

UHS Finance System Access Form For Financial Reporting

Last Name: First Name: Middle Initial:

Empl ID/POI ID: Job Title:

Campus Phone: UH Mail Code:

College/Division: E-Mail address:

Department: Department ID:

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

Business Unit	Add	Remove
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

Financial Reporting Supervisor Level 1 (UH only)
View GL/PO/AP/Budget, All GL reports access, nVision reports access, Allocations view/create/update, Fund and Fund attributes create/update, Account Attribute add/update, Program and Program attributes add/update, Cost Center add/update, Project ID add/update, Custom Project Setup all update access(KK project setup, Project funding, TAP, IDC Rates, Fed Assist Pass Thru), Annual Financial Reports Attributes (i.e. Funding Agency, CFDA Codes...etc) view/update/correction, view GL ledgers setup, GL journal create/import/update/batch post/batch unpost, Budget journal create/update.

Financial Reporting Staff
View GL/PO/AP/Budget, GL journal create/import/update, Voucher create/update

Financial Reporting Staff Level 2
View GL/PO/AP/Budget, Budget journal create/update, GL journal create/import/update, Voucher create/update, Requisition create/update, Procurement/ Travel Card document upload/view

State Accounting Staff
View GL/PO/AP/Budget, all GL reports access, Budget journal create/update, GL journal create/import/update, Voucher create/update, Requisition create/update, State Account USAS Revenue/Expense reconciliation update/process/report access, access to view USAS reports.,

Budget Journal Approval Access: Creator Department Approver Final Approver

GL Journal Approval Access: Creator
 Coll/Div Approver Select Coll/Div Approval Source: AAF (Admin & Finance) AFR (Financial Reporting) ACS (State Accounting)
 Final Approver Select Final Approval Source: AFR (Financial Reporting) ACS (State Accounting)

Requisition Approval Access: Creator Department Approver for AAF (Admin&Finance)

Voucher Approval Access: Creator Department Approver for AAF (Admin&Finance)

Budget Override Access: GL Journal Requisition Voucher

Signatures

Individual: _____ Date _____

Supervisor: _____ Date _____

Financial Reporting Exec Director
(UH & UHS) or Campus Security
Coordinator _____ Date _____