



Lawson Role	Workday Finance Role	Assignment Type	Description of Role Access and Responsibility
Account Owner	Cost Center Owner	Single Assignment	Access to make finance role assignments for assigned cost centers.
Expense Approver Level 1	Cost Center Level 1 Approver	Single Assignment	Approve Spend Authorizations, Expense Reports, Accounting Journals, Accounting Adjustments. This role can be delegated to another worker when necessary.
Expense Approver Level 2	Cost Center Level 2 Approver	Single Assignment	Approve Spend Authorizations, Expense Reports, Accounting Journals, Accounting Adjustments. This role can be delegated to another worker when necessary.
PAR Approver & Job Requisition Approver	Cost Center Staffing Manager	Single Assignment	Approve staffing related business processes. Can Assign Costing Allocations (Labor Distribution Template) and initiate Payroll Accounting Adjustments (Labor Cost Transfer). This role can be delegated to another worker when necessary.
Labor Distribution Preparer	Cost Center Staffing Specialist	Multiple Assignment	Initiate Assign Costing Allocation (Labor Distribution Template) and initiate Payroll Accounting Adjustment (Labor Cost Transfer) tasks. Tasks initiated by this role route first to the Cost Center Staffing Manager for approval.
No equivalent role in Lawson	Cost Center Admin Specialist	Multiple Assignment	Create Accounting Adjustments (corrections to expense reports (and invoices) paid from wrong cost center or other worktag (Accounting Unit), this role can create and submit for approval an adjustment)
			Create Accounting Journal and submit for approval - replaces IDIs (Interdepartmental Invoices)
			Create Spend Authorization (Travel Request) for Worker and Create Expense Report (Reimbursement Voucher or Non-PO Invoice for employee expense) for Worker - can create and submit for approval a spend authorization or expense report on behalf of someone else.
No equivalent role in Lawson	Cost Center Cash Sale Specialist	Multiple Assignment	Record Cash Sale. Cash Sale replaces the Excel deposit slip template currently used to identify items for deposit.
Finance Reports	Cost Center Financial Analyst	Multiple Assignment	Access to view reports for cost center.