

UHS Finance System Access Form For Accounting Services

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

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

- Accounting Services Supervisor**
View GL/PO/AP/Budget, GL Disaster Recovery reports, all GL reports access, view document for P-T Card/Vouchers/journals by cost center, voucher (SC) create/update/self-help, GL journal create/import/update/unlock, access to update AP journals, Bank Rec AP Payment Escheat update, Dept Chart fieldI add/update, allocation view/reports, view GL ledgers setup, Project ID add/update, Custom Project Setup all update access (KK project setup, Project funding, TAP, IDC Rates, Fed Assist Pass Thru), access to run Rev Recon process
- General Accounting Staff**
View GL/PO/AP/Budget, voucher (SC) create/update/self-help, GL journal create/import/update/unlock, allocation view/reports
- Bank Reconciliation Staff**
View GL/PO/AP/Budget, all GL reports access, GL journal create/import/update/unlock, Bank Rec AP Payment Escheat update, voucher create/update
- Plant Accounting Staff**
View GL/PO/AP/Budget, GL Disaster Recovery reports, all GL reports access, view document for P-T Card/Vouchers/journals by cost center, upload P-T Card document, voucher create/update, GL journal create/import/update, AP Payment Inquiry by voucher
- Student Accounting Staff**
View GL/PO/AP/Budget, all GL reports access, allocation view/reports, GL journal create/import/update/unlock
- Research Accounting Supervisor**
View GL/PO/AP/Budget, all GL reports access, GL journal create/batch post/import/update/unlock, allocation view/reports, access to run Rev Recognition and Letter of Credit process, Project Chart field update (Project Status update and Custom Project setup -including KK setup, Project Funding and Fed Assist Pass Thru pages)
- Research Accounting Staff**
View GL/PO/AP/Budget, all GL reports access, GL journal create/import/update/unlock, allocation view/reports, access to run Rev Recognition and Letter of Credit process
- Research Accounting Supervisor - additional Grant Module Access (UH Research Accounting Office)**
Accounts Receivable Manager (access to All AR pages), Accounts Receivable Payments apply/update/reports access, Accounts Receivable Specialist (all AR processes access), Billing Specialist LOC (access to process LOC draw, review LOC summary and review Billing invoice worksheet), Grant Processor (access to revenue process, BI interface correction, F&A processing and review errors), Grant Module Configurations view only, Grant Module inquiry, Grant Module reports.
- Research Accounting Staff - additional Grant Module Access (UH Research Accounting Office)**
Accounts Receivable Payments apply/update/reports access, Accounts Receivable Specialist (all AR processes access), Billing Specialist LOC (access to process LOC draw, review LOC summary and review Billing invoice worksheet), Grant Processor (access to revenue process, BI interface correction, F&A processing and review errors), Grant Module inquiry, Grant Module reports.
- GL journals batch post/unpost**
- Voucher Approval Access:** Creator Department Approver (Coll/Div for ACC department) SC voucher Final Approver
- GL Journal Approval Access:** Creator Department Approver (Coll/Div for ACC department) Final Approver
- Budget Override Access:** GL Journal Voucher

Signatures

Individual:	_____	Date	_____
Supervisor:	_____	Date	_____
Accounting Services Director (UH & UHS) or Campus Security Coordinator:	_____	Date	_____