



## **Purchasing/Warehouse (Next Year) - DA2010**



# Table of Contents

<b>Purchasing/Warehouse (Next Year) - DA2010</b> .....	i
<b>Purchasing/Warehouse (Next Year) - DA2010</b> .....	1



# Purchasing/Warehouse (Next Year) - DA2010

## District Administration > Options > Purchasing/Warehouse > Next Year

This page is used to select the options used to set up Purchasing tables and files for the next year. These options enable the district to determine how receiving is used, if requisition and purchase order numbers are automatically assigned, and if payable transactions are automatically created on the Check Processing - PO page in Finance.

### Set requisition options:

Field	Description
<b>Use Blind Receiving</b>	Select to conceal quantities ordered on the requisition on the Maintenance > Receive PO Items page in Purchasing. Leave the field blank if you do not want to conceal quantities ordered on the requisition.
<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 the option is 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 no date is entered, requisitions can be entered at any time.
<b>Allow Receiving Overage</b>	Select to receive more than the amount ordered. If the field is 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.
<b>Print Extended Description</b>	Select to print the extended description on the purchase order forms.
<b>Create Receiving Payables</b>	Select to automatically create a payable transaction on the Maintenance > Postings Check Processing - PO page in Finance when using the receive feature. On the Check Processing - PO 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, as well as click <b>Print</b> when you are ready to include this transaction when processing vendor checks. If the option is not selected, the payable transaction is not created in Finance when using the receive feature.
<b>Allow for Approval Process</b>	Select to use the approval process in Purchasing.
<b>Restrict Campus/Dep</b>	Select to limit the campus list to the campuses listed on the Maintenance > User Profiles > Purchasing Restrict Campus/Dept tab. By default, this field is not selected and, all first approver campuses are allowed.

Under **Commodity Codes**:

<b>Restrict Commodity Codes to Buyer</b>	<p>Select to restrict the use of commodity codes to only buyers (i.e., <b>Buyer</b> is selected on the District Administration &gt; Maintenance &gt; User Profiles &gt; Purchasing Permissions tab). If selected, only buyers can view the <b>Commodity Code</b> field on the Purchasing &gt; Maintenance &gt; Create/Modify Requisition, Create/Modify Contract Requisition and Warehouse &gt; Maintenance &gt; Inventory Maintenance pages.</p> <p>If <b>Restrict Commodity Codes to Buyer</b> is not selected, then all users can view the <b>Commodity Code</b> field.</p>
<b>Use Commodity Codes in Finance Payables</b>	<p>Select to use the commodity code functionality on the <a href="#">Finance &gt; Maintenance &gt; Pending Payables</a> page.</p> <p><input type="checkbox"/> If selected:</p> <ul style="list-style-type: none"> <li>• The <b>Actual Cost</b> field can be modified.</li> <li>• The <b>Net Expend Amt</b> field cannot be modified.</li> <li>• If the <b>Freight %</b> is greater than zero, then the <b>Freight Amt</b> field can be modified. If not, then the field cannot be modified.</li> </ul> <p><input type="checkbox"/> If not selected:</p> <ul style="list-style-type: none"> <li>• The <b>Actual Cost</b> field cannot be modified.</li> <li>• The <b>Net Expend Amt</b> field can be modified.</li> <li>• The <b>Freight Amt</b> field cannot be modified.</li> </ul>

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	Click to print the LEA's purchasing options for the next year. <a href="#">Review the report.</a>