

## \*Finance\* ConnectCarolina and Related Applications Access Request Form

Employee Information:			
Name:		Phone/email:	
PID #:		ONYEN:	
Home Dept. #:		Home Dept. Name:	
Manager Name/Title:		Manager Phone/email:	
If you need Special Data Access (Department, Business Unit or Foundation), list below and attach justification:			
<b>ConnectCarolina Campus User Roles [select those needed]</b>			
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Budget Transfers*</b> –Allows the user to enter, modify, and search for budget transfers. It also allows the user to delete budget transfers that have not been posted and resubmit budget transfers for approval after they have been denied.		
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Budget Journals*</b> – Allows the user to enter, modify and search for budget journals. It also allows the user to delete budget journals that haven't been posted and to resubmit budget journals for approval after they have been denied.		
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Campus Vouchers*</b> – Allows the user to create campus vouchers for reimbursements for employees and University affiliates, independent contractor payments, cash advances, and petty cash replenishments. It also allows the user to use the Voucher Inquiry option to search for and display voucher information.		
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Creating and Changing Suppliers*</b> – Allows the user to request new suppliers and independent contractors, and request changes to existing suppliers and independent contractors.		
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Journal Entries*</b> – Allows the user to create campus journals, correct campus journals, correct journal entries, correct voucher journal entries, and inter-unit campus journals. It also allows the user to edit campus journals that have not been posted and to delete campus journals.		
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Source Create**</b> – Allows the user to request new fund sources or request changes to fund sources. [This job function is also included in the Journal Entries role so there is no need to request this role in addition to the Journal Entries role.]		
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Managing Assets*</b> – Allows the user to enter an asset's location, including searching for and viewing an asset, updating information, and reporting movement and status.		
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Purchase Requisitions and Receiving*</b> – Allows the user to create purchase requisitions and make changes to them before they are submitted. It allows the user to view the status of, cancel, print, and make copies of requisitions. It also allows the user to create a change order. This role also allows the user to record receipts, make changes to receipts, handle returns, and close receipts short.		
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>University Deposits*</b> – Allows the user to process incoming payments at the department or school level, using direct journal deposits. Also allows the user to update and view deposits.		
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>BuyCarolina**</b> – Allows the user to place orders in the BuyCarolina Marketplace. Also allows the user to view the status of the requisitions with which these orders are placed and to make changes to those requisitions.		
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>Inquiry Roles**</b> – Gives users access to the accounts payable, purchase order, budgets, accounts receivable, asset management, billing, general ledger, and eProcurement inquiry options.		
<b>ConnectCarolina Central Office</b>			
<input type="checkbox"/> Grant <input type="checkbox"/> Revoke	<b>ConnectCarolina Central Office user**</b> – Please describe what access you need:		

**Travel and Expense Card (T&E Card)**

**Note to ARC:** Upload the [T&E Card Application](#) with every T&E Card request.

Grant  Revoke **T&E Accountholder \*** - Allows for processing of T&E Card Application.

**Concur Travel System**

**Note – User access is automatically created and does not need to be requested.**

Grant  Revoke **Concur Travel System User \*** – Please describe what access you need:

**Web Travel – Campus (For Student and Guest Travel)**

Grant  Revoke **Web Travel User\*\*** - allows someone to access Web Travel and create Travel Documents. It also grants Approvers access to the application.

Grant  Revoke **Web Travel FRED Administrator\*\*** - allows someone to set up workflow Approval Groups and Routes for departments.

**Web Travel – Central Office Only (For Student and Guest Travel)**

Grant  Revoke **Web Travel Travel Agent\*\*** - allows a Travel Agent from one of the approved Travel Agencies access to the Travel Agent functions.

Grant  Revoke **Web Travel All Departments Reporting\*\*** - grants access to the reporting feature that allows generation of reports against all departments

Grant  Revoke **Web Travel All GA Departments Reporting\*\*** - grants access to the reporting feature that allows generation of reports against all GA departments

Grant  Revoke **Web Travel - Travel Office\*\*** – grants access to the Travel Office functions.

Grant  Revoke **Web Travel Application Administrator\*\*** - allows a user to configure the established Web Travel business rules.

Grant  Revoke **Web Travel System Administrator\*\*** - grants super user access to all Web Travel functions.

**Purchasing Card (P-Card) – Campus**

**Note to ARC:** Upload the [P-Card Application](#) or the [WORKS Access Maintenance Form](#) with every P-Card request.

Grant  Revoke **P-Card Accountholder\*** - allows a P-Card Accountholder to access Works to allocate expenses, upload receipts, provide business justification and sign-off on transactions, as well as generate Accountholder activity reports.

Grant  Revoke **P-Card Group Approver\*** - allows the user to access Works to review, update, and provide final sign-off for P-Card transactions of Accountholders within their group.

Grant  Revoke **P-Card Group Proxy Reconciler\*** - allows a user to access Works to perform tasks on behalf of Accountholders within their group, as well as generate Accountholder activity reports.

Grant  Revoke **P-Card Scoped Auditor\*\*** - This role allows the user to access Works to create and manage reports of P-Card activity within their group.

**Purchasing Card (P-Card) – Central Office Only**

Grant  Revoke **Card Internal Auditor\*\*** - grants access to the Reporting functions for all P-Cards in the system.

Grant  Revoke **P-Card System Administrator\*\*** - grants super user access to all P-Card functions.

**Surplus Property Management**

**Note to ARC:** Upload the [SPMS Application](#) with every SPMS request.

Grant  Revoke  Administrator  Manager  User

### Customer Billing Management (CBM)

<input type="checkbox"/> Grant	<input type="checkbox"/> Revoke	<b>Modify Current Charges**</b> - grants access to view and edit current billing transactions in CBM (only for listed Dept IDs/Ranges)
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<input type="checkbox"/> Grant	<input type="checkbox"/> Revoke	<b>View Department Defaults**</b> - grants access to view CBM Default Chartfield Strings by Department ID by each billing area in CBM (only for listed Dept IDs/Ranges)
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<input type="checkbox"/> Grant	<input type="checkbox"/> Revoke	<b>Edit Department Defaults **</b> - grants access to edit and create CBM Default Chartfield Strings by Department ID for each billing area in CBM (only for listed Dept IDs/Ranges)
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List Dept IDs/Ranges:	
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\* Training is required for this role.

\*\* Training is not required for this role; training materials and courses are available.

**Authorization signifies that employee has a business need for the requested access.**

Dean/Department Head/HR Officer Name:		Title:	
Signature:		Date:	