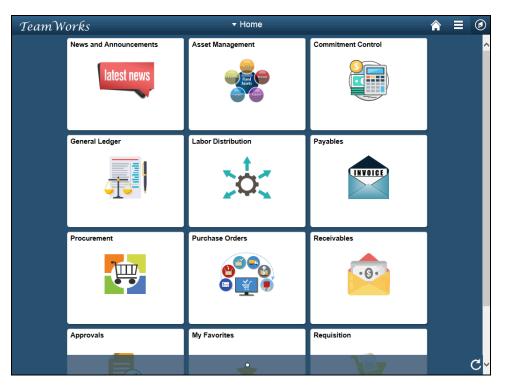


Reviewing the User Information Tab

Below are the process steps to Reviewing the User Information Tab. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



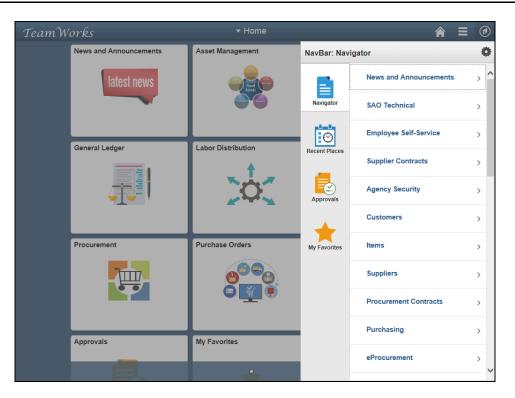
Step	Action	
1.	Begin by navigating to the Manager Security Report page.	
	Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation. Click the NavBar icon.	



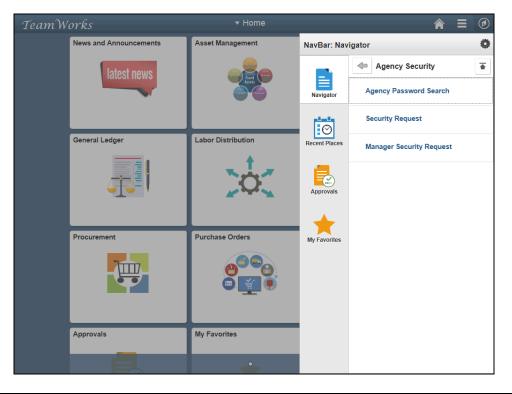
TeamWorks		▼ Home	1	
News and	d Announcements	Asset Management	Commitment Control	NavBar
General L	edger	Labor Distribution	Payables	Recent Places
Procuren	nent	Purchase Orders	Receivables	My Favorites
Approval	s	My Favorites	Requisition	

Step	Action
2.	Click the Navigator icon.
	Navigator





Step	Action	
3.	Click the Agency Security link.	
	Agency Security	





Step	Action	
4.	Click the Manager Security Request link.	
	Manager Security Request	

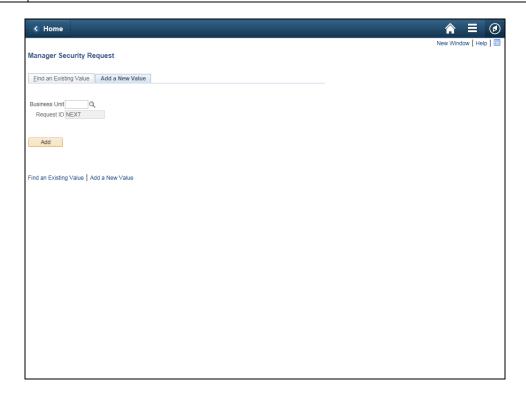
Manager Security Request Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria Business Unit begins with > Seq Nor = Seg Nor = Search Seg Save Search Oriteria	Gecurity Request Immation you have and click Search. Leave fields blank for a list of all values. Idisting Value Add a New Value Criteria Unit begins with V Image: Criteria Vibre I ID begins with V Image: Criteria IID begins with V Image: Criteria Crear Basic Search Search Criteria			New Window Help
Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value	mmation you have and click Search. Leave fields blank for a list of all values. isting Value Add a New Value Criteria Unit begins with ♥ UD	Manager Security Request		
Find an Existing Value Add a New Value	Add a New Value Criteria Junt begins with * ID begins with *		Leave fields black for a list of all values	
Search Criteria Business Unit begins with ♥ Seq Nbr = ♥ Seq Nbr = ♥ Requested Date = ♥ Itast Name begins with ♥ Empl ID begins with ♥ Action = ♥ Action = ♥ V Action = ♥ V Status = ♥ V Access Type = ♥ V Case Sensitive	Criteria Unit begins with V Ito begins with V ate = V Ito begins with V Ito begins with V Ito begins with V Ito begins with V Ito = V Ito	Enter any mormation you have and circk Search	Leave neus blank for a list of all values.	
Business Unit begins with v Request ID begins with v Seq Mr = v Requested Date = v Begins with v Last Name begins with v User ID begins with v Action = v Status = v Clear Basic Search Search Search Search Search Search Criteria	Unit begins with V t ID begins with V vate V t D begins with V t D begins with V t D begins with V t D begins with V tion V ton V v V taus V v V taus V v V ton V ton V ton V v V taus V v V v V v V v V v V v V v V v	Find an Existing Value		
Request ID begins with v Seq Nbr v Requested Date v Empt ID begins with v Last Name v Bins With v v Action v Attin v Action v Action v Action v Access Type v Expiration Date v Case Sensitive Save Search Criteria	t ID fegins with V Nbr = V wate = V wate expressions with V ID begins with V ID begins with V toon = V wate = V volume = V volume = V volume = V istitue Clear Basic Search 🖓 Save Search Criteria	Search Criteria		
Request ID Seq Nbr Seq Nbr I Last Name (Begins with v) Empl ID Degins with v) Action = V Action = V Status = V Ceess Type = V Expiration Date = IS Clear Basic Search Save Search Criteria	t ID fegins with V Nbr = V wate = V wate expressions with V ID begins with V ID begins with V toon = V wate = V volume = V volume = V volume = V istitue Clear Basic Search 🖓 Save Search Criteria			
Seq Nbr Image: Search	Nbr = V	Business Unit begins with 🗸	Q	
Requested Date Image: Constraint of the second	bate in the second seco	Request ID begins with V		
Last Name [begins with v] Empl ID [begins with v] User ID [begins with v] Action [= v] v Status = v Expiration Date = v Case Sensitive Search Clear Basic Search 🛱 Save Search Criteria	ID Degins with V	Seq Nbr = 🗸		
Empl ID begins with V User ID begins with V Action = V Status = V Access Type = V Expiration Date = V Case Sensitive Search Clear Basic Search 🛱 Save Search Criteria	II D begins with V II D b	Requested Date = 🗸	31	
User ID begins with v Action v Status v Access Type v Expiration Date v Case Sensitive Search Clear Basic Search 🛱 Save Search Criteria	r ID begins with V	Last Name begins with 🗸		
Action = v Status = v Access Type = v V Expiration Date = v Clear Basic Search 🛱 Save Search Criteria	tion = v tuta = v ype = v ata = v tuta = v	Empl ID begins with 🗸		
Status v Access Type v Expiration Date v Case Sensitive Bit Search Clear Basic Search Clear Basic Search Save Search Criteria	atus : v ype : v atus : v sittve Clear Basic Search & Save Search Criteria	User ID begins with 🗸		
Access Type = v Expiration Date = v Case Sensitive Search Clear Basic Search Save Search Criteria	ype E V V ate E V F F F F F F F F F F F F F F F F F F	Action = 🗸	✓	
Expiration Date Image: Comparison of the second	Date Image: Clear Image: Clear Image: Clear Image: Clear Save Search Criteria	Status = 🗸	~	
Case Sensitive Search Clear Basic Search 🛱 Save Search Criteria	Clear Basic Search 🕅 Save Search Criteria	Access Type = 🗸	~	
Search Clear Basic Search 🛱 Save Search Criteria	Clear Basic Search 🔯 Save Search Criteria	Expiration Date =	B	
		Case Sensitive		
ind an Existing Value Add a New Value	ng Value Add a New Value	Search Clear Basic Search	ave Search Criteria	
ind an Existing Value │ Add a New Value	ng Value Add a New Value			
ind an Existing Value Add a New Value	ng Value Add a New Value			
ino an Existing Value Aoo a New Value	ng value Aod a New Value	and an external status I and a binus table		
		ind an Existing value Add a New Value		

Step	Action
5.	To view the User Information tab, a new Security Request needs to be started.
	Click the Add a New Value tab.



< Home	new Window Help 🔤
Manager Security Request	New Window Help Har
Eind an Existing Value Add a New Value	
Business Unit	
Add	
Find an Existing Value Add a New Value	

Step	Action
6.	Click in the Business Unit field.
	Business Unit





Step	Action	
7.	Enter the appropriate information into the Business Unit field.	
	For this example, type 40600.	

K Home	↑ ≡ Ø
Manager Security Request	New Window Help 🗐 -
Eind an Existing Value Add a New Value	
Business Unit 40600 Q Request ID NEXT	
Add	
Find an Existing Value Add a New Value	

Step	Action
8.	Click the Add button.
	Add



Home					
				Now Window 1	lelp Personalize Page 🧮
curity Request Comments Activ	ity Security Procurement Securi	ity User Information	Security Approval	Status History	
Business Unit: 40600 Banking and	Finance, Dept of Ro	equest ID: NEXT	Request Seq Num	n: 1	
lectronic signature of Security Officer nderstanding that applicant is legally i				TH- 10	
the Official Code of Georgia Annotat omputer/information laws.					
Security Request					
Requested Date: 08/06/2018		*Action: Add	-		
*Status: Draft	✓ *Req	uest Type: Employee	-		
Reject Reason:					
Source: Online		Support Number			
Entered by: TOMANDJERRY	Tom And Jerry 770/770/7707		08/02/2018		
Submitted By:	toni, and cony the treation	Entered on	00/02/2010		
Access Type					
Permanent	○ Temporary	Expiration Dat	e		
Jser Data					
*User ID:	Initia	l word:			
Empl ID:	Fuss	word.			
*First Name:	Middle Initial: *L	ast Name:			
Job Title:					
Job Hue:					
*Telephone:	Fa	x Number:			
*Telephone:	Fa	x Number:			
*Telephone: Email Address:	Fa	x Number:			
*Telephone:	Fa	IX Number:			
*Telephone:	Fa	IX Number:			

Step	Action
9.	We will be making changes to the User Information tab.
	Click the User ID tab.



									Â	
								ndow Hel	p Personalia	ze Page 🛛 📰
curity Request	Comments Activit	ty Security Procurem	tent Security U	ser Information	Security Approval	Status H	listory			
Business Unit:	40600 Banking and	Finance, Dept of	Request	D: NEXT	Request Seq N	ım: 1				
derstanding that	applicant is legally r of Georgia Annotate	and Supervisor ackno esponsible for the pro ed, Georgia Computer	tection of said ID.	Password pursu	ant to Chapter 9	of Title 16				
Security Reques	t]			
Requested Date:	08/06/2018		*Actio	on: Add	·					
*Status:	Draft	~	*Request Typ	e: Employee	•					
Reject Reason:										
Source:	Online			Support Number:						
Entered by:	TOMANDJERRY	Tom And Jerry 770/77	0/7707	Entered on:	00/00/0040					
Entered by:	TOWANDULNIN		0.1101	Entered on	08/02/2018					
Submitted By:	TOWANDOLNAT	,	0,1101	Entered on.	08/02/2018					
-		,		Entered on	08/02/2018					
Submitted By:		○ Temporary		Expiration Dat						
Submitted By:	De	-								
Submitted By: Access Typ	De	-	Initial							
Submitted By: Access Typ	De	-								
Submitted By: Access Typ Jser Data *User ID:	De	-	Initial	Expiration Dat						
Submitted By: Access Typ Jser Data *User ID: Empl ID:	De	○ Temporary	Initial Password:	Expiration Dat						
Submitted By: Access Typ Jser Data *User ID: Empl ID: *First Name:	De	○ Temporary	Initial Password:	Expiration Dat						
Submitted By: Access Type "User Data "User ID: "First Name: Job Title: "Telephone: mail	De	○ Temporary	Initial Password: *Last Nan	Expiration Dat						
Submitted By: Access Typ Jser Data *User ID: Empl ID: *First Name: Job Title: *Telephone:	e Permanent	○ Temporary	Initial Password: *Last Nan	Expiration Dat						
Submitted By: Access Typ Jser Data *User ID: Empl ID: *First Name: Job Title: *Telephone: Email Mddress:	e Permanent ress	○ Temporary	Initial Password: *Last Nan	Expiration Dat						

Step	Action
10.	We will be making changes to the User Information tab.
	Enter the appropriate information into the User Information field.
	For this example, type HHENDERSON .



Home						۲
					New Window Help Personalize Page	
ecurity Request	Comments Activity	y Security Procurement	t Security User Informatio	n Security Approval	Status History	í
Business Unit: 4	10600 Banking and F	inance, Dept of	Request ID: NEXT	Request Seq Num:	m: 1	
nderstanding that a	applicant is legally re of Georgia Annotate	esponsible for the protec	edges application, receipt fi tion of said ID/Password p ystem Protection Act, as w	ursuant to Chapter 9 of T	f Title 16	
Security Request						
Requested Date: 0	8/06/2018 🛐		*Action: Add	~		_
*Status:	Draft	~	*Request Type: Employee	× ×		
Reject Reason:						_
Source: (Online		Support Nun	iber:		
Entered by: 1		Tom And Jerry 770/770/7	707 Entered	ion: 08/02/2018		_
Submitted By:		,				_
Access Typ	e					_
	Permanent	○ Temporary	Expiration	Date		
User Data						
*User ID: HHE	INDERSON	×	Initial Password:			
Empl ID:						
*First Name: Job Title:		Middle Initial:	*Last Name:			
*Telephone:			Fax Number:			
Email Address:						
Business Addr	ess					
Address Line	e 1:					

Step	Action
11.	Press [Tab].

< Home	â 🗧	0
Descrite Description Auto	New Window Help Personalize Pag	e 🖬
Security Request Comments Activ	ity Security Procurement Security User Information Security Approval Status History	
Business Unit: 40600 Banking and	1 Finance, Dept of Request ID: NEXT Request Seq Num: 2	
understanding that applicant is legally	and Supervisor acknowledges application, receipt for ID, password and an responsible for the protection of said ID/Password pursuant to Chapter 9 of Title 16 ted, Georgia Computer System Protection Act, as well as all other applicable	
Security Request		
*Requested Date: 08/06/2018	*Action: Change	
*Status: Draft	*Request Type: Employee	
Reject Reason:	Message	
Source: Online		
Entered by: TOMANDJERRY	Warning A completed request exists for this user and will be copied into this request.	
Submitted By:	(29999,30)	
Access Type	OK	
Permanent	O Temporary Expiration Date 01/01/1900	
User Data		
*User ID: HHENDERSON	Initial	
Empl ID: 003003003	Password:	
cirst Name: Harry	Middle Initial: *Last Name: Henderson	
Job Title: Accounting Director 1		
Telephone: 770/770-7707	Fax Number: 986/986-9869	
Email hhenderson@anywhere.s	state.ga	
Address: Business Address		
Address Line 1: 2100 Tick Tock		
Address Line 2:		



Step	Action
12.	We will be making changes to the User Information tab.
	Click the OK button.
	Message
	Warning A completed request exists for this user and will be copied into this request. (29999,30)

				N	ew Window H	lelp Personali	ze Page
Comments Activity	/ Security Procurement S	Security User Information	Security Approval	Status Hist	ory		
Business Unit: 40600 Banking and F	inance, Dept of	Request ID: 0000000016	Request Seq Num:	1			
Electronic signature of Security Officer a understanding that applicant is legally re of the Official Code of Georgia Annotate computer/information laws.	sponsible for the protection	on of said ID/Password pursu	ant to Chapter 9 of T				
Security Request							
*Requested Date: 08/06/2018		*Action: Add	•				
*Status: Manager Submitted	~	*Request Type: Employee	•				
Reject Reason:							
Source: Online		Support Number:					
Entered by: TOMANDJERRY	Tom And Jerry 770/770/770	07 Entered on:	08/01/2018				
Entered by: TOMANDJERRY Submitted By:	Tom And Jerry 770/770/770	07 Entered on:	08/01/2018				
	Tom And Jerry 770/770/77(07 Entered on:	08/01/2018				
Submitted By:	Tom And Jerry 770/770/770	07 Entered on: Expiration Dat					
Submitted By: Access Type							
Submitted By: Access Type	○ Temporary						
Submitted By: Access Type	O Temporary	Expiration Dat					
Submitted By: Access Type Permanent User Data *User ID: Harry Empl ID: 003003003 *First Name: Harry	○ Temporary	Expiration Dat					
Submitted By: Access Type Permanent User Data *User ID: Harry Empl ID: 003003003 *First Name: Harry Job Title: Accounting Director 1	O Temporary	Expiration Dat					
Submitted By: Access Type Permanent User Data *User ID: Harry Empl ID: 003003003 *First Name: Harry Job Title: Accounting Director 1 *Telephone: 770/770-7707	O Temporary	Expiration Dat					
Submitted By: Access Type Permanent User Data *User ID: Harry Empl ID: 003003003 *First Name: Harry Job Title: Accounting Director 1	O Temporary	Expiration Dat					
Submitted By: Access Type Permanent User Data *User ID: Harry Empl ID: [003003003] *First Name: Harry Job Title: Accounting Director 1 *Telephone:770770-7107 Email hinenderson@anywhereu:	O Temporary	Expiration Dat					

Step	Action
13.	We will be making changes to the User Information tab.
	Click the User Information tab.



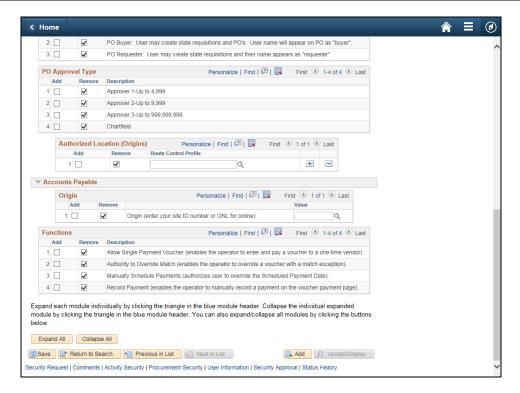
Home		(
ecurity Request Comments	New Window Help Personalize Pag Activity Security Procurement Security User Information Security Approval Status History	e 🔳
contry Request Continents	Activity Security Procurement Security User mormation Security Approval Status history	
Business Unit: 40600 Ban	king and Finance, Dept of Request ID: 0000000016 Request Seq Num: 1	
	ally by clicking the triangle in the blue module header. Collapse the individual expanded e in the blue module header. You can also expand/collapse all modules by clicking the buttons	
none of the information liste the application.	ed below applies to your PeopleSoft Security request, there is no need to return this page of	
 Purchasing 		
Default Ship To Address		
ShipTo SetID: 4060	00 Q Ship To: Q	
Address Line 1:		
Address Line 2:		
Address Line 3:	State: Postal Code:	
City:	State: Postal Code:	
Default Location		
Location Set ID: 4060	00 Q Location Code: Q	
Address Line 1:		
Address Line 2:		
Address Line 3:		
City:	State: Postal Code:	
Default Origin	Personalize Find 🖾 🚟 First 🐠 1 of 1 🕑 Last	
Add Remo	Value	
1	Default Origin (Location) Code:	
Roles		
	escription	

Step	Action
14.	Currently both of the modules are expanded. Scroll down the page to see the access options.
	Click the Vertical scrollbar.



lo	me					$ \rightarrow = $				
	Defa	ult Origin	1	Personalize Find 🔄 🌉	First 🚯 1 of 1 🛞 Last					
	4	Add	Remove		Value					
	1		✓ Defa	ault Origin (Location) Code:	Q.					
٥l	es									
	Add	Remove	Description							
1		\checkmark	PO Approver	User generally does not create documents, but will a	pprove requisitions or PO's.					
2		\checkmark	PO Buyer: U	Iser may create state requisitions and PO's. User name	e will appear on PO as "buyer".					
3		✓	PO Requeste	er: User may create state requisitions and their name a	appears as "requester".					
PC	Appro	val Type		Personalize Find 🔄	First 🕢 1-4 of 4 🛞 Last					
	Add	Remove	Description							
1		~	Approver 1-L	ip to 4,999						
2		\checkmark	Approver 2-L	lp to 9,999						
3		~	Approver 3-L	lp to 999,999,999						
4		~	Chartfield							
	Autr	Add	Remove	ns) Personalize Find 🖾 🔜 Fin Route Control Profile	rst 🕚 1 of 1 🛞 Last					
	1				· -					
A	counts	Payable								
	Orig	in		Personalize Find 🗖 🔢	First 🕚 1 of 1 🛞 Last					
	4	Add I	Remove		Value					
	1		Origi	n (enter your site ID number or ONL for online):	Q					
Fu	nctions			Personalize Find 🔄	First ④ 1-4 of 4 🕑 Last					
	Add	Remove	Description							
		✓	Allow Single	Payment Voucher (enables the operator to enter and page	ay a voucher to a one-time vendor).					
1		~	Authority to C	Override Match (enables the operator to override a voud	cher with a match exception).					
		-	Manually Oak	fanually Schedule Payments (authorizes user to override the Scheduled Payment Date).						
2		\checkmark	Manually Sci	ledule i aymenta (autionzea user to overnue the oche	dalou r dymont Dato).					

Step	Action
15.	Click the Vertical scrollbar to view the bottom of the page.



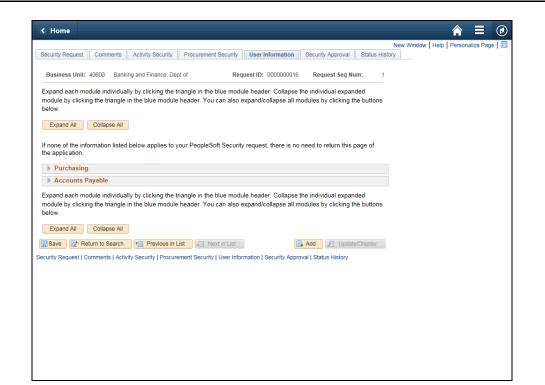


Step	Action
16.	Click the Vertical scrollbar to return to the top of the page.

Home								∧ ≡	
						New	Window Help	Personalize Page	Ē
ecurity Request	Comments	Activity Security	Procurement Security	User Information	Security Approval	Status History			
Business Unit:	40600 Banking	and Finance, Dep	ot of Req	uest ID: 0000000016	Request Seq Nu	im: 1			
			iangle in the blue modu header. You can also e						
Expand All	Collapse All								
none of the info ne application.	ormation listed b	elow applies to y	our PeopleSoft Security	request, there is no	need to return this	bage of			
Purchasing	I								
Default Ship	To Address								
	To SetID: 40600	Q	Ship To:	Q					
		Q,	Ship To.	4					
	s Line 1: s Line 2:								
	s Line 2: s Line 3:								
Addres	City:		State:	Postal Co	ode:				
Default Loca	ition								
Locatio	n Set ID: 40600	Q Locatio	on Code:	Q					
Addros	s Line 1:								
	s Line 2:								
Addres	s Line 3:								
	City:		State:	Postal Co	ode:				
Defau	lt Origin		Personalize	Find 💷 🔣 🛛 Fi	irst 🕚 1 of 1 🕑 La	ist			
Ad	d Remove				Value				
1		Default Origin (I	Location) Code:		٩				
Roles									
Add	Remove Descr	intion							

Step	Action
17.	You can expand all the modules by clicking the Expand All button and you can collapse all modules by clicking the Collapse All button. Click the Collapse All button.





Step	Action
18.	Click the Expand All button.
	Expand All

G Home	_	_	_	_	_			_	â		Ø
							New Wir	ndow Help	Personalize	e Page 🛙	1
Security Request	Comments /	Activity Security Pr	rocurement Security	User Informatio	 Security Approva 	I Status	History				Í
Business Unit:	40600 Banking	and Finance, Dept of	Rec	uest ID: 0000000	16 Request Seq	Num:	1				
					se the individual exp I modules by clicking		IS				
Expand All	Collapse All										
If none of the info the application.	rmation listed be	low applies to your	PeopleSoft Securit	y request, there is	no need to return th	is page of					
Purchasing											
Default Ship	To Address										
ShipT	o SetID: 40600	Q Shij	р То:	٩							
Address	s Line 1:										
Address											
Address	s Line 3:										
	City:		State:	Posta	Code:						
Default Locat	tion										
Location	set ID: 40600	Q Location C	ode:	Q							
Address	s Line 1:										
Address	s Line 2:										
Address	s Line 3:										
	City:		State:	Posta	Code:						
Defaul	t Origin		Personalize	Find 💷 🔣	First 🕙 1 of 1 🕑	Last					
Add	i Remove				Value						
1		Default Origin (Loca	ation) Code:			2					
Roles											
Add	Remove Descrip	otion									



Step	Action
19.	If Create Requisition, ePro Buyer, Event Buyer are selected on the Procurement Security tab and PO Buyer and PO Requestor are selected in the User Information tab, enter: -the Ship To value in the Default Ship to Address -the Location Code value in the Default Location -the Default Origin (Location) Code

									New Wind	ow Help	Personalize Pa	ge
ecurity Re	equest Corr	nments A	Activity Security	Procurement Se	urity User	Information	Security Approval	Status I				
Busines	s Unit: 40600	Banking a	and Finance, Dep	ot of	Request ID:	000000016	Request Seq N	ım:	1			
							the individual expan nodules by clicking t		s			
Expand	All Colla	apse All										
f none of he applic		on listed be	low applies to y	our PeopleSoft S	ecurity reques	t, there is no.	need to return this	page of				
Purc	hasing											
	It Ship To Ad	Idress										
Donad	ShipTo Setl		Q	Ship To:	Q							
			Q I	ship to.	Q							
	Address Line											
	Address Line Address Line											
	Address Line Cit			s	tate:	Postal Co	ode:					
Defau	It Location											
	Location Set I	D: 40600	Q Locatio	on Code:	Q							
			C LOCALO	in couc.								
	Address Line											
	Address Line											
1	Address Line					Postal Co	ode:					
	Cit	y:		5	tate:	, ostar et						
	Default Orig	,in		Person	alize Find 🖟	ז 🔝 Fi	irst 🕚 1 of 1 🕑 La	ast				
		Remove					Value					
	Add											
	1		Default Origin (L	Location) Code:			Q					

Step	Action
20.	Click the Add option.
	Add



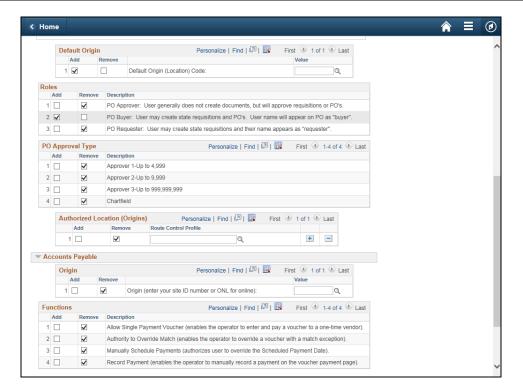
										New	Vindow	Help	Personalize	Page	
ecurity F	Request Com	ments A	Activity Security	Procurement	Security	User Informatio	n Secur	ity Approval	Statu	s History					
Busine	ess Unit: 40600	Banking	and Finance, De	pt of	Requ	est ID: 0000000	016 Re	quest Seq N	lum:	1					
xpand	each module in	dividually	by clicking the t	riangle in the b	lue modul	e header. Collag	se the indi	vidual expa	nded						
nodule						kpand/collapse a				ons					
elow.															
Expar	nd All Colla	pse All													
none	of the informatio	n listed be	low applies to	our PeopleSot	ft Security	request, there is	no need to	return this	page of						
	lication.														
The Pure	rchasing														
	•														
Defa	ault Ship To Ad	dress													
	ShipTo Settl): 40600	Q	Ship To:	0	2									
	Address Line	ı.													
	Address Line														
		2:													
	Address Line	2: 3:			State:	Posta	I Code:								
Defa	Address Line Address Line :	2: 3:			State:	Posta	I Code:								
Defa	Address Line 2 Address Line 2 City ault Location	2: 3: /:	o lasti	an Cada			l Code:								
Defa	Address Line 2 Address Line 3 City	2: 3: /:	Q Locati	on Code:		Posta 2	I Code:								
Defa	Address Line 2 Address Line 2 City ault Location Location Set II Address Line 2	2: 3: y: D: 40600	Q Locati	on Code:			I Code:								
Defa	Address Line 2 Address Line 2 City ault Location Location Set II Address Line 2 Address Line 2	2: 3: y: 0: 40600 1: 2:	Q Locati	on Code:			I Code:								
Defa	Address Line : Address Line : City ault Location Location Set IC Address Line : Address Line :	2: 3: 7: 0: 40600 1: 2: 3:	Q Locati	on Code:	¢	2									
Defa	Address Line 2 Address Line 2 City ault Location Location Set II Address Line 2 Address Line 2	2: 3: 7: 0: 40600 1: 2: 3:	Q Locati	on Code:		2	I Code:								
Defa	Address Line : Address Line : City ault Location Location Set IC Address Line : Address Line :	2: 3: y: D: 40600 1: 2: 3: y:	Q Locati		State:	2	I Code:	1 of 1 🕑 L	ast						
Defa	Address Line 2 Address Line 2 City ault Location Location Set II Address Line 2 Address Line 2 City	2: 3: y: D: 40600 1: 2: 3: y:	Q Locati		State:	ک Posta	I Code:	1 of 1 🛞 L	ast						

Step	Action
21.	Click the Vertical scrollbar to view additional fields on the page.

	ne					Â	Ξ	
	De	fault Origin		Personalize Find	First 🕚 1 of 1 🕑 Last			
		Add F	emove		Value			
	1		Defa	ult Origin (Location) Code:	٩			
Rol	es							
	Add	Remove	Description					
1		✓	PO Approver	User generally does not create documents, but	t will approve requisitions or PO's.			
2		V	PO Buyer: U	ser may create state requisitions and PO's. Us	er name will appear on PO as "buyer".			
3		✓	PO Requeste	r: User may create state requisitions and their	name appears as "requester".			
PO	Appr	oval Type		Personalize Find	First 🕢 1-4 of 4 🛞 Last			
	Add	Remove	Description					
1		~	Approver 1-U	p to 4,999				
2		~	Approver 2-U	p to 9,999				
3		Image: A start of the start	Approver 3-U	p to 999,999,999				
			Chartfield					
	Au		cation (Origin		First 🕚 1 of 1 🕑 Last			
		Add	Remove	Route Control Profile				
					First (1) 1 of 1 (2) Last			
Ac		Add	Remove	Route Control Profile				
Ac	count	Add 1	Remove	Route Control Profile	•			
Ac	count	Add 1 ts Payable igin	Remove	Route Control Profile	•			
Ac	count	Add 1 Add ts Payable igin Add F	Remove	Route Control Profile	First ④ 1 of 1 ④ Last			
	count	Add 1 Add ts Payable add F Add F	Remove	Route Control Profile	First © 1 of 1 @ Last Value			
	Ori 1	Add 1 Add ts Payable add F Add F	Remove	Route Control Profile Q Personalize Find 4 (n) (enter your site ID number or ONL for online):	First © 1 of 1 @ Last Value			
Fu	Ori 1	Add 1 S Payable igin Add R 0 1 1 1 1 1 1 1 1 1 1	Remove	Route Control Profile Q Personalize Find 4 (n) (enter your site ID number or ONL for online):	First @ 1 of 1 @ Last Value Q I R First @ 1-4 of 4 @ Last			
Fu 1	Ori 1 Add	Add 1 S Payable igin Add R Add R S Remove	Remove	Route Control Profile Q Personalize Find [2] n (enter your site ID number or ONL for online): Personalize Find	First I of 1 Last Value			
Fu 1 2	Ori 1 Add	Add 1 Add ts Payable igin Add F Add F Remove Remove	Remove Emove Description Allow Single I Authority to C	Route Control Profile Personalize Find [2] n (enter your site ID number or ONL for online): Personalize Find Payment Voucher (enables the operator to ente				



Step	Acti	0 n		
22.	Requ	ester.	button for any roles. For this example, the employee is a PO Buy option.	yer and PO
	Roles			
	Roles Ad		Description	
		d Remove	Description PO Approver: User generally does not create documents, but will approve requisitions or PO's.	
	Ad	d Remove		



Step	Action		
23.	Click th	e Add o	option.
	Roles		
	Add	Remove	Description
	1	\checkmark	PO Approver: User generally does not create documents, but will approve requisitions or PO's.
	2 🖌		PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer".
	3	\checkmark	PO Requester: User may create state requisitions and their name appears as "requester".



												= Ø
	Def	ault Origin			Person	alize Find 🗳	0 🔣	First 🕚 1	of 1 🕑 L	ast		
		Add F	lemove					Value				
	1		Defaul	t Origin (Locatio	n) Code:				Q			
Rol												
	Add	Remove	Description									
1		\checkmark	PO Approver: 1	Jser generally d	pes not crea	ate documents,	but will appro	ove requisition	ons or PO's			
2	\checkmark		PO Buyer: Use	r may create sta	te requisitio	ns and PO's. U	ser name wi	II appear on	PO as "bu	yer".		
3			PO Requester:	User may creat	e state requ	isitions and the	r name appe	ars as "requ	iester".			
PO	Appr	oval Type			Pe	rsonalize Fin	1 🗖 I 🔣	First	1-4 of 4	Last		
	Add	Remove	Description									
1		\checkmark	Approver 1-Up	to 4,999								
2		~	Approver 2-Up	to 9,999								
3		~	Approver 3-Up	to 999,999,999								
4		V	Chartfield									
	A) P	ersonalize I	Find 🖾 📕	First	④ 1 of 1	🕑 Last			
	Au	thorized Lo	cation (Origins)									
	Au	Add	cation (Origins Remove	Route Control				- 1011				
						٩		+	-			
Ac		Add 1	Remove			٩			-			
Ac	count	Add 1 D S Payable	Remove		Profile			Ŧ		ast		
Ac	count	Add 1 s Payable gin	Remove		Profile	Q alize Find 🗄		First 🚯 1		ast		
Ac	count	Add 1 S Payable gin Add F	Remove		Profile	alize Find	J 🔜	Ŧ		ast		
	count	Add 1 s Payable gin Add F C	Remove	Route Control	Profile Person: 0 number or	alize Find E):	First ④ 1 Value	of 1 🛞 L			
Fu	Count Ori 1	Add 1 s Payable gin Add F C	Remove	Route Control	Profile Person: 0 number or	alize Find):	First ④ 1 Value	of 1 🕑 L			
Fu	Ori 1 Add	Add 1 Add s Payable gin Add F S	Remove C temove C Origin (Route Control	Person: D number or Pe	alize Find r ONL for online););	First	of 1 🕑 L Q 9 1-4 of 4	 Last 		
Fu 1	Ori 1 Add	Add 1 1 S Payable gin Add F 0 S Remove	Remove emove Origin (Description	Route Control	Person: Person: 0 number or Pe fenables the	alize Find ONL for online rsonalize Fin	1 🔜): 1 (코 💷 ter and pay a	First (1) Value First (1)	of 1 🛞 L Q 1-4 of 4 a one-time	Last vendor).		
Fu 1 2	Ori 1 Add	Add Add S Payable gin Add F C 0 Remove V	emove Description Allow Single Pa	Route Control	Person Person Pumber or Pe enables the optimized the ables the optimized the optimized the optimized the optimized the optimized the optimized the optimized the optimized the optimized the optimized the optimized the optimized the optimized	alize Find ONL for online rsonalize Fin e operator to en verator to overri	1 III): d III III ter and pay a de a voucher	First ④ 1 Value First ④	of 1 (*) L Q 1-4 of 4 a one-time h exception	Last vendor).		

ep	Action		
4.			Approver and/or PO Chartfield Approver are selected on the Activit lick the Add button for the appropriate PO Approval type.
	For this	exampl	le, the employee is Approver 2-Up to 9,999
	Click th	e Add o	option.
	Click th		option. Personalize Find 🖅 🔣 First 🕢 1-4 of 4 🕢 Last
			Personalize Find 🔄 🔣 First 🕢 1-4 of 4 🕐 Last
	PO Appro	val Type	Personalize Find 🔄 🔣 First 🕢 1-4 of 4 🕑 Last
	PO Appro	Remove	Personalize Find 🔄 🧱 First 🕢 1-4 of 4 🕭 Last
	PO Appro Add	Remove	Personalize Find 🖅 🔢 First 🕢 1-4 of 4 🕭 Last Description Approver 1-Up to 4,999



loi	me						
	Defa	ult Origin		Personalize Find	d 💷 🔣 🛛 First 🕚	1 of 1 🛞 Last	
	A	dd F	temove		Value		
	1	✓	Defa	ault Origin (Location) Code:		٩	
Rol	es						
	Add	Remove	Description				
1		✓	PO Approver	r: User generally does not create docume	ents, but will approve requis	itions or PO's.	
2	✓		PO Buyer: U	Jser may create state requisitions and PO	's. User name will appear	on PO as "buyer".	
3			PO Requeste	er: User may create state requisitions and	d their name appears as "re	equester".	
PO	Approv	al Type		Personalize	Find 🗖 🔜 First	🕚 1-4 of 4 🕑 Last	
	Add	Remove	Description				
1		~	Approver 1-U	Jp to 4,999			
2	V		Approver 2-U	Jp to 9,999			
3		~	Approver 3-U	Up to 999,999,999			
4		✓	Chartfield				
	Auth	orized Lo	cation (Origin	ins) Personalize Find 🔄	🔢 First 🕚 1 of 1	1 Det	
		Add	Remove	Route Control Profile		Luor	
	1		✓	C	ξ. Ε	÷ =	
Δc	counts	Payable					
-	Origi			Personalize Find	d I d al I 💷 🛛 🖬	1 of 1 🛞 Last	
			temove	reisonalize Find	Value	I UI I @ Last	
	1 [in (enter your site ID number or ONL for o		Q	
Fu	nctions			Personalize	Find 🗖 🔜 First	④ 1-4 of 4 🕑 Last	
	Add	Remove	Description				
1		✓	Allow Single	Payment Voucher (enables the operator t	to enter and pay a voucher	to a one-time vendor).	
2		√	Authority to C	Override Match (enables the operator to o	verride a voucher with a ma	atch exception).	
-			Manually Sch	hedule Payments (authorizes user to over	ride the Scheduled Payme	nt Date)	
3			mandally our		nde the benedaled i dynie.	ni Duto).	

Step	Action						
25.		o, add the app	and/or PO Chartfield Approver are propriate origins in the Authorized				
	Authorized L	ocation (Origins) Personalize Find 💷 🌆	First 🕙 1	of 1 🔮	Last	
	Add	Remove	Route Control Profile				
	1		٩		+	-	



						- 10	હ
	Def	fault Origin		Personalize Find	First 🚯 1 of 1 🛞 Last		
		Add	Remove		Value		
	1	\checkmark	Defa	ult Origin (Location) Code:	٩		
Rol	es						
	Add	Remove	Description				
1		\checkmark	PO Approver:	User generally does not create documents, b	out will approve requisitions or PO's.		
2	✓		PO Buyer: U	ser may create state requisitions and PO's. U	ser name will appear on PO as "buyer".		
3	✓		PO Requeste	er: User may create state requisitions and their	name appears as "requester".		
PO	Appro	oval Type		Personalize Find	💷 🎆 First 🕚 1-4 of 4 🛞 Last		
	Add	Remove	Description				
1		\checkmark	Approver 1-U	p to 4,999			
2	✓		Approver 2-U	p to 9,999			
3		~	Approver 3-U	p to 999,999,999			
4		~	Chartfield				
				15) Personalize Find 🔄	First ④ 1 of 1 ④ Last		
	Aut	thorized Lo	cation (Origin				
	Aut	Add	cation (Origin Remove	Route Control Profile			
Ac		Add 1	Remove	Route Control Profile			
Ac	count	Add 1 I s Payable	Remove	Route Control Profile	*		
Ac		Add 1 S Payable gin	Remove	Route Control Profile	I I First I of 1 De Last		
Ac	count	Add Add S Payable gin Add	Remove	Route Control Profile	Image: Print		
	count	Add 1 S Payable gin Add 1	Remove	Route Control Profile	First I of 1 De Last Value		
Fu	ori 1	Add 1 S Payable gin Add 1	Remove	Route Control Profile	First I of 1 De Last Value		
Fu	Ori 1	Add 1 S Payable gin Add 1 S	Remove Remove Remove Description	Route Control Profile	Image: First ● 1 of 1 ● Last Value Image: First ● 1-4 of 4 ● Last		
Fui	Ori 1 Add	Add Add S Payable gin Add S Remove	Remove Remove Origin Description Allow Single F	Route Control Profile	First () 1 of 1 () Last Value I		
Fu 1 2	Ori 1 Add	Add Add Payable gin Add Add Remove Q	Remove Remove Pescription Allow Single F Authority to O	Route Control Profile Personalize Find 2 Personalize Find 2 n (enter your site ID number or ONL for online) Personalize Find Payment Voucher (enables the operator to ent			

Step	Action
26.	By clicking the magnifying glass symbol, you can use the search function to find the correct value.
	Click the Route Control Profile look-up button.
	Route Control Profile



				Look Up Route Control Profile	
	Default Origi Add	n Remove	_	Help A	
	1 🔽	Defau	ılt Origin (Loca	Look Up Clear Cancel Basic Lookup	
Roles	S				
A	Add Remove	e Description		Search Results	
1 [PO Approver:	User general	Only the first 300 results can be displayed.	
2		PO Buyer: Us	or may create	View 100 First 🕚 1-300 of 300 🕑 Last	
				Route Control Profile	
3		PO Requester	: User may cr	Admin Area - PO	
				DAW	
PO A	Approval Type			ESC	
A	Add Remove	e Description		H01	
1 [Approver 1-Up	to 4,999	MAX	
2		Approver 2-Up	to 0.000	PO Business Unit (All)	
				PO Business Unit 40000	
3 [Approver 3-Up	to 999,999,9		
4 [Chartfield		PO Business Unit 40200	
				PO Business Unit 40300	
	Authorized L	ocation (Origins	s)	PO Business Unit 40400	
	Add	Remove	Route Cont	PO Business Unit 40500	
			riouto com	PO Business Unit 40600	
	1 🗹			PO Business Unit 40700	
				PO Business Unit 40800	
Acc	ounts Payable			PO Business Unit 409	
	Origin			PO Business Unit 40900	
	Add	Remove		PO Business Unit 41100	
				PO Business Unit 41400 PO Business Unit 41500	
	1 🗆	Origin	(enter your si		
_				PO Business Unit 41800 PO Business Unit 41900 et	
	ctions			PO Business Unit 41900 st	
A	Add Remove	e Description		PO Business Unit 42000	
1 [Allow Single P	ayment Vouch	PO Business Unit 42200	
2 [Authority to Ov	erride Match		
				PO Rusiness Linit 42000	
3 [Manually Sche	dule Paymen	DO Dusiness List 4000	

Step	Action
27.	For this example we want the Admin-Area-PO as an Authorized Location.
	Click the Admin Area - PO link.
	Star Nutility Star Nutility <td< th=""></td<>



	De	fault Origin		Personalize Find 🖾 🔢 F	irst 🕚 1 of 1 🛞 Last	
		Add I	Remove		Value	
	1	\checkmark	Defau	It Origin (Location) Code:	٩	
Rol	es					
	Add	Remove	Description			
1		\checkmark	PO Approver:	User generally does not create documents, but will appro-	ve requisitions or PO's.	
2	\checkmark		PO Buyer: Us	er may create state requisitions and PO's. User name will	appear on PO as "buyer".	
3	•		PO Requester	User may create state requisitions and their name appea	ars as "requester".	
PO	Аррі	roval Type		Personalize Find 🖾 🔣	First 🕚 1-4 of 4 🕑 Last	
	Add	Remove	Description			
1		\checkmark	Approver 1-Up	to 4,999		
2	\checkmark		Approver 2-Up	to 9,999		
3		✓	Approver 3-Up	to 999,999,999		
4			Chartfield			
	Au	thorized Lo	cation (Origins	s) Personalize Find 💷 🔢 First 🤇	1 of 1 🕑 Last	
	Au	ithorized Lo	cation (Origins	s) Personalize Find 🖾 🔜 First	1 of 1 🕑 Last	
	Au				• 1 of 1 • Last	
Ac		Add 1 🔽	Remove	Route Control Profile		
Ac	coun	Add 1 I ts Payable	Remove	Route Control Profile Admin Area - PO Q	+ -	
Ac	coun	Add 1 Payable igin	Remove	Route Control Profile Admin Area - PO Q		
Ac	coun Or	Add 1 Payable igin Add F	Remove	Route Control Profile Admin Area - PO Q	+ -	
	coun Or	Add 1 r Payable igin Add F C	Remove	Route Control Profile Admin Area - PO Q Personalize Find [2] R F	irst ④ 1 of 1 ④ Last Value	
	CCOUN Or 1	Add 1 r Payable igin Add F C	Remove	Route Control Profile Admin Area - PO Q Personalize Find (2) F (enter your site ID number or ONL for online):	irst 1 of 1 Last Value Q	
	Or 1 nctior Add	Add 1 Payable igin Add F Add F 1 1 1 1 1 1 1 1 1 1	Remove Remove Corigin Description	Route Control Profile Admin Area - PO Q Personalize Find (2) F (enter your site ID number or ONL for online):		
Fu 1	Or 1 nctior Add	Add 1 Payable igin Add F Add F Remove	Remove Remove Origin Description Allow Single P	Route Control Profile Admin Area - PO Personalize Find [2]] F (enter your site ID number or ONL for online): Personalize Find [2]]	It is to f 1 @ Last Value First @ 1-4 of 4 @ Last voucher to a one-time vendor).	
Fu 1	Coun Or 1 nctior Add	Add 1 2 ts Payable igin Add f Add f C Remove 2 2 2 2 2 2 2 2 2 2 2 2 2	Remove Remove Corigin Remove R	Route Control Profile Admin Area - PO Q Personalize Find [2]] F (enter your site ID number or ONL for online): Personalize Find [2]] F ayment Voucher (enables the operator to enter and pay a	irst 1 of 1 Last Value First 1-4 of 4 Last voucher to a one-time vendor). with a match exception).	

Step	Action
28.	To add additional values, click the + symbol to add an additional row. Click the Add a new row at row 1 button.
	+



									ĥ
	Defa	ult Origin		Perso	nalize Find 💷 🖩	First 🕚 1 o	f 1 🕑 Last		
	1	Add	Remove			Value			
	1	✓		Default Origin (Location) Code:			٩		
ol	es								
	Add	Remove	Descriptio	n					
1		\checkmark	PO Appro	ver: User generally does not cre	ate documents, but wi	I approve requisition	is or PO's.		
2	✓		PO Buyer	: User may create state requisiti	ons and PO's. User na	ame will appear on F	O as "buyer".		
3	✓		PO Reque	ester: User may create state req	uisitions and their nam	e appears as "reque	ster".		
0	Appro	val Type		Р	ersonalize Find 🔄	First 3	1-4 of 4 🕑	Last	
	Add	Remove	Descriptio						
1		V	Approver	1-Up to 4,999					
2	~		Approver	2-Up to 9,999					
3		V	Approver	3-Up to 999,999,999					
		Image: A state of the state	Chartfield						
	A	a sheed 1 -	anting (O-	ining)	Find 💷 🔜 🛛 F	irst 🕘 1-2 of 2 🖲			
	Aut	Add	cation (Ori Remove		Fina juwi 🖽 🖌 F	irst 🐨 1-2 of 2 @	Last		
	1	V	Remove	Admin Area - PO	Q	+	-		
					Q	+	=		
	-				4				
٩c	counts	Payable							
	Orig	jin		Perso	nalize Find 💷 🖩	First 🕙 1 o	f 1 🕑 Last		
	1	Add I	Remove			Value			
	1		✓ 0	rigin (enter your site ID number o	or ONL for online):		Q		
u	nctions	;		P	ersonalize Find 🗖	🔜 🛛 First 🕚	1-4 of 4 🕑	Last	
	Add	Remove	Descriptio	n					
		\checkmark	Allow Sing	gle Payment Voucher (enables th	e operator to enter an	d pay a voucher to a	one-time vend	dor).	
1		Authority to Override Match (enables the operator to override a voucher with a match exception).							
		\checkmark	Authority 1	to Override Match (enables the o	perator to oreinae a r				
2		 ✓ 		schedule Payments (authorizes					

Step	Action						
29.	Use the magnifying glass again to assist in the search.	Use the magnifying glass again to assist in the search.					
	Click the Route Control Profile look-up button.						



Look Up Route Control Profile Default Origin Add Remove Default Origin (Loc Roles Add Add PO Approver Up PO Buyer: User may create Route Control Profile Description Default Origin (Loc Route Control Profile Description Description Description Description Add PO Approver 1ype Esc Add PO Chartheid Add Po Chartheid PO Business Unit 40000 PO Businesses Unit 40000	
Duratile Origin 1 1 <td></td>	
Add Remove Description Search Results 1 Image: Control Profile Add min Area - PO 2 Image: Control Profile Admin Area - PO Add Remove Description 1 Image: Control Profile Admin Area - PO Add Remove Description 1 Image: Control Profile Admin Area - PO Add Remove Description 1 Image: Control Profile Admin Area - PO Add Remove Description 1 Image: Control Profile Admin Area - PO Add Approver 1-Up to 4,999 PO Business Unit 40000 PO Business Unit 40000 PO Business Unit 40200 PO Business Unit 40200 PO Business Unit 40200 PO Business Unit 40200 PO Business Unit 40200 PO Business Unit 40000 PO Business Unit 40000 PO Business Unit 40000 PO Business Unit 40800 PO Business Unit 40800 PO Business Unit 40800 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 42200 PO Business Unit 42200	
I Image: Construction Only the first 300 results can be displayed. Image: Construction View 100 First Image: Construction Last Image: Construction PO Requester: User may create Route Control Profile Image: Construction PO Requester: User may create Route Control Profile Add Remove Description Image: Construction PO Requester: User may create Max Image: Construction PO Requester: User may create Route Control Profile Add Remove Description H01 Image: Construction PO Resiness Unit (A000 PO Business Unit 40000 PO Business Unit 40000 PO Business Unit 40000 PO Business Unit 4000 PO Business Unit 40000 PO Business Unit 4000 PO Business Unit 4000 PO Business Unit 40000 PO Business Unit 4000 PO Business Unit 4000 PO Business Unit 4000 PO Business Unit 4000 PO Business Unit 4000 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 41100 PO Business Unit 4100 PO Business Unit 4200 PO Business Unit 4200 PO Business Unit 4200	
2 Image: Control Frontie 3 Image: PO Buyer: User may creat 3 Image: PO Buyer: User may creat Add Remove Add Remove 2 Image: PO Buyer: User may creat Add Remove Add Remove 2 Image: PO Buyer: User may creat Add Remove 2 Image: PO Buyer: User may creat Add Remove 3 Image: PO Buyer: User may creat Add Remove 4 Image: PO Business Unit 40000 PO Business Unit 41000 PO Business Unit 40000 PO Business Unit 41000	
2 PO Buyer: User may creat 3 PO Requester: User may creat 3 PO Requester: User may creat Add Remove Add Remove 2 Approval Type Add Remove 2 Approver 1-Up to 4,899 2 Approver 2-Up to 9,999 3 Approver 3-Up to 999,999,90 4 Chartfield PO Business Unit (All) PO Business Unit 40000 PO Business Unit 4000 PO Business Unit 4000 PO Business Unit 4000 PO Business Unit 4000 PO Business Unit 4100 PO Business Unit 42000 PO Business Unit 4200 PO	
2 Image: Policy of the system and t	
3 PO Requester: User may co PO Approval Type Admin Area - PO Add Remove Description 1 Image: Approver 1-Up to 4,999 2 Image: Approver 2-Up to 9,999 3 Image: Approver 3-Up to 999,999,999 4 Image: Chartfield PO Business Unit 4000 PO Business Unit 4000 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4200 PO Business Unit 4200 PO Business Unit 4200 PO Business Unit 4200 PO Business Unit 4200 PO Business Unit 4200 PO Business Unit 4200 PO Business Unit 42	
PO Approval Type DAW Add Remove Description 1 Image: Approver 1-Up to 4, 999 PO Business Unit (All) 2 Image: Approver 2-Up to 9, 999 PO Business Unit (All) 3 Image: Approver 3-Up to 999, 999 PO Business Unit 40000 4 Image: Chartheld PO Business Unit 40000 PO Business Unit 40000 PO Business Unit 40000 Add Remove PO Business Unit 40000 Add Remove PO Business Unit 40000 PO Business Unit 40000 PO Business Unit 41000 PO Business Unit 41000 PO Business Unit 41000 PO Business Unit 41000 PO Business Unit 41000 PO Business Unit 41000 PO Business Unit 42000 PO Business Unit 42000 PO Business Unit 42000 PO Business Unit 42000 PO Business Unit 42000	
PO Approval Type ESC Add Remove Description 1 Approver 1-Up to 4,999 PO Business Unit (All) 2 Approver 2-Up to 9,999 PO Business Unit (All) 4 Chartfield PO Business Unit 40000 PO Business Unit 40000 PO Business Unit 40000 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 41000 PO Business Unit 4100 PO Business Unit 42000 PO Business Unit 4200 PO Business Unit 42000 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 4	
Add Remove Description 1 Approver 1-Up to 9,999 2 Approver 3-Up to 99999,99 3 Approver 3-Up to 9999,99 4 Chartfield PO Business Unit 4000 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4200 PO Business Uni	
1 Approver 1-Up to 4,999 2 Approver 2-Up to 9,999 3 Approver 3-Up to 99,999 4 Chartfield PO Business Unit 40100 PO Business Unit 40000 PO Business Unit 40500 PO Business Unit 40500 PO Business Unit 40500 PO Business Unit 40000 PO Business Unit 40500 PO Business Unit 4100 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 <td></td>	
2 Approver 2-Up to 9,999 3 Approver 3-Up to 99,999 4 Chartfield PO Business Unit 4000 PO Business Unit 4100 PO Business Unit 4200 PO Business Unit 4200 PO Business Unit 4200 PO Business	
3 ✓ Approver 3-Up to 999,999, 999, 999, 999, 999, 999, 99	
4 Chartfield PO Business Unit 40200 Authorized Location (Origins) PO Business Unit 40300 PO Business Unit 40400 Add Remove Route Con 1 Admin Az PO Business Unit 40500 2 PO Business Unit 4000 PO Business Unit 40500 PO Business Unit 4000 PO Business Unit 40500 2 PO Business Unit 4000 PO Business Unit 40700 PO Business Unit 4000 PO Business Unit 40700 PO Business Unit 40700 PO Business Unit 4000 PO Business Unit 40900 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200	
4 Criatilieu PO Business Unit 40300 Authorized Location (Origins) PO Business Unit 40500 Add Remove Route Cori 1 Admin Arr PO Business Unit 40500 PO Business Unit 40500 PO Business Unit 40500 PO Business Unit 40500 PO Business Unit 40500 PO Business Unit 4000 PO Business Unit 40700 PO Business Unit 40900 PO Business Unit 40900 PO Business Unit 4100 PO Business Unit 4100 Origin PO Business Unit 4100 Add Remove PO Business Unit 41500 PO Business Unit 4100 PO Business Unit 41500 PO Business Unit 4100 PO Business Unit 41500 PO Business Unit 4200 PO Business Unit 4200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200	
Authorized Location (Origins) Add Remove Route Con PO Business Unit 40400 PO Business Unit 40400 PO Business Unit 40600 1 Add Image Additional Addite Addite Additional Additional Additional Additional Add	
Authorized Location (Urigins) PO Business Unit 40500 1 Add memove Remove 2 Add min Arr PO Business Unit 40500 2 PO Business Unit 40700 PO Business Unit 40700 PO Business Unit 4090 PO Business Unit 40900 PO Business Unit 4100 PO Business Unit 4100 Origin PO Business Unit 4100 Add Remove PO Business Unit 4100 1 Origin (enter your s) PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4200 PO Business Unit 4200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200	
Add Remove Route Cor PO Business Unit 40500 PO Business Unit 40700 PO Business Unit 40700 PO Business Unit 40700 2 PO Business Unit 40900 PO Business Unit 40900 PO Business Unit 40900 PO Business Unit 4100 Origin PO Business Unit 4100 Add Remove 1 Origin (enter yours) PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 42000 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200	
1 Admin Arr PO Business Unit 40700 2 PO Business Unit 40900 PO Business Unit 40900 PO Business Unit 40900 PO Business Unit 4100 Origin PO Business Unit 4100 Add Remove 1 Origin (enter yours) PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 42000 PO Business Unit 42000 PO Business Unit 42000 PO Business Unit 42000 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200	
2 PO Business Unit 40900 PO Business Unit 40900 PO Business Unit 40900 PO Business Unit 40000 PO Business Unit 41000 Origin PO Business Unit 41100 Add Remove 1 Origin (enter your s) PO Business Unit 41500 PO Business Unit 41500 PO Business Unit 41500 PO Business Unit 41500 PO Business Unit 42000 PO Business Unit 42000 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200	
2 PO Business Unit 409 PO Business Unit 40900 PO Business Unit 40900 PO Business Unit 4000 PO Business Unit 4100 Origin PO Business Unit 4100 Add Remove 1 Origin (enter yours) PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 4100 PO Business Unit 42000 PO Business Unit 42000 PO Business Unit 42000 PO Business Unit 42000 1 Aliow Single Payment Vour PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200	
Accounts Payable PO Business Unit 40900 Origin PO Business Unit 4100 Add Remove 1 Origin (enter yours) PO Business Unit 41500 PO Business Unit 42000	
Accounts Payable PO Business Unit 41100 Origin PO Business Unit 41400 Add Remove PO Business Unit 41500 PO Business Unit 41500 PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 41200 PO Business Unit 42200	
Origin PO Business Unit 41400 Add Remove 1 Origin (enter yours) PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 42000 PO Business Unit 42000 PO Business Unit 42200 PO Business Unit 42200 Add Remove Description 1 Image: Allow Single Payment Vour 2 Image: Allow Single Payment Vour PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200 PO Business Unit 42200	
Add Remove PO Business Unit 41500 1 Origin (enter your s) PO Business Unit 41900 PO Business Unit 41900 PO Business Unit 42000 Add Remove Description 1 Altow Single Payment Vouc PO Business Unit 42200	
1 Image: Construction of the second	
Functions PO Business Unit 42000 Add Remove Description 1 Allow Single Payment Vouc PO Business Unit 42000 0 Business Unit 42000 1 O Business Unit 42000	
Functions PO Business Unit 42200 st Add Remove Description PO Business Unit 42700 1 Image: Allow Single Payment Vouc PO Business Unit 42800 Image: Allow Single Payment Vouc 2 Image: Allow Single Payment Vouc PO Business Unit 42800 Image: Allow Single Payment Vouc <	
Add Remove Description PO Business Unit 42200 1 Image: Allow Single Payment Vouc PO Business Unit 42800 Image: Allow Single Payment Vouc 2 Image: Allow Single Payment Vouc PO Business Unit 42800 Image: Allow Single Payment Vouc	
1 Image: Allow Single Payment Vouc 2 Image: Allow Single Payment Vouc 3 Image: Allow Single Payment Vouc 4 Image: Payment Vouc 9 Business Unit 42800 9 Po Business Unit 42800	
PO Business Unit 42900	
3 Manually Schedule Paymen	

Step	Action
30.	Click the PO Business Unit 40600 link.



	ne									
	Defa	ult Origin	1	Personaliz	:e Find 💷 📕	First 🕚 1	of 1 🕑 Last			
	4	Add	Remove			Value				
	1	✓	Defa	ault Origin (Location) Code:			٩			
los	es									
	Add	Remove	Description							
1		\checkmark	PO Approver	: User generally does not create	documents, but w	ill approve requisition	ins or PO's.			
2	✓		PO Buyer: U	Iser may create state requisitions	and PO's. User n	ame will appear on	PO as "buyer"	.		
3	✓		PO Requeste	er: User may create state requisit	ions and their nam	ne appears as "requ	ester".			
PO	Appro	val Type		Perso	onalize Find 🖾	🔜 First 🤇	🖗 1-4 of 4 🛞	Last		
	Add	Remove	Description							
1		~	Approver 1-U	Jp to 4,999						
2	~		Approver 2-U	Jp to 9,999						
3		~	Approver 3-U	Jp to 999,999,999						
4		V	Chartfield							
	Auth	orized L	cation (Origin	ns) Personalize Find	41071 🖽 🛛	irst 🕘 1-2 of 2 🤇) Last			
	Auu	Add	Remove	Route Control Profile	ile-les r	list @ 1-2 01 2 \	Last			
	1			Admin Area - PO	Q	+	-			
	2			PO Business Unit 40600	Q	+	=			
	2			TO Business Onit 40000	4					
Ac	counts	Payable								
	Orig	in		Personaliz	te Find 💷 🞚	First 🕚 1	of 1 🕑 Last			
	1	Add	Remove			Value				
	1		Origi	n (enter your site ID number or O	NL for online):		Q			
Fu	nctions	;		Perso	onalize Find 🔄] 🔜 🛛 First 🖗	🔍 1-4 of 4 🕚	Last		
	Add	Remove	Description							
1		\checkmark	Allow Single	Payment Voucher (enables the o	perator to enter an	d pay a voucher to	a one-time ver	ndor).		
2		✓	Authority to C	Override Match (enables the operation	ator to override a v	oucher with a matc	h exception).			
3		V	Manually Sch	nedule Payments (authorizes use	r to override the Se	cheduled Payment (Date).			
						ment on the youche				

Step	Action
31.	Click the Add a new row at row button.



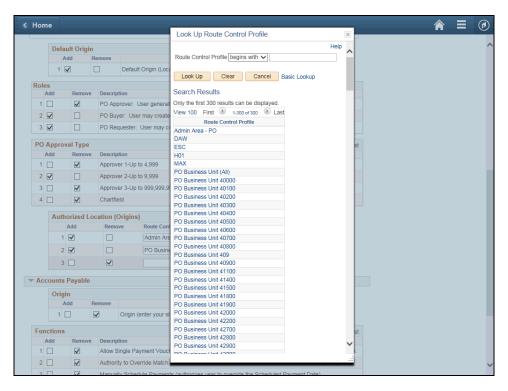
Hor	ne									Â	
	Defa	ult Origi	n		Personali	ize Find 💷 🔣	First 🕚 1 o	f1 🕑	Last		
	1	Add	Remove				Value				
	1	✓		Default C	Drigin (Location) Code:			C	2		
Role	es										
	Add	Remov	e Descrip	tion							
1		\checkmark	PO App	prover: Us	er generally does not create	e documents, but will a	approve requisition	s or PO	's.		
2	✓		PO Buy	ver: User n	may create state requisitions	s and PO's. User nan	ne will appear on F	O as "b	uyer".		
3	~		PO Rec	quester: U	lser may create state requisi	itions and their name	appears as "reque	ster".			
PO	Appro	val Type			Pers	ionalize Find 🗖	First 🕚	1-4 of	4 🕑 Last		
	Add	Remov	e Descrip	tion							
1		~	Approv	er 1-Up to	4,999						
2	V		Approv	er 2-Up to	9,999						
3			Approv	er 3-Up to	999,999,999						
4		V	Chartfie	eld							
	Auth		ocation (0		Personalize Fin	id 💷 🔛 Firs	t 🕙 1-3 of 3 🔮	Last			
		Add	Remo		Route Control Profile	2					
	1				Admin Area - PO	Q	+	-			
	2				PO Business Unit 40600	Q	+	-			
	3					Q	+	-			
Ac	counts	; Payable									
	Orig	in			Personali	ize Find 💷 🔜	First 🕚 1 o	f1 🕑	Last		
	1	Add	Remove				Value				
	1		✓	Origin (en	ter your site ID number or C	ONL for online):		C	2		
Fur	octions				Pers	onalize Find 💷	First 🕚	1-4 of	4 🕑 Last		
	Add	Remov	e Descrip	tion	10.0						
		V	Allow S	ingle Payn	nent Voucher (enables the o	perator to enter and	av a voucher to a	one-tim	(robney e		
1											

Step	Action				
32.	Click the Ro	ute Contro	ol Profile look-up button.		
	3			+ -	

Hor	ne				
					Look Up Route Control Profile
	De	fault Origin			Help
			emove		Route Control Profile begins with V
	4] Defau	It Origin (Loc	
			Delau	it Ofigin (Loca	Look Up Clear Cancel Basic Lookup
Role	es				
	Add	Remove	Description		Search Results
1			PO Approver:	User general	Only the first 300 results can be displayed.
				-	View 400 First (4 and care () Last
			PO Buyer: Us		Route Control Profile
3	\checkmark		PO Requester:	User may c	Admin Area - PO
					DAW
PO	Appr	oval Type			ESC st
	Add	Remove	Description		H01
1		\checkmark	Approver 1-Up	to 4,999	MAX
2			Approver 2-Up	to 9 999	PO Business Unit (All)
					PO Business Unit 40000
3		\checkmark	Approver 3-Up	to 999,999,9	
4		\checkmark	Chartfield		PO Business Unit 40200
					PO Business Unit 40300 PO Business Unit 40400
	Au	thorized Loo	cation (Origins	5)	PO Business Unit 40500
		Add	Remove	Route Con	PO Business Unit 40600
		1 🔽		Admin Are	
					PO Dupingge Linit 40000
		2 🗹		PO Busine	PO Business Unit 409
		3 🗌			PO Business Unit 40900
					PO Business Unit 41100
Ac	coun	s Payable			PO Business Unit 41400
					PO Business Unit 41500
	Or	gin			PO Business Unit 41800
			emove		PO Business Unit 41900
	1		Origin	(enter your si	
Functions					PO Business Unit 42200
					PO Business Unit 42700 PO Business Unit 42800
	Add	Remove	Description		PO Business Unit 42900
1		\checkmark	Allow Single Pa	ayment Vouc	DO Dusiness Unit 42500
2			Authority to Ov	erride Match	
					ts (authorizes user to override the Scheduler Payment Date)



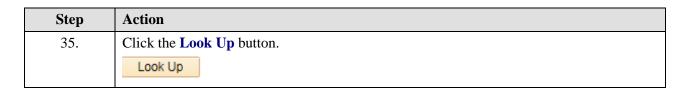
Step	Action
33.	Click in the Route Control Profile field.
	Route Control Profile begins with 🗸



Step	Action
34.	Enter the appropriate information into the Route Control Profile field.
	For this example, type PO Origin .



					Look Up Route Control Profile
	D.C				Help
		ult Origin			Route Control Profile begins with V PO ORIGIN
			temove		
	1	✓	Defa	ult Origin (Loca	
-					Look Up Clear Cancel Basic Lookup
Role	es Add	Remove	Description		Search Results
			Description		
1		\checkmark	PO Approver:	User general	
2	~		PO Buyer: U	ser may create	
3			PO Requeste	r: User may cr	Route Control Profile
					Admin Area - PO
PO	Appro	val Type			ESC st
	Add	Remove	Description		H01
			Approver 1-U	n to 4 000	MAX
					PO Business Unit (All)
2	\checkmark		Approver 2-U	p to 9,999	PO Business Unit 40000
3		\checkmark	Approver 3-U	p to 999,999,9	PO Business Unit 40100
4		V	Chartfield		PO Business Unit 40200
		•	onartiola		PO Business Unit 40300
	Auth	orized Lo	cation (Origin	is)	PO Business Unit 40400
		Add	Remove	Route Cont	PO Business Unit 40500
				_	PO Business Unit 40600
				Admin Are	
	2	\checkmark		PO Busine	PO Business Unit 40800 PO Business Unit 409
	3				PO Business Unit 4090
		-			PO Business Unit 41100
Ac	counts	Payable			PO Business Unit 41400
					PO Business Unit 41500
	Orig				PO Business Unit 41800
	F	Add R	temove		PO Business Unit 41900
	1		Origin	n (enter your si	PO Business Unit 42000
					PO Business Unit 42200
Fur	nctions				PO Business Unit 42700 st
	Add	Remove	Description		PO Business Unit 42800
1		V	Allow Single I	Payment Vouch	PO Business Unit 42900
		V	Authority to C		



< Hon	ne				
				_	Look Up Route Control Profile
	Defa	ult Origin			Help
			emove		Route Control Profile begins with V PO ORIGIN
	1		Defa	ult Origin (Loc	
					Look Up Clear Cancel Basic Lookup
Role		_			Search Results
	Add	Remove	Description		
		\checkmark	PO Approver:	User general	Only the first 300 results can be displayed. View 100 First 1 1300 of 300 E Last
2	\checkmark		PO Buyer: Us	ser may create	
3	V		PO Requeste	r: User may c	Route Control Profile PO ORIGIN 140
					PO Origin
PO	Appro	val Type			PO Origin 001 st
	Add	Remove	Description		PO Origin 002
1		\checkmark	Approver 1-U	p to 4,999	PO Origin 003
2			Approver 2-U	o to 9.999	PO Origin 004
			Approver 3-U		PO Origin 005
				0 10 999,999,9	PO Origin 008
4		✓	Chartfield		PO Origin 008
	Auth	orized Low	cation (Origin	c)	PO Origin 009
	Auu	Add	Remove	Route Con	PO Origin 010
					PO Ongin 011
	1			Admin Are	PO Origin 012 PO Origin 012A
	2	\checkmark		PO Busin	PO Origin 012A PO Origin 012B
	3				PO Origin 012D
					PO Origin 012D
- Ac	counts	Payable			PO Origin 012E
	Orig				PO Origin 013
	0		emove		PO Origin 014
					PO Origin 015 PO Origin 016
	1		Origin	i (enter your si	PO Origin 017
Eur	nctions				PO Origin 018 st
	Add	Remove	Description		PO Origin 019
			Allow Single F	Payment Vouc	PO Origin 020
			Authority to O		
3			Manually Sch	edule Paymen	ate (authorizes user to override the Scheduled Payment Date)



Step	Action
36.	For this example, click the PO Origin 020 link.

	P	territe Oat 1			ze Find 🗖 🔣	First 🕚 1 o			
	De	fault Origir Add	Remove	Personali	ze Find 🖙 🏛	First 1 0	of 1 🐨 Last		
	1	V		ault Origin (Location) Code:		Value	Q		
Role	De .								
	Add	Remove	Description						
1		~	PO Approve	r: User generally does not create	documents, but will ap	oprove requisition	ns or PO's.		
2	✓		PO Buyer:	Jser may create state requisitions	and PO's. User name	e will appear on F	O as "buyer".		
3	✓		PO Request	er: User may create state requisi	itions and their name a	ppears as "reque	ester".		
PO	Арр	roval Type		Pers	onalize Find 🗖	First 🕢) 1-4 of 4 🕑 Last		
	Add	Remove	Description						
1		✓	Approver 1-	Up to 4,999					
2	✓		Approver 2-	Up to 9,999					
3		~	Approver 3-	Up to 999,999,999					
4		\checkmark	Chartfield						
	Au	thorized Lo	cation (Origi	ins) Personalize Fin	d I 💷 I 🔣 First	④ 1-3 of 3 ④	Last		
		Add	Remove	Route Control Profile					
		1 🖌		Admin Area - PO	Q	+	-		
		2 🖌		PO Business Unit 40600	Q	+	=		
		3 🖌		PO Origin 020	Q	+	-		
Ac	coun	ts Payable							
	Or	igin		Personali	ze Find 💷 🔜	First 🕚 1 (of 1 🛞 Last		
			Remove	1 diodital		Value	2.101		
	1		Orig	in (enter your site ID number or C	ONL for online):		Q		
Fur	nctio	15		Pers	onalize Find 🖾	First 🔇) 1-4 of 4 🕑 Last		
	Add	Remove	Description						
		\checkmark		Payment Voucher (enables the o			and time uppdar)		

Step	Action			
37.	If the em	ployee ne	eeds access to a particular AP Origin, clic	k the add button.
	Click the Origin	e Add opt		First 🚯 1 of 1 🕑 Last
	Add	Remove		Value
	1	\checkmark	Origin (enter your site ID number or ONL for online):	٩



Default Origin Personalize Find Image: First i	Hor											(1
Image: Control of the sector prior Add Remove Add Remove PO Approver: User may create state requisitions and PO's. User name will appear on PO as "buyer". Image: PO Requester: User may create state requisitions and their name appears as "requester". PO Approver: Type Personalize Find Image: Personalize Find		De	fault Origi	n		Personaliz	te Find 🗖 🔣	First 🕚 1	of 1 🛞	Last		
Roles Add Remove Description 1 PO Approver: User generally does not create documents, but will approve requisitions or PO's. 2 PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer". 3 PO Requester: User may create state requisitions and PO's. User name will appear on PO as "buyer". 9 PO Requester: User may create state requisitions and their name appears as "requester". PO Approval Type Personalize Find The State of			Add	Remove				Value				
Add Remove Description 1 Image: PO Approve: User may create state requisitions and PO's. User name will appear on PO as "buyer". 2 Image: PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer". 3 Image: PO Requester: User may create state requisitions and their name appears as "requester". PO Approve: Type Personalize Find Image: Pirst		1	\checkmark		Default	Origin (Location) Code:				Q		
1 PO Approver: User generally does not create documents, but will approve requisitions or PO's. 2 PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer". 3 PO Requester: User may create state requisitions and their name appears as "requester". PO Approval Type Personalize Find @ @ First ● 1-4 of 4 ● Last Add Remove Description 1 Ø Approver 1-Up to 4.999 First ● 1-4 of 4 ● Last 2 Approver 3-Up to 999.999.999 Personalize Find @ @ First ● 1-3 of 3 ● Last Add Remove Routhorized Control Profile 1 Ø Approver 3-Up to 999.999.999 Personalize Find @ @ First ● 1-3 of 3 ● Last Addd Remove Route Control Profile 1 Ø Approver 3-Up to 999.999.999 I @ O Chartfield Authorized Location (Origins) Personalize Find @ @ First ● 1-3 of 3 ● Last Addd Remove Route Control Profile 1 Ø Do Origin 020 I @ I 2 PO Origin 020 I @ I 2 PO Origin 020 I @ I 2 PO Origin 020 I @ I Value 1 Ø Origin (enter your	Role	es										
2 PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer". 3 PO Requester: User may create state requisitions and their name appears as "requester". PO Approval Type Personalize Find [2]] First • 1-4 of 4 • Last Add Remove Description 1 Approver 1-Up to 4,999 First • 1-4 of 4 • Last 2 Approver 2-Up to 9,999 Approver 3-Up to 999,999,999 4 Chartfield Chartfield Authorized Location (Origins) Personalize Find [2]] First • 1-3 of 3 • Last Add Remove Route Control Profile Image: PO Origin 020 2 PO Business Unit 40600 • Image: PO Origin 020 Image: PO Origin 020 Value Origin (enter your site ID number or ONL for online): Value Value Add Remove Description		Add	Remov	e Descrip	tion							
3 PO Requester. User may create state requisitions and their name appears as "requester". PO Approval Type Add Remove Description 1 Approver 1-Up to 4,999 First • 1-4 of 4 • Last 2 Approver 2-Up to 9,999 Approver 3-Up to 999,999 4 Chartfield Authorized Location (Origins) Personalize Find 7 7 First • 1-3 of 3 • Last Add Remove Route Control Profile 1 Admin Area - PO • • • 3 PO Origin 020 • • • Value Value 1 Origin (enter your site ID number or ONL for online): 2 Origin (enter your site ID number or ONL for online): • • • • • • • • • • • • • • • • • • •	1		\checkmark	PO App	prover: Us	ser generally does not create	documents, but will a	approve requisiti	ons or P	O's.		
PO Approval Type Personalize Find 🖉 🐺 First 🄄 1-4 of 4 🆢 Last Add Remove Description 1 Image: Approver 1-Up to 4,999 Image: Approver 2-Up to 9,999 2 Image: Approver 3-Up to 999,999 Image: Approver 3-Up to 999,999 4 Image: Chartfield Authorized Location (Origins) Personalize Find Image: Pind Image	2	\checkmark		PO Buy	ver: User	may create state requisitions	and PO's. User nan	ne will appear on	PO as "	'buyer".		
Add Remove Description 1 Approver 1-Up to 4,999 Approver 2-Up to 9,999 Approver 3-Up to 999,999 Approver 3-Up to 999,999 Chartfield Authorized Location (Origins) Personalize Find I I I First 4 1-3 of 3 Last Add Remove Route Control Profile 2 PO Business Unit 40600 PO Origin 020 I I O Origin (enter your site 10 number or ONL for online): Functions Personalize Find I I I I First 4 1-4 of 4 Last Add Remove Personalize Find I I I I First 4 1-4 of 4 Last	3	✓		PO Rec	quester: (Jser may create state requisit	ions and their name	appears as "req	uester".			
1 Approver 1-Up to 4,999 2 Approver 2-Up to 9,999 3 Approver 3-Up to 999,999,999 4 Chartfield Authorized Location (Origins) Personalize Find 2 1 First 1-3 of 3 & Last Add Remove Route Control Profile 1 Admin Area - PO 2 PO Business Unit 40600 3 PO Origin 020 4 Portigin 20 4 Portigin 20 4 Portigin 20 5 PO Origin 020 4 Origin (enter your site ID number or ONL for online): Add Remove Description	PO	Appr	oval Type			Perso	onalize Find 🗖	First	 1-4 c 	of 4 🕑 Last		
2 Approver 2-Up to 9,999 3 Approver 3-Up to 999,999,999 4 Chartfield Authorized Location (Origins) Personalize Find 7 1 First (1-3 of 3) Last Add Remove Route Control Profile 1 Admin Area - PO 2 PO Business Unit 40600 3 PO Origin 020 4 PO Origin 020 Cotat Personalize Find 7 1 First (1 of 1) Last Add Remove Volue Value 1 Origin (enter your site ID number or ONL for online): Functions Personalize Find 7 1 First (1 -4 of 4) Last Add Remove Bescription		Add	Remov	e Descrip	tion							
3 Image: Approver 3-Up to 999,999,999 4 Chartfield Authorized Location (Origins) Personalize Find Image: First 4 1-3 of 3 Last Add Remove Route Control Profile 1 Image: Addition Area - PO Image: Addition Area - PO 2 Image: PO Business Unit 40600 Image: Addition Area - PO 3 Image: PO Origin 020 Image: Addition Area - PO 3 Image: PO Origin 020 Image: Addition Area - PO Accounts Payable Origin Origin Colspan="2">Personalize Find Image: Pind I	1		V	Approv	er 1-Up to	4,999						
4 Image: Chartfield Authorized Location (Origins) Personalize Find Image: First (Image: First (First (Firs	2	V		Approv	er 2-Up to	9,999						
Authorized Location (Origins) Personalize Find 🖉 🐺 First ④ 1-3 of 3 ④ Last Add Remove Route Control Profile 1 Image: Admin Area - PO Image: Admin Area - PO 2 Image: PO Business Unit 40600 Image: Admin Area - PO 3 Image: PO Origin 020 Image: Admin Area - PO 3 Image: PO Origin 020 Image: Admin Area - PO 3 Image: PO Origin 020 Image: Admin Area - PO 4 PO Origin 020 Image: Admin Area - PO 3 Image: PO Origin 020 Image: Admin Area - PO 4 PO Origin 020 Image: Admin Area - PO 4 PO Origin 020 Image: Admin Area - PO 4 PO Origin 020 Image: Admin Area - PO 4 Remove Po Origin 020 1 Image: Origin (enter your site 10 number or ONL for online): Image: Origin (enter your site 10 number or ONL for online): 1 Image: Origin (enter your site 10 number or ONL for online): Image: Origin 020 4 Remove Description	3		V	Approv	er 3-Up ta	999,999,999						
Add Remove Route Control Profile 1 Admin Area - PO Image: Control Profile 2 PO Business Unit 40600 Image: Control Profile 3 PO Origin 020 Image: Control Profile Accounts Payable Image: Control Profile Image: Control Profile Origin Personalize Find Image: Control Profile Image: Control Profile Add Remove Value Value 1 Origin (enter your site ID number or ONL for online): Image: Control Personalize Find Image: Control Personalize	4		V	Chartfie	eld							
Add Remove Route Control Profile 1		Διι	thorized I	ocation (()rigins)	Personalize Eine	e I 🖾 I 💷 🛛 Eire	et (4) 1-2 of 2	(k) Last			
2 PO Business Unit 40600 Image: Comparison of the second sec							ile-les ins	at © 1-5015	Cast			
2 PO Business Unit 40600 Image: Constraint of the second sec			1 🔽			Admin Area - PO	Q	+				
3 PO Origin 020 Image: Constraint of the second secon						PO Business Unit 40600		+				
Accounts Payable Origin Personalize Find]] First ④ 1 of 1 ④ Last Add Remove 1 ☐ Origin (enter your site ID number or ONL for online): Functions Personalize Find]] First ④ 1-4 of 4 ④ Last Add Remove Add Remove												
Origin Personalize Find Image: Bind First 1 of 1 Last Add Remove Value 1 Origin (enter your site ID number or ONL for online): Image: Comparison Functions Personalize Find First 1-4 of 4 Last Add Remove Description			3 Y			PO Origin020	Q					
Add Remove Value 1 Image: Constraint of the second	Ac	count	s Payable									
1 Origin (enter your site ID number or ONL for online): Q Functions Personalize Find [2] [2] First (4) 1-4 of 4 (2) Last Add Remove Description		Ori	gin			Personaliz	te Find 💷 🔜	First 🕚 1	of 1 🛞	Last		
Functions Personalize Find [2] [2] First (3) 1-4 of 4 (2) Last Add Remove Description			Add	Remove				Value				
Add Remove Description		1	✓		Origin (e	nter your site ID number or O	NL for online):			Q		
	Fur	nction	S			Perso	onalize Find 🗷	First	🕚 1-4 c	of 4 🕑 Last		
1 Allow Single Payment Voucher (enables the operator to opter and pay a yousher to a not time younder)		Add	Remov	e Descrip	tion							
 Prilow Single Fayment voucher (enables the operator to entel and pay a voucher to a one-time venuor). 	1		\checkmark	Allow S	ingle Pay	ment Voucher (enables the o	perator to enter and	pay a voucher to	a one-ti	me vendor).		
Authority to Override Match (enables the operator to override a voucher with a match exception).												

Step	Action
38.	The appropriate value will need to be entered. If the AP Origin is not known, use ONL as the default AP Origin in the Origin box. Click in the Value field.
	Value



	Dof	ault Origin			Personaliz	e Find 💷 🔜	First 🕚 1 o	f 1 🛞 aet		
			Remove		1 Graditaliz	elinging m	Value			
	1	✓		Default Origin	n (Location) Code:			Q		
Role	s								-	
	- \dd	Remove	Descrip	tion						
1 [V	PO App	orover: User g	enerally does not create	documents, but will ap	prove requisition	s or PO's.		
2	~		PO Buy	ver: User may	create state requisitions	and PO's. User name	will appear on P	O as "buyer"		
3 [~		PO Rec	quester: User	may create state requisiti	ions and their name a	ppears as "reque	ster".		
PO /	Appro	val Type			Perso	nalize Find 💷	First 🕚	1-4 of 4	Last	
	dd	Remove	Descrip	tion						
1 [V	Approve	er 1-Up to 4,99	19					
2	✓		Approve	er 2-Up to 9,99	19					
3 [Approve	er 3-Up to 999	.999.999				_	
4 [_	_								
		~	Chartfie	eld						
		V								
		horized Lo	cation (C	Drigins)	Personalize Find	🖾 🔣 🛛 First	④ 1-3 of 3 ④	Last		
	Auth	horized Lo Add	cation (C Remo	Drigins) ve Rout	te Control Profile					
	Auti	horized Lo Add	Remo	Ve Rout	te Control Profile	٩	÷	-		
	Auti	horized Lo Add	cation (C Remo	Ve Rout	te Control Profile		*	-		
	Auti 1	horized Lo Add	Remo	Ve Rout Adn PO	te Control Profile	٩	÷	-		
	Auth 1 2 3	Add	Remo	Ve Rout Adn PO	te Control Profile hin Area - PO Business Unit 40600	Q	*	-		
	Auth 1 2 3 counts	Add 2 2 3 3 4 4 4 4 4 4 4 4 4 4 4 4 4	Remo	Ve Rout Adn PO	le Control Profile nin Area - PO Business Unit 40600 Origin 020	् ् ् ्	*	-		
	Auth 1 2 3 counts Orig	Add Add	Remo	Ve Rout Adn PO	le Control Profile nin Area - PO Business Unit 40600 Origin 020	Q	+	-		
	Auth 1 2 3 counts Orig	Add	Remo	Prigins) ve Rout PO PO	le Control Profile nin Area - PO Business Unit 40600 Origin 020	Q Q Q e Find 2 ₩	+ + + First ④ 1 o	-		
Acc	Auth 1 2 3 counts Orig	horized Lc Add 2 2 3 3 3 4 3 4 4 4 4 4 4 1 1 1 1 1 1 1 1 1	Remove	Prigins) ve Rout PO PO	te Control Profile Inin Area - PO Business Unit 40600 Origin 020 Personaliz rour site ID number or Ol	e Find 7 🔛	First I o	■ ■ f1		
Acc	Auti 1 2 3 counts Orig	horized Lc Add 2 2 3 3 3 4 3 4 4 4 4 4 4 1 1 1 1 1 1 1 1 1	Remove	Origins) ve Rout Adn PO PO Origin (enter y	te Control Profile Inin Area - PO Business Unit 40600 Origin 020 Personaliz rour site ID number or Ol	Q Q Q e Find 2 ₩	First I o	f1 🕑 Last	Last	
Acc	Auti 1 2 3 counts Orig	horized Lo Add 2 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 3 3 3 3 3 3 3 3 3 3 3 3	Remove	Origins) ve Rout PO PO Origin (enter) tion	te Control Profile Inin Area - PO Business Unit 40600 Origin 020 Personaliz rour site ID number or Ol	Q Q Q e Find (2) (2) NL for online): nalize Find (2)	First 1 o Value	■ ■ ¶1 (*) Last Q 1-4 of 4 (*)		
Acc	Auth 1 2 3 counts Orig 1 Ctions kdd	horized Lo Add Add S Payable S Remove	Remove	Origins) ve Rout PO PO Origin (enter y tion	te Control Profile in Area - PO Business Unit 40600 Origin 020 Personaliz your site ID number or OI Perso	Q Q Q e Find (2) NL for online): nalize Find (2) erator to enter and potential	First First A 1 o Value First A 2 avoucher to a	f1 @ Last Q 1-4 of 4 @		

Step	Action
39.	For this example, enter ONL as the AP Origin.
	Enter the appropriate information into the Value field.
	For this example, type ONL .



	Def	fault Origin	i	Personaliz	te Find 💷 🔣	First 🕚 1 d	of 1 🕑 La	st		'
		Add	Remove			Value				
	1		Defa	ult Origin (Location) Code:			٩			
Role	es									
	Add	Remove	Description							
1		\checkmark	PO Approver:	User generally does not create	documents, but will a	approve requisition	ns or PO's.			
2	✓		PO Buyer: Us	er may create state requisitions	and PO's. User nam	e will appear on F	O as "buye	er".		
3	✓		PO Requester	: User may create state requisit	ions and their name a	appears as "reque	ister".			
PO	Appro	oval Type		Perso	onalize Find 🔄	📕 First 🔇	1-4 of 4	Last		
	Add	Remove	Description							
1		~	Approver 1-Up	o to 4,999						
2	V		Approver 2-Up	o to 9,999						
3		\checkmark	Approver 3-Up	o to 999,999,999						
			Approver 3-Up Chartfield	o to 999,999,999						
			Chartfield		11 🖾 I 🧱 Fire	t @ 1-3.0f3 @	last			
					1 💷 🔜 Firs	t 🕘 1-3 of 3 🖲	Last			
	Aut	thorized Lo	Chartfield ocation (Origin Remove	s) Personalize Find		t 🕙 1-3 of 3 🛈	Last			
	Aut	thorized Lo Add	Chartfield Chartfield Remove	s) Personalize Find Route Control Profile [Admin Area - PO	Q	÷	-			
	Aut	thorized Lo Add 1	Chartfield Chartfield Remove	s) Personalize Find Route Control Profile Admin Area - PO PO Business Unit 40600	Q Q	÷				
	Aut	thorized Lo Add	Chartfield Chartfield Remove	s) Personalize Find Route Control Profile [Admin Area - PO	Q	÷	-			
4	Aut	thorized Lo Add 1	Chartfield Chartfield Remove	s) Personalize Find Route Control Profile Admin Area - PO PO Business Unit 40600	Q Q	÷				
4	Aut	Add Add 2 V 3 V s Payable	Chartfield Chartfield Remove	S) Personalize Fino Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin020	Q Q	÷		st		
4	Aut Aut counts	Add Add 1 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 4 4 4 4 4 4 4 4 4 4	Chartfield Chartfield Remove	S) Personalize Fino Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin020	ି ଜ୍ ଜ୍	*		st		
4	Aut Aut Counts Orig	Add I S Payable S Payable	Chartfield Chartfield Remove	S) Personalize Fino Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin020	Q Q Q te Find [2]	First (1) 10		st		
4 7 Ac	Aut Aut Counts Orig	thorized Lo Add 1 2 2 3 2 5 Payable gin Add 1 2 2	Chartfield Chartfield Remove	s) Personalize Fint Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origino20 Personaliz (enter your site ID number or O	Q Q Q te Find [2]	First 1 c Value ONL	of 1 🛞 Lar			
4 Ac	Aut Aut Counts	thorized Lo Add 1 2 2 3 2 5 Payable gin Add 1 2 2	Chartfield Chartfield Remove	s) Personalize Fint Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origino20 Personaliz (enter your site ID number or O	C Find 3 R	First 1 c Value ONL	■ ■ 0f1			
4 ^r Ac	Aut Aut counts Orig	Add a gine and a gine	Chartfield	s) Personalize Fint Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origino20 Personaliz (enter your site ID number or O	Q Q Q e Find 2	First I to Value ONL	• • • • • • • • • • • • • • • • • • •) Last		

Step	Action
40.	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 for the appropriate Account Payable Function. For this example we will choose Allow Single Payment Voucher and Record Payment. Click the Add option.
	1 Image: Allow Single Payment Voucher (enables the operator to enter and pay a voucher to a one-time vendor).



	Defa	ault Origin		Personaliz	e Find 💷 🔣	First 🕚 1 o	f 1 🛞 Last		
	1	Add R	emove			Value			
	1	V [Defa	ult Origin (Location) Code:			٩		
los	es								
	Add	Remove	Description						
1		✓	PO Approver	User generally does not create	documents, but will ap	prove requisition	s or PO's.		
2	✓		PO Buyer: U	ser may create state requisitions	and PO's. User name	will appear on P	O as "buyer".		
3	✓		PO Requeste	r: User may create state requisiti	ions and their name ap	opears as "reque	ster".		
PO	Appro	val Type		Perso	nalize Find 💷	First 🕚	1-4 of 4 🛞 La	st	
	Add	Remove	Description						
1		~	Approver 1-U	p to 4,999					
2	~		Approver 2-U	p to 9,999					
-									
3		~	Approver 3-U	p to 999,999,999					
		 ✓ 	Approver 3-U Chartfield	p to 999,999,999					
			Chartfield		I 💷 I 📑 First	④ 1-3 of 3 ④	Last		
					🔄 🔡 First	④ 1-3 of 3 ④	Last		
		Morized Lo	Chartfield cation (Origin	1s) Personalize Find	I 🖉 🇱 First	④ 1-3 of 3 ④	Last		
	Auti	Morized Lo	Chartfield cation (Origin Remove	15) Personalize Find Route Control Profile					
	Autt 1	Add	Chartfield Chartfield Remove	Personalize Find Route Control Profile Admin Area - PO PO Business Unit 40600 PO	Q Q	*	-		
4	Autt 1 2 3	Add	Chartfield Chartfield Remove	IS) Personalize Find Route Control Profile Admin Area - PO	٩	÷	-		
4	Autt 1 2 3	Add	Chartfield Chartfield Remove	IS) Personalize Find Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020	Q Q Q	*	-		
4	Auti 1 2 3 counts	Add Add V V S Payable gin	Chartfield Cation (Origin Remove	IS) Personalize Find Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020	Q Q	+ + First ④ 1 o			
4	Auti 1 2 3 ccounts	Add Add RAdd R	Chartfield Chartfield Remove	IS) Personalize Find Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020	Q Q Q	+ + + First ④ 1 o Value	f1 last		
4	Auti 1 2 3 ccounts	Add Add RAdd R	Chartfield Chartfield Remove	IS) Personalize Find Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020	Q Q Q e Find 2 X	+ + + First ④ 1 o			
4	Auti 1 2 3 ccounts	Add Control Co	Chartfield Chartfield Remove	IS) Personalize Find Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020 Personaliz n (enter your site ID number or Ol	Q Q Q e Find 2 X	First ④ 1 o Value ONL	f1 last	st	
4 Ac	Auti 1 2 3 ccounts Orig 1 1	Add Control Co	Chartfield Chartfield Remove	IS) Personalize Find Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020 Personaliz n (enter your site ID number or Ol	Q Q Q e Find 7 10 NL for online):	First ④ 1 o Value ONL	f1 (*) Last	st	
4 Ac	Auti 1 2 3 ccounts Orig	Add	Chartfield Chartfield Remove Chartfield Remove Chartfield Ch	IS) Personalize Find Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020 Personaliz n (enter your site ID number or Ol	Q Q Q E Find (2) (2) NL for online): nalize Find (2) (2)	First (1) 10 Value ONL First (4)	1-4 of 4 @ Last		

Step	Action
41.	Click the Vertical scrollbar.

Add Add P P Payable pin	Description Approver 1-L Approver 2-L Approver 2-L Chartfield Cattled	Jp to 4,999 Jp to 9,999 Jp to 999,999,999 ns) Personalize Fin Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020	onalize Find (2) d (2) Fin Q Q 220 Find (2)	st ④ 1-3 of 3 ④ **	Last	U Last			
Add Carlor Control Con	Approver 1-L Approver 2-L Approver 3-L Chartfield Remove	p to 9,999 Jp to 9,999 Jp to 9,999,999 Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020	े ् ् ्	•	-				
Add Paysberger (Construction)	Approver 2-L Approver 3-L Chartfield	p to 9,999 Jp to 9,999 Jp to 9,999,999 Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020	े ् ् ्	•	-				
horized Loc Add 2 2 2 3 2 5 Payable gin Add Ra	Approver 3-LC Chartfield	Ip to 999,999,999 Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin020	े ् ् ्	•	-				
Add Add Rdd Add Rdd Add Rdd Add Rd	Chartfield Cation (Origin Remove	ns) Personalize Fin Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin020	े ् ् ्	•	-				
horized Loc Add 2 2 2 3 3 2 3 3 3 3 3 3 3 3 3 3 3 3 3	Remove	Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020	े ् ् ्	•	-				
Add	Remove	Route Control Profile Admin Area - PO PO Business Unit 40600 PO Origin 020	े ् ् ्	•	-				
Payable Add Rd		Admin Area - PO PO Business Unit 40600 PO Origin 020	Q Q	•	-				
s Payable Jin Add Re		PO Business Unit 40600 PO Origin 020	Q Q	•	-				
s Payable jin Add Re		PO Origin 020	Q	÷					
s Payable jin Add Re		L _			-				
jin Add Re	emove	Personali	ize Find 🕗 🚟						
jin Add Re	emove	Personali	ize Find 🖾 🗔						
Add Re	emove	i ersonali.		First 🕙 1 (aet			
v			eet intel and make	Value		aor			
	Origi	in (enter your site ID number or C	ONL for online):	ONL	Q				
•		Pore	onalize Find 🗇	L 💷 🛛 Eirot 🕢	1-4 of 4	() Last			
Remove	Description	Pers	ionalize Find 🖙	First 🧠	1-4 01 4	Cast			
		Payment Voucher (enables the o	operator to enter and	pay a voucher to a	one-time	vendor).			
V	Authority to C	Override Match (enables the oper	rator to override a vo	ucher with a match	exception	1).			
V	Manually Sch	hedule Payments (authorizes use	er to override the Sch	neduled Payment D	ate).				
V	Record Payn	ment (enables the operator to mar	nually record a paym	ent on the vouche	payment	page).			
king the tria	ngle in the bl	ue module header. You can a	ilso expand/collaps	se all modules by	clicking t	he buttons			
k	odule indiving the tria	Authority to ' Manually Sc Record Payr odule individually by cli ing the triangle in the bl Collapse All	Authority to Override Match (enables the ope Manually Schedule Payments (authorizes use Record Payment (enables the operator to ma odule individually by clicking the triangle in the blue r ing the triangle in the blue module header. You can a Collapse All	Authority to Override Match (enables the operator to override a vo Manually Schedule Payments (authorizes user to override the Sch Record Payment (enables the operator to manually record a paym odule individually by clicking the triangle in the blue module header. Co ing the triangle in the blue module header. You can also expand/collapse Collapse All	Authority to Override Match (enables the operator to override a voucher with a match Manually Schedule Payments (authorizes user to override the Scheduled Payment D Record Payment (enables the operator to manually record a payment on the voucher dule individually by clicking the triangle in the blue module header. Collapse the individ ing the triangle in the blue module header. You can also expand/collapse all modules by Collapse All	Authority to Override Match (enables the operator to override a voucher with a match exception Manually Schedule Payments (authorizes user to override the Scheduled Payment Date). Record Payment (enables the operator to manually record a payment on the voucher payment odule individually by clicking the triangle in the blue module header. Collapse the individual expan ing the triangle in the blue module header. You can also expand/collapse all modules by clicking the Collapse All	Authority to Override Match (enables the operator to override a voucher with a match exception). Manually Schedule Payments (authorizes user to override the Scheduled Payment Date). Record Payment (enables the operator to manually record a payment on the voucher payment page). dulle individually by clicking the triangle in the blue module header. Collapse the individual expanded ing the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons Collapse All	Authority to Override Match (enables the operator to override a voucher with a match exception). Manually Schedule Payments (authorizes user to override the Scheduled Payment Date). Record Payment (enables the operator to manually record a payment on the voucher payment page). doule individually by clicking the triangle in the blue module header. Collapse the individual expanded ing the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons Collapse All	Authority to Override Match (enables the operator to override a voucher with a match exception). Annually Schedule Payments (authorizes user to override the Scheduled Payment Date). Record Payment (enables the operator to manually record a payment on the voucher payment page). doule individually by clicking the triangle in the blue module header. Collapse the individual expanded ing the triangle in the blue module header. You can also expand/collapse all modules by clicking the buttons Collapse All



Step	Action				
42.	Click the Add option.				
	4		Record Payment (enables the operator to manually record a payment on the voucher payment page).		

PO A	pprov	al Type			Per	sonalize Find 💷	🔜 🛛 First 🕚	1-4 of	4 🕑 Last		
Ad	d	Remove	Descript	ion							
1]	~	Approve	r 1-Up to 4,999							
2 🖌 🗌 Aj			Approve	r 2-Up to 9,999							
3		✓	Approve	r 3-Up to 999,999	,999						
4		✓	Chartfie	ld							
	Autho	rized Lo	cation (O	rigins)	Personalize Fir	nd L 🖾 L 💷 Fin	at 🕘 1-3 of 3 🖲	Last			
		Add	Remov	· ·	ontrol Profile			Luor			
	1	✓		Admin /	Area - PO	Q	+	-			
	2	✓		PO Bus	iness Unit 40600	Q	+	-			
	3	-		PO Orio	in 020	Q	+				
				1 O Olig	111020	~					
Acco	unts F	Payable									
	Origir	ı			Personal	lize Find 💷 🔣	First 🕚 1 o	f 1 🕑	Last		
	Ad	ld R	emove				Value				
	1	0		Origin (enter your	site ID number or	ONL for online):	ONL	Q	L		
Funct	tions				Per	sonalize Find 🔄	First 🕚	1-4 of	4 🕑 Last		
Ad	d	Remove	Descript	ion							
1 🖌	•		Allow Si	ngle Payment Vo	ucher (enables the	operator to enter and	pay a voucher to a	one-tim	e vendor).		
2]	V	Authorit	y to Override Mate	h (enables the ope	erator to override a vo	icher with a match	exceptio	on).		
3]	V	Manual	y Schedule Paym	ents (authorizes us	er to override the Sch	eduled Payment D	ate).			
4 🖌	•		Record	Payment (enables	the operator to ma	anually record a paym	ent on the voucher	paymer	nt page).		
						module header. Col also expand/collaps					
ow.	CICKI	ng me th	ingre in u			also expand/collaps	s an modules by	enerting	The buttons	,	
		Collaps	- 411								
Expand											

Step	Action
43.	Be sure to review the page entries.
	Always be sure to save your work.
	Click the Save button.
	Rave



	nd All Collar	pse All	
	of the informatio lication.	on listed below applies to your PeopleSoft Security request, there is no need to return this page of	
r Pur	rchasing		
Defa	ault Ship To Ad	dress	
	ShipTo SetIE	D: 40600 Ship To: PO_001001	
	Address Line	1: Department of Banking & Finance	
	Address Line	2: 645 Molly Lane	
	Address Line 3		
	City	y: Woodstock State: GA Postal Code: 30189-3733	
Defa	ault Location		
	Location Set II	D: 40600 Location Code: 406+++406+	
	Addrose Lino	1: 2990 Brandywine Road	
	Address Line		
	Address Line 3		
	City	y: Atlanta State: GA Postal Code: 30341	
	Default Origi	in Personalize Find 💷 🔢 First 🕚 1 of 1 🛞 Last	
	Add	Remove Value	
	1 🔽	Default Origin (Location) Code: ONL Q	
Role	es		
ŀ	es Add Remov	e Description	
1	Add Remov	Description PO Approver. User generally does not create documents, but will approve requisitions or PO's.	
1 2	Add Remov	e Description PO Approver: User generally does not create documents, but will approve requisitions or PO's. PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer".	
1 2	Add Remov	Description PO Approver. User generally does not create documents, but will approve requisitions or PO's.	
1 2 3	Add Remov	Description PO Approver: User generally does not create documents, but will approve requisitions or PO's. PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer". PO Requester: User may create state requisitions and their name appears as "requester".	
1 2 3 PO 1	Add Remov	PO Approver: User generally does not create documents, but will approve requisitions or PO's. PO Buyer: User may create state requisitions and PO's. User name will appear on PO as "buyer". PO Requester: User may create state requisitions and their name appears as "requester". Personalize Find I III First ④ 1.4 of 4 ④ Last	
1 2 3 PO /	Add Remov		

	Step	Action
F	44.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!