

Submit form to 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

March 27, 2020

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>Business Need 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> | | | | |

| | | | | |
|---|--|--|------------------------|------|
| Requester (required on all requests) | | Requester's supervisor (required on all requests) | | |
| Signature | | Signature | | |
| Date | | Printed supervisor name | Supervisor Internet ID | Date |

Look up your [cluster director](#) ← using this link

RRC signature is required for Budget Entry access.

| | | | | | |
|--|------|--|------|------------------------------------|--|
| Cluster director (required for ALL access requests) | | RRC Contact (required only for Budget Entry access) | | For Controller's Office use | |
| Signature | | Signature | | Signature/date | |
| InternetID | Date | InternetID | Date | | |

The Chief Financial Manager or RRC Contact for a college/administrative unit may sign in the absence of the cluster director.

SELECT ACCESS ROLES

Inquiry

Base access granted to all with access to EFS includes: Data Warehouse (DWFS and DWEF), EFS reporting with Query Manager, UM Analytics inquiry for financial data, Perceptive Content view access, nVision.

AP Inquiry for cluster staff.

External Sales Contract Management

External Sales Contract Entry
External Sales Contract Inquiry

UM Analytics

FinAuthor (create and publish) of reports/dashboards

Perceptive Content (imaging system)

| | |
|-------------|---|
| Scan | Journal Entries/Retros |
| | Vouchers PCard (Historic Data) |
| View | Expense Report Asset Management |
| | Retros, Deposits, JEs, AP stop/void payments; AP vouchers |
| | Expense Reports |
| | PCard |
| | Cash Advance |
| | Clinical Trial Deposits (<i>access requires central approval</i>) |

Distributed Entry Activities

Accounts Receivable Monitoring
Accounts Receivable Inquiry
Departmental Deposits
Endowments
EFS Create Expense Reports includes PCard reconciliation
U Market Only EFS Requisition Preparer
or
Full Requisition Preparer
Receive Purchases

*Also complete
Section A on
next page.*

(**Cannot** have Receiving with U Market Only Requisition access, system issues result)

ChartField Request

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

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 & Travel Card approvals, specify on next page which type for each DeptID)
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

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
Procurement Specialist (*Complete section A.*)
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 For procurement related access

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 | |
|--|----------------------------------|
| Default Ship To Location code, if desired (usually begins with P): | |
| Default Asset Location code (REQUIRED), code begins with a number: | |
| Phone number to be printed on POs: | Fax number to be printed on POs: |
| Internet ID of your primary Procurement Specialist: | |

| Requisition preparers |
|---|
| Internet ID(s) of those for whom you need to act as a backup requisition preparer/receiver: |

| Procurement Specialists |
|--|
| Internet ID(s) of your backup Proc Specialist: |
| Internet IDs of Requisition preparers for whom you will be sourcing POs: |
| Location code (address to be printed on CPSs): |

If people encounter issues with their PeopleSoft Financials (aka EFS, Enterprise Financial System), Chrome River, or U Market access, contact the **Financial Helpline** 612-624-1617 or controller@umn.edu.

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 |
|--|-----------------|--------|--------|--------|--------|--------|
| 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

*** This is the approver sent over to Chrome River for the DeptID



**CODE OF ETHICS
for Departmental Staff
Responsible for Purchasing**

Employees who have purchasing responsibility must document a commitment to ethical purchasing practices by signing a [Purchasing Code of Ethics for Department Employee Responsible for Purchasing](#). This would apply to University of Minnesota employee who may indirectly influence a purchasing decision by “establishing specifications, testing purchased products, evaluating contracted services or otherwise having any involvement in the purchasing or contracting process”. Textbooks and other course materials authored by an employee of the University are exempt from this process. Faculty may also accept free samples of textbooks and related teaching materials. The signed [Purchasing Code of Ethics for Department Employee Responsible for Purchasing](#) should be completed annually and maintained in a central departmental digital file.

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. Complete appropriate training for my departmental purchasing responsibilities and continue on-going (refresher) training as needed to ensure my department follows University policies and procedures.
3. Read Purchasing Services' communications and advise my department on implementing any new procedures, forms, systems, and policies.
4. Maintain a high level of ethics:
 - a. Have no financial or personal beneficial interest directly or indirectly with suppliers when I am in a position to influence the University's decision to purchase from those suppliers.
 - b. Decline rebates, gifts, money, or anything of value offered by suppliers other than items of nominal (under \$5) value.*
5. Conduct business with suppliers:
 - a. In an atmosphere of honesty and good faith, without intentional misrepresentation and with equal objectivity and fairness to all suppliers. 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 suppliers 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 State Statute 15.43](#).