

Business and Finance



Financial

Advantage

- Agency/org coding structure
- Booklets and resources
- Calendars
- Training
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# Advantage

To request an Advantage ID, log in to the [ASU forms page](#) with your ASURITE ID and password:

- Select **Administrative Access Requests (Advantage, DARSweb, EZAppt Advisor, SAAR)**.
- Select **Request for Advantage Financial System Access**.
- Complete the fields in the online form.

When requesting access to the Advantage system, enter the appropriate profile in Section 3 of the Request for Computer Access form. The main Advantage security profiles for departmental end-users are as follows.

- **SCN1:** This is for org managers who need to receive reports, and users who only need limited lookup capability. Signers who need online approval require a MGR1 or MGR2 profile. No training is required except for users with limited lookup capability.
- **DAT1:** This is for individuals who enter documents to order goods and services. The Introduction to Advantage Financial System and Order Processing Series training sessions are required.
- **MGR2:** This is for org managers and signers with online document approval on specific accounts listed on a Form A, and allows lookup capability on accounts. This doesn't allow for document input or correction. The Introduction to Advantage Financial System training is required.
- **MGR1:** This is for org managers and signers with data entry capability in addition to approval capability. The Introduction to Advantage Financial System and Order Processing Series training sessions are required, and the Managing Accounts in Advantage training is recommended.
- **SER2:** This is for individuals with approval capability for II Billing documents. The Introduction to Advantage Financial System and Advantage Billing Documents training sessions are required, and the Order Processing Series training is recommended.
- **Other:** Employees in departments such as Purchasing or Office of Research and Sponsored Project Administration or in specialized positions may be assigned other profiles as requested by the supervisor. Training may be required and will be determined on a case-by-case basis.

If you're an org manager or authorized signer, complete an [Advantage form A](#) for each applicable account. Address any questions to the Advantage Helpline at 480-965-2334 or by [email](#).

## Contact

| Phone        | Fax          | Email                    |
|--------------|--------------|--------------------------|
| 480-965-2334 | 480-965-2625 | <a href="#">Email Us</a> |

## Map

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## General Information

Business hours from Monday to Friday, 8 a.m. to 5 p.m.

### ASU Business & Finance

Office of the Executive Vice President,  
Treasurer and Chief Financial Officer

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