

AUTHORIZATION FOR ELECTRONIC VIEW ACCESS TO LEGACY DATA

Use this form to grant view access to Legacy (pre 9-1-03) expenditure and fund information in Unix Spires.

Important: See requirements and instructions on Page 2

MODIFY/ SET-UP access
 REPLACE all existing access with the list below
 CANCEL all access

Person Receiving Access:

| | | | |
|--------|----------------------|------------------|----------------------|
| Name: | <input type="text"/> | Email Address: | <input type="text"/> |
| Title: | <input type="text"/> | University ID #: | <input type="text"/> |
| | | SUNet ID: | <input type="text"/> |
| Dept: | <input type="text"/> | Mail Code: | <input type="text"/> |
| | | Phone: | <input type="text"/> |

I understand the financial information to which I am receiving access is confidential and I will not share it except as required by my University duties. I will not use it for personal benefit.

Signature: _____ Date:

| Activity / Account Number or Organization Code | View Access - <u>Display</u> and <u>Report</u> data | | | | View Access Transactions | |
|--|--|--------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|
| | Add | Delete | Expense | Salary | Funds | Reqs |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Special Instructions:

Person Granting Access:

Only Deans, Department Chairs, Directors, Principal Investigators, and other Officers of the University or their designees' can delegate authority to others (i.e., only they can approve these forms).

I am authorized to delegate access to the person named on this form as specified above.

| | | | |
|--|--|--|--|
| <hr style="border: none; border-top: 1px solid black;"/> | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> |
| Signature | Print Name / Title | Date | Email Address |

, Sign Signatures Above, and Send Completed Form to:
 Payroll, 3145 Porter Drive Palo Alto, CA 94304, M/C 8440.
 Assistance is available at 3-9248.

Instructions

Use this form for access to Legacy (pre 9-1-03) financial information available through Unix Spires. For access to Oracle Financials data use the online Authority manager.

ACTIVITY/
ACCOUNT NO.
OR ORG CODE

May be listed by legacy/organization code or by activity/account number. Do not list a fund number in either case, a range of numbers can be indicated by using the "stem" or initial part that is common to all of the numbers. The following are examples of valid entries:

By Number:

| | |
|---------|--|
| 1ABC001 | Single activity/account number |
| 1ABC4 | All activity/ account numbers beginning with 1ABC4 |
| 7XY | All activity/ account numbers beginning with 7XY |

By Organization:

| | |
|-----|-------------------------------------|
| ABC | All accounts for sub-department ABC |
| HK | All accounts for department HK |
| K | All accounts for school K |

ADD OR
DELETE

Indicate whether the form is adding or deleting authority or access

VIEW
ACCESS

Checking one of these categories gives authorization to view information online, as indicated below.

| | |
|---------|--|
| EXPENSE | Access to SUFIN Accounts and SUFIN Account Detail for expenditure and operating statement information, excluding salary amounts by individual in SUFIN Account Detail. |
| SALARY | Access to salary detail in SUFIN Account Detail at the individual level. Access to SUFIN salary journal detail. |
| FUNDS | Access to SUFIN Funds for FUND Statement Report and SUFIN Fund Detail. Access is not possible for sub-allocation accounts, including Operating Budget accounts. |
| REQS | Access to transaction detail in snap checks or Snap Petty Cash which are restricted applications. |

OPEN FILES

The following files are open in Unix Spires, requiring no view authority:

- PCard Transactions
- SNAP CWA
- SNAP EDI
- SNAP Purchasing
- SNAP Receiving
- SNAP Vendors
- SUFIN GL Codes
- SUFIN Journals (except salary/student and journals controlled by salary view)

COREFIN journals are open and searchable except for salary/student aid journals. To view a salary/student aid journal you must have been on the original routing list or have salary view access on one of the accounts on the journal as of December 2003. Adding salary view after 2003 will not provide COREFIN salary journal access.

If you require access to SPIDERS in the unix environment, see http://ora.stanford.edu/ora/osr/osr_forms.asp and look for OSR Form 54 - the SPIDERS/PRISM ACCESS FORM.