NORTHWESTERN UNIVERSITY

FFRA Systems
General Security Access Form

Instructions

Applicant or Proxy

1. The fields and check boxes on this form may be filled with Adobe Acrobat: http://get.adobe.com/reader
2. Complete section A **(required fields are marked with *)** and indicate Request Type
3. Indicate an existing user to mirror OR select (or click) individual options in sections B–F (pgs. 2 - 6)
   Please note that this option will copy the other user's access exactly for items in each section.
   Any existing access will be replaced with this new security.
4. Print a hard copy with applicant name, have applicant sign and date the Required Approvals section (pg. 6)
5. Route completed form to applicant's department head for signatures.

Security Approvers

1. Review requested access
2. Print your name, sign and date the appropriate area in the Required Approvals section (pg. 6)
3. Enter an 'X' in the Request Approved or Request Denied box
4. Route the form to the approver for the next area where access has been requested. If no additional approval is required, route the form to:

   FOIT Security
   Financial Operations IT
   619 Clark #118
   Evanston Campus
   FAX: 847-467-3070
   You can also scan and email to: foitsecurity@northwestern.edu

SECTION A

***Date**	
***NetID**	
***Name (Last, First MI)**	
***HRIS EMPLID**	
Title	
NU Email	
Department	
Work Phone	

REQUEST TYPE (Check all that apply)

To **add** a user, select the appropriate box(es) below, then complete section(s) B–F.
To **inactivate** a user, select the appropriate box(es) below, sign, and forward form to foitsecurity@northwestern.edu.
To **modify** access, select box(es) below, then select add/delete as appropriate in section(s) B–F.

General Access (Section B)	☐ **ADD**	☐ **INACTIVATE**	☐ **MODIFY**
Workflow (Section C)	☐ **ADD**	☐ **INACTIVATE**	☐ **MODIFY**
Row Level Security (Section D)	☐ **ADD**	☐ **INACTIVATE**	☐ **MODIFY**
Facilities Management (Section E)	☐ **ADD**	☐ **INACTIVATE**	☐ **MODIFY**
Grants Management (Section F)	☐ **ADD**	☐ **INACTIVATE**	☐ **MODIFY**

Is this a School or Department transfer? ☐ **Yes** ☐ **No**

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SECTION B: GENERAL ACCESS

MODEL GENERAL ACCESS AFTER EXISTING USER (optional)

Print Name: **NetID:**

If NOT mirroring another user, enter an 'X' in the box to the left of each appropriate access option in sections B–F.

ADD	DEL	COGNOS REPORTING Generate and view reports in school folders indicated below	
☐	☐	Monthly Financial	Budget statements, revenue and expense activity and financial reports SCH_MONTH_FINC
☐	☐	Budget/COA	Capital project, budget detail, chart field mapping and job cost reports SCH_BUDGET
☐	☐	Sponsored Programs Management	Financial and management reports for sponsored projects SCH_SPO_PRGS_MNGT
☐	☐	Supply Chain	Vendor and Procurement Tracking Reports (Encumbrances, Delivery, Change Order History) SCH_SUPPLY_CHAIN
☐	☐	SES Tuition Encumbrance	SES tuition encumbrance details. FFRA_SES_ENCUMBRANCE
☐	☐	Ad Hoc Query Runner	Ability to run reports created by Ad Hoc Query Authors CAFE_NU_COGNOS_AD_HOC_VIEWERS
☐	☐	Ad Hoc Query Author **(Training Required)**	Access to Query Studio to create, build, and save reports CAFE_NU_COGNOS_AD_HOC_AUTHORS *NOTE: Ad Hoc Query Author automatically includes Ad Hoc Query Runner*

ADD	DEL	TRAVEL AND EXPENSE ACCESS	
☐	☐	Expense Entry	Enter expense reports, advances, and travel authorizations for yourself or for other individuals for whom you have proxy access. Does not enable a user to modify their expense report proxy list. PG-EX-Employee
☐	☐	Expense Inquiry	View expense reports, advances, and travel authorizations. PG-EX-Inquiry
☐	☐	Expense Proxy	Maintain a list of users for whom a user with the Expense Entry role can enter data on behalf of. Can modify any user's proxy list. PG-EX-Proxy

ADD	DEL	PROCUREMENT ACCESS	
☐	☐	Shopper ***Choose EITHER Shopper or Requester***	Access iBuyNU but cannot create requisitions in NUFinancials. Used to define iBuyNU users. **Requires valid HRIS Employee ID (emplid).** PG-PV-Shopper
☐	☐	Requester ***Choose EITHER Shopper or Requester***	Create and view requisitions for any chart string. 'Punch out' to iBuyNU via NUFinancials. Create Requisitions menu to create new orders and pick up carts assigned to you by Shoppers. Modify and receive your own orders. View and print purchase orders. PG-PV-Requester *NOTE: Requester role automatically includes Receiver role.* **Please indicate default ship to code:** ________________________ **Find Ship To Codes** (.pdf)
☐	☐	Vendor Code Request	This role grants new User access to NUFinancials in order to create a Vendor Request and to review/edit saved and submitted Vendor Request. This role will initially be given to all Users who have the NU-PV-Requester and/or NU-AP-Online Voucher role. PG-AP-Vendor-Request
☐	☐	Online Voucher	Create and edit online vouchers (Direct Payment Requests, Visitor Expense Reports and Contracted Services Forms). PG-AP-Online Voucher
☐	☐	Receiver	Loading dock personnel and central staff. Receive for all orders, including those placed by other users. PG-PV-Receiver
☐	☐	eProcurement Inquiry	Inquire on the status of orders in NUFinancials via eProcurement pages. PG-PV-Inquiry ePro
☐	☐	Procurement Inquiry	Inquire on the status of orders in NUFinancials via Purchasing pages. PG-PV-Inquiry Pro
☐	☐	Accounts Payable Inquiry	View voucher data, basic vendor data (not FEIN/SSN), and payment history. PG-AP-Inquiry

ADD	DEL	GENERAL LEDGER ACCESS	
☐	☐	Budget Journal Entry	Create revenue and expense budget adjustment entries via the budget journal portal (journals cannot cross fund groups). PG-GL-Budget Journal Entry
☐	☐	Journal Entry	Create revenue and expense GL adjustment entries via the actuals journal portal. Also permits access to GL inquiry pages. PG-GL-Journal Entry
☐	☐	Cash Receipt Entry	Enter and inquire on cash receipt transaction entries. PG-GL-Department CRT Entry
☐	☐	Cash Receipt Inquiry	View-only access to cash receipt transaction entry pages. PG-GL-Department CRT Inquiry
☐	☐	Budget Inquiry	Budget status inquiry. **Complete Row Level Security (pg. 3)**. PG-GL-KK Inquiry
☐	☐	Journal Import	Upload Actuals journals via a spreadsheet or flat file import. PG-GL-Journal Import
☐	☐	Asset Management View Only	View capital assets as well as the relevant financial information (cost, location, useful life and accumulated depreciation). PG-NU-AM ViewOnly
☐	☐	ChartField Manager Entry	Access to enter and update managers, reviewers and attributes for ChartField values. PG-GL-CF Managers Entry
☐	☐	ChartField Values View Only	View ChartField values including Project ID, Department ID, Account, CF1, Fund, and related attributes. PG-GL-Chartfield View Only

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SECTION C: WORKFLOW

MODEL WORKFLOW ACCESS AFTER EXISTING USER (optional)

Print Name: **NetID:**

Workflow approval provides the ability to approve expense reports, requisitions, online vouchers and journals for the specified department or project. Budget Approval provides the ability to approve budget journals of any amount for the specified department.

You may specify a tree node to grant approval for multiple departments. The Department Tree Mapping reference document defines the available tree nodes and underlying departments.

Specifying a Dept Approval Level or Project Approval grants Expense Approval, Requisition & PO Approval, Online Voucher and Journal Approval roles.

Specifying Dept Budget Approval grants the Budget Journal Approval role.

	Specify Departments and/or Department Tree Nodes
Dept Approval, Level 1 ($0-$1,499)	☐ Add ☐ Remove
Dept Approval, Level 2 ($1,500-$4,999)	☐ Add ☐ Remove
Dept Approval, Level 3 ($5,000 and up)	☐ Add ☐ Remove
Dept Budget Approval	☐ Add ☐ Remove
	Projects
Project Pre-Approval	☐ Add ☐ Remove
	☐ Add ☐ Remove
	☐ Add ☐ Remove

SECTION D: ROW LEVEL SECURITY (RLS)

MODEL RLS ACCESS AFTER EXISTING USER (optional)

Print Name: **NetID:**

Row Level Security indicates the data that you will be able to view online and in reports. General ledger, Budget ledger, and Grants information are limited by your row level security access.

You may specify a tree node to grant access for multiple departments. The Department Tree Mapping reference document defines the available tree nodes and underlying departments.

Only indicate project access for projects that are not owned by the departments that you have listed below. Department access automatically grants access to all projects owned by those departments. The Dean's Office that owns any projects specified will be contacted for approval prior to granting access.

Specify Departments or Department Tree Nodes	☐ Add ☐ Remove
	☐ Add ☐ Remove
	☐ Add ☐ Remove
Specify Projects	☐ Add ☐ Remove
	☐ Add ☐ Remove
	☐ Add ☐ Remove

SALARY ACCESS

Provides the ability to view payroll detail by employee for all departments and projects where row level security has been indicated. ☐ **Add** ☐ **Remove**

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SECTION E: FACILITIES MANAGEMENT ACCESS

ADD	DEL	FAMIS WEB BASED ROLES	
☐	☐	Self Service	Create and inquire on Facilities Management self-service requests.
			Housing Users: Will requests from this user require review? ☐ Yes ☐ No

SECTION F: GRANTS DEPARTMENT ROLES

MODEL GRANTS DEPARTMENT ROLES AFTER EXISTING USER (optional)

Print Name: **NetID:**

Office for Sponsored Research (OSR) data contains confidential information. The technical, programmatic, and budgetary details of an individual proposal are confidential and the contents of a proposal may not be disclosed without the prior written approval of the proposal's PI. Any authorized university user may otherwise access proposal data elements such as the proposal title, amount requested, and period of performance without obtaining the PI's approval. Aggregate proposal data may be reported in accordance with the restrictions set forth in the remainder of this Agreement. Researcher social security numbers and employee IDs are confidential and may only be disclosed to units who are administering the proposal or award.

By signing this request you agree to the following provisions. You will not provide others with unlimited access to OSR data without prior approval of OSR. You will not seek personal benefit or permit others to benefit personally from information contained in any OSR dataset. You will not divulge the contents of any record or report to any person except in the conduct of your work assignment and in accordance with University and departmental policies. You acknowledge OSR as the data collection source when making any permitted disclosures of OSR data. You understand that OSR provides all data without warranty. You are obligated to inform OSR of any problems detected in the OSR data as soon as possible. You will not include or cause to be included in any record or report a false, inaccurate, or misleading entry. You will not divulge IDs or passwords to anyone.

InfoEd General Access

Department, School, Central Administrator	☐ **Add** ☐ **Remove**	Delegate for select PI's (Complete delegate section below)	☐ **Add** ☐ **Remove**
Investigator with Mgmt	☐ **Add** ☐ **Remove**	Genius Administrator (No access to setups)	☐ **Add** ☐ **Remove**

InfoEd Report Access

COGNOS: Report User	☐ **Add** ☐ **Remove**	COGNOS: Query Studio	☐ **Add** ☐ **Remove**

You may specify a tree node to grant access for multiple departments.

Specify Departments or Department Tree Nodes	☐ **Add** ☐ **Remove**
	☐ **Add** ☐ **Remove**
	☐ **Add** ☐ **Remove**

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Delegates

For personnel that will act as delegates for specific faculty but not an entire department (Project Coordinators and Post Docs Only). Indicate the names of all faculty whose proposals you require access to.

Note: For users that require department level access, it is not necessary to list all the faculty in the department and secure their signatures. This section is for individuals that require delegation access for only a small number of PIs.

MODEL DELEGATES AFTER EXISTING USER (optional)

Print Name: **NetID:**

Last Name	First Name	Netid

Financials Access (Post-Award)

Post Award Inquiry	☐ **Add** ☐ **Remove**	Inquiry into profile data for award, project, activity, and contract. Inquiry into billing and information. Inquiry to professionals, sponsors, institution, departments, and sub-recipients configuration **subject to row-level security**. PG-GM-Grants_Basic View
Post Award–AR Inquiry View	☐ **Add** ☐ **Remove**	Inquiry into Accounts Receivable (AR) data for sponsored projects. PG-GM-Grants_AR_View

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REQUIRED APPROVALS

Financial system users at all levels of the organization are charged with responsibility for ensuring that prescribed guidelines and policies are followed when conducting business at the University. The policies outlined in Standards for Business Conduct include confidentiality of University financial data, proper accounting and use of University assets, in addition to policies on purchasing, travel and entertainment, and other business activities. See: http://www.northwestern.edu/auditing/how/standards.pdf.

By submitting this request, the user and department head affirm that they are aware of and will comply with University business guidelines and policies referenced in the Standards for Business Conduct and all other applicable policies. The user also affirms compliance with all NUIT policies. Access may be changed or revoked at any time. NUIT policies are available for review at http://www.it.northwestern.edu/policies.

Dean's office signature authorizes all access including cross department security.

REQUIRED APPROVALS

Applicant

Print Name: | **Email:**

Signature: | **Date:**

Applicant's Department Head	**Print Name:**
	NetID:
☐ **Request Approved**	**Email:**
☐ **Request Denied**	**Signature:** **Date:**

By signing this form, the Dean's Office authorizes *all* access indicated on the request form. If you are authorizing access to departments or projects that are controlled by other Deans' offices, please validate requests with those entities before authorizing access with your signature.

Dean's Office	**Print Name:**
	NetID:
☐ **Request Approved**	**Email:**
☐ **Request Denied**	**Signature:** **Date:**

Security Processing		
FOIT Security Administrator:		
Received by:		Date Received:
Completed by:		Date Completed:
		Date Applicant Notified:
Listserv(s) Subscription:	☐ **Add** ☐ **Remove**	CAFE_ALL_USERS [includes Shopper and Expenses]
	☐ **Add** ☐ **Remove**	CAFE_CORE_USERS [excludes those with ONLY Shopper and Expenses]
	☐ **Add** ☐ **Remove**	InfoEd-PD-Users
BI Security Processing		
JIRA ticket:		Submitted by:
		Date Submitted:
		Date Notified of Completion: