

**STATE OF ALABAMA
FINANCE DEPARTMENT
STATE BUSINESS SYSTEMS DIVISION**

AFNS ACCESS AUTHORIZATION FORM

I understand that:

The permissions, profiles, privileges, accesses and other entrustments granted to me as a result of my association with AFNS (Advantage Financial Systems) are based on the need to accomplish my assigned responsibility and authority. I also acknowledge that I will be the sole user of the password issued to me.

I am responsible for my adherence to the policies and procedures identified by the Finance Department - AFNS.

Accordingly, I **agree** to comply with the security requirements of the STATE OF ALABAMA Department of Finance.

I acknowledge these understandings and agreements by my signature below.

(PRINT)

USER NAME: _____
LAST FIRST MI

PHONE #: _____

DEPARTMENT: _____
NAME AGENCY CODE

APPLICATION: _____
(FBTC or FGTC)

USER NAME: _____
Signature of Individual

DATE: _____

APPROVED BY: _____
Signature of AFNS System Administrator or Backup

DATE: _____
APPROVED

PASSWORD: (check only one box)

Delete Old Password: _____ Effective as of _____
Name Date and Time

Grant Employee Access as Indicated on Attached Sheets (check only those required for job)

Change existing Access as Indicated on Attached Sheets (check only those required for job)

Grant Same Access As: _____

REPORTS: (check only one box)

Please add employee's name to receive AFNS Daily/Monthly Reports.

Employee's E-mail address

Please remove employee's name from receiving AFNS Daily/Monthly Reports.

Employee's E-mail address

FOR AFNS SECURITY OFFICE USE ONLY

TRANSACTION ACCESS

TRANSACTION CODES Security for Generics	Check The Appropriate Column							
	SCAN	ENTER	EDIT	RUN	DELETE	CORRECT/ MODIFY	SCHEDULE	HOLD
P1 PV PVQ MP PVV								
MW and CX		N/A			N/A			
C1 CR CRQ								
IN								
J1 JV								
PO								
RQ								
AA EB TB RB								
GM								
Inventory Transactions								

Instructions to complete the TRANSACTION ACCESS form:

Enter a check (√) in the appropriate column that allows the users to perform their tasks.

Enter 'R' in the appropriate column to *remove* a current user's access.

N/A – The automated accounting system or security does not allow the users to perform this action.

Access to MW and CX transactions should be limited to very few personnel.

Transaction Descriptions:

P1 PV PVQ	Payment Vouchers
MP	Multiple Payment
PVV	Vouchers created by a MP document
MW	Manual Warrant
CX	Warrant Cancellation
C1 CR CRQ	Cash Receipt
IN	Invoice
J1 JV	Journal Voucher
PO	Purchase Order
RQ	Requisition
AA	Appropriation & Allotments
EB	Expense Budgets
TB	Transfer Budgets
GM	Grant Management
Inventory Transactions	PC, PD, RC, OC, SR, PI, CI, IA, TI, TR, SN

TABLE ACCESS

Instructions to complete the TABLE ACCESS form:

The list of the AFNS base accounting system tables is grouped by category (i.e. chart of account tables; payment vouchers and warrant tables). Each category includes a listing of all tables the users will have access to scan, add, change or delete, based on the security form, which is prepared by the AFNS System Administrator or the System Administrator's Backup.

Enter a check (√) in the appropriate column that allows the users to perform their tasks.

Enter 'R' in the appropriate column to *remove* a current user's access.

N/A – The automated accounting system or security does not allow the users to perform this action.

Y – Users are given authority to perform this action for these tables.

Every user is automatically given access to scan the Miscellaneous and Menu tables.

AFNS BASE SYSTEM TABLE BY CATEGORIES Security for Generics	Check The Appropriate Column				
	Add	Change	Delete	Scan	No Access
CHART OF ACCOUNTS TABLES (Except ORG2 and SORG)	N/A	N/A	N/A		
ORGANIZATION TABLE AND SUB-ORGANIZATION TABLE ORG2 & SORG					
EXPENSE BUDGETARY TABLES	N/A	N/A	N/A		
REVENUE BUDGETARY TABLES	N/A	N/A	N/A		
CASH RECEIPT TABLES	N/A	N/A	N/A		

AFNS BASE SYSTEM TABLE BY CATEGORIES Security for Generics	Check The Appropriate Column				
	Add	Change	Delete	Scan	No Access
PURCHASE ORDER/REQUISITION TABLES	N/A	N/A	N/A		
PAYMENT VOUCHERS & WARRANTS TABLES (Except SCHD and REPV)	N/A	N/A	N/A		
PAYMENT VOUCHER SCHEDULING TABLE SCHD	N/A		N/A		
RECURRING PAYMENT VOUCHER TABLE REPV					
VENDOR TABLES	N/A	N/A	N/A		
INVOICES/PROVIDER NAME TABLES (Except INHD, INTX, and REIN)	N/A	N/A	N/A		
INVOICE HOLD INHD	N/A	N/A	N/A	N/A	N/A
INVOICE TEXT INTX	N/A	N/A	N/A	N/A	N/A
RECURRING INVOICE REIN	N/A	N/A	N/A	N/A	N/A
GRANT TABLES	N/A	N/A	N/A		
(USED ONLY ONCE A YEAR) YEAR-END & NEW YEAR TABLES (Except BRPT and RRPT)	N/A	N/A	N/A		
BUDGET REPORT BRPT					
REVENUE BUDGET REPORT RRPT					
JOB TABLES	N/A	N/A	N/A		
INVENTORY TABLES					
MISCELLANEOUS TABLES	N/A	N/A	N/A	Y	N/A
MENU TABLES	N/A	N/A	N/A	Y	N/A