FOAPAL Add/Change Process

User Prints FAAQS report for FOAPAL from Argos.

ADD new user/Delete current user/Modify User Roles Manually On the report.

Get Approval Signature from Fin. Manager on the report. Chair/Dean/ or Vice President if delegated signature is added.

Mail Report to Business Office (Kay Carter)

Kay Carter Routes to respective Business office People to implement Roles mentioned on report.

> Delegation – Invoice Approver – Create Online Documents --- John Sims
> UPS, OfficeMax and Or P-Card   -- Penny Walk

Kay gets the Report back after John and Penny have implement changes for the roles.

Kay Inputs Final Data into ZFAAUTH Banner form.

Kay Sends E-mail to Budget Office (Heidi) , Payroll, A/P, Purchasing, Joni Lutz, John Sims, Candace Flatt, and Joyce Schumacher.   The Financial Manager is copied on email.

Kay files User sent copy to FOAPAL Perm file for Tracking.