|  |  |  |
| --- | --- | --- |
| UNIT4 Access / Approval Form | Academic Year | 2025-26 |
| ***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 | N | *To have access to claim staff expenses* |
| Salary Information Access?  | 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 |  |
| **NOTES**: |
| *Admin & BH users have access to raise requisitions, sales orders and GL Transfers to any Cost Centre / Project* |
| **Web Link:** | <https://u4erp.hope.ac.uk/Unit4ERP/>  |
| **Training:** | It is mandatory for **Admin** users to attend a training session. Contact purchaseledger@hope.ac.uk or financesystem@hope.ac.uk to arrange. |
| For **Expense claims** and **Academic** use contact financesystem@hope.ac.uk |
| Signed by User: |  | Date: |  |
| Signed by Dean/ Department Head: |  | Date: |  |