

# Finance System Access Request Form

use this form to establish access to financial applications

[Form Instructions](#)

First Name	Last Name	Employee ID #	Dept Name
Position/Title	Supervisor	UVID	Email

**Access Levels or Accounting Units (AUs):** Please list the highest Level or AU that you will need access to for the financial applications below.  
 (i.e. Level 1 - Division, Level 2 - VP/School, Level 3 - Program/Area, Level 4 - Department, or Accounting unit)


**AU Types:** For Level Access, indicate the AU Types that you will need access to for the financial applications below.

All AUs     
  Operating AUs     
  Gift AUs     
  Endowment AUs     
  Sponsored Program AUs

<p style="text-align: center;"><b>Signature Authority</b></p> <p>YES, user is authorized to initiate or approve payment or payroll requests/make purchases/transfer expenses for the AUs or Levels listed on the form.</p> <p>NO, user is not authorized to initiate or approve payment or payroll requests/make purchases/transfer expenses for the AUs or Levels listed on the form.</p>	<p style="text-align: center;"><b>Lawson Requisition Center (RQC)</b></p> <p>New Access - for new Lawson RQC users</p> <p>Additional Access - to add new levels or AUs</p> <p>Revised Access - to replace current RQC access</p> <hr/> <p>Requester    Approving Manager:</p> <p>Approver    List Requesters you will approving:</p>	<p style="text-align: center;"><b>BI Portal - Financial Reports</b></p> <p>New Access - for new BI users</p> <p>Additional Access - to add new levels or AUs</p> <p>Revised Access - to replace current BI access</p> <hr/> <p>Select the appropriate level of payroll access from the drop down list below.</p> <p>Payroll Access</p>
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**Authorization:** I authorize the above named individual access as indicated on this form. I have reviewed the confidentiality policy with the employee and the employee agrees to all policy procedures.

Approver Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please note:  
 - If the person submitting this form is not the approver, please copy approver on email to Financial Systems.  
 - Forms that are scanned or printed to PDF will be returned to the sender for resubmission.

## Financial Systems Use Only

<u>Lawson:</u>		<u>Financial Systems Use Only</u>	
Security Update:	Profile:	Portal Role:	Portal Bookmark Role:
Add-Ins:	Batch Role:	Department Roles:	Access Flag:
RQC Role:	Requester ID:	Location Code:	Approval Code:
			Self Service:
<u>BI Portal:</u>		<u>Financial Systems Approval:</u>	
BI User Group:	BI PR Access:	Approval:	Date: