



All-in-One Financial System

Authorization Functions Guide

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Terry Malosh
Information Systems and Computing
University of California, Santa Barbara
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Introduction

The purpose of this document is to provide an overview of your duties as a “Department Security Administrator” (DSA).

All-in-One is a suite of financial applications that includes a distributed, role-based authorization system.

Within All-in-One there is an authorization system which controls access permissions for both mainframe and web based financial applications.

All-in-One (ALLN01) itself is a Natural application that runs under *Com-Plete*. Access to Com-Plete requires TN3270 access (such as [Host On-Demand](#), to login). Some of the systems that are accessible via ALLN01 include Requisition Express (REx), Capital Assets (CATS), Chart of Accounts, Vendor Queries, Liens, Checks/Invoices, and the Authorization System, for example.

In addition, there are several web based applications. Access to these applications will require a properly-configured web browser (such as Internet Explorer, Netscape, or Firefox) to login. Some of these systems which are accessible via a web browser include BORIS, BARC, the Purchase Order Repository System, Transfer of Funds, Transfer of Expenditures, and Web Travel, for example.

All these systems, either Web based, or within ALLN01 itself, are administered by a department DSA, by using the Authorization System within All-in-One (ALLN01). The purpose of DSA training, and this overview, is to acquaint you with this authorization system.

There are two versions of All-in-One:

- **ALLN01** is the production system and contains production data; and
- **ALLND** is the demonstration version and contains test data.

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The Basics

How To Request All-In-One

To request All-in-One access, you must be a current DSA, Department Head, or acting Department Head.

- The request form can be accessed via the web by visiting the “**Com-Plete Service Center**” at:

<http://www.isc.ucsb.edu/osg/complete/complete-service-center.html>

- If the user is new to Com-Plete, fill out and submit the **IS & C Services Request Form**. Be sure to check the boxes for Com-Plete (and ALLN01 which will appear on a subsequent page after you press Submit).
- If the user already has Com-Plete, you still need to fill out and submit the **IS & C Services Request Form**.
- The request will be transmitted to IS&C security for processing. Once IS&C staff has finished setting up the applicant, you will be notified by email. Please allow adequate time for processing.
- Retain your copy of the request form for audit purposes (for a period of two (2) years after the authorization has been deactivated).

System Requirements

In order to use an All-in-One secured application, the following are required:

- Approval of a DSA, Department Head, or acting Head, to use All-in-One;
- **TN3270** emulation software (“**Host-on-Demand**” (HOD) or equivalent). Information about HOD is available at:
<http://www.isc.ucsb.edu/osg/hod/index.html>
- A Computer Center Account;
- A Com-Plete userid and Com-Plete password;
- An Email address;
- An entry in the UCSB Directory; and
- An entry in the All-in-One authorization system.

Your Duties as a Department Security Administrator (DSA)

As a DSA you will:

- Initiate requests for All-in-One access;
- Add users to All-in-One;
- Link or unlink users to All-in-One security groups;
- Set up LAFS account information as needed;
- Purge users from All-in-One; and
- Function as your department's liaison with IS&C.

Duties of the Campus Security Administrator (CSA)

The responsibility of the Campus Security Administrator is to:

- Train DSAs to use the All-in-One system;
- Support DSAs in their All-in-One duties;
- Set up DSAs to use the All-in-One applications (ALLN01 and ALLND);
- Coordinate the creation of new Com-plete userids and accounts;
- Troubleshoot problems as they arise within All-in-One; and
- Announce new All-in-One components as they are released.

How to Become a DSA

In order to become a DSA, you must be a UCSB employee and your Department Head (or Acting Department Head) must grant formal approval.

If your department is interested in using this system, the Campus Security Administrator will contact your Department Head to explain the requirements.

What Can I Use All-in-One For?

The suite of systems available within All-in-One has broadened considerably over the years, and now includes the following systems.

- **Authorizations.** The Authorization system enables a DSA to administer access for any of the systems available through All-in-One.
- **BARC.** The *web-based* Billing and Accounts Receivable system will enable your department to view customer accounts, prepare and submit batch jobs, or receive notification to review transactions. *The BARC system and on-line tutorial is available at the following web site:* <http://www.busserv.ucsb.edu/barc/tutorial.htm>
- **BORIS.** BORIS is Communications Services' *web-based* Billing, Order, and Repair Information System. This system will enable your department to review monthly billing for telephone services, track any installation work orders or repair requests, and review account information. *The BORIS help system and FAQ are available at the "Communication Services Accounts" web site:* <http://www.commserv.ucsb.edu/faculty%5Fand%5Fstaff/accounts/default.asp>
- **Capital Assets Tracking System and EIMR Forms.** This system, commonly known as "CATS", enables a department to review, modify, loan, transfer or dispose of inventorial equipment. *Instruction manuals that provide detailed help on CATS and EIMR are available from the Equipment Management web site:* <http://www.busserv.ucsb.edu/Forms/CATS%20User%20Manual.pdf>
http://www.busserv.ucsb.edu/Forms/EIMR_User_Manual.pdf
- **Chart of Accounts.** Access to this system enables one to browse the Account Profile System for detailed information for all accounts. Review accounts for your department and other UCSB departments. *While there is no on-line help or formal training for this system, it is largely self-explanatory and is easy to use. Questions regarding the Chart of Accounts can be directed to General Accounting.*
- **Checks & Invoices.** Browse invoices by Vendor or Purchase Order, or, search on a Check Number. *General questions regarding checks and invoices can be directed to Accounts Payable.*
- **Department Liens.** Browse department lien balances for departments by Purchase Order or Location-Account-Fund-Sub (LAFS). *General questions regarding department liens can be directed to Accounts Payable.*
- **Purchase Order Repository System (PORS).** Purchase or change orders are transmitted electronically to a on-line repository, where it is saved as an Adobe PDF (Portable Document Format) file. *The PORS Instruction manual is available at* <http://www.purchasing.ucsb.edu/Forms/PORSManual.pdf>.

- ❑ **Software Depot purchases:** The Campus Office of Software Licensing (COSL) provides software acquisition and licensing services to the UCSB community. *General questions regarding the use of the Software Depot may be directed to Instructional Consultation.*
- ❑ **Requisition Express.** This system, commonly known as “REx”, enables departments to create, modify, and browse on-line purchase requisitions. As a DSA, you must designate “approvers” who will be responsible for the review and approval of requisitions. In addition, you can enable your department to create, modify and browse LVPA (low-value) authorization numbers. *Formal training from the Purchasing Department is required to use this system.*
- ❑ **Transfer of Expenditures.** The Transfer of Expenditures (TOE) application is a *web-based* system that enables departments to transfer non-payroll expenditures recorded in the General Ledger. *General questions regarding the TOE system can be directed to Sandra Featherson in Accounting. A user manual is available on-line at the TOE web site.*
- ❑ **Transfer of Funds.** By using the *web-based* Transfer of Funds (TOF) system you can create, track, modify, forward, approve or reject a transfer of funds. *General questions regarding the TOF system can be directed to the office of Budget and Planning. A user manual is available on-line at the TOF web site.*
- ❑ **Vendor Query.** Look up Vendors and obtain business addresses, phone numbers, and other information. This system may be a helpful research tool for identifying and selecting Vendors for commodities or services that your department may be considering. *There is an on-line help facility included in this easy to use system. General questions regarding the Vendor System can be directed to Asger Pedersen in Accounting or Lisa Klock in Purchasing.*
- ❑ **Web-TEV.** This *web-based* system enables departments to create, modify, and browse on-line travel vouchers. As a DSA, you must designate “approvers” who are charged with the review and approval of travel vouchers. *Formal training from Travel Accounting is required to use this system.* The Web-TEV web site is: <https://apps.accounting.ucsb.edu/travel>
- ❑ **Y-Cal Airfare Authorization.** Generates a *Tracking Number* that can be used to authorize the purchase of a State of California Contract Airfare (if traveling on official university business) through the UCLA Travel Center. Your department may be able to save on airfare by using this system. *Instructions on how to use this system are available from Travel Accounting.* The UCLA Travel Center web site is at: <http://www.travel.ucla.edu/index.shtml>

Authorization Screens

The Application Menu

Below is an example **Application Menu** screen. This menu displays all the Natural applications that you are permitted to use.

The Application Menu is a special menu available only to our All-in-One users.

Your **Application Menu** screen may differ somewhat from the example below. If you have been permitted access to any other Natural applications (for example STAR01), these will be displayed on your particular **Application Menu**.

```
02/07/03          ***** NATURAL Application Selection *****          UNAPP000
SAMPLE                                     - Application Menu -                                     UNAP02
                                                                                                     1 of 1

      Code   Application   Description
-----
      1     ALLND         Financial System Functions Demo
      2     ALLN01        Financial System Functions
      3     UTILITY       Public Utilities
      <<
      ?
      .
      .
      .
Code: █          _____   Select Code or Type in Desired Application

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help           quit

MA + c                                                    14/016
```

A small number of All-in-One users do not use this **Application Menu**. There is a variety of reasons for this (for example, if the user needs access to a variety of special Com-Plete utilities such as UQ, UEDIT, or UDS, this menu is unsuitable).

If you are one of these users, you will see the **Com-Pass** screen (see below example). If you have any questions about why you have (or someone in your department has) the **Application Menu** versus the **Com-Pass** screen, do not hesitate to ask.

```

11:59:24      TID   72      UCSBMVS      User SAMPLE      02/07/03
              -- COM-PASS --
              Suspended Programs      Program Services
-----
Programs      Name      C Level  PF      Service Description      Programs  ID  PF
-----
              1      13      NATURAL      NAT22      A  01
              2      14      UPROF      UPROF      B  02
              3      15      COST OF SESSION      UCOST      C  03
              FULL SCREEN EDITOR      UEDIT      D  04
              UPDS      UPDS      E  05
              UDS      UDS      F  06
              UQ      UQ      G  07

Enter Input:      HELP      ?
█

LU Name: TCP00065      HC TID:      Recall: =      Language: 001
Devtype: 3279 VS      Device:      Suspend: < PA1      Case : UPPER
Lines : 24      Key: PA2      Jump: NO NO
Columns: 80
MA + c      19/002

```

The Main Menu

Once you log into All-in-One (either the production version, ALLN01, or the demo version, ALLND), you will see the **Main Menu**, as in the below example.

```

02/07/03      ***** Financial Systems Functions All-In-One *****      FSAUP017
SAMPLE      - Main Menu -      ALLND

Code      System
-----
RX      Requisition EXpress
AP      Approvals of Requisitions
AU      Authorizations
CT      Browse/Update CATS Inv. and EIMR data
TV      Y-CAL Airfare Authorization Tracking Num

-----

Code: █
*Dept: INFO
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit      main
MA + c      20/018

```

Keep in mind that your screen may look quite different. The Systems and Codes that appear on a **Main Menu** depend on the *Security Groups* to which one is linked.

Rule: as the DSA, you can setup access to any security group, for anyone you want, including yourself.

Once the IS&C Campus Security Administrator (CSA) has informed you that you have been added to the DSA security group, you will see the **AU** code on your **Main Menu**.

To access the **Authorization System**, input **AU** as the **Code**; press **Enter**.

The Authorization System Main Menu

The **Authorization System** Main Menu is only available to a DSA.

The three functions displayed (codes UA, UL, & SG) on this menu enable a DSA to fully maintain and monitor permissions within the All-in-One system.

There are several important components common to All-in-One screens. Please refer to the below annotated screen for a detailed explanation.

```
02/07/03          ***** Financial Systems Authorization System *****          FSAUP010
SAMPLE           - Main Menu -                                           ALLND

1               2               3
Code           Function
-----
4             UA           Maintain Userid Authorizations
             UL           Browse Userid Authorizations Log
             SG           Browse Security Group Members by Group

5 Code: █
  *Dept: INFO
Direct Command: █
6             7
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit                                           main
MA + c                                                    20/018
```

Screen Elements:

1. In the upper left corner, today's date and your Com-Plete userid are displayed.
2. In the center of the screen, the title is displayed "Financial Systems Authorization System –Main Menu-".
3. In the upper right, the Application is displayed (ALLND). Normally, you would be in the production application for your regular work (ALLN01).
4. The three Codes & Functions that are available to DSAs are:
 - ❑ **UA**, Maintain Userid Authorizations
 - ❑ **UL**, Browse Userid Authorizations Log
 - ❑ **SG**, Browse Security Group Members by Group
5. To select a function, input one of the above Codes and press Enter (each Code and Function is discussed in the sections below).
6. All departments (Dept) have a 4-character code. You must know your own department code(s). If you are responsible for more than one department, you can switch between departments by typing other department codes here.
7. The Function keys (PF1 thru PF12) are displayed here (on your keyboard, these normally correspond to F1 thru F12). Function keys differ slightly depending where you are in the Application, or, what function you may be using.

UA Maintain Userid Authorizations

The “Maintain Userid Authorizations” screen is used to execute the **Action** you wish to perform for your department. As a DSA, you are responsible for adding, purging and modifying security permissions for members of your department.

```
02/07/03      ***** Financial Systems Authorization System *****      FSAUP001
SAMPLE                - Maintain Userid Authorizations -                ALLND

*Action (A,B,C,D,M,N,P) █ *Userid: _____
                        *Dept : INFO
                        Default Dept (Y): _ (Y=Assign this Dept at Logon)
                        *E-Mail Nickname : _____

Add, Modify, or Blank Out Security Groups:                                Mark to Authorize
                                                                              Userid for:
                                                                              Cost   Pro-
                                                                              LAFS   Center  ject
*Security
  Group   Security Group Description
1  _____
2  _____
3  _____
4  _____
5  _____
                                                                              > denotes existing
                                                                              authorizations

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit          flip pref bkwrd frwrd          main
MA + c                                                                    05/027
```

Screen Elements - What You Need to Know

Fields: This screen displays the *fields* that are used to maintain authorizations for individuals in your department (such as for the field named “Action”, for example).

Help. There is an online help facility. Most fields on this screen have additional information that can be displayed by positioning the cursor to the field of interest and pressing **PF1**.

Message Line. The top line of the screen is a *message line*. Whenever an “Action” is executed, the system will respond with a message regarding what action was taken.

Scroll Forward/Backward. Press PF8 (frwrd) to **Scroll Forward** and view additional Security Groups (if any). Pressing PF8, for example, once will result in lines 6 thru 10 being displayed. As of this writing a maximum of 30 Security Groups may be linked for an individual. Pressing PF7 (bkwrd) will enable you to **Scroll Backward**.

Return to previous Menu. Press PF2 to return to the previous menu.

Return to Main Menu. Press PF12 to return to the Main Menu.

Quit. To quit the All-in-One application, press PF3.

Department Codes. All departments at UCSB have a 4-character code that is maintained by the Accounting Services and Controls department. For example, the code for Information Systems is “INFO”. As a DSA, you must know all department codes for which you are responsible.

The Fields - What You Need to Know

Action. This field has 7 functions you can exercise, Add, Browse, Clear screen, Display, Modify, display Next record, and Purge.

Userid. This field is where you input the Com-Plete userid of the All-in-One user (or select the userid from a list).

Dept. This field is where you can input a 4-character department code. In addition, it lists the departments for which you have been authorized to use.

Default Dept. This field is where the default (or initial) department is designated. Because a user can be authorized for more than one department, the default department is the one that is automatically assigned when the user logs on to All-in-One.

E-mail Nickname. All-in-One has a mini-Email directory that is maintained by IS&C. All-in-One requires each user to have an email address, and IS&C will assign an email nickname that corresponds to that email address. Normally, this is the Com-Plete userid.

Security Group. This field is where you input the Security Group that you wish to link user to (or select from a list). To unlink a user, blank out the unwanted Security Group.

LAFS. This function enables a DSA to allow input of the LAFS to be authorized for the REx Security Groups.

Cost Center. *Not implemented.*

Project. *Not implemented.*

Direct Command. Direct Commands allow one to quickly navigate through the All-in-One system, bypassing the normal menus. To use this feature, you must be familiar with the two character function codes used by this system.

Common Tasks “Cheat Sheet”

Presented below are the most common tasks you may be called on to perform in the execution of your DSA responsibilities.

❖ **How to Add a User to your Department**

- Fill out and submit the All-in-One Access Request Form. Once you hear back from IS&C, proceed with the below steps.
- **Action** = A.
- Type a Com-Plete userid in **Userid**.
- Verify that **Dept** is correct.
- Set the **Default Dept** to “Y” (or leave blank if another department is the default).
- Type a “nickname” in **E-Mail Nickname** (normally the Com-Plete userid)
- Input one or more **Security Groups**; press **Enter**.
- Watch for the confirmation message at the top of the screen that should resemble “Authorized Userid DEPT-USERID added successfully”. This means that you have added the user to your department.

❖ **How to Browse Users in your Department**

- **Action** = B; press **Enter**.
- A list of your users will be displayed for your review.

❖ **How to Clear the Screen**

- **Action** = C; press **Enter**.
- This screen is cleared.

❖ **How to Display a User**

- **Action** = D.
- Type a Com-Plete userid in **Userid**; Press **Enter**.
- The user is displayed.

❖ **How to Modify a User**

- **Action** = M.
- Change any field on the screen as necessary; press **Enter**. Normally pressing will result in the fields being capitalized. Press **Enter** a second time to update.
- Watch for the appropriate confirmation message at the top of the screen that should resemble “Authorized Userid DEPT-USERID modified successfully”. This means you have modified this user’s entry.

❖ **How to display Next User**

- **Action** = N; press **Enter**.
- The next authorized user is displayed.

❖ How to Purge a User

- **Action** = P.
- Type a Com-Plete userid in **Userid**; Press **Enter**.
- Respond to the WARNING message “Are you sure you want to purge this record”.
- Watch for the appropriate confirmation message at the top of the screen that the user has been purged.

❖ How to List All Userids

- Move the cursor to the **Userid** field.
- Press **PF1**.
- A new window will open up with a list of all Com-Plete, Email and other Userids (as in the below example).

CAUTION: do not assume that a user in this list has All-in-One access.

```

Position cursor or ENTER screen value to select
02/07/03      ***** Help for Userid *****      FSAUH006
SAMPLE                                              ALLND

-----
User Name                Userid  Dept
-----
DAGATA,JOHN CHRISTOPHER  JCDAG   ATHL
DAGGETT,TRACY R          TRDAG   GEOL
DAGLI,NADIR              NDAGL   ELEG
DAHLEH,MARIE D.         MDDAH   ENGR
DAHLEN,LISA R.          LRDAH   BUSS
DAI,KHOA D              KDDAI   LERN
DAI,XIANZHE             XDAI    MATH
DAILO,GRACIE L.         GLDAI   EFPR
DAL POZZO,WENDY Y.      WYDAL   LTSC
DAMEREL,TERRY A.       TADAM1  FNAD
DAMEREL,TERRY A.       TADAM   FNAD
User name: 0
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8--
             help  retrn                               bkwrtd frwrtd

```

- Window functions, such as **PF7** (backward) and **PF8** (forward) can be used to scroll through this list.

- Searching on a name is easy ... just type a name (or part of a name) in the “User name:” field and press **Enter**.
- As Items in the window are cursor sensitive, you can select the User Name you want by moving the cursor to it and pressing **Enter**.

❖ How to List All Security Groups

- Move the cursor to the **Security Group** field.
- Press **PF1**.
- A new window will open up which displays a list of all Security Groups, as in the below example.

```

Position cursor or ENTER screen value to select
02/07/03 Financial Systems Authorization System FSAUH004
SAMPLE - Help for Security Groups - ALLND

Security
Group Security Group Description
-----
TRV-NUM Y-CAL AIRFARE AUTHORIZATION TRACKING
        TRAVEL REQUEST UNRESTRICTED AUTHORIZATIN
TRVL-DU TRAVEL FORMS - DEPARTMENT UPDATE
        TRAVEL FORMS ENTRY
        TRAVEL FORMS MAINTENANCE
        TRAVEL APPLICATION MAIN MENU (WEB)
TRVL-RL TRAVEL FORMS - DEPARTMENT RELEASE
        TRAVEL APPLICATION MAIN MENU (WEB)
        TRAVEL FORMS RELEASE
U       CHART OF ACCOUNTS BROWSES
Security Group: TRV_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9
        help retrn                          bkwrđ frwrđ pri

```

- Window functions, such as **PF7** (backward) and **PF8** (forward) can be used to scroll through this list.
- Searching on a **Security Group** is easy ... just type a group (or part of a group) in “Security Group:” field and press **Enter**.
- As items in the window are cursor sensitive, you can select the **Security Group** you want by moving the cursor to it and pressing **Enter**.

UL Userid Authorizations Log File

You can always review the history of which permissions have been added, modified or purged for any user in your department. Any action that updates the authorization database generates a log item that is added to this log file.

```

Position cursor or ENTER screen value to select
02/07/03      ***** Financial Systems Authorization System *****      FSAUP@19
SAMPLE      - Browse Userid Authorizations Log File -      ALLND
  
```

Userid ¹	Name	Log Action ²	Log User ³	Log Date	Log Time	Dflt Dept	E-Mail Nickname
JLPOL	POLAN, JEFFREY L.	A	SCDOC	1997-09-12	09:48.222	Y	LFR
		M	SCDOC	1997-09-12	09:48.436	Y	JLP
		M	SCDOC	1997-09-12	09:50.094		JLP
		P	TAMAL3	2001-01-17	09:06.478		JLP
JMGOV	GOVEAN, JANET M.	A	LNLUI	1995-05-25	17:32.380	Y	JG
		P	GSJOH	1995-10-20	12:51.416	Y	JG
		A	LNLUI	1997-04-03	12:09.108	Y	JG
		M	LNLUI	1997-04-03	12:10.486	Y	JZG
		M	VJGOV	2003-01-14	13:14.018	Y	VJGOV
JMLOR	LEVY, JILL M	A	VJGOV	2003-02-04	08:22.524		JMLOR
		M	VJGOV	2003-02-04	08:23.021		JMLOR

```

Dept Userid YYYYMMDD HHMMSS: INFO JLP
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help retrn quit                      bkwrtd frwrtd print                      main
  
```

These log files are permanent and cannot be altered. *Audit Services can review these log files at any time.*

1. The left side of the screen (under **Userid** and **Name**) is information about the person that was modified.
2. The **Log Action** codes are:
 - “A”, a new user was added to the system.
 - “M”, an existing user was modified.
 - “P”, a user was purged from the system.
3. The right side of the screen (under **Log User**, **Log Date**, and **Log Time**) is information about the modifier (such as you, the DSA).

For example, from the above log file you can see that JLPOL (Polan, Jeffrey) was added by user SCDOC on 09/12/1997 and was purged by user TAMAL3 on 01/17/2001.

SG Browse Security Group Members

The “Browse Security Group Members” screen provides a “snapshot” of the current permission settings within your department.

This is an excellent way for you to keep track of who can do what for your department.

```
02/07/03      ***** Financial Systems Authorization System *****      FSAUP013
SAMPLE              - Browse Security Group Members -              ALLND

Security 1
Group      Security Group Description      Userid 2      Name      Dept
-----
AC-BRWSE  CHART OF ACCOUNTS BROWSES      SAMPLE  USER,EXAMPLE      LMRP
          CATS-DU  UPDATE INVENTORY DATA      TAMAL2  MALOSH,TERRY A.   LMRP
          DSA     DEPARTMENT SECURITY ADMINISTRATORS  SAMPLE  USER,EXAMPLE      LMRP
          RQSB-DU  DEPT PURCHASE REQUISITION - UPDATE  SAMPLE  USER,EXAMPLE      LMRP
          RQSB-RL  DEPT PURCHASE REQUISITION RELEASER  TAMAL2  MALOSH,TERRY A.   LMRP
          TRVL-DU  TRAVEL FORMS - DEPARTMENT UPDATE    SAMPLE  USER,EXAMPLE      LMRP
          TRVL-RL  TRAVEL FORMS - DEPARTMENT RELEASE    TAMAL2  MALOSH,TERRY A.   LMRP
          *** End of Data ***

Security Group: █ Dept Code: LMRP
Direct command...:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit      bkwrld frwrld      main

M@ + c 21/018
```

1. For each **Security Group**

2. The **Userid**, **Name**, and **Department Code** of each person linked to it are displayed.

For example, there is one person linked to the CATS-DU security group: TAMAL2 (MALOSH, TERRY A).

LAFS

LAFS is an acronym meaning “Location Account Fund Sub”. Certain systems in All-in-One require that this special screen be completed to authorize account, funds and/or subs. You will need to fill out the LAFS screen for the following security groups:

- All RQSB and LVPA security groups;
- The CS-BRWSE security group; and
- The APR-DEPT security group.

If you fail to complete this screen your user will not be able to process Purchase Requisitions or manage low value purchase order numbers for your department.

```
Scrolling performed.
02/07/03      ***** Financial Systems Authorization System *****      FSAUP001
SAMPLE              - Maintain Userid Authorizations -                      ALLND

1: Action (A,B,C,D,M,N,P)  2: Userid: SAMPLE      MALOSH,TERRY (SAMPLE USER)
                          3: Dept : INFO          INFORMATION SYSTEMS OFFICE
                          4: Group : LVPA-DU      DEPT LVPA ACCESS - UPDATE CAPABILI

Use '*' to authorize all Accounts, Funds, and/or Subs for this Dept
*L Acct Fund S
1  -  -  -  -
2  -  -  -  -
3  -  -  -  -
4  -  -  -  -
5  -  -  -  -
6  -  -  -  -
7  -  -  -  -
8  -  -  -  -
9  -  -  -  -
10 -  -  -  -

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit      flip pref bkwrд frwrд      main

M + c 05/027
```

Screen Elements

The major screen elements of the LAFS screen have been numbered.

1. In the upper left are the **Action** codes: (A, B, C, D, M, N, P). These action codes are the very same that you use to maintain user authorizations.
2. The **Userid**, **Dept** and **Group** are displayed for the person you have selected on the user authorization screen.

3. Under the columns labeled ***L Acct Fund S**, there are 10 rows visible on this screen (there are 20 rows maximum).

4. At the bottom of the screen are the Function keys, such as PF1, PF2, PF3, and so on (on your keyboard, they may appear as F1, F2, F3, etc).

Note that by pressing F7 (PF7), you scroll back one screen; pressing F8 (PF8) scrolls you forward one screen and your row counter shows lines 11 through 20.

How to access and fill out the LAFS screen

In order to fill out the LAFS screen you must first be at the “Maintain Userid Authorizations” screen (the below example assumes that you are already at this screen).

```

Enter changes
02/18/03      ***** Financial Systems Authorization System *****      FSAUP001
SAMPLE      - Maintain Userid Authorizations -      ALLND

*Action (A,B,C,D,M,N,P) M *Userid: SAMPLE__  USER,EXAMPLE
                  *Dept  : INFO      INFORMATION SYSTEMS OFFICE
                  1  Default Dept (Y): Y (Y=Assign this Dept at Logon)
                  *E-Mail Nickname : NICKNAME  IS&C Security

Add, Modify, or Blank Out Security Groups:                                Mark to Authorize
                                                                           Userid for:
                                                                           Cost      Pro-
                                                                           LAFS      Center  ject
*Security
  Group      Security Group Description
1 CATS-DB_   BROWSE INVENTORY DATA
2 DSA_____ DEPARTMENT SECURITY ADMINISTRATORS
3 LVPA-DU_   DEPT LVPA ACCESS - UPDATE CAPABILITY
4 RQSB-DU_   DEPT PURCHASE REQUISITION - UPDATE
5 TRV-NUM_   Y-CAL AIRFARE AUTHORIZATION TRACKING
                                                                           X 2
                                                                           > denotes existing
                                                                           authorizations

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit          flip pref bkwrд frwrд          main
MA + d                                                                    01/015
  
```

1. In the upper left are the **Action** codes. In this example an action code of **M** (Modify) is selected.
2. Move the cursor to the **LAFS** column that corresponds to the **Security Group** to be modified (in this example RQSB-DU); and mark the column with a character (in this example the letter **x** is used); then press Enter.

The LAFS screen is displayed, ready for your input.

```

Scrolling performed.
02/18/03      ***** Financial Systems Authorization System *****      FSAUP001
SAMPLE      - Maintain Userid Authorizations -      ALLND

*Action (A,B,C,D,M,N,P)  M Userid: SAMPLE      USER,EXAMPLE
                        Dept : INFO      INFORMATION SYSTEMS OFFICE
                        Group : RQSB-DU      DEPT PURCHASE REQUISITION - UPDATE

      Use '*' to authorize all Accounts, Funds, and/or Subs for this Dept
*L Acct  Fund  S
1  -  -  -
2  -  -  -
3  -  -  -
4  -  -  -
5  -  -  -
6  -  -  -
7  -  -  -
8  -  -  -
9  -  -  -
10 -  -  -

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit      flip pref bkwrд frwrд      main
M+ d      01/022

```

There are two ways to authorize accounts: (A) you can authorize all Account-Funds for this user, or, (B) you can authorize specific Account-Funds for this user.

(A) To authorize all Account-Funds specific to a departmental code:

```

Scrolling performed.
02/18/03      ***** Financial Systems Authorization System *****      FSAUP001
SAMPLE      - Maintain Userid Authorizations -      ALLND

*Action (A,B,C,D,M,N,P)  M Userid: SAMPLE      USER,EXAMPLE
                        Dept : INFO      INFORMATION SYSTEMS OFFICE
                        Group : RQSB-DU      DEPT PURCHASE REQUISITION - UPDATE

      Use '*' to authorize all Accounts, Funds, and/or Subs for this Dept
*L Acct  Fund  S
1  8 *  *  *
2  -  -  -
3  -  -  -
4  -  -  -
5  -  -  -
6  -  -  -
7  -  -  -
8  -  -  -
9  -  -  -
10 -  -  -

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
confm help retrn quit      flip pref bkwrд frwrд      main
M+ d      01/022

```

1. Select an action code of **M** (Modify).
2. On line 1, input an “8” in the *L column, and a single “*” under the **Acct**, **Fund**, and **S** columns; press Enter.

```

Authorized Userid INFO-SAMPLE modified successfully
02/18/03      ***** Financial Systems Authorization System *****      FSAUP001
SAMPLE      - Maintain Userid Authorizations -      ALLND

*Action (A,B,C,D,M,N,P)  █ *Userid: SAMPLE__  USER,EXAMPLE
                        *Dept  : INFO      INFORMATION SYSTEMS OFFICE
                        Default Dept (Y): Y (Y=Assign this Dept at Logon)
                        *E-Mail Nickname : NICKNAME  IS&C Security

Add, Modify, or Blank Out Security Groups:

*Security
  Group      Security Group Description
4  RQSB-DU_  DEPT PURCHASE REQUISITION - UPDATE
5  TRV-NUM_  Y-CAL AIRFARE AUTHORIZATION TRACKING
6  _____
7  _____
8  _____

Mark to Authorize
Userid for:
LAFS      Cost      Pro-
          Center    ject
>
-
-
-
-
> denotes existing
  authorizations

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit      flip pref bkwrđ frwrđ      main
MA + d      05/027

```

You are returned to the “Maintain Userid Authorizations” screen and will see a message like “Authorized Userid DEPT-USERID modified successfully”. A “>” is now visible under the LAFS column for the security group just modified, as indicated by the large yellow arrow above (the presence of this character denotes that an existing authorization has been established). *If you do not see a “>”, you have not successfully updated this person’s entry.*

(B) To authorize one or more specific Account-Funds:

```

Scrolling performed.
02/18/03      ***** Financial Systems Authorization System *****      FSAUP001
SAMPLE      - Maintain Userid Authorizations -      ALLND

*Action (A,B,C,D,M,N,P)  M Userid: SAMPLE      USER,EXAMPLE
                        Dept  : INFO      INFORMATION SYSTEMS OFFICE
                        Group  : RQSB-DU      DEPT PURCHASE REQUISITION - UPDATE

1 Use '*' to authorize all Accounts, Funds, and/or Subs for this Dept
*L Acct  Fund  S
1  █      _____
2  -      _____
3  -      _____
4  -      _____
5  -      _____
6  -      _____
7  -      _____
8  -      _____
9  -      _____
10 -      _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit      flip pref bkwrđ frwrđ      main
MA + d      11/007

```

1. Position your cursor to any line below the **L** column (in the above screen, the cursor has been moved to line 1); then press **F1** (or PF1, help).

```

Scrolling
02/18/03
SAMPLE
*Action (A

Use '
*L Acc
1 8 668
2 -
3 -
4 -
5 -
6 -
7 -
8 -
9 -
10 -

Direct Com
Enter-PF1-
confm help

Position cursor or ENTER screen value to select
02/18/03 ** Active Accounts by Department ** FSAUH010
SAMPLE ALLND

Loc Account Fund Sub Title
-----
8 668500 05397 4 EQUIPMENT AND FACILITIES
8 668500 05397 5 SYSTEMS & PROGRAMMING
8 668500 07427 2 GENERAL ASSISTANCE
8 668500 07427 5 SYSTEMS AND PROGRAMMING
8 668500 07427 6 EMPLOYEE BENEFITS
8 668500 19900 0 SALARIES - ACADEMIC
8 668500 19900 1 SALARIES - STAFF
8 668500 19900 2 GENERAL ASSISTANCE
8 668500 19900 3 SUPPLIES AND EXPENSE
8 668500 19900 4 EQUIPMENT AND FACILITIES
8 668500 19900 5 SYSTEMS & PROGRAMMING

Department Loc Account Fund Sub: INFO
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---
help retrn bkwrfd frwrd

FSAUP001
ALLND

CE
N - UPDATE

ept

1--PF12---
main

MA+ d 18/036

```

2. A new window will open up which will display all your department's Active Accounts. You can then scroll through this list, move up to an Account-Fund-Sub with your cursor (in this instance 8 668500 19900 3 was selected); press Enter.

```

Scrolling performed.
02/18/03 ***** Financial Systems Authorization System ***** FSAUP001
SAMPLE - Maintain Userid Authorizations - ALLND

*Action (A,B,C,D,M,N,P) M Userid: SAMPLE USER,EXAMPLE
Dept : INFO INFORMATION SYSTEMS OFFICE
Group : RQSB-DU DEPT PURCHASE REQUISITION - UPDATE

3 Use '*' to authorize all Accounts, Funds, and/or Subs for this Dept
*L Acct Fund S
1 8 668500 19900 3
2 -
3 -
4 -
5 -
6 -
7 -
8 -
9 -
10 -
4

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit flip pref bkwrfd frwrd main

MA+ d 11/007

```

3. The Account-Fund-Sub is grabbed from the window and inserted into the line you selected.

4. Press Enter to update this entry.

```
Authorized Userid INFO-SAMPLE modified successfully
02/18/03      ***** Financial Systems Authorization System *****      FSAUP001
SAMPLE      - Maintain Userid Authorizations -      ALLND

*Action (A,B,C,D,M,N,P) █ *Userid: SAMPLE__  USER,EXAMPLE
                        *Dept  : INFO      INFORMATION SYSTEMS OFFICE
                        Default Dept (Y): Y (Y=Assign this Dept at Logon)
                        *E-Mail Nickname : NICKNAME IS&C Security

Add, Modify, or Blank Out Security Groups:                                Mark to Authorize
                                                                              Userid for:
                                                                              Cost      Pro-
                                                                              Center    ject
*Security
  Group      Security Group Description
4  RQSB-DU_  DEPT PURCHASE REQUISITION - UPDATE      >
5  TRV-NUM_  Y-CAL AIRFARE AUTHORIZATION TRACKING      -
6  _____
7  _____
8  _____

                                                                              > denotes existing
                                                                              authorizations

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
confm help retrn quit      flip pref bkwrld frwrld      main
MA + d 05/027
```

You are returned to the “Maintain Userid Authorizations” screen and will see a message like “**Authorized Userid DEPT-USERID modified successfully**”.

A “>” is now visible under the LAFS column for the security group just modified, as indicated by the large arrow above (the presence of this character denotes that an existing authorization has been established).

If you do not see a “>”, you have not successfully updated this person’s entry.

System Cross Reference

System Name	ALLN Menu Code and/or Web Site	Security Group(s)	Contact
Authorizations	AU	DSA	Terry Malosh, Information Systems & Computing
Approvals of Requisitions	AP	APR-DEPT	Lisa Klock, Purchasing
BARC	Access via BARC Web Site	AR-DA AR-DAU AR-DAPR	Steve Kriz, Billing Accounts Receivable & Cashiers Office
BORIS	Access via Comm Services Web Site	CS-BRWSE	Reilly Pollard, Communication Services
Chart of Accounts	CA	AC-BRWSE	Dale O'Donnell, Accounting Services & Controls
Checks/Invoices	CI	IN-BRWSE	Asger Pederson, Accounting Services & Controls
Browse/Update CATS Inv. and EIMR data	CT	CATS-DB CATS-DU CT-APPR CT-PREP	Vaughn Boyle, Purchasing
Department Account Profile Functions	DA	AC-DEPT	Dale O'Donnell, Accounting Services & Controls
Liens	LN	LIEN-DEP	Asger Pederson, Accounting Services & Controls
Purchase Order Repository System	Access via UCSB Espresso Web Site	PORS-DB PORS-EM1	Lisa Klock, Purchasing
<i>Continued on next page</i>			

System Name	ALLN Menu Code and/or Web Site	Security Group(s)	Contact
Requisition Express	RX	LVPA-DB LVPA-DU RQSB-DU RQSB-RL	Lisa Klock, Purchasing
Software Depot	Visit the Software Depot Web Site	SWDEP-AP	Sherene Strobach, Instructional Computing
Y-CAL Airfare Authorization Tracking Number	TV <i>Also visit the UCLA Travel Center Web Site</i>	TRV-NUM	Asger Pederson, Accounting Services & Controls
Vendor File Queries	VE	VE-BRWSE	Asger Pederson, Accounting Services & Controls Lisa Klock, Purchasing
Transfer Of Funds	Access via UCSB Espresso Web Site	TOF-DB TOF-DU TOF-RL	Arlene Shelor, Budget & Planning
Transfer Of Expenditures	Access via UCSB Espresso Web Site	TOE-PRE1 TOE-REV1	Connie Feeley, Accounting Services & Controls
Web Travel Voucher	Access via WEB-TEV Site	TRVL-DU TRVL-RL	Asger Pederson, Accounting Services & Controls

Security Group Naming Conventions

Suffix or Prefix	Examples	Meaning
-DU	RQSB-DU TRVL-DU	Department Update (preparer)
-RL	RQSB-RL TRVL-RL	Department Release (approver)
-DB	CATS-DB LVPA-DB	Database Browse
-BRWSE	AC-BRWSE VE-BRWSE	Database Browse
-NUM	TRV-NUM	Number
RQSB-	RQSB-DU	Requisitions Santa Barbara System
TOF-	TOF-DU	Transfer of Funds System
TRVL-	TRVL-RL	Travel System
LVPA-	LVPA-DB	Low Value Purchase Authorization System
CATS-	CATS-DB	Capital Assets Tracking System

Permission Structure of All-in-One, generalized

Level of Permission	Security Level	Security Group Examples
Department Security Administrator	“Administrator“	DSA
Release or Approval Capability	“Approver”	APR-DEPT CT-APPR RQSB-RL TRVL-RL
Update Capability (updates a data base)	“Preparer”	CATS-DU CT-PREP LVPA-DU RQSB-DU TRVL-DU TRV-NUM
Browse Capability (read only)	“Read-only”	AC-BRWSE CATS-DB CS-BRWSE IN-BRWSE VE-BRWSE