



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



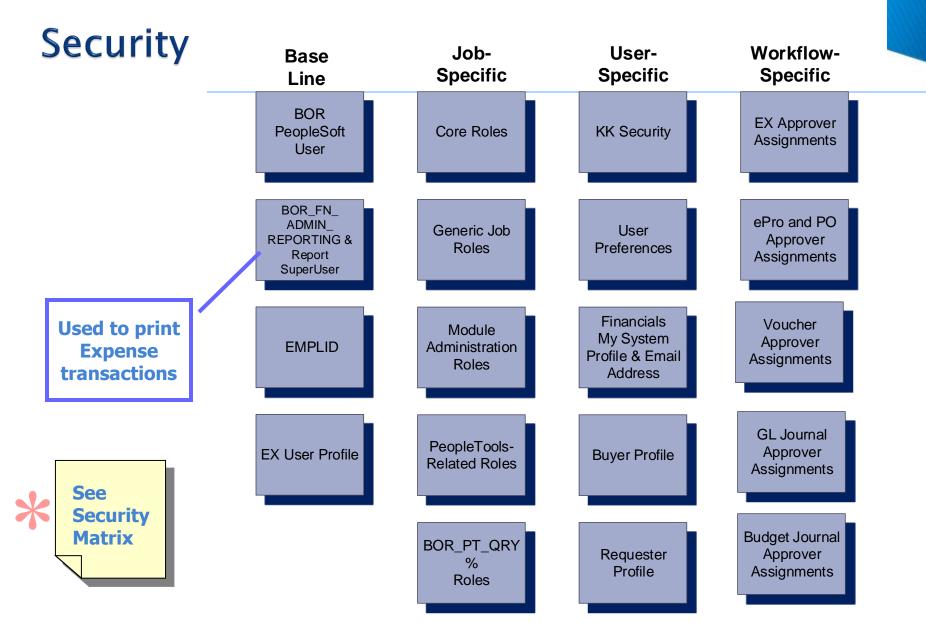


Security Overview

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











Security 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



- 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.





- ▶ 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.





- 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.





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



- 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



- During Cutover, ITS will <u>not</u> export and reimport 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

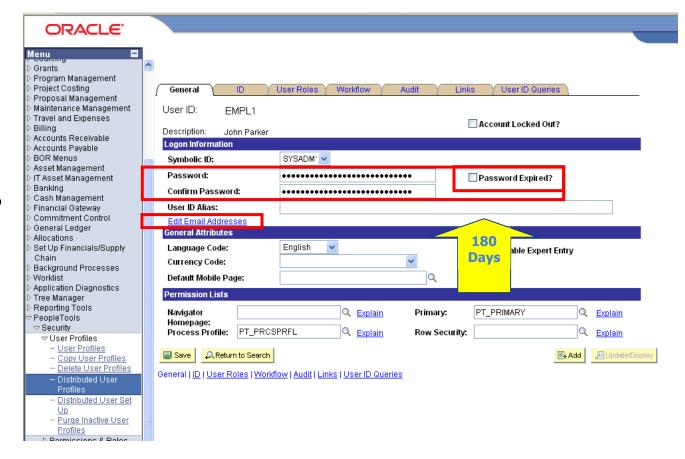
Security Administrator (SECADM) Job Functions

- 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





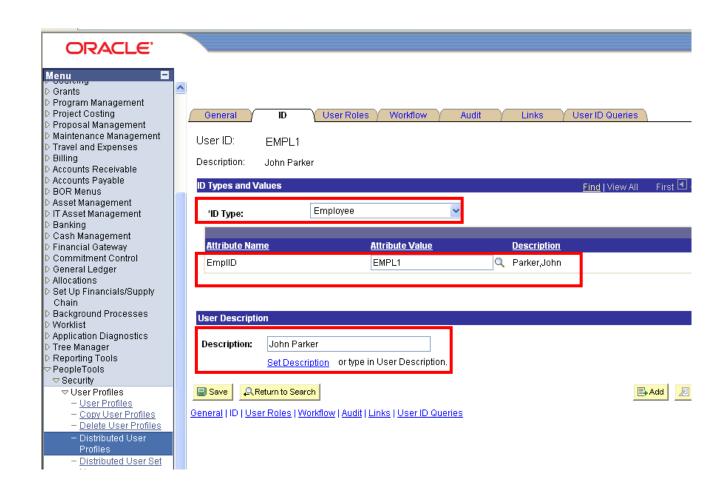
Account
Lock Out,
Email &
Password
Mgmt.







EMPLID Mgmt.



Program Management Project Costing

Proposal Management

Travel and Expenses

D Accounts Receivable Accounts Payable

Asset Management

Cash Management ▶ Financial Gateway

D Commitment Control

Set Up Financials/Supply

D Background Processes

D Application Diagnostics

User Profiles

Un

- User Profiles

- Copy User Profiles

- Distributed User Profiles

D General Ledger

Allocations

Chain

Worklist

Tree Manager Reporting Tools

¬ PeopleTools

▶ IT Asset Management

Billing

BOR Menus

▶ Banking

Core Security Roles Mgmt.



- 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



PAYABLES SUPERVISOR

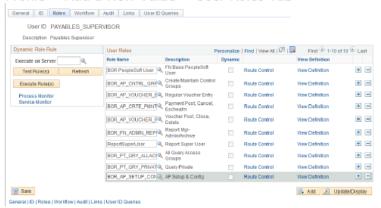
9.2 SECURITY ROLES & USER PREFERENCES

SECURITY ROLES



Navigation:

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



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_GRPS_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



Sample Job Aid By Function Form

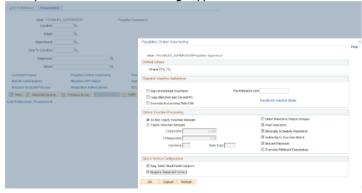


People Seft PAYABLES SUPERVISOR 9.2 SECURITY ROLES & USER PREFERENCES

USER PREFERENCES

Navigation:

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

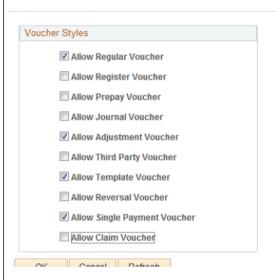


USER PREFERENCES

3

Navigation:

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







Role Mappings

| | | Fit Gap Recommended | | |
|--|-----------------------------------|---------------------|--|--|
| Business process | Current 8.9 Role(s) | 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 | |
| | BOR_AP_1099_RPTS or | , in the second | | |
| AP.080.100 1099 Running Withholding Report Post | 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 GRPS DELETE | Control Group | BOR AP CNTRL GRPS MAINT | Drop 8.9 role |
| AP.020.200 Creating and Using Control Groups | BOR AP CNTRL GRPS MAINT | Control Group | BOR AP CNTRL GRPS 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 | |
| | BOR_AP_POS_PAY and | | | |
| AP.040.030 Generating the Positive Payment File | BOR_AP_CRTE_PYMNTS_PRC | Payment create | BOR_AP_CRTE_PMNTS_PRC | Drop 8.9 role for Pos Pay |
| AD COO SOS D. C. C. D. C. | BOR_AP_CRTE_PMNTS_PRC and | D 10 1 | BOR_AP_CRTE_PMNTS_PRC and BOR_AP_INQUIRY | |
| AP.020.505 Reviewing Payments Selected and Exceptions & Alerts | BOR AP INQUIRY | Payment Create | BOR AP INQUIRY | |





Security Changes Doc





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_GRPS_DELETE
 - This functionality will be included in the BOR AP CNTRL GRPS MAINT role
- BOR_AP_POS_PAY
 - o 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:
 - o 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
- o AP Administrator BOR AP ADMINXX

Asset Management Security Changes

There are no security role changes for Asset Management.

Accounts Receivable Security Changes

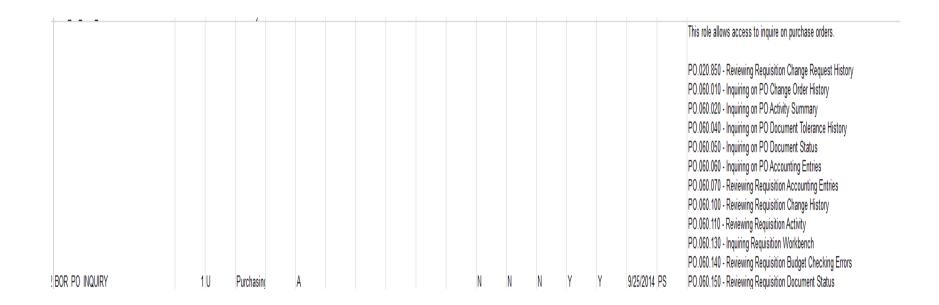
The following Accounts Receivable role is going to be renamed as part of the upgrade:

- BOR_AR_CRTE_RECV
 - This role has been renamed to BOR_AR_ITEM_ENTRY





Long Descriptions on Roles







Security Matrix - Access by Role

| | ,T CLASSID | ▼ MENUNAME | ▼ BARNAME | ▼ BARITEMNAME | ▼ PNLNAME | ▼ PAGEACCESSDESCR | ▼ DISPLA ▼)NL |
|-------------------|------------------------------|---------------|-----------|-------------------------------|------------------|--------------------|----------------|
| 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_AMGLRECN | 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 | MENUITEM19 | RUN_AMRETFDA | Add Update/Display | 0 |
| BOR_AM_DEPRECIATE | AM_MNG_ASSETS_PRC | MANAGE_ASSETS | PROCESS | MENUITEM19 | RUN_AMRET_IF1000 | Add Update/Display | 0 |
| BOR_AM_DEPRECIATE | AM_MNG_ASSETS_PRC | MANAGE_ASSETS | PROCESS | MENUITEM9 | 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/Termina tion) | | Email Address: | | | |
| Supervisor Name: | | Supervisor Signature: | | | |
| Supervisor Phone: | | Employee Phone: | | | |
| Security Administrator: | | Security Administrator Signature: | | | |
| Employee Signature: | | Date: | | | |
| | Will Employee Have A | Approval Access (Y/N): | | | |
| If Yes: What Module(s? | | List Departments/Projects/Categories Responsible for | | | |
| | | appendix for full listing) | | | |
| Expenses Access Require | d? | | | | |
| 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.) | | | |
| ePro/Purchasing Access I | Required? | | | | |
| List Access Needed Here: | | | | | |
| (i.e. Purchasing Approver, B | uyer, Requester, ePro Admin, etc. S | See appendix for more information.) | | | |
| Asset Management Access Required? | | | | | |
| List Access Needed Here: | | | | | |
| | | ee appendix for more information.) | | | |
| 100 I manager, can cau | , | - appending | | | |





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

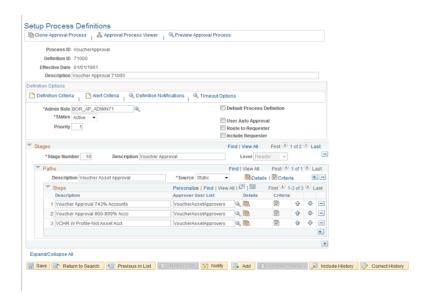


Stages of Approvals

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).







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.

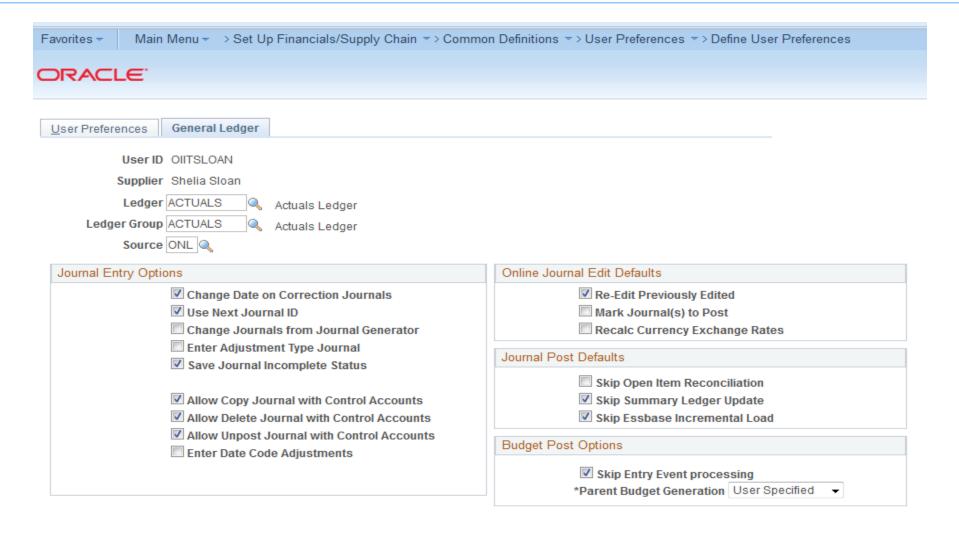




Security Administration

Module Specific Information

- 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.



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.

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.

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.

save journal entry transactions with an incomplete status and prevents them from being cured or posted until they are complete

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 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 openeral ledger.

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

Parent Budget Generation

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.

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.

- 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 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!!



Assign Commitment Control Security Rule to User ID

User ID OIITSLOAN



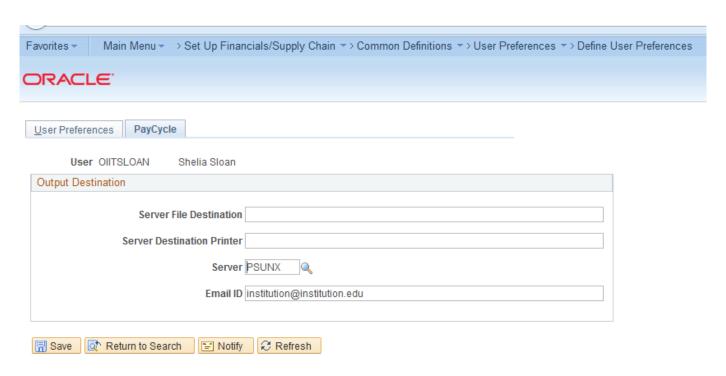
Return to Search

Update/Display



- 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.

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



Payables Online Vouchering

| User OliTSLOAN Shelia Sloan | | | | | | |
|---|-----------------|-------------------------------|--|--|--|--|
| Default Values | | | | | | |
| Origin ONL Q | | | | | | |
| Operator Voucher Authorities | | | | | | |
| Pay Unmatched Vouchers | Pay Unmatch Amt | Pay Unmatch Amt | | | | |
| Copy Matched and Closed PO Override Accounting Date Edit | | Security for Voucher Styles | | | | |
| Online Voucher Processing | | | | | | |
| | | | | | | |
| Do Not Check Voucher Amount | | Enter Vouchers Only in Groups | | | | |
| Check Voucher Amount | | ✓ Post Vouchers | | | | |
| Entry Limit 0 | 0.000 | ✓ Manually Schedule Payments | | | | |
| Prepay Limit | 0.00 | Authority to Override Match | | | | |
| Currency | Rate Type | ▼ Record Payment | | | | |
| - 1 | | Override Withhold Calculation | | | | |
| Quick Invoice Configuration | | | | | | |
| Req. Valid Chart Field Combo's | | | | | | |
| Require Balanced Invoice | | | | | | |
| OK Cancel Refresh | | | | | | |

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)

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 Apolication Engine process (AP_APY2015).

Note: If you select the Pay Unmatched Voucher option, vouchers with the following match statuses (MATCH_STATUS_VCHR) are available for payment: T (ready), E (exception), D (dispute), O (overridden), and C (credit note).

If you do not select the Pay Unmatched Voucher option, only vouchers with the match status of M (matched) or N (no match) are available for payment.

Copy Matched and Closed PO (copy matched and closed purchase orders)

Select to enable the user to copy matched and closed POs.

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.

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

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 Not Applicable.

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 Matched.

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.

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

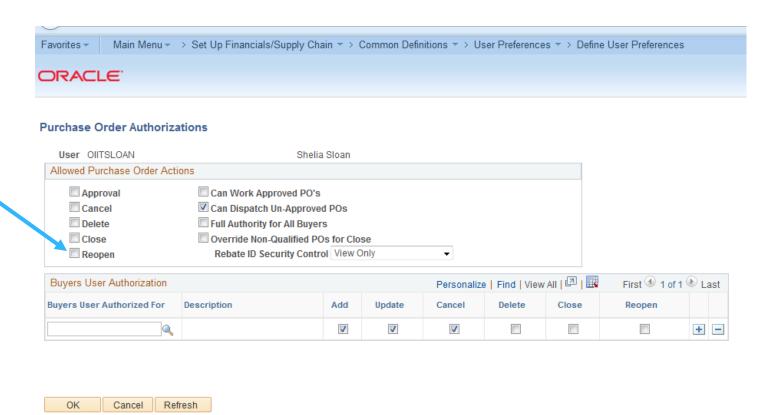
Select this check box for the system to automatically perform balancing algorithms on Quick Invoice vouchers. If the vouchers are out of balance, the system prevents the user from saving the voucher.

- 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.

User Preferences | Procurement

The Requester field Main Menu 🔻 > Set Up Financials/Supply Chain 🕆 > Common Definitions 🕆 > User Preferences 🕆 > Define User Preferences Favorites -MUST be populated ORACLE! in order for the requester to be able to enter User Preferences Procurement requisitions. User OIITSLOAN Shelia Sloan Location Origin ONL Online entry Department 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 Return to Search "=" Notify Refresh

NEW Reopen Option



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.

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:

- . Hidden: Vendor rebate agreement fields are hidden from this user when he or she is maintaining purchase orders.
- . Update: Vendor rebate agreement fields can be updated by this user when he or she is maintaining purchase orders.
- View Only: 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.

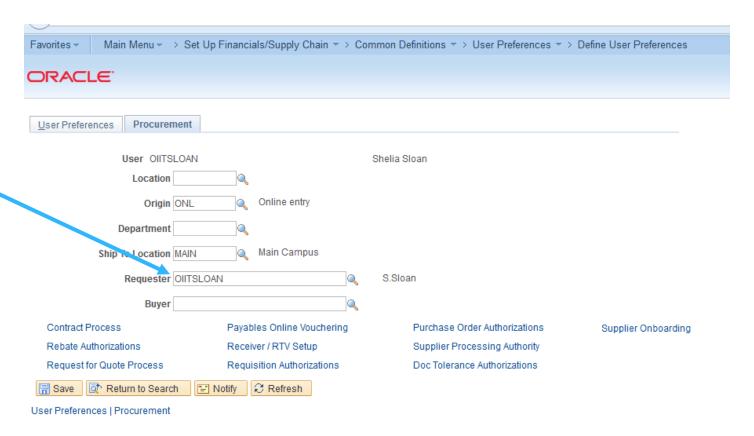
Express: Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory adjustment (automatic adjustment) actions from within the Purchasing RTV component.

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.

Two New Workflow Options:

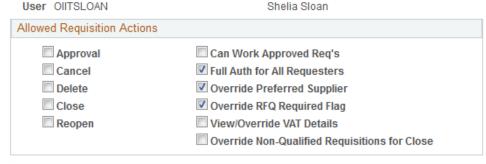
- Total Requisition Amount Approval.
 - This approval level is routed to an approver with the BOR_EP_CAT_AMOUNT_APPR role and is based on the TOTAL amount of the Requisition, instead of each line. Default amount is Greater than \$10,000.00 unless your institution specified otherwise.
- Budget Reference 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.

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





Requisition Authorizations



| Requesters User Authoriza | esters User Authorization | | | Personalize Find View All 💷 🔙 | | | First 🕙 1 of 1 🕑 Last | |
|---------------------------|---------------------------|----------|--------|---------------------------------------|--------|-------|-----------------------|-----|
| Requesters User Auth For | Description | Add | Update | Cancel | Delete | Close | Reopen | |
| Q | | V | V | V | | | | + - |

OK Cancel Refresh

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 Regs (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

- <u>Set Up Financials/Supply Chain</u> > <u>Common Definitions</u>> <u>User Preferences</u> > <u>User Preferences</u>
 <u>Preferences Report</u>
- 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 <u>February 25, 2015</u>.





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 <u>Shelia.sloan@usg.edu</u> by end of day Tuesday, February 24, 2015;
- Continue tracking changes from February 25, 2015 until Go Live.



Log into UAT database (FPR)









QUESTIONS?

