ASCENDER®
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Purchasing Requestors - DA3000

Table of Contents

Purchasing Requestors - DA3000 1

Purchasing Requestors - DA3000

District Administration > Maintenance > User Profiles > Purchasing Requestors

This tab is used to limit the requestors for whom the user (originator) can create or modify requisitions. The requestor must have a user profile that includes accounts he is authorized to expense to, as well as any approvers associated with the requestor.

Note: Refer to the Accounts tab for more information about the **Add User**, **Delete User**, and **Remove Process** buttons.

Set up purchasing requestors:

Retrieve User	Click to retrieve a user. Click ⌄ to select a user and click **Retrieve User**. By default, this drop down only displays “employed” users. **Notes**: The drop-down list is sorted alphabetically by last name and then first name. All users who are set up on the Personnel > Staff Demo page and have been previously added to the Maintenance > User Profiles page are displayed in the drop down.	`OR`	**Lookup User**	Click to lookup a user. Click to search for an employee in the User Directory. The User Directory is displayed. To search for a specific user, type data in the desired search fields. • **First Name** • **Last Name** • **Employee Number** Select one of the following employee statuses to narrow your search: • **Employed** • **Not Employed** Click **Retrieve**. A list of users that match the search criteria is displayed. The following information is retrieved: • **Employee Nbr** • **Last Name** • **First Name** • **Employed** Select an employee number. The directory is closed and the page is populated with the selected user record. Otherwise, click **Cancel** to close the directory.

Click **+Add** to add a new row to the grid.

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

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.
Print	Print the report. Click to print the User Profiles, User Requestor report. Review the report.
🗑	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**. Click **Cancel** to not delete the row.

ASCENDER®
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover