

GEARS Security Role Definitions

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PeopleSoft Role	Description	Assignment Information
MDJ_AM_FIXED_ASSET	This role is designed to allow users to process the basic elements of Asset Management.	JIS Asset Managers
MDJ_AM_INQUIRY	This role is designed to allow users to inquire on the history, accounting and activity of Assets within the organization.	Users who require view-only access to Asset Management
MDJ_AM_REPORT	This role is designed to provide access to reports for the Asset Management module.	Users who manage Assets for the organization
MDJ_AP_ANALYST	This role provides field based users the ability to process vouchers (invoices from vendors). The role also provides reporting capabilities to the user and the ability to look up vendors to make sure the vendor is available in the system.	Users who enter vouchers (invoices) for the organization
MDJ_AP_BATCHAGCY_DBF	Allows the DBF AP Team to create and manage batch processes for Accounts Payable, as well as reporting and inquiry functions.	DBF Accounts Payable Team
MDJ_AP_INQUIRY	This role is designed to allow users access to inquire on vouchers (Invoices) and payments.	Users who require view-only access to Vouchers
MDJ_AP_INTERPRETER_DISTRICT	This role is designed for District Court Supervisors to approve Interpreter invoices. User must have been configured by the Workflow Administrator to receive approvals through workflow.	District Court HQ - Interpreter Invoice Approvers
MDJ_AP_INTERPRETER_PROGRAMSERV	This role is designed for Circuit Court Supervisors to approve Interpreter invoices. User must have been configured by the Workflow Administrator to receive approvals through workflow.	Circuit Court - Interpreter Invoice Approvers
MDJ_AP_INTERPRETER_SELF_SERVE	This role is designed to allow the user to enter an Interpreter invoice on behalf of an interpreter.	Field Users who enter interpreter invoices
MDJ_AP_MGR	This role allows access to all AP functions for DBF Directors/Managers who are involved in the AP processing.	DBF Accounts Payable Supervisors; DBF Directors
MDJ_AP_REPORT	This role is designed to provide access to reports for the Accounts Payable module.	Field Accounts Payable Users; DBF Accounts Payable Users

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MDJ_AR_INQUIRY	This role is designed to provide inquiry access to the AR module. This may be used for looking up transactions in process. It is not designed to have any transaction editing capabilities.	Users who require view-only access to Accounts Receivable
MDJ_AR_REPORT	This role is designed to provide access to reports for the Accounts Receivable module.	Users who manage Accounts Receivable for the organization
MDJ_AR_SPECIALIST	This roles is designed for field Accounts Receivable staff. The role is primarily used by BUS users.	Field Accounts Receivable users
MDJ_BI_BILLING_SPECIALIST	This role is designed to allow users to create invoices(bills), and manage associated Billing functions, for the organization.	BUS Users; DBF Accounts Receivable Team
MDJ_BI_CUSTOMER_MAINT	This role allows users to maintain customer records for the purpose of producing invoices (bills).	BUS Users; DBF Accounts Receivable Team
MDJ_BI_INQUIRY	This role is designed to provide inquiry access to the Billing module. This may be used for looking up transactions in process. It is not designed to have any transaction editing capabilities.	Users who require view-only access to Billing
MDJ_BI_REPORT	This role is designed to provide access to reports for the AR module.	BUS Users; DBF Accounts Receivable Team
MDJ_CNTRCT_FIELD_USER	This role is designed to allow field users read-only access to procurement contract information. The role is assigned to individual users as needed. Note that the associated permission list is also available to ALL ePro Requisitioners and Requisition Approvers..	All field user who complete Requisitions for goods or services; All requisition approvers.
MDJ_DBF_PY	This role provides access to users to run the Payroll Interface. The interface brings data from FMIS into PeopleSoft for General Ledger recording of Payroll data.	DBF team members who record Payroll to the GL
MDJ_DBF_TRAFFIC_AND_NON_EST	This role provides access to users to run the Traffic and Non-Est Interface. The interface brings traffic fine and non-established data into PeopleSoft.	DBF - Accounts Receivable and Management Team
MDJ_DBF_TRN_HX_HOBO	This role provides access to users to run the HOB0 Interface.	DBF - TRN and HX interface team
MDJ_DBF_VCHR_INQ	This role allows DBF full voucher inquiry.	DBF
MDJ_GEN_PEOPLESOFT_USER	This is the core role assigned to all users to allow basic access to GEARS.	All GEARS users

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MDJ_GEN_QUERY_VIEWER	This role provides the user with access to run queries in the PeopleSoft system. The user cannot create, edit or delete queries.	All GEARS Users
MDJ_GL_DAILY_TRN	Used for email notifications about the status of GL interface processing.	GEARS Team members and DBF GL Supervisors/Directors
MDJ_GL_INQUIRY	This role is designed to provide inquiry access to the General Ledger module. This may be used for looking up transactions in process. It is not designed to have any transaction editing capabilities.	Users who require view-only access to General Ledger
MDJ_GL_JRNL_APPROVER	This role is for General Ledger Online Journal Approval. User must have been configured by the Workflow Administrator to receive approvals through workflow.	Circuit Court Journal approvers and DCHQ
MDJ_GL_JRNL_CREATOR_DBF	This role allows DBF users to manage Journal edits, additions, and deletions in GEARS.	DBF
MDJ_GL_JRNL_CREATOR_FIELD	This role allows field users to manage Journal edits and additions in GEARS.	Field Accounting personnel
MDJ_GL_MONTHEND_PROCESSOR	Allows DBF users to create and run month-end reconciliation processes for General Ledger.	DBF
MDJ_GL_REPORT	This role is designed to provide access to reports for the General Ledger module.	Users who manage General Ledger Transactions for the organization
MDJ_GL YEAREND_PROCESSOR	Allows DBF users to create and run year-end reconciliation processes for General Ledger.	DBF Budget Analysts, Managers and Directors
MDJ_INTERNAL_AUDIT	This role is for Internal Auditors only. They must not have transactional access as well.	Internal Auditors
MDJ_IN_INQUIRY	This role is designed to provide inquiry access to the Inventory module. This may be used for looking up transactions in process. It is not designed to have any transaction editing capabilities.	Users who require view-only access to Inventory
MDJ_IN_INVENTORY_ANALYST	The role allows users to manage inventory, including maintaining levels; put away; replenishments; and the definition of items.	Field Inventory Analysts
MDJ_IN_REPORT	This role is designed to provide access to reports for the Inventory module.	Users who manage Inventory for the organization

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MDJ_KK_DBF_BUDGET_ANALYST	The role is for DBF budget Analysts.	DBF Budget Analysts
MDJ_KK_DBF_BUDGET_MANAGER	This role is for DBF budget Supervisors, Managers and Directors.	DBF Budget Managers
MDJ_KK_INQUIRY	This role is designed to provide inquiry access to the Commitment Control (KK) module. This may be used for looking up transactions in process. It is not designed to have any transaction editing capabilities.	Users who require view-only access to Commitment Control (Budgets)
MDJ_KK_REPORT	This role is designed to provide access to reports for the Commitment Control (KK) module.	Users who manage Budgets for the organization
MDJ_KK_YEAREND_PROCESSOR	This role provides access for year-end budget management for DBF Budget personnel.	DBF Budget Team and Directors
MDJ_MBE	This role was created for limited inquiry and reporting access for the members of the MBE team.	MBE team only
MDJ_OTC_BUS	This role is designed for BUS users who are transferring data from the cash registers through the JIS BUS to GEARS.	District Court and Circuit Court BUS transaction processors
MDJ_PO_APPR_AOC	Approval role for DPCGA for all Purchase Orders, and for Express POs > \$2500. User must have been configured by the Workflow Administrator to receive approvals through workflow.	Procurement Director and Deputy Director
MDJ_PO_APPR_FLD_DC	Approval role for Purchase Orders > \$500 that require DCHQ approval. User must have been configured by the Workflow Administrator to receive approvals through workflow.	DCHQ Procurement Managers
MDJ_PO_BUYER	This role provides DPCGA with the ability to complete Purchase Orders on behalf of the organization.	Procurement Buyers
MDJ_PO_EXPR_APPR_FLD_LC	Approval Role for Express Purchase Orders > \$2500 completed by Non-District Court users. User must have been configured by the Workflow Administrator to receive approvals through workflow.	Circuit Court and AOC Approvers
MDJ_PO_FIELD_ANALYST	This role allows access to create an Express Purchase Order.	Field Buyers

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MDJ_PO_INQUIRY	This role is designed to provide inquiry access to the Purchasing module. This may be used for looking up transactions in process. It is not designed to have any transaction editing capabilities.	Users who require view-only access to Purchasing
MDJ_PO_LVL1_APPR_FLD_JIS	Level 1 approver workflow access for Express Purchase Orders processed by JIS. User must have been configured by the Workflow Administrator to receive approvals through workflow.	JIS
MDJ_PO_LVL2_APPR_FLD_JIS	Level 2 approver workflow access for Express Purchase Orders processed by JIS. User must have been configured by the Workflow Administrator to receive approvals through workflow.	JIS
MDJ_PO_LVL_1_DC	Level 1 approval role for ALL Express Purchase Orders for District Court. User must have been configured by the Workflow Administrator to receive approvals through workflow.	PO Approvers - District Court
MDJ_PO_NOTIF_DBF	This role is designated to DBF Director and Deputy Director to approve Purchase Orders > \$25K. User must have been configured by the Workflow Administrator to receive approvals through workflow.	DBF - Director and Deputy Director
MDJ_PO_PCARD_ADMIN	This approval role is designed for the DPCGA Procurement Card Administrator. User must have been configured by the Workflow Administrator to receive approvals through workflow.	DPCGA P-Card Administrator
MDJ_PO_PCARD_CRD_HLDR	This role is for the Procurement Cardholder and Proxy (if applicable) to review and reconcile the monthly P-Card statement.	P-cardholders and proxies
MDJ_PO_PCARD_RECON	This is the DBF centralized reconciliation role for Procurement Cards.	DBF team members involved with P-Card reconciliation activities
MDJ_PO_RCVR	This role allows the user to record the receipt of goods into GEARS. It will allow the user to attach a scanned version of the delivery document.	Users who record the receipt of goods for the organization
MDJ_PO_REPORT	This role is designed to provide access to reports for the Purchasing module.	Users who manage Purchasing for the organization

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MDJ_PV_INQUIRY	This role is designed for users to inquire on eProcurement transactions.	Users who require view-only access to eProcurement
MDJ_PV_REQ	This role is designed for eProcurement Requisitioners.	All field user who complete Requisitions for goods or services
MDJ_REQ_APPR_AA	Approval role for Requisitions that require approval by the Assistant Administrators. User must have been configured by the Workflow Administrator to receive approvals through workflow.	MD Judiciary Assistant Administrators
MDJ_REQ_APPR_ADMSVC	This role is designed to provide approver workflow access for Requisitions processed by Administrative Services. User must have been configured by the Workflow Administrator to receive approvals through workflow.	Administrative Services Approvers
MDJ_REQ_APPR_AOCHQ	This role is designed to provide approver workflow access for Requisitions processed by AOC HQ. User must have been configured by the Workflow Administrator to receive approvals through workflow.	AOC HQ Approvers
MDJ_REQ_APPR_DBF	This role is designed to provide approver workflow access for Requisitions processed by The Department of Budget and Finance. User must have been configured by the Workflow Administrator to receive approvals through workflow.	DBF
MDJ_REQ_APPR_FLD_LC	This role is designed to provide approver workflow access for Requisitions processed by Circuit Court. User must have been configured by the Workflow Administrator to receive approvals through workflow.	Circuit Court
MDJ_REQ_LVL1_APPR_FLD_DC	This role is designed to provide Level 1 approver workflow access for ALL Requisitions processed by District Court. User must have been configured by the Workflow Administrator to receive approvals through workflow.	District Court - Admin. Clerk or Admin. Supervisor
MDJ_REQ_LVL1_APPR_FLD_JIS	This role is designed to provide Level 1 approver workflow access for Requisitions processed by JIS. User must have been configured by the Workflow Administrator to receive approvals through workflow.	JIS

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MDJ_REQ_LVL2_APPR_FLD_DC	This role is designed to provide Level 2 approver workflow access for ALL Requisitions processed by District Court. User must have been configured by the Workflow Administrator to receive approvals through workflow.	District Court - DC Engineering & Central Services
MDJ_REQ_LVL2_APPR_FLD_JIS	This role is designed to provide Level 2 approver workflow access for Requisitions processed by JIS. User must have been configured by the Workflow Administrator to receive approvals through workflow.	JIS
MDJ_REQ_LVL3_APPR_FLD_DC	This role is designed to provide Level 3 approver workflow access for Requisitions < \$2500 processed by District Court. User must have been configured by the Workflow Administrator to receive approvals through workflow.	District Court - HQ
MDJ_REQ_LVL4_APPR_FLD_DC	This role is designed to provide Level 4 approver workflow access for Requisitions >= \$2500 processed by District Court. User must have been configured by the Workflow Administrator to receive approvals through workflow.	District Court - HQ
MDJ_REQ_NOTIFY_DBF	This role is designed to allow DBF and MBE Leaders to see Requisitions for amounts over \$25k.	DBF - Director and Deputy Director. MBE Manager
MDJ_VCHR_APPR_ADMSVC	This role is designed for workflow voucher approval for the Administrative Services team. User must have been configured by the Workflow Administrator to receive approvals through workflow.	Administrative Services
MDJ_VCHR_APPR_AOCHQ	This role is designed for workflow voucher approval for the members of AOC Headquarters. User must have been configured by the Workflow Administrator to receive approvals through workflow.	AOC HQ
MDJ_VCHR_APPR_FLD_DC	This role is designed to provide approver access for Vouchers processed by District Court. User must have been configured by the Workflow Administrator to receive approvals through workflow.	District Court - HQ
MDJ_VCHR_APPR_FLD_LC	This role is designed to provide approver access for Vouchers processed by Circuit Court. User must have been configured by the Workflow Administrator to receive approvals through workflow.	Circuit Court

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MDJ_VCHR_APPR_FLD_PRO_CARD	This role is designed for DBF approvers of P-Card Payments User must have been configured by the workflow Administrator to receive approvals through workflow.	DBF - Director and Deputy Director
MDJ_VCHR_LVL1_APPR_FLD_JIS	This role is designed to provide Level 1 approver access for Vouchers processed by JIS. User must have been configured by the Workflow Administrator to receive approvals through workflow.	JIS - Senior Managers
MDJ_VCHR_LVL2_APPR_FLD_JIS	This role is designed to provide Level 2 approver access for Vouchers processed by JIS. User must have been configured by the Workflow Administrator to receive approvals through workflow.	JIS - Budget Analyst
MDJ_VENDOR_ADMIN	DBF role for administration of Vendors.	DBF - Vendor Maintenance Team
MDJ_VNDR_APPR_DBF	This role is designed to provide approver access for vendor adds/updates. User must have been configured by the Workflow Administrator to receive approvals through workflow.	DBF - Systems and Fiscal Compliance Unit