

SECURITY ROLES

1

Navigation:

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

Dynamic Role Rule	User Roles	Personalize	Find	View All	First	1-4 of 4	Last
Execute on Server	Role Name	Description	Dynamic	Route Control	View Definition		
Test Rule(s)	BOR PeopleSoft User	FN Base PeopleSoft User	<input type="checkbox"/>	Route Control	View Definition		
Execute Rule(s)	BOR_EX_CASH_ADV	Exp Cash Advance	<input type="checkbox"/>	Route Control	View Definition		
Process Monitor	BOR_FN_ADMIN_REP	Report Mgr-Admin/Archive	<input type="checkbox"/>	Route Control	View Definition		
Service Monitor	ReportSuperUser	Report Super User	<input type="checkbox"/>	Route Control	View Definition		

Expense Traveler users enter, modify, view, submit and print expense transactions for themselves and their delegates. They also review expense transactions after submittal and payment.

ROLES:

- BOR PeopleSoft User
- BOR_EX_CASH_ADV (optional for access to Cash Advances)
- BOR_FN_ADMIN_REPORTING
- ReportSuperUser

USER AUTHORIZATIONS

2

Self Service Navigation: (For employee to delegate their own authority)

Employee Self Service > Employee T&E Center > Profiles & Preferences > Delegate Entry Authority

Core Navigation: (For expense administrator to delegate authority for an employee)

Travel and Expenses > Manage Expenses Security > Authorize Expense Users

Authorize Users

Nicole Scott

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name		
EX_TRAVELER	Scott,Nicole M	+/-	
JSMITH		+/-	

Save

ORGANIZATIONAL DATA

3

Self Service Navigation:

Employee Self Service > Employee T&E Center > Profiles & Preferences > Review / Edit Profile > Organizational Data

(Employee can only view their Default ChartField Values)

Employee Data | **Organizational Data** | User Defaults | Bank Accounts

Nicole Scott

Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses Yes Default Profile
Reason for Status Passed All Validation Edits Ignore Authorized Amounts

Per Diem Amount Type Active Amounts

HR Information

Employee Status Active
Hire Date 09/24/2012
GL Unit 71000 Georgia Perimeter College
Department 5009304 College Admissions
Hours Per Period Use Business Unit Default

Supervisor Information

Name
ID
Telephone
Designated Approver

Default ChartField Values Personalize | Find | First 1 of 1 Last

GL Unit	Fund	Dept	Program	Class	Bud Ref	Project
71000		7209100			2015	

Cash Advance Level

Business Unit 0.00 USD
 Specific Amount
 None

Expense Role

Expense Processing Role

Save Return to Search

Employee Data | Organizational Data | User Defaults | Bank Accounts

*At a minimum, fund and budget reference must be populated.

Core Navigation:

Travel and Expenses > Manage Employee Information > Update Profile > Organizational Data

(Expense administrator can view/update Default ChartField Values for an employee)

Employee Data | **Organizational Data** | User Defaults | Bank Accounts | Corporate Card Information | Bank Accounts BOR

Nicole Scott

Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses Yes Default Profile
Reason for Status Passed All Validation Edits Ignore Authorized Amounts

Per Diem Amount Type Active Amounts

HR Information

Employee Status Active
Hire Date 09/24/2012
*GL Unit 71000 Georgia Perimeter College
*Department 5009304 College Admissions
Hours Per Period Use Business Unit Default

Supervisor Information

*ID
Name
Designated Approver

Default ChartField Values Personalize | Find | First 1 of 1 Last

*GL Unit	Fund	Dept	Program	Class	Bud Ref	Project
71000	10000	7209100	11100		2015	

Cash Advance Level

Business Unit 0.00 USD
 Specific Amount
 None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."
Expense Processing Role

Save Return to Search Notify Add

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | Bank Accounts BOR

USER DEFAULTS

4

Self Service Navigation:

Employee Self Service > Employee T&E Center > Profiles & Preferences > Review / Edit Profile > User Defaults

Employee Data | Organizational Data | **User Defaults** | Bank Accounts

Nicole Scott

Default Creation Method

*Expense Report Open a Blank Report
*Time Report Open a Blank Report
*Travel Authorization Open a Blank Authorization

Expense Defaults

Report Description Per Diem Range
Business Purpose Billing Type
Originating Location Payment Type
Expense Location Credit Card
Transportation ID Number of Nights
Accounting Detail Default View Expanded

Expense Type Defaults

Expense Type	Payment Type	Billing Type
Merchant		

Country State Locality Billing Type

Select Project ChartFields Display:
 Default: Codes
 Descriptions
 Codes

Save Return to Search

Employee Data | Organizational Data | User Defaults | Bank Accounts

Core Navigation:

Travel and Expenses > Manage Employee Information > Update Profile > User Defaults

Employee Data | Organizational Data | **User Defaults** | Bank Accounts | Corporate Card Information | Bank Accounts BOR

Nicole Scott

Default Creation Method

*Expense Report Open a Blank Report
*Time Report Open a Blank Report
*Travel Authorization Open a Blank Authorization

Expense Defaults

Report Description Per Diem Range
Business Purpose Billing Type
Originating Location Payment Type
Expense Location Credit Card
Transportation ID Number of Nights
Accounting Detail Default View Collapsed

Expense Type Defaults

Expense Type	Payment Type	Billing Type
Merchant		

Country State Locality Billing Type

Select Project ChartFields Display:
 Default: Codes
 Descriptions
 Codes

Project Defaults for Expenses

Enabled	PC Business Unit	Project	Activity	Category	Subcategory	Source Type	Description
<input type="checkbox"/>	<input type="text"/>						

Time Defaults

Country State Locality Billing Type

Select Project ChartFields Display:
 Default: Codes
 Descriptions
 Codes

Project Defaults for Time

Enabled	PC Business Unit	Project	Activity	Category	Subcategory	Source Type	Description
<input type="checkbox"/>	<input type="text"/>						

Save Return to Search

BANK ACCOUNTS

5

Self Service Navigation:

Employee Self Service > Employee T&E Center > Profiles & Preferences > Review / Edit Profile > Bank Accounts

(Employee has view only access to Bank Account Info and Payment Method)

Employee Data | Organizational Data | User Defaults | Bank Accounts

Nicole Scott

Organizational Data Find | View All First 1 of 1 Last

GL Unit 71000 Georgia Perimeter College Default Profile
 Department 5009304 College Admissions Hold Payment
 *Payment Method System Check

Bank Account Info Personalize | Find | First 1 of 1 Last

Default	Bank Account	Source	Bank Name	Bank ID	IBAN	Branch Name	Branch ID	Bank Account #
<input type="checkbox"/>		Expenses						

EFT Options

Save Return to Search

Employee Data | Organizational Data | User Defaults | Bank Accounts

Core Navigation:

Travel and Expenses > Manage Employee Information > Update Profile > Bank Accounts

(Expense Administrator has view only access to Bank Account Info but can update Payment Method)

Employee Data | Organizational Data | User Defaults | Bank Accounts

Nicole Scott

Organizational Data Find | View All First 1 of 1 Last

GL Unit 71000 Georgia Perimeter College Default Profile
 Department 5009304 College Admissions Hold Payment
 *Payment Method System Check

Bank Account Info Personalize | Find | First 1 of 1 Last

Default	Bank Account	Source	Bank Name	Bank ID	IBAN	Branch Name	Branch ID	Bank Account #
<input type="checkbox"/>		Expenses						

EFT Options

Save Return to Search

Employee Data | Organizational Data | User Defaults | Bank Accounts