



Financial Systems Access Request Form

Use this form to Create/Update user access for ES Financials and Concur.
Upon completion please email to

User Details

Create/Update

Name:

University ID:

College/Division:

Business Unit:

Transfer

ES Financials Access

Yes

No

A Request for Access to ES Financials automatically includes Inquiry/Reporting across all modules, including access to Accounts Payable Workflow (APWF). Updating of Accounts Payable Workflow transactions is restricted to those users within the assigned Workflow Team/Step.

ES Financials Additional Access

Additional access beyond inquiry access - select the appropriate roles below:

For details on Roles refer to [Security Roles in ES Financials](#).

Option	Processing Roles	Approval Roles	Restricted Roles
Accounts Receivable			
Journals			
Purchasing			
Inventory Requisitions			
Store Inventory*			

* Role Restricted to Staff who work within an Inventory Store

Other Restricted Roles

ES Financials Accounts Payable Workflow Requirements

Refer to [SIW Team Maintenance guide](#) for further information.

For access to **update/approve** Accounts Payable Workflow transactions. Please nominate the Business Area/Team and the associated workflow steps. Each user can be assigned to one or more workflow steps however not all 5 steps within a team.

Business Area/Team	Admin Initial	Business Contact	Financial Delegate (Delegation 220)	Admin Final Review**	Finance Review**

** Step 4 & 5 are often combined together and undertaken by Financial Shared Services



Concur Enquiry

Concur View Claims

Access only required to review approved acquittals and supporting documentation.
Not required for Concur approvals or reviewing your own transactions.

Yes	No
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Applicant Agreement

I have read and agree to abide by the [Acceptable use of information technology](#) and related procedures.

Signature:

Date:

Authorisation by Finance Manager

Name:

University ID:

Signature:

Date:

When complete submit form to