

MUNIS New User Information

First and Last Name:

County Email Address:

Department:

If the New User's access is based on an Existing MUNIS User, please enter the **Existing User's Name and email** below:

Does this access apply to New User without changes? Select "YES" or "NO" from dropdown box:

YES

If "YES" is selected, **SKIP TO WORKFLOW APPROVALS**. If "NO" is selected, **PROCEED BELOW**:

Will the New User do the following? Enter "YES" or "X" in all that apply:*

Invoice Entry

Requisition Entry

PO Change Order

Payment Entry

Journal Entry

Budget Entry

Budget Transfers and Amendments

*List additional access needed below in Comments and Additional Requests.

WORKFLOW APPROVALS - **confirm** that the following **Workflow Approvals** apply to **New User** using dropdown boxes:

Select "YES" if New User is a workflow approver. If known, select the step to assign workflow.
Select "NO" where New User should NOT approve Workflow.

WORKFLOW TYPE	Able to Approve Munis Transactions?	Level to Assign Workflow, if known
Invoice Entry (API)	Select One	Select One
Requisition Entry (REQ)	Select One	Select One
PO Change Order (POM)	Select One	Select One
Budget Amendments (BUA)	Select One	Select One
Budget Transfers (BGT)	Select One	Select One
Payment Entry (PEA)	Select One	Select One
Journal Entry (GLJ)	Select One	Select One

Does New User need to view SSRS Reports?

Will New User be working off-site, outside of County network?

Select One

Select One

COMMENTS AND ADDITIONAL REQUESTS: