

SAP Central FI/HCM Access Request Form

User's Name: _____ Employee Number: _____

New User (Temp Employee) Position Change (Will replace existing access as noted in this form) Deactivate

Central Finance Positions

Accounting Operations

Accountant I	Supervisor – Accounting	Master Data Clerk – FM
NYPH Billing Analyst	NYPH Billing Supervisor	Master Data Clerk – FI
eForm Workflow PR - Security Deposit	eForm Workflow PR - Treasury	
eForm Workflow Fund Create - Central Finance	eForm Workflow PR - Griffis	

Budget * WF Approvals: Change of Funding, Board Approved Comp

Budget Analyst	Budget Manager *	Budget Director *
Financial Budget Analyst	Financial Budget Manager	eForm Workflow Fund Create - Budget Office

Budget and Planning System

Budget Administrator	Budget PO Finance Reviewer
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Compliance * WF Approvals: SRM Requisition

Compliance *

Financial Management/Controller * WF Approvals: SRM Requisition

Associate Controller*	Controller - Accounting*	FICO Management	TRII Report Admin
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IDC/Asset Management

AA Master Data Clerk	IDC Admin	IDC Analyst	Supervisor - Indirect Costs
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Lease/Equipment Management

Asset Accountant	Contract Display Only	Contract Manager
FASB Analyst	Lease Display Only	Real Estate Display
Real Estate Manager	WCI-NYP Analyst	

Physicians Organization *PO Management contains all noted PO positions

PO Finance	PO Prorates Admin	PO Management
PO Train Analysis	PO AST Contract Manager	PO AST Contracts
PO AP Analyst	PO Support	PO RAJV Anayst
PO BI Report	EForm Workflow Fund Create - Physician Organization	
Eform Workflow PR - RAJV	Eform Workflow PR – RAJV Approver Level 1	
Eform Workflow PR – RAJV Approver Level 2		

Purchasing & Disbursements * WF Approvals: SRM Requisition

AP Master Data Clerk *	AP Analyst	AP Manager
PCard Mgmt	AP Supervisor	SRM Purchasing Assistant
SRM Operational Purchaser	Electronic Bank Statement Admin	Electronic Bank Statement Display

Central Finance Positions

Research Accounting * WF Approvals: Change of Funding, SRM Requisition		
RA Analyst	Supervisor - Research Acctg	Controller - Research Acctg*

Research & Sponsored Programs * WF Approvals: Change of Funding, SRM Requisition		
Grants & Contracts Admin	OSRA Analyst	JCTO Analyst
eForm Workflow PR - OSRA	eForm Workflow T&E - OSRA	eForm Workflow Fund Create – OSRA
GM - AVC & Budget Maintenance	GM - AVC Maintenance	GM – Billing
GM - Budget Data Display	GM - Cash Application	GM - GL Account Postings Clear Customer
GM - IDC Clearing	GM - IDC Revenue Reclass	GM - Attribute Maintenance
GM - Master Data Creation	GM - Master Data Display	GM - Master Data Maintenance
GM - Master Data <u>Mass</u> Maintenance	GM – Reporting	GM - RRB Billing
GM - Sales Order Management	GM - Sponsored Class and Prog Maintenance	GM - SPDD Display

Research Administration Reporting Research reports can be accessed via BI Launch Pad in Weill Business Gateway		
Awards & Proposals	Clinical Research Financials	Conflicts of Interest
Effort	Clinical Research Studies	Sponsored Programs
Research Integrity	Clinical Research Subjects	Routing

Space Inventory		
Space Planning Group	Space Planning Group Display	Inventory Analyst

Student Accounting/Cashier			
Cashiers Office	Administrative Aid - STU Acctg	Student Accounting Mgr	Treasury Clerk

