Finance Systems Access Request

> Complete items 1-9 on this form
> Submit to Accounting/Fiscal Services, G3 Parker Hall, Phone 341-4189

1 - Name

☐ Employee
☐ Student - Please explain why access is needed:

2 - Operator ID

3 - Empl ID

4 - Phone

5 - Department Name

6 - Department contact person

7 - Reason for request

☐ New access
☐ Access removal - Reason:
☐ Access update

8 - Access Request

Refer to Finance Access Guide for detailed access information

8a Administrative Web Applications (check each that is needed):

☐ FIN Financial Reports
☐ FIN Search Options

☐ FIN Journal Entry (JE):
Additional Options:
☐ CE - Correcting Entry
☐ ISE - Internal Service Entry
☐ PCE - Payroll Correcting Entry
☐ TRE - Transfer Journal Entry

☐ FIN CRR/ARR - Cash Received Report
Which option(s):
☐ Deposit Cash
☐ Claim electronic payments

☐ FIN MoCode Maintenance

8b PeopleSoft Applications (check each that is needed):

☐ Non-PO Vouchers
☐ Accounts Receivable/Billing

9 - Departmental Approval

Department Head Signature ___________________________ Date ___________________________

Department Head Printed Name ___________________________

Accounting

Web Access: ___________________________ on _________ by _________
PS Access: ___________________________ Requested on _________ by _________
PS Access: ___________________________ Requested on _________ by _________