



## Generic Requester ID - FN

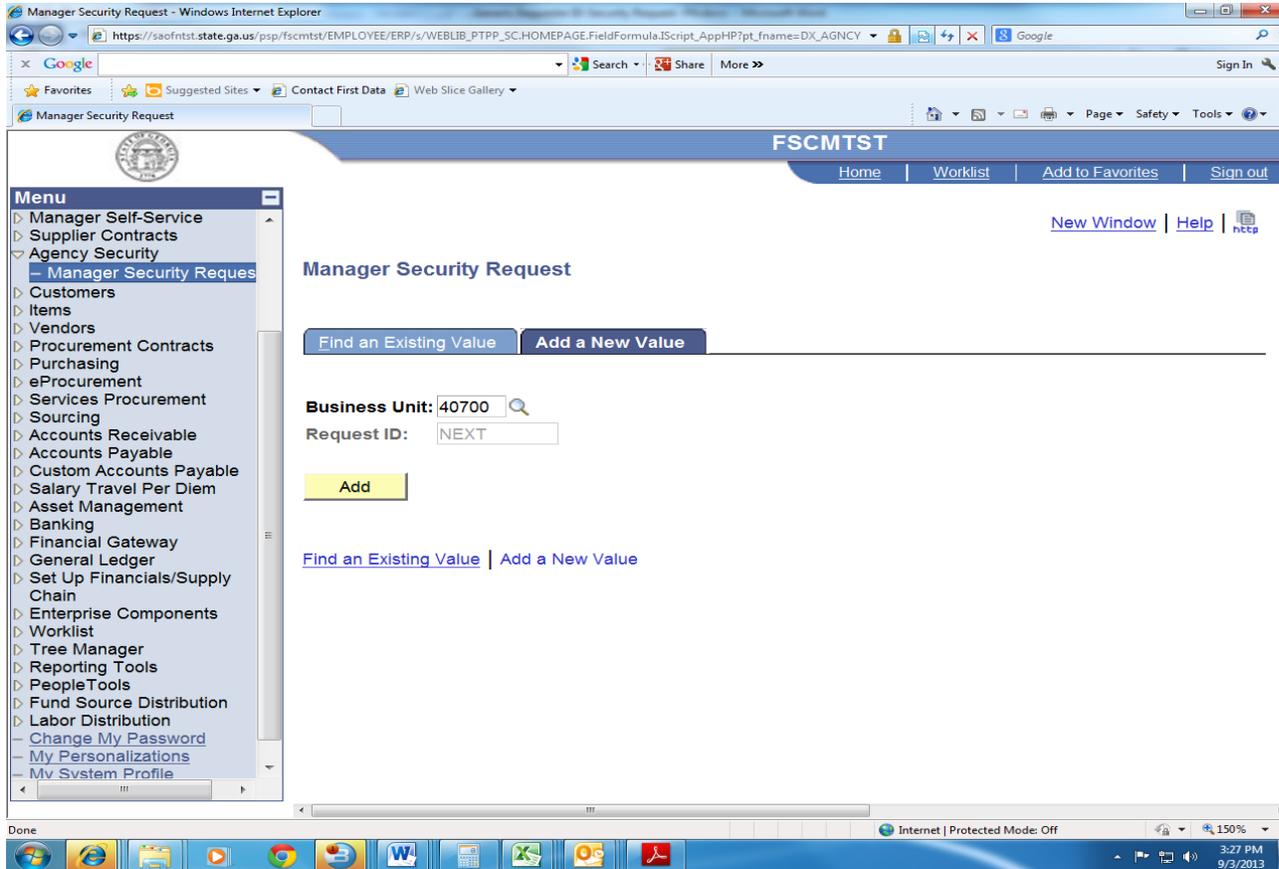
State agencies need the ability for one user to create requisitions for multiple origins as oppose to one origin per user as it exists today in FSCMPROD. This can be done by adding generic requester ids that have a unique origin code and can be accessed by multiple users. Generic requester id will be added as a user id in FSCMPROD with no roles attached and will update the requester table.

The manager would log in to the appropriate PeopleSoft database and navigate as follows:

The screenshot shows a web browser window displaying the 'Manager Security Request' page in PeopleSoft. The page has a navigation menu on the left and a search form on the right. The search form includes fields for Business Unit, Request ID, Last Name, Empl ID, User ID, Action, and Status, each with a 'begins with' dropdown menu. There are also buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The page title is 'Manager Security Request' and the URL is 'http://www.ga.gov/psft/manager-security-request'. The browser's address bar shows 'http://www.ga.gov/psft/manager-security-request' and the status bar shows 'Done' and 'Internet'.

Please click the Add a New Value tab.

The following page will appear and it will require you to enter your Business Unit. For this example, we will enter 40700 and then click the Add button.



The Security Request page will appear for the manager to enter the Generic Requester ID information.

- The Action field value is Add.
- The Status field is in the Draft mode.
- The Request Type field is TGM Requester.
- The manager's User ID, name, and phone number is also displayed in the Enter By field.

- The Access Type for Generic Requester IDs will be Temporary and make the Expiration Date at least a couple of years. For this example, we will enter 9-30-2018. This field is required.

- The User ID is the valid origin code for your Business Unit. For this example, we will enter 40700\_TRV. *For Generic Requester IDs, the User ID must be 9 characters in length. The first 5 characters of User ID must match the business unit. The 6<sup>th</sup> character of the User ID must be an underscore. The last 3 characters of the User ID must be a valid origin code.* This field is required.
- The Password field is not required.
- The Origin Code description is Travel Automation. The First Name is Travel and the Last Name is Automation. These fields are required.
- The Phone Number and Email Address is the manager’s phone number and email address that is entering the request for Generic Requester ID. These fields are required.

- The Supervisor's Information is the Name and Phone Number of the manager entering the Generic Requester ID. These fields are required.

Manager Security Request - Windows Internet Explorer

https://saoftst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/s/WEBLIB\_PTTPP\_SC.HOMEPAGE.FieldFormula.Iscript\_AppHP?pt\_fname=DX\_AGENCY

Google

Manager Security Request

FSCMTST

Home | Worklist | Add to Favorites | Sign

**User Data**

\*User ID: 40700\_TRV Initial Password:

Empl ID:

\*First Name: Travel Middle Initial:  \*Last Name: Automation

Job Title:

\*Telephone: 404/123-4567 Fax Number:

Email Address: dummy1@sao.ga.gov

**Business Address**

Address Line 1:

Address Line 2:

City:

State:  Postal Code:

**Supervisor's Information**

\*Name: Chris Dugger

\*Telephone: 404/123-5555

PeopleSoft User ID is limited to 8-20 Characters (A-Z And/Or 0-9) and the first character must be alpha. If the requested

Internet | Protected Mode: Off

Please review the information and click the Save button.

On the Procurement Security tab, the Generic Requester role will already be checked for you.

Manager Security Request - Windows Internet Explorer  
https://saofntst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/s/WEBLIB\_PTPP\_SC.HOME/PAGE.FieldFormula.IScript\_AppHP?pt\_fname=DX\_AGENCY

**FSCMTST**  
Home | Worklist | Add to Favorites | Sign out

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

Business Unit: 40700 State Accounting Office Request ID: 0000000204 Request Seq Num: 1

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

**eProcurement**

Activities	Add	Remove	Description
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adhoc Approver
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Create Requisition (no receiving)
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Generic Requester
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Approver (Approves a requisition)
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ePro Buyer (Create and Dispatch Purchase Orders)

Requisition Defaults

Add	Remove	Value
1	<input checked="" type="checkbox"/>	Default Origin for this requester:

Internet | Protected Mode: Off 4:48 PM 9/3/2013

- The Requisition Defaults information is required. For this example, the Default Origin is TRV. The Default Ship To is PO\_001001. The Default Buyer is CLDUGGER.
- The Chartfield Defaults information is not required but optional. For this example, this information was not entered.



On the User Information, more information is needed.

- The Default Ship To, the Default Location, and the Default Origin are required fields on this page. For this example, the Default Ship To and Default Location are PO\_001001. The Default Origin is TRV.



Please review the information and click the Save button.

When the Generic Requester ID is completed by the manager, the manager will change the Status field from Draft to Manager Submitted. This will send an email to the Agency Security Officer and inform them that they have a Security Request to review and approve before it is sent to Pending Approval Status for DOAS to approve. After DOAS approves the Generic Requester ID or any TGM activity, CSC is sent an email to create a ticket before SAO Security can process the security request. When the security request is processed and completed, the Agency Security Officer will receive an email that the request is complete.