Financial Access and Authority Management (FAAM) Tool How-to Sheets

Requesting Access to a Funding Source for Myself

This how-to sheet outlines the steps required to:

- Request access to a funding source (e.g. 100000-498-1300) for YOURSELF.

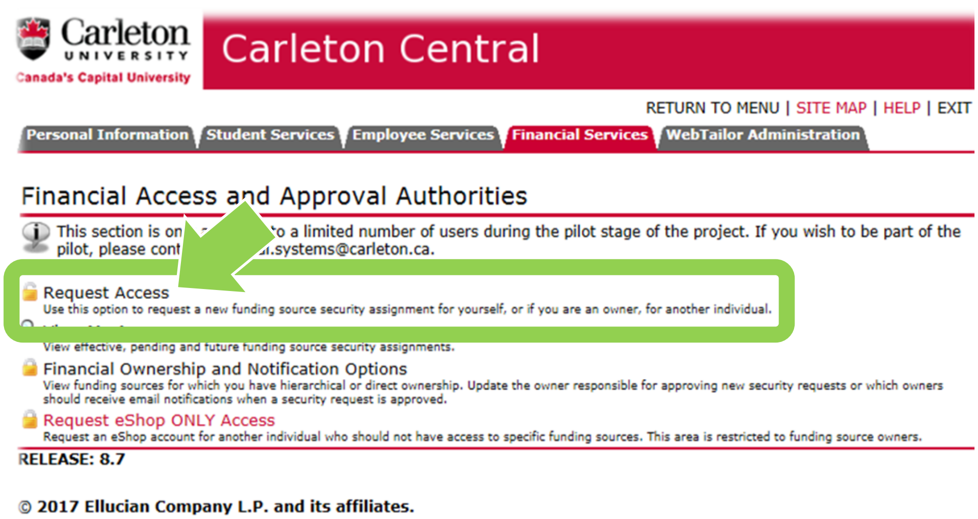
Why would you request access?

- A few examples:
  - to submit requisitions in eShop
  - to reconcile Pcard statements
  - to view/ submit journals in FAST
  - to view financial statements in FAST

IMPORTANT NOTE: If you are requesting financial approval access to a funding source for yourself, refer to the 'Requesting Financial Approval Access for Myself' how-to sheet.

STEPS

1. Once you have accessed FAAM, click on the '**Request Access**' text.

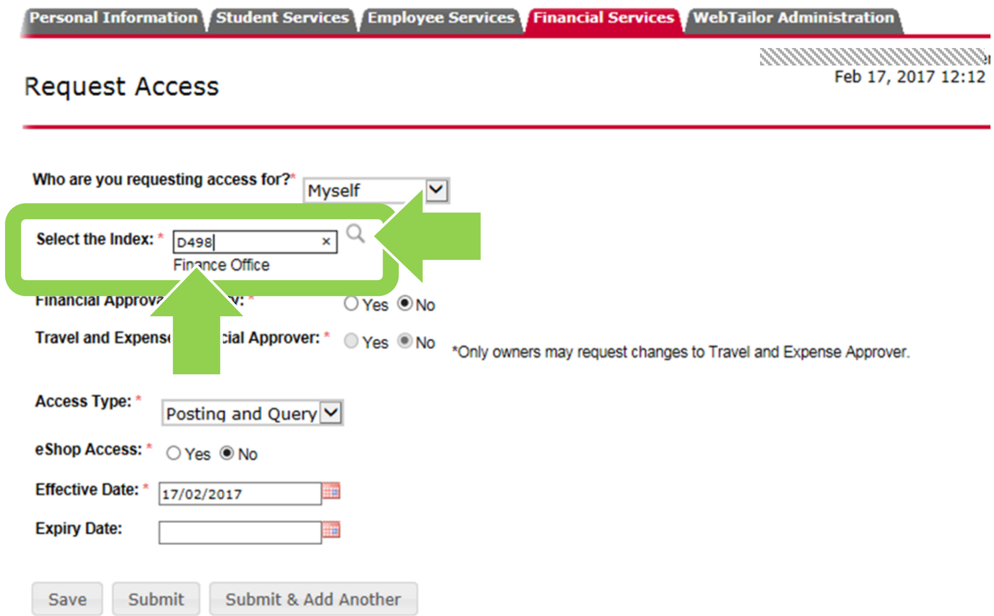


2. Select the funding source you are requesting access to. The funding source is represented by a short code called an index.

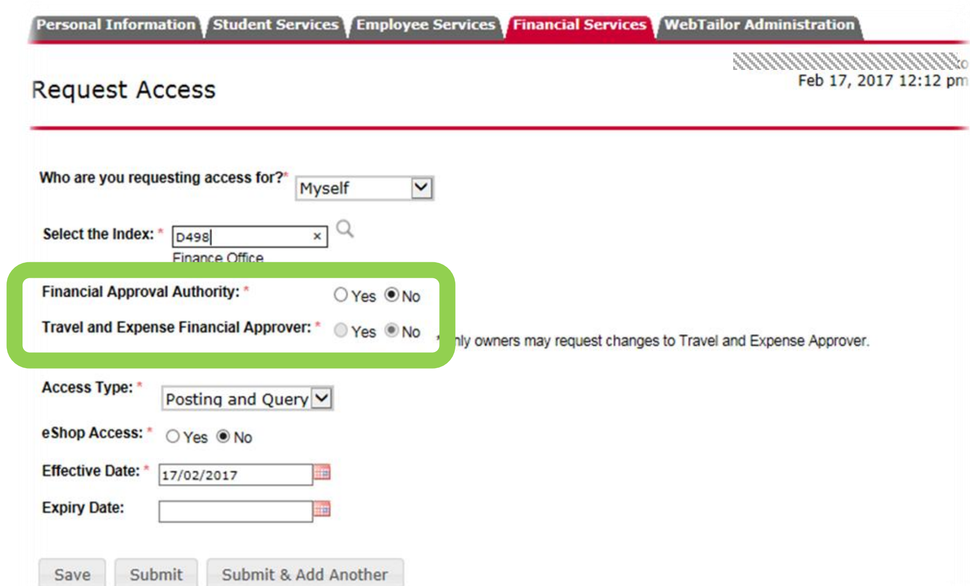
How is the index short code determined?

- Departmental indexes are made up of 'D' + ORGN (e.g. D016 – French)
- Ancillary Indexes are made up of 'A' + ORGN (e.g. A640 – Parking)
- Research and other internally restricted indexes are equal to the FUND (e.g. 555555)

There are two ways to '**Select the Index**'. You can either type an index directly into the field (i.e. D498 in this example) OR you can click on the magnifying glass icon (and then the 'Search' button in the window that opens) to see a complete list of indexes.



3. Leave the default '**No**' for '**Financial Approval Authority**' and '**Travel and Expense Financial Approver**'.

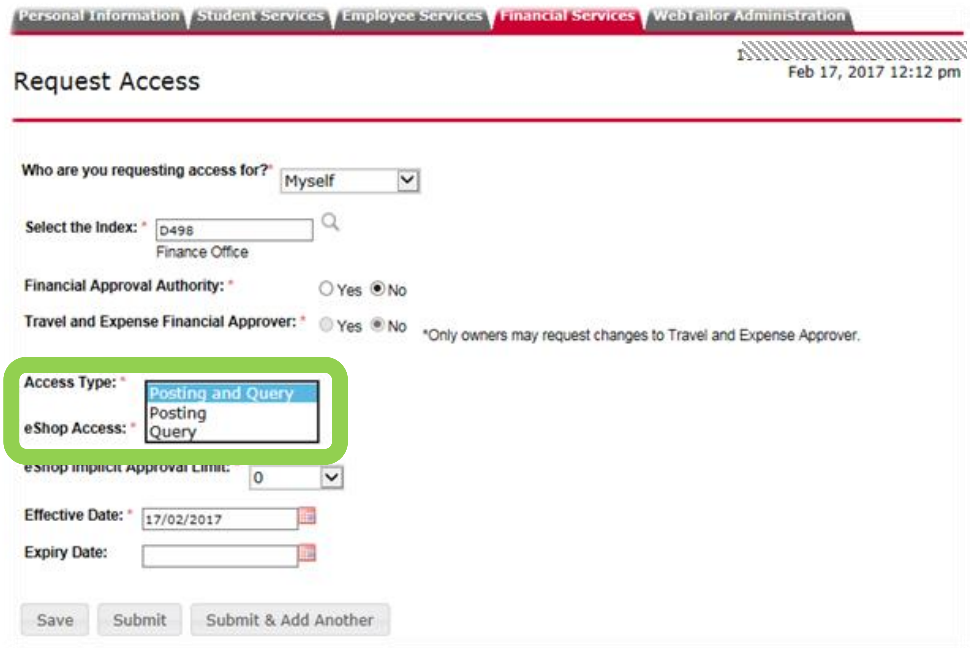


4. Click on the drop-down arrow in the '**Access Type**' field to choose from the following options:

   Choose '**Posting**' to:
   - reconcile Pcard statements
   - submit requisitions in eShop (you must ALSO click on the radio button beside 'Yes' for 'eShop access')
   - submit journals in FAST*

   Choose '**Query**' to:
   - view financial statements in the FAST Finance Reporting application

   Choose '**Posting and Query**' to:
   - do everything listed above (you must ALSO click on the radio button beside 'Yes' for 'eShop access')



** Please note, in addition to accessing an index, you also need access to the FAST Journal Vouchers application. Contact financial.services@carleton.ca for more information.*

5. a. If you chose ‘**Yes**’ to ‘**eShop Access**’ in step 4, then you must

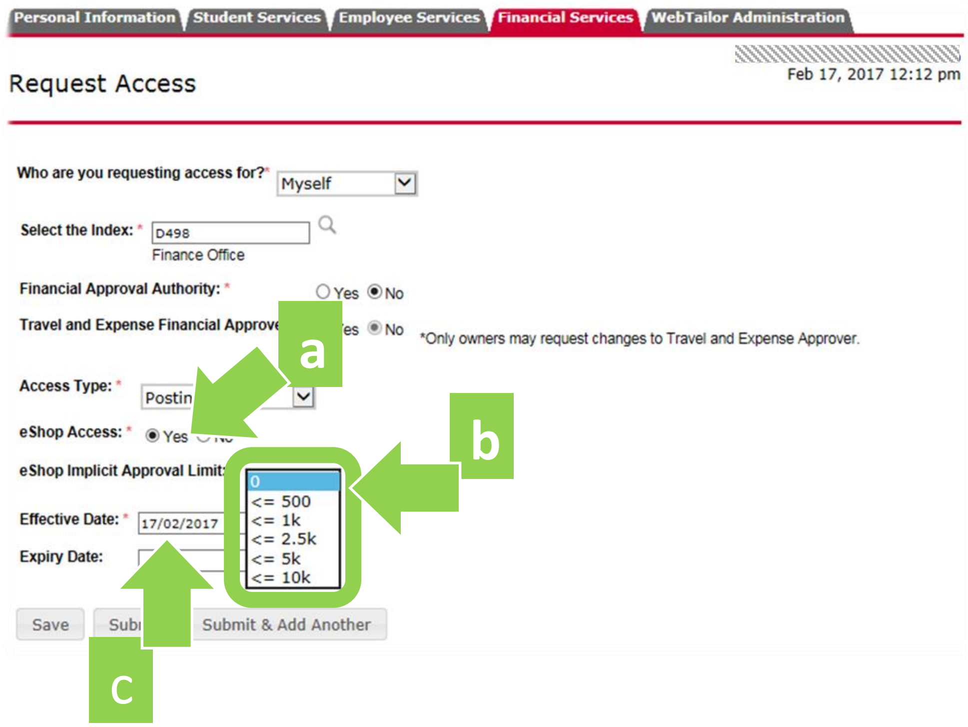
   b. decide whether an ‘**eShop Implicit Approval Limit**’ is required and its threshold (i.e. a money limit)

   Implicit Approval:
   A form of delegation of financial approval authority up to an approved money limit.

   This means that an eShop shopping cart with a value below the approved money limit is considered pre-approved and automatically routes to the next step in the eShop workflow (i.e. the approver will not see it).

   If an eShop shopping cart has a value above the approved money limit, it will be routed to approvers.

   c. Choose an ‘**Effective Date**’ based on when access is required. If applicable, also choose an ‘Expiry Date’.



6. When the request is complete, click the grey ‘**Submit**’ button.

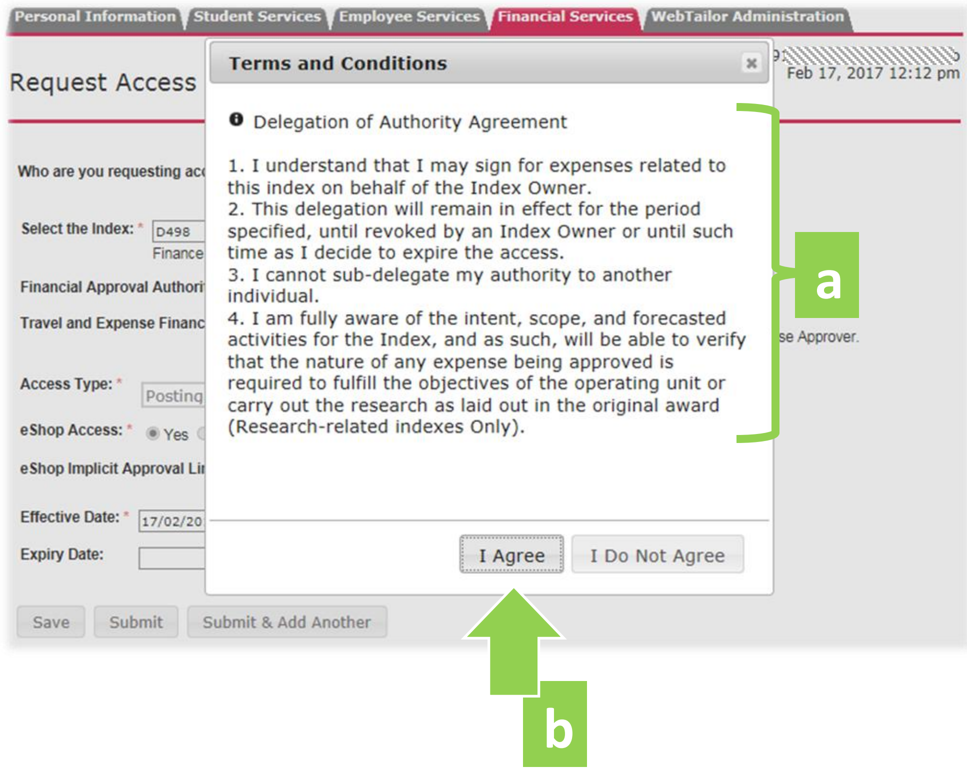
7. **NOTE!** A **'Terms and Conditions'** window with a 'Delegation of Authority Agreement' will ONLY appear if you selected 'Yes' for 'eShop Implicit Approval Limit'.

   a. Read the text in the '**Terms and Conditions**' window.

   Note: It is important to understand what you are agreeing to be accountable for.

   If you are a researcher, contact the Financial Officer in Research Financial Services assigned to your department with any questions. If you are not a researcher, email questions to financial.services@carleton.ca.

   b. Click on the grey '**I Agree**' button.



What Next? FAAM will route your request to the funding source owner for review and approval. You will receive an email notification with further details once the request has been approved or declined.