

Planning & Budget Security Request Form

email completed form to **MU ACCTG**

Date Requested:

Requested by:

(By entering your name here you are taking responsibility for ensuring proper training of user.)

Access requested for: User Name (Last, First):

Employee ID:

Operator/User ID:

Email address:

PeopleSoft Budget Tools

New Budget User: Yes No

Add Update Remove CSD/Dept(s):

Has Campus Budget Office completed? Yes No

Hyperion Budget Access

FINPLN: Write Read Only Remove CSD/Dept(s):

Change (FIN): Write Read Only Remove CSD/Dept(s):

SALPLN: Write Read Only Remove CSD/Dept(s):

Change (SAL): Write Read Only Remove CSD/Dept(s):

LRPPLN: Write Read Only Remove CSD/Dept(s):

LRPPLN Level: VCVP CSD DEPT CSD & DEPT

(NOTE: Change (FIN) and Change (SAL) are for mid-year Current Budget Changes Only and usually a limited number have access.)

Hyperion Cognos Report Access

(Note: Cognos FIN Reports are open to all users automatically)

SALPLN Reports Ad-hoc Report for Users Read Only Ad-Hoc Query Write

Comments: