University of Maine System

PeopleSoft Financials 8.4

Manage Employee Access
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1. Overview

University of Maine System (UMS) employees who use the PeopleSoft Financials system must have security settings applied to their PeopleSoft user profile in order to access the PeopleSoft components necessary for their work. The Manage Employee Access system enables authorized employees (Security Administrators) on each campus to assign roles, set User Preferences and determine what information employees have access to in the PeopleSoft Financial system.

2. Employee Access to Financials

Security Administrators should make certain employees can link to the Financials system via the Enterprise Portal page (Enterprise Applications > Financials). If the link to Financials is not available on an employee’s Portal page or if you have any questions about the Financials security system, please contact the UMS PeopleSoft Security System Administrator, McLean Poulin (phone: 561-3325; email mpoulin@maine.edu).

3. Setting Security for Non-Employees

Non-employees are not entered into the UMS Human Resources system or assigned a User ID. Therefore, special steps need to be taken to assign them a User ID so you can then grant them access to Financials and manage their security settings. In the case of a non-employee, send the following information to the PeopleSoft Security System Administrator, McLean Poulin (see above for contact info): First name, last name, Business Unit and default Department. You will be notified when a User ID has been assigned and access to the Financials system has been granted.
2. Access Security System

From your PeopleSoft Financials menu:

*University of Maine System > Security > Manage Employee Access*

The home page for the Manage Employee Access page will open:

**MANAGE EMPLOYEE ACCESS**

This link will allow you to view a user's access. You can view any employee, not just the ones you are authorized to manage. Click on the icon to the left to view the employee access.

This will allow you to manage roles for an employee. You can also attach any route controls to the role that will be used in your Financial System workflow applications. Below are the roles you are authorized to manage. Click on the role link below to add or remove employees.

- Campus Accounting
- Journal Entry - Actual/Budget
- OL Speedtype Authorization
- Additional sources to view
- UMS GL Inquiry Tool

The Links listed here depend on what roles you are authorized to assign.

The links below take you to pages needed for AP/PO user setup. You will need to use User Preferences for all the roles and Requestor Setup and Buyer Setup for all requisitioners.

**User Preferences**

Use the Dept User Security link below to determine what Department security is used for access to the Requisition Search Page, Purchase Order Search Page, Standing Order Pages, and Receiving Search Page. BU User Security is used to define Business Unit access when creating journal entries. Ledger User Security is used for access to specific ledgers (ACTUALS, BUDGET, BASEBUD, FUTBUD) when creating journal entries. Click on a link below to establish your security.

- Dept User Security
- BU User Security
- Ledger User Security

Use this option to establish OL report security groupings for the employee. Click on the icon to the left to launch the Report Security Groupings page.
3. View User Profile

The User Profile section of the Manage Employee Access page enables you to compile a listing of all roles currently assigned to an employee. Prior to adding/removing a role to an employee's profile, it will help to run this process to verify what role(s), if any, the employee is already assigned. To do so, select the User Profile icon. The User Access page will open:

User Access

Once you have selected the user, click on the query hyperlink. This will display all the access the employee currently is assigned.

Enter User Id and then tab out of field before selecting an option.

User ID: 9000004

After you enter the employee's User ID, select the User ID's Roles link to open a page that lists all roles currently assigned to the employee:

Download results in: Excel Spreadsheet, CSV Text File (1 kb)

View All

<table>
<thead>
<tr>
<th>Role Code</th>
<th>Role Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R_PEOPLESOFT_USER</td>
</tr>
<tr>
<td>2</td>
<td>R_TRANSLATE</td>
</tr>
</tbody>
</table>

Download results in Excel or text format, if you wish.

Look up or enter the employee’s User ID (7-digit Employee ID).

User ID's Roles
(To which Roles does this User ID belong?)

Return To Manage Role Distribution
4. Manage Employee Roles

The roles you are authorized to manage are listed in the Employee Roles section of the Manage Employee Access page.

MANAGE EMPLOYEE ACCESS

This link will allow you to view a user’s access. You can view any employee, not just the ones you are authorized to manage. Click on the icon to the left to view the an employee access.

This will allow you to manage roles for an employee. You can also attach any route controls to the role that will be used in your Financial System workflow applications. Below are the roles you are authorized to manage. Click on the role link below to add or remove employees.

- Campus Accounting
- Journal Entry - Actual/Budget
- GL Speedtype Authorization
- Additional sources to view
- UMS GL Inquiry Tool

Once an employee is assigned a role, an application will run that will add or remove the role from the employee’s profile. This application runs from 8am – 5pm, Monday – Friday. Once a role is added or removed from the employee’s profile, an email will be sent to the employee notifying them of the action.
Assign/Remove a Role

You are now ready to adjust the role/s on the employee’s profile.

**Note:** The following steps apply to the management of all roles within the PeopleSoft Financials system.

This will allow you to manage roles for an employee. You can also attach any route controls to the role that will be used in your Financial System workflow applications. Below are the roles you are authorized to manage. Click on the role link below to add or remove employees.

- Campus Accounting
- Journal Entry - Actual/Budget
- GL Speedtype Authorization
- Additional sources to view
- UMS GL Inquiry Tool

**Journal Entry - Actual/Budget**

The Employee IDs and names of all employees currently assigned the role are listed.

**Add Role to Employee Profile**

Before you can add a role to the employee’s profile you need to add a row on the Employee Role Authorization page. Do so by clicking the + button in an existing row.
Select the **Save and Return to Manage Role Distribution** link at the bottom of the **Employee Role Authorization** page to save the entry and leave page. This action will trigger the application to add the role to the employee’s profile the next time it runs the process.

If you are authorized to assign/remove the “Reviewer1,” “Reviewer 2” and “Final Approver” roles, please refer to the **Setting Up Workflow** guide for information about assigning Route Control Profiles.

### Remove Role from Employee Profile

To remove a role from an employee’s profile, place a checkmark in the **Remove From Role** checkbox adjacent to the employee’s name.

Next, select the **Save and Return to Manage Role Distribution** link at the bottom of the **Employee Role Authorization** page to save the entry and leave page. This action will trigger the application to remove the role from the employee’s profile the next time it runs the process.

In the blank **EmpID** field of the new row, enter or look up the employee’s 7-digit Employee ID.

Select the Tab key on your keyboard to complete the entry.
4. User Preferences

There are three sections to the User Preferences section of the Manage Employee Access page, they are:

**User Preferences** – This is where you set defaults for the pages an employee will access in PeopleSoft Financials (e.g. journal entries, purchase orders, requisitions...). For example, for employees enter by default on the journal entry header page.

**Buyer Setup** – This is where you will set an employee’s defaults for the Buyer Table.

**Requester Setup** – This is where you will set an employee’s defaults for the Requisitions they create.

User Preferences

To access the pages where you will set an employee’s PeopleSoft Financials user preferences, from the Manage Employee Access page select the User Preferences icon.

The Find an Existing Value page will open:

![User Preferences form with User ID: 9000005 selected](https://example.com)

Enter or look up the employee’s User ID (7-digit employee ID).

The User Preferences page will open:
Set Overall User Preferences

To set an employee’s default Business Unit and Set ID, select the Overall Preference link on the User Preference page. The Overall Preference page will open:

Enter the Business Unit that should enter by default for the employee and "UMSYS" as the SetID.
Select the **User Preferences** tab to return to **User Preferences** page.

**Set General Ledger User Preferences**

The user preferences you set on the **General Ledger** page primarily affect journal entry defaults. To set the information that will appear by default on the journal entries an employee will create, select the **General Ledger** link.

The **General Ledger** page opens:

- **Ledger Group**: Enter the name of the Ledger Group you want to enter by default on journal entries this employee creates.
- **Source code**: Enter the employee's primary 3-character Source code.
Depending on settings applied for the employee under **Ledger User Security** (see page 30), the employee will most likely be able to look up and enter different ledgers on the journal entries they create. The ledger name you enter here will appear by default on the journal entries the employee creates. The same is true for the Source. The employee will be able to look up and enter different Sources on their journal entries, but the Source code you enter here will appear on the Header page by default.

Place a checkmark in the following boxes on the **General Ledger** page:

- Save Journal Incomplete Status
- Re-Edit Previously Edited
- Skip Open Item Reconciliation
- Skip Summary Ledger Update
- Skip Entry Event Processing

Set **Procurement** User Preferences

The Procurement user preferences you set primarily affect employees assigned the following roles: Requisitioners, Receivers and Accounts Payables. To set the preferences, select the **Procurement** link on the **User Preferences** page.
The **Procurement** page will open:

- **User:** 9000005
- **Location:**
- **Origin:**
- **Department:**
- **Ship To Location:**
- **Requester:** 9000005
- **Billing Location:**

**Employee ID entered for Requester** should match the **User** Employee ID.

Same information should be entered into the **Location** and **Ship to Location** fields.

Enter a **Billing Location** for your campus.
Requisitioner Preferences

To set the information that will appear by default on the Requisitions an employee will create, select the Requisition Authorization link.

Entering a specific Department is optional.
Place a checkmark in the following boxes on the **Requisition Authorizations** page in the **Allowed Requisition Actions** section:

- Approval
- Cancel
- Delete
- Close
- Can Work Approved Req’s
- Override Preferred Vendor

And place a checkmark in the following boxes in the **Requestors User Authorization** section:

- Add
- Update
- Cancel
- Delete
- Close

When finished, select **OK**. You will return to the **Procurement** page where you should select **Save** to save your settings.

7-digit Employee ID entered for **Requesters User Auth For** should match the **User** Employee ID.
Receiver Preferences

To set user preferences for an employee assigned the Receiver role, select the Receiver Setup link.

In the Unit section of the Receiver Setup page, enter “UMS08” for the Receiving Business Unit and “999” for Days +/-.

On the Receiver Setup page, select following radio button:

- PO Remaining Qty

When finished, select OK. You will return to the Receiver Setup page where you should select Save to save your settings.
**Buyer Setup**

The following defaults must be set for all Requisitioners. To access the page where you will set an employee’s defaults for the “Buyer Table,” from the Manage Employee Access page, select the **Buyer Setup** link.

The **Find an Existing Value** page will open

Enter the employee’s 7-digit Employee ID in the **Buyer** field or enter their last name in the **Description** field. Set your search parameters and select **Search** when ready.

The **Buyer Table** page opens

Enter “**UMSYS**” for the Department SetID, Ship to SetID, Location SetID and PO Origin SetID.
Enter "ONL" as the **Origin**.

Enter the default **Phone** and **Fax** numbers (include Area Code).

Select the **Pending Approval/Approved** radio button.

Select **Save** when finished to save your settings.
Requester Setup

To access the page where you will set an employee’s defaults for the Requisitions they create, from the Manage Employee Access page select the Requester Setup link.

The Find an Existing Value page will open:

The Requester Setup page opens:

Enter or look up the Ship To and Location addresses.

Enter “ONL” as the Origin.
Enter the Phone and Fax numbers that should enter by default.

Enter whatever, if any, ChartField values should enter by default.

Select Save when finished to save your settings.
5. Security Options

The **Security Options** section of the **Manage Employee Access** system is comprised of three main sections, they are:

- **Debt User Security** – This is where you will set Department security for an employee’s access to Requisitions, Purchase Orders, Standing Orders, and Receiving Pages.
- **BU User Security** – This is where you will define Business Unit access when creating journal entries.
- **Ledger User Security** – This is where you will determine an employee’s access to specific ledgers (ACTUALS, BUDGET, BASEBUD, FUTBUD) when creating journal entries.

**Department User Security**

The **Dept User Security** section only applies to the Accounts Payable and Purchasing systems of PeopleSoft Financials. It is used to determine what departments and/or specific department values employees can access and enter data for on Requisitions, Purchase Orders, Standing Orders and Receiving.

To set an employee’s Department level security, from the **Security Options** section, select the **Dept User Security** link.

The **Department Security By User ID** page will open:

Enter or look up employee’s 7-digit EmplyID or name. Select the **Advanced Search** link to access additional look up options.

When ready, select **Search**. The **Operator Dept. Level Security** page will open:
To begin, you will select node/s on the Department tree to determine an employee’s departmental security. If you want an employee to only access a specific value within a Department node, after you select the node you can then select the specific value/s. Click on the look up tree icon to begin:

**Operator Dept. Level Security**

This page is where you will select what type of department level security you want to grant access for the employee. You can select the Tree Node level, which will allow the employee to view all departments under the node or a specific department.

The **Display and Select TreeNodes** page for UMS Department tree will open:

### Display and Select TreeNodes

- **SetID:** UMSYS
- **Effective Date:** 01/01/1981
- **Tree Name:** UMS_DEPT_ORG

**ALLDEPTS - All Departments**
- UMS01 - University of Maine at Augusta
- UMS02 - Univ of Maine at Farmington
- UMS03 - Univ of Maine at Fort Kent
- UMS04 - Univ of Maine at Machias
- UMS05 - University of Maine
- UMS06 - University of Southern Maine
- UMS07 - Univ of Maine at Presque Isle
- UMS08 - UMS System Office

Click **Select** or **Cancel**.
The **Display and Select Tree Node** page opens:

In this example, top level nodes for each Business Unit's *Department* tree initially appear under the "AllDEPTS" node.

Click on the Expand Node icon 📚 to the left of the Business Unit Department.

The top level tree nodes for the Department tree appear. Click on the Expand Node icon 📚 to the left of the relevant top level node.
System displays path to the currently selected node. These are clickable links that when selected, return you to the linked node.

Continue selecting nodes until you reach the one that applies to the security setting you wish to apply. When ready, click on the node to highlight it and choose [Select].

In this example, the range of Departments under the selected node appears.
Find Value

The **Find Value** feature helps you quickly locate and select a specific node on a tree. For example, if you want to select a node that a specific value exists within but are not certain where the node exists on the tree, you can enter the value or its description in the **Find Detail Value** section on the **Find Value** page and be taken directly to the node.

To access the **Find Value** feature, select the **Find** link located on the **Display and Select TreeNodes** page.

1. Enter or look up the tree node name or its description in the **Find Tree Node** section.
2. Enter name of the ChartField code or its description in the **Find Detail Value** section.

**Exact Matching** is checked by default on the **Find Value** page. Uncheck the box to remove that restriction.

Check **Case Sensitive Search** box to set that restriction.
When you select **Find** on the **Find Value** page, you will navigate directly to the location on the Tree that matches the set parameters.

The path to the Tree Node that resulted from your **Find Value** search also appears at the top of the **Display and Select TreeNode** page. You can click on any of the links to navigate directly to the node.

Click on the **Find** button.

Click on the Node to highlight it and then click on **Select**.

Click on the Node to highlight it and then click on **Select** to enter the node in the Department Node column on the **Operator Dept. Level Security** page.
After selecting a Department node, you can then limit the employee’s access to a specific value within the node. To do so, click on the Look up detail value icon.

Select the button to add another Department node to the employee’s Department Security profile or select the button to delete a node.

The Security Oprid Dept. Detail page opens. Select the look up icon to view all Specific Department values within the node.
Select the specific department.

Select the button to add another specific department to the employee’s Department Security profile or select the button to delete a department.

When finished, select and then the link.

The selected department/s appear under Specific Departments.
Select when finished to save all new settings and then select the Return To Manage Role Distribution link to return to Manage Employee Access page.

**Business Unit User Security**

The **BU User Security** section is used to define which Business Units (UMS01 – UMS08) employees can view and include when creating journal entries.

To set an employee’s Business Unit level security, from the **Security Options** section, select the **BU User Security** link.

The **Unit Security by User ID** page will open:

- **User ID:** Enter any information you have and click Search. Leave if desired.
- **Description:** Enter the last name in the Description field. Select when ready.

Enter employee’s 7-digit Employee ID in **User ID** field or enter the last name in the **Description** field. Select when ready.

The **BU by User ID** page will open:
The Ledger User Security section is used for access to specific ledgers (ACTUALS, BUDGET, BASEBUD, FUTBUD) when creating journal entries.

To set an employee’s Ledger security, from the Security Options section, select the Ledger User Security link.

The Ledger Security by User ID page will open:

Enter employee’s 7-digit Employee ID in User ID field or enter the last name in the Description field. Select when ready.

Select the button to delete a Business Unit or select the button to add a Business Unit to an employee’s Business Unit Security.

Select when finished to save your settings.
The **Ledger by User ID** page will open:

By default, employee’s who are assigned journal entry-related roles will have access to the **ACTUALS** Ledger Group.

Select the **button to add another Ledger to the employee’s Ledger Security profile or select the **button to delete a Ledger.**

Select the **Save** when finished to save your settings.

### 6. Report Grouping

In the **Report Grouping** section of the **Manage Employee Access** system you can set “row level security” for employees who generate reports from the General Ledger. To do so, select the Report Grouping icon on the **Manage Employee Access** page. The **Sec. Report Grouping** page will open:

Enter or look up employee’s 7-digit EmplID or name. Select the **Advanced Search** link to access additional look up options.

When ready, select **Search**. The **Security Report Grouping** page will open:
This page allows you set which **Departments**, **Projects**, and **Programs** an employee can report on. If you want an employee to generate reports regarding an entire department, you will enter that department’s tree node in the Department field and leave the Program and Project fields in that row blank (See page 21 of this document for information about selecting nodes on a tree). If you want an employee to only generate reports regarding a specific Project within a Department, you will enter the Department node AND the Project node in the same row.

For example, an employee needs to generate reports for all Departments in Business Unit UMS06. To grant the employee that level of security for reporting purposes, you would apply the following settings on the **Security Report Grouping** page:

Enter the top level **Department** node for Business Unit UMS06 and leave the Program and Project fields blank.
If you only want an employee to generate reports for a specific Department, you should first enter the **top level node** on the Business Unit’s Department tree in the Department field.

Next, you would select the **Specific Department** icon to look up and select the specific Department value. See page 26 of this document for information about selecting specific department values.

If you want an employee to generate reports for a Project that is shared across Business Units but the reports should be based on a specific Business Unit, you would apply the security settings in the following way:

You would first enter the **top level node** on the Department tree for the Business Unit in the Department field.

You would then select the node for the Project on the Project tree.

**Remember** – When you want to set report security based on any combination of **Department**, **Program** or **Project**, you must enter the combination in the same row on the **Security Report Grouping** page. Each row designates a separate security setting. If an employee needs to generate a number of reports that require different security settings, you can enter multiple rows to establish security for each scenario.

Select the **+** button to add a row to the employee’s Report Grouping profile or select the **-** button to delete a row.