



Security And Workflow User Acceptance Testing

February 6, 2015

9:00 – 5:00 PM

Shelia Sloan

Agenda

- ▶ 8:30 Setup and Socialize
- ▶ 9:00 Security Overview
- ▶ 10:15 Break
- ▶ 10:30 Workflow Overview
- ▶ 12:00 Lunch
- ▶ 1:00 Lab Activities
- ▶ 2:45 Break
- ▶ 3:00 Lab Activities
- ▶ 4:15 Recap
- ▶ 4:30 Question and Answer

Workshop Resources

- ▶ Contents
 - Security Matrix
 - Core Security Request Form
 - Security Set Up Job Aids
 - Fit Gap Recommendations
Spreadsheets

Security Overview

- ▶ 9.2 Security Set Up includes the following elements:
 - Base Line
 - Job-Specific
 - User-Specific
 - Workflow-Specific

Security

Base Line	Job-Specific	User-Specific	Workflow-Specific
BOR PeopleSoft User	Core Roles	KK Security	EX Approver Assignments
BOR_FN_ ADMIN_ REPORTING & Report SuperUser	Generic Job Roles	User Preferences	ePro and PO Approver Assignments
EMPLID	Module Administration Roles	Financials My System Profile & Email Address	Voucher Approver Assignments
EX User Profile	PeopleTools- Related Roles	Buyer Profile	GL Journal Approver Assignments
	BOR_PT_QRY % Roles	Requester Profile	Budget Journal Approver Assignments

Used to print
Expense
transactions

See
Security
Matrix



Security Workshop

Security
Design & Deployment Strategy

Security Design Strategy

- ▶ Model Roles are “granular”
 - Roles relate to a specific function
 - Multiple roles used for one job
 - Promotes flexibility in assigning roles to users

Security Deployment Strategy

- ▶ User information will be updating during UAT.
- ▶ This information will be scripted out of UAT and pushed to Production.
- ▶ Timing of the move will be important. Users who are not updated in UAT will have to be updated after go live.

Security Deployment Strategy

- ▶ The date of the clone is January 4, 2015.
- ▶ UAT ends February 25, 2015.
- ▶ Any changes you make in UAT will be scripted out.
 - We need a list of user ids that you make changes to. This includes user profile/role changes, user preference changes and commitment control security changes.
 - Only these users will be pulled out of UAT into production.
 - All others needing updating will have to be done after go live.

Security Deployment Strategy

- ▶ Any user that self registers, will come over during the upgrade. – No need to worry about updating basic users that have no additional access.
- ▶ Any changes you made from January 4th through now in production will not be in the UAT environment.
- ▶ Any changes you make to users after February 25, 2015 in production, will need to be redone after go live.

Security Deployment Strategy

- ▶ During Cutover, ITS will export and re-import the following setup values from Pre-Production database:
 - Security Roles
 - User Preferences and Defaults
 - KK Security

Security Deployment Strategy

- ▶ As always, make sure you update the terminated users. (If you are using iStrategy, do not mark terminated users inactive on the iStrategy Dept Page).
- ▶ Make sure your current user access is appropriate and go ahead and make the changes in UAT to the new roles for 9.2.
- ▶ Ensure you review Commitment Control security as there are changes.
- ▶ There are new User Preference Options in 9.2

Security Deployment Strategy

- ▶ During Cutover, ITS will not export and re-import the following information:
 - Employee hires or terminations
 - “Other” chart field additions and changes (e.g., Account, Program, Fund, Class, Budget Reference Changes)
 - Sample transactions and workflow routing history

Security Administration

Security Administrator
(SECADM) Job Functions

SECADM Job Functions

- ▶ User Profile Management
 - Core Security Roles Management
 - EMPLID Management
 - Email Address Management
 - Password Reset
 - Account Lock Out / Reset
 - Commitment Control Security
 - User Preferences
 - Approval Setup

SECADM Job Functions

Account
Lock Out,
Email &
Password
Mgmt.

ORACLE

Menu

- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- BOR Menus
- Asset Management
- IT Asset Management
- Banking
- Cash Management
- Financial Gateway
- Commitment Control
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Background Processes
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Security
 - User Profiles
 - User Profiles
 - Copy User Profiles
 - Delete User Profiles
 - Distributed User Profiles
 - Distributed User Set Up
 - Purge Inactive User Profiles
 - Permissions & Roles

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

User ID: EMPL1

Description: John Parker

☐ Account Locked Out?

Logon Information

Symbolic ID: SYSADM

Password:

Confirm Password:

☐ Password Expired?

User ID Alias:

[Edit Email Addresses](#)

General Attributes

Language Code: English

Currency Code:

Default Mobile Page:

180 Days

Permission Lists

Navigator: [Explain](#)

Homepage: [Explain](#)

Process Profile: PT_PROCSRFL [Explain](#)

Primary: PT_PRIMARY [Explain](#)

Row Security: [Explain](#)

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

[General](#) | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

SECADM Job Functions

EMPLID
Mgmt.

The screenshot displays the Oracle SECADM Job Functions interface. On the left is a navigation menu with categories like Sourcing, Grants, Program Management, Project Costing, Proposal Management, Maintenance Management, Travel and Expenses, Billing, Accounts Receivable, Accounts Payable, BOR Menus, Asset Management, IT Asset Management, Banking, Cash Management, Financial Gateway, Commitment Control, General Ledger, Allocations, Set Up Financials/Supply Chain, Background Processes, Worklist, Application Diagnostics, Tree Manager, Reporting Tools, PeopleTools, and Security. The Security section is expanded, showing User Profiles, Distributed User Profiles, and Distributed User Set. The main content area has tabs for General, ID, User Roles, Workflow, Audit, Links, and User ID Queries. The ID tab is active, showing fields for User ID (EMPL1) and Description (John Parker). Below these are sections for ID Types and Values, a table of attributes, and a User Description section. Red boxes highlight the 'ID Type' dropdown set to 'Employee', the 'Attribute Name' table with 'EmplID' and 'EMPL1', and the 'Description' field containing 'John Parker'.

Menu

- ▷ Sourcing
- ▷ Grants
- ▷ Program Management
- ▷ Project Costing
- ▷ Proposal Management
- ▷ Maintenance Management
- ▷ Travel and Expenses
- ▷ Billing
- ▷ Accounts Receivable
- ▷ Accounts Payable
- ▷ BOR Menus
- ▷ Asset Management
- ▷ IT Asset Management
- ▷ Banking
- ▷ Cash Management
- ▷ Financial Gateway
- ▷ Commitment Control
- ▷ General Ledger
- ▷ Allocations
- ▷ Set Up Financials/Supply Chain
- ▷ Background Processes
- ▷ Worklist
- ▷ Application Diagnostics
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
- ▷ Security
 - ▷ User Profiles
 - User Profiles
 - Copy User Profiles
 - Delete User Profiles
 - Distributed User Profiles
 - Distributed User Set

General ID User Roles Workflow Audit Links User ID Queries

User ID: EMPL1
Description: John Parker

ID Types and Values Find | View All First

ID Type: Employee

Attribute Name	Attribute Value	Description
EmplID	EMPL1	Parker,John

User Description

Description: John Parker
[Set Description](#) or type in User Description.

Save Return to Search

[General](#) | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

Add

SECADM Job Functions

Core Security Roles Mgmt.

- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- BOR Menus
- Asset Management
- IT Asset Management
- Banking
- Cash Management
- Financial Gateway
- Commitment Control
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Background Processes
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
 - Security
 - User Profiles
 - User Profiles
 - Copy User Profiles
 - Delete User Profiles
 - Distributed User Profiles
 - Distributed User Set Un

General
ID
User Roles
Workflow
Audit
Links
User ID

User ID: EMPL1
Description: John Parker

Role Name	Description	Dynamic		
BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	Route Control	+ -
BOR_EP_INQUIRY	Requisition Inquiry	<input type="checkbox"/>	Route Control	+ -
BOR_EP_MAINT_REG	Requisition Add, Maint, Copy	<input type="checkbox"/>	Route Control	+ -
BOR_EP_REQUESTER	BOR_EP_REQUESTER: clone of eP	<input type="checkbox"/>	Route Control	+ -
BOR_EX_CASH_ADV	Exp Cash Advance	<input type="checkbox"/>	Route Control	+ -
BOR_FN_ADMIN_REF	Report Mgr-Admin/Archive	<input type="checkbox"/>	Route Control	+ -
BOR_FN_ALLPAGES	Finance All Pages	<input type="checkbox"/>	Route Control	+ -
BOR_FN_CONFIG_SE	Fin Setup/Config-view only	<input type="checkbox"/>	Route Control	+ -
BOR_FN_NVISION	Access to nVision reports	<input type="checkbox"/>	Route Control	+ -
BOR_FN_TREE_VIEW	Tree Manager Viewer	<input type="checkbox"/>	Route Control	+ -

Save
Return to Search

[General](#) | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

SECADM Job Functions

- ▶ Self Service Administration
 - New Expense User Activation
 - EX_EE_UPDATE – Runs in Batch
 - Employee Address Changes
 - Employee Bank Changes (EFT only)

Sample Job Aid By Function Form

PeopleSoft 9.2

PAYABLES SUPERVISOR 9.2 SECURITY ROLES & USER PREFERENCES

SECURITY ROLES

1

Navigation:

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

The screenshot shows the 'User Roles' tab in the PeopleSoft interface for the user 'PAYABLES_SUPERVISOR'. The interface includes a 'Dynamic Role Rule' section on the left with buttons for 'Test Rules()', 'Refresh', 'Execute Rules()', 'Process Monitor', and 'Service Monitor'. The main area is a table of roles assigned to the user.

Role Name	Description	Personalize	Find	View All	Dynamic	View Definition
BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>			Route Control	View Definition
BOR_AP_CNTRL_GRP	Create/Maintain Control Groups	<input type="checkbox"/>			Route Control	View Definition
BOR_AP_VOUCHER_ENTRY	Regular Voucher Entry	<input type="checkbox"/>			Route Control	View Definition
BOR_AP_CRTE_PMNTS	Payment Post, Cancel, Echo/Ream	<input type="checkbox"/>			Route Control	View Definition
BOR_AP_VOUCHER_PRC	Voucher Post, Close, Delete	<input type="checkbox"/>			Route Control	View Definition
BOR_FN_ADMIN_REPORTING	Report Mgr-Admin/Archive	<input type="checkbox"/>			Route Control	View Definition
ReportSuperUser	Report Super User	<input type="checkbox"/>			Route Control	View Definition
BOR_PT_QRY_PRIVATE	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_AP_SETUP_CONFIG	AP Setup & Config	<input type="checkbox"/>			Route Control	View Definition

At the bottom of the table, there are buttons for 'Add' and 'Update/Display'. The 'Save' button is located at the bottom left of the interface.

Payables Supervisor users maintain the payables configuration and provide oversight to users tasked with voucher and payment processing. They also run payables processes and create public queries for use by others.

ROLES:

BOR_AP_SETUP_CONFIG
BOR_AP_CNTRL_GRP_MAINT
BOR_AP_VOUCHER_ENTRY
BOR_AP_CRTE_PMNTS_MAINT
BOR_AP_VOUCHER_PRC
BOR PeopleSoft User
BOR_FN_ADMIN_REPORTING
ReportSuperUser
BOR_PT_QRY_PRIVATE
BOR_PT_QRY_ALLACCGRPS

PeopleSoft 9.2

PAYABLES SUPERVISOR

9.2 SECURITY ROLES & USER PREFERENCES

USER PREFERENCES

2

Navigation:

Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Payables Online Vouchering Hyperlink

[illegible]

USER PREFERENCES

3

Navigation:

Set Up Financials & Supply Chain > Common Definitions >
User Preferences > Define User Preferences > Procurement
> Payables Online Vouchering > Security for Voucher
Styles Hyperlink

Voucher Styles

☒ Allow Regular Voucher

☐ Allow Register Voucher

☐ Allow Prepay Voucher

☐ Allow Journal Voucher

☒ Allow Adjustment Voucher

☐ Allow Third Party Voucher

☒ Allow Template Voucher

☐ Allow Reversal Voucher

☒ Allow Single Payment Voucher

☐ Allow Claim Voucher

Role Mappings

Business process	Current 8.9 Role(s)	Fit Gap Recommended Role	9.2 Role	Comments
AP.020.503 Locating Pay Cycle files in Report Manager	BOR PeopleSoft User	Base Role	BOR PeopleSoft User	This is a global role, not just for AP
AP.020.140 Uploading Vouchers from MS Excel	BOR PeopleSoft User; Query Access	Base Role	BOR PeopleSoft User; Query Access	This is a global role, not just for AP
AP.080.012 1099 Withholding Report Control Information	BOR_AP_1099_PRC	1099 Processing	BOR_AP_1099_PRC	
AP.080.020 1099 Posting Withholding Transactions	BOR_AP_1099_PRC	1099 Processing	BOR_AP_1099_PRC	
AP.080.030 1099 Withholding Invoice Line Update	BOR_AP_1099_PRC	1099 Processing	BOR_AP_1099_PRC	
AP.080.040 1099 Withholding Vendor Updates	BOR_AP_1099_PRC	1099 Processing	BOR_AP_1099_PRC	
AP.080.050 1099 Running Withholding Update Process	BOR_AP_1099_PRC	1099 Processing	BOR_AP_1099_PRC	
AP.080.090 1099 Adjusting Withholding Manually	BOR_AP_1099_PRC	1099 Processing	BOR_AP_1099_PRC	
AP.080.110 1099 Generating Withholding Reports	BOR_AP_1099_RPTS	1099 Processing	BOR_AP_1099_PRC	
AP.080.120 1099 Running Withholding Sent File Process	BOR_AP_1099_RPTS	1099 Processing	BOR_AP_1099_PRC	
AP.080.100 1099 Running Withholding Report Post	BOR_AP_1099_RPTS or BOR_AP_1099_PRC	1099 Processing	BOR_AP_1099_PRC	
AP.080.060 1099 Reviewing Vendor Balances by Class	BOR_AP_1099_INQ	1099 Report	BOR_AP_1099_RPTS	Drop 8.9 role (used in multiple BP's)
AP.080.070 1099 Reviewing Vouchers by Vendor	BOR_AP_1099_INQ	1099 Report	BOR_AP_1099_RPTS	Drop 8.9 role (used in multiple BP's)
AP.080.080 1099 Reviewing Payments to Withholding Vendors	BOR_AP_1099_INQ	1099 Report	BOR_AP_1099_RPTS	Drop 8.9 role (used in multiple BP's)
AP.070.040 Running 1099-MISC Copy B Report (APY1099)	BOR_AP_1099_RPTS	1099 Processing	BOR_AP_1099_RPTS	
AP.070.115 APY3012 Vendor WH Balances Control Report	BOR_AP_1099_RPTS	1099 Report	BOR_AP_1099_RPTS	
AP.070.170 APY7010 Withholding Rules Report	BOR_AP_1099_RPTS	1099 Report	BOR_AP_1099_RPTS	We probably could have one 1099 processing role and eliminate BOR_AP_1099_RPTS
AP.070.175 APY7020 Withholding Types Report	BOR_AP_1099_RPTS	1099 Report	BOR_AP_1099_RPTS	
AP.070.180 APY7030 Withholding Entities Report	BOR_AP_1099_RPTS	1099 Report	BOR_AP_1099_RPTS	
AP.070.195 APY8056 1099 Withholding to Send Detail Report	BOR_AP_1099_RPTS	1099 Report	BOR_AP_1099_RPTS	
AP.070.200 APY9010 Withholding Mismatch Report	BOR_AP_1099_RPTS	1099 Report	BOR_AP_1099_RPTS	
AP.070.300 BORRY010 1099 Reportable Transactions Report	BOR_AP_1099_RPTS	1099 Report	BOR_AP_1099_RPTS	
AP.020.210 Deleting Control Groups	BOR_AP_CNTRL_GRP_S_DELETE	Control Group	BOR_AP_CNTRL_GRP_S_MAINT	Drop 8.9 role
AP.020.200 Creating and Using Control Groups	BOR_AP_CNTRL_GRP_S_MAINT	Control Group	BOR_AP_CNTRL_GRP_S_MAINT	
AP.020.540 Canceling a Payment	BOR_AP_CRTE_PMNTS_MAINT	Payment Maint	BOR_AP_CRTE_PMNTS_MAINT	
AP.020.550 Processing Escheated Payment	BOR_AP_CRTE_PMNTS_MAINT	Payment Maint	BOR_AP_CRTE_PMNTS_MAINT	
AP.030.050 - Posting Payments	BOR_AP_CRTE_PMNTS_MAINT	Payment Processing	BOR_AP_CRTE_PMNTS_MAINT	
AP.020.500 Payment Selection Criteria	BOR_AP_CRTE_PMNTS_PRC	Payment Create	BOR_AP_CRTE_PMNTS_PRC	
AP.020.501 Running Check Pay Cycles	BOR_AP_CRTE_PMNTS_PRC	Payment Create	BOR_AP_CRTE_PMNTS_PRC	
AP.020.502 Running EFT or ACH Pay Cycles	BOR_AP_CRTE_PMNTS_PRC	Payment Create	BOR_AP_CRTE_PMNTS_PRC	
AP.020.510 Restarting a Pay Cycle (re-create buttons)	BOR_AP_CRTE_PMNTS_PRC	Payment Create	BOR_AP_CRTE_PMNTS_PRC	
BK.010.070 Updating AP Pay Cycles for new Disbursement Bank	BOR_AP_CRTE_PMNTS_PRC	Payment Create	BOR_AP_CRTE_PMNTS_PRC	
AP.040.030 Generating the Positive Payment File	BOR_AP_POS_PAY and BOR_AP_CRTE_PYMNTS_PRC	Payment create	BOR_AP_CRTE_PMNTS_PRC	Drop 8.9 role for Pos Pay
AP.020.505 Reviewing Payments Selected and Exceptions & Alerts	BOR_AP_CRTE_PMNTS_PRC and BOR_AP_INQUIRY	Payment Create	BOR_AP_CRTE_PMNTS_PRC and BOR_AP_INQUIRY	

Security Changes Doc



GEORGIAFIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

PeopleSoft **9.2**

PeopleSoft v9.2 Security Role Changes

Accounts Payable Security Changes

The following Accounts Payable roles are going to be dropped as part of the upgrade:

- BOR_AP_1099_INQ
 - This functionality will be included in the BOR_AP_1099_RPTS role
- BOR_AP_CNTRL_GRP_DELETE
 - This functionality will be included in the BOR_AP_CNTRL_GRP_MAINT role
- BOR_AP_POS_PAY
 - This functionality will be included in the BOR_AP_CRTE_PMNTS_MAINT role
- The following roles will be included in the BOR_AP_VOUCHER_ENTRY role:
 - BOR_AP_BUDGET_CHK
 - BOR_AP_MATCH_PRC
 - BOR_AP_QUICK_INV
 - BOR_AP_VOUCHER_BUILD
- BOR_AP_VOUCHER_LOAD
 - The BOR External Voucher Upload process is being dropped in 9.2.

NEW AP WORKFLOW APPROVAL ROLES

- Asset Approver - BOR_VOUCHER_ASSET_APPR
- Budget Reference Approver - BOR_VOUCHER_BUD_REF_APPR
- AP Administrator - BOR_AP_ADMINXX

Asset Management Security Changes

There are no security role changes for Asset Management.

Accounts Receivable Security Changes

The following Accounts Receivable role is going to be renamed as part of the upgrade:

- BOR_AR_CRTE_RECV
 - This role has been renamed to BOR_AR_ITEM_ENTRY

Long Descriptions on Roles

!BOR PO INQUIRY	1 U	Purchasing	A								N	N	N	Y	Y	9/25/2014	PS	<p>This role allows access to inquire on purchase orders.</p> <p>PO.020.850 - Reviewing Requisition Change Request History</p> <p>PO.060.010 - Inquiring on PO Change Order History</p> <p>PO.060.020 - Inquiring on PO Activity Summary</p> <p>PO.060.040 - Inquiring on PO Document Tolerance History</p> <p>PO.060.050 - Inquiring on PO Document Status</p> <p>PO.060.060 - Inquiring on PO Accounting Entries</p> <p>PO.060.070 - Reviewing Requisition Accounting Entries</p> <p>PO.060.100 - Reviewing Requisition Change History</p> <p>PO.060.110 - Reviewing Requisition Activity</p> <p>PO.060.130 - Inquiring Requisition Workbench</p> <p>PO.060.140 - Reviewing Requisition Budget Checking Errors</p> <p>PO.060.150 - Reviewing Requisition Document Status</p>
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Security Matrix– Access by Role

f	CLASSID	MENUNAME	BARNAME	BARITEMNAME	PINNAME	PAGEACCESSDESCR	DISPLA	NVL
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_ADJ_ACCUM_DEPR	MANAGE_ASSETS	USE	ASSET_DEPR_ADJUSTMENT	DEPR_ACCUM_ADJ	Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_CLOSE_PERIOD	MANAGE_ASSETS	USE	CLOSE_ASSET_ACCOUNTING_PERIOD	DEPR_CLOS_PD	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	ACCOUNTING_ENTRY_CREATION	AMAEDIST_RQST	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	AM_ARCHIV	RUN_ARCHIVE	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	DEPRECIATION_CALCULATION	RUN_AMDPCALC	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	DEPRECIATION_CLOSE	DEPR_CLOSE_RQST	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	DEPRECIATION_CLOSE	DEPR_CLOSE_R_WRK	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	DEPR_RPT	AMDPREPT_RQST	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	LOAD_AM_GL_RECON_TBL	RUN_AMGLREC	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	LOAD_AM_HIST_TBL	LOAD_AM_HIST_TBL	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	LOAD_NET_BOOK_VALUE_TABLE	RUN_AMLDNBVT	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	MENUIITEM19	RUN_AMRETFDA	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	MENUIITEM19	RUN_AMRET_IF1000	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	MENUIITEM9	AMREVAL_RQST	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	RUN_AMDPEXPD_RQST	AMDPEXPD_RQST	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	RUN_AMOPNTRNS_RQST	AMOPNTRNS_RQST	Add Update/Display	0	
BOR_AM_DEPRECIATE	AM_MNG_ASSETS_PRC	MANAGE_ASSETS	PROCESS	RUN_DEPR_RESTORE	RUN_RESTORE	Add Update/Display	0	

Sample Request Form



Employee Name:		Employee ID:	
Department/Group:		Job Title:	
Location:		Date Requested:	
Type of Request: (New/Change/Termination)		Email Address:	
Supervisor Name:		Supervisor Signature:	
Supervisor Phone:		Employee Phone:	
Security Administrator:		Security Administrator Signature:	
Employee Signature:		Date:	
Will Employee Have Approval Access (Y/N):			
If Yes: What Module(s)? (i.e. Expenses, <u>ePro</u> , Purchasing, Voucher, Journal, etc.)		List Departments/Projects/Categories Responsible for: (i.e. Dept 1234567, Project ABC, IT Approval for <u>ePro</u> , etc. see appendix for full listing)	
Expenses Access Required?			
List Any Delegates that can enter expense transactions for this user:		List Additional Expenses Access Here: (i.e. AP Auditor, Workflow Administrator, Expenses Administrator, Cash Advance Access, etc. See appendix for more information.)	
<u>ePro/Purchasing</u> Access Required?			
List Access Needed Here: (i.e. Purchasing Approver, Buyer, Requester, <u>ePro</u> Admin, etc. See appendix for more information.)			
Asset Management Access Required?			
List Access Needed Here: (i.e. AM Manager, Am Analyst, AM Reports and Inquiry, etc. See appendix for more information.)			

Workflow Overview

- ▶ Workflow in 9.2 has expanded to other modules.
- ▶ This means the addition of several roles.
- ▶ Accounts Payable Vouchers, Purchase Orders, GL Journals, Commitment Control Budget Journals, Requisitions, and Travel and Expense Transactions are all using workflow.

Workflow Resources

Workflow

Stages of Approvals



Stage 1 - Asset Approval

Approval Process Definition

- In this stage, vouchers will be routed to the Asset approver if the profile id is blank and the account is an asset account.
- Vouchers will also be routed if the profile id is populated and the account is not an asset account.
- Vouchers will also be routed if the account is in the 743% range and greater than 3000.00 and the profile id is blank.
- If there is no user at the institution with the correct asset approval role, it will route to the Accounts Payable Admin on campus. The Accounts Payable Admin on Campus must be identified and assigned the BOR_AP_ADMINXX role (the XX is the first two digits of the setid).

Setup Process Definitions

Clone Approval Process | Approval Process Viewer | Preview Approval Process

Process ID: VoucherApproval
Definition ID: 71000
Effective Date: 01/01/1901
Description: Voucher Approval 71000

Definition Options

Definition Criteria | Alert Criteria | Definition Notifications | Timeout Options

*Admin Role: BOR_AP_ADMIN71
*Status: Active
Priority: 1

☐ Default Process Definition
☐ User Auto Approval
☐ Route to Requester
☐ Include Requester

Stages

*Stage Number: 10 Description: Voucher Approval Level: Header

Paths

Description: Voucher Asset Approval *Source: Static

Steps

Description	Approver User List	Criteria
1 Voucher Approval 743% Accounts	VoucherAssetApprovers	
2 Voucher Approval 800-899% Acco	VoucherAssetApprovers	
3 VCHR W Profile-Not Asset Acct	VoucherAssetApprovers	

Expand/Collapse All

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Cancel | Include History | Correct History

Workflow Resources

These transactions will route to an approver with the BOR_VOUCHER_ASSET_APPR role.

Institution Customization Options

- This approval level is optional.
- Institutions may choose to route all transactions with Asset Accounts even if the profile id is populated to ensure the profile id is correct.
- Institutions can determine if they want all the asset approvers to approve the Voucher or if only one has to approve it for those with multiple asset approvers.

ITS has to be notified of which option is selected, so that workflow can be configured appropriately.

Security Workshop

**Workflow Administrator
(WFADMIN) Job Functions**

WFADMIN Job Functions

- ▶ Routing Management
 - Transaction Rerouting
 - Transactions missing approver assignments or transactions that have escalated due to no approvals.
 - Escalation and Notification Days by Module
 - Each institution must determine the amount of days for workflow to notify the approver that they have not approved the transaction, and the number of days before it escalates the transaction to the Workflow Admin.

Security Administration

Module Specific Information

General Ledger Changes

- ▶ Workflow Has Changed!
 - BOR_GL_JRNL_APPR
 - This is still the correct approval role
 - Route Controls MUST BE removed from this role now.
 - BOR_GL_ADMINXX (first two digits of institution id)
 - This role is for escalations or routing issues.
 - User Preferences
 - There are a few NEW user preference Options in General Ledger.

General Ledger Changes

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > User Preferences ▾ > Define User Preferences

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User Preferences General Ledger

User ID OIITSLOAN

Supplier Shelia Sloan

Ledger ACTUALS Actuals Ledger

Ledger Group ACTUALS Actuals Ledger

Source ONL

Journal Entry Options

- ☒ Change Date on Correction Journals
- ☒ Use Next Journal ID
- ☐ Change Journals from Journal Generator
- ☐ Enter Adjustment Type Journal
- ☒ Save Journal Incomplete Status
- ☒ Allow Copy Journal with Control Accounts
- ☒ Allow Delete Journal with Control Accounts
- ☒ Allow Unpost Journal with Control Accounts
- ☐ Enter Date Code Adjustments

Online Journal Edit Defaults

- ☒ Re-Edit Previously Edited
- ☐ Mark Journal(s) to Post
- ☐ Recalc Currency Exchange Rates

Journal Post Defaults

- ☐ Skip Open Item Reconciliation
- ☒ Skip Summary Ledger Update
- ☒ Skip Essbase Incremental Load

Budget Post Options

- ☒ Skip Entry Event processing
- *Parent Budget Generation User Specified ▾

General Ledger Changes

Select the ledger, ledger group, and source to be used as defaults for a user.

Journal Entry Options

Change Date on Correction Journals

Select to change the journal date in the corrections journal (which is on the Journal Suspense Correction page).

Use Next Journal ID

Select to limit this user ID to the *NEXT* journal ID that is automatically entered by the system during online journal entry. If this option is selected, the Journal ID field becomes unavailable to this user ID, and the user cannot manually enter a journal ID.

Change Journals from Journal Generator

Select to allow a specific user to update the ChartField and amounts on the Journal Entry page for a journal that was created by the Journal Generator process.

Warning! If you select Change Journal from Journal Generator, and then you change the ChartField values and reedit the journal, you can create inconsistencies between the subsystem data and the general ledger data. Also, for journals that are generated for a subsystem that supports commitment control, the journal will not be budget checked again even though the ChartField values or the amounts are changed.

Enter Adjustment Type Journal

Select to allow a specific user to enter a Book Code adjustment type journal.

Note: This option is used for the Book Code feature, not the Adjusting Entry feature.

Save Journal Incomplete Status

When you select this option for a specific user and the user adds a new journal, the selected option appears on the Journal Header page of various journal entry options. This option enables the user to save journal entry transactions with an incomplete status and prevents them from being edited or posted until they are complete.

Note: The option is a default option. When it is deselected, it does not prevent the user from seeing the option on the header, but the user cannot set the default journal header status to incomplete.

Allow GL Entry Event Bypass

Select to enable the user to bypass selecting entry events in PeopleSoft General Ledger journal entry, even if they are required on the Installation Options - Entry Event page.

Allow Copy Journal with Control Accounts

Select to allow journals that contain Control Accounts to be copied. This applies to online or batch journal copy.

Allow Delete Journal with Control Accounts

Select to allow journals that contain Control Accounts to be deleted. This applies to online or batch journal delete.

Allow Unpost Journal with Control Accounts

Select to allow journals that contain Control Accounts to be unposted.

Enter Date Code Adjustments

Select to enable a user to enter date code adjustments for journal entries. The Date Code is displayed on journal lines only for users with the Enter Date Code Adjustments check box selected.

If the user is enabled to enter date code adjustments, and the Date Code is enabled for the ledger group, the user can flag the journal entry as a Date Code Adjustment on the Journal Entry - Header page.

Note: Accounts are designated as Control Accounts on the Account page and generally represent a summarization of detail from a feeder application (such as PeopleSoft Payables) that is posted by PeopleSoft to the general ledger. The intent is that these accounts can only be updated by the Journal Generator or a load process from a spreadsheet or third-party system to prevent manual posting to the account, thereby altering a control balance that is used for reconciliation of subledger to general ledger. Be aware that if you allow posting to Control Accounts in General Ledger by selecting the options above, the Control Account balance in the subledger may not match the control account balance in the general ledger.

General Ledger Changes

Online Journal Edit Defaults

Re-Edit Previously Edited

Select to reedit journals marked as valid. When this option is deselected, valid journals are not edited again when you run Journal Edit from the Journal Entry page by clicking the Edit button.

Note: PeopleSoft General Ledger uses these defaults whenever you edit journals from the Journal Entry pages by clicking the Edit button.

Mark Journal(s) to Post

Select to mark valid journals with a process request status of Post. If this option is not selected, it prevents batch journals from being marked to post.

Note: It is important to note that if a user does an online post from the Journal Entry - Lines page, posting is allowed regardless of whether this option is selected or not.

Recalc Currency Exchange Rates

Select to reprocess foreign currency conversion at the journal line level.

Journal Post Defaults

Skip Open Item Reconciliation

Select to bypass open items during the journal post process, allowing you to reconcile the open items at a later time by using the Open Item Maintenance page.

Skip Summary Ledger Update

Select to bypass summary ledger updates for this user ID when posting by clicking the post button during online journal entry.

Budget Post Options

Skip Entry Event Processing

Select to enable a specific user to post the budget that is associated with a journal entry or allocation without generating entry events through the Entry Event Processor. This may occur when an error occurs in a transaction; however, the entry event processing is correct.

Parent Budget Generation

Select to enable a specific user to generate parent budget impacts when posting child budget journals. This option determines how the Generate Parent Budget(s) option on the Commitment Control - Budget Journals - Enter Budget Journals - Budget Header page acts. Available options are:

- *Always Generate:* Select this option to always generate parent budget impacts. When this option is selected, the Generate Parent Budget(s) option on the Budget Header page is also selected and the field is unavailable and cannot be changed.
- *Never Generate:* Select this option to not generate parent budget impacts. When you select this option, the Generate Parent Budget(s) option on the Budget Header page is deselected and the field is unavailable and cannot be changed.
- *User Specified:* Select this option to choose whether to generate parent budget impacts for each budget journal. When you select this option, the Generate Parent Budget(s) option on the Budget Header page is available for you to choose.

Commitment Control Changes

- ▶ Workflow is New!
 - BOR_KK_BUD_APPR
 - This is approval role.
 - BOR_KK_ADMINXX (first two digits of institution id)
 - This role is for escalations or routing issues.
 - Commitment Control Security Rules
 - There are a few NEW Commitment Control Security Rules.

Commitment Control Changes

- ▶ Commitment Control Security Rules
 - BUD_ENTRY
 - This rule must be assigned to users that will be entering Budget Journals.
 - BUD_XFER
 - This rule must be assigned to users that will be entering Budget Transfers.
- ▶ DO NOT FORGET TO RUN REQUEST BUILD AFTER ANY CHANGES!!

Commitment Control Changes

Navigation: Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Define Budget Security ▾ > Assign Rule to User ID

ORACLE

Assign Commitment Control Security Rule to User ID

User ID: OIITSLOAN

Security Rules for User				Personalize Find View All		First ◀ 1-6 of 6 ▶ Last	
Security Rule	Description	Attribute	Regular/Dynamic				
BUDG_DT_EX	Budget Date Expenses	Super User	Regular				
BUD_ENTRY	Restrict budget entry to a limit set of users	Super User	Regular				
BUD_XFER	Restrict budget transfers to a limit set of users	Super User	Regular				
BUDG_DT_GL	Upgrade rule for Budget Date security	Super User	Regular				
OVRD_EX	Override Expenses	Super User	Regular				
OVRD_GL	Upgrade rule for Budget Override Security	Super User	Regular				

Save Return to Search Notify

Add Update/Display

Commitment Control Changes

Favorites ▾

Main Menu ▾ > Commitment Control ▾ > Define Budget Security ▾ > Request Build

ORACLE

Request Build Commitment Control Security

Run Control ID

support

Report Manager

Process Monitor

Run

Report Request Parameters

No parameters required.

Save

Return to Search

Notify

Add

Up

Accounts Payable Changes

- ▶ Workflow is New!
 - BOR_VOUCHER_BUD_REF_APPR
 - This is approval role for vouchers with Budget Reference differences.
 - BOR_VOUCHER_ASSET_APPR
 - This is approval role for vouchers with Asset Issues.
 - BOR_AP_ADMINXX (first two digits of institution id)
 - This role is for escalations or routing issues.

Accounts Payable Changes

- ▶ New User Preference Options
 - This EMAIL ID is the from email account used for the ACH payment Notifications.

The screenshot shows the Oracle PayCycle User Preferences form. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences. The Oracle logo is displayed below the breadcrumb. The form has two tabs: 'User Preferences' (selected) and 'PayCycle'. The user information is 'User OIITSLOAN' and 'Shelia Sloan'. The 'Output Destination' section contains four fields: 'Server File Destination' (empty), 'Server Destination Printer' (empty), 'Server' (containing 'PSUNX' with a search icon), and 'Email ID' (containing 'institution@institution.edu'). At the bottom, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Navigation: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences

ORACLE

User Preferences PayCycle

User OIITSLOAN Shelia Sloan

Output Destination

Server File Destination

Server Destination Printer

Server PSUNX

Email ID institution@institution.edu

Save Return to Search Notify Refresh

Accounts Payable Changes

Payables Online Vouchering

User OIITSLOAN

Shelia Sloan

Default Values

Origin 

Operator Voucher Authorities

☐ Pay Unmatched Vouchers

Pay Unmatch Amt

☐ Copy Matched and Closed PO

[Security for Voucher Styles](#)

☐ Override Accounting Date Edit

Online Voucher Processing

☒ Do Not Check Voucher Amount

☐ Enter Vouchers Only in Groups

☐ Check Voucher Amount

☒ Post Vouchers

Entry Limit

☒ Manually Schedule Payments

Prepay Limit

☒ Authority to Override Match

Currency Rate Type

☒ Record Payment

☐ Override Withhold Calculation

Quick Invoice Configuration

☒ Req. Valid Chart Field Combo's

☒ Require Balanced Invoice

OK

Cancel

Refresh

Accounts Payable Changes

Origin	Select the voucher origin for this user. The system tags all vouchers that are entered by this user with this origin, and uses the processing settings for this origin when it processes the voucher.
Pay Unmatched Vouchers and Pay Unmatch Amt (pay unmatched amount)	<p>Select Pay Unmatched Vouchers to give users the authority to pay vouchers that have not been matched up to the maximum amount that is specified in the Pay Unmatch Amt field. Authorized users must select the Pay UnMatched Voucher check box on the Voucher Attributes page in the Voucher component (VCHR_EXPRESS) for the system to select the voucher during the Pay Cycle Application Engine process (AP_APY2015).</p> <p>Note: If you select the Pay Unmatched Voucher option, vouchers with the following match statuses (MATCH_STATUS_VCHR) are available for payment: <i>T</i> (ready), <i>E</i> (exception), <i>D</i> (dispute), <i>O</i> (overridden), and <i>C</i> (credit note).</p> <p>If you do not select the Pay Unmatched Voucher option, only vouchers with the match status of <i>M</i> (matched) or <i>N</i> (no match) are available for payment.</p>
Copy Matched and Closed PO (copy matched and closed purchase orders)	<p>Select to enable the user to copy matched and closed POs.</p> <p>Note: If this option is selected for your user preferences and you create a voucher that references a PO that has a matched line (because an earlier voucher also referenced the PO) and an unmatched line, then when you copy the PO to the voucher, the matched PO line copies with both the amount and the quantity at zero.</p>
Override Accounting Date Edit	Select to enable the user to override the accounting date edit option on the Procurement Control - General Controls page.
Security for Voucher Styles	Click to access the Voucher Styles page, where you can define the user authority for each of the voucher styles by selecting the appropriate check boxes.
Do Not Check Voucher Amount and Check Voucher Amount	Select one of these options to determine whether the system performs an edit during online voucher entry against the voucher gross amount.
Entry Limit	If you selected Check Voucher Amount, specify the voucher entry limit amount for this user. When you specify the entry limit, you must also specify its currency and a rate type.
Prepay Limit	If this user has the authority to prepay vouchers, you can specify a maximum amount for each prepayment that the user can enter. You must also specify a currency and a rate type for the prepayment.
Currency	Specify a currency for the entry limit or prepay limit amount.
Rate Type	Specify a rate type for conversion to the transaction currency that is entered on the voucher.
Enter Vouchers Only in Groups	Select to enable the user to enter only vouchers that are attached to a control group ID as defined on the Control Group Information page.
Post Vouchers	Select to enable the user to post approved vouchers.
Manually Schedule Payments	Select to enable the user to schedule payments manually, overriding the system's automatic payment scheduling. If you do not select this option, the user is unable to modify any of the scheduled payment information on the Voucher - Payments page.
Authority to Override Match	<p>Select to enable the user to override the match status of a voucher. If the voucher requires matching, the user has the authority to change the voucher match status to <i>Not Applicable</i>.</p> <p>In addition, if the Matching Application Engine process (AP_MATCH) has been run but the process encountered match exceptions or errors, the user can override the match exceptions. When the exceptions are overridden, the user can rerun the Matching process; the Matching process updates the voucher match status to <i>Matched</i>.</p> <p>Note: The Matching process still generates workflow notifications for exceptions to the user even if the Authority to Override Match option is not selected. However, the user is not able to override the match status.</p>

Accounts Payable Changes

Record Payment

Select to enable the user to manually record payments for a voucher. When this option is deselected, the user is unable to specify *Record* as a payment action on the Payments page of the Voucher component.

Note: You must also select the Manually Schedule Payments option to be able to record payments for a voucher.

Override Withhold Calculation

Select to enable the user to override the timing of the withholding calculation on the Withholding page of the Voucher component. Withholding calculation can be at payment time or voucher posting time based on the withholding entity setting.

Req. Valid Chart Field Combo's (require valid ChartField combinations)

Select this check box for the system to automatically validate ChartField combinations on Quick Invoice vouchers. If the ChartField combination is invalid, the system prevents the user from saving the voucher.

Require Balanced Invoice

Select this check box for the system to automatically perform balancing algorithms on Quick Invoice vouchers. If the vouchers are out of balance, the system prevents the user from saving the voucher.

Purchasing Changes

▶ Workflow is New!

- BOR_PO_BUD_REF_APPR
 - This is approval role for Purchase Orders with Budget Reference differences.
- BOR_PO_ASSET_APPR
 - This is approval role for Purchase Orders with Asset Issues.
- BOR_PO_ADMINXX (first two digits of institution id)
 - This role is for escalations or routing issues.

Purchasing Changes

The Requester field
MUST be populated
in order for the
requester to be able
to enter
requisitions.

Oracle
Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > User Preferences ▾ > Define User Preferences

User Preferences Procurement

User OIITSLOAN Shelia Sloan

Location

Origin ONL Online entry

Department

Ship to Location MAIN Main Campus

Requester OIITSLOAN S.Sloan

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

User Preferences | Procurement

NEW Reopen Option

Purchase Order Authorizations

Purchasing Changes

Defining Procurement User Preferences

Access the Procurement page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Procurement).

Location	Enter the default location where requested items should be delivered when they are received from the vendor.
Origin	Enter the default origin of this user's POs. The origin is used for reporting purposes.
Requester	Enter the name of the requester for whom this user will be authorized to enter requisitions.
Buyer	Enter the name of the buyer for whom this user will be authorized to enter POs.

Purchasing Changes

Allowed Purchase Order Actions

Can Work Approved POs (can work approved purchase orders)	Select to enable a user to change a purchase order that has already been approved or dispatched.
Can Dispatch Un-Approved POs	Select to enable a user to dispatch purchase orders with a status of pending approval.
Full Authority for All Buyers	Select to give the user authority to add, update, cancel, delete, and close purchase orders for all buyers. If you select this option, you don't need to configure the rest of the page.
Override Non-Qualified POs for Close	Select to enable a user to close purchase orders that are nonqualified for close.
Rebate ID Security Control	Select the vendor rebate agreement security control option for purchase orders. Options are: <ul style="list-style-type: none">• <i>Hidden:</i> Vendor rebate agreement fields are hidden from this user when he or she is maintaining purchase orders.• <i>Update:</i> Vendor rebate agreement fields can be updated by this user when he or she is maintaining purchase orders.• <i>View Only:</i> Vendor rebate agreement fields are only able to be viewed by this user when he or she is maintaining purchase orders.

Buyers User Authorization

Buyers User Authorized For	Select the buyers for whom this user can enter purchase orders.
Add, Update, Cancel, Delete, Close, and Reopen	Select to enable the user to add, update, cancel, delete, close, and reopen requisitions for this buyer.

Other User Preferences

User Preferences - Document Tolerance Exceptions Override Page

Use the User Preferences - Document Tolerance Exceptions Override page (OPR_DEF_DOC_TOL) to provide authority to users to override document tolerances.

Navigation

Click the Doc Tolerances link on the User Preferences - Procurement page.

Override Purchase Order to Requisition Exceptions

Enables you to override document tolerance exceptions that are generated when an encumbrance exceeds the preencumbrance during document tolerance checking.

Override Voucher to Purchase Order Exceptions

Enables you to override document tolerance exceptions that are generated when an expenditure exceeds the encumbrance during document tolerance checking.

Related Links

Other User Preferences

User Preferences – Receiving and RTV Page

Use the User Preferences - Procurement - Receiver Setup page (OPR_DEF_RECV_SEC) to define receiver and RTV user preferences.

Navigation

Click the Receiver/RTV Setup link on the User Preferences - Procurement page.

Change Non PO Receipt Price (change non purchase order receipt price)

Select to enable the user to change the receipt price for an item on a non-purchase order receipt.

Interface Receipt

Select to automate the passing of inventory and asset information through the Receiver Interface Push process (PO_RECVPUSH).

Run Close Short

Select to call the Close Short Process (PO_CLSSHORT) automatically during the Receiver Interface Push processing (PO_RECVPUSH).

Subcontract Streamline

Select this check box if you want the Subcontract Streamline check box to appear selected by default for a subcontracted purchase order receipt for this user. The user will be able to override this field setting for a subcontracted purchase order receipt. The system determines whether to perform subcontract streamlining (purchase order receipt and production completion for the production ID in a single step) from the receipt.

Streamline processing for subcontract RTVs enables you to process RTVs if completions have been performed on the associated receipt. The system includes negative production completion and production scrap for operations being returned against the subcontract.

If this check box is deselected, the Subcontract Streamline check box will appear deselected for a subcontracted purchase order receipt for this user. The user will not be able to change this field setting for the subcontracted purchase order receipt. That is, this assumes subcontract streamlining is not enabled for this user.

Blind Receiving Only

Select to prevent the receiver from seeing the order quantity or the remaining quantity from the purchase order. The receiver needs to count the items before entering the quantity received. When you select this check box, the No Order Qty, Ordered Qty, and PO Remaining Qty check boxes are deselected.

No Order Qty (no order quantity)

Select to prevent the receiver from seeing the purchase order quantity. The receiver must specify the actual quantity that is received by doing a live count of the items.

Ordered Qty (ordered quantity)

Select to use the purchase order quantity as the default quantity received.

PO Remaining Qty (purchase order remaining quantity)

Select to use the remaining quantity (original order quantity minus previously received quantities) on the purchase order as the default quantity received.

Receiving Business Unit

Select the user's default receiving business unit. This business unit can be overridden during the receiving process so that you can receive goods into any valid Purchasing business unit.

Days +/- Today

Enter the number of days plus or minus the current system date to be used as default search criteria on receiving pages when you are selecting purchase order schedules against which to receive.

RTV Dispatch Option (return to vendor dispatch option)

Select the dispatch method as this user's preference for the return to vendor functionality. This functionality provides a default value for dispatching the RTV to the Supplier.

RTV dispatch option values include:

Default to Business Unit: Select to use the dispatch option that is defined at the business-unit level. You define the business unit RTV dispatch option value using the Business Unit Options tab on the Purchasing Definition page. When processing RTV options, the system initially checks the user preference and then the business unit when you select the *Default to Business Unit* option.

Manual: Select to indicate that the Dispatch processing for the RTV must be performed manually.

Often collaboration must take place between procurement personnel and another group before a RTV line can be dispatched. For example, you might have to verify the disposition of goods with warehouse personnel before dispatching the RTV.

Other User Preferences

RTV Inventory Ship Option (return to vendor inventory ship option)

Select the return to vendor ship option that you want to use as this user's default value for the Inventory Process field on the RTV line. This option will only be used by the RTV function when the disposition on the RTV line has a value of Ship. The system determines the ship option default value by first checking the user preference ship option value. If the user preference value is *Manual*, *Express*, or *Fulfillment* then the system uses the value as the default value. If the user preference value is *Default to Business Unit*, the system uses the ship option value defined at the business-unit level.

RTV Inventory ship option values are:

Default to Business Unit: Select to use the inventory ship option that is defined at the business-unit level.

Express: Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory issue (automatic issue) action from within the Purchasing RTV component. If the RTV line disposition is Ship, the system creates a material stock request with a status of Shipped to update inventory.

Note: The value of *Express* will not be defaulted onto the RTV line if the RTV line is associated with an Inventory business unit which is defined as a Warehouse Management System (WMS) type. You define the warehouse setting using the Use External Warehouse Control check box on the Business Unit Options page for Inventory.

Fulfillment: Select to set the user's preference to perform Inventory fulfillment processing for RTV transactions. This enables the user to create an Inventory material stock request transaction and to process it through Inventory fulfillment processing. The *Fulfillment* value is only valid for RTV processing when RTV line disposition is Ship.

Manual: Select to indicate that the RTV ship transaction must be completed manually. This option requires that the inventory Express Issue function be used to ship the items to the supplier. When you use the *Manual* Inventory Ship option, the system does not perform RTV express functions. The user must use the Inventory Express Issue component to issue inventory returns that are being shipped to the vendor.

RTV Inventory Destroy Option (return to vendor inventory destroy option)

Select the return to vendor destroy option that you want to use as this user's default value for the Inventory Process field on the RTV line. This option is only used by the RTV function when the disposition on the RTV line has a value of Destroy. The system determines the destroy option default value first by checking the user preference destroy option. If the user preference value is *Manual* or *Express* then the system uses that default value. If the user preference value is *Default to Business Unit*, the system uses destroy option defined at the business-unit level.

RTV Inventory destroy option values are:

Default to Business Unit: Select to use the inventory destroy option setting at the business-unit level.

Express: Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory adjustment (automatic adjustment) actions from within the Purchasing RTV component.

Manual: Select to indicate that the RTV destroy transaction must be completed manually. This option requires that the Inventory Adjustment function be used to update inventory for the items being returned to the vendor.

ePro Changes

- ▶ Two New Workflow Options:
 - Total Requisition Amount Approval.
 - This approval level is routed to an approver with the BOR_EP_CAT_AMOUNT_APPR role and is based on the TOTAL amount of the Requisition, instead of each line. Default amount is Greater than \$10,000.00 unless your institution specified otherwise.
 - Budget Reference Approval.
 - This approval level is for Requisitions that have a budget reference that does not equal the fiscal year. This will route to an approver with the BOR_EP_BUD_REF_APPR role.
 - BOR_EP_ADMINXX (first two digits of institution id)
 - This role is for escalations or routing issues.

ePro Changes

The Requester field
MUST be populated
in order for the
requester to be able
to enter
requisitions.

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > User Preferences ▾ > Define User Preferences

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User Preferences Procurement

User OIITSLOAN Shelia Sloan

Location

Origin ONL Online entry

Department

Ship To Location MAIN Main Campus

Requester OIITSLOAN S.Sloan

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

User Preferences | Procurement

ePro Changes

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > User Preferences ▾ > Define User Preferences

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Requisition Authorizations

User OIITSLOAN

Shelia Sloan

Allowed Requisition Actions

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Can Work Approved Req's |
| <input type="checkbox"/> Cancel | <input checked="" type="checkbox"/> Full Auth for All Requesters |
| <input type="checkbox"/> Delete | <input checked="" type="checkbox"/> Override Preferred Supplier |
| <input type="checkbox"/> Close | <input checked="" type="checkbox"/> Override RFQ Required Flag |
| <input type="checkbox"/> Reopen | <input type="checkbox"/> View/Override VAT Details |
| | <input type="checkbox"/> Override Non-Qualified Requisitions for Close |

Requesters User Authorization

Personalize | Find | View All |   First 1 of 1 Last

Requesters User Auth For	Description	Add	Update	Cancel	Delete	Close	Reopen		
<input type="text"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

OK

Cancel

Refresh

ePro Changes

User Preferences – Requisition User Authorizations Page

Use the User Preferences - Procurement - Requisition Authorizations page (OPR_REQ_AUTH) to authorize users to initiate and update requisitions for applicable requesters.

Define a user's requisition processing authority in relation to applicable requesters.

Navigation

Click the Requisition Authorizations link on the User Preferences - Procurement page.

Can Work Approved Reqs (can work approved requisitions)	Select to enable a user to change a requisition that has already been approved.
Full Auth for All Requesters (full authority for all requesters)	Select to give the user authority to add, update, cancel, delete, and close requisitions for all requesters. If you select this option, you don't need to configure the rest of this page.
Override Preferred Vendor	Select to enable a user to change the default vendor on a requisition line. If this authority is not selected, the user is unable to manually suggest a vendor.
Override RFQ Required Rule Flag	Select to enable a user to override the RFQ Required Rule option that was previously specified for a requisition in the requisition component.
View/Override VAT Details (view or override value-added tax details)	Select to view and override VAT details within the requisition component.
Override Non-Qualified Requisitions for Close	Select to enable a user to close requisitions that are nonqualified for close.

Requesters User Authorization

Requesters User Auth For (requesters user authority for)	Requesters for whom this user can work requisitions. Select the requester that you want to designate as the user's default requester by selecting the check box to the left of the requester's name.
Add, Update, Cancel, Delete, Close, and Reopen	Select to enable the user to add, update, cancel, delete, close, and reopen requisitions for this requester.

Terminations

- ▶ Account Cleanup:
 - Lock the Distributed User profile.
 - Remove the BOR PeopleSoft User xx base role.
 - Remove any Workflow Related Approval Roles.
 - Change the ID type on the ID tab to None.
 - Place the employee ID on the General Tab under the User ID Alias field by putting the userid–emplid in that field.
 - On the Workflow Tab, remove the checkbox by worklist/email user box.

Terminations

▶ Account Cleanup:

- If they are an approver, replace them with the new approver.
 - This could be on Chartfields for ePro, Under Approver Assignments for Expenses, or just by the workflow roles.
 - If they have any pending transactions in their worklist for approval, reroute them to the appropriate approver.
- Remove the Commitment Control Security Rules from their User id.

Reports / Queries

- ▶ **SEGREGATE_DUTY_BOR** – Segregation of Duties Query
- ▶ **BOR_SEC_ROLE_USERS** – Users assigned to a role.
- ▶ **BOR_SEC_TERMINATED_USERS** – Terminated users with unlocked accounts.
- ▶ **BOR_SEC_USER_PAGE** – User id's Page Access
- ▶ **BOR_SEC_USER_PERM_LIST** – Users and associated Permission Lists
- ▶ **BOR_SEC_USER_ROLES** – User's role access
- ▶ **BOR_SEC_USER_ROLE_PLIST_PAGE** – Security Query – Run by userid

Reports / Queries

- ▶ [Set Up Financials / Supply Chain](#) > [Common Definitions](#) > [User Preferences](#) > [User Preferences Report](#)
- ▶ [Commitment Control](#) > [Define Budget Security](#) > [Security Report](#)

Institutional Query Retrofits

- ▶ Each Institution that has Public/Private Queries in Production can use the UAT environment to perform their institutional query retrofits.
- ▶ Cutoff Date for making the changes in UAT environment is February 25, 2015.

Security Workshop Priorities

- ▶ First Priority = UAT Participants
 - See schedule below
- ▶ Second Priority = Other Core users

GeorgiaFIRST PeopleSoft v9.2 UAT Schedule

Onsite UAT at ITS in Athens	# of Days	Day of Week	Date	Session Time
Security	1	Friday	February 6, 2015	9:00am-5:00pm
Budget Prep	2	Monday-Tuesday	February 9 - 10, 2015	Monday: 9:00am-5:00pm Tuesday: 8:00am-5:00pm
General Ledger	2.5	Wednesday-Friday	February 11 - 13, 2015	Wednesday: 9:00am-5:00pm Thursday: 8:00am-5:00pm Friday: 8:00am-12:00pm
Asset Management	0.5	Friday	February 13, 2015	1:00pm-5:00pm
Expenses	2	Monday-Tuesday	February 16 - 17, 2015	Monday: 9:00am-5:00pm Tuesday: 8:00am-5:00pm
Accounts Payable	2	Wednesday-Thursday	February 18 - 19, 2015	Wednesday: 9:00am-5:00pm Thursday: 8:00am-5:00pm
ePro/GFM	1.5	Monday-Tuesday	February 23 - 24, 2015	Monday: 9:00am-5:00pm Tuesday: 8:00am-12:00pm
Purchasing	1.5	Tuesday-Wednesday	February 24 -25, 2015	Tuesday: 1:00pm-5:00pm Wednesday: 8:00am-5:00pm

The classrooms will be available 30 minutes prior to the session beginning to allow time for you to get settled and setup.

Remote UAT via WebEx	Day of the Week	Date	Session Time
BOR Payroll	Monday	March 2, 2015	9:00am-10:00am
Benefits Recon	Monday	March 2, 2015	1:00pm-2:00pm
Common Remitter	Monday	March 2, 2015	3:00pm-4:00pm

Security Workshop Activities

- ▶ Facilitated, Self – Paced Activities
 - Core Users
 - Generic Role Users
 - ePro Department & Project Managers
 - EX Workflow Approvers
 - AP Approvers
 - PO Approvers
 - GL and KK Approvers
 - User Preferences
 - KK Security

Homework

- ▶ Finalize Security Updates in UAT Environment
- ▶ Send List of UserIDs updated in the UAT Environment (FPRE) to Shelia.sloan@usg.edu by end of day Tuesday, February 24, 2015;
- ▶ Continue tracking changes from February 25, 2015 until Go Live.

Log into UAT database (FPR)



QUESTIONS?