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| **FINANCIALS 9.0** **ALL FIELDS ARE REQUIRED** |
| **New Addition****[x]**  | 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 or submit your form via the DPH Service Management Portal <https://dphit.cherwellondemand.com> .
 |
| 1. Obtain approval from your Agency Security Officer.
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| 1. Application will be processed and an email will be sent to your Agency Security Officer as confirmation of processing.
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| 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 |  |  |  |  |
|  |  |  |  |  |  |
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|  | **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 [ ]  APOOrigin: \_\_\_\_\_\_\_\_[ ]  Approver 1 [ ]  Approver 2 [ ]  APOOrigin: \_\_\_\_\_\_\_\_[ ]  Approver 1 [ ]  Approver 2 [ ]  APOOrigin: \_\_\_\_\_\_\_\_[ ]  Approver 1 [ ]  Approver 2 [ ]  APOOrigin: \_\_\_\_\_\_\_\_ [ ]  Approver 1 [ ]  Approver 2 [ ]  APOOrigin: \_\_\_\_\_\_\_\_ [ ]  Approver 1 [ ]  Approver 2 [ ]  APOOrigin: \_\_\_\_\_\_\_\_ [ ]  Approver 1 [ ]  Approver 2 [ ]  APOOrigin: \_\_\_\_\_\_\_\_ [ ]  Approver 1 [ ]  Approver 2 [ ]  APOAll 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) |

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|  | **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):**

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

**Roles - Check all that apply:**

|  |  |
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| [ ]  | **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 |