

**UHS Finance System Access Form For Accounts Payable**

Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>
Empl ID/POI ID:	<input type="text"/>	Job Title:	<input type="text"/>		
Campus Phone:	<input type="text"/>	UH Mail Code:	<input type="text"/>		
College/Division:	<input type="text"/>	E-Mail address:	<input type="text"/>		
Department:	<input type="text"/>	Department ID:	<input type="text"/>		

**Special Action:**       Terminate Access remove all access       Transfer to another Department remove all access

<b>Business Unit</b>	<b>Add</b>	<b>Remove</b>
00730 - University of Houston	<input type="radio"/>	<input type="radio"/>
00759 - UH Clear Lake	<input type="radio"/>	<input type="radio"/>
00765 - UH Victoria	<input type="radio"/>	<input type="radio"/>
00784 - UH Downtown	<input type="radio"/>	<input type="radio"/>
00783 - UH System Administration	<input type="radio"/>	<input type="radio"/>

**Add      Remove**

- AP Procurement Staff**  
Access to Procurement Card Administrator, Procurement Card Profile Update , view/upload all documents (secured & non secured) for Procurement/Travel card, voucher reports, voucher add/update, voucher budget override, AP Payment inquiry&reports, view PO/GL/Budget, GL journal create
- AP Travel Office Supervisor and Staff**  
Access to Travel Card administrator/profile Update , view all documents (secured & non secured) for Procurement/Travel card, Voucher reports, voucher add/update/close/unpost/update payment schedule, voucher budget override, GL journal budget override, AP Payment inquiry&reports, view PO/GL/Budget
- AP Supervisor with 1099 (UHS AP Director)**  
Access to voucher add/update/close/unpost/selfhelp/update payment schedule, voucher batch build/budget check/batch post, AP Payment cancel/batch payment post/inquiry/reports, all voucher reports; vendor TINS view, vendor add/update, 1099 view/update/prepare/report for vendors, view State AP Reports (USAS), view State TINS Reports (USAS), view PO/GL/Budget, GL journal create, view/upload all documents (secured & non secured) for Procurement/Travel card
- AP Supervisor (UHS AP Supervisor and AP director for remote campuses )**  
Access to voucher add/update/close/unpost/selfhelp/update payment schedule, voucher batch budget check/batch post, AP Payment cancel/batch payment post/inquiry/reports, all voucher reports; vendor TINS view, view State AP Reports (USAS), view PO/GL/Budget, GL journal create, view/upload all documents (secured & non secured) for Procurement/Travel card.
- AP Vendor Staff (UH only)**  
Access to vendors add/update information (Consolidated Vendor Business Unit 797), view State TINS reports, view PO/GL/Budget
- AP Voucher Staff**  
Access to voucher inquiry, voucher add/update/close/unpost/selfhelp, voucher error exception reports, vendor TINS view only, AP Payment record/cancel/update/inquiry&reports, view State AP Reports (USAS), view PO/GL/Budget
- Voucher Approval Access**  
 Creator     Department Approver (Coll/Div for AP)     Intermediate Approver (UH only Cash Advance SC Voucher)     Travel voucher Final Approver     Non Travel voucher Final Approver
- GL Journal Approval Access:**     Creator     Department Approver (Coll/Div for AP)     Department Approver (Coll/Div for AAF)
- Voucher Doc. Tolerance Exceptions Override**
- Budget Override Access:**     GL Journals     Vouchers

**Signatures**

Individual:	_____	Date	_____
Supervisor:	_____	Date	_____
Accounts Payable Director (UH & UHS) or Campus Security Coordinator:	_____	Date	_____