



Procedure: Completing Application Authorization Student Business Data Screen

Instructions:

User ID- This is your NWRDC ID (ex: FSE123), this is a required field.

"Copy Same Access As"- Current access can be copied from one employee to another if they will be performing the same duties. Check the box and provide an FSU ID to copy.

"Basic Inquiry"- Access will allow view of the basic Student Business Services data screens.

"Processing Payments: KSMU"- Access is given to cash collection sites only.

"Financial Aid Disbursements: KAMU"- Access is limited to Student Business Services and Office of Financial Aid.

"Tuition System Sub-Menu: Waivers"- Access is limited to Student Business Services, Graduate Studies and select Undergraduate offices. The Office of Graduate Studies approves all requests for Graduate waiver access.

"Deferments"- Access is limited to Student Business Services and Office of Financial Aid.

"Billing"- Access is limited to Student Business Services.

"Accounts Receivable Menu"- Access is limited to offices performing departmental charges. Access may require approval from the manager of the Accounts Receivable department. Justification is required for this access. Budget accounts must be provided.

"Miscellaneous"- Other requested access.

Supervisor Signature is Required for ALL Access.

To Request a New User ID: Go to <http://www.ais.fsu.edu/logins.html#2> scroll to the top of page and select #1 in first box. Complete and fax both forms to the number listed at the top of the form.



Application Authorization Student Business Data Screen

To request authorization to the screens below, code "U" for update or "I" for inquiry.

Name: User ID: Email:

Copy Same Access As:

Discontinue Authorization

Basic Inquiry to Student Tuition, Financial Aid and Accounts Receivable, Includes:

- KSMU/KCMU (Main Menu)
- KSCT (Tuition Assessment)
- KSCR (Accounts Receivable)
- KSCF (Financial Aid File)
- KSBH (Account History)

Cashier System Menu for Processing Payments- KSMU

- KSCA/KSCB (Cash Drawer Open/Close)
- KSSD (Depositing)
- KSCL (Delayed Delivery/Emergency Loan Disbursal)
- KSSJ (Receipting)

Financial Aid Disbursements Menu- KAMU (For Student Business Staff Use Only)

- KARB (Award Browse/Display)
- KARH (Aid Disbursement History)
- KARF (Data Entry)
- KARC (Aid Status Update)

Tuition System Sub-Menu- KUMU

- KUTD (Tuition Deferment) **Type (F/A, Admin, Veterans):** _____
- KUTW (Tuition Waiver) **Type (O/S, Matriculation):** _____
- KUTB (Tuition Billing) **Type (Agency, Departmental):** _____

Accounts Receivable Menu- KEMU

- KEAB (Browse Charge/Adjustments)
- KEAF (Charge Update/Release)
- KEAC (Charge Input)*
 - o **List Budgets- From:** _____ **To:** _____
 - From:** _____ **To:** _____

Miscellaneous

- KJMU (Online Job Submission)
- KRMU (Reconciliations)
- KEOR (Financial Override- Requires Separate Contract with Student Business)
- KPDN (Notepad) **For:** KSCT (Tuition) KSCF (Financial Aid)

Justification for Access:

Supervisor Signature

Date