



Accounts Payable Security Authorization Form

Minnesota
STATE COLLEGES
& UNIVERSITIES

Name: _____
(Please Print)

New User Change to an Existing User

Position: _____

User ID: _____

Institution: _____

E-Mail Address: _____

Authorized Signature: _____

Date: _____

Remarks: _____

Definition of Add, and Delete below:

Add = adds the specified right to the user ID **Delete** = removes the specified right from the user ID

If you are going to select an AP_01 rights identifier (AP_01H, AP_01M, and AP_01L), make sure you only select one of the three available rights identifiers. This also applies to the AP_03 rights identifiers (AP_03H and AP_03L).

Accounts Payable Supervisor		AP 01H	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AP0010UG	Printer Queue Table Maintenance	AP0100UG	Check Query	
AP0101UI	Check Writer Log Browse	AP0102UG	Initiate Check Writer Process	
AP0102UI	Checks Browse	AP0103UG	Confirmation Process	
AP0104UG	Check Inventory Maintenance	AP0105UI	Check Inquiry	
AP0106UG	Check Location Maintenance	AP0106UI	Check Locations Browse	
AP0107UG	Cancel/Reissue Check	AP0108UG	Address Order Maintenance	
AP0117UG	Cancel/Replace Direct Deposit			
Accounts Payable Incharge		AP 01M	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AP0100UG	Check Query	AP0101UI	Check Writer Log Browse	
AP0102UG	Initiate Check Writer Process	AP0102UI	Check Browse	
AP0103UG	Confirmation Process	AP0105UI	Check Inquiry	
AP0106UI	Check Locations Browse	AP0107UG	Cancel/Reissue Check	
AP0108UG	Address Order Maintenance	AP0117UG	Cancel/Replace Direct Deposit	
Accounts Payable Clerk		AP 01L	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AP0100UG	Check Query	AP0101UI	Check Writer Log Browse	
AP0102UG	Initiate Check Writer Process	AP0102UI	Checks Browse	
AP0105UI	Check Inquiry	AP0106UI	Check Locations Browse	
AP0107UG	Cancel/Reissue Check	AP0108UG	Address Order Maintenance	
AP0117UG	Cancel/Replace Direct Deposit			
Bank Reconciliation		AP 02	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AP0001UG	Bank Reconciliation	AP0004UG	Check Status Code Correction	
AP0018UG	Auto Bank Rec Parm	AP0019UG	Manual Bank Reconciliations	
AP0100UG	Check Query	AP0101UG	Audit Log-Check Status Code	
Direct Deposit Maintenance		AP 03H	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AP0111UG	Direct Deposit Account Setup	AP0113UG	ACH File Processing	
Direct Deposit View Access		AP 03L	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AP0111UG	Direct Deposit Account Setup	AP0113UG	ACH File Processing	

Fax to:

Metro Region	Northern (Moorhead) Region	Southern (Mankato) Region	Central (St. Cloud) Region
Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-201-1442 Fax: 651-917-4731	Voice: 651-917-4733 Fax: 612-626--5450