

# ePurchasing Payment User Roles and Functions

The table below lists each payment user role and the various functions available to each role.

PAYMENT USER ROLES	UHGA AND DCS PAYMENT ACTIONS								ADDITIONAL FEATURES				
	Transfer Req to DCS Payment	Create Payment/ Credit Memo Request	Save Payment/ Credit Memo Request	Edit Payment/ Credit Memo Request	Delete Payment/ Credit Memo Request	Submit Payment or Credit Memo	Release Voucher	Deny Payment or Credit Memo Request	Vendor Search	Payment Attachments	Global Query	Document History	Maintain Users
<b>Fiscal Staff</b> - person authorizing funds and compliance with purchasing statutes	X (1), (2)	1	2	3	4	5			x	x	x	x	x
<b>Invoice Preparer</b> - person entering invoice data		1	2	3					x	x	x	x	
<b>DCS Custodian</b> - person entering, reviewing and releasing DCS payments		X	X	X	X	X	X(3)	X	x	x	x		
<b>Disbursing</b> - person reviewing and releasing payment request (Pre-audit)			II.	I.			III.	IV.	x	x	x	x	
Logged checkpoint (doc #, user ID, action, date, time)	*	*			*	*	*	*					
	req is frozen from all edits					FMIS edits and threshold edits for applicable Pos	FMIS edits and threshold edits for applicable POs; voucher posted to FMIS AP with "no-hold" status						
Document status	req: to DCS payment: <b>In Process</b>	In-Process payment			Deleted payment	Submitted payment	Released payment	Denied payment					

Notes:

- (1) Reqs in submitted or approved states can be transferred to DCS.
- (2) DCS option only available for trained users.
- (3) DCS Custodians can only release DCS payments