



**PeopleSoft Security Access Request Form
For Fiscal Affairs Staff ONLY**



Name: _____ Last 4 of SSN: _____ Employee ID #: _____

Job Title: _____ Email: _____

New Account Locked Account Existing Account Username: _____

Accounting Defaults (Required when requesting E-Procurement Access):

Fund: _____ Department: _____ Program: _____ Class: _____ Project: _____ (if applicable)

Check Access Being Requested:

<input checked="" type="checkbox"/>	Security Role	Security Role Description	<input checked="" type="checkbox"/>	Security Role	Security Role Description
<input type="checkbox"/>	BOR_AD_HOC_APPROVE	[WF] Ad Hoc Approver for Reqs	<input type="checkbox"/>	BOR_GL_BANKING	Maint/Prcls bank statements
<input type="checkbox"/>	BOR_AM_CUSTOM	AM Custom Rpts/Prcls	<input type="checkbox"/>	BOR_GL_BANK_SETUP	Banking SETUP
<input type="checkbox"/>	BOR_AM_DEPRECIATE	Process Asset Depreciation	<input type="checkbox"/>	BOR_GL_CHARTFIELDS	Setup and config GL
<input type="checkbox"/>	BOR_AM_INQUIRY	Asset Management Inquire Pages	<input type="checkbox"/>	BOR_GL_CONT_AUD	Continuous Audit
<input type="checkbox"/>	BOR_AM_INTERFACES	Asset Management Interfaces	<input type="checkbox"/>	BOR_GL_CUSTOM_INTFC	GL Custom BOR Interfaces
<input type="checkbox"/>	BOR_AM_MAINTENANCE	Asset Management Maintenance	<input type="checkbox"/>	BOR_GL_FDM_MAINT	FDM Maintenance
<input type="checkbox"/>	BOR_AM_PHYS_INVEN	Physical Inventory	<input type="checkbox"/>	BOR_GL_FN_UTILITY	Utility Processes
<input type="checkbox"/>	BOR_AM_PROC	Asset Management Process	<input type="checkbox"/>	BOR_GL_INQUIRE	General Ledger-Inquire
<input type="checkbox"/>	BOR_AM_REPORTS	Asset Management Reports	<input type="checkbox"/>	BOR_GL_JRNL_UNLOCK	Journal Unlock
<input type="checkbox"/>	BOR_AM_SERV_RPR	Service/Repair Assets-Maintain	<input type="checkbox"/>	BOR_GL_OPEN_ITEMS	FSA-Open Items
<input type="checkbox"/>	BOR_AP_1099_INQ	Vendor 1099 Inquiry	<input type="checkbox"/>	BOR_GL_PAY_INTERFACE	Payroll GL Budget Validation
<input type="checkbox"/>	BOR_AP_1099_PRC	1099 Processes/Maint	<input type="checkbox"/>	BOR_GL_PERF_ALLOC_PRC	Perform Allocations-Processes
<input type="checkbox"/>	BOR_AP_1099_RPTS	Accounts Payable 1099 Reports	<input type="checkbox"/>	BOR_GL_PERF_ALLOC_RPT	Perform Allocations-Report
<input type="checkbox"/>	BOR_AP_BUDGET_CHK	AP Budget check	<input type="checkbox"/>	BOR_GL_PERIOD_END	Closing Rules
<input type="checkbox"/>	BOR_AP_CNTRL_GRP_DELETE	Delete Control Groups	<input type="checkbox"/>	BOR_GL_PRC_JRNL_GEN_PRC	Journal Generator Process
<input type="checkbox"/>	BOR_AP_CNTRL_GRP_MAINT	Create/Maintain Control Groups	<input type="checkbox"/>	BOR_GL_PRC_JRNL_MNT	Process Jrnl-Maintain
<input type="checkbox"/>	BOR_AP_CRTE_PMNTS_MAINT	Payment Post, Cancel, Escheatm	<input type="checkbox"/>	BOR_GL_PRC_JRNL_MRK_PST_PRC	Mark to Post/Unpost/Post
<input type="checkbox"/>	BOR_AP_CRTE_PMNTS_PRC	AP Paycycle Processing	<input type="checkbox"/>	BOR_GL_PRC_JRNL_PRC	Process Jrnl-Processes
<input type="checkbox"/>	BOR_AP_CUSTOM_PRC	AP Banner Interfaces	<input type="checkbox"/>	BOR_GL_REPORTS	General Ledger-Reports
<input type="checkbox"/>	BOR_AP_INQUIRY	Accounts Payable Inquire	<input type="checkbox"/>	BOR_KK_BUDGPROG_RPTS	Budget Progress Reports
<input type="checkbox"/>	BOR_AP_MATCH_PRC	Matching and Doc Tol Processes	<input type="checkbox"/>	BOR_KK_CUSTOM_INTFC	CC BOR Custom Interfaces
<input type="checkbox"/>	BOR_AP_PAYCYCLE_APPROVE	Paycycle Approve	<input type="checkbox"/>	BOR_KK_INQ	KK Inquire Pages
<input type="checkbox"/>	BOR_AP_POS_PAY	Process Positive Pay	<input type="checkbox"/>	BOR_KK_MAINT	Enter/Maintain Budgets
<input type="checkbox"/>	BOR_AP_REPORTS	Accounts Payable Reports	<input type="checkbox"/>	BOR_KK_PROCESSES	KK Processes
<input type="checkbox"/>	BOR_AP_VOUCHER_BUILD	Voucher Build	<input type="checkbox"/>	BOR_KK_REPORTS	KK Reporting
<input type="checkbox"/>	BOR_AP_VOUCHER_ENTRY	Regular Voucher Entry	<input type="checkbox"/>	BOR_KK_RESET	Reset Budget Trans
<input type="checkbox"/>	BOR_AP_VOUCHER_MAINT	Maintain Vouchers	<input type="checkbox"/>	BOR_KK_SETUP	Commit/Control Setup
<input type="checkbox"/>	BOR_AP_VOUCHER_PRC	Voucher Post, Close, Delete	<input type="checkbox"/>	BOR_PO_APPROVE	PO approve
<input type="checkbox"/>	BOR_BP_GRANTS	Budget Prep Grants	<input type="checkbox"/>	BOR_PO_CHANGE_REQUEST	PO Change Request
<input type="checkbox"/>	BOR_BP_INQUIRE	Budget Prep Inquire	<input type="checkbox"/>	BOR_PO_INQUIRY	Purchasing Inquire Pages
<input type="checkbox"/>	BOR_BP_PROCESSES	Budget Prep Processes	<input type="checkbox"/>	BOR_PO_MAINTAIN	PO Maintenance
<input type="checkbox"/>	BOR_BP_REPORTS	Budget Prep Reports	<input type="checkbox"/>	BOR_PO_PROCESS	PO Processes
<input type="checkbox"/>	BOR_BP_REPORTS_USO	USO Report	<input type="checkbox"/>	BOR_PO_PROC_CONTRACTS	Procurement Contracts-Maintain
<input type="checkbox"/>	BOR_BP_UPDATES	Budget Prep Online Updates	<input type="checkbox"/>	BOR_PO_RECV_EPRO	Receive a PO in ePro
<input type="checkbox"/>	BOR_EP_ADMIN48	[WF] Apprl Prcls Dfn-Role48000	<input type="checkbox"/>	BOR_PO_RECV_GOODS	Receive Purchase Orders
<input type="checkbox"/>	BOR_EP_BUYER_CENTER	Buyer Center	<input type="checkbox"/>	BOR_PO_REPORTS_ADM	Purchasing Reports-Admin
<input type="checkbox"/>	BOR_EP_CHG_REQUEST	Change Request	<input type="checkbox"/>	BOR_PO_REPORTS_EXEC	Purchasing Reports-Executive
<input type="checkbox"/>	BOR_EP_INQUIRY	Requisition Inquiry	<input type="checkbox"/>	BOR_PO_REQ_APPROVE	Requisition Maint-Approve
<input type="checkbox"/>	BOR_EP_MAINT_REQ	Requisition Add, Maint, Copy	<input type="checkbox"/>	BOR_PO_REQ_MAINT	Requisition Add, Maint, Copy
<input type="checkbox"/>	BOR_EP_PROCESSES	ePro Processes	<input type="checkbox"/>	BOR_PO_REQ_PROCESS	Requisitions-Process
<input type="checkbox"/>	BOR_EP_REASSIGN	Reassign appr wk-authorze user	<input type="checkbox"/>	BOR_PO_REQ_WORKBENCH	Requisition Workbench
<input type="checkbox"/>	BOR_EP_REQUESTER	ePro Requester	<input type="checkbox"/>	BOR_PO_VENDORS_ADD	Add Vendors
<input type="checkbox"/>	BOR_EP_REQ_APPROVE	Approve Requisitions	<input type="checkbox"/>	BOR_PO_VENDORS_APPROVE	Vendor Approval
<input type="checkbox"/>	BOR_FN_ADMIN_REPORTING	Report Mgr-Admin/Archive	<input type="checkbox"/>	BOR_PO_VENDORS_CORR	Correct Vendors
<input type="checkbox"/>	BOR_FN_HARD_CLOSE	Hard Close	<input type="checkbox"/>	BOR_PO_VENDORS_MAINT	Vendor Maint
<input type="checkbox"/>	BOR_FN_NVISION	Access to nVision reports	<input type="checkbox"/>	BOR_PT_QRY_ALLACGRPS	All Query Access Groups
<input type="checkbox"/>	BOR_FN_TREE_MGR	Full Tree Manager Operations	<input type="checkbox"/>	BOR_PT_QRY_PRIVATE	Query Private
<input type="checkbox"/>	BOR_FN_TREE_VIEW	Tree Manager Viewer	<input type="checkbox"/>	BOR_PT_QRY_PUBLIC	Query Create Public
<input type="checkbox"/>	BOR_GL_YE_REPORTS	Year End Reports	<input type="checkbox"/>	BOR_PT_QRY_VIEWER	Query Viewer
<input type="checkbox"/>	BOR_GL_ACCT_PERIOD	Open-Close Periods	<input type="checkbox"/>	BOR_QRY_48000	Campus specific query records
<input type="checkbox"/>	BOR_GL_ADJ_BUDGET_MAINT	Budget Maintenance	<input type="checkbox"/>	BOR_QRY_SENSDATA	Query sensitive data
<input type="checkbox"/>	BOR_GL_ADJ_BUDGET_PRC	Budget Processes	<input type="checkbox"/>	Other: _____	_____

Requester Signature: _____ Date: _____ Supervisor Signature: _____ Date: _____

Security Administrator: (Circle One) Access Granted Access Denied Access Modified & Granted

Modification Explanation: _____ Security Administrator Signature & Date: _____