

ORACLE ONE-SOURCE / LLOYDS CCDM ACCESS REQUEST FORM

Please refer to the 'Points to note' overleaf prior to completion

This form must be completed for all new user access and amendments to existing user access.

Fields marked * are mandatory.

Section 1. Officer Details	
Full name*:	
Job title*:	
Work address*:	
Employee No. / Agency*:	
Telephone No*:	
Email*:	
Access / amendment is required from*:	Contract End Date (if temporary / agency):

Section 2. One-Source / Lloyds CCDM Modules Required	
Finance (Please select required services)	Human Resources (Please select required services)
Accounts receivable – Core teams Advanced collections – Core teams Accounts payable – Core teams General ledger – Core teams Cash management – Core teams AR Self Service PaaS – End users PBCS – Finance only Beyond – Finance only Beyond – Revenue Budget holders Beyond – Capital Budget holders	HR Resource Specialist HR Analyst HR Transactional Sickness PaaS Access Recruiting Administrator Recruiting View All Recruiting Sensitive Requisition Type Recruiting Cleaning and Caretaking
Procurement (Please select required services)	Payroll (Please select required services)
Purchasing – Core teams I-Procurement – End users Sourcing – Core teams	Payroll (Core teams) Payroll Calculations OTL
Lloyds CCDM (Please select required services)	Helpdesk Agent (Please state which queue)
Lloyds CCDM user Lloyds CCDM approver (Authorised signatories only)	
List any One Source services below that are no longer required for which access is to be revoked	Use the box below to enter any username you wish for access to be 'mirrored'

Section 3. To be completed by <u>requestors</u> for Lloyds CCDM users only (see note 3 overleaf)
Default Cost Centre Code:

Section 4. Code Access (see note 5 below)			
Cost centre manager, i-Procurement / Expenses / Payables and Lloyds CCDM – Complete for all financial codes for which you will be approving transactions.			
SERVICE TYPE(S) (Category of service)		COST CENTRE(S) (Service responsible for the budget)	
FROM	TO	FROM	TO
<u>For additional codes please complete in covering email or continue on a separate sheet</u>			

Section 5. Beyond Access (see note 5 & 6 below)		
Budget Manager– Complete for all financial codes for the codes you have responsibility for. Cost Centres can be listed individually if they do not fall under one parent code, or you do not have responsibility for the whole parent code.		
PARENT CODE	COST CENTRE FROM	COST CENTRE TO
<u>For additional codes please complete in covering email or continue on a separate sheet</u>		

Points to note.

1. If unsure of the systems access to request, please discuss with the approving manager.
2. Approver access can only be granted to officers with appropriate authorised signatory status attached to the post. If not already done so an authorised signatory form must be completed, approved and submitted for the appropriate level and limits **prior** to approver access.
3. Section 3 - Default Cost Centre code – this refers to the service type and cost centre that will be most commonly used for purchase card transactions.
4. The manager authorising the form must be a budget holder / authorised signatory for the requested Oracle codes in Section 4.
5. Any changes or additions to systems access must be notified by completion of a new form.
6. If unsure of the Parent Code or Cost Centre, please seek advice from your Finance Business Partner
7. The authorising manager must notify Oracle Support of any officer leaving the Council in order for system access to be terminated.

COMPLETED FORMS MUST BE SENT FROM THE APPROVING MANAGER’S EMAIL ADDRESS TO:

Oraclesupport@walsall.gov.uk Submission of this form by the approving manager constitutes authorisation to grant One-Source / Lloyds CCDM system access as requested. Please note that new users will be required to attend training and will need to successfully complete competency testing before they are granted access.

If any further guidance is required with completing this form, please contact Oracle Support on 01922 654320 or email Oraclesupport@walsall.gov.uk .