

AP.010.010 – ADDING AND UPDATING AP USER PREFERENCES

Purpose	To set up user preferences for Accounts Payable.
Description	<p>Each functionality in PeopleSoft Financials System 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. Security administrators and designates are responsible for setting up AP User Preferences.</p> <p>This Business process will help users become familiar with the various options available to Payables users, as they set specific parameters by user for processing Payables transactions. This includes setting up General Preferences, such as Overall Preferences and Process Groups, as well as Product Preferences including Paycycle, and Procurement Options (Contract Process, Doc Tolerance Authorizations, Payables Online Vouchering, and Supplier Processing Authority).</p>
Security Role	BOR_LOCAL_SEC_ADMIN
Dependencies/ Constraints	<p>Before setting up user preferences, User IDs must be setup to define default codes and values. For more information, see SC_080_105 - Adding User Profiles for Multi-campus Approvers. Once table setup is complete and all default values defined, use the User Preferences pages to define profiles for PeopleSoft-system users.</p>
Additional Information	None

Procedure

Below are step by step instructions on how to add/update User Preferences for a user by selecting specific items to establish parameters for them to process transactions in Payables.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Set Up Financials/Supply Chain link.
4.	Click the Common Definitions link.
5.	Click the User Preferences link.
6.	Click the Define User Preferences link.
7.	Type the User ID in the User ID field.
8.	Click the Search button. <i>Note: If not automatically routed to the User Preferences page, click on the User ID to Add/Update user preferences.</i>
9.	Once on the User Preferences page, click the Overall Preference link in the General Preference box.
10.	Enter the User's Name in the Name field.
11.	Enter the Business Unit for the user in the Business Unit field.
12.	Enter the SetID for the user in the SetID field.
13.	Enter the As of Date in the As of Date field. This is usually the start date for the employee.
14.	Enter the Localization Country .
15.	Select "USA" for all GeorgiaFIRST institutions.
16.	If needed, users can select the Alternate Character Enabled checkbox to activate alternate description buttons or links to support languages which require characters. This checkbox appears to the right of fields on many of the application pages. Click a button or link to enter or display alternate characters on the auxiliary page that appears. <i>Note: USG does not use this option. This option is typically not selected by most module users.</i>

Step	Action
17.	<p>If selected, the Display Debit/Credit Amounts in Subsystems checkbox will show the monetary amounts (debit and credits) associated with the GL business unit on journal entry and inquiry pages.</p> <p>If not selected, the field displays the debits as positive numbers and credits as negative numbers associated with the GL business unit.</p> <p><i>Note: This option is typically not selected by most subsystem users.</i></p>
18.	Click the Save button.
19.	Click the User Preferences tab or link.
20.	<p>Click the Process Group link in the General Preference box.</p> <p><i>Note: Process Groups are shared by AR and AP and allow users to perform on-demand processing.</i></p>
21.	<p>To add/update Process Groups, select one of the following methods:</p> <ul style="list-style-type: none"> • Copy Process Groups from another existing user. This method is usually the easiest method to apply existing process groups to a user. Proceed to Step 26. • Manually enter Process Groups. Proceed to Step 22.
22.	Enter or search for a Source Transaction in the Source Transaction search box.
23.	Enter or select the Process Group from the Process Group field.
24.	Use the plus (+) button in the Process Group box to add additional Process Groups for the Source Transaction.
25.	<p>After completing one Source Transaction, use the plus (+) button in the Source Transaction row to add additional Source Transactions. Continue adding rows and repeat Steps 21 – 23 as needed.</p> <p>Proceed to Step 30.</p>
26.	Click in the Copy From User ID field.
27.	Enter the User ID of a current user from which to copy existing Process Groups.
28.	Click the Copy button.

Step	Action
29.	If the institution does not use PeopleSoft AR, Security Administrators or delegates may choose to delete the AR process groups for the user. To delete AR process groups, locate the AR Source Transactions and click the minus (-) button next to all AR process groups. Continue deleting the AR process groups if not applicable for the user.
30.	Click the OK button.
31.	Check Allow Processing checkbox to enable on-demand processing for this User ID.
32.	Check Use Event Notification checkbox to enable on-demand processing for this User ID to have the system run the processes in asynchronous mode, such that the processes run independently in the background and no response is required from the server.
33.	Click the Save button.
34.	Click the User Preferences tab.
35.	Click the Paycycle link in the Product Preference box. <i>Note: The Server Name selected here will default into Pay Cycle Manager. If no Server Name is selected, the server will have to be selected each time the pay cycle runs.</i>
36.	Optional: To add a default server, click the magnifying glass icon.
37.	Click an entry in the Server Name column. (i.e. PSUNX)
38.	Click the Save button.
39.	Click the User Preferences tab.
40.	Click the Procurement link in the Product Preference box.
41.	Click the Payables Online Vouchering link.
42.	Click the magnifying glass icon.
43.	Click an entry in the Origin column. (i.e. ONL) 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." <i>Note: A Voucher Origin also stores validation rules and default information, which provide additional voucher entry controls.</i>
44.	Click the Security for Voucher Styles link.

Step	Action
45.	<p>The following Voucher Styles may be used by USG Institutions:</p> <ul style="list-style-type: none"> • Regular Voucher • Adjustment Voucher • Template Voucher • Single Payment Voucher <p><i>Note: Users may wish to restrict the use of the Single Payment Voucher style to limited Accounts Payable staff for control purposes.</i></p> <p>Select the checkbox(s) next to the corresponding Voucher Type to grant user access to process that specific Voucher Type.</p>
46.	Click the OK button.
47.	<p>If applicable, click the Override Accounting Date Edit checkbox.</p> <p><i>Note: Institutions may wish to control who has the ability to override voucher accounting dates.</i></p>
48.	Select Do Not check Voucher Amount .
49.	Click the Post Vouchers checkbox to enable the user to post vouchers.
50.	Click the Manually Schedule Payments checkbox to enable the user to schedule payments manually, overriding the system's automatic payment scheduling.
51.	<p>Click the Authority to Override Match checkbox to enable the user to override the voucher match status.</p> <p><i>Note: If the voucher requires matching, this provides the user the authority to change the voucher match status to Not Applicable. In addition, if the Matching process was run but the process encountered match exceptions or errors, the user can override the match exceptions.</i></p>
52.	<p>Click the Record Payment option to enables the user to record manual payments for a voucher. Institutions must also select the Manually Schedule Payments option to be able to record payments for a voucher.</p> <p><i>Note: Manual payments should only be used when the institution needs to generate a check and are currently unable to run a pay cycle for some reason.</i></p>
53.	Click the Req. Valid Chart Field Combo's checkbox. Selecting this checkbox instructs the system to automatically validate ChartField combinations on Quick Invoice vouchers. If the ChartField combination is invalid, the system prevents the user from saving the voucher.

Step	Action
54.	Click the Require Balanced Invoice checkbox. Selecting this check box instructs the system to automatically perform balancing algorithms on Quick Invoice vouchers. If the vouchers are out of balance, the system prevents the user from saving the voucher.
55.	Click the OK button.
56.	Click the Save button.
57.	<p>Click the Supplier Processing Authority link to grant vendor authority for Account Payables users per the institutions internal control policies.</p> <p><i>Note: Users cannot enter, approve or inactivate a Supplier without the 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 which allows users to update Supplier information and then request appropriate staff to approve the Supplier.</i></p>
58.	If needed, click the Authority to Enter checkbox.
59.	If needed, click the Authority to Approve checkbox.
60.	If needed, click the Authority to Inactivate checkbox.
61.	If needed, click the Supplier Audit checkbox.
62.	Click the OK button.
63.	Click the Save button.
64.	Click the Doc Tolerance Authorizations link.
65.	Click the Override Voucher to Purchase Order Exceptions checkbox.
66.	Click the OK button.
67.	Click the Save button.
68.	Click the Contract Process link.
69.	<p>Select all applicable contract options to grant the user access:</p> <ul style="list-style-type: none"> • Approve Contracts • Allow PO Contract Releases • Enter Contracts/New Version • Allow AP Contract Releases • Hold Contracts • Close Contracts • Cancel Contract

Step	Action
70.	Click the OK button.
71.	Click the Save button.