

**Appendix A:
Access to Oracle E-Business Suite Matrix**

Note: Tubs may have policies that are more restrictive than those outlined below.

Last revised 3/31/2013		User/Employee Type			
		Harvard (including LHT)	Temporary Harvard	Affiliated Hospital	Consultant/ Agency
Activity Type	System Access	HUID#	HUID#	Special ID#	Special ID#
		Univ Policy Allow Access?	Univ Policy Allow Access?	Univ Policy Allow Access?	Univ Policy Allow Access?
RECEIVE \$\$	AR-Non Collections	Yes	Yes	Yes*	Yes
RECEIVE \$\$	AR- Collections	Yes	No	Yes*	No
SPEND \$\$	HCOM/Web Reimbursement Preparer	Yes	Yes	Yes*	Yes
SPEND \$\$	HCOM/Web Reimbursement Approver	Yes	No	Yes*	No
SPEND \$\$	Corp Card Holder	Yes	No	No	No
SPEND \$\$	Pcard Holder ***	Yes	No	Yes*	No
SPEND \$\$	AP Feeds	Yes	No	No	No
MOVE \$\$	Pcard Settlement	Yes	No	Yes*	No
MOVE \$\$	GL Manual Journals, including ADI	Yes	Yes	Yes*	Yes
REPORT \$\$	Ad Hoc	Yes	Yes	Yes*	Yes
REPORT \$\$	CREW	Yes	Yes	Yes*	Yes

*Yes, with Special Affiliate Agreement (using his or her own Special ID#, depending on specific financial systems application.

** Eligibility restrictions apply; see the Harvard Travel Service website for more information:
http://www.travel.harvard.edu/cgi-bin/travel/policies_procedures.php

*** Certain graduate and undergraduate students may be eligible to receive a Pcard. Contact your Pcard local administrator for details.