

PEPPERDINE UNIVERSITY

PEOPLESFT FINANCIALS ACCESS APPLICATION

User Type: New Modify/Change

User Information (All fields are required)

Name (Last, First, MI) _____	Campus-Wide ID _____
Job Title _____	Extension _____
E-mail _____	Mail Code _____
Department Name _____	Dept ID #s _____

General User (Check all that apply)

Credit Card Substantiation	<input type="checkbox"/>	Requisition Requestor	<input type="checkbox"/>
Simpler Reporting Tool	<input type="checkbox"/>	Requisition Reviewer	<input type="checkbox"/>
Query Viewer	<input type="checkbox"/>	Requisition Inspection	<input type="checkbox"/>
General Inquiry (GL,BD,PO,AP,REQ)	<input type="checkbox"/>	Requisition Approver	12.5K <input type="checkbox"/> 25 K <input type="checkbox"/>
Travel & Expense Entry	<input type="checkbox"/>	Internal Requisition Receiver	<input type="checkbox"/>

Finance Office Only (Check all that apply)

General Ledger/Budget

GL Journal Entry	<input type="checkbox"/>
Budget Entry	<input type="checkbox"/>
GA Manager - Post Journals	<input type="checkbox"/>
GL Module Setup	<input type="checkbox"/>
GL Module Setup Inquiry	<input type="checkbox"/>

Accounts Payable

Vendor Setup	<input type="checkbox"/>
Vendor Inquiry	<input type="checkbox"/>
Vendor Approval	<input type="checkbox"/>
Vendor Withholding Entry	<input type="checkbox"/>
Vendor Withholding Inquiry	<input type="checkbox"/>

Purchasing

Purchase Order Entry	<input type="checkbox"/>
Purchase Order Approver	<input type="checkbox"/>

Vendor Withholding Processing	<input type="checkbox"/>
Vendor Withholding Maintenance	<input type="checkbox"/>
Manual Payment Entry	<input type="checkbox"/>

Systems

System Audit Access	<input type="checkbox"/>
nVision Processing	<input type="checkbox"/>

Payment Processing	<input type="checkbox"/>
Payment System Setup	<input type="checkbox"/>
Payment System Setup Inquiry	<input type="checkbox"/>
Voucher Entry	<input type="checkbox"/>
Voucher Maintenance	<input type="checkbox"/>

Query Manager – A Restricted Data Security form must be completed for this access:
<http://community.pepperdine.edu/it/tools/wavenet/faculty-staff/forms.htm>

Additional Notes _____

By signing this form, I acknowledge that I have read and agreed to adhere to the PeopleSoft Statement of User Responsibility.

Requestor (Signature) _____ Print Name _____ Date _____ Extension _____

Major Area Budget Manager or Vice President (Signature) _____ Print Name _____ Date _____ Extension _____

Finance Approval (Signature) _____ Print Name _____ Date _____ Extension _____

Security Administrator Approval (Signature) _____ Print Name _____ Date _____ Extension _____

Return Completed Form to the Finance Office - Mail Code 4497

PEPPERDINE UNIVERSITY

PEOPLESOFT STATEMENT OF USER RESPONSIBILITY

This statement of responsibility regarding the use of data contained within the PeopleSoft systems for finance, human resources, and student administration must be read and agreed to by the end user prior to the granting of access to those systems.

I understand that I will be violating the University's policies and state and federal laws if I gain or help others gain unauthorized access to the PeopleSoft systems for finance, human resources, and student administration. I acknowledge that neither I nor anyone else possesses the authority to allow anyone to use my NetworkID or password.

I understand that if I violate the University's policies and state and federal laws by gaining or helping others gain unauthorized access to these systems, I will be subject to University's disciplinary actions and criminal prosecution to the full extent of the law.

By logging on to these computer systems, I acknowledge my responsibility for strictly adhering to University's policies and state and federal laws. I am also aware that penalties exist for unauthorized access, unauthorized use, or unauthorized distribution of information from these systems.

I agree further not to attempt to circumvent the computer security system or attempting to use any transactions, software, computer files, or resources that I am not authorized to use. Any information downloaded from these systems and transported on portable devices (laptops, thumb drives, etc) will be encrypted.