

**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:    OU Employee    OU Affiliate (Users who are 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 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

➤ **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

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
- APWF Grants SubContract
- AP Files
- Supplier Approver
- Accounts Payable Claims Printing
- Accounts Payable Core User Approver (  Reversal Voucher)
- Payroll Clerk
- Vendor Maintenance (  Enter  Approve  Inactivate)
- APWF Grants Clerk
- APWF SUAUX Spec Process
- Vendor TIN/Attachment
- Supplier Onboarding Approver
- Accounts Payable Data Owner
- Cancel Payments Only
- APWF Grants Manager
- APWF Special Approver
- Supplier Workflow Admin

➤ **Purchasing Core User Roles**

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

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)
- Cash Receipts Approval
- Cash Receipts Inquiry

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: \_\_\_\_\_