

## SAP Roles & Separation 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.

IF YOU HAVE THIS ROLE	YOU CANNOT HAVE THIS ROLE
AP-Accounts Payable Vendor Clearing	MM-Bureau Approver Number 1 - 4
	MM-Bureau Buyer
	MM-Central Buyer
	MM-Contract Administrator
	MM-Contract Approver
	MM-Goods Receiver
	MM-Grant Approver
	MM-Purchasing Agent
	MM-Purchasing Supervisor
	MM-Requisitioner
	AP-Bureau AP Processor
AP-Bureau / Central AP Approver	CM-Petty Cash Custodian
	MM-Bureau Approver Number 1 - 4
	MM-Bureau Buyer
	MM-Central Buyer
	MM-Contract Administrator
	MM-Contract Approver
	MM-Goods Receiver
	MM-Grant Approver
	MM-Purchasing Agent
	MM-Purchasing Supervisor
	MM-Requisitioner
	AP-Vendor Master Administrator
	AP-Central Accounting Payment Processor
	AP-Central Accounting Approver (Central AP Post )
	AP-Bureau AP Processor
AP-Bureau AP Processor	CM-Petty Cash Custodian
	MM-Bureau Approver Number 1 - 4
	MM-Bureau Buyer
	MM-Central Buyer
	MM-Contract Administrator
	MM-Contract Approver
	MM-Goods Receiver
	MM-Grant Approver
	MM-Purchasing Agent
	MM-Purchasing Supervisor
	MM-Requisitioner
	AP-Vendor Master Administrator
	AP-Central Accounting Payment Processor
	AP-Central Accounting Approver (Central AP Post )
	AP-Bureau / Central AP Approver
AP-Central Accounting Approver	CM-Petty Cash Custodian
	MM-Bureau Approver Number 1 - 4
	MM-Bureau Buyer
	MM-Central Buyer
	MM-Contract Administrator
	MM-Contract Approver
	MM-Goods Receiver
	MM-Grant Approver
	MM-Purchasing Agent
	MM-Purchasing Supervisor
	MM-Requisitioner
	AP Vendor Master Administrator
	AP-Bureau AP Processor
	AP Bureau / Central AP Approver
	AP-Accounts Payable Vendor Clearing
	AP-Central Accounting Payment Processor

AP-Central Accounting Payment Processor	CM-Bank Accounting Reconciliation
	MM-Bureau Approver Number 1 - 4
AP-Central Accounting Payment Processor	MM-Bureau Buyer
	MM-Central Buyer
	MM-Contract Administrator
	MM-Contract Approver
	MM-Goods Receiver
	MM-Grant Approver
	MM-Purchasing Agent
	MM-Purchasing Supervisor
	MM-Requisitioner
	AP-Bureau AP Processor
	AP Bureau / Central AP Approver
	AP-Central Accounting Approver (Central AP Post)
AP-Vendor Master Administrator	MM-Bureau Approver Number 1 - 4
	MM-Bureau Buyer
	MM-Central Buyer
	MM-Contract Administrator
	MM-Contract Approver
	MM-Goods Receiver
	MM-Grant Approver
	MM-Purchasing Agent
	MM-Purchasing Supervisor
	MM-Requisitioner
	AP-Bureau AP Processor
	AP Bureau / Central AP Approver
	AP-Central Accounting Approver (Central AP Post )
AR-Adjustment Approval Role	AR-Cash Application Role
	AR-Centralized Billing and A/R Processing
	AR-Billing Request Processing
AR-Billing Request Processing	AR-Cash Application Role
	AR-Centralized Billing and A/R Processing
	AR-Adjustment Approval Role
	CM-Bank Accounting Reconciliation
AR-Cash Application Role	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	AR-Billing Request Processing
	AR-Adjustment Approval Role
	AR-Cash Application Role
AR-ERD-Check Receiving Role	AR-Cash Application Role
	CM-Bank Accounting Reconciliation
CM-Bank Accounting Reconciliation	AP-Central Accounting Payment Processor
	AR-Billing Request Processing
	AR-Cash Application Role
	AR-ERD-Check Receiving Role
CM-Petty Cash Custodian	AP-Bureau / Central AP Approver
	AP-Bureau AP Processor
	AP-Central Accounting Approver
GL-Account Maintenance Role	GL-Journal Entries - Bureau Approve / Reject
GL-Journal Entries - Enter/Park	GL-Journal Entries - Final Approve and Post / Reject
	GL-Journal Entries - Bureau Approve / Reject
GL-Journal Entries - Final Approve and Post / Reject	GL-Journal Entries - Enter/Park
GL-Journal Entries - Bureau Approve / Reject	GL-Account Maintenance Role
	GL-Journal Entries - Enter/Park
MM-Contract Administrator	AP-Accounts Payable Vendor Clearing
	AP-Bureau / Central AP Approver
	AP-Bureau AP Processor
	AP-Central Accounting Approver
	AP-Central Accounting Payment Processor
	AP-Vendor Master Administrator
MM-Contract Approver	AP-Accounts Payable Vendor Clearing
	AP-Bureau / Central AP Approver
	AP-Bureau AP Processor
	AP-Central Accounting Approver
	AP-Central Accounting Payment Processor
	AP-Vendor Master Administrator
MM-Bureau Approver Number 1 – 4 *	MM-Goods Receiver
	MM-Requisitioner

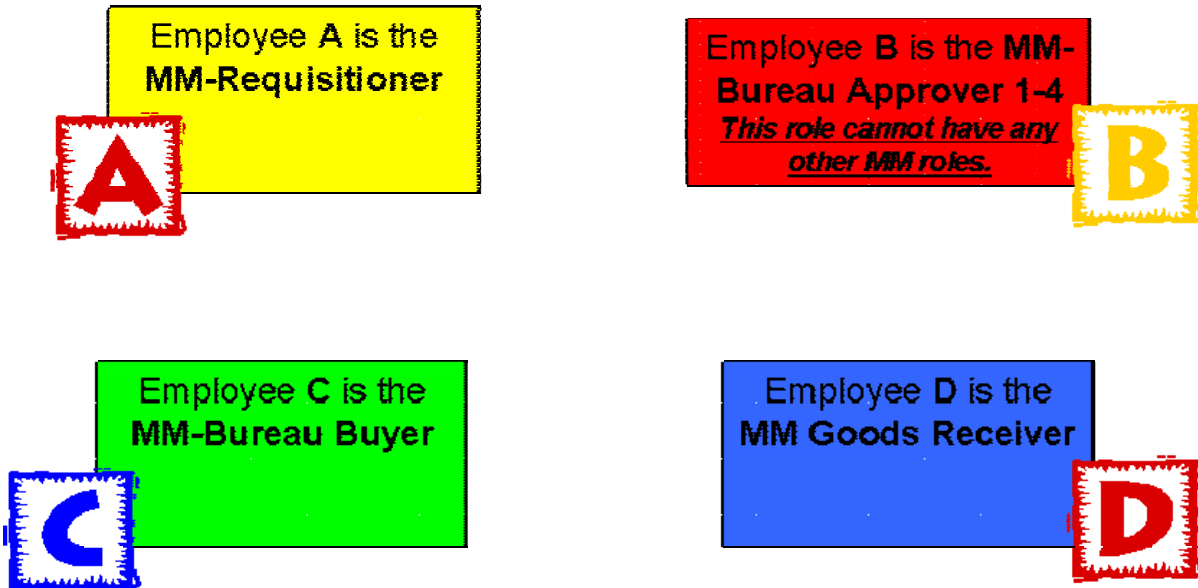
	AP-Accounts Payable Vendor Clearing
	AP-Bureau / Central AP Approver
	AP-Bureau AP Processor
	AP-Central Accounting Approver
	AP-Central Accounting Payment Processor
MM-Bureau Approver Number 1 – 4 *	AP-Vendor Master Administrator
MM-Bureau Buyer *	MM-Central Buyer
	MM-Goods Receiver
	MM-Purchasing Supervisor
	AP-Accounts Payable Vendor Clearing
	AP-Bureau / Central AP Approver
	AP-Bureau AP Processor
	AP-Central Accounting Approver
	AP-Central Accounting Payment Processor
	AP-Vendor Master Administrator
MM-Central Buyer	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
	AP-Vendor Master Administrator
MM-Goods Receiver *	MM-Bureau Approver Number 1 - 4
	MM-Bureau Buyer
	MM-Central Buyer
	MM-Purchasing Supervisor
	MM-Purchasing Agent
	MM-Grant Approver
	AP-Accounts Payable Vendor Clearing
	AP-Bureau / Central AP Approver
	AP-Bureau AP Processor
	AP-Central Accounting Approver
	AP-Central Accounting Payment Processor
	AP-Vendor Master Administrator
MM-Purchasing Supervisor	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
	AP-Vendor Master Administrator
MM-Requisitioner *	MM-Bureau Approver Number 1 - 4
	MM-Bureau Buyer
	MM-Central 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
	AP-Vendor Master Administrator
MM-Purchasing Agent	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
	AP-Vendor Master Administrator
MM-Grant Approver	GM-Bureau Grant Analyst
	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
	AP-Vendor Master Administrator

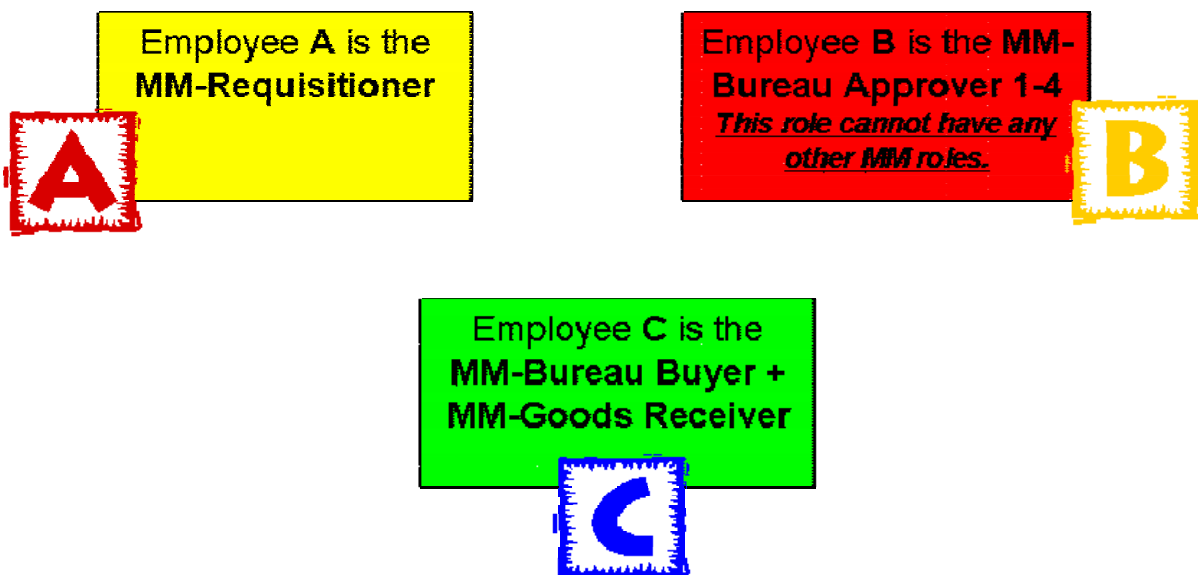
\* **In certain cases** in the Procure to Pay Process, some MM roles may be combined if the Bureau determines that no other scenario will work for them. Three options for this process are outlined below:

## Revised MM & AP Roles in Bureau Procure to Pay Process

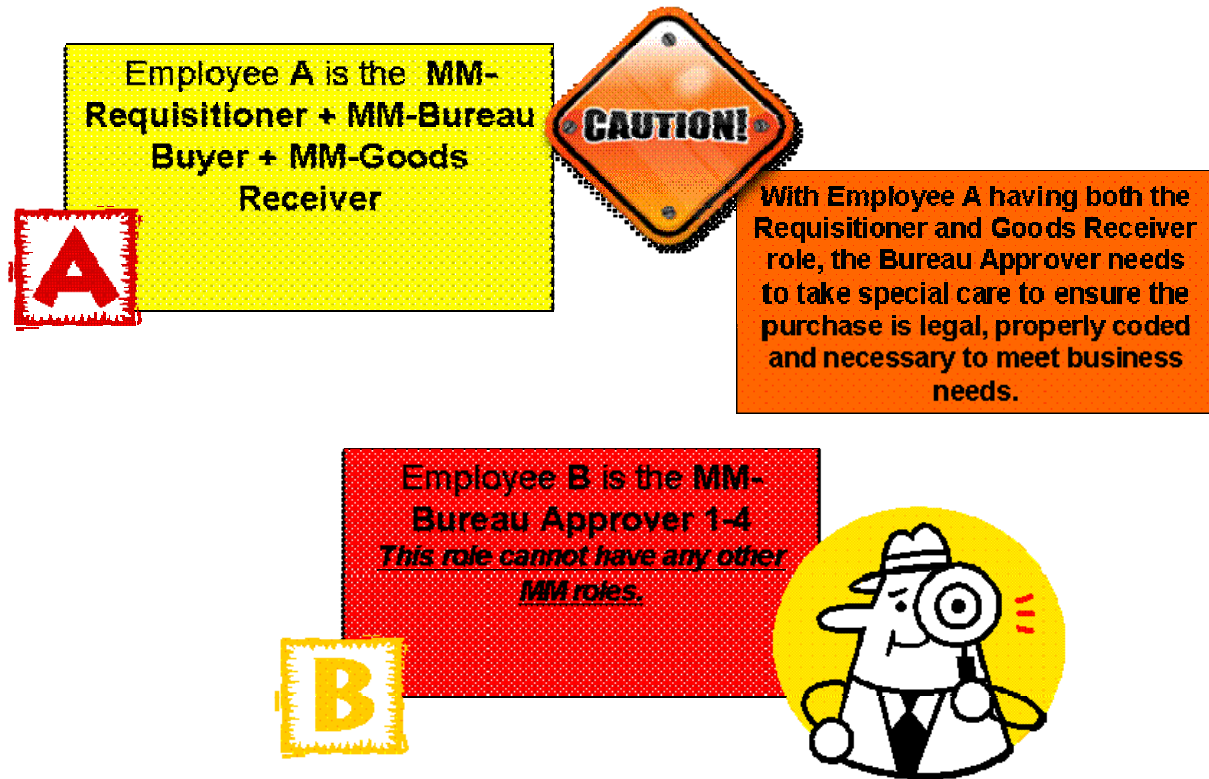
### MM Option 1 = Best Practice:



### MM Option 2 = Second Best Scenario:



## MM Option 3 = Least Favorable Scenario:



## AP Roles:

No change in that an employee can be AP Bureau Processor and AP Bureau/Central Approver BUT not on the same DOCUMENT. Bureaus need to have a process to ensure one document is not processed and approved by the same person.

***New News: SAP knows who did the processing and will send to the other approvers through workflow!!!!***