



Administrative Information Systems

Request for Access to Financial Records System Plus (FRS)

Admin ID:

(to be supplied by CAP)

*** Use this form for access to Web Ledgers and Web Requisitions***

SECTION 1: Identification of User

Form with fields: Name, BRU-ID No., Status, Department Name, Username, Phone No., Box No., Expiration Date, Department No., Do you check e-mail often?

SECTION 2: General Information

Please check box(es) below to specify requested access. See directions for additional guidance.

Form with checkboxes for: Web Ledgers only, Web Requisitions only, Web Ledgers & Web Requisitions, Other: Please Explain

SECTION 3: FRS Access (for Web Ledgers and Web Requisitions)

Please check box(es) below to specify requested access. See directions for additional guidance.

Form with checkboxes for: CREATE new FRS ID with the following access, CHANGE existing FRS ID to the following access, DELETE existing access to Web Ledgers and Web Requisitions for FRS ID:

Section 4: Web Requisition Approval Level (including Approval Table)

Please check box(es) below to specify requested access. See directions for additional guidance.

CREATE authorization below for FRS ID **CHANGE** authorization for FRS ID to below

Approval Table: Please select **ONLY** one:

<input type="checkbox"/> Dollar limit up to \$ _____ <i>(Indicate limit required above \$100,000)</i>	\$100,000 +	(Level 1)
<input type="checkbox"/> Dollar limit up to \$100,000	\$10,000.00 - \$99,999.99	(Level 2)
<input type="checkbox"/> Dollar limit up to \$10,000	\$5,000.00 - \$9,999.99	(Level 3)
<input type="checkbox"/> Dollar limit up to \$5,000	\$2,000.00 - \$4,999.99	(Level 4)
<input type="checkbox"/> Dollar limit up to \$2,000	\$1,000.00 - \$1,999.99	(Level 5)
<input type="checkbox"/> Dollar limit up to \$1,000	\$500.00 - \$999.99	(Level 6)
<input type="checkbox"/> Dollar limit up to \$500	\$300.00 - \$499.99	(Level 7)
<input type="checkbox"/> Dollar limit up to \$300	\$0 - \$299.99	(Level 8)
<input type="checkbox"/> Input access only, no approval		(Level 9)

DELETE access to Web Requisitions for FRS ID

Note that anyone accessing Brown's administrative systems is subject to all rights and responsibilities as outlined in CIS's "Acceptable Use Policy" for computing located at <http://www.brown.edu/cis/policy/aup.html>, which includes the following guidelines: "You may use only the computers, computer accounts, and computer files for which you have authorization. You may not use another individual's account, or attempt to capture or guess other users' passwords."

SECTION 5: Authorized Signatures

User Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Dept. Head Signature: _____	Date: _____
Controller's Office Signature: _____	Date: _____

For official use only: VBS Set By: _____ Date: _____

group _____ approval level _____ priority _____

a/l	Div	s	Dpt	sdpt	ex	fd	p	sec
a/l	Div	s	Dpt	sdpt	ex	fd	p	sec
a/l	Div	s	Dpt	sdpt	ex	fd	p	sec
a/l	Div	s	Dpt	sdpt	ex	fd	p	sec
a/l	Div	s	Dpt	sdpt	ex	fd	p	sec

Existing Natural ID: _____ Create new ID: _____

DBA: _____ Date: _____ Notes: _____

CAP: _____ Date: _____



Directions for Completing the FRS Request Form:

Section 1: Identification of User

The following are required fields. PLEASE complete them all.

Name	Please PRINT first name, middle initial (if one exists), and last name of user.
Phone No.	Give internal Brown phone extension or complete external phone number of the user.
BRU ID No.	Supply the user's nine digit employee number (listed on user's Brown ID above Picture.)
Box No.	Provide the user's Brown box number.
Status	Check box that describes your relationship to Brown. If other, please indicate affiliation with Brown.
Expiration Date	If status is "Other," you must enter last day of your assignment at Brown.
Dept. Name	Include the official name of the user's department.
Dept. No.	Use the FRS/HRS five digit departmental number.
Username	Enter your Username (i.e. jcarberr). Indicate whether you check email frequently.

Section 2: General Information

Check the appropriate box for the type of access being requested to the Financial Records System (FRS) systems. Web Ledgers provide read only access to account summary and transaction detail information in a secure web environment. If you wish to access Web Ledgers, check the box provided and complete sections 3 and 5. Web Requisitions provide the ability to create and/or approve purchase requisitions in a secure web environment. Access can be restricted to allow the user to only create requisitions, only approve requisitions, both create and approve requisitions, or only view requisitions. Please check the appropriate box to indicate the type of Web Requisition access needed by the user and complete sections 3, 4, and 5. Access can be restricted to one of these two systems or a user can be set up with both Web Ledger and Web Requisition access. Please be sure to check the appropriate type of Web Requisition access when selecting this option and complete sections 3, 4, and 5. If you check the "Other" box, please provide an explanation of requested access.

Section 3: FRS Access

Select the appropriate box ("Create," "Change," or "Delete") which reflects the action the user requires. If creating new access or changing existing account level access, check the box (es) indicating the type of accounts/ledgers the user can access via Web Ledgers and/or Web Requisitions for the department number specified in Section 1. If requesting broader access beyond the home department, please explain in the special instructions section. Please note that access cannot be restricted by account number. If changing Web Requisition approval level access only for an existing ID, skip this section and proceed to Section 4. Note the "Delete" option will eliminate access to both Web Ledgers and Web Requisitions.

Section 4: Authorization Level (including Approval Table)

This section is used to specify the user's approval level for the Web Requisition system. Check the appropriate box to "Create," "Change," or "Delete" approval authorization for user. If creating or changing, check the appropriate dollar limit from the Approval Table. Level 1 access must be \$100,000 or greater. If Web requisitions "Create" access was specified in Section 2, check the "Input access only, no approval" box. If requesting access to Web Ledgers only, skip this section and proceed to Section 5. Note the "Delete" option will only eliminate access to Web Requisitions. If you wish to eliminate access to both Web Ledgers and Web Requisitions, see section 3.

Section 5: Authorized Signatures

The person requesting this account must sign and date this form. The person's supervisor and the department head are also required to sign and date the form. **All signatures must be in ink; photocopies are not acceptable.** The form should be sent directly to the Controller's Office at Box J. Please allow three or four business days from the time the form is received in the Computing Accounts & Passwords office in CIS for the account request to be processed.