

Configuration Modification Request process

Now that departments have begun transacting in the FI\$Cal System, the Project has established a Configuration Modification Request process, a Configuration Ownership Matrix, and a Configuration Modification Request Form for end users (Change Requester) to access when requesting System configuration changes. The Configuration Modification Form is a formal document completed by a department or central user that documents the configuration request, approval process, and System changes, to support configuration changes for audit purposes.

How and when to use the form?

To request changes to FI\$Cal's configuration values, a Change Requester must download a Configuration Modification Request Form from the FI\$Cal website. The form will need to be filled out, printed, signed, and scanned to capture the approval signatures.

The Change Requester must route the form to the Change Approver listed on the Configuration Ownership Matrix. The Change Approver (i.e. the DAD, FSCU, etc.) will initiate the approval and determine which type of Change Facilitator is associated with the request. If the Change Facilitator is departmental, then the form will be passed to the individual with the permissions to perform the update internally. If the Change Facilitator is central, then the form will be passed to the FI\$Cal Service Center (FSC).

FSC will create a service ticket for all forms received with the appropriate approval level. The FSC will route the ticket to the FSC Level Two Team for review and configuration.

For items maintained departmentally, the department may determine the most appropriate method of notification once the change has been completed. For items maintained centrally, the individual listed on the ticket will receive an automatic notification once the ticket is created and completed. After the change is completed, the configuration value will be available for use in the System.

Throughout the process if any additional information is required, the form will be routed back to the Change Requester for additional information and may require the Change Requester to re-submit the request.

If adding a Business Unit (BU), additional information may be required to support the BU along with a signed Configuration Modification Request form. A complete list of the configuration items sorted by module is located on the FI\$Cal website.

The Configuration Modification Request Form may have one or multiple values and may include values that are dependent on other configurations.