



UCF Financials Access Request Form

Please read the [instructions](#) before completing the form.

Approver must verify from the employee that he/she has completed the required courses before filling out this form.

Access requested for:

Last Name:		First Name:		MI:	Status:
NID:	EMPLID:	Email:		Eff. Date:	
Dept. Name:			Dept. #:		
Location Code: <i>(Decal# on your office door)</i>		Phone:		Fax:	

The above-named employee has been informed of, and accepts the responsibilities for, a complimentary computer account as an employee of the University of Central Florida. He/she understands that this account is for use in administrative support. Any other uses of this account are strictly prohibited. He/she understands that improper or illegal use may result in the termination of his/her account and that he/she may be subjected to disciplinary action up to and including termination of employment.

Required Action: (Select only one)

*Add Change Delete

* Is the new employee replacing a current UCF Financials user who can be removed from the UCF Financials system?
Note: If the answer is "Yes", please fill out the box below.

Yes: No:

Deactivate the following user:

Last Name:		First Name:		MI:
NID:	EMPLID:	Email:		Eff. Date:
Dept. Name:			Dept. #:	

NOTE: Fill out the box below only if security access is modeled after another current user.

Model this user's access after:

Name:	NID:	EMPLID:
Dept. Name:		Dept. #:
Location Code: <i>(Decal # on your office door)</i>		Email:

Access Requested (You can request multiple module access roles. Please check the box or boxes).

Accounts Payable Roles:

- Manager
- Pay Cycle
- Processor
- QA Auditor
- QA Auditor Supvr.
- Vendor Create/Update
- Vendor Correction
- WF-Approve >1K Vchr
- WF-Review 749999
- WF-Approve <1K
- WF-Asset Approve
- WF-Review Voucher
- WF-Travel 1K Approve
- WF-Approve Whold
- 1099 Inquiry

Purchasing Roles:

- Manager
- Approve PO
- Buyers
- Create Contracts
- Create PO
- ProCard Admin
- Close Req's/PO's
- PCard Processor
- Receive
- Apprv/Updt Req's
- Create/Updt Req's
- Vendor Create
- RF Pmt. Request

General Ledger Roles:

- Administrator
- Manager
- Budget Administrator
- Bank Manager
- Supervisor
- Accountant
- nVision Report Run
- Payroll Inquiry
- Invoice Tracking Mgr.
- Invoice Tracking Inq.
- WF - Approver
- Budget Override

Asset Management Roles:

- Administrator
- Interface Manager
- Inventory Manager
- Property Manager
- Self-Service Admin
- Location Create/Updt
- AM Processor
- Trans Processor

Note: For assistance in filling out the section above, please refer to [User's Functional Access Description](#).

Approved by:

Signature Date

Name: _____
Dept. #: _____
Email: _____
Phone: _____

_____ Associate Controller Signature _____ Date
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Instructions

- 1) Enter user's information in "**Access requested for**" box.
- 2) Under **Eff Date** (Effective Date), specify the date when the user's security access in UCF Financials will take effect.
- 3) Select only one action from the **Required Action** options.
- 4) Approver must fill out "**Deactivate User**" only if the request is for a new user who will replace a current UCF Financials user.
- 5) Approver must fill out "**Model this user's access after**" only if security access for the user will be modeled after (made identical to) another current UCF Financials user.
- 6) Requester can have multiple module access roles and is not limited by only one module.
- 7) Manager/Supervisor must sign the form.
- 8) A signature from an Associate Controller is required.
- 9) Manager/Supervisor is responsible for faxing the signed and completed form to 407-882-1211.