

Submit form to [controller@umn.edu](mailto:controller@umn.edu)

To **remove** access, use [Change of Employment Status](#) form instead.

For help determining which access to request: 612-624-1617

## PeopleSoft Financials / EFS access request

November 01, 2017

Reminder: completion of required training and assessments does not guarantee access. Certain roles have limited availability.

Name <i>(Last, First, M.I.)</i>		Internet ID	Cluster ID / PO Origin code	
Department name		DeptID (5 digit code)		
Campus mail address		Mail Code	EmplID or Student ID number	
Business phone with Area Code	Business Fax with Area Code	Employment status (check only one) Staff    Faculty    Student worker    Contractor    Temporary staff		
Previous department (if applicable)		Date of transfer from previous department (if applicable)		
<p><b>Business Need</b> Access to data and systems is granted based on job needs. Summarize the types of data or information needed as well as the types of work performed (view, enter, verify, approve, etc.). Avoid use of statements like, "to administer department" or "I this need to do my job" –instead describe the tasks you are assigned and expected to perform.</p>				
<p>You agree to comply with University policy and handle private data according to University standards. You will not share your ID/password nor will you log in and allow others to use the access.</p>				

### SELECT ACCESS ROLES

**Inquiry Access (base access granted to all with access to EFS)**

Includes: Data Warehouse (DWFS and DWEF), EFS reporting instance with Query Manager, UM Analytics, WebNow view access, nVision.

**UM Analytics**

*FinAuthor (create and publish) of reports/dashboards*

**Perceptive Content (formerly ImageNow)**

**Scan**    Journal Entries/Retros    Vouchers  
           PCard (Historic Data)    Expense Report  
           *Asset Management*

**View**    Retros, Deposits, JEs, AP stop/void payments; AP vouchers  
           Expense Reports    PCard    Cash Advance  
           Clinical Trial Deposits (*access requires central approval*)

**Distributed Entry Activities**

Accounts Receivable Monitoring  
 Accounts Receivable Inquiry  
 Departmental Deposits  
 Endowments  
 Create Expense Reports includes PCard Reconciliation  
 U Market Only EFS Requisition Preparer

**OR**

Full Requisition Preparer  
 Receive Purchases  
 (Cannot have Receiving access with U Market Only Requisition Access)

}

*Also complete Section  
A on next page.*

**Document Approvals (complete section B on next page)**

- Certified Approval (*Includes access in HRMS*)
- Journal Entry Approval
- Requisition and PO Change Order Approval
- Travel and Expense Approval (includes PCard approvals, DeptID attributes determine approval type)
- Vendor Payment Approval
- Credit Invoice Approval (Billing)
  - Recommendation: credit invoice approvers should be a cluster director or designee, and limit to two or three per cluster.*
- Departmental Deposit Approval

**ChartField Request**

- COA Request Preparer
- RRC approver for ChartField Request (*one per RRC*)
- RRC designee for ChartField Request (*one per RRC*)

**Budget Entry (require RRC approval)**

- Department Budget Preparer
- RRC Designee
- RRC Manager

**Cluster Preparer Activities (require Controller’s Office approval)**

- Budget Journal Entry
- Billing Specialist (*includes Customer Maintenance Requester*)
  - Include HIPAA data (Highly restricted access.)
- Journal Entry Preparer
- Journal Entry Spreadsheet Upload (Highly restricted access.)
- Procurement Specialist (*Complete section A below. Cannot also process vendor payments.*)
- Voucher Specialist (Cannot also be a procurement specialist.)

**For any cluster preparer activity above, answer:**

- This individual is replacing someone who held the same access.
- Name of person being replaced:
- Internet ID of person replaced:
- When access will be/was removed:
- This is not a replacement; specific business reason for the additional access:

**SECTION A** All employees have U Market shopper access. If someone has EFS Req Preparer access, they must log in to U Market via EFS Requisition pages. These boxes should be completed when requesting requisition, receiving, or procurement specialist access:

Receiver, Requisition & UMarket preparers and Procurement Specialists	Requisition preparers	Procurement Specialists		
<p>Default Ship To Location code, if desired (usually begins with P):</p> <hr/> <p>Default <a href="#">Asset Location code</a> (REQUIRED), code begins with a number:</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Phone number to be printed on POs:</td> <td style="width: 50%; border: none;">Fax number to be printed on POs:</td> </tr> </table> <hr/> <p>Internet ID of your Procurement Specialist:</p>	Phone number to be printed on POs:	Fax number to be printed on POs:	<p>Internet ID(s) of those for whom you need to act as a backup requisition preparer/receiver:</p>	<p>Internet ID(s) of your backup Proc Specialist:</p> <hr/> <p>Internet IDs of Requisition preparers for whom you will be sourcing POs:</p> <hr/> <p>Location code (address to be printed on CPSS):</p>
Phone number to be printed on POs:	Fax number to be printed on POs:			

**SECTION B** Approver section

Enter the DeptID(s) for which this individual will approve next to the role(s) the approver will fill. You may indicate ranges of DeptIDs or attach additional sheets.

Role	EFS calls role	DeptID	DeptID	DeptID	DeptID	DeptID	DeptID
Certified Approver Primary	CERT_APPROVER						
Certified Approver Alternate	CERT_ALT_APPR						
COA Approver Primary *	COA_RRC						
COA Approver Alternate *	COA_RRC_ALT						
Credit/Rebill Invoice Primary **	BI_DEPT_APP						
Credit/Rebill Invoice Alternate **	BI_DEPT_ALTAPP						
GL Journal Entry Primary	GL_DEPTAPPR1						
GL Journal Entry Alternate	GL_DEPTALTAPPR1						
Requisition level 1 (<\$10k) Primary	PV_DEPT1_APP						
Requisition level 1 (<\$10k) Alternate	PV_DEPT1_ALTAPP						
Requisition level 2 (>\$10k) Primary	PV_DEPT2_APP						
Requisition level 2 (>\$10k) Alternate	PV_DEPT2_ALTAPP						
Travel/Out-of-Pocket Exp Primary	EX_DEPT_APP						
Travel/Out-of-Pocket Exp Alternate	EX_DEPT_ALTAPP						
PCard Expenses Primary	EX_DEPT_PCARD						
PCard Expenses Alternate	EX_DEPT_PCD_ALT						
Voucher level 1 (<\$10k) Primary	AP_DEPTAPPR1						
Voucher level 1 (<\$10k) Alternate	AP_DEPTALTAPPR1						
Voucher level 2 (>\$10k) Primary	AP_DEPTAPPR2						
Voucher level 2 (>\$10k) Alternate	AP_DEPTALTAPPR2						

\* Chart of Accounts Approvers are typically the RRC or a single designee \*\* Credit invoice approvers should be cluster directors or their designee, limit to two or three per cluster

<b>Requester (required on all requests)</b>		<b>Requester's supervisor (required on all requests)</b>		
Signature		Signature		
Date		Printed supervisor name	Supervisor Internet ID	Date

Who is my **cluster director**?

**RRC signature is required for Budget Entry access.**

<b>Cluster director (required for ALL access requests)</b>		<b>RRC manager (required only for Budget Entry access)</b>		<b>For Controller's Office use</b>
Signature		Signature		Signature/date
InternetID	Date	InternetID	Date	

The RRC manager may sign in the absence of the cluster director.

**University of Minnesota**

**CODE OF ETHICS  
for  
Department Staff  
Responsible for Buying**

RESPONSIBILITY STATEMENT: With regard to my responsibilities for departmental purchasing, I accept the responsibility to:

1. Support and uphold the values, policies and procedures of the University of Minnesota in all my purchasing activities, since compliance with good public purchasing practice ensures the continued flow of public funding to the University.
2. Attend appropriate training for my departmental purchase function and continue on-going (refresher) training as needed to ensure my department follows University policies and procedures.
3. Subscribe to and read Purchasing Services communications vehicles and advise my department on implementing any new practices, forms, systems, policies, etc.
4. Maintain a high level of ethics:
  - a. Have no financial or personal beneficial interest directly or indirectly with vendors when I am in a position to influence the University decision to purchase from those vendors.
  - b. Decline rebates, gifts, money, or anything of value offered by vendors other than items of nominal (under \$5) value.\*
5. Conduct business with vendors:
  - a. In an atmosphere of honesty and good faith, without intentional misrepresentation and with equal objectivity and fairness to all vendors. I will also demand honesty of sales representatives in all matters regarding the University of Minnesota.
  - b. Affording prompt and courteous reception as business conditions permit to vendors who arrange to meet with my department on legitimate business missions. (This does not include unarranged visits).
6. Strive to obtain the maximum value for each purchase, including use of cost-effective purchasing processes.
7. Afford maximum opportunity to small businesses and businesses owned by minorities, women and persons with disabilities.

I have read and understand the above statements, and agree to meet the expectations to the best of my ability while performing my department's purchasing functions for the University of Minnesota.

Print or Type Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Violation is subject to disciplinary action by the University of Minnesota, and is considered a misdemeanor under Minnesota Law, M.S. 15.43.