

## Oracle Financial Applications Access Request Form

Refer to Instructions on Page 2

### Complete all boxes

|                  |   |  |
|------------------|---|--|
| Employee Name    | Department Name                             | Email  |
| Oracle User Name | Change User Name<br>Yes                  No | Modified User Name<br>(if no change type "NA") |

### 1. Add or End Date Responsibility: (if not on list contact Accounting Operations)

\*If you need access to the RIT On-Line Payroll Change Request responsibility contact Payroll Customer Service, ext. [5-4905](tel:54905)

|                      |           |                              |    |
|----------------------|-----------|------------------------------|----|
| Responsibility:      |           |                              |    |
| Add Date:            | End Date: | Select One:                  | to |
|                      |           | Dept#                  Proj# |    |
| Additional Comments: |           |                              |    |

|                      |           |                              |    |
|----------------------|-----------|------------------------------|----|
| Responsibility:      |           |                              |    |
| Add Date:            | End Date: | Select One:                  | to |
|                      |           | Dept#                  Proj# |    |
| Additional Comments: |           |                              |    |

|                      |           |                              |    |
|----------------------|-----------|------------------------------|----|
| Responsibility:      |           |                              |    |
| Add Date:            | End Date: | Select One:                  | to |
|                      |           | Dept#                  Proj# |    |
| Additional Comments: |           |                              |    |

### 2. Requestor's Signature:

|   |                   |
|---|-------------------|
| <b>AUTHORIZATION:</b> I will comply with the policies of Rochester Institute of Technology's Code of Conduct for Computer and Network Use. I understand that this Code of Conduct also applies to the Oracle Financial Applications. <a href="#">Code of Conduct for Computer Use</a> |                   |
| Requestor: _____<br>(Print Name of employee requesting access)  | _____ (Signature) |
| Date: _____   |                   |

3. **Department Head Authorization(s) – if requesting multiple departments, obtain approval for each when different department heads.**

|  |                                     |
|--|-------------------------------------|
| <b>Approver:</b> _____<br><small>(Print Name of Dept Head or Budget Authority)</small>                           | _____<br><small>(Signature)</small> |
| <b>Date:</b> _____   | <b>Dept #</b> _____                 |
| <i><b>WARNING: access to Payroll Reporting must be approved by the Payroll Department prior to issuance.</b></i> |                                     |

  

|  |                                     |
|--|-------------------------------------|
| <b>Approver:</b> _____<br><small>(Print Name of Dept Head or Budget Authority)</small>                           | _____<br><small>(Signature)</small> |
| <b>Date:</b> _____   | <b>Dept #</b> _____                 |
| <i><b>WARNING: access to Payroll Reporting must be approved by the Payroll Department prior to issuance.</b></i> |                                     |

4. **Accounting Authorization(s)**

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| _____<br><small>(Print Name)</small> | _____<br><small>(Signature)</small> |
| <b>Date:</b> _____                   |                                     |

**Instructions:**

Use this form to request access to the Oracle Financial Applications to view general ledger transactions, view and/or run reports, create purchase requisitions, view information in Oracle Assets, and/or create accounts receivable invoices.

**Heading –** Complete all sections.

**Section 1 – Responsibilities:** From the drop down menu in Section 1, select the responsibility name and whether to add or end date the responsibility. If a GL or AP reporting & inquiry responsibility is selected, enter the department or project number(s) you want to query. Enter additional comments if the User Name or a responsibility is being modified or end dated. ***If the desired responsibility does not appear in the list, indicate responsibility on the [RIT Service Center](#) request comment section when form is submitted.***

**Section 2 – Requestor signature:** The employee requesting the access must sign as the Requestor, agreeing that he/she will comply with RIT's code of conduct for computer and network.

**Section 3 – The Approver(s)' Authorization:** Authority follows the Institute's Organization Chart. Approval must be received for each department requested.

**Section 4 –** For Accounting Operations Use Only

Submit completed form through [RIT Service Center](#) using the catalog request "Request access to an Oracle Financial Responsibility" and direct questions to [RIT Service Center](#) or 585-475-5000.