



Cost Allocation 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: _____

**Choose one from each group: Add or Delete AND H, M, or L (where applicable)

Definition of Add and Delete below:

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

Definition of the H, M and L suffixes for each of the identifiers is:

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

Complete the Seller ID for Rights Identifiers CA_04M, CA_05H, and CA_05L.

Generic Security Administrator **GENSECU** Add Delete

UT201UG MnSCU User Profile Maintenance UT0201UI MnSCU User Profile Browse

Administers user security profiles for MnSCU modules using the MnSCU Generic Security System (recommend one administrator per institution).

System Setup **CA_01** Add Delete

AR1001UG Update Non-Person Table (view, insert & update)
 CA0006UG Ext Product Charge Type Maint (view, insert & update)
 CA0007UG Process Type Maintenance (view, insert & update)
 CA0008UG Machine Type Maintenance (view, insert & update)
 CA0011UG Intertech Account Maintenance (view, insert & update)
 CA0102UG Process Control Maintenance (view, insert, update and delete)
 CI0105UG Seller Department Maintenance (view, insert & update)

Machine Setup **CA_02** H L Add Delete

CA0104UG Machine Setup

Telephone Setup **CA_03** H Add Delete

CA0104UG Machine Setup CA0112UG Telephone Setup

CA0116UG Phone User Lookup/Search

Charge Setup **CA_04** M Add Delete

Seller ID

CA0103UG External Charge Setup

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

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Charge Maint & Processing		CA 05	<input type="checkbox"/> H	<input type="checkbox"/> L	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
		Seller ID	<input type="text"/>			
CA0105UG	External Charge Maintenance	CA0110UG	Initiate External Data Load (H only)			
CA0111UG	Transaction Search (H only)	CA0114UG	Initiate Correction Process (H only)			
CA0250CP	Cost Allocation Phone Detail					
Validation & Posting		CA 06	<input type="checkbox"/> Add <input type="checkbox"/> Delete			

Only one user per institution should have the CA_06 Rights Identifier.

CA0105UG	External Charge Maintenance (view, insert, update, & delete)				
CA0115UG	Initiate C/A Validation (view & insert)				
C/A Phone Detail Reporting		CA 07	<input type="checkbox"/> L	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CA0240CP	Cost Allocation Phone Statement				

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