



MACHAKOS UNIVERSITY
ENTERPRISE RESOURCE PROGRAMME (ERP)
Access Rights Form

The form should be completed and forwarded to the ICT Directorate, in person, or by scanning and sending to sysadmin@mksu.ac.ke

User Details

First Name:	
Last Name:	
PF NO:	
University Department/school:	
Telephone number:	
Email Address:	
Position/Job Function:	

Nature of Access Request (tick):

<input type="checkbox"/> New or Additional Access	<input type="checkbox"/> Disable Access (Access no longer required)
<input type="checkbox"/> Modify Existing Access	<input type="checkbox"/> Other (please specify below)
Other:	

User training and satisfaction on use of the enterprise resource programme (ERP)

User training and satisfaction	<input type="checkbox"/> poor	<input type="checkbox"/> good	<input type="checkbox"/> very good	<input type="checkbox"/> excellent
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User Agreement

By signing this form, I certify that I have read and understood the statement and that my username and password are to be kept confidential. Should I share this information, without prior permission my access will be revoked.

User Signature:	Date Signed:
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Head of Section/Department Approval

By signing this form, I approve this employee for access requested on the subsequent pages, Access will not be granted via verbal confirmation

Approved by (Name)	
Approved by (sign)	
Date:	

Access Granted by

Name:	
Signed:	
Date:	

Access Request—Check Requested Items

Access will only be granted if the proper access check box has been checked, courses have been completed, and the functionality is required to perform your job.

Finance

- | | | |
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| <input type="checkbox"/> Student Arrears | <input type="checkbox"/> Customers | <input type="checkbox"/> Journal Entries |
| <input type="checkbox"/> Modify Fees Structures | <input type="checkbox"/> Refunds | <input type="checkbox"/> Cheque Reports |
| <input type="checkbox"/> Generate Exam Cards | <input type="checkbox"/> Imprest warrant and Expense Claims | <input type="checkbox"/> Basic Financial Reports |
| <input type="checkbox"/> Student Invoices | <input type="checkbox"/> Petty Cash | <input type="checkbox"/> Final Financial Statements |
| <input type="checkbox"/> Student Invoice Adjustment | <input type="checkbox"/> Payees | <input type="checkbox"/> Payment Cancellation |
| <input type="checkbox"/> Student Sponsorship Allocations | <input type="checkbox"/> Supplier Invoices | <input type="checkbox"/> Cheque Cancellation |
| <input type="checkbox"/> Fees Setup | <input type="checkbox"/> Suppliers / Vendors | <input type="checkbox"/> Part-time Claims Admin |
| <input type="checkbox"/> Receive payments (Student) | <input type="checkbox"/> Payment Vouchers | Budget Control |
| <input type="checkbox"/> Receive payments (Customers) | <input type="checkbox"/> Voucher Posting | <input type="checkbox"/> Budget Setup |
| <input type="checkbox"/> Receive payments (Others) | <input type="checkbox"/> Print Cheques | <input type="checkbox"/> Budget Periods |
| <input type="checkbox"/> Customer Invoices | <input type="checkbox"/> Banking | <input type="checkbox"/> Budget Reports |
| <input type="checkbox"/> Debit & Credit Memos | <input type="checkbox"/> Bank Reconciliation | <input type="checkbox"/> Finance Administrator |