



**Riverside County
PeopleSoft Financials 9.1
Security/Workflow Access Request**



This form is to be used by the **Department Security Liaison** to request, modify or delete access to PeopleSoft Financials and Data Warehouse.

Instructions to Department Security/Workflow Administrator: Please complete all applicable sections of this form. **Delete the sections that do not apply to the specific request. Submit request to:**
<https://rivcoitprod.service-now.com/>

Date Requested: _____ **Access Effective Date Required:** _____

Add a New User (If setting up more than 5 users please submit them on a Excel Spreadsheet)

Modify User Access (includes adding/deleting Role(s), Workflow Routings and or Business unit transfers, etc)

Delete/Remove User Reason: _____

User (the person that requires access to PeopleSoft):

User Name: _____	User Telephone: _____ FAX: _____
Employee ID#: _____	Business Unit(s) (5 Alpha) or Security Row Class(s) Authorized for: _____
Department Name: _____	_____

Department Authorization and Contact Information:

User's Supervisor/Manager Name: _____	Telephone: _____
Department Security Liaison Print Name: _____	Telephone: _____

Department Security Liaison Signature: _____ **Date:** _____
 (Signature and date can be electronic)



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Department Security Access Section

Check all the roles for which the user should be authorized by checking "Add" or if deleting access, checking "Delete."

Department Security Liaison

Add	Delete	
<input type="checkbox"/>	<input type="checkbox"/>	Security Liaison – Dept. Security Liaison Only

Asset Management (AM) Module

Add	Delete	Add	Delete
	AM Inquiry		Leased Asset Processor
	Capital Asset Processor		Asset Reviewer – ACO dept. only
	Physical Asset Processor		
	Dept. Cost Adj/Transfer– ACO dept. only		_____
	ACO Approval required _____		(Role not included on form)

Accounts Payable (AP) Module

Add	Delete	Add	Delete
	AP Inquiry		Pay Cycle Processor - ACO/DPSS dept. only
	1099 Processor		ACO Approval required _____
	Bank Recon Processor		ACO Voucher Approver - ACO dept. only
	Dept. Cost Adj/Transfer		\$<=499,999.99
	AP Payment Cancel/Void		ACO Supv Voucher Approver - ACO dept. only
	AP Vendor Processor		\$500,000.00 - \$999,999.99
	AP Vendor Approver - ACO dept. only		ACO Mgr Voucher Approver - ACO dept. only
	Voucher Processor		>= \$1,000,000.00
	Department Voucher Approver		_____
	<=\$499,999.99		(Role not included on form)
	ACO Approval required _____		
	Department Supervisor Voucher Approver		
	\$500,000.00 - \$999,999.99		
	ACO Approval required _____		
	Department Manager Voucher Approver		
	\$1,000,000.00		
	ACO Approval required _____		



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Accounts Receivable (AR) Module

Add	Delete	Add	Delete
	Accounts Receivable Inquiry		AR Cash Recon Processor - ACO dept. only
	Payment Processor		AR Cash Recon - ACO/Treasury dept. only
	Collection Processor \$1000		AR Cash Recon Reconciler - ACO dept. only
	ACO Approval required _____		Deposit Adjuster - Treasury dept. only
	Dept. Collection Processor \$5000		ACO Approval required _____
	ACO Approval required _____		Deposit Approver - Treasury dept. only
	ACO Collection Processor \$999,999.99		ACO Approval required _____
	ACO Approval required _____		Deposit Un-Approver - ACO/Treasury dept. only
	ZBA Dept. Deposit Approve		ACO Approval required _____
	AR Interface Processor		
<hr/>			
(Role not included on form)			

Billing (BI) Module

Add	Delete	Add	Delete
	Billing Inquiry		Billing Adjuster
	Billing Entry		
<hr/>			
(Role not included on form)			

Deposit Based Fees (DBF) Module

Add	Delete	Add	Delete
	DBF Inquiry		DBF Finalization Approver
	DBF General Processor		DBF Project Manager
	DBF Finalization Processor		
<hr/>			
(Role not included on form)			



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General Ledger (GL) Module

Add	Delete	Add	Delete
	Journal Processor		GL Pre Appr Journal Processor
	Entity ID: _____		ACO Approval required _____
	Department Journal Approver		GL Spreadsheet Journal Load _____
	Entity ID: _____		ACO Approval required _____
	Entity ID: _____		Central Budget Processor - ACO dept. only
	Entity ID: _____		GL Central CF Reviewer - ACO dept. only
	GL Budget Prep - Dept.		GL Central Journal Processor - ACO dept. only
	GL Dept. Tree Processor		Central Journal Approver - ACO dept. only
	GL Journal Load Processor		GL Config Coordinator - ACO dept. only
	GL nVision Report Developer		GL Config Reviewer - ACO dept. only
	GL nVision Report Requestor		GL Payroll Journal Processor - ACO dept. only
	GL Batch Journal Processor		
	ACO Approval required _____		_____
			(Role not included on form)

Inventory (IN) Module

Add	Delete	Add	Delete
	Inventory Inquiry		Inventory Material Stock Clerk
	Inventory Cart Processor		Inv Material Stock Requester
	Inventory Cycle Count Processor		Patient Charge Processor - RCRMC dept. only
	Adjustment Processor		Inventory Storekeeper
	Replenishment Processor		

			(Role not included on form)

Project Costing (PC) Module

Add	Delete	Add	Delete
	Project Costing Inquiry		PC Allocation Processor
	Project Costing User		RCIT Approval required _____
	PC User and Configurer		PC Budget Processor _____
			RCIT Approval required _____
	_____		_____
	(Role not included on form)		



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Purchasing (PO) Module

Add	Delete	Add	Delete
Requisition Processor		PO Department Receiver	
Default Department ID _____		Default Ship to Location _____	
Default Ship to Location _____		PO Department Receiver Finalizer	
Default Redelivery Location _____		PO Reconciliation Processor	
LVPA Processor, \$5K		Procurement Card User	
Department ID or range _____		Procurement Card Proc. & Admin - Purch dept. only	
Purch Approval required		PO Inquiry	
Buyer I* Up to \$25K		PO Item Inquirer	
*Must also select LVPA		PO Item Setup Processor	
Department ID or range _____		PO Item Setup and Approver- Purch dept. only	
Purch Approval required		Req Chartfield Approver	
Buyer II*, Up to \$50K		Dept ID/Program or range _____	
*Must also select LVPA and Buyer I		Requisition Amount Approver 2.5K	
Department ID or range _____		Dept ID/Program or range _____	
Purch Approval required		Requisition Amount Approver 10K	
PCS*, Up to \$100K		Dept ID/Program or range _____	
*Must also select LVPA, BUYER I & II and PCS		Requisition Amount Approver 25K	
Department ID or range _____		Dept ID/Program or range _____	
Purch Approval required		Requisition Amount Approver >25K	
PCS*, Over >\$100K		Dept ID/Program or range _____	
*Must also select LVPA, BUYER I & II and PCS			
Department ID or range _____		(Role not included on form)	
Purch Approval required			
PCS, Central Buyer			
Purch Approval required			

Notes:

1. A Requisition processor cannot have the Req Chartfield Approver role or Req Amount Approver role.
2. Buyers cannot also have the Voucher processor role.



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Additional Associated Access

Add Delete

Financials 9.1 Data Warehouse

Help Desk Admin Role (Financials Production, Reporting, BASE Production) **RCIT HELP DESK STAFF ONLY**

LaserFiche Reports

Notes:



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PeopleSoft Signature
(for LVPA Processors/Buyers/PCS ONLY)

Signature

1. Please sign below using a thick felt, or Sharpie style pen. Signature must remain within the dotted box below.
2. Scan this sheet in a PICTURE FORMAT (JPEG).
3. Crop image of the signature to 1000pixels by 175pixels.
4. Save new image in JPEG format using the naming convention "Empl #_LastName" example: (123456_Smith.jpg)
5. Attach the completed signature along with this form to the RIVCOHelp PeopleSoft Security Request.

A large rectangular area defined by a dotted border, intended for the user to sign.