



Financial Accounting Security Authorization Form

Minnesota
STATE COLLEGES
& UNIVERSITIES

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

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	<input type="checkbox"/> H	<input type="checkbox"/> L	<input type="checkbox"/> Add	<input type="checkbox"/> 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			<input type="checkbox"/> Add	<input type="checkbox"/> 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			<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AC2208UG General Journal Voucher	AC0212UG				Expense Voucher Transactions
AC0226UG G/L Expense Voucher					
Budgeting	AC 04			<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AC0201UG Current Budget Transactions	AC0202UG				User Budget Maintenance
Forced Encumbrances	AC 05			<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AC0217UG Forced Encumbrance Transaction					

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

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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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