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| 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](mailto:purchaseledger@hope.ac.uk) for further information. | | | | | | | | |
| For expenses only training contact [financesystem@hope.ac.uk](mailto:financesystem@hope.ac.uk) | | | | | | | | |
| Signed by User: | |  | | | | Date: | |  | |
| Signed by Dean/ Department Head: | |  | | | | Date: | |  | |