

# MicroStrategy Finance Reporting Analyst Form

(Return this form to Controllers Office, General Accounting, Postal Code 0312)

Organization # \_\_\_\_\_

Mail Code \_\_\_\_\_

Analyst Name	Userid (PID)	Phone #	VT ID #	Select One	
				Additional Access *	Delete Access
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Approval: \_\_\_\_\_  
 Signed Name  
 Department Head/Director

\_\_\_\_\_  
 Printed Name  
 Department Head/Director

\_\_\_\_\_  
 Date

\*Note: The Finance Reporting Analyst role provides users with added functionality in MicroStrategy to develop and share ad hoc finance reports. Individuals with Banner Finance access are automatically added to the Finance Reporting Consumer role which enables them to run prepared MicroStrategy Finance Reports. A request form is not needed for the Consumer role.