

### SECURITY ROLES

1

#### Navigation:

PeopleTools > Security > User Profile > Distributed User Profile > Add a New Value > User Roles Tab

User ID ePRO\_ADMIN  
Description ePro Administrator

Dynamic Role Rule	User Roles	Personalize	Find	View All	First	1-3 of 3	Last
Execute on Server	Role Name	Description	Dynamic	Route Control	View Definition		
Test Rule(s) Refresh	BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	Route Control	View Definition	+	-
Execute Rule(s)	BOR_EP_ADMIN71	[WF] Appl Prcs Dfn-Role71000	<input type="checkbox"/>	Route Control	View Definition	+	-
Process Monitor Service Monitor	BOR_EP_CONFIG_SETUP	ePro Configuration and Setup	<input type="checkbox"/>	Route Control	View Definition	+	-

Save Add Update/Display

Payables Administrator users maintain the configuration and set up information used by the Payables module. They also resolve voucher routing issues.

#### ROLES:

BOR\_AP\_ADMINXX  
BOR\_AP\_SETUP\_CONFIG  
BOR PeopleSoft User



### USER PREFERENCES

2

#### Navigation:

Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Overall Preferences

User Preferences | Overall Preferences

User ID: PAYABLES\_ADMIN  
Name: Payables Workflow Admin

Business Unit: 71000 Georgia Perimeter College  
SetID: 71000 Georgia Perimeter College  
As of Date: 10/22/2014  
Localization Country: USA USA

☐ Alternate Character Enabled  
☐ Display Debit/Credit Amounts in Subsystems

Save Return to Search Previous in List Next in List Notify Refresh

User Preferences | Overall Preferences

### USER PREFERENCES

3

#### Navigation:

Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Payables Online Vouchering

User Preferences | Procurement

User: PAYABLES\_ADMIN Payables Workflow Admin

Location: Origin: Department: Ship To Location: Requester: Buyer:

Contract Process: Payables Online Vouchering: Purchase Order: Supplier: Request for Quote Process: Receiver / RTV Setup: Requestion Authorizations: Doc To:

Save Return to Search Previous in List Next in List Notify

User Preferences | Procurement

Payables Online Vouchering

User: PAYABLES\_ADMIN Payables Workflow Admin

Default Values

Origin: ONE

Operator Voucher Authorities

☐ Pay Unmatched Vouchers Pay Unmatch Amt:   
☐ Copy Matched and Closed PO  
☐ Override Accounting Date Edit Security for Voucher Styles

Online Voucher Processing

☒ Do Not Check Voucher Amount  
☐ Check Voucher Amount Entry Limit: 0.00  
Propay Limit: 0.00  
Currency: Rate Type:

☐ Enter Vouchers Only in Groups  
☐ Post Vouchers  
☐ Manually Schedule Payments  
☐ Authority to Override Match  
☒ Record Payment  
☐ Override Withhold Calculation

Quick Invoice Configuration

☐ Req. Valid Chart Field Combo's  
☐ Require Balanced Invoice

OK Cancel Refresh