

Rutgers, The State University
Online Financial Information System (OFIS)
Request for Access

Please print or *type* all information

Requester Name: _____ **Title:** _____
Department: _____ **Campus:** _____ **Phone#:** _____

Check ONE of the following: My RUTAdmin User ID# is: U _ _ _ _ _ .
 I applied for a RUTAdmin User ID # on _____ .
(insert date)

Note: If you do not have a RUTAdmin User ID#, you will not be able to access OFIS.

1. **This request is:** Setting up access for a new OFIS user *(Please complete #2, #4, and #5 below).*
Check all that apply Deleting ALL access for an existing OFIS user *(Please complete #5, below only).*
 Adding a budget responsibility code for an existing OFIS user
(Please complete #2 and #5, below)
 Deleting budget responsibility codes for an existing OFIS user
(Please complete #3 and #5 below)
 Adding access to particular screens *(Please complete #4 and #5 below)*
 Deleting access to particular screens *(Please complete #4 and #5 below)*

2. **Budget responsibility code to be accessed:** # _____
If access to more than one budget responsibility code is desired, please attach a separate list. However, if access to multiple budget responsibilities will require different approvals in #5, then separate forms must be completed.

3. **Budget responsibility code(s) to be removed:** # _____
If all to be removed check here # _____

4. **Screens to be accessed/removed from access:** *Please check appropriate boxes on page 2.*

5. **APPROVALS:**

Approved: Budget Responsibility Custodian (sign below)

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

Approved: Provost Office/Administrative Designee (sign below)

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

Approved: Data Custodian-Controller's Office (sign below)

Christina E. Orłowski

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

Questions?: Regarding **OFIS Access form**, contact Nancy de Vera, University Accounting, x5-2133, ASB, Room 300, Busch
Regarding **RUTAdmin User ID Application**, contact OIT NB Help Desk, x5-HELP (4357)
Forms available from above contacts or your respective Provost's/Business Office.

OIT Security Staff Use Only

Implemented by: _____ Date: _____
(OFIS form is continued on next page)

Requester Name: _____

Please check desired OFIS screens to be accessed for the requester noted on page 1:

| | | | <u>OIT Transaction ID</u> |
|--------------------------------|--------------------------|--|---------------------------|
| General: | <input type="checkbox"/> | FM Financial Screens Main Menu | (A06C7FMD) |
| | <input type="checkbox"/> | IN Information/News | (A06C7IND) |
| Subsidiary Ledger: | <input type="checkbox"/> | BA Balance Available | (A06C7BAD) |
| | <input type="checkbox"/> | SS Single Account Expense Summary | (A06C7SSD) |
| | <input type="checkbox"/> | BD Budget Detail | (A06C7BDD) |
| | <input type="checkbox"/> | SD Expenditure/Revenue Detail | (A06C7SDD) |
| | <input type="checkbox"/> | CD Commitment/Payment Detail | (A06C7CDD) |
| | <input type="checkbox"/> | TP Tracking Payments | (A06C7TPD) |
| | <input type="checkbox"/> | CI Commitment Inquiry | (A06C7CID) |
| General Ledger: | <input type="checkbox"/> | FB Fund Balance Account Summary | (A06C7FBD) |
| | <input type="checkbox"/> | GS Activity Summary | (A06C7GSD) |
| | <input type="checkbox"/> | GD Activity Detail | (A06C7GDD) |
| Budgetary Control: | <input type="checkbox"/> | AS Account Summary | (A06C7ASD) |
| | <input type="checkbox"/> | RS Roll-up Summary By Budget Resp | (A06C7RSD) |
| Database | | | |
| Attributes/Definitions: | | | |
| | <input type="checkbox"/> | AI GL/SL Attribute Information | (A06C7AID) |
| | <input type="checkbox"/> | SC Subcode Listing | (A06C7SCD) |
| | <input type="checkbox"/> | AC Account Control Listing | (A06C7ACD) |
| | <input type="checkbox"/> | AL Account List By Budget Resp | (A06C7ALD) |
| Payroll Data: | <input type="checkbox"/> | LL Line Position List | (A06C7LLD) |
| | <input type="checkbox"/> | LU Line Position Display | (A06C7LUD) |
| | <input type="checkbox"/> | LU Line Position Update | (A06C7LUE) |
| | <input type="checkbox"/> | BS Budget Status | (A06C7BSD) |
| | <input type="checkbox"/> | PD Payroll Distribution | (A06C7PDD) |