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?
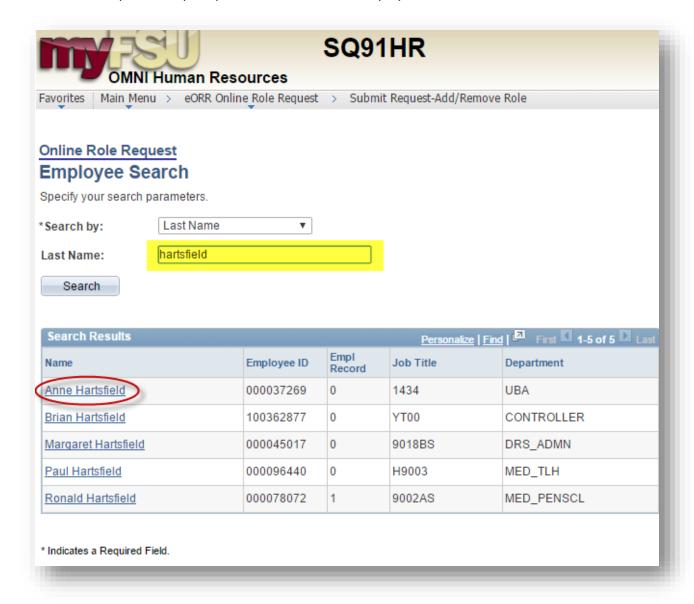Please review the query FSU_DPT_AUX_ARBILLING_ROLES.

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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"

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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

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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

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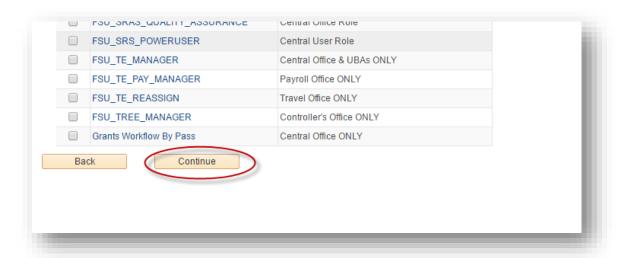
b. Select the Role(s) on the list by using the checkbox to the left of the role(s):

☐	FSU_AUDITOR_RO	Auditor READ ONLY
☐	FSU_AUX_AR_SPECIALIST	Maintain auxiliary AR
☐	FSU_AUX_BILLING	Originate auxiliary bills
☐	FSU_AUX_CONTRACTS	Originate auxiliary contracts
☐	FSU_AUX_CUSTOMER	Maintain auxiliary customers
☐	FSU_AUX_PRODUCT	Maintain auxiliary products.
☐	FSU_BANK_RECONCILIER	Treasury Mgmt Office ONLY
☐	FSU_BANK_SUPERVISOR	Treasury Mgmt Office ONLY
☐	FSU_BI_ACCOUNTANT	Central Office Role
☐	FSU_BI_ALL_MANAGERS	Student Financial Svcs ONLY
☐	FSU_BI_ALL_SUPERVISORS	Student Financial Svcs ONLY
☐	FSU_BI_BANK_MANAGER	Treasury Mgmt Office ONLY
☐	FSU_BI_COORDINATOR	Central Office Role

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

☐	FSU_SRAS_QUALITY_ASSURANCE	Central Office Role
☐	FSU_SRS_POWERUSER	Central User Role
☐	FSU_TE_MANAGER	Central Office & UBAs ONLY
☐	FSU_TE_PAY_MANAGER	Payroll Office ONLY
☐	FSU_TE_REASSIGN	Travel Office ONLY
☐	FSU_TREE_MANAGER	Controller's Office ONLY
☐	Grants Workflow By Pass	Central Office ONLY

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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 | 🗗 | 🏢   First ◄ 1 of 1 ► Last

Role Name	Description		
FSU_AUX_BILLING	Originate auxiliary bills		

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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.

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