JDE Setup Guide

If you are a new employee and your manager has already requested JDE access for you, please follow up with your manager on the status of your JDE User ID.

If you do not have a JDE User ID and need access to Invoices On-Line to approve invoices, please complete the form below, with as much known information as possible, and provide to your local Finance department. They will assist you in requesting a JDE User ID, with the appropriate business unit security.

**NOTE: The main branch plant for your location must be included in the BU Security list below. If you have access to multiple branch plants, you must include each branch plant number in the list. Examples: 1100001, 2100001, 3150001, 6150001, etc.**

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| --- | --- | --- | --- | --- |
| **Employee Name** | **Employee #** | **Home Business Unit** | **BU Security From Account** | **BU Security To Account** |
| Jane Doe | 123456 | 110#### |  |  |
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