



# **Set up District Administration purchasing options**



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## District Administration > Options > Purchasing Options > Current Year

Select the applicable options to set up purchasing tables and files for the current year. These options enable the LEA to determine how receiving is used, if requisition and purchase order numbers are automatically assigned, and if payable transactions are automatically created on the [Finance > Maintenance > Postings > Check Processing - PO](#) page.

Image

Options > Purchasing/Warehouse SessionTimer: 238 min and 07 sec

**Save** (indicated by a red arrow)

Current Year | Next Year

**Retrieve** **Print**

Use Blind Receiving: ☐ Use Req Number as JV Number: ☒

Allow Partial Receiving: ☒ Cutoff Date: 07-31-2019

Allow Receiving Overage: ☒ Percent of Items Over: 25%

Print Extended Description: ☒ Create Receiving Payables: ☒

Allow for Approval Process: ☐ Restrict Campus/Dept: ☒

**Bundle Information**

Auto Assign Bundle Number: ☒ Next Available Bundle Number: 000001

**Bid Information**

Auto Assign Bid Number: ☒ Next Available Bid Number: 000002

**Commodity Codes**

Restrict Commodity Codes to Buyer: ☐ Use Commodity Codes in Finance Payables: ☐

**Central Warehouse**

Central Warehouse: [dropdown]

Active: ☒

Description: CENTRAL Contact: MLOY CLL

Organization: 703 - 703 School Department: BUSINESS

Address Line 1: Street: 355 W FE 117

City: TEXAS CITY State: TX Zip Code: 54611 -4

Phone: (555) 675-6338 Fax: [ ] E-mail: [ ]

<b>Use Blind Receiving</b>	Select to conceal quantities ordered on the requisition on the <a href="#">Purchasing &gt; Maintenance &gt; Receiving &gt; Requisition</a> page.  If blank, the quantities ordered on the requisition are not concealed.
<b>Use Req Number as JV Number</b>	Select if you want to automatically populate the journal voucher numbers for general journal transactions when submitting, approving, or returning requisitions.  If not selected, the journal voucher numbers for general journal transactions are populated with RQMMDD (e.g., November 12 would be RQ1112) when submitting, approving, or returning requisitions.
<b>Allow Partial Receiving</b>	Select to receive less than the amount ordered.
<b>Cutoff Date</b>	Type the final date that the requisitions can be created in the MMDDYYYY format. When the date is less than the current date, new requisitions can no longer be created. If blank, requisitions can be entered at any time.

<b>Allow Receiving Overage</b>	<p>Select to receive more than the amount ordered.</p> <p>If selected, you have to indicate the maximum percentage of overage in the <b>Percent of Items Over</b> field. If the <b>Percent of Items Over</b> field is 100% and you ordered one item, you can receive two items.</p>
<b>Print Extended Description</b>	Select to print the extended description on the purchase order forms.
<b>Create Receiving Payables</b>	<p>Select to automatically create a payable transaction on the <a href="#">Finance &gt; Maintenance &gt; Postings &gt; Check Processing - PO</a> page when using the receiving feature. On the <a href="#">Finance &gt; Maintenance &gt; Postings &gt; Check Processing - PO</a> page, the payable transaction displays in the detail portion of the page. You cannot modify the amount, but you can add the invoice number and date, and click <b>Print</b> when you are ready to include this transaction when processing vendor checks.</p> <p>If the option is not selected, the payable transaction is not created in Finance when using the receiving feature.</p>
<b>Allow for Approval Process</b>	Select to use the approval process in Purchasing. If this field is not selected, the <b>Campus/Dept</b> field is not displayed on the <a href="#">Purchasing &gt; Maintenance &gt; Create/Modify Requisition</a> page.
<b>Restrict Campus/Dep</b>	Select to limit the campus list to the campuses listed on the <a href="#">District Administration &gt; Maintenance &gt; User Profiles &gt; Purchasing Restrict Campus/Dept</a> tab. By default, this field is not selected and all first approver campuses are allowed.


Under **Bundle Information**:

<b>Auto Assign Bundle Number</b>	<p>Selected by default to automatically assign a bundle number when using the bundle requisitions feature.</p> <p>In the <b>Next Available Bundle Number</b> field, type the next bundle number to be assigned or click <b>Next Available Bundle Number</b> to populate the next available bundle number to be assigned.</p>
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Under **Bid Information**:

<b>Auto Assign Bid Number</b>	<p>Selected by default to automatically assign a bid number when using the bid processing feature in Purchasing.</p> <p>In the <b>Next Available Bid Number</b> field, type the next bid number to be assigned or click <b>Next Available Bid Number</b> to populate the next available bid number to be assigned.</p>
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Under **Central Warehouse**:

<b>Central Warehouse</b>	<p>Click  to select the LEA's default receiving address. You can add or edit address information on the <a href="#">District Administration &gt; Tables &gt; Receiving Addresses</a> page.</p> <p><b>Note:</b> The central warehouse address is printed in the <b>Ship To</b> field on the purchase order if the shipping addresses are different for each requisition in a bundled requisitions purchase order. In this case, you must indicate the requesting campus, department, and requestor in the line item comments on the purchase order. The line item comments are only printed on the District PO copy.</p>
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Click **Save**.