

When approving an application with a request to Block Payroll Natural Account lines, please ensure this is what is intended. Removing this sensitive exclusion will require an explicit request in the application by the School Security DAF Administrator.

2.5: General Ledger - Exception Roles

Roles:

ARC Online Reporting Only (includes Financial Data Store)

Block Payroll Natural Account lines in financial reports (ARC/FDS – No COB reporting)

“Block Payroll Natural Account lines in financial reports” should be selected in rare circumstances when a user should not see any payroll balances. This access will:

- Exclude payroll natural accounts and balances in all financial reporting (ARC & FDS).
- Limit a user’s ability to run certain reports, including COB reports, and will result in certain reports having blank rows.
- Excluding payroll natural accounts from reports is different from granting PAD access. PAD is given in FinSys/FFE and governs employee-level payroll detail.

A user with PAD access will be able to see employee payroll detail, while a user without PAD access will see only payroll totals. A user with the payroll natural account block will not see employee payroll detail or payroll totals.

Removing the Payroll Natural Account Block - FSSA

If a user has this exclusion, when the user’s access is updated, it is not always clear in the FSSA when there is an intention to remove this access. If the departmental manager or DAF needs to remove this exclusion and allow the user to see all accounts, please fill out section 2.5 of the FSSA and add the following comments in section 6:

Please add CU_SEC_CS_ACCT_INQRY_ALLACNTS access and remove the exclusion to payroll natural accounts CU_SEC_CS_ACCT_INQRY_PYEXCLINQ

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Roles:

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When updating a user’s access, the School Security DAF Administrator should review the user’s existing ARC profile and discuss the access approved by and with the manager. The School Security DAF Administrator can add these comments in section 6 before the approval of the application.

CUIT cannot edit the application for the school once it has been received. The application becomes read-only after the DAF Approval.

Removing the Payroll Natural Account Block - FIA

If the request to remove the exclusion is requested via the FIA application, please fill out section 2.1 and add the following comments in section 3:

Please add CU_SEC_CS_ACCT_INQRY_ALLACCNTS access and remove the exclusion to payroll natural accounts CU_SEC_CS_ACCT_INQRY_PYEXCLINQ

2.1: Reporting Access

Note: If you select ARC Online Reporting - ChartFields, you must check at least one selection in sections 2.2 - 2.5.

- ARC Online Reporting - ChartFields
- Payroll Detail (PAD) for Chart Field Reporting

Note: Select PAD if you need to view detailed payroll information on a ChartField.

- ARC Online Reporting - Department Access
- Payroll Detail (PAD) for Department