



Financial Accounting Security Authorization Form

**Minnesota
STATE COLLEGES
& UNIVERSITIES**

Name: _____
(Please Print)

New User Change to an Existing User

Position: _____

User ID: _____

Institution & Campus: _____

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

Chart of Accounts **AC 01** H L Add Delete

AC0010UG	Bank/Bank Account Maintenance	AC0019UG	Process Mode Control
AC0101UG	Update G/L Summary Account	AC0104UG	Update Cost Center
AC0106UG	Grant/Project Maintenance	AC0109UG	Budget Authority Maintenance
AC0901UG	Update Institution X/Walk	AC0902UG	Update Campus X/Walk
AC0903UG	Update Bank Acct X/Walk	AC0904UG	Update G/L Account X/Walk
AC0905UG	Update Cost Center X/Walk	AC0906UG	Update Grant/Project X/Walk
AP0112UG	ACH Bank Setup	PC0007UG	Vendor Main
PC0008UG	Vendor Query Profile	PC0009UG	Vendor Notes and Memos
PC0010UG	Vendor Address	PC0011UG	Vendor Tax & Insurance data
PC0012UG	Vendor Finance & MMD related	PC0013UG	Vendor Misc info
UT3020UG	Program Error EMAIL Addr		

Accounting Query **AC 02** Add Delete

AC0050UG	Batch Process Timestamps	AC0234UG	Credit Memo Query
AC0450UG	General Trans Search/Listing	AC0452UG	Trans Search by Account
AC0460UG	Current G/L Account Balances	AC0470UG	Current Revenue Balances
AC0471UG	Current Expenditure Balances	AC0480UG	Current Open Encumbrance Bal
AC0481UG	Open Commitments by PO #		

Journal and Expense Vouchers **AC 03** Add Delete

AC2208UG	General Journal Voucher	AC0212UG	Expense Voucher Transactions
AC0226UG	G/L Expense Voucher		

Budgeting **AC 04** Add Delete

AC0201UG	Current Budget Transactions	AC0202UG	User Budget Maintenance
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Forced Encumbrances **AC 05** Add Delete

AC0217UG	Forced Encumbrance Transaction
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Fax to:

Metro Region Voice: 651-201-1442 Fax: 651-917-4731	Northern (Moorhead) Region Voice: 651-201-1442 Fax: 651-917-4731	Southern (Mankato) Region Voice: 651-201-1442 Fax: 651-917-4731	Central (St. Cloud) Region Voice: 651-917-4733 Fax: 612-626-5450
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Financial Accounting Security Authorization Form – Page 2

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Payment Vouchers and Corrections		AC 06	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AC0210UG	Direct Payment (no P/O)	AC0219UG	G/L Payment Voucher	
AC0222UG	Purchase Order Payoff	AC0224UG	Payment Voucher Reversal	
AC0228UG	G/L Payment Reversal	AC0233UG	Credit Memo Entry	
AC0236UG	Credit Memo Application	AR1001UG	Update Non-Person Table	
PC0007UG	Vendor Main	PC0008UG	Vendor Query Profile	
PC0009UG	Vendor Notes and Memos	PC0010UG	- Vendor Address	
PC0011UG	Vendor Tax & Insurance data	PC0012UG	- Vendor Finance & MMD related	
PC0013UG	Vendor Misc info			
Encumbrances		AC 07	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AC0216UG	Encumbrance Transactions			
Expenditure Correction		AC 08	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AC0230UG	Expenditure Correction			
Modify Transaction Info		AC 09	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AC0229UG	Modify Transaction Info			
Lease Information		AC 10	<input type="checkbox"/> H <input type="checkbox"/> L <input type="checkbox"/> Add	<input type="checkbox"/> Delete
FR0005UG	Lease Information			
Business Expence		AC 11	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AR1000UG	Update Person Table	HR0500UG	Sema4 Travel Expenses	
HR0502UG	Post Business Exp FICA	HR0505UG	Business Expense Query	
Budgeting Personnel Expenses		AC 12	<input type="checkbox"/> H <input type="checkbox"/> Add	<input type="checkbox"/> Delete
HR0021UG	Position Vacancy Maintance.	HR0024UG	Position Vacancy Browse	

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