

FMIS ADPICS ACCESS REQUEST/MODIFICATION/TERMINATION FORM

USER INFORMATION ADC LOGONID	<input type="text"/>	Email Address	<input type="text"/>	Effective Date	<input type="text"/>
Employee Name	<input type="text"/>	Employee Title	<input type="text"/>	Phone	<input type="text"/>
Agency Name	<input type="text"/>	Agency Code	<input type="text"/>	Employee Termination/Transfer Date	<input type="text"/>

For Security Officers and Functional coordinators Only: THIS ACCESS DOES NOT CARRY FOWARD IN A COPY ID: View Global Security YES NO View ADPICS Security YES NO

PURCHASING(ADPICS) ACCESS ACTION (check one) ADD MODIFY INACTIVATE

Buyer ID: <input type="text"/>	Model Access Profile: Check ONE Profile	ADC Account # <input type="text"/>	Customize Profile
User Level <input type="text"/>	<input type="radio"/> Accounts Payable (ACCTPAYB)	RMT <input type="text"/> Batch Report	<input type="radio"/> YES <input type="radio"/> NO
User Dept.: No * <input type="text"/>	<input type="radio"/> Accts Payable Super (APSUPERV)	CICS Printer ID: <input type="text"/> All below	Attach copy of change or write below:
Mailbox Dept.: <input type="text"/>	<input type="radio"/> Agy Security Admin (AGYSECUR)	<input type="text"/> REQ <input type="text"/> PO	
P O Auth Amt. <input type="text"/>	<input type="radio"/> Agy Table Maint. Admin (AGYTABLE)	<input type="text"/> ITB <input type="text"/> BID	
Department Authorization Max. 10 Departments	<input type="radio"/> Buyer (BUYER)	<input type="text"/> CO <input type="text"/> RECEIVE	
1. <input type="text"/> 2. <input type="text"/>	<input type="radio"/> Delegated Requestor (DELEREQU)	<input type="text"/> BPO <input type="text"/> DV	
3. <input type="text"/> 4. <input type="text"/>	<input type="radio"/> FAS Accounts Payable (FASAP)	Warehouse: <input type="text"/>	
5. <input type="text"/> 6. <input type="text"/>	<input type="radio"/> FAS AP Super (FASAPSUP)	Warehouse Authorization 1. <input type="text"/>	
7. <input type="text"/> 8. <input type="text"/>	<input type="radio"/> FAS Receiver (FASREC)	2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>	
9. <input type="text"/> 10. <input type="text"/>	<input type="radio"/> Final Approver (FINALAPP)	5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/>	
Interface Security Class: If not on profile	<input type="radio"/> Inquiry (INQUIRY)	8. <input type="text"/> 9. <input type="text"/> 10. <input type="text"/>	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	<input type="radio"/> Inventory Control (INVCONTR)		
	<input type="radio"/> Inventory Issuer (INVISSUE)		
	<input type="radio"/> Inventory Maintenance (INVMAINT)		
	<input type="radio"/> Procurement Supervisor (PROCSUPR)		
	<input type="radio"/> Receiver (RECEIVER)		
	<input type="radio"/> Requestor (REQUESTO)		
	<input type="radio"/> Requestor/Receiver (REQREC)		

APPROVALS:

Agency Designee (optional):	Approved ___ Denied* ___ Signature _____	Date _____	Phone _____
Agency FMIS Functional Coord:	Approved ___ Denied* ___ Signature _____	Date _____	Phone _____
Agency FMIS Security Officer:	Approved ___ Denied* ___ Signature _____	Date _____	Phone _____
DoIT FMIS Security Officer:	Approved ___ Denied* ___ Signature _____	Date _____	Phone _____
FMIS Control Clerk:	Date Completed _____	Initials _____	*Reason for Denial _____

The following procedures should be used to add a new user, modify an existing security profile, or inactivate a security profile from ADPICS Security.

USER INFORMATION SECTION:

- ADC Logon ID:** Enter logon ID of the user requiring ADPICS system access. If the user logon ID has not been established, leave blank (In such cases your Agency ACF2 Security Officer must establish the logon ID and enter the newly established Logon ID on the form).
- Employee Email Address:** Enter the employee email address
- Effective Date:** Enter the date that the request is to be effective.
- Employee Name:** Enter the full name of the user.
- Employee Title:** Enter the title of the user.
- Phone:** Enter user telephone number, including area code and any extension.
- Agency Name:** Enter the home agency name of the user.
- Agency Code:** Enter the Agency Profile Code associated with the user's Financial Agency.
- Employee Termination / Transfer Date:** If the request is a result of a termination or transfer, enter the date.
- For Security Officers and Functional Coordinators Only: THIS ACCESS DOES NOT CARRY FORWARD IN A COPY ID**
If view access to the Global Security Table is needed, check Yes, if not, check No.
If view access to the ADPICS Security Table is needed, check Yes, if not, check No.

PURCHASING (ADPICS) SECTION

Access Action

- Check ADD if adding a new user to the FMIS purchasing subsystem (ADPICS).
- Check MODIFY to replace existing purchasing access privileges with those documented in this form.
- Check INACTIVATE if inactivating purchasing subsystem access privileges.

- Buyer ID:** Enter a 4-character Buyer ID if the user is a designated buyer. The first character of the buyer ID should be the same as the first character of the Department Code, and the remaining three characters should be the buyer's initials.
- User Level:** Enter the 3-digit User Level (defined by the agency) that indicates the user's authority to approve documents. This can be from 000 to 999 where level 000 establishes the lowest authority and level 999 establishes the highest.
- User Dept.:** Enter the 3 - 8 character Department ID of the user's home department. The first 3 characters of the Department ID are the user's Financial or Batch Agency Code in R*STARS. No Wildcards are allowed.
- Mail Box Dept.:** Enter the 3-8 character Department ID of the department(s) for which the user can access the document approval mailbox. Wild cards or partial wild cards (asterisks) can be entered in this field indicating mailbox authority for multiple departments.
- P.O. Auth. Amount:** Enter the maximum dollar amount up to which the user can post a purchase order. A user in a Purchase Order approval path should have a P.O. authorization amount if the user should be able to make amount changes to Purchase Orders.
- Department Authorization:** Enter up to ten department codes for which the user has authority to create requisitions, purchase orders and direct vouchers. Wild cards or partial wild cards (asterisks) can be entered in this field indicating authority for multiple departments.
- Interface Security Class(es):** If other than indicated on the Model Access Profile selected - Enter up to five interface security classes for which the user is authorized, if these are different from those specified on the Model Access Profile selected.
- Model Access Profile:** If adding a new user, check one of the Model Access Profiles listed. Choose the Model Access Profile which best describes the type of access required for the user to perform job functions.
- ADC Account Number:** Enter the agency ADC account number to which ADC charges for batch reports from ADPICS will be billed.
- Indicate Printer ID's:** For batch reports to be printed, enter the Remote Printer ID, in the format RMTxxxx. Enter the 4-character CICS defined printer ID of the printer that is to be used to print each type of document listed on the form. If the same printer is to be used for all forms, enter the print ID next to the last item (all of the above"). These are required to print online documents.
- Warehouse:** A three character code. Provides first line security for tables and transactions involving warehouses.
- Warehouse Authorization:** Up to 10 warehouse codes are allowed. Provides second line security. Users can view or inquire for tables and transactions.
- Customized Profile Request:** If the user requires special access outside of those provided by the Model Access Profile listed above, or this request is to modify existing access privileges, other than those listed below and shown on the form, check YES, and either indicate minor changes in the space provided or attach a copy of the most appropriate Model Access Profile (see Appendix H), with annotated adjustments, to this form. All profiles for a user must be requested by a completed FMIS ADPICS Access Request/Modification/ Termination Form.
- ADPICS Agency Vendor Coordinator:** Check YES to give the user ADPICS Agency Vendor Coordinator privileges (add capability on screens 5150 and 5200). DGS approval A signature must be obtained before Security Services will grant the access. Check NO to remove the ADPICS Agency Vendor Coordinator privileges for this user.
- ADPICS Agency Commodity Table Liaison:** Check YES to give the user ADPICS Agency Commodity Liaison privileges (add capability on screens 5100, 5450 and 5500). DGS approval signature must be obtained before Security Services will grant the access. Check NO to remove the ADPICS Agency Commodity Liaison privileges for this user.
- NOTE: VENDOR COOR NOR COMMODITY LIAISON ARE CARRIED FORWARD IN A COPY ID.

APPROVALS SECTION:

- Employee:** The user signs and dates the request form. The employee signature indicates acceptance of responsibility for the access privileges requested and subsequently granted. If the Access Action is Inactivate, the Employee signature is not required.
- Agency Designee (Optional):** If an agency has assigned designees for institutions, the designee indicates whether the request is approved or denied and signs and dates the form.
- Agency FMIS Functional Coordinator:** The Agency FMIS Functional Coordinator indicates whether the request is approved or denied and signs and dates the form.
- Agency FMIS Security Officer:** The Agency FMIS Security Officer indicates whether the request is approved or denied and signs and dates the form. The Agency Security Officer scans and emails requests to securityservices.doit@maryland.gov
- DoIT FMIS Security Officer:** The FMIS Security Officer initials and dates the form when the data entry is complete, indicates whether the request is approved or denied and signs and dates the form