



## Applicant Information

Name: _____	Campus ID #: _____
Last Name                      First Name	(EmplID)
Job Title: _____	Email: _____
Dept ID & Name _____	Phone: _____

Check the box(es) that apply for the access you need. Send the completed original to: FMIS Security Administrator, Brotman Hall 155. A fully completed form must be received prior to attending training. For help in completing the form, send an email to [fishelpdesk@csulb.edu](mailto:fishelpdesk@csulb.edu).

**NOTE:** Please refer to the latest instructions for completing this form ([http://www.csulb.edu/divisions/af/cms/end\\_user/FIS/forms/index.html](http://www.csulb.edu/divisions/af/cms/end_user/FIS/forms/index.html)).

- NEW ACCESS** (check this option if establishing access for the first time)
- CHANGE ACCESS** (check this option to change access – include all access required, as if 're-requesting' access)
- DELETE ACCESS** (check this option when an employee no longer works for CSULB or changes jobs)
- NAME CHANGE** (check this option when an employee changes his/her name) Prior Name \_\_\_\_\_

BUSINESS UNITS									
<input type="checkbox"/> LBCMP	<input type="checkbox"/> LBTRV	<input type="checkbox"/> LBSTU	<input type="checkbox"/> LBFRM	<input type="checkbox"/> LBGAP	<input type="checkbox"/> LBCSU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SET-IDs									
<input type="checkbox"/> LBCMP	<input type="checkbox"/> LBTRV	<input type="checkbox"/> LBSTU	<input type="checkbox"/> LBFRM	<input type="checkbox"/> LBGAP	<input type="checkbox"/> LBCSU	<input type="checkbox"/> CSCSU	<input type="checkbox"/> CSGAP	<input type="checkbox"/> MODEL	<input type="checkbox"/>

**NOTE: End-Users need only complete page 1 and obtain approval signatures on page 3. Financial Mgmt should skip to page 2.**

GENERAL ACCESS		
ROLES	REQUIRED TRAINING	OPERATOR PREFERENCES
<input type="checkbox"/> LB_INQUIRY	Inquiry & Reports (FIS02 - Optional)	<input type="checkbox"/> Ledger
<input type="checkbox"/> LB_GL_EXTERNAL_USER	Online Journal Entry (FIS03)	<input type="checkbox"/> Ledger Group
<input type="checkbox"/> LB_PO_DEPT_BUYER *	Departmental PO Entry (FIS04)	<input type="checkbox"/> Source
<input type="checkbox"/> LB_PO_DEPT_BUYER_I *	Departmental PO Entry (FIS04)	<input type="checkbox"/> Location
<input type="checkbox"/> LB_PO_DEPT_BUYER_P *	Departmental PO Entry (FIS04)	<input type="checkbox"/> Ship to Location
<input type="checkbox"/> LB_PO_REQ_APPROVAL	Requisition Approval Only	<input type="checkbox"/> Approve PO
<input type="checkbox"/> LB_PO_REQ_ENTRY	Requisition Entry / Approval (FIS05)	<input type="checkbox"/> Approve Requisition
		<input type="checkbox"/> Override Preferred Vendor

- \* **LB\_PO\_DEPT\_BUYER** cannot approve his/her own Purchase Orders
- \* **LB\_PO\_DEPT\_BUYER\_I** can independently approve his/her own Purchase Orders (must have Form 700 on file).
- \* **LB\_PO\_DEPT\_BUYER\_P** can approve his/her own Purchase Orders (must be authorized by manager who has Form 700 on file)

ONLINE Requisition Approvals	
People Who Can Approve My Requisitions	People Whose Requisitions I Can Approve

ONLINE Purchase Order Approvals	
People Who Can Approve My Purchase Orders	People Whose Purchase Orders I Can Approve

**Approval By Purchasing Manager** \_\_\_\_\_

**Date:** \_\_\_\_\_

CS-Link Report Distribution							
Please specify the highest level of access needed **							
Division	College/Sub Div	Sub-Sub Div	DeptID	Program	Fund	Project	Special

\*\* ie: selecting a division automatically includes all of its sub-divisions. Please submit an attachment to add more DeptID, Program, Fund, or Project.



# California State University, Long Beach Finance Authority Application



## ASSET MANAGEMENT

ROLES			OPERATOR PREFERENCES	
<input type="checkbox"/>	LB_AM_MANAGER	Asset Management Manager		
<input type="checkbox"/>	LB_AM_PROPERTY	Asset Management Property		

Approval By Financial Reporting Manager

Date:

# California State University, Long Beach Finance Authority Application



## For Financial Management Use Only

ACCOUNTS PAYABLE ACCESS		
ROLES		OPERATOR PREFERENCES
<input type="checkbox"/>	LB_AP_1099	1099 Processing
<input type="checkbox"/>	LB_AP_APPROVAL	AP Approval
<input type="checkbox"/>	LB_AP_BUSINESS_USER	AP Business User
<input type="checkbox"/>	LB_AP_BU_MGR	AP Business Unit Manager
<input type="checkbox"/>	LB_AP_CHECK	AP Check
<input type="checkbox"/>	LB_AP_INTERFACE	AP Interface
<input type="checkbox"/>	LB_AP_MANAGER	AP Manager
<input type="checkbox"/>	LB_AP_STUDENT	AP Student Assistant
<input type="checkbox"/>	LB_AP_STUDENT_GROUP	AP Student Group
<input type="checkbox"/>	LB_AP_STU_VCHR_ENTRY	AP Student Voucher Entry
<input type="checkbox"/>	LB_AP_STU_VNDR_ENTRY	AP Student Vendor Entry
<input type="checkbox"/>	LB_AP_TECH	AP Technician
<input type="checkbox"/>	LB_AP_TRAVEL	AP Travel
<input type="checkbox"/>	LB_AP_VNDR_CREATE	AP Vendor Creation
<input type="checkbox"/>	LB_AP_VNDR_INQUIRY	AP Vendor Inquiry
		Default Origin
<input type="checkbox"/>		Vouchers in Groups Only
<input type="checkbox"/>		Post Vouchers
<input type="checkbox"/>		Manually Schedule Payments
<input type="checkbox"/>		Override Match
<input type="checkbox"/>		Record Payment
<input type="checkbox"/>		Allow Regular Voucher
<input type="checkbox"/>		Allow Journal Voucher
<input type="checkbox"/>		Allow Adjustment Voucher
<input type="checkbox"/>		Allow Template Voucher
<input type="checkbox"/>		Allow Reversal Voucher
<input type="checkbox"/>		Add Vendor
<input type="checkbox"/>		Approve Vendor
<input type="checkbox"/>		Inactivate Vendor

Approval By Accounts Payable Manager

Date:

PURCHASING ACCESS		
ROLES		OPERATOR PREFERENCES
<input type="checkbox"/>	LB_PO_ANALYST	Purchasing Analyst
<input type="checkbox"/>	LB_PO_BUYER	Purchasing Buyer
<input type="checkbox"/>	LB_PO_INTERFACE	PO External Interface
<input type="checkbox"/>	LB_PO_MANAGER	Purchasing Manager
<input type="checkbox"/>	LB_PO_RECEIVER	Purchasing Receiver
		Location
		Ship To Location
<input type="checkbox"/>		Approve PO
<input type="checkbox"/>		Cancel PO
<input type="checkbox"/>		Work Approved PO
<input type="checkbox"/>		Full Auth for All Buyers
<input type="checkbox"/>		Approve Requisition
<input type="checkbox"/>		Cancel Requisition
<input type="checkbox"/>		Work Approved Requisition
<input type="checkbox"/>		Full Auth for All Requesters
<input type="checkbox"/>		Override Preferred Vendor
<input type="checkbox"/>		Approve Contracts
<input type="checkbox"/>		Enter Contracts
<input type="checkbox"/>		Hold Contracts
<input type="checkbox"/>		Close Contracts
<input type="checkbox"/>		Approve RFO
<input type="checkbox"/>		Enter RFO
<input type="checkbox"/>		Hold RFO
<input type="checkbox"/>		Close RFO

Approval By Purchasing Manager

Date:

SPECIAL ACCESS		
<input type="checkbox"/>	LB_QUERY_MANAGER	Create New Queries
<input type="checkbox"/>	LB_QUERY_MANAGER_2_TIER	Create Queries in 2-tier mode
<input type="checkbox"/>	ReportSuperUser	Delete Own Reports
<input type="checkbox"/>	ReportDistAdmin	Report Distribution Admin
<input type="checkbox"/>	LB_SCO_AUDITOR	SCO Auditor Access
<input type="checkbox"/>	LB_DEVELOPER	Developer Read-Only Access
<input type="checkbox"/>	LB_SECURITY	Security Administrator
<input type="checkbox"/>	LB_DBA	Database Administrator
<input type="checkbox"/>	Portal Administrator	Portal Administrator

I have read & will comply with all provisions for security & protecting the confidentiality of financial data per CSULB and State Law requirements. An administrator's signature certifies my business need for the FIS system access requested. I have permission to attend training prior to being granted a system password.

Signature of Person Requesting Access

Date

ASM Approval

Date

Requestor's Manager Approval

Date

Director FMIS

Date