|  |  |  |
| --- | --- | --- |
| U4ERP (AGRESSO)Access / Approval Form | Academic Year | 2022-23 |
| ***Please ensure this form is fully complete and signed before submission****(return forms to by email to financesystem@hope.ac.uk)* |
| Full Name(of user) |  | Resource No.(Payroll No.) |  |
| Role / Position |  | Email Address | @hope.ac.uk |
| Dept / Faculty |  |
| U4ERP Expenses Access ONLY | Y/N | *All users will be given access to Agresso Expenses as standard, a* ***Y*** *response here will give* ***Agresso Expenses access ONLY*** *- No other access will be given* |
| Salary Information Access?  | Y/N | *This will give access to salary information for reporting purposes for all the cost centres and/or projects to which the user has access* |
| ***Reporting requirements and approval rights*** |
| **Cost Centre(s) / Project Code(s)** | **Reporting Access** | **Approval Rights** | **If Y, Maximum Approval Value** |
|  | Y/N | Y/N |  |
|  | Y/N | Y/N |  |
|  | Y/N | Y/N |  |
|  | Y/N | Y/N |  |
|  | Y/N | Y/N |  |
|  | Y/N | Y/N |  |
|  | Y/N | Y/N |  |
|  | Y/N | Y/N |  |
| *All users have automatic access to enter requisitions, sales orders and GL Transfers.* |
| **Web Link:** | <https://u4erp.hope.ac.uk/Unit4ERP/>  |
| **Training:** | It is mandatory for staff to attend a **web requisitioning** training session. Contact purchaseledger@hope.ac.uk for further information. |
| For expenses only training contact financesystem@hope.ac.uk |
| Signed by User: |  | Date: |  |
| Signed by Dean/ Department Head: |  | Date: |  |