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| 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](mailto:purchaseledger@hope.ac.uk) or [financesystem@hope.ac.uk](mailto:financesystem@hope.ac.uk) to arrange. | | | | | | | | |
| For **Expense claims** and **Academic** use contact [financesystem@hope.ac.uk](mailto:financesystem@hope.ac.uk) | | | | | | | | |
| Signed by User: | |  | | | Date: | |  | | |
| Signed by Dean/ Department Head: | |  | | | Date: | |  | | |