

Email the completed form to the Stratus Financials Team at [stratusfinancialsteam@towson.edu](mailto:stratusfinancialsteam@towson.edu)

Request Date: ( F)13.4 (in)10.5 (a)0.7 (n)10.6 (c)4.3 (ia)11tn.n(a.84 54uCID 12I6UWbTq)1.5 (uloy).2 (a/a)0.7 (t)4 (in)10.5 (a)0.7 (n)4 Q

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Towson Financial Statement

<b>ACCOUNTS PAYABLE</b>	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





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,

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 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



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APPROVALS

Employee Signature:

Date:

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Supervisor Signature:

Date:

\_\_\_\_\_  
Department Head Signature:

Date:

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FINANCIAL SYSTEMS USE ONLY

Financial Systems Data Steward:

Date:

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Approved

Denied

If denied, give reason: