

SECURITY ROLES

1

Navigation:

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

General | ID | **Roles** | Workflow | Audit | Links | User ID Queries

User ID: PAYABLES_APPROVER

Description:

Dynamic Role Rule

Execute on Server:

Test Rule(s) Refresh

Execute Rule(s)

Process Monitor Service Monitor

Role Name	Description	Dynamic	Route Control	View Definition
BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	Route Control	View Definition
BOR_VOUCHER_ASSI	BOR_VOUCHER_ASSET_APPR	<input type="checkbox"/>	Route Control	View Definition
BOR_AP_APPROVE_VI	Approve Vouchers	<input type="checkbox"/>	Route Control	View Definition
BOR_VOUCHER_BUD	BOR_VOUCHER_BUD_REF_APPR	<input type="checkbox"/>	Route Control	View Definition

Save Add Update/Display

General | ID | Roles | Workflow | Audit | Links | User ID Queries

Payables Approvers approve any vouchers that meet workflow criteria.

ROLES:

BOR_VOUCHER_BUD_REF_APPR
BOR_VOUCHER_ASSET_APPR
BOR PeopleSoft User
BOR_AP_APPROVE_VCHR

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:
Rebate Authorizations:
Request for Quote Process:
Payables Online Vouchering:
Receiver / RTV Setup:
Requestion Authorizations:
Purchase Order:
Supplier:
Doc To:
Save Return to Search Previous in List Next in List Notify

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