



USER INFORMATION

AGENCY NAME: _____ **EMPLOYEE NAME:** _____ **EMPL ID NUM:** _____

EMPLOYEE USER ID (LDAP/AD): _____ **EMPLOYEE PCN:** _____ **EMPL PHONE:** _____

NOTE: A current IRIS Affidavit must be on file for the employee in order for DOF to process this security request form.

SECURITY REQUEST

NEW USER / ADD TO EXISTING
(selections below will be added to user setup)

PCN CHANGE
(current setup will be replaced by this form)

DELETE SPECIFIC DOCS / ROLES
(remove selected items from current setup)

ERROR OVERRIDE LEVELS:

Agency Error Override Level 5

Central Error Override Level 7 (DOA-DOF Only)

WORKFLOW APPROVAL GROUPS:

ADD

DELETE

NOTE: You must provide the IDs / Names of the Authorized Approval Groups on Page 4 of this form.

Accounts Payable Documents

FINANCIAL / ACCOUNTING DOCUMENTS

___ CEC	Commodity Encumbrance Correction	AGENCY SPECIFIC USE ONLY:
___ CPRC	Confidential Commodity Based Payment Req.	___ AD Automatic Disbursement (DOA-DOF)
___ DRM	Disbursement Management	___ CAD Confidential Auto Disbursement (DOA-DOF)
___ IN	Invoice	___ CEFT Confidential EFT (DOA-DOF)
___ INVSS	Invoice created in Vendor Self-Serve (VSS)	___ DC Disbursement Cancellation (DOA-DOF)
___ IT	Intercept Transfer	___ EFT Electronic Fund Transfer (DOA-DOF)
___ MDFW	Manual Disbursement Field Warrant	___ M1099 1099 Reported Income Maint. (DOA-DOF)
___ MDHW	Manual Disbursement Handwritten Warrant	___ MDMA Manual Disbursement Medical Assistance (HSS)
___ MDNW	Manual Disbursement Wire Transfer	___ MDPF Manual Disbursement Permanent Fund (DOR)
___ PCGAX	Petty Cash Payment Request	___ MDPR Manual Disbursement Payroll (DOA-DOF)
___ PRC	Commodity Based Payment Request	___ MDPS MDPS Read Only (ACPE)
___ PRCUR	PCard Recon. (PRCUR & PCard Tables)	___ MDPS MDPS Update (ACPE)
___ PRM	Payment Request Matching	___ MDRB Manual Disburs. Retirement & Benefits (DOA-DRB)
___ PRN	Payment Request Matching - Negative	___ MDWL Manual Disbursement Welfare (HSS)
___ RTGPF	Retainage Payout/Forfeiture	___ WR Warrant Reconciliation (DOA-DOF)
___ TAPO	Travel Authorization Purchase Order	
___ TAPRC	Travel Auth. Commodity Based Payment Req.	

General Accounting Documents

___ CGAX	General Accounting Confidential Payment	AGENCY SPECIFIC USE ONLY:
___ CH8	Journal Voucher - Statewide use	___ ABDL Accounting Based Document Lapse (DOA-DOF)
___ GAE	General Accounting Encumbrance	___ CBDL Commodity Based Document Lapse (DOA-DOF)
___ GAE1	Vendor/Obj Corrections Affecting 1099 Reporting	___ CR Cash Receipt (DOR-Cash Mgmt)
___ GAEC	General Accounting Encumbrance Change	___ GAIP General Accounting Intercept Pay. (DOA-DOF)
___ GAX	General Accounting Expenditure Payment Req.	___ IRM Intercept Request Maintenance (DOA-DOF)
___ IET	Internal Exchange Transaction	___ JVA Journal Voucher Annual Close (DOA/DOR)
___ IPO	Internal Purchase Order (include IPO2)	___ JVAC Journal Voucher Asset Accting (DOA-DOF)
___ ITA	Internal Transaction Agreement	___ JVAPY Adv Journal Vcher (DOA-DOF)
___ ITI	Internal Transaction Initiator	___ JVCAM Journal Voucher CAFR (DOA-DOF)
___ JV	Standard Journal Voucher	___ JVSW Conf. Journal Voucher (DOR-Cash Mgmt)
___ JVR	Journal Voucher Request	___ TTR Cash Receipt Inter-Fund (DOR-Cash Mgmt)
		___ UDOC User Add/Change Document (DOA-DOF)

Inventory Documents

___ CI	Issue Confirmation	___ OC	Over the Counter	___ SRQ	Stock Request
___ IA	Inventory Adjustment	___ PI	Pick and Issue	___ TI	Transfer Issue
___ IC	Inventory Correction	___ SN	Stock Return	___ TR	Transfer Receipt

This form is continued on next page.



USER INFORMATION

AGENCY NAME: _____ **EMPLOYEE NAME:** _____ **EMPL ID NUM:** _____

FINANCIAL / ACCOUNTING DOCUMENTS (CONTINUED)

Budget Documents

- | | | | |
|------------|--|-----------|--|
| ___ BGDE70 | Operating Expense Budget Levels 5 & 6 | ___ BGP75 | Establish Project by Appn & Line Item Budget |
| ___ BGDE72 | Capital Expense Budget Levels 5 & 6 | ___ BGR71 | Operating Revenue Budget |
| ___ BGE70 | Operating Expense Budget Levels 1 - 4 | ___ BGR73 | Capital Revenue Budget |
| ___ BGE72 | Capital Expense Budget Levels 1-4 | ___ SRR1 | Budget Seed Money |
| ___ BGP74 | Establish Grant by Appn & Line Item Budget | | |

Cost Accounting / Allocation Documents

- | | | | |
|-----------|--|---------|--|
| ___ BGPHR | Program Phase Reimbursable Budget Structure 40 | ___ CH5 | Internal Costing Billing |
| ___ BGPDR | Grants Reimbursable Budget Structure 39 | ___ CH6 | Cost Accounting Expenditure Correction |
| ___ CAS | Cost Accounting Setup | ___ ICT | Internal Costing Usage |
| ___ CAM | Cost Accounting Maintenance | ___ IKM | In Kind Match Charge |
| ___ PO3 | Grant Given Purchase Order | | |
| ___ JVC | Cost Accounting Journal Voucher | | |
| ___ CH | Charge - Multiple Accounting Lines | ___ CH7 | AKPAY Interface (DOA-DOF) |
| ___ CH3 | Charge - Statistics Entry | ___ CH9 | PCard Interface (DOA-DOF) |
| ___ CH4 | Indirect Rate Overhead | | |

AGENCY SPECIFIC USE ONLY:

Accounts Receivable Documents

- | | | | |
|---------|--|--------|------------|
| ___ CL | Referring Receivables to Collection Agency | ___ RE | Receivable |
| ___ CR1 | Cash Receipts Suspense | ___ WO | Write Off |
| ___ CR2 | Cash Receipts - Customer Billing | | |

Fixed Assets Documents

- | | | | | | |
|--------|--------------------------|---------|-----------------------------|--------|-------------------------|
| ___ FA | Fixed Asset Acquisition | ___ FI | Fixed Asset Increase | ___ FX | Fixed Asset Type Change |
| ___ FC | Fixed Asset Cancellation | ___ FM | Fixed Asset Modification | | |
| ___ FD | Fixed Asset Disposition | ___ FRM | Fixed Asset Repair & Maint. | | |
| ___ FE | Fixed Asset Depreciation | ___ FT | Fixed Asset Transfer | | |

PROCUREMENT DOCUMENTS

- | | | | |
|----------|---------------------------------------|---------|--|
| ___ BAFO | Best and Final Offer | | |
| ___ CMR | Contract Modification Request | ___ VCC | Vendor Customer Creation (Prior approval required) |
| ___ CT | Contract | ___ VCM | Vendor Customer Modification (Prior approval required) |
| ___ DO | Delivery Order | | |
| ___ EV | Evaluation | | |
| ___ EVT | Evaluation Team | | |
| ___ IRFP | Informal Request for Proposals | | |
| ___ ITB | Invitation to Bid | | |
| ___ MA | Master Agreement | | |
| ___ MMR | Master Agreement Modification Request | | |
| ___ PE | Performance Evaluation | | |
| ___ PO | Purchase Order | | |
| ___ RC | Receiver | | |
| ___ RFI | Request for Information | | |
| ___ RFP | Request for Proposals | | |
| ___ RFQ | Request for Quotation | | |
| ___ RN | Renewal | | |
| ___ RQM | Master Agreement Requisition | | |
| ___ RQS | Requisition | | |
| ___ RS | Stand Alone Receiver | | |
| ___ SR | Solicitation Response | | |
| ___ TM | Termination | | |
| ___ UR | Universal Requestor | | |

LIMITED USE (CONTACT DOA-DOF):



USER INFORMATION

AGENCY NAME: _____ **EMPLOYEE NAME:** _____ **EMPL ID NUM:** _____

All Agency Functional Roles

<input type="checkbox"/> XX_ACTPL_READ	Accounting Template Read-Only *	<input type="checkbox"/> GRANT_PROJ_MGR	Grant-Project Manager
<input type="checkbox"/> XX_ACTPL_UPD	Accounting Template Update *	<input type="checkbox"/> PROC_OFF	Procurement Officer
<input type="checkbox"/> AP_STAFF	Accounts Payable Staff	<input type="checkbox"/> PROC_RECEIVER	Procurement Receiver
<input type="checkbox"/> AR_MGR	Accounts Receivable Manager	<input type="checkbox"/> PROC_REQUESTOR	Procurement Requestor
<input type="checkbox"/> AR_STAFF	Accounts Receivable Staff	<input type="checkbox"/> WAREHOUSE_ADMN	Warehouse Administrator
<input type="checkbox"/> CA_STAFF	Cost Accounting Staff	<input type="checkbox"/> WAREHOUSE_MGR	Warehouse Manager
<input type="checkbox"/> CAL_COORD	Cost Allocation Coordinator	<input type="checkbox"/> WAREHOUSE_STAFF	Warehouse Staff
<input type="checkbox"/> COA_COORD	Chart of Accounts Coordinator	<input type="checkbox"/> WORKLOAD_MGR	Workload Manager
<input type="checkbox"/> DEPT_WLADMN	Dept. Worklist Administrator Role	<input type="checkbox"/> WRKLIST_ADMIN	Worklist Administration Update
<input type="checkbox"/> FA_MGR	Fixed Assets Manager		
<input type="checkbox"/> FA_STAFF	Fixed Asset Staff		

* Agency specific security role (XX = Agency Code)

Agency Specific and Centralized Security & Functional Roles

DOA-DOF USE ONLY:

<input type="checkbox"/> BATCHADM	Batch Administrator (view batch jobs)
<input type="checkbox"/> DOF_UPD_DOC	Document Creation for All Depts. - DOF

DOA-DOF-ACCOUNTING SERVICES USE ONLY:

<input type="checkbox"/> ANN_CLOSE_COORD	Annual Close Coordinator
<input type="checkbox"/> CEN_ACTPL	Accounting Template - Read Only
<input type="checkbox"/> CEN_ACTPL_UPD	Acting Template - Update Access
<input type="checkbox"/> CEN_AP_ADMIN	Account Payable Administrator
<input type="checkbox"/> CEN_BUD_ADMIN	Budget System Administrator
<input type="checkbox"/> CEN_CA_CAL_ADMIN	Cost Acct/Cost Allocation Admin.
<input type="checkbox"/> CEN_CAL_STAFF	Cost Allocation Administrator
<input type="checkbox"/> CEN_CASH_MGMT	Cash Management
<input type="checkbox"/> CEN_COA_COORD	Chart of Accounts Coordinator
<input type="checkbox"/> CEN_FA_COORD	Fixed Assets Coordinator
<input type="checkbox"/> CEN_GA_ADMIN	GA System Administrator
<input type="checkbox"/> CEN_INT_CA_COORD	Internal Cost Coordinator
<input type="checkbox"/> CEN_INV_ADMIN	Inventory System Administrator
<input type="checkbox"/> CEN_PROC_ADMIN	Procurement System Administrator

DOA-DOF-SYSTEMS ADMINISTRATION USE ONLY:

<input type="checkbox"/> DOF_1099_TAX	1099 Tax Reporting System Admin.
<input type="checkbox"/> DOF_EFT	Electronic Funds System Admin.
<input type="checkbox"/> PCARD_ACTPL	PCard Acting Template Security Role
<input type="checkbox"/> DOF_PCARD_ADMIN	PCard System Administrator
<input type="checkbox"/> DOF_SYS_ADMIN	DOF System Administrator
<input type="checkbox"/> DOF_USER_SETUP	User Setup System Administrator
<input type="checkbox"/> DOF_VEND_CUST	Vendor Customer System Admin.
<input type="checkbox"/> DOF_WORKFLOW	Workflow System Administrator
<input type="checkbox"/> DOF_WRT_RECON	Warrant Recon. System Admin.

GOV USE ONLY:

<input type="checkbox"/> INTREC_01_GELE	Interface Cert. Dept. 01 Div. GELE
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DOA USE ONLY:

<input type="checkbox"/> INTREC_02_ABGT	Interface Cert. Dept. 02 Div. ABGT
<input type="checkbox"/> INTREC_02_ADRA	Interface Cert. Dept. 02 Div. ADRA
<input type="checkbox"/> INTREC_02_ADRB	Interface Cert. Dept. 02 Div. ADRB
<input type="checkbox"/> INTREC_02_AOCA	Interface Cert. Dept. 02 Div. AOCA
<input type="checkbox"/> INTREC_02_APAY	Interface Cert. Dept. 02 Div. APAY

LAW USE ONLY:

<input type="checkbox"/> AGO_WL_MGR	AG Office Workload Manager
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DOR USE ONLY:

<input type="checkbox"/> CASH_ACTPL	Cash Mgmt Actcing Template
<input type="checkbox"/> DOR_UPD_DOC	DOR Doc. Creation for All Depts.
<input type="checkbox"/> CASH_MGMT	Cash Management
<input type="checkbox"/> INTREC_04_RINV	Interface Cert. Dept. 04 Div. RINV
<input type="checkbox"/> INTREC_04_RPF	Interface Cert. Dept. 04 Div. RPF
<input type="checkbox"/> INTREC_04_RTRS	Interface Cert. Dept. 04 Div. RTRS
<input type="checkbox"/> INTREC_04_RUCP	Interface Cert. Dept. 04 Div. RUCP

ACPE USE ONLY:

<input type="checkbox"/> INTREC_05_EPMD	Interface Cert. Dept. 05 Div. EPMD
<input type="checkbox"/> INTREC_05_EPSE	Interface Cert. Dept. 05 Div. EPSE

HSS USE ONLY:

<input type="checkbox"/> INTREC_06_HPDA	Interface Cert. Dept. 06 Div. HPDA
<input type="checkbox"/> INTREC_06_HHAS	Interface Cert. Dept. 06 Div. HHAS
<input type="checkbox"/> INTREC_06_HMMS	Interface Cert. Dept. 06 Div. HMMS
<input type="checkbox"/> INTREC_06_HOCS	Interface Cert. Dept. 06 Div. HOCS

DOLWD USE ONLY:

<input type="checkbox"/> INTREC_07_BDVR	Interface Cert. Dept. 07 BDVR
<input type="checkbox"/> INTREC_07_BFFP	Interface Cert. Dept. 07 BFFP

CCED USE ONLY:

<input type="checkbox"/> INTREC_08_DINV	Interface Cert. Dept. 08 DINV
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DNR USE ONLY:

<input type="checkbox"/> INTREC_10_NREV	Interface Cert. Dept. 10 NREV
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DFG USE ONLY:

<input type="checkbox"/> INTREC_11_FLIC	Interface Cert. Dept. 11 FLIC
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DOT&PF USE ONLY:

<input type="checkbox"/> INTREC_25_TFMS	Interface Cert. Dept. 25 TFMS
<input type="checkbox"/> INTREC_25_TIAS	Interface Cert. Dept. 25 TIAS
<input type="checkbox"/> INTREC_25_TMMS	Interface Cert. Dept. 25 TMMS
<input type="checkbox"/> INTREC_25_TSEF	Interface Cert. Dept. 25 TSEF

ACS USE ONLY:

<input type="checkbox"/> INTREC_41_CJRY	Interface Cert. Dept. 41 CJRY
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FUNCTIONAL ROLES



USER INFORMATION

AGENCY NAME: _____ **EMPLOYEE NAME:** _____ **EMPL ID NUM:** _____

Add Approval Groups

Please enter the authorized Approval Role IDs / Names for this employee. If needed, please use the ALDER Report titled *Approval Groups for Users* to obtain a list of Approval Roles for your Agency.

Delete Approval Groups

Please enter the authorized Approval Role IDs / Names that this employee **should be removed from**. If you want this employee to be removed from ALL Approval Roles, enter "ALL" in the box. If needed, please use the ALDER Report titled *Approval Groups for Users* to obtain a list of Approval Roles for your Agency.

WORKFLOW APPROVAL GROUPS

Supervisor Approval

PRINTED NAME SIGNATURE DATE

Agency Appointing Authority / Security Contact Approval

PRINTED NAME SIGNATURE DATE

DOA-Division of Finance Acceptance

PRINTED NAME Direct Table Update UDOC _____ DATE

APPROVALS

Submit this form to:

Email: DOA.DOF.IRIS.SWAT@alaska.gov / **Fax:** (907) 465-2169