

The University of Texas at Arlington
***DEFINE USER SETUP**

Department Name: _____
 Administrative View: _____
 Employee Name: _____
 UT EID or *DEFINE User ID: _____
 Employee E-Mail Address: _____

Electronic Office Manager (Signature) : _____
 Print or Type Name (EOM) : _____
 Title (EOM) : _____
 Prepared By: _____
 Phone: _____ Date: _____

If this employee needs the same access as someone else in your department and you are aware of the authorizations, complete the statement below:

Duplicate the *DEFINE access of: _____ UT EID or *DEFINE User ID: _____

By signing this form, I agree that I am aware of this persons current *DEFINE authorizations according to command YS1 (Personal Authorization Screen).

Additional Comments:

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If specific access is required, complete the section below:

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Employee Appointment / Assignment Information ALM	N/A	N/A	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Budget Recommendation Form BDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Employee Time Management Module ETM	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Account Balances Inquiries Module GBM	N/A	N/A	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Account Transaction Inquiries Module GTM	N/A	N/A	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Inventory Module NVM	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Payroll Voucher Hourly & Overtime Payment Document OV1 & OV5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Purchase Order Request & Correction Document (\$5,000 or Less) PBO & PXO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Purchase Order Payment Voucher (\$5,000 or Less) VP1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 Phone: _____ Date: _____

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Service Payment Request Document VP2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Travel Voucher Request to Travel, Travel Correction & Payment Voucher VE5, VE6 & VP5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Pro Card Payment Voucher VP7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Budget Transfer Document VT1 & VT2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
Inter-Departmental Transfer Document VT5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
HRMS Employee Requisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
HRMS Recruiting Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
HRMS Classified & Administrative / Professional Positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
HRMS Faculty Positions (Tenured & Non-Tenured)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
HRMS Student Positions (GTA, GRA, Work Study & Non-Work Study)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Creator(s) and Signer(s) MUST be Different		View Only
	Creator	Signer	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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***DEFINE - User Setup Form Instructions**

This form is designed for granting access to *DEFINE for an individual user. Request for authorization must be authorized by the *DEFINE Electronic Office Manager (EOM) or someone higher in the reporting chain for the department. This form can be used to setup a new *DEFINE User ID or to make changes to an existing *DEFINE User ID.

Name of Department: Type the name of the department that the *DEFINE user is associated with on campus. (Example: Office of Accounting & Business Services, Provost, Housing/University Center)

Administrative View: The Administrative View controls what accounts (19-0233-06-50) a *DEFINE user can view and/or update. An Administrative view consist of account numbers (19-0233-06-50) and Unit Codes (0233000). If you are unsure about the administrative views associated with an office, contact *DEFINE Education at ext 22138 or send an e-mail to define@uta.edu

Account Number : A 10-digit number assigned to transactions.

Unit Code : A unit may contain many accounts . Accounts are assigned to a unit when it is created by Accounting Services.

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. Next, tab to the appropriate unit and type "B" in the mark left of the unit code and press ENTER to see the list of accounts assigned.

Employee Name: Enter the name of the person that will need access to *DEFINE.

UT EID or *Define User ID: Enter the University of Texas Electronic Identifier (EID) for the new user. For an existing user enter the *Define User ID (WAXXX) or UT EID.

Employee E-Mail Address: Enter the e-mail address for the new user or existing user.

Electronic Office Manager (Signature): The Electronic Office Manager (Department Head) or someone higher in the reporting chain for this department must sign this request.

Print or Type Name (Electronic Office Manager): Type the name of the Electronic Office Manager (EOM).

Title (Electronic Office Manager): Type the Electronic Office Manager's (EOM) Job Title.

Prepared By & Phone: Type the preparers name and phone number.

Date: Enter the date the request was approved by the Electronic Office Manager.

If this employee needs the same access as someone else in your department and you are aware of the authorizations, complete the following statement below:

Complete this section if you would like to duplicate an employees *DEFINE access in your department. By completing this section and signing this form, the Electronic Office Manager is agreeing that he or she is aware of this persons *DEFINE authorization which can be viewed in command YS1.

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***DEFINE - User Setup Form Instructions**

The YS1 command enables you to display/select the desk and view that you are authorized for in *DEFINE. Command YS1 will automatically default to the current users *DEFINE ID. To view another users authorizations, type the users *Logon ID* in place of your own (Example: **WATBX**) and press ENTER. Tab to the *Select a Desk and View by Number* field and type the corresponding number of the desk (Example: **3** you wish to view. Tab to the *Select an Action* field, type an **X** and press ENTER to view the *DEFINE users authorization for the selected Desk. Each desk listed in command YS1 have different authorizations. To view the authorizations for another Desk listed for this user, repeat the procedures listed above. For more information about command YS1, refer to the YMM (Your Personal Module) handout.

```
DEFINE  DISPLAY/SELECT PERSONAL AUTHORIZATIONS - YS1  Year:01 02
Command: YS1  Account: _____  Misc: _____  Month: SEP
=====
Personal Authorization screen for WATBX, Tex Burns
CURRENT DESK: OABS/PAY  CURRENT ADMIN. VIEW: 0233000
Select a Desk and View by Number: 3  Select an Action: X
DESK          ADMIN.VIEW          VIEW DESCRIPTION
1. 0250GEN    0250GEN            ALL ACCOUNTS IN UNIT/SUB 0250GEN
2. 5100ADM    5100ADM            ALL ACCOUNTS IN UNIT/SUB 5100ADM
3. OABS/PAY    0233000          ALL ACCOUNTS IN UNIT/SUB 0233000
4. OABS/PROCD 0233000            ALL ACCOUNTS IN UNIT/SUB 0233000
5. PUBLIC     PUBLIC              PUBLIC VIEW - NO ACCOUNTS
```

X (Select an Action Field) - An X will display a list of all the commands that a user is authorized to use in the selected Desk. The window will display commands available in *DEFINE. A character in the Status column indicates the authorization that the user have for that command. If there isn't anything listed beside a command in the Status column, this means that the user cannot access that command in the Desk that you have selected.

The different statuses available are:

V - View only status

U - Update and View status

S - Supervisor is both view and update with a higher level of status for the commands that need it.

Additional Comments (Optional): Type any additional comments concerning this individuals *DEFINE access.

If specific access is required, complete the section below:

If you would like to assign specific authorization for this *DEFINE user, check the appropriate boxes.