

FSRS02 - UHS Finance System Access Form – DOR Functions

Last Name: _____	First Name: _____
Empl ID/POI ID: _____	Job Title: _____
Campus Phone: _____	UH Mail Code: _____
College/Division: _____	E-mail Address: _____
Department: _____	Department ID: _____

Business Unit	Add	Remove	Business Unit	Add	Remove
00730 – University of Houston	<input type="checkbox"/>	<input type="checkbox"/>	00783 – UH System Administration	<input type="checkbox"/>	<input type="checkbox"/>
00759 – UH Clear Lake	<input type="checkbox"/>	<input type="checkbox"/>	00784 – UH Downtown	<input type="checkbox"/>	<input type="checkbox"/>
00765 – UH Victoria	<input type="checkbox"/>	<input type="checkbox"/>			

Add Remove

- Purchase order and requisition access for Research Business Units**
- Project chart field, cost center, budget journal, GL journal, and voucher access for Research Office**
- Grant Module Access (description of access can be found on next pages)**
 - Grant Campus PreAward Grants Campus Post Award Grants RIO Access
 - Grants Research Accountant Grants RFS Team Lead Grants RFS Director
 - Grants Research Admin Grants RAS Team Lead Grants Rsrch Contracts Officer
 - Internal Grants for Grants Research Admin (check for Yes)
 - Grants Rsrch Contracts Mgr Grants Office Coordinator Grants RAS Director
 - DOR Grants Director S&R DOR Grants Super User DOR Financial Analyst
 - Other Special Access: _____
- Asset Custodian**
- Budget Journal Approval Access** Dept Apprvr(RIC) Final Apprvr(RIC)
- GL Journal Approval Access** Coll/Div Apprvr(RES) Intmd Apprvr(OCG)
- Requisition Approval Access** Coll/Div Apprvr(RES) Intmd Apprvr(OCG) Final Apprvr(RC730 Only)
- Voucher Approval Access** Coll/Div Apprvr(RES) Intmd Apprvr(OCG)
- Purchase Order Doc. Tolerance Exceptions Override**
- Budget Override Access:** GL Journal GM F&A Purchase Order Requisition Voucher

Signatures:

Individual Requesting Access: _____	Date: _____	
Supervisor: _____	Date: _____	
DOR Director: _____	Date: _____	
Finance Security: _____	Date: _____	Security Updated: _____

FSRS02 – Grant Module Access Descriptions

Role Description	Role Long Description
Grants Campus PreAward	Finance Access request for campus staff who performs financial related functions in Finance and Grants modules. Access to Transmittal, GM Proposals, Access to Award and Proposal Summary. Custom Grants Report, GM Custom Award Search.
Grants Campus Post Award	Finance Access request for campus staff who performs financial related functions in Finance and Grants modules. Ready only access to Transmittal, GM Milestone, Access to Award and Proposal Summary. Custom Grants Report, GM Custom Award Search.
Grants RIO Access	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Read only access to Transmittal, Limited read/write access to GM Proposals, GM Award, Access to Award and Proposal Summary.
Grants Research Accountant	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Access to all PS Customer Contract, PS Billing. Establish milestones/events for scheduled/advanced awards. view AR data - read only access, Read access to Transmittal, Award, Custom Contracts, Project Costing , Sub-recipients , Limited write access to PS Awards , GM Milestones, PS Interactive Reports, Custom Grants Report, GM Custom Award Search , Custom GR Functions request, Grants Work Center. Access to Award and Proposal Summary.
Grants RFS Team Lead	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Access to all PS Customer Contract, PS Billing, Approve billing worksheet, Read access to Transmittal, Award, Custom Contracts, Project Costing , Sub-recipients , Limited write access to PS Awards , GM Milestones, PS Interactive Reports, Custom Grants Report, GM Custom Award Search , Custom GR Functions request, Grants Work Center. Access to Award and Proposal Summary.
Grants RFS Director	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Access to all PS Customer Contract, PS Billing, Approve Billing worksheet, run pre-billing and post-billing processes, and make billing adjustments. Grants Profiles maintenance, Read access to Transmittal, Award, Custom Contracts, Project Costing , Sub-recipients , GM Milestones, Limited write access PS Awards , PS Interactive Reports, Custom Grants Report, GM Custom Award Search , Custom GR Functions request, Grants Work Center, Access to Award and Proposal Summary.
Grants Research Administrator	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Access Grants Profiles maintenance read only, Read/Write access to Transmittal, Proposal, Award, Custom Contracts read only, Project Costing , Limited access PS Customer Contracts , PS Interactive Reports, Custom Grants Project report, Custom GR Functions request. Grants Work Center.
Grants RAS Team Lead	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Access Grants Profiles maintenance read only, Read/Write access to Transmittal, GM Proposal, GM Award, Sub-recipients , Custom Contracts read only, Project Costing , GM Milestones., Limited access PS Customer Contracts , PS Interactive Reports, Custom Grants Report, GM Custom Award Search, Custom GR Functions request. Grants Work Center, Award Mod Approver. Access to Award and Proposal Summary.
Grants Rsrch Contracts Officer	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Research Contracts Officer- Access to Custom Contracts, Award Summary, Proposal Summary and GM Functions Request
Grants Rsrch Contracts Manager	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Access to Custom Contracts, Award Summary, Proposal Summary and GM Functions Request, Contract new sponsor and new vendor page.

Grants Office Coordinator	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Access to Transmittal read only, GM Proposals, GM Award, GM Milestones, Custom Contracts, Sub-recipients ,Interactive Reports departmental - GM Custom Award Search, FA Report, Award Inventory report , Custom GR Function Requests, Project Costing Ready only, Other Grants Profile read only. Access to Award and Proposal Summary.
Grants RAS Director	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Access to Delivered and Custom Grants setups, Grants Profiles maintenance, Read/Write access to Transmittal,Proposal,Award, Custom Contracts, Project Costing , Sub-recipients , GM Milestones, Limited access PS Customer Contracts ,PS Interactive Reports, Custom Grants Report, GM Custom Award Search ,Custom GR Functions request. Process Facilities Admin, Transmittal Monitor Approvals access, Grants Work Center. Access to Award and Proposal Summary.
DOR Grants Director S & R	Finance Access request form for Division of Research staff who performs financial related functions in Finance and Grants modules. Access to All Custom and delivered PS Grants Module components.
DOR Grants Super User	This security role is Super user access. Finance Access request form for Division of Research staff. Access to All Custom and delivered PS Grants Module components.
DOR Financial Analyst	Finance Access request form for campus staff who performs financial related functions in Finance and Grants modules. Read only access to Transmittal, Award Profile page write access, Award Sub recipient, Custom Contract ready only, Access to Award and Proposal Summary, Custom Grants Report, GM Custom Award Search.