

We are currently updating our site; thank you for your patience.

USER AND GROUP SECURITY

PROCUREMENT AUTHORISATION

Security rights must be configured linking the <u>Procurement Authorisation</u> <u>Configuration</u> to the relevant User Group.

For example:

In the screenshot below - the **Purchasing Manager** may raise a maintenance requisition (stock / non-stock) up to the value of **R50,000** before it requires a <u>second approval</u> from the **General Manager**, who has an authorisation limit up to **R100,000**.

The **Purchasing Manager** may also raise a capital expenditure requisition (buy-back) up to the value of **R50,000** before it requires a <u>second approval</u> from the **General Manager** who has an authorisation limit up to **R100,000**.

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Note: For more information about Purchase Centre requisition approval go to: **Procurement Authorisation Configuration**.

The Purchasing Manager's group must then be linked to this Purchasing Manager configuration, as detailed in this manual.

The same security configuration applies to the General Manager.

Ensure only the users that are given this authorisation are in the designated group. See <u>User Group and Security</u> for this information.

ACCESS LEVELS:

- **1 Unlimited Access**: Access to all parts of the system.
- 2 Full Access: Access to all parts of the system.
- 3 Limited Access: Read Only.
- 4 No Access: Not accessible in Nucleus Service.

CONFIGURE PROCUREMENT AUTHORISATION FOR THE PURCHASING MANAGER

Ribbon Access: Configurator > Security > User and Group Security

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Accounts Cal Centre Company	Contract Departments	Human Resources	Inventory	Reporting	Sales Secu	ty Services	Static Data	Companion Apps		

- The **User Rights** screen will be displayed.
- Click on the drop-down arrow in the Find Group frame.

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• A Group Name and Description drop-down list will be displayed.



• Scroll down this list until you find **PRAD** - **Procurement Admin**istration, click on this **Group Name**.

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- A Code and Access Level data grid will be displayed.
- Select the **Configurator** row.

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- Click on the **expand** button of the **Configurator** row.
- A drop-down **data grid** will appear showing **Level 1**.

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	E SYST	Companion Applications	4	No Access										
	I SYST	Company	4	No Access										
	I SYST	Contracts	3	Limited Access										
	I SYST	Departments	3	Limited Access										
	E SYST	Human Resources	3	Limited Access										
	E SYST	Inventory	3	Limited Access										
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	I SYST	Sales	4	No Access										
	III SYST	Scheduling		No Access										
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• Select the SYST - Company row.



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	⊞ SYST		Inventory		3	Limited Access											
	E SYST		Reports		3	Limited Access											
	E SYST		Sales		4	No Access											
	E SYST		Scheduling			No Access											
	E SYST		Security		3	Limited Access											
	E SYST		Services		3	Limited Access											
	E SYST		Static Data		3	Limited Access											

- Click on the **expand** button of the selected row.
- A drop-down **data grid** will appear showing **Level 2**.

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	E SYST	Call Centre	3	Limited Access									
	E SYST	Companion Applications	4	No Access									
	SYST	Company	4	No Access									
	Level 2												
	AccessType	CodeDescription	AccessLevel	Description									
	⊞ SYST	Addresses	4	No Access									
	⊞ SYST	Company Maintain	4	No Access									
		Warehousing	4	No Access									
	E SYST	Purchasing Centres	4	No Access									
		Periods	4	No Access									
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	E 5151	Sales Offices	1	NO ACCESS									
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• Select the SYST - Purchasing Centres row.



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		Accounts	3	Limited Access									
		Call Centre	3	Limited Access									
	⊞ SYST	Companion Applications	4	No Access									
	E SYST	Company	4	No Access									
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	E SYST	Periods	4	No Access									
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- Click on the **expand** button of the selected row.
- A drop-down **data grid** will appear showing **Level 3**.

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	Level 3															
		ype	CodeDescription		AccessLevel											
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- You will note that currently the Purchasing Centres and Purchasing Centre Maintain Access Levels are set to **4** - **No Access**.
- Click in the Access Level field of the Purchasing Centres row to set the security level.
- A drop-down menu will appear and you will select an Access Level.
 - In this image, **3 Limited Access** is selected.



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		AccessType															
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• Click on Save.

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- A User Rights message will pop up saying -
 - User Rights updated successfully.
- Click on OK.

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• Click **Refresh** to update the saved changes.





- You will return to the User Rights screen.
- You can link the relevant <u>User Groups</u> to this Procurement Authorisation Configuration.

CONFIGURE PROCUREMENT AUTHORISATION FOR THE GENERAL MANAGER

Ribbon Access:Configurator > Security > User and Group Security

e -	Nucleur Configurator: Version 2023.11.0. 10 - All Things Example Company	⊞ – ø ×
Accounts Cal Centre Company	Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data Companion Apps	

- The User Rights screen will be displayed.
- Click on the **drop-down arrow** in the **Find Group** ribbon frame.

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- A Group Name and Description drop-down list will be displayed.
- Scroll down this list until you find **PRMA Procurement Man**agement, click on this **Group Name**.

e -					User Rights	- Nudeus Configurator: Vers	ion 2023.11.0.10 -	All Things Example C	ompany					٥	×
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				PUMA	Power User										
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				SLAD	Sales Administration										
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• A Code and Access Level data grid will be displayed.



• Select the **Configurator** row.

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- Click on the **expand** button of the selected row.
- A drop-down **data grid** will appear showing **Level 1**.

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		Accounts	3	Limited Access											
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• Select the **SYST - Company** row.

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	⊞ SYST	Departments	3	mited Access								
	⊞ SYST	Human Resources	3	mited Access								
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- Click on the **expand** button of the selected row.
- A drop-down **data grid** will appear showing **Level 2**.

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	E SYST	Accounts	3	Limited Access											
	E SYST	Call Centre	3	Limited Access											
	E SYST	Companion Applications	4	No Access											
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	⊞ SYST	Warehousing	4	No Access											
		Purchasing Centres	4	No Access											
	E SYST	Periods	4	No Access											
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	E SYST	Sales Offices	4	No Access											
	L.	Warehouses													

• Select the SYST - Purchasing Centres row.

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- Click on the **expand** button of the selected row.
- A drop-down data grid will appear showing the Access Level for Level 3.



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- You will note that currently the Purchasing Centres and Purchasing Centre Maintain Access Levels are set to **4** - **No Access**.
- Click in the **Access Level** field of the Purchasing Centres row to set the security level.
- A drop-down menu will appear and you will select an Access Level.

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• In this image, **3 - Limited Access** is selected.

• Click on Save.



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- A User Rights message will pop up saying -
 - User Rights updated successfully.
- Click on OK.



• Click **Refresh** to update the saved changes.

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- You will return to the User Rights screen.
- You can link the relevant <u>User Groups</u> to this Procurement Authorisation Configuration.

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