



Oracle Financial Management System

Oracle User ID Request

A. Request type (check one): Add User Modify User Delete User

B. Provide the following information:

User Last Name:

User First Name:

County User ID*:

Department:

County Email:

County Phone #:

*Users must have a County User ID before an Oracle user ID can be setup.

C. Please check the responsibilities being requested (AP=Accounts Payable, AR=Accounts Receivable, FA=Fixed Assets, GL=General Ledger, PO=Purchasing):

AP Inquiry

AP Data Entry

AP Approver*

PO Inquiry

PO Data Entry

PO Approver*

GL Inquiry

GL Data Entry

GL Approver*

AR Inquiry

AR Data Entry

FA Inquiry

FA Data Entry

Budget Inquiry

Budget Data Entry

Budget Approval*

IDT Data Entry

IDT Approver*

*Approvers must have an authorized signature form on file with the Finance Department

D. Please enter the Cost Center(s) to which this user should have access:

Cost Center(s):

E. Please note any special needs or restrictions:

Approvals:

Date

Department Head

Accounting Division Director

Finance System Administrator
