ERP User Authorization Form

Use this form to request new user access, user access changes or removal of user access.

This Authorization Will Remain in Effect Until Revoked in Writing

Employee First, MI & Last Name		Phone	
Agency		Email Address	
Job Position		Employee ERP #	
Start Date/Effective Date			

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Signature of Elected Official or Appointed Department Head authorizing this Request

❑	**Revocation:** Please revoke this employee's profile and remove them from the ERP Distribution List

Quick Set-up:

❑	Permissions Same As:	Name	

The choice(s) below help establish a standard profile for ERP users. Profile customization may be available, please contact the Auditor's Office with questions.

Financials:

Accounts Payable (Invoice Processing)		Accounts Receivable (Pay-ins)		General Ledger (Budget)	
Inquiry & Reports Only	❑	Inquiry & Reports Only	❑	Inquiry & Reports Only	❑
Data Entry	❑	Data Entry	❑	Data Entry	❑
Invoice Approver	❑			Fixed Asset Inquiry	❑
Void-Reissue & PO Reduction Approver	❑				
Unclaimed Funds Approver	❑				
Check Pick-Up	❑				

Purchasing:

Inquiry Only	❑
Data Entry	❑
Approver	❑

Human Resources/Payroll:

Personnel		Payroll		Employee Self Service	
Inquiry Only	❑	Inquiry Only	❑	Approver	❑
Data Entry	❑	Data Entry	❑		
		Receive Payroll Proofs	❑		
		Payroll Proof Authorized Signer	❑		
		Check Pick-up	❑		

Completed forms that have been signed by authorized signers can be delivered via interoffice mail or scanned and emailed to: ERPsupport@franklincountyohio.gov Interoffice can be sent to: Franklin County Auditor 21st floor
ATTN: Fiscal System Administration

For System Administrator's Use Only:

Login ID:
Agency Code:
Location Code:
Email Distribution: Add_____ Remove_____