

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)