UMSL

FINANCE SYSTEM ACCESS REQUEST

> **Complete lines 1 - 8.**
> **Obtain approval signature (line 8) and email form to the Training & Support Team at (FTSS@umsystem.edu)**

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. SSO ID:

3. EmplID:

4. Employee's Contact Number:

5. Department's Name:

6. Reason for request:

Access removal (please list reason)**:**

New employee (please list start date)**:**

Current employee/Change in Access:

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

Transferring from *(department name)* **:** _____

Replacing *(name of replaced employee)***:**

7. Access Needed

Administrative Web Application access *(check all that apply):*

FIN Financial Reports

FIN Search Options

FIN CRR/ARR (Cash Receipts Report) (check all that apply)**:**

Cashier   *Direct Deposit*   Claim electronic (wire/ACH) payments

FIN MoCode Maintenance

FIN Journal Entry (JE) *(check all that apply):*

CE - Correcting Entry

ISE - Internal Service Entry

PCE - Payroll Correcting Entry

TRE - Transfer Journal Entry

PeopleSoft Applications *(check all that apply):*

Accounts Receivable/Billing (ARBI)

Payment Request (Non-PO Voucher)

Create Requisitions/Enter Receipts *(please provide additional info below):*

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):

8. Approval *(Required)*

Business Manager Signature (digital)   **Date**

Business Manager Signature (print)   **Date**