AU or Level Access Form Instructions

The [AU or Level Access Form](#) should be used to request additional or revised access to financial applications for one AU or Level. This form can be used for any or all of the following applications: 1) Signature Authority, 2) BI Portal – Financial Reports, or 3) Lawson Requisition Center.

* Indicates a required field

1	Request Type*	Choose **Additional Access** to add new levels or AUs – or – Choose **Revised Access** to replace current access
2	AU or Level*	List the Level or AU and Description • Level 1 – Division (2 digits) • Level 2 - VP/School (3 digits) • Level 3 - Program/Area (3 digits) • Level 4 – Department (4 digits) • Accounting unit (6 digits)
3	AU Types	For Level access, select the AU Types that the user will need to access. For a detailed list, please refer to the [GL Structure definitions](#).
4	Authorized Users	List the UVID/Network ID and Name of the employees who will need access to the level or AU noted on the form for Purchase Authority, BI Portal - Financial Reports, or Lawson Requisition Center.
5	Signature Authority	Indicate whether each user is authorized to initiate or approve payment requests/make purchases/transfer expenses for the AUs or Levels listed on the form.
6	BI Portal – Financial Reports	Select whether each user should be able to generate financial reports for AUs or Levels listed on the form and the level of payroll access. *Note: to establish new BI Portal – Financial Reports users, a separate [System Access Form](#) will need to be submitted to FinancialSystems@luc.edu.* The following payroll options are available: **Payroll Access** / **Account Range** All Payroll — Accounts 5000-5499 No Payroll — No payroll detail access Faculty Payroll — Accounts 5000-5099, 5200-5299 Staff/Student/Temp Payroll — Accounts 5100-5199, 5300-5399, 5400-5499 Student/Temp Payroll — Accounts 5300-5399, 5400-5499 Grant Payroll — Accounts 5000-5499, where the Accounting Unit = 5xxxxx
7	Lawson Requisition Center (RQC)	Indicate if the user will be using the online application to create purchase requisitions in Lawson RQC. For more information about the difference between the Lawson Requisition Center vs Electronic Payment Requisition Application click [here](#). *Note: to establish new RQC users, a separate [System Access Form](#) will need to be submitted to FinancialSystems@luc.edu.*

8	Authorization	List the name of the person who is submitting the form and the department approver or person authorized to approve the request. **For Sponsored Program Accounting Units, this form must be personally endorsed by the Principal Investigator.**
9	Submit form	Click on the email button in the upper right corner to send the PDF file as an attachment to FinancialSystems@luc.edu. Grntcon@luc.edu should be included on any requests for Signature Authority on Sponsored Program Accounting Units. **Please remember to copy the Approver on the email request.** *Note: Scanned forms or forms printed to PDF will be returned to the sender for resubmission.*