

DBCOAS	DBFS1	DBFS2	DBFS3	DBFSESA	DBFSY2K	DBFSESB	DBFSFAP	DBUHRM	TSO	PersonID: _ _ _ _
CDC	CD1	CD2	CD3	CD4	CD5	CD6	CD7	HR1	_____	OpID: _ _ _
( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	

**The University of Chicago**

**Financial Services - Mainframe Systems Access Request**

Date Requested \_\_\_\_/\_\_\_\_/\_\_\_\_ Authorized by: \_\_\_\_\_  
 (Signature **REQUIRED**)

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_  
 (PLEASE PRINT)

Supervisor's Email Address: \_\_\_\_\_

**IMPORTANT:**

- Mainframe access of **non-University employees** (Medical Center staff/independent contractors) **EXPIRES AFTER ONE YEAR.** A new CCZ003 form must be resubmitted for continued mainframe access.
- If the user below is an existing mainframe user, their current access will be **REPLACED** by what you indicate on this form.
- Email [fhra-librarian@lists.uchicago.edu](mailto:fhra-librarian@lists.uchicago.edu) when the user leaves your department or no longer needs mainframe access.
- Email [prodshop@uchicago.edu](mailto:prodshop@uchicago.edu) to have your mainframe password reset.
- Email [fhra-librarian@lists.uchicago.edu](mailto:fhra-librarian@lists.uchicago.edu) or call 2-1943 for help with other issues.

**MAINFRAME USER INFORMATION**

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 FIRST MI LAST

Email Address: \_\_\_\_\_ ChicagoID: \_\_\_\_\_  
 (See back of UChicago Card)

Department: \_\_\_\_\_ CNetID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Office Building: \_\_\_\_\_  
 (ABBREV OR NAME OR STREET ADDRESS)

- University employee  
 Medical Center employee  
 Other: \_\_\_\_\_

**Select mainframe system(s) below:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>APS-PO*</b> Accounts Payable System     | <input type="checkbox"/> <b>FAS*</b> Financial Accounting System                           |
| <input type="checkbox"/> HA01(DBCOAS) Direct Payment Voucher System | <input type="checkbox"/> HRMS( <b>DBFSESA</b> )** <u>HISTORICAL</u> PAYROLL/PERSONNEL DATA |
| <input type="checkbox"/> LTRV(DBCOAS) LBC Travel Expense System     | <input type="checkbox"/> Other: _____  |

\* Requests for APS-PO/FAS access REQUIRE completion of page 2.

\*\* Shared Services administer HRMS access. (This form only grants access to **DBFSESA**.)

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Email this page to [fhra-librarian@lists.uchicago.edu](mailto:fhra-librarian@lists.uchicago.edu)

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**APS-PO SECTION**

**Replace** the default INQUIRY-ONLY screens below, if needed.

<u>Screen</u>	<u>Type</u> (U/I)	<u>Screen</u>	<u>Type</u> (U/I)	<u>Screen</u>	<u>Type</u> (U/I)
<u>01</u>	<u>I</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>73^</u>	<u>U</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>74^</u>	<u>U</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>75^</u>	<u>U</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>76^</u>	<u>U</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>77^</u>	<u>U</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>78^</u>	<u>U</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>79^</u>	<u>U</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>

^ These APS-PO screens have NO update capabilities but must always be paired with "U".

**FAS SECTION**

Below are the default INQUIRY screens. Add/remove screens, if needed.

<u>Screen</u>	<u>Type</u> (U/I)	<u>Screen</u>	<u>Type</u> (U/I)	<u>Screen</u>	<u>Type</u> (U/I)
<u>01</u>	<u>I</u>	<u>15</u>	<u>I</u>	<u>      </u>	<u>      </u>
<u>02</u>	<u>I</u>	<u>16</u>	<u>I</u>	<u>      </u>	<u>      </u>
<u>03</u>	<u>I</u>	<u>17</u>	<u>I</u>	<u>      </u>	<u>      </u>
<u>04</u>	<u>I</u>	<u>18</u>	<u>I</u>	<u>      </u>	<u>      </u>
<u>05</u>	<u>I</u>	<u>24</u>	<u>I</u>	<u>      </u>	<u>      </u>
<u>06</u>	<u>I</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>07</u>	<u>I</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>14</u>	<u>I</u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>

Select the type(s) of FAS access needed & list up to 5 values below. (See page 4)

- No Restrictions  
(Typically for Finance & Administration)
- Executive Level (E)  
(List 2-digit Exec Code)      E \_ \_    E \_ \_    E \_ \_    E \_ \_    E \_ \_
- Department Level (D)  
(List unique 3-digit Dept Code)      D \_ \_    D \_ \_    D \_ \_    D \_ \_    D \_ \_
- Account Administrator Level (A)  
(List 6-digit Signature Authorization #)      - - - - -    - - - - -    - - - - -    - - - - -    - - - - -
- Ledger Level (L)  
(List 6-digit acct# or use "x" to mask)      - - - - -    - - - - -    - - - - -    - - - - -    - - - - -

\*\*\*\*\*  
 Email this page to [fhra-librarian@lists.uchicago.edu](mailto:fhra-librarian@lists.uchicago.edu) for access to APS-PO or FAS  
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# Overview

## DESCRIPTION

This CCZ003 form is used to request/update access to various systems on the University mainframe. The University's mainframe systems are accessed with a TN3270 client software called OpenText HostExplorer. This form does not apply to systems accessed through a web browser.

## CONFIDENTIALITY AGREEMENT

Email copies of signed [Access to Confidential Information Authorization](#) forms to [workdaysupport@uchicago.edu](mailto:workdaysupport@uchicago.edu)

## COMPLETING THE CCZ003 FORM

Submitting this form will replace an existing user's access to the University mainframe. (If you do not wish to lose access to certain systems or screens, you need to list them again on the form you are about to submit.)

Non-University employees (Medical Center staff/independent contractors) must submit new CCZ003 forms each year since their employment status cannot be verified in the University employee data base.

The MAINFRAME USER INFORMATION box should be filled out completely. (Omitting certain information may delay the processing of your request.)

When requesting APS-PO or FAS access, the most commonly used screens will be assigned unless you specify the screens you need on page 2. (See DEFAULT INQUIRY APS-PO/FAS SCREENS below for more information.)

For FAS access, you must indicate the level of access you require. (See FAS Access Levels and their Authorization Requirements on page 4.)

HA01 (in DBCOAS) is for entering DPVs in the system. (If Shared Services process your invoices for payment, you do not need HA01.)

HRMS is the University's legacy payroll/personnel system. Its access is set up by Shared Services. They provide the HRMS Operator ID and its password. (FHRA merely grants access to DBFSESA.)

(NOTE: Submitted CCZ003 forms are subject to approval by Finance & Administration.)

Email only the first 2 pages of completed CCZ003 forms to [fhra-librarian@lists.uchicago.edu](mailto:fhra-librarian@lists.uchicago.edu) (The last two pages of this document is for reference only.)

## DEFAULT INQUIRY APS-PO & FAS SCREENS

The default screens listed on page 2 are all inquiry-only. (Update screens are restricted and subject to Finance & Administration's approval.)

SCR#	SCREEN NAME
1	APS-PO MENU
73	GET VENDOR NUMBER
74	GET PAYMENT RECORD
75	RESEARCH PAYMENT PROBLEM
76	GET P.O. NUMBER
77	GET P.O. HEADER INFO
78	GET P.O. LINE ITEM SHORT DESC
79	GET P.O. LINE ITEM LONG DESC

SCR#	SCREEN NAME
1	FAS MENU
2	6 DIGIT GL
3	GL GRANT/CONTRACT ATTRIB
4	GL PROPERTY/MISC ATTRIB
5	6 DIGIT SL
6	SL GRANT/CONTRACT ATTRIB
7	SL PROPERTY/MISC ATTRIB
14	LIST 6 DIGIT GL
15	LIST 6 DIGIT SL
16	LIST 10 DIGIT SL-OC
17	LIST OC FILE
18	LIST SL BUDGET DATA
24	LIST TRANSACTIONS

## TN3270 CLIENT SOFTWARE: OPENTEXT HOSTEXPLORER

Instructions for downloading, installing, & configuring OpenText HostExplorer can be found at [https://uchicago.service-now.com/it?id=kb\\_article&kb=KB00015986](https://uchicago.service-now.com/it?id=kb_article&kb=KB00015986)

## SUPPORT

To have your mainframe password reset, email [prodshop@uchicago.edu](mailto:prodshop@uchicago.edu)

For assistance with your HRMS password, contact [Shared Services](#)

For help with other issues, email [fhra-librarian@lists.uchicago.edu](mailto:fhra-librarian@lists.uchicago.edu) or call 2-1943.

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This page is for REFERENCE ONLY  
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# FAS Access Levels and their Authorization Requirements

- Mainframe users cannot authorize their own forms.
- The highest access level requested determines who in your organization needs to authorize your CCZ003 form.
- The FAS system can only accept up to 5 values in total—either 5 of the same type or a combination of different types. If you need more than 5, you may have to use a higher access level or use a ledger mask. (See bottom of page.)

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## **No Restrictions**

This grants access to **ALL** University accounts.

[Note: This is restricted to Finance & Administration with very few exceptions.]

**Signature Requirement:** Financial Office's Dean, Vice President, or Proxy.

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## **Executive Level** (Use 2-digit Exec Code for Division/School.)

This grants access to **ALL** accounts within the **division/school/administrative area**.

[Note: This is mainly for central office use. Use the department level restriction when possible.]

**Signature Requirement:** Financial Office's Dean, Vice President, or Proxy.

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## **Department Level** (Use the formats below. Do **NOT** include the 2-digit Exec Code.)

There are 3 options:

The 3-digit number (###) grants access to **ALL** accounts within the **department**.

The 5-digit number (###-##) restricts access to the particular subunit's accounts.

The 7-digit number (###-##-##) only grants access to accounts of the specific sub-subunit.

**Signature Requirement:** Departmental Administrator or Proxy.

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## **Account Administrator Level** (Use the administrator's 6-digit [Signature Authorization #](#).)

This grants access to **ALL** accounts of the **Account Administrator** (AA#1, AA#2, or AA#3 in FAS screens 2 or 5).

[Note: Account Administrators are not the same as Authorized Signers.]

**Signature Requirement:** Account Administrator or Mainframe User's Supervisor.

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## **Ledger Level** (List the 6-digit account # or use a mask.)

This grants access to specific accounts...or account number **ranges** by using the wildcard "X".

[Example: The ledger mask "0-3XXXX" grants access to all accounts from 0-30000 thru 0-39999.]

**Signature Requirement:** Mainframe User's Supervisor.

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