

For access to the University's financial systems, the College has created four **access form templates**, each providing different levels of access in those systems. The different levels are explained below.

Note that when you download a template for your use, you will need to complete the form with your (or a team member's) information and complete the fields that are highlighted in the descriptions below. Once the form is completed and department approval has been obtained, the form should be routed to the Weinberg Finance office for school-level review and signature.

FFRA Template 1

Access granted:

- Shopper Access (create carts and assign to someone else)
- Expense Report entry

ROLES: Temporary employees, (already automatic for full-time employees and students)

FFRA Template 2:

- Requester (create and view requisitions, enter chartstrings, receive lbuy carts) *ship to code required
- Expense report entry, inquiry, and Proxy (entering expense reports on behalf of other employees)
- Payment request (create payment requests, submit visitor expense reports and contracted services payments)
- Supplier Code Request (Add suppliers, edit suppliers)
- Procurement Inquiry (see status of orders, as well as voucher data, and payment history)

-Optional * Supply Chain (Run SC Cognos reports)

FFRA Template 3:

- Monthly Financial, Budget/COA (Run financial Cognos reports*- Row Level Security Access required)
- Supply Chain (Run SC Cognos reports)
- Requester (create and view requisitions) *ship to code required
- Expense report entry, inquiry, and Proxy
- Payment request (create payment requests, submit visitor expense reports and contracted services payments)
- Supplier Code Request (Add suppliers, edit suppliers)
- Procurement Inquiry (see status of orders, as well as voucher data, and payment history)
- Journal Entry
- ChartField Values View (request new chartfield requests)
- CRT Entry & Inquiry
- Row Level Security Access *

FFRA Template 4:

- Monthly Financial, Budget/COA (Run financial Cognos reports*- Row Level Security Access required)

- Sponsored Programs Management*
- Supply Chain (Run SC Cognos reports)
- Requester (create and view requisitions) *ship to code required
- Expense report entry, inquiry, and Proxy
- Payment request (create payment requests, submit visitor expense reports and contracted services payments)
- Supplier Code Request (Add suppliers, edit suppliers)
- Procurement Inquiry (see status of orders, as well as voucher data, and payment history)
- Budget Journal Entry
- Journal Entry
- ChartField Values View
- CRT Entry & Inquiry
- Row Level Security Access *
- Salary Access* HR Access form also required for to view this data
- Workflow Access*