

Tool for Assigning BFSv9 Procurement Roles in Smaller Departments While Avoiding Separation-of-Duties Conflicts

How to use this tool: Enter names in the light-blue cells. For each name entered, a green-colored cell in that row identifies the additional role(s) he/she may perform, and a red-colored cell indicates those he/she may not. Continue entering names for each role.

If you enter a name that conflicts with another role already identified for that person, **CONFLICT!** will appear in the red cells where the conflict occurs.

If you enter the same name for the approver and additional approver, **WEAK!** will appear, because you have not enhanced separation of duties by naming the same person to perform these two roles.

To add additional roles after completing the table, print the page for reference, then delete all names and begin again.

Tips for using the tool: If you enter one person for multiple roles, be sure to spell the name exactly the same (including spaces), or the tool will not recognize a conflict.

Role	Enter Name of Role Performer	Requisition Creator	Requisition Approver	Authorizer	Additional Approver	Receiver	Key Controls (SAS-115) Performer
Requisition Creator:							
Requisition Approver:							
Authorizer:							
Additional Approver:							
Receiver:							
Key Controls (SAS-115) Performer:							

Comments about the requester and inspector roles:

The requester role is not included in the above matrix because it will typically be the same person as the requisition creator, or else be someone who does not necessarily have access to BFSv9. If it is the same person as the creator, then all the creator conflicts apply. The inspector is not included because that role is not in conflict with any other.

[Click here for additional information about recommended separation-of-duties controls for the BFSv9 procurement process.](#)

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