



OMNI AR/Billing: Security for Auxiliary AR/Billing

Detailed Business Process Guides – ASECURITY1

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 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.

The screenshot shows the 'myFSU OMNI Human Resources' interface. At the top right, the user ID 'SQ91HR' is displayed. The breadcrumb navigation path is: Favorites > Main Menu > eORR Online Role Request > Submit Request-Add/Remove Role. The page title is 'Online Role Request Employee Search'. Below the title, it says 'Specify your search parameters.' The search criteria are: '* Search by:' with a dropdown menu set to 'Last Name', and 'Last Name:' with a text input field containing 'hartsfield'. A yellow highlight is around the 'hartsfield' text. A 'Search' button is below the input field. Below the search area is a 'Search Results' table with columns: Name, Employee ID, Empl Record, Job Title, and Department. The table contains five rows of results, with the first row, 'Anne Hartsfield', circled in red. At the bottom left of the table area, there is a note: '* Indicates a Required Field.'

Name	Employee ID	Empl Record	Job Title	Department
Anne Hartsfield	000037269	0	1434	UBA
Brian Hartsfield	100362877	0	YT00	CONTROLLER
Margaret Hartsfield	000045017	0	9018BS	DRS_ADMN
Paul Hartsfield	000096440	0	H9003	MED_TLH
Ronald Hartsfield	000078072	1	9002AS	MED_PENSCL

3. On the “Select the Application” page, select the radio button next to “Financials” and hit “Continue”



myFSU **SQ91HR**
OMNI Human Resources

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

Create Role Request
Select the Application

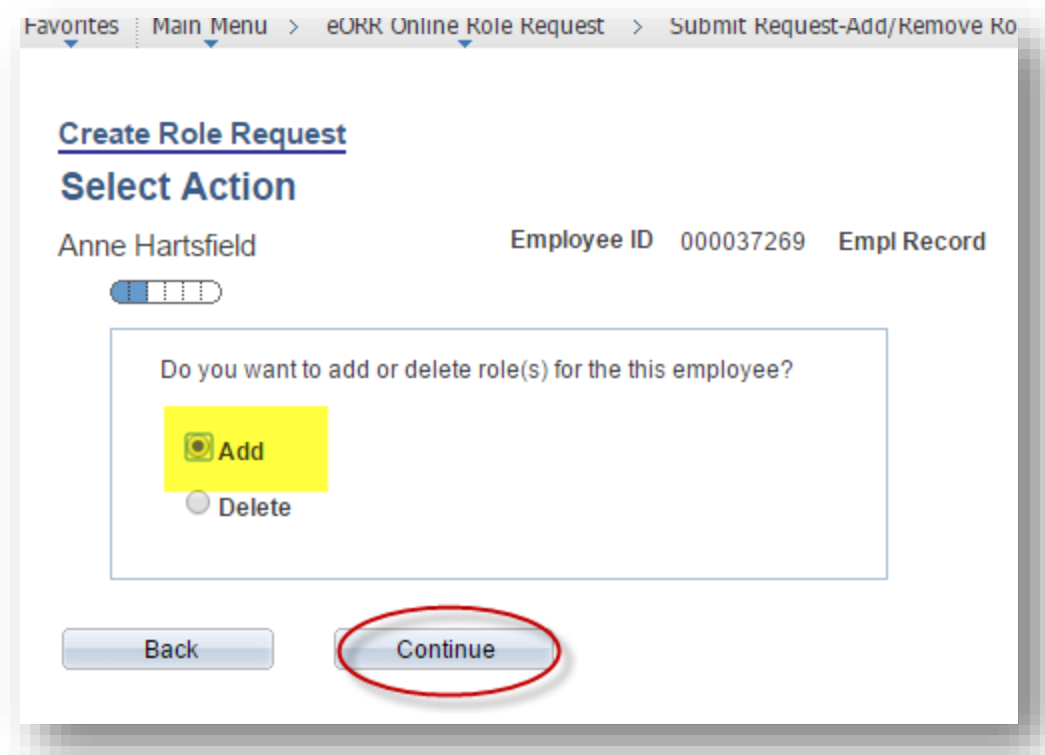
Anne Hartsfield Employee ID 000037269 Empl Record 0

Progress bar

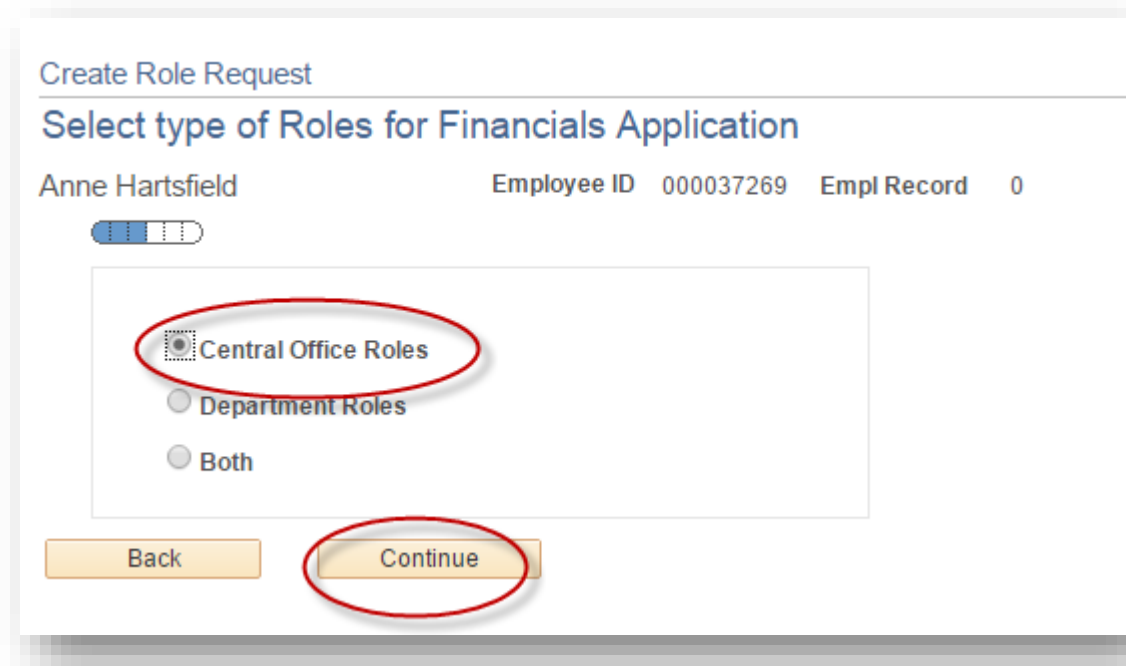
- Financials ?
- Human Resources ?
- Student OBI ?
- External Application(Non-OMNI) ?
- Customer Relations Management ?
- Campus Solutions ?
- Nolij ?
- Hyperion ?

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):

<input type="checkbox"/>	FSU_AUDITOR_RO	Auditor READ ONLY
<input type="checkbox"/>	FSU_AUX_AR_SPECIALIST	Maintain auxiliary AR
<input type="checkbox"/>	FSU_AUX_BILLING	Originate auxiliary bills
<input type="checkbox"/>	FSU_AUX_CONTRACTS	Originate auxiliary contracts
<input type="checkbox"/>	FSU_AUX_CUSTOMER	Maintain auxiliary customers
<input type="checkbox"/>	FSU_AUX_PRODUCT	Maintain auxiliary products.
<input type="checkbox"/>	FSU_BANK_RECONCILIER	Treasury Mgmt Office ONLY
<input type="checkbox"/>	FSU_BANK_SUPERVISOR	Treasury Mgmt Office ONLY
<input type="checkbox"/>	FSU_BI_ACCOUNTANT	Central Office Role
<input type="checkbox"/>	FSU_BI_ALL MANAGERS	Student Financial Svcs ONLY
<input type="checkbox"/>	FSU_BI_ALL_SUPERVISORS	Student Financial Svcs ONLY
<input type="checkbox"/>	FSU_BI_BANK_MANAGER	Treasury Mgmt Office ONLY
<input type="checkbox"/>	FSU_BI COORDINATOR	Central Office Role

- c. When the role(s) are selected, select “Continue” at the bottom of the page:

<input type="checkbox"/>	FSU_SRS_QUALITY_ASSURANCE	Central Office Role
<input type="checkbox"/>	FSU_SRS_POWERUSER	Central User Role
<input type="checkbox"/>	FSU_TE_MANAGER	Central Office & UBAs ONLY
<input type="checkbox"/>	FSU_TE_PAY_MANAGER	Payroll Office ONLY
<input type="checkbox"/>	FSU_TE_REASSIGN	Travel Office ONLY
<input type="checkbox"/>	FSU_TREE_MANAGER	Controller's Office ONLY
<input type="checkbox"/>	Grants Workflow By Pass	Central Office ONLY



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”*

Create Role Request

Role Entry for Financials Application

Anne Hartsfield Employee ID 000037269 Empl Record 0

General Information

*Reason for Request: Change in Job Duties *Justification: Required to perform essential job duties related to Billing due to Auxiliary AR/Billing Implementation effective 7/1/2016

Request Status: Pending

Department: 030000 Univ Business Administrators

Supervisor: 000003483 Powell, Barbara A

Created On: 07/01/2016 By: CRAYNE

Last Updated: By:

Following roles are already assigned to this employee in Financials Application

None

Roles Personalize | Find |

Role Name	Description
FSU_AUX_BILLING	Originate auxiliary bills

Back Submit

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.