

AU or Level Access Form Instructions

The [AU or Level Access Form](#) should be used to request additional or revised access to financial applications for one AU or Level. This form can be used for any or all of the following applications: 1) Signature Authority, 2) BI Portal – Financial Reports, or 3) Lawson Requisition Center.

* Indicates a required field

1	Request Type*	Choose Additional Access to add new levels or AUs – or – Choose Revised Access to replace current access														
2	AU or Level*	List the Level or AU and Description <ul style="list-style-type: none"> • Level 1 – Division (2 digits) • Level 2 - VP/School (3 digits) • Level 3 - Program/Area (3 digits) • Level 4 – Department (4 digits) • Accounting unit (6 digits) 														
3	AU Types	For Level access, select the AU Types that the user will need to access. For a detailed list, please refer to the GL Structure definitions .														
4	Authorized Users	List the UVID/Network ID and Name of the employees who will need access to the level or AU noted on the form for Purchase Authority, BI Portal - Financial Reports, or Lawson Requisition Center.														
5	Signature Authority	Indicate whether each user is authorized to initiate or approve payment requests/make purchases/transfer expenses for the AUs or Levels listed on the form.														
6	BI Portal – Financial Reports	Select whether each user should be able to generate financial reports for AUs or Levels listed on the form and the level of payroll access. <i>Note: to establish new BI Portal – Financial Reports users, a separate System Access Form will need to be submitted to FinancialSystems@luc.edu.</i> The following payroll options are available: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payroll Access</th> <th style="text-align: left;">Account Range</th> </tr> </thead> <tbody> <tr> <td>All Payroll</td> <td>Accounts 5000-5499</td> </tr> <tr> <td>No Payroll</td> <td>No payroll detail access</td> </tr> <tr> <td>Faculty Payroll</td> <td>Accounts 5000-5099, 5200-5299</td> </tr> <tr> <td>Staff/Student/Temp Payroll</td> <td>Accounts 5100-5199, 5300-5399, 5400-5499</td> </tr> <tr> <td>Student/Temp Payroll</td> <td>Accounts 5300-5399, 5400-5499</td> </tr> <tr> <td>Grant Payroll</td> <td>Accounts 5000-5499, where the Accounting Unit = 5xxxxx</td> </tr> </tbody> </table>	Payroll Access	Account Range	All Payroll	Accounts 5000-5499	No Payroll	No payroll detail access	Faculty Payroll	Accounts 5000-5099, 5200-5299	Staff/Student/Temp Payroll	Accounts 5100-5199, 5300-5399, 5400-5499	Student/Temp Payroll	Accounts 5300-5399, 5400-5499	Grant Payroll	Accounts 5000-5499, where the Accounting Unit = 5xxxxx
Payroll Access	Account Range															
All Payroll	Accounts 5000-5499															
No Payroll	No payroll detail access															
Faculty Payroll	Accounts 5000-5099, 5200-5299															
Staff/Student/Temp Payroll	Accounts 5100-5199, 5300-5399, 5400-5499															
Student/Temp Payroll	Accounts 5300-5399, 5400-5499															
Grant Payroll	Accounts 5000-5499, where the Accounting Unit = 5xxxxx															
7	Lawson Requisition Center (RQC)	Indicate if the user will be using the online application to create purchase requisitions in Lawson RQC. <i>Note: to establish new RQC users, a separate System Access Form will need to be submitted to FinancialSystems@luc.edu.</i>														

8	Authorization	List the name of the person who is submitting the form and the department approver or person authorized to approve the request. For Sponsored Program Accounting Units, this form must be personally endorsed by the Principal Investigator.
9	Submit form	<p>Click on the email button in the upper right corner to send the PDF file as an attachment to FinancialSystems@luc.edu. Grntcon@luc.edu should be included on any requests for Signature Authority on Sponsored Program Accounting Units.</p> <p><u>Please remember to copy the Approver on the email request.</u></p> <p><i>Note: Scanned forms or forms printed to PDF will be returned to the sender for resubmission.</i></p>