(A) ACCESS TO XAVIERBUY

1. Automatically granted access to post (purchasing access against a specific fund/org) for any new user in Banner per the Administrative Access Request Form: 
https://nexus.xavier.edu/sites/aarf/Lists/Administrative%20Account%20Request%20Form/Item/newifs.aspx?List=abf2f3e8%2Db8bc%2D41be%2D9e8c%2D0d2da092fd7a&RootFolder=&Web=09981554%2D5317%2D4484%2Db0bb%2Db21dc54a0fb0

2. Purchasing receives an automatically generated e-mail that employee is granted finance access in Banner for their respective fund/org.

3. Purchasing contacts Budget Administrator to determine if employee should be loaded in XavierBuy system.

4. If approved, Purchasing uploads the user as either a Requester or Approver in XavierBuy.

5. Purchasing conducts formal training on use of the XavierBuy system with the user.

(B) WORKFLOW


2. Purchasing creates the workflow rule for approvals in XavierBuy.

3. If Approver has not had formal training in XavierBuy, Purchasing contacts them to review approval process.

(C) NEW FUND/ORG ADDITIONS

1. For Non-Physical Plant Funds/Orgs: Accounting e-mails Purchasing with new Fund/Org and Budget Administrator when a new Fund/Org is established (notification reminder is part of “New FOAP Request Checklist”).

2. For Physical Plant Funds/Orgs: Accounting e-mails Purchasing with new Fund/Org and Budget Administrator when a new Fund/Org is established (notification reminder is part of Request for Additional Funds Form).
3. Purchasing receives email notification from Accounting that a new Fund/Org has been established.

4. Signature Authorization form is submitted by the department responsible for the new Fund/Org.

5. Purchasing creates the workflow in XavierBuy.

(D) APPROVER CHANGES

1. When Purchasing is contacted about Approver Changes, the steps in (B) WORKFLOW are followed.

2. Purchasing makes any required changes in XavierBuy workflow rules.

(E) EMPLOYEE TERMINATIONS

1. Purchasing receives the Termination Report from Reporting Services.

2. Purchasing deactivates the terminated employee in XavierBuy.