

New Intacct User Set Up Form

Parish Number: _____

Parish Name: _____

First Name: _____

Last Name: _____

Email Address: _____

Business Phone Number: _____

Reason for new user set up? Is this a new _____

Manager/Finance
and Operations
Manager, please

List the entities this individual will need

Entity Number	Entity Name	Read or View Only access? Select one.	Modules needed (ex. Accounts Payable, Accounts Receivable, Cash, etc.)
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

Instructions:

Complete this form and email it to your PFS consultant. The PFS consultant will send this to the appropriate person in RCAB Finance.

Note:

There is a two user maximum per entity. For example, if you have a Parish and a School the maximum number of users you are allotted is four (4). If additional users are required, the Parish may be assessed a fee.