



GOVERNMENT OF NEWFOUNDLAND AND LABRADOR  
DEPARTMENT OF FINANCE

**GOVERNMENT ACCOUNTING FINANCIAL SYSTEMS**

**Responsibility / Custom Menus**

**Maintenance Request Form**

Department Name: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Action To Be Performed

- \_\_\_\_\_ Add New Responsibility/ Custom Menu
- \_\_\_\_\_ Inactivate Responsibility Name: \_\_\_\_\_
- \_\_\_\_\_ Change Existing Resp/Custom Menu Name: \_\_\_\_\_

Addition or Modification Required:

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Explanation:

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**REQUEST DATE:** \_\_\_\_\_ **APPROVED BY:** \_\_\_\_\_

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**OMSP DIVISION USE ONLY:**

Folder Query Set by Dept (Yes/No) \_\_\_\_\_ Folder assigned to Responsibility (Yes/No) \_\_\_\_\_

**New Responsibility Name Created:** \_\_\_\_\_

**ACTIONED ON:** \_\_\_\_\_ **ACTIONED BY:** \_\_\_\_\_

**APPROVED DATE:** \_\_\_\_\_ **APPROVED BY:** \_\_\_\_\_

## **Instructions for Completing the Responsibility Maintenance Request Form**

### **1. General:**

A *Responsibility* is a level of authority in Oracle Financials that lets users access only those Application functions and data appropriate to their roles in an organization. Each user has one or more Responsibilities and several users can share the same responsibility. Use the Responsibility Maintenance Request Form to add or change a Custom Responsibility.

### **2. Department Name:**

Self explanatory

### **3. Requested By:**

Self explanatory

### **4. Phone Number:**

Self explanatory

### **5. Add new Responsibility / Custom Menu:**

Check this area if you require a new Responsibility.

**Note:** Any time you add a new Responsibility, it is considered to be a Custom Responsibility (one that is not pre-defined by Oracle. Each Custom Responsibility has a Custom Menu assigned to it. A Custom Menu is an arrangement of functions and forms that a responsibility can access (to a user it's what they see in their Navigation Path).

### **6. Inactivate Responsibility:                      Name:**

Check this area and enter Responsibility Name to be inactivated.

**Note:** Responsibilities cannot be deleted, only end-dated

### **7. Change Existing Resp/Custom Menu:                      Name:**

Check this area and enter Responsibility Name that requires changes to functionality.

### **8. Addition or Modification Required:**

If the requestor knows the Navigation Path, function buttons etc. to be added or modified it can be entered in this section. This section is normally completed by the OMSP System Administrator.

### **9. Explanation:**

Use this section to give explanation for request. A clear explanation will assist in determining what is required to complete the request.

### **10. Request Date:**

Self explanatory

### **11. Approved By:**

To be completed by Departmental Divisional Manager or Director.

**12. Folder Query Set by Dept (Yes/No):**

To be completed by System Administrator, OMSP Division, Department of Finance and is only related to new Accounts Receivable responsibilities.

**13. Folder assigned to Responsibility (Yes/No):**

To be completed by System Administrator, OMSP Division, Department of Finance and is only related to new Accounts Receivable responsibilities.

**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 OMSP Manager, Department of Finance.