PRINT RESET

DEPARTMENT OF ADMINISTRATION
REQUEST FOR FINANCIAL MANAGEMENT SYSTEM ACCESS

Agency/Department: _____

Employee Name: _____
LAST FIRST M.I.

Position Title: _____ ☐ FT / Perm ☐ LT / Temp

Email Address: _____

Contact No(s).: _____

☐ New User

☐ Additional Access

☐ Disable User

Effective Date: _____

☐ **BASIC BROWSE** (INCLUDES THE FOLLOWING)

Appropriation Records
Budget Allotment Records
Encumbrance Records
Transaction Records
Reference Files
Closed Period Records
Prior Years Records

DEPT: _____ DIV(s): _____

☐ **ADDITIONAL MODULES** ***(Task Specific)***
*Note: **MUST** attach justificiation if not task specific)*

☐ General Ledger Records

☐ Revenue Records

☐ Federal Grants (FGIA) Sub-ledger

☐ Fixed Assets (Property Management)

☐ Customs & Quarantine Sub-ledger

*** FOR DOA ACCOUNTING ONLY ***

☐ Accounting Data Entry Menu

☐ Accounts Payable Records

☐ A/R Menu

☐ Misc. Receivables / Payables Menu

☐ Fixed Assets System Menu

☐ Vehicle Management System Menu

☐ Accounting Reports Menu

☐ Reference Files Menu

☐ Treasurer of Guam payments / DOA TPS

☐ Accounts Establishment (DOA only)

*** FOR BBMR ONLY ***

☐ Appropriation / Allotment Releases (BBMR)

Conditions and acceptance of User ID and Password by employee: The User ID/Password is authorized for the employee's exclusive use & is Government property. This password must be safeguarded and protected from unauthorized persons. Use of the User ID/Password by other than the employee is an unauthorized use and could be prosecuted under Guam law. ***IMPORTANT: USERS WILL BE DISABLED IF INACTIVE 30 DAYS OR MORE*.**

_____
Signature of Acceptance by EMPLOYEE

☐ APPROVED ☐ DISAPPROVED

_____
Signature of DEPARTMENT / AGENCY HEAD

*** DOA APPROVING OFFICIALS ***

_____
Controller, DOA DIVISION OF ACCOUNTS

☐ APPROVED ☐ DISAPPROVED

_____
Director, DEPARTMENT OF ADMINISTRATION

FOR DIVISION OF ACCOUNTS USE ONLY

FORM AS400ID
(Updated 06-2022)

User I.D. / Password: _____

Date Established / By: _____

This form is not to be modified in any manner and is not valid unless presented in original form.