



GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
DEPARTMENT OF FINANCE

GOVERNMENT ACCOUNTING FINANCIAL SYSTEMS
SYSTEM ACCESS SECURITY REQUEST FORM

Action To Be Performed: Add New User, Delete User, Change an Existing User, Add Responsibility(s) to an Existing User, Remove Responsibility(s) from an Existing User

Department Name: Division: Employee's Name: Telephone Number: User Name: Position Title: Printer Destination: Expiry Date (If Applicable)

ORACLE APPLICATIONS

Responsibilities Required (E.g.: GOVT_AP_INV_ENT_EXEC)

Department Name (E.g.: EXECUTIVE COUNCIL)

Blank lines for entering responsibilities and department names.

JOURNAL APPROVAL LIMIT (Eg. \$50,000)

PURCHASING SIGNING ACCESS REQUIRED:

MAXIMUM DOLLAR AMOUNT

STANDARD PURCHASE ORDER

PURCHASE REQUISITION AFA, CA, DPO, TO, WO, BLANKET RELEASE

(Eg. \$500 or Unlimited)

Account Combination (If applicable, when restricting user to a particular Account Combination Range)

FOR INVENTORY USE ONLY:

(NOTE: Specimen Signature Card not Required for Internal Requisitions)

INTERNAL REQUISITION (Eg. \$500 or Unlimited)

Departmental Use:

REQUEST DATE: APPROVED BY:

OPERATIONAL MANAGEMENT & STRATEGIC PLANNING DIVISION USE ONLY:

ACTIONED ON: ACTIONED BY:

APPROVED DATE: APPROVED BY:

Instructions for Completing the Financial Systems Access Security Request Form

Note: The completion of this form applies when a Department requires an employee to be able to access the Oracle Financial Suite for processing and/or inquiry of various financial information.

Reference Financial Circular 4.030 - Request for Security Access.

1. General:

This form should be completed for all employees requiring access to the Oracle Financial Applications. It should be completed and approved and then forwarded to the Operational Management & Strategic Planning Division, Dept of Finance for approval and processing. When an employee requires approval access in Oracle a **Signing Authority Delegation Card** must be forwarded with the Security Request Form. The card must be signed and initialed in the proper blocks by the Deputy Minister of the corresponding Department as well as by the individual obtaining access.

2. Action To Be Performed:

Check appropriate block for action to be taken on the individual

3. Department Name:

If the user will be assigned multi-department responsibilities, this field should contain the name of the Department where the employee is employed. (Eg. Executive Council)

4. Division:

Division where the employee is employed.

5. Employee's Name:

Employee's first and last name

6. Telephone Number:

Telephone Number employee can be contacted at.

7. User Name:

To be completed when employee is already on the Oracle Financials and an user name has already been assigned . New employees will be assigned an unique user name by OMSP Division, Department of Finance.

8. Position Title:

Employee's title.

9. Printer Destination:

Optional. If the employee will be printing documents from the Oracle Financials, a specified printer destination can be set for the individual. This printer would be identified as jfc_0### if already setup in Oracle.

10. Expiry Date:

Optional. If the employee will only be requiring access for a specified time period, this field should be completed with the last date they would need access .

11. Responsibilities Required:

List the responsibilities in this field (E.g. GOVT_AP_INV_ENT_EXEC)

12. Journal Approval Limit

To be completed when user is to be authorized to approve journal entries. A dollar limit must be specified by the department (E.g. \$50,000)

13. Department Name:

List the Department name corresponding with the responsibility requested (E.g. Executive Council)

14. Purchasing Signing Access Required:

This section is only completed when an user will be required to approve purchase documents in Oracle Financials.

Enter the Maximum Dollar Amount the user will be assigned for each of the Purchase Document Types listed. (E.g. 2,500 or 50,000) on the appropriate line for each document type. The document types are listed below

Purchase Requisition	AFA - Aircraft Flight Authorization
Blanket Release	CA - Contract Agreement
DPO - Direct Purchase Order	TO - Travel Order
WO - Work Order	

15. Account Combination:

If applicable. This field can be completed if a department wants an approver restricted to a particular Account Combination Range. If user is to be permitted to approve for all Account Combinations this field can be left blank.

16. For Inventory Use Only, Internal Requisition:

This is for the Inventory Module in Oracle Financials only. Enter the Maximum Dollar Amount the user will be assigned for each of the Purchase Document Types listed. (Eg. 1,000)

17. Departmental Use:

This field would be dated and approved by the proper authority (Manager/Director or equivalent of the Financial Administration Division) in the department.

18. Operational Management & Strategic Planning Division Use Only:

Not to be completed by Department.

Actioned on and By to be signed by the Security Group in OMSP Division, Dept of Finance.

Approved on and By to be signed by the Manager of the OMSP Division, Dept of Finance