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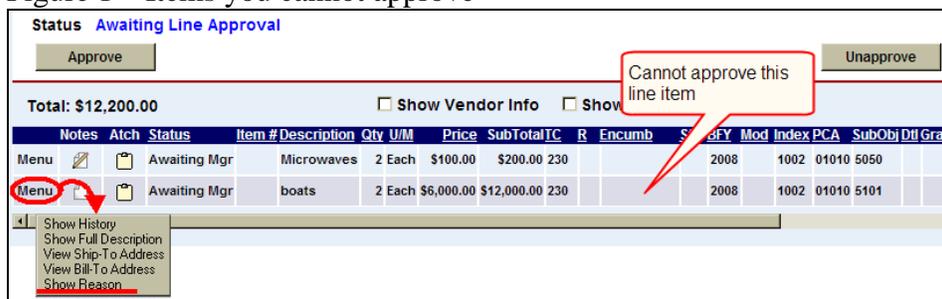
# PURCHASING USER MANUAL

## YOU ARE UNABLE TO APPROVE REQUISITIONS

### INTRODUCTION

Requisitions or requisition line items shaded in purple mean that you cannot approve them. Click **Approve** next to a requisition and then click a line item **Menu** and **Show Reason** to find out why you cannot approve the item.

Figure 1 – Items you cannot approve



### ADMINISTRATION SETTINGS THAT RESTRICT APPROVALS

This is usually due to restrictions set by your Purchasing administrator, such as:

- A. You are not an approver for the requisition workflow. Your administrator will have to add you as an approver to the workflow:

Figure 1 - Administration workflow set up



- B. Your administrator did not create any workflows. It is possible to create, fiscal code, and save a requisition Purchasing with a workflow having been created. The Approver will have to reject all items and the administrator must create a workflow. The rejected requisition can then be assigned to the workflow.

- C. You are not part of the Requisition Department and your administrator has restricted approvals by department. Your administrator will add you to the Requisition Department and set up your Agency rules.

Figure 2 - Administration Restrict Approvals and Department Users

The screenshot shows the 'Agency' tab with the following settings:

- Auto Authorize Requisitions
- PO Assigner Required
- PO Approver Required
- Restrict Req Approver
- Restrict Approval by Req Department
- Receivers can see Item Prices
- Email Notification

The 'Department' tab shows a table of departments:

Select	Edit	Del	Code	Department	Auto Req#	Format
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DSA	Statewide Accounting	✓	DSy999
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SYS	Systems Admin.	✓	SYy999
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WRK	Worker Dept	✓	WRKy999

The 'Department SYS Users' list includes:

- Del CONNIE HILL
- Del MARY EVERILL
- Del TU ANH BOCKENSTETTE
- Add TU ANH BOCKENSTETTE

- D. The line item(s) have fiscal coding or a dollar amount which your approval rules do not allow you to approve. Your administrator will set up your approval rules.

Figure 3 - Administrative set up of Approval Rules

The screenshot shows the 'Approval Rules for RON REYNOLDS' setup screen with the following fields:

- Index: 1030, 2500, 2502
- Grant: (empty)
- Project: (empty)
- Sub Object: (empty)
- Fund: 0001, 0050, 0050-02, 0052
- Budget Unit: (empty)
- Min Amount: 0.00
- Max Amount: 500.00 (Use 0.00 for no Maximum)

- E. You created the requisition and you are an approver, but the administrator has restricted approvers from approving their own requisitions. Your administrator will set up your Agency rules.

Figure 4 - Administrative Agency Restrict Approver set up

The screenshot shows the 'Agency' tab with the following settings:

- Auto Authorize Requisitions
- PO Assigner Required
- PO Approver Required
- Restrict Req Approver
- Restrict Approval by Req Department
- Receivers can see Item Prices
- Email Notification
- Delegated Amount \$ 5000.00
- PO Pct Variance 0