



North Dakota University System

Financial Systems 9.2

User Preferences

July 2017

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## Overview

Before setting up user preferences, user IDs must be created. User preferences define profiles for PeopleSoft users.

## User Preferences

**Navigation:** *Setup Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences*

ORACLE You are on Database: HEFT

Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences

New Window ? Help http

### User Preferences

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

User ID: begins with [ ]

Description: begins with [ ]

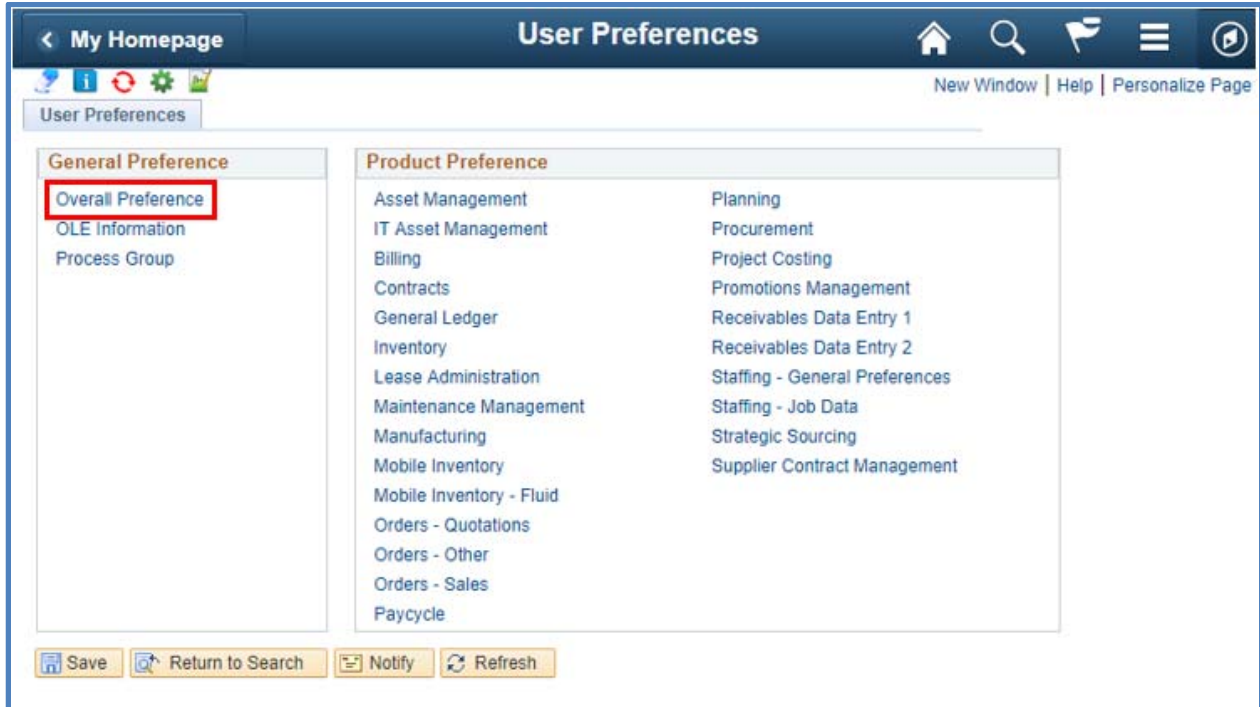
Case Sensitive

Search Clear Basic Search Save Search Criteria

- Enter the **User ID**
- Click the **Search** Button.

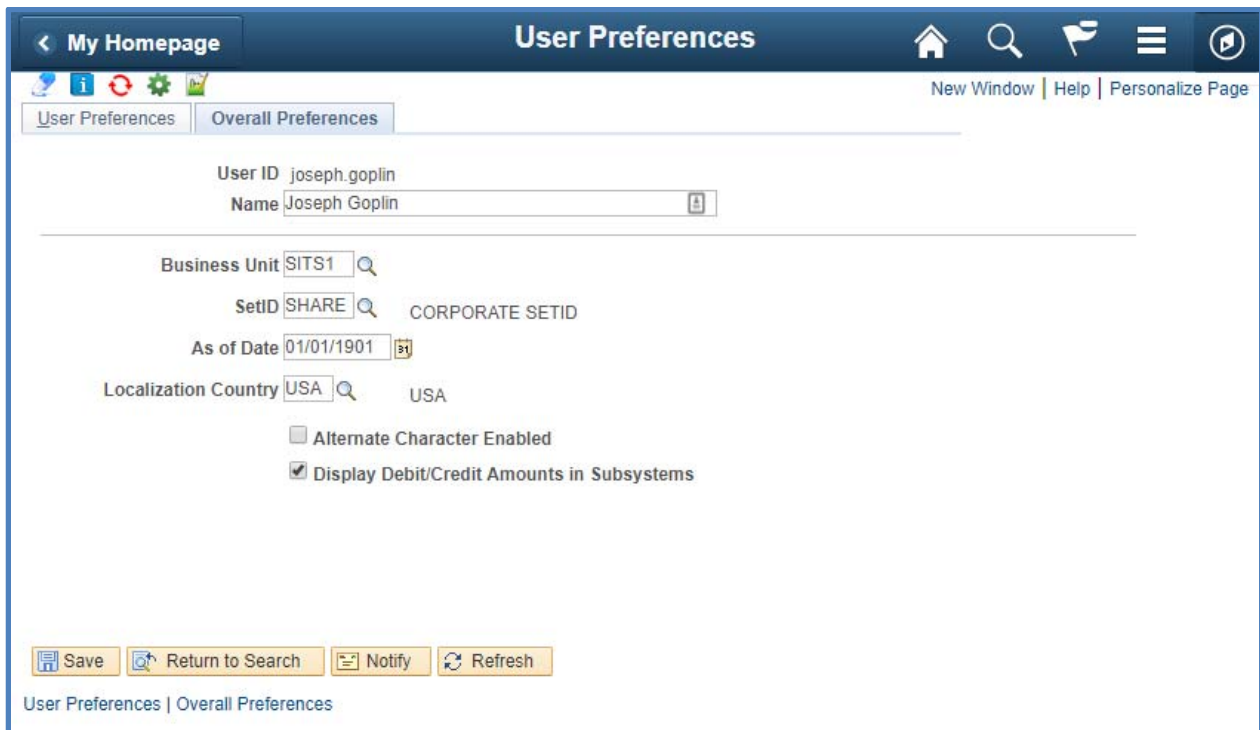
# General Preferences

## Overall Preference



The screenshot shows the 'User Preferences' page with the 'General Preference' tab selected. The 'Overall Preference' option is highlighted with a red box. The 'Product Preference' section lists various system modules.

General Preference	Product Preference
<b>Overall Preference</b>	Asset Management
OLE Information	IT Asset Management
Process Group	Billing
	Contracts
	General Ledger
	Inventory
	Lease Administration
	Maintenance Management
	Manufacturing
	Mobile Inventory
	Mobile Inventory - Fluid
	Orders - Quotations
	Orders - Other
	Orders - Sales
	Paycycle
	Planning
	Procurement
	Project Costing
	Promotions Management
	Receivables Data Entry 1
	Receivables Data Entry 2
	Staffing - General Preferences
	Staffing - Job Data
	Strategic Sourcing
	Supplier Contract Management



The screenshot shows the 'User Preferences' page with the 'Overall Preferences' tab selected. It displays user information and various preference settings.

User ID: joseph.goplin  
Name: Joseph Goplin

Business Unit: SITS1  
SetID: SHARE (CORPORATE SETID)  
As of Date: 01/01/1901  
Localization Country: USA (USA)

Alternate Character Enabled  
 Display Debit/Credit Amounts in Subsystems

- Enter the default **Business Unit**
- Enter “**SHARE**” in the **SetID** field.
- **As of Date** Displays the default as of date for the Combo Edit process.
- Enter “**USA**” in the **Localization Country** field.
- Do not Select **Alternate Character Enabled** – this activates alternate description buttons or links, which appear to the right of fields on many of the application pages.
- Select **Display Debit/Credit Amounts in Subsystem** to display debit and credit amounts of the default business unit on journal entry and inquiry pages. A subsystem is any PeopleSoft application, such as Payables, Expense, Purchasing or Receivables, for example, that contributes entries to PeopleSoft General Ledger.
- Select the **Save** button.

## OLE Information

No setup is required

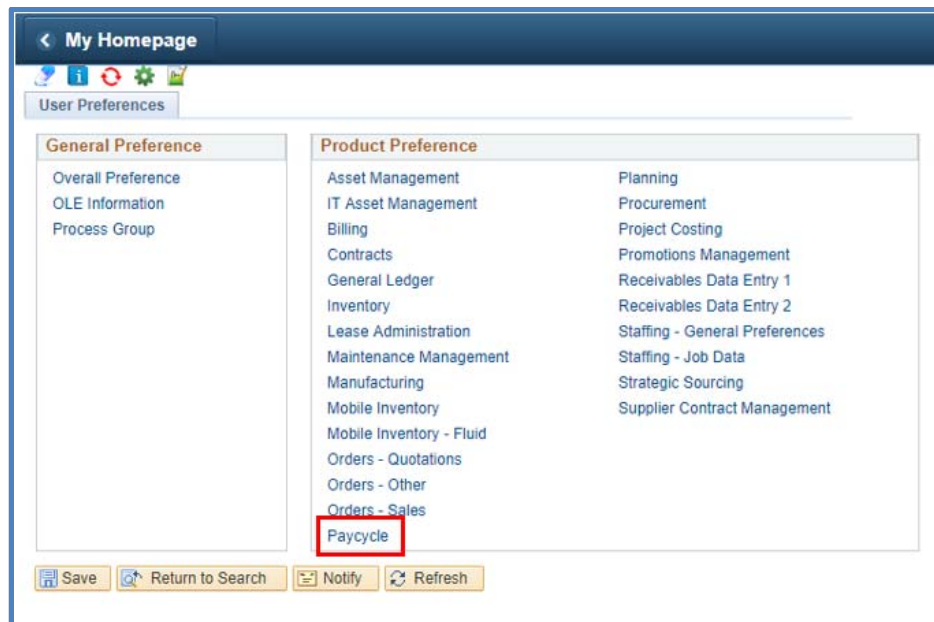
## Process Group

This is set up by Security

## Product Preferences

### Paycycle

For *NDU\_C\_PrintChecks* and *NDU\_C\_SFPrintChecks*



- Select the **Paycycle** link.

The screenshot shows a web application interface for 'User Preferences'. The user is logged in as 'joseph.goplin'. The 'PayCycle' tab is active. Under the 'Output Destination' section, the following fields are populated:

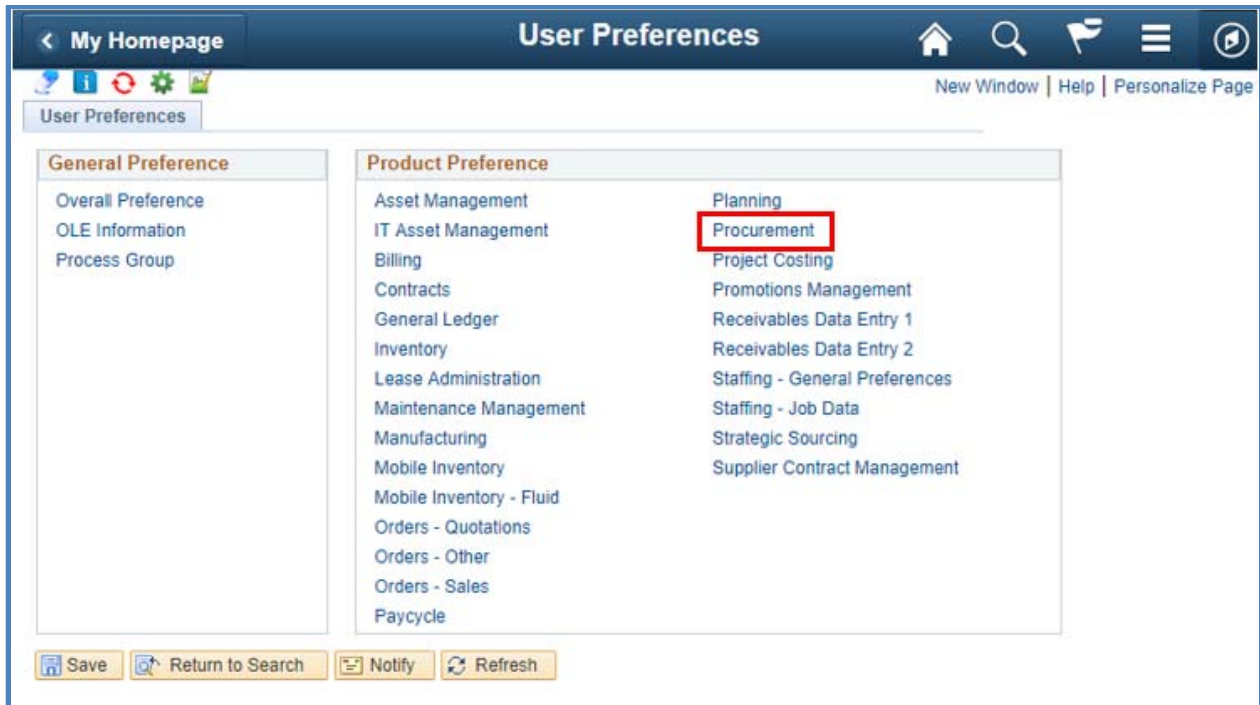
- Server File Destination: C:\PSOFT\DEVELOPERS\Interfaces\_State\Inbound\
- Server Destination Printer: (empty)
- Server: PSNT
- Email ID: accountingsits@ndus.edu

At the bottom of the form, there are four buttons: Save, Return to Search, Notify, and Refresh.

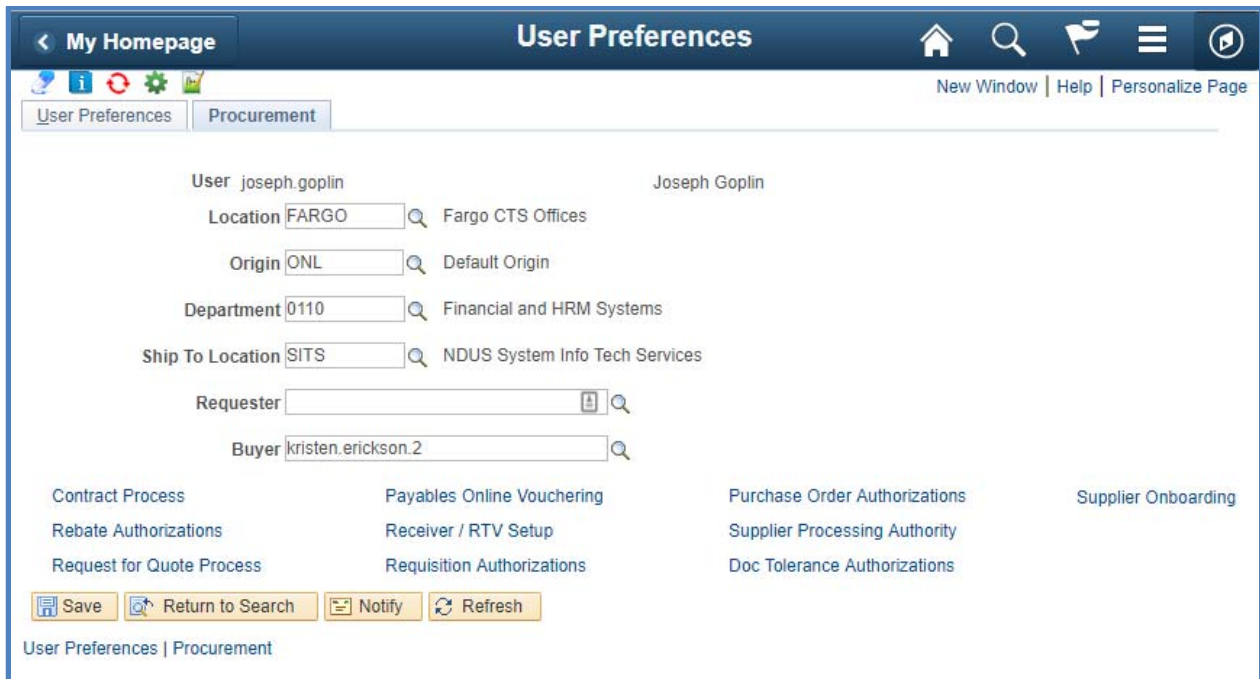
- **Server File Destination** – This is for the Positive Pay file. Enter “C:\PSOFT\DEVELOPERS\Interfaces\_State\Inbound\”.
- **Server Destination Printer** – Currently only the System Office is using this functionality—all other campuses leave blank.
- **Server** – Enter “PSNT”
- **Email ID** – This will be the “From” email address when generating email advices through the Pay Cycle. Enter either the user’s email address, or a generic address monitored by a group of people.

## Procurement

For Accounts Payable, Purchase Order, Receiver, and VMR roles (where applicable)



Select the **Procurement** link.



- Enter the default **Location** where requested items should be delivered when they are received.
- Enter the default **Origin** for online entry.
- Enter the **Department** (optional).
- Enter the **Ship to Location** (optional).
- **Requester** – NDUS does not currently use.

- (Optional) Enter the **Buyer** that will default in on Purchase Orders when this user enters them (if the user has access).
- Click the **Save** button.

Select the **Payables Online Vouchering** link.

## Payables Online Vouchering

For *NDU\_C\_AccountsPayable*, *NDU\_D\_Admin*, *NDU\_C\_ManIPay*, and *NDU\_C\_SFVoucher*

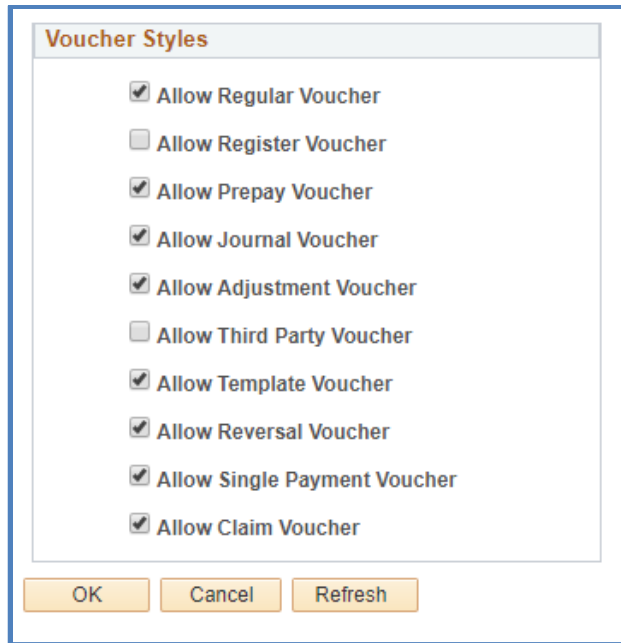
The screenshot shows a window titled "Payables Online Vouchering" with a user profile for "joseph.goplin" (Joseph Goplin). The window is divided into several sections:

- Default Values:** Includes a dropdown for "Origin" set to "ONL" and a "Default" button.
- Operator Voucher Authorities:** Contains checkboxes for "Pay Unmatched Vouchers", "Copy Matched and Closed PO", and "Override Accounting Date Edit" (checked). It also features a "Pay Unmatch Amt" input field and a link for "Security for Voucher Styles".
- Online Voucher Processing:** Includes radio buttons for "Do Not Check Voucher Amount" (selected) and "Check Voucher Amount". It has input fields for "Entry Limit" and "Prepay Limit" (both set to 0.000), and dropdowns for "Currency" and "Rate Type". On the right, there are checkboxes for "Enter Vouchers Only in Groups", "Post Vouchers" (checked), "Manually Schedule Payments" (checked), "Authority to Override Match" (checked), "Record Payment" (checked), and "Override Withhold Calculation".
- Quick Invoice Configuration:** Contains checkboxes for "Req. Valid Chart Field Combo's" and "Require Balanced Invoice".

At the bottom, there are "OK", "Cancel", and "Refresh" buttons.

- **Default Values**
  - Select a voucher **Origin**.
- **Operator Voucher Authorities**
  - Do not select **Pay Unmatched Vouchers** – NDUS does not use accounts payable matching.
  - Do not select **Copy Matched and Closed PO** – NDUS does not use accounts payable matching.
  - Select **Override Accounting Date Edit** to override the accounting date edit option on the Procurement Control - General Controls page.
  - Leave the **Pay Unmatch Amt** blank.
  - Click **Security for Voucher Styles** to access the Voucher Styles page. The selected voucher style defines authority for each of the voucher styles checked.
    - Select the appropriate authorized voucher styles based upon responsibilities.
    - Click **OK**.

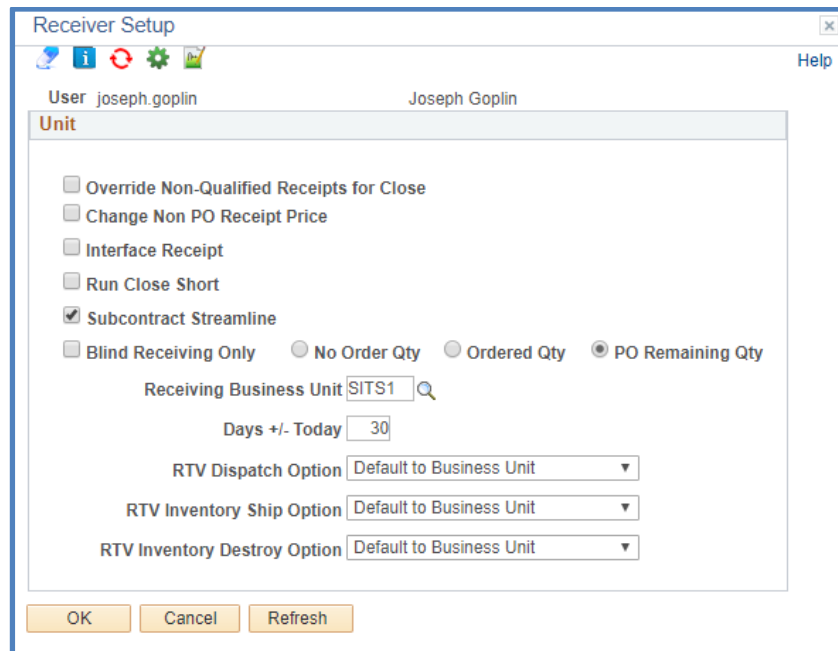




- **Online Voucher Processing**
  - Select **Do Not Check Voucher Amount**.
  - **Check Voucher Amount** – Select this option if you want to set limits on the amount of a voucher that an individual can enter.
    - **Entry Limit** – Enter the highest voucher amount an individual can enter
    - **Prepay Limit** – Functionality not being used by the NDUS
    - **Currency** – Enter “**USD**”
    - **Rate Type** – Enter “**CRRNT**”
  - Do not select **Enter Vouchers Only in Groups**.
  - Select **Post Vouchers** to post approved vouchers.
  - Select **Manually Schedule Payments** to override the system’s automatic payment scheduling. If the option is not selected, the scheduled payment information on the Voucher – Payments page cannot be modified.
  - Select **Authority to Override Match** to override the match status of a voucher. If the voucher requires matching, the voucher match status can be changed to Not Applicable (the NDUS is currently not using Matching).
  - Select **Record Payment** to manually record payments for a voucher. If this option is not selected, the payment action on the Payments page of the Voucher component cannot be set to “Record.”  
Note: The “MAN” Payment Method must be selected to record payments on a voucher.
  - Do not select **Override Withhold Calculation**.
  
- **Quick Invoice Configuration**
  - Do not select **Req. Valid Chart Field Combo's**.
  - Do not select **Require Balanced Invoice**.
  
- Click **OK**.
- Select the **Receiver Setup** link.

## Receiver Setup

For *NDU\_C\_Receipts* and *NDU\_D\_Receipts*

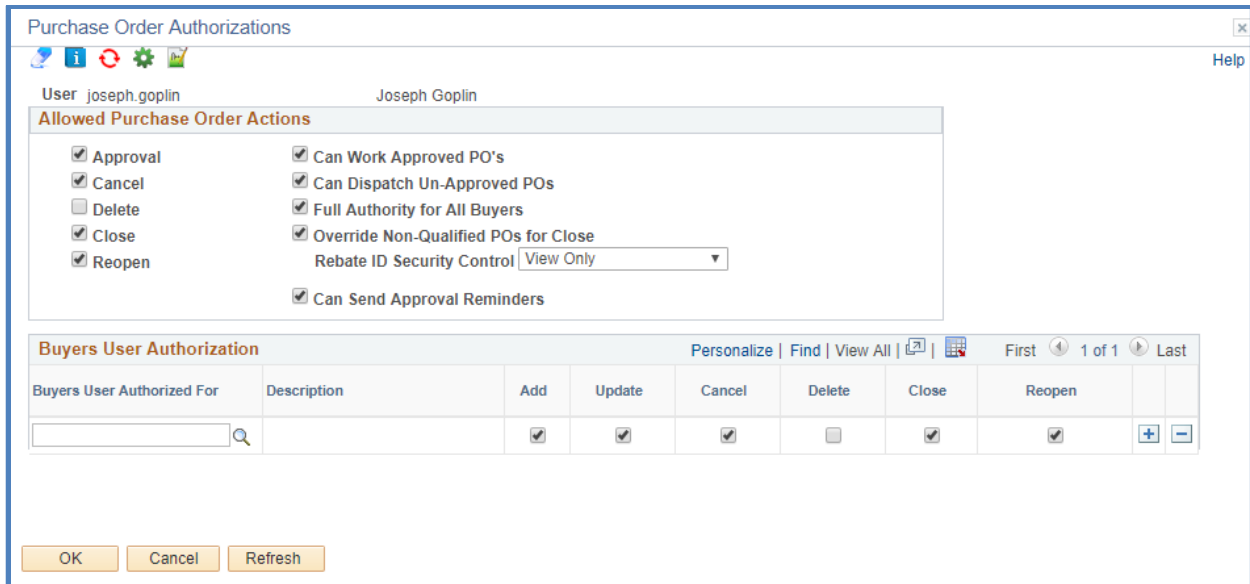


- Select “Subcontract Streamline”
- Receipt Quantity options:
  - **No Order Qty** - You will need to manually enter all receipt quantities.
  - **Ordered Qty** - This selection makes the receipt quantity the purchase order quantity regardless of any prior receipt quantity.
  - **PO Remaining Qty** - Selecting this option replaces the received quantity with the quantity that has not yet been received (Recommended)
- Enter the **Receiving Business Unit** which is the equivalent of the Business Unit.
- **RTV...Option** – Not currently used by the NDUS—leave as “Default to Business Unit”
- Click **OK**.

Select the **Purchase Order Authorizations** link.

## Purchase Order Authorizations

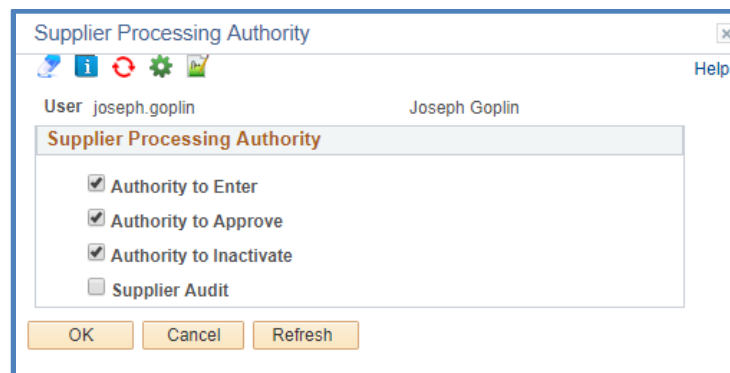
For *NDU\_C\_PurchaseOrder*



- Select all boxes in the *Allowed Purchase Order Actions* section except “Delete”.
- Select “**View Only**” for the **Rebate ID Security Control**.
- Leave *Buyers User Authorization* as delivered—the “Full Authority for All Buyers” option that was select in the above section overrides this setup.
  - IF you would like to assign specific Buyers to an individual, *uncheck* the “Full Authority for All Buyers” option and select the Buyer(s) this users should have access to.

## Supplier Processing Authority

For *NDU\_C\_Vendor* and *NDU\_C\_Vendor\_C*



- The **User** and **Name** default.
- **Vendor Processing Authority**
  - Check all 3 options
- Click **OK**.
- Click the **Save** button.

# General Ledger

For *NDU\_C\_GeneralLedger* and *NDU\_C\_GL\_MGR*

The screenshot shows the 'User Preferences' page with a navigation bar at the top containing 'My Homepage', 'User Preferences', and utility icons. Below the navigation bar, there are two main sections: 'General Preference' and 'Product Preference'. The 'Product Preference' section contains a list of various system modules, with 'General Ledger' highlighted by a red box. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

The screenshot shows the 'User Preferences' page with the 'General Ledger' sub-tab selected. The page displays configuration options for the user 'nicci.strand' from the 'Nicci Strand' supplier. The 'Ledger' is set to 'ACTUALS' and the 'Ledger Group' is 'ACTUALS'. Below these are sections for 'Journal Entry Options', 'Online Journal Edit Defaults', 'Journal Post Defaults', and 'Budget Post Options'. The 'Journal Entry Options' section includes checkboxes for various journal processing rules, with 'Change Journals from Journal Generator', 'Allow Copy Journal with Control Accounts', 'Allow Delete Journal with Control Accounts', and 'Allow Unpost Journal with Control Accounts' checked. The 'Online Journal Edit Defaults' section includes 'Mark Journal(s) to Post' checked. The 'Journal Post Defaults' section includes 'Skip Summary Ledger Update' and 'Skip Essbase Incremental Load' checked. The 'Budget Post Options' section includes 'Skip Entry Event processing' checked and '\*Parent Budget Generation' set to 'Always Generate'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh', and a breadcrumb 'User Preferences | General Ledger'.

- The **User ID** and **Name** fields default.
- Select the “**ACTUALS**” **Ledger**.
- Select the “**ACTUALS**” **Ledger Group**.
- Leave the **Commitment Control Ledger Group** blank.
- Select a default **Source**.

### Journal Entry Options

- **Change Date on Correction Journals** – NDUS does not use.
- If **Use Next Journal ID** is selected, the Journal ID field becomes unavailable, and the user cannot manually enter a journal ID on the journal entry page.
- Select **Change Journals from Journal Generator** to allow a user to update the ChartField and amounts on the Journal Entry page for a journal that was created by the Journal Generator process.
  - Warning! If Change Journal from Journal Generator is selected, and the ChartField values are changed and reedit the journal, inconsistencies between the subsystem data and the general ledger data can be created.
- **Enter Adjustment Type Journal** – NDUS does not use.
- **Save Journal Incomplete Status** – NDUS does not use.
- **Allow GL Entry Event Bypass** – NDUS does not use.
- Select **Allow Copy/Delete/Unpost Journal with Control Accounts**
- Select **Enable Online Journal Post**

### Online Journal Edit Defaults

- Do not select **Re-Edit Previously Edited**. When this option is cleared, valid journals are not edited again when running Journal Edit from the Journal Entry page by clicking the Edit button.
- Select to **Mark Journal(s) to Post** to mark valid journals with a process request status of Post.
- **Recalc Currency Exchange Rates** – NDUS does not use.

### Journal Post Defaults

- **Skip Open Item Reconciliation** – NDUS does not use, leave blank.
- Select **Skip Summary Ledger Update** to bypass summary ledger updates for this user ID when posting by clicking the post button during online journal entry.
- Select **Skip Essbase Incremental Load**

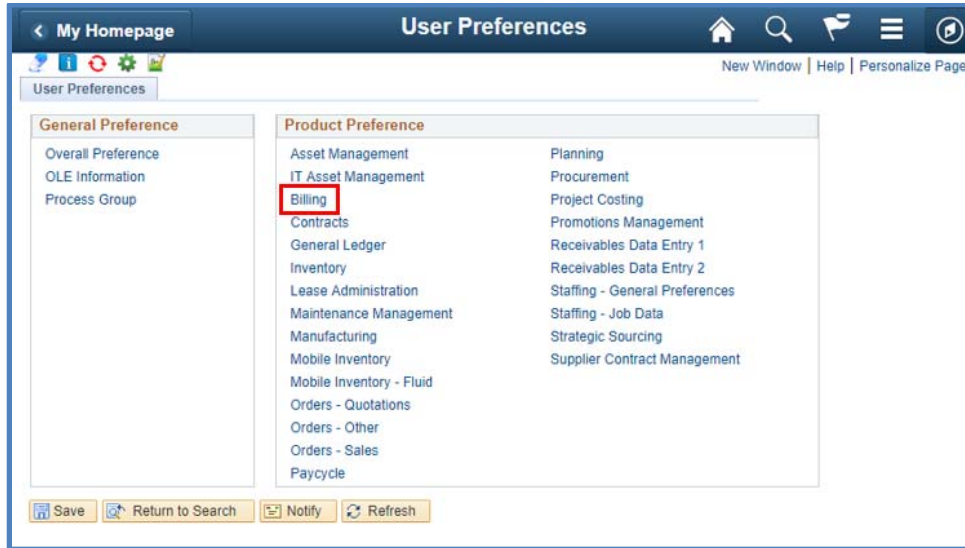
### Budget Post Options

- Select **Skip Entry Event Processing** to enable a user to post the budget that is associated with a journal entry or allocation without generating entry events through the Entry Event Processor. This may occur when an error occurs in a transaction; however, the entry event processing is correct.
- **\*Parent Budget Generation** – enables a user to generate parent budget impacts when posting child budget journals. This option determines how the Generate Parent Budget(s) option on the Commitment Control - Budget Journals - Enter Budget Journals - Budget Header page acts.
  - *Always Generate*: Select this option to always generate parent budget impacts. When this option is selected, the Generate Parent Budget(s) option on the Budget Header page is also selected and the field is unavailable and cannot be changed. (Recommended)
  - *Never Generate*: Select this option to not generate parent budget impacts. When this option is selected, the Generate Parent Budget(s) option on the Budget Header page is cleared and the field is unavailable and cannot be changed.

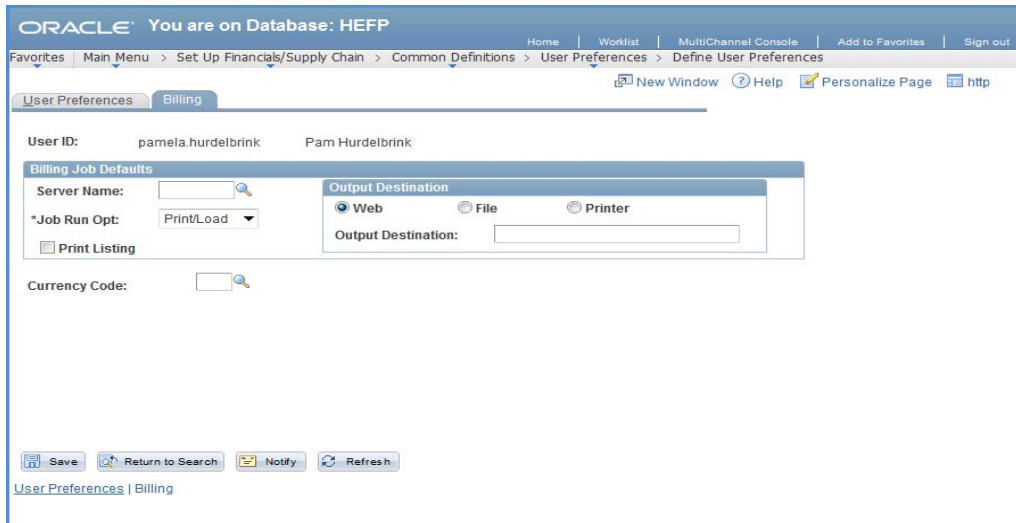
- *User Specified*: Select this option to choose whether to generate parent budget impacts for each budget journal. When this option is selected, the Generate Parent Budget(s) option on the Budget Header page is available for the user to choose.

## Billing

Only for MISU1, NDSU1, and UND01 Grant roles: *NDU\_C\_Grants*, *NDU\_C\_Grants\_Mgr*, *NDU\_D\_Grants*, *NDU\_C\_Grants\_Pre*, and *NDU\_C\_Grants\_Di*



Select the **Billing** link.

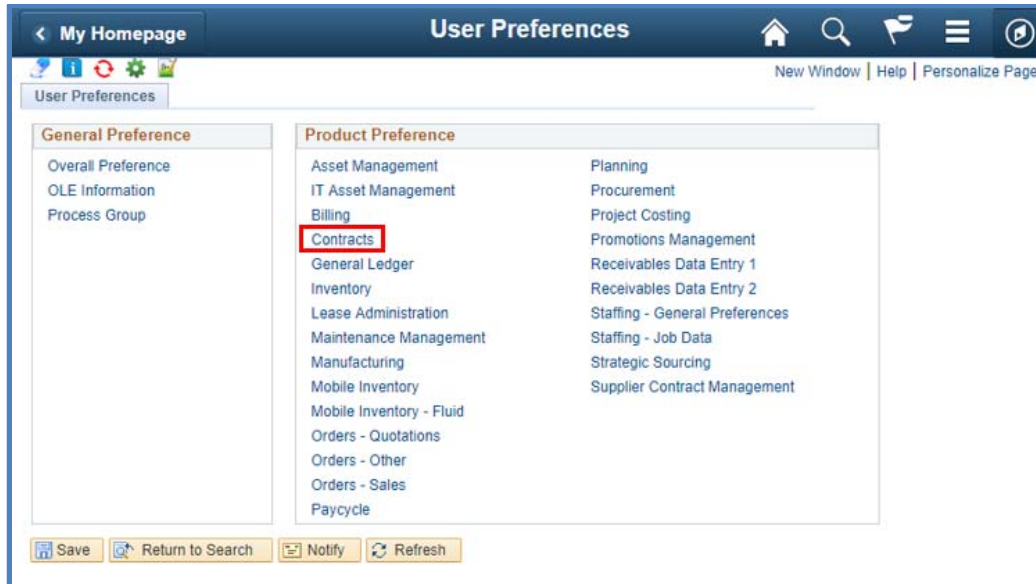


- Leave the **Server Name** blank.
- Enter the **Job Run Opt** as **“Print/Load”**.
- Do not check the **Print Listing** box.
- Leave the **Currency Code** blank.
- Select the **“Web”** radio button in the **Output Destination** section.
- Leave the **Output Destination** blank.

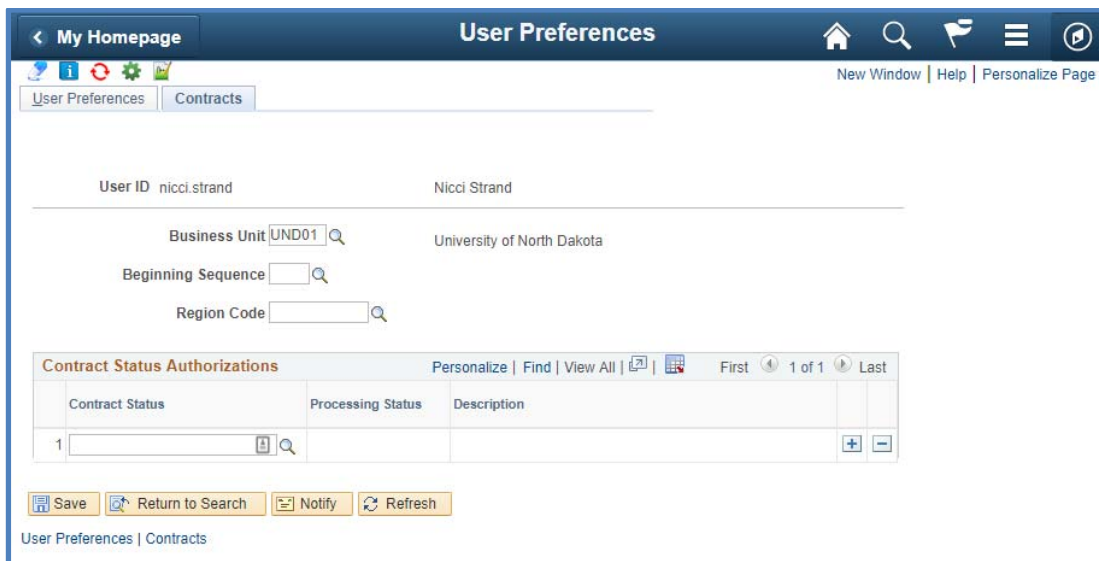
- Click the **Save** button.

## Contracts

Only for MISU1, NDSU1, and UND01: Grant Roles



Select the **Contracts** link.

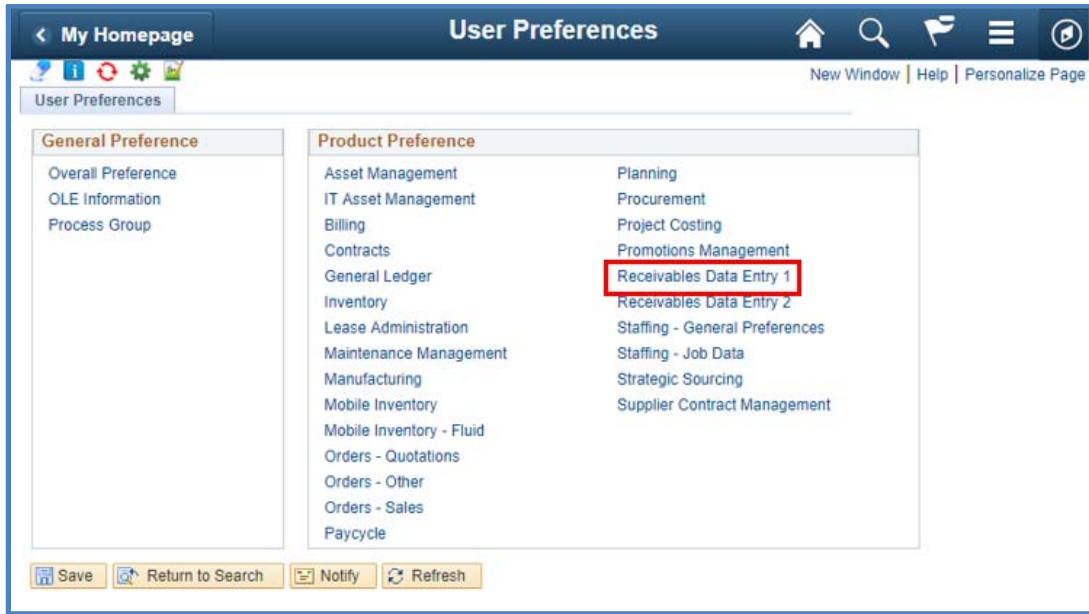


- Enter the **Business Unit**.
- Leave the **Beginning Sequence** blank.
- Leave the **Region Code** blank.
- Leave the **Contract Status** blank.
- Click the **Save** button.

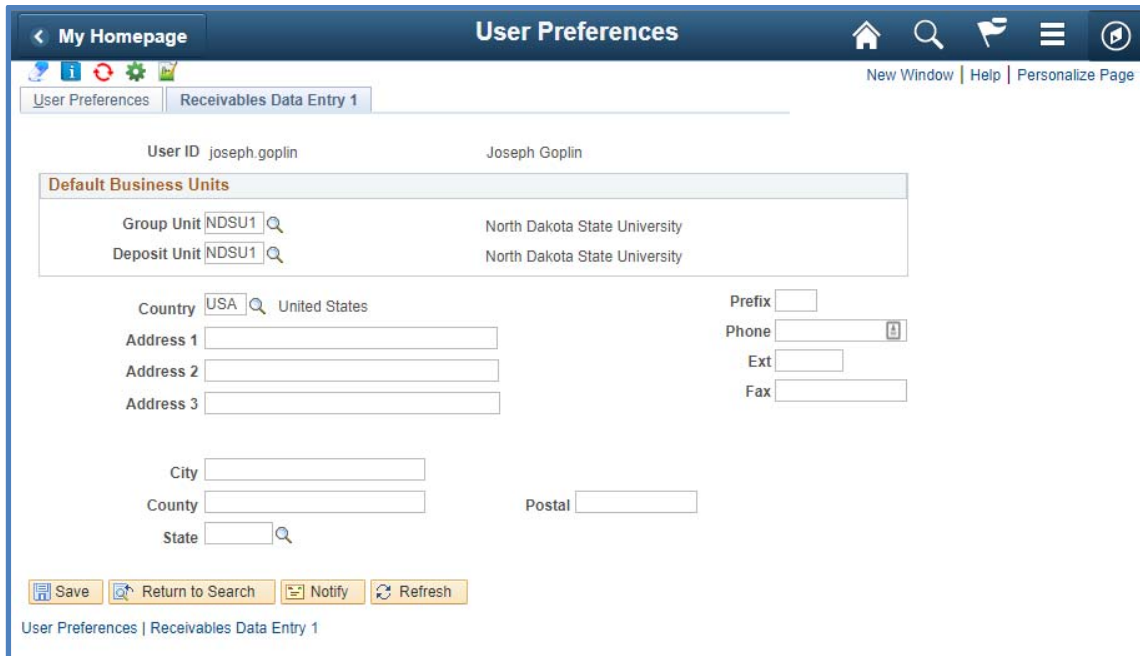


# Receivables Data Entry 1

Only for MISU1, NDSU1, and UND01: Grant Roles



Select the **Receivables Data Entry 1** link.

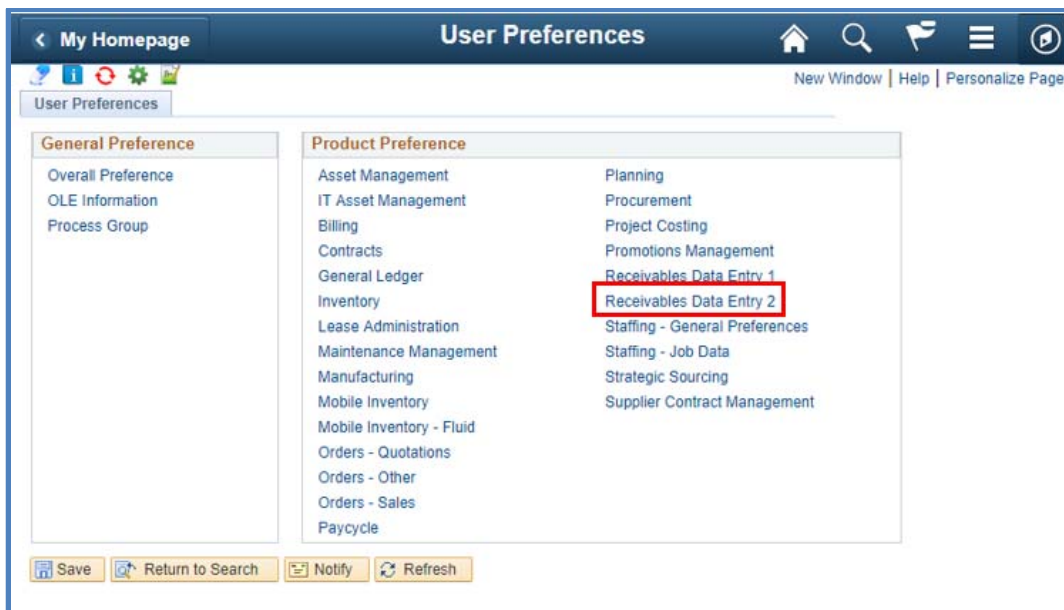


- Enter the **Group Unit** which is equivalent to the Business Unit.
- Enter the **Deposit Unit** which is equivalent to the Business Unit.
- Enter "**USA**" in the **Country**.
- Leave the **Address 1**, **Address 2**, **Address 3**, **City**, **County**, **State**, **Postal**, **Prefix**, **Phone**, **Ext**, and **Fax** blank.
- Click the **Save** button.

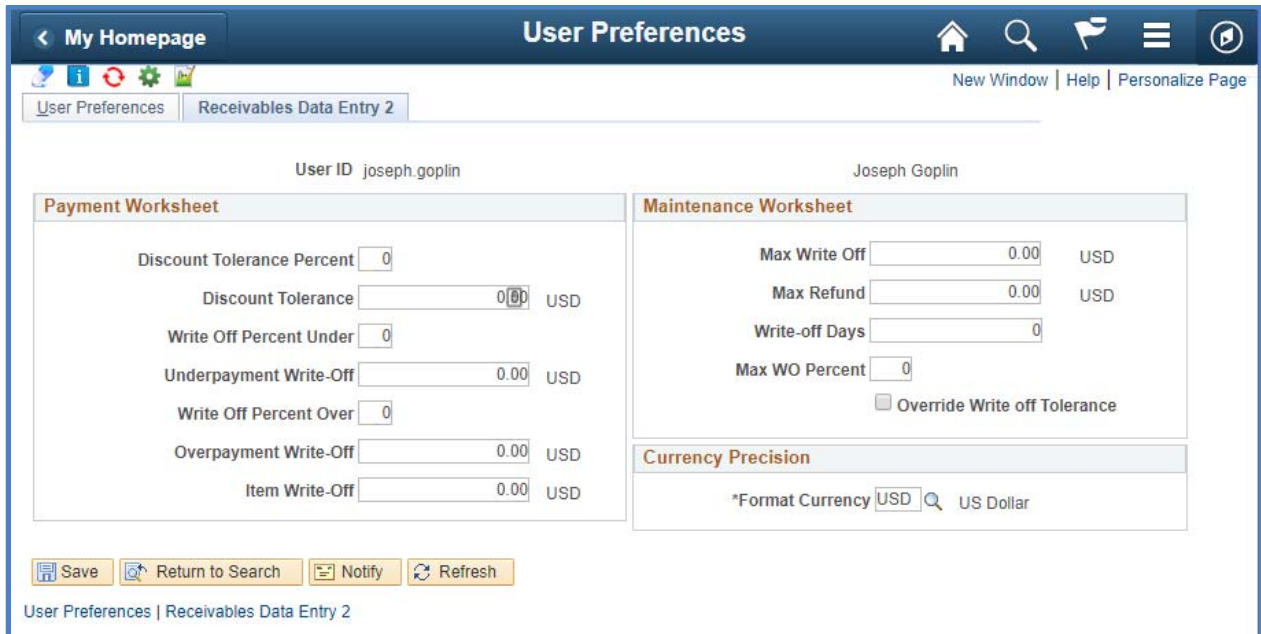


## Receivables Data Entry 2

Only for MISU1, NDSU1, and UND01: Grant Roles



Select the **Receivables Data Entry 2** link.



- **Payment Worksheet** Section
  - Enter the **Discount Tolerance**, **Underpayment Write-Off**, **Overpayment Write-Off**, and **Item Write-Off** using the amount established by the institution.
  - In the boxes preceding the amounts, "0" will default in (area in red box in the above screen shot). Do not change.

- Enter “**USD**” in the **Format Currency**.
- **Maintenance Worksheet** Section
  - Enter the **Max Write Off** and **Max Refund** using the amount established by the institution.
  - Enter “**0**” in **Write-off Days**.
  - Enter the **Max WO Percent** using a percent established by the institution.
  - Do not check the **Override Write off Tolerance** box.
- Click the **Save** button.