OMNI AR/Billing: Security for Auxiliary AR/Billing

Use this guide to understand how to request access to security roles for OMNI Auxiliary AR/Billing.

What Roles Are Required?

**FSU_AUX_BILLING**

Description: Gives user access to pages required to originate auxiliary (non-sponsored) bills
Primary Approver: Cassandra Rayne
Backup Approver: Chris Warren

**FSU_AUX_CONTRACTS**

Description: Gives user access to pages required to originate auxiliary (non-sponsored) contracts
Primary Approver: Cassandra Rayne
Backup Approver: Chris Warren

**FSU_AUX_PRODUCTS**

Description: Gives user access to pages required to maintain auxiliary (non-sponsored) products
Primary Approver: Cassandra Rayne
Backup Approver: Chris Warren

**FSU_SECURITY_QUERY_SFS_SECURE**

Description: Gives user access to pages required to view payment queries
Primary Approver: ERP
Backup Approver: ERP

How do I know who has the roles in my department?
Please review the query FSU_DPT_AUX_ARBILLING_ROLES.
Requesting the Roles (Or Removing a Role)

OMNI HR > Main Menu > eORR Online Role Request > Submit Request-Add/Remove Role

1. Navigate to OMNI Human Resources > Main Menu > eORR Online Role Request > Submit Request-Add/Remove Role
2. Search by Name as prompted; select the desired employee.

3. On the “Select the Application” page, select the radio button next to “Financials” and hit “Continue”
4. Select “Add” or “Delete” as appropriate and select “Continue”
   a. Select “Add” if you wish to add the role to an employee profile
   b. Select “Delete” if you wish to delete the role from an employee profile
5. Select the radio button next to “Central Office Roles” on the next screen, and then select “Continue”

6. Select the Role(s) appropriate for the employee’s duties
a. Notes:
   i. See the above list under “What Roles are Required?” to understand which roles are available for Auxiliary Department users
   ii. Employees with the ability to apply payments or process checks from customers should not have the ability to create contracts/bills
   iii. Employees with the ability to create customers should not have the ability to create contracts/bills or apply AR

b. Select the Role(s) on the list by using the checkbox to the left of the role(s):

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSU_AUDITOR_RO</td>
<td>Auditor READ ONLY</td>
</tr>
<tr>
<td>FSU_AUX_AR_SPECIALIST</td>
<td>Maintain auxiliary AR</td>
</tr>
<tr>
<td>FSU_AUX_BILLING</td>
<td>Originate auxiliary bills</td>
</tr>
<tr>
<td>FSU_AUX.Contracts</td>
<td>Originate auxiliary contracts</td>
</tr>
<tr>
<td>FSU_AUX_CUSTOMER</td>
<td>Maintain auxiliary customers</td>
</tr>
<tr>
<td>FSU_AUX_PRODUCT</td>
<td>Maintain auxiliary products.</td>
</tr>
<tr>
<td>FSU_BANK_RECONCILIERS</td>
<td>Treasury Mgmt Office ONLY</td>
</tr>
<tr>
<td>FSU_BANK_SUPERVISOR</td>
<td>Treasury Mgmt Office ONLY</td>
</tr>
<tr>
<td>FSU_BI_ACCOUNTANT</td>
<td>Central Office Role</td>
</tr>
<tr>
<td>FSU_BI_ALL_MANAGERS</td>
<td>Student Financial Svcs ONLY</td>
</tr>
<tr>
<td>FSU_BI_ALL_SUPERVISORS</td>
<td>Student Financial Svcs ONLY</td>
</tr>
<tr>
<td>FSU_BI_BANK_MANAGER</td>
<td>Treasury Mgmt Office ONLY</td>
</tr>
<tr>
<td>FSU_BI_COORDINATOR</td>
<td>Central Office Role</td>
</tr>
</tbody>
</table>

When the role(s) are selected, select “Continue” at the bottom of the page:
7. Select the “Reason For Request” in the dropdown box and enter appropriate, helpful comments in the Justification text box.
   a. For example: “Required to perform essential job duties related to Billing due to Auxiliary AR/Billing Implementation effective 7/1/2016”

8. Select “Submit.”

9. The employee (if the employee did not initiate the request), the employee’s supervisor, and the Central Office representative will be required to approve the request by navigating to the eORR page, navigating to their HR worklist, or clicking the link(s) sent within the automated email(s) generated by the request.

10. When the request has been fully approved and/or denied, the employee will receive notification with a link to see the status of the request.

11. When the request has been fully approved, the employee will have access to the screens required to perform their job functions.

12. Notify ctl-auxiliaryaccounting@fsu.edu of any issues viewing pages or other concerns regarding Auxiliary AR/Billing security.