

Finance System Access Request Form

use this form to establish access to financial applications

[Form Instructions](#)

First Name

Last Name

Employee ID #

Dept Name

Position/Title

Supervisor

UVID

Email

Access Levels or Accounting Units (AUs): Please list the highest Level or AU that you will need access to for the financial applications below.
(i.e. Level 1 - Division, Level 2 - VP/School, Level 3 - Program/Area, Level 4 - Department, or Accounting unit)

AU Types: For Level Access, indicate the AU Types that you will need access to for the financial applications below.

All AUs

Operating AUs

Gift AUs

Endowment AUs

Sponsored Program AUs

Signature Authority

YES, user is authorized to initiate or approve payment or payroll requests/make purchases/transfer expenses for the AUs or Levels listed on the form.

NO, user is not authorized to initiate or approve payment or payroll requests/make purchases/transfer expenses for the AUs or Levels listed on the form.

Lawson Requisition Center (RQC)

New Access - for new Lawson RQC users

Additional Access - to add new levels or AUs

Revised Access - to replace current RQC access

Requester Approving Manager:

Approver List Requesters you will approving:

BI Portal - Financial Reports

New Access - for new BI users

Additional Access - to add new levels or AUs

Revised Access - to replace current BI access

Select the appropriate level of payroll access from the drop down list below.

Payroll Access

Authorization: I authorize the above named individual access as indicated on this form. I have reviewed the confidentiality policy with the employee and the employee agrees to all policy procedures.

Approver Name:

Date:

Please note:

- If the person submitting this form is not the approver, please copy approver on email to Financial Systems.

- Forms that are scanned or printed to PDF will be returned to the sender for resubmission.

Financial Systems Use Only

Lawson:

Security Update:

Profile:

Portal Role:

Portal Bookmark Role:

Add-Ins:

Batch Role:

Department Roles:

Access Flag:

RQC Role:

Requester ID:

Location Code:

Approval Code:

Self Service:

BI Portal:

BI User Group:

BI PR Access:

Financial Systems Approval:

Approval:

Date: