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| **FINANCIALS 9.0**  **ALL FIELDS ARE REQUIRED** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **New Addition** | | | | Change of Information | | | | | | | | Deletion | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Agency Name: | Department of Public Health | | | | | | | | | | | | | | | | | | | | | | Agency No. | | | | | | | | | | | 40500 | | | | | |
|  | | | | | | | | | | | | | **PS Employee ID #:** | | | | | | | | | |  | |  | | | |  | |  | |  | |  |  | |  | |
| Employee Job Title: | | | | | | | | | | | | | Mother’s Maiden Name or Initial Password: | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| Employee Name: | |  | | | | | | | |  | | | |  | | | | | | | | | | | | | | | |  | | | |  | | | | | |
| Last | | | | | | | |  | | | | First | | | | | | | | | | | | | | | |  | | | | M. I. | | | | | |
| Employee Business Mailing Address: | | | | | 2 Peachtree Street | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Atlanta | | | | | | | | | |  | | | | | GA | | | | | |  | | | | | 30303 | | | | | | | | |
| City | | | | | | | | | |  | | | | | State | | | | | |  | | | | | Zip | | | | | | | | |
| Employee Email Address: | | |  | | | | | | | |  | | | | | |  | | | | | | | | | |  | | | | |  | | | | | | | |
| Employee Phone: | |  | | | | | | |  | Fax: | | | | | | | | |  | |  | | |  | | | |  | | | | | | | | | | | |
| Supervisor Name: | |  | | | | | | |  |  | | | | | | | | |  | |  | | |  | | | |  | | | | | | | | | | | |
| Supervisor Signature: | | Last | | | | | | |  | First | | | | | | | | |  | | M.I. | | |  | | | | Phone | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*\*PeopleSoft User ID: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **ID LIMIT IS 6 – 8 CHARACTERS (A-Z AND/OR 0-9), THE FIRST CHARACTER MUST BE ALPHA.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agency Security Officer Name: | | | | | | | Elia | | | | | | | | |  | | Kriste | | | | | | | | | | | | | | | | | | |  | | |
| Last | | | | | | | | |  | | First | | | | | | | | | | | | | | | | | | |  | | |
| Agency Security Officer Telephone Number | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agency Security Officer Signature: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Signature: | | | | | | | | | | | | | | | | | | | | | | Date: | | | | | | | | | | | | | | | | | |
| INSTRUCTIONS FOR RECEIVING PROPER ACCESS/CONNECTIVITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Complete the entire four (4) page Security Application form. Incomplete applications will be returned for processing. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Email completed form to [ois@dph.ga.gov](mailto:ois@dph.ga.gov) or submit your form via the DPH Service Management Portal <https://dphit.cherwellondemand.com> . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Obtain approval from your Agency Security Officer. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Application will be processed and an email will be sent to your Agency Security Officer as confirmation of processing. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If the requested PeopleSoft ID is a duplicate or invalid, the SAO security administrator will changed your ID and notify your Agency Security Officer of the change. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **FN 9.0 CHECK OFF LIST** | | | | | | | |
| **Check all that are applicable.** | | | | | | | |
| **FINANCIALS ROLES**  **Users will receive Inquiry, Reports & Query for each module in which they have access. If a user only needs Inquiry, Reports & Query, please be sure to select that role for each module needed.** | | | | | | | |
| **Asset Management** | | | **General Ledger** | | **Purchasing** | | |
|  | Inquiry, Reports & Query | |  | Inquiry, Reports & Query |  | Inquiry, Reports & Query | |
|  | Data Entry | |  | Journal Entry |  | PO Amount Approver | |
|  | Interface | |  | Journal Processing |  | PO Chartfield Approver | |
|  | Add Locations (Add’l form required) | |  | Chartfield Maintenance |  | Procurement Contracts | |
| **A****ccounts Payable** | | |  | Interface Journal Upload |  | Item Maintenance | |
|  | Inquiry, Reports & Query | | **Labor Distribution** | |  | Purchase Orders | |
|  | 1099 Processing | | LD Inquiry, Reports & Query | |  | Receiving | |
|  | Create Express Checks | |  | Update Labor Distribution |  | Requisitions | |
|  | Create Recurring Voucher Contracts | |  |  |  | RFQ’s | |
|  | Create SpeedCharts | | **Project Costing (DOT only)** | |  | | |
|  | Process Vouchers | | PC Reports & Query | | **Vendors** | | |
|  | Payment Processing | |  | Project Balances |  | Inquiry, Reports & Query | |
|  | Schedule PayCycle | |  | Extract |  | Vendor Entry | |
|  | Voucher Entry | |  | Allotment |  | | |
| Stop/Void Payments  (Streamline Banking Only) | | |  | Federal Bill |  | | |
| Escheatment  (Streamline Banking Only) | | |  | Manager | **Salary-Travel-Per Diem** | | |
| Voucher Upload | | |  | Year End Processing |  | Inquiry, Reports & Query | |
|  | **Accounts Receivable** | |  | Create Projects in PC |  | Edit | |
|  | Inq, Rep & Qry–Items & Customers | |  | Batch |  | Approval (only2 per agy) | |
|  | Items Entry | |  | Budget Transfer |  | | |
|  | Payments Entry | | Maintenance | | Budget Transfer | | |
|  | Summary & Setup | | **Commitment Control** | | **Customers** | | |
| Direct Journal Upload | | |  | Budget Inquiry, Reports & Query |  | Inquiry, Reports & Query | |
| Open Item Upload | | |  | Budget Data Entry |  | Customer Entry | |
|  | **Banking** | |  | Budget Override AP |  | | |
|  | Bank Recon | |  | Budget Override GL | **Open Items** | | |
|  | Bank Recon (Streamlined Banking Only) | |  |  |  | Open Item Maintenance | |
|  | Bank Statement Inquiry (Streamlined Banking Only) | |  |  |  |  | |
| **Billing (DOAS only)** | | |  | **Cash Management (OTFS only)** |  | **Cash Management (OTFS only)** | |
|  | Bill Adjustment | |  | Administer Accounting |  | Chartfield Maintenance | |
|  | Bill Entry | |  | Approve Transfer Templates |  | CM Inquiry, Reports & Query | |
|  | Bill Interface | |  | ARIS Interface |  | Transfer Templates | |
|  | Generate Invoices | |  | Bank Communication |  | Treasury Setup | |
|  | Billing Inquiry Reports & Query | |  | Bank Recon |  | CM Journal Processing | |
|  | Print Invoices | |  | Cash Position |  |  | |
|  |  | |  |  |  |  | |
|  | **TGMP Helpdesk (DOAS Only)** | |  | **TGMP Helpdesk (DOAS Only)** |  |  | |
|  | Event Administration | |  | ePro Requisition SPD Approver  (Check all that apply) |  |  | |
|  | ePro Helpdesk T1 | |  | Goods |  |  | |
|  | Pcard Helpdesk T1 | |  | Information Technology |  |  | |
|  | Strategic Sourcing T1 | |  | Plant, Property, & Infrastructure |  |  | |
|  | Supplier Contracts T1 | |  | Services & Special Projects |  |  | |
|  | ePro Helpdesk T2 | |  |  |  |  | |
|  | Pcard Helpdesk T2 | |  |  |  |  | |
|  | Strategic Sourcing T2 | |  |  |  |  | |
|  | Supplier Contracts T2 | |  |  |  |  | |
|  | Build Query | |  |  |  |  | |
|  |  | |  |  |  |  | |
|  |  | |  |  |  |  | |
|  |  | |  |  |  |  | |
|  | | **eProcurement** | | | | |
|  | | Create Requisition:  Default Origin for this requester: \_\_\_\_\_\_\_\_\_\_  Default Ship-To for this requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Only 1 allowed)  Default Buyer for this requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(PeopleSoft user I.D.)  **Default Chartfield String for this requester on requisitions:**  Account:\_\_\_\_\_\_\_\_\_\_ Fund:\_\_\_\_\_\_ Dept:\_\_\_\_\_\_\_\_\_\_\_\_ Fund Src:\_\_\_\_\_\_\_\_\_\_\_\_ Program:\_\_\_\_\_\_\_\_\_\_  Class:\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project:\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Activity\_\_\_\_\_\_ (DOT) | | | | |
|  | | ePro Approver (Approves a requisition)  Please list origins here:  Origin: \_\_\_\_\_\_\_\_ Approver 1  Approver 2  APO  Origin: \_\_\_\_\_\_\_\_ Approver 1  Approver 2  APO  Origin: \_\_\_\_\_\_\_\_ Approver 1  Approver 2  APO  Origin: \_\_\_\_\_\_\_\_ Approver 1  Approver 2  APO  Origin: \_\_\_\_\_\_\_\_  Approver 1  Approver 2  APO  Origin: \_\_\_\_\_\_\_\_  Approver 1  Approver 2  APO  Origin: \_\_\_\_\_\_\_\_  Approver 1  Approver 2  APO  Origin: \_\_\_\_\_\_\_\_  Approver 1  Approver 2  APO  All Origins:  Approver 1  Approver 2  APO | | | | |
|  | | ePro Buyer (Create and Dispatch Purchase Orders) | | | | |

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|  | **P-CARD** |
|  | Is this person a Pcard user? (Reconciler, Approver, Reviewer, Requester, or Buyer) |
|  | Pcard AP User (Verifies all monthly pcard charges and creates pcard voucher) Requires TGM Approval |
|  | Pcard Agency Administrator - (Setup and maintain cardholder information ) Requires TGM Approval |
| **\* In accordance with State P-Card Policy, Cardholders are automatically added to the workflow to approve purchases applied to their accounts. Purchases that are not approved do not proceed in the workflow.** | |

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| --- | --- |
|  | **Strategic Sourcing** |
|  | Event Buyer  (Provides the ability to create and monitor sourcing events and award sourcing events to purchase orders and contracts) |
|  | Event Planner (Provides the ability to set up plans, assign tasks and monitor plan progress) |

|  |  |
| --- | --- |
|  | **Supplier Contracts Management** |
|  | Contract Administrator (Enters contracts and creates contract documents) |
|  | Document Author (Allows creation and uploading of forms, all Requesters should have this) |
|  | APO Contract Approval (Approves all agency contracts) |
|  | Legal Contract Approval (Approves all agency contract amendments) |
|  | Document Librarian (Updates contract verbiage) Requires SPD Approval |

**FN 9.0 MODULE SPECIFIC USER INFORMATION**

**If none of the information listed below applies to your PeopleSoft Security request, there is no need to return this page of the application.**

**PURCHASING**

**Authorized Locations (Origins):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
|  | | | | | | |
| Default Ship to Address: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | |  |  |  |  |  |
|  | | City |  | State |  | Zipcode |
| Default Origin (Location) Code: |  | | | | | |

**Roles - Check all that apply:**

|  |  |
| --- | --- |
|  | **PO Requester**: User may create state requisitions (requisitions sent to State Purchasing for processing) and their name will appear on the state requisition as "requester". |
|  | **PO Buyer**: User may create state requisitions and purchase orders. User's name will appear on purchase order as "buyer". |
|  | **PO Approver**: User generally does not create documents, but will approve requisitions or purchase orders created by others. |

**PO Approval Type -** Check all that apply:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Approver 1-Up to 4,999 |  | Approver 2-Up to 9,999 |  | Approver 3-Up to 999,999,999 |  | Chartfield |

**ACCOUNTS PAYABLE**

|  |  |  |
| --- | --- | --- |
| **Origin** (enter your site ID number or ONL for online) | |  |
| What functions can this user perform? Check all that apply: | | |
|  | Manually Schedule Payments (authorizes user to override the Scheduled Payment Date). The Scheduled Payment Date is scheduled by the system based on Payment Terms & Invoice Date. | |
|  | Authority to Override Match (enables the operator to override a voucher with a match exception in order for the voucher to pay and to Unmatch a previously matched voucher). | |
|  | Allow Single Payment Voucher (enables the operator to enter and pay a voucher to a one-time vendor that does not require a vendor id in PeopleSoft and is not 1099 applicable). | |
|  | Record Payment (enables the operator to manually record a payment on the voucher payment page) | |

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| **Dept of Audits** | **OPB** |
| Auditor | Analyst |