



Manage roles and users

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In Security Administration, set up the necessary purchasing roles (originators, approvers, etc.). Once the purchasing roles are established, assign the roles to the appropriate users. If a component (i.e., menu item) has a subcategory that is not selected, the upper-level title is displayed in italics. For example, if Utilities has sublevels, one of which has been cleared, then Utilities is displayed in italics denoting that not everything under Utilities is selected for permission.



To avoid any system issues related to roles, be sure to keep Business and Student roles separate and ensure that Business roles do not have campuses assigned.

You can generate the [Security Administration > Reports > List of Users by Permission](#) report to review user details such as the last login date and then modify as needed.

Security Administration > Manage Roles

Review the suggested minimum access for Purchasing originators and approvers.

Role Name:

MANAGE PERMISSIONS:

- Purchasing*
 - Inquiry*
 - Contract Requisition Status Inquiry
 - General Ledger Inquiry
 - Requisition Status Inquiry
 - Maintenance*
 - Actual Cost
 - Approve Bundle Requisitions
 - Approve Requisition
 - Bid Processing
 - Bundle Requisitions
 - Contract Table/Format
 - Create/Modify Contract Requisition
 - Create/Modify Requisition
 - Receiving
 - Reverse Purchase Order
 - Vendor Order Addresses (read-only)
 - Next Year
 - Reports*
 - Utilities*

Role Name:

MANAGE PERMISSIONS:

- Purchasing**
 - Inquiry**
 - Maintenance**
 - Actual Cost
 - Approve Bundle Requisitions
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 - Vendor Order Addresses (read-only)**
 - Next Year
 - Reports**
 - Utilities

Security Administration > Manage Users

Edit User Security Administration

Last Name: First Name: Middle Initial: User ID: Profile Name: Employee Nbr:

Roles:

- ALL BUSINESS APPS [Remove](#)
Campuses: [Edit](#)
- Purchasing Approver [Remove](#)
Campuses: [Edit](#)
- Purchasing Originator** [Remove](#)
Campuses: [Edit](#)
- Security Administrator [Remove](#)
Campuses: [Edit](#)

Manage Permissions(Purchasing Originator) :
[Applications View](#)

- Purchasing**

[Expand All](#) [Collapse All](#)

Set Password:

Password:
Confirm Password:

Force Reset Password on Login

ODBC Login:

This user is not an ODBC user.
You can add an ODBC login for this user.

Pay Frequencies:

- 4 - Biweekly CYR
- 5 - Semimonthly CYR
- 6 - Monthly CYR
- D - Biweekly NYR