



Send completed form to:
DAS/Finance, Attention Security
Email Address: fissecurity@utah.gov

FINET System Departmental Access Request Form

Request Type (required)

New Transfer In
Delete Transfer Out
Change - Keep Current
Change - Replace Current

Type of Change (required)

Name Approvals
Security Roles Overrides
Organizational Access

Section 1 Individual Information (required)

*EIN *Employee Name *Department / Unit
*Phone *Title *E-Mail Address

Section 2 Security Information (For State Finance Only)

USER Name _____

UDOC _____ Worklist _____
FORG _____ Group _____
USER _____ Email _____

Section 3 Departmental Organization Access Information

List HIGHEST organization access (Rollups) the user is authorized to access. (If needed, call the FINET Helpdesk to identify)

Department #

Departmental Organization Access

If the following organization types are left blank the user will have access to all units in the above department.

Department #

Departmental Organization Access

If the following organization types are left blank the user will have access to all units in the above department.

Section 4 Approvals

1. Is the user authorized to approve FINET documents? Yes No
2. Is the user authorized to approve FINET high dollar documents? Yes No

Section 5 Overrides

1. Is the user authorized to override errors on FINET documents? Yes No

FINET Operations Manager

Date

FINET Security Administrator

Date

Section 6 Role Options

Accounts Payable	Customer Creation	Inventory (Dept. 410 & 810 ONLY)
Accounts Receivable	Fixed Assets	Manufacturing User
Budgeting	Internal Exchange Transaction	Purchasing
Cost Accounting	Internal Transaction Initiator	Vendor Creation
Cash Receipts	Internal Transaction Agreement	Inquiry Access Only

Charge Administration	Shipping Administration
Cost Accounting Administration	State Treasurer's Office Administration
Federal Billing Administration	Spreadsheet Upload Administration
Inventory Administration	Tax Commission Administration
Journal Vouchers Administration	Tax Commission Intercept Request Administration
Manufacturing Administration	UDOT Rates Administration
Master Agreement Administration	Workforce Services Intercept Request Administration

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

Section 6b Roles Requiring Financial Reporting Approval (may delay processing)

JV	(Approved by: _____)	JVCO	(Approved by: _____)
JVA	(Approved by: _____)	JVCO_Tax	(Approved by: _____)
JVC	(Approved by: _____)		

Section 7 Training

This user has registered for the appropriate training classes necessary for the security role(s) selected above. Yes

Section 8 Department Signatures

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.

**Employee	Date	Supervisor	Date
I hereby give authorization for this user's access to FINET.		Manager	Date
** Department Security Coordinator - Signature	Date	Department Security Coordinator - Print	