



FINANCE SYSTEM ACCESS REQUEST

PARS / Accounting only

- > Complete items 1 - 8 below. Route for approval signatures, item 9.
> Once approval signatures are complete, submit form to Accounting Services, G3 Parker Hall

1 Name

<input type="checkbox"/>	Employee
<input type="checkbox"/>	Student. Please explain why access is needed: _____

(Note: Student must be in the HR system either as an employee or courtesy appointment before access can be provided.)

2 Operator ID (User ID)

3 Empl ID

4 Phone

5 Department Name

6 Department Contact Person

7 Reason for request

<input type="checkbox"/>	Access removal / Reason	_____
<input type="checkbox"/>	New S&T employee / Start Date	_____
<input type="checkbox"/>	Current S&T Employee / Change in access	_____

> If employee is new to this position, complete below:

Transferring from (department name) : _____

Replacing (name of employee) : _____

8 Access Needed

Administrative Web Application access (check each that is needed):

<input type="checkbox"/>	FIN Financial Reports
<input type="checkbox"/>	FIN Search Options
<input type="checkbox"/>	FIN CRR/ARR - Cash Received Report, which options:
<input type="checkbox"/>	Deposit cash
<input type="checkbox"/>	Claim electronic (wires/ACH) payments
<input type="checkbox"/>	FIN MoCode Maintenance

<input type="checkbox"/>	FIN Journal Entry (JE), which options
<input type="checkbox"/>	CE - Correcting Entry
<input type="checkbox"/>	ISE - Internal Service Entry
<input type="checkbox"/>	PCE - Payroll Correcting Entry
<input type="checkbox"/>	TRE - Transfer Journal Entry

PeopleSoft Applications (check each that is needed):

<input type="checkbox"/>	Accounts Receivable/Billing (ARBI)
<input type="checkbox"/>	Payment Request (Non-PO Voucher)
<input type="checkbox"/>	Create Requisitions/Enter Receipts (provide additional info below)

PARS / Accounting only
ARBI-End User
APPO-End User-Payment Request
ePro Req-Receiving User

The following information is REQUIRED to request Requisition access:

> Default funding for purchases:

MoCode				
PS Account				
Chartfield String				
	Fund	DeptID	Program	Project
				Class

> Default location for purchase deliveries:

Ship to Location Code, if known, or building name and room number:

9 Approvals (Required)

Department Head Signature / Printed Name

Date

Division Fiscal Officer / Printed Name

Date