REQUEST FOR FINANCIAL SYSTEM GENERAL LEDGER ACCESS

University of Houston System

Effective Date

M	M	D	D	Y	Y	Y	Y

Action Requested:

☐ Set Initial Security ☐ **A**dd Operator Class(es) ☐ **D**elete Security Class(es) ☐ Inactivate All Access

Employee Information

Name: *LAST NAME,FIRST NAME MIDDLE INITIAL*

EmplID ☐☐☐☐☐☐☐☐☐ OperID ☐☐☐☐☐☐☐☐☐

I understand that access to University of Houston Financial Systems is to be used for the conducting of official university business only.

Employee Signature: _____ Date: _____

I certify that this application for Operator ID is necessary for the conducting of official university business.

Manager Signature: _____ Date: _____

To be completed by manager: *Use **A** to indicate access to be added/**D** to indicate access to be deleted.*

Organizational Access Requested:

☐ Processing ☐ Institutional ☐ Division/College ☐ Department

Operational Access Requested

☐ Management ☐ Supervisor ☐ Operator ☐ Inquiry ☐ None

General Ledger Operator Preferences:

Ledger: _____ Ledger Group: _____ Source: _____

☐ Re-Edit ☐ Mark to Post ☒ Enable Alt Acct ☐ Chng Corr Date ☐ Chng Jrnl Gen ☐ BCM O/R

☐ Budget O/R ☐ BP O/R

Security Administration

Operator Classes Assigned:

☐ ALLPNLBK	☐ GLCHRT_I	☐ GLLED_I	☐ GLPR_CHR	☐ GLSET_I
☐ ALLPNLS	☐ GLCHRT_U	☐ GLLED_U	☐ GLPR_GEN	☐ GLSET_U
☐ AMPNLS	☐ GLDEPT_I	☐ GLNVS_ED	☐ GLPR_JRL	☐ GLTRAIN
☐ GLBUD_I	☐ GLJRNL_I	☐ GLNVS_RN	☐ GLPR_LED	☐ GL_INQRY
☐ GLBUD_U	☐ GLJRNL_U	☐ GLPNLS	☐ GLPR_SCH	☐ VIEWONLY
☐ GLCHRT_C	☐ GLLED_C	☐ GLPR_BUD	☐ GLSET_C	☐ _____

☐ Operator Preferences Confirmed

Admin Name: _____ Date: _____