

### SECURITY ROLES

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#### 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 PO\_ADMIN  
Description Purchasing Workflow Admin

Dynamic Role Rule

Execute on Server     [Process Monitor](#) [Service Monitor](#)

Role Name	Description	Dynamic	Route Control	View Definition
BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Definition</a>
BOR_PO_ADMIN71	Purchasing Workflow Admin	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Definition</a>

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

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

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### Navigation:

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

User Preferences Overall Preferences

User ID PO\_ADMIN  
Name Purchasing Workflow Admin

Business Unit 71000  
SetID 71000  
As of Date 12/02/2014  
Localization Country USA USA

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

Save Return to Search Notify Refresh

User Preferences | Overall Preferences

## USER PREFERENCES

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### Navigation:

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

User Preferences Procurement

User PO\_ADMIN Purchasing Workflow Admin  
Location PO\_MAIN  
Origin ONL  
Department  
Ship To Location  
Requester  
Buyer

Contract Process Payables Online Vouchering Purchase Order Authorizations Supplier Onboarding  
Rebate Authorizations Receiver / RTV Setup Supplier Processing Authority  
Request for Quote Process Requisition Authorizations Doc Tolerance Authorizations

Save Return to Search Notify Refresh

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.