Northwestern

**Enterprise Systems Alumni and Financials
General Security Access Form**

Instructions

Applicant or Proxy

1. Complete section A **(required fields are marked with *)** and indicate Request Type
2. Indicate an existing user to mirror OR select (or click) individual options in sections B–H (pgs. 2 - 8)
   * *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.*
3. Print a hard copy with applicant name, have applicant sign and date the Required Approvals section (pg. 8)
4. 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. 8)
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
   555 Clark #319
   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	
*NU Email	
*Department	
Title	
Work Phone	

REQUEST TYPE (Check all that apply)

To **add** a user, select the appropriate box(es) below, then complete section(s) B–H.
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–H.

General Access (Section B)	☐ ADD	☐ INACTIVATE	☐ MODIFY
Workflow (Section C)	☐ ADD	☐ INACTIVATE	☐ MODIFY
Row Level Security (Section D)	☐ ADD	☐ INACTIVATE	☐ MODIFY
Facilities (Section E)	☐ ADD	☐ INACTIVATE	☐ MODIFY
Grants Management (Section F)	☐ ADD	☐ INACTIVATE	☐ MODIFY
NUPlans (Section G)	☐ ADD	☐ INACTIVATE	☐ MODIFY
Supplier Contract Management (Section H)	☐ ADD	☐ INACTIVATE	☐ MODIFY

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

Please note: All previous ESAF Security Access is removed for an employee transfer.

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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 the folders indicated below. (Complete Row Level Security pg. 3)	
☐	☐	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 & PG-PV-Dept Buyer **Ship to code required:** _____ **Find Ship To Codes** (.pdf) NOTE: Requester role automatically includes Receiver role.
☐	☐	Payment Request	Create and edit Payment Requests, Visitor Expense Reports and Contracted Services Forms. PG-AP-Payment-Request
☐	☐	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
☐	☐	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	Commitment Control. Grants access to a series of online inquiry pages that can be used to check budget status in real time. **Complete Row Level Security (pg. 3)**. PG-GL-KK Inquiry
☐	☐	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. Note: entering or updating ChartField managers automatically grants row level security to managers assigned to a ChartField. 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

SECTION C: WORKFLOW

MODEL WORKFLOW ACCESS AFTER EXISTING USER (optional)

Print Name: **NetID:**

Workflow approval provides the ability to approve expense reports, requisitions, payment requests 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 Pre-Approval grants Expense Approval, Requisition & PO Approval, Payment Requests and Journal Approval roles.

Specifying Dept Budget Approval grants the Budget Journal Approval role.

Specifying Chartfield Request Approver grants the Field Request 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
	Specify Departments, Department Tree Nodes and/or DeptID Range
Chartfield Request Approver	☐ 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. CAFÉ_HRIS_SALARY

Note: Additional HR Approval is required before access is granted.

☐ Add
☐ Remove

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SECTION E: FACILITIES ACCESS	
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Model Facilities Connect Access after Existing User

Print Name: **NetID:**

ADD	DEL	**FACILITIES CONNECT ROLES – SPACE MODULE**	
☐	☐	Read Only	View only access to space information
☐	☐	Department Data Steward	Edit and verify space information details, approve department assignment change requests and review the Space Validation process ***Specify NUFinancials DeptID(s) below.**
☐	☐	Department Data Administrator	Edit and verify space information details, complete the yearly Space Validation process ***Specify NUFinancials DeptID(s) below.**

*Department Data Administrator/Steward – specify DeptID(s); attach a separate list if needed

Specify Departments	☐ Add ☐ Remove	
	☐ Add ☐ Remove	
	☐ Add ☐ Remove	

ADD	DEL	**FACILITIES CONNECT ROLES – OPERATIONS AND MAINTENANCE MODULE**	
☐	☐	O&M – General Requestor	Create and inquire on Facilities Service Requests
☐	☐	O&M – General Requestor – Approver	Create and inquire on Facilities Service Requests and are able to approve Facilities requests against designated Chart Strings

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 Proposal Creator	☐ Add ☐ Remove	Research Portal and Effort Access	☐ Add ☐ Remove
Department, School, Central Administrator (View Only)	☐ Add ☐ Remove	Genius Administrator (No access to setups)	☐ Add ☐ Remove
Investigator with Mgmt	☐ Add ☐ Remove		

InfoEd Report Access

COGNOS: Report User (CAFÉ_IE_RESEARCH_FACULTY)	☐ 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

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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SECTION G: NUPlans	

MODEL NUPLANS ROLES AFTER EXISTING USER (optional)

Print Name: **NetID:**

NUPlans is specialized budget and planning software that connects with NUFinancials. Northwestern has two NUPlans systems, Annual Budgeting and Forecasting. NUPlans Annual Budgeting is used between April and July to prepare operating budgets for the upcoming fiscal year. NUPlans Forecasting is used throughout the year to develop fiscal-year based forecasts. It provides support for multi-level forecasting at the account, chart string, and/or all-funds levels.

NUPlans Budgeting Roles

Prep File	☐ Add ☐ Remove	General	☐ Add ☐ Remove	Planner	☐ Add ☐ Remove
Commitments	☐ Add ☐ Remove	Reports	☐ Add ☐ Remove	Create Version 2	☐ Add ☐ Remove
Salary	☐ Add ☐ Remove	Salary - Confidential	☐ Add ☐ Remove		

Grants ☐ Add ☐ Remove

Create Version 3 ☐ Add ☐ Remove

NUPlans Budgeting Data Access

Budget Grouping	Access (Edit, Submit, View)	Department	Project	Excluded Project Flag	Salary Account Access

NUPlans Forecasting Roles

Prep File	☐ Add ☐ Remove	Forecast	☐ Add ☐ Remove	Grants	☐ Add ☐ Remove
Reports	☐ Add ☐ Remove	Salary	☐ Add ☐ Remove	Commitments	☐ Add ☐ Remove

Tuition ☐ Add ☐ Remove

NUPlans Forecasting Data Access

Budget Grouping	Access (Read or Write)	Department	Project	Excluded Project Flag

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SECTION H: SUPPLIER CONTRACT MANAGEMENT ACCESS | Page 7 of 8

Model Procurement Access after Existing User

Print Name: **NetID:**

ADD	DEL		
☐	☐	Contract Administrator	Allows a user to author and import documents into the system, route documents for signing, update contract statuses in the system. PG-CS-Contract-Admin
☐	☐	Contract Agreements	Allows a Contract Adminstrator to update contract agreements such as service level or internal agreements. PG-CS-Contract Agreements
☐	☐	Contract Collaborator	Allows a user to view and edit a document based on the preference selections made by the Contract Administrator who includes them in their collaboration. PG-CS Collaborator
☐	☐	Contract Inquiry	Allows a user to view delivered Supplier Contract reports and queries. PG-CS-Inquiry
☐	☐	Contract Librarian	Allows a user at the Unit or School level to build and maintain contract templates using approved clauses for use by the rest of the Northwestern Community. PG-CS-Librarian SCH

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://policies.northwestern.edu/docs/StandardsforBusinessConduct.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:

FOIT Security Processing		
Date Received:	Date Completed:	Completed By:
BI Security Processing		
JIRA Cognos Groups	Date Submitted:	Date Completed:
JIRA Salary	Date Submitted:	Date Completed:
CUFS Access	Date Submitted:	Date Completed:
Grants Security Processing		
Department Head	Date Submitted:	Date Completed:
RLS Removal	Date Submitted:	Date Completed: