



DEAKIN FINANCIAL MANAGEMENT SYSTEM APPLICATION FORM

- If you do not have a username you must go to the **Staff Account Creation** site before lodging this form. ⏪
http://ums.deakin.edu.au/account_creations/

Username (login) _____ **Staff ID** _____ **Phone** _____

Full Name _____

Position Title _____

Faculty/Division _____

Campus (please circle) G B T W F **Network Printer** * _____
 e.g. (fbs-mb243-1)

* Please consult your IT staff, or the ITS Helpdesk to see if your printer has UNIX queue capability.

Next to the module you want, write the account codes you want access to, e.g. 4703 or 4703.64001

Purchasing Raise and authorise purchase requisitions via the web interface	
Accounts Receivable Raise debtor invoices and credit notes	
General Ledger Access account balances and run ledger reports	
Journals Create journal entries in the ledger for transferring funds	
Assets Monitor Assets	
Expense Reimbursements Reimbursement of expenses	Use the Expense Reimbursement Application Form www.deakin.edu.au/fbsd/forms/ExpenseReimbursementApplicationForm.pdf
Project Accounting DeakinPrime and Property Services access ONLY	

Authorisation Limit (please circle) \$0 \$10,000 \$25,000

I agree to use the DFMS maintaining confidentiality of password and data.

Signature of Applicant _____ **Date** ____ / ____ / ____

Full Name of Electronic Approver _____

(A staff member with signing authority of \$10,000 or more in line with the [Financial Delegations – Enabling Policy](#), who will approve your purchase requisitions in DFMS)

Signature of Electronic Approver _____ **Username** _____

Please forward this form to Accounting Systems, Financial & Business Services Division, Geelong Campus @ Wairn Ponds. Access will be established within 24 hours of this form being received.

Contact Accounting Systems: [accsys](#) or phone 72679 or fax 72682.

ACCOUNTING SYSTEMS USE ONLY

Dates: Access established ____ / ____ / ____ Manuals sent ____ / ____ / ____