

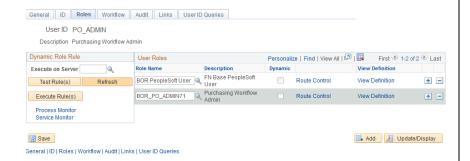
PO ADMINISTRATOR 9.2 SECURITY ROLES & USER PREFERENCES

SECURITY ROLES



Navigation:

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



PO Administrator users resolve purchase order routing issues.

ROLES:

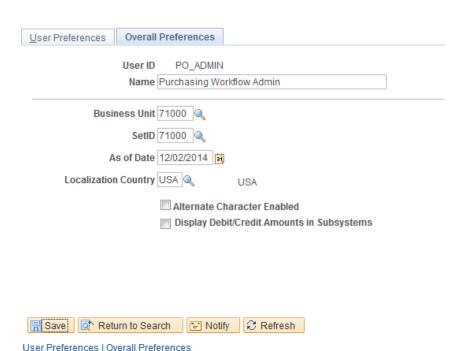
BOR_PO_ADMINXX (first two digits of institution number)
BOR PeopleSoft User
BOR_PO_APPROVE

USER PREFERENCES



Navigation:

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



USER PREFERENCES



Navigation:

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



**You must enter the Requester and Buyer USER ID above.

Click on purchase order authorizations and select approve if you want the admin to be able to approve the PO.