



OSF FORM 301
(Revised 05/06)

STATE OF OKLAHOMA
System Access Authorization Request (Financials)

Requesting Agency Name/Number _____
Division/Department/Unit _____
Date _____

This request is for:

- Initial Set Up Additional Access Deletion of Access De-Activate

If this is to De-Activate, effective date of De-Activation _____

User Name _____ Phone _____
Job Title _____ *Employee ID# _____
Email address _____

I hereby authorize the above named individual access to the CORE/PeopleSoft System with the security levels indicated until we send written notification that their access should be terminated. I certify that the user has received the training necessary to successfully perform all functions granted them.

Requested by _____ Phone _____
Signature of Agency Security Representative

Name & Title (Please print) _____

Please select from the following (See Instructions for Description):

General Ledger

Manager's Approval: _____

- Report Reviewer
- Deposit Entry
- Transfer Entry
- View Only Deposits
- View Only Transfers
- View Only Corrections

Accounts Payable

Manager's Approval: _____

- Claim Entry
- Reviewer
- Report Requestor
- Express Check Supervisor
- Vendor Inquiry (See Item #6 on Page 2)
- AP Super User
- Payroll Withholding Claims Import
- Pcard Import

Purchasing

Manager's Approval: _____

- Requestor *
- Requisition Approver *
- Buyer *
- Receiver *
- PO Approver *
- Purchasing Assistants *
- PO Reconcile *
- PO/Requisition Inquiry
- PO Report Requestor

*** If these purchasing roles are selected, Form 301a must be completed and returned with this Form**

Miscellaneous

- Run Queries
- Interface (Upload/Download)

* For future use.

Security Agreement

The undersigned agrees to abide by the following:

1. Data originated or stored on State computer equipment is State property. Users will access only data which are required for their job. Users will not make or permit unauthorized use of any CORE/PeopleSoft data. They will not seek personal or financial benefit or allow others to benefit personally or financially by knowledge of any data which has come to them by virtue of their work assignment.
2. Users will enter, change, and delete data only as authorized within their job responsibilities. They will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry, nor will they knowingly alter or expunge from any record or report, or cause to be altered or expunged, a true and proper entry.
3. Users will not release CORE/PeopleSoft data except as required in the performance of their job or as directed in writing by their Appointing Authority.
4. Users are responsible for protecting their access authorization and must take steps to prevent others from using their User ID. Users will construct good passwords and manage them securely, keeping their passwords secret and not sharing them with others. If a user has reason to believe that others have learned his/her password, the user will change the password and notify the Help Desk of the situation. Users will not attempt to use the logons and passwords of others.
5. If a user finds that they have access to data they believe they are not authorized to view, they will exit from that data and report the problem to OSF Security.
6. I am aware of the responsibilities associated with access to the CORE/PeopleSoft System and agree to abide by the OSF Information Security Policies and Procedures. I understand that according to Section 840-2.11 of Title 74 Social Security Numbers, Home Addresses, and Home Telephone Number of current and former employees are confidential and not for public inspection or disclosure.

Signature of User _____ Date _____

In the case of needing a password reset by the Help Desk, we will require you to answer one of the following:

- Mother's maiden name Favorite Pet Place of Birth

Your answer: _____

For OSF Use Only:

Processed By _____
Date _____
User Notified _____
Agency Security Representative Notified _____

Entered in CRM by _____
Date _____



Instructions for completing System Access Authorization Request (OSF FORM 301).

Mark whether the request is to establish, de-activate or change a userid or type of access.

User Name, phone number, job title, employee ID# and email address: This is the person for which the userid or access is to be established. **(NOTE: The employee ID# is the number assigned to the employee on the CORE/PeopleSoft System. It is NOT their SSN#. This field may be left blank at this time.)**

Requested by: The Designated Agency Security Representative must make the request. A State Agency Security Representative Designation Form (OSF FORM 300) must be on file with the CORE Security Administrator.

DESCRIPTIONS

Financials

General Ledger

Report Reviewer – Runs reports and journals, views data online through inquiry, reviews exceptions, reviews budget activity.

Deposit Entry – Enters deposit information, edits journal.

Transfer Entry – Enters information for transfers (on-us) from agency special accounts and agency clearing accounts, edits journal.

View Only Deposits – View access to deposit pages.

View Only Transfers – View access to transfers pages.

View Only Corrections – View access to deposit corrections.

Accounts Payable

Claim Entry – Enters claim/voucher information into the system. Views information on vendors, receiver documents, POs, vouchers, payment status, rejected vouchers, and recycled vouchers.

Reviewer – Views information on vendors, receiver documents, POs, vouchers, payment status, rejected and recycled vouchers, journal drill down (voucher details), voucher budget checking status and exceptions, and budget inquiry.

Report Requester – Views information on vouchers, payments, vendors, and runs various reports on vouchers, payments, vendors, and budget to actual information.

Express Check Supervisor – Processes express payments and view/corrects express payment exceptions.

Vendor Inquiry – Views vendor name, address, location, 1099 information, contact information, and conversation notes.

AP Super User – Same access as claim entry (including expenditure corrections through journal vouchers) and reviewer, and access to some reports. Additional access includes (1) review, unpost, and correct certain voucher information after it has been saved but before it is paid, (2) to unpost, close and/or delete unneeded vouchers, and (3) use of control groups (future function).

Payroll Withholding Claims Import – To import payroll employee deduction information and create AP vouchers.

Pcard Import – Creates vouchers using Voucher Build Process for agencies using Pcards.

Purchasing

Requestor * – Enters, changes and reviews requisition information, can receive their own requisitions (purchase orders).

Requisition Approver * – Approves requisitions and can view requisitions.

Buyer * – Enters and maintains purchase orders, Request for Quotes, Sourcing Events and contract releases. Prints delivered purchasing reports. Can inquire on requisitions and inquire on budget funds for purchasing.

Receiver * – Receives goods or services online and inquires on receipts.

PO Approver * – Approves purchase orders, can view purchase orders.

Purchasing Assistants * – Can enter requisitions, purchase orders, RFQ responses and Event responses on behalf of buyers. (NOTE: This role does not dispatch Purchase Orders.)

PO Reconcile* - Access to PO Reconciliation Workbench in order to close Purchase Orders.

PO/Requisition Inquiry – Inquires on various purchasing activities and requisition accounting entries.

PO Report Requestor – Runs various reports regarding purchasing activities.

NOTE: If requesting purchasing roles designated with *, Form 301a must be completed and returned with the Form 301.

Miscellaneous

Run Queries – Allows the user to run pre-defined queries to select data from PeopleSoft and view the data online or download the information into an Excel spreadsheet.

Interface - Allows the user to submit jobs to build files to be downloaded or to load files for processing.

Send completed form to: **CORE Oklahoma Office**
3812 N. Santa Fe, Suite 100
Oklahoma City, OK 73118
Attn: Security

If you have any questions concerning this form, please contact Linda Belinski at 522-1775 or linda.belinski@osf.ok.gov.