



GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
 DEPARTMENT OF FINANCE
GOVERNMENT ACCOUNTING FINANCIAL SYSTEMS
REPORT/PROGRAM REQUEST GROUP ACCESS FORM

Department Name: _____

Requested By: _____ Phone Number: _____

Responsibility Name: _____

_____ Add New Request Group

_____ Change Existing Request Group Name: _____

Include the following Reports/Request Sets/Concurrent Programs to Request Group:

Exclude the following Reports/Request Sets/Concurrent Programs from Request Group:

REQUEST DATE: _____ **APPROVED BY:** _____

GOVERNMENT ACCOUNTING DIVISION USE ONLY:

New Request Group Name Created:

ACTIONED ON: _____ **ACTIONED BY:** _____

APPROVED DATE: _____ **APPROVED BY:** _____

Instructions for Completing the Report/Program Request Group Access Form

1. General:

A Request Group is the collection of reports, request sets, and concurrent programs that a user, operating under a given responsibility, can select from the Submit Requests window to execute. Complete the Report/Program Request Group Access Form to add or update a Request Group.

2. Department Name:

Self explanatory

3. Requested By:

Self explanatory

4. Phone Number:

Self explanatory

5. Responsibility:

Enter the name of the responsibility that requires a new or updated request group
i.e. GOVT_GL_RPTS_EXEC

6. Add new Request Group:

Check this area if your responsibility does not have a request group assigned. A responsibility without a Request Group cannot run any requests using the Submit Requests window.

7. Change Existing Request Group:

Check this area if your responsibility has a request group that needs to be updated by adding or deleting requests, request sets, or concurrent programs.

8. Name:

If you know the name of the Responsibility Request Group, enter it here. The Request Group name is usually the same as the Responsibility Name. This field can be completed by OMSP Division.

9. Include the following Reports/Request Sets/Concurrent Programs to Request Group:

Use this section to list reports/programs that you wish to be added to a Responsibility Request Group.

10. Exclude the following Reports/Request Sets/Concurrent Programs to Request Group:

Use this section to list reports/programs that you wish to be deleted from a Responsibility Request Group.

11. Request Date:

Self explanatory

12. Approved By:

To be completed by Departmental Divisional Manager or Director.

13. New Request Group Name:

To be completed by System Administrator, OMSP Division, Department of Finance.

14. ACTIONED ON:

Self explanatory

15. ACTIONED BY:

To be signed by System Administrator, OMSP Division, Department of Finance.

16. APPROVED Date:

Self explanatory

17. APPROVED BY:

To be signed by Manager, OMSP Division, Department of Finance.