This audio job aid helps you complete the Café Systems Express Form for the Procurement business role.

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

### Help for the Café Express Security Access Form

1. **To identify goods or services for purchase exclusively from iBuyNU:**
   - Select Expense Entry and iBuyNU Shopper

   ![Screenshot](NUFinancials.png)

2. **To submit a request for goods or services for review and approval:**
   - Select Expense Entry, Requester and GL Journals

   ![Screenshot](NUFinancials.png)

   Optional: Model an existing user’s access
   - Write in name and net ID of colleague

   ![Screenshot](NUFinancials.png)

3. **To be responsible for reviewing and approving requests for goods and services:**

   Please see the job aid for the Express form specifically for Approvers, accessible from Getting Started.
To enter receipt confirmations for purchases?
   a. Select Expense Entry, Requester and GL Journals

   NUFinancials – Data Entry and Inquiry
   OPTIONAL: Model an existing user’s access: Name: ____________________ NetID: ____________
   □ Expense Entry and iBuyNU Shopper □ Budget Journal Entry □ CRT Entry □ CRT Inquiry
   ☑ Expense Entry, Requester and GL Journals   Ship To Code required: ____________________

To check to see if purchases have been approved and paid?
   a. Select Expense Entry, Requester and GL Journals

   NUFinancials – Data Entry and Inquiry
   OPTIONAL: Model an existing user’s access: Name: ____________________ NetID: ____________
   □ Expense Entry and iBuyNU Shopper □ Budget Journal Entry □ CRT Entry □ CRT Inquiry
   ☑ Expense Entry, Requester and GL Journals   Ship To Code required: ____________________

To request updates or changes to purchase orders?
   a. Select Expense Entry, Requester and GL Journals

   NUFinancials – Data Entry and Inquiry
   OPTIONAL: Model an existing user’s access: Name: ____________________ NetID: ____________
   □ Expense Entry and iBuyNU Shopper □ Budget Journal Entry □ CRT Entry □ CRT Inquiry
   ☑ Expense Entry, Requester and GL Journals   Ship To Code required: ____________________

To request direct payment for goods or services?
   a. Expense Entry, Requester and GL Journals

   NUFinancials – Data Entry and Inquiry
   OPTIONAL: Model an existing user’s access: Name: ____________________ NetID: ____________
   □ Expense Entry and iBuyNU Shopper □ Budget Journal Entry □ CRT Entry □ CRT Inquiry
   ☑ Expense Entry, Requester and GL Journals   Ship To Code required: ____________________

To sum it up, choosing either the Expense Entry and iBuyNU Shopper role or the Expense Entry, Requester and GL Journals role should provide you with the full menu of security access you need for purchasing. If not, you’ll need to look at the General Form.