

The University of Oklahoma Health Sciences Center
Financial Services Core User Security Access Form

Supply the information requested below including user's name, department, and status. Fax the completed form to IT Account Management @ 271-2126 or e-copy to ps-security@ouhsc.edu.

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

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

User's Status: ___ OUHSC Employee ___ OUHSC Affiliate (Users who are not paid by OUHSC)

Financial Organization numbers this user requires access to: _____

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

➤ **Accounts Payable Core User Roles**

- ___ Accounts Payable Administrator ___ Accounts Payable Claims Printing ___ AP Inquiry Only
- ___ Accounts Payable Pay Cycle Manager ___ Accounts Payable Core User Approver (___ Reversal Voucher)
- ___ Payroll Clerk ___ Vendor Maintenance (___ Enter ___ Approve ___ Inactivate)
- ___ State Approver(___ ACCT-GRP1 ___ ACCT-GRP2 ___ ACCT-GRP3)
- ___ Cancel Payments Only

As OUHSC Accounts Payable data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Authorization Signature: _____ **Date:** _____

➤ **Cash Receipts Core User Roles**

- ___ Cash Receipts Adjustment ___ Cash Receipts Approval ___ Cash Receipts Inquiry

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

Authorization Signature: _____ **Date:** _____

➤ **Purchasing Core User Roles**

- ___ Purchasing Administrator ___ Purchasing Inquiry ___ Shipping/Receiving Clerk
- ___ Purchasing Buyer ___ Query Designer ___ User Security Inquiry
- ___ Location Table Update

As OUHSC Purchasing data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Authorization Signature: _____ **Date:** _____

➤ **General Ledger and Asset Management Core User Roles**

- ___ Asset Inquiry ___ General Ledger Journal Entry
- ___ Asset Manager ___ General Ledger Journal Generator
- ___ Asset Staff ___ General Ledger Processing
- ___ General Ledger Accounts Receivable ___ General Ledger Project/Grant Approver
- ___ General Ledger Administrator ___ General Ledger Project/Grant Copy
- ___ General Ledger Allocations ___ General Ledger Query (nVision, Query Viewer, & Tree Viewer)
- ___ General Ledger Budget/Chartfield Entry ___ General Ledger Tools User
- ___ General Ledger Budget Inquiry ___ FS System Inquiyr
- ___ General Ledger Chartfield Inquiry ___ FS System Query
- ___ General Ledger Core User Inquiry ___ Two-Tier nVision/Query

As OUHSC General Ledger / Asset Management data owner, I hereby authorize the access privileges indicated above for the user identified herein.

Authorization Signature: _____ **Date:** _____

Application security access privileges granted by _____ Date _____

User ID: _____