



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.

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**
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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



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