

<b>Action Requested:</b>		<b>Create New USERID: (TUF9ALLUSERS)</b>	<b>Modify Existing USERID</b>	<b>Delete Existing USERID</b>
<b>USER INFORMATION</b>				
<b>Employee</b>	Name	Job Title		Phone
	Department Name			Department#
	Network Login ID	E-mail Address		Empl ID

<b>Department Manager</b>	Name/ Job Title	E-mail Address	Phone
---------------------------	-----------------	----------------	-------

<b>ACCESS NEEDED:</b>	
<b>All Staff: TUF9FININQUIRY - GI Inquiry, KK Inquiry, AP Inquiry, PO Inquiry, Tree Viewer, Query Viewer</b>	

General Ledger/Rstars/Reporting	Purchasing:	Accounts Payable:
<b>Journal Entry: TUF9GLJRNLENTY</b>	<b>Procurement Staff: TUF9POINQUIRY</b>	<b>AP Data Entry: TUF9APVOUCHER ENTRY</b>
Journal Entry	PO Inquiry	Add/ Update Vouchers
Spreadsheet Upload	AP Inquiry	
	Query Viewer	
		<b>AP Data Entry: TUF9APVOUCHER ENTRYWF; Check Origin;</b> (These users will not get TUF9FININQUIRY)
	<b>Central Receiving: (TUF9PORECEIVE)</b>	BUR: Bursar Working Fund
	Receipt Entry	GEN: General Working Fund
		OCD: One Card Working Fund
	PO Inquiry	ONL: ON LINE
<b>Journal Processing: TUF9GLJRNLPCESS</b>	<b>Procurement Admin: TUF9POCONTRACT ENTRY</b>	SF: Student Refunds and Rebates
Journal Entry (Enter and Post)	Enter Purchasing Contracts	SGA: Student Gov't Assoc Wrkng Fund
Spreadsheet Upload		UNU: University Union Working Fund
Process Cash Entries from DMS		
Query Manager		<b>AP Supervisor: TUF9APVOUCHERMAINTENANCE</b>
<b>Journal Generator: TUF9GLJRNLENGENERATOR</b>	<b>Buyer Clerk: TUF9POBUYERCLERK</b>	Voucher Maintenance
Maintain Templates, Appl Jrnl ID's	Maintain PO's	Query Manager
Monitor IB Messages	Query Manager	Control Group Post
	Requisition Sourcing	<b>Maintain Vendors: TUF9APVENDORMAINTENANCE</b>
<b>Allocations: TUF9GLLALLOCATIONS</b>	<b>Procurement Buyer Mgr: TUF9POBUYERMGR</b>	Maintain Vendors without Correction
	Approve/Dispatch PO's	
<b>Close: TUF9GLLEDGERCLOSE</b>	Recon	<b>Manage Vendors: TUF9APVENDORSUPERVISOR</b>
	Maintain PO's	Maintain Vendors with Correction
	Requisition Sourcing	
		<b>Build Student Refunds (TUF9APVOUCHERBUILD)</b>
<b>R*STARS Processing: TUF9PROCESSRSTARS</b>	Enter Purchasing Contracts	<b>Pay Cycle Manager: TUF9APPROCESSPAYMENTS</b>
Process daily inbound and outbound files	Structure Procurement	PayCycle: Create & Run
<b>R*STARS Reconciliation: TUF9GLRECONRSTARS</b>	Query Manager	<b>Pay Cycle Approver : TUF9APAPPROVEPAYMENTS</b>
Rstars Reconciliations		AP: Express Payments
<b>Create nVision Reports: TUF9NVISIONDESIGN</b>	<b>ePro Worflow Admin: TUF9WFADMIN</b>	<b>Cover Sheets: TUF9APVOUCHERIMAGE</b>
Create/Run Queries	Maintain structure, resolve issues	Run Cover sheets and labels
Create nVision Reports		
<b>Adminster nVision Reports: TUF9NVISIONADMIN</b>	<b>Procurement Buyer: TUF9POBUYER</b>	<b>Vendor Lookup: TUF9APVENDORINQUIRY</b>
Administer nVision Reports		Query
	<b>Special Roles</b>	
	Facilities Commodity Approver (TUF9FACREQAPPROVER)	<b>Control Group set up and assignment: TUF9APCONTROLGROUP</b>
	OTS Commodity Approver (TUF9OTSREQAPPROVER)	

<b>Commitment Control:</b>			<b>Set Up</b>
<b>Budget Office: TUF9BUDGETOFFICE</b>	<b>Reporting</b>	<b>Maintain Set Up Information: TUF9FINADMIN</b>	
Budget: Inquiry & Reports	nVision (TUF9FININQUIRY)	Maintain General Options	
Budget: Entry & Transfers		Maintain Chartfields, Attributes	
Budget: Post & Unpost		Maintain Ledgers	
Query Manager		Maintain Row Level Security	
		Maintain Business Units	
		Maintain KK Security	
		Structure Procurement Options	
		Import Spreadsheet journals	
		Create/Run Queries	
		Tree Manager	
		Maintain TU DMS	
<b>Maintain Security: TUF9SECURITY</b>	<b>Developer Tools (TUF9PTOOLS)</b>	<b>Tree Manager: TUF9TREEMANAGER</b>	
<b>Additional Roles/ Requests:</b>			

<b>APPROVALS:</b>	
<b>Employee Signature:</b>	<b>Date:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>
<b>If Denied, give reason:</b>	
<b>Department Head Signature:</b>	<b>Date:</b>
<b>If Denied, give reason:</b>	
<b>Financial Services Approval:</b>	<b>Date:</b>
Approved ____ Denied ____	
<b>If Denied, give reason:</b>	
<b>ADD TO REPORT BOOK:</b>	NPLALLDP      NPRALLDP      SALLPROJ      KK Budget Overview

<b>OTS ONLY</b>		
<b>USERID:</b>	<b>Security Admin. Initials:</b>	<b>Date Completed:</b>