FISA-8
09/2020
Division of Finance

Submittal Date:

Email completed form to:
financesupport@utah.gov

Financial Information Network (FINET) System Departmental Access Request Form

Section 1 Purpose of Request (Required)

A - Request Type (Required)

New – Complete Sec. 2, 4 - 9
Moving to/from another state position

Delete – Complete Sec. 2 and 9
Moving to/from another state position

Change - Move to B →

B – Change Type

Replace current settings Move to C→

Add/Subtract from current settings Move to C →

C – Items to Change

Name - Sec 2   Approvals - Sec 2 & 5

Security Role - Sec 2, 7 and 8   Overrides – Sec 2 & 6

Organizational Access - Sec 4

Note: This request will be rejected if Section 9 is incomplete.

Section 2 Individual Information (*Required)

*EIN:	*Name:	Job Title:
Dept. / Unit:	*Email Address:	*Business Phone:

Section 3 Security Information (For State Finance Purposes ONLY)

User Name:	UDOC FORG USER	Worklist Group Email	Training Other:
Notes:			

Section 4 Departmental Organization Access Information (If Applicable)

Please use the **HIGHEST** organizational access (Rollups) possible. If unsure, contact Finance Support to identify.

Home Department # _____		Additional Organizational Access			
If the following organization types are left blank, the user will have access to all units within this department.		Department #s			

If you want to restrict to a lower level organizational unit, do NOT list the upper level organization except for department.

Section 5 Approvals (If Applicable)

User is Authorized to approve FINET Documents:	Yes
User can approve FINET High Dollar Documents:	Yes

User is authorized to access the following worklist/s: (Please list. If all, enter ALL)

Section 6 Overrides (If Applicable)

User is authorized to override errors on FINET documents:	Yes

Name: _____   Click on Role name to see a list of documents and tables associated with selection.

Section 7 Security Role Options

A. General User Security Roles

Accounts Payable	Customer Creation & Modification	Purchasing
Accounts Receivable	Fixed Assets	Spreadsheet Upload
Budgeting	Internal Exchange Transactions	Vendor Creation & Modification
Cost Accounting User	Internal Transaction Initiator	Inquiry Access (All Users)
Cash Receipts	Internal Transactions Agreement	

B. General Administrative Roles

Charge Administration	Journal Voucher Administration
Cost Accounting Administration	Department Security Administration

C. Limited DEPARTMENT Security Roles (Department Specific)

Federal Billing Administration	Tax Commission Intercept Request Administration
Inventory User	UDOT Rates Administration
Inventory Administration	USBE Purchasing
Master Agreement Administration	USBE Purchasing Administration
State Treasurer's Office Administration	Workforce Services Intercept Request Administration
Tax Commission Administration	

D. Department of Administrative Services Roles ONLY

State Debt Collection Administration	State Finance State Level Accountant
State Purchasing Administration	State Finance Disbursements Administration
State Purchasing Commodity Administration	State Finance Disb. Cancellation & Automated Disb.
State Purchasing Master Agreement Administration	State Finance FINET Security Administration
State Finance Support Staff	State Finance SOS Group
State Finance Customer Administration	State Finance Technical Group
State Finance Vendor Administration	State Finance Inquiry Access Only

E. Roles Requiring Financial Reporting Approval (Note- There may be a delay in processing if these are selected.)

JV	Approved by: _____	JVCO	Approved by: _____
JVA	Approved by: _____	JVCO Tax	Approved by: _____
JVC	Approved by: _____		

Section 8 Training (Required)

By checking the box, the user agrees to complete the training for the security role(s) assigned within 90 days. **Note: The training will be assigned at setup.**
If unchecked, this request will be rejected.

Training will be completed

Section 9 Required Signatures (Required)

I understand that it is a breach of security to divulge my UserName and Password. Failure to comply could result in removal of my access. The Department of Administrative Services has determined that this system contains non-public information (controlled, protected or private) pursuant to the requirements of the Utah Government Records Access and Management Act ("GRAMA"). Any employee who has access to any private, controlled or protected record under GRAMA, and intentionally discloses such information in a manner not authorized by GRAMA, may be prosecuted criminally for the unauthorized disclosure, and may be subject to employee disciplinary action which may include suspension or discharge from employment. See, Utah Code § 63G-2-801 & -804.

PLEASE SIGN LEGIBLY OR ELECTRONIC SIGNATURE. UNREADABLE SIGNATURES WILL BE REJECTED.

*Employee	Date	Supervisor	Date
Manager	Date	***Department Security Coordinator**	Date
STATE FINANCE–FINET Operations Manager	Date	STATE FINANCE–FINET Security Administrator	Date

* Required to process form.   *When form is complete, please sign, print to a PDF, and forward printed PDF to the next in line for signature, ending with the Department Security Coordinator. The Department Security Coordinator will review, sign, and forward the signed PDF to financesupport@utah.gov*