



# Accounts Receivable Security Authorization Form

**Minnesota  
STATE COLLEGES  
& UNIVERSITIES**

Name: \_\_\_\_\_  New User  Change to an Existing User  
 (Please Print)

Position: \_\_\_\_\_ User ID: \_\_\_\_\_

Institution: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

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

**H** = view, insert, update and delete **M** = view, insert & update **L** = view only

\* Denotes you must have AR\_10 to do negative receipts on AR0009UG.

**Protected Demographic Data** PS 70  H  Add  Delete

*This security identifier is provided for people who have a business need to view the Birth Date, Gender and Ethnicity data for a person after that data has been collected and stored.*

**A/R Department Head** AR 01  H  L  Add  Delete

AR0006UG	Valid Credit Cards	AR0010UG	Sales Tax Percentage(s)
AR0021UG	Address Priority	AR0023UG	Remittance Groups & Messages
AR0024UG	Institution Groups & Messages	AR0025UG	Credit Card Message
AR0026UG	Contact Phone	AR0036UG	Funds Apply Payment Priority
AR0037UG	Funds Apply Rules	AR0101UG	Tuition Rates Entry
AR0102UG	Standard Fees Entry	AR0105UG	Standard Fees Banding Maint
AR0109UG	Valid Standard Fees	AR0117UG	Standard Descriptions
AR0122UG	Automated Trans Generation	AR0123UG	Customer Lock Status
AR0126UG	Misc Campus Parameters	AR0129UG	Admin Fee Entry Non-Term
AR0134UG	Campus Deferment Codes	AR0135UG	Valid Tuition Groups
AR0136UG	Tuition Rates Banding Maint	AR0139UG	Admin Fees Term
AR0158UG	Institutional Max Fees	AR0167UG	Valid Funds Applied Ref Ids
AR0181UG	Bus Office Hold Parm		
AR0216UG	Invoice Standard Desc	AR2057UG	C/C Payment Vendor Log Maint (H only)
AR2058UG	C/C Transaction Recovery Process (H only)	AR2059UG	C/C Transaction Recovery Query (H only)
UT3056UG	Yrtr Calendar Maint		

**Query** AR 02  Add  Delete

AR0028UG	Customer Check Number	AR0029UG	Receipt Balance Display
AR0032UG	Gnrl Receipt Cust Info	AR0146UG	Display Customer Waivers
AR0182UG	Cust Waiver Query	AR0183UG	Waiver Report Generate
AR0184UG	3 <sup>rd</sup> Party Detail Query	AR0187UG	3 <sup>rd</sup> Party Summary Query
AR2013UG	Registration Window Maint	AR2052UG	Pmnt Plan Provider Payment File
AR2601UG	Customer Daily Summary	AR2218UG	Dropped for Non Payment Maint.
AR2602UG	Customer Receivable Detail	AR2603UG	Customer Summary
AR2604UG	Invoice Display	AR2605UG	General Receipt Display
AR2606UG	AR Billing History	AR2607UG	Customer Financial Aid Summary
AR2610UG	Cust Paryoff Summary	SR0001UG	Form 1098T Query

**Fax To:  
Office of the Chancellor  
Voice: 651-917-4733  
Fax: 612-626-5450**

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Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

<b>Cashiering</b>		<b>AR 03</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR0119UG	Cust Receivable Payoff	AR0138UG	Session Sign On/Off
AR0144UG	Cash Session Tran Display	AR0152UG.	Print Receipt
AR0159UG	A/R Bill Re-Calc	AR0164UG	Pre-Payments
AR1000UG	Person Demographic Maintenance	AR1001UG	Update Non-Person Table
AR2206UG	General Receipt by G/L	AR2207UG	General Receipt by CC
<b>Receivables</b>		<b>AR 04</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR2213UG	Customer Invoice Addition	AR2212UG	Custom Receivable Increase
AR0117UG	Standard Descriptions	AR0176UG	Customized Training Cohort
AR0210UG	Invoice Desc/Print Maintenance	AR0216UG	Invoice Standard Desc
AR1000UG	Person Demographic Maintenance	AR1001UG	Update Non-Person Table
<b>Receivable Invoicing</b>		<b>AR 05</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR0023UG	Remittance Groups & Messages	AR0024UG	Institution Groups & Messages
AR0025UG	Credit Card Message	AR0026UG	Contact Phone
AR0027UG	Inv/Stmt/Bill Message(s) Display	AR0159UG	A/R Bill Re-Calc
AR0210UG	Invoice Desc/Print Maint	AR0200CP	Vendor Invoice
AR0250CP	3rd Party Invoices	AR0302CP	Student Invoice Printing
<b>Receipt Corrections</b>		<b>AR 06</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR0138UG	Session Sign On/Off	AR0144UG	Cash Session Tran Display
AR0152UG.	Print Receipt	AR0159UG	A/R Bill Re-Calc
AR0210UG	Invoice Desc/Print Maintenance	AR2208UG	General Receipt Corrections
AR2209UG	Gen Receipt NSF Check Charges	AR2216UG	Pre-Payments Corrections
AR2221UG	Cust Receipt Corrections	AR2222UG	Cust NSF Check Charges
<b>Receivable Corr/Adjusts</b>		<b>AR 07</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR2214UG	Cust Receivable Corrections	AR0210UG	Invoice Desc/Print Maintenance
<b>Billing Residency</b>		<b>AR 08</b>	<input type="checkbox"/> H <input type="checkbox"/> L <input type="checkbox"/> Add <input type="checkbox"/> Delete
AR0133UG	Bill Resid by Cust	AR0231UG	Bill Resid Multiple Cust
<b>A/R Customer Waiver and Corrections</b>		<b>AR 09</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR0146UG	Display Customer Waivers	AR2223UG	Customer Waivers
AR2224UG	Waiver Corrections		
<b>Head Cashier</b>		<b>AR 10</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR0123UG	Head Cashier	AR0138UG	Session Sign On/Off
AR0140UG	Close Balanced Cash Session	AR0144UG	Cash Session Tran Display
AR0152UG.	Print Receipt		
AR2206UG	General Receipt by G/L	AR2207UG	General Receipt by CC
<b>Deferments</b>		<b>AR 11</b>	<input type="checkbox"/> H <input type="checkbox"/> L <input type="checkbox"/> Add <input type="checkbox"/> Delete
AR0130UG	Customer Receivable Deferrals	AR2226UG	Multi Entry Deferments
<b>Refunds</b>		<b>AR 12</b>	<input type="checkbox"/> H <input type="checkbox"/> L <input type="checkbox"/> Add <input type="checkbox"/> Delete
AR2210UG	Customer Refunds	AR2211UG	Credit Card Refund Reversal

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 Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

<b>Withdrawals</b>		<b>AR 13</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete	
AR2225UG	Customer Withdrawals			
<b>Funds Applied</b>		<b>AR 14</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete	
AR0350CP	Funds Applied Cash Report	AR0390CB	Funds Apply	
<b>Short Term Loans</b>		<b>AR 15</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete	
AR2219UG	Short Term Loans	AR2220UG	Short Term Loans Corrections	
<b>3<sup>rd</sup> Party</b>		<b>AR 16</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete	
AR0039UG	Third Party to Bill	AR0050UG	3 <sup>rd</sup> Party Student Bill To	
AR0051UG	Multiple Third Party to Bill	AR0250CP	3rd Party Invoices	
AR1001UG	Update Non-Person Table			
<b>Customized Training</b>		<b>AR 17</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete	
AR0052UG	Cust Train Rec Exceptions			
<b>A/R Employee Waivers</b>		<b>AR 18</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete	
AR2223UG	Employee Waivers			
<b>Disbursements</b>		<b>AR 20</b>	<input type="checkbox"/> H <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR0036UG	Funds Apply Payment Priority	AR0037UG	Funds Apply Rules	
FA0112UG	Award Lookup	FA0114UG	Need Analy Recalc Award Lookup	
FA0142UG	Aid Apply Award Cntrl Maint	FA0163UG	FA Eligibility Error Lookup	
FA0178UG	Lender Master Maint	FA0181UG	Loan Guarantor Master Maint	
FA0182UG	Loan Service Maser Maint	FA0183UG	Loan Contact Info Maint	
FA0198UG	FA Loan Disb Maintenance	FA0202UG	Unproc EFT Loan Disb Lookup	
FA0203UG	Unproc EFT Loan Disb Maint	FA0206UG	Perkins Loan Status Maint	
FA0221UG	Aid & Funds Applied Lookup	FA0232UG	Common Line Loan Creation	
FA0254UG	MN Grant Calculation Detail Lookup			
<b>Charge generation</b>		<b>AR 21</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete	
Automatic application fee processed from ST1000UG and ST1130UG.				
<b>Payment generation</b>		<b>AR 22</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete	
Automatic application fee payment processed from ST1000UG and ST1130UG.				
AR0138UG	Session Sign On/Off	AR0144UG	Cash Session Tran Display	
<b>Course Fee Tables</b>		<b>AR 23</b>	<input type="checkbox"/> H <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR0100UG	Curriculum Course Fees	AR0103UG	Course Special Fee Entry	
<b>Collections</b>		<b>AR 24</b>	<input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR2204UG	A/R Collection Activities	AR2205UG	A/R Collection Agencies	
<b>Write-offs</b>		<b>AR 25</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete	
AR2201UG	Customer Write-offs			
<b>Write-off Corrections</b>		<b>AR 26</b>	<input type="checkbox"/> Add <input type="checkbox"/> Delete	
AR2202UG	Customer Write-off Corrections			
<b>Web Payment Log &amp; Tran Recovery</b>		<b>AR 27</b>	<input type="checkbox"/> H <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
AR2057UG	C/C Payment Vendor Log Maint	AR2058UG	C/C Transaction Recovery Process	
AR2059UG	C/C Transaction Recovery Query	AR2050UG	Web CC Processing Info	
AR2051UG	Web Payment Log Display			

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Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Remarks: \_\_\_\_\_

**Call Center Security** AR 28  L  Add  Delete  
AR2062UG US Bank Remittance Query AR2510CP Web Remittance Activity Summary

**Payment Plan** AR 29  H  L  Add  Delete  
AR2217UG Student Payment Plan Maint. AR2519CB Payment Plan Contract Change

**Drop for Non Payment Candidate List** AR 30  H  Add  Delete  
AR2218UG - Drop for Non Payment Maintenance  
AR2516CB - Select Students for Drop for Non-Payment

**Drop for Non Payment** AR 31  H  L  Add  Delete  
AR2518CB Drop for Non Payment Update Program

**Update Special Comments** AR 32  H  Add  Delete  
AR1000UG Person Demographic Maintenance

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