

DBCOAS	DBFS1	DBFS2	DBFS3	DBFSESA	DBFSY2K	DBFSESB	DBFSFAP	DBUHRM
CDC	CD1	CD2	CD3	CD4	CD5	CD6	CD7	HR1
()	()	()	()	()	()	()	()	()

**University of Chicago
Comptroller's Office - Online Security Update Request**

**Financial Accounting System (FAS) & Accounts Payable- Purchasing Order System (APS-PO)
Inquiry Access Only (Template)**

Date Requested ____/____/____ Authorized by: _____
(Dean/VP/Department Head, if required)
[See Signature Requirement](#)

Forward To: FHRA Librarian, NSIT/Financial & HR Applications, CSM 008, ph 2-1943
Fax to: 4-2152

Requested By: _____ Supervisor's Phone #: _____
(Operator's Supervisor)

Supervisor's Email ADDR: _____

 Password problems: Send email to prodshop@listhost.uchicago.edu.
 Person ID: If you do not have an ID, we will provide an ID.

Operator Name: _____ Person ID: _____
FIRST MI LAST 4 char

Operator Department: _____ Phone #: _____

Operator Address: _____

Operator Employee ID: _____

Operator Email ADDR: _____

Please Check One: ADD Operator DELETE Operator UPDATE Operator

On an add or update, please indicate all access the person should have.

- | | |
|---|---|
| <input type="checkbox"/> AA15 (ADDS/Reconciliation) | <input type="checkbox"/> PMS (Property Mgt) |
| <input type="checkbox"/> DF (Dfafs) | <input type="checkbox"/> TRVL (Travel) |
| <input type="checkbox"/> FE58+ (Staff Benefits) | <input type="checkbox"/> TR (Trip) |
| <input type="checkbox"/> FR43 (Expense Transfer) | <input checked="" type="checkbox"/> ZCTL (APS - Accounts Payable Sys**) |
| <input type="checkbox"/> FR30 (Time Reporting) | <input checked="" type="checkbox"/> ZCTL (FAS - Financial Acctg Sys**) |
| <input type="checkbox"/> HA01+ (DPV) | <input type="checkbox"/> CEMT/CECI/TST/CEDA |
| <input type="checkbox"/> HAVP (Various Purchase Orders) | <input type="checkbox"/> FABAFACA (Data Control) |
| <input type="checkbox"/> HRMS (Pay/Per) | |
| <input type="checkbox"/> AD20+ (Real Estate Office) | |
| <input type="checkbox"/> LTRV/LTV1/LTV2/LTV3 (Travel LBC) | |

** Fill out the following section, if ZCTL for APS or FAS is requested.

(Template)

University of Chicago
Comptroller's Office - Online Security Update Request
(FAS) & (APS-PO) Inquiry Access Only (cont'd)

(006) This Section - APS Screens Only

If ZCTL (APS) was checked, please indicate in the list below the screens the user may access. (U = Update I = Inquiry Only)

<u>Screen</u>	<u>(U or I)</u> <u>Access</u>	<u>Screen</u>	<u>(U or I)</u> <u>Access</u>	<u>Screen</u>	<u>(U or I)</u> <u>Access</u>
01	U				
73					
74					
75					
76					
77					
78					
79					

- Executive Level (E) (2 Digits) _____
- Department Level D) (3 digits) _____
- Account Admin. (A) (6 digits) _____
- Ledger Mask(s) (L) (6 digits) _____

Maximum number of restrictions is 5, any combination, but ONLY 5.

(005) This Section - FAS Screens Only

If ZCTL (FAS) was checked, please indicate in the list below the screens the user may access. (U = Update I = Inquiry Only)

<u>Screen</u>	<u>(U or I)</u> <u>Access</u>	<u>Screen</u>	<u>(U or I)</u> <u>Access</u>	<u>Screen</u>	<u>(U or I)</u> <u>Access</u>
01	U	14	I		
02	I	15			
03		16			
04		17			
05		18			
06					
07		24	U		

- Executive Level (E) (2 Digits) _____
- Department Level D) (3 digits) _____
- Account Admin. (A) (6 digits) _____
- Ledger Mask(s) (L) (6 digits) _____

Maximum number of restrictions is 5, any combination, but ONLY 5.

University of Chicago
 Comptroller's Office - Online Security Update Request
 (cont.)

STAFF BENEFITS SCREENS ONLY - list all access that is requested

If Staff Benefits (FE58) was checked, please indicate in the list below the screens an operator may access. (U = Update I = Inquiry)

SCREEN	(U or I) ACCESS
ERIP Multiemployer Master (MUL)	—
ERIP Retirees (RET)	—
Maximum SRA (SRA)	—
Retirement Annuity (CRP)	—
Security Adjustment (SEC)	—
Tophat 457(B) Plan (THP)	—

