PURCHASING USER MANUAL 1

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PURCHASING USER MANUAL

CREATING REQUISITION OR PURCHASE ORDER DEPARTMENTS

REQUISITION DEPARTMENTS

A department can represent a group of users organized however an agency wishes – e.g., by the agency's organizational structure, by location, etc. Generally, Requisition Departments are not required. However, there are processes that require Requisition Departments:

- If an agency wants to automatically generate requisition numbers according to a specific format, then Requisition Departments must be created. If no requisition department is created, requisition numbers must be entered manually.
- If an agency wants to restrict approvers so that they can approve only certain requisitions, you can create requisition departments and then enable the **Restrict Approval by Req Department** setting on the **Agency** screen. Requesters then must assign their requisitions to a specific department to be approved.

By creating Requisition Departments, you can sort or filter requisitions on the **Status** screen by department, and you can sort the Purchasing reports (in the Purchasing application) by department.

PURCHASE ORDER DEPARTMENTS

Similar to requisition departments, purchase order departments are not required. Purchase orders can be assigned to departments so they are organized or categorized for your purchasers.

- If an agency wants to automatically generate requisition numbers according to a specific format, then Purchase Order departments must be created. If no Purchase Order Department is created, requisition numbers must be entered manually.

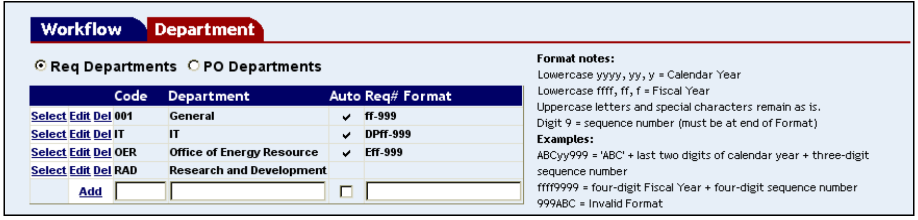
By default, purchase orders do not have to be approved because requisitions are already approved by the time a purchase order is created. However, a purchase order approval process can be set up. If your agency decides to require purchase order approvals, you must enable **PO Approver Required** on the **Agency** screen and assign a user(s) as **PO Approver** on the **User Maint** screen.

CREATE A REQUISITION OR PURCHASE ORDER DEPARTMENT

Departments can correspond to the agency's organizational structure, function, location, etc. Departments are not required unless you choose to restrict requisition approvals by department or if you want to automatically assign requisition or purchase order numbers.

1. Click the **Agency** tab and then click the **Department** tab.
2. Select either **Req Departments** or **PO Departments**.
3. Type a three character department code in the **Code** field.
4. Type a name for the department in the **Department** field. Do not use special characters or symbols, including **&**, ', ", <, and \.
5. Check the **Auto** check box to enable automatic numbering for requisitions and/or purchase orders. Leave unchecked and requisition or purchase order numbers will have to be entered manually.
6. Enter the automatic numbering format according to the **Format notes**. See the Automatic Numbering Format section below.
7. Click **Add**.

Figure 1 - Add a Department



● Req Departments ○ PO Departments

	Code	Department	Auto	Req# Format
Select Edit Del	001	General	✓	ff-999
Select Edit Del	IT	IT	✓	DPff-999
Select Edit Del	OER	Office of Energy Resource	✓	Eff-999
Select Edit Del	RAD	Research and Development		
Add			☐	

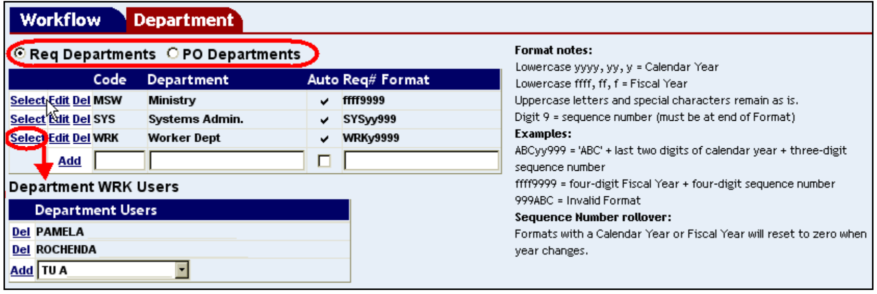
Format notes:
Lowercase yyyy, yy, y = Calendar Year
Lowercase ffff, ff, f = Fiscal Year
Uppercase letters and special characters remain as is.
Digit 9 = sequence number (must be at end of Format)
Examples:
ABCyy999 = 'ABC' + last two digits of calendar year + three-digit sequence number
ffff9999 = four-digit Fiscal Year + four-digit sequence number
999ABC = Invalid Format

ADD USERS TO A DEPARTMENT

Users not added to any departments have access to all departments. To add users to specific departments:

1. Select either **Req Departments** or **PO Departments**.
2. Click **Select** next to a **Department**.
3. Choose a user's name from the drop down menu.
4. Click **Add**. NOTE: You can also add users to departments on the **User Maint** screen.

Figure 2 - Add users to a department



● Req Departments ○ PO Departments

	Code	Department	Auto	Req# Format
Select Edit Del	MSW	Ministry	✓	ffff9999
Select Edit Del	SYS	Systems Admin.	✓	SYSyy999
Select Edit Del	WRK	Worker Dept	✓	WRKy9999
Add			☐	

Department WRK Users

	Department Users
Del	PAMELA
Del	ROCHENDA
Add	TU A

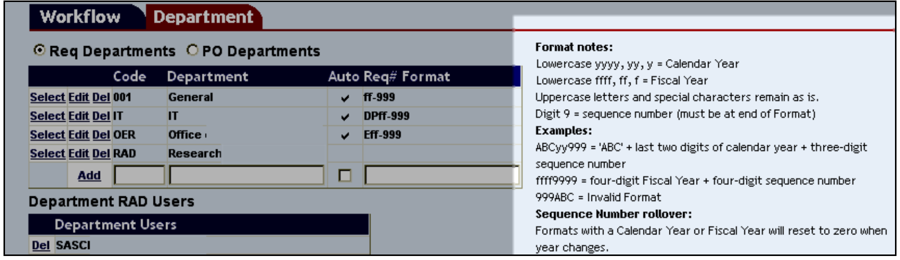
Format notes:
Lowercase yyyy, yy, y = Calendar Year
Lowercase ffff, ff, f = Fiscal Year
Uppercase letters and special characters remain as is.
Digit 9 = sequence number (must be at end of Format)
Examples:
ABCyy999 = 'ABC' + last two digits of calendar year + three-digit sequence number
ffff9999 = four-digit Fiscal Year + four-digit sequence number
999ABC = Invalid Format
Sequence Number rollover:
Formats with a Calendar Year or Fiscal Year will reset to zero when year changes.

AUTOMATIC NUMBERING FORMAT FOR REQUISITIONS OR PURCHASE ORDERS

When automatic numbering is enabled, requisition or purchase order numbers are automatically generated when the requisition is marked as “Itemize Complete” or when the purchase order is marked as “Ordered”. If no requisition or purchase order department is created, requisition or purchase order numbers must be entered manually.

You must specify the format of the automatically generated numbers. The **Format notes** legend on the **Departments** tab defines the variables to use for the automatic numbering.

Figure 3 – Format notes



● Req Departments ○ PO Departments

	Code	Department	Auto	Req# Format
Select Edit Del	001	General	✓	ff-999
Select Edit Del	IT	IT	✓	DPff-999
Select Edit Del	OER	Office	✓	Eff-999
Select Edit Del	RAD	Research		
Add			☐	

Department RAD Users

Department Users	
Del	SASCI

Format notes:
Lowercase yyyy, yy, y = Calendar Year
Lowercase ffff, ff, f = Fiscal Year
Uppercase letters and special characters remain as is.
Digit 9 = sequence number (must be at end of Format)
Examples:
ABCyy999 = 'ABC' + last two digits of calendar year + three-digit sequence number
ffff9999 = four-digit Fiscal Year + four-digit sequence number
999ABC = Invalid Format
Sequence Number rollover:
Formats with a Calendar Year or Fiscal Year will reset to zero when year changes.

Format notes:

- Lowercase yyyy, yy, y = Calendar Year
- Lowercase ffff, ff, f = Fiscal Year
- Uppercase letters and special characters remain as is.
- Digit 9 = sequence number (must be at end of Format)

Examples:

- ABCyy999 = 'ABC' + last two digits of calendar year + three-digit sequence number
- ffff9999 = four-digit Fiscal Year + four-digit sequence number
- 999ABC = Invalid Format

Sequence Number rollover:

- Formats with a Calendar Year or Fiscal Year will reset to zero when year changes.

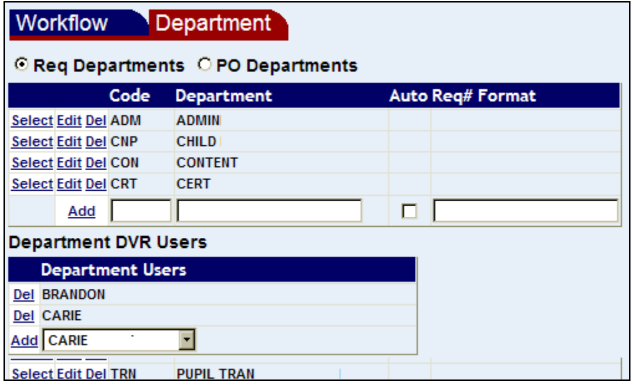
The following examples demonstrate the results of the formatting:

Req or PO format	**Automatically generated number**
DSAyy999	DSA08001
yy-999	08-001
ffff9999	20080001
WRKy9999	WRK80001

EXAMPLES OF DEPARTMENTS

Below are three examples of departments.

Figure 1 - Requisition department example



● Req Departments ○ PO Departments

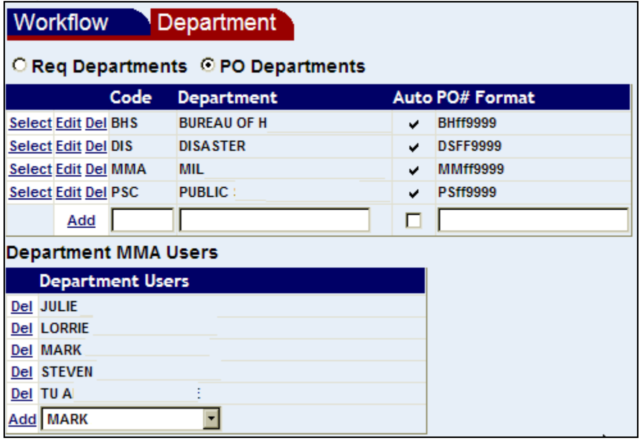
	Code	Department	Auto Req# Format
Select Edit Del	ADM	ADMIN	
Select Edit Del	CNP	CHILD	
Select Edit Del	CON	CONTENT	
Select Edit Del	CRT	CERT	
Add			☐

Department DVR Users

	Department Users
Del	BRANDON
Del	CARIE
Add	CARIE

	Code	Department	Auto Req# Format
Select Edit Del	TRN	PUPIL TRAN	

Figure 2 - Purchase Order department example



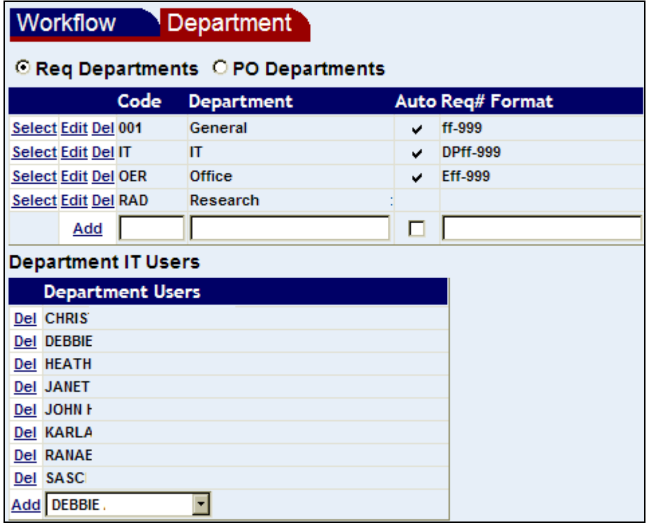
○ Req Departments ● PO Departments

	Code	Department	Auto PO# Format	
Select Edit Del	BHS	BUREAU OF H	✓	BHff9999
Select Edit Del	DIS	DISASTER	✓	DSFF9999
Select Edit Del	MMA	MIL	✓	MMff9999
Select Edit Del	PSC	PUBLIC	✓	PSff9999
Add			☐	

Department MMA Users

	Department Users
Del	JULIE
Del	LORRIE
Del	MARK
Del	STEVEN
Del	TU A
Add	MARK

Figure 3 - Requisition department example



● Req Departments ○ PO Departments

	Code	Department	Auto Req# Format	
Select Edit Del	001	General	✓	ff-999
Select Edit Del	IT	IT	✓	DPff-999
Select Edit Del	OER	Office	✓	Eff-999
Select Edit Del	RAD	Research		
Add			☐	

Department IT Users

	Department Users
Del	CHRIS
Del	DEBBIE
Del	HEATH
Del	JANET
Del	JOHN I
Del	KARLA
Del	RANAE
Del	SASC
Add	DEBBIE