UMKC
FINANCE AND ADMINISTRATION
EMPLOYEE WITH FISCAL RESPONSIBILITIES
INITIAL ACCESS REQUEST FORM

Requested by:

Requested for:

User Single Sign On:

User Email Address:

User Employee ID:

Employee Start Date (if new hire):

If replacing existing employee,

please name employee:

Do you anticipate this employee requiring access in the following areas? (Answer Yes or No for each)

FIN– WebApps – Journal Entry	Yes	No
FIN– WebApps – Reporting	Yes	No
FIN– WebApps – Search	Yes	No
FIN –WebApps – Mocode	Yes	No
CRR/ARR	Yes	No
Travel and Expense	Yes	No
Grants and Maintenance	Yes	No
EProcurement	Yes	No
Accounts Payable	Yes	No
Accounts Receivable	Yes	No
Budget Development–FINPLN	Yes	No
Budget Development– SALPLN	Yes	No
Budget Maintenance (BCM Correction)	Yes	No
Cognos Reporting	Yes	No
Hyperion Reporting	Yes	No

 Notes – Please include any information that you see pertinent