

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

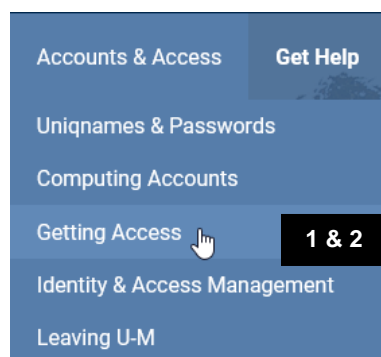
Overview

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://its.umich.edu>).

Online Access Request System (OARS) Web Page



1. Under **Accounts & Access**, click **Getting Access**.
2. Click **Access to Enterprise Administrative Systems**

System Access Web Page

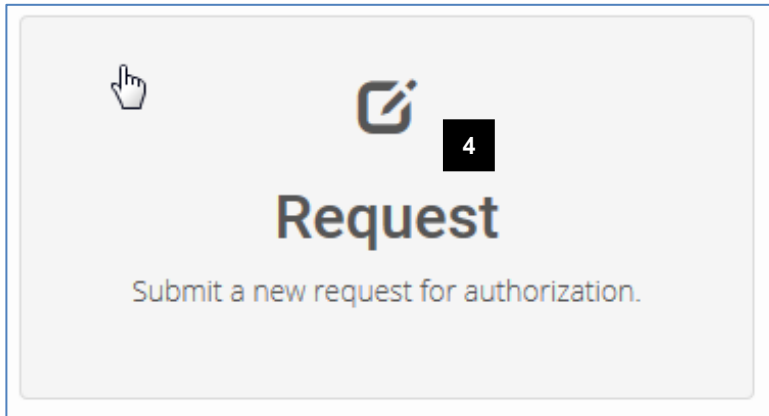
Online Access Request System (OARS)

3

3. Click **Online Access Request System (OARS)**.

[Online Access Request System \(OARS\)](#) is a tool for requesting and authorizing access to administrative data in ITS-managed systems and applications. It is also used to remove access when an employee no longer has a business need for that access—such as when an employee changes roles or transfers to another unit.

Online Access Request System (OARS) Web Page



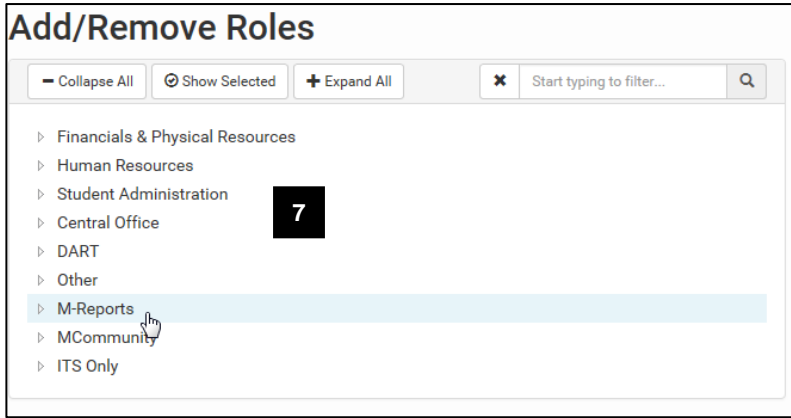
4. Click **Request**

Access Request

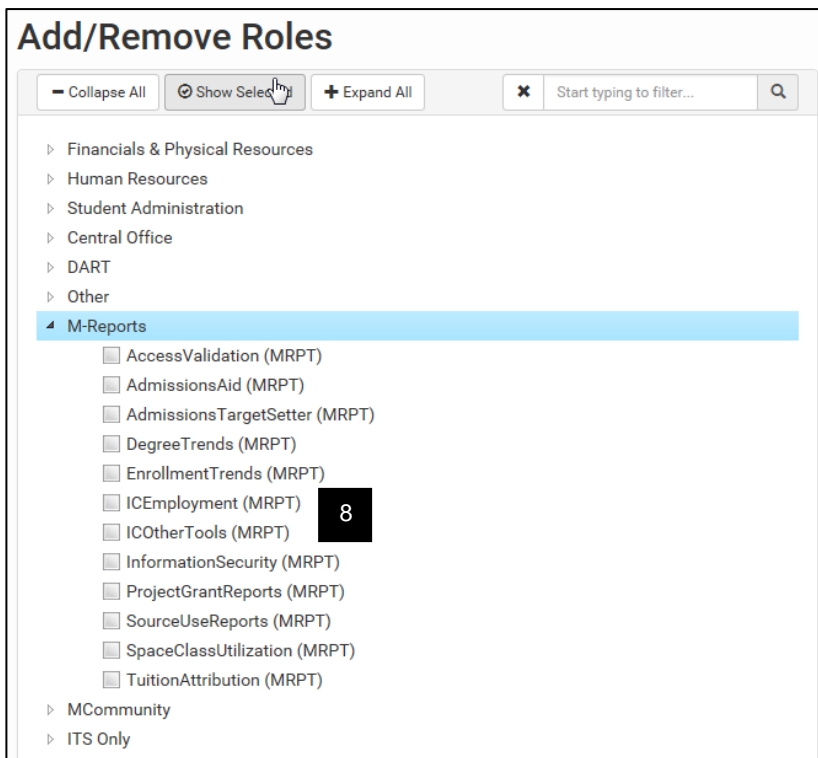
A screenshot of the "Access Request" form. At the top, there is a "User Information" section with a search bar containing "haasebr" and a "Lookup" button. Below this, a list of user details is displayed. A black callout box with the number "5" is over the "Uniqname" field, and another with "6" is over the "Lookup" button. A mouse cursor is at the bottom left of the form.

User Information	
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

- 5. Type the uniqname of the person for whom you are requesting access in **Uniqname**.
- 6. Click **Name Lookup**.



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



8. 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

9. Click **Submit for Authorization**.

Additional Comments

Request Comments

Optional

Save Submit for Authorization 9

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>.

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

10. 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.

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

Related Resources

- Office of Internal Controls Web site: <http://www.finance.umich.edu/controls>
- M-Reports Report Library: <http://its.umich.edu/enterprise/analytics/mreports/report-library>

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: <http://its.umich.edu/help>
- Call: 734-764-4357 (4-HELP)
- Email: 4HELP@umich.edu