

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_BUYER
Description Purchasing Buyer

Dynamic Role Rule	User Roles	Personalize	Find	View 10	First	1-17 of 17	Last
Execute on Server	Role Name	Description	Dynamic	Route Control	View Definition		
Test Rule(s)	BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
Refresh	BOR_EP_BUYER_CEN	BOR_EP_BUYER_CENTER71	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
Execute Rule(s)	BOR_EP_BUYER_CEN	Buyer Center	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
Process Monitor	BOR_BUYER_APPR	Buyer Approval	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
Service Monitor	BOR_EP_INQUIRY	Requisition Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_EP_MAINT_REQ	Requisition Add, Maint, Copy	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_EP_PROCESSES	ePro Processes	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_PO_REQ_WORK	Requisition Workbench	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_PO_INQUIRY	Purchasing Inquire Pages	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_PO_MAINTAIN	PO Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_PO_PROCESS	PO Processes	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_PO_REPORTS	Purchasing Reports	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_PO_REQ_MAINT	Requisition Add, Maint, Copy	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_PO_SETUP_CON	Purchasing Setup/Configure	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_PO_VENDORS_M	Vendor Maint	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_EP_REQUESTER	ePro Requester	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		
	BOR_AD_HOC_APPR	[WF] Ad Hoc Approver for Reqs	<input type="checkbox"/>	<input type="checkbox"/>	View Definition		

Save Add Update/Display

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

PO Buyer users perform purchasing-related maintenance tasks. They also enter and maintain requisitions, purchase orders, change orders, procurement contracts and vendor information in the Purchasing module. They also process purchasing transactions, run purchasing-related reports and maintain purchasing-related configuration.

ROLES:

BOR PeopleSoft User
 BOR_EP_BUYER_CENTER
 BOR_EP_INQUIRY
 BOR_EP_MAINT_REQ
 BOR_EP_PROCESSES
 BOR_PO_REQ_WORKBENCH
 BOR_PO_INQUIRY
 BOR_PO_MAINTAIN
 BOR_PO_PROCESS
 BOR_PO_REPORTS
 BOR_PO_REQ_MAINT
 BOR_PO_SETUP_CONFIG
 BOR_PO_VENDORS_MAINT
 BOR_EP_REQUESTER
 BOR_AD_HOC_APPROVE
 BOR_BUYER_APPR

BUYER SETUP

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Navigation:

Set Up Financials & Supply Chain > Product Related > Procurement Options > Purchasing > Buyer Setup > Add a New Value

Buyer Setup | Dashboard

Buyer PO_BUYER Purchasing Buyer *Status Active

Department SetID 71000 Department

Ship To SetID 71000 Ship To RECEIVING

Location SetID 71000 Location PO_MAIN

PO Origin SetID SHARE Origin ONL

Phone

Fax

Default PO Status

Open

Pending Approval/Approved

PO Dispatch Signature Location:

Save Notify Add Update/Display

Buyer Setup | Dashboard

Default PO Status should be set to Pending Approval/Approved.

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_BUYER

Name Purchasing Buyer

Business Unit 71000 Georgia Perimeter College

SetID 71000 Georgia Perimeter College

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 PO_BUYER Purchasing Buyer

Location PO_MAIN PO_MAIN

Origin ONL Online entry

Department

Ship To Location RECEIVING

Requester

Buyer PO_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

USER PREFERENCES

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Navigation:

Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Document Tolerance Authorizations hyperlink

Document Tolerance Exceptions Override Authorizations

User ePRO_APPROVER ePro Approver

Document Tolerance Exceptions Override Authority

Override Purchase Order to Requisition Exceptions

Override Voucher to Purchase Order Exceptions

OK Cancel Refresh

The 'Override Purchase Order to Requisition Exceptions' option should only be checked if user should have authority to take this action.

USER PREFERENCES

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Navigation:

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

Focus only in this area: Set the default to either PO Remaining Qty, Ordered By or No Order Qty and specify the days +/-

USER PREFERENCES

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Navigation:

Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Purchase Order Authorizations hyperlink

Select 'Full Authority for All Buyers' if user should have authority for all buyers. Do not specify individual Buyer Id's in the 'Buyers User Authorization' section if Full Authority is granted.

If the user should not have authority for all do not select the option above. Instead, enter the Buyer ID for each buyer that the user should have authority for in the 'Buyers User Authorization' section. Also, select the applicable box(es) to grant authority to the user for all applicable actions (Add, Update, etc).

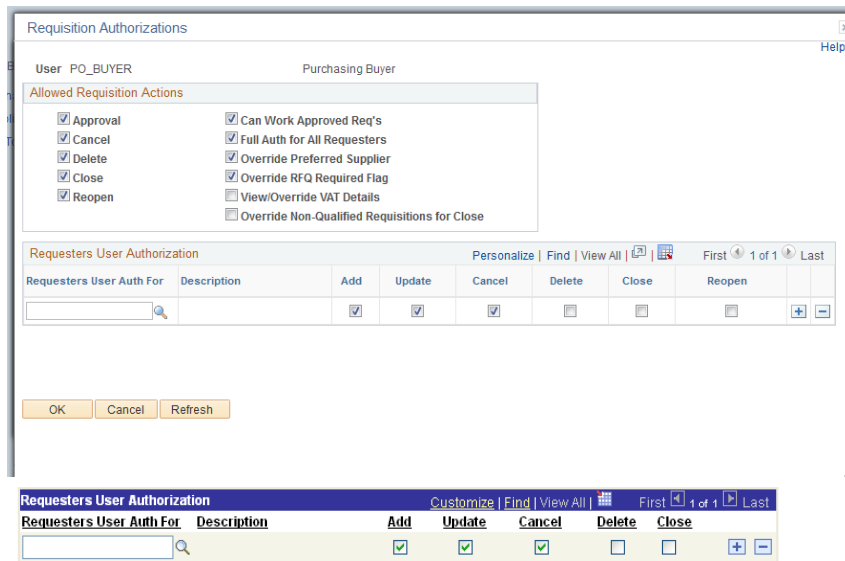
Note: Reopen is a new option in 9.2. Only grant if user should have authority to reopen Purchase Orders.

USER PREFERENCES

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Navigation:

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



Select 'Full Auth for All Requesters' if user should have authority for all requesters. Do not specify individual Requester Id's in the 'Requesters User Authorization' section if Full Authority is granted.

If the user should not have authority for all do not select the option above. Instead, enter the Requester ID for each requester that the user should have authority for in the 'Requesters User Authorization' section. Also, select the applicable box(es) to grant authority to the user for all applicable actions (Add, Update, etc).

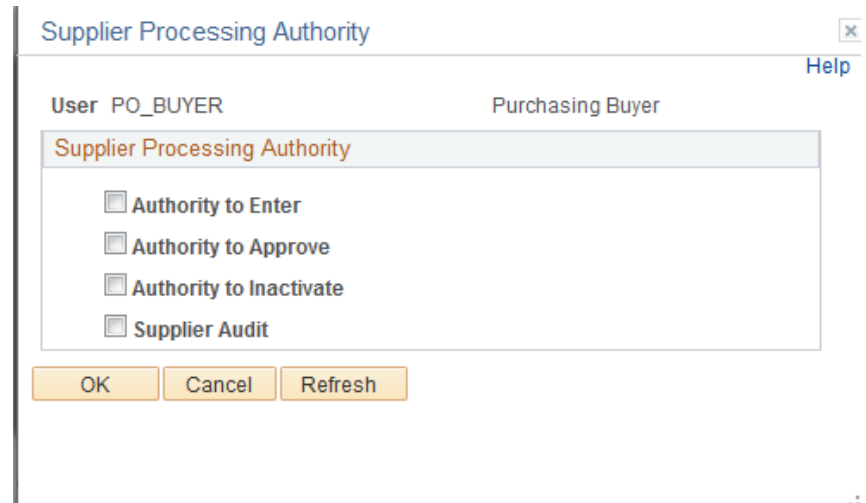
Note: Reopen is a new option in 9.2. Only grant if user should have authority to reopen Requisitions.

USER PREFERENCES

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Navigation:

Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Supplier Processing Authority hyperlink



**Enter or Approve, but not both

