



OAKS AGENCY FINANCIALS SECURITY APPLICATION INSTRUCTIONS

Section 1 – Employee/User Information

Employee name – Identify the employee using the same name associated with the Employee ID.

OAKS Employee ID – Enter the 8 digit ID assigned in the user in OAKS HCM system

Agency Name – Enter full name of the agency. Do not use abbreviations.

Phone Number – Enter employee's work phone number.

Employee Email Address – Enter the business email address.

Please note: You will also need to use this area for the following request:

If creating dummy Requestors for purchases:

You must use the following naming convention: REQ_<3 letter agency code>_<use of Requestor> and enter this as the OAKS Employee ID (EmplID). Ex: REQ_DPS_IT or REQ_DPS_OVER25K.

Please limit to 30 alphanumeric characters and do not use character: &

If creating a share User ID's for Agency Requisition Approvers levels 1, 2, and 3.

You must use the following naming convention GRP_<3 letter agency code>_<group identifier> and enter this as the OAKS Employee ID (EmplID). Ex: GRP_DMH_CentralPurchasing.

Please limit to 30 alphanumeric characters and do not use character: &

Please provide an email address for workflow routing.

User Setup

New User – Check this box when employee applies for OAKS access the 1st time or if an employee has previously been deleted from the system.

Update existing User – Check this box for any and all changes except New or Deleting a user.

Delete user from System – Check this box when a user's access should be removed from the system. For this action, you need only complete Sections 1, 2 and 3.

Section 2 – Supervisor Requesting Access for End User

Name – Name of user's supervisor.

Phone Number – Supervisor's work phone number.



Section 3 – Authorized Agent Signature

Name of Agent – This is the agent who is authorized by the requesting agency/bureau/dept to approve OAKS security system access requests

Date - Enter, month day, year i.e. June 6, 2007 or 06/06/07

Name of Agent – Printed name of signing agent

Section 4 – Data Access

Add Business Units – List the Business Units to which the user should have access in addition the Primary/Default Business Unit. Do not place the Primary/Default Business Unit on this line.

Remove Business Units – List the Business Units from which current data access should be removed. Do not place the Primary/Default Business Unit on this line.

Default Business Units – List the Primary /Default Business Units to which the user should have access. Only enter this Business Unit for the initial application or when the default Business Unit changes

Section 5 – Role Access

Add (Role) – Check the role which should be added to the user's system access. Also enter additional information for those roles where indicated.

Delete (Role) – Check the role which should be removed from the user's system access. You do not need to enter additional information for a role when deleting it.

Change (Role) – This box should be marked only when there are changes to the additional information portion of a role that is already assigned to the user.

Example – To change the AP Origin of the role Agency Voucher Maintainer that is already assigned to the user, then mark the Change box and list the new AP Origin value on the form.

**Special Note:* To remove additional information that is noted as 'optional' on the form, and for those cases where there is *no replacement* value, please write "Remove current value" on the appropriate line of the form.



Accounts Payable Roles

Below is a description of the additional information that is required for some of the roles in Accounts Payable.

AP Origin - Enter the Origins to be used when routing information through workflow. When assigning multiple roles, each of which has origins, the same origin must be shown for each role.

Business Unit – Enter the Business Units associated with this role, This Business Unit must have also been entered in Section 4 – Data Access previously or with this change application.

Access to all Expense Reports within agency Business Unit: This field should be set to “Y” if this user should have access to view/edit all expense reports within their Business Unit, “N” if they should only view/edit the reports he/she has entered

Voucher Processor (various types) and Maintainer:

- **Origin (required):** This origin will save on the voucher when this user enters a new voucher. The origin will dictate the approval path for that voucher. It will route to Voucher Approvers authorized to approve this origin.

Voucher Approver 1-3

- **Business Unit(s) Authorized to Approve (required):** Vouchers within this Business Unit and with the origin provided in the next field will route to this Voucher Approver. If entering multiple, please delimit with a comma.
- **Origin(s) Authorized to Approve (required):** Vouchers with this origin and the Business Unit provided in the previous field will route to this Voucher Approver. If entering multiple, please delimit with a comma.

Note: A user may be a Voucher Approver 1 for one set of Business Units/origins and a Voucher Approver 2 for a different set of Business Units/origins.

Travel Expense Processor:

- **AP Origin (optional):** This origin will default onto the travel expense report when this user is entering that transaction. This user has the option of changing the origin during entry.
- **Access to all Expense Reports within agency Business Unit? (Required):** This field should be set to “Y” if this user should have access to view/edit all expense reports within their Business Unit, “N” if they should only view/edit the reports he/she has entered.



Accounts Receivable Roles

Does not require any additional information, please check the appropriate action needed.

General Ledger (GL) Roles

Does not require any additional information, please check the appropriate action needed.

Purchasing Roles

Below is a description of the additional information that is required for some of the roles in Purchasing.

Requestor

- This role is for workflow purposes only. It drives the approval workflow on a requisition and does not grant access to the system. This role may be set up as a dummy user. Agencies that route workflow based on commodity or dollar value may want to create dummy Requestors for purchases such as IT, office supplies, purchases above \$25,000, etc. If you're using a dummy user, you must use the following naming convention: REQ_<3 letter agency code>_<use of Requestor> and enter this as the OAKS Employee ID. Ex: REQ_DPS_IT or REQ_DPS_OVER25K. Please limit to 30 alphanumeric characters. If setting up a dummy user, enter "Requestor" as both the first and last name. A dummy user will NOT be able to have roles other than the Requestor.
A Requestor can NEVER be a Level 4 Agency Approver.

Requisitioner

- **Requestor's EmplID** (optional): The Requestor entered in this field will always default when the Requisitioner is entering a requisition. This is for default purposes only; the Requisitioner can change the Requestor during entry. Using this default is useful only if you foresee a Requisitioner entering the same Requestor often or if the Requisitioner and Requestor are one and the same.
- **Supervisor** (required): This field is used to drive PO workflow only and should list the employee ID of the first user who the requisition should route to when that Requestor is entered on the requisition. The user entered on this supervisor field should be a Level 1, 2, 3, or 4 Agency Approver.
- **Ship to Location** (optional): This field will default as the Ship To location on the requisition when this Requestor is used. The Ship To location can be updated before the PO is sent to the vendor at the time of entry or during PO approval.
- **Telephone** (optional): This field will display on the PO sent to the vendor as a contact number.
- **Department** (optional): This is one of the five required ChartFields needed to save the requisition. This field can be modified during requisition entry and PO approval. This field should be defaulted when an Agency's Requisitioner may not know about accounting information and it's expected that one of the Requisition Approvers will enter the correct accounting information.
- **Fund** (optional): This is one of the five required ChartFields needed to save the requisition. This field can be modified during requisition entry and PO approval. This field should be defaulted when an Agency's Requisitioner may not know about accounting information and it's expected that one of the Requisition Approvers will enter the correct accounting information.
- **ALI - Appropriation Line Item** (optional): This is one of the five required ChartFields needed to save the requisition. This field can be modified during requisition entry and PO approval. This field should be defaulted



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when an Agency's Requisitioner may not know about accounting information and it's expected that one of the Requisition Approvers will enter the correct accounting information.

- **Account (optional):** This is one of the five required ChartFields needed to save the requisition. This field can be modified during requisition entry and PO approval. This field should be defaulted when an Agency's Requisitioner may not know about accounting information and it's expected that one of the Requisition Approvers will enter the correct accounting information. Defaulting an account will almost always guarantee that you will need to update this field during requisition entry/approval.
- **Program (optional):** This is one of the five required ChartFields needed to save the requisition. This field can be modified during requisition entry and PO approval. This field should be defaulted when an Agency's Requisitioner may not know about accounting information and it's expected that one of the Requisition Approvers will enter the correct accounting information.

Level 1-3 Agency Requisition Approvers

- **Approver's Supervisor (required):** This field is used to drive PO workflow only and should list the employee ID of the user who the requisition should route to after the current user approves the requisition. The user entered on this supervisor field should have a higher level than the Requisition Approver for which the supervisor is being entered. Ex: A Level 2 Approver must have a supervisor with a Level 3 or Level 4 role. If this user is meant to be an alternate approver (see documentation on setting up alternates in PO Workflow presentation) and not part of the every-day PO Approval workflow, please enter "alternate" in this field.
- Agency Requisition Approvers for levels 1, 2, and 3 may be set up as dummy users – where the username and password can be shared by a group of users. This allows agencies with central purchasing groups to have requisitions routed to a group without being limited to an individual. If using a dummy user, you must use the following naming convention GRP_<3 letter agency code>_<group identifier> and enter this as the OAKS Employee ID field. Ex: GRP_DMH_CentralPurchasing. Please limit to 30 alphanumeric characters. Also, please enter "group" as both the first and last name.

Reporting

Does not require any additional information, please check the appropriate action needed.