

## 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 em	ployee completed "Online Finance 101	" training in Talent Management?	Yes or No				
Employee Type: Staff		Matrix Action: New - No current access					
	Faculty	Remove - All access					
	Student	Update - Select relevant job duties					
<u>Choose Basic Relevant Job Duties:</u> BearkatBuy Requisitions Budget Transfers		Chrome River Travel and PCard	Approver				
Choose Relevant Job Duties within the Employee's Department:							
Inform	<b>ation Technology:</b> IT Approver with Edit	Query only Audit	E-Builder				
	Chrome River Admin	PO Address Maintenance	Grants				
Purchasing:		Change Orders	Dessiving				
	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						
Facilities Business Services: PI Grants (Multi-year Project Management)							
Cashie	rs:						

Student Parent Check Report

Property:				
Fixed Assets	Receiving			Journal Entry
PI Grants				
Controller:				
Fixed Assets	Journal Entry			PI Grants
Chart Maintenance	GASB Reports	5		Grants
TCC Attributes	Check Cancell	ation		FUPLOAD
Bank Reconciliation	Year End Proc	cesses		Endowment (Administrative)
E-Builder				
ORA:				
Journal Entry	PI Grants			Grant Maintenance (COA)
Grants				
Treasury:				File and the second second
Journal Entry	Checks			Endowments (Administrative)
PI Grants	Grants			Student Parent Check Report
Payroll: Journal Entry	1099 & 1098			Payroll Finance Forms
Human Resources:				
HR Finance Forms				
Budget:				
Journal Entry	Budget Devel	opment		PI Grants
FUPLOAD				
VP of Finance & Operations: Endowment (Administrative)				
Home Org:	lame:			
Does employee need Cognos Budge	et & Finance Access:	Yes or	No	
Notes:				
***Completion of "Online Finance 101" tra		prerequisite for acc		
Supervisor Signature:	Date: _			
Controller or Designee Approval:			Date: _	
	Controller's Office Use Only:			
	, Approved/Denied:			
	Further Inquiry:			
	Route to ORA:			