PSFIN v9.2 ePro/Georgia FIRST Marketplace Buyers

Participant Guide

Version 1.0

Georgia FIRST Financials

March 2015

Introduction

This PSFIN ePro Buyer's Training Participant Guide is designed to help you learn how to use the ePro module to process ePro transactions as an ePro Buyer. During this training, we will highlight those areas of the ePro module that have changed due to the upgrade to PSFIN v9.2.

Before this training, all participants should view the PSFIN v9 Upgrade ePro video that can be accessed here. The purpose of the video is to prepare you for the basics of the ePro module and the GeorgiaFIRST Marketplace, as well as highlight some of those aspects of the module that are changing. This video is only 17 minutes long, but it will prepare you for this training.

This PSFIN ePro Buyer class consists of seven lessons.

- Lesson 1: Being an ePro Buyer
- Lesson 2: Processing Requisitions
- Lesson 3: Receiving
- Lesson 4: Using the Requester's Workbench
- Lesson 5: Using the Buyer's Workbench
- Lesson 6: Inquiries, Queries and Reports

There will also be plenty of time the conclusion of the training for questions and answers.

Basic Process Flow

Detailed Procure-to-Pay Process Flow

If your institution has not used requisitions in the past, it is helpful to understand where they fit in the Procure-to-Pay process flow.

Create a requisition and

Lesson 2: Processing Requisitions

As an ePro Buyer, you are responsible for working requisitions so that they are sourced into Purchase Orders. This includes approving or denying Special Request Requisitions, budget checking requisitions, and sourcing requisitions into Purchase Orders. How a requisition is sourced is dependent upon the type of requisition it is.

Buyer Approval for Requisitions

ePro Buyers are responsible for approving (and possibly denying) Special Request Requisitions. Buyer Approval is not required for Marketplace Requisitions since all items are contract approved. For a Special Request Requisition, you are ensuring that it meets all necessary procurement policies and guidelines.

Requisitions requiring Buyer approval will appear in your Worklist. The system also notifies you via email when a requisition is awaiting your action. To access your Worklist in PSFIN Core, you can use the link in the top right corner of the page or in the menu.

As a Buyer Approver, you have the option to approve, deny or push-back a requisition. Buyer Approvers also have the ability to edit the requisition. For Marketplace Requisitions, you can only make certain edits. You cannot edit the Supplier, quantity, price, or Unit of Measurement. You can only edit the schedule and distribution information for a Marketplace Requisition. After editing a requisition, you need to submit it again. After that, go back to your Worklist, pull up the Requisition, and then approve it.

When deciding whether to approve or deny a requisition, the Buyer Approver should review each line's information, shipping and distribution information. To see the description for a line item in the Worklist requiring your approval, select i

Processing Marketplace Requisitions

Once a Requisition has been approved, it is available for processing. How it is processed is depend on the type of Requisition it is. All Requisitions must first be budget checked. Then, they are sourced into Purchase Orders and dispatched to the Suppliers.

For Marketplace Requisition, almost all processing is done automatically. Since the requis are built from contract-approved catalogs, purchasing policies are built into the process, requiring minimal buyer interaction. Marketplace Requisitions are budget checked via the SCIQUEST batch job that runs at multiple times throughout the day. Once it has a valid budget checking status, it is available to be sourced into purchase orders through that same batch job. The SCIQUEST batch job performs the following actions: Batch budget checking of requisitions, and sourcing of requisitions into purchas

6. To see details about a completed stage in the lifespan, click on the lifespan icon.
7. To see the approval path for a requisition, click on the Approvals lifespan icon.
8. To see requisition line information, click on the line description.
9. To see requisition shipping/schedule and accounting/distribution information, click on the Requisition lifespan icon and then expand the line.

Processing Special Request Requisitions

Once a Special Request Requisition has been fully approved, it is also available for processing. Part of this processing is done by the SCIQUEST batch job, while parts are done manually by the ePro Buyer. The SCIQUEST batch job budget checks approved requisitions. Then, the ePro Buyer needs to source the Requisition into a Purchase Order. The preferred method for doing this is by Expediting the Requisition. Once the Purchase Order has been created, it is again picked up by the SCIQUEST batch job where the PO will be budget checked, document tolerance checked and patched. The dispatching portion of the SCIQUEST batch job only flips the flag for PO Dispatch. If you normally send a PO to a supplier via fax, you will still need to fax the PO. You still need to physically issue the PO to the appropriate supplier.

Budget Checking Requisitions

In most circumstances, the SCIQUEST batch job will budget check all of your requisitions. You can run budget checking either manually or via an on-demand batch job. Regardless of how requisitions are budget checked, if the requisition fails budget checking, those errors must be corrected before they can be turned into Purchase Orders.

If you choose to manually budget check a requisition from the Manage Requisitions page, please noted that you should not leave the page while the requisition is processing. Also, manual budget checking tends to take longer than batch budget checking, and it can put extra demands on all processing in the system.

When running batch budget checking, you can process all requisitions that are waiting to get budget checked or specific ones according to their Requisition ID Date, Requester, Origin or Status. You can run batch budget checking on all requisitions, a range of requisitions, or just one requisition.

If budget checking results in exceptions, you can review what those exceptions are through the Commitment Control module. A Budget check exception will either be a warning or an error. Requisitions with budget checking warnings are still processed, while requisitions with budget checking errors cannot be processed until they are resolved. The system also sends periodic notifications to requesters that their requisitions have failed budget checking.

- ƒ Spread the charges over multiple budget years by changing the budget date
- ƒ Override the budget (dependent upon security)
- ƒ Change the Chartfields to charge another cost center
- No Budget Exists
  - o Occurs when the Chartfield/Budget Year combination does not exist in Commitment Control
  - o Most common corrective actions:
    - ƒ Create a budget adjustment to include the new budget Chartfield combination
    - ƒ Change the Chartfields to charge another cost center
- Budget is Closed
  - o Occurs when a Chartfield value or string is set to close via budget attributes or the ledger control Chartfield definition. Most likely, the error will occur on a project/grant definition when spending occurs outside of the sponsor's start and end dates
  - o Error cannot be overridden and must be corrected
  - o Most common corrective actions:
    - ƒ Change the ending date of the project (in adherence with the sponsor's agreement) and run the Project Sync process
    - ƒ Change the budget date on the requisition (dependent on security)
    - ƒ Charge another Chartfield string
- Budget Date Out of Bounds
  - o Occurs when a budget is still open, but the budget date is outside the ending date of the budget attributes or the ledger control Chartfield definition. Most likely, this error will occur on a project/grant definition, when spending occurs outside of the sponsor's start and end dates
  - o Error cannot be overridden and must be corrected
  - o Most common corrective actions:
    - ƒ Change the ending date of the project (in adherence with the sponsor's agreement) and run the Project Sync process
    - ƒ Change the budget date on the requisition (dependent on security)
    - ƒ Charge another Chartfield string

After taking corrective action for a budget checking error, that requisition must be budget checked. If the budget checking error was overridden, it must also be re-budget checked. As a reminder, automatic batch bu checkin uns as(p)-0.8 acof the SCI S bth(j)-4.1(o)-9.6 bt 0:0(a)-3.3.vm. 2:0   p.m.(2)35(:)-78(0)30.10:

    b. Click the Look Up icon for the last Supplier Name field, under the "Select All/Deselect All" link.

    c. Search for the Supplier by either using its Supplier ID or Short Supplier Name.

    d. Select the Supplier you want applied to the selected requisition lines.

    e. Click the Apply Supplier to Selected Lines button.

10. Update any PO quantities if you do not want to source the requested quantity.

11. Select the lines you want to source to purchase orders by clicking in the "Include" checkboxes.

12. If needed, update the User ID in the Default Buyer ID field.

13. Select the Build POs as Approved checkbox.

14. Click the Preview button to see how the PO will be built. When finished, click the Return to Expedite Requisitions link.

15. Click the Submit button to initiate the process.

16. Select the Process Monitor link to review the status of the PV_PO_CREATE process.

17. Periodically click the Refresh button until the Run Status is Success and the Distribution Status is Posted.

18. Click the Details link.

19. Click the Message Log link.

20. On the message log, you should see how many source documents were processed, and how

Using the Sourcing Workbench to Review Expedite Requisitions Results

1. In PeopleSoft Financials Core system, select Purchasing the menu.
2. Select Purchase Orders.
3. Select Stage/Source Requests.
4. Select Sourcing Workbench.
5. Enter the Process Instance from the Expedite Requisitions process.
6. Enter/Select your Business unit.
7. Click the Search button.
8. To review a resulting purchase order, select its link.

Creating a Purchase Order by Copying a Requisition

You can manually create a Purchase Order by copying in a requisition. This should only be done if the requisition is a Special Request Requisition. DO NOT copy a GeorgiaFIRST Marketplace Requisition into a Purchase Order.

You can perform this action by creating a new Purchase Order through the Add/Update PO menu selection. First, you will select a Supplier. Then, you can choose to copy from a Requisition. After selecting the requisition you wish to copy into the new PO, make sure that you adjust the Max Rows field if you know that the original requisition has many lines. On the Sourcing tab and the Requisitions tab, you will see links for the item description and for the requisition details (under Req ID column). To select a requisition line to copy to a PO, select it with a checkmark. After selecting all desired requisition lines, use the Copy to PO button. Once the requisition lines have been copied to the PO, you can process it as you would any other purchase order.

Create

Purging Staging Tables

When requisitions are sourced into Purchase Orders, there are three staging tables that are used:

- PO_ITM_STG
  - Core staging table provides line and schedule level information from the requisition

Purge Staging Tables

1. In PeopleSoft Financials Core system, select Purchasing in the menu.
2. Select Purchase Orders.
3. Select Stage/Source Requests.
4. Select Sourcing Workbench.
5. Search by Stage Status the rows you want to purge (i.e., Completed).
6. Review the rows that will be purged.
7. In the menu, select Purge Stage Tables.
8. Select or add a new run control ID.
9. In the Process Request Parameters, choose which rows to purge.
10. Select/Enter your business unit.
11. Select the Run button.

Lesson 3: Receiving

Receiving is the act of indicating that you actually received the items purchased. This is done by creating a receipt in the system, which ensures the Accounts Payable department that they are paying for goods that have actually been received. The receiving requirement is set on the actual requisition that is approved and turned into a Purchase Order. Receiving is required for all items purchased through Marketplace Requisitions. Receipts can be created by Desktop Receiving or through the Purchasing menu. However, receipts for assets need to be created through the Purchasing menu.

Desktop Receiving

Depending on the institution, some Shoppers and/or Requesters may have the responsibility of receiving items that they have purchased. This is done through Desktop Receiving. The receipt created is tied into the Requisition, Purchase Order and Invoice so that payment can be issued.

Desktop Receiving is a function within the ePro module. It is a simplified version of what your Central Receiving department does on campus in order to create receipts for assets and other items that need to be inventoried. However, this eProcurement Desktop Receiving function will enable you to receive many of the goods you order through the Georgia *FIRST* Marketplace. You will need the proper security setup to perform desktop receiving.

Desktop receiving is done through the PeopleSoft Core system, in the eProcurement module. On the Receive Items page, all of your requisitions that have not been fully received will be listed. Through the Receive Items page, you will be able to indicate whether you have received the full quantity requested, or just a partial quantity, as well as the date the item(s) was received.

Once saved, the Receipt Number is generated and becomes tied to the item's Requisition number, Purchase Order number, and Voucher number.

An alternative way to receive items is through the Manage Requisitions page. As a Buyer, you can receive items on behalf of a requester through this page. You would use the Action drop down box and select the option of "Receive Order". In order to use this function, the status must indicate "PO(s) Dispatched."

Create a Desktop Receipt

1. Log into the PeopleSoft Core system.
2. Select eProcurement in the menu.
3. Select Receive Items in the menu.
4. Location the Requisition Line Item you need to receive.
5. Select the requisition by placing a checkmark in its Select box (or to receive all line items, choose the Check All button).
6. Select the Receive Selected button.
7. If needed, change the Received Date. By default, the current date will be listed.
8. In the Received Qty field, enter the quantity received.

9. To review details about the actual purchase order, select the Details icon.
10. To attach comments to the Receipt, select the Comments icon.
    a. Here you can indicate the condition and input a comment if needed.
    b. Do not include any slashes in your comments.
11. Click the Save Receipt button.
12. Your Receipt Number will be listed on the "Receipt Saved Successfully" page.

Receiving Through the Purchasing Menu

In addition to Desktop Receiving, items may be received through the Purchasing Menu. In this method, receipts are created through corresponding Purchase Orders. When going through the Purchasing menu, first you select the Purchase Order. You can search for Purchase Orders through a variety of criteria. If you select the Retrieve Open PO Schedules checkbox, you will only retrieve purchase order schedules that haven't been fully received. If you do not select this checkbox, purchase orders that have been fully received appear in the search, as well as purchase order schedules that haven't been fully received.

The Receipt Quantity options on the search page specify quantities to transfer to the receipt. Accessibility to these fields is set up in the User Preferences. There are three options to choose from to determine the receipt quantity to appear.

- No Order Quantity: Select this option to signify that the receiver must enter the actual quantity received. This selection requires a live count of the items prior to receipt in the system. If selected, the copy function does not transfer order quantities to the receipt. You will need to manually enter all receipt quantities.
- Ordered Quantity: Select this option to automatically make the received quantity the purchase order quantity. This selection changes the purchase order quantity regardless of any prior receipt quantity.
- PO Remaining Quantity: Select this option to have the receipt display the numeric difference between the quantity ordered and the current quantity received. Selecting this option replaces the received quantity with the quantity that has not yet been received.

In the retrieved rows, you select each PO line that you want to create a receipt for. On the Receiving page in the Receipt Lines section are the PO lines that you indicated you want to create a receipt for. For each receipt line, there is:

- Details icon: Use this icon to access the Receipt Line Details for Line page
- Description: Description from Purchase Order line (which should be the same as the Requisition line)
- Price: Line item's Purchase Order price
- Receipt Qty and Recv UOM: This is the receipt quantity and received unit of measure. Here, you will enter the quantity delivered and the unit of measure in which it was received. When you

enter the receipt quantity for a line, the Accept Qty value is calculated by subtracting the rejected quantity from the receipt quantity.

- Status: Status of the receipt line
    - o   Closed (closed schedule)
    I   o   o   Hold (hold schedule)

5. In the Search Criteria, enter the selection criteria for your Purchase Order lines you want to receive.
6. Select the checkbox for Retrieve Open PO Schedules.
7. Click the Search button.
8. Select the PO lines you want to receive.
9. Click the OK button.
10. Update the Receipt Quantity, if necessary.
11. Select the Serial checkbox.
12. Click on the Pending link under AM Status.
13. Enter the asset's Serial ID.
14. If desired, enter the asset's tag number, custodian, location, and manufacturer information.
15. Click OK.
16. Click the Save button.

Lesson 4: Using the Requester's Workbench

In PeopleSoft version 8.9, the Requisition Reconciliation Workbench was available to retrieve, review, and modify multiple requisitions. In PeopleSoft version 9.2., the Requisition Reconciliation Workbench has been renamed the Requesters Workbench. The functionality remains the same; just the name has changed. You use the Requester's Workbench to analyze, approve, cancel, and close requisitions. If you use the "approve" function on the Requester's Workbench, this acts on open Requisitions to become "Pending Approval" requisitions (to start the Workflow process). GeorgiaFIRST institutions do not use the "Unapprove" function.

Searching for Requisitions in Requester's Workbench

Before taking any action, you will first need to search for requisitions. Whatever criteria you use, you can save for later use. You can search by Requisition ID, Date, Supplier and Requester. You can search by Request State. You can also choose to display requisitions that have been sourced to a Purchase Order. And you can choose to search for requisitions that are tied to purchase orders with an open balance by selecting "Open Pre-encumbrances." Finally, you can enter multiple Chartfield combinations as search criteria.

After saving your search criteria, you should enter a description in order to save your search parameters. To see more information about a requisition, you can select the Requisition ID link to display the requisition inquiry page. Selecting the Document status icon displays the requisition document status inquiry page. And by selecting the Lines icon, you can access the Req's Workbench – Requisition Lines page. You can use the Requester's Workbench to Cancel, Close and Budget Check Requisitions.

Approving Requisitions through the Requester's Workbench

The approve action for requisitions does not mean that the requisition will bypass Workflow approvals. This approve action takes an open requisition and makes it "Pending" so that it can begin the workflow approval process. To perform this action, you can search for all open requisitions.

Once you have selected the requisition or requisitions that you want to approve, you can select the "Approve" button. Then the system will list which of th t (i33 0 .2(u)2-4.9(k)-5.5(R)6.4(e)-6(q)-0.7(u)-0.8(i)-3.2(s

6. Enter your search criteria

Close Requisitions

To close requisitions, you can use either the Close Requisitions process or the Requester's Workbench. Even if you use the Close Requisitions process, it is recommended that you use the Workbench to see which requisitions are qualified for closure. For a requisition to be closed, it must have been sourced to a Purchase Order that is now complete or the Requisition must have been canceled. By closing qualified requisitions, system performance improves. In addition, closing qualified requisitions enables Commitment Control to liquidate any pre-encumbered budget amounts for outstanding Requisitions.

The Close Requisition process is used to close requisitions that are fully canceled or fully sourced, and no longer need to be modified. When this process is run, the Requisition status changes to "Completed", or C. The benefit of this status change is that completed requisitions no longer appear in your list of available requisitions when you access requisition pages in update or display mode. These completed requisitions are also removed from the view in many other situations in which the available options have been set to exclude completed or canceled requisitions. Removing these requisitions from these prompts improves system performance and decreases the time required to find requisitions that you must modify.

Also, the Close Requisitions process also sets the budget header and line statuses, the KK_CLOSE_FLAG

imagine that a requisition contains 20 lines, each with two schedules. When the necessary distributions close, the schedule qualifies for closure. Once the two schedules close for a line, the line closes. When the 20 lines close, the requisition closes.

When you run the Close Requisitions process, it changes the status of all requisitions that meet closure criteria as shown in these tables:

Requisition Distribution Line	Updated Status
DISTRIB_LN_STATUS	scn /TT f1e 20 lsc7.96 T.96 Su_13.32 re f qf Ros

Lesson 5: Using the Buyer's Workbench

13. Confirm the approval action.
14. Verify the purchase order status for the selected purchase orders are "Pending"
15. Click the Save button.

Canceling Purchase Orders through the Buyer's Workbench

You can also use the Buyer's Workbench to cancel purchase orders. A purchase order can be canceled as long as no part of the purchase order has been vouchered. If a PO has been partially vouchered, only the lines that have not been vouchered can be cancelled.

Use Buyer's Workbench to Cancel Purchase Orders

1. In PeopleSoft Financials core system, select Purchasing in the menu.
2. Select Purchase Order.
3. Select Buyer's Workbench.
4. Go to the Add a New Value tab.
5. Enter a Workbench ID (i.e. Cancel).
6. Enter your search criteria
7. Select the Search button.
8. Enter a Description (i.e., Cancel Reqs)
9. Select the Purchase Orders you want to cancel with a checkmark.
10. Click the Cancel button.
11. If any purchase orders are not qualified to be canceled, review the log for that purchase order to determine the issue.
12. To cancel all purchase orders that are qualified, click the Yes button.
13. Confirm the cancellation.
14. Verify the purchase order status for the selected purchase orders are "Canceled."
15. Click the Save button.

Closing Purchase Orders through the Buyer's Workbench

Finally, you can use the Buyer's Workbench to close purchase orders. While you can use either the Close Purchase Orders process or the Workbench to close purchase orders, it is suggested that you at least use the Workbench to see which purchase orders are qualified for closure. By closing qualified purchase orders, the system performance improves. In addition, closing qualified purchase orders enables Commitment Control to liquidate any encumbered budget amounts for outstanding Purchase Orders.

After searching for the purchase orders, select them as you previously have and then click the Close button. The resulting Non-qualified and qualified purchase orders will appear.

There are many reasons why a Purchase Order may not be qualified to close. Common reasons are the

- BOR_PO_NOT_RECEIVED
  - o PO Lines Not Yet Received
- BOR_PO_VCHR_NOTRECV
  - o POs Vouchered but No Receipt
- BOR_OPO019D_PO_LIST_BY_BU_DTL
  - o PO Line Detail by BU and PO Date
- BOR_PO_OPEN_AMOUNT_ALL
  - o All Open Encumbrances
- BOR_PO_RECV_NO_VOUCHER
  - o POs received but not vouchered
- BOR_POAP_BUDERR
  - o PO Vchr W/Diff Budg Ref
- BOR_POAP_CFERR
  - o PO Vchr W/Diff Chartfields
- BOR_PO_UNRECON
  - o PO, Vchr, Recv Info
- BOR_POAP_SUPPLIER
  - o POs Vchd on Non PO Vchr
  - o Old v8.9 Name: BOR_POAP_VENDOR
- BOR_PO_OPR_BUYER_AUTHORITY
  - o Operator Authority by Buyer
  - o Old v8.9 Name: BOR_OPR_BUYER_AUTHORITY
- BOR_PO_OPR_VENDOR_AUTHORITY
  - o Vendor Authority by Operator
  - o Old v8.9 Name: BOR_OPR_VENDOR_AUTHORITY
- BOR_REQ_OPEN_AMOUNT_BY_REQ
  - o Prmpt by Req ID BU, Amt>0
  - o Old v8.9 Name: BOR_REQ_OPEN_AMOUNT_4
- BOR_PO_NOT_COMPLETE
  - o POs Not Completed
- BOR_PO_PARTIAL_RECVD_SUM
  - o POs partially received
- BOR_PO_VCHR_PYMT
  - o Query of PO info related to AP
- BOR_POAP_DISCOUNTS
  - o Poss Discounts Still Encum
- BOR_REQ_OPEN_AMOUNT_ALL
  - o All REQS with enc balances
- BOR_REQ_PENDING_APPROVERS
  - o Requisitions Pending Approval
- BOR_REQ_APPROVED_DETAILS_BY_REQ
  - o Requisitions Approval by ReqID
- BOR_REQ_APPROVED_DETAILS_BY_DATE
  - o Requisitions Approval by Date
- BOR_PO_ENC_AND_VCHR

- o   PO Amt with Vchr by PO ID
- BOR_PO_OPEN_AMOUNT_BY_PO
  - o   PO Open Amt by PO ID
- BOR_REQ_OPEN_PREENCS_KK
  - o   Reqs w/Open Enc & Relatd KK
- BOR_PO_LN_RECEIPT_ENCUMBRANCE
  - o   PO Lines with receipt
- BOR_PO_OPEN_ENCS_KK
  - o   POs w/Open Enc & Related KK
- BOR_REQ_PO_CATVDR_IN_PROCESS
  - o   CAT Vendor REQ/PO transactions

Additional ePro/PO Reports

Version 9.2 Report Name	Description	Old v8.9 Name (if different)
Close Purchase Orders (POPO008)	Close Purchase Order Report	
Close Requsitions (PORQ009)	Close Requisition Report	
Duplicate Supplier Report (APX3215)	Duplicate Supplier	Duplicate Vendor Report
Match Exceptions (APX1090)	Matching Exceptions Report	
Minority Supplier Report (BORRP008)	Minority Vendor Report	Minority Vendor Report
Open Purchase Order (POROL001)	Open Purchase Order Report	
PO Activity (POPO009)	PO Activity	
PO Detail Listings by Buyer (POX4032)	PO Detail Listing by Buyer	
PO Detail Listings by PO Date (POX4030)	PO Detail Listing by PO Date	
PO Detail Listings by Supplier (POX4031)	PO Detail Listing by Supplier	PO Detail Listings by Vendor
PO Expediting by Buyer (POX4006)	Expediting Report by Buyer	
PO Expediting by Due Date (POX4008)	Expediting Report by Due Date	
PO Expediting by Supplier (POX4007)	Expediting Report by Supplier	PO Expediting by Vendor
PO Listings by Buyer (POX4012)	PO Listing by Buyer	
PO Listings by PO Date (POX4010)	PO Listing by PO Date	
PO Listings by Status (POX4013)	PO Listing by Status	
PO Listings by Vendor (POX4011)	PO Listing by Vendor	
PO Open Enc as of Acctg Period (BORRP014)	BORRP014	
PO Schedule Listings by Buyer (POX4041)	PO Schedule Listing by Buyer	
PO Schedule Listings by PO Date (POX4040)	PO Schedule Listing by PO Date	

Version 9.2 Report Name

Purchasing and ePro Security Roles

Online Security Documentation

You can find all Security Role Changes at http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security Make sure to look for the documents beginning with "9.2 Security Role Changes."

Summary of Security Roles

PO Core Requester	Security Roles:
PO CORE REQUESTER users enter requisitions in the Purchasing module. They also maintain requisitions.	• BOR PeopleSoft User • BOR_PO_REQ_MAINT
PO Inquiry & Reporting	Security Roles:
PO INQUIRY & REPORTING users review purchasing information in the Purchasing module. They also run public queries.	• BOR PeopleSoft User • ReportSuperUser • BOR_PT_QRY_PRIVATE • BOR_PT_QRY_ALLACCGRPS • BOR_FN_ADMIN_REPORTING • BOR_PO_INQUIRY • BOR_PO_REPORTS
PO Manager	Security Roles:
PO MANAGER users maintain the configuration and setup information used by the Purchasing module.	• BOR PeopleSoft User • BOR_PO_SETUP_CONFIG

PO Receiver

PO RECEIVER users receive all purchases in the Purchasing module.

Security Roles:

	add:
	• BOR_CAT_Requester
	• BOR_EP_MAINT_REQ_SCI
	If user needs to have their access cutoff at year end, then use these roles instead:
	• BOR_EP_MAINT_REQ_YE_CUTOFF
	• BOR_EP_REQUESTER_YE_CUTOFF
	• BOR_EP_MAINT_REQ_SCI_YE_CUTOFF

For Training Use Only   Page 42