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## Defining User Preferences Overview

Each functionality in PeopleSoft Financials System to version 9.1 relies on every user having access (and not having access) to carry out certain actions in order for the system to function correctly and avoid costly errors. Business Unit security administrators and designates are responsible for setting up user preferences

|                            |   |
|----------------------------|---|
| <b>Process Frequency</b>   | When setting up a new employee in SFS or when the role of an existing employee changes. |
| <b>Dependencies</b>        |   |
| <b>Assumptions</b>         |   |
| <b>Responsible Parties</b> | Business Unit security administrators and designates                                    |
| <b>Alternate Scenarios</b> | N/A   |

## Process Detail

*Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*

1. **Enter User ID** or **search** for an employee by typing the employee's name into the *Description* field (name format will be last, first). For this example, we will enter a User ID.
2. Click 

### I. Define Overall User Preferences

*Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*

1. **Select Overall Preferences** hyperlink

The screenshot shows the 'Overall Preferences' tab for a user. The user's ID is 00901553 and their name is CORRELL, BONNIE-Consultant. The 'Business Unit' is set to UWSYS (UW Systemwide), the 'SetID' is UWSYS (UW Systemwide), and the 'As of Date' is 09/19/2018. The 'Localization Country' is USA. There are two unchecked checkboxes: 'Alternate Character Enabled' and 'Display Debit/Credit Amounts in Subsystems'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

2. Enter or Search  for *Business Unit*
3. Enter or Search  for *SetID*
4. Enter or Search  for *Localization Country*
5. Click  Save

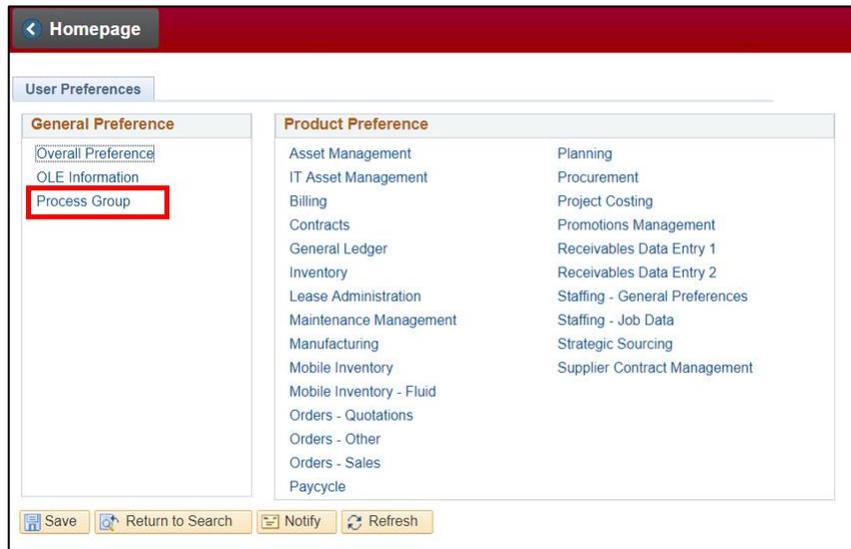
**Note:** Selecting an Overall *Business Unit* and *SetID* will be needed to be able to complete many other user preference setup steps.

## II. Define Process Group Preferences

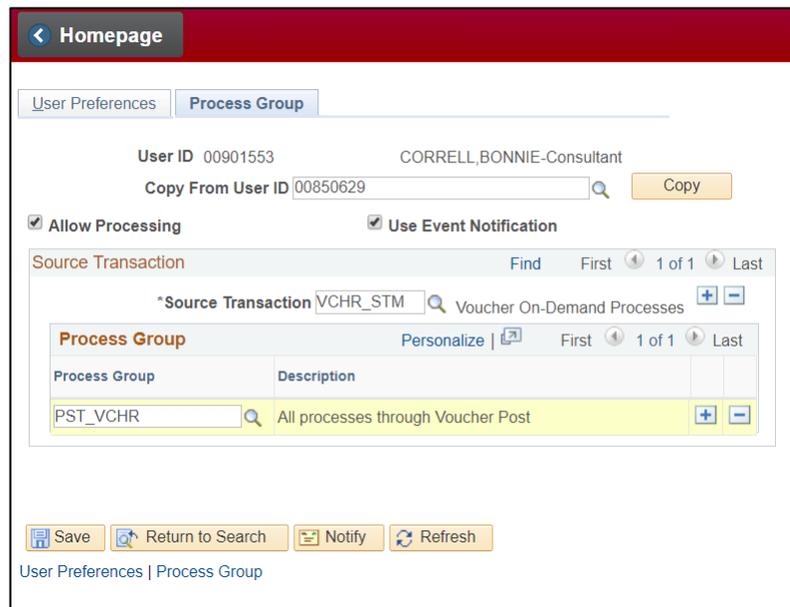
*Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*

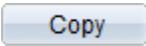
**Note:** This is the setup for online processing. If you do not define a process group, the user cannot perform “on-line” activities such as Budget Check vouchers, Voucher Post, etc. You can also copy the authority of another user here. Ensure that the process groups you assign match the responsibilities of the user you are setting up.

### A. Copying An Existing User’s Process Groups



1. **Select** *Process Groups* hyperlink



2. **Enter** an already-defined user ID in the *Copy From User ID* field from which the system is to copy the source transaction specifications. This allows you to set up template user ID's that can then be used to copy source transaction process groups to other users with the same responsibilities.
3. **Click** 

**Homepage**

User Preferences | **Process Group**

User ID 00901553 CORRELL, BONNIE-Consultant  
 Copy From User ID 00850629

Allow Processing  Use Event Notification

**Source Transaction** Find First 1-16 of 16 Last  
 \*Source Transaction   Mass Payment Cancellation v1

**Process Group** Personalize |  First 1-3 of 3 Last

| Process Group  | Description          |                                  |                                  |
|--|----------------------|----------------------------------|----------------------------------|
| <input type="text" value="APPMTCNL1"/> <input type="button" value="Find"/> | Mass Cancellation    | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value="APPMTCNL2"/> <input type="button" value="Find"/> | Cancel, Payment Post | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value=""/> <input type="button" value="Find"/>          |                      | <input type="button" value="+"/> | <input type="button" value="-"/> |

\*Source Transaction   Mass Payment Cancellation v2

**Process Group** Personalize |  First 1-4 of 4 Last

| Process Group  | Description          |                                  |                                  |
|--|----------------------|----------------------------------|----------------------------------|
| <input type="text" value="APPMTCNL1"/> <input type="button" value="Find"/> | Mass Cancellation    | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value="APPMTCNL2"/> <input type="button" value="Find"/> | Cancel, Payment Post | <input type="button" value="+"/> | <input type="button" value="-"/> |

4. Check *Allow Processing* checkbox to enable on-demand processing for this *User ID*

5. Click

### B. Manually Adding a Source Transaction and Process Group

**Homepage**

User Preferences | **Process Group**

User ID 00901553 CORRELL, BONNIE-Consultant  
 Copy From User ID

Allow Processing  Use Event Notification

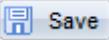
**Source Transaction** Find First 1 of 1 Last  
 \*Source Transaction   Voucher Entry

**Process Group** Personalize |  First 1 of 1 Last

| Process Group   | Description     |                                  |                                  |
|---|-----------------|----------------------------------|----------------------------------|
| <input type="text" value="BUDGET_CHK"/> <input type="button" value="Find"/> | Budget Checking | <input type="button" value="+"/> | <input type="button" value="-"/> |

User Preferences | Process Group

1. Select a *Source Transaction* (see [Section C.](#) below for Accounts Payable)
  - AR Source Transactions
    - a. 'ARMNTWS' (Maintain Receivables Worksheet).
    - b. 'AROPIE' (Online Pending Item Entry).

- c. 'ARPAYWS' (Payment Worksheet).
  - d. 'ARTRNWS' (Transfer Worksheet).
  - e. 'ARUNPOST' (Unpost).
2. **Select** a *Process Group* (see [Section C.](#) below for Accounts Payable)  
AR Process Groups
- a. 'ARACTIONA': Do Not Post (Receivables).
  - b. 'ARACTIONL': Batch Standard (Receivables).
  - c. 'ARACTIONN': Batch Priority (Receivables).
  - d. 'ARPOST': Post Now (Receivables).
  - e. 'ARPOSTGL': Post Now to GL (Receivables).
3. Click  Save

### C. Accounts Payable Process Groups Explained

| Source Transaction | Source Transaction Description | Process Group | Process Group Description          | Function   |
|--------------------|--------------------------------|---------------|------------------------------------|--|
| VOUCHER            | Voucher Entry                  | BUDGET_CHK    | Budget Checking                    | Allows the user to run Budget Check from the Online Voucher Page                           |
| VOUCHER            | Voucher Entry                  | PST_VCHR      | All processes through Voucher Post | Allows the use to run the Voucher Post Process from the Online Voucher Page                |
| VCHMASSCLS         | Voucher Mass Maintenance Close | MASSMAINT     | Voucher Mass Maintenance           | Allows the user to perform the Voucher Mass Close  |
| VCHMASSCLS         | Voucher Mass Maintenance Close | MASSPOST      | Vcher Main and Voucher Posting     | Allows the user to perform the Voucher Mass Close and run the Voucher Post process         |
| VCHMASSDEL         | Voucher Mass Maintenance Del   | MASSMAINT     | Voucher Mass Maintenance           | Allows the user to perform a Voucher Mass Delete   |
| VCHMASSFLD         | Voucher Mass Maintenance Fld   | MASSMAINT     | Voucher Mass Maintenance           | Allows the user to perform a Voucher Mass Field Update                                     |
| VCHMASSFLD         | Voucher Mass Maintenance Fld   | MASSMNTVB     | Mass Maintenance and Voucher Build | Allows the user to perform a Voucher Mass Field Update and Voucher Build process           |
| VCHMASSUNP         | Voucher Mass Maintenance Unpst | MASSMAINT     | Voucher Mass Maintenance           | Allows the user to perform a Voucher Mass Unpost   |
| VCHMASSUNP         | Voucher Mass Maintenance Unpst | MASSPOST      | Vcher Main and Voucher Posting     | Allows the user to perform a Voucher Mass Unpost and run the Voucher Posting process       |
| APMASSCNL2         | Mass Payment Cancellation v2   | APPMTCNL1     | Mass Cancellation                  | Allows the user to perform a Payment Mass Cancellation                                     |
| APMASSCNL2         | Mass Payment Cancellation v2   | APPMTCNL2     | Cancel, Payment Post               | Allows the user to perform a Payment Mass Cancellation and run Payment Post                |
| APMASSCNL2         | Mass Payment Cancellation v2   | APPMTCNL2A    | Cancel, Payment Post, Voucher Post | Allows the user to perform a Payment Mass Cancellation, run Payment Post, and Voucher Post |

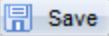
### III. Define Asset Management User Preferences

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

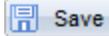
1. Select *Asset Management* hyperlink

2. Enter *Accounting Date*. This value will default on Asset entry pages, when set here.  
**Note:** This is the date when you want this transaction distributed to your General Ledger.

The *Accounting Date* is validated against the open periods you establish for Asset Management in the FIN\_OPEN\_PERIOD table to determine to which period the system posts. The difference between the *Transaction Date* and the *Accounting Date* will determine if any prior period depreciation must be calculated. For example, suppose a computer was acquired and placed in service on March 15, 2018 but wasn't entered in Asset Management until August 1, 2018. All General Ledger periods prior to August are closed. In this case, PeopleSoft Asset Management automatically calculates depreciation starting in March and posts it to the General Ledger in August.

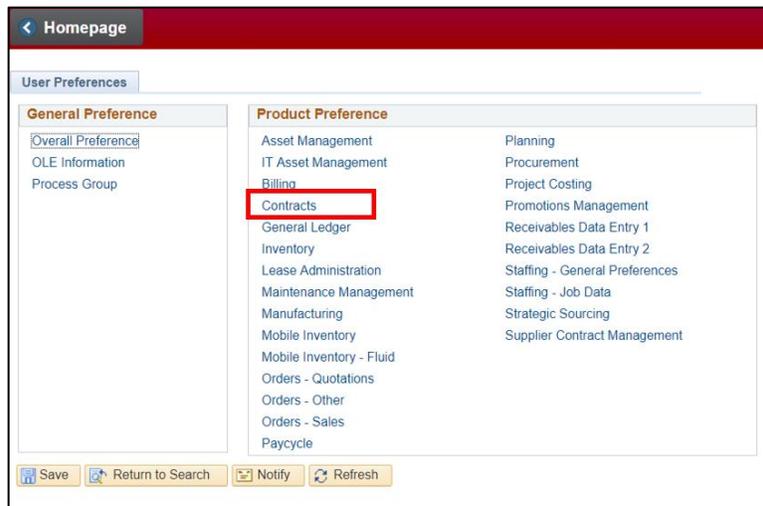
3. **Enter *Transaction Date*.** This value will default on Asset entry pages, when set here.  
**Note:** The *Transaction Date* typically represents the date you actually acquired the asset and must always be less than or equal to the *Accounting Date*
4. **Click** 
5. **Edit Options for Interface Transactions** section. **Set** this option to 'All' for all *AP To AM Interface* users which allows the user to make changes to Accounts Payable staged transactions as needed before creating the asset.



6. **Click** 

#### IV. Define Contracts User Preferences

*Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*



1. Select *Contracts* hyperlink

**Search Results**

User Preferences | **Contracts**

User ID 00901553      CORRELL, BONNIE-Consultant

Business Unit

Beginning Sequence

Region Code

**Contract Status Authorizations**      Personalize | Find | View All |      First 1 of 1 Last

| Contract Status        | Processing Status | Description |
|------------------------|-------------------|-------------|
| 1 <input type="text"/> |                   |             |

Save   Return to Search   Notify   Refresh

User Preferences | Contracts

2. Enter or Search for *Business Unit*

3. Click Save

**V. Define General Ledger User Preferences**

*Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*

**Homepage**

User Preferences

**General Preference**

- Overall Preference
- OLE Information
- Process Group

**Product Preference**

- Asset Management
- IT Asset Management
- Billing
- Contracts
- General Ledger**
- Inventory
- Lease Administration
- Maintenance Management
- Manufacturing
- Mobile Inventory
- Mobile Inventory - Fluid
- Orders - Quotations
- Orders - Other
- Orders - Sales
- Paycycle
- Planning
- Procurement
- Project Costing
- Promotions Management
- Receivables Data Entry 1
- Receivables Data Entry 2
- Staffing - General Preferences
- Staffing - Job Data
- Strategic Sourcing
- Supplier Contract Management

Save   Return to Search   Notify   Refresh

1. Select *General Ledger* hyperlink

**Search Results**

User Preferences | General Ledger

User ID 00901553  
 Name CORRELL,BONNIE-Consultant  
 Ledger ACTUALS Actuals  
 Ledger Group ACTUALS Actuals Ledger Group  
 Commitment Control Ledger Group  
 Source

**Journal Entry Options**

- Change Date on Correction Journals
- Use Next Journal ID
- Change Journals from Journal Generator
- Enter Adjustment Type Journal
- Save Journal Incomplete Status
- Allow Copy Journal with Control Accounts
- Allow Delete Journal with Control Accounts
- Allow Unpost Journal with Control Accounts
- Enter Date Code Adjustments
- Enable Online Journal Post
- Update Amortization Journal ChartField Values

**Online Journal Edit Defaults**

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

**Journal Post Defaults**

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

**Budget Post Options**

- Skip Entry Event processing
- \*Parent Budget Generation User Specified

Save Return to Search Notify Refresh

User Preferences | General Ledger

2. Enter or Search  for Ledger

3. Enter or Search  for Ledger Group

4. Enter or Search  for Source

**Note** Source will default in all the user's online entered journals.

5. **Check** boxes that apply to user under Journal Entry Options:

- *Change Date on Correction Journals*: A security feature that enables you to change the journal date on the corrections journal (found 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 selected, the *Journal ID* field becomes unavailable to this User ID and the user cannot enter a *Journal ID* manually.
- *Change Journals from Journal Generator*: **Select** this option to allow a specific user to update the ChartField and amounts in the Journal Entry Page for a journal that was created by the Journal Generator process.

**Warning:** If you select *Change Journals from Journal Generator* and then you change the ChartField values and re-edit 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 re-budget checked even though the ChartField values or the amounts are changed.

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

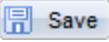
- *Save Journal Incomplete Status*: When you select this option for a specific user and the

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

**Note:** The option is a default option. When it is not checked (clear), it does not prevent the user from seeing the option on the header but the default journal header status cannot be set to incomplete status by that user

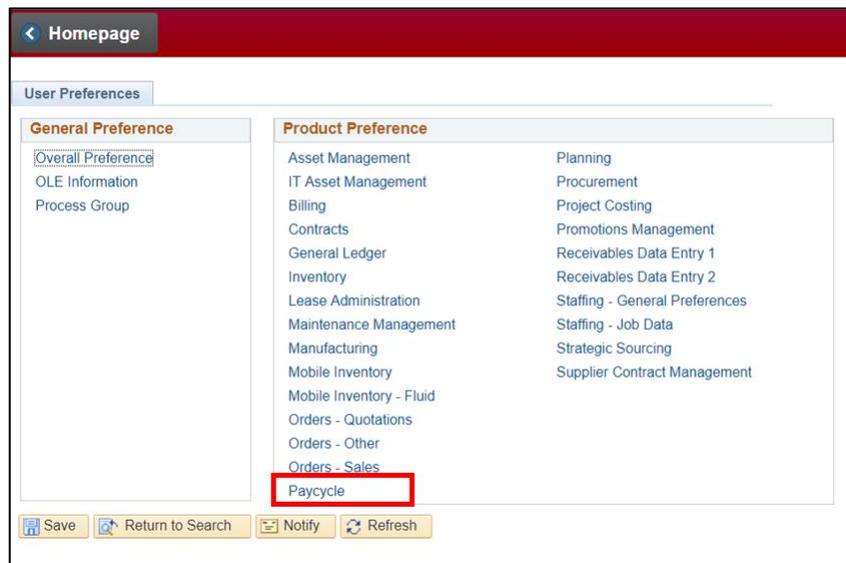
6. **Check** boxes that apply to user under Journal Entry Options.

**Note:** Re-Edit Previously Edited allows user to Re-edit journals marked as valid and is usually set up for a user.

7. Click 

## VI. Define Pay Cycle User Preferences

*Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*



1. **Select** *Paycycle* hyperlink

**Search Results**

User Preferences | PayCycle

User 00901553 CORRELL,BONNIE-Consultant

**Output Destination**

Server File Destination

Server Destination Printer

Server  🔍

Email ID

Save Return to Search Notify Refresh

User Preferences | PayCycle

2. Enter Server File Destination '/opt/pssfprod/pt852/sfs/uw/ACH' (for Production)
3. Enter Server: 'PSUNX'
4. Click Save

## VII. Define Procurement User Preferences

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

**Homepage**

User Preferences

**General Preference**

Overall Preference  
 OLE Information  
 Process Group

**Product Preference**

Asset Management  
 IT Asset Management  
 Billing  
 Contracts  
 General Ledger  
 Inventory  
 Lease Administration  
 Maintenance Management  
 Manufacturing  
 Mobile Inventory  
 Mobile Inventory - Fluid  
 Orders - Quotations  
 Orders - Other  
 Orders - Sales  
 Paycycle

Planning  
**Procurement**  
 Project Costing  
 Promotions Management  
 Receivables Data Entry 1  
 Receivables Data Entry 2  
 Staffing - General Preferences  
 Staffing - Job Data  
 Strategic Sourcing  
 Supplier Contract Management

Save Return to Search Notify Refresh

1. Select *Procurement* hyperlink

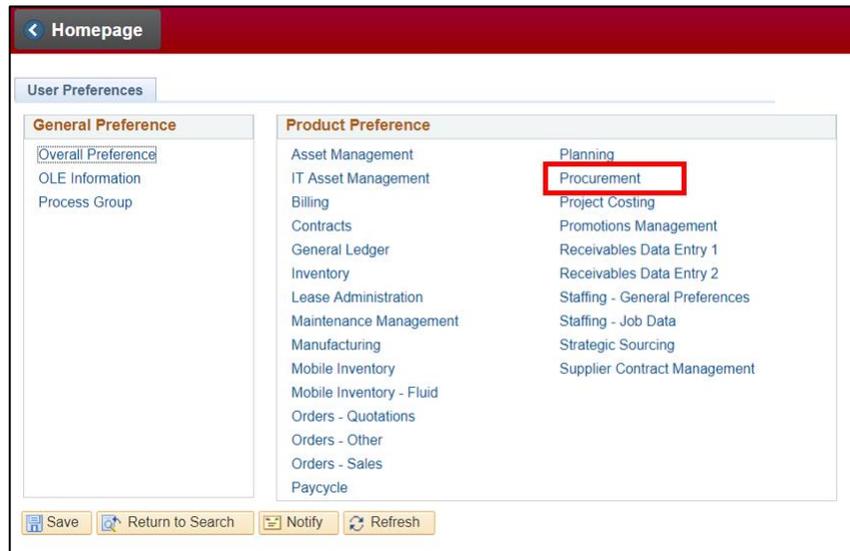
The screenshot displays the 'User Preferences' page for the 'Procurement' module. At the top, there is a navigation bar with a 'Homepage' link. Below it, the page is titled 'User Preferences' and 'Procurement'. The user information section shows 'User 00901553' and 'CORRELL, BONNIE-Consultant'. There are several search fields: 'Location', 'Origin', 'Department', 'Ship To Location', 'Requester', and 'Buyer', each with a magnifying glass icon. Below the search fields, there are several authorization categories: 'Contract Process', 'Payables Online Vouchering', 'Purchase Order Authorizations', 'Supplier Onboarding', 'Rebate Authorizations', 'Receiver / RTV Setup', 'Supplier Processing Authority', 'Request for Quote Process', 'Requisition Authorizations', and 'Doc Tolerance Authorizations'. At the bottom, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Refresh'. The page footer shows 'User Preferences | Procurement'.

2. **Enter** or **Search**  for *Location*: Default *Location* where requested items should be delivered once they are received from the Supplier.
3. **Enter** or **Search**  for *Origin*: Default *Origin* of this user's purchase orders. The *Origin* is used for reporting purposes.
4. **Leave Requester** Blank – Not used at UW.
5. **Enter** or **Search**  for *Buyer*. This is the user's default *Buyer*
6. **Click**  **Save**

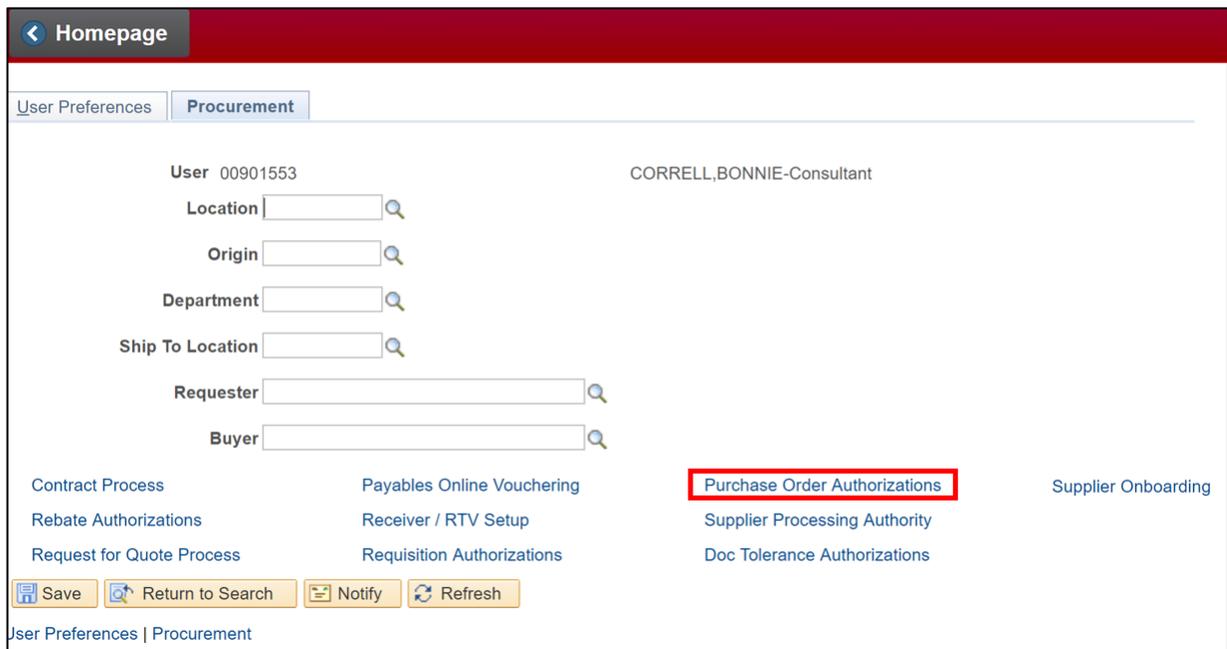
## VIII. Define Originator Purchase Order Authorization User Preferences

At UW, the term “Originator” refers to the user who enters the purchase order into the system. In this section we will define limitations on the abilities of Originators to perform actions relating to the Purchasing process.

*Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*



1. **Select Procurement** hyperlink



2. **Select Purchase Order Authorizations**

3. **Check** the *Approval* checkbox – this will allow the user to approve POs.
4. **Check** the boxes in the Allowed Purchase Order Actions section that apply to user :  
**Note:** For Originators, do not check any other boxes in the Allowed Purchase Order Actions section because we typically don't want them to have access to the following:
  - a. *Cancel* – Allows the user to view the *Cancel PO*  icon on a PO, but not the ability to cancel a PO unless defined in the Buyers User Authorization section
  - b. *Delete* – Allows the user to delete POs (if the BU setup allows).
  - c. *Close* – Allows the user to close POs.
  - d. *Reopen* – Allows the user to Reopen POs.
  - e. *Can Work Approved PO's* – Allows the user to make changes to POs that have already gone through the PO Approval process and been approved.
  - f. *Can Dispatch Un-Approved POs* – Allows the user to dispatch POs before they have completed the PO Approval process.
  - g. *Full Authority for All Buyers* – Allows the user to Add/Update/Cancel/Delete/Close POs for any Buyer (and therefore any Business Unit) in the system.
  - h. *Override Non-Qualified POs for Close* – Allows the user to close POs that are non-qualified for close
5. *Rebate ID Security Control* should never be set to Update because it allows the user to make changes to the Vender rebate agreement fields while maintaining POs (should only be set to *View Only* or *Hidden* so no changes can be made).
6. **Enter** or **Search**  for *Buyers* under Buyers User Authorization section.

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

**Note:** You can restrict the user to a specific *Buyer(s)* or specific activities. To add additional

rows click , to remove rows click . If you are unable to select a person as a *Buyer*, they have not been set up yet as a *Buyer*, see [Define Buyer Setup](#) section.

**Warning:** With the usage of electronic signatures for Buyers, if a user has access to enter POs on behalf of a Buyer in a Business Unit where workflow is not in place, then that user has access to create a PO with the buyers' signature. This is why Originators should only have authorization to enter POs for Buyers in their Business Unit.

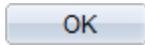
7. **Click** the following checkboxes next to each Buyer:

- *Add* – This allows the user to create new POs with the specified Buyer listed on the PO.
- *Update* – This allows the user to make changes to POs with the specified Buyer listed.

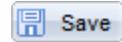
**Note:** Do not check any other boxes in the Buyers User Authorization section because we don't want Originators to have access to the following:

- *Cancel* – Allows the user to cancel POs that list the specified buyer.
- *Delete/Close/Reopen* – Functionality works only with Requisitions.

8. **Click**



9. **Click**

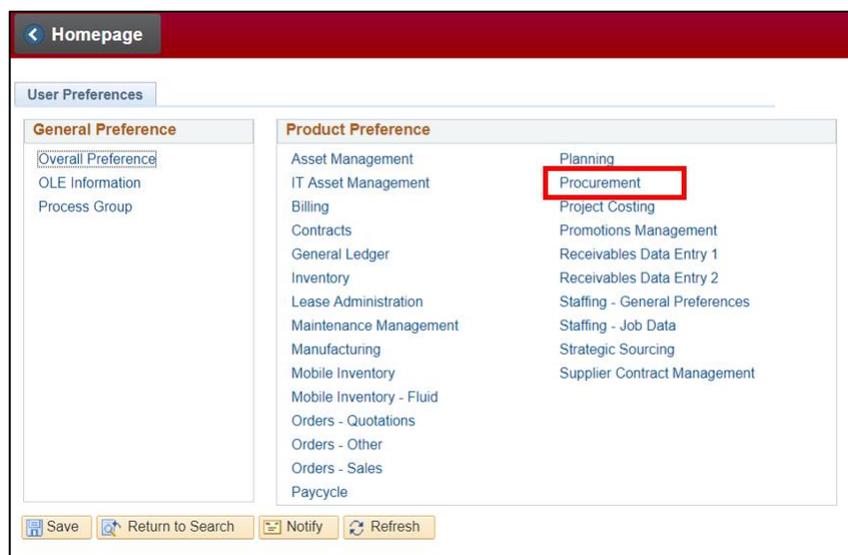


on the Procurement page.

## IX. Define Ad Hoc Approver Purchase Order Authorization User Preferences

For Campuses using workflow, all users have the potential to be added as Ad Hoc Approvers. Accordingly, it is necessary grant each user the Allowed Purchase Order Action of *Approval*.

*Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*



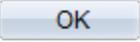
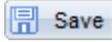
1. **Select** *Procurement* hyperlink

2. **Select Purchase Order Authorizations**

3. **Check the Approval checkbox** – this will allow the user to approve POs.

**Note:** For Ad Hoc Approvers, do not check any other boxes in the Allowed Purchase Order Actions section because we typically don't want them to have access to the following:

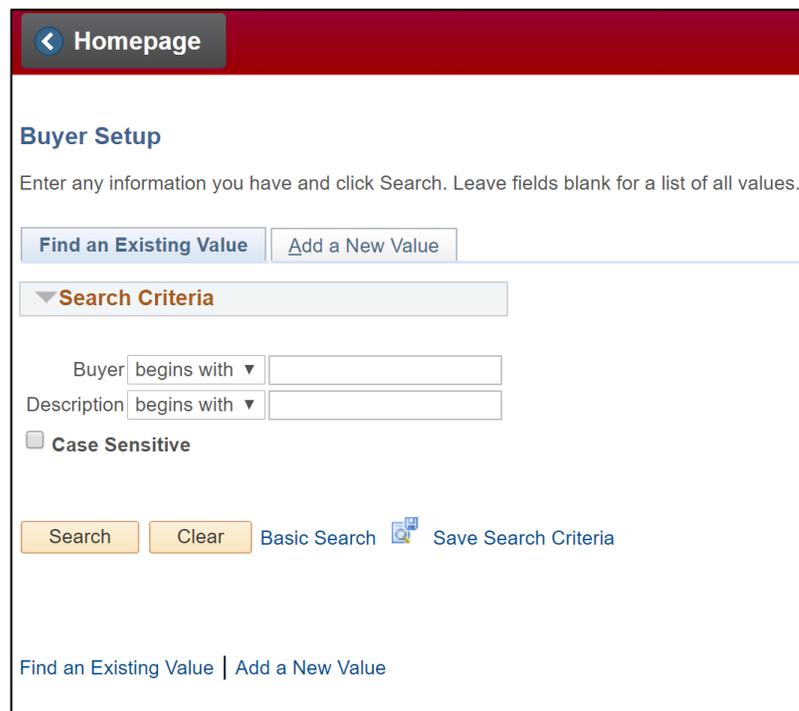
- a. *Cancel* – Allows the user to view the *Cancel PO*  icon on a PO, but not the ability to cancel a PO unless defined in the Buyers User Authorization section
- b. *Delete* – Allows the user to delete POs (if the BU setup allows).
- c. *Close* – Allows the user to close POs.
- d. *Reopen* – Allows the user to Reopen POs.
- e. *Can Work Approved PO's* – Allows the user to make changes to POs that have

- already gone through the PO Approval process and been approved.
- f. *Can Dispatch Un-Approved POs* – Allows the user to dispatch POs before they have completed the PO Approval process.
  - g. *Full Authority for All Buyers* – Allows the user to Add/Update/Cancel/Delete/Close POs for any Buyer (and therefore any Business Unit) in the system.
  - h. *Override Non-Qualified POs for Close* – Allows the user to close POs that are non-qualified for close
4. *Rebate ID Security Control* should never be set to Update because it allows the user to make changes to the Vender rebate agreement fields while maintaining POs (should only be set to *View Only* or *Hidden* so no changes can be made).
  5. **Note:** Do not check any boxes in the Buyers User Authorization section because we don't want Ad Hoc Approvers to have access to *Add, Update, Cancel, Delete, Close, or Reopen* Purchase Orders.
  6. Click 
  7. Click  on the Procurement page.

## X. Define Buyer Setup

A user is unable to be listed as a Buyer on a PO unless they have been setup as a Buyer in the system. Setting up a Buyer correctly in the system is essential for the Purchasing process to function properly.

*Navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Buyer Setup*



← Homepage

### Buyer Setup

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Buyer begins with

Description begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Click the **Add a New Value** tab.
2. Enter the User ID in *Buyer*.
3. Click **Add**

The screenshot shows the 'Buyer Setup' form. At the top, there are tabs for 'Buyer Setup' and 'Dashboard'. The form contains the following fields and controls:

- Buyer:** 00856855
- Department SetID:** UWSYS (with search icon)
- Ship To SetID:** UWSYS (with search icon)
- Location Set ID:** UWSYS (with search icon)
- PO Origin SetID:** UWSYS (with search icon)
- Department:** [Text field with search icon]
- Ship To:** [Text field with search icon]
- Location:** [Text field with search icon]
- Origin:** [Text field with search icon]
- Phone:** [Text field]
- Fax:** [Text field]
- Default PO Status:** Radio buttons for 'Open' (selected) and 'Pending Approval/Approved'.
- PO Dispatch Signature Location:** [Text field]
- \*Status:** Active (dropdown menu)

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The footer of the page reads 'Buyer Setup | Dashboard'.

4. Enter the Buyer's *Business Unit* ('UW\*\*\*') in the following fields:
  - a. Enter or Search  for *Department SetID*
  - b. Enter or Search  for *Ship To SetID*
  - c. Enter or Search  for *Location Set ID*
  - d. Enter or Search  for *PO Origin SetID*

**Note:** *SetID* values should always equal the *Business Unit* values except where the *SetID* 'SHARE' is used.
5. Enter the Buyer's default values for the following (on the PO, these will overwrite the user defaults from the user preference section):
  - Enter *Phone* – Default phone # for the Buyer
  - Enter *Fax* – Default fax # for the buyer
  - Enter or Search  for *Department*
  - Enter or Search  for *Ship To*
  - Enter or Search  for *Location*
  - Enter or Search  for *Origin*

You do not need to input a value for PO Dispatch Signature Location on this page because of a system customization that specifies the signature file location. However, to use an electronic signature for a given buyer you must contact UWSA Problem Solvers ([uwsaproblemsolvers@maillist.uwsa.edu](mailto:uwsaproblemsolvers@maillist.uwsa.edu)) to have the signature image file copied to the SFS server.

6. Select *Open* in the Default PO Status section.  
**Note** This ensures all POs for the specific *Buyer* must be manually submitted for approval (by clicking  in the PO Status section) instead of automatically submitting once the PO is created in the system. For Buyers where their *Business Unit* is not using workflow and they

do not want to manually submit POs for approval, **select** 'Pending Approval/Approved' in the Default PO Status section (POs will be submitted for approval/approved upon being saved into the system).

7. **Select Status:** 'Active'

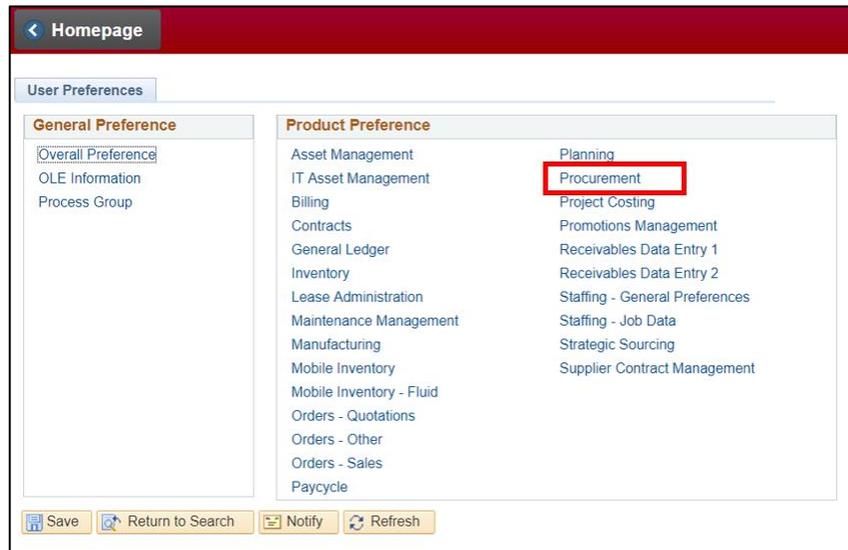
**Note:** All Buyers with locked accounts should have *Status* set to 'Inactive'; otherwise they can still be listed as the Buyer on a new PO.

8. Click  Save

## XI. Define Buyer Purchase Order Authorizations User Preferences

The term "Buyer" refers to the user listed as the *Buyer* on the purchase order and manages the PO throughout the Purchasing process. In this section we will define limitations on the abilities of Buyers to perform actions relating to the Purchasing process.

*Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*



1. **Select Procurement** hyperlink

Homepage

User Preferences Procurement

User 00901553 CORRELL, BONNIE-Consultant

Location [ ] [ ]

Origin [ ] [ ]

Department [ ] [ ]

Ship To Location [ ] [ ]

Requester [ ] [ ]

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

Save Return to Search Notify Refresh

User Preferences | Procurement

2. **Select Purchase Order Authorizations**

Purchase Order Authorizations

User 00901553 CORRELL, BONNIE-Consultant

**Allowed Purchase Order Actions**

Approval  Can Work Approved PO's

Cancel  Can Dispatch Un-Approved PO's

Delete  Full Authority for All Buyers

Close  Override Non-Qualified POs for Close

Reopen Rebate ID Security Control View Only

Can Send Approval Reminders

**Buyers User Authorization** Personalize | Find | View All | First 1-2 of 2 Last

| Buyers User Authorized For | Description     | Add                                 | Update                              | Cancel                              | Delete                   | Close                    | Reopen                   |
|----------------------------|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| 00056022                   | NEVERMAN, BROCK | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 00542794                   | TILTON, BRENT   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OK Cancel Refresh

3. **Click** the checkboxes next to the following in the Allowed Purchase Order Actions section:
- Approval* – Allows the user to approve Purchase Orders either in workflow or on the PO page if workflow is not implemented.
  - Cancel* – This allows the user to view the *Cancel PO* **X** icon on a PO, but not the ability to cancel a PO unless defined in the Buyers User Authorization section.
  - Delete* – Allows the user to delete POs (only if this option is also enabled for your Business Unit).
  - Close* – Allows the user to close POs.
  - Reopen* – Allows the user to Reopen POs.

- f. *Can Work Approved PO's* – This allows the user to make changes to POs after they have already been approved.

**Note:** Do not check the following boxes in the Allowed Purchase Order Actions section because we don't want Buyers to have access to the following:

- g. *Can Dispatch Un-Approved POs* – Allows the user to dispatch POs before they have reached a status of Approved.
- h. *Full Authority for All Buyers* – Allows the user to Add/Update/Cancel/Delete/Close POs for any Buyer (and therefore any Business Unit) in the system.
- i. *Override Non-Qualified POs for Close* – Allows the user to close POs that are non-qualified for close.
- j. *Rebate ID Security Control* should never be set to 'Update' because it allows the user to make changes to the Vender rebate agreement fields while maintaining POs (should only be set to 'View Only' or 'Hidden' so no changes can be made).
4. **Enter** the 'User ID' of each Buyer the user is authorized to create/edit PO's for (including themselves) in the Buyers User Authorization For section.

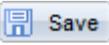
**Note:** To add additional rows **click** , to remove rows **click** 

**Warning:** With the usage of electronic signatures for Buyers, if a user has access to enter POs on behalf of a Buyer in a Business Unit where workflow is not in place, then that user has access to create a PO with the buyers' signature. This is why Buyers should only have authorization to enter POs for themselves and sometimes other Buyers in their Business Unit where appropriate.

5. **Click** the following checkboxes next to each Buyer:
- a. *Add* – This allows the user to create new POs with the specified Buyer listed on the PO.
- b. *Update* – This allows the user to make changes to POs with the specified Buyer listed.
- c. *Cancel* – Allows the user to cancel POs that list the specified buyer.

**Note:** Do not check any other boxes in the Buyers User Authorization section because the rest only work for requisitioning, which is not used at UW.

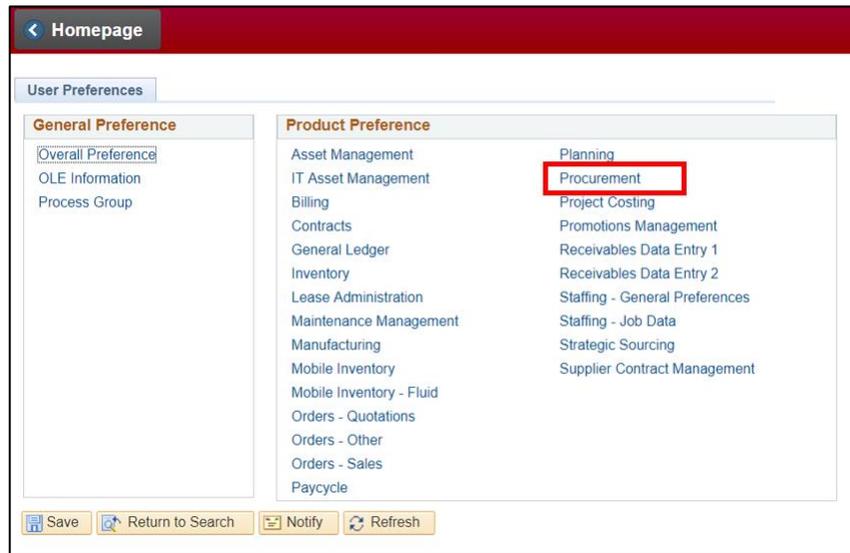
6. **Click** 

7. **Click** 

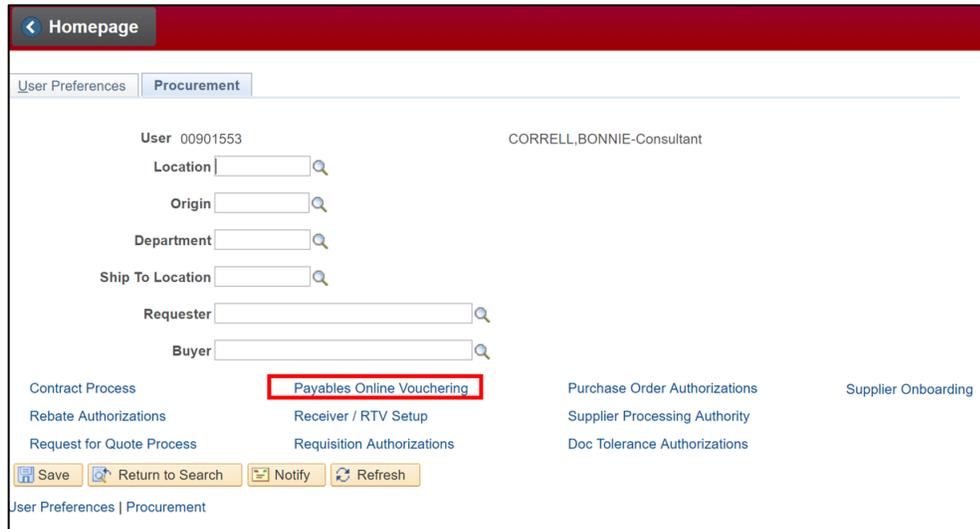
## XII. Define Payables User Preferences

The AP Operator Profile report (APY0003) displays accounts payable user defaults by SetID

*Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*



1. **Select Procurement** hyperlink



2. **Select Payables Online Vouchering**

3. **Enter** or **Search**  for *Origin*: The system tags all vouchers entered by this user with this *Origin*, and uses the processing settings for this *Origin* when it processes the voucher.

**Warning:** Without Voucher *Origin* identified, users cannot enter a voucher. Users would get the following Error Message: "Operator ID must equal Logon Operator ID. You may not process vouchers under another Operator ID."

4. **Check** boxes that apply to User:
  - *Copy Matched and Closed PO* (copy matched and closed purchase orders) **Select** to enable the user to copy matched and closed purchase orders.
  - *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 open the Voucher Styles page on which 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 if the system performs an edit during online voucher entry against the voucher gross amount.

- *Entry Limit* If you select *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*.
- *Enter Vouchers Only in Groups* **Select** to enable the user only to enter 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 will not be able to modify any of the scheduled payment information on the Voucher - Payments page.

5. **Click** on the *Security for Voucher Styles* hyperlink in the Operator Voucher Authorities section

**Note: Checking *Manually Schedule Payments*** allows changes to be made on the Payments page based on separation of duties, uses can be restricted by voucher style.

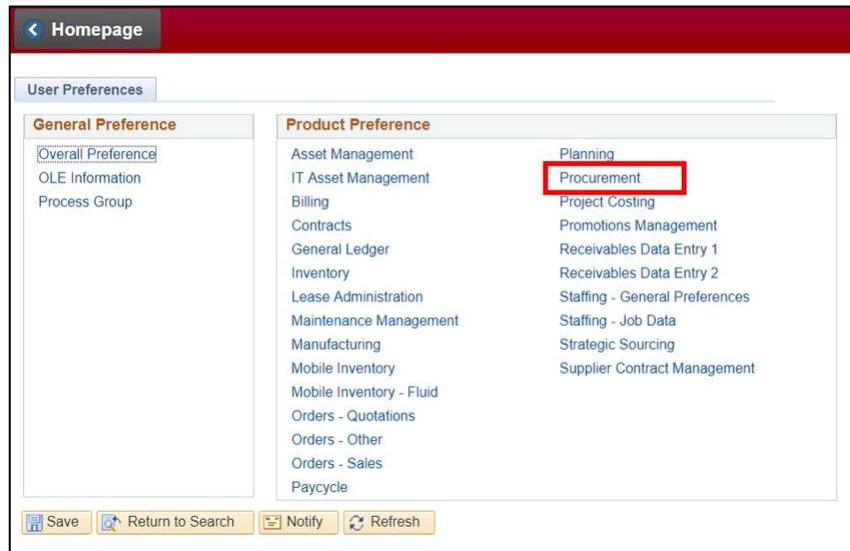
**Voucher Styles**

- 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
- Allow Amortization Voucher

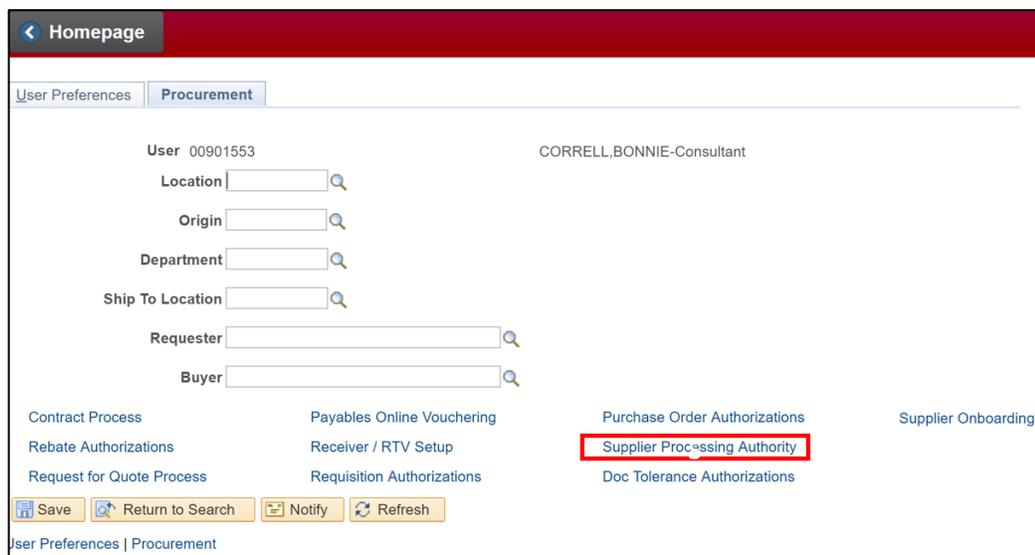
7. **Click**  Save

### XIII. Define Supplier Processing Authority User Preferences

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



1. Select *Procurement* hyperlink



2. Select *Supplier Processing Authority*

Supplier Processing Authority

User 00901553 CORRELL, BONNIE-Consultant

**Supplier Processing Authority**

- Authority to Enter
- Authority to Approve
- Authority to Inactivate
- Supplier Audit

OK Cancel Refresh

3. **Check** boxes that apply to User.
  - a. **Check** *Authority to Enter* to allow the user to Enter Suppliers
  - b. **Check** *Authority to Approve* to allow the user to Approve Suppliers
  - c. **Check** *Authority to Inactivate* to allow the user to Inactivate Suppliers
  - d. **Check** *Supplier Audit* to allow the user to Audit Suppliers

**Note:** Users cannot enter, approve or inactivate a Supplier without these options identified here. Depending on the role, users without Supplier processing authority may be able to enter updated information for a Supplier, but that Supplier status will revert to 'Unapproved'. This can work to enforce separation of duties but allow the end users to update Supplier information and then request appropriate staff to approve the Supplier.

## Revision History

| Author            | Version | Date       | Description of Change  |
|-------------------|---------|------------|--|
| Andrea Vredberg   | 1.0     | 06/14/2013 | Initial document   |
| Susan Kincanon    | 1.1     | 06/17/2013 | Review and edit  |
| Andrea Vredberg   | 2.0     | 06/18/2013 | Consolidated the PO User Preferences document into this one  |
| Susan Kincanon    | 2.1     | 06/19/2013 | Additional edits, formatting, and review   |
| Ben Biltz         | 2.2     | 08/19/2013 | Edits to Overall General User Preferences section  |
| Scott Larson      | 2.3     | 08/19/2013 | Edits to the Process Groups and Contracts sections   |
| Mark Flemington   | 2.4     | 08/19/2013 | Edits to Process Groups, Paycycle, Supplier Processing sections and removed View Purchasing Process options and View Purchasing BU Definitions |
| Surya Gannavarapu | 2.5     | 08/19/2013 | Edits to the Asset Management section  |
| Linda Diring      | 2.6     | 08/20/2013 | Edits to the GL section and add Reporting section  |
| Susan Kincanon    | 3.0     | 08/20/2013 | Final edits, formatting and publication  |
| Bonnie Correll    | 4.0     | 09/20/2018 | Revised for SFS 9.2  |