

AIS ACCESS & RESPONSIBILITIES

To obtain AIS access for an individual that has never had access:

- Complete and forward a **Request for New User Access to AIS** form to Accounting Services (MC 6812).

If the employee's responsibilities are those of a Fiscal Officer or Delegate, it is also necessary to complete and submit the **Temporary Delegation of Fiscal Officer Authority** form.

To change or cancel responsibilities for a current AIS user:

- Complete and forward a **Request for Change in Existing User AIS Responsibilities** form to Accounting Services (MC 6812).

Remember, if the employee's new responsibilities will be those of a Fiscal Officer or Delegate, or new accounts are involved, it is also necessary to complete and submit the Temporary Delegation of Fiscal Officer Authority form.

View the following list of responsibilities to determine which responsibilities the employee will need to accomplish the desired tasks in AIS.

Responsibility Name	What It Does
SIU Unit Payables Inquiry	View all payments for a specific unit. All Fiscal Officer/Delegates are automatically given this responsibility.
SIU General Ledger Inquiry	Allows viewing of budget and encumbrances. All Fiscal Officer/Delegates are automatically given this responsibility.
SIU Departmental Buyer	Places Releases against existing Planned Purchase Orders. Can only approve Releases on orders against the Unit's accounts.
SIU Departmental Receiver	Enters receipt of merchandise/services delivered directly to the department.