



Financial & Management Systems

User registration and Access to Financial Programmes

1. Employees that require access to the Central Computer System must please complete this form together with the cost centre access form.
2. Feedback regarding the creation of a user-id will be supplied within 2 working days of receipt of this application form.
3. Any changes to programme or cost centre access, after completion of this application, shall only be considered via written correspondence.
4. Forms and enquiries: Verity-Lynn Williams, Tel (021) 808 4616, E-mail: verityw@sun.ac.za, Financial & Management Systems
5. The following information is required to register you as a user:

| | | |
|-----------------------------|--|---|
| Title, Initials and Surname | | |
| OU Code: | | (4 digit code) |
| OU Name: | | |
| US Number: | | |
| Telephone Number: | | |
| E-mail Address: | | |
| User-id | | <i>Leave blank if this is a new registration.</i> |

Indicate using the blocks where access should be awarded to a programme

| Programme Description | | Programme No: |
|--|---|-----------------|
| FOREIGN REQUISITIONS | | |
| Maintenance - Foreign Requisition | Should the user be responsible for processing foreign requisitions, mark all 4 programmes. | EAS199P |
| Maintenance - Authorisation of Foreign Requisition | | EAS204P |
| Maintenance - Date Received for Foreign Orders | | EAS213P |
| Enquiry - Foreign Requisition | | EAS215P |
| PURCHASING SYSTEM | | |
| Report - Stock taking | | EAS015P |
| Maintenance - Reroute departmental requisitions | | EAS125P |
| Maintenance - Purchase requisitions | | EAS500P |
| Approval to Status 2 | <u>Status 2:</u> This security allows the user to change the status on a requisition from a status 1 (Input) to a status 2 (Approved). | Status 2 |
| Maintenance - Stock requisitions | | EAS501P |
| Approval to Status 2 | | Status 2 |
| Maintenance - Interdepartmental requisitions | | EAS505P |
| Approval to Status 2 | | Status 2 |

PURCHASING SYSTEM (cont.)

| | | |
|---|---------|----------------------|
| Enquiry - Requisitions (Global enquiry) | EAS565P | <input type="text"/> |
| Report - Requisitions for use by Dept.'s etc. | EAS580P | <input type="text"/> |
| Enquiry/Report - Summary of commitments per Cost Centre | EAS656P | <input type="text"/> |
| Maintenance - Records of receipt (Goods Received) | EAS900P | <input type="text"/> |
| Enquiry - Goods receive (Purchase orders) | EAS930P | <input type="text"/> |

Maintenance - ASSET ITEMS

| | | |
|------------------------------|---------|----------------------|
| Maintenance - Asset register | EBR001P | <input type="text"/> |
|------------------------------|---------|----------------------|

VEHICLE BOOKING SYSTEM

| | | |
|-------------------------------|---------|----------------------|
| Maintenance - Vehicle booking | EVB100P | <input type="text"/> |
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BUDGET SYSTEM

| | | |
|---|---------|----------------------|
| Maintenance - Budget for furniture and equipment | FBG100P | <input type="text"/> |
| Maintenance - Budget for Capital Works | FBG115P | <input type="text"/> |
| Enquiry - Summary for each account of a cost centre | FBG415P | <input type="text"/> |
| Maintenance - Operating budget distribution per acc | FBG526P | <input type="text"/> |

FBG526P: This programme allows the user to allocate funds on a budget type cost centre.

ELECTRONIC CHEQUE REQUISITIONS

| | | |
|-----------------------------------|---------|----------------------|
| Maintenance - Cheque requisitions | FBT199P | <input type="text"/> |
| Enquiry - Cheque requisitions | FBT192P | <input type="text"/> |

DEBTORS SYSTEM

| | | |
|--|---------|----------------------|
| Maintenance - Contracts | FDB030P | <input type="text"/> |
| Enquiry - Invoices | FDB050P | <input type="text"/> |
| Enquiry - Debtor Status | FDB095P | <input type="text"/> |
| Report - Outstanding Debt per Cost Centre Account | FDB600B | <input type="text"/> |
| Report - Outstanding Debt per OU / Cost Centre Acc | FDB610B | <input type="text"/> |

FDB030P:
 Contract type 2 = Local: Interest will be charged
 Contract type 7 = Local: Interest will not be charged
 Contract type 60 = Foreign: Interest will be charged
 Contract type 61 = Foreign: Interest will not be charged

FINANCIAL LEDGER

| | | |
|---|---------|----------------------|
| Enquiry - Cost centre entries per account | FFB007P | <input type="text"/> |
| Report - Cost centre account summary | FFB015P | <input type="text"/> |
| Report - Cost centre/account summary (YTD with budget) | FFB016P | <input type="text"/> |
| Enquiry/Report - Cost centre entries (not linked to projects) | FFB089P | <input type="text"/> |
| Report - Consolidation per account balance | FFB109P | <input type="text"/> |
| Enquiry - Cost centre summary (all accounts) | FFB184P | <input type="text"/> |
| Enquiry - Cost centre/Account combination | FFB233P | <input type="text"/> |
| Enquiry/Report - Cost centres per OU | FFB280P | <input type="text"/> |
| Report - Cost centre summaries per Responsible Per | FFB284P | <input type="text"/> |
| Report - CC summary per OU (true available amount) | FFB288P | <input type="text"/> |
| Report - Balancing for consolidation/cost centre | FFB404P | <input type="text"/> |
| Enquiry - Cost Centres for user | FFB166P | <input type="text"/> |

FFB284P: Provide US Nr(s) where access must be granted.

Programme Description**Programme No:****FINANCIAL LEDGER: PROJECT PROGRAMMES**

| | | |
|---|---------|----------------------|
| Enquiry - Cost Centre projects | FFB003P | <input type="text"/> |
| Enquiry/Report - Cost centre project entries | FFB008P | <input type="text"/> |
| Maintenance - Projects per cost centre | FFB031P | <input type="text"/> |
| Maintenance - Transaction project number | FFB081P | <input type="text"/> |
| Report - Cost centre summary only per project | FFB485P | <input type="text"/> |
| Report - Cost centre project summary per account | FFB730P | <input type="text"/> |
| Maintenance - Budget on project basis | FBG523P | <input type="text"/> |
| Maintenance - Cost centre project opening balance | FFB221P | <input type="text"/> |

CREDITORS SYSTEM

| | | |
|--------------------------------|---------|----------------------|
| Enquiry - Invoices per order | FKR242P | <input type="text"/> |
| Enquiry - Revision of payments | FKR360P | <input type="text"/> |

Approved by

Name in block letters**Title / Capacity**

SignatureOnly written (by hand) signatures are accepted

Date
