FMIS ADPICS ACCESS REQUEST/MODIFICATION/TERMINATION FORM

[Clear Form] [Print Form] FMIS FORM #SECU23   04/2009

| USER INFORMATION ADC LOGONID | | Email Address | | Effective Date | |

| Employee Name | | Employee Title | | Phone | |

| Agency Name | | Agency Code | | Employee Termination/Transfer Date | |

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: _____

User Level _____

User Dept.: No * _____

Mailbox Dept.: _____

P O Auth Amt. _____

Department Authorization Max. 10 Departments

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Interface Security Class: If not on profile

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

Model Access Profile: Check ONE Profile

○ Accounts Payable (ACCTPAYB)
○ Accts Payable Super (APSUPERV)
○ Agy Security Admin (AGYSECUR)
○ Agy Table Maint. Admin (AGYTABLE)
○ Buyer (BUYER)
○ Delegated Requestor (DELEREQU)
○ FAS Accounts Payable (FASAP)
○ FAS AP Super (FASAPSUP)
○ FAS Receiver (FASREC)
○ Final Approver (FINALAPP)
○ Inquiry (INQUIRY)
○ Inventory Control (INVCONTR)
○ Inventory Issuer (INVISSUE)
○ Inventory Maintenance (INVMAINT)
○ Procurement Supervisor (PROCSUPR)
○ Receiver (RECEIVER)
○ Requestor (REQUESTO)
○ Requestor/Receiver (REQREC)

ADC Account # _____

RMT _____ Batch Report

CICS Printer ID: _____ All below

	REQ		PO
	ITB		BID
	CO		RECEIVE
	BPO		DV

Warehouse: _____

Warehouse Authorization   1. _____

2.	3.	4.
5.	6.	7.
8.	9.	10.

Customize Profile

○ YES   ○ NO

Attach copy of change or write below:

_____

Agency Vendor Coordinator

○ YES   ○ NO

Agency Commodity Liaison

○ YES   ○ NO

Does not carry forward on copy
DGS Approval/Denial & Date:

APPROVALS: **Employee Signature** _____ Date _____

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