cannot be combined with cash receipt, accounts payable or purchasing roles with out compensating procedures in place.
GM	GM-Grant Master Data Maintainer	This role will be used by the Central Grants Office to maintain the GM derivation strategy. Sponsored programs, sponsored classes, sponsors, accounts receivable customers and the grant itself will be created in the Grant Administrator role but this role will maintain the Grants management derivations.	OMF Financial Planning Division	This role will only be given to the Central Grants Office. The responsibilities of this role have been moved and will be a subset of the Grants Administrator role.
GM	GM-Grant Reporter (Display)	This role will be provided to anyone needing access to Grants Management specific reports.	OMF Financial Planning Division and Bureaus	There are no restrictions with combining role with other grant related roles. All users assigned to Grant roles; Grant Administrator, Bureau Grant Analyst and Bureau Grant Project Manager will be automatically assigned this role.
MM	MM-Bureau Buyer-COP1	A Bureau Buyer will have access to purchase order create, change, display and reporting functionality, along with RFQ create, change, display and reporting functions.	Bureaus	This role is for users in bureaus other than BES, Parks, PDOT, Water and OMF. This role will be given to the buyer at the bureau, who currently processes LPOs, CRAs and solicitations for PTE purchases.
MM	MM-Bureau Buyer-ES00	A Bureau Buyer will have access to purchase order create, change, display and reporting functionality, along with RFQ create, change, display and reporting functions.	Bureaus	BES Bureau Only This role will be given to the buyer at the bureau, who currently processes LPOs, CRAs and solicitations for PTE purchases. Role cannot be combined with: MM-Central Buyer, MM-Goods Receiver, MM-Purchasing Supervisor, MM-Requisitioner, AP-Accounts Payable Vendor Clearing, AP-Bureau/Central AP Approver, AP-Bureau AP Processor, AP-Central Accounting Payment Processor, or AP-Vendor Master Administrator.

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MM	MM-Bureau Buyer-MF00	A Bureau Buyer will have access to purchase order create, change, display and reporting functionality, along with RFQ create, change, display and reporting functions.	Bureaus	OMF Bureaus Only This role will be given to the buyer at the bureau, who currently processes LPOs, CRAs and solicitations for PTE purchases. Role cannot be combined with: MM-Central Buyer, MM-Goods Receiver, MM-Purchasing Supervisor, MM-Requisitioner, AP-Accounts Payable Vendor Clearing, AP-Bureau/Central AP Approver, AP-Bureau AP Processor, AP-Central Accounting Payment Processor, or AP-Vendor Master Administrator.
MM	MM-Bureau Buyer-PK00	A Bureau Buyer will have access to purchase order create, change, display and reporting functionality, along with RFQ create, change, display and reporting functions.	Bureaus	Parks Bureau Role This role will be given to the buyer at the bureau, who currently processes LPOs, CRAs and solicitations for PTE purchases. Role cannot be combined with: MM-Central Buyer, MM-Goods Receiver, MM-Purchasing Supervisor, MM-Requisitioner, AP-Accounts Payable Vendor Clearing, AP-Bureau/Central AP Approver, AP-Bureau AP Processor, AP-Central Accounting Payment Processor, or AP-Vendor Master Administrator.
MM	MM-Bureau Buyer-TR00	A Bureau Buyer will have access to purchase order create, change, display and reporting functionality, along with RFQ create, change, display and reporting functions.	Bureaus	Transportation Bureau Role This role will be given to the buyer at the bureau, who currently processes LPOs, CRAs and solicitations for PTE purchases. Role cannot be combined with: MM-Central Buyer, MM-Goods Receiver, MM-Purchasing Supervisor, MM-Requisitioner, AP-Accounts Payable Vendor Clearing, AP-Bureau/Central AP Approver, AP-Bureau AP Processor, AP-Central Accounting Payment Processor, or AP-Vendor Master Administrator.
MM	MM-Bureau Buyer-WA00	A Bureau Buyer will have access to purchase order create, change, display and reporting functionality, along with RFQ create, change, display and reporting functions.	Bureaus	Water Bureau role This role will be given to the buyer at the bureau, who currently processes LPOs, CRAs and solicitations for PTE purchases. Role cannot be combined with: MM-Central Buyer, MM-Goods Receiver, MM-Purchasing Supervisor, MM-Requisitioner, AP-Accounts Payable Vendor Clearing, AP-Bureau/Central AP Approver, AP-Bureau AP Processor, AP-Central Accounting Payment Processor, or AP-Vendor Master Administrator.

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MM	MM-Goods Receiver-COP1	The goods receipt user role would be responsible for entering the goods and services receipts against purchase orders in the SAP system. When goods and services are ordered on a purchase order, a goods receipt is entered into the SAP system to acknowledge receipt of those goods.	Bureaus	This role is for users in bureaus other than BES, Parks, PDOT, Water and OMF. This role cannot be combined with accounts payable and buyer types of roles. It may be combined with Requisition type of role.
MM	MM-Goods Receiver-ES00	The goods receipt user role would be responsible for entering the goods and services receipts against purchase orders in the SAP system. When goods and services are ordered on a purchase order, a goods receipt is entered into the SAP system to acknowledge receipt of those goods.	Bureaus	BES Bureau Only. This role cannot be combined with accounts payable and buyer types of roles. It may be combined with Requisition type of role.
MM	MM-Goods Receiver-MF00	The goods receipt user role would be responsible for entering the goods and services receipts against purchase orders in the SAP system. When goods and services are ordered on a purchase order, a goods receipt is entered into the SAP system to acknowledge receipt of those goods.	Bureaus	OMF Bureaus Only. This role cannot be combined with accounts payable and buyer types of roles. It may be combined with Requisition type of role.
MM	MM-Goods Receiver-PK00	The goods receipt user role would be responsible for entering the goods and services receipts against purchase orders in the SAP system. When goods and services are ordered on a purchase order, a goods receipt is entered into the SAP system to acknowledge receipt of those goods.	Bureaus	Parks Bureau Role. This role cannot be combined with accounts payable and buyer types of roles. It may be combined with Requisition type of role.
MM	MM-Goods Receiver-TR00	The goods receipt user role would be responsible for entering the goods and services receipts against purchase orders in the SAP system. When goods and services are ordered on a purchase order, a goods receipt is entered into the SAP system to acknowledge receipt of those goods.	Bureaus	Transportation Bureau Role. This role cannot be combined with accounts payable and buyer types of roles. It may be combined with Requisition type of role.
MM	MM-Goods Receiver-WA00	The goods receipt user role would be responsible for entering the goods and services receipts against purchase orders in the SAP system. When goods and services are ordered on a purchase order, a goods receipt is entered into the SAP system to acknowledge receipt of those goods.	Bureaus	Water Bureau role. This role cannot be combined with accounts payable and buyer types of roles. It may be combined with Requisition type of role.
MM	MM-Bureau Approver Number 1	Bureau approver 1 -4 will be responsible for reviewing and approving all requisitions within the bureau before the requisition is automatically routed to the Grant Analyst, the Commodity specialist and the buyer for their specific approval. This role will be given to all purchase requisition approvers in the bureau to review requisitions for accuracy of funding, quantity and need at the bureau level.	Bureaus	Cannot be combined with any other MM Role Level is determined by spending authority and release strategy.
MM	MM-Bureau Approver Number 2	Level 2 approval Bureau approver 1 -4 will be responsible for reviewing and approving all requisitions within the bureau before the requisition is automatically routed to the Grant Analyst, the Commodity specialist and the buyer for their specific approval. This role will be given to all purchase requisition approvers in the bureau to review requisitions for accuracy of funding,	Bureaus	Cannot be combined with any other MM Role Level is determined by spending authority and release strategy.

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MM	MM-Bureau Approver Number 3	Level 3 approval Bureau approver 1 -4 will be responsible for reviewing and approving all requisitions within the bureau before the requisition is automatically routed to the Grant Analyst, the Commodity specialist and the buyer for their specific approval. This role will be given to all purchase requisition approvers in the bureau to review requisitions for accuracy of funding, quantity and need at the bureau level.	Bureaus	Cannot be combined with any other MM Role Level is determined by spending authority and release strategy.
MM	MM-Bureau Approver Number 4	Level 4 approval Bureau approver 1 -4 will be responsible for reviewing and approving all requisitions within the bureau before the requisition is automatically routed to the Grant Analyst, the Commodity specialist and the buyer for their specific approval. This role will be given to all purchase requisition approvers in the bureau to review requisitions for accuracy of funding, quantity and need at the bureau level.	Bureaus	Cannot be combined with any other MM Role Level is determined by spending authority and release strategy.
MM	MM-Buyer Approver	The buyer approver role will be responsible for reviewing and verifying that the requisition is correct according to City of Portland purchasing procedure and policy, and that all supporting documents are attached to the purchase requisition. The buyer approver will then either approve the requisition or reject it and return it to the creator for changes and/or deletion.	OMF Central Purchasing	All buyers in Central Purchasing
MM	MM-Central Buyer	The Central buyer role will be comprised of the purchase order create, change, display and reporting functionality, along with the contract reporting functions. The "Central Buyer" role would be used in the Purchasing Bureau and assigned to Senior Procurement Specialists, Procurement Specialists and possible Assistant Procurement Specialists. The role would be able to create, change, display and reporting functions for purchase orders, and contracts.	OMF Central Purchasing	This role cannot be combined with: MM-Contract Approver; MM-Bureau Buyer; MM-Goods Receiver; MM-Requisitioner; AP-Accounts Payable Vendor Clearing; AP-Bureau/Central AP Approver; AP-Bureau AP Processor; AP-Central Accounting Approver; AP-Central Accounting Payment Processor; or AP-Vendor Master Administrator. This role should have access to company code authorization.
MM	MM-Commodity Specialist Approver	The commodity approver role will be responsible for reviewing and verifying that items listed on the requisition are in compliance with City of Portland policy for that commodity (e.g., vehicles, computers). The commodity specialist will then either approve the requisition or reject it and return it to the requisitioner for changes or deletion. Commodity specialists oversee all restricted commodity purchases. This role will only receive requisitions which have items with a special commodity assigned to them.	OMF-BTS or OMF-Fleet	This role should be assigned only to a few staff in BTS and Fleet.
MM	MM-Contract Administrator	The Contract Administrator role will be used in the bureau and assigned to a bureau's Contract Administrator. The role would be able to use the create, change, display and reporting functions for contracts.	Bureaus	No Rules
MM	MM-Contract Administrator-Auditor	The Contract Administrator-Auditor role will be able to use the create, change, display and reporting functions for contracts, and will have security access for the purpose of auditing contracts.	Auditor's Office	Mapped specific to Auditor's Office

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MM	MM-Contract Approver-Auditor	The Contract Approver role will be responsible for reviewing and approving the contract in accordance with City of Portland code and contracting policies. The Contract Approver will either approve the contract or reject it and return it to the creator for changes and/or deletion. This role will be	Auditor's Office	Mapped in Auditor's Office. No one in Purchasing should have this role. Should only be assigned to those authorized to sign contracts or designee.
MM	MM-Contract Approver-City Attorney	The Contract Approver role will be responsible for reviewing and approving the contract in accordance with City of Portland code and contracting policies. The Contract Approver will either approve the contract or reject it and return it to the creator for changes and/or deletion. This role will be given to the Purchasing Agent, City Commissioners, Bureau Directors, and to those responsible for approving contracts in the City Attorney's Office and the Auditor's Office. This role will be able to use the display, approve and reporting functions for contracts.	Attorney	Mapped in Attorney's Office. No one in Purchasing should have this role. Should only be assigned to those authorized to sign contracts or designee.
MM	MM-Contract Approver-Commissioner	The Contract Approver role will be responsible for reviewing and approving the contract in accordance with City of Portland code and contracting policies. The Contract Approver will either approve the contract or reject it and return it to the creator for changes and/or deletion. This role will be given to the Purchasing Agent, City Commissioners, Bureau Directors, and to those responsible for approving contracts in the City Attorney's Office and the Auditor's Office. This role will be able to use the display, approve and reporting functions for contracts.	Commissioner	Mapped to Commissioner. No one in Purchasing should have this role. Should only be assigned to those authorized to sign contracts or designee.
MM	MM-Contract Approver-Director	The Contract Approver role will be responsible for reviewing and approving the contract in accordance with City of Portland code and contracting policies. The Contract Approver will either approve the contract or reject it and return it to the creator for changes and/or deletion. This role will be given to the Purchasing Agent, City Commissioners, Bureau Directors, and to those responsible for approving contracts in the City Attorney's Office and the Auditor's Office. This role will be able to use the display, approve and reporting functions for contracts.	Bureaus	Should only be assigned to those authorized to sign contracts or designee (Commissioners, Bureau Directors or select designees)
MM	MM-Grant Approver	Role is for Grant Analysts who currently approve/review purchase requisitions for grant spending. The grant reviewer role will be responsible for reviewing and verifying the grant listed on the requisition is correct. The grant reviewer will then either approve the requisition or reject it and return it to the creator for changes or deletion. This role will only receive requisitions which have items with a grant funded source assigned to them.	Bureaus	Assign to Grant Analysts who currently approve/review purchase requisitions for grant spending. This role cannot be combined with MM-Goods Receiver; AP-Accounts Payable Vendor Clearing; AP-Bureau/Central AP Approver; AP-Bureau AP Processor; AP-Central Accounting Approver; AP-Central Accounting Payment Processor; or AP-Vendor Master Administrator.
MM	MM-Purchasing Supervisor	The Purchasing Supervisor role will be used in Central Purchasing and assigned to Procurement Supervisors who release purchase orders.	OMF Purchasing	The individual having this role must also have the Central Buyer role. This role cannot be combined with MM-Contract Approver; MM-Bureau Buyer; MM-Goods Receiver; MM-Requisitioner; AP-Accounts Payable Vendor Clearing; AP-Bureau/Central AP Approver; AP-Bureau AP Processor; AP-Central Accounting Approver; AP-Central Accounting Payment Processor; or AP-Vendor Master Administrator.

FILO Role Descriptions Mapping Guidelines

Module	OCM Role Name	Role Description / Responsibility	Location	Mapping Rules and Guidelines
MM	MM-Requisitioner	The requisitioner role will be filled by the end user designated to create requisitions on behalf of the bureau.	Bureaus	This role cannot be combined with MM-Bureau Approver 1-4; MM-Central Buyer; MM-Bureau Buyer; MM-Purchasing Supervisor; MM-Purchasing Agent; AP-Accounts Payable Vendor Clearing; AP-Bureau/Central AP Approver; AP-Bureau AP Processor; AP-Central Accounting Approver; AP-Central Accounting Payment Processor; or AP-Vendor Master Administrator.
MM	MM-Master Data Maintainer	The Procurement Master Data Maintainer role will be responsible for maintaining Material Master records, Purchasing Info Records and Delivery Addresses.	OMF Purchasing	This role resides in Bureau of Purchases; creation of Material Master records may be delegated to specific commodity specialists in OMF (e.g., computer and fleet specialists) This role can be combined with the Central Buyer role.
PS	PS-Project Display & Reporting	This role supports the project accounting functions. The Bureau Project Display and Reports user needs a good understanding of the Bureau's Capital project processes.	Bureaus	This is the General Display Role for Project Systems
PS	PS-Bureau Capital Project Accountant	This role supports the project accounting function. The Bureau Capital Accountant must have a thorough knowledge of the Bureau's Capital project accounting processes.	Bureaus	No rules
PS	OMF Capital Project Accountant	This role will perform the capital project month-end processes and certain support functions: Project Overhead, Project Settlement, Creation and maintenance of project templates, adding new project managers to the list table, adding new applicant to the list table. A person with this role must	OMF Central Accounting	This role is assigned in Central Accounting Division (OMF) only.
PS	Capital Project Manager	Project Managers will perform these functions in the Project Systems module: Set project status; Enter and maintain project plans; Execute project reports.	Bureaus	No rules