



University of Massachusetts Financial Data - Access Request Form

ADD

DELETE

CHANGE

Name:		Emplid:	
Dept. Name:			
Telephone:		Email Address:	
Status:(check one)	Employee: <input type="checkbox"/>	Student: <input type="checkbox"/>	Consultant: <input type="checkbox"/>

Please Note: New users requesting access are required to sign a Computing Awareness and Data Security Compliance Statement and attend training prior to receiving their operator id and password.

Briefly Describe Access Needed:

Model this user's FS access after (when applicable)

Name:		Operator Id: (if known)	
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Department Head Approval: _____ **Date:** _____

Completed requests should be sent to the appropriate Data Custodian:

(for A/P and Purchasing)
Jeannie Tremblay
Information Technology
Wannalancit, 4th floor

(for General Ledger and Budget)
Dan Brosnan
Budget Office
Dugan Hall
Room 200

(for Office of Research Administration)
Lucy Moody
Office of Research Administration
Dugan Hall
Room 201

Data Custodian Approval (signature): _____ **Date:** _____

Lead Trainer (signature): _____ **Date:** _____

Security Administrator (signature): _____ **Date:** _____



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FOR USE BY THE DATA CUSTODIAN AND SECURITY ADMINISTRATOR ONLY

Name	
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Data Custodian: Please place an "A" or "D" to the right of the Job Role to indicate addition or deletion of role.

Lead Trainer: Indicate if user has completed appropriate training for requested role.

Job Role	Indicate A or D	Trained?	Job Role	Indicate A or D	Trained?
AP Roles			General Ledger Roles		
AP Supervisor			Accounting Supervisor		
AP Clerk/Bookkeeper I			Budget Maintainer		
AP Clerk/Bookkeeper II			Budget Office Clerk		
AP Data Entry Clerk			Budget Office Supervisor		
AP End User Reporting			Campus CF Maintainer		
AssetInq			Campus Control		
Campus AP Maintainer			Central Reporting		
Journal Voucher Data Entry			Departmental Budget Clerk		
Tax Clerk			FS Inquiry		
Vendor Clerk			GL Allocation Clerk		
Purchasing Roles			GL Clerk I		
Central Purchasing Buyer I			GL Clerk II		
Central Purchasing Buyer II			GL Data Entry Clerk		
Central Purchasing Clerk			GL End User Reporting		
Fiscal Accountant			GL Inquiry		
PO Approver			Grant Clerk		
PO Campus Maintainer			Grant Letter of Credit Clerk		
PO Central Maintainer			Grant Maintainer		
PO Data Entry Operator			Grant Reporting		
PO End User Reporting					
Procard I					
Procard Manager					
Receiver					
Workflow Administrator					

Additional Operator Class:	
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Production Query Access: (check one)	Run Queries: <input type="checkbox"/>	Create Queries: <input type="checkbox"/>	No Queries: <input type="checkbox"/>	
Reporting Query Access: (check one)	Run Queries: <input type="checkbox"/>	Create Queries: <input type="checkbox"/>	No Queries: <input type="checkbox"/>	

Mailing List: (check one)	fin-central: <input type="checkbox"/>	fin-decentral: <input type="checkbox"/>	
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PO Data Entry Operator Defaults:	Origin: _____
	DeptID: _____
	Location: _____

Workflow:	DeptID: _____	Approver 1: _____	WF <input type="checkbox"/>	Approver 2: _____	WF <input type="checkbox"/>
	DeptID: _____	Approver 1: _____	WF <input type="checkbox"/>	Approver 2: _____	WF <input type="checkbox"/>
	DeptID: _____	Approver 1: _____	WF <input type="checkbox"/>	Approver 2: _____	WF <input type="checkbox"/>