

## OARS Requests for M-Reports Internal Controls Roles Step-by-Step

### Overview

In order to access the reports and tools located in M-Reports related to Internal Controls, users must request the proper access via the Online Access Request System (OARS). The Unit Liaisons are responsible to approve and authorize the request.

### Navigation

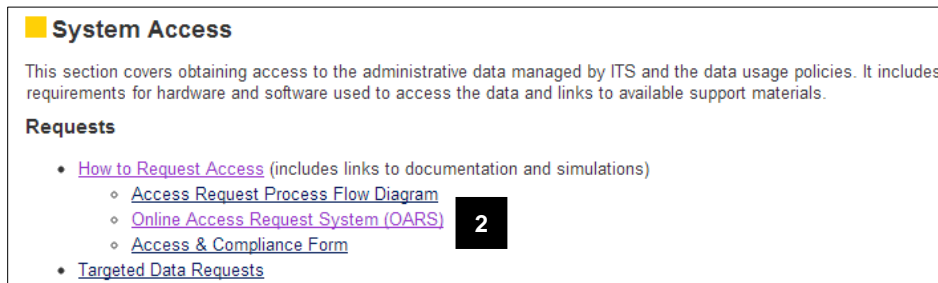
Start at the ITS Gateway (<http://www.m284ais.umich.edu/home.php>).

### Online Access Request System (OARS) Web Page



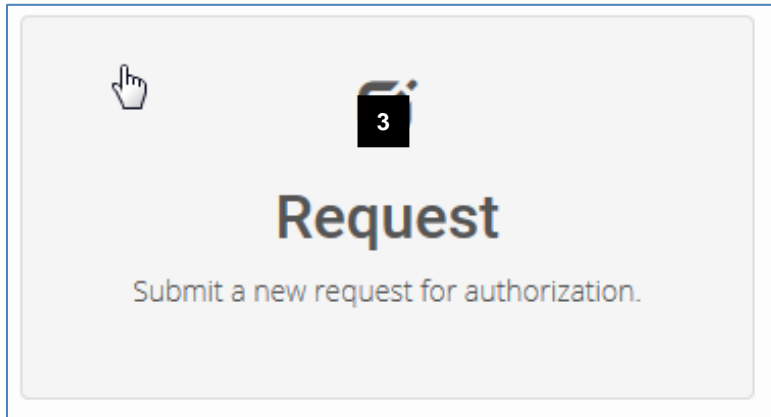
1. Under Services, click **System Access (Data Requests/OARS)**.

### System Access Web Page



2. Under Requests, click **Online Access Request System (OARS)**.

### Online Access Request System (OARS) Web Page




3. Click **Request**

### Access Request

User Information

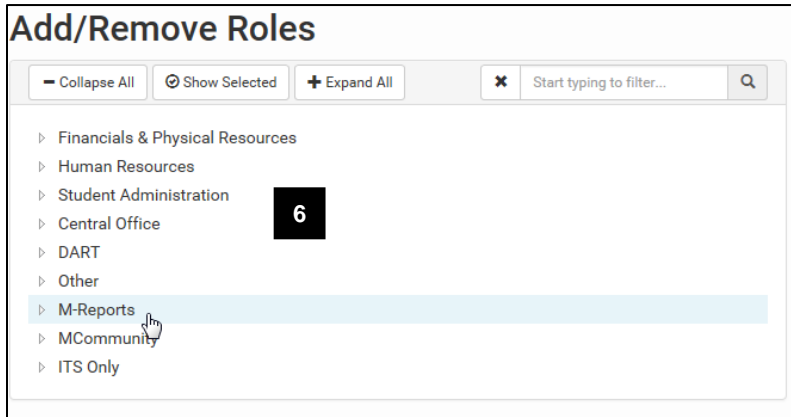
haasebr

4 5

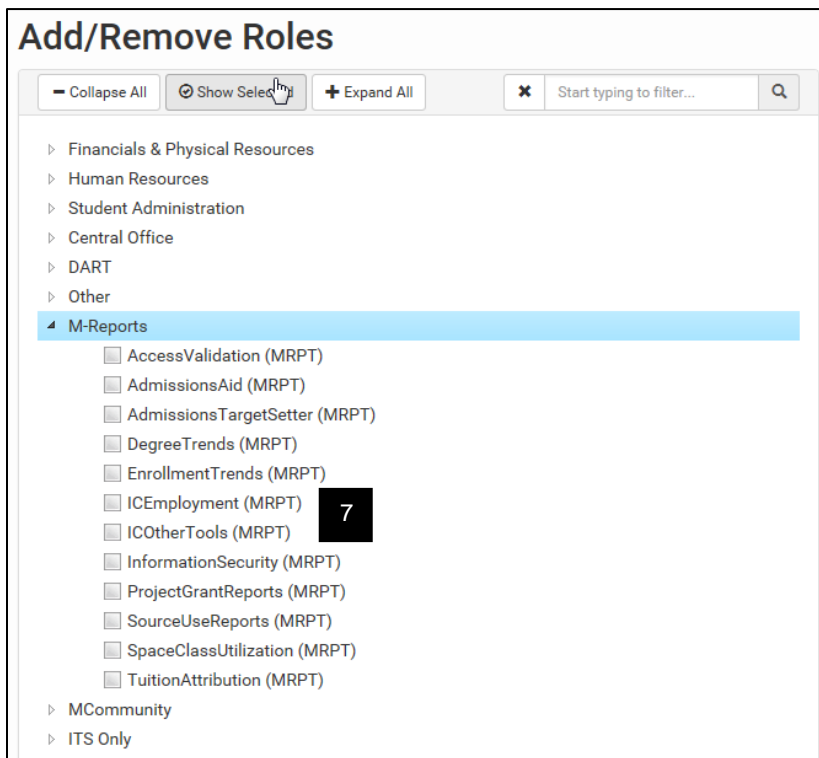
Uniqname: haasebr  
Full Name: Brent Charles Haase  
UMID:  
Employee Type: Regular Employee  
Dept ID: 689000   
Dept Description: Office of Assoc VP for Finance  
Phone Number: 734-763-0260  
Access & Compliance?: Yes

A screenshot of the 'Access Request' form. At the top, there is a 'User Information' header. Below it, there is a search bar containing the text 'haasebr' and a blue 'Q Lookup' button. Below the search bar, there are two black squares with the numbers '4' and '5' inside. Below these, the user information is displayed in a list format: Uniqname: haasebr, Full Name: Brent Charles Haase, UMID: (blank), Employee Type: Regular Employee, Dept ID: 689000 (with a pencil icon), Dept Description: Office of Assoc VP for Finance, Phone Number: 734-763-0260, and Access & Compliance?: Yes. A mouse cursor is visible at the bottom left of the form.

4. Type the unqname of the person for whom you are requesting access in **Uniqname**.
5. Click **Name Lookup**.



6. Under Add/Remove Roles, click the **M-Reports** arrow.



7. Select the **appropriate role** for the user. If the user needs access to ALL Internal Controls Employment items, including the Employment reports, select the **ICEmployment** role. If the user does not need access to Employment reports, select **ICOtherTools**.

**Note:** The ICEmployment role includes access to these Employment reports:

- Department Employee Compensation
- Faculty/Staff Pay
- Overtime Pay
- Temp Pay
- Retroactive Pay
- Cash Deposit Controls
- Credit Card Controls
- P-Card and T&E Controls
- Gap Analysis
- Sub-certification

The ICOtherTools role provides access to these Internal Controls reports/tools:


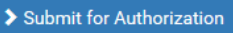

- Cash Deposit Controls
- Credit Card Controls
- P-Card and T&E Controls
- Gap Analysis
- Sub-certification

8. Click **Submit for Authorization**.

### Additional Comments

Request Comments

Optional

 Save  Submit for Authorization 

Note: Comments such as contact information of requestor and any other relevant information can be added in the optional 'Request Comments' section before submitting.

Once you click "Submit for Authorization" button in step 8, the Select Secondary Securities page will come up.

## Select Secondary Securities

Your request is not yet submitted. Please complete these Secondary Security forms in order to submit your request.

Select securities for Internal Controls (ID: 28):

**Instructions:**  
Select ONE of the following options to assign departmental security. Indicate specific instructions/department ids in the Comments section below. For more information on the Internal Controls processes, please refer to: <http://www.finance.umich.edu/controls>.

Start typing to filter...      First Previous Next Last Page  of 1

Name	Action
DEFAULT - Includes all DeptIds in your dept group	<input checked="" type="radio"/> No Change <input type="radio"/> Add <input type="radio"/> Remove
DEFAULT PLUS - List addl DeptIds in Comments	<input checked="" type="radio"/> No Change <input type="radio"/> Add <input type="radio"/> Remove
OTHER - List specific DeptIds in Comments	<input checked="" type="radio"/> No Change <input type="radio"/> Add <input type="radio"/> Remove

9. Select the appropriate option for Departmental Secondary Security.
  - a. **“DEFAULT”**: Select if the user should have access to ALL departments in their appointing department group. (e.g. if your appointing department is in LS&A, you will get access to ALL departments that roll up to LS&A).
  - b. **“DEFAULT PLUS”**: Select if the user should have access to all departments in their appointing department group AND departments outside of it. List the additional DeptIds in Comments below.
  - c. **“OTHER”**: Select if the user should have access to only specified departments. List the DeptIds in Comments below..

**NOTE:** In most cases, c is the appropriate option since the appointing department GROUP is too broad and will give the user access to more information than necessary.

10. Hit the “Save and Submit” Button at bottom of page.

### Related Resources

- Office of Internal Controls Web site: <http://www.finance.umich.edu/controls>
- Internal Controls Management Reports Web page: [http://www.bi.umich.edu/products/internal\\_controls.html](http://www.bi.umich.edu/products/internal_controls.html)

### Additional Assistance

Questions, feedback, and requests for enhancements can be submitted to the ITS Service Center: M-F, 7 a.m. - 6 p.m. (phone and email); Sun, 1 - 5 p.m. (email)

- Submit a Service Request Online: [its.umich.edu/help/request](https://its.umich.edu/help/request)
- Call: 734-764-4357 (4-HELP)
- Email: [4HELP@umich.edu](mailto:4HELP@umich.edu)