Online Access Request System (OARS) is the system used to request and approve access to administrative data in ITS-managed systems and applications, including systems and applications used in Research Administration.

The UMVPN is required to connect to OARS from a non-UM network (e.g., when working from home).

Throughout this document are suggested OARS access for systems and applications commonly used in Research Administration including:

- **M-Pathways**
  - Financials & Physical Resources System
  - Human Resource Management System
  - Student Administration System

- **U-M Data Warehouse**
  - eResearch
  - Financial
  - Human Resources
  - Payroll
  - Student

- **Document Imaging System**

Wolverine Access provides gateway access to M-Pathways, the Data Warehouse and Document Imaging System once access is granted.

When OARS access requires or recommends training for a role, the training details are provided. My Linc is a web-based learning and information center where the required and recommended training sessions are located. Please note that Required Training MUST be completed prior to access being granted.

You can log in to My LINC from Wolverine Access. Click on the Faculty & Staff tab, and then click My LINC (Learning & Information Center) under University Business.
General Ledger

- **FN GENERAL (FIN)**
  This role provides the user with reporting access in the M-Pathways Financial & Physical Resources System.
  
  **Recommended Training:**
  - MPE001 Introduction to M-Pathways
  - CFE101 Introduction to ChartFields - The Basics
  - CFE201 Intermediate ChartFields

- **FN RECONCILIATION USER (FIN)**
  This role provides the user with the ability to review and maintain reconciliation flags and annotations for posted Financial transactions.

- **GL ONLINE JOURNAL ENTRY USER (FIN)**
  This role provides users with page access to enter and copy journal entries as well as run JE error reports.
  
  **Required Training:**
  - CFE101 Introduction to ChartFields - The Basics
  
  **Recommended Training:**
  - GLE102 Working with Journal Entries (JEs)
  - CFE201 Intermediate ChartFields
  - MPE001 Introduction to M-Pathways

- **GL UNIT DEFINED COMMIT USER (FIN)**
  This role provides the user with the ability to add and maintain revenue and expense commitments as defined by their department.
  
  **Recommended Training:**
  - CFE101 Introduction to ChartFields - The Basics
  - CFE201 Intermediate ChartFields
  - MPE001 Introduction to M-Pathways

- **GL VIEWER (FIN)**
  This role provides the user view-only access to General Ledger data.
  
  **Recommended Training:**
  - CFE101 Introduction to ChartFields - The Basics
  - CFE201 Intermediate ChartFields
  - MPE001 Introduction to M-Pathways
Financials Data Warehouse

Business Objects

- **Fin-General Ledger/ Budget/Procurement/Asset - BO (DW)**
  Data Warehouse users with access to the Financials data sets can run predefined reports and create ad hoc reports using Accounts Receivable & Billing, General Ledger, Budget, Procurement, and Asset Management data refreshed from the M-Pathways system on a weekly basis. BusinessObjects is the University-supported reporting tool. Departments may incur a licensing fee and annual maintenance fee obligation. Prerequisite: Knowledge of ChartFields and University Business practices.

- **Human Subj Incentive Pmt (DW)**
  The Human Subject Incentive Payment Data Set contains data from the M-Pathways HSIP request form and distribution processes. With data set access you can create queries to report on incentive payments to human research subjects from request through payment and/or run predefined HSIP BusinessObjects reports.

Procurement

- **PR EPRO MARKETSITE USER (FIN)**
  This role provides the user the ability to access M-marketsite, the University's online vendor catalog, and place orders using the eProcurement module. Users with this role can submit requisitions created from M-marketsite orders, track approvals, and use the requisition lifecycle. Users have access to approve any PO vouchers routed to them. This role is for those who only place M-marketsite orders.
  
  **Recommended Training:**
  - MPE001 Introduction to M-Pathways
  - CFE101 Introduction to ChartFields - The Basics
  - PRE101 Fundamentals of Procurement
  - PRE201 Managing eProcurement Transactions

- **PR EPRO USER (FIN)**
  This role provides the user the ability to enter both eProcurement Special Request requisitions and to create requisitions from M-marketsite orders. Users with this role can track approvals and the use requisition lifecycle. Users have access to approve PO vouchers routed to them. This role offers the most eProcurement access.

  **Required Training:**
  - PRE106 Creating PeoplePay ePro Reqs in M-Pathways
  - CFE101 Introduction to ChartFields - The Basics
  - MPE001 Introduction to M-Pathways
  - PRE101 Fundamentals of Procurement
  - PRE104 Creating Special Request ePro Reqs in M-Pathways

  **Recommended Training:**
  - PRE105 Creating M-marketsite ePro Reqs in M-Pathways
  - PRE201 Managing eProcurement Transactions
• **PR NONPO VOUCHER USER (FIN)**
  This role provides the user the ability to enter Non-PO Vouchers in pending status.
  Required Training:
  - PRE103 Create a Payment Request
  - CFE101 Introduction to ChartFields - The Basics
  - MPE001 Introduction to M-Pathways
  - PRE101 Fundamentals of Procurement

• **PR VIEWER (FIN)**
  This role provides the user with view-only access to Procurement data.

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**HUMAN RESOURCES**

**Human Resources**

• **HR PAR UPDATER (HCM)**
  This role has the ability to initiate a Personnel Action Request (PAR) and modify a PAR that they have initiated. This role also has access to generate the PAR, Pay Rate Change and Supervisor ID Data Selection Reports, run the Supervisor ID Upload Process and view data, via Find PAR, Workforce Job Summary and View All Additional Pay/DBE, on individuals relevant to their regular and/or temporary appointment status with the University. This role is granted to department users.
  Required Training:
  - HRE107 Unit: Processing Personnel Action Request (PAR) Transactions

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**Human Resources Data Warehouse**

**Business Objects**

• **HR - BO (DW)**
  This role provides Business Object Access to HR Data Set. For HRMS end-users who need to report on Human Resources data.

• **Payroll - BO (DW)**
  This role provides Business Object Access to the Payroll Data Set.

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**STUDENT ADMINISTRATION**

**Student Administration Data Warehouse**

**Business Objects**

• **Student Financials/Financial Aid - BO (DW)**
  For staff members who need to run predefined reports or create ad hoc reports on Financial Aid/Student Financials (FA/SF) data from the U-M Data Warehouse. This includes reporting on FA Award data and related student data, FA award setup data, and SF service indicators for Student Administration purposes, and reporting on Student Financials Transaction Detail data for financial reconciliation.
Financial Documents

- **FIN AR INVOICES View (IMG)**
  This role is intended for financial staff who need to view accounts receivable invoices and correspondence in regard to funding requests and approvals via Document Imaging (i.e., this role is NOT needed if using MPathways FIN for this purpose)

- **FIN JOURNAL ENTRY View (IMG)**
  This role is intended for financial staff who need to view supporting documentation for general ledger journal transactions via the Document Imaging system (i.e., this role is NOT needed if using MPathways FIN for this purpose)

- **FIN PO AND NON PO VOUCHERS View (IMG)**
  This role is intended for financial staff who need to view vendor invoices, statements, and returned checks via the Document Imaging system (i.e., this role is NOT needed if using MPathways FIN for this purpose)

- **FIN SPONSORED PGMS View (IMG)**
  This role is intended for staff who have a need to view project/grant establishment documents, correspondence, and reports.

OTHER

eResearch Data Warehouse

Business Objects

- **eResearch Human Subjects - BO (DW)**
  The Human Subjects Research data set contains reformatted data from the eResearch production system. Research data can be obtained from user-defined ad hoc queries. Human Subjects Research Data Set contains status and selected study information for applications, continuing reviews (renewals and terminations), amendments, and adverse events submitted in the eResearch production system. Used for Institutional Review Board and unit and department reporting.

- **eResearch Proposal Management - BO (DW)**
eResearch Proposal Management Data Set

*Please note: do not request* these roles under Central with “Confidential” in the title as they are reserved for central campus and access will not be granted except in rare cases where a business purpose can be provided. Access to the roles above is standard for a Research Administrator.

M-REPORTS

**ProjectGrantReports (MRPT)**
Provides access to Project/Grant financial information in M-Reports. This access allows users to view summary and detail reports; official and projected balances; and link to underlying transaction data for all Project/Grants. Faculty users are limited to viewing only their Project/Grants.

*Note: Access is automatic for Research Administrators with the Single Admin Point of Contact (SAPOC) role.*