

**Usage Notes: One User Access Form is required per user for create/change/termination of access.*

1 User Information

Effective Date Submit Date

Organization Name Facility Number

First Name Last Name 3rd Party Contractor

Department Title

E-mail Phone Number Ext.

Point of Contact (POC)

Users with this checked off will be considered the primary contact(s) for the organization (communication purposes)

2 User Access Details

Action Requested

Create New Account Change Existing Account Terminate User Access

User Security Profile

- Select security roles to add or remove (rem.) from the list. Select all roles which apply.
- This section is not required when "Terminate User Access" is selected from the "Action Requested" section.

Dynamics GP Security Roles

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <table border="0"> <tr><td>Add</td><td>Rem.</td><td></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Accounting Manager</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Analytical Accounting (AA) Clerk</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Analytical Accounting (AA) Manager</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>AP Clerk</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>AR Clerk</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Book Keeper</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>E-Reconcile</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>E-Reconcile Admin</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Encumbrance Management</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Fixed Assets Manager</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Fixed Assets Stakeholder</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Grant Management</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Inquiry Only (Non-RMS)</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Inventory Manager</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Purchasing Manager</td></tr> </table> | Add | Rem. | | <input type="checkbox"/> | <input type="checkbox"/> | Accounting Manager | <input type="checkbox"/> | <input type="checkbox"/> | Analytical Accounting (AA) Clerk | <input type="checkbox"/> | <input type="checkbox"/> | Analytical Accounting (AA) Manager | <input type="checkbox"/> | <input type="checkbox"/> | AP Clerk | <input type="checkbox"/> | <input type="checkbox"/> | AR Clerk | <input type="checkbox"/> | <input type="checkbox"/> | Book Keeper | <input type="checkbox"/> | <input type="checkbox"/> | E-Reconcile | <input type="checkbox"/> | <input type="checkbox"/> | E-Reconcile Admin | <input type="checkbox"/> | <input type="checkbox"/> | Encumbrance Management | <input type="checkbox"/> | <input type="checkbox"/> | Fixed Assets Manager | <input type="checkbox"/> | <input type="checkbox"/> | Fixed Assets Stakeholder | <input type="checkbox"/> | <input type="checkbox"/> | Grant Management | <input type="checkbox"/> | <input type="checkbox"/> | Inquiry Only (Non-RMS) | <input type="checkbox"/> | <input type="checkbox"/> | Inventory Manager | <input type="checkbox"/> | <input type="checkbox"/> | Purchasing Manager | <table border="0"> <tr><td>Add</td><td>Rem.</td><td></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Revenue/Expense Deferral (RED) Clerk</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Revenue/Expense Deferral (RED) Manager</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>RMS Clerk</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>RMS Finance</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>RMS Inquiry Only</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>RMS Setup</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>SOP Admin LTCH</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>SOP TrX LTCH</td></tr> </table> <p><u>Additional Access</u></p> <table border="0"> <tr><td>Add</td><td>Rem.</td><td></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>FRx Report Designer</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Pre-Production (Test Env) Access</td></tr> </table> | Add | Rem. | | <input type="checkbox"/> | <input type="checkbox"/> | Revenue/Expense Deferral (RED) Clerk | <input type="checkbox"/> | <input type="checkbox"/> | Revenue/Expense Deferral (RED) Manager | <input type="checkbox"/> | <input type="checkbox"/> | RMS Clerk | <input type="checkbox"/> | <input type="checkbox"/> | RMS Finance | <input type="checkbox"/> | <input type="checkbox"/> | RMS Inquiry Only | <input type="checkbox"/> | <input type="checkbox"/> | RMS Setup | <input type="checkbox"/> | <input type="checkbox"/> | SOP Admin LTCH | <input type="checkbox"/> | <input type="checkbox"/> | SOP TrX LTCH | Add | Rem. | | <input type="checkbox"/> | <input type="checkbox"/> | FRx Report Designer | <input type="checkbox"/> | <input type="checkbox"/> | Pre-Production (Test Env) Access |
| Add | Rem. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Accounting Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Analytical Accounting (AA) Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Analytical Accounting (AA) Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | AP Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | AR Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Keeper | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | E-Reconcile | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | E-Reconcile Admin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Encumbrance Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Fixed Assets Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Fixed Assets Stakeholder | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Inquiry Only (Non-RMS) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Purchasing Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Revenue/Expense Deferral (RED) Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Revenue/Expense Deferral (RED) Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | RMS Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | RMS Finance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | RMS Inquiry Only | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | RMS Setup | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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3 Approvals

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

Approver Signature

Approval Date

Return this form to: servicedesk@ccim.on.ca

CCIM Initials & Date
Internal Use Only