Australian Government Department of Finance

## **Central Budget Management System - Entity Access Form**

1. User Information		Access		
New User	Existing User   User ID:	Add Access Remove access Change user details		
First Name:		Last Name:		
Telephone:		Mobile:		
Security Cleared		A security clearance is a status granted to individuals allowing them access to classified information and resources after completion of a series of thorough		
Email:		background checks.		
Entity:				

Entity Postal Address:

## Token Details

Soft token will be assigned to your account. If a hard token is required please email <u>cbms@finance.gov.au</u> for assessment.

3. Data Access				
CBMS homepage only:	This will provide access to the CBMS Training materials, including: eLearning courses, User Reference Material and Online Help			
Limited to Control type:	Departmental Administered			
Portfolio Access:				
or				

Other, please specify:

Entity Access:

Please **DO NOT** include Third Party Access request here. Third party access to another entity's programs will be automatically applied to users with access to Drawdowns, Journals & Receipts upon receipt of a signed third party agreement form.

4. Module Access				
Annual Estimates	Reporting	Data Entry	Authorise	
Monthly Profiles	Reporting	🗌 Data Entry	Authorise	
Annual Actuals	Reporting	🖵 Data Entry	Authorise	User Defined Reporting
Monthly Actuals	Reporting	🔽 Data Entry	Authorise	(Only permitted if you have requested
Cash Management				Reporting for all four components)
Approp Adjustment	Reporting	Data Entry	Authorise	
Cash Forecast	Reporting	Data Entry		
Drawdowns, Journals & Receipts	Reporting	Data Entry	Authorise	

## 5. Authorisation

☐ I agree to the user responsibilities outlined in <u>Fact Sheet 15</u> for accessing and using CBMS and that training must be successfully completed before module access is granted.

Once Access Form is completed

- 1. Save this form as a PDF;
- 2. Create an email with the form attached; and
- 3. Forward the email to <a href="mailto:cbms@finance.gov.au">cbms@finance.gov.au</a>.

Finance will then seek authorisation from your Chief Finance Officer. It is the entity user's responsibility to ensure that the CFO approves the form in a timely manner.

For assistance, email <a href="mailto:cbms@finance.gov.au">cbms@finance.gov.au</a>