



# Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

## Office of the Controller

### Central Administration Finance Access Form

Employee Name: \_\_\_\_\_ Username: \_\_\_\_\_

Department: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Has employee completed "Online Finance 101" training in Talent Management? Yes or No

**Employee Type:**

Staff

Faculty

Student

**Matrix Action:**

New - No current access

Remove - All access

Update - Select relevant job duties

**Choose Basic Relevant Job Duties:**

BearkatBuy Requisitions

Chrome River Travel and PCard

Approver

Budget Transfers

**Choose Relevant Job Duties within the Employee's Department:**

**Information Technology:**

IT Approver with Edit

Query only Audit

E-Builder

Chrome River Admin

PO Address Maintenance

Grants

**Purchasing:**

Purchase Orders

Change Orders

Receiving

Bid Entry

HUB Vendor Upload

Close Encumbrances

Fixed Assets

PI Grants

AP Query Access

Sourcing Administrator

Catalogue Administrator

Chrome River Admin

Contracts Administrator

Sourcing Specialist

**Disbursements & Travel:**

Invoicing

Vendor Maintenance

PI Grants

Open Close Encumbrance

PCard

Disbursements Non Invoice

Journal Entry

AP Query

Concur Admin

Chrome River Admin

**Property:**

Fixed Assets

Receiving

Journal Entry

PI Grants

**Controller:**

Fixed Assets	Journal Entry	PI Grants
Chart Maintenance	GASB Reports	Grants
TCC Attributes	Check Cancellation	FUPLOAD
Bank Reconciliation	Year End Processes	Endowment (Administrative)
E-Builder		

**ORA:**

Journal Entry	PI Grants	Grant Maintenance (COA)
Grants		

**Treasury:**

Journal Entry	Checks	Endowments (Administrative)
PI Grants	Grants	Student Parent Check Report

**Payroll:**

Journal Entry	1099 & 1098	Payroll Finance Forms
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**Human Resources:**

HR Finance Forms

**Budget:**

Journal Entry	Budget Development	PI Grants
FUPLOAD		

**VP of Finance & Operations:**

Endowment (Administrative)

Home Org: \_\_\_\_\_ Org Name: \_\_\_\_\_

Does employee need Cognos Budget & Finance Access:      Yes    or    No

Notes: \_\_\_\_\_

\*\*\*Completion of "Online Finance 101" training in Talent Management is a prerequisite for access, please attach confirmation email. \*\*\*

\*\*\*Please route this form, appropriate documentation, as well as any questions to the Controller's Office\*\*\*

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Controller or Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<p>Controller's Office Use Only:</p> <p>Approved/Denied: _____</p> <p>Further Inquiry: _____</p> <p>Route to ORA: _____</p>
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