SECURITY ROLES

1

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

PO Core Requester users enter requisitions in the Purchasing module. The also maintains requisitions.
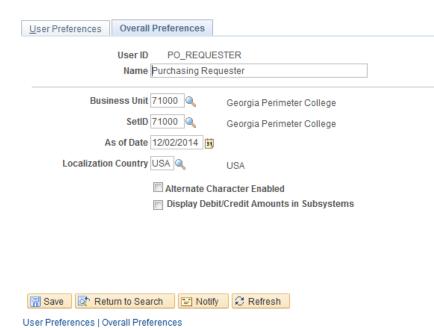
ROLES:
BOR PeopleSoft User
BOR_PO_REQ_MAINT

USER PREFERENCES

2

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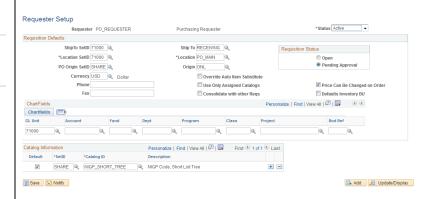Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Overall Preferences

USER PREFERENCES

3

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

Default Requisition Status should be set to Pending Approval.

The GL Unit must be defined in the Chartfields section. Always leave the account field under defaults blank. This will default into the requisition from the NIGP code.

In the catalog information section, select the Default checkbox and enter SHARE for the SetID. Enter either NIGP_TREE or NIGP_SHORT_TREE for catalog ID.
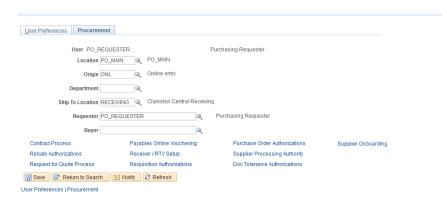
USER PREFERENCES

4

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

USER PREFERENCES

5

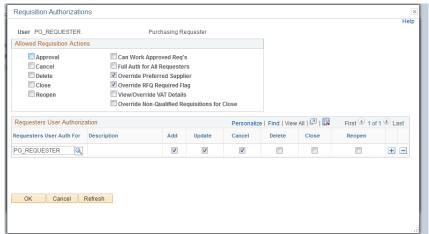### Navigation:
Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Requisition Authorizations hyperlink

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.