

FIS Security Access/Change Request Form

User Name(s)

Agency Code(s)

Org Code(s):

FIS Reports Menu Access*

Standard Access Level (Includes menus: MFR, EXP, ENC, REV, PAY, SPJ)

Enhanced Access Level (Includes all menus)

Approved by:

Date:

Comments

Instructions:

1. Division Director must complete the above form. (see below for assistance in completing form)
2. Submit Form to Admin.Financial-Svcs@state.mn.us.

Required fields:

Division Name

User's first and last name

Org Code(s)

FIS Reports Menu

Approved by

Explanation:

Select name of division or area for new user

New user's first and last names

All Org codes for new user, i.e. 7171, 7172, 7173, 7174, 7175

Reports menus for new user. See below for further explanation

Fill in name of authorized approver

*Select menu access level for new user

MFR - Manager's Financial Reports

EXP - Expenditure Reports

ENC - Encumbrance Reports

REV - Revenue Reports

PAY - Payroll Reports

SPJ - Salary Projection Reports

EI - Employee Information Reports

EPL - Expenditure Planning Screen

PPL - Position Planning Screen

If you need assistance, please contact: [Financial Management and Reporting](#) – 651.201.2528