

# CASHLINK II

## Agency Community User Group Set-Up Worksheet

### Instructions for Agency Authorizing Official

A User Group is a unique sub-set of the CASHLINK II Roles/Functions and Data Permissions available to a User in a particular CASHLINK II Community e.g. Agency Community. The Roles/Functions and Data Permissions that are assigned to the User Group are those Roles/Functions and Data Permissions that are necessary for an Agency user or group of Agency users (at the same Agency) to accomplish his/her CASHLINK II responsibilities. Data Permissions limit the extent to which a user can perform a particular Function within a Role e.g. a FedWire Collector can only request FedWire reversals for FedWire messages associated with his/her Agency Location Code.

The CASHLINK II Agency User Group Set-Up Worksheet is a tool to facilitate the creation of or update to your Agency's User Group. As your Agency's Authorizing Official (AAO), you are uniquely qualified to determine the Roles required from CASHLINK II for your Agency personnel to conduct their day-to-day CASHLINK II responsibilities.

This Worksheet contains three Tables for which information must be provided by you in order to properly create or update your Agency's User Group. Table 1: Collects basic information as to who you are, the Agency you represent, and the action requested e.g. Create or Update your Agency User Group.

Table 2: Provides the universe of CASHLINK II Roles available to an Agency CASHLINK II user. You will select the Role(s) and indicate the actions (Add/Remove a Role) to create or update your Agency's User Group.

Table 3: Indicates the Data Permissions associated with each Role. For the Role(s) selected, you must provide values for your Agency.

Questions concerning the User Group Set-Up Worksheet should be referred to CASHLINK II Operations at 301-887-6600 or 1-800-346-5465.

**Table 1 - Agency Information.** Please enter information for the following:

- a. Date of request
- b. Agency name
- c. AAO Name and Title
- d. AAO Signature
- e. AAO Address
- f. AAO Telephone Number
- g. Check Request new User Group Set-Up or Request update to an existing User Group
  - For new User Group Set-Up, enter name for new User Group.
  - For update to an existing User Group, enter name of existing User Group and Agency Location Code (ALCs)/or Reporting Symbols (available with the Release of Work Package III enhancements in 2003)

### Table 1 – Agency Information

a. Date: \_\_\_\_\_

b. Agency Name: \_\_\_\_\_

c. AAO Name: \_\_\_\_\_  
(Print Name) (Print Title)

d. AAO Signature: \_\_\_\_\_

e. AAO Address: \_\_\_\_\_  
\_\_\_\_\_

f. AAO Telephone Number: \_\_\_\_\_  
(Area Code) (Telephone Number)

g. Check one:  Request new User Group Set-Up  
Enter name for new User Group: \_\_\_\_\_

Provide ALC(s) associated with this User Group: \_\_\_\_\_

OR

Request update to an Existing User Group  
Enter name for existing User Group: \_\_\_\_\_

Provide ALC(s) associated with this User Group (Reporting Symbols will be available in a future Work Package III enhancement):  
\_\_\_\_\_  
\_\_\_\_\_

**Table 2 – Agency User Group Role Selection**

- a. The My CASHLINK and User Profile Requestor Roles are required for the User Group.
- b. For a new User Group, select one or more of the remaining Roles to “Add” to the User Group.
- c. For updates to an existing User Group, select one or more Roles to “Add” to or “Remove” from the User Group.

<b>Table 2 Agency User Group Role Selection</b>		
<b>Agency Role(s)</b>	<b>Agency Role Description</b>	<b>Role Action</b>
My CASHLINK	Role assigned to all CASHLINK II Users. Provides functionality to change user password and profile information, view notifications and look-up CASHLINK II user information e.g. phone numbers, email address, etc.	Required
User Profile Requestor	Provides functionality to allow requests for creation of additional user profiles, distribution of User IDs and temporary passwords and for periodic re-certification of users.	Required
ALC Reconciler	Provides functionality to allow for agency reconciliation of its deposit information.	Add Remove
CCC Cash Manager (For Commodity Credit Corporation only)	Provides functionality for Commodity Credit Corporation to carry out its day-to-day CASHLINK II related operations.	Add Remove
Deposit Verifier	Provides functionality to allow for agency field office personnel to view deposits posted to their Agency’s ALCs.	Add Remove
FedWire Collector	Provides functionality to allow for agency requests to reverse or correct FedWire messages.	Add Remove
REX/PAD Receiver	Provides functionality to allow for an agency to create REX returns and view Remittance Express and Pre-Authorized Debit voucher information.	Add Remove

**Table 3 – Agency User Group Data Permissions**

- a. Role/Data Permission Association column: Provides the Roles that contain functionality that use the associated Data Permission Type.
- b. Data Permission Types column: Provides the Data Permission Types that are associated with the CASHLINK II work performed by agency personnel.
- c. Data Value(s) column: Provides the values for these Data Permission Types that are to be included in the User Group, that is, specific Agency Location Code(s) - ALCs, Remittance Express (REX) Account Identification Number(s), and/or Reporting Symbol(s).
  - 1. For a new User Group where one or more Roles were selected in Table 2:
    - (a). Enter at least one or more data value(s) for the appropriate Data Permission Types.
    - (b). Check “Add” to add the data values to the User Group.
  - 2. For updates (as indicated in Table 2) to an existing User Group that affect one or more Roles in the User Group:
    - (a). For the Data Permission Type(s) associated with the Role(s), enter the data value(s) to be added to or removed from the User Group.
    - (b). Check “Add” to add the new data value(s) to the User Group.
    - (c). Check “Remove” to remove the data value(s) from the User Group.

<b>Table 3 Agency User Group Data Permissions</b>							
<b>Roles/Data Permission Association</b>	<b>Data Permission Type</b>	<b>Data Value</b>	<b>Action</b>	<b>Data Value</b>	<b>Action</b>	<b>Data Value</b>	<b>Action</b>
ALC Reconciler Deposit Verifier FedWire Collector REX/PAD Receiver	ALCs		Add Remove		Add Remove		Add Remove
			Add Remove		Add Remove		Add Remove
			Add Remove		Add Remove		Add Remove
ALC Reconciler Deposit Verifier FedWire Collector REX/PAD Receiver	REX Account IDs		Add Remove		Add Remove		Add Remove
			Add Remove		Add Remove		Add Remove
			Add Remove		Add Remove		Add Remove
Reporting Symbols	Work Package III functionality – future enhancement						

Upon your completion of the CASHLINK II Agency User Group Set-Up Worksheet, please mail the Worksheet to:

**CASHLINK II Operations**  
**5700 RiverTech Court**  
**RN-210**  
**Riverdale, MD 20727**

<b>For CASHLINK II Operations Use Only:</b>	
<b>Date Worksheet Received:</b>	_____
<b>Date User Group Created:</b>	_____
<b>User Group Name:</b>	_____
<b>User Group Created by:</b>	_____
	(Print Name) <span style="float: right;">(Initial)</span>