

COMBINED DAF/FFE APPLICATION



Section 1 – User Information
User Name:
User UNI (required):
User's Home Dept Name / Number: _____ Check here if this is a change <input type="checkbox"/>
User Type: <input type="checkbox"/> F/T Employee <input type="checkbox"/> P/T Employee <input type="checkbox"/> Casual / Consultant/Temp <input type="checkbox"/> Columbia Affiliate
Expiration Date: _____ (if known, otherwise default will be used)
Application Type: <input type="checkbox"/> New User <input type="checkbox"/> Add Access (will be added to existing access) <input type="checkbox"/> Replace Access (will replace all existing access) <input type="checkbox"/> Delete User (all access will be deleted)
Manager (only if req'd by dept): _____ (print name) _____ (signature)
DAF/FFE Administrator: _____ (print name) _____ (signature)

Section 2 – Repeated Departments
If you are selecting access for the same repeated departments, check here <input type="checkbox"/>
List Departments (Please include Sub or Sub-Sub Departments (s) where appropriate. You may attach a separate list):

Section 3 – Access					
Module	Department(s) Requested <small>If Section 2 completed, leave blank Please include Sub or Sub-Sub Dept(s) where appropriate</small>	FFE Inquiry Only	FFE Create/Modify/Delete	FFE Approval P: Preliminary F: Final	DAF Approval
Financial Front End (FFE & FinSys) Access and Transaction Approvals					
1. Account Creates (ACC)		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	N/A
2. Attribute Changes (ATC)		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	N/A
3. Budget Tool/Revisions (BUD) / DARTS		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	<input type="checkbox"/>

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4. Cash Entries (CSH)		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	N/A
5. Inter-Departmental Invoices (IDI)		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	<input type="checkbox"/>
6a. Journal Entries – Fund Transfers (JE1)		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	<input type="checkbox"/>
6b. Journal Entries – Expenditure Corrections (JE3)		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	<input type="checkbox"/>
6c. Journal Entries – Equipment Expenditure Xfers (JE4)		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	<input type="checkbox"/>
7. DARTS PAD Access (PAD) <small>(HIGHLY SENSITIVE - this makes salary information available to User - for non-salary DARTS info access see above - 3.)</small>		<input type="checkbox"/>	N/A	N/A	N/A
8. Purchase Requisitions, EZPOs & Change Orders (REQ) <small>(Training Required)</small>		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	<input type="checkbox"/> \$500 <input type="checkbox"/> \$2,500 <input type="checkbox"/> \$15,000 <input type="checkbox"/> \$30,000 <input type="checkbox"/> \$100,000 <input type="checkbox"/> \$500,000
9a. Time Collection - Casual (ZTC)		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	<input type="checkbox"/>
9b. Time Collection - Support Staff (ZTS)		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	<input type="checkbox"/>
9c. Time Collection – Union Weekly		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	<input type="checkbox"/>

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10. WebSAF (SAF) (For Add-Comp access see below - Section 4 - Privileges)		<input type="checkbox"/>	<input type="checkbox"/>	P: <input type="checkbox"/> F: <input type="checkbox"/>	<input type="checkbox"/>
Accounts Payable Transaction Approvals [This is for DAF approval authority only. However, access to AP/CAR system is also required to process transactions – this must be applied for separately. Please see the Finance website for an AP/CAR ID request and instructions.]					
11. Petty Cash [AP/CAR]		N/A	N/A	N/A	<input type="checkbox"/>
12. Invoice / Check Request Approval [AP/CAR]		N/A	N/A	N/A	<input type="checkbox"/> \$500 <input type="checkbox"/> \$2,500 <input type="checkbox"/> \$15,000 <input type="checkbox"/> \$30,000 <input type="checkbox"/> \$100,000 <input type="checkbox"/> \$500,000
13. Travel Advances / Travel and Business Expense Requests [AP/CAR]		N/A	N/A	N/A	<input type="checkbox"/>
14. Supplemental Approval [AP/CAR & FFE Purchasing Sole/Single Source Requisitions] [Highly sensitive – senior financial officers only]		N/A	N/A	N/A	<input type="checkbox"/>
P-Card Holder / Approver [This is for DAF authority only. However, access to the P-Card mgmt system is also required to process transactions – this must be applied for separately. Participants in the P-Card program will receive an online application and instructions.]					
15. P-Card a. Holder b. Approver (Subject to approval by the Purchasing Dept.)		N/A	N/A	N/A	a. <input type="checkbox"/> b. <input type="checkbox"/>

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Endowment Term Sheets Access [This is for DAF authority only. Training is also required. DAF authorization and completion of the training are required to access the Term Sheets at www.endowmentadmin.columbia.edu .]					
16. Endowment Term Sheets [END]		N/A	N/A	N/A	<input type="checkbox"/>

Section 4 – Privileges		
Privilege	Add Privilege	Delete Privilege
1. Add-Comp (WebSAF) (Highly Sensitive - Training Required)	<input type="checkbox"/>	<input type="checkbox"/>
2. Teller (Student Financial Services Only)	<input type="checkbox"/>	<input type="checkbox"/>
3. Teller Manager (Student Financial Services Only)	<input type="checkbox"/>	<input type="checkbox"/>

Section 5 – User Acceptance (To Be Completed by the User)
<p>I understand that this access is granted solely in conjunction with my assigned duties performed on behalf of the University. I am responsible for all IDs and passwords issued to me. I am responsible for all use of the ID and password, and must comply with all Columbia University administrative systems access and privacy policies.* I understand that failure to follow these policies will result in the loss of my computer privileges. In addition, if I am requesting DAF authority, I am familiar with the DAF policy* and understand the responsibilities attendant to this authority. I also understand that I am obligated to maintain sufficient documentation to substantiate any financial activity for internal and external audits, etc. By signing this application, I acknowledge that I have read and understand this policy statement and agree to adhere to it.</p>
I hereby accept the above: (User Signature)
Date:

Note: please contact your supervisor if you have questions on where to submit this form.

* Please see the University's Administrative Policy Library (<http://www.columbia.edu/cu/administration/policylibrary/index.html>) for further information on policies.

COMBINED DAF/FFE APPLICATION

I. GENERAL INSTRUCTIONS

- This is a combined application for a User to gain access to the Financial Front End (FFE) System and to be granted Departmental Authorization Function (DAF) authority.
- This application should be used in the following circumstances:
 - Set up a new User
 - Modify a User's access
 - Change a User's home department in DAF/FFE if it has changed in People@Columbia (PAC) (FFE and DAF access are both automatically suspended when the home department in DAF/FFE is not the same as it is in People@Columbia (PAC))
 - Delete a User's access
 - Access to certain modules and privileges can only be granted by Financial Reporting and Operations, Office of the Controller, please see contact information (<http://finance.columbia.edu/>) if you need these modules or privileges

II. COMPLETE THE APPLICATION

1. Complete Section 1:
 - Name of the User
 - UNI of the User
 - You must have a UNI to complete the application, for further information on obtaining a UNI, please contact your HR Coordinator or Departmental Administrator
 - User's Home department name and number
 - If you are modifying a current user and the department has changed, please indicate by checking the box on this line
 - User type:
 - Full-time employees must be in PeopleSoft at Columbia ("PAC"), otherwise their access will expire in 14 days
 - Part-time employees and consultants will automatically expire after 90 days, unless an earlier date is indicated
 - Affiliates will expire after 1 year unless an earlier date is indicated
 - Only full-time employees may be granted DAF.
 - Application type:
 - New User – this is for a User who does not currently have access. Please note that the User's new FFE ID and password instructions will be e-mailed to the UNI on the application once the application has been processed.
 - Add Access – this is for an existing User, and the access requested will be in addition to current access
 - Replace Access – This is for an existing User, and all existing access will be replaced
 - Delete User – This is for an existing User, all access (including the FFE ID) to be deleted
 - Name and signature of the DAF/FFE Administrator for User's department.
 - Name and signature of User's manager (only if required by the User's department).

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2. Complete Section 2 if you would like the User to have access to the same departments for every type of access you are granting. You may attach a list.

3. Complete Section 3 for access to modules

A. FFE

There are 4 types of FFE access that can be granted in each of the selected modules for the departments requested:

- **Inquiry** – can view information, but not to process transactions
- **Create/Modify/Delete** – this gives processing rights, and automatically grants Inquiry rights
- **Preliminary Approval** – this gives processing rights, and automatically grants Inquiry rights
- **Final Approval** – in most instances, DAF is also required to be allowed to give Final Approval for transactions in the system

B. DAF

DAF assigns levels of authority to University employees to approve key transactions on the University's behalf; please see the DAF Policy, located in the Administrative Policy Library, <http://www.columbia.edu/cu/administration/policylibrary/index.html>, for further information. It is very important to consider the appropriate level of access needed when completing this application. DAF/FFE access should be commensurate with the User's job description.

- DAF authority is required for most Final Approval transactions in FFE and is also required for AP/CAR approvals and certain P-Card status.
 - Unlike FFE, DAF authority cannot be granted for sub-sub departments except for P-Card Holders; therefore for anything but P-Cards, DAF authority will default to the sub-department root
4. Complete Section 4 to grant privileges. It is not necessary to provide departments for privileges as privileges cross all departments that have been granted in the applicable module.
 5. Section 5 (User Acceptance) must be completed by the User when new access or a change in access is requested.

III. APPLICATION MUST BE APPROVED BY THE DAF/FFE ADMINISTRATOR

- DAF/FFE Administrators have been given authority to approve applications for the departments they are responsible for. DAF/FFE Administrators should consider the employee's scope of responsibilities when assigning levels of authority. Please see the DAF Policy, located in the Administrative Policy Library, <http://www.columbia.edu/cu/administration/policylibrary/index.html>, for further information on these responsibilities.
- For a list of DAF/FFE Administrators by department, please refer to More Reports in the FFE section FinSys. Please submit the completed application to your DAF/FFE Administrator, unless the following applies:
 - If you are part of CUMC, please have your department head sign the application and submit it to: Raquel Marin-Oquendo (UNI: rm2698), Business Office, P&S 2-460
 - If you are in a department, center or institute of Arts & Sciences, please have your department head sign the application and submit it to: Audrey Rosenblatt (UNI: audrey0), VP Arts & Sciences, 105 Low Library, MC4202

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- If no DAF/FFE Administrator is listed for your department, please have your department head sign the application and submit it to: Georgia Pike (UNI: gp213), Financial Reporting and Operations, Office of the Controller, MC8738 [615 W 131st St. 3rd Fl. New York, NY 10027]

IV. DESCRIPTION OF MODULES

- The following is an explanation of each module that is an option in either FFE, DAF, or both
- It does not include explanations of other systems, but indicates when access to other systems is needed
- Access to certain FFE modules and privileges is not included in this application – such access can only be granted by Financial Reporting and Operations, Office of the Controller, please see contact information (<http://finance.columbia.edu/controller/technology/index.html>) if you need these modules or privileges
- FFE modules can be accessed via the FinSys section of the My.Columbia portal or by accessing FFE via the FoxPro client/server download entry icon (collectively referred to as “FFE”)

1. Account Creates (ACC)

- The Account Creates module is used to establish new General Ledger or Sub Ledger accounts in FAS (the Financial Accounting System), and to assign related attributes.
- After departmental final approval, the new accounts are routed to certain administrative departments for approval.

2. Attribute Changes (ATC)

- The Attribute Changes module is used to modify the attributes for existing FAS accounts.
- The module allows Users to modify non-restrictive FAS attributes.
- After departmental final approval, the changes are routed to certain administrative departments for approval.

3. Budgeting / DARTS (BUD)

- The Budget Tool module is used for entering and revising departmental fiscal year budgets.
- It provides the ability to input a current estimate and three future year budgets.
- It is used as an inquiry tool to view current and previous year prior month-end, prior full year and fund balance information.
- The Budget Revisions module is used for entering project budgets on non-grant project accounts (in addition to fiscal year budgets entered in the Budget Tool).
- Budgeting access is required for COB reporting access.
- Inquiry access to the Budgeting module is required for DARTS reporting access. DARTS (Departmental Advanced Reporting and Tracking System) is a web-based application that pulls from diverse University financial data in order to create a variety of management reports.

4. Cash Entries (CSH)

- The Cash Module is used to record all cash and checks received by the University. Please see the Cash Receipts Policy, located in the Administrative Policy Library, <http://www.columbia.edu/cu/administration/policylibrary/index.html>, for further information.
- Once entered and approved in the system, all monies received by departments (other than Controllers, Treasury and UDAR) are to be brought to Student Financial Services and Student Administrative Services for deposit.

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- DAF is not required for final approval.

5. Inter-Departmental Invoice (IDI)

- The Inter-Departmental Invoice module is used to create invoices for services that are provided from one department to another or between accounts within a department.
- IDI creates invoices by combining information such as the account number and the amount of the transaction.
- A User cannot create or approve an IDI for a restricted account without a restricted license. Restricted licenses are granted to service groups through an application to the Research Policy and Indirect Cost Division of the Restricted Funds group in the Office of the Controller. Please see the Finance Gateway (<http://finance.columbia.edu/>) for contact information.

6 Journal Entries (JE)

- There are three types and each is a separate module:
 - a. Fund transfers between General Ledger accounts.
 - b. Expenditure corrections between Sub Ledger accounts.
 - c. Equipment expenditure transfers.

7. Reporting – PAD Access (PAD)

- PAD access is necessary in order to see payroll data in DARTS and FFE for the departments requested.
- This is highly sensitive information and should only be granted if needed.

8. Purchase Requisitions, EZPOs and Change Orders (REQ)

- FFE is used to create purchase requisitions (PO and EZPO) as administered by the Purchasing Office.
- These requisitions are electronically sent to the University's Purchasing System (CAPS).
- Users should use the Change Order module in FinSys to make changes to open Purchase Orders and to liquidate open EZPO FAS encumbrances.

9. Time Collection Module (ZT)

- There are three types and each is a separate module:
 - a. Create payroll time entries for Casual Employees.
 - b. Add or subtract pay from Bi-weekly Support Staff payrolls.
 - c. Add or subtract pay from Weekly Union Staff payrolls.

10. WebSAF (SAF)

- The WebSAF module is used for three different purposes:
 1. Regular Salary Distribution - used to allocate, by percentage, salary expenses to the appropriate departmental or sub-departmental accounts/subcodes for new hires, reappointments, or existing employees as well as retroactive account distribution changes within the current fiscal year.
 2. Additional Compensation - this privilege enables departments to request and account for certain payment transactions (bonuses, special pay) for monthly employees (only). [Because of the sensitivity of this privilege, special DAF privileges must be granted – see item 1 from V below.]

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- 11. Petty Cash Approvals** [AP/CAR access also needed, go to the Finance Gateway Accounts Payable website (<http://www.finance.columbia.edu/procurement/ap/index.html>) for more information]
 - This gives the User the authority to approve petty cash transactions in AP/CAR.
- 12. AP Invoice / Check Request Voucher Approval** [AP/CAR access also needed, go to the Finance Gateway Accounts Payable website (<http://www.finance.columbia.edu/procurement/ap/index.html>) for more information]
 - This gives the User the authority to approve payments on the University's behalf, authorizing disbursement of the University's funds.
 - DAF authority is required in conjunction with access to the AP/CAR system (obtained through a separate application).
 - This module relates to payments for non-travel/business expense transactions (i.e. invoices, check request payments, etc.) in AP/CAR.
 - DAF authority is based on dollar limits, which should be commensurate with the User's job responsibilities.
- 13. Travel & Business Expense Voucher Approval** [AP/CAR access also needed - go to the Finance Gateway Accounts Payable website (<http://www.finance.columbia.edu/procurement/ap/index.html>) for more information]
 - This gives the user the authority to approve payments on the University's behalf, authorizing disbursement of the University's funds.
 - DAF authority is required in conjunction with access to the AP/CAR system (obtained through a separate application).
 - *This module allows the user the ability to approve travel and business expense transactions (including travel advance requests) in AP/CAR.*
- 14. Procurement & AP/CAR Supplemental Approval** [AP/CAR or FFE access also needed, go to the Finance Gateway (<http://finance.columbia.edu/>) for more information]
 - This allows the User the ability to approve certain travel & business expense transactions that require elevated approval of specified exceptions to policy. This approval status is also required to approve certain types of Purchasing Requisitions in FFE (i.e. Sole/Single Source purchasing justifications).
 - Only senior financial officers should be granted this authority. Please see the policy (<http://www.finance.columbia.edu/procurement/ap/documents/SupplementalApprovalTrainingManual.final.doc>) and contact the Director of Accounts Payable for guidance.
- 15. P-Card** [P-Card mgmt system access is also required, go to the Finance Gateway (<http://finance.columbia.edu/>) for more information]
 - P-Card is the University's program to make small dollar purchases using a purchasing card, rather than through EZPO.
 - Although P-Card Holder and Approver are privileges in DAF, a separate application form must also be completed in order to be set up in the P-Card management system (which is controlled by the Purchasing Department).
 - Please note that as part of the P-Card set up, a P-Card Approver will automatically be given invoice approval for at least \$2,500 in the department(s) for which he/she has been assigned as a P-Card Approver.
 - DAF status may be granted as either (a) Holder or (b) Approver or both. No other DAF status is conferred as a result of being given P-Card rights.
- 16. Endowment Term Sheets** [Access via the Endowment Administration website]
 - This grants access to the Endowment Term Sheets which contain key terms and restrictions for the University's endowment accounts.

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- Access the Endowment Term Sheets through the Endowment Administration website (www.endowmentadmin.columbia.edu), selecting the “Term Sheets” tab. Only active employees will have access to the website.
- Users must also complete the Endowment Administration and Compliance training class to obtain access to the website (go to the Finance Gateway (<http://finance.columbia.edu>) for more information).

V. DESCRIPTION OF PRIVILEGES

- Access to certain FFE privileges is not included in this application – such access can only be granted by Financial Reporting and Operations, Office of the Controller, please see contact information (<http://finance.columbia.edu>) if you need these modules or privileges.
- **1. WebSAF – Add-Comp Privilege**
 - If this privilege is granted, it will apply to the departments for which WebSAF has been granted in FFE (see WebSAF Module description above).
 - For final approval of Add-Comps, DAF authority must also be granted for each department needed.
 - This is a highly sensitive privilege.
 - Users must complete a special training class prior to using the WebSAF Add-Comp module (go to the Finance Gateway (<http://finance.columbia.edu>) for more information).
- **2. Teller**
 - The privilege allows users at Student Financial Services to verify and approve cash receipts batches received from other departments.
- **3. Teller Manager**
 - This privilege allows users at Student Financial Services to verify and approve the cash receipts batches that the Teller approved before all cash receipts for the day are deposited to the bank.