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 Tax Vendor AP Display RP_S_AP_TAX_VENDOR_DISPLAY (Revenue Division only) (Must have Limited Professional Display Only Composite Role)	RP_S_AP_BUREAU_PROCESSOR RP_S_AP_BUREAU_CENTRAL_APPROVR RP_S_AP_TAX_VENDOR_PARK RP_S_AP_TAX_VENDOR_POST RP_S_AP_CENTRAL_AP_POST RP_S_AP_CENTRAL_ACCTG_PMT_PROC RP_S_AP_VENDOR_MASTER_ADMIN RP_S_AP_CENTRAL_CLEAR_CLOSING
AP Tax Vendor AP Park RP_S_AP_TAX_VENDOR_PARK (Revenue Division only) (Must have RP_S_AP_BUREAU_PROCESSOR role)	RP_S_AP_BUREAU_CENTRAL_APPROVR RP_S_AP_TAX_VENDOR_DISPLAY RP_S_AP_TAX_VENDOR_POST RP_S_AP_CENTRAL_AP_POST RP_S_AP_CENTRAL_ACCTG_PMT_PROC RP_S_AP_VENDOR_MASTER_ADMIN RP_S_AP_CENTRAL_CLEAR_CLOSING All MM Roles Conflict
AP Tax Vendor AP Post RP_S_AP_TAX_VENDOR_POST (Revenue Division only) (Must have RP_S_AP_BUREAU_CENTRAL_APPROVR role)	RP_S_AP_BUREAU_PROCESSOR RP_S_AP_TAX_VENDOR_PARK RP_S_AP_TAX_VENDOR_DISPLAY RP_S_AP_CENTRAL_AP_POST RP_S_AP_CENTRAL_ACCTG_PMT_PROC RP_S_AP_VENDOR_MASTER_ADMIN RP_S_AP_CENTRAL_CLEAR_CLOSING All MM Roles Conflict
AP-Accounts Payable Vendor Clearing RP_S_AP_CENTRAL_CLEAR_CLOSING (Central Accounting only)	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-Central Accounting Approver (Central AP Post)
	AP-Central Accounting Payment Processor
	AP-Vendor Master Administrator AP-Accounts Payable Vendor Clearing
	All MM Roles Conflict *except* RP_S_MM_BUREAU_APPROVER_A1, A2, and A3, RP_S_MM_GRANT_APPROVER, and RP_MM_CONTRACT_APPROV_DIRECT
AP-Bureau AP Processor RP_S_AP_BUREAU_PROCESSOR	CM-Petty Cash Custodian

	AP-Central Accounting Payment Processor
	AP-Bureau / Central AP Approver
	AP-Vendor Master Administrator AP-Accounts Payable Vendor Clearing
	All MM Roles Conflict *except* RP_S_MM_GRANT_APPROVER
AP-Central Accounting Approver RP_S_AP_CENTRAL_AP_POST (Central Accounting only)	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 (Central Accounting only)	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 (Must have the RP_S_AP_BUREAU_PROCESSOR role)	All MM Roles Conflict
AP-Vendor Master Administrator RP_S_AP_VENDOR_MASTER_ADMIN (Central Accounting only)	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 (Central Accounting only)	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 (Central Accounting only)	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 (Treasury and Technical Accounting only)	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
Treasurer Bank Operations RP_S_CM_TREASURER_BANK_OPS (Treasury only)	
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 - Final Approve and Post / Reject RP_S_GL_JOURNAL_ENTRIES_FINAL (Central Accounting only)	GL-Journal Entries - Enter/Park
GL-Journal Entries - Bureau Approve / Reject RP_S_GL_JOURNAL_ENTRIES_BUREAU	GL-Account Maintenance Role
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 *except* RP_S_AP_BUREAU_CENTRAL_APPROVR
	MM-Central Buyer
	MM-Purchasing Supervisor
MM-Bureau Approver Number 1 – 3 RP_S_MM_BUREAU_APPROVER_A*	All AP Roles Conflict *except* RP_S_AP_BUREAU_CENTRAL_APPROVR
	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 (Procurement Services only)	All AP Roles Conflict
	MM-Contract Approver
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 (Procurement Services only)	All AP Roles Conflict
	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 (Procurement Services only)	All AP Roles Conflict
	MM-Goods Receiver
	MM-Requisitioner
MM-Grant Approver RP_S_MM_GRANT_APPROVER	All AP Roles Conflict *except* RP_S_AP_BUREAU_CENTRAL_APPROVER and RP_S_AP_BUREAU_PROCESSOR
	MM-Goods Receiver