

**Section 1: Overview**

**Introduction to the Financial Inquiry Application**

The Financial Inquiry Application Handbook is designed to assist faculty and staff in the schools and departments when using the Financial Inquiry Application (FIA) to obtain inquiry access, primarily for ChartField Reporting. With this access, a user may view data and reports in Columbia University Financial systems - Accounting & Reporting at Columbia (ARC), the University’s primary financial system, and the Financial Data Store (FDS), the University’s financial data repository. There are two types of Inquiry Access:

- **Inquiry Access By ChartField:** Inquiry access is defined by the project, the segment, and/or initiative for which a user can see financial and transactional information. Certain reports, such as Summary Reports by ChartFields, utilize “ownership” of Project, Initiative, or Segment. Owners can see all activity for these ChartFields, across all departments.
- **Inquiry Access By Department:** Inquiry access is defined by the department for which a user can see financial and transactional information.

Access may also be granted to view detailed payroll reporting by employee (PAD). PAD access can be requested by ChartField (to see the detailed payroll for specific ChartField(s)) or by Department (to see detailed payroll for an entire department).

Access should be requested using the [Financial Inquiry Application](#) which is approved by both the user’s Manager and by the Departmental Authorization Function (DAF) Administrator for the school/admin unit to which access is being requested.



**Applying for Transactional Access**

If a user needs to initiate and approve transactions, access is obtained by completing the [Financial Systems Security Application](#), which can be found in Columbia ServiceNow Service Catalog.

**Training**

While training is not required, it is recommended that users complete the “[Reporting for Inquiry Only](#)” training in CourseWorks.

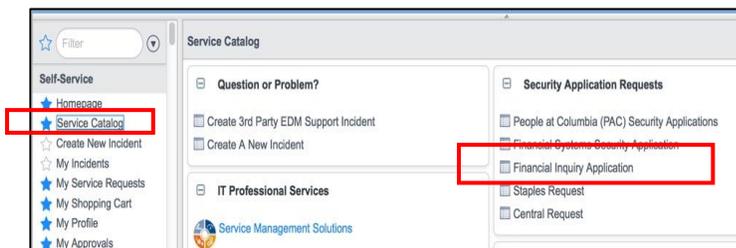
**Section 2: Requesting Access on the Financial Inquiry Application**

The Financial Inquiry Application is available via the ServiceNow Website.

1. Please go to [ServiceNow](#) and log in with your UNI and Password.
2. You will be presented with the Finance Service Desk Homepage. In the left-hand menu, click the link to “Service Catalog.”

From the Service Catalog menu, click on “Financial Inquiry Application.”

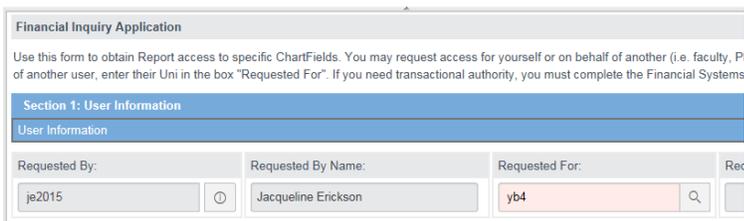
When you are in ServiceNow and click on any of the Security Application Requests, these forms will appear in a new window/tab. Please note that the left navigation bar will still be available within the original window/tab it is just the application itself that will open in a new window/tab.



**Completing the Application**

**Section 1 - User Information**

The Financial Inquiry Application may be completed for yourself or on behalf of another user. If you are completing this form for someone else, enter that user’s UNI in the “Requested For” box. Otherwise, leave it blank.



**1.1 Manager/Departmental Administrator Information**

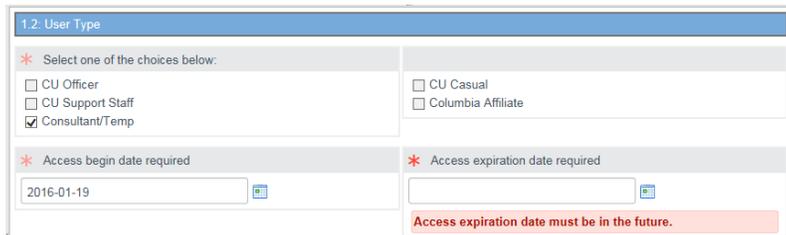
Enter your manager’s UNI, or the person in your department who is responsible for reviewing and approving the roles requested. Once the UNI is entered, the rest of the Manager’s information is auto-populated.



**1.2 User Type**

Select your employee type. Access begin and end dates are required for:

- Consultants/Temps (access should be granted for no more than 90 days)
- Affiliates (access should be granted for no more than 1 year)



**1.3 Access Type**

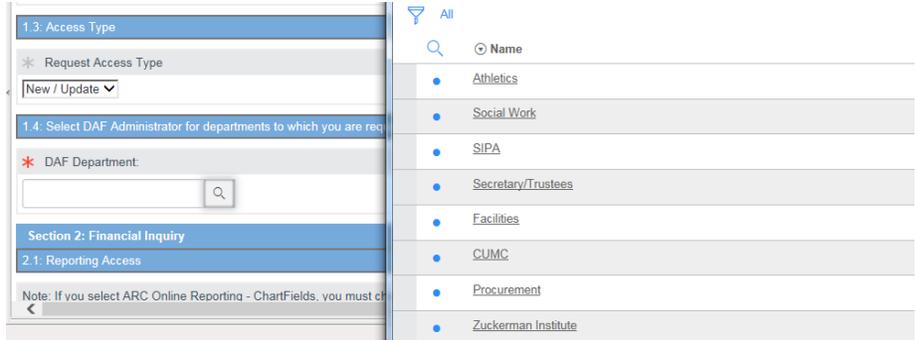
Enter the type of access request. New/Update Access – access is added; Replace Access – deletes all existing security access and replaces with the new request. If access to ChartFields or department needs to be removed, please detail in the Comments box in Section 3. You may also log requests to remove access with the [Finance Service Center](#).



## 1.4 DAF Administrator for departments to which you are requesting access

The DAF Administrators are the Senior Business Officers for the school/admin unit who are authorized to grant access to a certain set of departments.

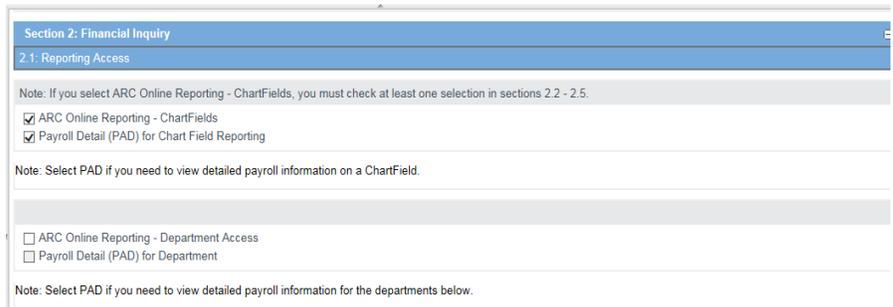
Select the school/admin unit for the departments/chartfields to which you are requesting access. The form will route to the DAF Administrator for approval, after the manager. Click [here](#) for a complete list of departments and the associated DAF Administrator group.



For ARC Online Reporting - ChartFields, the DAF Department selected must be the School or Administrative Unit for the **owning** department of the projects, segments or initiatives. For ARC Online Reporting - Departments, the DAF Department selected must be the school/admin unit responsible for the department for which access is being requested.

## Section 2.1 - Reporting Access

Section 2.1: One of the two types of Reporting Access must be requested. Check ARC Online Reporting - ChartFields if the user needs to view reports by Projects, Segments, or Initiatives. At least one item in Sections 2.2 to 2.5 must then be selected. Select "Payroll Detail (PAD) for ChartField Reporting" to view payroll detail for Projects, Segments, or Initiatives. Check ARC Online Reporting - Department Access if the user needs to view reports for the entire department (s) selected. Select "Payroll Detail (PAD) for Department" to view payroll detail for the department (s).

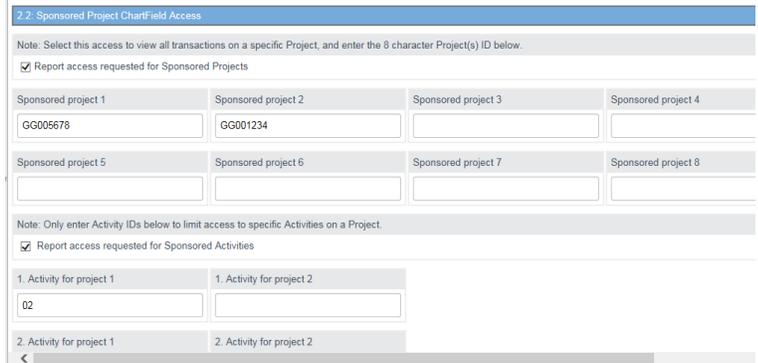


## Section 2.2 - 2.5 - ChartField Access

### Section 2.2: Sponsored Project ChartField Access

Up to eight Sponsored Project IDs (projects that begin with GG or PG) may be entered on the application. A project ID must have eight characters.

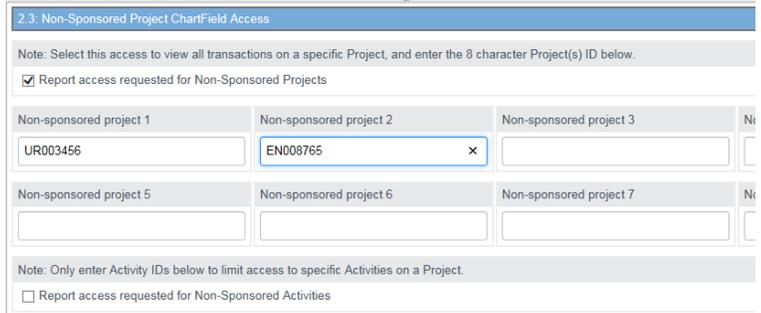
Enter a Sponsored Project **Activity** ID only if the user should be limited to a specific Activity on a Sponsored Project. Up to five Activity IDs may be entered on the application. An activity ID must have two characters.



### Section 2.3: Non-Sponsored Project ChartField Access

Up to eight Non-Sponsored Project IDs (projects other than GG and PG projects) may be entered on the application. A project ID must have eight characters.

Enter a Non-Sponsored Project **Activity** ID only if the applicant should be limited to a specific Activity on a Non-Sponsored Project. Up to five Activity IDs may be entered on the application. An activity ID must have two characters.



**2.3: Non-Sponsored Project ChartField Access**

Note: Select this access to view all transactions on a specific Project, and enter the 8 character Project(s) ID below.

Report access requested for Non-Sponsored Projects

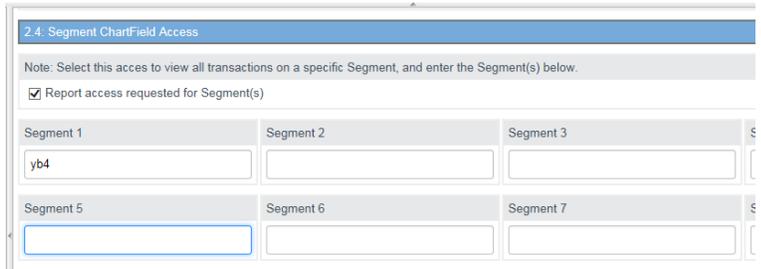
Non-sponsored project 1	Non-sponsored project 2	Non-sponsored project 3	Non-sponsored project 4
UR003456	EN008765		
Non-sponsored project 5	Non-sponsored project 6	Non-sponsored project 7	Non-sponsored project 8

Note: Only enter Activity IDs below to limit access to specific Activities on a Project.

Report access requested for Non-Sponsored Activities

### Section 2.4: Segment ChartField Access

Up to eight Segment IDs may be entered on the application. A segment ID must have no more than eight characters.



**2.4: Segment ChartField Access**

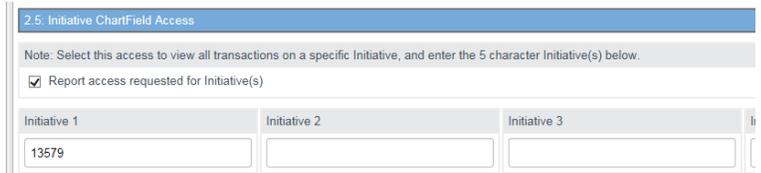
Note: Select this access to view all transactions on a specific Segment, and enter the Segment(s) below.

Report access requested for Segment(s)

Segment 1	Segment 2	Segment 3	Segment 4
yb4			
Segment 5	Segment 6	Segment 7	Segment 8

### Section 2.5: Initiative ChartField Access

Up to eight Initiative IDs may be entered on the application. An initiative ID must have five characters.



**2.5: Initiative ChartField Access**

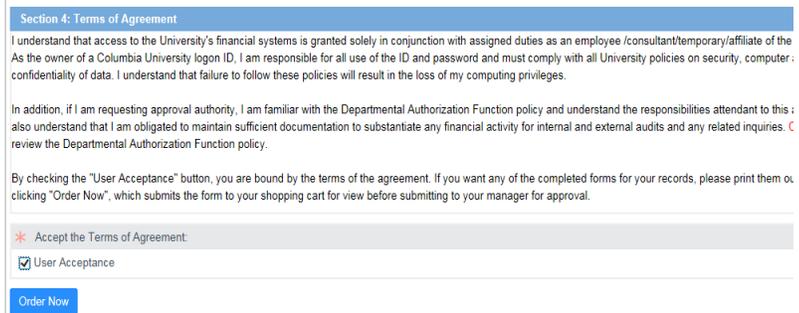
Note: Select this access to view all transactions on a specific Initiative, and enter the 5 character Initiative(s) below.

Report access requested for Initiative(s)

Initiative 1	Initiative 2	Initiative 3	Initiative 4	Initiative 5
13579				

## Submitting the Application

Once you have completed all necessary sections of the application, and have agreed to the terms of agreement, click on the “Order Now” button. This will not release your application for approval but will save it to your “shopping cart”.



**Section 4: Terms of Agreement**

I understand that access to the University's financial systems is granted solely in conjunction with assigned duties as an employee /consultant/temporary/affiliate of the University. As the owner of a Columbia University logon ID, I am responsible for all use of the ID and password and must comply with all University policies on security, computer use, and confidentiality of data. I understand that failure to follow these policies will result in the loss of my computing privileges.

In addition, if I am requesting approval authority, I am familiar with the Departmental Authorization Function policy and understand the responsibilities attendant to this policy. I also understand that I am obligated to maintain sufficient documentation to substantiate any financial activity for internal and external audits and any related inquiries. I agree to review the Departmental Authorization Function policy.

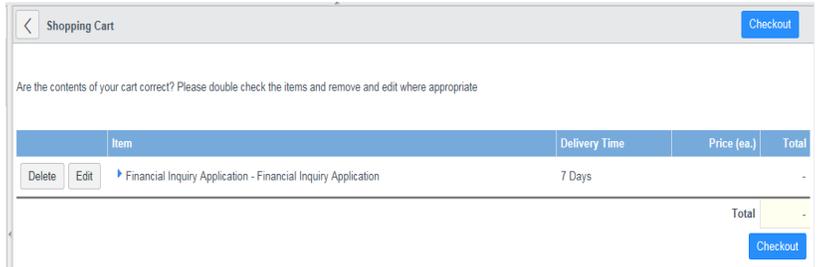
By checking the "User Acceptance" button, you are bound by the terms of the agreement. If you want any of the completed forms for your records, please print them out before clicking "Order Now", which submits the form to your shopping cart for view before submitting to your manager for approval.

Accept the Terms of Agreement

User Acceptance

[Order Now](#)

On the Checkout page you must click “Checkout” in order to submit your application for manager approval. If you leave the page without checking out, you will receive a daily automated reminder that checkout must be completed within 15 days or the application will be deleted. The saved form will be located in “My Shopping Cart” in the left navigation bar.



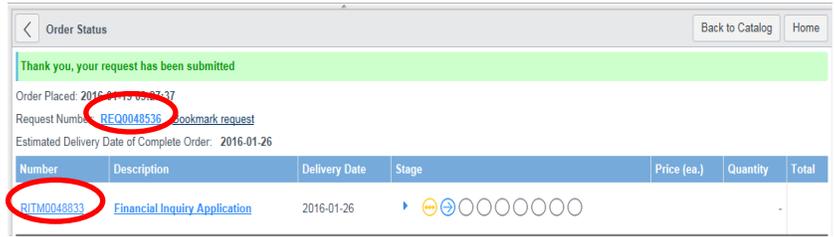
Shopping Cart [Checkout](#)

Are the contents of your cart correct? Please double check the items and remove and edit where appropriate

Item	Delivery Time	Price (ea.)	Total
<a href="#">Delete</a> <a href="#">Edit</a> Financial Inquiry Application - Financial Inquiry Application	7 Days		-
<b>Total</b>			-

[Checkout](#)

Once you have submitted the application, you will receive a security application number RITMXXXXXX. You should use this number to locate your application in Service Now or reference your application with the Finance Service Center if you have any questions. You will also receive a request number REQXXXXXX. This represents your overall request, which may have one or more “item(s)” or application(s).



Number	Description	Delivery Date	Stage	Price (ea.)	Quantity	Total
RITM0048533	Financial Inquiry Application	2016-01-26				

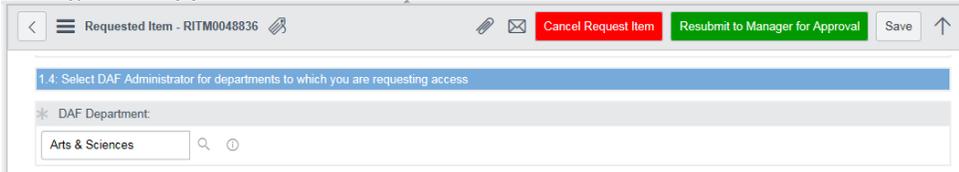
Please note, the Checkout page references a delivery time of 5 days (or 7 if weekends are included). This is based on an average of 3-5 business days for processing, once all of your training (if required) has been completed. As the timing for manager and DAF approval may vary, time to completion of your application may vary.

Once submitted, you will receive an email communication that your request has been opened and includes the REQ and RITM numbers. If your application was submitted on behalf of another user, that user will also receive notification that an application was opened for them.

## Application Processing

Once you submit your application, the application may pass through various stages to completion:

- Manager Approval (selected in Section 1.1). Your manager is able to return the application to you for editing. You will receive an email communication if this should occur. You can locate your application by clicking “My Service Requests” in the left navigation bar, which will display all applications you have submitted. When you click on the RITM number, you can edit your application as requested and return by clicking “Resubmit to Manager for Approval”.

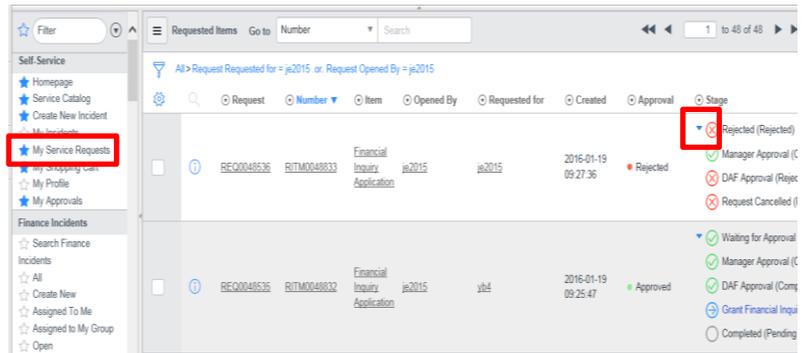


- DAF Administrator Approval (the security administrators for the school/admin unit selected in 1.4). You will receive an email confirmation when the DAF Administrator approves your request.
- Grant PAD for ChartFields. The Controller’s Office Security team will set up the access in FinSys allowing a user to see Payroll Detail for ChartFields that they have access to.
- Grant Financial Inquiry Access. The CUIT Financial Security team sets up Inquiry access.
- Grant Sponsored Project Access. SPA will set up access to the selected sponsored projects.
- Grant Non-Sponsored Project Access. The Controller’s Officer General Ledger Operations will set up access to the selected non-sponsored projects, segments and/or initiatives.

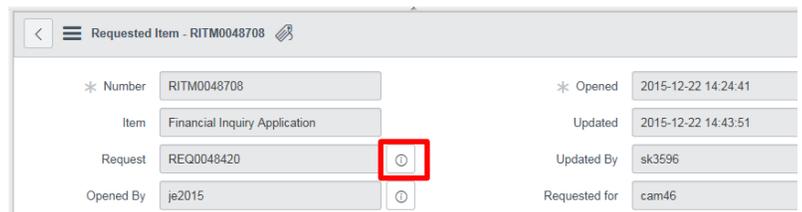
Once all steps have been completed, you will receive an email confirmation that your access has been established. Please note that your reporting access will not be active until the morning following the date of the email.

## Application Status

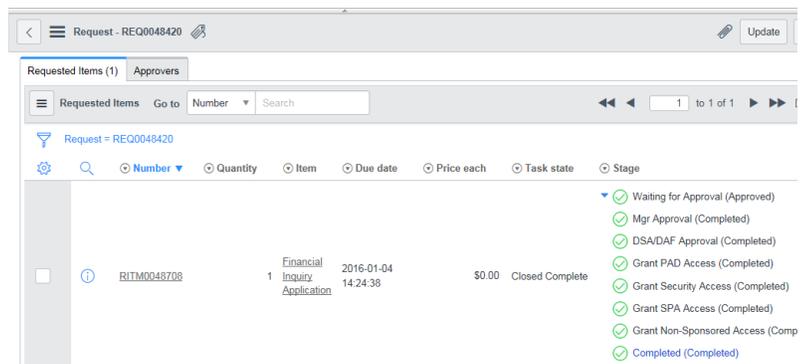
A user can check the status of any application that they submitted. Click on “My Service Requests” in the left navigation bar and then click on the blue arrow in the “Stage” column to expand the status check.



In addition, a manager or DAF approver can also check the status of an application that they have approved. Click on “My Approvals” in the left navigation bar and then click on the RITM number to view the application. Once the application has opened, click on the information button to the right of the Request field.



Scroll down to the Requested Items tab, then click on the blue arrow in the “Stage” column to expand the status check.



The stages that the Financial Inquiry Application will pass through are listed in the Stage column:

- A green checkmark indicates a stage has been completed.
- A blue arrow indicates that a stage is in progress.
- A red “X” indicates that the application was rejected.



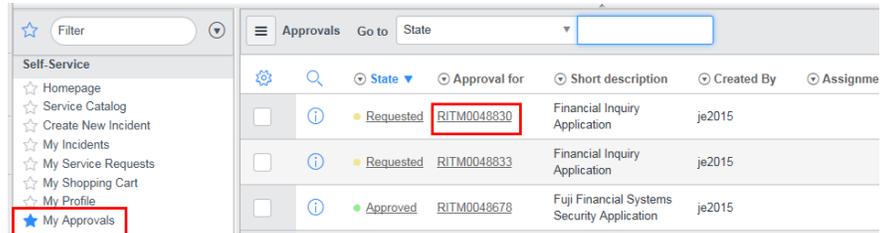
**Section 3: Finance Security Applications – Manager Approval Process**

All Finance security requests must be approved by the manager of the applicant. If you are listed as the manager on a security request, you will receive an email notification instructing you to log into ServiceNow and approve, reject or return the application for edit. The email will indicate what type of application it is (“Financial Inquiry Application”) and the employee that submitted the request.

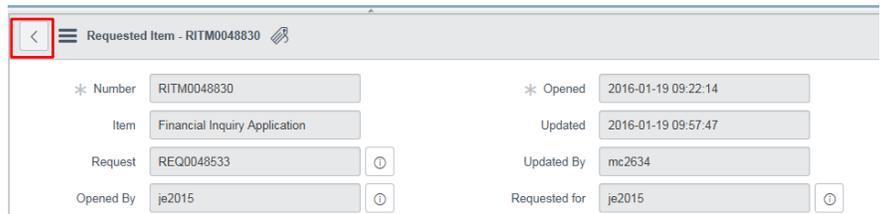
**Steps to Review and Approve a Security Application**

1 Log into ServiceNow using the link provided in the email.

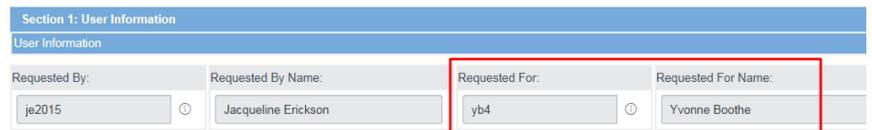
2 In the left-hand menu of ServiceNow click on “My Approvals”. From the list of security applications awaiting your approval, click on the RITM number you need to review. If you have multiple requests pending, you will need the RITM number to differentiate the items on your list.



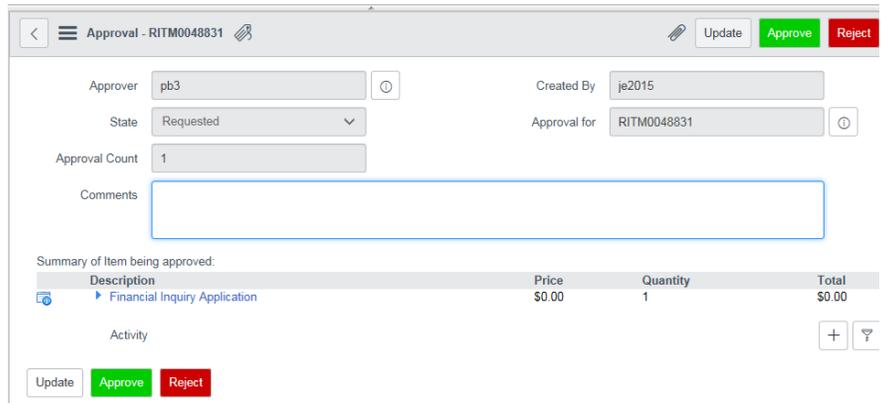
3 Once you click on the RITM number, a copy of the application form will open for your review. Information about the application and the applicant is listed at the top. Once you are done reviewing the application, click on the arrow in the upper left corner of the request to return to your approval list.



4 If the user completed the application on behalf of another user, the user’s UNI and name will be listed in the “Requested For” section. This is the user who will be receiving the access requested.



5 From the approval list, click on the “Requested” link in the “State” column next to the application you have just reviewed. An approval screen will open. To approve the request, click on “Approve”. To reject the request, click on “Reject”. To return the request back to the applicant to make changes, click on “Return for Edit”. Please remember to include comments on these requests so that the applicant knows what roles need to be updated.



The email notification that the manager received to inform that approval is pending also contains hyperlinks to approve, reject or return for edit by email.

5 Once approved, the application will be removed from your “My Approvals” queue, and sent to the DAF administrator for his/her review and approval.

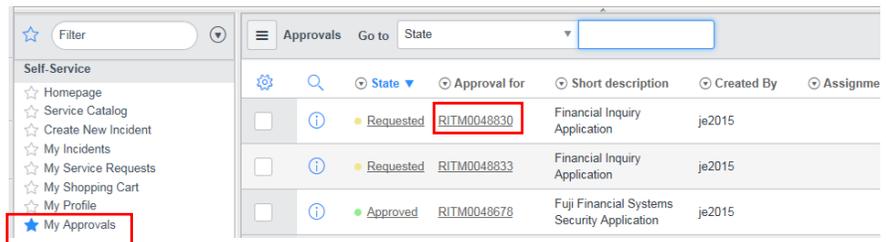
**Section 4: Finance Security Applications – DAF Administrator Approval Process**

All Finance security requests must be approved by the DAF Administrator for the departments to which access is being requested. If you are listed as the DAF Administrator on a security request, you will receive an email notification instructing you to log into ServiceNow and approve or reject the application. This notification is sent after the manager has approved the request and will indicate what type of application it is (“Financial Inquiry Application”) and the employee that submitted the request.

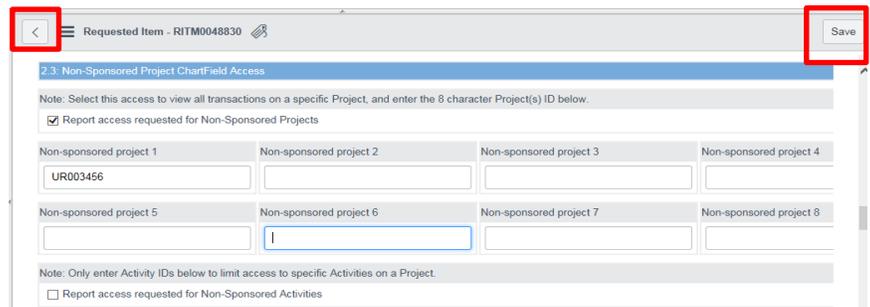
**Steps to Review and Approve a Security Application**

1 Log into ServiceNow using the link provided in the email

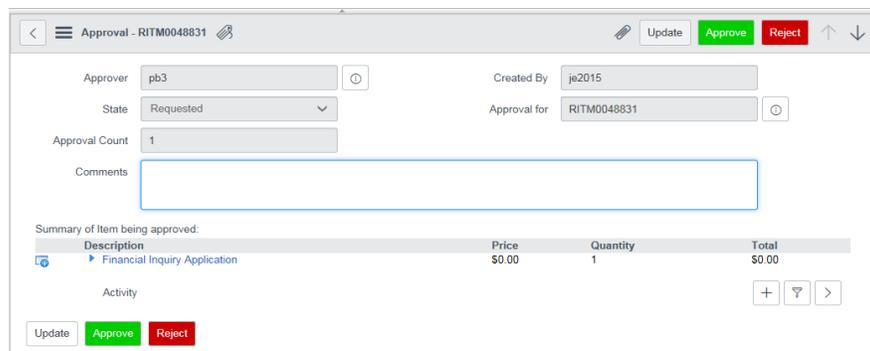
2 In the left-hand menu of ServiceNow click on “My Approvals”. From the list of security applications awaiting your approval, click on the RITM number you need to review. If you have multiple items pending, you will need the RITM number to differentiate the items on your list.



3 Once you click on the RITM number, a copy of the application form will open for your review. As the DAF Administrator, you have the ability to make changes to the access requested directly in the form. Once you are done reviewing and making any necessary updates to the application, click on “Save” to save your changes. You can click on the back arrow in the upper left corner of the request to return to your approval list. You can also scroll to the bottom of the application to locate the Approvers tab.



4 From the approval list or Approvers tab, click on the “Requested” link. An approval screen will open. To approve the request, click on “Approve”. To reject the request, click on “Reject”. This will cancel the existing request.



5 Once approved, the application will be removed from your “My Approvals” queue, and send to CUIT, and depending on what was selected on the form, Central Finance and/or SPA for processing.