

business_overview_guide_purchasing_setup

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QuickGuide: Set up Purchasing Administration Options

Use the following steps to establish the necessary settings to begin using Purchasing to create and submit requisitions.

1. Manage roles and users.

Manage roles and users

In Security Administration, set up the necessary purchasing roles (originators, approvers, etc.). Once the purchasing roles are established, assign the roles to the appropriate users. If a component (i.e., menu item) has a subcategory that is not selected, the upper-level title is displayed in italics. For example, if Utilities has sublevels, one of which has been cleared, then Utilities is displayed in italics denoting that not everything under Utilities is selected for permission.

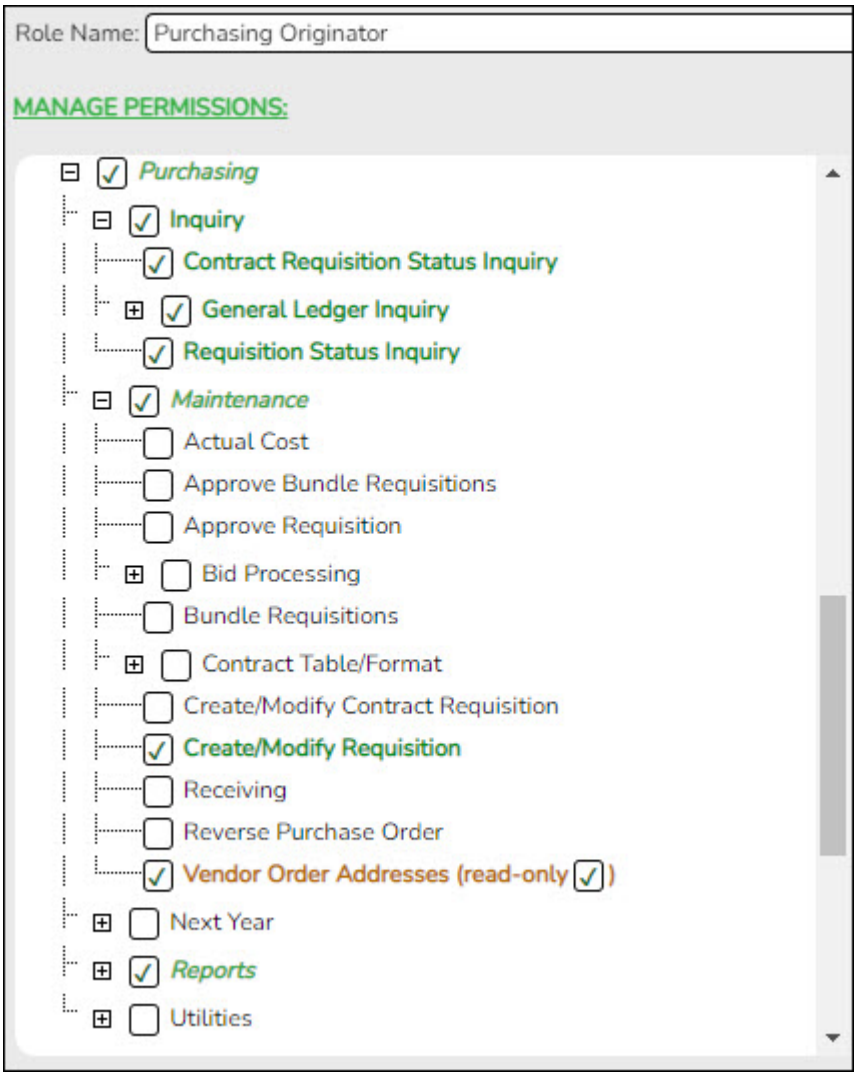


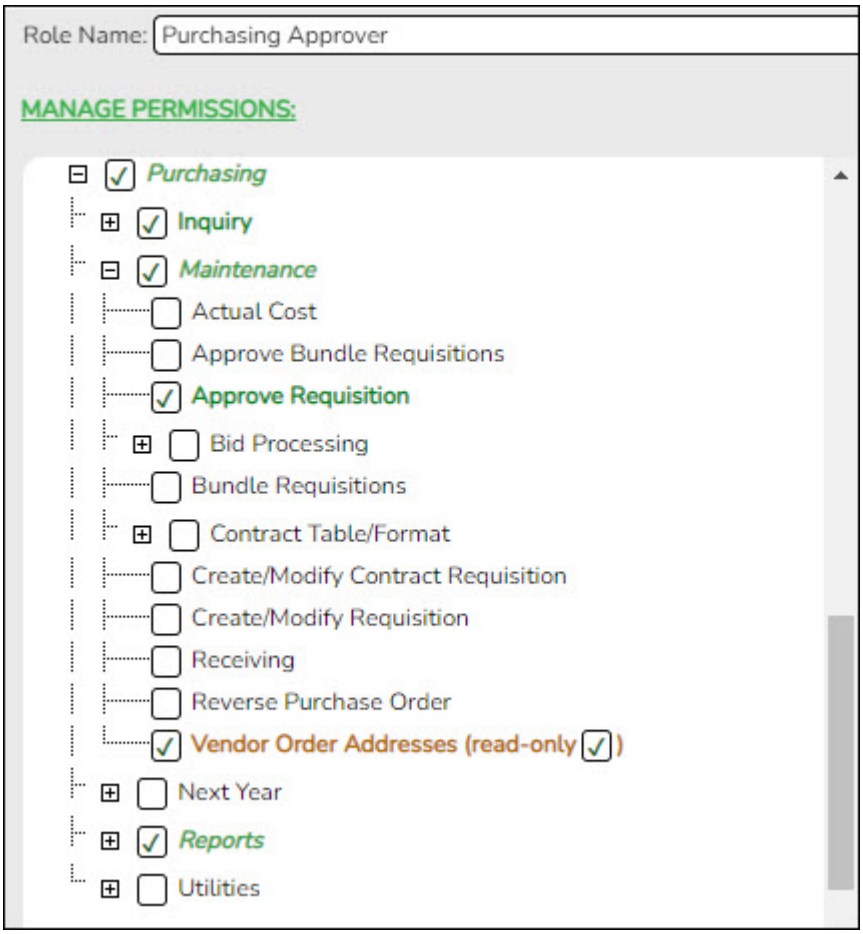
To avoid any system issues related to roles, be sure to keep Business and Student roles separate and ensure that Business roles do not have campuses assigned.

You can generate the Security Administration > Reports > List of Users by Permission report to review user details such as the last login date and then modify as needed.

Security Administration > Manage Roles

Review the suggested minimum access for Purchasing originators and approvers.


Role Name: Purchasing Originator
MANAGE PERMISSIONS:
Purchasing
Inquiry
Contract Requisition Status Inquiry
General Ledger Inquiry
Requisition Status Inquiry
Maintenance
Actual Cost
Approve Bundle Requisitions
Approve Requisition
Bid Processing
Bundle Requisitions
Contract Table/Format
Create/Modify Contract Requisition
Create/Modify Requisition
Receiving
Reverse Purchase Order
Vendor Order Addresses (read-only)
Next Year
Reports
Utilities



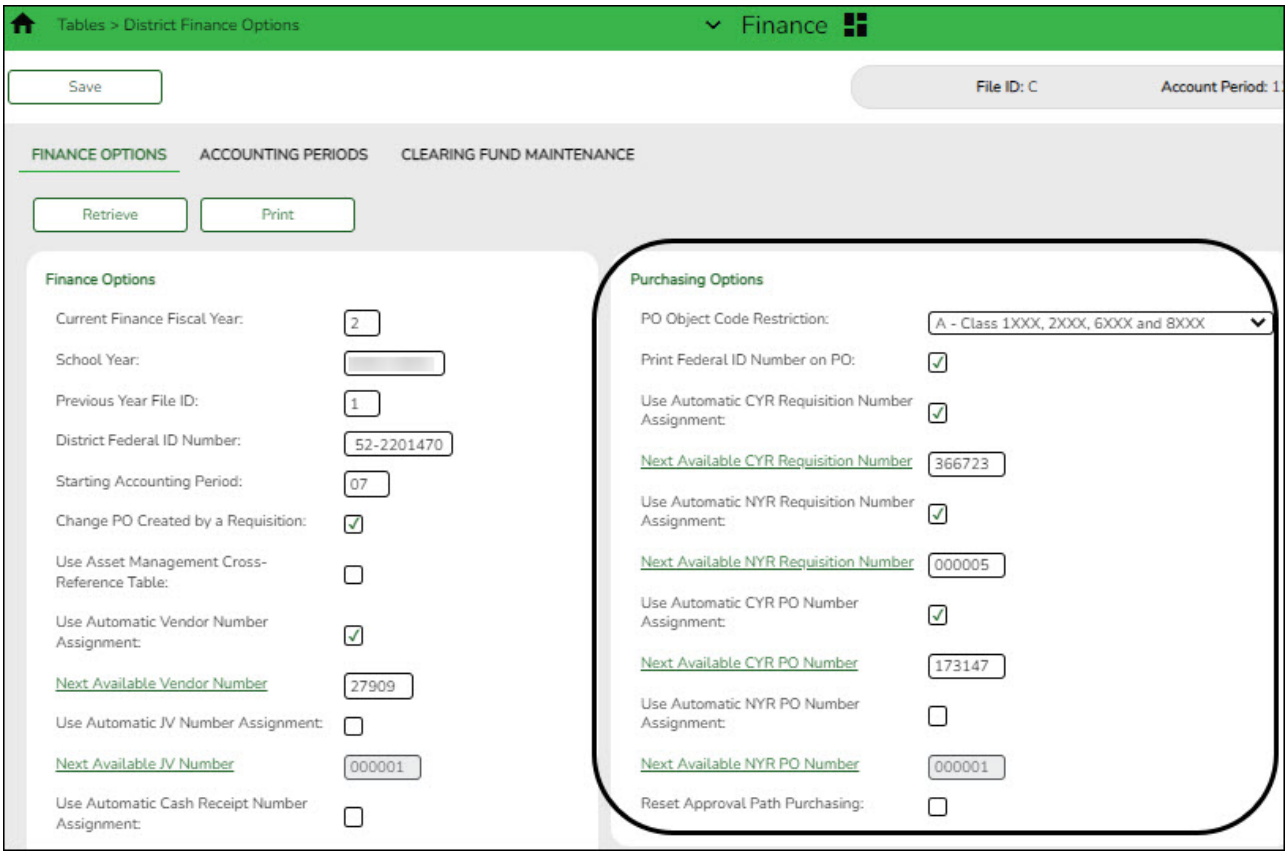
Use the Security Administration > Manage Users page to assign the appropriate roles to the appropriate users.

2. Set up Finance purchasing options.

Set up Finance purchasing options

Finance > Tables > District Finance Options > Finance Options

Under **Purchasing Options**, complete the following fields:



PO Object Code Restriction	Click ⌄ to select the allowed range of object codes to be used on requisitions. Only account codes with object codes in the selected range are allowed. • *R - Class 62XX-64XX and 66XX* • *E - Class 6XXX and 8XXX* • *A - Class 1XXX, 2XXX, 6XXX and 8XXX* • *C - Class 1XXX, 2XXX, 62XXX-64XX and 66XX* If an account code entered on a requisition does not meet the selected criteria, an error message is displayed.
Print Federal ID Number on PO	Select to print the federal ID number on purchase orders in Purchasing. If blank, the federal ID number is not printed on purchase orders.
Use Automatic CYR Requisition Number Assignment	This field automatically assigns the next available current year (CYR) requisition number. Select to automatically populate the **Next Available CYR Requisition Number** field with the last number used plus one. Click **Next Available CYR Requisition Number** to populate the **Next Available CYR Requisition Number** field with the last number used plus one. **Note**: If the requisition number has reached the maximum number (e.g., 999999), then the number is reset to 000001 and searches for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available requisition numbers are used.”

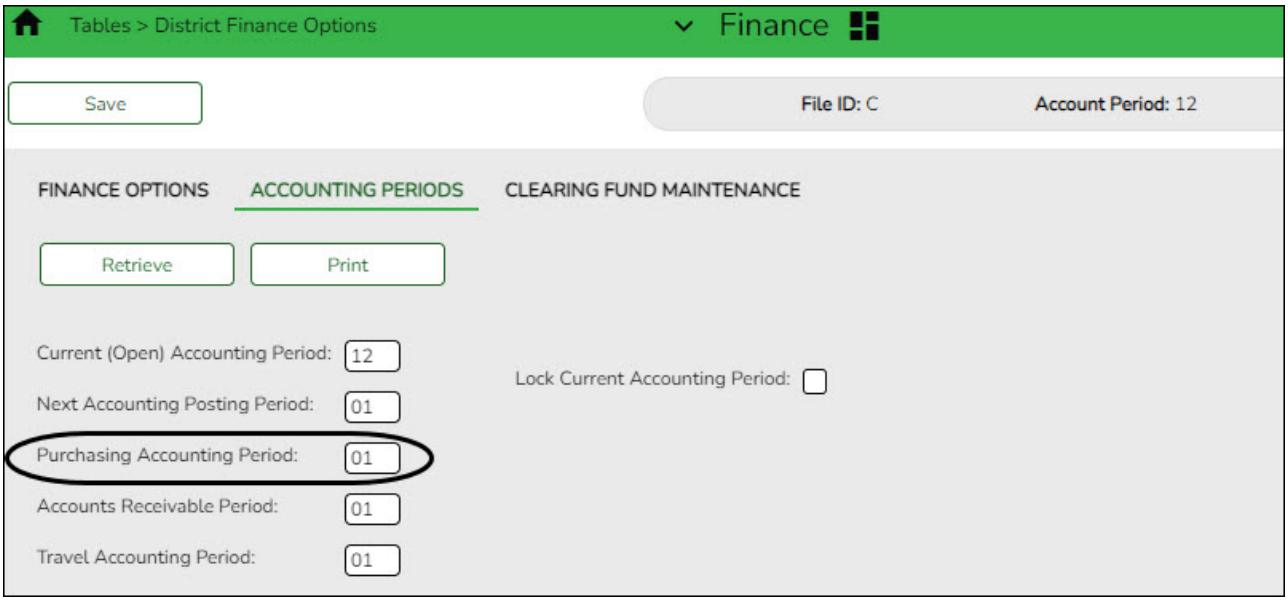
Use Automatic NYR Requisition Number Assignment	This field automatically assigns the next available next year (NYR) requisition number. Select to automatically populate the **Next Available NYR Requisition Number** field with the last number used plus one. Click **Next Available NYR Requisition Number** to populate the **Next Available NYR Requisition Number** field with the last number used plus one. **Note**: If the requisition number has reached the maximum number (e.g., 999999), then the number is reset to 000001 and searches for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available requisition numbers are used.”
Use Automatic CYR PO Number Assignment	This field automatically assigns the next available current year (CYR) purchase order (PO) number. Select to automatically populate the **Next Available CYR PO Number** field with the last number used plus one. Click **Next Available CYR PO Number** to populate the **Next Available CYR PO Number** field with the last number used plus one. **Note**: If the purchase order number has reached the maximum number (e.g., 999999), then the number is reset to 000001 and searches for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available purchase order numbers are used.”
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Reset Approval Path Purchasing	Select to reset the approval path of a requisition when the amount or account is changed by an approver during the approval process. If selected and changes are made to a requisition, the requisition is automatically returned to the originator and must be resubmitted by the originator. After the requisition is resubmitted, it must go through the approval path again. When a change is made, an email message is sent to the originator. If not selected, changes are allowed by the approver and the requisition continues through the approval path.

3. Set the Purchasing accounting period.

Verify or add Purchasing accounting period

Finance > Tables > District Finance Options > Accounting Periods

Verify or add the purchasing accounting period.



Purchasing Accounting Period	Type the purchasing accounting period. The field is a two-digit number from 01-12. The period can be the same as the current accounting period or the next accounting posting period.

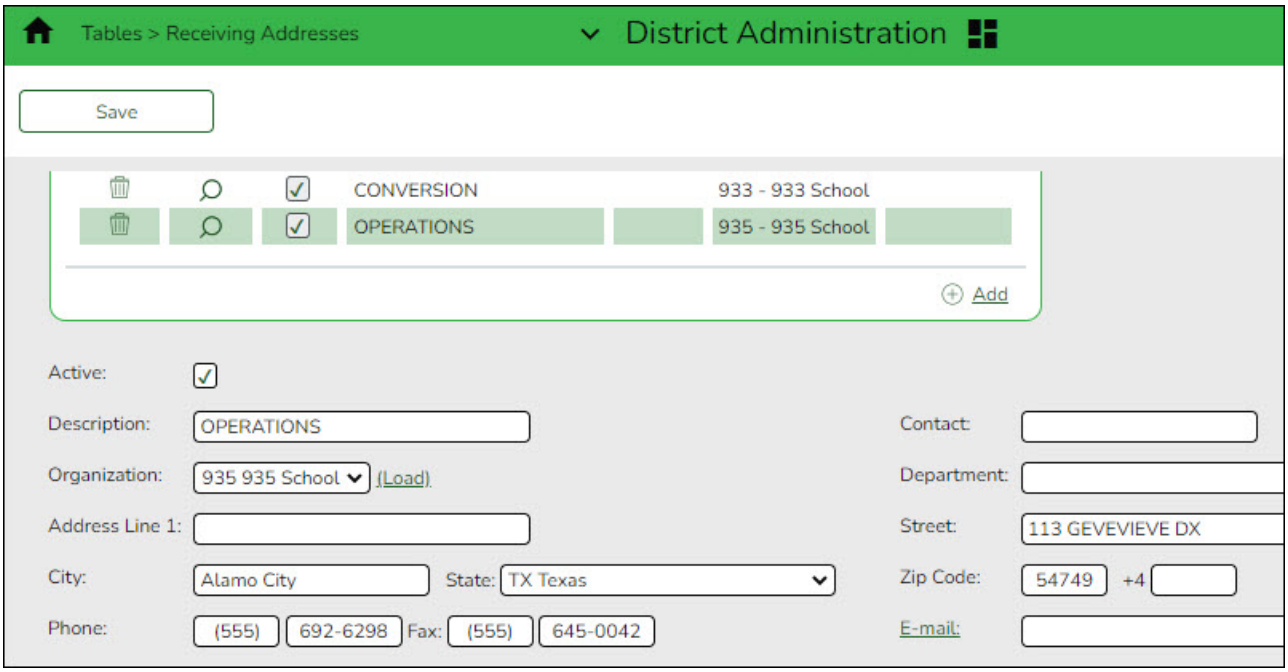
❑ Click **Save**.

4. Add receiving addresses.

Add receiving addresses

District Administration > Tables > Receiving Addresses

Create a contact list of receiving addresses for the LEA. There can be multiple receiving sites at one campus and multiple addresses for an individual.

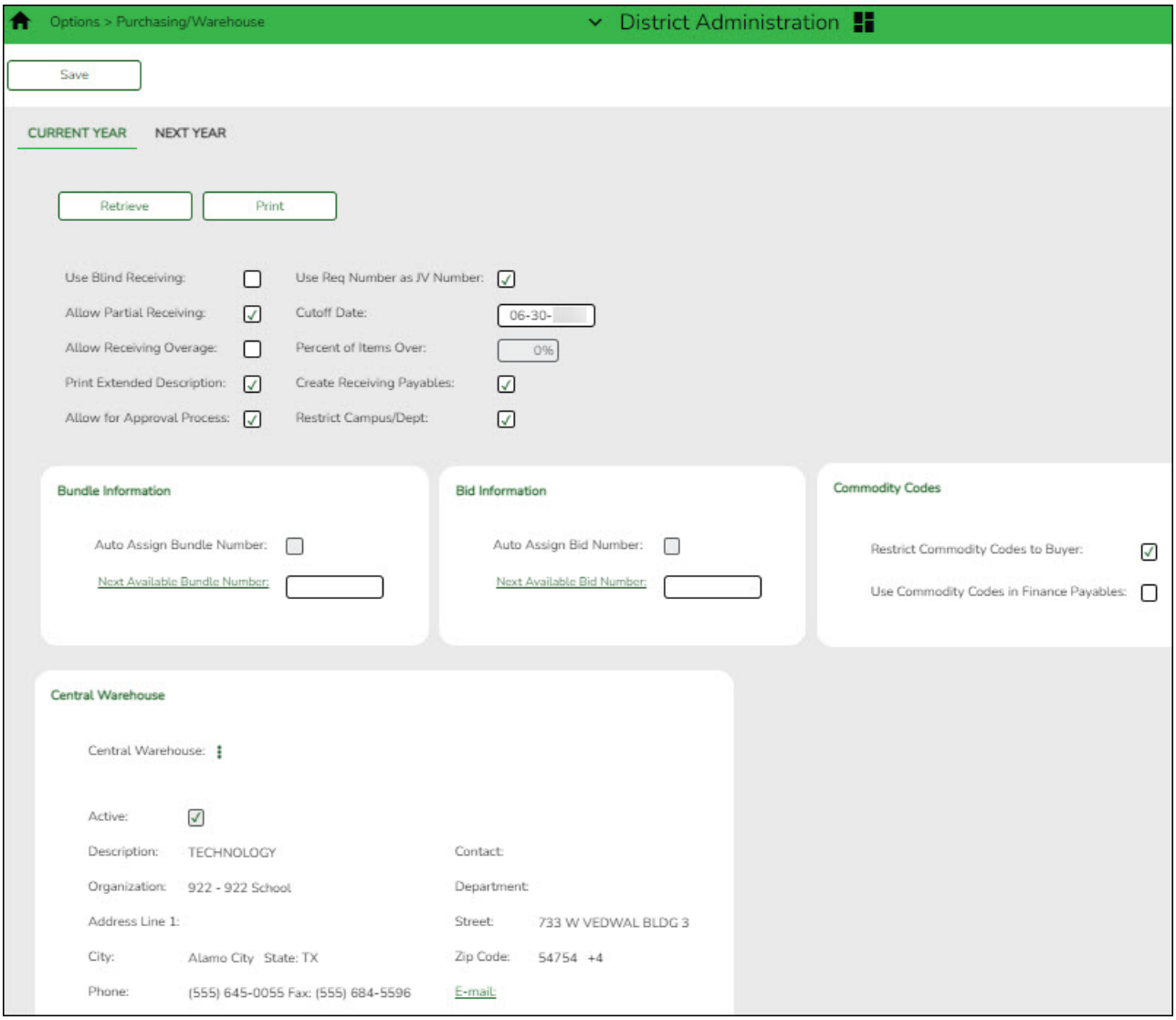


5. Set up District Administration purchasing options.

Set up District Administration purchasing options

District Administration > Options > Purchasing/Warehouse > 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/purchase order numbers are automatically assigned, and if payable transactions are automatically created on the Finance > Maintenance > Pending Payables page.



Use Blind Receiving	Select to hide the item quantities on the Purchasing > Maintenance > Receiving > Requisition tab. If blank, the item quantities are displayed.
Use Req Number as JV Number	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.
Allow Partial Receiving	Select to receive less than the amount ordered.
Cutoff Date	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.
Allow Receiving Overage	Select to receive more than the amount ordered. If selected, you have to indicate the maximum percentage of overage in the **Percent of Items Over** field. If the **Percent of Items Over** field is 100% and you ordered one item, you can receive two items.

Print Extended Description	Select to print the extended description on the purchase order forms.
Create Receiving Payables	Select to automatically create payable transactions on the Finance > Maintenance > Pending Payables page when using the receive feature. If not selected, payable transactions are not created in Finance when using the receive feature.
Allow for Approval Process	Select to use the approval process in Purchasing. If this field is not selected, the **Campus/Dept** field is not displayed on the Purchasing > Maintenance > Create/Modify Requisition page.
Restrict Campus/Dep	Select to limit the campus list to the campuses listed on the District Administration > Maintenance > User Profiles > Purchasing Restrict Campus/Dept tab. By default, this field is not selected and all first approver campuses are allowed.

❑ Under **Bundle Information**:

Auto Assign Bundle Number	Selected by default to automatically assign a bundle number when using the bundle requisitions feature. In the **Next Available Bundle Number** field, type the next bundle number to be assigned or click **Next Available Bundle Number** to populate the next available bundle number to be assigned.

❑ Under **Bid Information**:

Auto Assign Bid Number	Selected by default to automatically assign a bid number when using the bid processing feature in Purchasing. In the **Next Available Bid Number** field, type the next bid number to be assigned or click **Next Available Bid Number** to populate the next available bid number to be assigned.

❑ Under **Commodity Codes**:

Restrict Commodity Codes to Buyer	Select to restrict the use of commodity codes to only buyers (i.e., **Buyer** is selected on the District Administration > Maintenance > User Profiles > Purchasing Permissions tab). If selected, only buyers can view the **Commodity Code** field on the Purchasing > Maintenance > Create/Modify Requisition, Create/Modify Contract Requisition and Warehouse > Maintenance > Inventory Maintenance pages. If **Restrict Commodity Codes to Buyer** is not selected, then all users can view the **Commodity Code** field.

Use Commodity Codes in Finance Payables	Select to use the commodity code functionality on the Finance > Maintenance > Pending Payables page. ❑ If selected, then: • The **Actual Cost** field can be modified. • The **Net Expend Amt** field cannot be modified. • If the **Freight %** is greater than zero, then the **Freight Amt** field can be modified. If not, then the field cannot be modified. ❑ If is not selected, then: • The **Actual Cost** field cannot be modified. • The **Net Expend Amt** field can be modified. • The **Freight Amt** field cannot be modified.

❑ Under **Central Warehouse**:

Central Warehouse	Click ⋮ to select the LEA's default receiving address. You can add or edit address information on the District Administration > Tables > Receiving Addresses page. **Note**: The central warehouse address is printed in the **Ship To** 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.

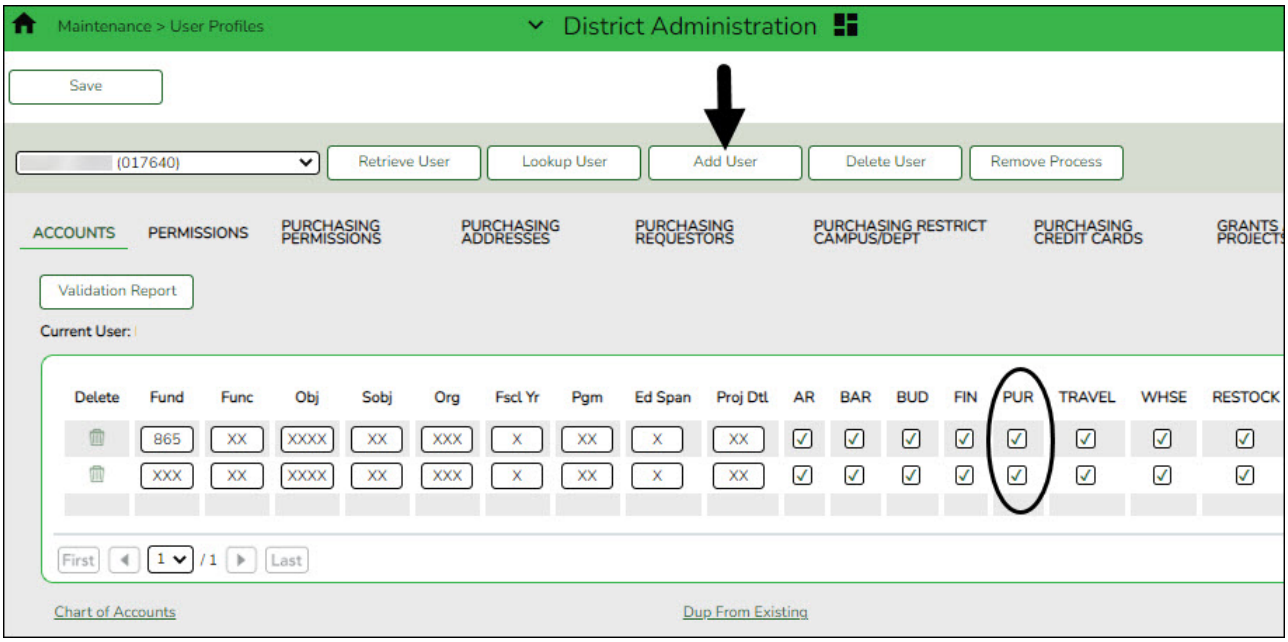
❑ Click **Save**.

6. Setup user profiles.

Set up user profiles

District Administration > Maintenance > User Profiles > Accounts

Establish user profiles and assign the accounts to be used in Purchasing.



❑ Retrieve a user or click **Add User** to add a user.

❑ Enter the accounts to which the user can access. Once the account codes/masks are entered, click **Validation Report** to display a detailed listing of all accessible accounts.

❑ Select **PUR** (Purchasing) to indicate that the user has permission to use the account in Purchasing.

❑ Click **Save**.

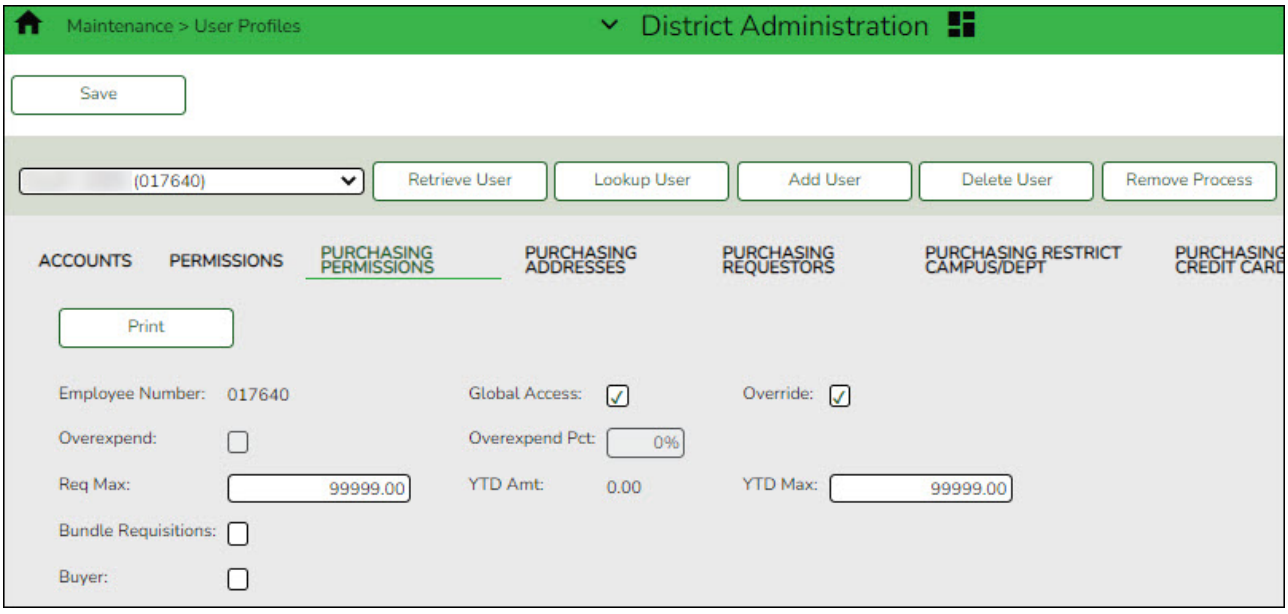
> **Note**: You can use the **Dup from Existing** feature to duplicate another user's profile. This feature copies the accounts, applications, and various settings for the selected user.

7. Set up purchasing permissions.

Set up purchasing permissions

District Administration > Maintenance > User Profiles > Purchasing Permissions

Complete the applicable fields to provide additional purchasing permissions to a user who is authorized to create requisitions, approve requisitions, or inquire about requisitions.



Global Access	Select to allow the user to view all account codes in reports and inquiries. If not selected, only accounts and inquiries for the account codes listed on the user's profile (District Administration > Maintenance > User Profiles > Accounts tab) can be viewed.

Override	Select to allow the user to create an encumbrance that is greater than the budget amount for the account code when creating or submitting a requisition. It is important to note that the override capability is tied to the requestor (not the originator) on the Purchasing > Maintenance > Create/Modify Requisition page. When creating a requisition and this user is selected as a requestor, then the override is applicable. If this user is selected as an originator but not as a requestor, and the requestor does not have override capability, then no override occurs. If selected, **Overexpend** is cleared, **Overexpend Pct** is reset to zero, and both fields are disabled. If not selected and the user (originator) attempts to create an encumbrance that is greater than the budget amount of the account code for the requestor, an error message that the encumbrance exceeds the budget amount for the account code is displayed when the user (originator) attempts to submit or save the requisition. The user (originator) cannot submit or save the requisition.
Overexpend	Select to allow the user to expend an amount greater than what was provided in the requisition. If selected, you must indicate the maximum percentage over the expenditure in the **Overexpend Pct** field. The system will calculate using any percent entered (e.g., 999%).
Req Max	Type the maximum dollar amount per requisition that the user is allowed to expend per requisition. Even if the user is allowed to overexpend, the user cannot exceed the amount in the **Req Max** field. The requisition maximum amount must be less than or equal to 999,999,999.99.
YTD Amt	Indicates the total dollar amount already expended by the user in the fiscal year. It also includes soft encumbrances. The field is display only.
YTD Max	Type the maximum dollar amount that the user can expend in the fiscal year. If the amount in the **YTD Amt** field is greater than the amount in the **YTD Max** field, the requisition is not created. The amount is based on the user, not the account. The year-to-date maximum amount must be less than or equal to 999,999,999.99.
Bundle Requisitions	Select to allow the user access to bundle requisitions in Purchasing.
Buyer	Select to identify the user as a buyer for purchasing/commodity code purposes. If **Restrict Commodity Codes to Buyer** is selected on the District Administration > Options > Purchasing/Warehouse page, then only **Buyers** can view the **Commodity Code** field on the **Purchasing > Maintenance > Create/Modify Contract Requisition** & **Create/Modify Contract Requisition** pages. If **Restrict Commodity Codes to Buyer** is not selected, then all users can view the **Commodity Code** field.

❑ Click **Save**.

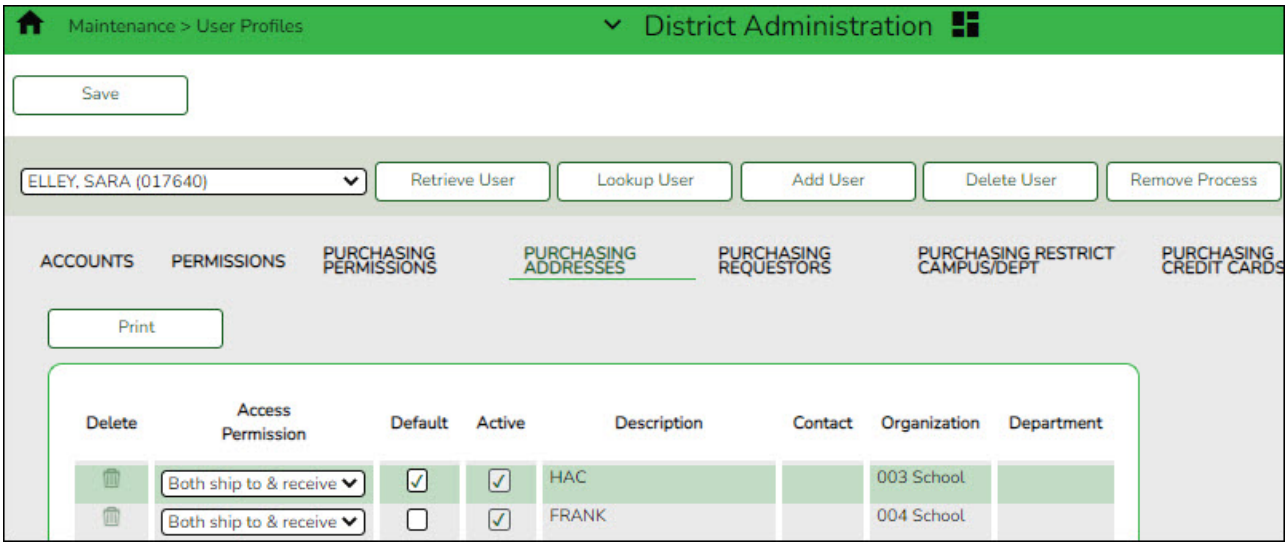
8. Add purchasing addresses.

Add receiving addresses

District Administration > Maintenance > User Profiles > Purchasing Addresses

Add user receiving addresses. Only one address can be selected as the default receiving address.

The Purchasing Address Directory is populated with the addresses that are established on the District Administration > Tables > Receiving Addresses page.



❑ Click **+Add** to add a row. The Purchasing Address Directory is displayed.

- Select the receiving address.
- Click **OK**.

Access Permission	Click ⌄ to select the type of permission the user is granted to the address. • Select *Ship* to use the selected address to create a requisition. • Select *Receive* to view and receive a purchase order for the selected address in Purchasing. • Select *Both ship to & receive* to use the selected address for creating a requisition and to view or receive a purchase order in Purchasing. This option is selected by default.
Default	Select to set as the default address. Only addresses where the access permission is *Ship to* or *Both ship to & receive* can be set as the default. **Note**: All other fields are display only. These fields are automatically populated with data from Purchasing.

❑ Click **Save**.

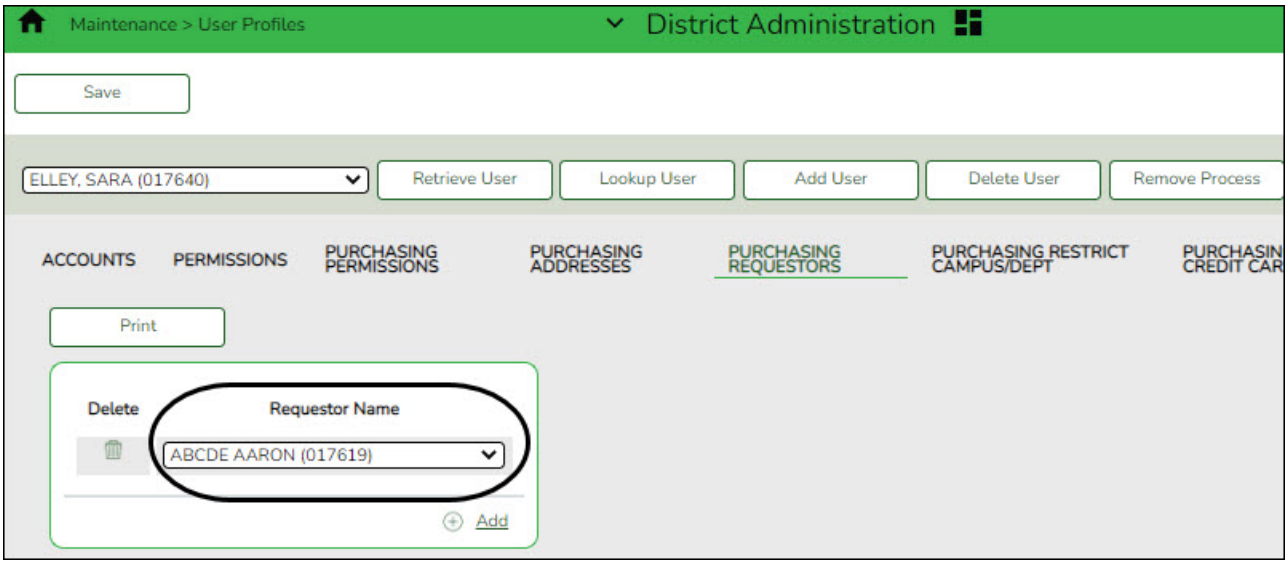
9. Set up purchasing requestors.

Set up purchasing requestors

District Administration > Maintenance > User Profiles > Purchasing Requestors

If necessary, you can limit the requestors for whom the user (originator) can create or modify requisitions. The requestor must have a user profile that includes authorized accounts to expense against as well as any approvers who are associated with the requestor.

If this option is not used, an originator can select the requestor for whom they are creating the requisition on the Purchasing > Maintenance > Create/Modify Requisition page.



❑ Click **+Add** to add a requestor name.

Requestor Name	Click to select a requestor from the drop-down list of available requestors.

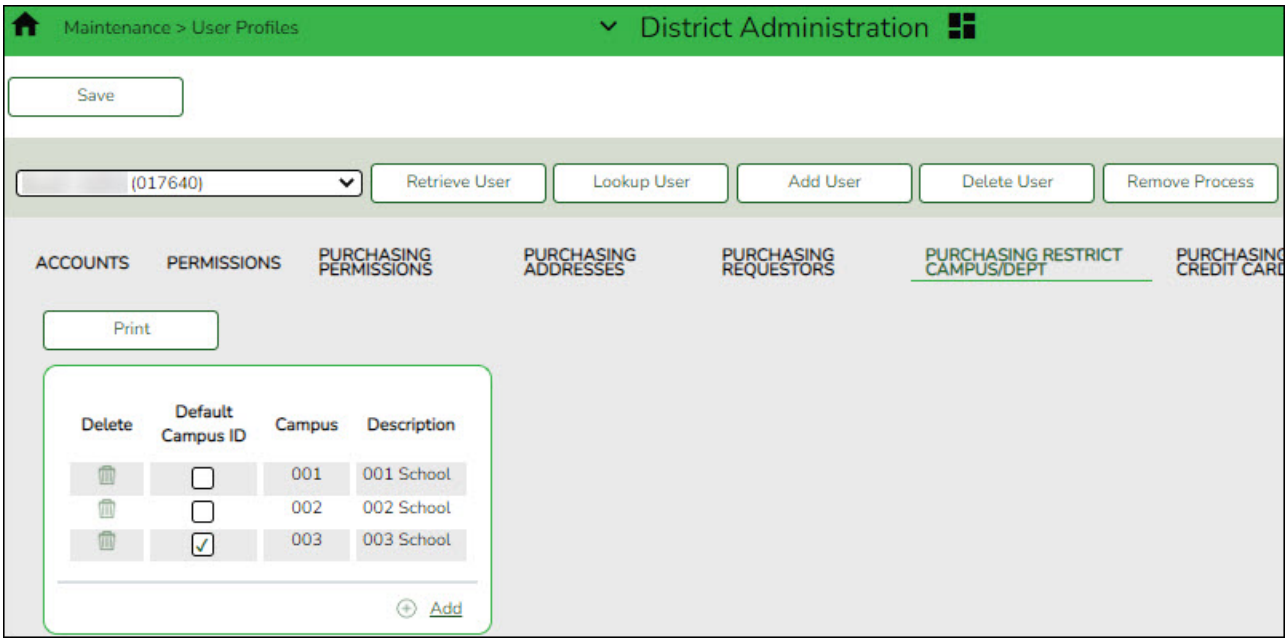
❑ Click **Save**.

10. Restrict campus/department.

Restrict campus/department

District Administration > Maintenance > User Profiles > Purchasing Restrict Campus/Dept

This tab is used to restrict users to specific first approver campuses for purchasing requisitions. This feature can only be used if **Restrict Campus/Dept** is selected on the District Administration > Options > Purchasing/Warehouse > Current Year page.



❑ Click **+Add** to add a campus. The Campus Directory is displayed.

❑ Select the applicable campus(es).

Default Campus ID	Select to indicate the primary campus of the selected user.
Campus	The three-digit campus ID is displayed.
Description	The campus name associated with the campus ID is displayed.

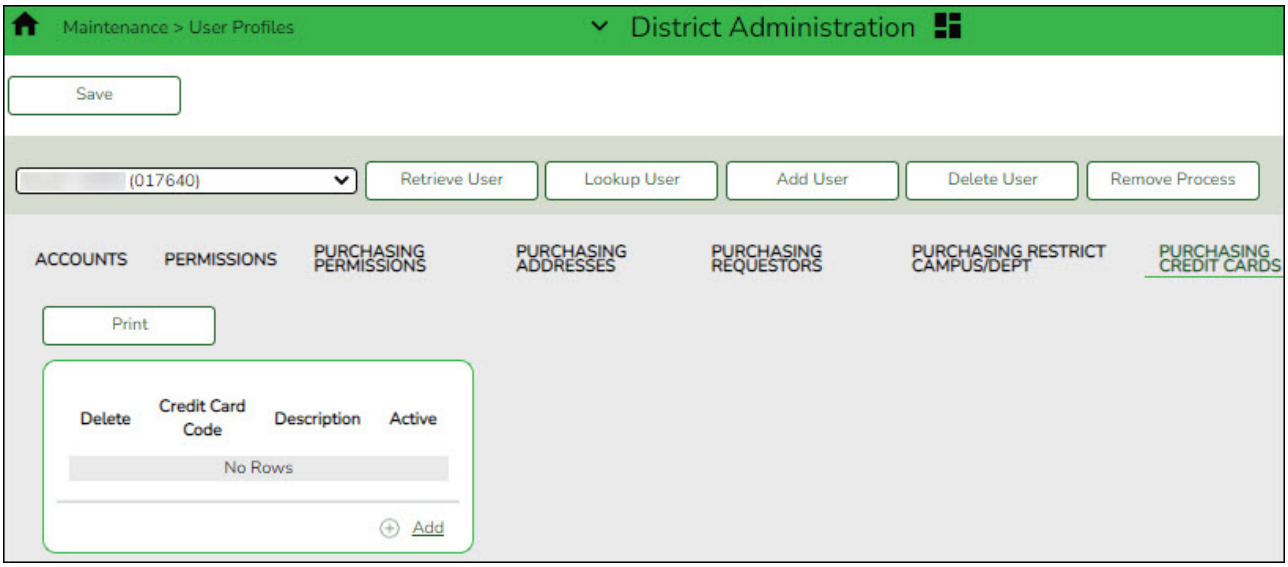
❑ Click **Save**.

11. Set up purchasing credit card data.

Set up purchasing credit card data

District Administration > Maintenance > User Profiles > Purchasing Credit Cards

If your LEA uses the credit card functionality and has existing credit card codes on the Finance > Tables > Credit Card Codes tab, you can assign those credit card codes to individual users. This allows users to select from a list of active and assigned credit card codes when entering requisitions on the Purchasing > Maintenance > Create/Modify Requisition page.



❑ Click **+Add** to add a credit card code.

Credit Card Code	The user-defined credit card code is displayed.
Description	The user-defined credit card code description is displayed.
Active	Indicates the credit card code status.

❑ Click **Save**.


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