

# Columbus State University

## PeopleSoft Financials System Access Policy

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### 1.0 PURPOSE

This Policy provides answers to end user questions about how to obtain authorization to the CSU PeopleSoft Financials System. PeopleSoft Financials is software used by USGA institutions to record daily business activity.

### 2.0 SCOPE

This is a divisional policy. Requests for PS Financials access is by personnel in departments in the Finance area (e.g. Budget, Business Services, Accounts Payable.....).

### 3.0 POLICY

The name of this policy is PeopleSoft Financials System Access Policy.

#### 3.1 PS Financials Access Procedure

PeopleSoft Financials software is used to record financial activity for an organization. It is used by University System of Georgia institutions. To access PeopleSoft Financials you must obtain permission from Columbus State University Vice President of Business and Finance. Once permission is granted, a remedy request should be submitted to the Computer Information and Networking Services (CINS) division to get PeopleSoft Financials installed on your workstation.

A remedy request must be submitted to the CINS security administrator so that you will be assigned a PeopleSoft Financials user id and password. It is a good practice to change your password once it is assigned. On the PeopleSoft Financials sign on window there is an option titled "Set Password." Enter the user id and password that you were assigned and then click on the "Set Password" button. Follow the instructions to change your password.

### **3.2 Assignment of Security Rights to PS Financials Processes**

The PeopleSoft Financials functional administrator in the Business and Finance Office assigns the processes that you can run. In order for you to see a process when you log into Financials you must have security rights to that process. If you need security rights to additional processes other than the ones you are assigned, contact the Vice President of Business and Finance.

### **4.0 Policy Changes**

Revisions and changes to this policy will be made periodically.

### **5.0 Definitions**

These are definitions for terms in the PS Financials System Access Policy.

#### **5.1 Financials Functional Administrator**

The PS Financials functional administrator is the person designated by the Vice President of Business and Finance to act in his or her behalf in approving the authorization of access, approving the termination of access, approving an end user's request for access to processes, etc.....

#### **5.2 CINS Security Administrator**

The CINS security administrator is the person in the Computer Information and Networking Services department who assign PeopleSoft Financial end user ids and passwords when approved by the Financials functional administrator or the Vice President of Business and Finance, assigns end user security rights to processes when authorized by the Financials functional administrator or the Vice President of Business and Finance, terminates security rights for an end user when requested by the Financials functional administrator or the Vice President of Business and Finance.