

## Instructions for completing and submitting request forms

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### ***FS003 – Request for Financial System Accounts Payable Access***

This form is required in order to access Accounts Payable on PeopleSoft. The user must have a System Operator ID in order to access the Accounts Payable.

From the **Finance - University of Houston System Finance System References and Forms** page

1. Scroll down to ***FORMS – Requests for Financial System Access*** under **FS003 – Request for Financial System Accounts Payable Access**
2. Click on either **MS Word** or **Adobe (pdf)**
  - a) **MS Word** allows you to enter data directly onto ***Form FS003***. You can either save ***Form FS003*** to your hard drive or fill out ***Form FS003*** directly online and then print. Use the mouse or the tab button to maneuver and enter data onto the form.
  - b) **Adobe (pdf)** allows you to print ***Form FS003*** and then manually fill out the form.
3. Fill in the top portion of the form:
  - a) ***Effective Date*** is the date on which the action is to take place (e.g. termination date)
  - b) ***Action Requested***
    - 1) ***Set Initial Security*** – for new users
    - 2) ***Add Operator Class(es)*** – to add new functions to an existing user
    - 2) ***Delete Security Class(es)*** – to remove functions from an existing user
    - 3) ***Inactivate All Access*** – for terminated employees or reassigned employees
  - c) ***Employee Information*** – please fill in each field
    - 1) ***Name***
    - 2) ***EmplID*** – available from your business manager
    - 3) ***OperID*** – required field
4. Sign the form and get necessary approvals. Be sure to keep a copy for your records
6. Second section must be filled out by department business manager

### **FOR UNIVERSITY OF HOUSTON:**

Send forms via UH mail to ***Financial Systems-0913*** or ***fax to 713-743-8799***.

For additional assistance, please call the ***Help Desk at extension 31411***.

### **FOR UH-CLEAR LAKE, UH-DOWNTOWN, UH-VICTORIA:**

Contact your campus security coordinator.

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