



FINANCE SYSTEM ACCESS FORM

(Oracle Financials, ONESTOP, OFA, Alesco and Financial Reporting)

Please forward completed form to:

Email: finacc@qut.edu.au or Fax: 85064 or Internal Mail: Accounting Services, Level 8, 126 Margaret Street

Employee Details

Surname:	Given Name:
Position Title:	Employee Number:
Organisational Area:	Location:
Telephone Extension:	QUT Virtual Username:

System Modules (Select only those required. Note: User access includes "Inquirer")

Oracle Access		FRP Staff Only
AP Accounts Payables	<input type="checkbox"/> AP Inquirer	AP Accounts Payable:
AR Accounts Receivables	<input type="checkbox"/> AR Inquirer <input type="checkbox"/> AR User (Invoice Entry)	<input type="checkbox"/> AP Invoice Clerk <input type="checkbox"/> AP Payment Clerk
ONESTOP Cashier System	<input type="checkbox"/> ONESTOP Inquirer <input type="checkbox"/> ONESTOP Cashier (<i>Restricted Access</i>)	Supervisors:
FA Fixed Assets	<input type="checkbox"/> FA Inquirer <input type="checkbox"/> FA User (Assets Update)	<input type="checkbox"/> AP Supervisor <input type="checkbox"/> AR Supervisor <input type="checkbox"/> ONESTOP Supervisor
GL General Ledger	<input type="checkbox"/> GL Inquirer <input type="checkbox"/> GL User (Journal Entry)	<input type="checkbox"/> FA Supervisor <input type="checkbox"/> GL Administrator
PO Purchasing	<input type="checkbox"/> PO Inquirer <input type="checkbox"/> PO Requestor (Requisition Entry) <input type="checkbox"/> PO Receiver (Receipting of Goods) <input type="checkbox"/> PO Control (<i>Restricted Access</i>)	<input type="checkbox"/> GL Supervisor <input type="checkbox"/> PO Buyer <input type="checkbox"/> Other: _____
OFA Financial Analyser	<input type="checkbox"/> OFA Inquirer ## <input type="checkbox"/> OFA Budget Officer ##	Budget Management: <input type="checkbox"/> OFA Budget Management
OFA Access Level	Responsibility Centre/Unit/School: (number/range)	
Financial Reporting Access Level	Responsibility Centre:	

Additional Purchasing Information (Required for PO Requestor Access)

Supervisor's Name:	Supervisor's Position:
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Purchasing Position Change Details (Temporary/Permanent)

Person Replaced:	Position Replaced:
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<input type="checkbox"/> Temporary Access	Start Date:	End Date:
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<input type="checkbox"/> Permanent Transfer

ALESCO Access	<input type="checkbox"/> PY0	<input type="checkbox"/> PY1	<input type="checkbox"/> PY2	<input type="checkbox"/> BG0
FRP Staff Only	<input type="checkbox"/> FN1	<input type="checkbox"/> FN2	<input type="checkbox"/> FN3	<input type="checkbox"/> ST0

Authorisation

Approved by:

Head of Responsibility Centre / Supervisor:

(## OFA access is to be authorised by Faculty/Divisional Administration Manager)

Signature:	Name:	Date:
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FRP Use Only

Signature:	Date:
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