



Additional Options

- | Add                      | Rem.                     |                                   |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Inquiry                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Maintenance                |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Reports                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Company Report                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Company Setup                     |
| <input type="checkbox"/> | <input type="checkbox"/> | GL Inquiry                        |
| <input type="checkbox"/> | <input type="checkbox"/> | GL Maintenance                    |
| <input type="checkbox"/> | <input type="checkbox"/> | GL Reports                        |
| <input type="checkbox"/> | <input type="checkbox"/> | GL Setup                          |
| <input type="checkbox"/> | <input type="checkbox"/> | GL Transaction                    |
| <input type="checkbox"/> | <input type="checkbox"/> | GL Year End Procedures            |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory Inquiry                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory Maintenance             |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory Reports                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory Setup                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory Transaction             |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory Year End Procedures     |
| <input type="checkbox"/> | <input type="checkbox"/> | Invoicing Inquiry                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Invoicing Reports                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Invoicing Setup                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Invoicing Transactions            |
| <input type="checkbox"/> | <input type="checkbox"/> | Invoicing Year End Procedures     |
| <input type="checkbox"/> | <input type="checkbox"/> | MIS Maintenance                   |
| <input type="checkbox"/> | <input type="checkbox"/> | MIS Report                        |
| <input type="checkbox"/> | <input type="checkbox"/> | MIS Setup                         |
| <input type="checkbox"/> | <input type="checkbox"/> | MMS Inquiry                       |
| <input type="checkbox"/> | <input type="checkbox"/> | MMS Invoice Matching Transactions |
| <input type="checkbox"/> | <input type="checkbox"/> | MMS Receiving Trans               |

- | Add                      | Rem.                     |                                |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | MMS Reports                    |
| <input type="checkbox"/> | <input type="checkbox"/> | MMS PO Transactions            |
| <input type="checkbox"/> | <input type="checkbox"/> | MMS Setup                      |
| <input type="checkbox"/> | <input type="checkbox"/> | MMS Year End Procedures        |
| <input type="checkbox"/> | <input type="checkbox"/> | Payable Inquiry                |
| <input type="checkbox"/> | <input type="checkbox"/> | Payable Maintenance            |
| <input type="checkbox"/> | <input type="checkbox"/> | Payable Payment Process        |
| <input type="checkbox"/> | <input type="checkbox"/> | Payable Reports                |
| <input type="checkbox"/> | <input type="checkbox"/> | Payable Setup                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Payable Transactions           |
| <input type="checkbox"/> | <input type="checkbox"/> | Payable Year End Procedures    |
| <input type="checkbox"/> | <input type="checkbox"/> | Receivable Cash Receipt        |
| <input type="checkbox"/> | <input type="checkbox"/> | Receivable Inquiry             |
| <input type="checkbox"/> | <input type="checkbox"/> | Receivable Maintenance         |
| <input type="checkbox"/> | <input type="checkbox"/> | Receivable Reports             |
| <input type="checkbox"/> | <input type="checkbox"/> | Receivable Setup               |
| <input type="checkbox"/> | <input type="checkbox"/> | Receivable Transaction         |
| <input type="checkbox"/> | <input type="checkbox"/> | Receivable Year End Procedures |

Additional Access

- | Add                      | Rem.                     |                     |
|--------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | FRx Report Designer |

MMS Workflow

- |                          |                          |                        |
|--------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Workflow Admin**       |
| <input type="checkbox"/> | <input type="checkbox"/> | Workflow Approver**    |
| <input type="checkbox"/> | <input type="checkbox"/> | Workflow Participant** |

\* Note that these modules/roles are only available to specific sectors and require the procurement of additional licenses. Contact the CCIM Service Desk for more information.  
 \*\* To add or update the Workflow hierarchy with new approvers or approvees please contact the CCIM Service Desk.

**3 Approvals**

Organization Approver First Name  Last Name   
Title  E-mail   
Phone Number  Ext.

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Approver Signature

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Approval Date

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Return this form to: [servicedesk@ccim.on.ca](mailto:servicedesk@ccim.on.ca)

**CCIM Initials & Date**  
*Internal Use Only*