

## Shared Financial System (SFS) - User Request Authorization Form

All fields with an asterisk (\*) are required. Guidelines and requirements for requests can be found here: [www.wisconsin.edu/sfs/security](http://www.wisconsin.edu/sfs/security).  
 Questions can be sent to: [security.authorizations@doit.wisc.edu](mailto:security.authorizations@doit.wisc.edu). Incomplete or improperly completed forms will not be accepted.

Employee ID:*(00123456)	Campus Name:*	Pay Department*:	Email Address*:
Environments where access is requested*:		Business need, requested Primary Permission List, and/or additional information*	
SFS Prod: <input type="checkbox"/> Others:			
<p><i>Terms: Your use of University of Wisconsin computing resources is restricted to authorized University of Wisconsin business. You may only access computing resources for which you have specific authorization and only in accordance with authorized business need. Your password verifies your login identification (Login ID) and is intended for your use alone. You are responsible for keeping it confidential and for changing your password based on your campus security policy. If you suspect someone else knows your password, change it immediately. Intentional violation of this agreement may result in disciplinary action, legal action or both. You may be held responsible for any willful and deliberate misuse, system damage or security breach, that is traceable to your assigned Login ID.</i></p> <p><i>Confidentiality Agreement: By signing this form I certify I am a user of SFS data and I agree to abide by the state and federal laws and University of Wisconsin policies that apply to the proper use of data. For more information see: Wisconsin Public Records Law: <a href="https://www.wisconsin.edu/general-counsel/legal-topics/records/">https://www.wisconsin.edu/general-counsel/legal-topics/records/</a> Records Management: <a href="https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-public-records-management/">https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-public-records-management/</a></i></p>			

**I have read, understand and agree to the above terms:**

User Signature*:	Print Name*:	Date:
<p><i>I certify the authorized business need for access assigned and will hold the above accountable for the terms stated. I understand the internal control risks associated with the combination of access to roles, and accept the responsibility for implementing compensating controls if such access is authorized.</i></p>		
Supervisor Signature:	Print Name:	Date:
BU Admin Signature*:	Print Name*:	Date:
Module Steward Sig.:	Print Name:	Date:

### SFS Core Financial Roles

AP	GRANTS	AM	
AP_INQUIRY Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_AR_BI_INQUIRY Add <input type="checkbox"/> Remove <input type="checkbox"/>	AM_INQ Add <input type="checkbox"/> Remove <input type="checkbox"/>	
AP_MAINTENANCE Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_BI Add <input type="checkbox"/> Remove <input type="checkbox"/>	AM_MNT Add <input type="checkbox"/> Remove <input type="checkbox"/>	
AP_CLERK Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_POST_AWARD_BUDGET Add <input type="checkbox"/> Remove <input type="checkbox"/>	AM_PWR Add <input type="checkbox"/> Remove <input type="checkbox"/>	
AP_POWER_USER Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_POST_AWARD_STAFF Add <input type="checkbox"/> Remove <input type="checkbox"/>	<b>GL</b>	
AP_VOID_CHECKS Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_POST_INQUIRY Add <input type="checkbox"/> Remove <input type="checkbox"/>	GL_INQ Add <input type="checkbox"/> Remove <input type="checkbox"/>	
AP_PAY_CYCLE_MANAGER Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_PRE_AWARD_STAFF Add <input type="checkbox"/> Remove <input type="checkbox"/>	GL_CLRK Add <input type="checkbox"/> Remove <input type="checkbox"/>	
AP_EDM_MANAGER Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_PRE_AWARD_INQUIRY Add <input type="checkbox"/> Remove <input type="checkbox"/>	GL_MNT Add <input type="checkbox"/> Remove <input type="checkbox"/>	
AP_SINGLE_LINE_VCHR_CSV Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_QUERY Add <input type="checkbox"/> Remove <input type="checkbox"/>	GL_PWR Add <input type="checkbox"/> Remove <input type="checkbox"/>	
AP_MULTILINE_VCHR_XML Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_SPONSOR_UPDATE Add <input type="checkbox"/> Remove <input type="checkbox"/>	<b>AR/BI</b>	
AP_W2_MAINTENANCE Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_SPONSOR_ADD Add <input type="checkbox"/> Remove <input type="checkbox"/>	AR_INQ Add <input type="checkbox"/> Remove <input type="checkbox"/>	
AP_VENDOR_CONVERSATION Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_AR_DEPOSITS Add <input type="checkbox"/> Remove <input type="checkbox"/>	AR_MNT Add <input type="checkbox"/> Remove <input type="checkbox"/>	
AP_VENDOR_POWER Add <input type="checkbox"/> Remove <input type="checkbox"/>	UWGM AR Payments Add <input type="checkbox"/> Remove <input type="checkbox"/>	AR_USER Add <input type="checkbox"/> Remove <input type="checkbox"/>	
AP_VENDOR_COMMITTEE Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_POST_AWARD_MGR Add <input type="checkbox"/> Remove <input type="checkbox"/>	<b>NVISION</b>	
AP_VENDOR_COMM_1099 Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_AR_MGR Add <input type="checkbox"/> Remove <input type="checkbox"/>	NVS_INQ Add <input type="checkbox"/> Remove <input type="checkbox"/>	
	GM_COST_SHARE_ENTRY Add <input type="checkbox"/> Remove <input type="checkbox"/>	NVS_PWR Add <input type="checkbox"/> Remove <input type="checkbox"/>	
	GM_COST_SHARE_PROCESS Add <input type="checkbox"/> Remove <input type="checkbox"/>		
<b>PO</b>			
PO_INQUIRY Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_PROCESSING Add <input type="checkbox"/> Remove <input type="checkbox"/>		
PO_CLERK Add <input type="checkbox"/> Remove <input type="checkbox"/>	GM_DVD_INQUIRY Add <input type="checkbox"/> Remove <input type="checkbox"/>		
PO_MAINTENANCE Add <input type="checkbox"/> Remove <input type="checkbox"/>			
PO_POWER_USER Add <input type="checkbox"/> Remove <input type="checkbox"/>			
PO_PROCESSING_OPTIONS Add <input type="checkbox"/> Remove <input type="checkbox"/>	<b>GRANTS SPO</b>		
PO_RECONCILING_PROCESS Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_SPO_STF_EXT_OES Add <input type="checkbox"/> Remove <input type="checkbox"/>	<b>ADDITIONAL ROLES</b>	
<b>OTHER</b>		Specify additional role name(s) below and check "Add" or "Remove": Add <input type="checkbox"/> Remove <input type="checkbox"/>	
ALL_INQ Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_SPO_STF_MIL_RSA Add <input type="checkbox"/> Remove <input type="checkbox"/>		
BUDGET Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_SPO_STF_MSN_CALS Add <input type="checkbox"/> Remove <input type="checkbox"/>		
PCARD Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_SPO_STF_MSN_RSP Add <input type="checkbox"/> Remove <input type="checkbox"/>		
PRJ_LITE Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_SPO_MGR_EXT_OES Add <input type="checkbox"/> Remove <input type="checkbox"/>		
WTW_IMAGE_NOW Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_SPO_MGR_MIL_RSA Add <input type="checkbox"/> Remove <input type="checkbox"/>		
UW_UWS_BUSINESS_UNIT_ADMIN Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_SPO_MGR_MSN_CALS Add <input type="checkbox"/> Remove <input type="checkbox"/>		
INTERFACE_CAMPUS_JRNL Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_SPO_MGR_MSN_GRAD Add <input type="checkbox"/> Remove <input type="checkbox"/>		
	UW_SPO_MGR_MSN_RSP Add <input type="checkbox"/> Remove <input type="checkbox"/>		
<b>TRAVEL/EXPENSE</b>			
EX_TRANSACTIONPROCESS Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_EX_AccntServProcA Add <input type="checkbox"/> Remove <input type="checkbox"/>		
UW_EX_WrkAdmin_UWMSN Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_EX_AccntServMgr Add <input type="checkbox"/> Remove <input type="checkbox"/>		
UW_UWS_EX_WORKADMIN_XXXXX* Add <input type="checkbox"/> Remove <input type="checkbox"/>	UW_EX_Inquire Add <input type="checkbox"/> Remove <input type="checkbox"/>		
(*Please specify a 5 character BU for this role. Failure to specify the BU will result in rejection of your form. For multiple BUs, please separate using commas. e.g. UWXXX, UWXXX)	BU:		

Remove all roles