

Permission List Name	Description	Menu Name	Bar Name	Component	Page	Display	Action	Action Description
GL_PRC_JRNLS_INQ	Process Journals-Inquire	PROCESS_JOURNALS	INQUIRE	AV_DRILL_PNL	AV_DRILL_PNL	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	EE_BUD_DRILL	EE_GLBUD_DRILL	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	EE_GLADJ_DRILL	EE_GLADJ_DRILL	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	ELM_JRNL_DRILL	ELM_JRNL_DRILL	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	INQUIRY_CRITERIA	INQ_TRANS_DETAIL	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	INQUIRY_CRITERIA	INQ_SUM_BAL	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	INQUIRY_CRITERIA	INQ_JRNL_HDR_DTL	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	INQUIRY_CRITERIA	INQ_JRNL_DETAILS	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	INQUIRY_CRITERIA	INQ_DETAIL_LEDGER	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	INQUIRY_CRITERIA	INQ_CRITERIA_WRK	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	INQUIRY_CRITERIA	INQUIRY_CRITERIA	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	INQ_COMPARE	INQ_COMPARE_PNL	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	INQ_LED_CMP_PNL	INQ_LED_CMP_WRK	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	INQ_LED_CMP_PNL	INQ_LED_CMP_DTL	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	INQ_LED_CMP_PNL	INQ_LED_CMP_PNL	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	JGEN_ACCTG_DRILL	JGEN_ACCTG_DRILL	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	JOURNALS	JOURNAL_LN_FS	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	JOURNALS	JOURNAL_HEADER_FS	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	JOURNAL_STATUS	INQ_JRNL_HDR_DTL	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	JOURNAL_STATUS	INQ_CRITERIA_WRK	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	JOURNAL_STATUS	INQ_JRNL_CRITERIA	0	3	Add Update/Display
		PROCESS_JOURNALS	INQUIRE	MESSAGE_LOG	MESSAGE_LOG2	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	MESSAGE_LOG	MESSAGE_LOG	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	MULTIBOOK_JOURNALS	INQ_JRNL_HEADER	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	MULTIBOOK_JOURNALS	INQ_JRNL_LINE	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	PY_DRILL	PY_DRILL_PNL	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	SF_DRILL_PNL	SF_DRILL_PNL	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	STANDARD_JOURNALS	SJE_JRNL_INQ	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	STANDARD_JOURNALS	SJE_JRNL_INQ_WK	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	STATISTICS	TMP_TBL_STATS_WRK	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	STATISTICS	TEMP_TBL_STATS	0	2	Update/Display
		PROCESS_JOURNALS	INQUIRE	SUSPENSE_CROSS_REF	JRNL_SUS_CROSS_REF	0	2	Update/Display
GL_PRC_JRNL_PRC	Proc Journals-Process	PROCESS_JOURNALS	PROCESS	COPY_JOURNAL	JOURNAL_COPY_REQ	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	GLRCN_REQUEST	GLRCN_REQUEST	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	GL_OI_RECON_REQ	GL_OI_RECON_REQ	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	JOURNAL_BUDGET_CHECK	JOURNAL_BGTCHK_WRK	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	JOURNAL_BUDGET_CHECK	JOURNAL_BGTCHK_REQ	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	JOURNAL_EDIT	REQUEST	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	JOURNAL_POST	REQUEST	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	LOAD_JOURNALS_DYN	GL_EXCL_JRNL	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JOURNALS_FOR_POSTING	JOURNAL_LINE_INQUIRY	0	2	Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JOURNALS_FOR_POSTING	MARK_JOURNALS_FOR_POSTING	0	2	Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JOURNALS_FOR_POSTING	JOURNAL_HEADER_INQUIRY	0	2	Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JOURNALS_FOR_UNPOSTING	JOURNAL_HEADER_INQUIRY	0	2	Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JOURNALS_FOR_UNPOSTING	JOURNAL_LINE_INQUIRY	0	2	Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JOURNALS_FOR_UNPOSTING	MARK_JOURNALS_FOR_UNPOSTING	0	2	Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JRNLS_FOR_OVERRIDE	INQ_JRNL_LINE	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JRNLS_FOR_OVERRIDE	JOURNAL_OVRDE_MARK	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JRNLS_FOR_OVERRIDE	KK_GLOVER_WRK	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JRNLS_FOR_OVERRIDE	KSEC_WORK	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	MARK_JRNLS_FOR_OVERRIDE	INQ_JRNL_HEADER	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	STANDARD_JOURNLS	SJE_BATCH_REQ	0	3	Add Update/Display
GL_PRC_JRNL_POST_KK		PROCESS_JOURNALS	PROCESS		POST_KK_JE_BOR			
GL_PRC_JRNL_UNLOCK	Unlock Journal	PROCESS_JOURNALS	PROCESS	UNLOCK_JOURNAL	JRNL_EDIT_LOG	0	2	Update/Display
GL_PRC_JRNL_GENERATE_PRC	Proc Journals-Journal Gen	PROCESS_JOURNALS	PROCESS	JOURNAL_GENERATOR	REQUEST	0	3	Add Update/Display
		PROCESS_JOURNALS	PROCESS	LOAD_JOURNALS	LOAD_JOURNALS	0	3	Add Update/Display

		PROCESS_JOURNALS	PROCESS	EE_GLADJ_RQST	PST_EE_RUN_REQUEST	0	3	Add Update/Display
GL_PRC_JRNL_RPT	Proc Journals-Reports	PROCESS_JOURNALS	REPORT	FEDERAL_TRANSACTION_REGISTER	RUN_GLS8501	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	FEDERAL_TRIAL_BALANCE	RUN_GLS8500	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	GENERAL_LEDGER_ACTIVITY	RUN_GLS7002	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	GENERAL_LEDGER_SUMMARY	RUN_GLS7003	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	JOURNAL_EDIT_ERRORS	RUN_GLS7011	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	JOURNAL_ENTRY_DETAIL	RUN_FIN2001	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	JOURNAL_ENTRY_WITH_ATTRIBUTES	RUN_FIN2005	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	LEDGER_VS_JOURNAL_INTEGRITY	RUN_GLS7010	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	POSTED_JOURNALS_SUMMARY	RUN_GLS7009	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	RECON_BY_SYSTEM_SOURCE	RUN_FIN5001	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	RECON_BY_CHARTFIELDS	RUN_FIN5005	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	RUN_GLS7016	GLS7016	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	STANDARD_JOURNAL	RUN_GLS7001	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	SUSPENDED_ACTIVITY	RUN_GLS7015	0	3	Add Update/Display
		PROCESS_JOURNALS	REPORT	TRIAL_BALANCE	RUN_GLS7012	0	3	Add Update/Display
GL_PRC_JRNL_USE	Proc Journals-Maintain	PROCESS_JOURNALS	USE	JOURNAL_ENTRY_IE	APPROVAL_WORK	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_ENTRY_IE	JOURNAL_ENTRY1	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_ENTRY_IE	JOURNAL_ENTRY2_IE	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_ENTRY_IE	JOURNAL_ENTRY_A_IC	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_ENTRY_IE	JOURNAL_ENTRY_E_IC	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_ENTRY_IE	JOURNAL_ENTRY_SEC	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_ENTRY_IE	JOURNAL_ENTRY_T_IC	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_ENTRY_IE	JOURNAL_ENTRY_WRK	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_ENTRY_IE	VAT_PNL_WRK	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_ENTRY_IE	WORKFLOW_FUNCTIONS_01	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_SUSPENSE_CORRECTION	JRNL_SUSP_CORR	0	2	Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_SUSPENSE_CORRECTION	JRNL_SUSP_CORR_WK	0	2	Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_SUSPENSE_CORRECTION	JRNL_SUSP_CORR_WK2	0	2	Update/Display
		PROCESS_JOURNALS	USE	JOURNAL_SUSPENSE_CORRECTION	JRNL_SUSP_ERRS	0	2	Update/Display
		PROCESS_JOURNALS	USE	OPEN_ITEMS	GL_OPEN_ITEM_DET	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	OPEN_ITEMS	GL_OPEN_ITEM_SUM	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	STANDARD_JOURNAL_ENTRY	SJE_STNDRD_JRNL	0	3	Add Update/Display
		PROCESS_JOURNALS	USE	STANDARD_JOURNAL_ENTRY	SJE_STNDRD_JRNL_WK	0	3	Add Update/Display

Sequence	Type	Description	Menu Name	Component	Market	Display
1-516	F	General Ledger				VISIBLE
2-000	C	General Ledger Center	WEBLIB_PTPP_SC	HOMEPAGE	FieldFormula	VISIBLE
2-005	F	Journals				VISIBLE
3-100	F	Journal Entry				VISIBLE
4-010	C	Create/Update Journal Entries	PROCESS_JOURNALS	JOURNAL_ENTRY_IE	GBL	VISIBLE
4-020	C	Copy Journals	PROCESS_JOURNALS	JOURNAL_COPY_REQ	GBL	VISIBLE
3-110	F	Standard Journals				VISIBLE
4-010	C	Define Standard Journals	PROCESS_JOURNALS	SJE_TABLE	GBL	VISIBLE
4-020	C	Create Standard Journals	PROCESS_JOURNALS	SJE_BATCH_REQ	GBL	VISIBLE
4-030	C	Review Standard Journals	PROCESS_JOURNALS	SJE_JRNL_INQ	GBL	VISIBLE
3-120	F	Import Journals				VISIBLE
4-010	C	External Flat Files	PROCESS_JOURNALS	LOAD_JRNL_PNL	GBL	VISIBLE
4-020	C	Spreadsheet Journals	PROCESS_JOURNALS	LOAD_JRNL_DYN	GBL	VISIBLE
3-130	F	Subsystem Journals				VISIBLE
4-100	C	Accounting Entry Definition	DEFINE_GENERAL_OPTIONS	JRNLGEN_DEFN	GBL	VISIBLE
4-110	C	Journal Generator Template	DEFINE_GENERAL_OPTIONS	JRNLGEN_APPL_ID	GBL	VISIBLE
4-130	C	Generate Journals	PROCESS_JOURNALS	JRNLGEN_REQUEST	GBL	VISIBLE
3-170	F	Process Journals				VISIBLE
4-010	C	Edit Journals	PROCESS_JOURNALS	JOURNAL_EDIT_REQ	GBL	VISIBLE
4-020	C	Budget Check Journals	PROCESS_JOURNALS	JOURNAL_BGTCHK_REQ	GBL	VISIBLE
4-030	C	Mark Journals for Override	PROCESS_JOURNALS	MARK_JRNLS_OVERRIDE	GBL	VISIBLE
4-040	C	Entry Event Journals	PROCESS_JOURNALS	PST_EE_GLADJ_RQST	GBL	VISIBLE
4-050	C	Mark Journals for Posting	PROCESS_JOURNALS	JOURNAL_POST_MARK	GBL	VISIBLE
4-060	C	Mark Journals for Unposting	PROCESS_JOURNALS	JOURNAL_UNPOST_MRK	GBL	VISIBLE
4-070	C	Post Journals	PROCESS_JOURNALS	JOURNAL_POST_REQ	GBL	VISIBLE
4-080	C	Review Journal Status	PROCESS_JOURNALS	JOURNAL_FS	GBL	VISIBLE
4-090	C	Journal Edit Errors Report	PROCESS_JOURNALS	RUN_GLS7011	GBL	VISIBLE
4-100	C	Posted Journal Summary Report	PROCESS_JOURNALS	RUN_GLS7009	GBL	VISIBLE
3-200	F	Suspense Correction				VISIBLE
4-010	C	Correct Suspense Entries	PROCESS_JOURNALS	JRNL_SUSPENSE_COR	GBL	VISIBLE
4-020	C	Review Suspense Cross Ref	PROCESS_JOURNALS	JRNL_SUS_CROSS_REF	GBL	VISIBLE
4-030	C	Suspended Activity Report	PROCESS_JOURNALS	RUN_GLS7015	GBL	VISIBLE
2-010	F	Ledgers				VISIBLE
3-010	C	Templates	MAINTAIN_LEDGERS	LEDGER_TEMPLATE	GBL	VISIBLE
3-020	C	Detail Ledgers	MAINTAIN_LEDGERS	DETAIL_LEDGER	GBL	VISIBLE
3-030	C	Ledger Groups	MAINTAIN_LEDGERS	DETAIL_LEDGER_GROU	GBL	VISIBLE
3-040	C	Ledger Codes	MAINTAIN_LEDGERS	LEDGER_CODE	GBL	VISIBLE
3-050	C	Import Ledger from Flat File	MAINTAIN_LEDGERS	LOAD_LED_PNL	GBL	VISIBLE
3-060	C	Export Ledger Data	MAINTAIN_LEDGERS	RUN_GLS7500	GBL	VISIBLE
3-070	C	Ledger File Formats	DEFINE_GENERAL_OPTIONS	LED_FILE_FORMATS	GBL	VISIBLE
3-080	C	Template Report	MAINTAIN_LEDGERS	RUN_FIN0023	GBL	VISIBLE
3-085	C	Detail Ledger Report	MAINTAIN_LEDGERS	RUN_FIN0022	GBL	VISIBLE
3-090	C	Ledger Codes Report	MAINTAIN_LEDGERS	RUN_GLC1001	GBL	VISIBLE

Form Instructions

The attached form will be used to gather security information for Finance users in the PSFIN V8 Upgrade Project. It is divided into 3 sections.

1. User Information
2. Security Roles
3. User Preferences.

This form will be used by your Local Security Administrator to rebuild the Finance users in the system to complete the upgrade project.

User Information

This part of the form is to collect security demographic information about each system user. Please fill in all sections and note whether this user is a new addition to the system, changing existing information already in the system or being removed from the system.

Security Roles

This part of the form is to designate which security roles this user should have to perform their job function. Check the box next to each role you want assigned to this user in the system. Note that these roles are for the Finance module only. There are some roles that require another role assignment. These dependencies are noted.

User Preferences

This part of the form is to designate the appropriate User Preferences in each module that may be required for the user to perform their job function. There are some fields that will be delivered as MODEL and these are designated on the form. There are also some values that will be upgraded that were assigned to each user in the old Financials database.

NOTE: MODEL is the delivered/suggested value to use and will be supported by OIIT. The Local Security Administrator will have access to change any value relating to User Preferences, but if these values differ from MODEL, these changes will not be supported by OIIT.

FINANCIALS 8.9
User Information
ALL FIELDS ARE REQUIRED

New Addition

☐

Change of Information

☐

Deletion

☐

**Institution
Name:**

Employee Finance Department ID:

PS Employee ID #:

Employee Job Title:

**Mother's Maiden Name or
Initial Password:**

Employee Name:

Last

First

M. I.

**Employee Business Mailing
Address:**

City

State

Zip

Employee Email Address:

Employee Phone:

Fax:

Supervisor Name:

Last

First

M.I.

Phone

Supervisor Signature:

****PeopleSoft User ID:**

ID MAX IS 30 CHARACTERS (A-Z AND/OR 0-9)

**Institution Security Officer
Name:**

Last

First

**Institution Security Officer Telephone
Number**

Institution Security Officer Signature:

Signature of Security Officer and Supervisor acknowledges application, receipt for ID, password and an understanding that applicant is legally responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, Georgia Computer System Protection Act, as well as all other applicable computer/information laws.

Employee Signature:

Date:

INSTRUCTIONS FOR RECEIVING PROPER ACCESS/CONNECTIVITY

1. Complete the entire multi page Security Application form. Incomplete applications will be returned for processing.
2. Obtain approval from your Institution Security Officer.
3. Forms can be faxed to 706-583-2297 Attn: Security Sub Team PSFIN or mail forms to: OIIT, 2500 Daniells Bridge Rd, Suite 300, Athens, GA 30606: Attn: PSFIN Security Sub Team
4. Application will be processed and an email will be sent to your Institution Security Officer as confirmation of processing.

If the requested PeopleSoft ID is a duplicate or invalid, the OIIT security administrator will changed your ID and notify your Institution Security Officer of the change.

FINANCE SECURITY ROLES

Check the box next to the role(s) for each User that requires access to a module(s).

[illegible]

Expenses:

OIIT will deliver 5 approval levels:

All the approval rules are based on the finance department chartfield, except for the GRANTS ADMIN rule which is based on Project ID. Transactions are routed in the following order.

1. DEPT_MANAGER1 (1st level department manager)
2. DEPT_MANAGER2 (2nd level department manager, e.g. Business manager/CBO)
3. GRANTS_ADMIN (applicable if the transaction contains a project/grants ID)
4. REVIEWER (Optional; could be an additional person that validates accounting distribution making sure it is coded correctly)
5. AP_AUDITOR (Final approval for payment by AP or Accounting department personnel)

A minimum of two approval levels are recommended, which are DEPT_MANAGER1 and AP_AUDITOR. The AP_AUDITOR level is mandatory since it is the level that approves the expense transaction for payment. GRANTS_ADMIN is only applicable if you will be charging expense transactions to predefined projects or grants. A business process has been created to walk institutions through inactivating approval levels that are not applicable.

User Preferences

User Preferences

Overall Preferences

User ID:	Model User		
Name:	<input type="text" value="Model User Name"/>		
Business Unit:	<input type="text" value="27000"/>		Peachtree University
SetID:	<input type="text" value="27000"/>		Peachtree University
As of Date:	<input type="text" value="01/01/1901"/>		
Localization Country:	<input type="text" value="USA"/>		USA
<input type="checkbox"/> Alternate Character Enabled			
<input type="checkbox"/> Display Debit/Credit Amounts in Subsystems			

The **User ID** and **Name** will default in to the User that is logged into the system.

The **Business Unit**, **SetID**, and **As of Date** will be delivered as part of model.

User Preferences

Asset Management

Asset Management - User Preferences

User ID:	Model User		
Field Drilldown Group Id:	<input type="text"/>		
Date Default Values			
Accounting Date:	<input type="text"/>		
Transaction Date:	<input type="text"/>		
Edit Options for Interface Tables			
Edit Financial Information:	<input type="text" value="All"/>		
Edit Phy A Information:	<input type="text" value="All"/>		
Edit Phy B Information:	<input type="text" value="None"/>		

Auto-Run Transaction Loader	
<input type="checkbox"/> Asset Management Integration	
Property Pagelets	
Business Unit:	<input type="text"/>
Space Unit of Measure:	<input type="text"/>
Property Class:	<input type="text"/>

The **User ID** and **Name** will default in to the User that is logged into the system.

This page will be delivered as Model as it is shown. There should not be a need to modify it. Below are all of the Fields on the page.

Default Date Values:	
Accounting Date	<input type="text"/>
Transaction Date	<input type="text"/>

Auto-Run Transaction Loader	
Asset Management Integration	<input type="checkbox"/>

Property Pagelets	
Business Unit	<input type="text"/>
Space Unit of Measure	<input type="text"/>
Property Class	<input type="text"/>

Edit Options for Interface Tables

Edit Financials Information	<input type="text" value="All"/>
Edit Phy A Information	<input type="text" value="All"/>
Edit Phy B Information	<input type="text" value="None"/>

User ID:MODEL

Name:User Preference Model Defaults

Ledger:ACTUALS

Ledger Group:ACTUALS

Source:ONL

This section will be delivered as part of Model. No need to modify.

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

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

Budget Post Options

☒

Skip Entry Event processing

*Parent Budget Generation:User Specified

Journal Entry Options	
<input type="checkbox"/>	Change Date on Correction Journals
<input type="checkbox"/>	Use Next Journal ID
<input type="checkbox"/>	Change Journals from Journal Generator
<input type="checkbox"/>	Enter Adjustment Type Journal
<input type="checkbox"/>	Save Journal Incomplete Status

Online Journal Edit Defaults	
<input type="checkbox"/>	Re-Edit Previously Edited
<input type="checkbox"/>	Mark Journal(s) to Post
<input type="checkbox"/>	Recalc Currency Exchange Rates
Journal Post Defaults	
<input type="checkbox"/>	Skip Open Item Reconciliation
<input type="checkbox"/>	Skip Summary Ledger Update
Budget Post Options	
<input type="checkbox"/>	Skip Entry Event Processing
*Parent Budget Generation:	
<input type="checkbox"/>	User Specified
<input type="checkbox"/>	Always Generate
<input type="checkbox"/>	Never Generate

Receiver Setup

User: MODEL User Preference Model Defaults

Unit

☐ Change Non PO Receipt Price

☐ Interface Receipt

☐ Blind Receiving Only ☐ No Order Qty ☐ Ordered Qty ☒ PO Remaining Qty

Receiving Business Unit: 27000 Peachtree University

Days +/- Today: 0

For Receiver Setup: All of the fields on this page will be delivered as a part of Model, with the correct Business Unit. No Modifications should be needed.

	Change Non PO Receipt Priced
	Interface Receipt
	Blind Receiving Only
	No Order Qty
	Ordered Qty
√	PO Remaining Qty
0	Days +/- Today

Requisition Authorizations

User: MODEL User Preference Model Defaults

Allowed Requisition Actions

☐ Approval ☐ Can Work Approved Req's

☐ Cancel ☐ Full Auth for All Requesters

☐ Delete ☐ Override Preferred Vendor

☐ Close ☐ Override RFQ Required Flag

☐ View Override VAT Details

Requesters User Authorization

Requesters User Auth For	Description	Add	Update	Cancel	Delete	Close

Highlighted Fields will be delivered as model. They should not need to be modified.

Allowed Requisitions Actions

	Approval
	Cancel
	Delete
	Close
	Can Work Approved Req's
	Full Auth for All Requesters
	Override Preferred Vendor
	Override RFQ Required Flag
	View/Override VAT Details

Requesters User Authorization

Requesters User Auth For

List all Requesters that this user can authorize, along with the appropriate authorizations.

Name	Add	Update	Cancel	Delete	Close

Purchase Order Authorizations

User: MODEL User Preference Model Defaults

Allowed Purchase Order Actions

☐ Approval ☐ Can Work Approved PO's

☐ Cancel ☐ Full Authority for All Buyers

☐ Delete

☐ Close

Rebate ID Security Control: View Only

Buyers User Authorization

Buyers User Authorized For	Description	Add	Update	Cancel	Delete	Close

Highlighted Fields will be delivered as model. They should not need to be modified.

Allowed Purchase Order Actions

	Approval
	Cancel
	Delete
	Close
	Can Work Approved PO's
	Full Authority for All Buyers
	Rebate ID Security Control

Buyers User Authorization

Buyers User Auth For

List all Buyers that this user can authorize, along with the appropriate authorizations.

Name	Add	Update	Cancel	Delete	Close

Vendor Processing Authority

User: MODEL

User Preference Model Defaults

Vendor Processing Authority

- ☐ Authority to Enter
- ☐ Authority to Approve
- ☐ Authority to Inactivate

Vendor Processing Authority

	Authority to Enter
	Authority to Approve
	Authority to Inactivate

Document Tolerance Exceptions Override Authorizations

User: MODEL

User Preference Model Defaults

Document Tolerance Exceptions Override Authority

- ☐ Override Purchase Order to Requisition Exceptions
- ☐ Override Voucher to Purchase Order Exceptions

Document Tolerance

Exceptions Override Authority

	Override Purchase Order to Requisition Exceptions
	Override Voucher to Purchase Order Exceptions

OK

Cancel

Refresh

User: MODEL User Preference Model Defaults

Output Destination

Server File Destination:

Server Destination Printer:

Server: PSUNX

Email ID:

Paycycle: All of the fields on this page will be delivered as a part of Model, with the correct Business Unit. No Modifications should be needed.

Payables Online Vouchering

User: MODEL User Preference Model Defaults

Default Values

Origin: ONL Online

Operator Voucher Authorities

☐ Pay Unmatched Vouchers 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: 0.000 ☐ Manually Schedule Payments

Prepay Limit: 0.00 ☐ Authority to Override Match

Currency: Rate Type: ☐ Record Payment

☐ Override Withhold Calculation

Quick Invoice Configuration

☒ Req. Valid Chart Field Combo's

☒ Require Balanced Invoice

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

Voucher Styles: All of the fields on this page will be delivered as a part of Model, with the correct Business Unit.

Only Exception: Must be highly restricted. Only a few users should have this access.

Allow Single Payment Voucher

Delivered as Model

Highlighted Fields Below Are Model.

Operator Voucher Authorities

Pay Unmatched Vouchers

Copy Matched and Closed PO

Override Accounting Date Edit

Pay Unmatch Amt:

Online Voucher Processing

Do Not Check Voucher Amount

Check Voucher Amount

Enter Vouchers Only In Groups

Post Vouchers

Manually Schedule Payments

Authority to Override Match

Record Payment

Override Withhold Calculation

Quick Invoice Configuration

Req. Valid Chart Field Combo's

Require Balanced Invoice

OK

Cancel

Refresh







User ID: MODEL User Preference Model Defaults



Copy From User ID:  ☒ Allow Processing☒ Use Event Notification

Source Transaction Find First 1-8 of 8 Last

'Source Transaction: ARITSPLT  Item Split  

Process Group First 1-3 of 3 Last

Process Group	Description		
ARACTIONA	Do Not Post		
ARACTIONL	Batch Standard		
ARPOST	Post Now		

'Source Transaction: ARMNTWS  Maintain Receivables  



Process Group First 1-4 of 4 Last

Process Group	Description		
ARACTIONA	Do Not Post		
ARACTIONL	Batch Standard		
ARACTIONN	Batch Priority		
ARPOST	Post Now		




'Source Transaction: AROPIE  Online Pending Item Entry  

Process Group First 1-4 of 4 Last

Process Group	Description		
ARACTIONA	Do Not Post		
ARACTIONL	Batch Standard		
ARACTIONN	Batch Priority		
ARPOST	Post Now		


'Source Transaction: ARPAYWS  Payment Worksheet  

Process Group First 1-4 of 4 Last













Process Group	Description		
ARACTIONA	Do Not Post		
ARACTIONL	Batch Standard		
ARACTIONN	Batch Priority		
ARPOST	Post Now		


Process Group:

This Entire Page will be delivered as part of Model. There should not be a need to modify any of these values.













*Source Transaction:  Transfer Worksheet

Process Group		First	1-4 of 4	Last
Process Group	Description			
<input type="text" value="ARACTIONA"/>	 Do Not Post			
<input type="text" value="ARACTIONL"/>	 Batch Standard			
<input type="text" value="ARACTIONN"/>	 Batch Priority			
<input type="text" value="ARPOST"/>	 Post Now			







*Source Transaction:  Unpost


 

Process Group		First	1-4 of 4	Last
Process Group	Description			
<input type="text" value="ARACTIONA"/>	 Do Not Post			
<input type="text" value="ARACTIONL"/>	 Batch Standard			
<input type="text" value="ARACTIONN"/>	 Batch Priority			
<input type="text" value="ARPOST"/>	 Post Now			
















*Source Transaction:  Voucher On-Demand Processes

Process Group		First	1-2 of 2	Last
Process Group	Description			
<input type="text" value="POSTAPAM"/>	 All processes thru Voucher Post, Load AM			
<input type="text" value="PST_VCHR"/>	 All processes through Voucher Post			

*Source Transaction:  Voucher Entry

Process Group		First	1-5 of 5	Last
Process Group	Description			
<input type="text" value="BUDGET_CHK"/>	 Budget Checking			
<input type="text" value="MATCHING"/>	 Matching			
<input type="text" value="MTCH_DT_BC"/>	 Matching, Doc Tolerance, Budget Check			
<input type="text" value="POSTAPAM"/>	 All processes thru Voucher Post, Load AM			
<input type="text" value="PST_VCHR"/>	 All processes through Voucher Post			

Receivables Data Entry 1 and **Receivables Data Entry 2** will be delivered as part of Model and should not require Modifications. The **Group Unit** and **Deposit Unit** and **Country** will default in with the Correct Business Unit.

[User Preferences](#)

Receivables Data Entry 1

User ID: MODEL User Preference Model Defaults

Default Business Units

Group Unit: 27000 Peachtree University
Deposit Unit: 27000 Peachtree University

Country: USA United States

Address 1:

Address 2:

Address 3:

Prefix:

Phone:

Ext:

Fax:

City:

County:

Postal:

State:

[User Preferences](#)

Receivables Data Entry 2

User ID: MODEL User Preference Model Defaults

Payment Worksheet

Discount Tolerance: 0 0.000 USD
Underpayment Write-Off: 0 0.000 USD
Overpayment Write-Off: 0 0.000 USD
Item Write-Off: 0.000 USD

Maintenance Worksheet

Max Write Off: 0.000 USD
Max Refund: 0.000 USD
Write-off Days: 0
Max WO Percent: 0
☐ Override Write off Tolerance

Currency Precision

Format Currency: USD US Dollar

Contract Process

User: MODELUser Preference Model Defaults

Contract Process

Contract Status:

Open

☐ Approve Contracts

☐ Enter Contracts

☐ Hold Contracts

☐ Close Contracts

☐ Cancel Contract

☐ Allow PO Contract Releases

☐ Allow AP Contract Releases

OK

Cancel

Refresh

Contract Status:	Open	Approved	Cancelled	Closed	On Hold
Approve Contracts					
Enter Contracts					
Hold Contracts					
Close Contracts					
Cancel Contracts					
Allow PO Contract Releases					
Allow AP Contract Releases					

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Instructions for Expenses Self Service User

Supported Workstation OS and browser:

XP Pro – Internet Explorer 7.x

Vista – Internet Explorer 7.x

Mac X – Safari 2.x

PeopleTools 8.48.08 Workstation Installation Guidelines

Instructions for “Web Browser nVision User”

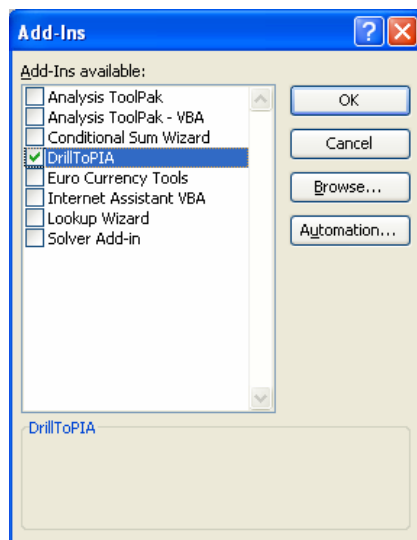
These instructions are for people who need drilldown capability for web delivered nVision reports.

Supported Workstation OS and Browser:

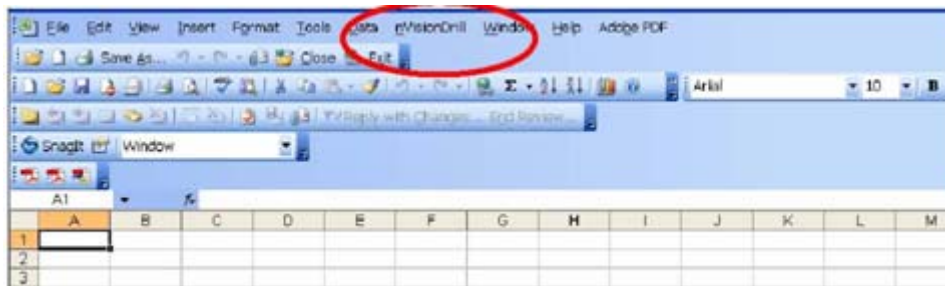
XP Pro – Internet Explorer 7.x

Excel – 2000 or 2003

1. Copy the DrillToPia.xla file from the p:\fpt84804\excel directory to the C:\Program Files\Microsoft Office\Office10\Library folder.
(Folder name will be Office10 or Office 11, based on Excel version)
2. Next, open Excel and navigate to Tools => Add-ins and check DrillToPia.xla then click the OK button.



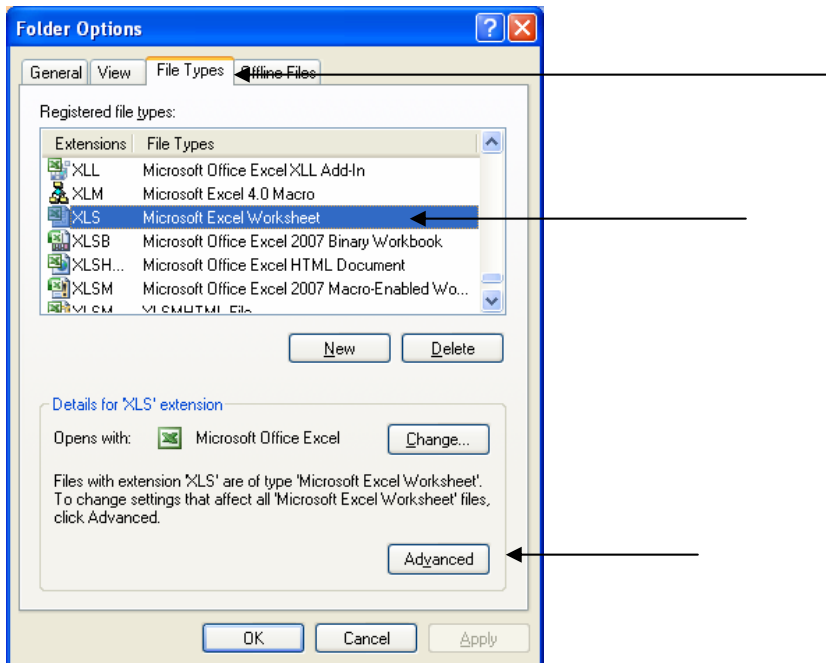
Once loaded, the ‘nVisionDrill’ menu will appear on the Excel menu bar. This is the menu the end-user will use to trigger the drill after a data cell for drilldown is selected.



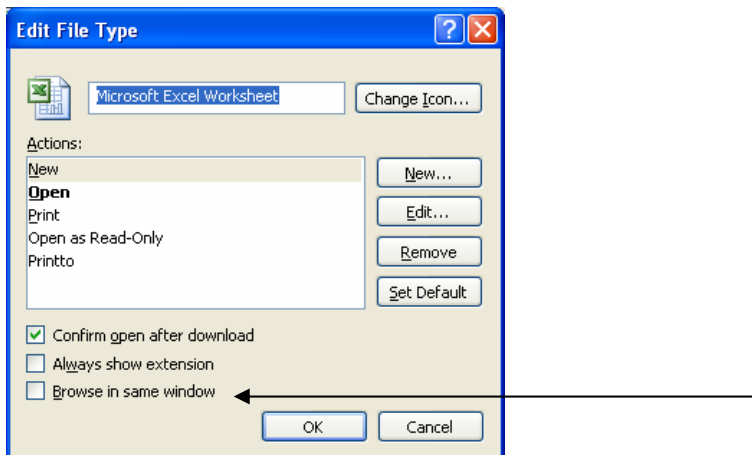
PeopleTools 8.48.08 Workstation Installation Guidelines

Allow Drill Downs in a New Window

3. Open Windows Explorer . Go to Tools, Folder Options, File Type. Scroll down to select XLS.



3. Click Advanced



4. Make sure that the box “Browse in same window” is unchecked and click OK.

PeopleTools 8.48.08 Workstation Installation Guidelines

Instructions are for Developer Workstations Only

Prerequisites

Supported Workstation OS and Browser:
XP Pro – Internet Explorer 7.x
Excel 2000 or 2003

- **Windows 2000, Vista --** Not Supported in PT 8.48 for use with this type of application install
- Make sure you have read privileges to that network before beginning this process
- You must have Administrator privileges
- Close all currently running programs
- The installation assumes that you are taking the default locations of the different installs, if you deviate from the default you will need to edit the workstation configurations
- ******* Download software and place on fileserver *******

1. Perform the following only if these applications are present on the workstation:

- Uninstall prior versions of **Crystal Reports**
- Select **Start**, then **Programs**, then **PeopleSoft 8**, then **Uninstall Workstation**
- Rename existing **PeopleSoft home directory**
- Delete existing **SQR** shortcuts, if any on the desktop
- Uninstall the existing **Oracle Client**, if you want to use the new one exclusively

2. Map a network drive (“P”) to where the PS home (fpt84804) is located

- My Computer => Tools => Map Network Drive => Drive: = “**P**”

3. Copy over “user” folder from p:\fpt84804\wrkstn\ to c:

4. If installing the SQR application, copy over the SQR shortcuts from p:\fpt84804\wrkstn\icons to the workstation desktop

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Oracle 10g Database Client

5. Steps to install Oracle 10g Database Client :

- **Note:** *This is only needed if the user will be running local SQRs. It is not needed for Crystal Reports 9. If you user only needs Crystal Reports 9, you can skip to step 6 to begin that install.*
- Navigate to **P:\fpt84804\wrkstn\oracle**
- Double-click **OraClient10g_setup** to start Oracle Universal Installer
- In the **Welcome** window, click **Next**
- In the **Select Installation Type** window, select **the type of installation** that you want—**Custom**—and click **Next**
- In the **Specify Home Details** window, do the following:

Recommendation: Accept the defaults for **Name and Path:**

Name: OraClient10g_home1

Path: C:\oracle\product\10.2.0\client_1

- Click **Next**
- In the **Available Product Components** window, select the following components:
 - SQL*Plus 10.2.0.1.0
 - Oracle Net 10.2.0.1.0
- Click **Next**
- In the **Product-specific Prerequisite Checks** window, correct any errors that Oracle Universal Installer may have found, and then click **Next**
- In the **Summary** window, check the installed components listing and click **Install**
- In the **Oracle Net Configuration Assistant: Welcome** screen, select **Perform typical configuration**, click **Next**, click **Next**
- In the **Oracle Net Configuration Assistant: Done** screen, click **Finish**
- Click **Exit**
- Do you really want to exit?, select **Yes**
- Copy the **sqlnet.ora** file from **p:\fpt84804\wrkstn\oracle** to the following directory to replace the existing file:
C:\oracle\product\10.2.0\client_1\NETWORK\ADMIN
- Copy the **ldap.ora** file from **p:\fpt84804\wrkstn\ oracle** to the following directory: **C:\oracle\product\10.2.0\client_1\ldap\admin**

PeopleTools 8.48.08 Workstation Installation Guidelines

Install Crystal Reports

6. Steps to install Crystal Reports

Note: If you do not accept the default install location, you will need to modify the **Crystal EXEs Path in Step 8**

- Navigate to **P:\fpt84804\wrkstn**
- Double-click **PS 8.48 Crystal Reports for PeopleSoft setup**
- Click **Next**, in the **Welcome to the Crystal Reports 9 Installation Wizard** window
- **Read** and **accept** the License Agreement to proceed with the installation
- Click **Next**. The **Select Installation Type** dialog box appears
- Choose **Typical** for the type of installation

Click **Browse** if you want to install Crystal Reports to a directory different from the default location.

The default is **C:\Program Files\Crystal Decisions\Crystal Reports 9**

- Click **Next**. The **Start Install** dialog box appears
- Click **Next** to begin copying files to your local drive
- Click **Yes** to restart your system and continue the install
- Click **Finish** to exit the installer after the successful installation

PeopleTools 8.48.08 Workstation Installation Guidelines

Install the PeopleTools ODBC driver and nVision

7. Steps to install the PeopleTools ODBC driver and nVision

- Navigate to **P:\fpt84804\wrkstn**
- Double-click **PS 8.48 Configuration Mgr**
- Select the **Crystal/Bus. Interlink/JDeveloper** tab and then verify that the **Crystal EXEs Path** is correct (If you did not install Crystal Reports 9 to the default directory you will need to modify)
- Select the **Client Setup** tab and then select **the Install PeopleSoft ODBC Driver**, then **Install Workstation**
- Click **Apply**
- In the Workstation Installation Complete window, click **OK**
- Click **Ok** to exit
- **Navigate to P:\fpt84804\wrkstn\Institution specific registry files**
- **Double-click APPSRVRH###.reg where ### = school code**
- **Click Yes in the Registry Editor box (Are you sure you want to add ...), then OK**
- **Note:** For future convenience, you will want to export the modified configuration to **c:\user\cfg** or to **P:\fpt84804\wrkstn\user\cfg** for future use

8. Updating the PATH Environment Variable Path

- On the Desktop, right-click on **My Computer**
- Select **Properties**
- Select the **Advanced** tab and then click **Environment Variables**
- Select the system variable **PATH**, then **Edit** and add any of the following pertinent entries:
 - Add **C:\oracle\product\10.2.0\client_1\BIN** to the PATH environment variable, if you installed the Oracle 10g net client
 - Add **P:\fpt84804\bin\sqr\ORA\BINW** to the PATH environment variable, if you installed the SQR application
 - Add **C:\Program Files\Crystal Decisions\Crystal Reports 9** to the PATH environment variable, if you installed Crystal Reports 9
- Click **OK**, then **OK**, then **OK**
- You will need to **restart** the workstation for these changes to become effective

PeopleTools 8.48.08 Workstation Installation Guidelines

9. Cleaning the Start, All Programs menu

- Select **Start**, then **Programs**, then **Crystal Reports 9 Tools**
- Right-click **Crystal Reports 9 Tools**, and from the menu, select **Delete**
- Select **Yes** at the Warning screen
- Select **Start**, then **Programs**, then **Oracle - OraClient10g_home1**, then **Configuration and Migration Tools**
- Right-click **Configuration and Migration Tools**, and from the menu, select **Delete**
- Select **Yes** at the Warning screen
- Select **Start**, then **Programs**, then **Oracle - OraClient10g_home1**, then **Integrated Management Tools**
- Right-click **Integrated Management Tools**, and from the menu, select **Delete**
- Select **Yes** at the Warning screen

PeopleTools 8.48.08 Workstation Installation Guidelines

Testing your workstation installation

10. Testing your workstation installation

- **SQL Plus10g:** test to see if you can make a two-tier connection to the database using the <psquest> oracle user name and perform a “select” against the database
- **SQR:** test to see if you can run a SQR using the delivered shortcut
- **Crystal 9:** test to see if you can run a Crystal Report using the delivered shortcut. Remember to configure your ODBC **User DSN** for the PeopleSoft PeopleTools Data Source
- **nVision:** Test a delivered report locally.

PeopleTools 8.48.08 Workstation Installation Guidelines

Appendix A – Expanded notes on nVision Drilldown

With PeopleSoft 8 users with Internet access can run, view, drilldown and distribute PS/nVision reports through a browser, without a PeopleSoft installation on client machines. However, the ability to create and modify a PS/nVision layout still requires a client workstation installation of PeopleTools.

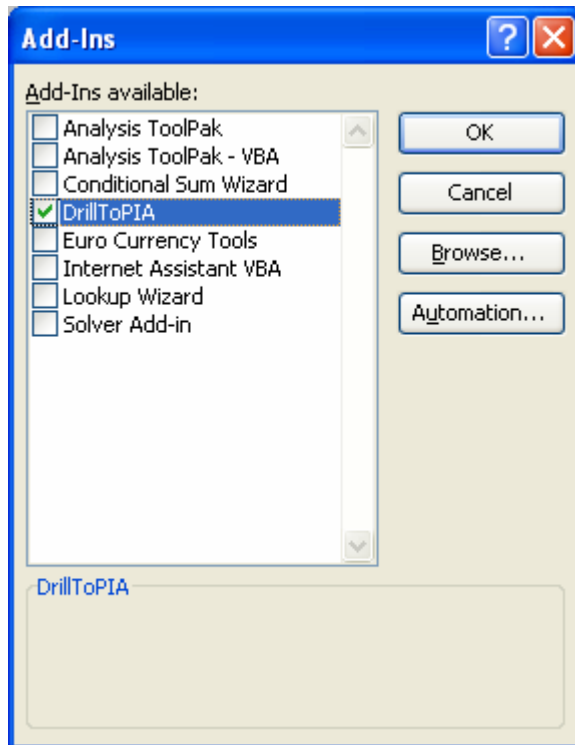
PS/nVision on the Web includes the following:

- Internet versions of report requests, report books, and scope definitions.
- Output in both Excel (XLS) and HTML formats.
- Drilldown for report outputs in HTML or XLS format.
- Email options to send PS/nVision reports to individual users or users in specified roles.
- Integration with Process Scheduler and Report Manager to send bursted report instances to designated users or users in specified roles.
- Support for concurrently running multiple PS/nVision sessions from PeopleSoft Process Scheduler.

The end-users should have compatible versions of Excel to open the XLS output generated from the report server. Excel XP files can usually be opened by Excel 2000 and up. And Excel 2000 files can usually be opened by Excel 97 and up.

Any single-instance PS/nVision report request can be run to window so that the users are automatically shown the report results when they are completed, thus eliminating the need to navigate to Process Monitor and Report Manager to see status and open output. Drilling from PS/nVision automatically runs the report to window but requires a one-time load of an add-in in the end-user's environment. You need to first place a copy of DrillToPIA.xla into the appropriate Excel add-in directory. The normal add-ins directory is C:\Program Files\Microsoft Office\OFFICE11\Library. Next, open Excel and navigate to Tools >> Add-ins and select DrillToPIA to load it into the Excel environment.

PeopleTools 8.48.08 Workstation Installation Guidelines

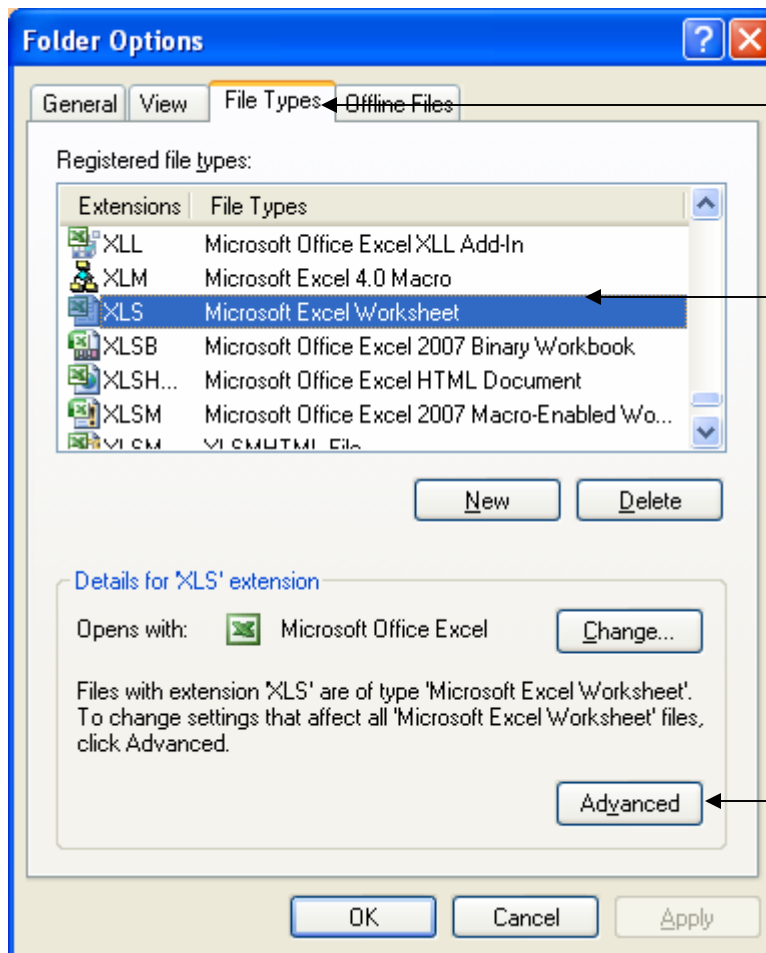


Once loaded, the 'nVisionDrill' menu will appear on the Excel menu bar. This is the menu the end-user will use to trigger the drill after a data cell for drilldown is selected. Drilldown result reports inherit the output format of their parents: if a parent instance is in Excel format, the drilldown result will also be in Excel format.

There are clear advantages in generating, viewing and drilling PS/nVision reports consistently in XLS format in terms of your system performance and storage. When an HTML output format is requested, PS/nVision essentially has to generate the result first in XLS format, then use the advance features in Excel 2000 and up to convert the XLS output into an HTML format. The conversion can take noticeably more time for large reports. In addition, HTML outputs are usually several times larger than the corresponding XLS outputs. Excel is the preferred output format, especially after it was made possible to drilldown directly from an Excel report on the Web using the optional add-in noted above. This add-in is necessary only when your end-users want to drilldown from a report in Excel while viewing it on a browser client. They do not need the add-in if they merely view report results in Excel XLS format.

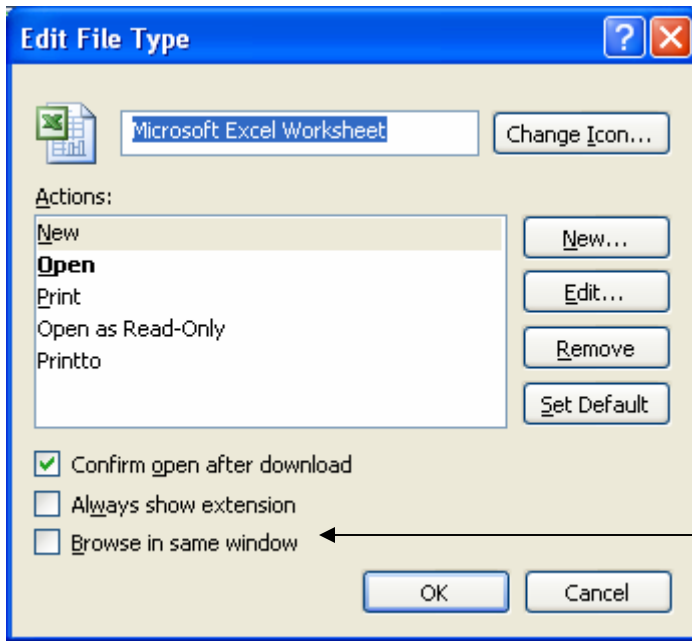
One additional step is necessary if you want to view the drill downs in a new window window. Open Windows Explorer . Go to Tools, Folder Options, File Type. Scroll down to select XLS.

PeopleTools 8.48.08 Workstation Installation Guidelines



Click Advanced

PeopleTools 8.48.08 Workstation Installation Guidelines



Make sure that the box “Browse in same window” is unchecked. Click OK.

Note: DrillToPIA.xla is delivered with the PeopleTools CD. You can find it under %PS_HOME%\EXCEL or your related language sub-directories. As your end-users may not have access to this file, you need to make arrangements to distribute it to them and provide instructions for them to upload it.