

FD-835 Texas CPA Statewide Teleprocessing System Access Request

**IMPORTANT:** This form replaces *all* current access. Notify the FMO Security Officer of ANY duty or employments status changes. Call 979-458-5555 or e-mail [FMO-FTS@tamu.edu](mailto:FMO-FTS@tamu.edu) .

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

**Action needed:** \_\_\_\_\_

**Please complete all information exactly as provided to BPP**

<b>First Name:</b>	_____	<b>Last Name</b>	_____	<b>UIN</b>	_____
<b>USAS ID:</b>	_____	<b>E-mail address:</b>	_____		
<b>Phone Number:</b>	_____	<b>Department:</b>	_____	<b>Title:</b>	_____
<b>Mail Stop:</b>	_____				

<b>Date of action to be taken</b>	<b>Optional additional comments:</b>	<b>Part IV: User Agency Agreement: You must retain the original signed Confidential Tax/Vendor information Agreement (CTIA) with the original signature as per the AGREEMENT BY USER AGENCY FOR MAINTENANCE OF THE CTIA</b>
<b>Effective Date:</b>		
<b>Delete/Termination Date:</b>		

<b>Access Request: Use drop down choices to select each application</b>	<b>Web Applications</b>	<b>FM Query</b>
<b>USAS:</b>	<b>Bond Reporting -BOND:</b>	<b>SIRS/Non-Confidential:</b>
<b>TINS:</b>	<b>Federal Schedule-FSSC:</b>	<b>SIRS/Confidential:</b>
<b>USPS:</b>	<b>GR Reconciliation-GRSC:</b>	<b>SIRS/Personnel:</b>
<b>SPRS:</b>	<b>Investment Note-INVS:</b>	<b>Payroll Summary/Detail:</b>
<b>HRIS:</b>	<b>Petty Cash Certif-PCSH:</b>	<b>File Transfer Protocol</b>
<b>Warrant Inquiry:</b>	<b>Agy Cash Flow Rpt-ACFR</b>	<b>USAS FTP:</b>
<b>SPA:</b>	<b>L/T Liability Note-LTLN</b>	<b>TINS FTP:</b>
<b>SPA Agency Scope:</b>	<b>State Pass-Thru Rpt-SPTR:</b>	<b>SPA FTP:</b>
<b>Property Mgr. Type:</b>	<b>Capital Asset Note</b>	<b>USPS FTP:</b>
	<b>Submission System-CASS:</b>	<b>SPRS FTP:</b>
		<b>HRIS FTP:</b>

**TINS Update**

<b>Access Level:</b>	
<b>TINS Group</b>	

<b>USPS Access Profiles &amp; Restrictions</b>	Add	Delete	None		Add	Delete	None
001: Benefits Administration				Leave Accounting:			
002: Payroll Administration				Applicant Tracking:			
003: Position Control				Master Operator:			
004: Personnel Management				Final Payroll Approver:			
005: Employee Education Tracking				Security:			
006: EEO Administration				Customized Profile:			
006: Time Keeping				USPS Final Payroll Approver:			
<b>USPS Access Restrictions</b>	ORG1		ORG2		OR3		ORG4
Organization Code 1							
Organization Code 2							
Organization Code 3							
Organization Code 4							
Organization Code 5							

**USAS Security Profile – Complete one of this section for each User Class requested!**

User Class Action:		Security Agency:	
User Class:		Accounting Transaction Flag:	
Batch Edit Mode:		Release Flag:	
Disbursement Method:		Work Hours:	24 default
Agency Range 1:		Agency Range 2:	
Prior Month Post:	Prior Year Post:	Workdays:	Warrant Prefix Indicator:
	Interest Control:		Fund Override:
Confidential Indicator:			
Batch Types	% All types	# All except 4,6,7:	1-Budgetary:
	4-Expenditures:	5-Journal Vouchers:	6-Payroll:
	C-Cost Allocation:	D-Deposit Corrections:	2-Revenue:
			3-Pre-Enc/Enc
			7-Torts:
			8-Balanced Journal Vouchers:

Notes	#= Inquiry only allowed with certain CPA users & *=Inquiry only screen – must be individually selected when choosing to use options for full access (1's & 2's)	
USAS 96B Profiles		
D01 – LBB Object #		D98 – Late Payment Interest Rate #
D02 – Agency Profile #		020 – Appropriation Number
D03 – Organization Code		20B – Appropriation AFR T-Code/Object #
D04 – Program Code		022 – Cost Allocation
D05 – Balance Type #		024 – Index Code
D06 – Project Type		025 – Agency Control
D08 – GAAP Source/Object #		026 – Program Cost Account
D09 – Comptroller Source/Group #		027 – Project Control
D10 – Comptroller Object #		28A– Transaction Code Decision #
D11 – Agency Object		28B – Transaction Code Options #
D12 – Agency Group #		28C – Transaction Code Descriptions #
D13 – GAAP GL Account Category #		029 – Grant Control
D14 – GAAP GL Account Class#		030 – Contract
D15 – Appropriation Group #		031 – Sub-grantee
D16 – GAAP Category #		033 – Document Control #
D17 – NACUBO Fund Group #	Fund Group #	33A–Doc Tracking Payee/Compt. Object Profile #
D18 – NACUBO Fund #		33B – Doc Tracking Payee/Compt. Object Profile #
D19 – PCA Group #		034 – Vendor
D20 – GAAP Fund Group #		035 – Batch Tracking
D21 – GAAP Fund Type #		036 – Payee Amount Limit #
D22 – Appropriated Fund #		037 – Document Tracking Inquiry
D23 – Fund		038 – Multiple Document Tracking Inquiry
D24 – GAAP Fund #		039 – Approvals by Document Inquiry
D25 – Agency Object Group		041 – Disbursement Maintenance #
D26 – Agency Code 1		044 – Single Payment Cancellation #
D27 – Agency Code 2		045 – Document Payment Range Cancellation
D28 – Grantor		057 – Cash Control Summary*
D29 – Debt/Investment		058 – Agency /Fund Summary*
D30 – Purge Criteria #		061 – Agency Budget Record Inquiry*
D31 – Comptroller GL Account #		062 – Appropriation Record Inquiry*
D32 – Agency GL Account #		063 – Cash Control Summary*
D33 – NACUBO Category #		064 – Document Record Inquiry*
D34 – NACUBO Source/Object #		065 – General Ledger Record Inquiry*
D35 – Grant Type #		066 – Grant Record Inquiry*
D36 – Agency Code 3		067 – Appropriation Agency Detail Inquiry*
D37 – Other System Cost Center		068 – Contract Record Inquiry*
D38 – NACUBO Sub-fund #		069 – Agy/Fund Record Inquiry*
D40 – Grant Category #		071 – Fixed Asset Financial Suspense*
D42 – Project Number		073 – Fixed Property Record Suspense*
D44 – Action Code #		074 – Agy Fund Sum./Fixed Asset Mass Transfer*
D45 – NACUBO GL Account #		075 – Fixed Asset Text*
D46 – NACUBO GL Account Class #		076 – Fixed Asset by Location Inquiry*
D47 – Grant Number		077 – Index Selection*
D48– Grant Object		078 – Program Cost Accountant (PCA) Selection*
D49 – Payment Message #		079 – Comptroller Object Selection
D51 – Error Code #		080 – Project Record Inquiry*

D52 – Payment Addenda Record Type #		081 – Agency Object Selection*	
D53 – Titles #		082 – Comptroller Relationships	
D54 – NACUBO Function Code		083 – Fixed Asset Financial Information Inquiry*	
D61 – Current Date #		084 – Accounting Event Record Inquiry*	
D62 – Payroll Date #		085 – Vendor Transaction Inquiry*	
D63 – Device ID #		086 – Document Transaction Inquiry*	
D64 – Report Control #		088 – Accounting Event Inquiry*	
D66 – User Class #		090 – News/Help#	
D71 – GAAP Function #		091 – Report Request	
D80 – Other System Object #		092 – Grant/Project Billing Request	
D90 – Fixed Asset Class #		093 – Recurring Transaction Request	
D91 – Fixed Asset Subclass		095 – Report Distribution #	
D93 – Fixed Asset Location 1 #		096 – Security Profile #	
D94 – Fixed Asset Location 2 #		097 – System Management #	
D95 – Fixed Asset Location 3 #		515 – Invoice Entry	
D96 – Fixed Asset Funding Source #		519 – Legal Descriptive Text	
D97 – Preventative Maintenance		540 – Enter Error Corrections #	

<b>SPRS Access</b>			
SPRSMM-Main Menu		SHDDEP – Accept DD Transactions*	
SHBLBM – Broadcast News List		SPPLST – Payroll History List*	
SHBSBM – Broadcast News		SHSRCH – Employee Screen Search*	
SHBMBM – Broadcast News Menu		SPEHST – Entitlement/Benefit Search*	
SHADED – Authorized Deductions #		SPDHST – Deductions/State Match Detail*	
SHAENT – Authorized Entitlements #		SPPHST – Payment Detail*	
SPAPPR – Electronic Approval		SPPSUM – Payment Summary*	
SHMAIN – Personnel Menu*		SHRTCD – RTW Retiree*	
SHAUDT – Accept Transactions #		SPTLST – ADDENDA RECORD TRANS LIST*	
SPMAIN – Payroll Menu*		SPVLS –HELP SDD VENDOR TRANSACTIONS*	Inq./add/chg/del
SHRJCT – Rejected Transactions #		SPADSM –PAYMENT ADDENDA RECORD SUMMARY	
SHEMPL – Employee Descriptive #		<b>User will be a Final Payroll Approver</b>	
SHJOB – Job Descriptive #		<b>Required SPMAIN Access = 1 and SPAPPR Access = 3</b>	
SPSTAT – Payroll Doc Status*		User will be a SPRS Security Coordinator	
SPSLST – Payroll Doc List*		<b>(SH1SEC)</b>	
# = Only CPA may request access 2 or 3		*–Inquiry only screen must be individually selected	

<b>CPA Access Only</b>			
SHMREF – Reference and Override Menu		SHERRO – Error Code	
SHBUBM – Broadcast News Entry		SHEDIT – Edit Matrix	
SPOHST – Payroll Override History		SHRVAL – Reference Validation	
SPOVRD – Payroll Override		SHREND –Reference Entitlement & Deduction Screen	

<b>Warrant Inquiry Detail – view warrants</b>							
View Confidential		View Class 1 (Regular)					
View Class 2 (Agency 320:TWC)		View Class 3 (Agency 529 HHSC)					
View Class 7 (Expedite)		Security coordinator Access Only					
View Funds All		If No specify type of funds					
<b>Warrant Cancellation – cancel warrents</b>							
Cancel Authorization		Cancel Confidential:					
Cancel Non-confidential:		Applies to Class 1:					
Applies to Class 7:		Cancellation Approver:					

**Part VII: Required Signatures: User. I agree to this access and state that the information on this form is correct. I understand that I am ultimately responsible for protecting my password by not sharing it with another individual and by using a secured connection. (To see if your connection is secure, call CIS at (979) 845-4219.)**

\_\_\_\_\_  
Printed Name of User (not required for deletes)      **X** \_\_\_\_\_  
Signature of User (not required for deletes)      \_\_\_\_\_  
Date Signed

**Division of Finance Director or VP**

\_\_\_\_\_  
Printed Name of Director or VP      **X** \_\_\_\_\_  
Signature of Director or VP      \_\_\_\_\_  
Date Signed

## **Part V Values**

### **User Class**

31, 35, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 79

For detailed descriptions of User Classes and specific access parameters for each class, please see your Security Officer.

### **Special Classes:**

61 Deposits to other Agencies  
65 Interagency payments  
70 Federal pass thru  
80 Security officers  
99- Internet/FMX only

### **Release Flag:**

0 = user cannot release any batch type

1 = user may release batches – Must have value greater than 0 on field 035 in *Part VI* Must have signature card submitted to comptroller's office via TAMU Board of Regents

### **Fund Override:**

1 = user may override budgetary and cash controls

2 = backdating of cash transactions

3 = both fund override and backdating of cash transactions

Blank = No fund override allowed

### **Batch Types:**

**Batch Types** must have corresponding 1 in release Flag field above & Signature Card must be on file at Comptroller's office:

% = All Batch Types

# = All Batch types EXCEPT 4,6,7 (payment types)

1 = Budgetary

2 = Revenue

3 = Pre-encumbrance

4 = Expenditures

5 = Journal Vouchers

6 = Payroll

7 = Torts

For any others, please see Security Officer

### **Batch Edit Modes:**

0 = Transaction are entered but not edited or posted until batch IEU (Input Edit Update)

1 = Transactions are entered and edited for valid data elements but not edited for funding

2 = Transactions are both edited and posted online, the system edits for both data elements and sufficient funding AKA "online real time" posting

### **Confidential Indicators:**

- P = Allows user access payroll information required user profile 91
- T = Allows user to access tort information. Combined with Batch type 7 allows inquiry, add change or delete of tort info.
- B = Allows access to both payroll and tort information
- N = No confidential access allowed