# Northwestern

**Enterprise Systems Alumni and Financials
Central 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–R (pgs. 2 - 13)
   * *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 (pgs. 14-15)
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 (pgs. 14-15)
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–R.
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–R.

| | | | |
|---|---|---|---|
| **General Access** (Sections B, F2-H, I-R) | ☐ 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 H) | ☐ ADD | ☐ INACTIVATE | ☐ MODIFY |
| **SciQuest** (Section I2) | ☐ 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.

## 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–M.*

| ADD | DEL | **COGNOS REPORTING** Generate and view reports in school folders indicated below (complete Row Level Security access in Section D) | |
|---|---|---|---|
| ☐ | ☐ | Monthly Financial | Budget statements, revenue and expense activity and financial reports  SCH_MONTHLY_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 |
| ☐ | ☐ | 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.* |
| ☐ | ☐ | Vendor Code Request | Create and review/edit saved and submitted Vendor Requests. PG-AP-Vendor-Request |
| ☐ | ☐ | Payment Request | Create and edit online vouchers (Direct Payment Requests, Visitor Expense Reports and Contracted Services Forms). **Note:  If the user already has either the PG-AP-Entry or PG-Accnt-Srvcs role, do not add this role to the profile.  These roles are not compatible.** PG-AP-Payment-Request |
| ☐ | ☐ | 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 module pages. PG-PV-Inquiry ePro |
| ☐ | ☐ | Procurement Inquiry | Inquire on the status of orders in NUFinancials via Purchasing module 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 |
| ☐ | ☐ | Balance Sheet Journal Entry | Create balance sheet GL transactions via the actuals journal portal. PG-NU-Portal Journals |
| ☐ | ☐ | 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 (Section D)**. 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 |

## 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 Approval grants Expense Approval, Requisition & PO Approval, Payment Request Approval and Journal Approval roles.

Specifying Dept Budget Approval grants the Budget Journal Approval role.

Specifying ChartField Request Approver grants the PG-GL-Field Request Approver role.

Specifying Direct Journal Approver grants the PG-GL-Direct Journal Approver role for any amount on assigned sources.

| | 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 | |
| | **Specify Departments, Department Tree Nodes and/or DeptID Range** | |
| **ChartField Request Approver** | ☐ Add ☐ Remove | |
| | **Source Tree Node** | |
| **Direct Journal 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

## SECTION E: FACILITIES MANAGEMENT ACCESS

**Model Facilities Management Access after Existing User**

**Print Name:**                                             **NetID:**

| ADD | DEL | FAMIS COGNOS Reporting, Generate and View reports in central folders indicated below | |
|---|---|---|---|
| ☐ | ☐ | Facilities | Access to delivered reports in this folder. (CEN_FACILITIES) |
| ☐ | ☐ | COGNOS | Cognos Ad Hoc Reporting. (CAFE_FAMIS_ADHOC) |

| ADD | DEL | FACILITIES CONNECT ROLES – SPACE MODULE | |
|---|---|---|---|
| ☐ | ☐ | AutoCAD Technician | Update, verify and maintain AutoCAD drawings. |
| ☐ | ☐ | Space Information Manager | Accept space requests, manage the space validation process and run high level reports. |

| ADD | DEL | FACILITIES CONNECT ROLES – CAPITAL PROJECTS MODULE | |
|---|---|---|---|
| ☐ | ☐ | Capital – Financial Supervisor | Facilities users with access to all three modules requiring financial oversight and job costing capabilities |
| ☐ | ☐ | Capital – Program Manager | Facilities Program Managers and senior leaders who oversee Capital Project managers |
| ☐ | ☐ | Capital – Project Manager | Facilities Project Managers who are responsible for managing Capital Projects within the module |

| ADD | DEL | FACILITIES CONNECT ROLES – OPERATIONS & MAINTENANCE MODULE | |
|---|---|---|---|
| ☐ | ☐ | O&M – Accounting Assistant | Facilities Administrative clerical support employees who have responsibility for labor and materials entries and other support functions across modules. |
| ☐ | ☐ | O&M – Asset Manager | Facilities employees with specific access to all Asset and Preventive Maintenance functionality |
| ☐ | ☐ | O&M – Contact Center Agent | Facilities Customer Service agents with access to create and assign work tasks, capital projects, maintain billing information, and perform queries as to task status. |
| ☐ | ☐ | O&M – Contact Center Manager | Facilities Customer Service agents with access to create and assign work tasks, capital projects, maintain billing information, and perform queries as to task status. |
| ☐ | ☐ | O&M – Elevator Manager | Facilities employees with direct oversight of external Elevator technicians with access and insight to Capital Projects and Operations & Maintenance functionality |
| ☐ | ☐ | O&M – External Vendor | Facilities resources external to the university with access to work tasks |
| ☐ | ☐ | O&M – Human Resources | Facilities Human Resources employees with access to maintain Facilities specific personnel information within Facilities Connect |
| ☐ | ☐ | O&M – Key Locksmith | Facilities Lock Shop employees with access to Operations & Maintenance and key information |
| ☐ | ☐ | O&M – Key Manager | Facilities Lock Shop employees with access to Operations & Maintenance and advanced access to key information |
| ☐ | ☐ | O&M – Key Supervisor | Facilities Lock Shop employees with supervisory responsibility, access to Operations & Maintenance and advanced access to key information |
| ☐ | ☐ | O&M – OM Admin | Facilities Administrative support with access to the Operations & Maintenance module who work in direct support of Facilities shop personnel |
| ☐ | ☐ | O&M – Service Manager | Facilities Operations personnel with access to Operations & Maintenance module who are direct supervisors of Facilities shops with access to work task management, scheduling, and labor approvals |
| ☐ | ☐ | O&M – Service Technician | Facilities Operations personnel with access to Operations & Maintenance module who are members of Facilities shops with emphasis on service request and work task management |
| ☐ | ☐ | O&M – Warehouse Associate | Facilities employees with specific access to inventory management functionality |
| ☐ | ☐ | O&M – Warehouse Manager | Facilities employees with specific access to inventory management functionality and supervisory responsibilities |

# Northwestern

# Enterprise Systems Alumni and Financials Central Security Access Form

| SECTION E: FACILITIES ACCESS | | Page 5 of 15 |
|---|---|---|

**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<br>**\*Specify NUFinancials DeptID(s) below.** |
| ☐ | ☐ | Department Data Administrator | Edit and verify space information details, complete the yearly Space Validation process<br>**\*Specify NUFinancials DeptID(s) below.** |

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

| **Specify Departments** | ☐ Add<br>☐ Remove |
|---|---|
| | ☐ Add<br>☐ Remove |
| | ☐ Add<br>☐ Remove |

| ADD | DEL | **FACILITIES CONNECT ROLES – OPERATIONS AND MAINTENANCE MODULE** | |
|---|---|---|---|
| ☐ | ☐ | NUIT – Support Center | Users in Northwestern IT's Tier 2 Support Center who will triage incoming Facilities Connect support requests |
| ☐ | ☐ | O&M – NUPD | University Police users with access to create Service Requests for Facilities personnel during non-business hours |
| ☐ | ☐ | O&M – Risk/Environmental Manager | Risk Management users with access to the Maintenance module in order to create safety procedures and service requests |
| ☐ | ☐ | 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

| Role | | Role | |
|---|---|---|---|
| OSR Staff | ☐ Add ☐ Remove | InfoEd Genius/Profile Administrator (No access to setups) | ☐ Add ☐ Remove |
| OSR Award Logger | ☐ Add ☐ Remove | ASRSP User | ☐ Add ☐ Remove |
| OSR Info Team | ☐ Add ☐ Remove | Helpdesk/FFRA Support | ☐ Add ☐ Remove |

### InfoEd Administrative Access

| Role | | Role | |
|---|---|---|---|
| OSR Sponsor Administrator | ☐ Add ☐ Remove | InfoEd Genius/Profile Administrator (Access to setups) | ☐ Add ☐ Remove |

### InfoEd Report Access

| Role | | Role | |
|---|---|---|---|
| COGNOS: Report User (CAFÉ_IE_RESEACH_FACULTY) | ☐ Add ☐ Remove | COGNOS: Query Studio | ☐ Add ☐ Remove |
| BI Publisher: Sub-K Database | ☐ 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)

| Role | | Description |
|---|---|---|
| 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 |

## SECTION F2: OSR CENTRAL OFFICE ROLES

**Model OSR Access after Existing User**

**Print Name:**                                                                 **NetID:**

| ADD | DEL | | |
|---|---|---|---|
| ☐ | ☐ | OSR Award Setup | Run InfoEd to NUFinancials interface, review errors. Generate awards. PG-GM-OSR_Award Setup |
| ☐ | ☐ | OSR Award Admin | Update use award, project, project team and project status. Post new grant budgets. Modify existing grant budgets. PG-GM-OSR_Award Admin |
| ☐ | ☐ | OSR Add Project | Add new projects and activities to existing contracts. PG-GM-OSR_AddProjAct |
| ☐ | ☐ | OSR InfoTeam | Update institution, department, and professional profiles configuration. PG-GM-OSR_InfoTeam |

## SECTION G: OFFICE OF RESEARCH SAFETY CENTRAL OFFICE ROLES

**Model ORS Access after Existing User**

**Print Name:**                                                                 **NetID:**

| ADD | DEL | | |
|---|---|---|---|
| ☐ | ☐ | Research Safety Approval | Approve restricted research material purchases. |

| SECTION H: 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 | Grants | ☐ Add ☐ Remove |
|---|---|---|---|---|---|---|---|
| Commitments | ☐ Add ☐ Remove | Reports | ☐ Add ☐ Remove | Create Version 2 | ☐ Add ☐ Remove | Create Version 3 | ☐ Add ☐ Remove |
| Salary | ☐ Add ☐ Remove | Salary - Confidential | ☐ 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 | Tuition | ☐ Add ☐ Remove |
|---|---|---|---|---|---|---|---|
| Reports | ☐ Add ☐ Remove | Salary | ☐ Add ☐ Remove | Commitments | ☐ Add ☐ Remove | | |

**NUPlans Forecasting Data Access**

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

## SECTION I: PROCUREMENT CENTRAL OFFICE ACCESS

**Model Procurement Access after Existing User**

**Print Name:**             **NetID:**

| ADD | DEL | | |
|---|---|---|---|
| ☐ | ☐ | PRS Approver | Approve blanket order requisitions and requisitions $25,000 and over. |
| ☐ | ☐ | Central | Add purchase orders on-line, generate and dispatch purchase orders via batch. Process change orders. PG-PV-Central |
| ☐ | ☐ | Inquiry Pro | Purchasing orders status inquiry. PG-PV-Inquiry Pro |
| ☐ | ☐ | SCIQUEST Admin | Enable SciQuest suppliers in NUFinancials. Does not include access to create NUFinancials vendors or enable SciQuest vendors or catalogs. PG-PV-SCIQUEST Admin |
| ☐ | ☐ | PRS Admin | Add/update ship to, location, and category configuration. PG-PV-PRS Admin |
| ☐ | ☐ | POC Analyst | Review and process PO Change Order requests submitted by requesters. PG-PV-POC Analyst |
| ADD | DEL | **COGNOS Reporting, Generate and View reports in central folders indicated below** | |
| ☐ | ☐ | Supply Chain | Access to delivered reports in this folder. CEN_SUPPLY_CHAIN |
| ADD | DEL | **SECTION I2: SCI-QUEST ADMINISTRATION ACCESS** | |
| ☐ | ☐ | System Administrator | PRS eProcurement Administrator. Shop catalog and punchout, create favorites for self and organization, product compare, view and edit all orders and invoices, restart PO and invoice exports, field and list management, system configuration, change own password, catalog management, catalog reports, transaction reports, usage reports. |
| ☐ | ☐ | Catalog Administrator | PRS Procurement Administrator. Shop catalog and punchout, create favorites for self and organization, product compare, view all orders, catalog management, catalog reports, change own password. |
| ☐ | ☐ | PRS Analyst | PRS Procurement Analyst. Shop catalog and punchout, create favorites for self and organization, product compare, view all orders and invoices, catalog management, catalog reports, transaction reports, usage reports, change own password. |
| ☐ | ☐ | Accounts Payable | Accounts Payable Staff. View all invoices, change own password |

## SECTION J: SUPPLIER CONTRACT MANAGEMENT ACCESS

**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 |
| ☐ | ☐ | Clause Approver - PPS | Allows a Central PPS Clause Approver to approve new or updated clauses developed for contract templates. PS-CS-Clause-APP-PPS |
| ☐ | ☐ | Clause Approver - OGC | Allows an OGC Clause Approver to approve new or updated clauses developed for contract templates. PS-CS-Clause-APP-OGC |
| ☐ | ☐ | Clause Approver – Risk Mgmt | Allows a Risk Management Clause Approver to approve new or updated clauses developed for contract templates. PS-CS-Clause-APP-RSK |
| ☐ | ☐ | Clause Approver - IT | Allows an IT Clause Approver to approve new or updated clauses developed for contract templates. PS-CS-Clause-APP-IT |
| ☐ | ☐ | Clause Approver - DATA | Allows an IT Clause Approver to approve new or updated clauses related to ISSC/Data Security. PS-CS-Clause-APP-DATA |
| ☐ | ☐ | Clause Approver - Export | Allows an Export Controls Compliance Clause Approver to approve new or updated clauses developed for contract templates. PS-CS-Clause-APP-EXPORT |
| ☐ | ☐ | Clause Approver – PCI | Allows a Financial Operations Clause Approver to approve new or updated clauses related to Payment Card Industry . PS-CS-Clause-APP-PCI |
| ☐ | ☐ | Configurations Administrator | Allows an Administrative Systems user full access to all pages and associated permissions to set-up, configure, maintain and troubleshoot issues. PS-CS-CONGIF_ADMIN |

## SECTION K: BUDGET OFFICE CENTRAL OFFICE ROLES

**Model Budget Office Access after Existing User**

**Print Name:**                                                                 **NetID:**

| ADD | DEL | | |
|-----|-----|---|---|
| ☐ | ☐ | Budget Office Approver | Authorization to provide Budget Office approval. Budget transactions equal to or exceeding $50,000 require Budget Office approval. |
| ☐ | ☐ | Budget Office Analyst | Commitment Control inquiry. Budget journal entry, approval and posting. General Ledger inquiry. NUFinancials General Ledger reports. PG-GL-Budget Office Analyst |
| ☐ | ☐ | Budget Office Approver | PG-GL-Budget Office Analyst access with the following additional access: Commitment Control override, General Ledger journal entry. Journal approval via workflow routing. PG-GL-Budget Office Approver |
| ☐ | ☐ | Budget Journal Deletion | Delete budget journals. PG-GL-Budget Journal Deletion |
| ☐ | ☐ | Budget Office Super User | PG-GL-Budget Office Approver access with the following additional access: Year end budget close and Commitment Control configuration inquiry. PG-GL-Budget Office Super-user |
| **ADD** | **DEL** | **COGNOS Reporting, Generate and View reports in central folders indicated below** | |
| ☐ | ☐ | Budget | Access to delivered reports in this folder. CEN_BUDG |

## SECTION L: ASRSP CENTRAL OFFICE ROLES

**Model ASRSP Access after Existing User**

**Print Name:**                                                                 **NetID:**

| ADD | DEL | | |
|-----|-----|---|---|
| ☐ | ☐ | ASRSP Approver | Approve Grants related expenses $2,500 and over. Grants travel, consulting and subcontractor expenses. |
| ☐ | ☐ | Accounting Rep subk | Update award profiles. PG-GM-ASRSP Accntg Rep_subk |
| ☐ | ☐ | ASRSP BI Specialist | Update access to contracts. Generate invoices and establish milestones/events for prepaid, scheduled and fixed price awards. PG-GM-ASRSP_BI Specialist |
| ☐ | ☐ | ASRSP BI Adjuster | Credit and rebill invoices. PG-GM-ASRSP_BI Adjuster |
| ☐ | ☐ | ASRSP BI LOC | Process LOC draw amounts. PG-GM-ASRSP_BI - LOC |
| ☐ | ☐ | ASRSP Contract Activate | Activate contracts. PG-GM-ASRSP_Contract Activate |
| ☐ | ☐ | ASRSP AR Depositor | Enter deposits. PG-GM-ASRSP_AR_Depositor |
| ☐ | ☐ | ASRSP AR Payment | Apply payments. PG-GM-ASRSP_AR Payment |
| ☐ | ☐ | ASRSP AR Specialist | Approve deposits, update access to AR maintenance, collection, and conversation pages. Run aging and create dunning letters. Correct AR posting errors. PG-GM-ASRSP_AR Specialist |
| ☐ | ☐ | ASRSP InfoTeam | Process revenue. Correct BI interface, run F&A, review F&A errors. Update configuration data related to sub-recipients and institution audit status. PG-GM-ASRSP_InfoTeam |
| ☐ | ☐ | Grants FA NU Rates | Update Institution F&A Rates. PG-GM-Grants_FA_NU Rates |
| ☐ | ☐ | Grants FA Offsets | Update F&A Offsets configuration. PG-GM-Grants_FA_Offsets |
| ☐ | ☐ | Accounting Services Invoicer | Enter and maintain AR information for non-grants receivables. Create AR entries, add/update customer data. PG-GM-Accntg_Srvcs_Invoicer |
| ☐ | ☐ | Accounting Services Reconciler | Update banking information, AR maintenance, collection, and conversation pages. PG-GM-Accntg_Srvcs_Reconciler |
| ☐ | ☐ | Post Reporter | Run post award reports (SF272, SF269, F&A error report, and award budget inquiry). PG-GM-Post_Reporter |
| ☐ | ☐ | Cash AR Reporter | Run aging reports and general AR reports by customer. PG-GM-Cash_AR_Reporter |
| ☐ | ☐ | Sponsor Profile Maintenance | Update sponsor profile. Review InfoEd to NUFinancials sponsor interface errors. PG-GM-Sponsor Profile Maint |
| ☐ | ☐ | Grants Project Team | Add or delete Team Members (PI, Co-PI, RADM, etc.) to the Project Team. PG-GM-Grants Project Team |
| ☐ | ☐ | Project Costing View Only | View Project ID information in Project Costing, including detailed descriptions. PG-GM-Project Cost View Only |
| **ADD** | **DEL** | **COGNOS Reporting, Generate and View reports in central folders indicated below** | |
| ☐ | ☐ | Sponsored Programs Mgt | Access to delivered reports in this folder. CEN_SPO_PRGS_MNGT |
| ☐ | ☐ | Sponsored Programs Mgt - Restricted | Access to delivered reports in this folder. CEN_SPO_PRGS_MNGT_RESTRICTED |

## SECTION M: PAYABLES/TRAVEL & EXPENSE CENTRAL OFFICE ACCESS

**Model Payables/Travel & Expense Access after Existing User**

Print Name:                                                    NetID:

| ADD | DEL | | |
|---|---|---|---|
| ☐ | ☐ | AP Auditor | Receives all expense transactions via workflow for approval. Permits a user to review and update expense reports, advances and travel authorizations entered by others. Can access delivered NUFinancials reports related to Expenses module. PG-EX-Auditor |
| ☐ | ☐ | AP Expenses Manager | Update select employee data, including bank account data and user defaults. Update select configuration settings. Run expense processing process. PG-EX-Manager |
| ☐ | ☐ | AP Manager | AP Manager. Voucher entry, express check entry, match exception override, pay cycle, voucher post, budget check, matching. View access to vendor data. PG-AP-Manager |
| ☐ | ☐ | AP Supervisor | AP Supervisor. Process express checks, control groups, voucher build, voucher post, budget check, matching, payment post, paycycle. PG-AP-Supervisor |
| ☐ | ☐ | AP Voucher Entry | Voucher entry, match workbench, receipt entry. **Note: If user has the PG-AP-Payment-Request role, do not add this role to their profile.** PG-AP-Entry |
| ☐ | ☐ | AP Inquiry | View voucher data, basic vendor data, payment history. PG-AP-Inquiry |
| ☐ | ☐ | Accounting Services Voucher | Voucher entry. **Note: If user has the PG-AP-Payment-Request role, do not add this role to their profile.** PG-AP-Accnt-Srvcs |
| ☐ | ☐ | Accounting Services Voucher Approval | Voucher approval. PG-AP-Accnt-Srvcs-Apprv |
| ☐ | ☐ | Vendor Maintenance | Add/update vendors. Full access to vendor data. PG-AP-VndrMaint |
| ☐ | ☐ | Vendor Review and Validate | Review, validate and change status on saved and submitted Vendor Requests using the eCustoms database. PG-AP-Vendor-Validate |
| ☐ | ☐ | 1099 | 1099 processing. PG-AP-1099 |
| ☐ | ☐ | Match Exception | PRS/Interface Review. View only access to AP match errors. PG-AP-Match-Exception |
| ☐ | ☐ | Interface Review | SES/Voyager interface owners, voucher view. PG-AP-Interface-Review |

| ADD | DEL | **COGNOS Reporting, Generate and View reports in central folders indicated below** | |
|---|---|---|---|
| ☐ | ☐ | Vendor Maintenance | Access to delivered reports in this folder. |
| ☐ | ☐ | Voyager | Access to delivered reports in this folder. CEN_VOYAGER |

## SECTION N: PROCUREMENT AND PAYMENTS ACCESS

**Model Payables/Travel & Expense Access after Existing User**

Print Name:                                                    NetID:

| ADD | DEL | | |
|---|---|---|---|
| ☐ | ☐ | Payment Request Update | View and modify Payment Requests entered by other users. *Assigned to Central AP Approvers. PG-AP-Pymnt-Request-Update-All |
| ☐ | ☐ | PPS PO Change Approver | Add and update display access to review/edit, create/submit and approve a PO change order. PG-PV-PPS-POC Approver |
| ☐ | ☐ | PPS Admin Buyer Approver | Display Only access to review the Add/Update PO pages and to apply approval. PG-PV-PPS-Admin Buyer Approver |

# Northwestern

## SECTION O: GENERAL LEDGER CENTRAL OFFICE ROLES

**Model General Ledger Access after Existing User**

**Print Name:**                                                                                                 **NetID:**

| ADD | DEL | | |
|---|---|---|---|
| ☐ | ☐ | Accounting Srv NUJrnl Approver | Approve journals created via the actuals journal portal. PG-GL-Acct Srv NUJrnl Approver |
| ☐ | ☐ | Accounting Srv Jrnl Entry | Enter Actuals journals via portal and NUFinancials pages. Commitment control and General Ledger inquiry. Save, edit, budget check journals. PG-GL-Acctng Srvcs Jrnl Entry |
| ☐ | ☐ | Accounting Srv Jrnl Review | Mark journals for posting via portal workflow/review function (cannot mark Accounting Services journals to post). Enter journals, approve journals. General Ledger reports. PG-GL-Accntg Srvcs Jrnl Review |
| ☐ | ☐ | Accounting Srv Jrnl Post | Post journals. PG-GL-Accntg Srvcs Jrnl Post |
| ☐ | ☐ | Accounting Srv Reports | General Ledger reports, Commitment Control and General Ledger inquiry. Ability to execute Nvision reports. PG-GL-Accntg Srvcs Reports |
| ☐ | ☐ | Accounting Srv Config | Allocations, bank account, fiscal year-end close, ledger, journal, setup pages. PG-GL-Acctng Srvcs Config |
| ☐ | ☐ | Accounting Services Super User | Aggregate role of all PG-GL roles. Permits access to all functions held by these roles. Limited to key managers in Accounting Services to expedite transaction processing when necessary. PG-GL Acctng Srvcs Super-User |
| ☐ | ☐ | Accounting Srv Jrnl Delete | Accounting Services Manager, receive notifications for journal delete requests. PG-GL-Accntg Srvcs Jrnl Delet |
| ☐ | ☐ | Accounting Srv CF Maintenance | Has ability to add and update chart field values. PG-GL-Accntg Srvcs CF Maint |
| ☐ | ☐ | Accounting Srv Tree Maintenance | Add, update trees. PG-GL-Accntg Srvcs Tree Maint |
| ☐ | ☐ | Inquiry with Attribute | PG-GL-KK Inquiry access with the following additional access: Budget attributes inquiry. PG-GL-KK Inquiry with Attribut |
| ☐ | ☐ | Bursar's Office CRT Access | Enter, review, and post CRT entries. PG-GL-Bursars Offce CRT Access |
| ☐ | ☐ | OSR Control Budget Attributes | Edit budget attributes. This role is not currently active but has been created for future use. PG-GL-OSR Control Buds |
| ☐ | ☐ | P-Card Admin | Allows access to the Purchasing module and several GL journal functions in order to run the P-Card interface and process the related journal. PG-PV-Pcard Admin |
| ☐ | ☐ | GL Reports | Access for only online NUFinancials GL Reports. PG-GL-Ledger Reports |
| ☐ | ☐ | Accounting Srv Jrnl Susp | Correct suspended Journals. PG-GL-Accntg Srvcs Jrnl Susp |
| ☐ | ☐ | AM Transaction Process | Create and process Asset physical and financial information. PG-NU-AM Transaction Process |
| **ADD** | **DEL** | **COGNOS Reporting, Generate and View reports in central folders indicated below** | |
| ☐ | ☐ | Accounting Services | Access to delivered reports in this folder. CEN_ACC_SERV |
| ☐ | ☐ | Balance Sheet | Access to delivered reports in this folder. SCH_BALANCE_SHEET |

## SECTION P: BANK RECONCILIATION CENTRAL OFFICE ROLES

**Model Bank Reconciliation Access after Existing User**

**Print Name:**                                                                                                 **NetID:**

| ADD | DEL | | |
|---|---|---|---|
| ☐ | ☐ | Bank Reconciliation Review | Bank reconciliation inquiry pages. PG-GL-Bank Reconciliation Review |
| ☐ | ☐ | Bank Reconciliation Mgr | Bank reconciliation setup and processing. PG-GL-Bank Reconciliation Mgr |

## SECTION Q: QUERY ACCESS

**Model Query Access after Existing User**

**Print Name:**                                                                                                 **NetID:**

Due to access to sensitive data, additional steps are taken to enhance the security around granting query access.  You will be contacted to complete a questionnaire which will be reviewed by the Controller's Office.

| ADD | DEL | | |
|---|---|---|---|
| ☐ | ☐ | Query Viewer | Run public NUFinancials queries. QY-NU-Query Viewer |
| ☐ | ☐ | Query Create | Create NUFinancials queries. QY-NU-Query Create |
| ☐ | ☐ | Query Scheduler | Schedule NUFinancials queries. QY-NU-Query Scheduler |
| ☐ | ☐ | FYE Query | Run FYE NUFinancials queries from FYE Query tab in WorkCenter. QY-NU-FYE_Query |

## SECTION R: TREASURY ACCESS

**Model Treasury Access after Existing User**

**Print Name:**                                                        **NetID:**

| A D D | D E L | | |
|---|---|---|---|
| ☐ | ☐ | Treasury Transfer Template Create | Create transfer and accounting templates in cash management (used on both transfer requests and bank statement accounting).  PG-GL-TR-Trns-Temp-Create |
| ☐ | ☐ | Treasury Transfer Template Approver | Approve transfer templates in cash management. PG-GL-TR-Trns-Temp-Approver |
| ☐ | ☐ | Treasury Transfer Create | Requests EFT and bank account transfers in cash management. PG-GL-TR-Trns-Create |
| ☐ | ☐ | Treasury Transfer Approver | Approve transfer requests in cash management. PG-GL-TR-Trns-Approver |
| ☐ | ☐ | Treasury Accounting Entry | Modify accounting entries created from accounting templates in cash management.  PG-GL-TR-Accntg-Entry |
| ☐ | ☐ | Treasury Accounting Approver | Approve modified accounting entries in cash management.  PG-GL-TR-Accntg-Approver |

# Northwestern

## Enterprise Systems Alumni and Financials
## Central Security Access Form

### 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.

| APPLICANT | | |
|---|---|---|
| **Print Name:** | **Signature:** | **Date:** |

| **B–D General Access, Workflow, RLS** | ☐ **Access Requested** | |
|---|---|---|
| **Applicant's Department Head** | **Print Name:** | |
| | **NetID:** | |
| ☐ **Request Approved** | **Email:** | |
| ☐ **Request Denied** | **Signature:** | **Date:** |

| **E: Facilities Central Office** | ☐ **Access Requested** | |
|---|---|---|
| **Facilities Security Admin** | **Route to Security Administrator, Facilities Mgt, 2020 Ridge, EV Campus** | |
| | **Print Name:** | |
| | **NetID:** | |
| ☐ **Request Approved** | **Email:** | |
| ☐ **Request Denied** | **Signature:** | **Date:** |

| **F: Grants Department Roles** | ☐ **Access Requested** | |
|---|---|---|
| **Dean's Office, Security Administrator** | **Enter Route to:** _____ | |
| | **Print Name:** | |
| | **NetID:** | |
| ☐ **Request Approved** | **Email:** | |
| ☐ **Request Denied** | **Signature:** | **Date:** |
| **OSR Security Administrator** | **Route to Security Administrator, OSR, 633 Clark, EV Campus** | |
| | **Print Name:** | |
| | **NetID:** | |
| ☐ **Request Approved** | **Email:** | |
| ☐ **Request Denied** | **Signature:** | **Date:** |

| **F2: OSR Central Office Roles** | ☐ **Access Requested** | |
|---|---|---|
| **OSR Security Administrator** | **Route to Security Administrator, OSR, 633 Clark, EV Campus** | |
| | **Print Name:** | |
| | **NetID:** | |
| ☐ **Request Approved** | **Email:** | |
| ☐ **Request Denied** | **Signature:** | **Date:** |

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| G: ORS Central Office Roles | ☐ Access Requested |
|---|---|
| **ORS Security Administrator** | **Route to Security Administrator, ORS, 2145 Sheridan, EV Campus** |
| | **Print Name:** |
| | **NetID:** |
| ☐ Request Approved | **Email:** |
| ☐ Request Denied | **Signature:**                                          **Date:** |

| I-J: Procurement Central Office Roles | ☐ Access Requested |
|---|---|
| **PPS Administrator** | **Route to Security Administrator, PRS, 2020 Ridge, EV Campus** |
| | **Print Name:** |
| | **NetID:** |
| ☐ Request Approved | **Email:** |
| ☐ Request Denied | **Signature:**                                          **Date:** |

| K: Budget Office Central Office | ☐ Access Requested |
|---|---|
| **Budget Office Security Administrator** | **Route to Security Administrator, Budget Office, 633 Clark, EV Campus** |
| | **Print Name:** |
| | **NetID:** |
| ☐ Request Approved | **Email:** |
| ☐ Request Denied | **Signature:**                                          **Date:** |

| M–R: Financial Operations IT Central Office | ☐ Access Requested |
|---|---|
| **Financial Operations IT Security Administrator** | **Route to Security Administrator, Financial Operations IT, 555 Clark, EV Campus** |
| | **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: |