SECURITY ROLES

1

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

PO Receiver users receive all purchases in the Purchasing module.

ROLES:
BOR PeopleSoft User
BOR_PO_RECEIVING

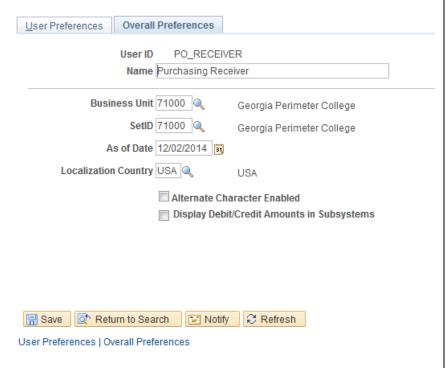If Desktop Receiving is allowed: BOR_PO_RECV_EPRO

If Desktop Receiving not allowed:
BOR_EP_NOCASUAL_RECV

USER PREFERENCES

2

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

| User Preferences | Overall Preferences |

User ID   PO_RECEIVER
Name Purchasing Receiver

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]
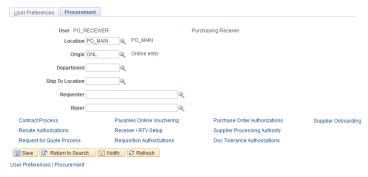
User Preferences | Overall Preferences

USER PREFERENCES

3

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

| User Preferences | Procurement |

User PO_RECEIVER   Purchasing Receiver
Location PO_MAIN   PO_MAIN
Origin ONL   Online entry
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

USER PREFERENCES

4

Receiver Setup   Help

User PO_RECEIVER   Purchasing Receiver

Unit

☐ Change Non PO Receipt Price
☐ Interface Receipt
☐ Run Close Short
☑ Subcontract Streamline

☐ Blind Receiving Only   ○ No Order Qty   ○ Ordered Qty   ● PO Remaining Qty

Receiving Business Unit 71000 🔍   Georgia Perimeter College

Days +/- Today   30

RTV Dispatch Option Default to Business Unit ▼
RTV Inventory Ship Option Default to Business Unit ▼
RTV Inventory Destroy Option Default to Business Unit ▼

[OK]   [Cancel]   [Refresh]

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