

### 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\_INQ\_REPT  
Description Purchasing Rept and Inquiry

Dynamic Role Rule		User Roles		Personalize	Find	View All	First	1-7 of 7	Last
Execute on Server	Test Rule(s)	Role Name	Description	Dynamic	Route Control	View Definition			
		BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	Route Control	View Definition			
		BOR_PO_INQUIRY	Purchasing Inquiry Pages	<input type="checkbox"/>	Route Control	View Definition			
		BOR_PO_REPORTS	Purchasing Reports	<input type="checkbox"/>	Route Control	View Definition			
		BOR_PT_QRY_ALLACC	All Query Access Groups	<input type="checkbox"/>	Route Control	View Definition			
		BOR_PT_QRY_PRIVATE	Query Private	<input type="checkbox"/>	Route Control	View Definition			
		BOR_FN_ADMIN_REP	Report Mgr-Admin/Archive	<input type="checkbox"/>	Route Control	View Definition			
		ReportSuperUser	Report Super User	<input type="checkbox"/>	Route Control	View Definition			

Save Add Update/Display

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

PO Inquiry and Reporting users review purchasing information in the Purchasing module. They also run public queries.

#### ROLES:

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

### 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\_INQ\_REPT

Name

Purchasing Rept and Inquiry

Business Unit

71000

Georgia Perimeter College

SetID

71000

Georgia Perimeter College

As of Date

12/02/2014

31

Localization Country

USA

USA

☐ Alternate Character Enabled

☐ Display Debit/Credit Amounts in Subsystems

Save

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Notify

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[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\_INQ\_REPT

Purchasing Rept and Inquiry

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

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