FD-830 Financial Systems Access Request
for TAMU System Members 01,02,10 & Qatar

Instructions: This form is used for Division of Finance employees or by Staff whose duties require access typically reserved for Division of Finance Employees to designate or remove access for fiscal systems. Please refer to User Access Descriptions for appropriate access types. The employee requesting access should read the Statement of Responsibility and sign the form. **Any update requested on this form will overwrite all existing access unless otherwise specified**.

User Information: Request Type:

Employee Name:	Employee UIN:	E-Mail:
Dept / Sub Dept:	Phone:	Effective Date:

Mentor Information: Required for gaining entry access to FAMIS or AggieBuy purchasing systems prior to formal training. *As the mentor, I will provide purchasing module training and assistance for the user. I have reviewed mentor policies and security http://fmo.tamu.edu/training-security/docs/faq/getting-access/mentor-program/ and agree to abide by them.*

Mentor Name:	Mentor Signature:	Mentor E-mail:

FAMIS/Canopy List specific Model, Entity and Element Security needed. Attach additional clarification if needed.

Request Type: System Parts

Access Type:	Model Number needed	Edit/View	Entity Type	Dept / Sub Dept Restrictions? Or all campus	02	10	01	26	Other
FRS			Spt.Acct						
FFX			FRS						
SPR			Budget						
AFR			DBR						
			DCR						
			EPA						
			FFX						

FAMIS Element Security Choose Element

1	Active Processing Month		2	Account Feed Flag	
3	Voucher Feed Flag		4	Override Budget for Encumbrance	
5	Override Budget Balance Actuals		6	Global Budget Control – Screen 843	
7	Budget Feed Flag		8	ACH Information – Screen 201/207	
9	Map code – Screen 6		10	Privileged User – Non-Payroll	
11	Social Security Number		12	Privileged User – Payroll *	
13	Action System Rankings		14	Customer A/R Number	

   *Requires approval of Director of Payroll

AggieBuy   Request Type:

Department Access Type:	Allocator	Print Acquisition Shopper	Final Approver	Receiver	Allocator O/C	Shopper-Expanded
List Departments						

Sys Admin Catalog		Sys Admin Custom Fields		Sys Admin Debug	
Sys Admin Workflow		Super Admin		Central Receiver	
Assign New Supplier		Commodity Code Assigner		PURS Team Manager	

E-Mail form to accesshelp@tamu.edu

Invoice Processor		Invoice Reviewer FMO		Invoice Review Supervisor	
Buyer Assistant		AVP		Buyer	
Invoice Processor Non-PO Only		Contracts Administrator		Director	
AiM user					

Other Access

Mobius/DDRINT/Infoview		If yes, complete Mobius/DDRINT/Infoview access request
KOFAX/Workplace imaging		If yes, complete IMG-200,350,400,500,600,700
USAS		If yes, complete FD-835 & CTIA Form
Concur Administration		If yes complete Concur Privileged User form

CitiDirect Management   Request Type:

Access type	Purchasing Card	Travel Card
List Departments		
Cardholder Name		
Program Administrator		
Security Administrator		

iPayment   Request Type:

Access Type	List All Department Codes requested here:

Additional Comments

Statement of Responsibility: I understand that I will be in violation of university regulations. State and federal law if I gain or help others gain unauthorized access to the systems above. I acknowledge that neither I nor anyone else possesses the authority to allow anyone to use my I.D. or password. I understand that if I violate university regulations and state and federal laws by gaining or helping others gain unauthorized access, I will be subject to university disciplinary action and criminal prosecution to the full extent of the law. (Chapter 33, Title 7 of the Texas Penal Code). I accept the responsibility of keeping the reports and information confidential. I understand, accept and will completed training relating to the software provided to me by Texas A&M University. Misuse or abuse of this responsibility as User/Supervisor may be just cause for revocation of software access and disciplinary action. I agree further not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

User Printed Name   **Signature**   **Date**

Director, Head or Delegate
Printed name (All Departments)   **Signature**   **Date**

Assistant VP if necessary
Printed name (All Departments)   **Signature**   **Date**

New user – this is a new user with new access or a returning user with new access. All access listed on this form will overwrite all previous access.
Change Access– this is an existing user with existing access. All access listed on this form will be removed.

Remove Access this is an existing user with existing access. All access listed on this form will overwrite all previous access. Of you do not have complete records of this user's current access, contact fmo-fts@tamu.edu.

Mentor Program - In order to gain access to the entry or update functions you must have a mentor who agrees and is able to act in an advisory capacity so that you can begin work prior to completion of all formal training. At no time should you share your password with your mentor or mentee and at no time should you or your mentor use each other's workstations or financial system accesses.

FAMIS/Canopy: (Financial Accounting Management Information System/Web based portal for FAMIS) For departments or system members where Electronic Offices are managed by FMO or another office those desk assignment will be made automatically as appropriate.
FRS – (Financial Record System) This access type includes access to components of FAMIS that include: Limited/Exempt, Travel, Requisitions, Receiving, Preliminary Fixed Assets, Support Account creation and maintenance, Departmental Profile Maintenance, and Departmental Correction Requests (DCR).

FFX – (Approved Fixed Assets) this access includes the Property Management areas of the Fixed Asset System

SPR-(Sponsored Research Administration) this access is typically used for reporting and managing the budgets and finances of University research projects. Access to the SPR modules requires the authorization of the Director of Research Administration.

AFR – (Annual Financial Report) This access is typically used by the external reporting group. Access to the AFR module requires the authorization of the FMO Director of Accounting Services.

Entity type: You must indicate which departments, executive levels, colleges or entire campus for which access is being requested. Also you must specifically indicate which System members that the access requested should apply to. If you need more space, please use the additional comments section or attach additional clarification.

SPT Acct - Access to inquire or update on Support Accounts
FRS - Access to inquire or update purchasing documents
Budget – Access to inquire or update budget information
DBR – Access to inquire or update Departmental Budget Requests
EPA – Access to inquire or update Employee Personnel Action items. Depending on access requested, authorization beyond FMO director level may be required. Please indicate if the access you need is restricted by department, division, college or campus.
FFX – Within the FFX module there is entity restriction. Please indicate if the access you need is restricted by department, division, college or campus.

Element Security – DoF users frequently have authorizations which exceed screen and entity security. These elements may require additional approval. Social Security and Privileged User access requests will require the approval of a director and the Director or Payroll.

AggieBUY: This system is undergoing implementation – Please have your supervisor indicate which specific role and workflow step you need to be placed on.

 All TAMU Part 02 & 10 Staff automatically have shopper rights to AggieBuy. List each department under the corresponding access type needed. This must be specific and complete i.e. FISC/non, FISC/UTIL, FISC/AP, etc.

Allocator- this role is typically filled by departmental bookkeepers or accountants whose knowledge of the accounts, budgets activities and mission of the departments allows them to review purchase requests for appropriateness, assign or correct accounts, and further the purchase requisition for appropriate approval.

Department Approver - optional additional approving step determined by departments. Please check with your department's assistant dean or director to see if this option is available to you.

Final Approver-Provides the final review and official delegated authority to make the requested purchase.

Receiver - officially records when the goods or services have been received by the department.

Print Acquisition Shopper - authorized to initiate and approve all stationery and business card orders through the Tops contracted supplier. This access is typically limited to one or two business staff

Department Allocator OC – all access as an allocator but also includes the ability to enter the item's object code from a limited number of codes available..

Shopper Expanded – Gives shoppers ability to view and edit all the fields available to the Department Allocator except the bypass allocator check box, and the shopper is NOT on the Allocator workflow.

Specialized administration roles are determined by your supervisor, manager or director and is determined by your work duties.

Other Access

Mobius/DDRINT: The report system managed by FAMIS Services at the system offices
Kofax/Imaging: allows scanning online viewing of purchase vouchers, invoices, reports and data)
USAS: State of Texas Uniform Statewide Accounting System

CitiDirect: (online system used to view and manage Citibank payment card transactions)

Purchasing- Access to Citibank's purchasing module allows the user to reallocate purchases made on their Individual Purchasing Card.

Department - Purchasing Card – to Citibank's purchasing module allows the user to reallocate purchases made on their Department Purchasing Card.

I-Payment: (online system for processing accounts receivable, cash receivables and interdepartmental transfers)
Inquiry Only - This access simply allows the user to view, but not update information in the I-Payment system.

User (120) - User access allows the user to created either individual or shared files within the system and process deposits, as well as create invoices for customers set up in the system.

Supervisor (110) - Supervisor access gives the user the ability to approve and balance deposits made by departmental users.

Inactivate (999) - This access option is used to inactivate a user's access.

Important Notes
You, the Supervisor, must send a completed, signed original of this form to Financial Training and Security. Individuals whose employment paperwork has not been fully processed and who are not available for computer resource allocation will experience a delay in their access processing. Our goal is to provide preliminary access within 1-2 business days from our receipt. Incomplete or improperly signed forms will be returned to the user and experience a delay in processing.

Any user who will be given approver or signer access MUST have their signature added to the FD-860 card of record for each department and sub-department as indicated.