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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

Code	Department	Auto Req#	Format
Select Edit Del 001	General	<input checked="" type="checkbox"/>	ff-999
Select Edit Del IT	IT	<input checked="" type="checkbox"/>	DPff-999
Select Edit Del OER	Office of Energy Resource	<input checked="" type="checkbox"/>	Eff-999
Select Edit Del RAD	Research and Development	<input type="checkbox"/>	

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

Code	Department	Auto Req#	Format
Select Edit Del MSW	Ministry	<input checked="" type="checkbox"/>	ffff9999
Select Edit Del SYS	Systems Admin.	<input checked="" type="checkbox"/>	SYSy999
Select Edit Del WRK	Worker Dept	<input checked="" type="checkbox"/>	WRKy9999

Department WRK Users

Department Users
Del PAMELA
Del ROCHENDA
Add TU A

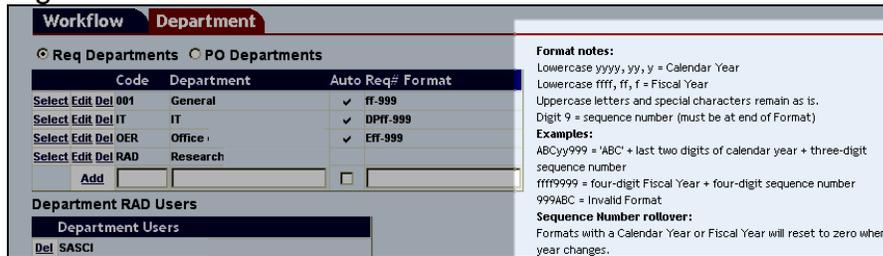
Format notes:
Lowercase yyyy, yy, y = Calendar Year
Lowercase ffff, ff, f = Fiscal Year
Uppercase letters and special characters remain as is.
Digit 9 = sequence number (must be at end of Format)
Examples:
ABCyy999 = 'ABC' + last two digits of calendar year + three-digit sequence number
ffff9999 = four-digit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



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:

<u>Req or PO format</u>	<u>Automatically generated number</u>
DSAYy999	DSA08001
yy-999	08-001
ffff9999	20080001
WRKy9999	WRK80001

EXAMPLES OF DEPARTMENTS

Below are three examples of departments.

Figure 1 - Requisition department example

Workflow Department

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	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Department DVR Users

Department Users

[Del](#) BRANDON

[Del](#) CARIE

[Add](#)

[Select](#) [Edit](#) [Del](#) TRN PUPIL TRAIN

Figure 2 - Purchase Order department example

Workflow Department

Req Departments PO Departments

Code	Department	Auto PO#	Format
Select Edit Del BHS	BUREAU OF H	<input checked="" type="checkbox"/>	BHff9999
Select Edit Del DIS	DISASTER	<input checked="" type="checkbox"/>	DSFF9999
Select Edit Del MMA	MIL	<input checked="" type="checkbox"/>	MMff9999
Select Edit Del PSC	PUBLIC :	<input checked="" type="checkbox"/>	PSff9999
Add	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Department MMA Users

Department Users

[Del](#) JULIE

[Del](#) LORRIE

[Del](#) MARK

[Del](#) STEVEN

[Del](#) TU A

[Add](#)

Figure 3 - Requisition department example

Workflow Department

Req Departments PO Departments

Code	Department	Auto Req#	Format
Select Edit Del 001	General	<input checked="" type="checkbox"/>	ff-999
Select Edit Del IT	IT	<input checked="" type="checkbox"/>	DPff-999
Select Edit Del OER	Office	<input checked="" type="checkbox"/>	Eff-999
Select Edit Del RAD	Research		
Add	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Department IT Users

Department Users

[Del](#) CHRIS

[Del](#) DEBBIE

[Del](#) HEATH

[Del](#) JANET

[Del](#) JOHN F

[Del](#) KARLA

[Del](#) RANAE

[Del](#) SASC

[Add](#)