

AFIN (Financial System)

Security Action Request

Important: This **GREEN** form is to be used by all personnel who wish to gain access to **AFIN**, the Financial System.

If access to multiple systems (SIS, AFIN, HCM) is needed, a separate form specific to each system must be submitted. For information on obtaining SIS (Student Information System) access, contact the SIS Security Administrator at 2-7971 or 2-7967. For HCM (Human Capitol Management) access, contact the HCM Security Administrator at 2-9656.

Before filling out this form, you must have a CICS account. To get a CICS account, go to the Technology Support Center, 110 Hayes Hall to fill out a CICS account application form and a SecurID form. You will need to present your BGSU ID card during the application process. With your CICS account, you will be able to logon to the system which includes the SIS and AFIN databases. Submitting this form is your request for access to the particular database you need to use.

Transfers - A transfer from one department to another requires two Security Action Request forms, one with "Remove" authorization from the previous department and one with "Add" authorization from the new department.

Removals - When an employee/student assistant leaves the department, a Security Action Request form must be submitted to request "Remove" authorization for the individual.

Additional Forms - See URL <http://www.bgsu.edu/its/forms> or visit the Technology Support Center, 110 Hayes Hall.

Instructions: Please follow the directions below, making sure that all requested information is filled in completely and carefully.

Step 1: For access to AFIN, fill in the reverse side of this form completely. The form must be signed and dated by the department's AFIN Contact. If you are not sure who that is, contact your chair, director, or the AFIN Security Administrator.

Step 2: Return completed form to:

Business Office
315 Administration Bldg.
Attn.: Dave Hoehner, AFIN Security Administrator
Ext. 2-8599

Note: Please allow 1-2 working days for processing. If after 2 days you are unable to access AFIN, please contact the AFIN Security Administrator at 2-8599.

**AFIN (Financial System)
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User Identification			
Name: _____	_____	_____	
(Last)	(First)	(M)	
CICS Logon ID: _____	Dept Area No: _____		
Job Title: _____	Faculty	Admin	Classified Student
Dept Name: _____	Phone: _____		

Authorization Requested (Check one): <input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change
Expiration date for authorization (if any): _____

Type of Access (Select only one below.)

_____ **Same access as:** Employee's name _____ CICS Logon ID _____

_____ **View budget data only** for area(s): _____
or area/orgs: ____/____; ____/____; ____/____; ____/____; ____/____

_____ **Clerical access without approvals** for area(s): _____ **OR**
area/orgs: ____/____; ____/____; ____/____; ____/____; ____/____; ____/____
Those with this security profile will be able to enter AFIN documents for the designated area/org(s) and to view budget data. Documents that can be entered are purchase requisition (RXQ), departmental purchase order (PDQ), stock requisition (SR), payment order (PO1), and receiving document (RC). All RXQ, PDQ, and PO1 documents must be approved on-line by someone else.

_____ **Clerical access with approvals** for area(s): _____ **OR**
area/orgs: ____/____; ____/____; ____/____; ____/____; ____/____; ____/____
This profile is the same as the previous one, except that RXQ, PDQ, and PO1 documents less than \$1,500 can be approved by anyone with this security profile. Purchases of \$1,500 or more will still require the on-line approval of a budget administrator.

_____ **Budget administrator** for area(s): _____ **OR** area/orgs: ____/____; ____/____; ____/____; ____/____; ____/____; ____/____
This profile allows a budget administrator to approve purchases up to \$10,000. This profile is not used for the chair or director, but allows a budget administrator of one or more orgs within an area to view budget data and enter and approve documents.

_____ **Chair or director** for area(s): _____ **OR**
area/orgs: ____/____; ____/____; ____/____; ____/____; ____/____; ____/____
This profile allows a chair or director to view budget data and enter and approve documents for all orgs within his/her area up to \$50,000

_____ **Vice President for area(s):** _____
This profile allows a VicePresident up to \$100,000.

_____ **Other access not listed above**

Signature of CICS Contact: _____ **Date:** ____/____/____
Phone: _____

Office Use Only: Security Administrator: CICS/USID Prod _____ CICS/USID Trainer _____
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