

RUTGERS, THE STATE UNIVERSITY
ONLINE WORKING BUDGET SYSTEM (OWBS)
REQUEST FOR ACCESS

Requestor Name: _____ Phone #: _____

Department: _____ Campus: _____

Complete one of the following:

My RUTAdmin User ID is: U _____

I applied for a RUTAdmin User ID # on ____/____/____ (insert date).

(Note: If you do not have a RUTAdmin User ID#, you will not be able to access OWBS. Applications for RUTAdmin accounts are available from <http://www.acs.rutgers.edu>)

1. This request is: _____ setting up access for a new OWBS user (Please complete #2, #4, and #5 below.)
Check all that apply. _____ deleting ALL access for an existing OWBS user (Please complete #5 below, only.)
_____ adding a budget responsibility code for an existing OWBS user (Please complete #2 and #5 below)
_____ deleting budget responsibility code(s) for an existing OWBS user (Please complete #3 and #5 below)
_____ adding access to particular screens (Please complete #4 and #5 below)
_____ deleting access to particular screens (Please complete #4 and #5 below)

2. Budget Responsibility code to be accessed: # _____
If access to more than one budget responsibility code is desired, a separate form must be completed for each code.

3. Budget Responsibility code(s) to be removed: # _____
If all to be removed, check here _____

4. Screens to be accessed/removed from access: Please check appropriate boxes on page 2.

5. APPROVALS

Approved: Budget Responsibility Custodian (sign below)

Printed Name Signature Date

Approved: Provost Office/Vice President/Administrative Designee (sign below)

Printed Name Signature Date

Approved: Data Custodian – Office of Budget and Resource Studies (sign below)

Alexandra McIntyre
Printed Name Signature Date

If you have any questions regarding the OWBS access form, please contact Alexandra McIntyre, OBRS, ext. 2-7472.

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ESS Access Management Staff Use Only

Implemented by: _____ Date: _____

Please check the desired working budget screen(s) to be accessed for the requestor noted on page 1:

WB	Working Budget Main Menu		
	___	Display	(A24C7WBD)
NT	Notes		
	___	Display	(A24C7NTD)
	___	Entry	(A24C7NTE)
AL	Account Level		
	___	Display	(A24C7ALD)
	___	Entry	(A24C7ALE)
MI	Minor Responsibility		
	___	Display	(A24C7MID)
	___	Entry	(A24C7MIE)

FOR USE BY PROVOSTS AND VICE PRESIDENTS ONLY:

MJ	Major Responsibility		
	___	Display	(A24C7MJD)
	___	Entry	(A24C7MJE)
SE	Sub Element (Summary for use by Major Responsibility)		
	___	Display	(A24C7SED)

FOR USE BY OFFICE OF BUDGET AND RESOURCE STUDIES ONLY:

BO	Budget Office		
	___	Display	(A24C7BOD)
	___	Entry	(A24C7BOE)
AA	Account Add		
	___	Display	(A24C7AAD)
	___	Entry	(A24C7AAE)