This audio job aid helps you complete the Café General Security Form for Expense Reporting and Reimbursement.

For each function that you need below, make the corresponding selections on the General form.

### Café General Security Form Help

1. **If you will be...**
   - Submitting your own expense reports for reimbursement
   - Checking the progress of reimbursements for yourself

   **Select:**
   - **Section B: General Access – Travel and Expense Access**
     a. Select Expense Entry
     b. Select Expense Inquiry

2. **If you will be...**
   - Submitting your own expense reports for reimbursement
   - Submitting expense reports for other employees (as a proxy)
   - Checking the progress of reimbursements for yourself or other employees

   **Select:**
   - **Section B: General Access – Travel and Expense Access**
     a. Expense Entry
     b. Expense Inquiry
     c. Expense Proxy
3. If you will be...
   - Submitting expense reports for others who are not employees?
   - Checking the progress of reimbursements for others who are not employees?

Select:
Section B: General Access – Procurement Access
   a. Online Voucher
   b. Accounts Payable Inquiry

<table>
<thead>
<tr>
<th>Description</th>
<th>PROCUREMENT ACCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shopper</td>
<td>Access iBuyNU but cannot create requisitions in NUFinancials. Used to define iBuyNU users. Requires valid HRIS Employee ID (emplid). PG-PV-Shopper</td>
</tr>
<tr>
<td>Requester</td>
<td>Create and view requisitions for any chart string. ‘Punch out’ to iBuyNU via NUFinancials. Create Requisitions menu to create new orders and pick up carts assigned to you by Shoppers. Modify and receive your own orders. View and print purchase orders. PG-PV-Requester NOTE: Requester role automatically includes Receiver role. Please indicate default ship to code:</td>
</tr>
<tr>
<td>Online Voucher</td>
<td>Create and edit online vouchers (Direct Payment Requests, Visitor Expense Reports and Contracted Services Forms), PG-AP-Online Voucher</td>
</tr>
<tr>
<td>Receiver</td>
<td>Loading dock personnel and central staff. Receive for all orders, including those placed by other users. PG-PV-Receiver</td>
</tr>
<tr>
<td>eProcurement Inquiry</td>
<td>Inquire on the status of orders in NUFinancials via eProcurement module pages. PG-PV-Inquiry ePro</td>
</tr>
<tr>
<td>Procurement Inquiry</td>
<td>Inquire on the status of orders in NUFinancials via Purchasing module pages. PG-PV-Inquiry Pro</td>
</tr>
<tr>
<td>Accounts Payable Inquiry</td>
<td>View voucher data, basic vendor data (not FEIN/SSN), and payment history. PG-AP-Inquiry</td>
</tr>
</tbody>
</table>