

**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 using the Submit button.

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

User's Name (Last, First MI): \_\_\_\_\_      Emplid: \_\_\_\_\_

User's Email: \_\_\_\_\_      Department: \_\_\_\_\_

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

Financial Organization this employee requires access to:

Supervisor Signature: \_\_\_\_\_

Indicate (below) each role in which this user requires membership then use Submit button to send to fsweb@ouhsc.edu.

➤ **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**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Pre Award Staff      | <input type="checkbox"/> Grants Inquiry             |
| <input type="checkbox"/> Pre Award Super User | <input type="checkbox"/> GM Sponsor Addition/Update |

➤ **Accounts Payable Core User Roles**

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

➤ **Purchasing Core User Roles**

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

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**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Cash Receipts Adjustment      | <input type="checkbox"/> Cash Receipts Approval       | <input type="checkbox"/> Cash Receipts Inquiry |
| <input type="checkbox"/> PCI Training Entry (HCM role) | <input type="checkbox"/> Cash Receipts Entry          | <input type="checkbox"/> CR EDGEN              |
| <input type="checkbox"/> CR EDWCH                      | <input type="checkbox"/> CR NONSP                     | <input type="checkbox"/> CR SPNSR              |
| <input type="checkbox"/> Cash Receipts Data Owner      | <input type="checkbox"/> APWF Bursars Office Approver |  |

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: \_\_\_\_\_