



General Ledger/Fixed Asset Access Request Form

Security Administration

Action requested (check only one): Add Access Revise Access

Supervisor

1. Operator name (Print)		2. Operators VUnet ID:	3. Tech Support Person
4. Operator's work phone:	5. Home dept no.	6. Home dept name:	
7. Operator's e-mail address:		8. Effective date of access change:	
9. Supervisor's name (Print):			
10. Level of Access/Reason for Modification: Centralized / Decentralized			
If Decentralized, define limitations (e.g., account numbers, center numbers, division, etc.):			
Reason for modification if revising current access:			
11. <i>I understand that it is my responsibility to review with the operator the information to which he/she will have access, the confidential nature of that information, the Staff Handbook section on "Confidential Information", and the consequences of violating confidentiality and/or transferring an operator ID and password to another person.</i>			
Supervisor's Signature:		Date:	

Operator's Signature

12. <i>I acknowledge that the information to which I may be granted access is the property of Vanderbilt University and is to be kept confidential. I agree that I will not transfer the use of my Operator ID or password to another person and acknowledge that any violation of security or transfer of my Operator ID or password may result in disciplinary action that might include termination.</i>	
Operator's signature:	Date:

Security Liaison (MC: Mary Robinson | OCGA: Michelle Vazin | All Others: Matthew McGlasson)

13. Additional Access:			
TRMS/Web Access? <input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Production region <input type="radio"/> Prior-year region	
If Yes, provide report/file name(s): _____			
14. Security Liaison Signature:	15. Date:	16. Passkey: <input type="checkbox"/> Existing: _____ <input type="checkbox"/> Requires New Passkey	
17. VUMC Only (Donna Kilpatrick) Signature:		18. Date:	

GL/FA Security Administrator

19. Name & Signature:	20. Date:
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GL/FA Application Steward (Kevin Walker/Betty Price)

21. Approved by:	22. Date:
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General Ledger/Fixed Asset Access Request Form

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Instructions

Purpose: This form is used to add or revise access to the General Ledger/Fixed Asset (GL/FA) application.

Action Requested

Indicate whether access for the individual in the Operator's Information section should be added or revised. Select the "Add access" box if this is the initial request for access to the GL/FA application. If the operator currently has access but the access needs to be revised, select the "Revise access" box.

Supervisor

Steps 1-9: The supervisor of the individual requiring GL/FA access must enter the operator's name, VUnet ID, phone number, department name and number, e-mail address, Technical Support Person's name, and the date on which the requested changes are to take effect.

Step 10: The supervisor should note whether the operator should have access to all information in the GL/FA application (Centralized) or only limited data (Decentralized). If the operator should have decentralized access, define the nature of the limitation (for example: account number, center number, or division). If the supervisor is requesting modification to a passkey for an operator who currently has access, provide the reason for the change.

Step 11: The supervisor must sign and date the form, acknowledging the confidentiality of the data within the GL/FA application, then forward to the operator requiring access/modification.

Operator's Information

Step 12: The operator must sign and date the form, acknowledging the confidentiality of the data within the GL/FA application. The form should be forwarded to the appropriate security liaison, as noted on the form. The security liaisons for each area are as follows: **MC: Mary Robinson, OCGA: Michelle Vazin, All Others: Matthew McGlasson.**

Security Liaison

Step 13: The security liaison must indicate whether the operator should have access to the TRMS/Web application for downloading corporate reports/files; if TRMS/Web access is needed, the report/file name(s) must be provided. The security liaison must also indicate whether the operator should have access to the production region, prior year region or both.

Steps 14-15: The security liaison must enter his/her name then sign and date the form.

Step 16: The security liaison must enter the security passkey to be assigned the operator. The form should then be forwarded to the Department of Finance's Director of Financial Systems (Medical Center employee) or the Office of Financial Affairs (all others).

VUMC Only

Steps 17-18: If the operator is a Medical Center employee, the form must be signed and dated by the Department of Finance's Director of Financial Systems (as currently noted on the form). The form should then be forwarded to the Office of Financial Affairs, Attn: Matthew McGlasson.

GL/FA Security Administrator

Steps 19-20: The GL/FA Security Administrator must enter his/her name then sign and date the form.

GL/FA Application Steward

Steps 21-22: A GL/FA Application Steward within the Office of Financial Affairs must sign and date the form signifying approval of the request.