

Please complete a User Authorization Form for each new Staff member, or for changes to any current staff member's access, or to request termination of staff member's access.

A campus Vice President of Administrative Services may sign completed forms and forward them by fax to Charles Rogers at 619-388-6987 or Terry Davis at 388-6670. Completed forms may also be submitted via email. The appropriate or available Manager in Business Services will review and either return the form with pertinent comments, or approve the form and send it to the Systems staff for account creation and security class assignment.

Below is the detail for all the classes related to the Colleague Finance application. If you need additional details, please contact the Controller's Office at 619-388-6555 or any of the managers in Business Services.

SECURITY CLASSES

Security Class	Description
AP.API	This security classes allows the users to run the custom Accounts Payable Interface that creates vouchers from flat files.
AP.CKPR	This security class is designed for a person that is responsible for check printing.
AP.INQ	This security class is designed for a person that needs inquiry access to accounts payable.
AP.INTERFACE	This security class is designed for a person that has to run the AP Interface.
AP.MAINT	This security class is for a person that has maintenance responsibility within Accounts Payable.
AP.MODADMIN	This security class is designed for the person that has the most responsibility for the Accounts Payable module.
AP.REFUNDS	This security class is designed for a person that needs to see refund check information.
AP.RPT	This security class is designed for a person that needs reporting and inquiry access to Accounts Payable.
AP.TECHSUPPORT	This security class allows a person to have access to the new county process screen.
CF.TEMP	Temporary Security Class for non-permanent employees.
FX.CAMPBM	This security class was designed for the campus business managers to have access to portions of the Fixed Assets module.
FX.CAMPREC	This security class is designed for the persons responsible for campus receiving.
FX.CAP	This security class is designed for a person that has accounting needs in the Fixed Assets module.
FX.MAINT	This security class is designed for a person that has maintenance responsibility for the Fixed Assets module.
FX.MODADMIN	This security class has the most access into the Fixed Assets module.
FX.RCV	This security class is designed for a person that has receiving access to Fixed Assets.
GL.ENTRY	This security class is designed for a person that has to do journal entries and other entry work with the general ledger.
GL.GLDL	Request from Nancy Campbell designed for the District Business Services Office.
GL.GLIM	This security class was designed to give users specific access to screens necessary to run the GLIM process.
GL.JE	This security class is designed to give individuals access to screens necessary to perform journal entries.
GL.MAINT	This security class has been designed for a person that has more access than a person doing entry.
GL.MODADMIN	This security class has the most access to the General Ledger. It is designed for the user that needs the most access.
GL.RPT	This security class allows reporting and inquiry access to the general ledger.
PA.MAINT	This security class is designed for a person that has to maintain Projects Accounting records.
PA.MODADMIN	This security class is designed for the person who has the most responsibility towards Project Accounting.
PA.RPT	This security class is designed for a person to run reports and inquiry into the Projects Accounting module.
PP.MAINT	This security class is designed for a person that has maintenance access to the Physical Plant module.
PP.MODADMIN	This security class is designed for the person who has the major responsibility for the Physical Plant module.
PP.WO	This security class is designed for a person that needs to enter in work orders or requests for service.
PU.AP	This security class is designed for the AP staff's access into the Purchasing module.
PU.APPROVE	This security class is designed for anyone that has to approve requisitions.
PU.BUYER	This security class is designed for the Buyers at the District Office.
PU.INQ	This security class is designed for the person who needs inquiry access into Purchasing.
PU.MAINT	This security class was designed for the person who has maintenance access to items in Purchasing.
PU.MODADMIN	This security class was designed with the most access to the Purchasing module.
PU.RCV	This security class is designed for the receiving staff that need a limited amount of access into the Purchasing module.
PU.REQ	This security class is designed for a person that needs to create or enter requisitions.
PU.VEND	This security class is designed for a person to have access to perform Vendor maintenance.

Approval Classes and Policy Classes are listed on next page below.

APPROVAL CLASSES

Approval Class Name	Description
1ALL	All City College Cost Centers
2ALL	All Mesa College Cost Centers
3ALL	All Miramar College Cost Centers
4ALL	Continuing Education All Cost Centers
BOOK	Bookstore
BUSSR	Business Services
CHANC	Chancellor's Office
CONT	Controller
ENTGL	Enterprise Fund – GL Approval
FAC1	Facilities
FAC2	Facilities
FAC3	Facilities
FACCE	Facilities – Continuing Ed
FACCT	Facilities - City
FACMM	Facilities – Miramar
FACMS	Facilities - Mesa
FOOD	Food Service
HR	Human Resources
INFO	Public Information
INRES	Institutional Research
INSSV	Instructional Services
IT	Information Technology
MNTOP	Maintenance and Operations
PARK	District Parking
POLI	District Police
PURCH	Purchasing & Contract Services
STUVS	Student Services

POLICY CLASSES

Policy Class Name	Description
AID	Student Financial Aid and Trust Fund
AS	Associated Students
CAPE	Capital Projects
COMP	Computer Hardware/Software
DACB	Enterprise Fund 59
DEBT	Debt Fund
DEWF	Economic and Workforce
DEWT	Economic and Workforce – Tech Prep
DFAC	Facilities
DSPS	DSPS Counselor
ENTER	Enterprise
GRC1	Grants and Contracts 1
GRC2	Grants and Contracts 2
GRC3	Grants and Contracts 3
GRC4	Grants and Contracts 4
INTR	Internal Services
LOAN	Scholarship/Loan Trust Fund

SAID	State Financial Aid
SPEC	Special Approvals
SPREV	Special Revenue
TELE	Telephone Related
TRUST	Other Trust Funds

Security Class Name	Mnemonics	Description
AP.API	CF AP VOU XCVO XVOS XBIE	This security classes allows the users to run the custom Accounts Payable Interface that creates vouchers from flat files.
AP.CKPR	LO CF AP VOU VOUP VOUI ARR VRAP VRAI CKP CHKI CKPR CKRS CKOA CKPO CKRG XCNT	<p>This security class is designed for a person that is responsible for check printing.</p> <p>AP.CKPR - Added as replacement for AP.DOCKPTR on 6/16/05</p>
AP.INQ	LO CF AP VOU VOUI CKP CHKI	<p>This security class is designed for a person that needs inquiry access to accounts payable.</p> <p>AP.INQ - Added as a replacement for AP.BUSOFF on 6/16/05</p>
AP.INTERFACE	LO CF AP	<p>This security class is designed for a person that has to run the AP Interface.</p> <p>It will need the custom screens added. XCVO, XBIE, XVOS AP Interface Security Class 7/1/05</p>
AP.MAINT	LO CF AP APAR VEN VEND VNLF VEIN VENI	<p>This security class is for a person that has maintenance responsibility within Accounts Payable. This will be mainly the AP staff at the District.</p> <p>AP.MAINT - Added as replacement for AP.DOAPSTF on 6/16/05</p>

VENC
VENR
VENY
VENA
VENL
VOU
VOUM
VOAE
POPP
VOUI
VOIS
VEII
VREG
VOUS
UNVR
VPRT
POPR
VINQ
ARR
VRAI
RCV
RCVM
RCVI
RVSR
RVRG
CKP
CHKI

AP.MODADMIN

LO
CF
AP
CRAR
APAR
VEN
VEND
VNLF
VEIN
VENI
VENC
VENR
VENY
VENA
VENL
VOU
VOUM
VOUV
VOAE
POPP
VOUI
VOIS
VEII
VREG
VOUS
UNVR
VPRT
POPR

This security class is designed for the person that has the most responsibility for the Accounts Payable module. The MODADMIN class has the most power of the security classes.

AP.MODADMIN - added as replacement for AP.DOMGR on 6/16/05

VINQ
ARR
VRAV
VRAI
RCV
RCVM
RCVV
RCVI
RVSR
RVRG
RCVP
CKP
CKVE
PYFM
CHKI
VPFR
CKRG
SCKR
VCRG
CKSE
VPFS
CKPR
CDJR
REC
RECM
RECR
RECB
TAX
TXCM
TFBX
TXFM
MTID
FIAR
EMEX
SUPP
DIS
DISC
DISL

AP.REFUNDS

LO
CF
AP
ARR
VRAI
CKP
CHKI

This security class is designed for a person that needs to see refund check information.

AP.REFUNDS - added as replacement for AP.STUSERV on 6/16/05

AP.RPT

LO
CF
AP
VEN
VOU
VOUI
ARR
VRAI
CKP

This security class is designed for a person that needs reporting and inquiry access to Accounts Payable.

AP.RPT - Added as replacement for AP.DOACCTSTF on 6/16/05

	CHKI	
AP.TECHSUPPORT	LO CF AP CKP XCNT	This security class allows a person to have access to the new county process screen. AP.TECHSUPPORT is added to allow technical support to have access 6/30/05
CF.TEMP	LO CF GL CAM GLAA GLDL	Temporary Security Class. Currently being set up to allow for corrections to the GL Account Numbers. 6/28/05
FX.CAMPBM	LO CF FX FXIN FXPC FXER	This security class was designed for the campus business managers to have access into portions of the Fixed Assets module. FX.CAMPBM - Added as replacement to FX.BUSMGR on 6/16/05
FX.CAMPREC	LO CF FX FXIN FXPC FXER	This security class is designed for the persons responsible for campus receiving. FX.CAMPREC - Added as replacement for FX.REC on 6/16/05
FX.CAP	LO CF FX ASST FXIN FXPC FXER FXPR CNA NCAR CNFX DFX FXDR	This security class is designed for a person that has accounting needs in the Fixed Assets module. FX.CAP - Added as replacement for FX.DOACCT on 6/16/05
FX.MAINT	LO CF FX ASST FXIN FXPC FXER FXPR FXIR FXSC ACQ ACQM VALM	This security class is designed for a person that has maintenance responsibility for the Fixed Assets module. This might be a receiving supervisor. FX.MAINT - Added as replacement for FX.RECSUP on 6/16/05

OAM
OFXM
TAP
FAIL
FXAP
FXTR
CNA
NCAR
FXD
FXDM
DAAR
DFXA
DFXR

FX.MODADMIN

LO
CF
FX
ASST
FXCA
FXVP
FXIN
FXPC
FXER
FXPR
FXIR
FXDS
ACQ
ACQM
VALM
FXRM
OAM
LSEM
RESM
INPM
SERM
OFXM
CNA
NCAR
CNFX
DFX
FXDR
DEPR
FXD
DAAR
DFXA
DFXR

This security class has the most access into the Fixed Assets module.

FX.MODADMIN - Added Fixed Assets Admin class on 6/16/05

FX.RCV

LO
CF
FX
ASST
FXIN
FXPC
FXER
FXPR
FXIR

This security class is designed for a person that has receiving access to Fixed Assets.

FX.RCV - Added for Receiving on 6/16/05

	FXSC OAM OFXM	
GL.ENTRY	LO CF GL GLST ACBL AHST ENCI GLRQ LPST GLTB LGLA CAM GLCR COAR GLE GLJI GJER GBER GRER GLJE GLBE GLRJ GLB GLBA GLSA GLBR GLBS CONS	<p>This security class is designed for a person that has to do journal entries and other entry work with the general ledger.</p> <p>GL.ENTRY - Added as a replacement for GL.DOTECH on 6/16/05</p>
GL.GLDL	LO CF GL CAM GLDL GLAA GLA GLPL GLPV	<p>Finance GL.GLDL added to system to handle request from Nancy Campbell. 6/27/05</p> <p>Added GLAA, GLPL, and GLPV to this security class. Nancy requested access to these screens for Gary Bang and Juan Rodriguez in an e-mail on July 5, 2005</p> <p>July 5 2005 10:46am DATATEL</p>
GL.GLIM	LO CF GL GLI GLFF GLIM	<p>This security class was designed to give users specific access to screens necessary to run the GLIM process.</p> <p>GL.GLIM was added on 7/6/05 to allow users to access GLIM screens</p>
GL.JE	LO CF GL GLE	<p>This security class is designed to give individuals access to screens necessary to perform journal entries.</p> <p>Once training begins the following screens need to be added back: GLJI, GJER, GRER, GLJE, GLRE</p>

GL.RPT - Added for Journal Entry only on 6/16/05

GL.MAINT

LO
CF
GL
GLST
ACBL
AHST
ENCI
GLRQ
LPST
GLTB
LGLA
CAM
GLDM
GLAA
GLMT
GLCI
GLCR
COAR
GLCN
GLE
GLJI
GJER
GBER
GEER
GMER
GRER
GLJE
GLJM
GLJR
GLBE
GLEE
GLRE
GLRJ
GLB
GLBA
GLSA
GLBR
GLBS
CONS

This security class has been designed for a person that has more access than a person doing entry. This person can maintain/modify GL numbers.

GL.MAINT - added to account as replacement for GL.DOSUP on 6/16/05

GL.MODADMIN

LO
CF
GL
GLST
ACBL
AHST
ENCI
GLRQ
LPST
GLTB
LGLA
CFAR
PGLT
GAS

This security class has the most access to the General Ledger. It is designed for the user that needs the most access.

GL.MODADMIN -- Added as replacement for GL.GEN on 6/16/05

GLND
CAM
GLDM
GLAA
GLMT
GLCI
GLCR
COAR
GLCN
GLAT
MACS
GLA
CFAM
GLOM
GLPV
GLPL
CGLA
EGLA
GLE
GLJI
GJER
GBER
GEER
GMER
GRER
GLJE
GLJM
GLJR
GLBE
GLEE
GLRE
GLRJ
GLC
GLYE
GLME
GSA
GLU
RRQ
RQEV
RREF
RRGL
RPO
POEV
POEU
RPOE
RBP
RGBH
RBHA
VBER
EAFB
RGLU
RBER
RENC
GLB
GLBA
GLSA

	GLBR GLBS CONS GLV GLVA	
GL.RPT	LO CF GL GLST ACBL AHST ENCI GLRQ LPST GLTB LGLA CAM GLCI GLCR COAR GLB GLBA GLSA GLBR GLBS CONS	<p>This security class allows reporting and inquiry access to the general ledger.</p> <p>GL.RPT - Added for Report access on 6/16/05</p>
PA.MAINT	LO CF PA PADF PABP PABL PAOH PATB PAIC PAPI PABI PALI PAOI PATI PACL	<p>This security class is designed for a person that has to maintain Projects Accounting records.</p> <p>PA.MAINT - Added as a replacement for PA.DOTECH on 6/16/05</p>
PA.MODADMIN	LO CF PA PADF PABP PABL PAOH PATB PAIC PASA PAPI PABI	<p>This security class is designed for the person who has the most responsibility towards Project Accounting. The MODADMIN class has the most access.</p> <p>AP.MODAMDIN - Added as replacement for PA.DOSUP on 6/16/05</p>

	PALI PAOI PATI PACL PAOC PACU	
PA.RPT	LO CF PA PATB PAPI PABI PALI PAOI PATI	<p>This security class is designed for a person to run reports and inquiry into the Projects Accounting module.</p> <p>PA.RPT - Added as a replacement for PA.GEN on 6/16/05</p>
PP.MAINT	LO CF PP WORE WOAM WOLU WOMU WRKI WOAI WOLI WOMI UWOR WOPR WOHR WKRP PPC PPDM PDEM WOPM PPEM WOTM TRDM PLTM WORM PPWP	<p>This security class is designed for a person that has maintenance access to the Physical Plant module.</p> <p>PP.MAINT - Added as a replacement for PP.FAC2 on 6/16/05</p>
PP.MODADMIN	LO CF PP WORE WOAM WOLU WOMU WRKI WOAI WOLI WOMI UWOR WOPR	<p>This security class is designed for the person who has the major responsibility for the Physical Plant module. This security class has the most access into the PP module.</p> <p>PP.MODADMIN - Added as a replacement for PP.FAC1 on 6/16/05</p>

WOHR
WOCB
WKRP
PPC
PPDM
PDEM
WOPM
PPEM
WOTM
TRDM
PLTM
WORM
PPWP

PP.WO

LO
CF
PP
WORE
WRKI
WOAI
WOLI
WOMI
WKRP

This security class is designed for a person that needs to enter in work orders or requests for service.

PP.WO - Added as a replacement for PP.GEN on 6/16/05

PU.AP

LO
CF
PU
DINQ
VEII
VINQ
VEN
VEND
VEIN
VENI
VENC
VENR
VENY
REQ
RINQ
RQIS
RQSI
RREG
POM
PINQ
POIS
PSTI
PREG
POAN
UNPO
OPOL
BPM
BINQ
BPVL
BGLS
BGLD
BREG

This security class is designed for the AP staff's access into the Purchasing module.

PU.AP - Added as a replacement for the PU.DOAP class on 6/16/05

BPOS
UNBP
GSR
PORC
PORL
XRPO
XRBP

PU.APPROVE

LO
CF
PU
APR
MTDL
APRN
APPW
REQ
REQM
RREG
SMAL
FWTO

This security class is designed for anyone that has to approve requisitions.

PU - Approval Security Class. Created 06/06/05

PU.BUYER

LO
CF
PU
DINQ
VEII
VINQ
VEN
VEND
VENH
VNCM
VNCL
VNLF
VEIN
VENI
VENC
VENR
VENY
VENA
VENL
REQ
REQM
RINQ
RQIS
RQSI
UNRQ
RREG
RQPT
RQSP
XRCP
POM
POEM
POCP
PINC
POIS
PSTI

This security class is designed for the Buyers at the District Office.

PU.BUYER - Added as a replacement to PU.DOPURBUY on 6/16/05

PREG
POAN
UNPO
OPOL
PPRT
POSP
BPM
BPOM
BPIL
BPUM
BPCP
BINQ
BPVL
BGLS
BGLD
BREG
BPOS
UNBP
BPRT
BPSP
GSR
XRBP
XRPO

PU.INQ

LO
CF
PU
REQ
RINQ
RQSI
UNRQ
RREG
RQIS
POM
PINQ
POIS
PSTI
PREG
POAN
UNPO
OPOL
BPM
BINQ
BPVL
BGLS
BGLD
BREG
BPOS
GSR
PORL

This security class is designed for the person who needs inquiry access into Purchasing.

PU.INQ - Added as a replacement for the PU.GEN class on 6/16/05

PU.MAINT

LO
CF
PU
DINQ
VEII

This security class was designed for the person who has maintenance access to items in Purchasing.

PU.MAINT - Added as a replacement to PU.DOPURAAT on 6/16/05

VINQ
VEN
VEND
VENH
VNCM
VNCL
VNLF
VEIN
VENI
VENC
VENR
VENY
VENA
VENL
REQ
REQM
RINQ
RQIS
RQSI
UNRQ
RREG
XRCP
POM
POEM
POCP
PINQ
POIS
PSTI
PREG
POAN
UNPO
OPOL
PPRT
POSP
BPM
BPOM
BPIL
BPUM
BPCP
BINQ
BPVL
BGLS
BGLD
BREG
BPOS
UNBP
BPRT
BPSP
GSR
PORC
POAL
PORL
XRPO
XRBP

CF
PU
DINQ
VEII
VINQ
PCD
PUPD
CMCM
UNIM
STCF
SVIA
FOBM
VTMF
VTYF
VEN
VEND
VENH
VNCM
VNCL
VNLF
VEIN
VENI
VENC
VENR
VENY
VENA
VENL
VENU
REQ
REQM
RINQ
RQIS
RQSI
UNRQ
RREG
RQPT
RQSP
RQBA
RQBY
XRCP
POM
POEM
POCV
POCP
PINQ
POIS
PSTI
PREG
POAN
UNPO
OPOL
BPOC
PPRT
POSP
BPM
BPOM

Purchasing module. It is designed for a person that needs overall access to the module.

PU.MODADMIN - Added as a replacement for PU.DOPURSPR on 6/16/05

ADSU and NAE added to facilitate address entry and to allow conversion of Corporations to Persons on 07/29/05.

BPIL
BPUM
BPCV
BPCP
BINQ
BPVL
BGLS
BGLD
BREG
BPOS
UNBP
BPRT
BPSP
BPCL
GSR
PORC
POAL
PORL
XRPO
XRBP
PAT
USRQ
RVBF
ADSU
NAE

PU.RCV

LO
CF
PU
DINQ
VEN
VEIN
VENI
VENC
VENR
REQ
RINQ
RQIS
RQSI
UNRQ
RREG
POM
PINQ
POIS
PSTI
PREG
POAN
UNPO
OPOL
BPM
BINQ
BPVL
BGLS
BGLD
BREG
BPOS

This security class is designed for the receiving staff that need a limited amount of access into the Purchasing module.

PU.RCV - Added as a replacement for the PU.DOREC class on 6/16/05

UNBP
GSR
PORC
PORI
PORL
XRPO
XRBP

PU.REQ

LO
CF
PU
DINQ
VEN
VENR
VENC
VEIN
VENI
REQ
REQM
RINQ
RQIS
RQSI
UNRQ
RREG
RQPT
RQSP
XRCP
POM
PINQ
POIS
PSTI
PREG
POAN
UNPO
OPOL
BPM
BINQ
BPVL
BGLS
BGLD
BREG
BPOS
UNBP
GSR
PORL
XRBP
XRPO

This security class is designed for a person that needs to create or enter requisitions.

PU - Campus Requisition Entry. Created 05/26/05
PU.REQ modified on 6/16/05.

PU.VEND

LO
CF
PU
VEN
VEND
VEIN
VENI

This security class is designed for a person to have access to perform Vendor maintenance.

PU.VEND added for Vendor entry and maintenance. -- 6/13/05