



SOLAR FINANCIALS - ACCESS REQUEST FORM (Auxiliary Users Only)

1. USER INFORMATION:

Last Name: _____ First: _____ MI: _____ Employee ID #: _____

Job Title: _____ Effective Date: _____

Email: _____ Extension: _____ Dept. ID #: _____

Dept. Name: _____ *For Gatekeeper's use only:* Operator ID#: _____

CFS ID#: _____

2. ROLES: (LAD) Mirror LAD access from Employee Name: _____ ID: _____

*If not mirroring another employee's access, complete the section below:

ADD	DELETE	Enter Chargebacks*:	Purchase goods and services provided by Campus Service Providers			
ADD	DELETE	Enter Requisitions*:	Purchase goods and services with outside vendors			
ADD	DELETE	Financial Approver*:	Approve requisitions and chargebacks in a department			
ADD	DELETE	Auxiliary Approver:	Approve chargebacks using Auxiliary funds			
ADD	DELETE	eMOU Processing:	Create	Bill Requestor	View only	
ADD	DELETE	eMOU Approver:	Initial	Financial	Billing	Administrator
ADD	DELETE	nVision Reports:	Run	Drill		
ADD	DELETE	ADP Interface (Payroll):	Run ADP Interface process (Payroll)			
ADD	DELETE	BBA Inquiry:	Online budget balance available inquiry page			
ADD	DELETE	Conversion Code:	Add	Inquiry only		
ADD	DELETE	Detail Trial Balance:	Run DTB report			
ADD	DELETE	Grants/Awards (TUC only):	Award Attributes, Set up and Process			
ADD	DELETE	Fund Set Up (TUC only):	eTravel Fund set up			
ADD	DELETE	Raiser's Edge (FDN only):	Run Raiser's Edge Interface			

ADD DELETE **Query Manager:** Run and modify queries in LAD

ADD DELETE **Report Manager (TUC only)** Portal Link for **TUC Principal Investigators only**

3. ROLES: (CFS) Mirror CFS access from Employee Name*: _____ ID: _____

*If not mirroring another employee's access, complete the section below:

ADD DELETE **Supplier Maintenance:** Create Approve Correct (Restricted)

ADD DELETE **Vouchers:** Enter Post

ADD DELETE **Pay Cycle:** Create Approve

ADD DELETE **Purchase Orders:** Create Purchase Orders

ADD DELETE **Journals:** Create Import Post Generate

ADD DELETE **General Ledger:** Ledger Close Period Maint. Allocations Bank Recon

ADD DELETE **Billing:** Maintain Bills Generate Invoices

ADD DELETE **Customers:** Maintenance Conversation

ADD DELETE **Accounts Receivable:** Pending Items Maint.Worksheet Payments AR Update

ADD DELETE **Asset Management:** Asset Management Processing

ADD DELETE **Inquiry Report:** AR AP AM GL PO

ADD DELETE **Query:** Manager Viewer

ADD DELETE **Other:** For additional access please specify in the box below:

4. DEPARTMENT # OR DIVISION NAME FOR ROLES (DO NOT ENTER IN BOTH FIELDS BELOW):

***Required for Chargeback and Requisition Creators and Financial Approvers if selected in Step 2 above:**

Department: _____ OR Area Name/Node: _____

5. SIGNATURE/APPROVALS:

Applicant’s Supervisor, Administrator: My signature certifies that the named employee requires access to data within SOLAR Financials to perform their job duties. I understand that it is my obligation to ensure that adequate training is provided to the employee in compliance with State and Federal laws and University policies governing access to information contained in employee, applicant and student records.

Applicant’s Supervisor: Print: _____ Signature: _____ Date: _____

Extension: _____ Email: _____@csun.edu

Administrator: Print: _____ Signature: _____ Date: _____

Extension: _____ Email: _____@csun.edu

Security Gatekeeper: Print: _____ Signature: _____ Date: _____

Extension: **6685** Email: **solarfin@csun.edu**

Security Administrator: Print: _____ Signature: _____ Date: _____



6. FOR INTERNAL USE ONLY:

APPROVAL OF ROLES ACCESSING CONFIDENTIAL INFORMATION:

VP, Finance & Administration: Print: _____ Signature: _____ Date: _____