

MUNIS Accounting System
New User/User Change Request Form

Date of Request: _____

Employee Name: _____

Requesting Department: _____

Munis User Name: _____

Requesting Department O/DD: _____

User Title: _____

Please describe what the user will be using MUNIS for so that we may set the user up with the programs s/he will need. (If this is a current user who needs a change describe all of the user's MUNIS needs even if they already have some of the programs as there may be an additional screen the user could use).

Please note that the above user will be limited to the account numbers applicable to the user's department.

Departmental
System Admin
Initials: _____

O/DD signature

Please send original request to Finance for processing.

Finance Office Use Only:

Date User Set Up
in MUNIS: _____
Finance System
Admin Initials: _____

Finance Officer Signature

Finance Office MUNIS System Administrator User Setup Only:

Menu Security - Please check the user's menu(s)

- | | |
|--------------------------------|----------------------------------|
| G/L Account Inquiry | Requisition Entry |
| YTD Budget Report | Purchasing Order Entry |
| Vendor Inquiry/Reports | Convert Req's to PO |
| Vendor Invoice Lists | Vendor Maintenance |
| Invoice History by G/L Account | Print PO's |
| Invoice Entry/Proof | Inventory Item Maintenance |
| Inventory Transaction Entry | Purchase Order Reports Menu |
| Inventory Reports Menu | GL Chart of Accounts |
| Account Detail History | Help Menu Items |
| Employee Inquiry | Change your password |
| My Saved Reports | Change your reports password |
| Workflow Assistant | Transfer a file |
| Fixed Asset Inquiry | Central Programs - specify which |

Other:

ID Code Permissions - Please identify the user's ID code permissions

System Administration: Output to PDF box s/b checked off; Query count threshold & Timeout programs after idle time s/b "Disabled"; Spool file maintenance s/b "Personal" unless Syst. Admin.; no Web Parts access - assigned by separate Web Parts role(s) appropriate based upon user duties

General Ledger:

Accounts Payable:

Inventory:

Purchasing:

Other:

GL Restrictions - Please list the user's GL restrictions

<u>Program(s)</u>	<u>Segment Type</u>	<u>Account Restriction</u>
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Individual User Attributes

Roles assigned (list out)

Attributes Tab

- set printers and printer ports to "lo" - local
- Payroll users bringing over T&A files need Payroll proof location code set to "1101" - Commissioners
- GL module - Acct. Entry Method: set Value to "O" - Org
- GL module - DT/DF default fund: set Value to "010" - General Fund