

# GENERAL LEDGER APPLICATION – SECURITY REQUEST FORM

## ACTION REQUESTED:

Add User ID \_\_\_\_\_  End date User ID \_\_\_\_\_ Responsibility:  Add  End date

## USER INFORMATION:

NAME: \_\_\_\_\_ EXT: \_\_\_\_\_  
Last First MI

DEPARTMENT: \_\_\_\_\_ BLDG: \_\_\_\_\_ RM: \_\_\_\_\_

DCE USER ID: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ MAC or PC: \_\_\_\_\_

## GENERAL LEDGER USER RESPONSIBILITIES REQUESTED:

- RIT GL - Journal Entry Only - *to be able to create journal entries in Oracle.*
- RIT GL - Reporting & Inquiry - *to be able to perform account inquiries and print reports for your department(s).*
- RIT GL - Reporting, Inquiry & Payroll - *to be able to perform account inquiries, print reports, and print payroll distribution reports for your department(s).*
- Other: \_\_\_\_\_

## LIST THE DEPARTMENT #'S YOU WANT TO ACCESS:

## IF END DATING AN ORACLE USER ID OR RESPONSIBILITY, PLEASE PROVIDE AN EXPLANATION:

**AUTHORIZATION:** 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.

REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVER: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Dept Head or Budget Authority)

**Note:** If RIT GL Reporting, Inquiry, & Payroll responsibility is selected the approver must have authorization to give requestor access to payroll information for specified department(s).

## FOR ACCOUNTING USE ONLY:

ACCOUNTING APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

DC: \_\_\_\_\_ DL: \_\_\_\_\_ DB: \_\_\_\_\_ NU: \_\_\_\_\_ TR: \_\_\_\_\_

### ADD

RIT GL JOURNAL ENTRY ONLY \_\_\_\_\_  
RIT GL- \_\_\_\_\_  
RIT GL- \_\_\_\_\_

### END DATE

RIT GL JOURNAL ENTRY ONLY \_\_\_\_\_  
RIT GL- \_\_\_\_\_  
RIT GL- \_\_\_\_\_

## For ITS Use Only:

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_