




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.

[Security Administration > Manage Roles](#)

Review the suggested minimum access for Purchasing originators and approvers.

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

- Purchasing
 - Inquiry
 - Contract Requisition Status Inquiry
 - General Ledger Inquiry
 - General Ledger Account Summary
 - General Ledger Inquiry
 - Requisition Status Inquiry
- Maintenance
 - Create/Modify Contract Requisition
 - Create/Modify Requisition
 - Receiving
- Reports
 - PurchaseOrderReports
 - Purchasing Reports

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

- Purchasing
 - Inquiry
 - Contract Requisition Status Inquiry
 - General Ledger Inquiry
 - General Ledger Account Summary
 - General Ledger Inquiry
 - Requisition Status Inquiry
- Maintenance
 - Approve Requisition
- Reports
 - PurchaseOrderReports
 - Purchasing Reports

[Security Administration > Manage Users](#)

Manage Users > Edit User SessionTimer: 59 min and 54 sec

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

Roles:

- PURCHASING ADMIN [Remove](#)
Campuses: [Edit](#)

Manage Permissions(PURCHASING ADMIN) : [Applications View](#)

- [-] Finance
 - All Historical File IDs (read-only)
 - Inquiry
 - Maintenance
 - Reports
- [-] Purchasing
 - Inquiry
 - Maintenance
 - Next Year
 - Reports
 - Utilities

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



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