

# 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.

The screenshot shows the Carleton Central website interface. At the top left is the Carleton University logo with the text 'Canada's Capital University'. To the right is a red header bar with 'Carleton Central' in white. Below the header is a navigation menu with tabs for 'Personal Information', 'Student Services', 'Employee Services', 'Financial Services', and 'WebTailor Administration'. The 'Financial Services' tab is selected. The main content area is titled 'Financial Access and Approval Authorities'. A green arrow points to the 'Request Access' link, which is highlighted with a green box. Below this link are three other options: 'Financial Ownership and Notification Options' and 'Request eShop ONLY Access'. At the bottom of the page, it says 'RELEASE: 8.7' and '© 2017 Ellucian Company L.P. and its affiliates.'

Carleton UNIVERSITY  
Canada's Capital University

Carleton Central

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Personal Information | Student Services | Employee Services | **Financial Services** | WebTailor Administration

### Financial Access and Approval Authorities

This section is only available to a limited number of users during the pilot stage of the project. If you wish to be part of the pilot, please contact [faam.systems@carleton.ca](mailto:faam.systems@carleton.ca).

- Request Access**  
Use this option to request a new funding source security assignment for yourself, or if you are an owner, for another individual.  
View effective, pending and future funding source security assignments.
- Financial Ownership and Notification Options**  
View funding sources for which you have hierarchical or direct ownership. Update the owner responsible for approving new security requests or which owners should receive email notifications when a security request is approved.
- Request eShop ONLY Access**  
Request an eShop account for another individual who should not have access to specific funding sources. This area is restricted to funding source owners.

RELEASE: 8.7

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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.

Personal Information Student Services Employee Services **Financial Services** WebTailor Administration

Request Access Feb 17, 2017 12:12

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Who are you requesting access for?

Select the Index: \*

Finance Office

Financial Approval Authority: \*  Yes  No

Travel and Expense Financial Approver: \*  Yes  No \*Only owners may request changes to Travel and Expense Approver.

Access Type: \*

eShop Access: \*  Yes  No

Effective Date: \*

Expiry Date:

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

Personal Information Student Services Employee Services **Financial Services** WebTailor Administration

Request Access Feb 17, 2017 12:12 pm

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Who are you requesting access for?

Select the Index: \*

Finance Office

Financial Approval Authority: \*  Yes  No

Travel and Expense Financial Approver: \*  Yes  No \*Only owners may request changes to Travel and Expense Approver.

Access Type: \*

eShop Access: \*  Yes  No

Effective Date: \*

Expiry Date:

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')

Personal Information | Student Services | Employee Services | **Financial Services** | WebTailor Administration

Feb 17, 2017 12:12 pm

### Request Access

Who are you requesting access for?

Select the Index: \*    
Finance Office

Financial Approval Authority: \*  Yes  No

Travel and Expense Financial Approver: \*  Yes  No \*Only owners may request changes to Travel and Expense Approver.

Access Type: \*   
eShop Access: \*

eShop Implicit Approval Limit:

Effective Date: \*

Expiry Date:

\* Please note, in addition to accessing an index, you also need access to the FAST Journal Vouchers application. Contact [financial.services@carleton.ca](mailto: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'.

The screenshot shows the 'Request Access' form with the following fields and annotations:

- Who are you requesting access for?\***: Myself (dropdown)
- Select the Index:\***: D498 (text input), Finance Office (text below)
- Financial Approval Authority:\***: Yes (radio), No (radio)
- Travel and Expense Financial Approver:\***: Yes (radio), No (radio). Note: \*Only owners may request changes to Travel and Expense Approver.
- Access Type:\***: Postin (dropdown) - **Annotation a** points to this field.
- eShop Access:\***: Yes (radio), No (radio)
- eShop Implicit Approval Limit:\***: 0 (dropdown menu) - **Annotation b** points to this dropdown. The dropdown menu is open, showing options: <= 500, <= 1k, <= 2.5k, <= 5k, <= 10k.
- Effective Date:\***: 17/02/2017 (text input)
- Expiry Date:** (text input)
- Buttons: Save, Submit, Submit & Add Another - **Annotation c** points to the Submit button.

6. When the request is complete, click the grey 'Submit' button.

Submit

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](mailto:financial.services@carleton.ca).

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

The screenshot shows a web application interface with a 'Request Access' form. A 'Terms and Conditions' window is open, displaying a 'Delegation of Authority Agreement' with the following text:

1. I understand that I may sign for expenses related to this index on behalf of the Index Owner.
2. This delegation will remain in effect for the period specified, until revoked by an Index Owner or until such time as I decide to expire the access.
3. I cannot sub-delegate my authority to another individual.
4. I am fully aware of the intent, scope, and forecasted activities for the Index, and as such, will be able to verify that the nature of any expense being approved is required to fulfill the objectives of the operating unit or carry out the research as laid out in the original award (Research-related indexes Only).

At the bottom of the window, there are two buttons: 'I Agree' and 'I Do Not Agree'. A green arrow labeled 'b' points to the 'I Agree' button. A green bracket labeled 'a' highlights the text of the agreement. The background form includes fields for 'Who are you requesting access for', 'Select the Index: \*' (with 'D498' selected), 'Financial Approval Authority', 'Travel and Expense Financial Services', 'Access Type: \*' (with 'Posting' selected), 'eShop Access: \*' (with 'Yes' selected), 'eShop Implicit Approval Limit', 'Effective Date: \*' (with '17/02/20' selected), and 'Expiry Date:'. At the bottom of the form are buttons for 'Save', 'Submit', and 'Submit & Add Another'. The top navigation bar includes 'Personal Information', 'Student Services', 'Employee Services', 'Financial Services', and 'WebTailor Administration'. The user's name 'D. ...' and the date/time 'Feb 17, 2017 12:12 pm' are visible in the top right corner.

**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.