

## NOTE APRIL 2011

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### *Role naming conventions*

There are so many different ways defining a role naming convention that it is hard to determine the ultimately best approach.

It is important for maintenance, consistency and transparency to have at least a clear concept.

In the following little note I will introduce you to one of my favourite solution approaches based on the fact that the role naming is limited to 30 characters.

### *General considerations:*

*Y;FI\_AP\_Vendor\_Master*

The **Y** represents the fact that the role is a customer specific role. This is actually not necessary, but an excellent key for search and differentiation.

The **;** classifies the role type – in this case it's the unique identifier for a master role.

The **FI** represents the module name. This allows easy topic allocation.

The **\_** is just a cosmetic help to lighten readability.

The **AP** describes the area within the module as allocation facilitation.

**Vendor\_Master** is utilized as simplified end-user description of the underlying process within the module and area.

A corresponding derived role based on this master would now be named like this, e.g.:

*Y:FI\_AP\_Vendor\_Master\_1000*

The **:** is here the unique key indicator for a derived role.

The general naming is identical with the master role, and just extended with the organizational level key (here company code **1000**).

*Y,BC\_SEC\_User\_Admin*

The **,** classifies the single roles, followed again by module, area and process descriptions.

*Y-FI\_AP\_Account\_Clerk*

The unique identifier (**-**) represents a composite role in this example, followed again by module, area and then finally the job description.

*Special considerations:*

Roles that are for example "Display Only" can get an additional label at the end of the name:

*Y:FI\_AP\_Vendor\_Master\_1000\_DISP*

*or*

*Y:FI\_AP\_Vendor\_Master\_1000\_INQ*

It might even be a good idea to distinguish between "Display Only" and pure "Inquiry roles".

Display roles would contain general transactions that are restricted on the activity level to "Display" whereas "Inquiry" roles have no additional interfaces to any maintenance, and do not even offer maintenance activities as part of the initial role set up when adding the respective transactions. When analysing accumulations of authorizations this might be a helpful marker.

Regional or global roles that contain multiple organizational levels can get a specific extension at the end of the role name, as for example:

*Y:FI\_AP\_Vendor\_Master\_EMEA*  
(EMEA being her the acronym for a region)

*or*

*Y:FI\_AP\_Vendor\_Master\_ALL*

*or*

*Y:FI\_AP\_Vendor\_Master\_9999*  
(9999 just being a specific key for global access)

*or*

*Y:FI\_AP\_Vendor\_Master\_GLOB*

Another helpful consideration might be to make sure that test roles have a specific name space, too. This will ensure that test roles are not accidentally transported or assigned to regular end-users. One idea might be to have them simply start with a **Z** as unique identifier.