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# PURCHASING USER MANUAL

## SETTING UP CONTROLS AND RESTRICTIONS FOR APPROVERS AND PURCHASERS

### INTRODUCTION

The Purchasing administrator can create certain controls and restrictions by setting up rules and processes for the approvers and purchasers.

### CONTROLS FOR REQUISITION APPROVERS

#### ASSIGN APPROVERS TO WORKFLOWS

Add specific Approvers to the **Workflow(s)** you create on the **Agency** screen. Once requisition items are assigned to a workflow, only those approvers that are assigned to the same workflow will be able to approve those items.

Figure 1 - Requisition workflow

Workflow		Department			
<b>Work Flow</b>		<b>Worker Levels</b>		<b>Worker Level 1 Level Approvers</b>	
Workflow	Active	Level		Approver	Active
Select Edit Del CSC	✓	Select Edit Del Worker Level 1	Up Dn	Edit Del ROCHENDA REYNOLDS	✓
Select Edit Del Worker	✓	Select Edit Del Worker Level 2	Up Dn	Add TU ANH BOCKENSTETTE	✓
Add	<input type="checkbox"/>	Add	<input type="checkbox"/>		

#### ASSIGN APPROVERS TO REQUISITION DEPARTMENTS

Create **Req Departments** on the **Agency** screen and enable **Restrict Approval by Department**. Then add the Approvers to the appropriate requisition departments. When a requisition is added to a specific Requisition Department, only those approvers that are assigned to the same department will be able to approve those items in the requisition.

Figure 2 - Requisition Department

Workflow		Department	
<input checked="" type="radio"/> Req Departments		<input type="radio"/> PO Departments	
Code	Department	Auto Req#	Format
Select Edit Del MSW	Ministry of Silly Walks	✓	ffff9999
Select Edit Del SYS	Systems Admin.	✓	SYSyy999
Select Edit Del WRK	Worker Dept	✓	WRKy9999
Add	<input type="checkbox"/>		<input type="checkbox"/>
<b>Department WRK Users</b>			
<b>Department Users</b>			
Del PAMELA MEIJIVAR			
Del ROCHENDA REYNOLDS			
Add TU ANH BOCKENSTETTE			

**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.

## CREATE APPROVAL RULES

Individual approvers can be set up so that they can only approve requisition items that have specific fiscal coding *and/or* are within a certain dollar amount.

- To assign approval rules, such as limiting an approver to specific Grants, Funds or Budget Units, select a user on the **User Maint** tab, and then click **Approval Rules**.

Figure 3 - Approval Rules button

The screenshot shows the 'User Maint' tab with a list of users. The user 'ROCHENDA REYNOLDS' is selected. Below the list, the 'Approval Rules' button is circled in red. The user details for ROCHENDA REYNOLDS are shown below, including fields for Username, First Name, Last Name, Email, and various roles like Active User, Admin, Assigner, Authorizer, PO Approver, Coder, Approver, Receiver, Purchaser, Max PO Amt, and Max Item Amt.

- Select either **All** or **None** for each fiscal code (PCA or Index, Grant, Fund, etc.) available.
  - All** indicates that the user can approve *all* Indexes or PCAs, Grants, etc.
  - None** indicates that the user cannot approve any of the Index or PCAs, Grants, etc.

Figure 4 - Approval Rules

The screenshot shows the 'Approval Rules for ROCHENDA REYNOLDS' dialog box. The 'Fund' field is selected with an asterisk next to it, indicating that exceptions are being viewed. The 'Fund Exceptions' list is shown below, with several items checked, including '0001 GENERAL FUND 67-1205,67-1210' and '0050 FISH & GAME ACCOUNT 36-107'. A red arrow points from the asterisk in the 'Fund' field to the 'Fund Exceptions' list.

- Click the **Exceptions** asterisk next to a fiscal code to display the list of specific fiscal codes to select as exceptions to the **All** or **None** choice. For example:
  - If you select **All** for **Fund** and then select several Funds from the Exceptions list, the user *can* approve requisition items that are coded with *all* Funds *except* for those selected.
  - If you select **None** for **Fund** and then select several Funds from the Exceptions list, then the user *cannot* approve requisition items *except* for the ones coded with the Funds you selected.

4. Enter a minimum dollar amount (**Min Amount**) and/or a maximum dollar amount (**Max Amount**) of a requisition that the approver can approve. The approver will not be able to approve requisition items higher or lower than these dollar amounts.
5. Click **Save** when finished. Approvers will see that requisition items that they cannot approve will be highlighted in the application. Although the approvers can view the requisition items on the **Approval** screen, they will not be able to approve them.

## CONTROLS FOR PURCHASERS

### LIMIT PURCHASER DOLLAR AMOUNTS

Individual purchasers can be set up so that they can only create purchase orders that are within a certain total dollar amount (**Max PO Amt**). Purchasers can also be set up so that they can only add items that are within a certain dollar amount to a purchase order (**Max Item Amt**). Select a user on the **User Maint** tab and then enter values for:

- **Max PO Amt** – Set the maximum dollar amount of the entire purchase order that the purchaser can make.
- **Max Item Amt** - Set the maximum dollar amount of a single line item that the purchaser can add to a purchase order.

Figure 5 - Max PO and Max Item Amounts

<input checked="" type="checkbox"/> Admin	<input type="checkbox"/> Assigner	Update User
<input type="checkbox"/> Authorizer	<input type="checkbox"/> PO Approver	Approval Rules
<input type="checkbox"/> Coder	<input checked="" type="checkbox"/> Purchaser	
<input type="checkbox"/> Approver	Max PO Amt	0.00
<input checked="" type="checkbox"/> Receiver	Max Item Amt	0.00

### CREATE A PO PCT VARIANCE

Create a **PO Pct Variance** on the **Agency** tab so that a purchase order line item amount may not vary from the original requisition line item amount by greater than this percentage.

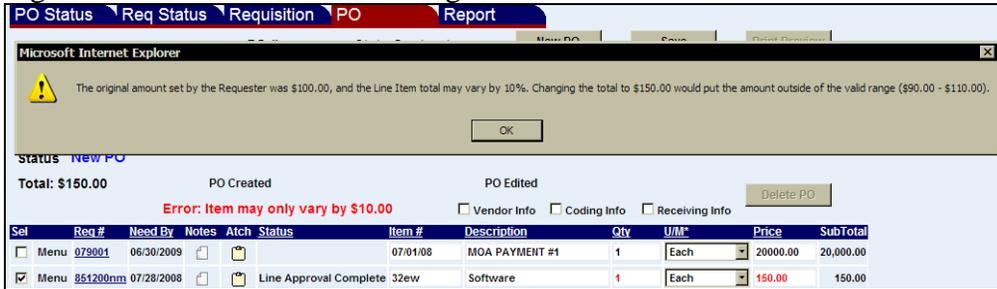
Figure 6 - PO Percent Variance

<input type="checkbox"/> Email Notification	Delegated Amount \$	50000.00
<input type="checkbox"/> Restrict Req Approver	PO Pct Variance	10
<input type="checkbox"/> Restrict Approval by Req Department		
<input type="checkbox"/> Encumber PCard Purchases		Update

For example, if the requisition line item is \$100 and the **PO Pct Variance** is 10%, then the purchase order line item amount cannot be greater than \$110 or less than \$90. (This includes additional **Freight** on a purchase order line item.)

If a purchaser changes the line item so that the amount exceeds the **PO Pct Variance**, a message will be displayed explaining the restriction.

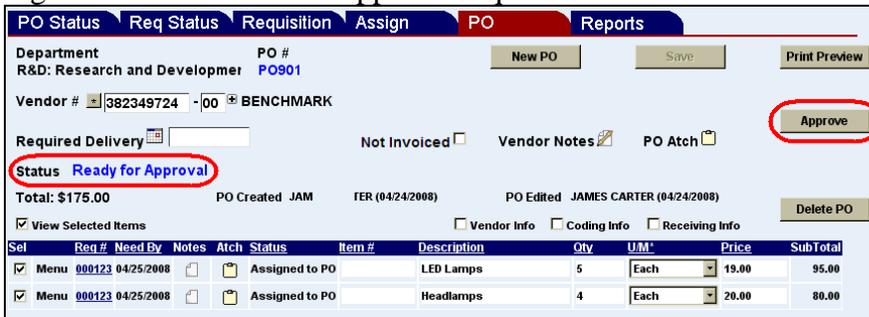
Figure 7 - PO Pct Variance warning



## ENABLE PO APPROVER REQUIRED

To create an extra level of approval, assign a user or users (who are not purchasers) to be a **PO Approver** and then check the **PO Approver Required** check box in the **Agency** tab. A purchase order must then be approved before it can be completed and placed with the vendor.

Figure 8 - Purchase Order approval required



## CREATE A DELEGATED PURCHASING AMOUNT

Set a **Delegated Amount** which is the amount at which a purchase order will appear on the **DOP Delegated report**. The report will display line items that have fiscal coding completed, are not voided, are part of a purchase order, and have amounts greater than or equal to the agency delegated amount. The **Delegated Amount** is the amount that the Department of Administration has granted to an agency for purchases exceeding \$5,000 and not available on statewide contracts.

Figure 9 - Delegated Amount

<input type="checkbox"/> Email Notification	Delegated Amount \$	50000.00
<input type="checkbox"/> Restrict Req Approver	PO Pct Variance	10
<input type="checkbox"/> Restrict Approval by Req Department		
<input type="checkbox"/> Encumber PCard Purchases	Update	

Tab	Receiving Tab
<input type="radio"/> New PO	<input checked="" type="radio"/> Status
	Active or recently received

Figure 10 - DOP Delegated report

Status Requisition Approval Reports

Purchasing Report     Encumbrance Report     User Report

Audit Report     Grant Report

DOP Delegated Report     Project Report