

FISA-8
09/2022

Division of Finance

Email completed form to financesupport@utah.gov.
To identify your department's security administrator,
email financesupport@utah.gov or call (801) 957-7742



Submittal Date:

Financial Information Network (FINET) System Departmental Access Request Form

Section 1 Purpose of Request (Required)

A - Request Type (Required)

New – Complete Sec. 2, 4 - 9
Moving to/from another state
position

Delete – Complete Sec. 2 and 9
Moving to/from another state
position

Change - Move to B →

B – Change Type

Replace current
settings Move to C→

Add/Subtract from
current settings
Move to C →

C – Items to Change

Name - Sec 2

Approvals - Sec 2 & 5

Security Role -
Sec 2, 7 and 8

Overrides – Sec 2 & 6

Organizational Access - Sec 4

Note: This request will be rejected if Section 9 is incomplete.

Section 2 Individual Information (*Required)

*EIN:	*Name:	Job Title:
Dept. / Unit:	*Email Address:	*Business Phone:

Section 3 Security Information (For State Finance Purposes ONLY)

User Name:	UDOC FORG USER	Worklist Group Email	Training Other:
Notes:			

Section 4 Departmental Organization Access Information (If Applicable)

Please use the **HIGHEST** organizational access (Rollups) possible. If unsure, contact Finance Support to identify.

Home Department # _____	Additional Organizational Access			
If the following organization types are left blank, the user will have access to all units within this department.	Department #s			

If you want to restrict to a lower level organizational unit, do NOT list the upper level organization except for department.

Section 5 Approvals (If Applicable)

User is Authorized to approve FINET Documents:	Yes
User can approve FINET High Dollar Documents:	Yes
User is authorized to access the following worklist/s: (Please list. If all, enter <u>ALL</u>)	

Section 6 Overrides (If Applicable)

User is authorized to override errors on FINET documents:	Yes
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Click on Role name to see a list of documents and tables associated with selection.

Section 7 Security Role Options			Choose the '+' to add and the '-' to remove		
A. General User Security Roles					
+	-	N/A	+	-	N/A
		Accounts Payable			Customer Creation & Modification
		Accounts Receivable			Fixed Assets
		Budgeting			Internal Exchange Transactions
		Cost Accounting User			Internal Transaction Initiator
		Cash Receipts			Internal Transactions Agreement
B. General Administrative Roles					
+	-	N/A	+	-	N/A
		Charge Administration			Journal Voucher Administration
		Cost Accounting Administration			Department Security Administration
C. Limited DEPARTMENT Security Roles (Department Specific)					
		Federal Billing Administration			Tax Commission Intercept Request Administration
		Inventory User			UDOT Rates Administration
		Inventory Administration			USB E Purchasing
		Master Agreement Administration			USB E Purchasing Administration
		State Treasurer's Office Administration			Workforce Services Intercept Request Administration
		Tax Commission Administration			
D. Department of Government Operations Roles ONLY					
		State Debt Collection Administration			State Finance State Level Accountant
		State Purchasing Administration			State Finance Disbursements Administration
		State Purchasing Commodity Administration			State Finance Disb. Cancellation & Automated Disb.
		State Purchasing Master Agreement Administration			State Finance FINET Security Administration
		State Finance Support Staff			State Finance SOS Group
		State Finance Customer Administration			State Finance Technical Group
		State Finance Vendor Administration			State Finance Inquiry Access Only
E. Payment Tracking Roles (These roles are only given with specific feeder system approval)					
		FINDER Tax			DHS CAPS
		Finance Payroll			DHS ORSIS
		DOH MMIS/PRISM			DWS CATS
					DWS CCP
					DWS UI CUBS
					DWS UWORKS
					Labor Commission
					Payment Tracking Approval
F. Roles Requiring DGO Division of Finance Approval (Note- There may be a delay in processing if these are selected.)					
JV	Approved by: _____		JVCO	Approved by: _____	
JVA	Approved by: _____		JVCO Tax	Approved by: _____	
JVC	Approved by: _____				
Section 8 Training (Required)					
By checking the box, the user agrees to complete the training for the security role(s) assigned within 90 days. Note: The training will be assigned at setup.					
<input type="checkbox"/> Training will be completed If unchecked, this request will be rejected.					
Section 9 Required Signatures (Required)					
I understand that it is a breach of security to divulge my username and password. Failure to comply could result in removal of my access. The Department of Government Operations has determined that this system contains non-public information (controlled, protected or private) pursuant to the requirements of the Utah Government Records Access and Management Act ("GRAMA"). Any employee who has access to any private, controlled or protected record under GRAMA, and intentionally discloses such information in a manner not authorized by GRAMA, may be prosecuted criminally for the unauthorized disclosure, and may be subject to employee disciplinary action which may include suspension or discharge from employment. See, Utah Code § 63G-2-801 & -804.					
PLEASE SIGN LEGIBLY OR ELECTRONIC SIGNATURE. UNREADABLE SIGNATURES WILL BE REJECTED.					
*Employee	Supervisor or Manager		Security Administrator		
Date [m/dd/yy]	Name	Date [m/dd/yy]	Name	Date [m/dd/yy]	

When form is complete, please sign, print to a PDF, and forward printed PDF to financesupport@utah.gov.