

Employees who will be entering Juror/Witness payments need to be set up with a FINET ID. To do this, fill out the SA-8 FINET Security Form on the states webpage.

To access the SA-8 FINET Security Form, go to the Division of Finance Webpage at <http://utstfcg.finance.utah.gov/crn/eforms/>

The login screen will appear. Enter your state mail address. Your password is the same password as your Novell Login password. If you can't log in, call the Help Desk at 578-3850 for assistance.

Click on Security, then click on SA008 – FINET System Departmental Access Request Form.

Fill out the form online and print it out. The employee needs to sign it and the employee's supervisor needs to sign it. Make a copy for your records and send the original to AOC Finance.

An example of the filled out form can be found below.



Send completed form to
DAS/Finance, Attention FINET Security

Financial Information Network (FINET) System Departmental Access Request Form

Request Type

- ☒ New (All Sections)
☐ Delete (Sections 1 & 7)
☐ Change (Select Type of Change)

Type of Change

- ☐ Profile (Sections 1, 5 & 7) ☐ Printer (Sections 1 & 2)
☐ Agency/Organization (Sections 1, 6 & 7) ☐ DAS/ITS Code (Sections 1, 2 & 3)
☐ Name (Sections 1, 3 & 7)

Section 1 Individual Information

*EIN 123456 **Employee Name Cosmo Cougar **Agency / Org 020 / 2410
*Agency Name 020 - Judicial Branch *Division 3rd District Court
Title BYU Football Mascot Phone (801) 422-1234 E-Mail Address cosmo@ILikeBYU.com

*Fields Required to save form.

**Read Only Fields.

Section 2 Billing Information

Do You Need to Print Transactions? ☒ YES ☐ NO

DAS/ITS Code: _____ Remote Printer ID: _____

Section 3 Security Information

(This section must be completed by the Mainframe Security Administrator for your department.)

CICS (RACF) User ID _____

Note: This form will NOT be processed without a valid CICS login ID defined in RACF.

Section 4 DAS/Finance Approval (For DAS/Finance Only)

FINET Manager

Date

FINET Security Administrator

Date



**Submitted Date

Send completed form to:
DAS/Finance, Attention FINET Security
E- Mail Address: fissecurity@utah.gov

Financial Information Network (FINET) System Departmental Access Request Form

Request Type

- ☐ New (All Sections)
☐ Delete (Sections 1 & 7)
☐ Change (Select Type of Change)

Type of Change

- ☐ Name (Sections 1 & 8) ☐ Approvals (Sections 1, 6 & 8)
☐ Security Roles (Sections 1, 5 & 8) ☐ Overrides (Sections 1, 7 & 8)
☐ Departmental Organization Access (Sections 1, 2 & 8)

Section 1 Individual Information

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

Section 2 Departmental Organization Access Information

ALL organization access previously authorized for this user WILL BE DELETED. List ALL organization access the user is NOW authorized to access. (If needed, call the FINET Helpdesk to identify which access will be deleted).

Department # _____

Departmental Organization Access

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

Division # _____	Division # _____
Group # _____	Group # _____
Section # _____	Section # _____
District # _____	District # _____
Bureau # _____	Bureau # _____
Unit # _____	Unit # _____

Department # _____

Departmental Organization Access

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

Division # _____	Division # _____
Group # _____	Group # _____
Section # _____	Section # _____
District # _____	District # _____
Bureau # _____	Bureau # _____
Unit # _____	Unit # _____

Section 3 Security Information (For State Finance Only)

User Name _____

Section 4 State Finance Approval (For State Finance Only)

FINET Manager

Date

FINET Security Administrator

Date

Section 5 Role Options**Department Roles (Select ALL business areas that the user should be authorized to access)**

- | | | |
|--|---|--|
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Fixed Assets | <input type="checkbox"/> Purchasing |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Internal Exchange Transaction | <input type="checkbox"/> Inquiry Access Only |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Internal Transaction Initiator | |
| <input type="checkbox"/> Cost Accounting | <input type="checkbox"/> Internal Transaction Agreement | |
| <input type="checkbox"/> Cash Receipts | <input type="checkbox"/> Inventory | |

Department Administration Roles (Select ALL business areas that the user should be authorized to access)

- | | |
|---|--|
| <input type="checkbox"/> Charge Administration | <input type="checkbox"/> Master Agreement Administration |
| <input type="checkbox"/> Cost Accounting Administration | <input type="checkbox"/> State Treasurer's Office Administration |
| <input type="checkbox"/> Inventory Administration | <input type="checkbox"/> Tax Commission Administration |
| <input type="checkbox"/> Journal Vouchers Administration | <input type="checkbox"/> Tax Commission Intercept Request Administration |
| <input type="checkbox"/> Department FINET Security Administration | <input type="checkbox"/> UDOT Federal Highway Administration |
| <input type="checkbox"/> Customer Creation Administration | <input type="checkbox"/> UDOT Rates Administration |
| <input type="checkbox"/> Vendor Creation Administration | <input type="checkbox"/> Workforce Services Intercept Request Administration |

State Level Roles (Used for DAS State Debt Collection, State Finance and State Purchasing)

- | | |
|---|---|
| <input type="checkbox"/> State Debt Collection Administration | <input type="checkbox"/> State Finance State Level Accountant |
| <input type="checkbox"/> State Purchasing Administration | <input type="checkbox"/> State Finance Disbursements Administration |
| <input type="checkbox"/> State Purchasing Commodity Administration | <input type="checkbox"/> State Finance Disb. Cancellation & Automated Disb. |
| <input type="checkbox"/> State Purchasing Master Agreement Administration | <input type="checkbox"/> State Finance FINET Security Administration |
| <input type="checkbox"/> State Finance Support Staff | <input type="checkbox"/> State Finance SOS Group |
| <input type="checkbox"/> State Finance Customer Administration | <input type="checkbox"/> State Finance Technical Group |
| <input type="checkbox"/> State Finance Vendor Administration | <input type="checkbox"/> State Finance Inquiry Access Only |

Section 6 ApprovalsIs this user authorized to approve transactions? Yes ☐ No ☐Is this user authorized to approve high dollar amount transactions? Yes ☐ No ☐*Note - If a user is authorized to apply approvals they can also be setup as a Manager of the Approval Role(s) they are assigned to.*Is this user authorized to be an Approval Role Manager? Yes ☐ No ☐**Section 7 Overrides**Is this user authorized to apply overrides? Yes ☐ No ☐**Section 8 Department Signatures**I understand that it is a breach of security to divulge my User Name and Password.
Failure to comply could result in removal of my access to the system.☐ This user has received the appropriate training for the business areas selected above.

**Employee

Date

**Manager

Date

**Supervisor

Date

**Department Security Coordinator

Date