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PURCHASING USER MANUAL

APPROVAL PROCESSES USING REQUISITION WORKFLOWS VS REQUISITION DEPARTMENTS

INTRODUCTION

An agency has several options for creating an approval process in the Purchasing application. An agency can use: 1) workflows only; 2) workflows and departments; 3) one workflow and any number of departments. There are several differences between workflows and requisition departments in the approval process:

- At least one workflow is required for any agency.
- Requisition departments are not required to create requisitions or for the approval process. However, Requisition Departments can be used *with* the **Restrict Approval by Req Department** setting for an approval process.
- If an agency wants to use automatic requisition numbering, then Requisition Departments must be created and used.
- If using Requisition Departments (in conjunction with **Restrict Approval by Req Department** setting) and only one workflow, the requester must select the Requisition Department appropriate for *all line items* of the requisition. The administrator must make sure the Requisition Department has the appropriate approvers who can approve *all line items* on that type of requisition.
- Requisition Departments can be used *without* the **Restrict Approval by Req Department** setting so that you can sort or filter requisitions on the **Status** screen. Also, Purchasing reports could be sorted by Requisition Department for analysis.
- If using several workflows and *no Requisition Departments*, a requester can add any type of item on one requisition (within agency rules) and then choose the appropriate workflow for *each line item*. The administrator must make sure that each workflow has the appropriate approvers who can approve those types of line items.

Workflows and Requisition Departments can be used together, with or without the Agency setting of **Restrict Approval by Req Department**. However when restricting approval by requisition department, the administrator must be sure that approvers are assigned to both the appropriate workflow *and* the appropriate department.

Small agencies may find it easier to use only a few workflows, while larger agencies may use workflows and departments for more categorization of their approvers and processes.

USE ONLY REQUISITION WORKFLOWS (NO REQUISITION DEPARTMENTS)

One way to set up an approval process is to create several workflows for different types of line item purchases, for different divisions or offices, or for whatever sort of categorization needed. For example:

Figure 1 - Requisition workflows by regional offices

Workflow		Department	
Work Flow			
Workflow	Active	Western Levels	
Select Edit Del IT	✓	Level	
Select Edit Del General	✓	Select Edit Del Admin Assistant	Up Dn
Select Edit Del Western	✓	Select Edit Del FISCAL	Up Dn
Select Edit Del Eastern	✓	Select Edit Del BOSS	Up Dn
Select Edit Del Northern	✓	Add	
Select Edit Del Southern	✓		
Admin Assistant Level Approvers			
Approver	Active		
Edit Del JACK DYSON	✓		
Edit Del PABLO PICASSO	✓		
Edit Del JACK TILLSON	✓		
Edit Del PAUL GOVT	✓		
Add JACK DYSON	✓		

- When a requisition is created, the requester would not have to select a Department.
- When a requisition is created, the requester would have to select the proper workflow for *each line item* of the requisition.

Figure 2 - Selecting a requisition workflow

Printing Supplies									
Status: Awaiting Fiscal Coding				Requested by: JAMES CARTER (02/07/2008)		Edited by: JAMES CARTER (02/07/2008)		<input type="button" value="Make Template"/> <input type="button" value="Void Requisition"/>	
<input type="button" value="Add Item"/>		<input type="button" value="Coding Complete"/>		<input type="button" value="Clear All Items"/>					
Total: \$491.00 <input type="checkbox"/> Vendor Info <input type="checkbox"/> Coding Info <input type="checkbox"/> Receipt Info									
Notes	Atch	Status	Item #	Description	Qty	UM*	Price	SubTot	Workflow
Menu	<input type="checkbox"/>	Awaiting Fiscal Coding		Paper	8	Box	40.00	320.0	(Western)
Menu	<input type="checkbox"/>	Awaiting Fiscal Coding		Toner	3	Box	45.00	135.0	-Select Workflow-
Menu	<input type="checkbox"/>	Awaiting Fiscal Coding		Staples	3	Box	12.00	36.0	-Select Workflow-

Although a Requisition Department is not required, you can still create departments and not restrict the approvals by department, because the approvers can only approve line items assigned to their workflow. However you could then run Purchasing reports that can be sorted by Requisition Departments and you can sort and locate requisitions on the Purchasing application's **Status** screen.

USE ONE REQUISITION WORKFLOW AND SEVERAL REQUISITION DEPARTMENTS

Another way to set up an approval process is to create one workflow that has all of the approvers assigned to it. Then create different Requisition Departments for different divisions or offices or for any of categorization is needed. Then set up **Restrict Approval by Req Department**. For example:

Create one workflow with one or more approval levels and assign *all* approvers to that workflow:

Figure 3 - Single workflow Fiscal Level

Work Flow		DSA TEST Levels		Fiscal Level Approvers	
Workflow	Active	Level		Approver	Active
Select Edit Del DSA TEST	<input checked="" type="checkbox"/>	Select Edit Del Fiscal	Up Dn	Edit Del SUSAN	<input checked="" type="checkbox"/>
Add	<input type="checkbox"/>	Select Edit Del Supervisor	Up Dn	Edit Del PATRICK	<input checked="" type="checkbox"/>
		Add		Edit Del NANCY	<input checked="" type="checkbox"/>
				Edit Del MARY	<input checked="" type="checkbox"/>
				Edit Del DENNIS	<input checked="" type="checkbox"/>
				Add KENS	<input checked="" type="checkbox"/>

Figure 4 - Single workflow Supervisor Level (final level)

Work Flow		DSA TEST Levels		Supervisor Level Approvers	
Workflow	Active	Level		Approver	Active
Select Edit Del DSA TEST	<input checked="" type="checkbox"/>	Select Edit Del Fiscal	Up Dn	Edit Del LORRIE POND	<input checked="" type="checkbox"/>
Add	<input type="checkbox"/>	Select Edit Del Supervisor	Up Dn	Add TU ANH BOCKENSTETTE	<input checked="" type="checkbox"/>
		Add			

Create several Requisition Departments and assign the approvers to their respective departments, with the final level approver(s) assigned to all departments.

Figure 5 - Requisition Departments

Workflow Department

Req Departments PO Departments

Code	Department	Auto PO#	Format
Select Edit Del BHS	BUREAU OF HOMELAND SECURI	<input checked="" type="checkbox"/>	BHff9999
Select Edit Del DIS	DISASTER	<input checked="" type="checkbox"/>	DSFF9999
Select Edit Del MMA	MILITARY MNGMT ADMIN	<input checked="" type="checkbox"/>	MMff9999
Select Edit Del PSC	PUBLIC SAFETY COMMUNICATI	<input checked="" type="checkbox"/>	PSff9999
Add		<input type="checkbox"/>	

Department MMA Users

Department Users
Del JULIE
Del LORRIE
Add MARK

Then enable the setting of **Restrict Approval by Req Department**.

Figure 6 - Restrict Approval by Req Department

The screenshot shows the 'Agency' configuration page. The 'Restrict Approval by Req Department' checkbox is checked and circled in red. Other options include 'Auto Authorize Requisitions', 'Email Notification', 'Restrict Req Approver', and 'Encumber PCard Purchases'. A 'Delegated Amount' of \$5000.00 is shown. There are also tabs for 'Requisition Tab', 'Purchase Order Tab', and 'Receiving Tab'.

- When a requisition is created, the requester would have to select the proper Department.
- When adding line items to the requisition, the one workflow will be the default on all line items of the requisition.
- When the requisition is ready for approval, only those approvers assigned to the same Requisition Department as the requisition will be able to approve the requisition line items.

USE BOTH REQUISITION WORKFLOWS AND REQUISITION DEPARTMENTS

Another way to set up an approval process is to create several workflows and associated approval levels for different types of purchases, for different divisions or offices, or for any categorization needed. You could also create Requisition Departments and use the **Restrict Approval by Req Department** setting, but it adds another restriction on approvers who are already assigned to workflows. The administrator must be sure that approvers are assigned to *both* the appropriate workflow and the appropriate department. Otherwise, approvers would not be able to approve line items that are in their workflow if the line items are not also part of a requisition assigned to their department.

For example:

Figure 7 - Requisition workflows

The screenshot shows the 'Workflow' configuration page. It has three main sections: 'Work Flow', 'Western Levels', and 'Admin Assistant Level Approvers'. Each section has a table with columns for 'Workflow', 'Level', 'Approver', and 'Active'. The 'Active' column for all items is checked.

Work Flow		Western Levels		Admin Assistant Level Approvers	
Workflow	Active	Level		Approver	Active
Select Edit Del IT	✓	Select Edit Del Admin Assistant	Up Dn	Edit Del JACK DYSON	✓
Select Edit Del General	✓	Select Edit Del FISCAL	Up Dn	Edit Del PABLO PICASSO	✓
Select Edit Del Western	✓	Select Edit Del BOSS	Up Dn	Edit Del JACK TILLSON	✓
Select Edit Del Eastern	✓	Add []		Edit Del PAUL GOVT	✓
Select Edit Del Northern	✓			Add JACK DYSON	✓
Select Edit Del Southern	✓				
Add []	✓				

- When a requisition is created, the requester would have to select a Department.

Figure 8 - Selecting a Requisition Department

- When a requisition is created, the requester would also have to select the proper workflow for each line item of the requisition.

Figure 9 - Selecting a Requisition workflow

Notes	Atch	Status	Item #	Description	Qty	UM	Price	Sub Tot	Workflow
Menu		Awaiting Fiscal Coding		Paper	8	Box	40.00	320.0	Western
Menu		Awaiting Fiscal Coding		Toner	3	Box	45.00	135.0	~Select Workflow~
Menu		Awaiting Fiscal Coding		Staples	3	Box	12.00	36.0	~Select Workflow~

- When the requisition is ready for approval, only those approvers assigned to the same Workflow as the requisition line item and the same Requisition Department as the requisition will be able to approve the requisition line items.

You could create several Requisition Departments, but then *not* enable the **Restrict Approval by Req Department** setting. In this case, Requesters would still be required to select the appropriate department for their requisition, but the approval process would not depend on the Requisition Department selected. The Requisition Department would be used for sorting and reporting.