

SECURITY ROLES

1

Navigation:

PeopleTools > Security > User Profile > Distributed User Profile > Add a New Value > User Roles Tab

| Dynamic Role Rule | User Roles | Personalize | Find | View All | First | 1-4 of 4 | Last |
|-------------------|---------------------|--------------------------|--------------------------|------------------------|-----------------|----------|------|
| Execute on Server | Role Name | Description | Dynamic | View Definition | | | |
| Test Rule(s) | BOR PeopleSoft User | FN Base PeopleSoft User | <input type="checkbox"/> | Route Control | View Definition | | |
| Execute Rule(s) | BOR_EX_CASH_ADV | Exp Cash Advance | <input type="checkbox"/> | Route Control | View Definition | | |
| Process Monitor | BOR_FN_ADMIN_REP | Report Mgr-Admin/Archive | <input type="checkbox"/> | Route Control | View Definition | | |
| Service Monitor | ReportSuperUser | Report Super User | <input type="checkbox"/> | Route Control | View Definition | | |

Save Add Update/Display

Expense Traveler users enter, modify, view, submit and print expense transactions for themselves and their delegates. They also review expense transactions after submittal and payment.

ROLES:

BOR PeopleSoft User
 BOR_EX_CASH_ADV (optional for access to Cash Advances)
 BOR_FN_ADMIN_REPORTING
 ReportSuperUser

USER AUTHORIZATIONS

2

Self Service Navigation: (For employee to delegate their own authority)

Employee Self Service > Employee T&E Center > Profiles & Preferences > Delegate Entry Authority

Core Navigation: (For expense administrator to delegate authority for an employee)

Travel and Expenses > Manage Expenses Security > Authorize Expense Users

Authorize Users

Nicole Scott

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

| *Authorized User ID | Name |
|---------------------|----------------|
| EX_TRAVELER | Scott,Nicole M |
| JSMITH | |

Save

ORGANIZATIONAL DATA

3

Self Service Navigation:

Employee Self Service > Employee T&E Center > Profiles & Preferences > Review / Edit Profile > Organizational Data

(Employee can only view their Default ChartField Values)

Employee Data | **Organizational Data** | User Defaults | Bank Accounts

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Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses Yes
Reason for Status Passed All Validation Edits

☒ Default Profile
☐ Ignore Authorized Amounts

Per Diem Amount Type Active Amounts

HR Information

Employee Status Active
Hire Date 09/24/2012
GL Unit 71000 Georgia Perimeter College
Department 5009304 College Admissions
Hours Per Period ☒ Use Business Unit Default

Supervisor Information

Name
ID
Telephone
Designated Approver

Default ChartField Values Personalize Find First 1 of 1 Last

| GL Unit | Fund | Dept | Program | Class | Bud Ref | Project |
|---------|------|---------|---------|-------|---------|---------|
| 71000 | | 7209100 | | | 2015 | |

Cash Advance Level

☐ Business Unit 0.00 USD
☐ Specific Amount
☒ None

Expense Role

Expense Processing Role

Save Return to Search

Employee Data | Organizational Data | User Defaults | Bank Accounts

*At a minimum, fund and budget reference must be populated.

Core Navigation:

Travel and Expenses > Manage Employee Information > Update Profile > Organizational Data

(Expense administrator can view/update Default ChartField Values for an employee)

Employee Data | **Organizational Data** | User Defaults | Bank Accounts | Corporate Card Information | Bank Accounts BOR

Nicole Scott

Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses Yes
Reason for Status Passed All Validation Edits

☒ Default Profile
☐ Ignore Authorized Amounts

Per Diem Amount Type Active Amounts

HR Information

Employee Status Active
Hire Date 09/24/2012
*GL Unit 71000 Georgia Perimeter College
*Department 5009304 College Admissions
Hours Per Period ☒ Use Business Unit Default

Supervisor Information

*ID
Name
Designated Approver

Default ChartField Values Personalize Find First 1 of 1 Last

| *GL Unit | Fund | Dept | Program | Class | Bud Ref | Project |
|----------|-------|---------|---------|-------|---------|---------|
| 71000 | 10000 | 7209100 | 11100 | | 2015 | |

Cash Advance Level

☐ Business Unit 0.00 USD
☐ Specific Amount
☒ None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role

Save Return to Search Notify Add

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | Bank Accounts BOR

USER DEFAULTS

4

Self Service Navigation:

Employee Self Service > Employee T&E Center > Profiles & Preferences > Review / Edit Profile > User Defaults

Employee Data | Organizational Data | **User Defaults** | Bank Accounts

Nicole Scott

Default Creation Method

*Expense Report Open a Blank Report
 *Time Report Open a Blank Report
 *Travel Authorization Open a Blank Authorization

Expense Defaults

Report Description
 Business Purpose
 Originating Location
 Expense Location
 Transportation ID
 Accounting Detail Default View Expanded

Per Diem Range
 Billing Type
 Payment Type
 Credit Card
 Number of Nights

Expense Type Defaults

Expense Type Merchant
 Payment Type
 Billing Type

Country
 State
 Locality
 Billing Type

Select Project ChartFields Display:
 Default : Codes
 Descriptions
 Codes

Save Return to Search

Employee Data | Organizational Data | User Defaults | Bank Accounts

Core Navigation:

Travel and Expenses > Manage Employee Information > Update Profile > User Defaults

Employee Data | Organizational Data | **User Defaults** | Bank Accounts | Corporate Card Information | Bank Accounts BOR

Nicole Scott

Default Creation Method

*Expense Report Open a Blank Report
 *Time Report Open a Blank Report
 *Travel Authorization Open a Blank Authorization

Expense Defaults

Report Description
 Business Purpose
 Originating Location
 Expense Location
 Transportation ID
 Accounting Detail Default View Collapsed

Per Diem Range
 Billing Type
 Payment Type
 Credit Card
 Number of Nights

Expense Type Defaults

Expense Type Merchant
 Payment Type
 Billing Type

Project Defaults for Expenses

| Enabled | PC Business Unit | Project | Activity | Category | Subcategory | Source Type | Description |
|--------------------------|------------------|---------|----------|----------|-------------|-------------|-------------|
| <input type="checkbox"/> | | | | | | | |

Time Defaults

Country
 State
 Locality
 Billing Type

Select Project ChartFields Display:
 Default : Codes
 Descriptions
 Codes

Project Defaults for Time

| Enabled | PC Business Unit | Project | Activity | Category | Subcategory | Source Type | Description |
|--------------------------|------------------|---------|----------|----------|-------------|-------------|-------------|
| <input type="checkbox"/> | | | | | | | |

BANK ACCOUNTS

5

Self Service Navigation:

Employee Self Service > Employee T&E Center > Profiles & Preferences > Review / Edit Profile > Bank Accounts

(Employee has view only access to Bank Account Info and Payment Method)

Employee Data | Organizational Data | User Defaults | **Bank Accounts**

Nicole Scott

Organizational Data Find | View All First 1 of 1 Last

GL Unit 71000 Georgia Perimeter College ☒ Default Profile
 Department 5009304 College Admissions ☐ Hold Payment
 *Payment Method System Check

Bank Account Info Personalize | Find | First 1 of 1 Last

| Default | Bank Account | Source | Bank Name | Bank ID | IBAN | Branch Name | Branch ID | Bank Account # |
|--------------------------|--------------|--------|-----------|---------|------|-------------|-----------|----------------|
| <input type="checkbox"/> | Expenses | | | | | | | |

EFT Options

Save Return to Search

Employee Data | Organizational Data | User Defaults | Bank Accounts

Core Navigation:

Travel and Expenses > Manage Employee Information > Update Profile > Bank Accounts

(Expense Administrator has view only access to Bank Account Info but can update Payment Method)

Employee Data | Organizational Data | User Defaults | **Bank Accounts**

Nicole Scott

Organizational Data Find | View All First 1 of 1 Last

GL Unit 71000 Georgia Perimeter College ☒ Default Profile
 Department 5009304 College Admissions ☐ Hold Payment
 *Payment Method System Check

Bank Account Info Personalize | Find | First 1 of 1 Last

| Default | Bank Account | Source | Bank Name | Bank ID | IBAN | Branch Name | Branch ID | Bank Account # |
|--------------------------|--------------|--------|-----------|---------|------|-------------|-----------|----------------|
| <input type="checkbox"/> | Expenses | | | | | | | |

EFT Options

Save Return to Search

Employee Data | Organizational Data | User Defaults | Bank Accounts