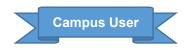
FINANCE

REQUEST FOR FINANCE SYSTEMS ACCESS



Employee/User Informa	ation										
Last Name:		First Nam	: :			MI:		CB:			
Onyen:		PID:				Email:					
Department Number:		Department/School Name:				Position's Manager:					
Position Number:		Working	Title:			Phone:					
Action Requested Effective	ve Date (Check	only one.)								
Add New User Effective date: Modify Expective date:			Existing User: Grant Access Revoke Access date:								
Access To UNCCH Bus below) or Additional E				-		_	icted Departme	ent Acc	ess (listed		
Restricted Department Access Request (Check the restricted departments you require.)											
☐ Athletics (270000-279900) ☐ Chancellor (200000-201398) ☐ Provost (500000-501002)			Workforce Strategy Equity and Engagement (WSEE) (260000-269999) Budget Office (280100, 280200, 280300, 280400, 286000, 287000, 288000)								
Justification for restricted department access, additional business unit access, or foundation access:											
Section 1: ConnectCarolina Campus User											
Section 1-A: Campus/De	ept Finance (c	heck all fu	ınctions nee	ded) Read Connect	:Carolina Cam	pus Finance A	ccess Role desc	riptions.	,		
☐ Budget Transfers*	Budget Transfers*			☐ Budget Journals*		BuyCarolina		Campus Vouchers*			
☐ Creating and Changing Suppliers*			☐ Inquiry Roles ☐ Journa		☐ Journal E	ntries*	☐ Managing Assets*				
☐ Purchase Requisitions and Receiving*			Source Create University		Deposits*						
* Training is required for Note: Roles with no requ					Access Roles ;	oage for train	ing information.				
Section 1:	ConnectCa	rolina <mark>L</mark>	IMITED U	ser Access (Red	quires Spec	ial Approv	al as noted b	elow)			
Section 1-B: ConnectCar needs to have enhanced					users. MCU Le	ads determin	e who in their s	chool or	division		
☐ Enhanced Reporting who needs to have enha group is kept small to ke	nced reportin	g access.	Staff membe	rs with this access	can see inforn	nation beyon	d their own dep	artment			
Name of MCU Lead: Title:											
Signature of MCU Lead:	CU Lead: Date:										
Section 1-C: ConnectCar certain Journal Sources		-	•	s for campus users.	Requires pre-	approval by A	Accounting Servi	ces.) <mark>O</mark> r	nly valid for		
☐ Journal Import Acces	ss – Allows use	er to impo	rt journals vi	a flat file or Spread	Isheet This ac	ccess requires	approval of Acc	counting	g Services.		
			Sect	ion 2: Travel-R	elated						
SECTION 2-A: Travel and Required: Attach a con complete prior to submi	npleted T&E C	ard Applic	ation and a	_		th every T&E	Card request. Ti	raining r	nust be		
T&E Accountholder -	Allows for pr	ocessing o	of T&E Card A	application.							
SECTION 2-B: Concur Tra Note: User access is auto instructions on how to a	omatically cre	ated for e	mployees an	d some affiliates, a	nd does not n	eed to be req	uested. Informa	ation an	d		

FINANCE

REQUEST FOR FINANCE SYSTEMS ACCESS

Campus User

Concur Travel System User									
Describe what access you need:									
SECTION 2-C: Web Travel – Campus (For Student and Guest Travel) Read Campus Web Travel role descriptions									
☐ Web Travel User				☐ Web Travel FRED Administrator					
See Finance's <u>Travel Help page</u> for Web Travel manuals, optional online training and more information.									
Section 3: Purchasing Card (P-Card) Access									
SECTION 3: Purchasing Card (P-Card) – Campus. Read Campus P-Card role descriptions.									
Required: Attach a P-Card Application or WORKS Access Maintenance Form with every P-Card request.									
P-Card Account Holder*		Group Approver* P-Card Group Proxy Reconciler* P-Card Group Scoped Auditor							
* Training is required for these roles and must be completed prior to submitting a request. Training is linked on the Purchasing Card page.									
Section 4: Surplus Property Management System (SPMS)									
SECTION 4: Surplus Property Management System Required: Attach the SPMS Registration with every SPMS request.									
Administrator	Manager		User						
	Section 5:	Customer	Billing N	/lanagement ((CBM)				
SECTION 5 Customer Billing Ma	nagement (CBM) Re	ead Campus C	BM role de	escriptions.					
Modify Current Charges	☐ View Department Defaults		Edit Department Defau		lts				
Transaction File Status	Reconciliation								
Journal Source:	Journal Source:		List Department ID/ Ranges:						
Authorized signature required.									
Authorization signifies that the employee has a business need for the requested access.									
Role of Authorizer: (check one)	☐ Dean ☐] Department	Head Manager/Delega		legate	☐ MCU Lead	ARC		
Name of Authorizer:					Date:				
Signature of Authorizer:									

Please submit this completed form to your <u>Access Request Coordinator</u>.