UTSA. Financial Affairs

Texas Comptroller of Public Accounts – Fiscal Management Systems Access and Maintenance Request

The Texas Education Code provides statutory authority for the optional waiver of fees in certain instances.

Use this form to request central user access (create User ID), make changes to previously approved access or request removal of access (delete User ID).

Instructions: Complete the necessary information below, print and obtain required signatures.

Section 1: Complete the following fields for the employee requesting access or maintenance to any of the systems below		
Department:		
User Name:	Email address:	Phone:
Supervisor Name	Email address:	Phone:
Section 2: Select the request type and the applicable system		
1. Request Type:	**NOTE:** By selecting 'Update existing access', all selections below will supersede prior authorizations on file.	
2. System: (select all that apply)		
Uniform Statewide Accounting System (USAS)	Fiscal Management Query (FMQuery): Ad hoc reports from USAS and USPS	
Texas Identification Number System (TINS)	Human Rescourse Information System (HRIS)	
State Property Accounting System (SPA)	Annual Financial Report Web Applications	

Section 3: Specify the access levels for each desired system			
1. **USAS:** Select the payment voucher and payroll access type for each document you are requesting access to			4. **HRIS:** Select one access type**:**
Document Type	**Create**	**Release/Approve**	5. **AFR Web Applications:** Select Add/Remove for applicable systems
Budget Entries			Captial Asset Note Submission System (CASS)
Payroll			State Pass-through Reporting (SPTR)
Expenditures			Investments Note (DINNS/INVS)
Deposit Corrections			Bond Reporting System (BOND/BRS)
Encumbrances			Federal Schedule (FSSC)
Journal Vouchers			GR Reconciliation (GRSC)
Revenue			Long Term Liability Nore (LTLN)
			Lease Notice Submission System (LNSS)

2. **SPA:** Select one of the following security profiles: **Note:** For more information, see the Security Profiles and Access to SPA Screens – reference chart
3. **TINS:** Select an online update access type and additional security level
Check this box to request basic TINS inquiry access only
Online update access type:
Additional security level option:

Questions – Contact **Accounting Services** (210) 458-4212, accounting.ofc@utsa.edu

UTSA Financial Affairs

Section 4: Employee Acknowledgement

As per Texas Administrative Code Chapter 202.20 and 202.70 - Security Standard Policy, by signing below, you understand that you are accountable for your actions relating to information resources and you agree that information resources shall be used only for intended purposes as defined by the state agency and consistent with applicable laws. You also acknowledge that you will comply with UTSA's security policies and procedures and have received, signed and have submitted a Confidential Tax/Vendor Information Agreement (CTIA) to Accounting Services along with this form. If given authorization to release documents, I acknowledge that I have received a copy of Section 5.61 of Title 34: Texas Admin Code and I understand the general requirements of claims processing and the significance of releasing a batch in USAS.

Responsible Parties	Signature	Date
Employee Name:		

Section 5: Supervisor Acknowledgement

By signing below you approve this request and acknowledge that you have validated the employee's access/maintenance request against assigned job responsibilities. Further, you will be responsible for promptly removing access in the event of an employee job change or resignation to assure access is timely revoked when access is no longer appropriate for the employee.

Responsible Parties	Signature	Date
Supervisor Name:		

Accounting Services Use Only

Responsible Parties	Signature	Date
Security Coordinator Name:		
AVP, Financial Afairs Controller Name:		

Attach the original signed form to an original signed Confidential Tax/Vendor Information Agreement (CTIA) form and send to Accounting Services via campus mail or in person.

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Revised 06/2022