**User Story ID:** US171

**User Story Name:** Listmanager Revamp for Separation of Duties

**Priority:** High

**Sizing:** 3

**Author:** Susan Kersten

# Story

As an ePayments software user, I need access to the listmanager action items, but not action items that will compromise my ability to do my job, due to ‘separation of duties’ guidelines.

As a manager, I need to ensure my clerks have access to the appropriate list manager action items while in the ePayments software, but not the action items that will compromise the integrity of the ‘separation of duty’ guidelines.

**Conversation**

ePayments listmanager action items currently show items that could put a user in a compromising position with the separation of duties guidelines. To protect the integrity of the employees’ access and to ensure those employees have access to the action items they need, these items have been reviewed and put into 3 categories: AR – Accounts Receivable; CM – Payment Posting; Both – which means all users have access.

All items identified as AR can only be selected by users who hold the ACCOUNTS RECEIVABLE security key. All items identified as CM can only be selected by users who hold the PAYMENT POSTING security key. All items identified as BOTH should be listed as a listmanager action that anyone who accesses the software can use, without a key.

Proposed keys: Accounts Receivable – RCDPEAR; Payment Posting – RCDPEPP

**Proposed access**:

**ERA Worklist**

Select ERA Both View/Print ERA both EXIT Sort List both Change View both Mark for Auto Post CM Manual Match Both

**ERA Worklist Scratch Pad**

Split/Edit A Line Both Look At Receipt CM Mark for Auto Post CM

Distribute Adj Amts AR Review Line both ERA View/Print ERA both

Refresh Scratch Pad CM Verify CM RP Receipt Processing CM

Research Menu both Change View both EXIT

**ERA Worklist Scratch Pad Research Menu**

Full Acct Prof both Bill Comment Log both Review Line both

Admin Cost Adj AR Re establish Bill AR Scratch Pad Menu/Exit both

TPJI both View/Print EEOB both

**APAR Scratch Pad**

Split/Edit a Line CM EOB View/Print EEOB both Review Line both Mark for Auto Post CM ERA View/Print ERA both Verify CM Refresh Scratch Pad CM Research Menu both EXIT

Claim Comment both

**APAR Research Menu**

Full Acct Prof both Bill Comment Log both Review Line both

Admin Cost Adj AR Re establish Bill AR Scratch Pad Menu/Exit

TPJI both View/Print EEOB both

**Detailed Listing of Acceptance Criteria**

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| --- | --- | --- |
| **Requirement ID** | **Description** | **External Dependency**  **(Y/N)**  **If Y, provide organization and description** |
|  | **ERA Worklist** |  |
| US171.01 | The system must allow all authorized users access to the following actions on the ERA Worklist:   1. Select ERA 2. Sort List 3. View/Print ERA 4. Change View 5. Manual Match | N |
| US171.02 | The system must allow only those users who hold the Payment Posting Key (RCDPEPP) to select the ‘Mark for Auto Post’ action on the ERA Worklist | N |
|  | **ERA Worklist/Scratch Pad** |  |
| US171.03 | The system must allow all authorized users access to the following actions on the ERA Worklist Scratch Pad:   1. Split/Edit A Line 2. Research Menu 3. Review Line 4. Change View 5. ERA View/Print ERA | N |
| US171.04 | The system must allow only those users who hold the Payment Posting Key (RCDPEPP) to select the ‘Payment Posting’ submenu action on the ERA Worklist Scratch Pad |  |
| US171.05 | The system must allow only those users who hold the Payment Posting Key (RCDPEPP) access to the following actions on the ERA Worklist Scratch Pad submenu ‘Payment Posting’:   1. Refresh Scratchpad 2. Look At Receipt 3. Verify 4. Mark for Auto Post 5. Receipt Processing |  |
| US171.06 | The system must allow only those users who hold the Accounts Receivable Key (RCDPEAR) to select the ‘Distribute Adj Amts’ action on the ERA Worklist Scratch Pad. |  |

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| --- | --- | --- |
|  | **ERA Worklist/Scratch Pad/Research Menu** |  |
| US171.07 | The system must allow all authorized users of the system access to the following actions on the ERA Worklist Scratch Pad Research Menu:   1. Full Acct Prof 2. TPJI 3. Bill Comment Log 4. View/Print EEOB 5. Review Line 6. Scratch Pad Menu/Exit |  |
| US171.08 | The system must allow only those users who hold the Accounts Receivable Key (RCDPEAR) to select the ‘Accounts Receivable’ submenu action on the ERA Worklist Scratch Pad Research Menu. |  |
| US171.09 | The system must allow only those users who hold the Accounts Receivable Key (RCDPEAR) access to the following actions on the ERA Worklist Scratch Pad Research submenu ‘Accounts Receivable’:   1. Admin Cost Adj 2. Re establish Bill |  |
|  | **APAR/Scratch Pad** |  |
| US171.10 | The system must allow all authorized users access to the following actions on the APAR/Scratch Pad:   1. Claim Comment 2. EOB View/Print EEOB 3. ERA View/Print ERA 4. Research Menu 5. Review Line |  |
| US171.11 | The system must allow only those users who hold the Payment Posting Key (RCDPEPP) to select the ‘Payment Posting’ submenu action on the APAR Scratch Pad. |  |
| US171.12 | The system must allow only those users who hold the Payment Posting Key (RCDPEPP) access to the following actions on the APAR Scratch Pad submenu ‘Payment Posting’:   1. Split/Edit a Line 2. Mark for Auto Post 3. Refresh Scratch Pad 4. Verify |  |
|  | **APAR/Scratch Pad/Research Menu** |  |
| US171.13 | The system must allow all authorized users of the system access to the following actions on the APAR Scratch Pad Research Menu:   1. Full Acct Prof 2. TPJI 3. Bill Comment Log 4. View/Print EEOB 5. Review Line 6. Scratch Pad Menu/Exit |  |
| US171.14 | The system must allow only those users who hold the Accounts Receivable Key (RCDPEAR) to select the ‘Accounts Receivable’ submenu action on the APAR Scratch Pad Research Menu. |  |
| US171.15 | The system must allow only those users who hold the Accounts Receivable Key (RCDPEAR) access to the following actions on the APAR Scratch Pad Research submenu ‘Accounts Receivable’:   1. Admin Cost Adj 2. Re establish Bill |  |

**Constraints**

n/a

**Risks**

n/a

# Assumptions

n/a

# Approval Signatures

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**Revision History**

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| --- | --- | --- | --- |
| Date | Version | Description | Author |
| 3/7/2017 | V0.01 | Initial version | C. Morrison |
| 3/9/2017 | V1.0 | Final version for submission | Team Leidos |