

PeopleSoft Financials Core Users

USERID SECURITY FORM: Request &/or Modification

Request Date ___/___/___

Action Requested: Create New USERID: (TUFSS9ALLUSERS) Modify Existing USERID

USER INFORMATION

Employee	Name	Job Title	Department#	Phone
	Network Login ID	E-mail Address	Empl ID	

Department Manager	Name/Title	E-mail Address	Phone
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ACCESS NEEDED:

All Staff: TUFSS9FININQUIRY - GI Inquiry, KK Inquiry, AP Inquiry, PO Inquiry, Tree Viewer, Query Viewer

General Ledger/Rstars/Reporting	Purchasing:	Accounts Payable:
<input type="checkbox"/> Journal Entry: TUFSS9GLJRNLENTY	<input type="checkbox"/> Procurement Staff: TUFSS9POINQUIRY	<input type="checkbox"/> AP Data Entry: TUFSS9APVOUCHER ENTRY
Journal Entry	PO Inquiry	Add/ Update Vouchers
Spreadsheet Upload	AP Inquiry	
	Query Viewer	
		<input type="checkbox"/> AP Data Entry: TUFSS9APVOUCHER ENTRYWF; Check Origin; (These users will not get TUFSS9FININQUIRY)
<input type="checkbox"/>	<input type="checkbox"/> Central Receiving: (TUFSS9PORECEIVE)	<input type="checkbox"/> BUR: Bursar Working Fund
	Receipt Entry	<input type="checkbox"/> GEN: General Working Fund
	PO Inquiry	<input type="checkbox"/> OCD: One Card Working Fund
		<input type="checkbox"/> ONL: ON LINE
<input type="checkbox"/> Journal Processing: TUFSS9GLJRNLPCESS	<input type="checkbox"/> Procurement Admin: TUFSS9POCONTRACT ENTRY	<input type="checkbox"/> SF: Student Refunds and Rebates
Journal Entry (Enter and Post)	Enter Purchasing Contracts	<input type="checkbox"/> SGA: Student Gov't Assoc Wrkng Fund
Spreadsheet Upload		<input type="checkbox"/> UNU: University Union Working Fund
Process Cash Entries from DMS		
Query Manager		<input type="checkbox"/> AP Supervisor: TUFSS9APVOUCHERMAINTENANCE
<input type="checkbox"/> Journal Generator: TUFSS9GLJRNLGENERATOR	<input type="checkbox"/> Buyer Clerk: TUFSS9POBUYERCLERK	Voucher Maintenance
Maintain Templates, Appl Jnl ID's	Maintain PO's	Query Manager
Monitor IB Messages	Query Manager	Control Group Post
	Requisition Sourcing	<input type="checkbox"/> Maintain Vendors: TUFSS9APVENDORMAINTENANCE
<input type="checkbox"/> Allocations: TUFSS9GLALLOCATIONS	<input type="checkbox"/> Procurement Buyer Mgr: TUFSS9POBUYERMGR	Maintain Vendors without Correction
	Approve/Dispatch PO's	
	Recon	<input type="checkbox"/> Manage Vendors: TUFSS9APVENDORSUPERVISOR
	Maintain PO's	Maintain Vendors with Correction
	Requisition Sourcing	
<input type="checkbox"/> Close: TUFSS9GLLEDGERCLOSE		<input type="checkbox"/> Build Student Refunds (TUFSS9APVOUCHERBUILD)
<input type="checkbox"/> R*STARS Processing: TUFSS9PROCESSRSTARS	Enter Purchasing Contracts	<input type="checkbox"/> Pay Cycle Manager: TUFSS9APPROCESSPAYMENTS
Process daily inbound and outbound files	Structure Procurement	PayCycle: Create & Run
<input type="checkbox"/> R*STARS Reconciliation: TUFSS9GLRECONRSTARS	Query Manager	<input type="checkbox"/> Pay Cycle Approver : TUFSS9APAPPROVEPAYMENTS
Rstars Reconcilations		AP: Express Payments
<input type="checkbox"/> Create nVision Reports: TUFSS9NVISIONDESIGN	<input type="checkbox"/> ePro Workflow Admin: TUFSS9WFADMIN	<input type="checkbox"/> Cover Sheets: TUFSS9APVOUCHERIMAGE
Create/Run Queries	Maintain structure, resolve issues	Run Cover sheets and labels
Create nVision Reports		
<input type="checkbox"/> Adminster nVision Reports: TUFSS9NVISIONADMIN	<input type="checkbox"/> Procurement Buyer: TUFSS9POBUYER	<input type="checkbox"/> Vendor Lookup: TUFSS9APVENDORINQUIRY
Administer nVision Reports		Query
	Special Roles	
	<input type="checkbox"/> Facilities Commodity Approver (TUFSS9FACREQAPPROVER)	<input type="checkbox"/> Control Group set up and assignment: TUFSS9APCONTROLGROUP
	<input type="checkbox"/> OTS Commodity Approver (TUFSS9OTSREQAPPROVER)	

Commitment Control:		Set Up
<input type="checkbox"/> Budget Office: TUF9BUDGETOFFICE	Reporting	<input type="checkbox"/> Maintain Set Up Information: TUF9FINADMIN
Budget: Inquiry & Reports	<input type="checkbox"/> 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
<input type="checkbox"/> Maintain Security: TUF9SECURITY	<input type="checkbox"/> Developer Tools (TUF9PTOOLS)	<input type="checkbox"/> Tree Manager: TUF9TREEMANAGER
Additional Roles/ Requests:		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPROVALS:	
Employee Signature:	Date:
Supervisor Signature:	Date:
If Denied, give reason:	
Department Head Signature:	Date:
If Denied, give reason:	
Financial Services Approval:	Date:
Approved _____ Denied _____	
If Denied, give reason:	

OTS ONLY		
USERID:	Security Admin. Initials:	Date Completed: