Finance, Facilities and Research Administration (FFRA) Systems Security
Guide to Completing the Express Access Form

NORTHWESTERN UNIVERSITY

* Indicates required field
To modify existing access, use the General Security Access Form or Central Security Access Form

Business Role	Access Description	Optional Roles	Suggested Users	NUFinancials Roles	Express Form
Faculty & Staff Self Service	Request Expense Reimbursement iBuyNU Shopping Cart	None Note: Approver role is used for approving own Expense reports	Recommended for All Faculty Staff	PG-EX-Employee PG-EX-Approver PG-EX-Inquiry PG-PV-Shopper	Select "Expense Entry and iBuyNU Shopper (granted for all users)"
View Only, Department and Sponsored Projects	Faculty & Staff Self Service access, -Plus - NUFinancials inquiry Cognos reporting	Optional Roles: View salary information in Cognos View or Enter Cash Receipt Transactions (CRT) View SES Encumbrances in Cognos	Recommended for faculty and staff who need to monitor the financial position of specific chartstrings	Faculty Self Service Roles, -Plus- PG-AP-Inquiry PG-GL-KK Inquiry PG-PV-Inquiry Pro PG-PV-Inquiry ePro PG-GM-Grants_Basic View PG-GM-Grants_AR_View SCH_BUDGET SCH_MONTH_FINC SCH_SPO_PRGS_MNGT SCH_SUPPLY_CHAIN CAFE_IE_RESEARCH_FACULTY	Select "View Only Access - NUFinancials Inquiry and Cognos reports" Required: Page 2, Row Level Security values Optional: Select "CRT Inquiry" Optional: Select "Salary Access" Optional: Select "SES Encumbrance"
Requester and GL Journal Entry	View Only access -Plus- Online Voucher entry Enter Expense Reimbursement requests for others Create Requisitions in NUFinancials Convert iBuyNU shopping carts to requisitions	Optional Roles: View salary information in Cognos Enter Budget transactions View or Enter Cash Receipt Transactions (CRT) View SES Encumbrances in Cognos	Financial Assistants, Program Assistants, Accounting Clerks, and other support staff	View Only Roles, -Plus- PG-AP-Online Voucher PG-EX-Approver PG-EX-Proxy PG-PV-Requester PG-GL-Journal Entry -Minus- PG-PV-Shopper	Select "Expense Entry, Requester and GL Journals" Required: Page 2, Row Level Security values Optional: Select "Budget Journal Entry" Optional: Select "CRT Entry" Optional: Select "CRT Inquiry" Optional: Select "Salary Access" Optional: Select "SES Encumbrance"
View Sponsored Project Post Award Detail	Requester and GL Journal Entry access -Plus- View Post Award information in NUFinancials	Optional Roles: View salary information in Cognos Enter Budget transactions View or Enter Cash Receipt Transactions (CRT) View SES Encumbrances in Cognos	Project Coordinators, Research Administrators, Financial Assistants, Program Assistants, Accounting Clerks, and other support staff	Requester and GL Journal Entry roles, -Plus- PG-GM-Grants_Basic View PG-GM-Grants_AR_View	Select "Expense Entry, Requester and GL Journals". Select "Sponsored Accts (basic, with reports)" Required: Page 2, Row Level Security values Optional: Select "Budget Journal Entry" Optional: Select "CRT Entry" Optional: Select "CRT Inquiry" Optional: Select "Salary Access" Optional: Select "SES Encumbrance"

Department Approver	Shopper/Requester and GL Journal Entry access -Plus- Workflow approval for Expenses, Online Vouchers, Requisitions and Journals Approvers must be a Shopper or Requester, but not both. View Post Award access should be selected for approvers with sponsored projects.	Optional Roles: Apply Project Pre-Approvals to Expenses, Online Vouchers, Requisitions and Journals using a Project chartfield Enter Budget transactions View salary information in Cognos View or Enter Cash Receipt Transactions (CRT) View SES Encumbrances in Cognos	Department Heads, Business Managers, Principal Investigators, Project Coordinators, Research Administrators, Financial Assistants, Program Assistants	Viewed Sponsored Project Post Award Detail, -Plus- PG-AP-Approver PG-EX-Approver PG-GL-Journal Approver PG-PV-Approver Note: Approvers may request Shopper access instead of Requester access.	Select "Level 1($0-$1,499)" and/or "Level 2 ($1,500-$4,999)" Required: Page 2, Row Level Security values Required: Page 2, Workflow values Optional: Select "Project Pre-Approval" Optional: Select "Budget Journal Entry" Optional: Select "CRT Entry" Optional: Select "CRT Inquiry" Optional: Select "Salary Access" Optional: Select "SES Encumbrance"
School Approver	Shopper/Requester and GL Journal access -Plus- Workflow approval for Expenses, Online Vouchers, Requisitions and Journals Approvers must be a Shopper or Requester, but not both. View Post Award access should be selected for approvers with sponsored projects.	Optional Roles: Apply Project Pre-Approvals to Expenses, Online Vouchers, Requisitions and Journals using a Project chartfield Enter Budget transactions View salary information in Cognos View or Enter Cash Receipt Transactions (CRT) View SES Encumbrances in Cognos	School Administrators, Department Heads, Business Managers, Principal Investigators, Project Coordinators, Research Administrators, Financial Assistants, Program Assistants	Viewed Sponsored Project Post Award Detail, -Plus- PG-AP-Approver PG-EX-Approver PG-GL-Journal Approver PG-PV-Approver Note: Approvers may request Shopper access instead of Requester access.	Select "Level 3 ($5,000 and up)" Required: Page 2, Row Level Security values Required: Page 2, Workflow values Optional: Select "Project Pre-Approval" Optional: Select "Budget Journal Entry" Optional: Select "CRT Entry" Optional: Select "CRT Inquiry" Optional: Select "Salary Access" Optional: Select "SES Encumbrance"