



**Do not print and handwrite this form;
only electronically completed and emailed forms will be accepted**

Completed & authorised forms should be emailed to the Technical & Improvement Team in Corporate Finance. ('Oracle FMS Sys Admin' from the Outlook Address Book or oraclefms.sysadmin@eastdunbarton.gov.uk)

Corporate users: a Change Request must be submitted to the ICT Service Desk to enable the Oracle Fusion icon

Schools users: a URL to access Oracle Fusion will be provided in your 'welcome' email

User Details

Name

Position

Portfolio

Service

Location

Line Manager Name

Email Address

Contact No.

Type of Access Request (select 1 option only)

For Change of Access fill in the details of the new post and requirements, and any additional Responsibilities required, in the Business Justification section

New User

Change of Access

Access Required (select all that are required)

Procurement Requisitioner

Buyer (Corporate Procurement Team only)

Projects

PBCS

Payables (creditor/Purchase invoices)

Receivables (Debtor/Sales invoices)

General Ledger

Authorisation – forward this form to your line manager for completion

Authorisation is required from the user's line manager or someone of an equivalent grade. The authoriser should add their name, position and the date authorised. Forward the completed form to the email address at the top of this form.

The number of licences held by EDC to access Oracle Fusion is limited and has a financial implication. Access should only be requested when a robust business critical justification is evident.

Business Justification *(e.g. for Procurement; what is likely to be ordered, how often & value. Please include details of other Requisitioners/ Approvers within the team, and also include details of budget responsibilities; for a change of role by an existing user please specify any Responsibilities to be removed or new ones to be added and what date the change should be effective)*

Authorised by

Position

Date

**For completion by Corporate Procurement Team
(Procurement, Buyers & Payables)**

Name No

Position

Role(s) Required

Actioned by

Date

Notes to System Administrator (if required)

For completion by Corporate Debt Team (Receivables)

Role(s) Required

Actioned by

Date

Notes to System Administrator (if required)

For completion by Finance Revenue Budgeting Team (PBCS)

Role(s) Required

Actioned by

Date

Notes to System Administrator (if required)

For completion by Finance Capital Budgeting Team (Projects)

Role(s) Required

Actioned by

Date

Notes to System Administrator (if required)

For completion by Oracle Fusion System Administrator General Ledger & overall access)

New Fusion User

Role(s) Enabled

Date User Created

Role(s) Start Date

Role(s) Required

User Spreadsheet Updated

Outlook Mailing List Updated

Actioned by

Date

Notes by System Administrator (if required)