



Financials PeopleSoft Operator Id Request

This form must be completed in full and all signatures are required for all Operator ID access actions. Upon confirmation that your access is sufficient, you will be granted access. The Supervisor and Institution Security Officer should retain a copy of this form. This completed form should be submitted to: Vonita Scott (vscott@lctcs.edu) or fax to: 225-922-0789. Email lctcs@sparkhound.com for security related issues.

Completed By Applicant:

Operator Id Action: Add Operator ID Modify Access Delete Access

Database Access: FS7PRD (Financials Production) FSPRDTST (Financials Test)

First Name: _____ Last Name: _____ Middle Initial: ____

PS EMPLID: _____ Job Title: _____ Email Address: _____

Institution (Campus) Name: _____ Campus Phone: (____)____-____ Ext: _____

Functional Training Scheduled Date: _____ Query / Crystal Training Completed Date: _____

Access Types

PLEASE SELECT ALL THAT APPLY:

Run Queries Only **Create & Run Queries**

- | | | |
|---|---|--|
| AM: <input type="checkbox"/> @AMADD - Asset Add Panels | <input type="checkbox"/> @AMINQ – Inquiry | <input type="checkbox"/> @AMRPTS - Asset Rpts. |
| <input type="checkbox"/> @AMCAP - Asset Capital Acquisition Plan | <input type="checkbox"/> @AMINV - Asset Inventory | <input type="checkbox"/> @AMSETUP - Asset Mgmt. Setup Tbls. |
| <input type="checkbox"/> @AMCLOSE - Asset Depr & Period Close | <input type="checkbox"/> @AMMSCHG - Asset Mass Change | <input type="checkbox"/> @AMSVREP - Asset Service & Repair |
| <input type="checkbox"/> @AMCORR - Asset Correction | <input type="checkbox"/> @AMINTFC - Asset Interface to A/P & PO | <input type="checkbox"/> @AMPRCS - Asset Processes |
| <input type="checkbox"/> @AMUPDT - Asset Update& Maint. | <input type="checkbox"/> @AMOPRPF - Operator Pref.-Asset Mgmt. | <input type="checkbox"/> @AFR – AFR Reporting |
| AP: <input type="checkbox"/> @APADJ - AP Adjustments, | <input type="checkbox"/> @APPROC - AP PROCESS | <input type="checkbox"/> @APPYAPL – Paycycle Approval |
| <input type="checkbox"/> @APENTRY–Accts. Pay/Voucher Entry | <input type="checkbox"/> @APVOID- Void – Payment Cancellation | |
| <input type="checkbox"/> @APINQ - AP Inquiry | <input type="checkbox"/> @APCPRPT – Create Payments Rpts. | |
| <input type="checkbox"/> @APSUPER - AP Supervisor/Paycycle | <input type="checkbox"/> @APWTHOP – Struc. Proc Opt–Withhold. | <input type="checkbox"/> @APGRPEN – Group Information |
| <input type="checkbox"/> @APOPRPF - Operator Pref – Payables | <input type="checkbox"/> @APRPTS – Accounts Payable Reports | |
| AR: <input type="checkbox"/> @ARCOLL - Collect Receivables | <input type="checkbox"/> @AROPRPF - Operator Preferences AR | <input type="checkbox"/> @ARRPTSE - AR Entry Reports, |
| <input type="checkbox"/> @ARENTRY – Receivables Entry | <input type="checkbox"/> @ARPRCS - AR Processes | <input type="checkbox"/> @ARRPTSM - AR Maint. Reports |
| <input type="checkbox"/> @ARINQ – Receivables Inquiry | <input type="checkbox"/> @ARPYMNT – Receiv. Paymts-Deposits | <input type="checkbox"/> @ARRPTSP - AR Payment Reports |
| <input type="checkbox"/> @ARMAINT - Maintain Receivables | <input type="checkbox"/> @ARRPTSC - AR Collection Rpts. | <input type="checkbox"/> @ARSETUP - Receivables Setup Tabls. |

First Name: _____ Last Name: _____

- BI:** @BIADJ - Billing Adjustments @BIENTRY - Enter Billing Information @BIPRCS - Create Invoices Processes
 @BICUSIN - Customer Inquire @BIINQ - Billing Data Inquire, @BIREPRT - Invoice Reports
 @BICUSMN - Maintain Customers @BIOPRPF – Oper. Preferences Billing @BISSETUP - Billing Setup Tables
- FS Admin:** @BNKSTMT - Bank Statements @BRBANKS - Banks & Counterparties @FSSETUP - FS setup
 @BRSPEED - Maintain SpeedTypes @FSOPRPF - Operator Pref – Overall @EDIMGR – EDI Manager
 @BRESTBU - Business Unit/Add Maintain @GOLOCAT – Locations-Gen. Options @FSSPEED - Speed Chart
- GL:** @BRADBCN - Administer Budgt. Contrl @GLALLOC – Allocations @GLJRGEN - Journal Generate
 @BRCHADA - Add Accounts @GLBUDOV - Journal Budget Override @GLLOAD - Load Journals
 @BRCHADO - Add Chartfields except Acct. @GLCBANA – Contrl. Budgt. Anal./Report @GLMAINT - Maintain Ledgers
 @BRCHREP - Chartfield Reports @GLCBINP - Controlled Budget Entry @GLOPRPF - Operator Pref - G/L
 @BRCHTCO - Chartfield Correction @GLCBJRN – Add Project/Grant Journals @GLPRCS - Edit, BCM, Post Journals
 @BRCHTIN - Chartfield Inquire @GLCONS – Consolidations @GLREPOR - Ledger & Journal Reports
 @BRCHTUP - Chartfield Update Display All @GLENTRY - Input General Journals @GLSB - Standard Budget Entry & Adj
 @BRCOMBO - Combo Edit Definitions @GLINQ - Ledger & Journal Inquire @GOCALTM - Calendar Maintenance
 @BRCOMPR – Combo Edit Processing @GLJMARK - Mark Journals for Posting @GOGL - Gen Opts - G/L & Journals
 @CBOPRPF - Cont Budg. Oper. Pref. @BRPRGRC – Project/Grant Correction @GOFUND – General Opt. Fund Source
 @GOPERS - Gen Opts Personal Data @GOOPCB – Opr. Pref. Contr. Budgt. @BULDGER – Establish BU Ledgers
 @GLINTFC - General Ledger Interface
- PO:** @CONINQ - Contracts Inquire @POOPRPF – Oper. Pref–Procurement @REQPROC - Req processes
 @CONTRCT – Contract Entry @PORECVR - Purchasing Enter Recv. @REQMCAN - Req Mass Cancel
 @GOPROC - Gen Opt - A/P & Purchasing @PORPTS – PO Reports/ PO print @RFQMNT - Request for Quotes
 @POAPRVL – PO Approval @POMCANL – PO Mass Cancel @RFQINQ - RFQ INQUIRY
 @POBUYER - PO Build and Dispatch @REQAPVL - Req approval @SPGEN - Struct Proc Opts – General
 @POENTRY – Purchase Order Entry - **Approval** Yes No
 @REQENT - Requisition Entry @SPSCHRT-Struct Proc Opts Speed
 @POINQ - Purchase Orders (Inquiry) @REQINQ - Req Inquiry @SPWTHD -Struct Proc Opts WithHold.
 @POREQS - Purchase Order Requisitions @REQRPT – Requisition Items Reports
 @POPRCS - PO Processes excluding PO Dispatch & Build
- VND:** @VDOPRPF - Operator Pref – Vendor @VENDOR - Vendor Entry & Maint. @EDIMGR – Load Student Refunds
 @VNDRAPL - Vendor Approval @VNDINQ - Vendor Inquiry @VEN1099 – Vendor 1099
- Misc:** @ALLOCAT – Allocation Entry @NVALL - Nvision User (All Users) @PTQUERY – People Tools Query
 @ITEMMNT – Maintain Items @NVENTRY - Nvision Entry @PTALL – People Tools
 @QRYRUN – Run Queries Only #REQRPT – Req Items Reports #GLBPTRF – Budget Period Transfer

- #POROLL-PO Rollover Workbench #PJGRTJL – Project Grant Journal #PJGRTJL – Project Grant Journal
- @TREEMNT - Tree Manager Entry&Mnt. @TREEUSR –Tree Manager User @FSCLOSE – Closing Rules
- @WORKFLOW - Workflow #PRCMON – Process Monitor #RECOPR – Recv. For Opr. Preferences
- #SHIPPRC – Mgmt.Shipments Proces. #BULEDGR – Define Business Rules #OPPRFIN – General Options Inquiry
- #GOTIME – Time Spans #@AMLPA – AM LPAA Int.face Run @FAOACC – Financial Aid Officers Access
- #RPTALL - Custom Reports (Access in SA7PRD) #ORGREF - Organizational refunds (Access in SA7PRD)
- #PRCSCHD – Process Scheduler (Access in SA7PRD) #APPDES – App Designer Create (Access in SA7PRD)
- #SAQUERY – SA Query (Access in SA7PRD) #APPDINQ – App Designer Inquire (Access in SA7PRD)
- @AUDITOR – Auditor Class – Inquiry Only db_datareader – read only – SQL- Auditor Only

FOR DB_DATAREADER ACCESS TO SQL, QUERIES CAN ONLY BE RUN BEFORE OR AFTER NORMAL BUISNESS HOURS. (8AM- 5PM – NORMAL BUSINESS HOURS)

Confidentiality Statement

I understand that my PSOPERID is my personal identification and provides permissions to valuable data and automated resources. My PSOPERID is not to be shared with any other employee. As the owner of a PSOPERID it is my responsibility to protect the resources I have been permitted by protecting the confidentiality of my password. I understand that any use of my unique PSOPERID is monitored and that I am accountable for how it is used.

Should you need to call for assistance with your PSOPERID you may be requested to provide additional information to confirm that you are the PSOPERID's true owner. Please fill in the following information, which will be used for that confirmation:

Mother's Maiden Name (Please Print Clearly): _____ Father's First Name (Please Print Clearly): _____

Employee
Signature: _____ **Name:** _____ **Date:** _____

Supervisor
Signature: _____ **Name:** _____ **Date:** _____

(To be completed by Institutional Security Officer)

I verify that the individual whose name appears on this form is currently employed at the institution named above. I also authorize this employee to have the access indicated on this form. I understand that should this person leave the institution or be assigned to another position that I am to contact the LCTCS Security Administrator within one working day of the employee's change in status. I verify that all information on this form is accurate and complete.

Institution Security Officer

Name (Please Print): _____

Title: _____ Telephone: _____

Signature: _____ **Date:** _____

LTC District Accountant:

Signature: _____ **Name:** _____ **Date:** _____

Functional System Owner(s):

Name: Shannon Sedberry **Signature:** _____ **Date:** _____

LCTCS Security Administration Use Only:

Actions Taken: _____ Operator Id Assigned: _____ Date: _____

PeopleSoft Primary Security Class: _____ PeopleSoft Row Level Security Class: _____

Signature: _____