



WayneBuy Security Profiles and Roles Job Aid

PURPOSE: The purpose of this job aid is to provide S/C/D management with helpful information to aid in understanding security assignment and roles for WayneBuy users.

SECURITY PROFILES

Security profiles for all Enterprise Applications are assigned by submission of the appropriate Banner Access Request Form <https://computing.wayne.edu/banner/banner-access.php> to the Computing and Information Technology, Identity Management Department for processing. All Banner Access Request Forms must be submitted by authorized S/C/D security designers.

WAYNEBUY SECURITY PROFILES (Refer to [Banner Access Request Form](#))

<p>PURWAYNEBUY Purchasing WayneBuy <i>Includes these processes:</i> - Query Only (Also allows the ability to receive an WayneBuy Messages)</p>	<p>Selection of this profile grants users the "Shopper" capabilities</p>
<p>PURSCDREQCOR Requisitions & Change Order Requests <i>Includes these processes:</i> - Requisitions - Change Order Requests - Receiving - General Encumbrances - Query</p>	<p>Selection of this profile grants users the "Requester+ " capabilities</p>
<p>PURSCDREQ <i>Includes these processes:</i> - Query & Requisitions Only</p>	<p>Selection of this profile grants users the "Procard Holder" capabilities</p>
<p>RECSCD <i>Includes these processes:</i> - Query & Receiving Only</p>	<p>Selection of this profile grants users the "Requester" capabilities</p>
<p>PURSCDAPPVR <i>Includes these processes:</i> - Approvals - Requisitions - Change Order Requests - Receiving - General Encumbrances - Query</p>	<p>Selection of this profile grants users the "Budget Approver" capabilities (approver access is limited to the user's org level security)</p>



WayneBuy Security Profiles and Roles Job Aid

PROFILE MATRIX

The matrix below provides a quick summary of role capabilities:

	Shopper	ProCard Holder	Requester	Requester+	Budget Approver
Punch-Out Suppliers	✓	✓	✓	✓	✓
WayneBuy Forms			✓	✓	✓
Non-Catalog Requests			✓	✓	✓
Submit Orders		✓	✓	✓	✓
Complete Requisitions			✓	✓	✓
Create Receipts			✓	✓	✓
Change Order Requests				✓	✓
Approve Requisitions					✓

WAYNE BUY ROLES

WAYNEBUY SHOPPER

The “Shopper” role allows any employee with Academics access to interact with the WayneBuy marketplace and submit online shopping carts for processing to a designated requisitioner. Shoppers can still delegate the index/account, shipping instructions, etc. to their business office, all while gaining visibility into the status and whereabouts of their requisition requests.

PROCARD HOLDER

The Procard Holder is able to perform the same functions as a Shopper above. In addition, the Procard Holder has the ability to submit online requisitions for the Punch-Out suppliers (only). There are approximately 22 Punch-Out suppliers, as indicated on the WayneBuy home page. Orders \$2,000 and under route directly to the Supplier according to established workflow. The Procard holder has the ability to direct payment requisitions for Punch-Out orders above \$2,000 for processing to the designated S/C/D approver.)



WayneBuy Security Profiles and Roles Job Aid

WAYNEBUY REQUISITIONER

The “Requisitioner” role allows any employee with Academica access, **with appropriate requisitioner security**, to interact with the WayneBuy marketplace, submit online requisitions and direct payment requests for processing to the designated S/C/D approver.

Requisitioners have a default spending threshold for office supply transactions less than \$2,000, unless otherwise requested by the S/C/D Business Affairs Officer or authorized security designees.

WAYNEBUY APPROVER

The “Approver” role allows any employee with Academica access, **with appropriate approver security**, to approve WayneBuy requisitions for processing by Procurement & Strategic Sourcing and direct payment requests for his/her assigned S/C/D.

Approvers can assign carts to themselves for correction of index/account, shipping instructions, etc., prior to submission to Procurement & Strategic Sourcing for processing.