

FLAIR ACCESS REQUEST FORM ACCOUNTING ONLY

May 2012

FLAIR Access Org: 80 _____ DATE: _____

Please check one of the following: _____ Add User _____ Update User _____ Delete User

If Update/Delete provide User Name: _____

Note: Next 2 Lines New (Required):

Program Unit Title: _____ Program Unit Location: _____

Program Unit Org: 80 _____ Phone: _____
(L2 - L5)

RACF (RDS) UserID (give 3 initials) _____ PEOPLE FIRST ID: _____

NAME: _____ POSITION TITLE: _____

Available Balance Override? _____ Yes _____ No

Key:
I = Inquire Only
U = Input/Update
P = Prohibited

- | | | |
|--|--|---|
| <p><u> </u> P AD - Account Desc</p> <p><u> </u> AR - Accts Receivable</p> <p><u> </u> CD - Purchasing Card</p> <p><u> </u> CP - Cash Recpts Util</p> <p><u> </u> DM - Dir/Manager File</p> <p><u> </u> FA - FA - Accounting</p> <p><u> </u> GI - Grant Info</p> <p><u> </u> PE - Period End</p> <p><u> </u> RP - Immediate Repts</p> <p><u> </u> SC - State CFO Files</p> <p><u> </u> TF - Transfers</p> <p><u> </u> TJ - Title - Projects</p> <p><u> </u> VE - Vendor - Employee</p> | <p><u> </u> P AM - Allocation Matrix</p> <p><u> </u> AS - A&A Custodian</p> <p><u> </u> CF - Req for Cert</p> <p><u> </u> CR - Cash Receipts</p> <p><u> </u> EN - Encl & Encl Chg</p> <p><u> </u> FC - FA - Custodial</p> <p><u> </u> P IT - Invoice Tracking</p> <p><u> </u> PJ - Project Info</p> <p><u> </u> RP - Recurring Reports</p> <p><u> </u> P SW - SWFS</p> <p><u> </u> TG - Title - Grants</p> <p><u> </u> TP - Title - Property</p> <p><u> </u> VP - Voucher Print</p> | <p><u> </u> AP - Accts Payable</p> <p><u> </u> BC - Budget Control</p> <p><u> </u> CI - Contract Info</p> <p><u> </u> DB - Disbursements</p> <p><u> </u> EX - Expansion</p> <p><u> </u> GA - Gen Accounting</p> <p><u> </u> P MV - Minority Vendor</p> <p><u> </u> RE - Recurring Payments</p> <p><u> </u> P RV - Receipt Verif</p> <p><u> </u> TC - Title - Contracts</p> <p><u> </u> TI - Title - General</p> <p><u> </u> VC - Vendor - Client</p> <p><u> </u> VS - Vendor - Statewide</p> |
|--|--|---|

Alter Central Security (Special Access):

- | | | |
|---|--|--|
| <p><u> </u> P A1-Account Code Add</p> <p><u> </u> CT-Contract Payment</p> <p><u> </u> PC-Prompt Pay Comply</p> <p><u> </u> TH-Empee Travel Hist</p> <p><u> </u> VH-Vendor History</p> <p><u> </u> V4-WT Canc Aprv-EXP</p> <p><u> </u> W2-Wt Canc Rqst-UC</p> | <p><u> </u> P A2-Account Code Aprv</p> <p><u> </u> ET-EFT Authorization</p> <p><u> </u> PW-Paid Warrant Indx</p> <p><u> </u> TR-Detail Transactn</p> <p><u> </u> V1-Wt Canc Aprv-PA</p> <p><u> </u> P V5-Wt Canc Aprv-RET</p> <p><u> </u> W4-Wt Canc Rqst-EXP</p> | <p><u> </u> P A3-Acct Description</p> <p><u> </u> NA-New Account Code</p> <p><u> </u> SA-Account Balance</p> <p><u> </u> VA-Vchr Audit Summry</p> <p><u> </u> V2-Wt Canc Aprv-UC</p> <p><u> </u> W1-Wt Canc Rqst-PA</p> <p><u> </u> P W5-Wt Canc Rqst-RET</p> |
|---|--|--|

I have approved access as indicated for the above named individual:

Required (Please Print):

Supervisor's Name and Title: _____

Required:

Supervisor's Signature: _____ Date: _____

For Accounting Policy and Systems Only:

FLAIR ACCESS CONTROL

DACA ACCESS ASSIGNMENT: _____ USERNAME (5/7 A/N): _____ USERID: _____

RACF ACCESS ASSIGNMENT: _____ USERNAME (begins with DJJ): _____

Entered by: _____ Date: _____