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**.

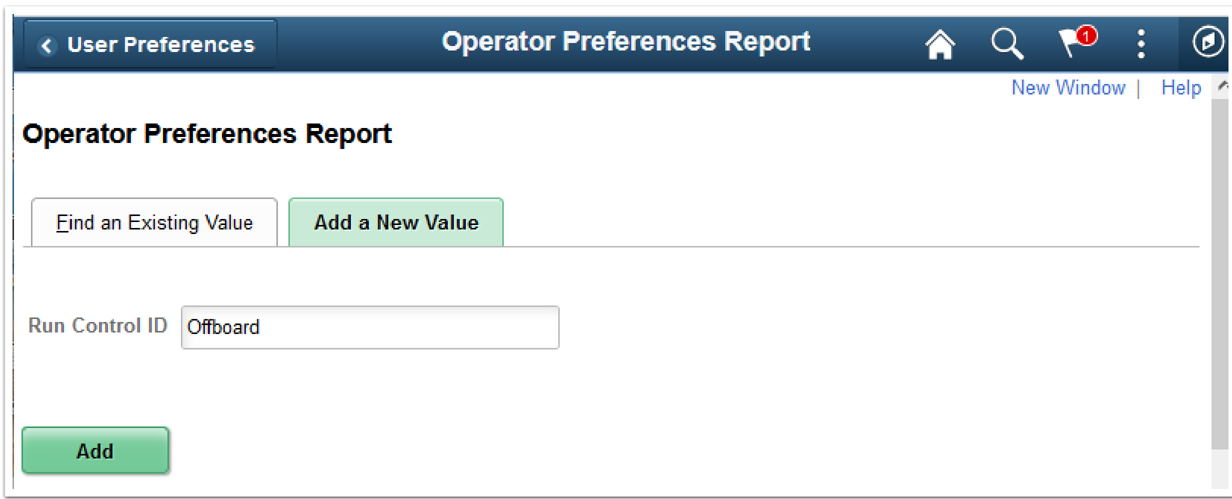

Figure 2: Enter the EMPLID of the user being offboarded.

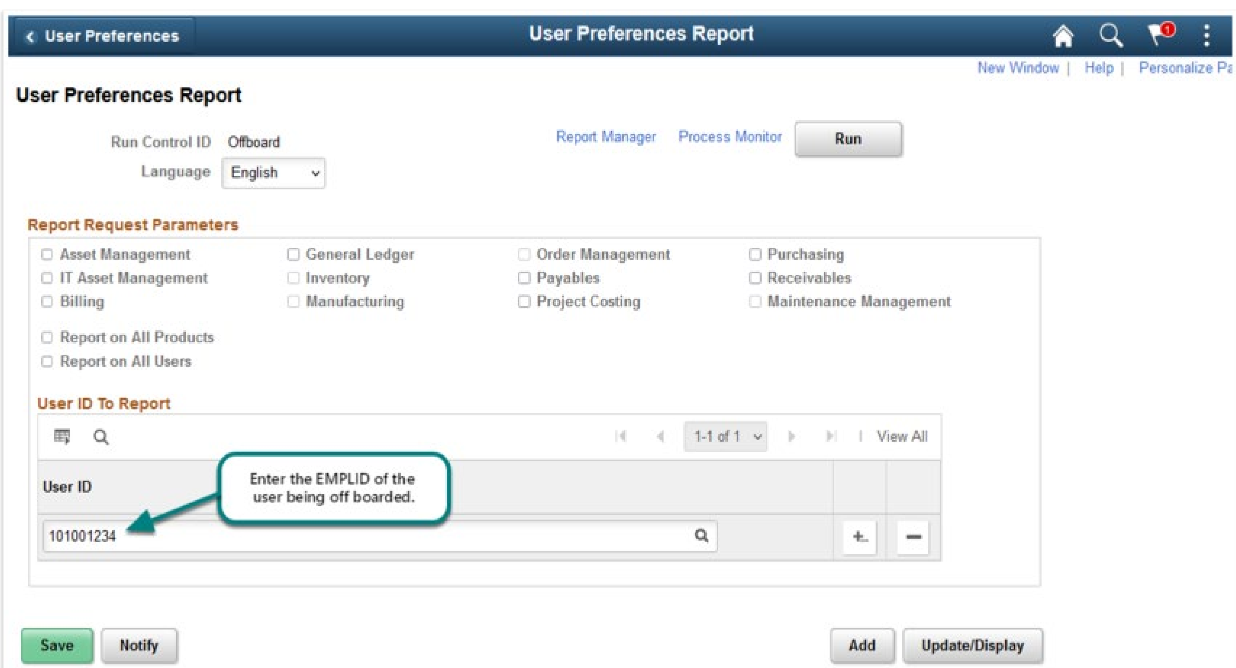

Figure 3: Access to your Business Unit can be immediately ceased by removing the Business Unit for your institution in the Overall Preferences.

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.