

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

CC 00 – Master Campus CC 09 – TEEEX 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: _____ (mm/dd/yyyy)	<u> X </u> 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: _____ (mm/dd/yyyy)	<u> X </u> 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: _____ (mm/dd/yyyy)	<u> X </u> CFO or Delegate Signature