Los Angeles County Office of Education

Serving Students ▪ Supporting Communities ▪ Leading Educators

Division of School Financial Services
PeopleSoft & RAD Operator
Security Request Form

Section 1 - Requestor Information

DATE OF NOTICE	**TO:** PeopleSoft & RAD Security Division of School Financial Services	**FAX TO:** (562) 469-4195	**EMAIL TO:** SFSSECURITY@lacoe.edu

NAME OF DISTRICT	BUSINESS UNIT NUMBER

APPROVED BY DISTRICT SECURITY ADMINISTRATOR (PRINT NAME)	SIGNATURE OF DISTRICT SECURITY ADMINISTRATOR

DISTRICT SECURITY ADMINISTRATOR EMAIL ADDRESS	DISTRICT SECURITY ADMINISTRATOR TELEPHONE NUMBER

Section 2 - User Identification Information

USERNAME (LAST NAME, FIRST NAME - FOLLOW PAYROLL SETUP)	LOCATION	LAST 4 DIGITS OF HRS EMPLOYEE ID (IF APPLICABLE)

TITLE OF USER	EMAIL ADDRESS	TELEPHONE NUMBER

IF APPLICABLE, USER BEING REPLACED/DEACTIVATED (LAST NAME, FIRST NAME)	OPERATOR ID	DATE TO BE DEACTIVATED

Section 3 - PeopleSoft and RAD System Security Selection - Use A = Add class or R = Remove class; Do not use X

PLEASE SELECT

☐ New User ☐ Change to Existing User ☐ Deactivate ☐ Reactivate ☐ Name Change

A. PeopleSoft Security Access			B. RAD (Reports and Data) Security Access
Accounts Payable	**General Ledger**	**Purchasing**	**1. GL UPLOAD ***
ACHO2 (Vendor Set-up)	GL_ADHOC (RPT)	PO_ADHOC (RPT)	**2. AP INTERFACE ****
AP_ADHOC (RPT)	GLADM	POADM	**3. AP eFILE DOWNLOAD ****
AP1099	GLBUDGET	***POBUYER**	**4. DISTRICT REPORTS**
APADM	GLCLK	POINQFUL	**5. VENDOR INTERFACE ****
APCLKVCH	GLCLKJNL	POINQLMT	**6. SACS EXTRACT**
APCLKVND	GLINQBD	POMGR	**7. BUDGET FILE TRANSFER**
APDISAPR	GLINQFUL	PORCVBLD	**8. BUDGET ADJUSTMENT INTERFACE ***
APINQFUL	GLINQLMT	PORCVOPN	**9. PC BUDGETS ****
APINQLMT	GLMGR	POREQ	**10. PC PRODUCTS - *LLL (Labels, Lists, & Letters)* *****
APMGR	ACH01 (Bank Set-up)		**11. PC PRODUCTS - *LABOR* *****
APVNDINQ	ACH03 (Confirmation)		**12. PC PRODUCTS - *PeopleSoft Financial System* *****
		PO BUDG OVRRD	**13. BAS - DAT** (District Attendance Transfer)
AP BUDG OVRRD	*GL BUDG OVRRD*	*REQ BUDG OVRRD*	**14. BAS - RLC** (Data Collection & Revenue Limit Calculations)
Inventory	**Workflow**		**15. BAS - RLC** (BAS Consultants - *Internal use only*)
INADM	WFDADMIN		**16. BAS - SACS** (Financial Data File Transfer)
INCLK	WFRQUSER		**17. BAS - SET** (Special Education Transfer)
**INCLK2	WFAPPROV		**18. ACTUALS DOWNLOAD**
ININQFUL	WFINAPPR		**19. LOS ANGELES USD BANK RECON - *LAUSD Only***
INMGR	WFCFSEC		**20. AD HOC REPORTS**
**INMGR2			
INSITE			
INV BUDG OVRRD			

Provides voucher approval access, district user must appear on Certification of Signatures on file with County Office to be granted this class.

**Inventory districts that do not use Purchasing Module.*

****Contact LACOE PO TEAM for POBuyer & PO Req security linkages to PO's & Requisitions via email: sfspurchasing@lacoe.edu*

GL Interface District Only

***AP Interface Districts Only*

****PC Budget Districts Only   **** PC Products Districts Only*