

Requester's Name: _____

***Enterprise Financial System
PeopleSoft Financial Reporting Instance Access Request***

Complete this ARF attachment for requesters who desire access to the **Reporting Instance only**.

If you will have any type of role/access in the PeopleSoft Financial Production Instance (preparing or approving transactions), you will be granted access to view and run queries in the Reporting Instance.

This form should be used by people who will not have access to the PeopleSoft Production instance.

✓ To Request Role	REPORTING INSTANCE REQUEST	
	Reporting Instance with Query View	View reports and queries.

Signature Required:

<i>Cluster Director Authorization</i>	Printed Name	Phone
<i>Cluster Director Signature</i>		Date