

FSCM 9.2 Purchasing Module Security Roles

! This Security Documentation is currently **UNDER DEVELOPMENT**.

Check back later for a complete set of information...

Purpose: Use this document as a reference for all menu navigation paths related to processing requisitions, purchase orders, procurement contracts and processing procurement cards. This document covers the security roles that grant access to them, including mapping of the old CTC based roles to the new Z based re-designed roles.

Audience: Managers approving security access for staff and College IT Security needing clarity on the access requested.

Requisition Processing

i Requisition processing is the functionality within PeopleSoft that enables staff to begin the process of purchasing an item for their department. By using the requisition process, staff can enter minimal information in order to commence a purchasing process. Typically used when a department is considering a purchase, allowing them to enter a minimal amount for approval. Use of a requisition allows this information to be leveraged to populate the eventual purchase order. Staff who enter a requisition are typically the front line staff, or staff that work at various departments across campus, not just staff within a Finance or Accounting office. Not every institution will use requisitions, but those who do will likely grant access to requisition processing broadly across the institution to support easy generation of future purchase orders.

User Acceptance Testing associated with this functionality is covered in [FF.001.1 - Requisition Processing/Review](#).

These pages/components allow staff to ENTER REQUISITIONS:

ROLE: ZZ Requisition Entry

Add/Update Requisitions: Enables staff to add a new requisition or update a requisition that they have already entered. This features also allows the user to update an existing requisition that they have already entered, or were created by others within their Business Unit.

Security Note: Business Units are associated with an individual's User Profile by the row level security associated with a primary permissions list that defines the TableSet IDs accessible to the user.

- [NavBar>Navigator>Purchasing>Requisitions>Add/Update Requisitions> >PO Contract Work Page](#)
- [NavBar>Navigator>Purchasing>Requisitions>Add/Update Requisitions> >Req Form Page](#)
- [NavBar>Navigator>Purchasing>Requisitions>Add/Update Requisitions> >Advanced Line Search](#)
- [NavBar>Navigator>Purchasing>Requisitions>Add/Update Requisitions> >Requisition Schedule](#)
- [NavBar>Navigator>Purchasing>Requisitions>Add/Update Requisitions> >Requisition Work Page](#)

Budget Check: Enables staff to perform a 'Pre-check' to ensure the general ledger chart string values (e.g. Fund, Class, Department, Account, Project - if used) are valid. It does not actually verify whether there is sufficient money left in a department's budget to proceed with the Requisition, nor establishes an encumbrance.

- [NavBar>Navigator>Purchasing>Requisitions>Budget Check> >Requisition Budget Check Reqst](#)

These pages/components allow staff to PROCESS REQUISITIONS:

ROLE: [ZZ Requisition Processing](#)

Reconcile Requisitions: Enables the requisition process to Close and if needed Re-open Requisitions to reconcile submitted requisitions.

- [NavBar>Navigator>Purchasing>Requisitions>Reconcile Requisitions>Close Requisitions>Close Requisitions](#)
- [NavBar>Navigator>Purchasing>Requisitions>Reconcile Requisitions>Reopen Requisitions>PO Req Reopen Process Page](#)

Requester's Workbench: Provides a one-stop page to process multiple requisitions at once, geared towards a power user handling a large volume of requisitions. Allows the user to budget check, approve, close and re-open groups of requisitions.

- [NavBar>Navigator>Purchasing>Requisitions>Requester's Workbench> >REQ Recon Workbench.](#)
- [NavBar>Navigator>Purchasing>Requisitions>Requester's Workbench> >Requester's WorkBench](#)
- [NavBar>Navigator>Purchasing>Requisitions>Requester's Workbench> >Requisition Recon WB](#)

These pages/components allow staff to RUN REPORTS ON REQUISITIONS:

ROLE: [ZZ Purchasing Reporting](#)

Reports: Allows staff to run a Purchase Order/Requisition cross-reference and to print individual requisitions for those that choose to keep paper records of submitted requests.

- NavBar>Navigator>Purchasing>Requisitions>Reports>PO/Requisition Xref>Requisition to PO XREF
- NavBar>Navigator>Purchasing>Requisitions>Reports>Print Requisition>Requisition Print
- NavBar>Navigator>Purchasing>Requisitions>Reports>Requisition Template>Requisition Template runctl pg

These pages/components allow staff to VIEW INFORMATION ON REQUISITIONS:

Review Requisition Information: The ability to review requisition information is covered in two possible roles, the read only role covers the ability for staff to view Accounting Entries, Change History, Document Status, Requisitions and the Workbench. The inquiry role additionally grants the ability to drill down into Entry Event (EE) Journal Entries, Entry Event (EE) Process Status, where "Entry Event" refers to the accounting entries that feed into Commitment Control.

ROLE: ZD Purchasing Read Only

- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>Accounting Entries>Requisition Acctg Line Inq
- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>Change History>Requisition Batch Changes
- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>Change History>Requisition Header Changes
- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>Requisitions>Req Inquiry Lookup
- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>Workbench>Req Inquiry Lookup

ROLE: ZD Purchasing Inquiry

- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>Accounting Entries>Requisition Acctg Line Inq
- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>Change History>Requisition Batch Changes
- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>Change History>Requisition Header Changes
- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>EE Journal Entries>PO Requisition Drillback
- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>EE Process Status>Entry Event Log Inquiry Page
- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>Requisitions>Req Inquiry Lookup
- NavBar>Navigator>Purchasing>Requisitions>Review Requisition Information>Workbench>Req Inquiry Lookup

Purchase Order Processing

i Purchase Order processing is the functionality within PeopleSoft that enables staff to either continue (from a requisition) or begin (if not requisition exists) the process of purchasing an item for their department. By using the Purchase Order process, staff can create a purchase order to submit to a supplier (vendor) to order goods or services.

Used when a department is firm in their decision to proceed with a purchase, requiring them to enter all necessary information to receive approval for a purchase and submit that purchase upon approval to the vendor.

Staff who enter a purchase order are typically the staff with purchasing authority who work within a Finance or Purchasing office. Because a Purchase Order is a binding agreement to a vendor to secure goods or services this is not typically granted to any front line staff at an institution.

User Acceptance Testing associated with this functionality is covered in [FF.001.2 - Purchase Order Processing/Review](#).

These pages/components allow staff to ENTER PURCHASE ORDERS:

ROLENAME: ZZ Purchase Order Entry

Add/Update Express POs: Enables staff to add a new purchase order using a *rapid entry* format, referred to as 'Express' that allows the user to enter distributions, schedule the delivery of the goods or services to be rendered and designate the 'Ship To' location. While these features are accessible from within the standard PO, these features are organized on a single page for rapid entry. This features also allows the user to update an existing purchase order that they have already entered, or were created by others within their Business Unit.

Security Note: Business Units are associated with an individual's User Profile by the row level security associated with a primary permissions list that defines the TableSet IDs accessible to the user.

- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO Budget Check from PO Online
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO Contract Work Page
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO Express
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO - Schedule
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >Advanced Line Search

- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO Miscellaneous Chrg Workbenc
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO Requisition Selection
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >Purchase Order Work Page

Add/Update POs: Enables staff to add a new purchase order or update an existing purchase order that they have already entered, or were created by others (requires the PO number created by the other individual).

- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO Budget Check from PO Online
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO Contract Work Page
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >Advanced Line Search
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO - Line
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO Miscellaneous Chrg Workbenc
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO Requisition Selection
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO - Schedule
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >Purchase Order Work Page

Manage Change Orders: Enables staff with PO Entry role to perform a Buyer Mass Change, which provides the ability to perform a mass update to all POs associated with a single buyer to replace with a different buyer. This feature is typically used when the original buyer (staff person) has separated from their position or changed roles and should no longer be listed as the buyer.

Security Note: All other features associated with managing change orders fall under the Purchasing Inquiry or Purchasing Read Only roles.

- NavBar>Navigator>Purchasing>Purchase Orders>Manage Change Orders>Buyer Mass Change>PO Mass Change

Reserve PO IDs: Provides staff the ability to reserve a set of PO numbers, without yet submitting a PO.

- NavBar>Navigator>Purchasing>Purchase Orders>Reserve PO IDs> >Reserve PO Page

Stage/Source Requests: Allows the user to select multiple Requisitions at once and process them into a Purchase Order using the Requisition Selection, Sourcing Workbench pages.

- NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Planning Post Errors>PL Customer Order Error Search
- NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Requisition Selection>Req Select - Staging
- NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Requisition Selection>Requisition Selection Wrk Page

- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Requisition Selection>PO Requisition Selection](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>Req Select - Staging](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>Sourcing Analysis](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>Sourcing Analysis Details](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>Sourcing Analysis - Supplier](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>PO Source Pricing](#)

These pages/components allow staff to PROCESS PURCHASE ORDERS:

ROLENAME: [ZZ Purchase Order Processing](#)

Budget Check: Provides PO processing staff the ability to launch a batch process to "Pre-check" to ensure the general ledger chart string values (e.g. Fund, Class, Department, Account, Project - if used) are valid and performs a budget check to verify whether there is sufficient money left in a department's budget to proceed with the Purchase Order and establishes an encumbrance.

- [NavBar>Navigator>Purchasing>Purchase Orders>Budget Check> >Budget Check Request](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Budget Check> >PO Commiment Control Work](#)

Dispatch POs: Provides PO processing staff the ability to launch a batch process to send the PO to the supplier, generating either an email message or printable PO.

- [NavBar>Navigator>Purchasing>Purchase Orders>Dispatch POs> >Run Controls - POPO005](#)

Reconcile POs: Provides PO processing staff the ability to Close Purchase Orders and Re-Open Purchase Orders as needed for reconciliation.

- [NavBar>Navigator>Purchasing>Purchase Orders>Reconcile POs>Close Purchase Orders>Close Purchase Orders](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Reconcile POs>Reopen POs>PO Reopen Process Page](#)

Stage/Source Requests: PO Auto Sourcing provides the ability for PO processing staff to select multiple sources to create a PO from, such as contract or requisitions (in various statuses).

- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>PO Auto Sourcing>Budget Check Request](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>PO Auto Sourcing>PO Commiment Control Work](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>PO Auto Sourcing>Run Controls - POPO005](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>PO Auto Sourcing>PO AutoSource](#)

- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Requisition Selection>PO Requisition Selection](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>Req Select - Staging](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>Sourcing Analysis](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>Sourcing Analysis Details](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>Sourcing Analysis - Supplier](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>PO Source Pricing](#)

Verify Document Tolerance: Enables staff to launch a batch process to generate a report of POs and whether or not they meet the tolerances established in the setup for Business Unit Options. The tolerances are associated to the difference between the estimated cost at the time of requisition and the cost at the time of the purchase order, or the difference between the estimated cost at the time the PO was approved and the actual cost at the time the PO was submitted for order.

- [NavBar>Navigator>Purchasing>Purchase Orders>Verify Document Tolerance> >Document Tolerance Checking](#)

Buyer Work Center: Provides access to the SRM WorkCenter, which is a one-stop page to process multiple POs at once, geared towards a power user handling a large volume of POs. Allows the user to budget check, approve, close, dispatch and re-open groups of POs.

- [NavBar>Navigator>Purchasing>Purchase Orders>Buyer's Workbench> >Buyer's Workbench](#)

These pages/components allow staff to MANAGE OPEN PURCHASE ORDERS AT YEAR-END:

ROLENAME: [ZZ Purchasing Period End](#)

Budget Year End Processing: Provides the PO processing staff the ability to perform all necessary year end activities, to perform purchase order roll-overs, for those POs not yet paid out at year end. Such pages include the ability to run reports to determine what is not yet paid and the ability to perform the roll-overs themselves; Non Qualified PO Listing, Open Purchase Order Report, PO Rollover Activity Report, PO Rollover Workbench, Request PO Roll Open Encum, Request PO Roll View, Request PO Rollover 1, Request PO Rollover 2.

- [NavBar>Navigator>Purchasing>Purchase Orders>Budget Year End Processing>Non Qualified PO Listing>Non Qualified PO Listing](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Budget Year End Processing>Open Purchase Order Report>PO Rollover report Reuest Page](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Budget Year End Processing>PO Rollover Activity Report>PO Rollover report Reuest Page](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Budget Year End Processing>PO Rollover Workbench>Budget Year End Process](#)
- [NavBar>Navigator>Purchasing>Purchase Orders>Budget Year End Processing>Request PO Roll Open Encum>Roll without closing PY Encum](#)

- NavBar>Navigator>Purchasing>Purchase Orders>Budget Year End Processing>Request PO Roll View>PO Rollover search criteria
- NavBar>Navigator>Purchasing>Purchase Orders>Budget Year End Processing>Request PO Rollover1>First PO Rollover process
- NavBar>Navigator>Purchasing>Purchase Orders>Budget Year End Processing>Request PO Rollover2>Second PO Rollover process

These pages/components allow staff to RUN REPORTS ON PURCHASE ORDERS:

ROLENAME: ZZ Purchasing Reporting

Reports: Detail Listings, Non-Owned History, Reserve PO IDs, Review PO Information, Activity Summary, Doc Tolerance Override History, Document Status, Document Tolerance Exceptions, EE Journal Entries, EE Process Status, PO Accounting Entries, Print POs, Purchase Orders.

- NavBar>Navigator>Purchasing>Purchase Orders>Reports>Backorder Status>Backorder Status Report
- NavBar>Navigator>Purchasing>Purchase Orders>Reports>Detail Listings>PO Detail Listings
- NavBar>Navigator>Purchasing>Purchase Orders>Reports>Non-Owned History>Non Owned Stock Status

Review PO Information: Print POs

- NavBar>Navigator>Purchasing>Purchase Orders>Review PO Information>Print POs>Purchase Orders Print

Budget Year End Processing: Open Purchase Order Report

- NavBar>Navigator>Purchasing>Purchase Orders>Budget Year End Processing>Open Purchase Order Report>PO Rollover report Reuest Page

The Purchasing Inquiry Role allows staff to View the following pages related to Purchase Orders:

ROLENAME: ZD Purchasing Inquiry

Manage Change Orders: Provides view only access to information on the following pages; Approve Change Requests, PO Close Short Workbench, Review Change History, Review Change Orders.

- NavBar>Navigator>Purchasing>Purchase Orders>Manage Change Orders>Review Change History>Purchase Order Batch Changes
- NavBar>Navigator>Purchasing>Purchase Orders>Manage Change Orders>Review Change History>Requisition Header Changes
- NavBar>Navigator>Purchasing>Purchase Orders>Manage Change Orders>Review Change Orders>Requisition Header Changes

Add/Update Express POs: Provides view only access to information on the following pages; PO Budget Check from PO Online, PO Contract Work Page, PO Express, PO - Schedule, Advanced Line Search, PO Miscellaneous Chrg Workbench, PO Requisition Selection, Purchase Order Work Page.

- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO Budget Check from PO Online
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO Contract Work Page
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO Express
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO - Schedule
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >Advanced Line Search
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO Miscellaneous Chrg Workbenc
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >PO Requisition Selection
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update Express POs> >Purchase Order Work Page

Add/Update POs: Provides view only access to information on the following pages; PO Budget Check from PO Online, PO Contract Work Page, Advanced Line Search, PO - Line, PO Miscellaneous Chrg Workbench, PO Requisition Selection, PO - Schedule, Purchase Order Work Page.

- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO Budget Check from PO Online
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO Contract Work Page
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >Advanced Line Search
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO - Line
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO Miscellaneous Chrg Workbenc
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO Requisition Selection
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >PO - Schedule
- NavBar>Navigator>Purchasing>Purchase Orders>Add/Update POs> >Purchase Order Work Page

Review PO Information: Provides view only access to information on the following pages; Activity Summary, Doc Tolerance Override History, Document Status, Document Tolerance Exceptions, PO Accounting Entries, Purchase Orders.

- NavBar>Navigator>Purchasing>Purchase Orders>Review PO Information>Activity Summary>Activity Summary
- NavBar>Navigator>Purchasing>Purchase Orders>Review PO Information>Activity Summary>RTV list for Source tran
- NavBar>Navigator>Purchasing>Purchase Orders>Review PO Information>Doc Tolerance Override History>Document Tolerance Exceptions
- NavBar>Navigator>Purchasing>Purchase Orders>Review PO Information>Document Status>DOC Status Purchasing Inquiry
- NavBar>Navigator>Purchasing>Purchase Orders>Review PO Information>Document Tolerance Exceptions>Document Tolerance Exceptions

- NavBar>Navigator>Purchasing>Purchase Orders>Review PO Information>PO Accounting Entries>Requisition Acctg Line Inq
- NavBar>Navigator>Purchasing>Purchase Orders>Review PO Information>Purchase Orders>PO Inquiry
- NavBar>Navigator>Purchasing>Purchase Orders>Review PO Information>Purchase Orders>PO Inquiry Distribution

Receipt Management

i PeopleSoft Receipt Management is designed to document when goods or services were 'received' from a Supplier. Recording this receipt of goods/services within the PeopleSoft system is a critical piece of the procure-to-pay process. For many items, suppliers cannot be paid for the goods or services delivered until the system reflects that the goods or service was received. This functionality allows staff to create a Receipt against a Purchase Order to show that ordered good/services were delivered.

ROLENAME: ZZ Receipt Entry

Add/Update Receipts: Allows the user to select a PO and create a Receipt to show that ordered goods and/or services were delivered.

- NavBar>Navigator>Purchasing>Receipts>Add/Update Receipts> >Receipt Header Work
- NavBar>Navigator>Purchasing>Receipts>Add/Update Receipts> >Receipt Routing Work
- NavBar>Navigator>Purchasing>Receipts>Add/Update Receipts> >Receive With PO

Maintain Activity and Comments: Allows the user to enter and track activities associated with a receipt. You can setup reminders for receiving activities after the goods/services are received (i.e. Inspection)

- NavBar>Navigator>Purchasing>Receipts>Maintain Activity and Comments> >Receipt Activity

Maintain Delivery Information: Allows the user to mark goods/services receipts as Delivered, enter Delivered to and Delivery Feedback. User can also add Location and Ship To comments if needed.

- NavBar>Navigator>Purchasing>Receipts>Maintain Delivery Information> >Receipt Delivery Location
- NavBar>Navigator>Purchasing>Receipts>Maintain Delivery Information> >Receipt Delivery Comments
- NavBar>Navigator>Purchasing>Receipts>Maintain Delivery Information> >Receipt ShipTo Comments

ROLENAME: ZZ Receipt Processing

Receiver Workbench: Allows user to access multiple receipts to Cancel, Close and re-open Receipts.

- NavBar>Navigator>Purchasing>Receipts>Receiver Workbench> >Receiver's Workbench
- NavBar>Navigator>Purchasing>Receipts>Receiver Workbench> >Receiver WorkBench Processing

Inspect Receipts: Allows the user to select receipt lines that requires inspection.

- NavBar>Navigator>Purchasing>Receipts>Inspect Receipts> >Receiver Inspection
- NavBar>Navigator>Purchasing>Receipts>Inspect Receipts> >Inspection RTV work panel

Reports: Allows user to run reports for Advanced Shipment Receipts, Planned Receipts, Standard Purchase Variance, Total Purchase Variance.


- NavBar>Navigator>Purchasing>Receipts>Reports>Advanced Shipment Receipts>ASN receipt report
- NavBar>Navigator>Purchasing>Receipts>Reports>Bill Of Entry Worksheet>BOE Worksheet Run Control
- NavBar>Navigator>Purchasing>Receipts>Reports>Estimate/Actual Landed Cost>Estimate vs Actual Landed Cost
- NavBar>Navigator>Purchasing>Receipts>Reports>PO/Receipt Device Tracking>Device Tracking PO/Receipt
- NavBar>Navigator>Purchasing>Receipts>Reports>Planned Receipts>Planned receipt report
- NavBar>Navigator>Purchasing>Receipts>Reports>Standard Purchase Variance>Standard Purchase Variance
- NavBar>Navigator>Purchasing>Receipts>Reports>Total Purchase Variance>Total Purchase Variance

ROLENAME: ZD Purchasing Inquiry

Review Receipt Information: Allows users to access and review Advanced Shipment Receipts, Delivery Inquiry, Document Status, Entry Event Journal Drill Down, GL Journal Drill Down, Partially Received POs, Receipts, Receipts by Location.

- NavBar>Navigator>Purchasing>Receipts>Review Receipt Information>Delivery Inquiry>Partially Received POs
- NavBar>Navigator>Purchasing>Receipts>Review Receipt Information>Receipts>Receive Inquiry
- NavBar>Navigator>Purchasing>Receipts>Review Receipt Information>Receipts by Location>Receipt information

PCard Processing

-  Procurement Card (PCard) processing is functionality within PeopleSoft in the Purchasing module that supports management of credit card purchases made by card holders. PCard processing enables institutions to reduce the number of small purchases that go through a formal Purchase Order, which would need processing

within a Procurement Department. All the configuration resides in the Purchasing module. Not all institution will use Procurement Cards, but those that do will grant the appropriate PCard roles to cardholders and PCard processors. Those assigned roles will determine how users interact with PCard processing in Peoplesoft.

ROLENAME: ZZ Purchasing Local Config

Definitions: Enables Procurement Card Admin to create Cardholder profiles and assign the appropriate Procurement Card(s) to all users.

- NavBar<Navigator<Purchasing<Procurement Cards<Definitions<Cardholder Profile<ProCard Cardholder - Card
- NavBar<Navigator<Purchasing<Procurement Cards<Definitions<Cardholder Profile<Personal Data
- NavBar<Navigator<Purchasing<Procurement Cards<Definitions<Preferred Suppliers<ProCard New Merchant Supplier
- NavBar<Navigator<Purchasing<Procurement Cards<Definitions<Preferred Suppliers<ProCard Maintain Supplier XRef
- NavBar<Navigator<Purchasing<Procurement Cards<Definitions<UOM Mappings<ProCard New Merchant UOM
- NavBar<Navigator<Purchasing<Procurement Cards<Definitions<UOM Mappings<ProCard Maintain UOM XRef

Security: Register Roles pages shows 6 delivered globally used roles for Procurement Card users. Users with these roles will have access to Procurement Card Modules. Assign Access Rights shows assigned individual access rights for each procurement card role. These access rights are globally defined for each of the 6 delivered roles. Assign Proxies page help identify how users can interact with specific PCards. Proxy assignments are created by associating a user to a PCard and identifying what level of access they have for transactions and processes associated with the indicated card. Speedcharts can be created from Assign SpeedCharts page which carry accounting distribution lines and can be used as a default on each procurement card.

- NavBar<Navigator<Purchasing<Procurement Cards<Security<Assign Access Rights<ProCard Access Rights
- NavBar<Navigator<Purchasing<Procurement Cards<Security<Assign Accounting Tags<ProCard Proxy by Role
- NavBar<Navigator<Purchasing<Procurement Cards<Security<Assign Proxies<ProCard Proxy by User
- NavBar<Navigator<Purchasing<Procurement Cards<Security<Assign SpeedCharts<ProCard Proxy by Role
- NavBar<Navigator<Purchasing<Procurement Cards<Security<Register Roles<ProCard Roles

ROLENAME: ZZ Procurement Card Processing

Process Statements: Allows user to Load PCard transaction files into the system (pages Load ProCard Stage, Load Statement), correct any Load Errors (page Correct Errors), run Budget Check to validate chartfields for each loaded transaction (page Budget Chartfield Validation) and run Load Voucher Stage process to create vouchers for all approved PCard Transactions.

- [NavBar<Navigator<Purchasing<Procurement Cards<Process Statements<Bank Statement Workflow<Bank Statement WFlow Process](#)
- [NavBar<Navigator<Purchasing<Procurement Cards<Process Statements<Budget Chartfield Validation<Transaction Budget Check Page](#)
- [NavBar<Navigator<Purchasing<Procurement Cards<Process Statements<Grace Period Expired Workflow<Grace Period Expired WF Proces](#)
- [NavBar<Navigator<Purchasing<Procurement Cards<Process Statements<Load ProCard Stage<ProCard Load Inbound Data](#)
- [NavBar<Navigator<Purchasing<Procurement Cards<Process Statements<Load Statement<ProCard Insert CC_TRANS_LINE](#)
- [NavBar<Navigator<Purchasing<Procurement Cards<Process Statements<Load Voucher Stage<ProCard Load Voucher Stage](#)

ROLENAME: ZZ Procurement Card Recon

Reconcile: Loaded PCard transactions can be reconciled using the Reconcile Statement page. Reconciliation work entails reviewing transaction information, adding/updating the chartfield distribution assigned to a transaction, attaching a Receipt to a transaction, adding comments and extra details to a transaction, disputing transactions if needed, and then finally approving the transactions before a Voucher is created.

Transactions in dispute can be viewed from the Review Disputes page. Furthermore, users can add description, comments, and attachments to each disputed transaction.

- [NavBar<Navigator<Purchasing<Procurement Cards<Reconcile<Reconcile Statement<ProCard Recon Workbench](#)
- [NavBar<Navigator<Purchasing<Procurement Cards<Reconcile<Review Disputes<ProCard Dispute History](#)

Review Bank Statement: Users can review uploaded statement summary by credit card supplier billing date or statement status (approved, closed, staged, verified, etc.).

- [NavBar<Navigator<Purchasing<Procurement Cards<Review Bank Statement< <ProCard Statement Summary](#)

ROLENAME: ZZ Purchasing Reporting

Reports: Allows staff to generate reports to view Account Summary which shows the purchase detail / summary organized by card issuer, merchant and by employee. Cardholder Information report provides information such as card numbers, transactions limits, etc related to each cardholder. Expected Credits report provides a list of disputed procurement card transactions. Purchase Details report provides procurement card expenditures made using a particular credit card provider or for a specific merchant or for a single cardholder. Purchase Exceptions report provides information related to limits set on cardholders spending limit, or purchases involving unauthorized commodity codes (if setup on cardholders profile).

- NavBar<Navigator<Purchasing<Procurement Cards<Reports<Account Summary<ProCard Account Summary
- NavBar<Navigator<Purchasing<Procurement Cards<Reports<Cardholder Information<ProCard Cardholder Information
- NavBar<Navigator<Purchasing<Procurement Cards<Reports<Credit Detail By MCG<ProCard Credit Detail By MCG
- NavBar<Navigator<Purchasing<Procurement Cards<Reports<Expected Credits<ProCard Expected Credits
- NavBar<Navigator<Purchasing<Procurement Cards<Reports<MCC Exceptions<ProCard MCC Exceptions
- NavBar<Navigator<Purchasing<Procurement Cards<Reports<Non-Preferred Supplier<ProCard Non Preferred Supplier
- NavBar<Navigator<Purchasing<Procurement Cards<Reports<Purchase Details<ProCard Purchase Details
- NavBar<Navigator<Purchasing<Procurement Cards<Reports<Purchase Exceptions<ProCard Purchase Exceptions
- NavBar<Navigator<Purchasing<Procurement Cards<Reports<Top Merchant Category<ProCard Top Merchant Category
- NavBar<Navigator<Purchasing<Procurement Cards<Reports<Top Supplier Chains<ProCard Top Supplier Chains

Procurement Contracts

i **Procurement contract** is the functionality within PeopleSoft that enables the staff to create Contracts where recurring Purchase Orders (POs) and Vouchers can be released on a set schedule. A procurement contract can be created for items such as rent, utilities, lease payments and regular shipments, which are often made to the same vendors for consistent amounts. You can also group contracts that are similar in nature with one supplier into a Master Contract ID.

Access to this functionality is typically granted to staff within a Procurement Office and not granted broadly across an institution.

The following Procurement Contract Menus access pages & components using the roles outlined below.

ROLENAME: ZZ Procurement Contract Entry

Add/Update Contracts: Allows user to add PO or Vouchers that are paid repeatedly by using Procurement Contract process option

- NavBar>Navigator>Procurement Contracts>Add/Update Contracts> Contract Header
- NavBar>Navigator>Procurement Contracts>Add/Update Contracts> Contract Header 2

- [NavBar>Navigator>Procurement Contracts>Add/Update Contracts> Contract Header Work Page](#)
- [NavBar>Navigator>Procurement Contracts>Add/Update Contracts> Contract Entry Sydication page](#)
- [NavBar>Navigator>Procurement Contracts>Add/Update Contracts> VAT Panel Work](#)

Contract / Sourcing WorkCenter: Allows user to access various pages (Add/Update Contracts, Stage Contracts, Release Contracts, Review Release and etc) relating to Procurement Contracts without leaving Workcenter page. This reduces the time used when navigating through menus.

- [NavBar>Navigator>Procurement Contracts>Contract / Sourcing WorkCenter> Contracts/ Sourcing WorkCenter](#)

Create Contract Releases: Allows users to access PO or Voucher release distribution information

- [NavBar>Navigator>Procurement Contracts>Create Contract Releases> VAT Panel Work](#)

Dispatch Contracts: Allows user to run Dispatch process via Print or Email for PO contracts. Does not apply to Voucher contracts.

- [NavBar>Navigator>Procurement Contracts>Dispatch Contracts>Dispatch Supplier Contract](#)

Manage Master Contracts: Allows user to group several contracts for the same supplier tracked using one Master Contract ID.

- [NavBar>Navigator>Procurement Contracts>Manage Master Contracts>Master Contract](#)

Review Contract Information: Allows user to access and review Contract Change History, Document Status, Review Contracts by PO.

- [NavBar>Navigator>Procurement Contracts>Review Contract Information>Contract Change History> >Contract Category Chng History](#)
- [NavBar>Navigator>Procurement Contracts>Review Contract Information>Contract Change History> >Contract Change History](#)
- [NavBar>Navigator>Procurement Contracts>Review Contract Information>Contract Change History> >Contract Header Chng History](#)
- [NavBar>Navigator>Procurement Contracts>Review Contract Information>Contract Change History> >Contract Line Chng History](#)
- [NavBar>Navigator>Procurement Contracts>Review Contract Information>Contract Change History> >Contract Agreement Chg History](#)
- [NavBar>Navigator>Procurement Contracts>Review Contract Information>Events> >Contract Events Inquiry](#)

Reports: Allows user to access and run Activities Report, Master Contracts, Recurring Voucher Details, Recurring Vouchers.

- [NavBar<Navigator<Procurement Contracts<Reports<Activities Report< <Contract Activity Run Control](#)
- [NavBar<Navigator<Procurement Contracts<Reports<Internal Order Contracts< <Internal Contract Page](#)

- NavBar<Navigator<Procurement Contracts<Reports<Master Contracts< <Master Contract page
- NavBar<Navigator<Procurement Contracts<Reports<Non-Contracted Items< <Non-Contracted Items
- NavBar<Navigator<Procurement Contracts<Reports<Order Contracts< <Supplier Contracts Page
- NavBar<Navigator<Procurement Contracts<Reports<Recurring Voucher Details< <Recurring Voucher Details page
- NavBar<Navigator<Procurement Contracts<Reports<Recurring Vouchers< <Recurring voucher contracts pa

View Purchasing Information

There are a number of Inquiry Only or Read Only roles that grant access to the menus in the Purchasing module.

ROLENAME: ZD Purchasing Inquiry - This role grants VIEW ONLY access to the see the data on the following:

Purchase Orders: Add/Update Express POs, Add/Update POs, Manage Change Orders, Review PO Information.

Receipts: Review Receipt Information

Requisitions: Review Requisition Information

ROLENAME: ZD Purchasing Read Only - This role grants VIEW ONLY access to the see the data on the following:

Buyer WorkCenter: SRM WorkCenter

Purchase Orders: Add/Update Express POs, Add/Update POs, Approve Amounts, Approve ChartFields, Budget Check, Buyer's Workbench, Create Backorders, Dispatch POs, Maintain Distributions, Manage Change Orders, Procurement Groups, Reconcile POs, Reports, Reserve PO IDs, Review PO Information, Stage/Source Requests, Verify Document Tolerance.

Requisitions: Approve Amounts, Approve ChartFields, Entry Event Request, Purge Load Requests, Reconcile Requisitions, Reports, Review Requisition Information, Update Direct Shipments.

Reporting

ROLENAME: ZZ Purchasing Reports - This role grants access to the following reports:

Procurement Cards: ProCard Account Summary, ProCard Cardholder Information, ProCard Credit Detail By MCG, ProCard Expected Credits, ProCard MCC Exceptions, ProCard Non Preferred Supplier, ProCard Purchase Details, ProCard Purchase Exceptions, ProCard Top Merchant Category, ProCard Top Supplier Chains.

Purchase Orders: PO Rollover report Reuest Page, Backorder Status Report, PO Detail Listings, Non Owned Stock Status, Purchase Orders Print.

Receipts: ASN receipt report, BOE Worksheet Run Control, Estimate vs Actual Landed Cost, Device Tracking PO/Receipt, Planned receipt report, Standard Purchase Variance, Total Purchase Variance.

Requisitions: Requisition to Purchase Order (PO) Cross-Reference (XREF), Requisition Print, Requisition Template Run Control Page.

Return To Vendor / Supplier: RTV Credits.

CTC_Security Roles Converting to 'Z' Roles with Security Re-Design

CTC_PROCUREMENT_MGR

The following 'ZZ' Processing Roles grant access to pages previously included in the CTC_PROCUREMENT_MGR role.

- ZZ 1099 Processing
- ZZ Accounts Payable Reports
- ZZ AM Local Configuration
- ZZ CC Budget Reports
- ZZ Central Security Admin
- ZZ ePro Marketsite Processing
- ZZ General Ledger Processing
- ZZ General Ledger Reports
- ZZ GL Local Configuration
- ZZ Local Security Admin
- ZZ NVISION
- ZZ PeopleSoft User
- ZZ Procurement Card Processing
- ZZ Procurement Card Recon
- ZZ Procurement Contract Entry
- ZZ Purchase Order Entry
- ZZ Purchase Order Processing
- ZZ Purchasing Local Config
- ZZ Purchasing Period End
- ZZ Purchasing Reporting
- ZZ Purchasing Workcenter
- ZZ Receipt Entry
- ZZ Receipt Processing
- ZZ Requisition Entry
- ZZ Requisition Processing
- ZZ RTV Entry

- ZZ RTV Processing
- ZZ Supplier Entry
- ZZ Treasury Processing

The following 'ZC' Correct History Roles replace the access granted to specific pages where Correct History can be invoked for pages/components accessible in the CTC_PROCUREMENT_MGR role.

- ZC Purchasing Support
- ZC Expenses Support

The following 'ZD' Read Only Roles provide View Only access accessible previously in the CTC_PROCUREMENT_MGR role.

- ZD CC Budget Inquiry
- ZD CC Read Only
- ZD General Ledger Inquiry
- ZD Purchase Central Cnfig Inq
- ZD_DS_QUERY_VIEWER
- ZD Purchasing Inquiry
- ZD Purchasing Read Only
- ZD Purchasing Local Cnfig Inq
- ZD Accounts Payable Inquiry
- ZD GL Central Config Inquiry
- ZD GL Local Config Inquiry
- ZD Accounts Payable Read Only
- ZD AM Local Configuration Inq
- ZD Expenses Read Only

CTC_RECEIVING_AGENT

The following 'ZZ' Processing Roles replace the access granted by the CTC_RECEIVING_AGENT role.

- ZZ Purchasing Reporting
- ZZ Receipt Entry
- ZZ Receipt Processing
- ZZ RTV Entry
- ZZ RTV Processing

The following 'ZC' Correct History Roles replace the access granted to specific pages where Correct History can be invoked for pages/components accessible in the CTC_RECEIVING_AGENT role.

- ZC Purchasing Support

The following 'ZD' Read Only Roles provide View Only access accessible previously in the CTC_RECEIVING_AGENT role.

- ZD Purchasing Inquiry

- ZD Purchasing Read Only
- ZD Accounts Payable Inquiry

CTC_BUYER

The following 'ZZ' Processing Roles replace the access granted by the CTC_BUYER role.

- ZZ Procurement Contract Entry
- ZZ Purchase Order Entry
- ZZ Supplier Entry

The following 'ZC' Correct History Roles replace the access granted to specific pages where Correct History can be invoked for pages/components accessible in the CTC_BUYER role.

- ZC Purchasing Support

The following 'ZD' Read Only Roles provide View Only access accessible previously in the CTC_BUYER role.

- ZD Purchasing Inquiry

CTC_AW_COMMODITY_TELECOM

The following 'ZZ' Processing Roles replace the access granted by the CTC_AW_COMMODITY_TELECOM role.

- ZZ PeopleSoft User
- ZZ Requisition Entry
- ZZ Requisition Processing
- ZZ Purchase Order Entry
- ZZ Purchase Order Processing
- ZZ Receipt Entry
- ZZ Receipt Processing
- ZZ Supplier Entry
- ZZ RTV Entry
- ZZ RTV Processing
- ZZ Purchasing Reporting
- ZZ General Ledger Reports
- ZZ GL Local Configuration
- ZZ Purchasing Local Config
- ZZ AM Local Configuration
- ZZ Purchasing Local Config
- ZZ Local Security Admin
- ZZ Central Security Admin (not college accessible)

The following 'ZC' Correct History Roles replace the access granted to specific pages where Correct History can be invoked for pages/components accessible in the CTC_AW_COMMODITY_TELECOM role.

- ZC General Ledger Support
- ZC Purchasing Support
- ZC GL Central Configuration

The following 'ZD' Read Only Roles provide View Only access accessible previously in the CTC_AW_COMMODITY_TELECOM role.

- ZD General Ledger Read Only
- ZD Purchasing Local Cnfig Inq
- ZD Purchasing Read Only
- ZD Purchasing Inquiry
- ZD Accounts Payable Inquiry
- ZD GL Local Config Inquiry
- ZD GL Central Config Inquiry
- ZD Accounts Payable Read Only
- ZD AM Local Configuration Inq

CTC_MANAGER

The following 'ZZ' Processing Roles replace the access granted by the CTC_MANAGER role.

- No ZZ roles replace the CTC_MANAGER role.

The following 'ZC' Correct History Roles replace the access granted to specific pages where Correct History can be invoked for pages/components accessible in the CTC_MANAGER role.

- ZC Purchasing Support

The following 'ZD' Read Only Roles provide View Only access accessible previously in the CTC_MANAGER role.

- ZD Purchasing Read Only

CTC_AP_SPECIALIST

The following 'ZZ' Processing Roles replace the access granted by the CTC_AP_SPECIALIST role.

- ZZ 1099 Processing
- ZZ Accounts Payable Reports
- ZZ Accts Payable Workcenter
- ZZ AP Local Configuration
- ZZ AP Period End
- ZZ AP SUPPORT
- ZZ NVISION
- ZZ Payment Creation
- ZZ Payment Processing
- ZZ PeopleSoft User
- ZZ Purchasing Reporting

- ZZ Quick Invoice Entry
- ZZ Supplier Entry
- ZZ Treasury Maintenance
- ZZ Treasury Processing
- ZZ Treasury Reports
- ZZ Voucher Entry
- ZZ Voucher Processing
- ZZ_AP_MANAGER
- ZZ_AP_SPECIALIST

The following 'ZC' Correct History Roles replace the access granted to specific pages where Correct History can be invoked for pages/components accessible in the CTC_AP_SPECIALIST role.

- ZC Billing Support
- ZC CC Support
- ZC Purchasing Support

The following 'ZD' Read Only Roles provide View Only access accessible previously in the CTC_AP_SPECIALIST role.

- ZD Accounts Payable Inquiry
- ZD Accounts Payable Read Only
- ZD AP Local Configuration Inq
- ZD Billing Read Only
- ZD CC Budget Inquiry
- ZD CC Read Only
- ZD General Ledger Inquiry
- ZD Purchasing Inquiry
- ZD Purchasing Read Only
- ZD Treasury Inquiry

CTC_P2P_INQ

The following 'ZZ' Processing Roles replace the access granted by the CTC_P2P_INQ role.

- ZZ Voucher Entry (Doc Status Payment Inquiry page)

The following 'ZC' Correct History Roles replace the access granted to specific pages where Correct History can be invoked for pages/components accessible in the CTC_P2P_INQ role.

- ZC Purchasing Support

The following 'ZD' Read Only Roles provide View Only access accessible previously in the CTC_P2P_INQ role.

- ZD Accounts Payable Inquiry
- ZD Accounts Payable Read Only
- ZD CC Budget Inquiry
- ZD General Ledger Inquiry

- ZD Purchasing Inquiry
- ZD Purchasing Read Only

CTC_REQUESTOR

The following 'ZZ' Processing Roles replace the access granted by the CTC_REQUESTOR role.

- ZZ Receipt Entry
- ZZ PeopleSoft User
- ZZ Requisition Entry
- ZZ Purchasing Reporting
- ZZ RTV Entry
- ZZ ePro Marketsite Processing

The following 'ZC' Correct History Roles replace the access granted to specific pages where Correct History can be invoked for pages/components accessible in the CTC_REQUESTOR role.

- ZC CC Support
- ZC Purchasing Support

The following 'ZD' Read Only Roles provide View Only access accessible previously in the CTC_REQUESTOR role.

- ZD CC Budget Inquiry
- ZD CC Read Only
- ZD General Ledger Inquiry
- ZD Purchasing Inquiry
- ZD Purchasing Read Only
- ZD Accounts Payable Inquiry