

UC ANR Aggie Enterprise Access Request

Complete access request form below and route for approvals. Please note before roles are provisioned, training will be required. Additionally, contingent workers will have a longer processing time for the profile to be created.

EMPLOYEE INFORMATION

Name:	Job Title:	EMPLID:
Email:	Dept:	UCD Kerberos ID:
Effective Date:	End Date (if applicable)	Request Type
<i>Justification: Please provide business justification for access.</i>		

ROLES REQUESTED:

Please select the closest persona to your role in Aggie Enterprise as this will be used for roles.

Academic	Administrative Inquiry	Administrative Support	BOC Analyst
BOC Supervisor	Director	Financial Assistant	Financial Services Analyst
Financial Services Supervisor	Fiscal Officer	Office Manager	RPM Analyst
RPM Supervisor	SWPR Analyst	SWPR Supervisor	Technical Support
If not listed, please explain:			

FISCAL OFFICER APPROVAL ROLES

Please list all applicable fiscal officer approver departments, for example 9923241 UCCE Sacramento.

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ACCESS REQUEST APPROVALS

Please route the form according to the workflow below.

#1 Supervisor:	#3 UC ANR Financial Services:
#2 Security Liaison: rjgoradia@ucanr.edu & sjleaf@ucanr.edu:	#4 Ad-Hoc Routing for Exception:

AGGIE ENTERPRISE ROLE REFERENCE:

Inquiry Roles with Description:

UCD General Ledger Inquiry JR	This role has access to: <ul style="list-style-type: none">- Access to search journals via the dashboard- View GL transactions- View journals- View accounting periods- View recurring and reversal journals
UCD General Ledger Journal Entry JR	This role has access to: <ul style="list-style-type: none">- Access to search journals via the dashboard- Enter, copy, reverse, delete journals- Upload journals through spreadsheet- Import/correct Journals- Generate subledger journals- View and run GL reports and process
UCD Receivables Adjustments and Write-offs JR	This role has access to: <ul style="list-style-type: none">- Create/Manage Receivables Credit Memo- Manage Receivables Adjustment- Manage Write-offs
UCD Receivables Inquiry JR	This role has access to: <ul style="list-style-type: none">- View customers, customer account details- View invoices
UCD Receivables Invoice Entry JR	This role has access to: <ul style="list-style-type: none">- Create/Manage Receivables Invoice
UCD Fixed Assets Inquiry JR	This role has access to: <ul style="list-style-type: none">- View asset additions- View asset adjustments- View asset transfers, retire and reinstatement of assets- View asset information
UCD Budget Inquiry JR	This role has access to: <ul style="list-style-type: none">- View Budgets
UCD Budget Transactions JR	This role has access to: <ul style="list-style-type: none">- Update or Correct budget
UCD Payables Inquiry JR	This role has access to : <ul style="list-style-type: none">- View invoices, payments, suppliers- View reports
UCD Purchasing Inquiry JR	This role has access to: <ul style="list-style-type: none">- View only access for procurement transactions (Including purchase agreements, purchase orders, and purchase requisitions)- View suppliers
UCD Purchasing Receiving JR	This role has access to: <ul style="list-style-type: none">- Receive expected shipment lines- Correcting received lines- Managing returns
UCD Purchasing Requisition Entry JR	This role has access to: (Confined to campus users ONLY) <ul style="list-style-type: none">-Create and manage procurement requisitions-Enter line item receiving
UCD Projects Cost Inquiry JR	This role has access to: <ul style="list-style-type: none">- View project costs- View project invoice- View project revenue
UCD Projects Inquiry JR	This role has access to: <ul style="list-style-type: none">-View project Master Data

UCD Projects Maintenance JR	This role has access to: - Edit projects
UCD Projects Cost Adjustment JR	This role has access to - Transfer Costs
UCD Grants Inquiry JR	This role has access to: - View awards - View contracts
UCD BI Consumer JR	This role has access to: - Run Business Intelligence Reports <i>Please note: Users must have this role along with Inquiry roles in order to run/view reports allowed via those Inquiry roles</i>

Transactional Roles

UCD General Ledger Journal Entry JR	This role has access to: - Access to search journals via the dashboard - Enter, copy, reverse, delete journals - Upload journals through spreadsheet - Import/correct Journals - Generate subledger journals - View and run GL reports and process
UCD Receivables Adjustments and Write-offs JR	This role has access to: - Create/Manage Receivables Credit Memo - Manage Receivables Adjustment - Manage Write-offs
UCD Receivables Invoice Entry JR	This role has access to: - Create/Manage Receivables Invoice
UCD Budget Transactions JR	This role has access to: - Update or Correct budget
UCD Purchasing Receiving JR	This role has access to: - Receive expected shipment lines - Correcting received lines - Managing returns
UCD Purchasing Requisition Entry JR	This role has access to: (Confined to campus users ONLY) -Create and manage procurement requisitions -Enter line item receiving
UCD Projects Maintenance JR	This role has access to: - Edit projects
UCD Projects Cost Adjustment JR	This role has access to - Transfer Costs