

Run User Preference Definition Report in Finance

To view which additional access rights were granted to the user in Finance, you can run a report that will display all User Preferences that have been defined.

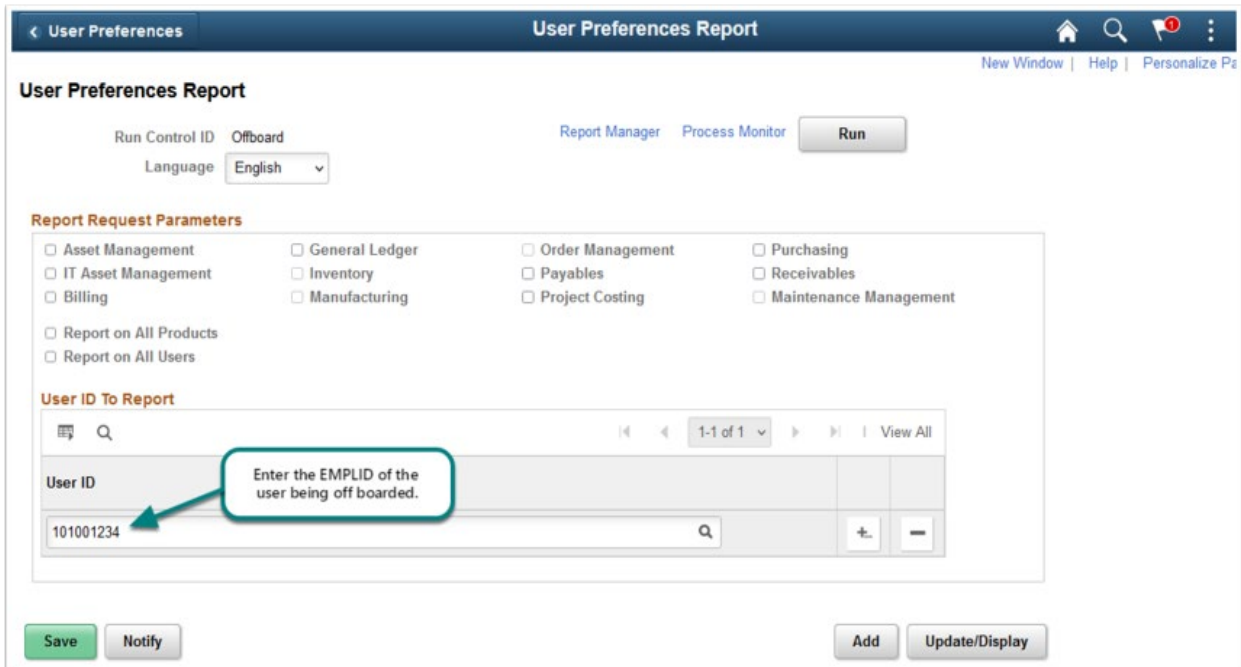
Navigation: Setup Financials/Supply Chain > Common Definitions > User Preferences > User Preferences Report

Figure 1: Create a *NEW* Run Control, by clicking **Add a New Value** and entering a unique **Run Control ID**, then click **ADD**.



The screenshot shows the 'Operator Preferences Report' interface. At the top, there is a navigation bar with 'User Preferences' and 'Operator Preferences Report'. Below the navigation bar, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted in green. Below these buttons, there is a text input field for 'Run Control ID' containing the value 'Offboard'. At the bottom left, there is a green 'Add' button.

Figure 2: Enter the EMPLID of the user being offboarded.



The screenshot shows the 'User Preferences Report' interface. At the top, there is a navigation bar with 'User Preferences' and 'User Preferences Report'. Below the navigation bar, there are two buttons: 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these buttons, there is a text input field for 'Run Control ID' containing the value 'Offboard' and a dropdown menu for 'Language' set to 'English'. Below these fields, there is a section titled 'Report Request Parameters' with several checkboxes: 'Asset Management', 'IT Asset Management', 'Billing', 'Report on All Products', 'Report on All Users', 'General Ledger', 'Inventory', 'Manufacturing', 'Order Management', 'Payables', 'Project Costing', 'Purchasing', 'Receivables', and 'Maintenance Management'. Below this section, there is a section titled 'User ID To Report' with a search bar and a table. The table has one row with the value '101001234' in the 'User ID' column. A callout box with a green border and an arrow pointing to the '101001234' value contains the text 'Enter the EMPLID of the user being off boarded.' At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Figure 3: Access to your Business Unit can be immediately ceased by removing the Business Unit for your institution in the Overall Preferences.

Removing the user from Requester Setup must be postponed until the Business Office has an opportunity to either close the outstanding requisitions and purchase orders submitted by that requester. The Business Office can edit the buy on purchase orders to reflect who now fulfills that responsibility on your campus.

Remove any reference to your WA### code (for example, WA050) in the other user preference records as well.

The screenshot shows the 'Overall Preferences' tab for a user. The 'Remove' button is highlighted with a red circle and an arrow pointing to the 'Business Unit' field. The 'Business Unit' field contains 'WA050' and 'EVERETT COMMUNITY COLLEGE'. Other fields include 'SetID' (WACTC, SBCTC HQ), 'As of Date' (10/21/2019), and 'Localization Country' (USA). There are also checkboxes for 'Alternate Character Enabled' and 'Display Debit/Credit Amounts in Subsystems'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.