



## System Access Authorization Request (Financials)

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### **Instructions: System Access Authorization Request (OMES FORM 301)**

This form must be completed following the guidelines below and signed by the user, user's manager, and agency security representative (ASR) prior to submission for access to OMES IS PeopleSoft Security and Provisioning.

- Please print legibly or type when completing this form.
- Pages 3, 4 and 5 must be completed relating to the agency for which the work will be performed, the user, the user's manager, and ASR (for data owning agency).
- Upon completion, this form and all applicable documentation required for this request shall be mailed to:  
**OMES IS  
Attn: PeopleSoft Security and Provisioning  
3115 N. Lincoln Boulevard  
Oklahoma City, OK 73105**
- Be sure to mark the "Type of Access" request in Section 2 on page 3 of this form, titled, "User Information". Only one type of request per form (mixing add and delete items may cause problems).
- The Employee ID# is not a Social Security number; it is the number assigned to the employee in the PeopleSoft HCM System.
- ASRs must have a signed, "[State Agency Security Representative Designation Form](#)" (OMES FORM 300) on file with OMES IS PeopleSoft Security and Provisioning and must be listed as an ASR under the requesting module, prior to approving User access.

### **PeopleSoft Financials Access Roles And Descriptions**

Below are the access roles listed on page 4 of this form with brief descriptions of the permissions for each and the name of the role as it appears in PeopleSoft Financials, if different. If training is required, course numbers are provided in parenthesis. Training must be completed prior to approving role access. Training course information, including training manuals and other related materials, is located at the following:

[https://www.ok.gov/cio/Customer\\_Portal/Business\\_Application\\_Services\\_Essentials/Financials/](https://www.ok.gov/cio/Customer_Portal/Business_Application_Services_Essentials/Financials/)

#### **Accounts Payable**

- Claim Entry (COR112)** – Enters claim/voucher information into the system. Views information on vendors, receiver documents, POs, vouchers, payment status, rejected vouchers and recycled vouchers.
- Reviewer (COR118)** – 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 (COR118)** – Views information on vouchers, payments, vendors, and runs various reports on vouchers, payments, vendors and budget to actual information.
- Express Check Supervisor (COR114)** – **Approved agencies only.** Processes express payments and view/corrects express payment exceptions.
- Vendor Inquiry (COR118)** – Views vendor name, address, location, contact information and conversation notes.
- AP Super User (COR113)** – Same access as claim entry (including expenditure corrections through journal vouchers) and reviewer, and access to some reports. Additional access includes (1) review, un post, 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 (COR214)** – **not eligible to be trained in-house unless previously approved)**  
– To import payroll employee deduction information and create AP vouchers.
- Pcard Import (COR216)** – **not eligible to be trained in-house unless previously approved)** – Creates vouchers using Voucher Build Process for agencies using Pcards.



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### General Ledger

Asterisk (\*) designates [OMES Form 301b](#) must be completed and returned with [OMES Form 301](#).

**Report Reviewer (COR123)** – Runs reports and journals, views data online through inquiry, reviews exceptions, reviews budget activity.

**OST Activity Statement \* – Agency (no specialized training required)** – Run the Treasurer Activity Report by Business Unit/Class-Funding with predefined access to Business Unit/Class Funding combinations.

### Purchasing

- Asterisks (\*\*) designate [OMES Form 301a](#) must be completed and returned with [OMES Form 301](#).
- Please contact [procurement.training@omes.ok.gov](mailto:procurement.training@omes.ok.gov) for training information.

**Requestor \*\* (non-ePro req creation - COR108; ePro req creation – contact OMES Central Purchasing for this training)** – 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 (may also need PO/Req Inquiry).

**Purchasing Assistant \*\*** – Can enter requisitions; purchase orders, RFQ responses and Event responses on behalf of buyers. (NOTE: This role does not dispatch Purchase Orders.) This role is known in PeopleSoft Financials as, “Assistant PO”.

**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. This role is known in PeopleSoft Financials as, “PO Inquiry”.

**PO Report Requestor** – Runs various reports regarding purchasing activities.

**Catalog Inquiry (no specialized training required)** – Procurement users needing to search for items and categories using the Content Tool. This role is known in PeopleSoft Financials as, “MDC\_PU\_CG\_INQUIRY\_OK”.

### Miscellaneous (no specialized training required)

**Run Query Only** – Allows the user to run pre-defined queries to select data from the State Accounting System and view the data online or download the information into an Excel spreadsheet.

**Archive Access** – Access to Financials Archive Database. View access and reports.

**Financial Analytics, View** – Provide access to Oracle Business Intelligence Financial Analytics via PeopleSoft Financials to run pre-built reports.

**Interface – Non-Higher Ed - Approved agencies only**, AP EDT Claims access. Allows the user to submit jobs to build files for processing, upload/download.

**Interface – Higher Ed Agencies** - Please specify, “AP EDT Claims”, “Nightly Vendor Interface”, or both. Allows the user to submit jobs to build files to be downloaded or to load files for processing.

If you have any questions concerning this form, please contact OMES IS PeopleSoft Security and Provisioning at: [PeopleSoftSecurity@omes.ok.gov](mailto:PeopleSoftSecurity@omes.ok.gov)



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### System Access Information

#### 1. Agency:

Requesting Agency Name: \_\_\_\_\_ Number: \_\_\_\_\_  
Division/Department/Unit: \_\_\_\_\_ Date: \_\_\_\_\_

#### 2. User:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Access:  Initial Set-Up       Additional Access       Deletion of Access  
 De-Activate\*       Re-Activate

\*If this request is to De-Activate, effective date of De-Activation: \_\_\_\_\_

#### 3. User's Manager Approval:

I certify this user has received all training necessary to successfully perform the requested functions.

Training Course Name(s) and Number(s): \_\_\_\_\_

Training Provided By: \_\_\_\_\_ Training Completion Date(s): \_\_\_\_\_

Manager's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Manager's Email Address: \_\_\_\_\_

#### 4. Agency Security Representative Approval:

I hereby authorize this user to have access to the PeopleSoft System, with the security levels indicated until authorized notification is submitted that their access should be terminated. *Management has implemented procedures to provide for segregation of duties to prevent or detect errors and irregularities, and acknowledges the risk associated with the lack of segregation of duties.*

ASR Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

ASR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ASR Email Address: \_\_\_\_\_ Phone: . \_\_\_\_\_



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### 5. User Access Selection:

Please select requested access from the following list of roles. This section will not need to be completed if mirroring the access of another employee. (If needed, role descriptions can be found on pages 1 and 2.)

#### Accounts Payable

- Claim Entry
- Reviewer
- AP Report Requestor
- Express Check Supervisor (approved agencies only)
- Vendor Inquiry (See Item #6 on Page 5)
- AP Super User
- Payroll Withholding Claims Import
- Pcard Import

#### General Ledger

- Report Reviewer
- OST Activity Statement – Agency \*

**Asterisk (\*) designate form 301b must be completed and returned with this form**

#### Purchasing

- Requestor \*\*
- Requisition Approver \*\*
- Buyer \*\*
- Receiver
- PO Approver \*\*
- Purchasing Assistant \*\*
- PO Reconcile \*\*
- PO/Requisition Inquiry
- PO Report Requestor
- Catalog Inquiry

**Asterisks (\*\*) designate form 301a must be completed and returned with this form**

#### Miscellaneous

- Run Queries
- Archive Access
- Financial Analytics - View
- Interface – Non-Higher Ed (approved agencies only)
- Interface – Higher Ed\*\*\*

**\*\*\*Specify:**

(see directions on pg 2 if needed)



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### 6. User 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 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 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 OMES Service 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 OMES IS PeopleSoft Security and Provisioning.
6. I am aware of the responsibilities associated with access to the State Accounting System and agree to abide by the OMES IS Security Policies and Procedures. I understand that according to Section 840-2.11 of Title 74 of the Oklahoma Statutes the home addresses, home telephone numbers, social security numbers, and information related to personal electronic communication devices of current and former state employees shall not be open to public inspection or disclosure without written permission from the current or former state employees or without an order from a court of competent jurisdiction.

**Signature of User:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For OMES Use Only:**

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_

User Notified : \_\_\_\_\_

Agency Security Representative Notified: \_\_\_\_\_

Date : \_\_\_\_\_