



PeopleSoft Finance Authority Application INSTRUCTIONS

Purpose:

The basic purposes of the Finance Authority Application (FAA) and the Access and Compliance Form are:

- Gain security access to the PeopleSoft Finance 8.4 System
- Retrieve reports via the Report Distribution Tool, CS-Link

For additional help in filling out the form, send an email to fishelpdesk@csulb.edu.

Where To Obtain the Forms:

The FAA and the Access and Compliance Form can be obtained from the CMS Project Office website at: http://www.csulb.edu/divisions/af/cms/end_user/FIS/forms/index.html#fis_security

NOTE: For new access, both forms must be submitted.

Where To Send the Form(s):

Completed forms should be sent via campus mail (Hard Copy only) to Financial Management Information Systems (FMIS), Bursar's Office (BH-Room 155) – Attn: “FMIS Security Administrator”.

How to Complete the FAA Form:

Name: Your last name, first name

Campus ID: This is your employee ID number.

NOTE: Campus IDs may be obtained, by the responsible ASM, for consultants, agency personnel and other non-employees by sending an email to HR-IS@csulb.edu

Specify that you need the ID so the person can request access to the FIS system.

Job Title: Applicant's position title

Email: Applicant's email address for CSULB.

Dept ID & Name: The 5-digit department number (DEPTID) and name for the department.

Phone: The applicant's telephone extension number.

New Access: Please indicate with a check mark if applicant is a new user.

Change Access: If you are adding or deleting authority, please check this box.

Note: If you are adding new access, you must also include all existing access that you need to retain. Any existing access not included on the “Change” form will be deleted.

Delete Access: If you are completely deleting authority, please check this box.

Name Change: Please check this box for employee name changes. Include prior name on this line.



Business Units and Set-Ids

Check **LBCMP** and **LBTRV** for both Business Units and Set-IDs (include others as appropriate).

End-User General Access

Choose the appropriate item: The applicant should choose the access they need by checking the appropriate box. (Corresponding training classes are shown in parentheses).

<u>End-User General Access Description</u>	<u>Training Class:</u>
Inquiry & Reports	FIS02 (optional)
Online Journal Entry	FIS03 (required) *
Departmental PO Entry	FIS04 (required) *
Requisition Entry	FIS05 (required) *

Roles

• **LB_INQUIRY**

Basic inquiry access. Unless you are requesting CS-Link access only, always check this box.

• **LB_GL_EXTERNAL_USER**

If you select this role, please also provide the following Operator Preferences.

- Ledger – enter “ACTUALS”
- Ledger Group – enter “ACTUALS”
- Source code – For end-users this will always be “ONL”. For Financial Management employees, see your supervisor.

Should you require PO Buyer or Requisition Entry access, please review the following to determine the appropriate access.

LB_PO_DEPT_BUYER	Provides purchase order access.	cannot approve his/her own Purchase Orders
LB_PO_DEPT_BUYER_P	Provides purchase order access.	can approve his/her own Purchase Orders (must be authorized by a manager who has Conflict of Interest Form 700 on file)
LB_PO_DEPT_BUYER_I	Provides purchase order access.	can independently approve his/her own Purchase Orders (must have Conflict of Interest Form 700 on file).
LB_PO_REQ_ENTRY	Provides requisition access.	Select this if you need to enter or approve requisitions.



Note: After selecting the appropriate role above, please provide the Operator Preferences:

Location	Enter one of the following: “PURCHASING” (default) “ACCTSPAY” “LIBRARY”
Ship to Location	Enter one of the following: “RECEIVING” (default) “LIBRARY”.
Approve PO	Select only if you are authorized to approve your own or other individuals’ purchase orders
Approve Requisition	Select only if you are authorized to approve your own or other individuals’ requisitions
Override Preferred Vendor	Select only if you are authorized to override the preferred vendor (This should normally be checked)

Register for a Class

You can register online at <http://notesapp1.csulb.edu/CMS/cmseua.nsf/EUTForm4?OpenForm>

Purchasing Approvals (for online approval only)

Requisition Approvals

People Who Can Approve My Requisitions: Include the name(s) of the individuals who are authorized to approve your Requisitions. If you will be approving your own requisitions, please include your name here as well.

People Whose Requisition I Can Approve: Include the name(s) of the requester(s) whose requisitions you will be approving. If you will be approving your own requisitions, please include your name here as well.

Purchase Order Approvals

People Who Can Approve My Purchase Orders: Include the name(s) of the individuals who are authorized to approve your purchase orders. If you will be approving your own purchase orders, please include your name here as well.

People Whose Purchase Orders I Can Approve: Include the name(s) of the buyer(s) whose purchase orders you will be approving. If you will be approving your own purchase orders, please include your name here as well.



CS Link Report Distribution

The report distribution categories are separated into criteria used for report distribution. These columns are all related to separate reports, and are not to be thought of as chartfield combinations. Enter the appropriate information under the correct column. Please specify the highest level of access needed.

For example:

If applicant designates a Division value they will automatically receive reports for the all sub-divisions and departments within the designated division.

If applicant designates a Sub-Division value they will automatically receive reports for all the departments within the designed sub-division.

If applicant designates a Department value they will receive only the department(s) indicated.

Similarly, if the applicant designates specific values for Program, Fund, or Project, they will receive the related reports but only for values indicated.

The “Special” boxes are for special report distribution groups as defined by FMIS. Entries in this area should only be made in consultation with fishelpdesk@csulb.edu.

NOTE: Please indicate “N/A” in this portion if applicant does not need access to financial reports in CS-Link.

FOR FINANCIAL MANAGEMENT USE ONLY

Budget Office Access

If applicant requests any roles under this section, please get the signature approval of the Budget Director. If you are not sure, please check with your supervisor.

General Ledger Access

If applicant requests any roles under this section, please get the signature approval of the General Accounting Manager. If you are not sure, please check with your supervisor.

Accounts Receivable / Billing Access

If applicant requests any roles under this section, please get the signature approval of the General Accounting Manager. If you are not sure, please check with your supervisor.



Financial Reporting Access

If applicant requests any roles under this section, please get the signature approval of the Financial Reporting Manager. If you are not sure, please check with your supervisor.

Accounts Payable Access

If applicant requests any roles under this section, please get the signature approval from the Accounts Payable Manager.

Purchasing Access

If applicant requests any roles under this section, please get the signature approval from the Purchasing Manager.

Special Access

Only FMIS personnel, individuals who need to be able to create queries, or individuals who require other special access should request these roles.

Financial Authority Application Approving Signatures

Please obtain the appropriate approvals. See your ASM for further details.

- Signature of Person Requesting Access
- Department Approval
- ASM Approval