

## **CIAnywhere Procedure**

General Expense

## How to Delegate Access to another CIAnywhere User

This procedure outlines the process of how to delegate your access to another CIAnywhere User. This is NOT a financial delegation.

To ensure there is no interruption to purchasing, you can delegate other staff to have access to your purchase orders/requisitions to finalise on your behalf when you are on extended leave. Staff will be able to submit purchase order amendments, confirm goods receipts, and submit/finalise requisitions on your behalf.

1. Log into Service Now through the link on the staff homepage. You will need to Log a new Finance Request, Select Financial Systems and Access, then 'Delegate Finance ClAnywhere Access while you are on leave'.

Financial and Business Services Catalogue	Financial Systems and Access	
Accounts	Ask a Question or Report an issue with the Travel and Expense Management System, Concur	Delegate Finance CiAnywhere Access while you are on leave
Accounts Receivable 3	Ask questions or report an issue about the Concur system. All CTM questions should be directed to CTM	delegate your access for task you perform in Ci Anywhere to another user ** Does not include Einancial Delegation
Assets 2		another user. Does not include t manchat belegation
Contracts and Agreements 1	Make a financial systems enquing	Report an issue with the Finance system
Corporate Credit Card 🧿	If you can not find an appropriate service catalog to submit	Ask a Question or Report an Issue about the Finance
Financial Systems and Access	your request	System.
Internal Charges 🔋		
Journals 🔹	Request access to Finance systems	Request Document File Maintenance in Tech One Finance
Suppliers and Products 😐	Request/modify access to Finance One, COGNOS(Finance@JCU) and MyRequisitions Systems.	Request a assistance for document file maintenance for Tech One Finance
Taxation 🔹		
Travel	Request Finance system training	Request Finance@JCU access for new grant accounts

2. Complete the form and **Submit**. You will receive notification through Service Now when your delegation has been actioned. It is recommended you discuss this delegation with the staff member before actioning, as they will require a certain level of CIAnywhere access to be a delegate option.

Delegate Finance CiAnywhere Access while you are on leave Use this service if you are going on leave and would like to delegate your access for task you perform in Ci Anywhere to another user. ** Dese not include Financial Delegation Use this service if you are going on leave and would like to delegate your access for tasks you perform in Ci Anywhere to another user. ** Dese not include Financial Delegation The User Delegation function in CiAnywhere allows users, on application, to:  Delegate all outstanding tasks to a nominated user;  Allow the nominated user to raise new items on your behalf, ie MyRequisitions Please note this does not include Financial Delegation this needs to done through HR and approved as in accordance with delegation policy  * Doy ou have access to the finance systems?  * Yes No * No * Nom User ID of user going on leave User ID of user going on leave * User ID of user going on leave * Delegate and user on a policy * Delegate on the service is the finance system? * Yes * No * No * Nom * Name of user going on leave * User ID of user going on leave * User ID of user going on leave * Delegate is the service of the service is the service of the service
Use this service if you are going on leave and would like to delegate your access for tasks you perform in Ci Anywhere to another user.
The User Delegation function in CiAnywhere allows users, on application, to:  Delegate all outstanding tasks to a nominated user;  Allow the nominated user to raise new items on your behalf, je MyRequisitions Please note this does not include Financial Delegation this needs to done through HR and approved as in accordance with delegation policy Poop have access to the finance systems? Yes No No Vas
<sup>1</sup> Do you have access to the finance systems?  Yes Yes No No No No No Vers No Vers No
Name of user going on leave User ib of user going on leave
🚯 Melissa Bullen 🗴 🔻 jc136556
Name of user being delegated to User ID of user bei
Dates delegations will be active for * Delegation Start * Delegation End
13-07-2021

Mel Buller

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3. If you have been delegated to another staff members access, you will receive a notification bar when you log into CIAnywhere (MyRequisitions).



4. To access another's delegation, use the link in the notification bar (as seen above), select **Delegated to Me**, then Log on next to the staff member you will be covering for.



Access Details	Delegated to Others Delegated to Me	
Account Access and Security	₹ $\rho$ 1 delegation. Select a delegation to edit.	a
/ly Recent Sessions Wo Factor Authentication: Disabled Feld App Devices	Melanie Chappel (JC205010) Delegate Everything	APPROVED EVERYTHING INCLUDING WORKFLOW
ogon Attempts Delegations I delegated to others	From 08-jul-2021 To 09-jul-2021	
delegated to me		
	Ļ	
+ HOME Enterprise search		🚽 Melanie Chappel (JC205010) ( 🔇
	You are logged on as Melanie Chappel ((C205010). Log off	
Home		Ē

5. You will be able to complete and submit requisitions, submit purchase order amendments, and any of the other duties you may be covering for.

6. Anything you do as an acting staff member is recorded in the Authorisation Histories. When the staff member returns, they will be able to see the work you were able to complete, and help finish things you have started on their behalf.

Complete Procurement Review		
Requisition (0200158005) & <		
Requested Items	Authorisation History	
2 items	Create Requisition	Melanie Chappel
Costing Summary 1 dissection	Created Melissa Bullen (acting as Melanie Chappel)	© 14:56:02 🗂 08-Jul-2021
Settings MyBeq Purchasing purchasing locat Required 07-Aug-2021 Entered	Assigned to Melanie Chappel Melissa Bullen (acting as Melanie Chappel)	© 14:56:02 🗂 08-Jul-2021
	Submit Requisition Melissa Bullen (acting as Melanie Chappel)	© 14:56:50 🚆 08-Jul-2021
Authorisation History	Procurement Review	Procurement Team

7. To log off working as another staff member, you can either select the **Log off** option on the notification bar, or click the **dropdown** menu under the staff member's name.



8. You will notice anything you have completed on another's behalf, you will also be able to see in your own CIAnywhere login as well.