**Financial System Access Request Form**

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| ***Type of User*** |
| [ ]  | New IFAS on the Web User | [ ]  | Modify Existing IFAS User Permissions |
| [ ]  | New IFAS Classic User | [ ]  | Remove IFAS User Permissions |

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| District Name:       | Email Address:       |
| User Name:       | Supervisor:       |
| User Title:       | Same profile as(if applicable):       |
| **Note:** Name and title will appear on tailsheets. IFAS system emails will be sent to the provided address |

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| ***Types of Access (Please check all that apply)*** |
| [ ]  | Report & Inquiry  | [ ]  | Enter/Update Data |
| [ ]  | Run CDD Reports | [ ]  | Develop new CDD Reports |
| ***CDD Folder Access (Please check all that apply)*** |
| [ ]  | GL – General Ledger  | [ ]  | AP’s/POs & PE’s |
| [ ]  | HR – Human Resources | [ ]  | AR – Accounts Receivable |
| [ ]  | PY – Payroll | [ ]  | FA – Fixed Assets |
| [ ]  | BD - Budget | [ ]  | Other:       |

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| ***IFAS Access (Please check all that apply)*** |
| [ ]  | **AP- Accounts Payable** | [ ]  | **AR – Accounts Receivable** | [ ]  | **CK – Checks** |
| [ ]  | Enter/Update OH Batches | [ ]  | Create/Edit AR Batches | [ ]  | Print 1099’s |
| [ ]  | Distribute OH Batches | [ ]  | Create/Edit CR Batches | [ ]  |       |
| [ ]  |       | [ ]  | Print Invoices | [ ]  |       |
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| [ ]  | **GL – General Ledger** | [ ]  | **PE – Person/Entity** | [ ]  | **PO- Purchase Order** |
| [ ]  | Create/Edit Budget Adj Batches | [ ]  | Add/Modify Vendors | [ ]  | Enter Purchase Requests |
| [ ]  | Distribute Budget Batches | [ ]  | Add/Modify Customers | [ ]  | Approve PR (Online) |
| [ ]  | Create/Edit JE Batches | [ ]  | Add/Modify Employees | [ ]  | Print PR (encumber) |
| [ ]  | Distribute JE Batches | [ ]  | Add/Modify Shipto | [ ]  | Change PO after printing |
| [ ]  | Browse Actual Amounts | [ ]  | Change address info | [ ]  | Cancel PO |
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| [ ]  | **HR-Human Resources** | [ ]  | **PY- Payroll** | [ ]  | **FA- Fixed Assets** |
| [ ]  |       | [ ]  |       | [ ]  |       |

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| Limit Access to Org Key(s): (Separate by commas) |       |
| Limit Access to Object (s): (Separate by commas) |       |

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| Additional Comments:       |

**REQUESTOR:** Upon completion, please forward to your business manager for approval by selecting the windows button \Send\email \ and email it. DO NOT change the subject line or the file name.

**BUSINESS MANAGER:** Please modify as necessary and then email to De’An Chambless at dchambless@shastacoe.org by selecting the windows button \Send\email\ and email it. De’An will submit it to the hotline for processing. Your email constitutes approval. SEND ONE ATTACHMENT PER EMAIL BECAUSE INDIVIDUAL WORKORDERS WILL BE CREATED. DO NOT change the subject line or the file name.