** FINANCIAL Security User Permission Form**

**Agency Name:** Click here to enter text. **Business Unit:** Click here to enter text.

**Employee Name:** Click here to enter text. **SHARE Employee ID #:** Click here to enter text.

**Submitted By:** Click here to enter text. **Employee E-Mail:** Click here to enter text.

**Employee Status:** Select From dropbox

|  |
| --- |
| Click here to enter text. |

**Require access to multiple Business Units? List them in the box.**

**Please use the dropdown and select “ADD” next to each job function that the user will perform. If you want to remove a role, select “DELETE.”**

**Purchasing Roles (SELECT ANY THAT APPLY)**

|  |  |  |  |
| --- | --- | --- | --- |
| Select | Requisition View/Inquiry | Select | Requisition Approval – Level 2 |
| Select | Requisition Data Entry (Requester) | Select | Full Authority to all Agency Requesters / Requisitions |
| Select | Purchasing View/Inquiry | Select | Purchase Order Approval – Level 2 |
| Select | Purchase Order Data Entry (Buyer) | Select | Full Authority to all Agency Buyers / PO’s |
| Select | Procurement Contracts View/Inquiry | Select | Supplier View/Inquiry |
| Select | Procurement Contracts Data Entry |  |  |

**Accounts Payable Roles (SELECT ANY THAT APPLY)**

|  |  |  |  |
| --- | --- | --- | --- |
| Select | AP View/Inquiry | Select | Voucher Approval – Level 2 |
| Select | AP Data Entry |  |  |

**Commitment Control (KK/Budgeting) Roles (SELECT ANY THAT APPLY)**

|  |  |  |  |
| --- | --- | --- | --- |
| Select | KK View/Inquiry | Select | Budget Journal Approval – Level 1 |
| Select | KK Data Entry | Select | Budget Journal Approval – Level 2 |
| Select | KK Tree Viewer |  |  |

**General Ledger Roles (SELECT ANY THAT APPLY)**

|  |  |  |  |
| --- | --- | --- | --- |
| Select | GL View/Inquiry | Select | Agency ChartField Requester |
| Select | GL Data Entry | Select | Agency ChartField Approver |
| Select | GL Journal Approval – Level 2 |  |  |

**Accounts Receivable Roles (SELECT ANY THAT APPLY)**

|  |  |  |  |
| --- | --- | --- | --- |
| Select | AR View/Inquiry | Select | AR Customer Maintenance |
| Select | AR Data Entry |  |  |

**Please select from the roles below if your agency has been onboarded to the following modules:**

**Asset Management Roles (SELECT ANY THAT APPLY)**

|  |  |  |  |
| --- | --- | --- | --- |
| Select | AM View/Inquiry | Select | AM Maintenance |
| Select | AM Data Entry |  |  |

**Billing Roles (SELECT ANY THAT APPLY)**

|  |  |  |  |
| --- | --- | --- | --- |
| Select | BI View/Inquiry | Select | BI Data Entry |

**Grants Management / Project Costing / Customer Contracts Roles (SELECT ANY THAT APPLY)**

|  |  |  |  |
| --- | --- | --- | --- |
| Select | GM View/Inquiry | Select | Customer Contracts View/Inquiry |
| Select | GM Data Entry | Select | Customer Contracts Data Entry |
| Select | PC View/Inquiry | Select | PC Data Entry |

**Receiving Roles (SELECT ANY THAT APPLY)**

|  |  |  |  |
| --- | --- | --- | --- |
| Select | Receiving View/Inquiry | Select | Receiving Data Entry |

**If you need additional access, please describe below:**

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**Agency CFO Authorization**

Name: Click here to enter text. Title: Click here to enter text.

Signature: Date:

**Email the completed and signed form to** **share.security@doit.nm.gov****.**