



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>
