



# 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

Employee  
 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

Access removal / Reason \_\_\_\_\_  
 New S&T employee / Start Date \_\_\_\_\_  
 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 Journal Entry (JE), which options |
| <input type="checkbox"/> FIN Search Options                                 | <input type="checkbox"/> CE - Correcting Entry                 |
| <input type="checkbox"/> FIN CRR/ARR - Cash Received Report, which options: | <input type="checkbox"/> ISE - Internal Service Entry          |
| <input type="checkbox"/> Deposit cash                                       | <input type="checkbox"/> PCE - Payroll Correcting Entry        |
| <input type="checkbox"/> Claim electronic ( <i>wires/ACH</i> ) payments     | <input type="checkbox"/> TRE - Transfer Journal Entry          |
| <input type="checkbox"/> FIN MoCode Maintenance                             |  |

PeopleSoft Applications (*check each that is needed*):

Accounts Receivable/Billing (ARBI)  
 Payment Request (Non-PO Voucher)  
 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 \_\_\_\_\_