

UHS Finance System Access Form For DOR Functions

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

Table with 3 columns: Business Unit, Add, Remove. Rows include University of Houston, UH Clear Lake, UH Victoria, UH Downtown, UH System Administration.

Add Remove

Purchase order and requisition access for Research Business Units

View PO/GL/AP/Budget, view all Purchasing setup, Add/Update Requesters, Add/Update Location and Ship-to location, view all/create/update/budget check/approve/stage/ source/close Requisitions, view all/create/update/budget check/approve/dispatch/close Purchase Orders, access to run all Purchase Orders/Requisitions reports, Purchase Order Document Tolerances override, access to all buyer's Purchase Orders

Project chart field, Cost Center, Budget journal, GL journals and Vouchers access for Research Office

Project chart field add/update, cost center add/update, Research Budget journal add/update, GL journal add/update, Voucher add/update, P/T Card document view/upload, Research Reports

Grants Module Access

- Dept. Pre Award RA, OCG Pre Award RA, OCG Pre Award Manager
Dept. Post Award Access, OCG Post Award RA, OCG Post Award Manager
OCG Financial Manager, OCG Financial Analyst
DOR- OCG Director
Faculty Role (for faculty member without faculty classification)
Other special Access: _____

Asset Custodian

Budget Journal Approval Access

- Dept Approver for RIC source, Final Approver for RIC source

GL Journal Approval Access

- Coll/Div Approver (RES), Intermediate Approver (OCG)

Requisition Approval Access

- Coll/Div Approver (RES), Intermediate Approver (OCG), Final Approver (RC730 only)

Voucher Approval Access

- Coll/Div Approver (RES), Intermediate Approver (OCG)

Purchase Order Doc. Tolerance Exceptions Override

Budget Override Access:

- GL Journal, GM F&A, Purchase Order, Requisition, Voucher

Signatures

Individual: _____ Date _____
DAIT Executive Director: _____ Date _____
DOR Executive Director: _____ Date _____