

## Works Roles Used by the State of Florida

Allowable Tasks	Roles					
	Accountholder	Secondary Accountholder	Approver	Accountant	Scoped Auditor	Scoped Administrator
Review details of a transaction	X	X	X	X	X	X
Assign or modify general ledger values	X	X	X	X		
Add comments	X	X	X	X		
View comments & supporting documentation	X	X	X	X	X	X
Add receipts & supporting documentation	X	X	X	X		
View receipts & supporting documentation	X	X	X	X	X	X
Flag a transaction			X	X		
Divide Transaction	X	X		X		
Respond to a flagged transaction	X	X	X	X		
Dispute a transaction	X	X	X	X		
Sign off on a transaction	X	X	X	X		
Resolve transactions that have been returned by FLAIR				X		
View authorization log	X					X
Print transactions	X	X	X	X	X	X
Create, run & view reports	X	X		X	X	X
Schedule Reports						X
Monitor the agency PCard program						X
Add & manage users/assign roles						X
Add & manage user groups						X

### Other Information

<b>Approver</b>	An approver cannot amend GL values of a flagged transaction that has already been signed off. Only an Accountholder or an Accountant can amend GL values of a flagged transaction that has already been signed off.
<b>Scoped Administrator</b>	Every agency must have one primary Scoped Administrator and one backup Scoped Administrator. The Scoped Administrator role should be assigned to the parent group. Each Scoped Administrator should also be assigned with the role of Scoped Accountant at the parent group level. This will allow the Scoped Administrator to view transactions for the agency.

### Roles Not Used by the State of Florida

**Approver by Delegation      Proxy Reconciler      Proxy Requester      Router**

