

AP User Role Security

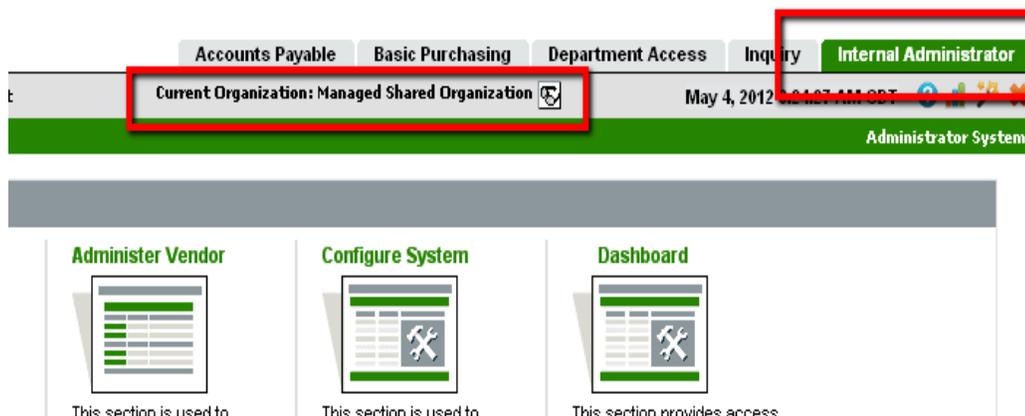
A new feature in ProcureAZ version 10.0 is added control over the role of AP Supervisor and the addition of AP location privileges. Because invoices submitted for payment must be approved by an Accounts Payable (AP) Supervisor, the security enhancement is to restrict the ability to add the role of AP Supervisor to a user profile to the Internal Administrator role. If this configuration is not selected, then users with the role of Org Admin will also be able to add the AP Supervisor role to user profiles. AP Users will only be able to locate POs and create Invoices for Organizations, Departments, and Locations for which they have AP user privileges.

Configuring AP Supervisor Security Settings

Login to BuySpeed online

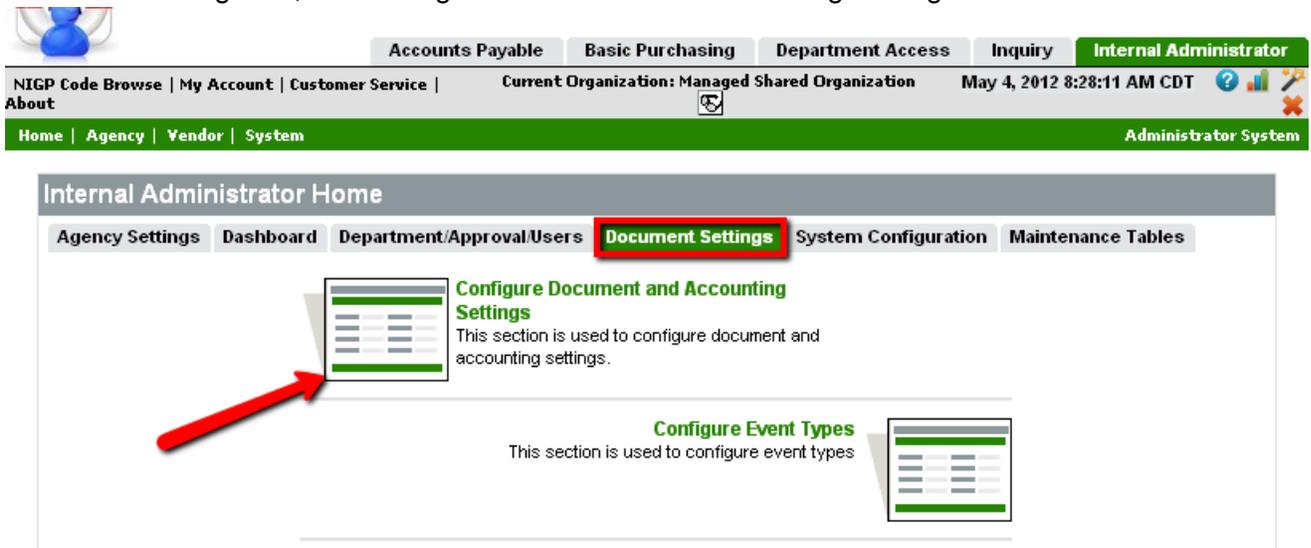
Switch to the Internal Administrator Role

Verify that the current organization is the parent organization. If not, switch to the parent organization.



Choose Administer Agency

Select Document Settings tab, and Configure Document and Accounting Settings



AP User Role Security

Select the Documents Tab

Configure Document and Accounting Settings

Accounting **Documents**

Account Input Format: STANDARD Accounts Required:

Accounts Required for Non Charge Items: Require Accounting After Date:

Verify Account Code: Account Code Ignored Allowed:

In the Invoices area, select Edit, then check the box next to Restrict AP user assignment to Internal Admin:

Enable P-Card support: Suppress P-Card Encumbrance:

Invoices

Allow Invoice manual pay: Allow Vendor Invoice Import Final Pay:

Electronic Invoice Minimum Amount: 0.00 Electronic Invoice Max Amount: 0.00

Restrict AP user assignment to Internal Admin:

Enable TC:

Enable PDT:

Inventory

Allow agency role to view quantity on hand when adding inventory items to document:

Click Save and Exit

Configure Document and Accounting Settings

Accounting **Documents**

Invoices

Allow invoice manual pay: Allow Vendor Invoice Import Final Pay:

Electronic Invoice Minimum Amount: 0.00 Electronic Invoice Max Amount: 0.00

Restrict AP user assignment to Internal Admin:

Enable TC:

Enable PDT:

Account Code Mask Legend

= Represents an entire accounting segment unmodified.
* = A wildcard that represents one to many characters. If the asterisk is the last character in the mask, it will match any account code that has the same format to that point. If the asterisk is followed by a delimiter, the mask will match anything to the delimiter. An asterisk or wildcard should never be directly followed by a pound symbol.
? = Represents the account code delimiter.
Selecting the Ignore Fiscal Year checkbox for a mask causes the fiscal year to be ignored when performing accounting operations.

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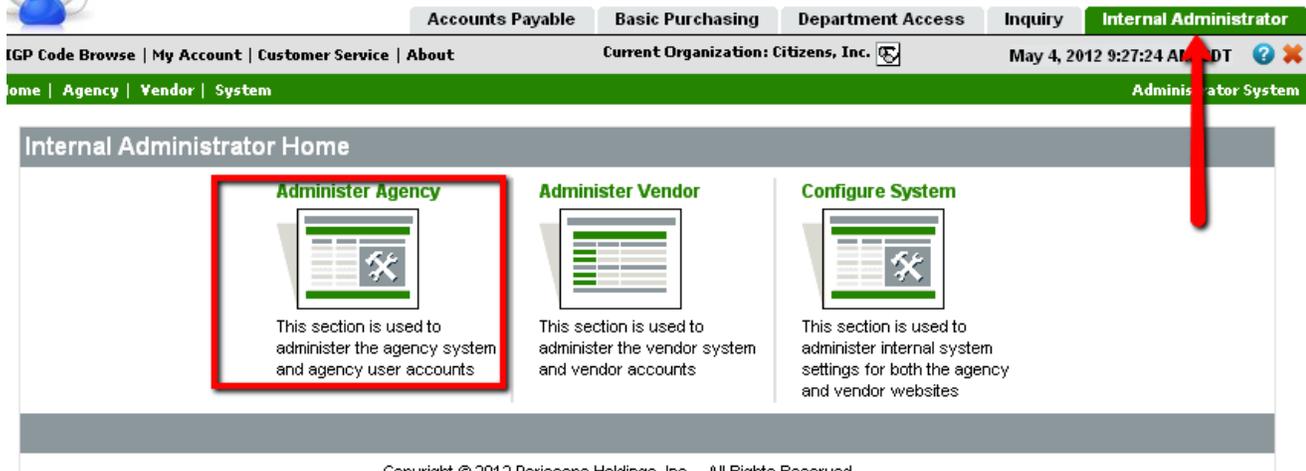
Configuring AP user location privileges

AP User Role Security

Login to BuySpeed

If not already in the Internal or Organization Administrator role, change to that role.
Be sure you are in the proper Organization for the user profile you wish to modify.

Choose Administer Agency



Accounts Payable | Basic Purchasing | Department Access | Inquiry | **Internal Administrator**

IGP Code Browse | My Account | Customer Service | About | Current Organization: Citizens, Inc. | May 4, 2012 9:27:24 AM PDT

Home | Agency | Vendor | System | Administrator System

Internal Administrator Home

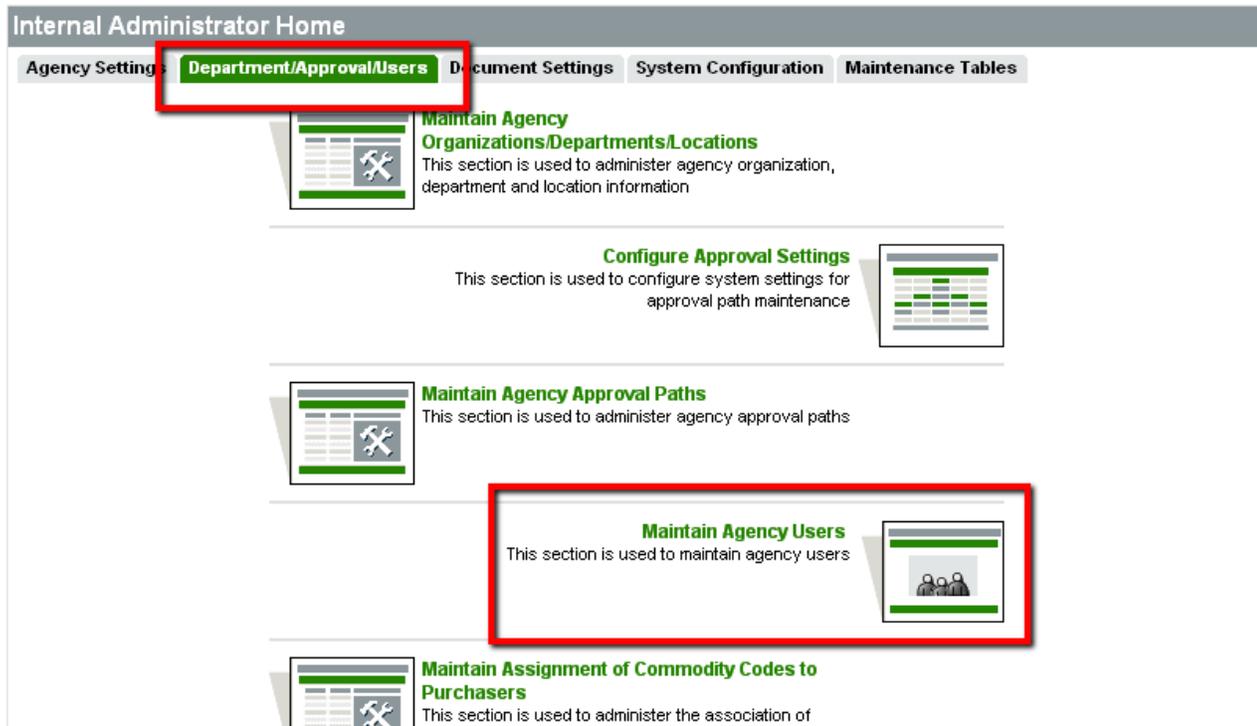
Administer Agency
This section is used to administer the agency system and agency user accounts

Administer Vendor
This section is used to administer the vendor system and vendor accounts

Configure System
This section is used to administer internal system settings for both the agency and vendor websites

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Choose Department/Approval/Users
Choose Maintain Agency Users



Internal Administrator Home

Agency Settings | **Department/Approval/Users** | Document Settings | System Configuration | Maintenance Tables

Maintain Agency Organizations/Departments/Locations
This section is used to administer agency organization, department and location information

Configure Approval Settings
This section is used to configure system settings for approval path maintenance

Maintain Agency Approval Paths
This section is used to administer agency approval paths

Maintain Agency Users
This section is used to maintain agency users

Maintain Assignment of Commodity Codes to Purchasers
This section is used to administer the association of

Search for the appropriate user profile (you may search by first name, last name, user ID, or role) – be sure to choose a user who has the AP role.

AP User Role Security

User Maintenance for: Citizens, Inc.

Search Using:	ALL of the criteria <input type="button" value="v"/>			
Search Fields:	First Name	<input type="text"/>	Last Name	<input type="text"/>
	Login ID	<input type="text"/>	Status	<input type="button" value="v"/>
	Department	<input type="button" value="v"/>		
	Location	<input type="button" value="v"/>		
	User Role	<input type="button" value="v"/> <ul style="list-style-type: none"> Vendor Administrator Basic Purchasing Internal Administrator Agency Administrator Program Administrator Organization Administrator Department Access Inquiry Accounts Payable Inventory Administrator Inventory User 		
Browse by:	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10			
<input type="button" value="Find It"/> <input type="button" value="Clear"/> <input type="button" value="Add User"/>				

Click the link to the user profile

Login ID	First Name	Last Name	Status	Role(s)
AETTIENNE	Ann	Etienne	Active	Department Access
AEUGENE	Arios	Eugene	Active	Department Access
ARETTIG	Andrea	Rettig	Active	Department Access
BBRYZGORNIA	Barbara	Bryzgornia	Active	Department Access
BUYSPEED	Administrator	System	Active	Accounts Payable Basic Purchasing Department Access Inquiry Internal Administrator
CCIATTO	Carolyn	Ciatto	Active	Department Access
CFOYC	Cathy	Foy	Active	Department Access
CKERR	Cherry	Kerr	Active	Department Access
CTAPIACITIZENS	Colleen	Tapia	Active	Department Access
DBIALIK	Dorota	Bialik	Active	Department Access
DCADET	Davidson	Cadet	Active	Department Access
DKELLY	Dusty	Kelly	Active	Department Access

The section labeled AP Location Privileges shows all locations for which this user can create invoices. To modify the AP Location Privileges, click the Edit button.

AP User Role Security

AP Location Privileges Edit	
Department	Location
750CITIZENS - Administration	7500A - Executive Office
750CITIZENS - Administration	7501A - Accounting
750CITIZENS - Administration	7502A - Purchasing Department
750CITIZENS - Administration	7502X - Purchasing Dept. - Special Projects
750CITIZENS - Administration	7505B - MIS - Plainview
750CITIZENS - Administration	7507A - Regulatory Affairs - Citizens
750CITIZENS - Administration	7509A - Compass
750CITIZENS - Administration	7511A - Facilities Management/ Maintenance

Select and Deselect the locations to enable and disable privileges for each location.

Maintain AP Location Privileges

You cannot remove the location privilege for a user's default department / location.

Department	Locations	Select All
<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> 750CITIZENS - Administration ▼ </div>	7500A - Executive Office	<input checked="" type="checkbox"/>
	7501A - Accounting	<input checked="" type="checkbox"/>
	7502A - Purchasing Department	<input type="checkbox"/>
	7502X - Purchasing Dept. - Special Projects	<input checked="" type="checkbox"/>
	7505B - MIS - Plainview	<input checked="" type="checkbox"/>
	7507A - Regulatory Affairs - Citizens	<input checked="" type="checkbox"/>
	7509A - Compass	<input checked="" type="checkbox"/>
	7511A - Facilities Management/ Maintenance	<input checked="" type="checkbox"/>

Add All Dept/Locs
Restore User Defaults
Cancel & Exit

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To add additional departments and locations, use the drop down menu under the Department column to switch to a different department

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Maintain AP Location Privileges

You cannot remove the location privilege for a user's default department / location.

Department	Locations	Select All
750CITIZENS - Administration	7500A - Executive Office	<input checked="" type="checkbox"/>
750CITIZENS - Administration	7501A - Accounting	<input checked="" type="checkbox"/>
C001 - Residential Program	7502A - Purchasing Department	<input type="checkbox"/>
C002 - Citizen's ICF	7502X - Purchasing Dept. - Special Projects	<input checked="" type="checkbox"/>
C004 - Camp Loyaltown	7505B - MIS - Plainview	<input checked="" type="checkbox"/>
C005 - Medicaid Service Coordination	7507A - Regulatory Affairs - Citizens	<input checked="" type="checkbox"/>
C006 - Program Services	7509A - Compass	<input checked="" type="checkbox"/>
C007 - FSS	7511A - Facilities Management/ Maintenance	<input checked="" type="checkbox"/>

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If desired, use the Add All Dept/Locs button to enable privileges for all departments and locations in the Organization.

Maintain AP Location Privileges

Department	Locations	Select All
C004 - Camp Loyaltown	01 - Main Office/ Program Director	<input checked="" type="checkbox"/>
	03 - Maintenance Dept./ Care Taker	<input checked="" type="checkbox"/>
	05 - Infirmary/ Admin Nurse	<input checked="" type="checkbox"/>
	06 - Plainview Office	<input checked="" type="checkbox"/>
	07 - Main Office/ Business Manager	<input checked="" type="checkbox"/>

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If you make changes, be sure to use either Save & Exit or Save & Continue to commit the changes, or use Reset to clear the changes and remain on the screen.

The Restore User Defaults button will remove all departments and locations except for the User Default Department and Location specified for the profile.

The Cancel and Exit button will close the Maintain AP Location Privileges screen without making changes to the user profile.