

The University of Oklahoma
Financial Services Core User Security Access Form

Supply the information requested below including user's name, department, and status. Email the completed form to fsweb@ouhsc.edu.

User Creation User Transfer User Revision (explain) _____ Effective Date _____

User's Name (Last, First MI): _____ Department: _____

Emplid _____ User's Status: OUHSC Employee OU Employee OU Affiliate (Users not paid by OU)

Financial Organization numbers this user requires access to: _____

Supervisor Signature: _____

Indicate (below) each role in which this user requires membership.

➤ **SUR Roles** SUR Admin SUR Equipment Inventory SUR Inquiry

➤ **Cost Transfer**

Cost Transfer Admin Cost Transfer SUA Cost Transfer Inquiry Cost Transfer Entry
 Cost Transfer Budget Apprv Cost Transfer GA Cost Transfer Processor
 Cost Transfer Dean Apprv Cost Transfer GCA Cost Transfer Upload

➤ **Post Award Core User Roles**

GM Post Award Budget GM Post Award Generate Grants Inquiry GM Post Award Staff
 GM Profile Manager GM Configuration GM Processing Grants WC Manager
 Grants WC Sr Staff Acct Grants WC Staff Acct Grants WC Acct Grants WC Acct Clerk
 APWF Grants Manager APWF Grants Subcontract Requisition WF Grants APWF Grants Clerk
 OU Grants Budget Definition OU nVision GCA (OKC) OU Nvision RFS (Norman)

➤ **Cash Award Core User Roles**

AR Manager AR Deposits BI Manager AR Payments BI Staff

General Ledger and Asset Management Core User Roles

<input type="checkbox"/> Asset Inquiry	<input type="checkbox"/> General Ledger Core User Inquiry
<input type="checkbox"/> Asset Manager	<input type="checkbox"/> General Ledger Journal Entry
<input type="checkbox"/> Asset Staff	<input type="checkbox"/> General Ledger Journal Generator
<input type="checkbox"/> General Ledger Accounts Receivable	<input type="checkbox"/> General Ledger Processing
<input type="checkbox"/> General Ledger Administrator	<input type="checkbox"/> General Ledger Query (nVision, Query Viewer, & Tree Viewer)
<input type="checkbox"/> General Ledger Allocations	<input type="checkbox"/> General Ledger Tools User
<input type="checkbox"/> General Ledger Budget/Chartfield Entry	<input type="checkbox"/> FS System Inquiry
<input type="checkbox"/> General Ledger Budget Inquiry	<input type="checkbox"/> FS System Query
<input type="checkbox"/> General Ledger Chartfield Inquiry	<input type="checkbox"/> Two-Tier nVision/Query
<input type="checkbox"/> Private Query User	<input type="checkbox"/> GL Maintenance
<input type="checkbox"/> NRSA	<input type="checkbox"/> Pcard Inquiry
<input type="checkbox"/> Report Distribution Admin	<input type="checkbox"/> Payroll Clerk (BETA)
<input type="checkbox"/> UDQUERY	

As OU General Ledger data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Authorization Signature: _____ **Date:** _____

Indicate (below) each role in which this user requires membership.

➤ **Pre Award Core User Roles**

- Pre Award Staff
- Pre Award Super User
- Grants Inquiry
- GM Sponsor Addition/Update

➤ **Accounts Payable Core User Roles**

- Accounts Payable Administrator
- Accounts Payable Pay Cycle Manager
- AP Inquiry Only
- Matching Override
- AP Req Approver (ACCT-GRP1 ACCT-GRP2 ACCT-GRP3)
- APWF GM Clinical Study
- AP Files
- Supplier Approver
- Accounts Payable Claims Printing
- Accounts Payable Core User Approver (Reversal Voucher)
- Payroll Clerk
- Vendor Maintenance (Enter Approve Inactivate)
- APWF SUAUX Spec Process
- Vendor TIN/Attachment
- Supplier Onboarding Approver
- Accounts Payable Data Owner
- Cancel Payments Only
- APWF Special Approver
- Supplier Workflow Admin
- Accounts Payable Entry

➤ **Purchasing Core User Roles**

- Purchasing Administrator
- Purchasing Approver Above 5K
- Location Table Update
- Req WF HR Approvers
- WF Purchasing Req Approver
- ePro Admin
- Purchasing Data Owner
- Purchasing Inquiry
- User Security Inquiry
- Shipping/Receiving Clerk
- APWF Purchasing Approver
- Requisition Adhoc Buyer
- ePro Buyer
- Purchasing Buyer
- OU Jaggaer User
- Equipment/Inventory Special Items App
- Req WF IT Approvers
- Requisition Workflow Admin
- ePro Requester

As OU General Ledger data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Authorization Signature: _____ Date: _____

➤ **Bursar Core User Roles**

- Cash Receipts Adjustment
- PCI Training Entry (HCM role)
- CR EDWCH
- Cash Receipts Data Owner
- Cash Receipts Approval
- Cash Receipts Entry
- CR NONSP
- APWF Bursars Office Approver
- Cash Receipts Inquiry
- CR EDGEN
- CR SPNSR

As OU Cash Receipts data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Authorization Signature: _____ Date: _____

For Information Technology Use Only

Application security access privileges granted by _____ Date _____

User ID: _____