



# PowerBudget APPLICATION FORM

- If you do not have a username you must go to the **Staff Account Creation** site before lodging this form. ◀  
[http://www.deakin.edu.au/ums/account\\_creations/](http://www.deakin.edu.au/ums/account_creations/)

**Username** (login) \_\_\_\_\_ **Staff ID** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Full Name** \_\_\_\_\_

**Position Title** \_\_\_\_\_

**Faculty/Division** \_\_\_\_\_

**Next to the module you want, write the account codes you want access to, e.g. 4703 or 4703.64001 and tick either Reporting Access or Non-Salary Budget Entry Access**

<b>Financials – Current Two Years</b>		<input type="checkbox"/> Reporting Access <b>OR</b> <input type="checkbox"/> Non-Salary Budget Entry Access
<b>Financials – All Years</b>		<input type="checkbox"/> Reporting Access <b>OR</b> <input type="checkbox"/> Non-Salary Budget Entry Access
<b>Financials – Multi Budgeting</b> FBSD Staff Only Access		<input type="checkbox"/> Reporting Access <b>OR</b> <input type="checkbox"/> Non-Salary Budget Entry Access

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of Approver** \_\_\_\_\_ **Username** \_\_\_\_\_

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

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

PowerBudget Labour Budget is a restricted module that enables the user to view individual staffing details. The [PowerBudget Labour Access](#) form must be filled in and the Declaration & Deed of Confidentiality must be signed. The form must then go to HRSD for approval.

## ACCOUNTING SYSTEMS USE ONLY

Date access established \_\_\_\_/\_\_\_\_/\_\_\_\_