

SAP Roles and Segregation of Duties

City management is responsible for establishing the proper control environment and developing structural and operational policies and procedures that will safeguard City assets. A standard component of these policies is segregation of duties so that no individual has complete control over a process or the capacity to both create and conceal errors or irregularities.

Please note that MM central/bureau role combinations are allowed only with a documented exception, approved by Controller.

IF YOU HAVE THIS ROLE	YOU CANNOT HAVE THIS ROLE
AP-Accounts Payable Vendor Clearing RP_S_AP_CENTRAL_CLEAR_CLOSING	AP-Bureau AP Processor AP-Central Accounting Approver All MM Roles Conflict
AP-Bureau / Central AP Approver RP_S_AP_BUREAU_CENTRAL_APPROVR	CM-Petty Cash Custodian AP-Bureau AP Processor AP-Central Accounting Approver (Central AP Post) AP-Central Accounting Payment Processor AP-Vendor Master Administrator All MM Roles Conflict
AP-Bureau AP Processor RP_S_AP_BUREAU_PROCESSOR	CM-Petty Cash Custodian AP-Central Accounting Approver (Central AP Post) AP-Central Accounting Payment Processor AP-Bureau / Central AP Approver AP-Vendor Master Administrator All MM Roles Conflict
AP-Central Accounting Approver RP_S_AP_CENTRAL_AP_POST	CM-Petty Cash Custodian AP-Accounts Payable Vendor Clearing AP-Bureau / Central AP Approver AP-Bureau AP Processor AP-Central Accounting Payment Processor AP-Vendor Master Administrator All MM Roles Conflict
AP-Central Accounting Payment Processor RP_S_AP_CENTRAL_ACCTG_PMT_PROC	CM-Bank Accounting Reconciliation AP-Bureau / Central AP Approver AP-Bureau AP Processor AP-Central Accounting Approver (Central AP Post) All MM Roles Conflict
Retention Processor RP_S_AP_RETAINAGE_PROCESSOR	All MM Roles Conflict
AP-Vendor Master Administrator RP_S_AP_VENDOR_MASTER_ADMIN	AP-Bureau / Central AP Approver AP-Bureau AP Processor AP-Central Accounting Approver (Central AP Post) All MM Roles Conflict

AR-Adjustment Approval Role RP_S_AR_ADJUSTMENT_APPROVAL	AR-Billing Request Processing
	AR-Cash Application Role
	AR-Centralized Billing and A/R Processing
AR-Billing Request Processing RP_S_AR_BILLING_REQUEST_PROCES	AR-Adjustment Approval Role
	AR-Cash Application Role
	AR-Centralized Billing and A/R Processing
	CM-Bank Accounting Reconciliation
AR-Cash Application Role RP_S_AR_CASH_APPLICATION	AR-Adjustment Approval Role
	AR-Billing Request Processing
	AR-Centralized Billing and A/R Processing
	AR-ERD-Check Receiving Role
	CM-Bank Accounting Reconciliation
AR-Centralized Billing and A/R Processing RP_S_AR_CENTRAL_BILLING_PROCES	AR-Adjustment Approval Role
	AR-Billing Request Processing
	AR-Cash Application Role
AR-ERD-Check Receiving Role RP_S_AR_CHECK_RECEIVING	AR-Cash Application Role
	CM-Bank Accounting Reconciliation
CM-Bank Accounting Reconciliation RP_S_CM_BANK_ACCOUNTING_RECONC	AP-Central Accounting Payment Processor
	AR-Billing Request Processing
	AR-Cash Application Role
	AR-ERD-Check Receiving Role
CM-Petty Cash Custodian RP_S_CM_PETTY_CASH_CUSTODIAN	AP-Bureau / Central AP Approver
	AP-Bureau AP Processor
	AP-Central Accounting Approver
GL-Account Maintenance Role RP_S_GL_ACCOUNT_MAINTENANCE	GL-Journal Entries - Bureau Approve / Reject
GL-Journal Entries - Enter/Park RP_S_GL_JOURNALS_ENTRIES_PARK	GL-Journal Entries - Final Approve and Post / Reject
	GL-Journal Entries - Bureau Approve / Reject
GL-Journal Entries - Final Approve and Post / Reject RP_S_GL_JOURNAL_ENTRIES_FINAL	GL-Journal Entries - Enter/Park
GL-Journal Entries - Bureau Approve / Reject RP_S_GL_JOURNAL_ENTRIES_BUREAU	GL-Account Maintenance Role
	GL-Journal Entries - Enter/Park
MM-Contract Administrator RP_S_MM_CONTRACT_ADMINISTRATOR (etc.)	All AP Roles Conflict
MM-Contract Approver RP_S_MM_CONTRACT_APPROV_*	All AP Roles Conflict
	MM-Central Buyer
	MM-Purchasing Supervisor
MM-Bureau Approver Number 1 – 3 RP_S_MM_BUREAU_APPROVER_A*	All AP Roles Conflict
	MM-Bureau Buyer
	MM-Goods Receiver
	MM-Requisitioner

MM-Bureau Buyer RP_D_MM_BUREAU_BUYER_*	All AP Roles Conflict
	MM-Bureau Approver Number 1 – 3
	MM-Central Buyer
	MM-Purchasing Supervisor
MM-Central Buyer RP_S_MM_CENTRAL_BUYER	All AP Roles Conflict
	MM-Bureau Buyer
	MM-Contract Approver
	MM-Goods Receiver
	MM-Requisitioner
MM-Goods Receiver RP_D_MM_GOODS_RECEIVER_*	All AP Roles Conflict
	MM-Bureau Approver Number 1 - 3
	MM-Central Buyer
	MM-Grant Approver
	MM-Purchasing Agent
	MM-Purchasing Supervisor
MM-Purchasing Supervisor RP_S_MM_PURCHASING_SUPERVISOR	All AP Roles Conflict
	MM-Bureau Buyer
	MM-Contract Approver
	MM-Goods Receiver
	MM-Requisitioner
MM-Requisitioner RP_S_MM_REQUISITIONER	All AP Roles Conflict
	MM-Bureau Approver Number 1 - 3
	MM-Central Buyer
	MM-Purchasing Agent
	MM-Purchasing Supervisor
MM-Purchasing Agent RP_S_MM_PURCHASING_AGENT	All AP Roles Conflict
	MM-Goods Receiver
	MM-Requisitioner
MM-Grant Approver RP_S_MM_GRANT_APPROVER	All AP Roles Conflict
	MM-Goods Receiver