

### SECURITY ROLES

1

#### Navigation:

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

Dynamic Role Rule	User Roles	Description	Personalize	Find	View All	First	1-7 of 7	Last
Execute on Server	BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	Route Control	View Definition			
Test Rule(s)	BOR_AP_INQUIRY	Accounts Payable Inquire	<input type="checkbox"/>	Route Control	View Definition			
Refresh	BOR_AP_REPORTS	Accounts Payable Reports	<input type="checkbox"/>	Route Control	View Definition			
Execute Rule(s)	BOR_FN_ADMIN_REPORTS	Report Mgr-Admin/Archive	<input type="checkbox"/>	Route Control	View Definition			
Process Monitor	ReportSuperUser	Report Super User	<input type="checkbox"/>	Route Control	View Definition			
Service Monitor	BOR_PT_QRY_PRIVAT	Query Private	<input type="checkbox"/>	Route Control	View Definition			
	BOR_PT_QRY_ALLACCGRPS	All Query Access Groups	<input type="checkbox"/>	Route Control	View Definition			

Payables Inquiry & Reporting users review payables transactions, run reports and public queries created by others. They also create private queries for their own use.

#### ROLES:

BOR\_AP\_INQUIRY  
BOR\_AP\_REPORTS  
BOR\_PT\_QRY\_PRIVATE  
BOR\_FN\_ADMIN\_REPORTING  
ReportSuperUser  
BOR\_PT\_QRY\_ALLACCGRPS  
BOR PeopleSoft User

### USER PREFERENCES

2

#### Navigation:

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

User AP\_INQ\_REPT Accounts Payable Inquiry & Rpt

Default Values

Origin ONL

Operator Voucher Authorities

Pay Unmatched Vouchers ☐ Pay Unmatch Amt

Copy Matched and Closed PO ☐ Security for Voucher Styles ☐

Online Voucher Processing

Do Not Check Voucher Amount ☒ Check Voucher Amount ☐

Entry Limit 0.000

Prepay Limit 0.000

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

You must also set the business unit and setid on the overall preferences link.