

This audio job aid helps you complete the General Security Access Form for budgeting.



For each function that you need below, make the corresponding selections on the General form.

Help for the Café General Security Access Form																																						
1.	<p>To view your current year budget and summaries of related financial activity: In SECTION B: GENERAL ACCESS > GENERAL LEDGER ACCESS, add Budget Inquiry. This option includes the NUFinancials budget searches Budget Details and Budget Overview.</p>	<table border="1"> <thead> <tr> <th>A D D</th> <th>D E L</th> <th>GENERAL LEDGER ACCESS</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Budget Journal Entry</td> <td>Create revenue and expense budget adjustment entries via the budget journal portal (journals cannot cross fund groups). PG-GL-Budget Journal Entry</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Journal Entry</td> <td>Create revenue and expense GL adjustment entries via the actuals journal portal. Also permits access to GL inquiry pages. PG-GL-Journal Entry</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Cash Receipt Entry</td> <td>Enter and inquire on cash receipt transaction entries. PG-GL-Department CRT Entry</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Cash Receipt Inquiry</td> <td>View-only access to cash receipt transaction entry pages. PG-GL-Department CRT Inquiry</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Budget Inquiry</td> <td>Budget status inquiry. Complete Row Level Security (pg. 3). PG-GL-KK Inquiry</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Journal Import</td> <td>Upload Actuals journals via a spreadsheet or flat file import. PG-GL-Journal Import</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Asset Management View Only</td> <td>View capital assets as well as the relevant financial information (cost, location, useful life and accumulated depreciation). PG-NU-AM View Only</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>ChartField Manager Entry</td> <td>Access to enter and update managers, reviewers and attributes for ChartField values. PG-GL-CF Managers Entry</td> </tr> </tbody> </table>	A D D	D E L	GENERAL LEDGER ACCESS		<input type="checkbox"/>	<input type="checkbox"/>	Budget Journal Entry	Create revenue and expense budget adjustment entries via the budget journal portal (journals cannot cross fund groups). PG-GL-Budget Journal Entry	<input type="checkbox"/>	<input type="checkbox"/>	Journal Entry	Create revenue and expense GL adjustment entries via the actuals journal portal. Also permits access to GL inquiry pages. PG-GL-Journal Entry	<input type="checkbox"/>	<input type="checkbox"/>	Cash Receipt Entry	Enter and inquire on cash receipt transaction entries. PG-GL-Department CRT Entry	<input type="checkbox"/>	<input type="checkbox"/>	Cash Receipt Inquiry	View-only access to cash receipt transaction entry pages. PG-GL-Department CRT Inquiry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget Inquiry	Budget status inquiry. Complete Row Level Security (pg. 3) . PG-GL-KK Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	Journal Import	Upload Actuals journals via a spreadsheet or flat file import. PG-GL-Journal Import	<input type="checkbox"/>	<input type="checkbox"/>	Asset Management View Only	View capital assets as well as the relevant financial information (cost, location, useful life and accumulated depreciation). PG-NU-AM View Only	<input type="checkbox"/>	<input type="checkbox"/>	ChartField Manager Entry	Access to enter and update managers, reviewers and attributes for ChartField values. PG-GL-CF Managers Entry
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3.	<p>To reconcile financial activity related to your budget:</p> <ul style="list-style-type: none"> • Add Monthly Financial, Budget/COA, and Supply Chain in the COGNOS REPORTING section For both revenue and expense (non-compensation) budgets and activity. 	<table border="1"> <thead> <tr> <th>A D D</th> <th>D E L</th> <th>COGNOS REPORTING</th> <th>Generate and view reports in school folders indicated below</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Monthly Financial</td> <td>Budget statements, revenue and expense activity and financial reports SCH_MONTHLY_FINC</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Budget/COA</td> <td>Capital project, budget detail, chart field mapping and job cost reports SCH_BUDGET</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sponsored Programs Management</td> <td>Financial and management reports for sponsored projects SCH_SPO_PRGS_MNGT</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Supply Chain</td> <td>Vendor and Procurement Tracking Reports (Encumbrances, Delivery, Change Order History) SCH_SUPPLY_CHAIN</td> </tr> </tbody> </table> <p>Continued next page...</p>	A D D	D E L	COGNOS REPORTING	Generate and view reports in school folders indicated below	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly Financial	Budget statements, revenue and expense activity and financial reports SCH_MONTHLY_FINC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget/COA	Capital project, budget detail, chart field mapping and job cost reports SCH_BUDGET	<input type="checkbox"/>	<input type="checkbox"/>	Sponsored Programs Management	Financial and management reports for sponsored projects SCH_SPO_PRGS_MNGT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supply Chain	Vendor and Procurement Tracking Reports (Encumbrances, Delivery, Change Order History) SCH_SUPPLY_CHAIN																
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Budgeting

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3.	<p>Continued from page 1...</p> <ul style="list-style-type: none">If your duties include compensation, go to SECTION D: ROW LEVEL SECURITY > SALARY ACCESS and click Add to see salary expenses in NUFinancials. <div data-bbox="220 489 1474 598" style="border: 1px solid gray; padding: 5px;"><p>SALARY ACCESS</p><p><i>Provides the ability to view payroll detail by employee for all departments and projects where row level security has been indicated.</i> <input checked="" type="checkbox"/> Add <input type="checkbox"/> Remove</p></div>
4.	<p>Preparing the base budget for the next fiscal year? Access to NUPlans is handled separately – not on the security access forms.</p>