

***DEFINE - Account Authorization Request Form**

Grant the following individual access to account and/or unit:

Name	UT EID or *DEFINE User ID	Department	Reason for Adding

Account and/or Unit:

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Document Type	Update/Creator	View Only
ALM - Employee Appointment / Assignment Information	N/A	<input type="checkbox"/>
BDL - Budget Recommendation Form	<input type="checkbox"/>	<input type="checkbox"/>
ETM - Employee Time Management Module	<input type="checkbox"/>	<input type="checkbox"/>
GBM - Account Balance Inquiries	N/A	<input type="checkbox"/>
GTM - Account Transaction Inquiries	N/A	<input type="checkbox"/>
NVM - Inventory Module	<input type="checkbox"/>	<input type="checkbox"/>
OV1 - Hourly Payment Document	<input type="checkbox"/>	<input type="checkbox"/>
OV5 - Overtime Payment Document	<input type="checkbox"/>	<input type="checkbox"/>
PBO & PXO - Purchase Order Request & Correction Document (5,000 or Less)	<input type="checkbox"/>	<input type="checkbox"/>
VE5, VE6, VP5 - Request to Travel and Travel Payment Document	<input type="checkbox"/>	<input type="checkbox"/>
VP1 - Purchase Order Payment Voucher (5,000 or Less)	<input type="checkbox"/>	<input type="checkbox"/>
VP2 - Service Payment Document	<input type="checkbox"/>	<input type="checkbox"/>
VP7 - ProCard Document	<input type="checkbox"/>	<input type="checkbox"/>
VT1 & VT2 - Budget Transfers	<input type="checkbox"/>	<input type="checkbox"/>
VT5 - Inter- Departmental Transfers	<input type="checkbox"/>	<input type="checkbox"/>
HRMS - Employee Requisition	<input type="checkbox"/>	<input type="checkbox"/>
HRMS - Recruiting Summary	<input type="checkbox"/>	<input type="checkbox"/>
HRMS - Classified and Administrative / Professional Positions	<input type="checkbox"/>	<input type="checkbox"/>
HRMS - Faculty Positions (Tenured & Non-Tenured)	<input type="checkbox"/>	<input type="checkbox"/>
HRMS - Student Positions (GTA, GRA, Work Study and Non-Work Study)	<input type="checkbox"/>	<input type="checkbox"/>

Special Instructions:

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Authorized By: _____
Account Administrator's Signature

Prepared By: _____

Print or Type Name: _____

Phone: _____

Title: _____

Date: _____

Person to notify authorization has been granted:

Name	E-Mail Address	Phone

The University of Texas at Arlington

*DEFINE - Account Authorization Request Form Instructions

This form is designed for granting authorization to a specific account (19-0233-01-50) or unit (0234000). The request for authorization must be authorized by the Account Administrator or by someone higher in the reporting chain for the account or unit. The Account Administrator can grant access to his/her account to a *DEFINE users outside of their department (Example: Dr. Burns in OABS would like for Darla in the Office of the Provost to have view access to command GTM and GBM on account 19-0233-01-50) .

Name: Enter the name of the individual that should be authorized to access account or unit information.

UT EID or *DEFINE User ID : Enter the University of Texas Electronic Identifier or *DEFINE User (WAXXX) of the person authorized to access account or unit information.

Department: Type the department name of the employee accessing the account or unit information.

Reason for Adding: Enter the reason for authorization to account or unit.

Account: A 10-digit number assigned to a transaction (19-0233-01-50).

Unit: A unit consist of many accounts . Accounts are assigned to a unit (0234000) when it is created.

Refer to Command IQ4 in *DEFINE, to search for a unit code. In command IQ4, type a keyword in the "Begin Keyword search with:" field. A keyword can be the Account Administrators name or department name.

Refer to command GG5 in *DEFINE, to see accounts assigned to a unit. In command GG5, type the unit number in the MISC field and press ENTER. Tab to the appropriate unit and type a "B" in the mark left of the unit code and press ENTER to see the list of accounts assigned.

Document Type: An electronic form used for recording accounting transactions.

Example: **GBM** - Balance Inquiry Menu; **GTM** - Transaction Inquiry Menu; **VP5** - Travel Payment Document; **ANM** - New Appointment Documents, etc...

Update/Creator: This status allows *DEFINE users to create or update electronic documents in *DEFINE.

View Only: This status allow *DEFINE user view only access to electronic documents in *DEFINE.

Special Instructions: Enter any additional information concerning this individuals access to your account or unit.

Authorized By: The person authorizing this form must be the Unit Head (Account Administrator) or a person higher in the reporting chain for the account or unit.

Print or Type Name: Enter the name of the person authorizing this form.

Title: Enter the title of the person authorizing this form.

Prepared By & Phone: Enter the name and phone number of the person who prepared the form.

Date: Enter the date the request was approved.

Person To Notify That Authorization Has Been Granted: Enter the name, e-mail address and phone number of the person to be notified that the request has been granted.