

Application for TechFIM Access Transaction Entry/Table Update

Print this form and fill it out. It must have signatures.

NEW EMPLOYEE (or first time access)
 CHANGE USER-ID (Current Employee)
 CHANGE ACCESS (Current Employee)
 DELETE ACCESS (Termination or change of position)

DEPARTMENT NAME: _____

NAME OF PERSON FOR WHOM ACCESS IS REQUESTED: _____

FIRST 4 CHARACTERS OF TECHFIM USER-ID: _____
 (note: this is not your Technet ID)

If you are a new employee, or this is first time access, who are you replacing: _____

Indicate below the actions for which this individual should be authorized by placing a check mark in the applicable space(s). Please make sure to check TDDB (Transaction entry) on the Technet Application.

TRANSACTION ENTRY: _____
 (i.e. enter JVs, PVs, etc.)
TECHFIM TABLE UPDATE: _____
 (i.e. update ORGN, GDES, etc.)

If the individual is to enter transactions, indicate in the spaces below the transaction types and the level of access the individual should be given for those transaction types. The action types are inclusive. For example: If the individual is to be able to CORRECT a Journal Voucher, it is assumed the individual will be able to SCAN and ENTER Journal Vouchers. If additional authorization is needed, please note that request in the comments area below.

<u>TRANSACTION TYPES</u>				<u>ACTION TYPE</u>					
Trans ID	Transaction Name	Scan	Enter	Correct	Delete	Schedule	Edit Only	Hold	Run

Comment: _____

If the individual is to UPDATE Techfim tables, please indicate the necessary table(s) and the type of action needed. The Action Types are inclusive. For example, if the individual should be able to delete entries on a particular table, then it is assumed that the individual will be able to SCAN, ENTER and CORRECT that table. If additional authorization is needed, please note that request in the comments area below.

<u>TECHFIM TABLES</u>		<u>ACTION TYPE</u>			
Identifier	Table Name	Scan	Enter	Correct	Delete

Comment: _____

REQUESTEE'S SIGNATURE: _____ DATE _____

DEPARTMENTAL APPROVAL: _____ DATE _____

Return to TOSM, MAIL STOP 3051 TABLE UPDATED _____