

### SECURITY ROLES

1

#### Navigation:

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

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

User ID AR\_INQ\_REPT  
Description AR Inquiry and Reporting

**Dynamic Role Rule**

Execute on Server

Test Rule(s) Refresh

Execute Rule(s)

Process Monitor  
Service Monitor

| Role Name              | Description              | Dynamic                  | Route Control | View Definition |
|------------------------|--------------------------|--------------------------|---------------|-----------------|
| BOR PeopleSoft User    | FN Base PeopleSoft User  | <input type="checkbox"/> | Route Control | View Definition |
| BOR_AR_INQUIRY         | AR Inquiry               | <input type="checkbox"/> | Route Control | View Definition |
| BOR_AR_REPORTS         | AR Reports               | <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_ALLACGRPS   | All Query Access Groups  | <input type="checkbox"/> | Route Control | View Definition |
| BOR_PT_QRY_PRIVATE     | Query Private            | <input type="checkbox"/> | Route Control | View Definition |

Save Add Update/Display

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

AR Inquiry & Reporting users run reports (BI Publisher, SQR and nVision) and perform inquiries on receivables-related information.

#### ROLES:

BOR\_AR\_INQUIRY  
BOR\_AR\_REPORTS  
BOR\_FN\_ADMIN\_REPORTING  
ReportSuperUser  
BOR\_PT\_QRY\_PRIVATE  
BOR\_PT\_QRY\_ALLACGRPS  
BOR PeopleSoft User

### USER PREFERENCES

2

#### Navigation:

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

User Preferences | **Overall Preferences**

User ID AR\_INQ\_REPT  
Name AR Inquiry and Reporting

Business Unit 71000 Georgia Perimeter College

SetID 71000 Georgia Perimeter College

As of Date 10/21/2014

Localization Country USA USA

☐ Alternate Character Enabled  
☐ Display Debit/Credit Amounts in Subsystems

Save Return to Search Notify Refresh

[User Preferences](#) | [Overall Preferences](#)

### USER PREFERENCES

3

#### Navigation:

Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Receivables Data Entry 1

User Preferences | Receivables Data Entry 1

User ID AR\_INQ\_REPT AR Inquiry and Reporting

**Default Business Units**

|              |       |                           |
|--------------|-------|---------------------------|
| Group Unit   | 71000 | Georgia Perimeter College |
| Deposit Unit | 71000 | Georgia Perimeter College |

Country  United States Prefix

Address 1  Phone

Address 2  Ext

Address 3  Fax

City

County  Postal

State

User Preferences | Receivables Data Entry 1

### USER PREFERENCES

3

#### Navigation:

Set Up Financials & Supply Chain > Common Definitions > User Preferences > Define User Preferences > Receivables Data Entry 2

User Preferences | Receivables Data Entry 2

User ID AR\_INQ\_REPT AR Inquiry and Reporting

|  |   |
|--|---|
| <p><b>Payment Worksheet</b></p> <p>Discount Tolerance Percent <input type="text" value="0"/></p> <p>Discount Tolerance <input type="text" value="0.00"/> USD</p> <p>Write Off Percent Under <input type="text" value="0"/></p> <p>Underpayment Write-Off <input type="text" value="0.00"/> USD</p> <p>Write Off Percent Over <input type="text" value="0"/></p> <p>Overpayment Write-Off <input type="text" value="0.00"/> USD</p> <p>Item Write-Off <input type="text" value="0.00"/> USD</p> | <p><b>Maintenance Worksheet</b></p> <p>Max Write Off <input type="text" value="0.00"/> USD</p> <p>Max Refund <input type="text" value="0.00"/> USD</p> <p>Write-off Days <input type="text" value="0"/></p> <p>Max WO Percent <input type="text" value="0"/></p> <p><input type="checkbox"/> Override Write off Tolerance</p> |
|--|---|

**Currency Precision**

\*Format Currency  US Dollar

User Preferences | Receivables Data Entry 2