

USF Controller's Office

FAST Security Role Access

Philosophy:

In accordance with effective internal control procedures, established accounting processes, University regulations and to establish clear separation of duties, the following guidelines are applied to the review and approval of FAST access.

Procedure:

The official financial system for the USF System is FAST (Financial Accounting SysTem). FAST uses the PeopleSoft Financials software application which includes twelve modules to manage all aspects of USF finances. The modules include:

General Ledger, Accounts Payable, Accounts Receivable, Asset Management, Billing, Commitment Control, Contracts, Grants, Pcard, Projects, Purchasing, and Travel.

FAST is controlled by a restricted security structure with access granted based on an individual's job responsibilities with the guiding principle of separation of duties. Please note that the Billing and Pcard security roles require completion of official training before the roles may be granted. Official training is recommended but not required for other security roles. FAST access is also restricted to only those who have a USF employee ID number. Find the FAST security access form on the UCO (University Controller's Office web site (see link below).

The steps for requesting FAST access are:

*Complete the FAST Security Request including your personal information and the roles that you need.

*Have your accountable officer (AO) approve the form (approval is given by having the AO send the completed form from their USF email account). Note that security may not be approved by an accountable officer designee; only the actual accountable officer may approve the request.

*The request form will be reviewed/approved by representatives of the appropriate areas associated with the requested roles, then forwarded to IT Security for action/update.

Resources

Find the FAST Security Access request form on the [UCO web site](#).