

# FSCM Security: User Preference Definition in Finance

In addition to security roles assigned to a User Profile, staff in finance will need additional security setup to properly manage financial transactions in the FSCM pillar. Every employee is granted the ZZ PeopleSoft User role dynamically and will need basic 'Overall Preferences' defined, but those performing administrative tasks within FSCM will also require additional setup unique to the specific security roles they have been assigned. Click the security role 'foldable' links below for specific details about the setup needed for each role.

Security role needed to grant access to **Define User Preferences** and **User Preferences Report** pages in the Finance pillar: **ZZ Local Security Admin**

## Navigation:

Set functional capabilities and page defaults in the finance system:

- NavBar> Navigator> Set Up Financials/Supply Chain> Common Definitions> User Preferences> Define User Preferences

Run a report of the preferences set for a single user or group of users at your institution:

- NavBar> Navigator> Set Up Financials/Supply Chain> Common Definitions> User Preferences> User Preferences Report

## ZZ PeopleSoft User [All Employees] - Overall Preferences (required)

### Overall Preferences - All Employees

Every employee will be automatically granted the [ZZ PeopleSoft User](#) role and must have their Overall Preferences defined in FSCM in order for the Expenses functions to properly work. All employees are assigned access to the Expenses tile for Travel Authorizations, Cash Advance Requests (if allowed by the college\*) and Expense Reporting. The entered values become the user's default values in business unit and SetID search fields.

**NOTE:** Before establishing Overall Preferences, the user must have a security User Profile established in the Finance pillar with the [Primary and Row Level Permissions](#) for their institution set on their security User Profile.


1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order) and
3. Click **Search**, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.

## User Preferences

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


[Find an Existing Value](#)

▼ **Search Criteria**

User ID begins with ▼ 10101 

Description begins with ▼

☐ Case Sensitive

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

- On the User Preferences page, under General Preference, click the link for Overall Preference.

[User Preferences](#)

| General Preference   | Product Preference  |
|--|---|
| <a href="#">Overall Preference</a><br><a href="#">OLE Information</a><br><a href="#">Process Group</a> | <div> Asset Management<br/> IT Asset Management<br/> Billing<br/> Contracts<br/> General Ledger<br/> Inventory<br/> Lease Administration<br/> Maintenance Management<br/> Manufacturing<br/> Mobile Inventory<br/> Mobile Inventory - Fluid<br/> Orders - Quotations<br/> Orders - Other<br/> Orders - Sales<br/> Payscale </div> <div> Planning<br/> Procurement<br/> Project Costing<br/> Promotions Management<br/> Receivables Data Entry 1<br/> Receivables Data Entry 2<br/> Staffing - General Preferences<br/> Staffing - Job Data<br/> Strategic Sourcing<br/> Supplier Contract Management </div> |

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Refresh](#)

- The Overall Preferences tab will display, showing the User ID and Name of the user.
- Click the Look Up (spy glass) icon to select the appropriate Business Unit:
  - WA010 - Peninsula College
  - WA020 - Grays Harbor College

- WA030 - Olympic College
- WA040 - Skagit Valley College
- WA050 - Everett Community College
- WA060 - Seattle District
- WA070 - Shoreline Community College
- WA080 - Bellevue College
- WA090 - Highline College
- WA100 - Green River College
- WA110 - Pierce District
- WA120 - Centralia College
- WA130 - Lower Columbia College
- WA140 - Clark College
- WA150 - Wenatchee Valley College
- WA160 - Yakima Valley College
- WA170 - Spokane District
- WA180 - Big Bend Community College
- WA190 - Columbia Basin College
- WA200 - Walla Walla Community College
- WA210 - Whatcom Community College
- WA220 - Tacoma Community College
- WA230 - Edmonds College
- WA240 - South Puget Sound Community College
- WA250 - Bellingham Technical College
- WA260 - Lake Washington Institute of Technology
- WA270 - Renton Technical College
- WA280 - Bates Technical College
- WA290 - Clover Park Technical College
- WA300 - Cascadia College

7. The SetID will automatically populate with the Business Unit, but must be changed to WACTC - SBCTC HQ.
  - **NOTE:** The WACTC option will not appear unless the General tab on the User Profile is pointing to a Business Unit.
8. Click Save.

The screenshot shows the 'Overall Preferences' tab in the 'User Preference Definition in Finance' application. The form contains the following elements:

- User ID** and **Name** fields at the top.
- Business Unit** dropdown menu showing 'WA010' and 'PENINSULA COLLEGE'.
- SetID** dropdown menu showing 'WACTC' and 'SBCTC HQ'.
- As of Date** field showing '10/21/2019' with a calendar icon.
- Localization Country** dropdown menu showing 'USA'.
- Two checkboxes: ☐ **Alternate Character Enabled** and ☐ **Display Debit/Credit Amounts in Subsystems**.
- A row of buttons at the bottom: **Save**, **Return to Search**, **Previous in List**, **Next in List**, **Notify**, and **Refresh**.

**As of Date:** Displays the default as of date for the Combo Edit process.

**Localization Country:** Displays the default localization country for this user ID, for the ctcLink system the value would be USA.

**Alternate Character Enabled:** Checking this box activates alternate description buttons or links, which appear 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.

*Ok to leave unchecked for ctcLink users.*

**Display Debit/Credit Amounts in Subsystems:** Checking this box displays debit and credit amounts of the default business unit on journal entry and inquiry pages. A subsystem is any PeopleSoft application, such as Payables or Receivables, that contributes entries to PeopleSoft General Ledger. *Not required for every employee, but recommended for administrative staff working in the finance pillar.*

*\* Colleges who have decided not to allow Cash Advances at their institution during initial configuration would not have a check box in their Advanced Options for "Allow Advance" on the Expenses Definition component, on the Business Unit 1 tab. Navigation: [Set Up Financials/Supply Chain>Business Unit Related>Expenses>Expenses Definition](#).*

# User Preferences: Asset Management

The screenshot shows the 'Asset Management - User Preferences' form. At the top, it displays 'User ID CTC,' and a search field for 'Field Drilldown Group Id'. The form is divided into several sections: 'Date Default Values' with fields for 'Accounting Date' and 'Transaction Date'; 'Auto-Run Transaction Loader' with checkboxes for 'Asset Management Integration' and 'Asset Retirement Obligations'; 'Property Pagelets' with search fields for 'Business Unit', 'Space Unit of Measure', and a dropdown for 'Property Class'; 'Edit Options for Interface Transactions' with dropdowns for 'Edit Review API/PO Information', 'Edit Review Transactions Info.', 'Edit Unitization Information', and 'Edit Consolidation Information', plus a checkbox for 'To Default Distribution Only'; and 'Asset Tracking Options' with a search field for 'Business Unit'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

## Date Default Values

- Accounting Date - Supply a default date on which the transaction is distributed to the general ledger. The accounting date is validated against the open periods that are established in the Asset Management in the FIN\_OPEN\_PERIOD table to determine in which period the system posts.

The difference between the transaction date and the accounting date determines whether any prior period depreciation must be calculated. For example, suppose that a computer was acquired and placed in service on March 15, 2006 but was not entered in Asset Management until August 1, 2006. All general ledger periods prior to August are closed. In this case, Asset Management automatically calculates depreciation starting in March and posts it to the general ledger in August.

- Transaction Date: Supply a default date for asset transactions or leave this field blank to use the system date.

## Auto-Run Transaction Loader

- Asset Management Integration: Select to add transactions from Maintenance Management to the transaction loader process (AMIF1000).

- **Asset Retirement Obligations:** Select this option to enable automatic always run Asset Retirement Obligation transaction processing when you click the Generate ARC button from either the ARO Measurement page or from the ARO Measurement in Mass Process Parameters page when running the transaction loader process (AMIF1000).

## Edit Options for Interface Transactions

- **Edit Review AP/PO Information:** Select the options for this user for editing the Review AP/PO Information component. The available options are:
  - **All:** Select this option to allow user to make edits to the following entries; Load Status, Asset ID, Dates Only fields and Operation Asset Details fields.
  - **Dates Only:** Select this option to allow user to make edits to Load Status, Accounting Date and Transaction Date.
  - **Operational Asset Details:** This is the default option. Select this option to allow user edits to asset operational fields only.
  - **None:** Select this option to allow edits to only the Load Status.
- **Edit Review Transactions Info:** Select the options for this user for editing the Review Transactions component. The available options are:
  - **All:** Select this option to allow user to make edits to the following entries; Load Status, Auto Approval Status, Dates Only fields, Operation Asset Details fields and most fields in the Distribution and Cost Information section.
  - **Dates Only:** Select this option to allow user to make edits to Load Status, Auto Approval Status, Acquisition Date, In-Service Date, Accounting Date and Transaction Date.
  - **Operational Asset Details:** Select this option to allow user edits to asset operational fields only.
  - **None:** This is the default option. Select this option to allow edits to only the Load Status and the Auto Approval Status.
- **Edit Unitization Information:**
  - Select All to allow user edits to all fields except for Interface ID and Interface Line Number.
  - Select Operational Asset Details to allow user edits to asset operational fields only. Users granted this edit option cannot edit transaction amounts or distribution details.
  - Select None to restrict user edits to all fields.
- **Edit Consolidation Information:** Use this field to manage user editing privileges of the asset consolidation details on the Consolidate -TO Asset page.
  - Select All to allow user edits to all fields except for Interface ID and Interface Line Number.
  - Select Operational Asset Details to allow user edits to asset operational fields only. Users granted this edit option cannot edit transaction amounts or distribution details.
  - Select None to restrict user edits to all fields.

**To Default Distribution Only:** Select this option to consolidate interface lines with different chartfield to a single chartfield distribution. If you do not select this option, interface lines with

different chartfield will be consolidated into a single asset ID with multiple chartfield distributions.

## Property Pagelets

**Business Unit** - Select the business unit. This user will then have access to property assets from within the selected business unit.

**Space Unit of Measure** - Select the default unit of measure to access when a user is working with space allocations. The available options are:

- Acres
- Feet
- Hectares
- Meters

**Property Class** - Select the property class to be commonly used by default for this user ID when he or she is working with property assets. The available options are:

- Area
- Building
- Floor
- Site
- Space

## Asset Tracking Options

**Business Unit** - Select a default business unit to use with the Scan Asset, Scan by Location, and Find Asset pages: The business unit you select here will appear in the search criteria for the Scan Asset and Find Asset pages.

For the Scan by Location page, the business unit you select here controls the scan location prompt values.

## ZZ General Ledger Roles - User Preferences: General Ledger

Finance administrative system users who have been assigned the one of the **ZZ GL Journal Entry**, **ZZ General Ledger Processing** or **ZZ GL Journal Generation** roles will also require [Overall Preferences](#) defined and the **General Ledger** Product Preference defined.

The User Preference definition for **General Ledger** is for defining both default values when opening General Ledger pages and which business function options the user is enabled to execute.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or **Description** (First Name Last Name order).

3. Click **Search**, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.

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

Previous in List

Next in List

Notify

Refresh

The screenshot below provides an example of the optimal settings for General Ledger User Preferences. Each section is color coded with boxes around each page section to help Local Security Administrators better understand the recommendations and impacts of entries on this page.



Employee Self Service Define User Preferences

User Preferences General Ledger

User ID  
Name  
Ledger LOCAL Local USD Currency Ledger  
Ledger Group ACTUALS Actual Recording Ledger Group  
Commitment Control Ledger Group  
Source ONL Online Journal Entry

**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 Always Generate

- On the top section of the **General Ledger** page (gold box), first complete the default information:

**LEDGER:** Use the Look Up (spy glass) icon and select the **LOCAL** ledger to set the the Local USD Currency Ledger as the default ledger for Ledger Inquiry and Journal Inquiry pages.

**LEDGER GROUP:** Use the Look Up (spy glass) icon and select the **ACTUALS** ledger to set the the Actual Recording Ledger Group as the default ledger for Ledger Inquiry and Journal Inquiry pages.

**COMMITMENT CONTROL LEDGER GROUP:** Leave the value **BLANK** to avoid setting a specific KK ledger group by default.

**SOURCE:** Use the Look Up (spy glass) icon and select the **ONL** value for Online Journal Entry.

- In the **Journal Entry Options** section (green box) follow the recommendations for which options to check and which to leave blank:

**CHANGE DATE ON CORRECTIONS JOURNALS:** **DO NOT CHECK** this box. In ctcLink, users are now allowed to change the journal date in the corrections journal (Journal Suspense Correction page).

**USE NEXT JOURNAL ID:** **CHECK** this box to limit the user to only using the next automatically assigned Journal ID. With this option select, the Journal ID field becomes unavailable to the user and the user cannot manually enter a Journal ID, which we don't want to occur in ctcLink.

**CHANGE JOURNALS FROM JOURNAL GENERATOR:** **DO NOT CHECK** this box (*except in situations outlined below*). In ctcLink, users are not allowed to update the ChartField or amounts on the Journal Entry page for a journal that was created by the **Journal Generator** process. If users were granted this access and used that access to change the ChartField values or reedit the journal, it would create inconsistencies between the subsystem data and the general ledger data. In addition, those journals that are generated for a subsystem that supports commitment control, the system does not go back and budget check again even though the ChartField values or the amounts are changed and thus would leave a college at risk of exceeding budget limitations in place. By leaving this box unchecked, it prevents the introduction of data inconsistencies and possible undisclosed budget overruns.

**TEMPORARY ADJUSTMENT TO THE ABOVE VALUE:**

*In the Finance pillar, it is mission critical to fix journal errors AT THE SOURCE (the module from which the transaction originated) to prevent problems at month and year end close. The one exception to this rule is Payroll data that has been Journal Generated [Source = PAY]. To open the ability to edit a PAY journal, the **Change Journals from Journal Generator** must be checked. To prevent adjusting journals that should not be touched, it is recommended to adjust this setting temporarily, when a Payroll journal must be fixed, and **remove the check box once the update has occurred**. This business practice will prevent users from habituating the practice of adjusting journals from other sources, which can lead creating problems for future close procedures.*

**ENTER ADJUSTMENT TYPE JOURNAL:** **DO NOT CHECK** this box, except for the Accounting Manager. In ctcLink users are not allowed to enter a Book Code adjustment type journal, (not the same as Adjusting Entry feature). Only **CHECK** this for the Accounting Manager, who would manage Period 13 adjusting type journals.

**SAVE JOURNAL INCOMPLETE STATUS:** **UNCHECK** this box, which appears as checked by default when opening this page for the first time for a new user. In ctcLink, users are not allowed to save journal entry transactions with an incomplete status. By clearing out the check in this box, the system will not prevent the user from seeing the option on the header, but the user cannot set the default journal header status to incomplete. Essentially, this would require the user to knowingly specify the desire to save an incomplete journal, thus hopefully removing the risk of a user saving a journal that is incomplete and the system allowing them to save the incomplete journal, without realizing it is in fact incomplete.

**ALLOW COPY JOURNAL WITH CONTROL ACCOUNTS:** **CHECK** this box. By checking this box, a users is allowed copy journals that contain Control Accounts. This applies to online or batch journal copy. Pertains to data coming from Journal Generator.

**ALLOW DELETE JOURNAL WITH CONTROL ACCOUNTS:** **CHECK** this box. By checking this box, a users is allowed to delete journals that contain Control Accounts. This applies to online or batch journal copy. Pertains to data coming from Journal Generator.

**ALLOW UNPOST JOURNAL WITH CONTROL ACCOUNTS:** **CHECK** this box. By checking this box, a users is allowed unpost journals that contain Control Accounts. This applies to online or batch journal copy. Pertains to data coming from Journal Generator.

**ENTER DATE CODE ADJUSTMENTS:** **DO NOT CHECK** this box. In ctcLink, users with this box unchecked will not see the **Date Code** displayed on journal lines. The **Date Code** is used to capture and report on multiple dates for single transactions, such as trade date and settlement date, in compliance with accounting standards.

**ENABLE ONLINE JOURNAL POST:** **CHECK** this box. In ctcLink, we DO want users to use Online Journal Posting. Without this option checked, the user would not see the check box to perform an online journal post on the Journal Line.

**UPDATE AMORTIZATION JOURNAL CHARTFIELD VALUES:** **DO NOT CHECK** this box. This form of Amortization is related to amortizing expenses. In ctcLink, users make annual payments that are to be amortized in regular installments over a period of time. Advance payments are initiated by Accounts Payable users into PeopleSoft by providing essential amortization information. In General Ledger, users will create journals from the amortization voucher and will review and approve the amortization schedule. Since this functionality works closely with Accounts Payable. The user preference control is left UNCHECKED to force the users to fix the issue at the source in Accounts Payable, instead of granting them access to make any direct GL ChartField updates, which would risk putting the sub-system out of sync with the GL.

7. In the **Online Journal Edit Defaults** section (light blue box) follow the recommendations for which options to check and which to leave blank:

**RE-EDIT PREVIOUSLY EDITED:** **DO NOT CHECK** this box. When this option is NOT checked, valid journals are not edited again when running Journal Edit from the Journal Entry page when clicking the Edit button. The user, if needing to re-edit can select to do so at the appropriate time on the page.

**MARK JOURNAL(S) TO POST:** **DO NOT CHECK** this box as it would cause the system to bypasses Journal Approval Workflow. [This option would only ever be check if a college decides to not use a Journal Approval Workflow].

**RECALC CURRENCY EXCHANGE RATES:** **DO NOT CHECK** this box. In ctcLink we use only USD, so we do not want the provide a user the option to recalculate for another currency.

8. In the **Journal Post Defaults** section (dark blue box) follow the recommendations for why to check each option:

**SKIP OPEN ITEM RECONCILIATION:** **CHECK** this box to bypass open item reconciliation processing when the specified user posts an online journal entry. The user can reconcile the open items at a later time by using the **Open Item Maintenance** page.

**SKIP SUMMARY LEDGER UPDATE:** **CHECK** this box. Users can intentionally chose to do summary ledger updates, rather that it being the default.

**SKIP ESSBASE INCREMENTAL LOAD:** **CHECK** this box, as we do not do Essbase incremental loads.

9. In the **Budget Post Defaults** section (purple box) follow the recommendations for each option:

**SKIP ENTRY EVENT PROCESSING:** **CHECK** this box. In ctcLink Commitment Control module, entry event codes exist on the budget journal line to generate entry event accounting entries. Checking this box will mean this event processing triggered by entry codes will not automatically occur. The system will automatically generate entry event processing based on the parent budget.

**\*PARENT BUDGET GENERATION:** Set the option to 'Always Generate' to ensure that the Parent Budget Options section of the Budget Head tab on the Enter Budget Journal page is always checked. This prevents a user from creating a child budget without also ensuring the creation of a parent budget.

The screenshot shows the 'Enter Budget Journal' page. At the top, there is a 'Budget Post Options' section with a checkbox for 'Skip Entry Event processing' which is checked, and a dropdown for '\*Parent Budget Generation' set to 'Always Generate'. Below this is the 'Parent Budget Options' section, which is highlighted with a dashed purple box. It contains checkboxes for 'Generate Parent Budget(s)' and 'Use Default Entry Event', and a dropdown for 'Parent Budget Entry Type'. The main form area includes fields for 'Unit', 'Journal ID', 'Fiscal Year', 'Currency', 'Rate Type', 'Exchange Rate', 'Cur Effct', and 'Budget Type'. There are also text areas for 'Long Description' and 'Alternate Description' with character counts. At the bottom, there are 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

10. After checking all the appropriate boxes, click the Save button to save the entries for the user.

## ZZ Payment Creation - User Preferences: Paycycle

Finance administrative system users who have been assigned the [ZZ Payment Creation](#) role will also require [Overall Preferences](#) defined and the Paycycle Product Preference defined.

The User Preference definition for **Paycycle** is for defining a default output destination for the Pay Cycle Manager and the Express Payment Manager components (PYCYCL\_MGR and EXP\_PYCYCL\_MGR, respectively). These default values are not required to perform any pay cycle process.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order).

- Click **Search**, if only one record matches the search criteria, the page will open for that user.
- If more than one search result is returned, click on the user in question to open the page for that user.

## User Preferences

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

Find an Existing Value

▼ Search Criteria

User ID

begins with ▼

10101

Q

Description

begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

- On the User Preferences page, under Product Preference, click the link for **Paycycle**.

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

Previous in List

Next in List

Notify

Refresh

- The **Paycycle** tab will display, showing the User ID and Name of the user.

FSCM Security: User Preference Definition in Finance

Page 13

7. In the **Output Destination** section enter:

**Server File Destination:** Enter the default output destination for files for your institution. When specifying the server file destination, a meta string (e.g. %OutputDirectory%) is not permitted, rather the full directory path followed by a backslash is required. The file path required for ctcLink is the output storage location for the Positive Pay file path. Enter a file path that aligns to the format shown below, where WAnnn is the institution code (e.g. WA010 = Peninsula College or WA140 = Clark College).

Format: /FSOUT/I-056\_PositivePay/WAnnn/BofA/Data/

**Server Destination Printer:** Leave Blank

**Server:** PSUNX

**Email ID:** Enter user's email address to receive payment error notifications. Field limitation is 70 characters.

8. Click **Save**.

The screenshot shows the 'User Preferences' interface with the 'PayCycle' tab selected. The 'User' field displays '1010'. The 'Output Destination' section contains the following fields:

- Server File Destination:** /FSOUT/I-056\_PositivePay/WA100/BofA/Data/
- Server Destination Printer:** (Empty)
- Server:** PSUNX
- Email ID:** (Empty)

At the bottom, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Refresh'. The 'Save' button is highlighted with a green border. Below the buttons, the text 'User Preferences | PayCycle' is visible.

## ZZ Payment Processing - User Preferences: Process Group

This additional User Preference definition is relevant for those processing payments in either Accounts Payable or Expense Processing, specifically [Processing an Ex Pay Cycle](#). With the [ZZ Payment Processing](#) role, setting up the relevant Process Group definition is required to set to controls for the on-demand features on transaction pages accessible with this role. It is recommended to establish each user with the specific access associated with their job duties and is not recommended to simply copy one user's access to another user as this could lead to overallocation of access. However, there are situations where a group of staff within a single department all require the same access to perform similar work. In that case, the COPY function provides the ability to apply all Process Group definitions from one to use another without having to search and enter each Source Transaction and Process Group combination. Be judicious in its use to prevent audit concerns.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order) and
3. Click **Search**, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.

## User Preferences

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

**Find an Existing Value**

▼ **Search Criteria**

User ID

begins with ▼

Q

Description


begins with ▼

☐ **Case Sensitive**

**Search**

**Clear**

[Basic Search](#)

 [Save Search Criteria](#)

5. In the General Preference section, click Process Group.

User Preferences

**General Preference**

[Overall Preference](#)  
[OLE Information](#)  
[Process Group](#)

**Product Preference**

|  |  |
|--|--|
| <a href="#">Asset Management</a><br><a href="#">IT Asset Management</a><br><a href="#">Billing</a><br><a href="#">Contracts</a><br><a href="#">General Ledger</a><br><a href="#">Inventory</a><br><a href="#">Lease Administration</a><br><a href="#">Maintenance Management</a><br><a href="#">Manufacturing</a><br><a href="#">Mobile Inventory</a><br><a href="#">Mobile Inventory - Fluid</a><br><a href="#">Orders - Quotations</a><br><a href="#">Orders - Other</a><br><a href="#">Orders - Sales</a><br><a href="#">Paycycle</a> | <a href="#">Planning</a><br><a href="#">Procurement</a><br><a href="#">Project Costing</a><br><a href="#">Promotions Management</a><br><a href="#">Receivables Data Entry 1</a><br><a href="#">Receivables Data Entry 2</a><br><a href="#">Staffing - General Preferences</a><br><a href="#">Staffing - Job Data</a><br><a href="#">Strategic Sourcing</a><br><a href="#">Supplier Contract Management</a> |
|--|--|

Save

Return to Search

Notify

Refresh

6. On the Process Group page, ensure the Allow Processing check box is check.
7. In the Source Transaction section, click the Look Up (spy glass) icon and select: **PYMNCNCL** - Payment Cancellation
8. In the Process Group section, click the Look Up (spy glass) icon and select the following values, clicking the Plus (+) symbol between each entry to open a new row:
  - **PAYPOSTGL** - Payment Post and Journal Generate
  - **PAYVCHRJG** - Payment, Voucher Post and Jrnl Gen
  - **PAYVCHRPST** - Payment Post and Voucher Post
  - **PYCNCLPOST** - Payment Post
  - **PYMNTPOST** - Payment Post



User ID

Copy From User ID

☒ Allow Processing ☒ Use Event Notification

Source Transaction  1 of 1

\*Source Transaction   Payment Cancellation

**Process Group**

| Process Group | Description                        |   |                                  |
|---------------|------------------------------------|---|----------------------------------|
| PAYPOSTGL     | Payment Post and Journal Generate  | <input checked="" type="button" value="+"/> | <input type="button" value="-"/> |
| PAYVCHRJG     | Payment, Voucher Post and Jrnl Gen | <input type="button" value="+"/>            | <input type="button" value="-"/> |
| PAYVCHRPST    | Payment Post and Voucher Post      | <input type="button" value="+"/>            | <input type="button" value="-"/> |
| PYCNCLPOST    | Payment Post                       | <input type="button" value="+"/>            | <input type="button" value="-"/> |
| PYMNTPOST     | Payment Post                       | <input type="button" value="+"/>            | <input type="button" value="-"/> |

9. When done entering process groups, click **Save**.
10. Click **Return to Search**.

## ZZ Procurement Contract Entry - User Preferences: Procurement - Contract Process

Finance administrative system users who have been assigned the [ZZ Procurement Contract Entry](#) role will also require [Overall Preferences](#) defined and the **Procurement** Product Preference, **Contract Process** section defined.

Prior to setting up this user preference for the user in question, you will need to get approval from their manager for what this user will be allowed to do with contracts, specifically, can they:

- Approve a contract?
- Create new contract versions?
- Put a contract on hold?
- Cancel a contract?
- Release Purchase Order contracts?
- Release Accounts Payable contract?

Once you have this information you can begin to set up the user preference definition for this role.

**Note:** While a user can have the ability to Create and Approve a contract, at no time should a user be creating and approving the contract they created.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order).
3. Click **Search**, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.

## User Preferences

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

**Find an Existing Value**

▼ **Search Criteria**

User ID

begins with ▼

Q

Description


begins with ▼

☐ **Case Sensitive**

**Search**

**Clear**

[Basic Search](#)

 [Save Search Criteria](#)

5. On the User Preferences page, under Product Preference, click the link for **Procurement**.

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
- Payscale

- 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

Previous in List

Next in List

Notify

Refresh

6. On the **Procurement** page, first complete the production default information:

**LOCATION:** Use the Look Up (spy glass) icon to search for the Accounts Payable Invoice location.

WA010 = PE000000AP - AP Invoice Location  
 WA030 = AP INVOICE - Accounts Payable Invoice  
 WA110 = ACCT.PAYBL - AP Business Address  
 WA130 = LCFINAP001 - ACCOUNTS PAYABLE  
 WA300 = AP00000001 - AP Invoicing Address

**ORIGIN:** Use the Look Up (spy glass) icon to search for the origin of **ONL** (Online).

**DEPARTMENT:** Select a default department or leave blank. If left blank, the Department value will need to be manually entered any time a voucher is created.

**SHIP TO LOCATION:** Enter a default shipping location. If a college has more than one shipping location, select the most common location where the individual user, when they create a voucher will have the majority of shipping received. Can be updated by the user to choose an alternate location when the voucher created.

**REQUESTER:** Enter a default requester. Typically this would be the User ID, unless this user is an administrative assistant who creates requisitions on behalf of their manager, then the manager's User ID would be entered. Used to populate the Requester field on a requisition, can be edited.

**BUYER:** Enter a default Buyer. Typically a college will only have a few specified buyers. Enter the primary buyer to be associated with this user.

7. Click **Save**.

User: [Name] [ID]

Location: AP INVOICE | ACCOUNTS PAYABLE INVOICE

Origin: ONL | On Line Entry

Department: 31000 | FINANCIAL SERVICES

Ship To Location: BREMERTON | BREMERTON SHIPPING ADDRESS

Requester: 101 | [Name]

Buyer: 101 | [Name]

**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

8. Next, click the **Contract Process** link to continue configuring.

9. In the top section of the **Contract Process** page, in the **Contract Process** section, click the **Contract Status** drop-down menu and select **Open**.

10. Ensure the check boxes align to the information below:

**APPROVE CONTRACTS:** If Checked, allows this user to approve procurement contracts.

**ENTER CONTRACTS/NEW VERSION:** If selected allows this user create contracts and new contract versions.

**HOLD CONTRACTS:** If selected allows this user to place procurement contracts on hold.

**CLOSE CONTRACTS:** **Do NOT select.** We do not close procurement contracts in ctcLink.

**CANCEL CONTRACT:** If selected allows this user to cancel procurement contracts.

**ALLOW PO CONTRACT RELEASE:** If selected allows this user to release accounts payable contracts.

**Contract Process**

User

**Contract Process**

Contract Status: Open

- ☒ Approve Contracts
- ☒ Enter Contracts/New Version
- ☒ Hold Contracts
- ☐ Close Contracts
- ☒ Cancel Contract
- ☒ Allow PO Contract Releases
- ☒ Allow AP Contract Releases

1. In the top section of the **Contract Process** page, in the **Default Display** section, click the **Process Option** Look Up (spy glass) icon to select a value for this required field. Select a default **Process Option** for this user, by picking one of the two authorized options:

- **AP (Recurring Voucher)**
- **PO (Purchase Order)**

The following options are not used in the ctclink system:

- BPO (Release to Single PO Only) [Not Used]
  - DST (Distributor) [Not Used]
  - GN (General Contract) [Not Used]
  - GRPM (Group Multi Supplier) [Not Used]
  - GRPS (Group Single Supplier) [Not Used]
  - MFG (Manufacturer) [Not Used]
  - PADV (Prepaid Voucher with Advance PO) [Not Used]
  - PPAY (Prepaid Voucher) [Not Used]
  - RPOV (Recurring PO Voucher) [Not Used]
  - SPP (Special Purpose) [Not Used]
12. Selecting the **Process Option** field will automatically populate the **Contract Style** field value of **AP** or **PO**.

13. In the **Default Display** section, select a group box option that you want to apply for this user. The value you select controls how the group box initially appears on the **Contract** page. Valid values for the group boxes are:
  - Collapsed: Select to collapse (hide) the group box when the user initially accesses the **Contract** page.
  - Open: Select to expand (open) the group box when the user initially accesses the **Contract** page.
14. Click **OK**.
15. Click **Save**.

## ZZ Purchase Order Entry - User Preferences: Procurement - Purchase Order Authorizations

Finance administrative system users who have been assigned the [ZZ Purchase Order Entry](#) role will also require [Overall Preferences](#) defined and the **Procurement** Product Preference, **Purchase Order Authorizations** section defined.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order).
3. Click **Search**, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.

## User Preferences

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

[Find an Existing Value](#)

### ▼ Search Criteria

User ID begins with  

Description begins with

☐ Case Sensitive

**Search**

**Clear**

[Basic Search](#)



[Save Search Criteria](#)

5. On the **User Preferences** page, under **Product Preference**, click the link for **Procurement**.

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

Previous in List

Next in List

Notify

Refresh

6. On the **Procurement** page, first complete the production default information:

**LOCATION:** Use the Look Up (spy glass) icon to search for the Accounts Payable Invoice location.

WA010 = PE000000AP - AP Invoice Location  
 WA030 = AP INVOICE - Accounts Payable Invoice  
 WA110 = ACCT.PAYBL - AP Business Address  
 WA130 = LCFINAP001 - ACCOUNTS PAYABLE  
 WA300 = AP00000001 - AP Invoicing Address

**ORIGIN:** Use the Look Up (spy glass) icon to search for the origin of **ONL** (Online).

**DEPARTMENT:** Select a default department or leave blank. If left blank, the Department value will need to be manually entered any time a voucher is created.

**SHIP TO LOCATION:** Enter a default shipping location. If a college has more than one shipping location, select the most common location where the individual user, when they create a voucher will have the majority of shipping received. Can be updated by the user to choose an alternate location when the voucher created.

**REQUESTER:** Enter a default requester. Typically this would be the User ID, unless this user is an administrative assistant who creates requisitions on behalf of their manager, then the manager's User ID would be entered. Used to populate the Requester field on a requisition, can be edited.

**BUYER:** Enter a default Buyer. Typically a college will only have a few specified buyers. Enter the primary buyer to be associated with this user.

7. Click the **Purchase Order Authorizations** link.

The screenshot shows the 'User Preferences' page with the 'Procurement' tab selected. A purple box highlights the 'User' section, which contains the following fields:

- Location: AP INVOICE
- Origin: ONL
- Department: 31000
- Ship To Location: BREMERTON
- Requester: 101
- Buyer: 10

Below the form, there are several links:

- Contract Process
- Rebate Authorizations
- Request for Quote Process
- Payables Online Vouchering
- Receiver / RTV Setup
- Requisition Authorizations
- Purchase Order Authorizations** (highlighted with a red box)
- Supplier Processing Authority
- Doc Tolerance Authorizations
- Supplier Onboarding

At the bottom, there are buttons for Save, Return to Search, Notify, and Refresh.

8. On the **Purchase Order Authorizations** page, check the appropriate boxes under the **Allowed Purchase Order Actions** section:

**APPROVAL:** Check the box to make the user a Purchase Order Approver.

**CANCEL:** Check the box to allow the user to cancel a Purchase Order.

**DELETE:** Check the box to allow the user to access to delete a Purchase Order.

**CLOSE:** This functionality is not supported in ctcLink. Leave box unchecked to prevent



closure of a Purchase Order.

**REOPEN:** Check the box to allow the user to reopen Purchase Order.

**Can Work Approved POs:** Check the box to allow the user to change a purchase order that has already been approved or dispatched.

**Can Dispatch Un-Approved POs:** Check the box to allow the user to dispatch purchase orders with a status of pending approval. **(Optional)**

**Full Authority for All Buyers:** Not recommended to check the box to allow the user to add, update, cancel, and close purchase orders for all buyers as the 'Close' option is not supported in ctcLink.

**Note:** If this option is selected, no additional entries need to be configured on the rest of the page.

**Override Non-Qualified POs for Close:** Check the box to allow the user to close unqualified purchase orders. **(Optional)**

**Rebate ID Security Control:** Select **"View Only"**

9. If the user is allowed to buy on behalf of another user, In the **Buyers User Authorization** section, enter the User ID of the Buyers for whom this user can enter Purchase Orders. For EACH Buyer, check the box for what the user is authorized to do with Purchase Orders on their behalf:
  - **Add**
  - **Update**
  - **Cancel**
  - **Delete**
  - **Close** [*Not a Valid Option*]
  - **Reopen**
10. Click **OK**.
11. Click **Save**.

## ZZ Purchase Order Processing - User Preferences: Procurement - Purchase Order Authorizations

Finance administrative system users who have been assigned the [ZZ Purchase Order Processing](#) role will also require [Overall Preferences](#) defined and the **Procurement** Product Preference, **Purchase Order Authorizations** section defined.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order).
3. Click **Search**, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.

## User Preferences

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

Find an Existing Value

### ▼ Search Criteria

User ID begins with  

Description begins with

☐ Case Sensitive

Search

Clear

Basic Search  Save Search Criteria

5. On the **User Preferences** page, under **Product Preference**, click the link for **Procurement**.

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 Previous in List Next in List Notify Refresh

6. On the **Procurement** page, first complete the production default information:

**LOCATION:** Use the Look Up (spy glass) icon to search for the Accounts Payable Invoice location.

WA010 = PE000000AP - AP Invoice Location  
 WA030 = AP INVOICE - Accounts Payable Invoice  
 WA110 = ACCT.PAYBL - AP Business Address  
 WA130 = LCFINAP001 - ACCOUNTS PAYABLE  
 WA300 = AP00000001 - AP Invoicing Address

**ORIGIN:** Use the Look Up (spy glass) icon to search for the origin of **ONL** (Online).

**DEPARTMENT:** Select a default department or leave blank. If left blank, the Department value will need to be manually entered any time a voucher is created.

**SHIP TO LOCATION:** Enter a default shipping location. If a college has more than one shipping location, select the most common location where the individual user, when they create a voucher will have the majority of shipping received. Can be updated by the user to choose an alternate location when the voucher created.

**REQUESTER:** Enter a default requester. Typically this would be the User ID, unless this user is an administrative assistant who creates requisitions on behalf of their manager, then the manager's User ID would be entered. Used to populate the Requester field on a requisition, can be edited.

**BUYER:** Enter a default Buyer. Typically a college will only have a few specified buyers. Enter the primary buyer to be associated with this user.

7. Click the **Purchase Order Authorizations** link.

The screenshot shows the 'Procurement' tab in the 'User Preferences' section. A purple box highlights the 'User' section with the following fields:

|                  |            |                            |
|------------------|------------|----------------------------|
| Location         | AP INVOICE | ACCOUNTS PAYABLE INVOICE   |
| Origin           | ONL        | On Line Entry              |
| Department       | 31000      | FINANCIAL SERVICES         |
| Ship To Location | BREMERTON  | BREMERTON SHIPPING ADDRESS |
| Requester        | 101        |                            |
| Buyer            | 10         |                            |

Below the 'User' section, there are several links: Contract Process, Rebate Authorizations, Request for Quote Process, Payables Online Vouchering, Receiver / RTV Setup, Requisition Authorizations, **Purchase Order Authorizations** (highlighted), Supplier Onboarding, Supplier Processing Authority, and Doc Tolerance Authorizations. At the bottom, there are buttons for Save, Return to Search, Notify, and Refresh.

8. On the **Purchase Order Authorizations** page, check the appropriate boxes under the **Allowed Purchase Order Actions** section:

**APPROVAL:** Check the box to make the user a Purchase Order Approver.

**CANCEL:** Check the box to allow the user to cancel a Purchase Order.

**DELETE:** Check the box to allow the user to access to delete a Purchase Order.

**CLOSE:** This functionality is not supported in ctcLink. Leave box unchecked to prevent

closure of a Purchase Order.

**REOPEN:** Check the box to allow the user to reopen Purchase Order.

**Can Work Approved POs:** Check the box to allow the user to change a purchase order that has already been approved or dispatched.

**Can Dispatch Un-Approved POs:** Check the box to allow the user to dispatch purchase orders with a status of pending approval. **(Optional)**

**Full Authority for All Buyers:** Not recommended to check the box to allow the user to add, update, cancel, and close purchase orders for all buyers as the 'Close' option is not supported in ctcLink.

**Note:** If this option is selected, no additional entries need to be configured on the rest of the page.

**Override Non-Qualified POs for Close:** Check the box to allow the user to close unqualified purchase orders. **(Optional)**

**Rebate ID Security Control:** Select **"View Only"**

9. If the user is allowed to buy on behalf of another user, In the **Buyers User Authorization** section, enter the User ID of the Buyers for whom this user can enter Purchase Orders. For EACH Buyer, check the box for what the user is authorized to do with Purchase Orders on their behalf:
  - **Add**
  - **Update**
  - **Cancel**
  - **Delete**
  - **Close** [*Not a Valid Option*]
  - **Reopen**
10. Click **OK**.
11. Click **Save**.

## ZZ Quick Invoice Entry - User Preferences: Procurement - Payables Online Vouchering and Process Group

Finance administrative system users who have been assigned the [ZZ Quick Invoice Entry](#) role will also require [Overall Preferences](#) defined and the **Procurement** Product Preference, **Purchase Order Authorizations** section defined in addition to completing the **Quick Invoice Configuration** section.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order).
3. Click **Search**, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.

## User Preferences

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

Find an Existing Value

### ▼ Search Criteria

User ID begins with  

Description begins with

☐ Case Sensitive

Search

Clear

Basic Search  Save Search Criteria

5. On the User Preferences page, under Product Preference, click the link for **Procurement**.

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 Previous in List Next in List Notify Refresh

6. On the **Procurement** page, first complete the production default information:

**LOCATION:** Use the Look Up (spy glass) icon to search for the Accounts Payable Invoice location.

WA010 = PE000000AP - AP Invoice Location  
 WA030 = AP INVOICE - Accounts Payable Invoice  
 WA110 = ACCT.PAYBL - AP Business Address  
 WA130 = LCFINAP001 - ACCOUNTS PAYABLE  
 WA300 = AP00000001 - AP Invoicing Address

**ORIGIN:** Use the Look Up (spy glass) icon to search for the origin of **ONL** (Online).

**DEPARTMENT:** Select a default department or leave blank. If left blank, the Department value will need to be manually entered any time a voucher is created.

**SHIP TO LOCATION:** Enter a default shipping location. If a college has more than one shipping location, select the most common location where the individual user, when they create a voucher will have the majority of shipping received. Can be updated by the user to choose an alternate location when the voucher created.

**REQUESTER:** Enter a default requester. Typically this would be the User ID, unless this user is an administrative assistant who creates requisitions on behalf of their manager, then the manager's User ID would be entered. Used to populate the Requester field on a requisition, can be edited.

**BUYER:** Enter a default Buyer. Typically a college will only have a few specified buyers. Enter the primary buyer to be associated with this user.

7. Click the **Purchase Order Authorizations** link.

The screenshot shows the 'Procurement' tab in the 'User Preferences' section. A purple box highlights the 'Default Values' section, which includes the following fields:

|                  |            |                            |
|------------------|------------|----------------------------|
| Location         | AP INVOICE | ACCOUNTS PAYABLE INVOICE   |
| Origin           | ONL        | On Line Entry              |
| Department       | 31000      | FINANCIAL SERVICES         |
| Ship To Location | BREMERTON  | BREMERTON SHIPPING ADDRESS |
| Requester        | 101        |                            |
| Buyer            | 10         |                            |

Below the 'Default Values' section, the 'Payables Online Vouchering' link is highlighted with a purple box. Other links include Contract Process, Rebate Authorizations, Request for Quote Process, Receiver / RTV Setup, Requisition Authorizations, Purchase Order Authorizations, Supplier Processing Authority, Doc Tolerance Authorizations, and Supplier Onboarding. At the bottom are buttons for Save, Return to Search, Notify, and Refresh.

1. On the **Payables Online Vouchering** page, in the **Default Values** section.
2. **ORIGIN:** Use the Look Up (spy glass) icon and select **ONL**.
3. In the **Operator Voucher Authorities** section, ensure the following check boxes are set as recommended:
  - **Pay Unmatched Vouchers:** Leave the box unchecked.
  - **Copy Matched and Closed PO:** Leave the box unchecked.

- **Override Accounting Date Edit:** Leave the box unchecked.
  - **Pay Unmatch Amt:** Leave blank.
4. In the **Online Voucher Processing** section, ensure the following check boxes are set as recommended:
  5. Click the link to **Security for Voucher Styles**.

**Payables Online Vouchering** [X]

User [Blurred Name] [Help](#)

**Default Values**

Origin: ONL [Search Icon] On Line En

**Operator Voucher Authorities**

☐ Pay Unmatched Vouchers
 ☐ Copy Matched and Closed PO
 ☐ Override Accounting Date Edit

Pay Unmatch Amt [Text Field]

[Security for Voucher Styles](#)

6. On the **Voucher Styles** page, ensure the following check boxes are set as recommended:
  - **Allow Regular Voucher:** Check the box to allow regular vouchers.
  - **Allow Register Voucher:** (Leave Blank)
  - **Allow Prepay Voucher:** (Leave Blank)
  - **Allow Journal Voucher:** Check the box to allow journal vouchers.
  - **Allow Adjustment Voucher:** Check the box to allow voucher adjustments.
  - **Allow Third Party Voucher:** Check the box to allow third party vouchers.
  - **Allow Template Voucher:** Check the box to allow template vouchers.
  - **Allow Reversal Voucher:** Check the box to allow reversal vouchers.
  - **Allow Single Payment Voucher:** Check the box to allow single payment vouchers.
  - **Allow Claim Voucher:** (Leave Blank).
  - **Allow Amortization Voucher:** (Leave Blank).
7. Click **Ok** to close the **Voucher Styles** page and return to complete the **Payables Online Vouchering** page.

**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

OK
Cancel
Refresh

6. After returning to the **Payables Online Voucher** page, in the **Online Voucher Processing** section, ensure the following boxes are set as recommended:
- **Do Not Check Voucher Amount:** Check the box to not check voucher amounts to prevent the system from performing an edit during online voucher entry against the voucher gross amount.
  - **Check Voucher Amount:** Leave blank to prevent the system from performing an edit during online voucher entry against the voucher gross amount.
  - **Entry Limit:** Leave blank, as this field is only used when checking voucher amounts.
  - **Prepay Limit:** Leave blank, as this field is only used when checking voucher amounts.
  - **Currency:** Leave blank, as this field is only used when checking voucher amounts and specifying an Entry Limit.
  - **Rate Type:** Leave blank, as this field is only used when checking voucher amounts and specifying an Entry Limit.
  - **Enter Vouchers Only in Groups:** Leave blank, as selecting would only allow the user to enter only vouchers that are attached to a control group ID as defined on the Control Group Information page and is not a recommended limitation in ctcLink.
  - **Post Vouchers:** For "*processors*" to post approved vouchers check the box, for "*entry only*" do not check the box to post approved vouchers.
  - **Manually Scheduled Payments:** Check the box to allow the ability to manually schedule payments.
  - **Authority to Override Match:** Leave the box unchecked.
  - **Record Payments:** Check the box to allow the ability to record payments.
  - **Override Withhold Calculation:** (Leave Blank)



**Online Voucher Processing**

☒ Do Not Check Voucher Amount  
☐ Check Voucher Amount

Entry Limit

Prepay Limit

Currency  Rate Type

☐ Enter Vouchers Only in Groups  
☒ Post Vouchers  
☒ Manually Schedule Payments  
☐ Authority to Override Match  
☒ Record Payment  
☒ Override Withhold Calculation

7. On the **Payables Online Voucher** page, in the **Quick Invoice Configuration** section, ensure the following boxes are set as recommended:
  - **Req. Valid Chart Field Combo's:** Check the box for 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.
  - **Require Balanced Invoice:** Check the box for 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.
8. Click **Ok**.

**Quick Invoice Configuration**

☒ Req. Valid Chart Field Combo's  
☒ Require Balanced Invoice

9. On the **Procurement** page, click **Save**.
10. Click on the **User Preference** tab.
11. In the **General Preference** section, click on the **Process Group** link.

**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
Previous in List
Next in List
Notify
Refresh

With the [ZZ Quick Invoice Entry](#) role, setting up the relevant Process Group definition is required to set to controls for the on-demand features on transaction pages accessible with this role. It is recommended to establish each user with the specific access associated with their job duties and is not recommended to simply copy one user's access to another user as this could lead to overallocation of access. However, there are situations where a group of staff within a single department all require the same access to perform similar work. In that case, the COPY function provides the ability to apply all Process Group definitions from one to use another without having to search and enter each Source Transaction and Process Group combination. Be judicious in its use to prevent audit concerns.

12. On the **Process Group** page, ensure the following boxes are checked:
  - **Allow Processing:** Check the box to allow the ability to allow processing.
  - **Use Event Notification:** Check the box to allow the ability to use Event Notification.
13. In the **Source Transaction** section, click the Look Up (spy glass) icon and select: **VOUCHER - Voucher Entry**.
14. In the **Process Group** section, click the Look Up (spy glass) icon and select the following values, clicking the Plus (+) symbol between each entry to open a new row:
  - **BUDGET\_CHK** - Budget Checking
  - **MATCHING** - Matching
  - **PST\_VCHR** - All processes through Voucher Post
  - **PST\_VCHRGL** - All processes through Journal Generate
15. Click the Plus (+) symbol by the **Source Transaction** field (see blue arrow) to open a new Source Transaction block.

User ID


☒ Allow Processing ☒ Use Event Notification

Source Transaction





Process Group


| Process Group | Description                            |   |  |
|---------------|--|---|--|
| BUDGET_CHK    | Budget Checking                        | <input button"="" type="button" value="-"/> |  |
| MATCHING      | Matching                               | <input button"="" type="button" value="-"/> |  |
| PST_VCHR      | All processes through Voucher Post     | <input button"="" type="button" value="-"/> |  |
| PST_VCHRGL    | All processes through Journal Generate | <input button"="" type="button" value="-"/> |  |

16. In the **Source Transaction** section, click the Look Up (spy glass) icon and select: **VCHRCLOSE - Voucher Close**.
17. In the **Process Group** section, click the Look Up (spy glass) icon and select the following values, clicking the Plus (+) symbol between each entry to open a new row:
  - **VCHRPOST** - Voucher Post
  - **VCHRPOSTGL** - Voucher Post and GL
18. Click the Plus (+) symbol by the **Source Transaction** field to open a new Source Transaction block.
19. In the **Source Transaction** section, click the Look Up (spy glass) icon and select: **VCHR\_MAINT - Voucher Maintenance**.
20. In the **Process Group** section, click the Look Up (spy glass) icon and select the following values, clicking the Plus (+) symbol between each entry to open a new row:
  - **AP\_VCHRBLD** - Voucher Build
21. Click the Plus (+) symbol by the **Source Transaction** field to open a new Source Transaction block.



\*Source Transaction VCHRCLOSE Voucher Close 

**Process Group**

| Process Group | Description         |   |  |
|---------------|---------------------|---|--|
| VCHRPOST      | Voucher Post        |  |  |
| VCHRPOSTGL    | Voucher Post and GL |  |  |

\*Source Transaction VCHR\_MAINT Voucher Maintenance 

**Process Group**

| Process Group | Description   |   |  |
|---------------|---------------|---|--|
| AP_VCHRBLD    | Voucher Build |  |  |

22. In the **Source Transaction** section, click the Look Up (spy glass) icon and select: **VCHR\_STM - Voucher On-Demand Processes**.
23. In the **Process Group** section, click the Look Up (spy glass) icon and select the following values, clicking the Plus (+) symbol between each entry to open a new row:
  - **POSTAPAM** - All processes thru Voucher Post, Load AM
  - **POSTAPGLAM** - All processes thru Journal Gen, Load AM
  - **PST\_VCHR** - All processes through Voucher Post
  - **PST\_VCHRGL** - All processes through Journal Generate

\*Source Transaction VCHR\_STM Voucher On-Demand Processes

**Process Group**

| Process Group | Description                              |   |   |
|---------------|--|---|---|
| POSTAPAM      | All processes thru Voucher Post, Load AM | + | - |
| POSTAPGLAM    | All processes thru Journal Gen, Load AM  | + | - |
| PST_VCHR      | All processes through Voucher Post       | + | - |
| PST_VCHRGL    | All processes through Journal Generate   | + | - |

Save Return to Search Notify Refresh

24. When done entering process groups, click **Save**.
25. Click **Return to Search**.

## ZZ Receipt Entry - User Preferences: Processing - Receiver/RTV Setup

Finance administrative system users who have been assigned the **ZZ Receipt Entry** role will also require [Overall Preferences](#) defined and the **Procurement** Product Preference, **Receiver/RTV Setup** section defined.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order).
3. Click Search, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.
5. In the **Product Preference** section, click **Procurement**.
6. On the Procurement page, click the **Receiver/RTV Setup** link and the **Receiver Setup** pop up window will appear.
7. In the Receiver Setup pop up window, in the Unit section check the box for **Interface Receipt**.
8. **OVERRIDE NON-QUALIFIED RECEIPT FOR CLOSE:** (Leave unchecked) This feature enables the user to close a receipt, even when the receipt is not ready for closure.
9. **CHANGE NON PO RECEIPT PRICE:** (Leave unchecked) This feature enables the user to change the receipt price for an item on a non-purchase order (PO) receipt.

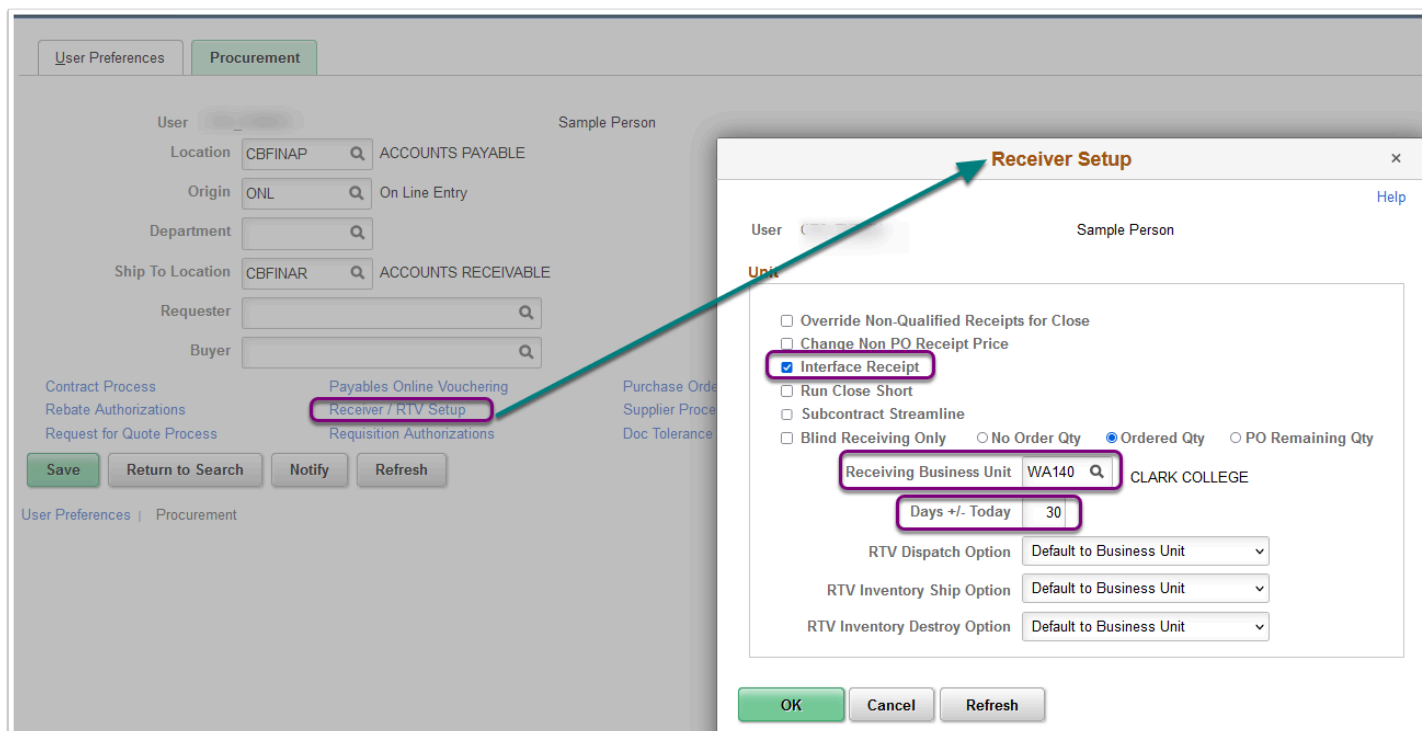
10. **INTERFACE RECEIPT:** (Check this box) This automates the passing of inventory and asset information through the Receiver Interface Push process (PO\_RECVPUSH).
11. **RUN CLOSE SHORT:** (Leave unchecked) If checked, the system would call the Close Short Process (PO\_CLSSHORT) automatically during the Receiver Interface Push processing (PO\_RECVPUSH).
12. **SUBCONTRACT STREAMLINE:** (Leave unchecked) Selecting this checkbox would set the Subcontract Streamline check box by default for a subcontracted purchase order receipt, and then the system would determine whether to perform the subcontract streamlining (PO receipt and Production Completion for the Production ID in a single step) from the receipt. By leaving the check box unchecked, the user would be assumed to NOT be using streamlining and would not allow the user to check it on the receipt, as it assumes subcontract streamlining is not enabled for this user.
13. **BLIND RECEIVING ONLY:** (Leave unchecked) If checked it would prevent the receiver from seeing the order quantity or the remaining quantity from the purchase order. The receiver needs to count the items before entering the quantity received. When you select this check box, the No Order Qty, Ordered Qty, and PO Remaining Qty check boxes are cleared.  
**One of the Following Radial Buttons MUST be Checked:**
  - **NO ORDER QTY:** (Leave unchecked) If checked it would prevent the receiver from seeing the purchase order quantity. The receiver must specify the actual quantity that is received by doing a live count of the items.
  - **ORDERED QTY:** (Check) If checked it would use the purchase order quantity as the default quantity received.
  - **PO REMAINING QTY:** (Leave unchecked) If checked it would use the remaining quantity (original order quantity minus previously received quantities) on the purchase order as the default quantity received.
14. **RECEIVING BUSINESS UNIT:** Enter the BU for your college, for example *WA140* for *Clark College*. This business unit can be overridden during the receiving process so that you can receive goods into any valid Purchasing business unit that the user had access to.
15. **DAYS +/- TODAY:** Enter the number of days plus or minus the current system date to be used as default search criteria on receiving pages when you are selecting purchase order schedules against which to receive.. The default is 30 days, but colleges have chosen 30, 60, 90 days depending on how long a period of transactions they want displayed by default.
16. **RTV DISPATCH OPTION:** Select the dispatch method as this user's preference for the return to vendor functionality. This functionality provides a default value for dispatching the RTV to the Supplier.
  - **Default to Business Unit:** (**RECOMMENDED**) Select to use the dispatch option that is defined at the business-unit level. You define the business unit RTV dispatch option value using the Business Unit Options tab on the Purchasing Definition page. When processing RTV options, the system initially checks the user preference and then the business unit when you select the Default to Business Unit option.
  - **Manual:** Select to indicate that the Dispatch processing for the RTV must be performed manually. Often collaboration must take place between procurement personnel and another group before a RTV line can be dispatched. For example, you might have to verify the disposition of goods with warehouse personnel before dispatching the RTV.
17. **RTV INVENTORY SHIP OPTION:** (return to vendor inventory ship option) Select the return to vendor ship option that you want to use as this user's default value for the Inventory

Process field on the RTV line. This option will only be used by the RTV function when the disposition on the RTV line has a value of Ship. The system determines the ship option default value by first checking the user preference ship option value. If the user preference value is Manual, Express, or Fulfillment then the system uses the value as the default value. If the user preference value is Default to Business Unit, the system uses the ship option value defined at the business-unit level.

- **Default to Business Unit:** **(RECOMMENDED)** Select to use the inventory ship option that is defined at the business-unit level.
- **Express:** Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory issue (automatic issue) action from within the Purchasing RTV component. If the RTV line disposition is Ship, the system creates a material stock request with a status of Shipped to update inventory. The value of Express will not be defaulted onto the RTV line if the RTV line is associated with an Inventory business unit which is defined as a Warehouse Management System (WMS) type. You define the warehouse setting using the Use External Warehouse Control check box on the Business Unit Options page for Inventory.
- **Fulfillment:** Select to set the user's preference to perform Inventory fulfillment processing for RTV transactions. This enables the user to create an Inventory material stock request transaction and to process it through Inventory fulfillment processing. The Fulfillment value is only valid for RTV processing when RTV line disposition is Ship.
- **Manual:** Select to indicate that the RTV ship transaction must be completed manually. This option requires that the inventory Express Issue function be used to ship the items to the supplier. When you use the Manual Inventory Ship option, the system does not perform RTV express functions. The user must use the Inventory Express Issue component to issue inventory returns that are being shipped to the vendor.

18. **RTV INVENTORY DESTROY OPTION:** (return to vendor inventory destroy option) Select the return to vendor destroy option that you want to use as this user's default value for the Inventory Process field on the RTV line. This option is only used by the RTV function when the disposition on the RTV line has a value of Destroy. The system determines the destroy option default value first by checking the user preference destroy option. If the user preference value is Manual or Express then the system uses that default value. If the user preference value is Default to Business Unit, the system uses destroy option defined at the business-unit level.

- **Default to Business Unit:** **(RECOMMENDED)** Select to use the inventory destroy option setting at the business-unit level.
- **Express:** Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory adjustment (automatic adjustment) actions from within the Purchasing RTV component.
- **Manual:** Select to indicate that the RTV destroy transaction must be completed manually. This option requires that the Inventory Adjustment function be used to update inventory for the items being returned to the vendor.



## ZZ Receipt Processing - User Preferences: Procurement - Receiver/RTV Setup

Finance administrative system users who have been assigned the **ZZ Receipt Entry** role will also require [Overall Preferences](#) defined and the **Procurement** Product Preference, **Receiver/RTV Setup** section defined.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order).
3. Click Search, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.
5. In the **Product Preference** section, click **Procurement**.
6. On the Procurement page, click the **Receiver/RTV Setup** link and the **Receiver Setup** pop up window will appear.
7. In the Receiver Setup pop up window, in the Unit section check the box for **Interface Receipt**.
8. **OVERRIDE NON-QUALIFIED RECEIPT FOR CLOSE:** (Can Be Checked) This feature enables the user to close a receipt, even when the receipt is not ready for closure.
9. **CHANGE NON PO RECEIPT PRICE:** (Check this box) This feature enables the user to change the receipt price for an item on a non-purchase order (PO) receipt.
10. **INTERFACE RECEIPT:** (Check this box) This automates the passing of inventory and asset information through the Receiver Interface Push process (PO\_RECVPUSH).



11. **RUN CLOSE SHORT:** (Check this box) If checked, the system would call the Close Short Process (PO\_CLSSHORT) automatically during the Receiver Interface Push processing (PO\_RECVPUSH).
12. **SUBCONTRACT STREAMLINE:** (Leave unchecked) Selecting this checkbox would set the Subcontract Streamline check box by default for a subcontracted purchase order receipt, and then the system would determine whether to perform the subcontract streamlining (PO receipt and Production Completion for the Production ID in a single step) from the receipt. By leaving the check box unchecked, the user would be assumed to NOT be using streamlining and would not allow the user to check it on the receipt, as it assumes subcontract streamlining is not enabled for this user.
13. **BLIND RECEIVING ONLY:** (Leave unchecked) If checked it would prevent the receiver from seeing the order quantity or the remaining quantity from the purchase order. The receiver needs to count the items before entering the quantity received. When you select this check box, the No Order Qty, Ordered Qty, and PO Remaining Qty check boxes are cleared.  
**One of the Following Radial Buttons below MUST be Checked:**
  - **NO ORDER QTY:** (Leave unchecked) If checked it would prevent the receiver from seeing the purchase order quantity. The receiver must specify the actual quantity that is received by doing a live count of the items.
  - **ORDERED QTY:** (Check) If checked it would use the purchase order quantity as the default quantity received.
  - **PO REMAINING QTY:** (Leave unchecked) If checked it would use the remaining quantity (original order quantity minus previously received quantities) on the purchase order as the default quantity received.
14. **RECEIVING BUSINESS UNIT:** Enter the BU for your college, for example *WA140* for *Clark College*. This business unit can be overridden during the receiving process so that you can receive goods into any valid Purchasing business unit that the user had access to.
15. **DAYS +/- TODAY:** Enter the number of days plus or minus the current system date to be used as default search criteria on receiving pages when you are selecting purchase order schedules against which to receive.. The default is 30 days, but colleges have chosen 30, 60, 90 days depending on how long a period of transactions they want displayed by default.
16. **RTV DISPATCH OPTION:** Select the dispatch method as this user's preference for the return to vendor functionality. This functionality provides a default value for dispatching the RTV to the Supplier.
  - **Default to Business Unit:** **(RECOMMENDED)** Select to use the dispatch option that is defined at the business-unit level. You define the business unit RTV dispatch option value using the Business Unit Options tab on the Purchasing Definition page. When processing RTV options, the system initially checks the user preference and then the business unit when you select the Default to Business Unit option.
  - **Manual:** Select to indicate that the Dispatch processing for the RTV must be performed manually. Often collaboration must take place between procurement personnel and another group before a RTV line can be dispatched. For example, you might have to verify the disposition of goods with warehouse personnel before dispatching the RTV.
17. **RTV INVENTORY SHIP OPTION:** (return to vendor inventory ship option) Select the return to vendor ship option that you want to use as this user's default value for the Inventory Process field on the RTV line. This option will only be used by the RTV function when the disposition on the RTV line has a value of Ship. The system determines the ship option

default value by first checking the user preference ship option value. If the user preference value is Manual, Express, or Fulfillment then the system uses the value as the default value. If the user preference value is Default to Business Unit, the system uses the ship option value defined at the business-unit level.

- **Default to Business Unit:** **(RECOMMENDED)** Select to use the inventory ship option that is defined at the business-unit level.
- **Express:** Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory issue (automatic issue) action from within the Purchasing RTV component. If the RTV line disposition is Ship, the system creates a material stock request with a status of Shipped to update inventory. The value of Express will not be defaulted onto the RTV line if the RTV line is associated with an Inventory business unit which is defined as a Warehouse Management System (WMS) type. You define the warehouse setting using the Use External Warehouse Control check box on the Business Unit Options page for Inventory.
- **Fulfillment:** Select to set the user's preference to perform Inventory fulfillment processing for RTV transactions. This enables the user to create an Inventory material stock request transaction and to process it through Inventory fulfillment processing. The Fulfillment value is only valid for RTV processing when RTV line disposition is Ship.
- **Manual:** Select to indicate that the RTV ship transaction must be completed manually. This option requires that the inventory Express Issue function be used to ship the items to the supplier. When you use the Manual Inventory Ship option, the system does not perform RTV express functions. The user must use the Inventory Express Issue component to issue inventory returns that are being shipped to the vendor.

18. **RTV INVENTORY DESTROY OPTION:** (return to vendor inventory destroy option) Select the return to vendor destroy option that you want to use as this user's default value for the Inventory Process field on the RTV line. This option is only used by the RTV function when the disposition on the RTV line has a value of Destroy. The system determines the destroy option default value first by checking the user preference destroy option. If the user preference value is Manual or Express then the system uses that default value. If the user preference value is Default to Business Unit, the system uses destroy option defined at the business-unit level.

- **Default to Business Unit:** **(RECOMMENDED)** Select to use the inventory destroy option setting at the business-unit level.
- **Express:** Select to use the RTV express option to process Purchasing and Inventory data collection transactions at the same time. This means that the user can perform Inventory adjustment (automatic adjustment) actions from within the Purchasing RTV component.
- **Manual:** Select to indicate that the RTV destroy transaction must be completed manually. This option requires that the Inventory Adjustment function be used to update inventory for the items being returned to the vendor.

## ZZ Requisition Entry - User Preferences: Procurement

**Details for this role are under development:**

Navigate to User Preferences > Procurement

- Enter Location, Origin, Ship To Location, Requestor and Buyer

Navigate to User Preferences > Procurement > Requisition Authorizations

- For Admins:
  - Checkbox: Approval, Cancel, Delete, Close, Reopen, Can work Approved Req's, Check box for Full Authority to All Requesters IF user is to be granted ability to manage ALL requisitions, Override Preferred Supplier, Override RFQ Required Flag, Override Non-Qualified Req for close
- For General User:
  - Checkbox: Leave Blank the checkbox for "Full Authority to all Requesters" and instead list specific requesters under "Requesters User Authorized For"

## ZZ Requisition Processing - User Preferences: Procurement

**Details for this role are under development:**

Navigate to User Preferences > Procurement

- Enter Location, Origin, Ship To Location, Requestor and Buyer

Navigate to User Preferences > Procurement > Requisition Authorizations

- For Admins:
  - Checkbox: Approval, Cancel, Delete, Close, Reopen, Can work Approved Req's, Check box for Full Authority to All Requesters IF user is to be granted ability to manage ALL requisitions, Override Preferred Supplier, Override RFQ Required Flag, Override Non-Qualified Req for close
- For General User:
  - Checkbox: Leave Blank the checkbox for "Full Authority to all Requesters" and instead list specific requesters under "Requesters User Authorized For"

## ZZ Supplier Entry - User Preferences: Procurement - Supplier Processing Authority

Finance administrative system users who have been assigned the [ZZ Supplier Entry](#) role will also require [Overall Preferences](#) defined and the Procurement Product Preference section defined, in addition to Supplier Processing Authority preferences.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the User ID (EMPLID) and/or Description (First Name Last Name order).
3. Click Search, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.

## User Preferences

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

**Find an Existing Value**

### ▼ Search Criteria

User ID begins with  

Description begins with

☐ Case Sensitive

**Search**

**Clear**

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

5. In the Product Preference section, click **Procurement**.

### 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**

6. On the Procurement page, first complete the production default information. The location value is accessible only after the Overall User Preference definition has been set for the Business Unit:

**LOCATION:** Use the Look Up (spy glass) icon to search for the Accounts Payable Invoice location.

- WA010 = PE000000AP - AP Invoice Location
- WA030 = AP INVOICE - Accounts Payable Invoice
- WA110 = ACCT.PAYBL - AP Business Address
- WA130 = LCFINAP001 - ACCOUNTS PAYABLE
- WA300 = AP00000001 - AP Invoicing Address

**ORIGIN:** Use the Look Up (spy glass) icon to search for the origin of **ONL** (Online).

**DEPARTMENT:** Select a default department or leave blank. If left blank, the Department value will need to be manually entered any time a voucher is created.

**SHIP TO LOCATION:** Enter a default shipping location. If a college has more than one shipping location, select the most common location where the individual user, when they create a voucher will have the majority of shipping received. Can be updated by the user to choose an alternate location when the voucher created.

**REQUESTER:** Enter a default requester. Typically this would be the User ID, unless this user is an administrative assistant who creates requisitions on behalf of their manager, then the manager's User ID would be entered. Used to populate the Requester field on a requisition, can be edited.

**BUYER:** Enter a default Buyer. Typically a college will only have a few specified buyers. Enter the primary buyer to be associated with this user.

7. Click the **Supplier Processing Authority** link to open the pop up window.

User Preferences | **Procurement**

User [redacted]

Location   AP Invoicing Address

Origin   On Line Entry

Department

Ship To Location   Main Campus Ship To

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](#)

User Preferences | Procurement

8. On the **Supplier Processing Authority** pop up window check the appropriate boxes:

**AUTHORITY TO ENTER:** Check the box to grant the ability for the user to enter a new supplier. New supplier requests are approved centrally by the ERP Support team at SBCTC.

**AUTHORITY TO APPROVE:** Leave the box unchecked. Supplier data is managed globally and the supplier approval is centrally managed by the ERP Support team at SBCTC.

**AUTHORITY TO INACTIVATE:** Leave the box unchecked. Supplier data is managed globally and the supplier inactivation is centrally managed by the ERP Support team at SBCTC.

**SUPPLIER AUDIT:** The Supplier Audit check box is selected by default.

The screenshot shows a 'Supplier Processing Authority' pop-up window. The window has a title bar with 'Supplier Processing Authority' and a close button. Below the title bar is a 'User' field. The main section is titled 'Supplier Processing Authority' and contains three checkboxes: 'Authority to Enter' (checked), 'Authority to Approve' (unchecked), and 'Authority to Inactivate' (unchecked). Below these is a 'Supplier Audit' checkbox, which is also checked. At the bottom of the window are three buttons: 'OK', 'Cancel', and 'Refresh'. The background shows the 'User Preferences' page with the 'Procurement' tab selected. The page displays fields for 'User', 'Location', 'Origin', 'Department', 'Ship To Location', 'Requester', and 'Buyer'. There are also links for 'Contract Process', 'Rebate Authorizations', 'Request for Quote Process', 'Payables Online', 'Receiver / RTV S', and 'Requisition Auth'. A 'Save' button is highlighted in the bottom left corner.

9. Click **OK** to close the **Supplier Processing Authority** pop up window.

10. Click **Save**.

## ZZ Voucher Entry - User Preferences: Procurement - Payables Online Vouchering

Finance administrative system users who have been assigned the [ZZ Voucher Entry](#) role will also require [Overall Preferences](#) defined and the **Procurement** Product Preference, **Payables Online Vouchering** section defined.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order).
3. Click **Search**, if only one record matches the search criteria, the page will open for that user.

4. If more than one search result is returned, click on the user in question to open the page for that user.

## User Preferences

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

Find an Existing Value

▼ Search Criteria

User ID

begins with ▼

Q


Description

begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search  Save Search Criteria

5. On the User Preferences page, under Product Preference, click the link for **Procurement**.

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

Previous in List

Next in List

Notify

Refresh



6. On the **Procurement** page, first complete the production default information:

**LOCATION:** Use the Look Up (spy glass) icon to search for the Accounts Payable Invoice location.

WA010 = PE000000AP - AP Invoice Location  
WA030 = AP INVOICE - Accounts Payable Invoice  
WA110 = ACCT.PAYBL - AP Business Address  
WA130 = LCFINAP001 - ACCOUNTS PAYABLE  
WA300 = AP00000001 - AP Invoicing Address

**ORIGIN:** Use the Look Up (spy glass) icon to search for the origin of **ONL** (Online).

**DEPARTMENT:** Select a default department or leave blank. If left blank, the Department value will need to be manually entered any time a voucher is created.

**SHIP TO LOCATION:** Enter a default shipping location. If a college has more than one shipping location, select the most common location where the individual user, when they create a voucher will have the majority of shipping received. Can be updated by the user to choose an alternate location when the voucher created.

**REQUESTER:** Enter a default requester. Typically this would be the User ID, unless this user is an administrative assistant who creates requisitions on behalf of their manager, then the manager's User ID would be entered. Used to populate the Requester field on a requisition, can be edited.

**BUYER:** Enter a default Buyer. Typically a college will only have a few specified buyers. Enter the primary buyer to be associated with this user.

7. Click the **Payables Online Vouchering** link.

User Preferences | **Procurement** | New Window | Help | FISC

User [redacted]

|                  |            |                            |
|------------------|------------|----------------------------|
| Location         | AP INVOICE | ACCOUNTS PAYABLE INVOICE   |
| Origin           | ONL        | On Line Entry              |
| Department       | 31000      | FINANCIAL SERVICES         |
| Ship To Location | BREMERTON  | BREMERTON SHIPPING ADDRESS |
| Requester        | 101        |                            |
| Buyer            | 10         |                            |

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

8. On the **Payables Online Vouchering** page, in the **Default Values** section.

9. **ORIGIN:** Use the Look Up (spy glass) icon and select **ONL**.



10. In the **Operator Voucher Authorities** section, ensure the following check boxes are set as recommended:
  - **Pay Unmatched Vouchers:** Leave the box unchecked.
  - **Copy Matched and Closed PO:** Leave the box unchecked.
  - **Override Accounting Date Edit:** Leave the box unchecked.
  - **Pay Unmatch Amt:** Leave blank.
11. In the **Online Voucher Processing** section, ensure the following check boxes are set as recommended:
12. Click the link to **Security for Voucher Styles**.

The screenshot shows the 'Payables Online Vouchering' window. At the top, there is a title bar with the text 'Payables Online Vouchering' and a close button (X). Below the title bar, there is a 'User' field with a blurred value and a 'Help' link. The 'Default Values' section contains a search bar with 'Origin' selected, 'ONL' entered, and a magnifying glass icon, followed by 'On Line En'. The 'Operator Voucher Authorities' section contains three unchecked checkboxes: 'Pay Unmatched Vouchers', 'Copy Matched and Closed PO', and 'Override Accounting Date Edit'. To the right of these checkboxes is a 'Pay Unmatch Amt' field with a text input box. Below the 'Pay Unmatch Amt' field is a link labeled 'Security for Voucher Styles'.

13. On the **Voucher Styles** page, ensure the following check boxes are set as recommended:
  - **Allow Regular Voucher:** Check the box to allow regular vouchers.
  - **Allow Register Voucher:** (Leave Blank)
  - **Allow Prepay Voucher:** (Leave Blank)
  - **Allow Journal Voucher:** Check the box to allow journal vouchers.
  - **Allow Adjustment Voucher:** Check the box to allow voucher adjustments.
  - **Allow Third Party Voucher:** Check the box to allow third party vouchers.
  - **Allow Template Voucher:** Check the box to allow template vouchers.
  - **Allow Reversal Voucher:** Check the box to allow reversal vouchers.
  - **Allow Single Payment Voucher:** Check the box to allow single payment vouchers.
  - **Allow Claim Voucher:** (Leave Blank).
  - **Allow Amortization Voucher:** (Leave Blank).
14. Click **Ok** to close the **Voucher Styles** page and return to complete the **Payables Online Vouchering** page.

**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

OK
Cancel
Refresh

15. After returning to the **Payables Online Voucher** page, in the **Online Voucher Processing** section, ensure the following boxes are set as recommended:
- **Do Not Check Voucher Amount:** Check the box to not check voucher amounts to prevent the system from performing an edit during online voucher entry against the voucher gross amount.
  - **Check Voucher Amount:** Leave blank to prevent the system from performing an edit during online voucher entry against the voucher gross amount.
  - **Entry Limit:** Leave blank, as this field is only used when checking voucher amounts.
  - **Prepay Limit:** Leave blank, as this field is only used when checking voucher amounts.
  - **Currency:** Leave blank, as this field is only used when checking voucher amounts and specifying an Entry Limit.
  - **Rate Type:** Leave blank, as this field is only used when checking voucher amounts and specifying an Entry Limit.
  - **Enter Vouchers Only in Groups:** Leave blank, as selecting would only allow the user to enter only vouchers that are attached to a control group ID as defined on the Control Group Information page and is not a recommended limitation in ctcLink.
  - **Post Vouchers:** For "*processors*" to post approved vouchers check the box, for "*entry only*" do not check the box to post approved vouchers.
  - **Manually Scheduled Payments:** Check the box to allow the ability to manually schedule payments.
  - **Authority to Override Match:** Leave the box unchecked.
  - **Record Payments:** Check the box to allow the ability to record payments.
  - **Override Withhold Calculation:** (Leave Blank)
16. When finished entering, click **Ok**.

**Online Voucher Processing**

☒ Do Not Check Voucher Amount  
☐ Check Voucher Amount

Entry Limit

Prepay Limit

Currency  Rate Type

☐ Enter Vouchers Only in Groups  
☒ Post Vouchers  
☒ Manually Schedule Payments  
☐ Authority to Override Match  
☒ Record Payment  
☒ Override Withhold Calculation

17. On the **Procurement** page, click **Save**.
18. Click on the **User Preference** tab.
19. In the **General Preference** section, click on the **Process Group** link.

**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](#)  
[Payscale](#)

[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](#)

With the [ZZ Voucher Entry](#) role, setting up the relevant Process Group definition is required to set to controls for the on-demand features on transaction pages accessible with this role. It is recommended to establish each user with the specific access associated with their job duties and is not recommended to simply copy one user's access to another user as this could lead to overallocation of access. However, there are situations where a group of staff within a single department all require the same access to perform similar work. In that case, the COPY function provides the ability to apply all Process Group definitions from one to use another without having to search and enter each Source Transaction and Process Group combination. Be judicious in its use to prevent audit concerns.

20. On the **Process Group** page, ensure the following boxes are checked:
  - **Allow Processing:** Check the box to allow the ability to allow processing.

- **Use Event Notification:** Check the box to allow the ability to use Event Notification.
21. In the **Source Transaction** section, click the Look Up (spy glass) icon and select: **VOUCHER - Voucher Entry**.
  22. In the **Process Group** section, click the Look Up (spy glass) icon and select the following values, clicking the Plus (+) symbol between each entry to open a new row:
    - **BUDGET\_CHK** - Budget Checking
    - **MATCHING** - Matching
    - **PST\_VCHR** - All processes through Voucher Post
    - **PST\_VCHRGL** - All processes through Journal Generate
  23. Click the Plus (+) symbol by the **Source Transaction** field (see blue arrow) to open a new Source Transaction block.

User Preferences **Process Group**

User ID

Copy From User ID

☒ Allow Processing ☒ Use Event Notification

**Source Transaction**

**Process Group**

| Process Group | Description                            |                                  |                                  |
|---------------|--|----------------------------------|----------------------------------|
| BUDGET_CHK    | Budget Checking                        | <input type="button" value="+"/> | <input type="button" value="-"/> |
| MATCHING      | Matching                               | <input type="button" value="+"/> | <input type="button" value="-"/> |
| PST_VCHR      | All processes through Voucher Post     | <input type="button" value="+"/> | <input type="button" value="-"/> |
| PST_VCHRGL    | All processes through Journal Generate | <input type="button" value="+"/> | <input type="button" value="-"/> |

## ZZ Voucher Processing - User Preferences: Procurement - Payables Online Vouchering

Finance administrative system users who have been assigned the [ZZ Voucher Processing](#) role will also require [Overall Preferences](#) defined and the **Procurement** Product Preference, **Purchase Order Authorizations** section defined.

1. Navigate to: NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences
2. Enter the **User ID** (EMPLID) and/or Description (First Name Last Name order).
3. Click **Search**, if only one record matches the search criteria, the page will open for that user.
4. If more than one search result is returned, click on the user in question to open the page for that user.

## User Preferences

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

**Find an Existing Value**

### ▼ Search Criteria

User ID begins with  

Description begins with

☐ Case Sensitive

**Search**

**Clear**

Basic Search



Save Search Criteria

5. On the User Preferences page, under Product Preference, click the link for **Procurement**.

**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** **Previous in List** **Next in List** **Notify** **Refresh**

6. On the **Procurement** page, first complete the production default information:

**LOCATION:** Use the Look Up (spy glass) icon to search for the Accounts Payable Invoice location.

WA010 = PE000000AP - AP Invoice Location  
WA030 = AP INVOICE - Accounts Payable Invoice  
WA110 = ACCT.PAYBL - AP Business Address  
WA130 = LCFINAP001 - ACCOUNTS PAYABLE  
WA300 = AP00000001 - AP Invoicing Address

**ORIGIN:** Use the Look Up (spy glass) icon to search for the origin of **ONL** (Online).

**DEPARTMENT:** Select a default department or leave blank. If left blank, the Department value will need to be manually entered any time a voucher is created.

**SHIP TO LOCATION:** Enter a default shipping location. If a college has more than one shipping location, select the most common location where the individual user, when they create a voucher will have the majority of shipping received. Can be updated by the user to choose an alternate location when the voucher created.

**REQUESTER:** Enter a default requester. Typically this would be the User ID, unless this user is an administrative assistant who creates requisitions on behalf of their manager, then the manager's User ID would be entered. Used to populate the Requester field on a requisition, can be edited.

**BUYER:** Enter a default Buyer. Typically a college will only have a few specified buyers. Enter the primary buyer to be associated with this user.

7. Click the **Purchase Order Authorizations** link.

The screenshot shows the 'Procurement' tab selected in the 'User Preferences' section. A purple box highlights the 'Default Values' section, which includes the following fields and values:

| Field            | Value      |
|------------------|------------|
| Location         | AP INVOICE |
| Origin           | ONL        |
| Department       | 31000      |
| Ship To Location | BREMERTON  |
| Requester        | 101        |
| Buyer            | 10         |

Below the 'Default Values' section, a purple box highlights the 'Payables Online Vouchering' link. Other links visible include 'Contract Process', 'Rebate Authorizations', 'Request for Quote Process', 'Purchase Order Authorizations', 'Supplier Processing Authority', 'Doc Tolerance Authorizations', and 'Supplier Onboarding'. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

8. On the **Payables Online Vouchering** page, in the **Default Values** section.

9. **ORIGIN:** Use the Look Up (spy glass) icon and select **ONL**.

10. In the **Operator Voucher Authorities** section, ensure the following check boxes are set as recommended:

- **Pay Unmatched Vouchers:** Leave the box unchecked.
- **Copy Matched and Closed PO:** Leave the box unchecked.
- **Override Accounting Date Edit:** Leave the box unchecked.
- **Pay Unmatch Amt:** Leave blank.

11. In the **Online Voucher Processing** section, ensure the following check boxes are set as recommended:
12. Click the link to **Security for Voucher Styles**.

The screenshot shows the 'Payables Online Vouchering' window. At the top, there is a title bar with the text 'Payables Online Vouchering' and a close button (X). Below the title bar, there is a 'User' field with a dropdown menu. To the right of the user field is a 'Help' link. Below the user field is a section titled 'Default Values' which contains a search bar with the text 'Origin ONL' and a search icon, and a button labeled 'On Line En'. Below the 'Default Values' section is a section titled 'Operator Voucher Authorities' which contains three checkboxes: 'Pay Unmatched Vouchers', 'Copy Matched and Closed PO', and 'Override Accounting Date Edit'. To the right of these checkboxes is a label 'Pay Unmatch Amt' followed by a text input field. Below the input field is a button labeled 'Security for Voucher Styles'.

13. On the **Voucher Styles** page, ensure the following check boxes are set as recommended:
  - **Allow Regular Voucher:** Check the box to allow regular vouchers.
  - **Allow Register Voucher:** (Leave Blank)
  - **Allow Prepay Voucher:** (Leave Blank)
  - **Allow Journal Voucher:** Check the box to allow journal vouchers.
  - **Allow Adjustment Voucher:** Check the box to allow voucher adjustments.
  - **Allow Third Party Voucher:** Check the box to allow third party vouchers.
  - **Allow Template Voucher:** Check the box to allow template vouchers.
  - **Allow Reversal Voucher:** Check the box to allow reversal vouchers.
  - **Allow Single Payment Voucher:** Check the box to allow single payment vouchers.
  - **Allow Claim Voucher:** (Leave Blank).
  - **Allow Amortization Voucher:** (Leave Blank).
14. Click **Ok** to close the **Voucher Styles** page and return to complete the **Payables Online Vouchering** page.

**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

OK
Cancel
Refresh

15. After returning to the **Payables Online Voucher** page, in the **Online Voucher Processing** section, ensure the following boxes are set as recommended:
- **Do Not Check Voucher Amount:** Check the box to not check voucher amounts to prevent the system from performing an edit during online voucher entry against the voucher gross amount.
  - **Check Voucher Amount:** Leave blank to prevent the system from performing an edit during online voucher entry against the voucher gross amount.
  - **Entry Limit:** Leave blank, as this field is only used when checking voucher amounts.
  - **Prepay Limit:** Leave blank, as this field is only used when checking voucher amounts.
  - **Currency:** Leave blank, as this field is only used when checking voucher amounts and specifying an Entry Limit.
  - **Rate Type:** Leave blank, as this field is only used when checking voucher amounts and specifying an Entry Limit.
  - **Enter Vouchers Only in Groups:** Leave blank, as selecting would only allow the user to enter only vouchers that are attached to a control group ID as defined on the Control Group Information page and is not a recommended limitation in ctcLink.
  - **Post Vouchers:** For "*processors*" to post approved vouchers check the box, for "*entry only*" do not check the box to post approved vouchers.
  - **Manually Scheduled Payments:** Check the box to allow the ability to manually schedule payments.
  - **Authority to Override Match:** Leave the box unchecked.
  - **Record Payments:** Check the box to allow the ability to record payments.
  - **Override Withhold Calculation:** (Leave Blank)
16. When finished entering, click **Ok**.



**Online Voucher Processing**

☒ Do Not Check Voucher Amount  
☐ Check Voucher Amount

Entry Limit

Prepay Limit

Currency  Rate Type

☐ Enter Vouchers Only in Groups  
☒ Post Vouchers  
☒ Manually Schedule Payments  
☐ Authority to Override Match  
☒ Record Payment  
☒ Override Withhold Calculation

17. On the **Procurement** page, click **Save**.
18. Click on the **User Preference** tab.
19. In the **General Preference** section, click on the **Process Group** link.

**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](#)  
[Payscale](#)

[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](#)

With the [ZZ Voucher Processing](#) role, setting up the relevant Process Group definition is required to set to controls for the on-demand features on transaction pages accessible with this role. It is recommended to establish each user with the specific access associated with their job duties and is not recommended to simply copy one user's access to another user as this could lead to overallocation of access. However, there are situations where a group of staff within a single department all require the same access to perform similar work. In that case, the COPY function provides the ability to apply all Process Group definitions from one to use another without having to search and enter each Source Transaction and Process Group combination. Be judicious in its use to prevent audit concerns.

20. On the **Process Group** page, ensure the following boxes are checked:
  - **Allow Processing:** Check the box to allow the ability to allow processing.

- **Use Event Notification:** Check the box to allow the ability to use Event Notification.
- In the **Source Transaction** section, click the Look Up (spy glass) icon and select: **VCHRCLOSE - Voucher Close**.
  - In the **Process Group** section, click the Look Up (spy glass) icon and select the following values, clicking the Plus (+) symbol between each entry to open a new row:
    - **VCHRPOST** - Voucher Post
    - **VCHRPOSTGL** - Voucher Post and GL
  - Click the Plus (+) symbol by the **Source Transaction** field to open a new Source Transaction block.
  - In the **Source Transaction** section, click the Look Up (spy glass) icon and select: **VCHR\_MAINT - Voucher Maintenance**.
  - In the **Process Group** section, click the Look Up (spy glass) icon and select the following values, clicking the Plus (+) symbol between each entry to open a new row:
    - **AP\_VCHRBLD** - Voucher Build
  - Click the Plus (+) symbol by the **Source Transaction** field to open a new Source Transaction block.

The screenshot displays two instances of the 'Source Transaction' configuration interface. Each instance consists of a header bar and a 'Process Group' table below it.

**Top Source Transaction Block:**

- Header:** '\*Source Transaction' | VCHRCLOSE | Voucher Close. To the right are a green circle with a '+' and a '-' button.
- Process Group Table:**

| Process Group | Description         |   |   |
|---------------|---------------------|---|---|
| VCHRPOST      | Voucher Post        | + | - |
| VCHRPOSTGL    | Voucher Post and GL | + | - |

**Bottom Source Transaction Block:**

- Header:** '\*Source Transaction' | VCHR\_MAINT | Voucher Maintenance. To the right are a green circle with a '+' and a '-' button.
- Process Group Table:**

| Process Group | Description   |   |   |
|---------------|---------------|---|---|
| AP_VCHRBLD    | Voucher Build | + | - |

- In the **Source Transaction** section, click the Look Up (spy glass) icon and select: **VCHR\_STM - Voucher On-Demand Processes**.
- In the **Process Group** section, click the Look Up (spy glass) icon and select the following values, clicking the Plus (+) symbol between each entry to open a new row:
  - **POSTAPAM** - All processes thru Voucher Post, Load AM
  - **POSTAPGLAM** - All processes thru Journal Gen, Load AM
  - **PST\_VCHR** - All processes through Voucher Post
  - **PST\_VCHRGL** - All processes through Journal Generate

\*Source Transaction VCHR\_STM Voucher On-Demand Processes

**Process Group**

| Process Group | Description                              |   |   |
|---------------|--|---|---|
| POSTAPAM      | All processes thru Voucher Post, Load AM | + | - |
| POSTAPGLAM    | All processes thru Journal Gen, Load AM  | + | - |
| PST_VCHR      | All processes through Voucher Post       | + | - |
| PST_VCHRGL    | All processes through Journal Generate   | + | - |

Save Return to Search Notify Refresh

29. When done entering process groups, click **Save**.

30. Click **Return to Search**.

## AR Specialist Roles

The security administrator at each school should be able to assign the below roles. The security roles needed to perform AR are:

### Security:

- **ZZ\_AR\_Entry** - allows the user to create items (receivables)
- **ZZ\_AR\_Processing** - allows the user to adjust/process, create customer statements
- **ZZ\_AR\_Reports** - allows the user to run AR reports, ie. Aging, Business Unit Activity, etc.
- **ZZ AR Customer Maintenance** - allows the user to adjust the customer account (write-off, refunds, etc)
- **ZZ\_AR Workcenter** - allows the user to perform most functions from 1 place (the workcenter)
- **ZZ\_AR\_Apply\_Payments** - User can apply payments to outstanding open receivables
- **ZD\_AR\_Inquiry** - User can inquire/troubleshoot AR issues
- **ZD\_AR\_Read\_Only** - Allows user to review AR information

## Define User Preferences

Define receivables user preferences.

User preferences will be defined for all users who access the receivables module

- Item write-offs
- Refunds
- Supervisor vs. Data Entry Level

The screenshot shows a web application window titled "User Preferences". At the top, there is a green tab labeled "User Preferences". Below the tab, the window is divided into two main sections: "General Preference" on the left and "Product Preference" on the right. The "General Preference" section contains a list of links: "Overall Preference", "OLE Information", and "Process Group". The "Product Preference" section contains a list of links organized in two columns: "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", and "Supplier Contract Management". At the bottom of the window, there are four buttons: "Save" (green), "Return to Search", "Notify", and "Refresh". A search icon is located in the bottom right corner.

The screenshot shows a web application window titled "User Preferences". At the top, there are two tabs: "User Preferences" and "Receivables Data Entry 1", with the latter being highlighted. Below the tabs, the window displays the "Default Business Units" section. This section includes a "User ID" field with the value "CTC\_" and a search icon. Below this, there are two rows of input fields: "Group Unit" and "Deposit Unit", each with a search icon. Further down, there are input fields for "Country", "Prefix", "Address 1", "Address 2", "Address 3", "City", "County", "State", "Phone", "Ext", and "Fax". A "Zip Code" label is positioned below the "County" and "State" fields. At the bottom of the window, there are four buttons: "Save" (green), "Return to Search", "Notify", and "Refresh". A search icon is located in the bottom right corner.

User Preferences

Receivables Data Entry 2

User ID CTC\_

Payment Worksheet

Discount Tolerance Percent

0

Discount Tolerance

0.00

USD

Write Off Percent Under

0

Underpayment Write-Off

0.00

USD

Write Off Percent Over

0

Overpayment Write-Off

0.00

USD

Item Write-Off

0.00

USD

Maintenance Worksheet

Max Write Off

100000.00

USD

Max Refund

100000.00

USD

Write-off Days

365

Max WO Percent

100

☐ Override Write off Tolerance

Currency Precision

\*Format Currency

USD

US Dollar

Save

Return to Search

Notify

Refresh

User Preferences: Receivables Data Entry 2

User Preferences

Process Group

User ID CTC\_

Copy From User ID

Copy

☒ Allow Processing
 ☒ Use Event Notification

Source Transaction

\*Source Transaction

ARITSPLT

Item Split

+

-

Process Group

1-3 of 3

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

\*Source Transaction

ARMNTWS

Maintain Receivables

+

-

Process Group

1-4 of 4

| Process Group | Description            |   |   |  |
|---------------|------------------------|---|---|--|
| ARACTIONA     | Do Not Post            | + | - |  |
| ARACTIONL     | Batch Standard         | + | - |  |
| ARPOST        | Post Now               | + | - |  |
| ARPOSTGL      | Post Now through to GL | + | - |  |

\*Source Transaction

AROPIE

Online Pending Item Entry

+

-

Process Group

1-4 of 4

| Process Group | Description            |   |   |  |
|---------------|------------------------|---|---|--|
| ARACTIONA     | Do Not Post            | + | - |  |
| ARACTIONL     | Batch Standard         | + | - |  |
| ARPOST        | Post Now               | + | - |  |
| ARPOSTGL      | Post Now through to GL | + | - |  |

\*Source Transaction

ARPAYWS

Q

Payment Worksheet

+

-

Process Group

1-4 of 4

| Process Group                     | Description            |              |              |  |
|-----------------------------------|------------------------|--------------|--------------|--|
| <div>ARACTIONA</div> <div>Q</div> | Do Not Post            | <div>+</div> | <div>-</div> |  |
| <div>ARACTIONL</div> <div>Q</div> | Batch Standard         | <div>+</div> | <div>-</div> |  |
| <div>ARPOST</div> <div>Q</div>    | Post Now               | <div>+</div> | <div>-</div> |  |
| <div>ARPOSTGL</div> <div>Q</div>  | Post Now through to GL | <div>+</div> | <div>-</div> |  |

\*Source Transaction

ARTRNWS

Q

Transfer Worksheet

+

-

Process Group

1-4 of 4

| Process Group                     | Description            |              |              |  |
|-----------------------------------|------------------------|--------------|--------------|--|
| <div>ARACTIONA</div> <div>Q</div> | Do Not Post            | <div>+</div> | <div>-</div> |  |
| <div>ARACTIONL</div> <div>Q</div> | Batch Standard         | <div>+</div> | <div>-</div> |  |
| <div>ARPOST</div> <div>Q</div>    | Post Now               | <div>+</div> | <div>-</div> |  |
| <div>ARPOSTGL</div> <div>Q</div>  | Post Now through to GL | <div>+</div> | <div>-</div> |  |

\*Source Transaction

ARUNPOST

Unpost

+

-

Process Group

1-4 of 4

| Process Group | Description            |   |   |
|---------------|------------------------|---|---|
| ARACTIONA     | Do Not Post            | + | - |
| ARACTIONL     | Batch Standard         | + | - |
| ARPOST        | Post Now               | + | - |
| ARPOSTGL      | Post Now through to GL | + | - |

\*Source Transaction

MTCHEXPTN

Match Exception

+

-

Process Group

1-1 of 1

| Process Group | Description |   |   |
|---------------|-------------|---|---|
| MATCHING      | Matching    | + | - |

\*Source Transaction

MTCHOVRD

Match Override

+

-

Process Group

1-1 of 1

| Process Group | Description |   |   |
|---------------|-------------|---|---|
| MATCHING      | Matching    | + | - |



\*Source Transaction

PYMNCNCL

Payment Cancellation

+

-

### Process Group

| Process Group | Description                       |   |   |
|---------------|-----------------------------------|---|---|
| PAYPOSTGL     | Payment Post and Journal Generate | + | - |
| PAYVCHRJG     | Payment, Voucher Post and Jnl Gen | + | - |
| PAYVCHRPST    | Payment Post and Voucher Post     | + | - |
| PYCNCLPOST    | Payment Post                      | + | - |
| PYMNTPOST     | Payment Post                      | + | - |

\*Source Transaction

QUICKVCHR

Quick Invoice

+

-

### Process Group

| Process Group | Description                            |   |   |
|---------------|--|---|---|
| QVBUDGCC      | All Processes Through Budget Check     | + | - |
| QVJGEN        | All Processes through Journal Generate | + | - |
| QVJGENCC      | All Processes through Journal Generate | + | - |
| QVMTCH        | Matching                               | + | - |
| QVMTCHCC      | All Processes through Matching         | + | - |

\*Source Transaction

VCHRCLOSE

Voucher Close

+

-

Process Group

1-2 of 2

| Process Group | Description         |   |   |
|---------------|---------------------|---|---|
| VCHRPOST      | Voucher Post        | + | - |
| VCHRPOSTGL    | Voucher Post and GL | + | - |

\*Source Transaction

VCHR\_MAINT

Voucher Maintenance

+

-

Process Group

1-1 of 1

| Process Group | Description   |   |   |
|---------------|---------------|---|---|
| AP_VCHRBLD    | Voucher Build | + | - |

\*Source Transaction

VCHR\_STM

Voucher On-Demand Processes

+

-

Process Group

1-4 of 4

| Process Group | Description                              |   |   |
|---------------|--|---|---|
| POSTAPAM      | All processes thru Voucher Post, Load AM | + | - |
| POSTAPGLAM    | All processes thru Journal Gen, Load AM  | + | - |
| PST_VCHR      | All processes through Voucher Post       | + | - |
| PST_VCHRGGL   | All processes through Journal Generate   | + | - |

\*Source Transaction   Withholding Supplier Update

**Process Group**

1-2 of 2

| Process Group  | Description              |                                  |                                  |
|--|--------------------------|----------------------------------|----------------------------------|
| <input type="text" value="WHUPDPST"/> <input type="button" value="Q"/> | Withhold Post and Update | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value="WTHDUPD"/> <input type="button" value="Q"/>  | Withhold Update          | <input type="button" value="+"/> | <input type="button" value="-"/> |

\*Source Transaction   Voucher Entry

**Process Group**

1-4 of 4

| Process Group  | Description                            |                                  |                                  |
|--|--|----------------------------------|----------------------------------|
| <input type="text" value="BUDGET_CHK"/> <input type="button" value="Q"/> | Budget Checking                        | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value="MATCHING"/> <input type="button" value="Q"/>   | Matching                               | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value="PST_VCHR"/> <input type="button" value="Q"/>   | All processes through Voucher Post     | <input type="button" value="+"/> | <input type="button" value="-"/> |
| <input type="text" value="PST_VCHRGL"/> <input type="button" value="Q"/> | All processes through Journal Generate | <input type="button" value="+"/> | <input type="button" value="-"/> |

[User Preferences](#) | Process Group

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