



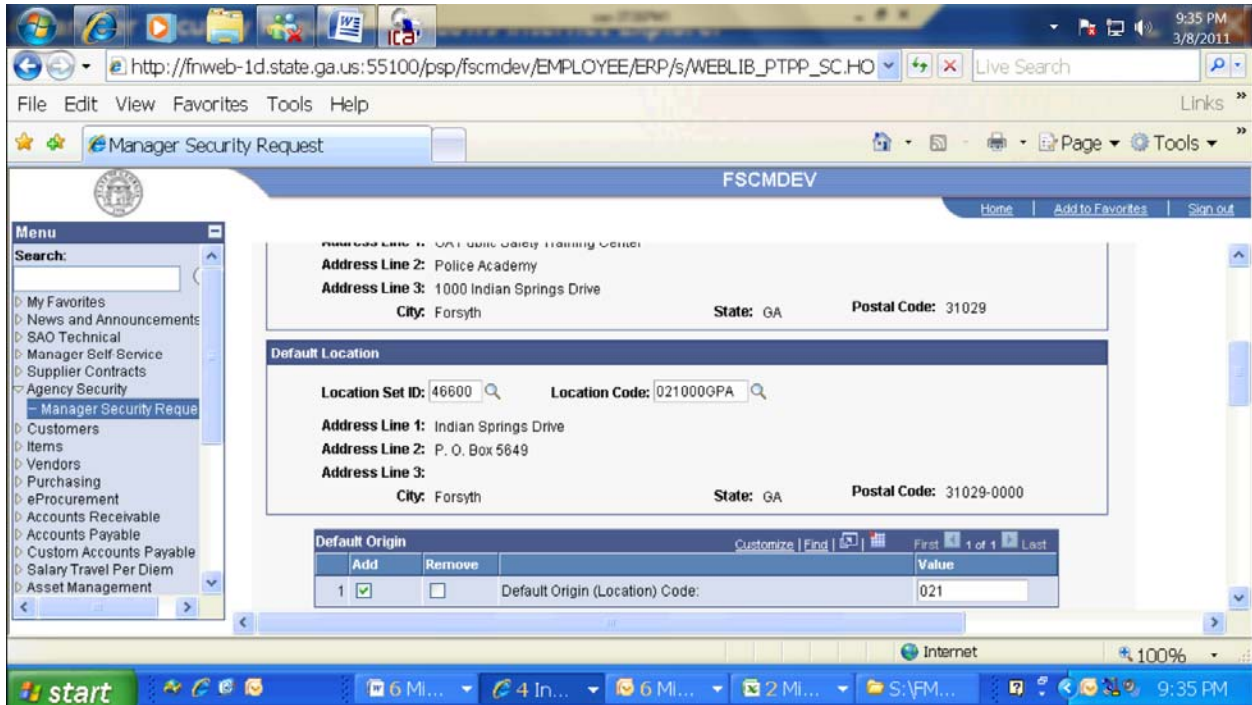
## User Information - FN

The User Information Tab allows managers and agency security officers to provide additional Purchasing and Account Payable access needed for employees and contractors to complete various job functions at their business unit.

- You can expand all the modules by clicking the Expand All button and you can collapse all modules by clicking the Collapse All button.
- If Create Requisition, ePro Buyer, Event Buyer are selected on the Procurement Security tab and PO Buyer and PO Requester is selected on User Information tab, enter the Ship to value in the Default Ship To Address, the Location Code value in the Default Location and the Default Origin (Location) Code value.
- Please use the prompt table to enter the values for your business unit.

For this example, we enter PO\_021001 for the Ship to, 021000GPA for the Location Code and Default Origin (Location) Code 021 for business unit 46600.

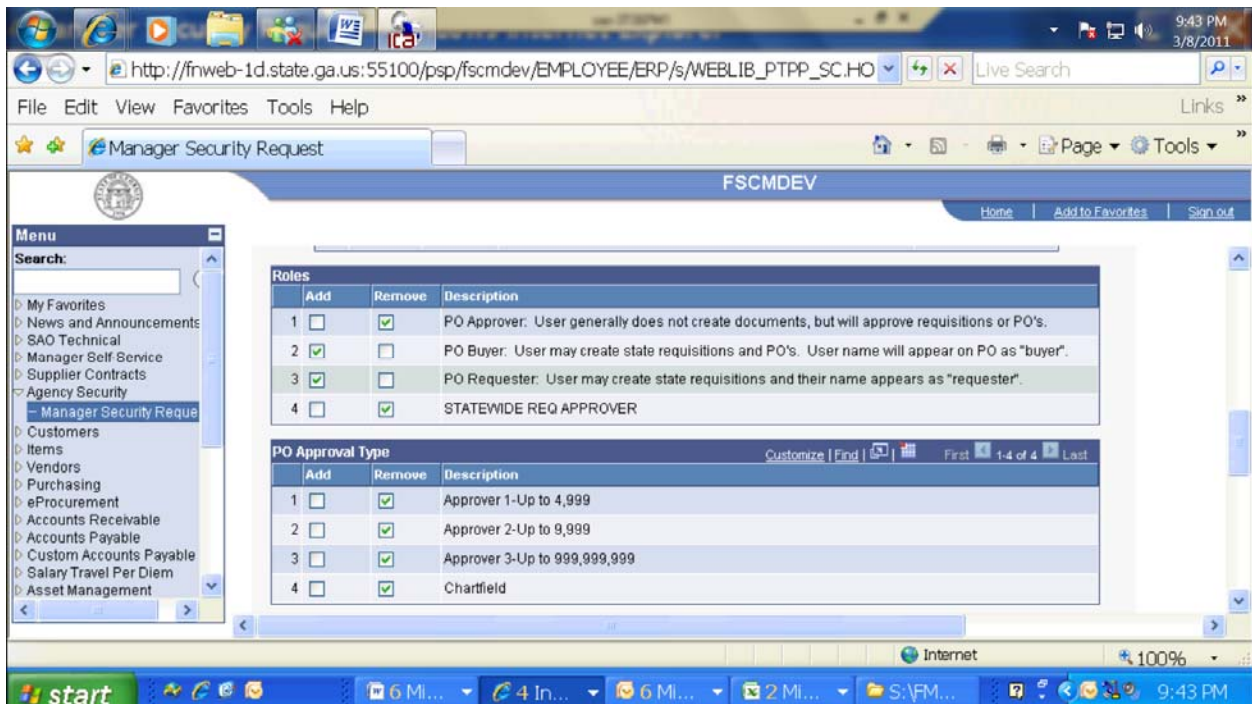
The screenshot displays the 'User Information' tab in a web application. The 'Business Unit' is 46600 (Public Safety, Dept of) and the 'Request ID' is NEXT. The 'Purchasing' section is expanded, showing 'Default Ship To Address' and 'Default Location' sections. The 'Default Ship To Address' section has 'Ship To Set ID' 46600 and 'Ship To' PO\_021001. The 'Default Location' section has 'Location Set ID' 46600 and 'Location Code' 021000GPA. The page also includes an 'Expand All' button and a 'Collapse All' button.



Click the Add button if the employee and/or contractor is a PO Approver, PO Buyer, and PO Requester.

**The STATEWIDE REQ APPROVER is only for DOAS employees.**

For this example, we click the Add button for PO Buyer and PO Requester.



If PO Amount Approver and/or PO Chartfield Approver are selected on the Activity Security tab, click the Add button for the appropriate PO Approval Type.

For this example, we click the Add button for Approver 2 – Up to 9,999.

The screenshot displays the 'Manager Security Request' application interface. The main content area is divided into several sections:

- PO Approval Type:** A table with columns 'Add', 'Remove', and 'Description'. Row 2 is selected, indicating 'Approver 2-Up to 9,999'.
- Authorized Location (Origins):** A table with columns 'Add', 'Remove', and '\*Route Control Profile'. Row 1 is selected, indicating 'Route Control Profile'.
- Accounts Payable:** A section with an 'Origin' table. Row 1 is selected, indicating 'Origin (enter your site ID number or ONL for online):'.
- Functions:** A table with columns 'Add', 'Remove', and 'Description'. Row 1 is selected, indicating 'Allow Single Payment Voucher (enables the operator to enter and pay a voucher to a one-time vendor)'.

The application is running in Internet Explorer, and the Windows taskbar at the bottom shows the time as 2:29 PM.

Authorized Location (Origins) is a new feature for managers and agency security officers to complete. This feature is needed for the online automation process.

If PO Amount Approver and/or PO Chartfield Approver are selected on the Activity Security tab, enter the following to add one or more origins in the Authorized Location (Origins) box.

Please use the hourglass symbol to use the prompt table of adding the values and use the plus button to add a new row in the Authorized Location (Origins) box.

**PO Approval Type**

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 1-Up to 4,999
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approver 2-Up to 9,999
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 3-Up to 999,999,999
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chartfield

**Authorized Location (Origins)**

Add	Remove	*Route Control Profile		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Admin Area - PO	+	-
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PO Business Unit 46600	+	-
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PO Origin 021	+	-
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PO Origin 022	+	-

**Accounts Payable**

**Origin**

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Origin (enter your site ID number or ONL for online):

**Functions**

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Allow Single Payment Voucher (enables the operator to enter and pay a voucher to a one-time vendor).

If the employee or contractor needs access to All the Origins within the Business Unit, enter the following in the Authorized Location (Origins) box.

**PO Approval Type**

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 1-Up to 4,999
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approver 2-Up to 9,999
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approver 3-Up to 999,999,999
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Charfield

**Authorized Location (Origins)**

Add	Remove	*Route Control Profile		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Admin Area - PO	+	-
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PO Business Unit 46600	+	-
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PO Origin All	+	-

**Accounts Payable**

Add	Remove	Value
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Origin (enter your site ID number or ONL for online):

**Functions**

Add	Remove	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Allow Single Payment Voucher (enables the operator to enter and pay a voucher to a one-time vendor).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Authority to Override Match (enables the operator to override a voucher with a match exception).

- If the employee or contractor needs access to particular AP Origin, click the Add button and enter the value in Origin box.
- If the AP Origin is not known, use ONL as the default AP Origin in the Origin box. For this example, we click the Add button and enter ONL as the AP Origin in the Origin box.
- If Create Express Checks, Process Vouchers, Payment Processing, and Voucher Entry activities are selected within the Accounts Payable module on the Activity Security tab, click the add button appropriate Account Payable function.

For this example, we click the Add button for Authority to Override Match, Manually Schedule Payments, and Record Payment in the Functions box. Please review access provided and save the page.

**Manager Security Request - Windows Internet Explorer**

http://fnweb-1d.state.ga.us:55100/psp/fscmdev/EMPLOYEE/ERP/c/DX\_SECURITY.C

File Edit View Favorites Tools Help

Manager Security Request

FSCMDEV

Home Add to Favorites Sign out

**Menu**

- My Favorites
- News and Announcements
- SAO Technical
- Manager Self-Service
- Supplier Contracts
- Agency Security
  - Manager Security Request
- Customers
- Items
- Vendors
- Purchasing
- eProcurement
- Accounts Receivable
- Accounts Payable
- Custom Accounts Payable
- Salary Travel Per Diem
- Asset Management
- Banking
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Tree Manager
- Reporting Tools
- PeopleTools
- Fund Source Distribution
- Labor Distribution
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

**Accounts Payable**

	Add	Remove	Value
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Origin (enter your site ID number or ONL for online): ONL

**Functions**

	Add	Remove	Description
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Allow Single Payment Voucher (enables the operator to enter and pay a voucher to a one-time vendor).
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Authority to Override Match (enables the operator to override a voucher with a match exception).
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manually Schedule Payments (authorizes user to override the Scheduled Payment Date).
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Record Payment (enables the operator to manually record a payment on the voucher payment page).

Expand each module individually by clicking the triangle in the blue module header. Collapse the individual expanded module by clicking the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons below.

Expand All Collapse All

Save Add Update/Display

Security Request | Comments | Activity Security | Procurement Security | User Information | Security Approval | Status History

Internet 100%

start 5 5 16 2 S... A... A... 3:00 PM