8/7/2015 User Date: 8/7/2015

System:

9:05:43 AM

## Security Task Assignment System Manager

Page: User ID:

Ranges: From: To: Task ID First Last Sales Category Sales

Task ID: ADMIN SALES 001\* Task Name:

Category:

Category:

Category:

Category:

Sales

Sales

Sales

Sales

Description:

User ID

Set up Receivables Management

Set up receivables and refund checks. Name

plasiter

plasiter

Company

Explorer Pipeline Company Pamela Lasiter plasiter2

Company

**Explorer Pipeline Company** Rhonda Rhonda Runde

Company

**Explorer Pipeline Company** 

Task ID:

ADMIN\_SALES\_002\*

Task Name:

Set up customer classes

Description:

User ID plasiter

Name

plasiter

Company

**Explorer Pipeline Company** plasiter2 Pamela Lasiter

Company

**Explorer Pipeline Company** Rhonda Runde Rhonda

Company

**Explorer Pipeline Company** 

Task ID: ADMIN\_SALES\_003\*

Set up Sales Order Processing

Task Name: Description:

Set up sales order processing, process holds, sales workflow, advanced picking and extended pricing.

User ID Name plasiter plasiter

Company

**Explorer Pipeline Company** plasiter2 Pamela Lasiter

Company

**Explorer Pipeline Company** Rhonda Rhonda Runde

Company

**Explorer Pipeline Company** 

Task ID: ADMIN SALES 004\*

Task Name: Set up Invoicing

Description:

User ID Name plasiter plasiter

Company

**Explorer Pipeline Company** plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company Rhonda Rhonda Runde

Company

**System:** 8/7/2015 **User Date:** 8/7/2015

9:05:43 AM

#### Security Task Assignment System Manager

Page: 2 User ID: sa

Task ID: ADMIN\_SALES\_005\*

Task Name: Reconcile Receivables amounts

Description:

User ID Name plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

**Explorer Pipeline Company** 

Task ID: ADMIN\_SALES\_008\*

Task Name: Post scheduled customer payments

Description:

User ID Name plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

**Explorer Pipeline Company** 

Task ID: ADMIN\_SALES\_009\*

Task Name: Age customer balances

Description:

User ID Name plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company

Task ID: ADMIN\_SALES\_010\*

Task Name: Assess finance charges

Description:

User ID Name
plasiter plasiter
Company

Explorer Pipeline Company

plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

**Explorer Pipeline Company** 

Category: Sales

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Sales

Sales

System: 8/7/2015 User Date: 8/7/2015 Security Task Assignment System Manager

Sales

Sales

Sales

Sales

Category:

Category:

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Category:

Page: 3 User ID: s

Task ID: ADMIN\_SALES\_011\*

Task Name: Print customer statements

9:05:43 AM

Description:

User ID Name plasiter plasiter

Company

Explorer Pipeline Company
plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company

Task ID: ADMIN\_SALES\_013\*

Task Name: Write off sales documents

plasiter

Description:

plasiter

User ID Name

Company

Explorer Pipeline Company
plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company

Task ID: ADMIN\_SALES\_014\*

Task Name: Paid transaction removal

Description:

User ID

plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Name

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company

Task ID: ADMIN\_SALES\_015\*

Task Name: Period-end sales routines

**Description:** Create checklists and perform year end close.

User ID Name
Marty Marty Johnson

Company

Explorer Pipeline Company plasiter plasiter

Company

Explorer Pipeline Company
plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

**Security Task Assignment System Manager** 

Page: User ID:

Terry Biehl terry

Company

**Explorer Pipeline Company** 

Task ID: ADMIN\_SALES\_016\* Category: Sales

Task Name: Sales tables

Description: Access to the tables is only necessary to report data from within Report Writer.

User ID

plasiter

Company

**Explorer Pipeline Company** plasiter2 Pamela Lasiter

Company

**Explorer Pipeline Company** Rhonda Runde Rhonda

Company

**Explorer Pipeline Company** 

Task ID: Category: Sales

Task Name: Accounts Recievable Invoices from Invoice Applicat

9:05:43 AM

Description:

User ID Name

Debbie Gomez debbie

Company

**Explorer Pipeline Company** 

Marty Marty Johnson

Company

**Explorer Pipeline Company** 

patricia Patricia Baca

Company

**Explorer Pipeline Company** 

plasiter plasiter

Company

**Explorer Pipeline Company** 

plasiter2 Pamela Lasiter

Company

**Explorer Pipeline Company** Rhonda Runde Rhonda

Company

**Explorer Pipeline Company** thaca Tricia Baca

Company Explorer Pipeline Company

Terry Biehl terry

Company

**Explorer Pipeline Company** 

Task ID: CARD\_0201\* Category: Sales

Task Name: Maintain customers and addresses

Also includes the Customer list, preview and customization. Description:

User ID Name Marty Marty Johnson

Company

**Explorer Pipeline Company** patricia Patricia Baca

Company

**Explorer Pipeline Company** 

plasiter plasiter

Company

**Security Task Assignment** System Manager

Category:

Category:

Sales

Sales

5 Page: User ID:

plasiter2 Pamela Lasiter

9:05:43 AM

Company

**Explorer Pipeline Company** Rhonda Rhonda Runde

Company

**Explorer Pipeline Company** Tricia Baca

Company

**Explorer Pipeline Company** 

Task ID: CARD\_0202\*

Task Name: Maintain customer financial summary

Description:

tbaca

User ID Name Marty Marty Johnson

Company

**Explorer Pipeline Company** patricia Patricia Baca

Company

**Explorer Pipeline Company** plasiter plasiter

Company

**Explorer Pipeline Company** plasiter2 Pamela Lasiter

Company

**Explorer Pipeline Company** Rhonda Runde Rhonda

Company

**Explorer Pipeline Company** Tricia Baca thaca

Company

Explorer Pipeline Company

Task ID: CARD\_0203\*

Task Name: Description: Maintain customer/vendor relationships

User ID Name

Marty Johnson Marty Company

**Explorer Pipeline Company** patricia Patricia Baca

Company

Explorer Pipeline Company plasiter plasiter

Company

**Explorer Pipeline Company** plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company Rhonda Runde Rhonda

Company

**Explorer Pipeline Company** tbaca Tricia Baca

Company

**Explorer Pipeline Company** 

Task ID: CARD\_0204\* Maintain customer items Task Name:

Description:

User ID Name Category:

Sales

#### **Security Task Assignment System Manager**

Category:

Sales

Page: User ID:

Marty Marty Johnson

Company

9:05:43 AM

**Explorer Pipeline Company** Patricia Baca patricia

Company

**Explorer Pipeline Company** Tricia Baca

Company

**Explorer Pipeline Company** 

Task ID: CARD\_0206\*

Maintain national accounts

Task Name: Description:

tbaca

Name

User ID plasiter plasiter

Company

**Explorer Pipeline Company** 

plasiter2 Pamela Lasiter

Company

**Explorer Pipeline Company** 

Rhonda Runde Rhonda

Company

**Explorer Pipeline Company** 

Task ID: INQ\_SALES\_001\* Category: Sales

Task Name: View customers

Description: Also includes the Customer list and preview.

User ID Name

Jean Jean McAuley

Company

**Explorer Pipeline Company** 

Leslie Graves Igraves

Company

**Explorer Pipeline Company** plasiter plasiter

Company

**Explorer Pipeline Company** Pamela Lasiter plasiter2

Company

**Explorer Pipeline Company** Rhonda Rhonda Runde

Company

Explorer Pipeline Company Richard Richard Ruszenas

Company

**Explorer Pipeline Company** Tara Schatz tschatz

Company

Explorer Pipeline Company

Task ID: INQ\_SALES\_002\* Category: Sales

Task Name: View customer financial information

Description: View customer period summary, yearly summary, payment summary, and customer summary.

User ID Name

Jean Jean McAuley

Company

**Explorer Pipeline Company** 

Leslie Graves Igraves

Company

**System:** 8/7/2015 9:05:43 AM **User Date:** 8/7/2015

#### Security Task Assignment System Manager

Page: User ID:

plasiter plasiter

Company

Explorer Pipeline Company

plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company
Richard Richard Ruszenas

Company

Explorer Pipeline Company tschatz Tara Schatz

Company

**Explorer Pipeline Company** 

Task ID: INQ\_SALES\_003\* Category: Sales

Task Name: View receivables financial information

Description:

User ID Name

Jean McAuley

Company

Explorer Pipeline Company
Igraves Leslie Graves

Company

Explorer Pipeline Company plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company
Richard Richard Ruszenas

Company

Explorer Pipeline Company tschatz Tara Schatz

Company

Explorer Pipeline Company

Task ID: INQ\_SALES\_004\* Category: Sales

Task Name: View receivables transactions

**Description:** View receivables transactions by customer and by document. Also includes the Receivables Transactions list and preview.

User ID Name
GLORIA Gloria Vaughn

Company

Explorer Pipeline Company

Jean McAuley

Company

Jean

Explorer Pipeline Company Igraves Leslie Graves

Company

**Explorer Pipeline Company** 

molly Molly Mandeville(contractor)

Company

Explorer Pipeline Company plasiter plasiter

System: User Date: 8/7/2015 9:05:43 AM

#### **Security Task Assignment System Manager**

Category:

Category:

Sales

Sales

Page: User ID:

8

**Explorer Pipeline Company** plasiter2 Pamela Lasiter

Company

**Explorer Pipeline Company** Rhonda Runde Rhonda

Company

**Explorer Pipeline Company** 

Richard Richard Ruszenas

Company

**Explorer Pipeline Company** tschatz Tara Schatz

Company

**Explorer Pipeline Company** 

INQ\_SALES\_009\* Task ID: Task Name: View national accounts

Description:

User ID Name plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

**Explorer Pipeline Company** Rhonda Rhonda Runde

Company

Explorer Pipeline Company

Task ID: INQ\_SALES\_010\* Task Name: View lockbox information

Description:

User ID Name Jean Jean McAuley

Company

**Explorer Pipeline Company** Igraves Leslie Graves

Company

Explorer Pipeline Company plasiter plasiter

Company

**Explorer Pipeline Company** plasiter2 Pamela Lasiter

Company

**Explorer Pipeline Company** Rhonda Runde Rhonda

Company

**Explorer Pipeline Company** Richard Richard Ruszenas

Company

**Explorer Pipeline Company** tschatz Tara Schatz

Company

**Explorer Pipeline Company** 

Task ID: INQ\_SALES\_011\* Category: Sales

Task Name: View salespersons and commissions

Also includes the Salespeople list and preview. Description:

User ID Name plasiter plasiter

**System:** 8/7/2015 9:05:43 AM **User Date:** 8/7/2015

#### Security Task Assignment System Manager

Category:

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Sales

Sales

Page: User ID:

9 sa

Explorer Pipeline Company

plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

**Explorer Pipeline Company** 

Task ID: LIST\_SALES\_001\*

Task Name: All Sales Transactions list

Description:

User ID Name
Jean Jean McAuley

Company

Explorer Pipeline Company Igraves Leslie Graves

Company

Explorer Pipeline Company plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company
Richard Richard Ruszenas

Company

Explorer Pipeline Company tschatz Tara Schatz

Company

Explorer Pipeline Company

Task ID: RPT\_SALES\_001\*

Task Name: Sales reports

**Description:** Trial-Balance, history, analysis, and activity reports

User ID Name

debbie Debbie Gomez

Company

Explorer Pipeline Company plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company terry Terry Biehl

Company

**Explorer Pipeline Company** 

Task ID: RPT\_SALES\_002\* Category: Sales

Task Name: Commission reports

Description:

User ID Name
debbie Debbie Gomez

System: User Dat 8/7/2015 9:05:43 AM

# **Security Task Assignment**

Page:

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Date: 8//	/2015	System Manager	User ID: sa
Evolo	erar Binalina Company		
	orer Pipeline Company Rhonda Runde		
Rhonda <b>Com</b>			
Explo	orer Pipeline Company		
terry	Terry Biehl		
Comp	pany		
Explo	orer Pipeline Company		
ask ID:	RPT_SALES_003*	Category: Sales	
ask Name:	Sales setup reports		
escription:			
User ID	Name		
debbie	Debbie Gomez		
Comp	pany		
Explo	orer Pipeline Company		
plasiter	plasiter		
Comp	pany		
Explo	orer Pipeline Company		
plasiter2	Pamela Lasiter		
Comp	pany		
Explo	orer Pipeline Company		
Rhonda	Rhonda Runde		
Comp	pany		
Explo	orer Pipeline Company		
terry	Terry Biehl		
Comp	pany		
Explo	orer Pipeline Company		
ask ID:	RPT_SALES_004*	Category: Sales	
ask Name:	Posting journals		
escription:			
User ID	Name		
debbie	Debbie Gomez		
Comp			
Explo	orer Pipeline Company		
Jean	Jean McAuley		
Comp	•		
Explo	orer Pipeline Company		
Igraves	Leslie Graves		
Comp			
Explo	orer Pipeline Company		
Marty	Marty Johnson		
Comp			
Explo	orer Pipeline Company		
patricia	Patricia Baca		
Comp	pany		
Explo	orer Pipeline Company		
plasiter	plasiter		
Comp			
Explo	orer Pipeline Company		
plasiter2	Pamela Lasiter		
Comp			
Explo	orer Pipeline Company		
Rhonda	Rhonda Runde		

Company

Explorer Pipeline Company Richard Richard Ruszenas

Company

**Security Task Assignment** 

Page: User ID:

9:05:43 AM **System Manager** tbaca Tricia Baca Company Explorer Pipeline Company terry Terry Biehl Company **Explorer Pipeline Company** Tara Schatz tschatz Company **Explorer Pipeline Company** Task ID: RPT\_SALES\_005\* Category: Sales Task Name: Customer letters Used in the Letter Writing Assistant Description: User ID Name debbie Debbie Gomez Company **Explorer Pipeline Company** plasiter plasiter Company **Explorer Pipeline Company** Pamela Lasiter plasiter2 Company **Explorer Pipeline Company** Rhonda Rhonda Runde Company **Explorer Pipeline Company** Terry Biehl terry Company **Explorer Pipeline Company** Task ID: RPT\_SALES\_006\* Category: Sales Task Name: Collection letters Description: Used in the Letter Writing Assistant Name User ID Debbie Gomez debbie Company **Explorer Pipeline Company** plasiter plasiter Company **Explorer Pipeline Company** plasiter2 Pamela Lasiter Company Explorer Pipeline Company Rhonda Rhonda Runde Company **Explorer Pipeline Company** Terry Biehl terry Company Explorer Pipeline Company Task ID: TRX\_SALES\_003\* Category: Sales Task Name: Print sales documents Description: User ID Name

Company

Company

Jean

Igraves

Explorer Pipeline Company

**Explorer Pipeline Company** 

Jean McAuley

Leslie Graves

System: 8/7/2015 User Date: 8/7/2015 Security Task Assignment System Manager

Category:

Sales

Page: 12 User ID: sa

Richard Ruszenas

9:05:43 AM

Company

Explorer Pipeline Company tschatz Tara Schatz

Company

**Explorer Pipeline Company** 

Task ID: TRX\_SALES\_007\*

Task Name: Enter customer/vendor transactions

**Description:** Does not include posting.

User ID Name plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

**Explorer Pipeline Company** 

Task ID: TRX\_SALES\_013\* Category: Sales

Task Name: Enter Receivables transaction

**Description:** Does not include posting. Also includes the Receivables Transactions list, preview and customization.

User ID Name plasiter plasiter

Company

Explorer Pipeline Company
plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company

Task ID: TRX\_SALES\_014\* Category: Sales

Task Name: Enter customer scheduled payments

**Description:** Does not include posting.

User IDNameplasiterplasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company

Task ID: TRX\_SALES\_015\* Category: Sales

**Task Name:** Enter customer cash receipts **Description:** Does not include posting.

User ID Name
Jean Jean McAuley

Company

Explorer Pipeline Company
Igraves Leslie Graves

Company

System: User Date: 8/7/2015 9:05:43 AM

#### **Security Task Assignment System Manager**

Sales

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plasiter plasiter

Company

**Explorer Pipeline Company** 

Pamela Lasiter plasiter2

Company

**Explorer Pipeline Company** Rhonda Runde Rhonda

Company

**Explorer Pipeline Company** 

Richard Ruszenas Richard

Company

**Explorer Pipeline Company** tschatz Tara Schatz

Company

**Explorer Pipeline Company** 

Task ID: TRX\_SALES\_016\* Category:

Task Name: Apply sales documents

Description:

User ID Name

Jean Jean McAuley

Company

**Explorer Pipeline Company** 

Leslie Graves Igraves

Company

**Explorer Pipeline Company** plasiter

plasiter

Company

**Explorer Pipeline Company** plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company Rhonda Rhonda Runde

Company

**Explorer Pipeline Company** 

Richard Richard Ruszenas

Company

Explorer Pipeline Company tschatz Tara Schatz

Company

**Explorer Pipeline Company** 

Task ID: TRX\_SALES\_017\* Sales Category:

Task Name: Enter refund checks Description: Does not include posting.

User ID Name plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

**Explorer Pipeline Company** Rhonda Rhonda Runde

Company

**Explorer Pipeline Company** 

Task ID: TRX\_SALES\_019\* Category: Sales

Task Name: Sales series post

Description: Includes all posting of the sales series.

User ID Name System: 8/7/2015 User Date: 8/7/2015

#### Security Task Assignment System Manager

Sales

Page: User ID:

Jean McAuley

Company

**Explorer Pipeline Company** 

9:05:43 AM

Igraves Leslie Graves

Company

Explorer Pipeline Company plasiter plasiter

Company

Explorer Pipeline Company
plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company

Richard Ruszenas

Company

Explorer Pipeline Company tschatz Tara Schatz

Company

Explorer Pipeline Company

Task ID: TRX\_SALES\_020\* Category:

Task Name: Edit posted Receivables transactions

**Description:** Can waive finance charges, mark customer payments as NSF, and void or post receivables transactions.

User ID Name plasiter plasiter

Company

Explorer Pipeline Company plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company

Task ID: TRX\_SALES\_021\* Category: Sales

Task Name: Edit other Receivables transactions

**Description:** Does not include posting.

User ID Name
Jean McAuley

Company

Explorer Pipeline Company Igraves Leslie Graves

Company

Explorer Pipeline Company plasiter plasiter

Company

Explorer Pipeline Company
plasiter2 Pamela Lasiter

Company

Explorer Pipeline Company
Rhonda Rhonda Runde

Company

Explorer Pipeline Company

Richard Ruszenas

Company

Explorer Pipeline Company tschatz Tara Schatz

8/7/2015 8/7/2015 System: User Date:

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### **Security Task Assignment** System Manager

Category:

Sales

15 Page: User ID:

Explorer Pipeline Company

Task ID: TRX\_SALES\_022\* Task Name:

Enter/edit Receivables batches

Description: Does not include posting. Also includes the Receivables Batches list, preview, and customization.

User ID

Jean McAuley Jean

Company

Explorer Pipeline Company Leslie Graves Igraves

Company

Explorer Pipeline Company plasiter plasiter

Company

Explorer Pipeline Company Pamela Lasiter plasiter2

Company

**Explorer Pipeline Company** Rhonda Runde Rhonda

Company

Explorer Pipeline Company

Richard Richard Ruszenas

Company

**Explorer Pipeline Company** Tara Schatz tschatz

Company