



### USER ACCOUNT REQUEST FORM

UAR No:	Date:
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USER ACCOUNT INFORMATION				File Copy
NAME OF EMPLOYEE (Last name, First Name, Middle Name)		EMPLOYEE NO.	POSITION	
DEPARTMENT	SITE NAME	CONTACT NUMBER	E-MAIL	
DATE EMPLOYED*	DATE OF BIRTH*	ADDRESS*		

TYPE OF UPDATE					
<input type="checkbox"/> New User*	<input type="checkbox"/> Add Role	<input type="checkbox"/> Delete Role/s	<input type="checkbox"/> Change Site	<input type="checkbox"/> Change Role/Password	<input type="checkbox"/> Delete User
ROLE/S <i>Use this box to specify role other than those indicated in Roles box</i>			NEW SITE NAME	MOTHER'S FULL MAIDEN NAME <i>For verification purposes</i>	ROLE/PASSWORD

APPLICATION SYSTEM ROLES				
<b><u>AFMS</u></b> <b><u>General Ledger</u></b> <input type="checkbox"/> Journal Entry Group <input type="checkbox"/> Journal Approver Group <input type="checkbox"/> Journal Posting Group <input type="checkbox"/> Reports and Inquiry Group <input type="checkbox"/> FSG Group <input type="checkbox"/> Set-up Group <input type="checkbox"/> Chart of Accounts Maintenance Group <input type="checkbox"/> Period Closing Group <input type="checkbox"/> Budget Super User <input type="checkbox"/> Budget Definition Group <input type="checkbox"/> Budget Entry Group <input type="checkbox"/> Budget Posting Group <input type="checkbox"/> Application Desktop Integrator <input type="checkbox"/> COA GL Inquiry Group	<b><u>Accounts Payable</u></b> <input type="checkbox"/> Invoice Entry Group <input type="checkbox"/> Invoice Validation Group <input type="checkbox"/> Invoice Accounting Entry Creation Group <input type="checkbox"/> Payment Entry Group <input type="checkbox"/> Payment Accounting Entry Group <input type="checkbox"/> Supplier Entry Group <input type="checkbox"/> Supplier Maintenance Group <input type="checkbox"/> Employees Entry Group <input type="checkbox"/> Full Set-up Group <input type="checkbox"/> Invoice Set-up Group <input type="checkbox"/> Payment Set-up Group <input type="checkbox"/> Tax Set-up Group <input type="checkbox"/> COA AP Inquiry Group  <b>For COA only:</b> <input type="checkbox"/> COA FA Inquiry Group	<b><u>Accounts Receivable</u></b> <input type="checkbox"/> AR Manager <input type="checkbox"/> AR REMS Invoice Processor <input type="checkbox"/> AR Manager <input type="checkbox"/> AR Manual Invoice Processor <input type="checkbox"/> AR Manual Receipt Processor <input type="checkbox"/> AR Customer Administrator <input type="checkbox"/> AR Inquiry <input type="checkbox"/> COA AR Inquiry Group  <b><u>Fixed Assets</u></b> <input type="checkbox"/> FA Manager <input type="checkbox"/> FA Custodian <input type="checkbox"/> FA Inquiry	<b><u>Purchasing</u></b> <input type="checkbox"/> PO Approver <input type="checkbox"/> PO Preparer <input type="checkbox"/> PR Approver <input type="checkbox"/> PR Requestor <input type="checkbox"/> PO Accounting Officer <input type="checkbox"/> Item Master Custodian  <b><u>FIRST</u></b> <input type="checkbox"/> FIRST Accounting Officer <input type="checkbox"/> FIRST Invoicing User <input type="checkbox"/> FIRST Receipting User  <b><u>Treasury</u></b> <input type="checkbox"/> TR User	<b><u>Cash Management</u></b> <input type="checkbox"/> CM Manager <input type="checkbox"/> CM Bank Administrator <input type="checkbox"/> CM Processor <input type="checkbox"/> CM Inquiry <input type="checkbox"/> COA CM Inquiry Group  <b><u>PEMS</u></b> <input type="checkbox"/> Workplan Manager <input type="checkbox"/> Invoice Processor <input type="checkbox"/> Project Inquiry  <b><u>eProc</u></b> <input type="checkbox"/> BAC Manager <input type="checkbox"/> BAC User <input type="checkbox"/> Project Creator <input type="checkbox"/> External

REMARKS
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AUTHORIZATION	
REQUESTED BY:  EMPLOYEE'S SIGNATURE	APPROVED BY:  PPA AUTHORIZED SIGNATURE  DATE

IMPLEMENTATION	
FOR SYSTEM ADMINISTRATION PERSONNEL ONLY USER LOGIN DETAILS (as defined in the system)	IMPLEMENTED BY:  SYSTEMS ADMINISTRATOR  DATE
USER LOGIN NAME	NOTED BY:  CENTRAL FACILITY OFFICER-IN-CHARGE  DATE
INITIAL PASSWORD	
REMARKS	

**Important Reminder:**

The information contained herein should be kept confidential and should be used solely by the employee whose name appears above. Should you fail to comply or should the security of your login credentials be compromised, your account will be locked out until such time that security is restored.