THE TEXAS A&M UNIVERSITY SYSTEM
FAMIS SERVICES
FAMIS ACCESS FORM

CC 00 – Master Campus   CC 09 – TEEX   CC 18 – WTAMU   All Parts Access

Add Access   Change Access   Expire Access, Effective

(mm/dd/yyyy)

PART I: USER INFORMATION   Must Be Completed

1. Have you ever had a FAMIS ID before?   YES   NO   If yes, list ID:

2. Name (Last, First, Middle):

3. Employee UIN):   4. Phone Number:

5. Department Name:

6. Mail Stop: 7. E-mail Address:

8. Access same as another FAMIS user? User name:
   NOTE: Listing a name for question #8 will determine all further access-- GO TO PART VII.

PART II: FINANCIAL ACCOUNTING (FRS) ACCESS

Types of Inquiry Access -

1. The user will view transaction or balance screens on accessible accounts.	YES	NO
2. The user will view Accounts Payable screens on accessible accounts.	YES	NO
3. The user will view Accounts Receivable invoiced through FAMIS.	YES	NO

4. Department or Sub-Department Codes in which the user will have inquiry access. Usually just your department or enter "ALL" for all departments

Types of Update Access -

1. The user will update transaction or balance screens.	YES	NO
2. The user will update Accounts Payable screens.	YES	NO
3. The user will update Accounts Receivable invoiced through FAMIS.	YES	NO

Types of Payroll Access -

1. The user will need inquiry only access to Payroll Information	YES	NO

For Payroll Inquiry to all members, CFO or Delegate must approve here: X _____

2. The user will need to adjust Payroll Encumbrances	YES	NO
3. The user will need to create or approve Payroll Cost Transfers	YES	NO

PART III: SPONSORED RESEARCH (SPR) ACCESS

Types of Access -

1. The user will need to view Sponsored Research Information.	YES	NO
2. The user will need to update Sponsored Research Information.	PRP	PRJ
	AWD	NO
3. The user will need to update Sponsored Research Control Screens.	YES	NO

PART IV: FIXED ASSET ACCESS (FFX) ACCESS

Types of Access -

1. Inquiry
   a. The user will need to view fixed asset (property) information. .   YES   NO

   b. Department or Sub-Department Codes in which the user need inquiry access. Usually just your department or enter "ALL" for all departments

2. Update
   a. The user will need to change fixed asset (property) information.   YES   NO

   b. Department or Sub-Department Codes in which the user need update access. Usually just your department or enter "ALL" for all departments.

PART V: ANNUAL FINANCIAL REPORT (AFR) ACCESS

Types of Access -

1. The user will need inquiry only access to AFR information.   YES   NO
2. The user will need access to make manual AFR entries.   YES   NO
3. The user will need to print the AFR.   YES   NO
4. The user will need access to the Printer Maintenance screen.   YES   NO

PART VI: ADDITIONAL COMMENTS

PART VII: SIGNATURES REQUIRED FOR ABOVE ACCESS   **Must Be Completed**

User signature (User agrees to this access and states that information in Part I is true.)

Date: _____   X _____
(mm/dd/yyyy)   User Signature

Name of Director, Department Head or Delegate:

I approve of this user having the access designated in each section of this form.

Date: _____   X _____
(mm/dd/yyyy)   Director, Department Head or Delegate Signature

CFO or Delegate Approval Required for All Member Inquiry Access:

I approve of this user having the access designated in each section of this form.

Date: _____   X _____
(mm/dd/yyyy)   CFO or Delegate Signature