



Republic of the Marshall Islands
Ministry of Finance, Banking and Postal Services

BISAN FMIS MODULE
USER MAINTENANCE FORM

**** All available fields must be completed prior to submission to enable processing**

Employee Name:		Social Security No.	
Title:		Ministry/Agency	
Email:		Department:	
User Name ID:		Date:	

ACTION REQUIRED Please tick appropriate box

<input checked="" type="checkbox"/> New User	<input type="checkbox"/> Amend Current User Access	<input type="checkbox"/> Deactivate User
USER SET-UP		

**** Users will be given access to the following Segments:**

Funds	Add <input checked="" type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>	Access
				All Funds
Ministry/Agency	Add <input checked="" type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>	Indicate your Ministry Code
Departments	Add <input checked="" type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>	Indicate your Department Code
Divisions	Add <input checked="" type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>	Indicate your Division Code
SPG/Project Codes	Add <input checked="" type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>	Indicate the Special Purpose Grant (SPG)/Project Codes you need access to

Vouchers	Data Entry		Allocate		Approve 1		Approve 2		Approve 3		Approve 4		Post		View Only <input type="checkbox"/>
	Add <input type="checkbox"/>	Remove <input type="checkbox"/>													
Budget Voucher															
Budget Reallocation															
Allotment Release															
Allotment Reallocation															
Budget Request															
Purchase Request															
Price Quotation															
Purchase Order															
Store Receipt															
Purchase Invoice															
Payment Request															
Payment															
Journal															
Travel Mission															
Receipt															
Bank Deposit															
Bank Reconciliation															
Pay Slip															
Store Issue															
Purchase Return															
Stock Count															
Asset Count															

Vouchers	Data Entry	Allocate	Approve 1	Approve 2	Approve 3	Approve 4	Post	
Asset Movement	Add <input type="checkbox"/> Remove <input type="checkbox"/>	<input type="checkbox"/>	Add <input type="checkbox"/> Remove <input type="checkbox"/>	View Only <input type="checkbox"/>				
Asset Retirement	Add <input type="checkbox"/> Remove <input type="checkbox"/>	<input type="checkbox"/>	Add <input type="checkbox"/> Remove <input type="checkbox"/>	View Only <input type="checkbox"/>				

Approvals Actions

Files Access for the following:	Add/Modify/Remove		
Account	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
SPG/ Project	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Divisions (Ministry/Agency)	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Funder / Client	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Items	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Asset Location	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
PRV Header deductions	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Other (Please specify)	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>

Reports Access for the following:	Add/Modify/Remove		
Budget Reports	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
General Ledger Reports	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Funder Client Reports	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Bank reports	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Payroll Reports	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Fixed Assets reports	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Other (Please specify)	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Journal Listing	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Time Sheet Reports	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Ledgers	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>
Receipt Reports	Add <input type="checkbox"/>	Remove <input type="checkbox"/>	View Only <input type="checkbox"/>

REQUEST AUTHORIZATION			
Applicant (printed):			
Signature:		Date:	
<i>Approved by (the Department Head for the requesting entity should sign the request):</i>			
Name:		Date:	
Title:		Signature:	
<i>Approved by (Ministry of Finance, Banking, & Postal Services):</i>			
Name:	Ayako Yamaguchi-Eliou	Date:	
Title:	Secretary of MOFBPS	Signature:	

ENTRY INTO BISAN			
Name:		Date Entered	
Title:		Signature:	