



Update Purchasing cutoff date

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District Administration > Options > Purchasing

Update the Purchasing cutoff date to allow users to create purchasing requisitions.

Image

The screenshot shows the 'Options > Purchasing Options' configuration page. At the top, there is a 'Save' button and two tabs: 'Current Year' and 'Next Year'. Below these are 'Retrieve' and 'Print' buttons. The main configuration area contains several settings:

- Use Blind Receiving:
- Use Req Number as JV Number:
- Allow Partial Receiving: (Cutoff Date: 05-30-2020)
- Allow Receiving Overage: (Percent of Items Over: 100%)
- Print Extended Description:
- Create Receiving Payables:
- Allow for Approval Process:
- Restrict Campus/Dept:

At the bottom, there are two sections: 'Bundle Information' and 'Bid Information'. Each section has an 'Auto Assign' checkbox (checked) and a 'Next Available' number input field.