Email the completed form to the Stratus Financials Team at stratusfinanicalsteam@towson.edu

Request Date: Employee Name: Phone:

Email: Empl ID (REQUIRED):

Department Name:

Dept Head Name: Email: Phone:

Reason For Request:

Comments / Additional Requests:

ALL STAFF ROLES	
REMOVE TU_No_Access	
Financial Analyst	General Financial Role
TU Budget Analyst	Budget inquiry/entry, journals, financial report access
TU Employee Custom	Automatically granted to new users
TU Procure to Pay Viewer	Automatically granted to new users

ACCOUNTING LEDGERS	
General Ledger – TOWSON US	
RSTARS	
Towson Financial Statement	

ACCOUNTS PAYABLE	Roles need approval from Accounts Payable
Accounts Payable Invoice Supervisor	Create Invoices, View Own Invoices, View Invoices for Others, View Payments, View Suppliers
Accounts Payable Payment Supervisor	Create & View Payments

Accounts Payable Specialist	View PO for Others, Create Invoices, View Own Invoices, View Invoices for Others, View Suppliers
Accounts Payable Supervisor	Oversees the activities of Accounts Payables Specialists, initiates and manages pay runs, resolves nondata entry holds
TU Accounts Payable Manager Custom	Accounts Payable Manager without the Force Approval privilege
TU AP Invoice Approval Group	Advanced Procurement Requester + View Requisitions for Others, View Own PO, Receive Own Items, Receive for Others, Receive
TU AP Payment Inquiry	Workflow Approval Role
TU AP Period Close	Access setup for FST to close AP
TEMPORARY ROLE	
Accounts Payable Manager	Allows override of AP invoices - Still goes through 3 other approvals (View PO for Others, View Own Invoices, View Invoices for Others, View Payments, View Suppliers)

ACCOUNTS RECEIVABLE ROLES	Roles need approval from SUBO
Accounts Receivable Manager	Manage all accounts receivable activities, including defining policy and controls, establishing processes and procedures, resolving issues, monitoring and analyzing accounts receivable balances, and creating reports and business intelligence
Accounts Receivable Manager Segregated Role	Create and manage receipts, customer setup and maintenance, accounting, and accounts receivable setup
Accounts Receivable Specialist	Manage and implement all customer payment activities, including receiving customer payments and electronic remittance advice, performing cash handling activities, processing customer payments, and applying payments to customer accounts
Accounts Receivable Specialist Segregated Role	Manage accounts receivable payments
Collections Agent	Agent user in Collections
Collections Manager	Management user in Collections
Billing Manager Segregated Role	Create and manage accounts receivable transactions, revenue management, and other related tasks
TU AR Period Close	Access setup for FST to close AR
Revenue Analyst	Manage and implement revenue adjustments, revenue recognition, revenue accounting, creation and processing of revenue documents, and the inquiry of revenue documents and adjustments, manage the defining of open and closed periods and transferring entries to the general ledger

Revenue Manager	Manage revenue adjustments, revenue recognition, revenue accounting, approval of revenue carve-outs, creation and processing of revenue documents, and the inquiry of revenue documents and adjustments, manage the defining of open and closed periods and transferring entries to the general ledger

ARCS	Roles need approval from U. Accounting/Fixed Assets
HX File Processing	**Not a role** - Access to CS Customization to upload HX files

ASSETS	Roles need approval from U. Accounting/Fixed Assets
Asset Accountant	Performs asset transactions including additions, adjustments, transfers, and retirements, ensuring accuracy and completeness, verifies asset information, transaction details, and accounting entries through inquiry and reports
Asset Accounting Manager	Manages fixed assets department and personnel, monitors and performs asset transactions, maintains asset books and set ups, and views asset information and accounting entries
TU Asset Manager Custom	View Assets Adjust Assets Retire Assets
TU Fixed Asset Administrator	Access to the fixed asset setup and maintenance tasks such as adding location and buildings

BUDGET PLANNING	Roles need approval from University Budget Office
Budget Manager	Allows overrides, and budget journal posting; allows view of everything - receives all override/approval requests
Budget Analyst	

EXPENSES	
Expense Audit Manager	View Other Expense Reports; Audit Expense Reports - Accounting Staff
Expense Auditor	View Other Expense Reports; Audit Expense Reports - Procurement/Travel Staff
Expense Manager	Enter Exp Report; View Own/Others' Exp Report + Set Expense Policies - FST/AP/Travel Staff

GENERAL LEDGER	
Cost Accountant	FST Unit Role
General Accountant	Journal Creation, Upload, and View + View Close Status + Access to Drill Down to Tx
General Accounting Manager	Journal Creation, Upload, and View + View Close Status + Open/close Periods (except Assets)
TU AP Period Close	Access setup for FST to close AP
TU AR Period Close	Access setup for FST to close AR

TU GL Bursar and Interagency Journal Approval	Journal Workflow Approval
TU GL Campus Journals > 100K Approval	Journal Workflow Approval
TU GL Fixed Asset/Plant Journal Approval	Journal Workflow Approval
TU GL FST/GL Final Approval	Journal Workflow Approval
TU GL RSTARS Journals	Journal Workflow Approval
TU UBO Journals	Journal Workflow Approval
TU GL University Accounting Journals	Journal Workflow Approval
TU GL Wire/ACH Journal Approval	Journal Workflow Approval
TU GL Year End and SPAR Journal Approval	Journal Workflow Approval

HCM ROLES	
Human Capital Management Application Administrator	Configure the Oracle Fusion Global Human Resources application, access to all duty roles necessary to implement the Compensation, Workforce Deployment, and Workforce Development offerings.
Human Resource Manager	
TU HCM Access	
TU Human Resource Analyst	
TU Human Resource Specialist	
TU Human Capital Management Application Administrator Custom	Configure the Oracle Fusion Global Human Resources application, access to all duty roles necessary to implement the Compensation, Workforce Deployment, and Workforce Development offerings
TU Human Resource Manager	
Resource	

PROCUREMENT	Roles need approval from Procurement
Advanced Procurement Requestor	Enter requisitions, Enter requisitions for Others, view own requisitions, View PO for Others, View Own Invoices, View Invoices for Others
Buyer	Create POs, View Own PO, View PO for Others, View Own Invoices, View Invoices for Others
Corporate Card Administrator	Process Credit Card Transactions

Enterprise Contract Manager	Manages a team of enterprise contract administrators
Procurement Application Administrator	Allows changing the procurement approval rules, adding new categories for purchasing, and changing the procurement configuration
Procurement Catalog Administrator	Manages agreements and catalog content including catalogs, category hierarchy, content zones, information
Procurement Manager	Enter Requisitions; View Own/Other's Requisitions
Procurement Requester	Creates Own Requisitions
TU Associate Director of Procurement	Procurement Workflow Approval Role
TU AVP for Financial Affairs	Procurement Workflow Approval Role
TU Buyer Custom	Buyer + View Reqs for Others, Create & Manage Contracts, View Suppliers
TU Director of Procurement	Procurement Workflow Approval Role
TU Procurement Manager Custom	TU Procurement Manager + Create & Manage Contracts, View Suppliers
TU Procurement Requester Custom	TU Procurement Requester + View Reqs/POs/Invoices, and Receive for Others
TU Vice President Group	Procurement Requisition Workflow Approval Role

RECEIVING	
Receipt Accounting	
Receiving Agent	Receiving expected shipment lines, inspecting received lines, correcting received lines, and managing returns

REPORTING / Data Inquiry	
Intercompany Accountant	Manages intercompany transaction processing, reconciliation and reporting
TU BI Administrator	BI Reporting
TU BI Author	BI Reporting
TU BI Consumer	BI Reporting
TU_Expense_OTBI_View	BI Reporting
TU Fixed Assets View Only	BI Reporting
TU_Limited_Reporting_Access	BI Reporting

RSTARS PROCESSING	
TU BatchOps	Access to RSTARS folder to process daily transmit and vendor files; view SSN/TINs

SYSTEM SETUP/MONITOR	
Financial Application Administrator	Allows changes to financial hierarchies; add values to value sets; change the financial config.; setup COA & calendars
TU ESS Monitor Role	Workflow Approval Role, Views anyone's scheduled processes and jobs
TU Workflow Structure Access	Workflow Approval Role
TU_IT_Security_View_Only	Custom role that allows view-only access into the security roles of users
Application Implementation Consultant	
Application Diagnostics Administrator	

TRAVEL	
Travel Manager	
TU Travel Administrator	
TU Travel Office	Workflow Approval Role

VENDORS	
Supplier Administrator	Manages supplier information and authorizes promotion of prospective suppliers to spend-authorized suppliers.
Supplier Manager	Create/View Suppliers

ADDITIONAL ROLES	Add additional roles not listed on the form

APPROVALS

Employee Signature:

Date:

_____

Supervisor Signature:

Date:

_____

Department Head Signature:

Date:

_____

FINANCIAL SYSTEMS USE ONLY

Financial Systems Data Steward:

Date:

_____

Approved   **Denied**

If denied, give reason: