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DAS/Finance, Attention FINET Security

## Financial Information Network (FINET) System Departmental Access Request Form

### Request Type

New (All Sections)  
Delete (Sections 1 & 7)  
Change (Select Type of Change)

### Type of Change

Name (Sections 1 & 8)                      Approvals (Sections 1, 6 & 8)  
Security Roles (Sections 1, 5 & 8)              Overrides (Sections 1, 7 & 8)  
Departmental Organization Access (Sections 1, 2 & 8)

### Section 1 Individual Information

EIN	Employee Name	Department / Unit
Division	Title	
Phone	E-Mail Address	

### Section 2 Departmental Organization Access Information

ALL organization access previously authorized for this user WILL BE DELETED. List ALL organization access the user is NOW authorized to access. (If needed, call the FINET Helpdesk to identify which access will be deleted).

Department #

Departmental Organization Access

If the following org types are left blank the user will have access to all units in the above department.

Department #

Departmental Organization Access

If the following org types are left blank the user will have access to all units in the above department.

### Section 3 Security Information (For State Finance Only)

User Name \_\_\_\_\_

### Section 4 State Finance Approval (For State Finance Only)

\_\_\_\_\_  
FINET Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
FINET Security Administrator

\_\_\_\_\_  
Date

### Section 5 Role Options

**Department Roles (Select ALL business areas that the user should be authorized to access)**

Accounts Payable	Fixed Assets	Purchasing
Accounts Receivable	Internal Exchange Transaction	Inquiry Access Only
Budgeting	Internal Transaction Initiator	
Cost Accounting	Internal Transaction Agreement	
Cash Receipts	Inventory	

**Department Administration Roles (Select ALL business areas that the user should be authorized to access)**

Charge Administration	Master Agreement Administration
Cost Accounting Administration	State Treasurer's Office Administration
Inventory Administration	Tax Commission Administration
Journal Vouchers Administration	Tax Commission Intercept Request Administration
Department FINET Security Administration	UDOT Federal Highway Administration
Customer Creation Administration	UDOT Rates Administration
Vendor Creation Administration	Workforce Services Intercept Request Administration

**State Level Roles (Used for DAS State Debt Collection, State Finance and State Purchasing)**

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

### Section 6 Approvals

Is this user authorized to approve transactions? Yes No

Is this user authorized to approve high dollar amount transactions? Yes No

*Note - If a user is authorized to apply approvals they can also be setup as a Manager of the Approval Role(s) they are assigned to. For more information on the Approval Process [CLICK HERE](#)*

Is this user authorized to be an Approval Role Manager? Yes No

### Section 7 Overrides

Is this user authorized to apply overrides? Yes No

### Section 8 Department Signatures

I understand that it is a breach of security to divulge my User Name and Password. Failure to comply could result in removal of my access to the system.

**This user has received the appropriate training for the business areas selected above.**

_____ Employee	_____ Date	_____ Manager	_____ Date
_____ Supervisor	_____ Date	_____ Department Final Approval	_____ Date