

**DEPARTMENTAL
FINANCIAL SECURITY
CONTACT
PERSON
MANUAL**

February 2013

Version 4.0

Texas A&M University

Financial Management Operations-Financial Training & Security

Introduction

The purpose of this manual is to assist Department Security Contact persons in managing their departmental user access files.

To make suggestions for this manual or call attention to errors, please contact (979) 458-5555 or copy the page with the error, note the correction or suggestion and send it to:

Texas A&M University
Financial Security & Training
Financial Management Operations
750 Agronomy Road, Suite 3101
6000 TAMU
College Station, TX 77843-6000
FMO-FTS@tamu.edu

Resources

The following resources are available to all of our customers:

- Financial Security and Training
 - 979-458-5555
 - E-mail - FMO-FTS@tamu.edu
 - Texas A&M University FINANCIAL SYSTEM Website. Information on this site is targeted to Texas A&M University customers. <http://fmo.tamu.edu/>
- Texas A&M University System FAMIS Website. Numerous FAMIS manuals exist at this site to help FAMIS users for every System agency.
 - <http://www.tamus.edu/offices/famis/>
- Financial Management Operations Electronic Listservs
 - See <http://fmo.tamu.edu/listserv/> for subscription information.

Texas A&M University Customers

The Division of Finance's Financial Management Operations Department at Texas A&M University - College Station provides security and training support for over 2,000 users at the following Texas A&M University System parts:

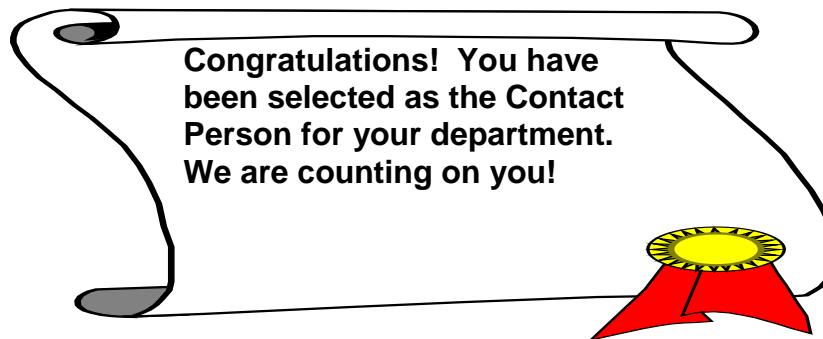
- [Texas A&M University - College Station \(Part 02\)](#)
- [Texas A&M University - Galveston \(Part 10\)](#)
- [Texas A&M University System-\(Part 01\)](#)

Financial Management Operations provides FINANCIAL SYSTEM training support only to the following System parts:

- [Texas Agricultural Experiment Station \(Part 06\)](#)
- [Texas Agricultural Extension Service \(Part 07\)](#)

Financial Management Operations may accept training from other TAMU system parts with written documentation of the training completed and review of the training to assure that it does not substantially differ from the Training offered by Financial Management Operations.

Financial Contact Person Responsibilities



A **Contact Person** is someone in the department who is responsible for maintaining the departmental ACCESS files. These files should contain documentation concerning access levels for everyone in the department who has access.

The following is a list of Contact Person responsibilities:

1. **Complete access forms.** The Contact should complete access forms to 1) maintain control over who receives certain access in the department and to 2) guarantee that all paperwork submitted to Security is correct to avoid access delays.
2. **Analyze requests.** Contacts should analyze all access requests. It is the department's responsibility to ensure that the access given to the employees is correct *at all times* and is directly tied to the person's job duties *at all times*.
3. **Maintain files/records.** Contacts should keep a file for each individual requesting access. Since individuals sometimes change jobs within the department, contacts should also periodically review the access to ensure that it is correct at all times. If no access records exist in the department, a Contact may request copies from Security.
4. **Notify Security and Office Manager/Delegates of terminations or job changes.** *No individual should have any access after he/she has terminated or transferred to another department.* Contacts will need access to job change information within the department so they can notify Security and the Department's Office Manager of any job changes requiring access changes.
5. **Report security breaches.** Contacts should report any security breaches and/or password sharing to Financial Training & Security for further investigation and possible disciplinary action.
See <http://finance.tamu.edu/fmo/ts/docs/breach.asp> for security breach procedures.
6. **Brief new employees about the FINANCIAL SYSTEMS.** Individuals who know why they are attending training get the most out of the training. Please do not send employees to training without explaining what these are and how they will benefit their job.

7. **Schedule training.** Contacts should be aware of the scheduling procedures and ensure that users get scheduled for all of the required courses needed to retain access. Student workers are required to attend the same required classes as staff. Please keep this in mind when hiring them to do financial functions.
8. **Communicate information to users.** Financial Training & Security utilizes an electronic mail listserv system to distribute important information. See <http://fmo.tamu.edu/listserv/> for subscription instructions. Whenever Financial Training & Security needs to relay information, they send one email to everyone who has subscribed to the listserv.
9. **Maintain records of additional systems where access is granted by FMO** users may also have FMO and/or Payroll Imaging Access, USAS, Payformance, CORE, or Pathway Net access (including a Purchasing Card or CBA). The Security contact is responsible for assuring that access to these systems is removed, or modified at any time a personnel action is submitted. These include Transfer, Promotion, Retirement or Termination.

Assigning a Contact Person

To assign a DEPARTMENT SECURITY Contact Person, the department submits the *FD-860* form to Financial Training & Security. The individual will become the primary contact for the department/sub-department unit(s) listed on them form.



Financial System Access

Authorized FINANCIAL SYSTEM Users

Full-Time and Part-Time Employees

Any Texas A&M University employee may receive access to FINANCIAL SYSTEMS as long as the access relates to the individual's job functions. Any individual who is not a Texas A&M University employee must have justification for needing access, in which case Financial Management Operations must approve those requests. All employees who are on leave, of any kind; for more than 2 weeks must have their Financial System Access temporarily expired.



Student Workers

Student workers may have Financial System Access. They are required to attend the same required classes as staff. Unless there are *significant* extenuating circumstances, we cannot schedule one-on-one training for student workers who are unable to meet the training requirements due to their class schedules. Please keep this in mind when hiring them to do financial functions. Also, student workers' must have their access temporarily expired during holidays and breaks which exceed 2 weeks, including internships, summer holidays, etc.

It is the Department Security Contact's responsibility to notify Financial Training & Security if a student worker terminates.

Student workers do not appear on security reports; therefore, Financial Training & Security will not know when to remove Financial System Access. No one should keep access after he/she has terminated employment with the department.



Temporary Workers

Temporary workers may have Financial System Access. They must attend all required training FINANCIAL SYSTEMS classes at the regularly scheduled class time to keep access.

It is the Department Security Contact's responsibility to notify Financial Training & Security if a temporary worker terminates.

Temporary workers do not appear on security reports; therefore, Financial Training & Security will not know when to remove

Financial System Access. No one should keep access after he/she has terminated employment with the department.



Employees from Other Texas A&M System Parts

Individuals employed at another Texas A&M System Part, for example, Health Science Center, Texas Agricultural Experiment Station, etc., may have Financial System Access to Texas A&M University as long as the access relates to the individual's job functions. The security coordinator where the person works should establish the FINANCIAL SYSTEMS identification number and forward all paperwork to Texas A&M Financial Training & Security. The person must provide justification for needing access, in which case Financial Management Operations must approve.

Authorized Users by Department

Monthly, Financial Training & Security updates the FINANCIAL SYSTEMS user list and places the list on the website <http://fmo.tamu.edu/training-security/docs/overview/famis-canopy-customers/>. The list only shows the department that gave authorization for the person to have Financial System Access. It does not list the type of access individuals have, nor does it show exactly which department/sub-departments are listed on the individual's security record. For example, Kim Jones may be listed on the user list for CLGE – the College of Geosciences Dean's Office. However, Kim may have Financial System Access to multiple departments within the college.

Access Types

FAMIS Systems

The following systems are available in FAMIS: Financial Record System (FRS), Fixed Assets (FFX), Sponsored Research (SPR), and Annual Financial Reporting (AFR). See the *Specific Access by System* section for the different types of access one can request to each system.

Financial Record System - FRS

The most commonly used system is the Financial Record System (FRS). Within FRS are the following modules:

Financial Accounting Module

Departmental staff may enter and view budgets, revenues, expenses, and journal entries. FAMIS makes it easy to inquire on account balances, monthly statements, interdepartmental transfers and all transactions that have been posted to a department's account number.

Accounts Payable Module

FAMIS includes payment inquiry screens that allow users to tell vendors the status of payments for items that the department has purchased.

Accounts Receivable Module

Use this module if the department either charges or pays entities that are not part of Texas A&M University. These screens offer inquiry for transactions relating to billing and payment for goods or services rendered. For example, the Copy Center uses the accounts receivable screens to view charges for printing and copying for other System parts (i.e. Texas Agricultural Experiment Station).

Purchasing Module

The purchasing module allows departments to electronically create Departmental Correction and Budget Request documents and to electronically route them to the appropriate people for approval. There are numerous purchasing inquiry screens to help track the status of purchases from the initial order and receipt, all the way to the payment.

Payroll Module

The payroll inquiry screens show information relating to payroll expense distribution. If access is given to the payroll module, an individual may view payroll at Texas A&M. Many departments limit payroll inquiry access.

Budget Preparation Module

Departments utilize budget entry and inquiry screens to prepare the annual budget that Texas A&M submits to the Board of Regents.

Fixed Asset System – FFX

The *Fixed Asset (FFX) System* meets all inventory needs. This system is especially handy for Departmental Accountable Property Officers and Departmental Property Contacts who need to research or maintain inventory information.

Sponsored Research – SPR

The *Sponsored Research (SPR) System* meets grant and proposal needs. Only the Division of Finance staff receives access to SPR. Any other requests must be justified and approved by Financial Management Operations.

Annual Financial Reporting – AFR

The *Annual Financial Reporting (AFR)* module meets state reporting needs. Only individuals in the Division of Finance receive access to AFR.

AggieBuy – E-commerce online shopping access is automatic for any 02 or 10 employee. Additional access is available for specific department forms.

Imaging-For Financial or Payroll documents and reports.

iPayments- for processing accounts receivable

Citidirect- for allocating and reconciling payment card and travel card transactions.

Financial System Access Forms

Find all Financial System Access forms at <http://fmo.tamu.edu/forms/>

Three Financial System Access forms exist for requesting different types of access:

1. *FD-805 Financial System Access Request*
Use this form to add, change or delete access for all access *except* budget and office manager/delegate access.
2. *FD-940 Electronic Office Request*
Note: If an Office Manager, Delegate or Default Signer terminates, submit the FD-805 to expire the access and the FD-940 to assign a new Office Manager or Delegate.
 - a. Use to add/remove Departmental Office Managers. **Office Managers** are individuals who maintain the department's creator, approver and signer desks for on-line routing of purchasing documents.
 - b. Use to add/remove Departmental Office Manager Delegates. **Office Manager Delegates** maintain creator and approver desks for on-line routing of purchasing documents, but cannot change departmental signers.
 - c. Use to add/remove a Default Signer for signature authority to a department's on-line purchasing documents. A **Default Signer** is someone who can sign purchasing documents for all accounts in the department. Financial Training & Security adds this person to Screen 940. Only one default signer can be assigned for an electronic office. The department's Office Manager can add up to five additional signers using Screen 923.
 - d. Use to add, change, or delete department/sub-department units from an electronic office.
3. *FD-580 Budget Access Request*
Submit this form annually for all individuals who will enter budget information into FAMIS during the annual budget process.

Mentor Program



"I need all of my access now! I can't wait a month to do my job!"

Assign mentors so that employees can receive access without going to training first!

Financial Training & Security designed the mentor program to meet the needs of those who need entry access to on-line purchasing documents immediately to perform job functions.

How the Mentor Program Works

- Assigning a mentor is optional. Assign mentors using the *FD-805 Financial System Access Request*. Assign more than one mentor if this helps the department. By assigning a mentor, the user will receive access to enter, approve, sign, receive or enter preliminary asset data for purchasing documents after completing *Introduction to FAMIS/Canopy*. This will allow the mentor to coach the individual on how to use the FINANCIAL SYSTEMS screens before he/she has a chance to attend other required training.
- Financial Training & Security will set a **training deadline**. If the individual fails to attend the appropriate required training by the deadline, then the appropriate access will be denied.
- If a mentor is not assigned, then no entry access will be granted until the requestor attends all of the required training.

If the user does not attend training by the assigned deadline, then entry access will be denied until he/she attends.

Mentor Security – Access Sharing is Prohibited

Under no circumstance should a trainee ever use the mentor's access to inquire on data or input data into THE FINANCIAL SYSTEMS. Trainees should always use their own access. If the access is not set up as needed, then contact Financial Training & Security at 979-458-5555.

Once the trainee completes *Introduction to FAMIS/Canopy*, he/she will receive all requested access on his/her FINANCIAL SYSTEMS Identification Number to enter purchasing documents with the mentor's guidance. Only the person who is logged on to THE FINANCIAL SYSTEMS should do any entry or inquiry. If not, then this constitutes a security breach, and Financial Training & Security will be required to follow

security breach procedures. For example, if John, the trainee, needs to input a DCR or DBR document, then he needs to log on to THE FINANCIAL SYSTEMS using his identification number and password to do it. Kim, the mentor, can sit by John and coach him through the screens, but Kim should not touch the keyboard if John is logged on. Likewise, Kim may never log on and allow John to input documents using her identification number and password, even if she is sitting beside him.

Mentor Qualifications

The mentor must be an experienced user. Mentors will assist the trainees with document entering, approving, signing, and entering preliminary fixed asset data until the trainee is able to attend all of the required training. If the mentor is unable to assist the individual with basic entry questions, then either assign another mentor, or Financial Training & Security will deny the individual access to purchasing module screens until all training is attended.

Adding a New User

This section explains all of the steps necessary to ensure that a new user receives all of the access needed to perform job functions.



Follow the steps below to *Add a New User*:

1. The Department Security Contact should complete the *FD-805 Financial System Access Request* and send it to Financial Management Operations - Financial Training & Security at Mail Stop 6000. Financial Training & Security will establish the access and contact the individual concerning access and training instructions.
2. Contact the department's Office Manager/Delegate to add the person to the creator, approver, or signer desk, if the person will perform those functions. See the *Electronic Office Management* section for more information.



Caution: Step 2 is many times forgotten. Many people do not get placed on the Creator Desk (Screen 924), but will still be able to create documents if Financial Training & Security gives them screen access. As a result, they will not receive all of their PIPs – Purchasing Invoice Problems – for purchasing documents that they create. This will cause delays in payments to vendors. See the *Electronic Office Management* section for more information.

Step 1: Completing the FD-805 Financial System Access Request

Following are instructions for the *FD-805* for adding a user and a sample of a completed *FD-805 Financial System Access Request*.

In this example, Ms. Gimmee Access will be responsible for assisting with the financial operations in the department. After analyzing the job duties, the following access is needed.

Part I: Instructions

Part II: User Information

This captures the user's employing department, their location and contact information.

Part III: Mentor Information

See the *Mentor Program* section for more information. Complete this section if assigning a mentor. Without a mentor, no entry access is allowed until the person has attended the appropriate training. The user will only be allowed to inquire on the various FINANCIAL SYSTEM screens.

Part IV: FAMIS/Canopy Access Information

Many people do not complete this section correctly. Please read the tips below.

- This section replaces all current access. This section must be filled out completely every time an *FD-805* is submitted to Financial Training & Security to avoid losing any access.
- If “Yes” is marked, then the department/sub-department unit must be specified. The unit tells Financial Training & Security which accounts to give access. The following example is for requesting access to the Math Department:
 - Math/all – gives all Math accounts shown on Screen 68 in FAMIS.
 - Math or Math/none – gives only the accounts on Screen 68 that do not have a sub-department.
 - Math/Ops – Gives only the accounts on Screen 68 that have the department Math and the sub-department Ops.
- If “Yes” is marked, then specify which campus part where the individual needs access. For example, part 02 is the Texas A&M University campus, part 06 is the Texas Agricultural Experiment Station, etc.

Part V: AggieBuy

Again, be sure to list the correct departments/sub-departments. If you need a role that isn't on the form, then use the comments to request. Also use comments if you need to list more departments and sub-departments or attach them in a separate page.

Part VI: Imaging

If you are requesting Payroll imaging access you must list the pay sequences requested. This access will be approved by Payroll Department staff. Do not send this form directly to Payroll.

Part VII: Citibank

Again, be sure to list the correct departments/sub-departments.

Part VII: IPayments

Again, be sure to list the correct departments/sub-departments.

Part VII: Comments

Take advantage of the comments are to write in clarification or additional information that will be helpful.

Required Signatures

1. For new users and access changes, the user must always sign.
2. The department head or designee with signature authority must always sign.
3. If the department is academic, the Assistant Dean must always sign.
Assistant Deans work in the Dean's office.

Step 2: Adding People to Routing Path or Workflow



1. The Department contact must notify the department's Office Manager/Delegate to add the person to the routing path.
2. Financial Training & Security may be authorized to do this step for the department.
3. If this step is not done, then there will be a delay in processing transactions because the individual will not have access to perform all job duties.

For FAMIS Check Screen 915 to see if the Office Manager/Delegate has added the person to the appropriate desks. See the *Electronic Office Management* section for more information.

Since Ms. Access will create limited, exempt, and requisitions documents, Screen 915 should look like this for her:

```
F0007 End of valid data reached
915 Approval Profile by Name

Screen: █ Name: _____
ACCESS, GIMMEE
Campus Cd Office Desk Status View
-----
AM FINANCE CREATE DSK FINANCE
```

For AggieBuy, The Signer needs to indicate if the individual is NOT going to be on the workflow step that corresponds to the Access section. For Example an allocator who will not be on the workflow in the Allocator Step will need to be noted in the Comments area.

Changing Access

This section explains all of the steps necessary to add or remove access.



Follow the steps below to *Change Access*:

1. The Department Security Contact should complete the *FD-805 Financial System Access Request* and send it to Financial Management Operations - Financial Training & Security at Mail Stop 6000. Submitting an FD-805 replaces all current access; therefore, be sure to include all access that the person should have or access will be removed. If additional training is required, Financial Training & Security will contact the individual.
2. Contact the department's Office Manager/Delegate to add/remove the person to/from the creator, approver, or signer desk. Verify completion of this step by checking FAMIS Screen 915. See the *Electronic Office Management* section for more information.



Submitting an FD-805 replaces all current access; therefore, be sure to include all access that the person should have or access will be removed.

Part I: Instructions

Part II: User Information

This captures the user's employing department, their location and contact information.

Part III: Mentor Information

See the *Mentor Program* section for more information. Complete this section if assigning a mentor. Without a mentor, no entry access is allowed until the person has attended the appropriate training. The user will only be allowed to inquire on the various FINANCIAL SYSTEM screens.

Part IV: FAMIS/Canopy Access Information

Many people do not complete this section correctly. Please read the tips below.

- This section replaces all current access. This section must be filled out completely every time an *FD-805* is submitted to Financial Training & Security to avoid losing any access.
- If "Yes" is marked, then the department/sub-department unit must be specified. The unit tells Financial Training & Security which accounts to give access. The following example is for requesting access to the Math Department:
 - Math/all – gives all Math accounts shown on Screen 68 in FAMIS.

- Math or Math/none – gives only the accounts on Screen 68 that do not have a sub-department.
- Math/Ops – Gives only the accounts on Screen 68 that have the department Math and the sub-department Ops.
- If “Yes” is marked, then specify which campus part where the individual needs access. For example, part 02 is the Texas A&M University campus, part 06 is the Texas Agricultural Experiment Station, etc.

Part V: AggieBuy

Again, be sure to list the correct departments/sub-departments. If you need a role that isn't on the form, then use the comments to request. Also use comments if you need to list more departments and sub-departments or attach them in a separate page.

Part VI: Imaging

If you are requesting Payroll imaging access you must list the pay sequences requested. This access will be approved by Payroll Department staff. Do not send this form directly to Payroll.

Part VII: Citibank

Again, be sure to list the correct departments/sub-departments.

Part VII: IPayments

Again, be sure to list the correct departments/sub-departments.

Part VII: Comments

Take advantage of the comments are to write in clarification or additional information that will be helpful.

Required Signatures

1. For new users and access changes, the user must always sign.
2. The department head or designee with signature authority must always sign.
3. If the department is academic, the Assistant Dean must always sign.
Assistant Deans work in the Dean's office.



Step 2: Adding or Removing People to/from the Routing Path

1. **The Department Security Contact must notify the Department's Office Manager/Delegate to add or remove the person to/from the routing path.**
2. **Financial Training & Security may be authorized to do this step for the department.**
3. **If this step is not done, then there is a risk of someone having too much or not enough access to pay bills.**

Check Screen 915 to see if the person is currently on any desks. See the *Electronic Office Management* section for more information.

Since Ms. Access changed positions, she should no longer have access to the creator desk. Instead she should be a substitute approver, a primary signer, and an office manager delegate for the office of Finance. Screen 915 should now look something like this:

```
F0007 End of valid data reached
915 Approval Profile by Name

Screen: █ Name: _____
ACCESS, GIMMEE
Campus Cd Office Desk Status View
-----
AM FINANCE FINANCE
AM FINANCE SIGNER DSK FINANCE
AM FINANCE APPROVER S
```

For AggieBuy, The Signer needs to indicate if the individual is NOT going to be on the workflow step that corresponds to the Access section. For Example an allocator who will not be on the workflow in the Allocator Step will need to be noted in the Comments area. If an individual is being removed from one workflow step but not others, be sure to indicate this in the comments section.

Deleting Users



No one should ever keep access after the last day of employment in the department.

This section explains all of the steps necessary to delete all access.



Follow the steps below to *Delete Access*:

1. The FINANCIAL SYSTEM ACCESS Contact should complete the *FD-805 Financial System Access Request* and send it to Financial Management Operations - Financial Training & Security at Mail Stop 6000. **If someone leaves without warning, e-mail Financial Training & Security at FMO-FTS@tamu.edu and follow up with the *FD-805*.**
2. Contact the department's Office Manager/Delegate to remove the person from the creator, approver, or signer desk. Verify completion of this step by checking FAMIS Screen 915. See the *Electronic Office Management* section for more information.

When to expire or delete access

1. When an employee terminates their employment with your department(s), voluntarily or involuntarily for any reason, including retirement.
2. When an employee is on medical (FMLA), vacation, or administrative leave, paid or unpaid, regardless of the reason for the leave.
3. When an employee is on sabbatical for more than 2 weeks
4. When an employee is no longer performing the job duties for which access was requested.

Why Deleting on Time is Crucial

1. **Audit.** When a security audit is due, auditors will probably check to make sure that people get deleted no later than their last day of employment with the department. Departments may be required to explain procedures to the auditors. The FINANCIAL SYSTEM ACCESS Contact must notify Financial Training & Security in enough time for them to expire Financial System Access in a timely fashion. Work very closely with Financial Training & Security so that everyone is in compliance.
2. **Knowledge.** Unless a Department Contact tells Financial Training & Security of a termination, they may have no way of knowing that someone has terminated or changed positions until after the fact, which is too late.
3. **Money.** It costs Financial Management Operations money to maintain the person's file and FINANCIAL SYSTEM ACCESS user identification number.
4. **Unauthorized access.** Pretend for a moment to be the FINANCIAL SYSTEM ACCESS Contact Person for the Chemistry Department. The department head, John, has Financial System Access to sign purchasing documents on-line for the

Chemistry Department. John takes another job to be the department head for the Management Department.

- a. Financial Training & Security has been notified to expire his Financial System Access at Chemistry, but one step was forgotten - no one told the Office Manager to take John off of the Chemistry signer desk.
- b. John now works in the Management Department and needs Financial System Access to sign purchasing documents. The Management Department sends the *FD-805 Financial System Access Request* to Financial Training & Security. Financial Training & Security reactivates John's old FINANCIAL SYSTEM ACCESS user identification number. The Management Office Manager adds John to the Management signer desk. Guess what happens next?
- c. Since John is still on the Chemistry signer desk, and his Financial System Access has been reinstated, he can now sign purchasing documents for both Chemistry and Management.

Hopefully, you can see how crucial it is to follow all steps in deleting someone's Financial System Access.

Step 1: Completing the FD-805 Financial System Access Request

Following are instructions for deleting a user and a sample of a completed *FD-805 Financial System Access Request* to delete Ms. Gimmee Access's access. Since Ms. Access was the Office Manager Delegate in a previous example, be sure to submit a new *FD-940 Electronic Office Request* replacing her with someone else as soon as possible. FAMIS requires a replacement. Until a new Office Manager/Delegate is assigned, Financial Training & Security will place one of the security administrator names on Screen 940. See the *Electronic Office Management* section for more information.

Part II: User Information

In this section, include all information as submitted to Payroll Services.

Delete Information

Since the person is terminating, complete this section. Ms. Access's access needs to be deleted on May 1, 2012. Thus, the FINANCIAL SYSTEM ACCESS contact must notify Financial Training & Security before May 1, 2012.

Required Signatures

1. The user's signature is not required for deletes.
2. The department head or designee with signature authority must always sign.
3. If the department is academic, the Assistant Dean must always sign.
Assistant Deans work in the Dean's office.

FINANCIAL SYSTEM User Profile

Not necessary for deletes.



1. The Department Security Contact must notify the department's Office Manager/Delegate to remove the person to/from the routing path.
2. Financial Training & Security is not authorized to do this step for the department.
3. If this step is not done, then there is a risk of someone having signature authority on documents after they have transferred elsewhere and received Financial System Access.

Check Screen 915 to see if the person is currently on any desks. See the *Electronic Office Management* section for more information.

Since Ms. Access no longer works for the Finance Department, screen 915 should look like this:

```
F0245 No records found matching selection criteria
915 Approval Profile by Name

Screen: ___ Name: _____
                                ACCESS, GIMMEE
Campus Cd   Office   Desk   Status   View
-----

```

For AggieBuy, The Signer needs to indicate if the individual is NOT going to be on the workflow step that corresponds to the Access section. Be sure to indicate if someone should remain on a workflow step during a transition period despite moving to another job at TAMU or within the TAMU system.

Budget Module Entry Access

Budget access must be requested specifically.

Each year, every department submits a budget for the next fiscal year to the Dean/Director's office, and ultimately to the Vice-President for Finance Office. Colleges and non-academic entities have the ability to enter budgets for their accounts into FAMIS. This access should be very limited.

After each budget cycle, Financial Training & Security must take away everyone's access to the budget entry screens. This keeps departmental employees from making changes to budgets while authorities review them. Thus, every year, any changed budget access must be re-requested. Individuals request budget access by using the *FD-580 Budget Access Request*.

As new departments are created or reorganizations are completed, a new FD-805 must be completed so budget access keeps pace with department changes.

The time to find out there is a problem with your users' budget access is not the day before budget is due!

Find more budget information at <http://finance.tamu.edu/budget> .

Terminations, Transfers, Job Changes Within a Department and Temporary Expirations

Daily Payroll Reports



Temporary workers and student workers do not appear on these reports.

Financial Training & Security receives a daily report of individuals with Financial System Access that appear to have job changes. Unfortunately, temporary workers and student workers do not appear on these reports. In addition, the report only shows a change and does not give details about what happened. Also, most individuals appear on the report after a change has occurred. Financial Training & Security will follow up on these reports. If they do not receive a response from the Department Security Contact, then they will expire the person's access until contacted by the Department Security Contact.

Terminations/Transfers

Financial Training & Security and Departmental Office Managers must remove the terminating/transfer employee NO LATER than the last day of employment. Department Security Contacts must give everyone enough notice so that they can process the request either *before* or on the date of the effective employment change date.

- *Notify Financial Training & Security and the department's Office Manager as soon as the termination/transfer date is known.*
 - The Department Security Contact may notify Financial Training & Security by calling 979-847-8833 or e-mailing FMO-FTS@tamu.edu with the information.
 - Follow up by sending in the *FD-805 Financial System Access Request*.
 - Department Security Contacts must give everyone enough notice so that they can process the request either *before* or on the date of the effective employment change date.
 - See the *Electronic Office Management* section for more information.
- DEPARTMENT SECURITY Contacts need to be notified of all job changes in the department. Any job change may require access changes (promotions, demotions, transfers, terminations).
- If the DEPARTMENT SECURITY Contact continually fails to notify Financial Training & Security about job changes requiring access changes, then they will report it to either the Assistant Dean or Director.
- If a person transfers to another department, the outgoing department should notify Financial Training & Security of the transfer date ahead of time. The new

department must submit an *FD-805 Financial System Access Request* granting access through their department before the person's access will be reinstated.

Keeping Access After a Job Change

No one is authorized to keep access after a termination date or a job change where access must change. In cases where an employee promotes to a new position in the same department and needs to train the replacement, submit a written request (an e-mail is sufficient) to Financial Training & Security. It is the DEPARTMENT SECURITY Contact's responsibility to let Financial Training & Security know when to take the access away.

No Access Changes Needed Due to a Job Change Within a Department

The DEPARTMENT SECURITY Contact should submit a written notification that no access changes are required. If security does not receive any notification, then they will remove the access until further notice. They do not have any way of knowing what type of job change a person receives if the DEPARTMENT SECURITY Contact does not notify them.

Temporary Expirations

Any time a user is on any type of leave for longer than 2 weeks; their Financial System Access must be temporarily expired. Types of leave include:

- FMLA or medical leave, paid or unpaid
- Vacation
- Sabbatical
- Internships
- Semester breaks or holidays greater than 2 weeks
- Administrative leave, paid or unpaid
- Suspension
- Jury duty for more than 2 weeks (unless they will be able to continue to work from an alternate location or the jury is not sequestered)

This is especially important with Student Workers. When they leave for a month at Christmas or over the summer break or for an internship, you must expire their access. You may assume they will return to work but, all too often they don't.

Reinstating the user's access when/if they do return is just as simple. The Security Contact sends an e-mail to FMO-FTS@tamu.edu and the access is reinstated immediately. Depending on the length of access they may need to have their password reset. New FD-805 forms are not necessary unless their access has changed during their absence.



Training

Scheduling Procedures

Once Financial Training & Security receives the appropriate paperwork, they will analyze the request for security/training needs and contact the individual needing access. They will give all scheduling information to the individual. If a mentor is named on the FD-805 the mentor will receive an electronic carbon copy of our correspondence.

Training Offered

A variety of training courses are available. Some courses are optional. Some courses are mandatory to keep certain access.

Check out [TrainTraq](#) for all current training.



Electronic Office Management

Texas A&M uses the purchasing module of FAMIS to process Financial Transactions. **Document Creators** in the department create electronic documents in FAMIS or Canopy and route them electronically through a **departmental routing path** for a signature. The routing path consists of different “desks” for which the documents route. These desks are the **Creator Desk, Approver Desk** and **Signer Desk**.

The **Creator Desk** controls access to **Purchasing Invoice Problems (PIPs)** and serve as substitute creators for one another when a creator is away from the office. **FYA – For Your Approval - PIPs** are electronic documents that Financial Management Operations Accounts Payable auditors send to everyone on the Creator Desk if they find problems needing further approval on a document in the audit stage of the process. **Approvers** are people who review purchase document information before sending it to the signer for final approval. **Signers** are the people who have ultimate signature authority for signing purchasing documents.

The department is responsible for keeping the people on the desks current.

The department assigns **Office Managers/Delegates** to keep the desks current by using the *FD-940 Electronic Office Request*. **Office Managers** can modify everything in the routing path (creators, approvers, and signers). **Office Manager Delegates** can do everything except modify the signer desk.

Office Manager/Delegate Screens

- Office Manager/Delegates use Screen 924, Creator Desk Modify, to add/remove purchasing document creators from the routing path.
- Office Manager/Delegates use Screen 922, Approver Desk Create/Modify, to add/remove approvers from the routing path.
- Only the Office Manager uses Screen 923, Signer Desk Modify, to add/remove signers from the routing path.



Finding the Office Manager/Delegate

To find out who the Office Manager/Delegate(s) are for the department, follow these steps:

1. Proceed to Screen 941.
2. Type in the department/sub-department code, for example, department FISC and a blank sub-department for Financial Management Operations, and press Enter.
3. Locate the "Office" on the screen. See Figure 2. The office for this example is FMO.
4. Next, proceed to Screen 940, as in Figure 3. Type in the office found on Screen 941 and press Enter. The names of the Office Manager and Delegate(s) will appear. In Figure 3, they are Minnie Mouse and Danger D. Duck, Jr.

Figure 2: Office Name on Screen 941

```
F8236 Unit FISC is already in View VIEW01
941 Unit to Office Assignment

Screen: █ Dept: FISC_ SubDept: _____

Name: FINANCIAL MANAGEMENT SERVICES
Dept head: MAYNARD, MARILYN W

Office: FMS_____ Manager:
View : VIEW01

Exec Office:
```

Figure 3: Office Manager/Delegate

```
F0013 Please enter desired modifications
940 Office Create/Modify

Screen: ___ Office: FMS_____

Description: FINANCIAL MANAGEMENT SERVICES_____

Manager (PID) : 111111111 MOUSE, MINNIE

Delegates (PID) : 991199119 DUCK, DANGER D, JR
                  _____

Default Signer(PID): 111111111 MOUSE, MINNIE
```

Checking Routing Desks for an Individual

If an individual will create Departmental Budget Requests, Departmental Correction Requests, Employee Personnel Actions, or Transfers of Departmental Property, approve or sign purchase documents, then the Office Manager/Delegate must add the person to the routing path. Financial Training & Security must also give the appropriate screen access as requested on the *FD-805*.

To see if the Office Manager/Delegate has added the person to any desk, use Screen 915. See Figure 4.

1. Proceed to Screen 915.
2. Type in the person's name. Type in the last name first. A list may pop up to select to appropriate person.
3. If nothing appeared below, then the FAMIS contact would need to notify the Office Manager/Delegate to add the person to the routing path.

In Figure 4, Plucky Duck is on four desks. He is a primary signer for accounts tied to View01 in the FMO office. He is on the Create Desk, which will allow him to receive FYA PIPs and access other creator's in-boxes. He is a substitute on an approver desk named "Review" for FMO. He is also either an Office Manager or Delegate on Screen 940, as illustrated by the Office named FMO, Desk FMO.

Figure 4 – Screen 915

```

E0007 End of valid data reached
915 Approval Profile by Name

Screen: ____ Name: _____
                                DUCK, PLUCKY P
Campus Cd   Office   Desk   Status   View
-----
    AM      FMS     SIGNER DSK
    AM      FMS     CREATE DSK
    AM      FMS     REVIEW      S
    AM      FMS     FMS

```

Completing the FD-940 Electronic Office Request

Every department that processes on-line documents must have an *FD-940 Electronic Office Request* on file with Financial Training & Security. This form defines who can make changes to the electronic routing path for creating, approving, and signing on-line documents. It also identifies one person who can sign for all documents processed within an electronic office. Financial Training & Security enters information from the *FD-940* onto Screen 940.

If someone listed on the *FD-940* terminates, then submit a replacement as soon as possible. When Financial Training & Security removes the person from Screen 940, FAMIS requires a replacement.

Below are the instructions for completing the *FD-940* along with a sample.

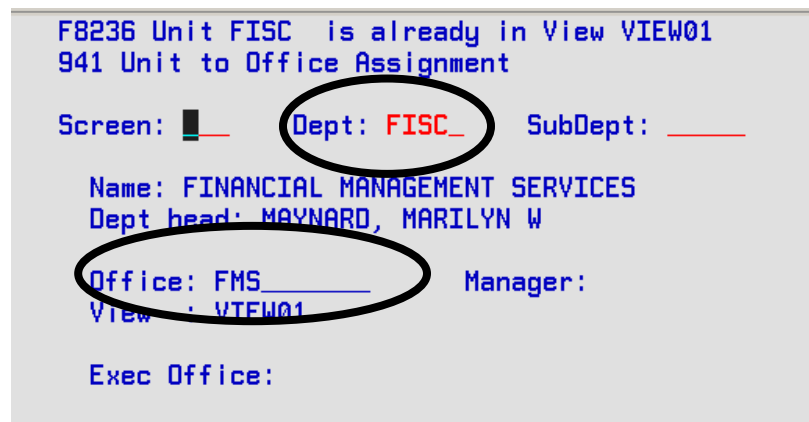
Part I. Office Defaults

Office information

Insert the electronic office name to appear in FAMIS. Office names can be between 1-10 characters. Insert the description for the electronic office. Check the appropriate action for Financial Training & Security to take with this office: no change, add or delete the office. No change means that the office name and description will not change.

- Use Screen 941 to find the department's electronic office name.
- On Screen 941, enter the department or department/sub-department. Press enter.
- The office name assigned to the department/sub-department will appear on the screen. In Figure 5, the office name is FMO.

Figure 5 – Screen 941



F8236 Unit FISC is already in View VIEW01
941 Unit to Office Assignment

Screen: █ Dept: FISC_ SubDept: _____

Name: FINANCIAL MANAGEMENT SERVICES
Dept head: MAYNARD, MARILYN W

Office: FMS_____ Manager:
View : VIEW01

Exec Office:

Electronic Office Name	Electronic Office Description	No Change	Add	Delete
FMO	Financial Management Operations	X		

Defaults to Add and/or Remove

Insert the name and social security numbers of the defaults to add or remove.

- **Office Manager:** The one person who will maintain everything in the electronic office, including signers. We recommend you assign FMO-FTS staff as your E-Office manager.
- **Office Manager Delegates:** Assign one or two delegates. The delegate(s) will maintain everything in the electronic office EXCEPT for the signers. We recommend you assign FMO-FTS staff as your E-Office manager delegate.
- **Default Signer:** The default signer is someone who can sign for every account tied to this office. Office Managers cannot add/delete themselves from the signer desk. Thus, if the Office Manager can sign for everything, then it is best to add him/her as the default signer to avoid having to do extra paperwork to have Financial Management Operations add him/her to the signer desk. THE DEFAULT SIGNER MUST HAVE A DELEGATED SIGNATURE AUTHORITY FORM ON FILE!

	Name	SSN
Office Manager:	FMO-FTS Staff	000-00-0000
Office Manager Delegate 1:	FMO-FTS Staff	000-00-0000
Office Manager Delegate 2:	FMO-FTS Staff	000-00-0000
Default Signer:	Albus Dumbledore	000-00-0002

Part II. Units To Office Assignment

Insert all department/sub-department codes, e.g., FISC/OPS, to assign to this office. If there are no sub-departments then use “none” as the sub-department.

Dept Code	Subdept Code	Add	Delete	Dept Code	Subdept Code	Add	Delete
FISC	NONE	X					
FISC	OPS	X					

Part III. Required Signatures

The Dean, Department Head, or Director and the Office Manager must sign the form.

You, the Financial Training & Security Contact, are the most important link between the Security and Training group and the DEPARTMENT SECURITY community at TAMU

Without your diligence and communication, we would be unable to provide Financial System Access to the vast majority of FINANCIAL SYSTEM users.

It's our goal to make sure every FINANCIAL SYSTEM user on campus has the Fiscal Computing System access they need to do their work. To meet that ambition, we need you to help us. Constant, open communication, wherever and whenever possible, is the best way that together we can achieve that goal.