

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

Requesting FINANCIAL APPROVAL Access to a Funding Source for Someone Else

This how-to sheet outlines the steps required to:

- Request FINANCIAL APPROVAL access to a funding source (e.g. 100000-498-1300) for someone else (e.g. a new hire, replacement).
- Only funding source OWNERS can grant access to someone else.
- OWNERS are defined as a position or individual with ultimate authority over the funding source and power to delegate financial approval authority.

Why would you request 'approval' access?

- You would only request FINANCIAL APPROVAL access to a funding source for someone else if they are in the position to approve transactions initiated by other employees in financial systems (i.e. FAST, Banner, eShop).

IMPORTANT NOTE: If you are not requesting 'approval' access for someone else, refer to the 'Requesting access to a funding source for someone else' how-to sheet.

STEPS

- 1 Once you have accessed FAAM, click on the 'Request Access' link.

The screenshot shows the Carleton Central website interface. At the top left is the Carleton University logo with the tagline 'Canada's Capital University'. To the right is the 'Carleton Central' header. Below the header is a navigation menu with links for 'Personal Information', 'Student Services', 'Employee Services', 'Financial Services', and 'WebTailor Administration'. The 'Financial Services' link is highlighted. Below the navigation menu is the page title 'Financial Access and Approval Authorities'. A green arrow points to the 'Request Access' link in the list of options. Below the 'Request Access' link is a description: 'Use this option to request a new funding source security assignment for yourself, or if you are an owner, for another individual.' Other links include 'View My Access', '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.'

- 2 For 'Who are you requesting access for?' select 'Someone Else' from the drop down menu

and

enter the individual's Carleton ID in the 'Enter Carleton ID # of the Individual' field that appears OR click on the magnifying glass icon to search for an individual's Carleton ID number.

Personal Information Student Services Employee Services Financial Services WebTailor Administration

Request Access Feb 17, 2017 01:37 pm

Who are you requesting access for? **Myself**
Someone Else

Enter Carleton ID # of the individual: [] [Q]

Select the Index: * [] [Q]

Financial Approval Authority: * Yes No

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

Access Type: * Posting and Query

eShop Access: * Yes No

Effective Date: * [] [Q]

Expiry Date: [] [Q]

Save Submit Submit & Add Another

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

How is the index short code determined?

- Departmental indexes are made up "D" + ORGN (e.g. D016 – French)
- Ancillary Indexes are made up "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. 188888 in this example) OR you can click on the magnifying glass (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 02:19 pm

Who are you requesting access for? Someone Else

Enter Carleton ID # of the individual: * [] [Q] Finance Office

Select the Index: 188888 [Q]

Financial Approval Authority: * Yes No

Travel and Expense Financial Approver: * Yes No

Access Type: * Posting and Query

eShop Access: * Yes No

Effective Date: * [] [Q]

Expiry Date: [] [Q]

Save Submit Submit & Add Another

- 4 a. Click on the 'Yes' radio button for "Financial Approval Authority" (formerly known as the 'Signing Authority')
and
b. Choose an 'Effective Date' based on when access is required
and
c. Click on the grey 'Submit' button

To determine who can act as a financial approver, refer to the Approval and Delegation of Authority Policy (<http://carleton.ca/secretariat/policies/>).

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

- Who are you requesting access for?:** Someone Else (dropdown)
- Enter Carleton ID # of the individual:** [Redacted]
- Select the Index:** 188888 (dropdown) with a green arrow labeled 'a' pointing to it.
- Financial Approval Authority:** Yes (selected) / No (radio buttons)
- Travel and Expense Financial Approver:** No (selected) / Yes (radio buttons)
- Access Type:** Posting and Query (dropdown)
- eShop Access:** Yes (selected) / No (radio buttons)
- eShop Implicit Approval Limit:** Unlimited (dropdown)
- Effective Date:** 25/02/2017 (calendar icon) with a green arrow labeled 'b' pointing to it.
- Buttons:** Save, Submit, Submit & Add Another. A green arrow labeled 'c' points to the Submit button.

- 5 a. Read the 'Terms and Conditions' window that opens up.
- Note:** It is important that you understand what level of responsibility you are delegating to the individual. You can refer to the [Approval and Delegation of Authority Policy](#) to find out who can act as a financial approver.

If you are a researcher, contact your financial officer with any questions. If you are not a researcher, email questions to financial.services@carleton.ca.

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

The screenshot shows the 'Request Access' form with a 'Terms and Conditions' window open. The window contains the following text:

Delegation of Authority Agreement

1. I understand that the individual named may sign for expenses related to this index on my behalf.
2. This delegation will remain in effect for the period specified, until revoked by an Index Owner or until such time as the individual decides to expire the access.
3. The individual cannot sub-delegate this authority to another individual.
4. The individual is 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 are two buttons: 'I Agree' and 'I Do Not Agree'. A green arrow labeled 'a' points to the 'I Agree' button. A green arrow labeled 'b' points to the 'I Agree' button from the bottom of the window.

Good News! When requesting FINANCIAL APPROVAL access, you can ignore remaining fields (i.e. those not covered by this how-to sheet).

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.