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 #

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 Setup Options: *(does not replace Permissions below)*			
❑	Replace User:	Name	
❑	Permissions Same As:	Name	

Financials:

Invoice Processing (AP)		Accounts Receivable (Pay-ins)		General Ledger (Budget)	
Inquiry & Reports Only	❑	Inquiry & Reports Only	❑	Inquiry & Reports Only	❑
Data Entry	❑	Data Entry	❑	Data Entry	❑
Approver	❑			Fixed Asset Inquiry	❑

Purchasing:			
Agencies observing County Purchasing Policy		Agencies with Controlling Boards	
Inquiry Only	❑	Inquiry Only	❑
Data Entry	❑	Data Entry	❑
Approver	❑	Approver	❑

Human Resources/Payroll:

Personnel		Payroll		Employee Self Service	
Inquiry Only	❑	Inquiry Only	❑	Munis Workflow Only	❑
Data Entry	❑	Data Entry	❑		

Data Entry is clerical key entry. Review/Post is supervisory Review/Post & Balance. Inquiry is management summary inquiry.

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

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_____