PERBADANAN PR1MA MALAYSIA

USER ACCESS MODIFICATION FORM - JDE

SECTION A : TO BE COMPLETED BY APPLICANT / REQUESTOR

NAME

DESIGNATION

DIV/DEPT.

REQUEST DATE

APPLICATION
(please tick whichever is applicable)
☐ NEW APPLICATION ☐ CHANGE PASSWORD ☐ CHANGE PERMISSION
☐ TERMINATE

REASONS

TYPE OF ACCESS MODIFICATION
(please tick whichever is applicable)
☐ INSERT DATA ☐ UPDATE ☐ DELETE
☐ ENQUIRY ☐ VIEW ☐ REPORTING

MODULE GROUP
(please tick whichever is applicable)
☐ ACCOUNT PAYABLE ☐ PROJECT ACCOUNTING ☐ ACCOUNT RECEIVABLE
☐ BUDGET ☐ FIXED ASSET ☐ GENERAL LEDGER
☐ GST MODULE ☐ CORPORATE TAX ☐ HOME BUILDERS
☐ BRIDGING FINANCING ☐ PURCHASING ☐ INVOICE
☐ CONTRACT MANAGEMENT ☐ INVENTORY ☐ MAINTENANCE BILLING
☐ PROCUREMENT ☐ OTHER

EFFECTIVE DATE

REQUESTED BY:

NAME
DESIGNATION
DEPARTMENT
DATE

RECOMMENDED BY HEAD OF DEPARTMENT:

NAME
DESIGNATION
DEPARTMENT
DATE

SECTION B : APPROVAL BY BUSINESS OWNER

APPROVED BY HOD/DIVISION
OF BUSINESS OWNER(if applicable):

NAME
DESIGNATION
DEPARTMENT
DATE

SECTION C : TO BE COMPLETED BY ICT PERSONNEL

DATE RECEIVED

☐ RECOMMEND ☐ REJECT

RECEIVED BY:

NAME

DESIGNATION

SECTION D: RESOLUTION

RESOLVED BY:

NAME

DESIGNATION

RESOLUTION DATE

APPLICANT VERIFICATION:

NAME

DESIGNATION

DATE

REMARKS