

**FORM A UNIVERSITY OF SOUTHERN CALIFORNIA – Financial Administration**

**BUDGET ADMINISTRATION SYSTEM (WEBBA)**

**APPLICATION TO CREATE OR DELETE GENERAL ACCESS**

Complete this form **ONLY** to create a new Operator Code or new access, or to delete existing access for WEBBA. For other forms, return to the website: <http://www.usc.edu/dept/finserv/dirtng/AccessForms.html>

**Instructions:** Return with SBO signature, to: Sam Khalil, Financial Administration, UGB 203, MC8003, 213-821-1934.

**Employee Demographics:**

Today's Date	
Employee Name	
USC Employee Number (7-digit)	
Main Program Code or Home Dept Code	
Campus Address, Mail Code, and Phone	
Requested Password	

Are you replacing another system operator? Yes \_\_\_ No \_\_\_  
If yes, what was their operator code? \_\_\_\_\_

For first-time setup only. Do not use for Purchasing access.

**What kind of WEBBA access do you need? Select only one.**

General Access - Includes inquiry, reports, and Quick Expense Reports.

Quick Expense Reports ONLY – Does not include any other system access.

Note: If you check Quick Expense only, you would not check any other functions listed below.

**Add other functions? Check all that you wish to add to your general access:**

- Budget Transfer Update
- Commitment Update
- Paperless Check Request Update
- Need Expenditure card (red card used for expenditure approval)

**DELETE OPERATOR CODE:** \_\_\_\_\_ Check here to delete all access for this operator code.

User terminated from USC? Yes \_\_\_ No \_\_\_

User working for another department? Yes \_\_\_ No \_\_\_ Other WEBBA access still active? Yes \_\_\_ No \_\_\_

**Comments:** Note any special instructions here. \_\_\_\_\_

List Accounts authorized for all functions checked above. (Attach a list of additional accounts if needed).

If requesting access to accounts starting with "5" –

Have you completed the Grants Management Training? Yes \_\_\_ No \_\_\_ If answer is no, access to "5" accounts will not be processed.


**Senior Business Officer Approval:**

Print SBO Name: \_\_\_\_\_

SBO Signature: \_\_\_\_\_

**Office Use Only:**

FAP Approval: \_\_\_\_\_

Input by: \_\_\_\_\_ Date: \_\_\_\_\_