Purchasing Configuration Guide

Version 2.4

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Table Of Contents

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Purchasing Configuration Guide

Initial Setup of the Purchasing Module

Before you begin using the Purchasing module, you must first define the following items in the system, which are found in the Administration module.

- ⇨ **Setup of Purchasing Configuration**
- ⇨ **Setup of Requisition Entry Defaults**
- ⇨ **Setup of Inventory Master Items**
- ⇨ **Setup of Ship To Codes**
- ⇨ **Setup of Ship Way Codes**
- ⇨ **Setup of Approval Tracks**
- ⇨ **Setup of Approval Track Alternates**
- ⇨ **Setup of GL Allocation Codes**
- ⇨ **Setup of Disbursement Cycle Types**

Purchasing Configuration

Setup of Purchasing Configuration

The Purchasing Module provides the following features, which should be defined prior to using the module but which can be changed as the need arises:

General

- Fund error for both requisitions and purchase orders
- When the requisition and purchase order numbers will be assigned
- Whether a receiving step is required
- Whether the user is to receive bid messages
- Whether to allow automatic maintenance of inventory codes
- Whether to allow vendor-specific inventory code processing

Requisition Specific

- Address Information for the organization
- Any special instructions
- An extra text line for any additional information

Purchase Order Specific

- Address information for the organization
- Any special instructions
- An extra text line for any additional information

Windows

Purchasing Configuration Window

PO | Admin | Task | Configure Purchasing | Purchasing Configuration

This window contains three tabs that allow the system administrator to configure the Purchasing module to fit the requirements of your institution.

General tab

Requisition tab

Purchase Order tab

Related Topic:

Common Functionality for Data Entry Windows

General Tab (Purchasing Configuration Window)

PO | Admin | Task | Configure Purchasing | Purchasing Configuration | General tab

NOTE: Those columns designated by an * are only available if the Populate inventory code drop downs with vendor specific inventory codes check box is selected.

The column designated by ** is only available if **Show Icon** is selected in the Check for vendors with lower price on requisition entry **or Check for vendors with lower price on PO entry** columns or if the Check for vendors with lower price via a right click check box is selected.

This tab allows you to enter information used in the Purchasing module for controlling both requisition and purchase order processing.

Budget Checking

Requisition Funds Check

PO Funds Check

Requisition & PO Number Assignment

Requisition Number Assignment Time

PO Number Assignment Time

Receiving Step Required

User to Receive Bid Msg

Maintaining Inventory Codes

Create new inventory codes from requisition entry

Create new inventory codes from PO entry

Update existing inventory codes from requisition entry

Update existing inventory codes from PO entry

Vendor Specific Inventory Code Processing

Populate inventory code drop downs with vendor specific inventory codes

***Check for vendors with lower price on requisition entry**

***Check for vendors with lower price on PO entry**

***Check for vendors with lower price via a right click**

****Only tell me about vendors with a lower price when the savings would be more than this**

Requisition Tab (Purchasing Configuration Window)

PO | Admin | Task | Configure Purchasing | Purchasing Configuration | Requisition tab

This tab allows you to set the default values that print on requisitions.

⇨ For example, if you choose to print requisitions on a plain paper form rather than pre-printed forms, you may want to enter the name and address on this tab.

Address Lines 1-5

Special Instructions

Extra Text Line

Purchase Order Tab (Purchasing Configuration Window)

PO | Admin | Task | Configure Purchasing | Purchasing Configuration | Purchase Order tab

This tab allows you to set the default values that print on purchase orders.

⇨ For example, if you choose to print purchase orders on a plain paper form rather than pre-printed forms, you may want to enter the name and address on this tab.

Address Lines 1-5

Special Instructions

Extra Text Line

Step-by-Step Instructions

Defining Purchasing Module Configuration Settings

1. **Open the Purchasing Configuration window (PO, Admin, Task, Configure Purchasing, Purchasing Configuration).**
2. **Enter or change necessary information on the three tabs. Refer to the online Help for explanation of each column.**
3. **Save.**

Determining When the Requisition Number is Assigned

1. **Open the Purchasing Configuration window PO, Admin, Task, Configure Purchasing, Purchasing Configuration).**
2. **On the General tab, select a value from the drop-down list in the Requisition Number Assignment Time column.**
3. **Save.**

Determining When the Purchase Order Number is Assigned

1. **Open the Purchasing Configuration window PO, Admin, Task, Configure Purchasing, Purchasing Configuration).**
2. **On the General tab, select a value from the drop-down list in the Purchase Order Number Assignment Time column.**
3. **Save.**

Creating New Inventory Codes from Requisition Entry

If you entered **A** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
2. **Click the New button to open the Requisitions window.**
3. **On the Header tab, enter required information and Save.**
4. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**

   If you do not enter a Vendor ID Number on the Header tab, the Inventory Code column is not editable. If you try to enter a value in this column under these circumstances, you will receive a message telling you to enter a Vendor ID Number.

5. **Save. The new inventory code is stored in the Inventory Master table for the Vender ID Number on the Header tab of the Requisitions window. One row is saved with its vendor specific ID Number, and one row is saved with an ID Number of 999999999 if one does not already exist.**

If you entered **M** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
2. **Click the New button to open the Requisitions window.**
3. **On the Header tab, enter the appropriate information and Save.**
4. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**

   If you do not enter a Vendor ID Number on the Header tab, the Inventory Code column is not editable. If you try to enter a value in this column under these circumstances, you will receive a message telling you to enter a Vendor ID Number.

5. **Save.**

6. **The following message displays: "You have created a new inventory code <CODE – DESCRIPTION>. Do you wish to store this inventory code in the database so you can assign it to other line items later?" Click Yes or No to save the row to the Inventory Master table for the Vender ID Number on the Header tab of the Requisitions window. One row is saved with its vendor specific ID Number, and one row is saved with an ID Number of 999999999 if one does not already exist.**

If you entered **A** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
2. **Click the New button to open the Requisitions window.**
3. **On the Header tab, enter the appropriate information and Save.**
4. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**
5. **Save.**
6. **The new inventory code is stored in the Inventory Master with an ID Number of 999999999.**

If you entered **M** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
2. **Click the New button to open the Requisitions window.**
3. **On the Header tab, enter the appropriate information and Save.**
4. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**
5. **Save.**
6. **The following message displays: "You have created a new inventory code <CODE – DESCRIPTION>. Do you wish to store this inventory code in the database so you can assign it to other line items later?" Click Yes or No to save the row to the Inventory Master table with an ID Number of 999999999.**

Updating Existing Inventory Codes from Requisition Entry

If you entered **A** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
2. **Click New or select a row and click the Open button to open the Requisitions window.**
3. **On the Header tab, enter required information and Save.**
4. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
5. **Save. The row in the Inventory Master table is updated for the Inventory Code and the Vender ID Number on the Header tab of the Requisitions window.**

If you entered **M** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
2. **Click New or select a row and click the Open button to open the Requisitions window.**
3. **On the Header tab, enter required information and Save.**
4. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
5. **Save. The following message displays: "You have made some changes to inventory code <CODE – DESCRIPTION>. Do you wish to update this inventory code with the changes you have made to this line item?" Click Yes or No to update the row to the Inventory Master table for the Vender ID Number on the Header tab of the Requisitions window. For this inventory code, one vendor specific row is updated and one row with an ID Number of 999999999 is updated.**

If you entered **A** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
2. **Click New or select a row and click the Open button to open the Requisitions window.**
3. **On the Header tab, enter required information and Save.**
4. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
5. **Save.**
6. **The inventory code with a Vendor ID Number of 999999999 is updated in the Inventory Master table.**

If you entered **M** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
2. **Click New or select a row and click the Open button to open the Requisitions window.**
3. **On the Header tab, enter required information and Save.**
4. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
5. **Save.**
6. **The following message displays: " You have made some changes to inventory code <CODE – DESCRIPTION>. Do you wish to update this inventory code with the changes you have made to this line item?" Click Yes or No to update the row with the Vender ID Number of 999999999 to the Inventory Master table.**

Creating New Inventory Codes from Purchase Order Entry

If you entered **A** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
2. **Click the New button to open the Purchase Orders window.**
3. **On the Header tab, enter required information and Save.**
4. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**

   If you do not enter a Vendor ID Number on the Header tab, the Inventory Code column is not editable. If you try to enter a value in this column under these circumstances, you will receive a message telling you to enter a Vendor ID Number.

5. **Save. The new inventory code is stored in the Inventory Master table for the Vender ID Number on the Header tab of the Purchase Orders window. One row is saved with its vendor specific ID Number, and one row is saved with an ID Number of 999999999 if one does not already exist.**

If you entered **M** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
2. **Click the New button to open the Purchase Orders window.**
3. **On the Header tab, enter the appropriate information and Save.**
4. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**

   If you do not enter a Vendor ID Number on the Header tab, the Inventory Code column is not editable. If you try to enter a value in this column under these circumstances, you will receive a message telling you to enter a Vendor ID Number.

5. **Save.**

6. **The following message displays: "You have created a new inventory code <CODE – DESCRIPTION>. Do you wish to store this inventory code in the database so you can assign it to other line items later?" Click Yes or No to save the row to the Inventory Master table for the Vender ID Number on the Header tab of the Purchase Orders**

window. One row is saved with its vendor specific ID Number, and one row is saved with an ID Number of 999999999 if one does not already exist.

If you entered **A** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
2. **Click the New button to open the Purchase Orders window.**
3. **On the Header tab, enter the appropriate information and Save.**
4. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**
5. **Save.**
6. **The new inventory code is stored in the Inventory Master with an ID Number of 999999999.**

If you entered **M** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
2. **Click the New button to open the Purchase Orders window.**
3. **On the Header tab, enter the appropriate information and Save.**
4. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**
5. **Save.**
6. **The following message displays: "You have created a new inventory code <CODE – DESCRIPTION>. Do you wish to store this inventory code in the database so you can assign it to other line items later?" Click Yes or No to save the row to the Inventory Master table with an ID Number of 999999999.**

Update Existing Inventory Codes from PO Entry

This column on the Purchasing Configuration window determines if/how the system updates changes to inventory codes entered on the Purchase Orders window to the Inventory Master table.

Code	Description	Explanation
A	Always	The system automatically updates new inventory codes to the Inventory Master table.
N	Never	New inventory codes are never updated to the Inventory Master table.
M	Show Message First	This option allows you to determine if you want to update this inventory code to the database. Before new inventory codes are updated to the Inventory Master table, the following message displays: "You have made some changes to inventory code <CODE – DESCRIPTION>. Do you wish to update this inventory code with the changes you have made on this line item?"

Requisition Entry Defaults

Setup of Requisition Entry Defaults

NOTE: If you give a person a partial account code and do not allow them to change it, they will not be able to change it in the Header tab of the Requisitions window. However, they will be able to change or complete the account code later when they type in line items on the Detail tab.

WARNING: Use of the account number is also subject to restrictions defined in account security in the General Ledger module.

Requisition Entry Defaults are certain values assigned to a person's Group ID so that when they enter requisitions, the account number and the approval track automatically default on the **Requisitions** window. Columns are also available that allow you to control a person's ability to see other requisitions or make changes while entering their own requisitions. This information is entered on the Requisition Entry Defaults window**.**

Requisition Entry Defaults allow you to control the following:

- You can allow a group to see **only their own** requisitions, or you can allow them to see **all** requisitions on the system.
- If approval tracks are used at your organization, you can restrict a group to a certain approval track or allow them to change the approval track used.
- You can restrict a group to one account number (or portion of an account number) for requisitions, or you can allow them to change the account number as needed.

Examples

Requisition Default Entry Examples

In the table below are Professor Plum's defaults:

Group ID	Track ID	Track Description	Account Code
PSFC	PSYCH	Psych. Dept Approvals	1-01-0001-5201

Allow Adds	Allow Changes to Account #	Restrict Requisition Access to User
blank	blank	✓

Assuming Professor Plum is in Group ID **PSFC**, this example allows the professor to see only his own requisitions since the Restrict Requisition Access to User check box is selected. His requisitions are assigned the **PSYCH** Approval Track (the Track ID column = **PSYCH**), and he cannot change it (Allow Adds check box is not selected). The account number **1-01-0001-5201** is used for the requisitions, and he cannot change it (Allow Changes to Account # check box is not selected).

In the table below are Professor Freud's defaults:

Group ID	Track ID	Track Description	Account Code
PSFC1	PSYCH	Psych. Dept Approvals	1-01-0001-

Allow Adds	Allow Changes to Account #	Restrict Requisition Access to User
blank	✓	blank

Assuming Professor Freud is in Group ID **PSFC1**, this example shows that he can see other user requisitions (**Restrict Requisition Access to User** check box is not selected). His requisitions will be assigned to the **PSYCH** approval track and cannot be changed (**Allow Adds** check box is not selected). His account number default begins with **1-01-0001**. However, he can complete the account number by filling in the fourth component or he can change the entire account number on the requisition (**Allow Changes to Account #** check box is selected).

Tables

Requisition Entry Default Table

REQ_ENTRY_DFLT

This table contains the information defined for persons who enter requisitions. It contains columns such as Account Code, Allow Adds, Group ID, and Track ID.

Windows

Requisition Entry Defaults Window

PO | Admin | Task | Configure Purchasing | Requisition Entry Defaults

Each user Group ID in the Purchasing module can be assigned certain defaults that will be used during requisition entry. These values default into certain columns on the Requisitions window and include approval track, account number, and whether they are editable.

Group ID	**Track ID**		
Account Code	**Allow Adds**	**Allow Changes to Account #**	**Restrict Requisition Access to User**

Related Topics:

Common Functionality for Data Entry Windows

Common Functionality for Grid Windows

Step-by-Step Instructions

Adding Requisition Entry Defaults

1. **Open the Requisition Entry Defaults window (PO, Admin, Task, Configure Purchasing, Requisition Entry Defaults).**
2. **Choose Add Row from the right-click or Options menu.**
3. **Enter Group ID and Track ID, and select appropriate check boxes (Allow Adds, Allow Changes to Account #, Restrict Requisition Access to User).**
4. **Save.**

Changing Requisition Entry Defaults

1. **Open the Requisition Entry Defaults window (PO, Admin, Task, Configure Purchasing, Requisition Entry Defaults).**
2. **Enter necessary changes.**
3. **Save.**

Deleting Requisition Entry Defaults

1. **Open the Requisition Entry Defaults window (PO, Admin, Task, Configure Purchasing, Requisition Entry Defaults).**
2. **Highlight the row you want to delete.**
3. **Choose Delete Row from the right-click or Options menu.**
4. **There is no delete confirmation.**

Inventory

Overview of Maintaining Inventory Codes and Vendor-Specific Inventory Codes Process

Maintaining Inventory Codes

The Inventory function in EX can insert new inventory codes and/or update inventory codes as you are entering a requisition or purchase order. This is helpful if you want to keep your inventory code cost information current without constant updates through the Inventory window. When used in conjunction with Vendor Specific Inventory Code processing, this can be used to find the vendors in your database with the lowest cost for an inventory item and can save money for your organization (see **Vendor Specific Inventory Codes** below). Whether or not this can occur is dependent on your configuration of the **Maintaining Inventory Codes** section on the General tab of the Purchasing Configuration window.

If the following configuration values are entered:

Create new inventory codes from requisition entry	=	**A** or **M**
Create new inventory codes from PO entry	=	**A** or **M**

. . . then when entering a new requisition or purchase order, the system checks to see if there is already a row in the Inventory Master table for the inventory code. If there is not a row for that inventory code, then the system determines whether a row should be inserted automatically (**A**) or if it should send a message asking if you want to insert the row (**M**). If directed, it inserts a new row for the inventory code. If Vendor Specific Inventory Code processing has been turned on, then two rows are entered: an Inventory Master row with a vendor ID Number of 999999999 and a vendor specific row with the ID Number of the vendor.

If the following configuration values are entered:

Update existing inventory codes from requisition entry	=	**A** or **M**
Update existing inventory codes from PO entry	=	**A** or **M**

. . . then the system checks to see if the row is already in the Inventory Master table. If so, it then sends a message to you asking if the update should be made (**M**) or it automatically updates the table (**A**), depending on your configuration.

When the system creates new inventory codes or updates existing inventory codes, the following columns get updated in the Inventory Master table:

- Unit
- Cost
- Catalog Number
- Item Description
- Part Number

Vendor Specific Inventory Codes

The system can also be configured to track vendor specific inventory codes. To track inventory codes by vendors, you must select the Populate Inventory Code Drop Downs with Inventory Specific Inventory Codes check box on the General tab of the Purchasing Configuration window.

When using Vendor Specific Inventory Codes processing, the drop downs in the Requisitions window and Purchase Orders window will show only those inventory codes that exist for that particular vendor. A clear advantage of this type of inventory code processing is that the system can search the database for vendors who can supply an inventory item at a lower cost. The system compares the Cost Per Unit of the line item to each Default Cost Per Unit for other vendors in the Inventory Master table. If the Default Cost Per Unit is less for another vendor than the Cost Per Unit of the vendor you are entering a requisition or purchase order for, then the system displays the List of Vendors with a Lower Cost Report. This report details a list of vendors from whom you can purchase the inventory item and the amount of savings you would incur by purchasing from that vendor.

Create and Update Inventory Codes in Inventory Master Table via Requisition/Purchase Order Entry

The Purchasing module allows you to configure the module so that inventory codes can be added to and updated in the Inventory Master table "on the fly" when entering requisitions and/or purchase orders via the following columns:

Create new inventory codes from requisition entry

Update existing inventory codes from requisition entry

Create new inventory codes from PO entry

Update existing inventory codes from PO entry

This function allows you to see if an inventory code exists in the Inventory Master table, to detemine if the table is automatically updated by the system, or to first get a message and then allow you to make the decision of whether to update.

You can also configure the module so that it will search for the lowest vendor cost of an item.

Setup of Inventory Master Items

The Purchasing module allows you to quickly enter items in the Requisitions window or Purchase Orders window using the inventory codes.

Inventory codes are defined on the **Inventory** window and stored in the Inventory Master table. Each code identifies an item that you can order frequently and on which you can maintain inventory records. Once you enter this code, the information for the item appears as default values and you only need to enter the quantity being ordered. Because information on the Inventory Master table is default information and depending on your configuration, these default values on the Inventory Master table can be changed when entering requisitions and purchase orders.

Windows

Inventory Window

PO | Admin | Task | Configure Purchasing | Inventory

NOTE 1: This window is read-only if opened from the Select Global Inventory Code right-click option on the **Detail** tabs of the Requisitions window and the Purchase Orders window.

NOTE 2: The **Required #**, **Ordered #**, **Received #**, and **Sold #** columns are not used in the Purchasing module unless you want to manually record numbers in them. The system does not update them.

Use this window to enter and change inventory information. If an inventory code defined in this window is used for a requisition or purchase line item, some of the defined data elements default to that line item, which speeds up data entry. The inventory code also stores Materials Safety Data Sheet (MSDS) information and National Institute for Government Purchasing (NIGP) code.

Because information entering on this window is default information and depending on your configuration, these default values on the Inventory Master table can be changed when entering requisitions and purchase orders.

Vendor ID	Vendor Name	Inventory Code

Item Description	**Part Number**	**Catalog Number**
Default Vendor ID	**NIGP Code**	**MSDS Status**
Inventory Type	**Unit**	**Cost**
Required #	**Ordered #**	**Received #**
Sold #	**Price**	**Taxable**

You can access the MSDS Location window where you can specify the location of MSDSs for the item by highlighting the row and choosing **MSDS Location** from the right-click or **Options** menu.

Related Topics:

Common Functionality for Data Entry Windows

Common Functionality for Grid Windows

Purchasing Configuration Window

PO | Admin | Task | Configure Purchasing | Purchasing Configuration

This window contains three tabs that allow the system administrator to configure the Purchasing module to fit the requirements of your institution.

General tab

Requisition tab

Purchase Order tab

Related Topic:

Common Functionality for Data Entry Windows

Step-by-Step Instructions

Entering Inventory Information

1. **Open the Inventory window (PO, Admin, Task, Configure Purchasing, Inventory).**
2. **To create a new inventory code, choose Add Row from the right-click or Options menu.**
3. **Enter the code and any other needed information. You can make changes to an Inventory Master row by entering new information, but you cannot change the Inventory Code itself.**
4. **Save.**

Creating New Inventory Codes from Requisition Entry

If you entered **A** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

7. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
8. **Click the New button to open the Requisitions window.**
9. **On the Header tab, enter required information and Save.**
10. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**

    If you do not enter a Vendor ID Number on the Header tab, the Inventory Code column is not editable. If you try to enter a value in this column under these circumstances, you will receive a message telling you to enter a Vendor ID Number.

11. **Save. The new inventory code is stored in the Inventory Master table for the Vender ID Number on the Header tab of the Requisitions window. One row is saved with its vendor specific ID Number, and one row is saved with an ID Number of 999999999 if one does not already exist.**

If you entered **M** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

6. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
7. **Click the New button to open the Requisitions window.**
8. **On the Header tab, enter the appropriate information and Save.**
9. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**

    If you do not enter a Vendor ID Number on the Header tab, the Inventory Code column is not editable. If you try to enter a value in this column under these circumstances, you will receive a message telling you to enter a Vendor ID Number.

10. **Save.**

12. **The following message displays: "You have created a new inventory code <CODE – DESCRIPTION>. Do you wish to store this inventory code in the database so you can assign it to other line items later?" Click Yes or No to save the row to the Inventory Master table for the Vender ID Number on the Header tab of the Requisitions window. One row is saved with its vendor specific ID Number, and one row is saved with an ID Number of 999999999 if one does not already exist.**

If you entered **A** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

7. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
8. **Click the New button to open the Requisitions window.**
9. **On the Header tab, enter the appropriate information and Save.**
10. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**
11. **Save.**
12. **The new inventory code is stored in the Inventory Master with an ID Number of 999999999.**

If you entered **M** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

7. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
8. **Click the New button to open the Requisitions window.**
9. **On the Header tab, enter the appropriate information and Save.**
10. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**
11. **Save.**
12. **The following message displays: "You have created a new inventory code <CODE – DESCRIPTION>. Do you wish to store this inventory code in the database so you can assign it to other line items later?" Click Yes or No to save the row to the Inventory Master table with an ID Number of 999999999.**

Updating Existing Inventory Codes from Requisition Entry

If you entered **A** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

6. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
7. **Click New or select a row and click the Open button to open the Requisitions window.**
8. **On the Header tab, enter required information and Save.**
9. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
10. **Save. The row in the Inventory Master table is updated for the Inventory Code and the Vender ID Number on the Header tab of the Requisitions window.**

If you entered **M** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

6. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
7. **Click New or select a row and click the Open button to open the Requisitions window.**
8. **On the Header tab, enter required information and Save.**
9. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
10. **Save. The following message displays: "You have made some changes to inventory code <CODE – DESCRIPTION>. Do you wish to update this inventory code with the changes you have made to this line item?" Click Yes or No to update the row to the Inventory Master table for the Vender ID Number on the Header tab of the Requisitions window. For this inventory code, one vendor specific row is updated and one row with an ID Number of 999999999 is updated.**

If you entered **A** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

7. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
8. **Click New or select a row and click the Open button to open the Requisitions window.**
9. **On the Header tab, enter required information and Save.**
10. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
11. **Save.**
12. **The inventory code with a Vendor ID Number of 999999999 is updated in the Inventory Master table.**

If you entered **M** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

7. **Open the Create/Edit Requisitions window (PO, Main, Task, Requisition, Requisitions).**
8. **Click New or select a row and click the Open button to open the Requisitions window.**
9. **On the Header tab, enter required information and Save.**
10. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
11. **Save.**
12. **The following message displays: " You have made some changes to inventory code <CODE – DESCRIPTION>. Do you wish to update this inventory code with the changes you have made to this line item?" Click Yes or No to update the row with the Vender ID Number of 999999999 to the Inventory Master table.**

Creating New Inventory Codes from Purchase Order Entry

If you entered **A** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

7. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
8. **Click the New button to open the Purchase Orders window.**
9. **On the Header tab, enter required information and Save.**
10. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**

    If you do not enter a Vendor ID Number on the Header tab, the Inventory Code column is not editable. If you try to enter a value in this column under these circumstances, you will receive a message telling you to enter a Vendor ID Number.

11. **Save. The new inventory code is stored in the Inventory Master table for the Vender ID Number on the Header tab of the Purchase Orders window. One row is saved with its vendor specific ID Number, and one row is saved with an ID Number of 999999999 if one does not already exist.**

If you entered **M** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

6. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
7. **Click the New button to open the Purchase Orders window.**
8. **On the Header tab, enter the appropriate information and Save.**
9. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**

    If you do not enter a Vendor ID Number on the Header tab, the Inventory Code column is not editable. If you try to enter a value in this column under these circumstances, you will receive a message telling you to enter a Vendor ID Number.

10. **Save.**

12. **The following message displays: "You have created a new inventory code <CODE – DESCRIPTION>. Do you wish to store this inventory code in the database so you can assign it to other line items later?" Click Yes or No to save the row to the Inventory Master table for the Vender ID Number on the Header tab of the Purchase Orders**

window. One row is saved with its vendor specific ID Number, and one row is saved with an ID Number of 999999999 if one does not already exist.

If you entered **A** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

7. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
8. **Click the New button to open the Purchase Orders window.**
9. **On the Header tab, enter the appropriate information and Save.**
10. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**
11. **Save.**
12. **The new inventory code is stored in the Inventory Master with an ID Number of 999999999.**

If you entered **M** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

7. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
8. **Click the New button to open the Purchase Orders window.**
9. **On the Header tab, enter the appropriate information and Save.**
10. **On the Detail tab, in addition to entering required information, enter the new code in the Inventory Code column.**
11. **Save.**
12. **The following message displays: "You have created a new inventory code <CODE – DESCRIPTION>. Do you wish to store this inventory code in the database so you can assign it to other line items later?" Click Yes or No to save the row to the Inventory Master table with an ID Number of 999999999.**

Updating Existing Inventory Codes from Purchase Order Entry

If you entered **A** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
2. **Click New or select a row and click the Open button to open the Purchase Orders window.**
3. **On the Header tab, enter the appropriate information and Save.**
4. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
5. **Save. The row in the Inventory Master table is updated for the Inventory Code and the Vender ID Number on the Header tab of the Requisitions window.**

If you entered **M** in the Create new inventory codes from requisition entry column and selected the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
2. **Click New or select a row and click the Open button to open the Purchase Orders window.**
3. **On the Header tab, enter the appropriate information and Save.**
4. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
5. **Save. The following message displays: "You have made some changes to inventory code <CODE – DESCRIPTION>. Do you wish to update this inventory code with the changes you have made to this line item?" Click Yes or No to update the row to the Inventory Master table for the Vender ID Number on the Header tab of the Purchase Orders window. For this inventory code, one vendor specific row is updated and one row with an ID Number of 999999999 is updated.**

If you entered **A** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
2. **Click New or select a row and click the Open button to open the Purchase Orders window.**
3. **On the Header tab, enter the appropriate information and Save.**
4. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**

5. **Save.**
6. **The inventory code with a Vendor ID Number of 999999999 is updated in the Inventory Master table.**

If you entered **M** in the Create new inventory codes from requisition entry column and cleared the Populate inventory code drop downs with vendor specific inventory codes check box on the Purchasing Configuration window:

1. **Open the Create/Edit Purchase Orders window (PO, Main, Task, Purchase Order, Purchase Orders).**
2. **Click New or select a row and click the Open button to open the Purchase Orders window.**
3. **On the Header tab, enter the appropriate information and Save.**
4. **On the Detail tab, edit necessary information or select another Inventory Code and edit information.**
5. **Save.**
6. **The following message displays: " You have made some changes to inventory code <CODE – DESCRIPTION>. Do you wish to update this inventory code with the changes you have made to this line item?" Click Yes or No to update the row with the Vender ID Number of 999999999 to the Inventory Master table.**

Form Number Control

Form Number Control

Although form numbers relate to requisitions, they also relate to purchase orders. This number entered on the Forms Number Control window determines the next form number used when printing.

Requisition Forms Control

NOTE: The requisition entry number is always assigned by the system to the requisition when the requisition is saved. This number will not change. You can use either the requisition number or the requisition entry number to refer to a requisition in the system.

The Purchasing module allows you to control the following items regarding requisition numbers:

- When the number is assigned
- What the number will be

The requisition number and the requisition entry number are two numbers assigned to each requisition. These numbers are used for identification and reference.

The requisition number may be important if your organization is using pre-printed forms for your requisitions and each office has a batch of forms with a range of pre-printed numbers. In this arrangement, the requisition number stored in the system should match the number actually printed on the requisition.

To ensure that the requisition number and the pre-printed form number are the same, you must do the following:

1. Configure the system so that the computer will assign the requisition number at the time the requisition is printed. Once this is done and not changed, you do not need to perform this step each time.
2. Before printing the requisition, define in the system what the next requisition number will be.

Purchase Order Forms Control

NOTE: If your organization does not use pre-printed forms, you can have the printed purchase order number assigned when the purchase order is saved into the system or the purchase agent can enter it manually. The purchase agents might not have ranges of printed purchase order numbers, and the next printed purchase order number can increase sequentially without intervention each time purchase orders are printed.

The Purchasing module allows you to control these items regarding printed purchase order numbers:

- When the number is assigned
- What the number will be

The printed purchase order number and the purchase order entry number are two numbers used for identification and reference that are assigned to each purchase order. The printed purchase order number is the number that actually prints on the purchase order. The purchase order entry number and is sequentially assigned by the system to the purchase order when it is accepted into the system.

The printed purchase order number is important if your organization is using pre-printed forms for your purchase orders and each purchase agent has a batch of forms with a range of pre-printed numbers. In this arrangement, the printed purchase order number stored in the system should match the number printed on the purchase order.

To ensure that the purchase order entry number and the printed purchase order number are the same, you must do the following:

- Configure the system so that the computer will assign the printed purchase order number at the time the purchase order is printed. Once this is done and not changed, you do not need to perform this step each time.
- Before printing the purchase order, define in the system what the next printed purchase order number will be.

Examples

Requisition Forms Control Example

TIP: If your organization does not use pre-printed forms, you can have the number assigned when the requisition is accepted into the system. The departments do not have ranges of requisition numbers, and the next requisition number can increase sequentially without intervention each time requisitions are printed.

The Biology, Psychology, and Art Departments each have a box of pre-printed requisition forms with the following numbers:

Department	Range of Requisition Numbers
Art	20,101 - 20,400
Biology	20,401 - 20,800
Psychology	20,801 - 21,200

The Biology Department wants to print a requisition and number it 20,401 (the next pre-printed requisition number in their box of requisition forms). The system must be configured to assign the requisition number at the time it is printed (rather than when it is accepted into the system). Just before printing the requisition, the Biology Department must set the number at 20,401. Later, when the Art Department prints a requisition, they can set the number to 20,101.

Purchase Order Forms Control Example

Rita Pifer, John Homer, and Mary Scarlett each have a box of pre-printed purchase order forms with the following numbers:

Department	**Range of Printed purchase order #s**
Rita Pifer	181,500 - 184,999
John Homer	185,000 - 189,999
Mary Scarlett	190,000 - 194,999

John Homer wants to print a purchase order number 185,000 (the next pre-printed purchase order number in his box of forms). The system must be configured to assign the printed purchase order number at the time it is printed. Prior to printing the purchase order, John Homer needs to set the number at 185,000. Later, when Rita Pifer prints a purchase order, she can set the number to 181,500.

Windows

Form Number Control Window

PO | Admin | Task | Configure Purchasing | Form Number Control

This window allows you to assign the next number to a requisition or purchase order. This may be useful for making sure the next number in a box of preprinted forms matches the number you are about to print for either requisition or purchase orders.

Source Code (Use **RQ** for requisitions and use **PO** for Purchase Orders)

Forms Number

Related Topic:

Common Functionality for Grid Windows

Step-by-Step Instructions

Setting the Starting Number for Requisitions

1. **Open the Form Number Control window (PO, Admin, Task, Configure Purchasing, Form Number Control).**
2. **Select the row with 'RQ' as the Source Code. In The Forms Number column, enter the number of the next requisition.**
3. **Save.**

Setting the Starting Numbers for Purchase Orders

1. **Open the Form Number Control window (PO, Admin, Task, Configure Purchasing, Form Number Control).**
2. **Select the row with 'PO' as the Source Code. In The Forms Number column, enter the number of the next purchase order.**
3. **Save.**

Ship To Codes

Setup of Ship To Codes

The Purchasing module allows you to specify several addresses to which vendors can ship items or send invoices to your organization. On the Ship To window, you can enter an address at your department or office to which you want the items to come directly or enter a central receiving address for the whole organization.

When entering requisitions and purchase orders, you are able to specify in the Ship to Code column the predefined address to which the vendor should ship items. When the requisition and purchase order print, the **Ship to** address appears. In addition, purchase orders allow you to specify a ‘send invoice to' address using this same **Ship to** code.

Ship To Code

This alphanumeric code of up to five (5) characters identifies the location to which an item is to be shipped. The location can be specified on either a purchase order or a requisition.

Each address contains three lines of up to 35 characters each and has a ship to point. It should contain both the name and address to which the items will be shipped. This information is stored in the Ship to Master table. The address attached to the ship to code will display in the **Ship to Address** column at the bottom of the Header tab of the Purchase Orders window and on the printed purchase order.

Examples

Ship To Code Example

If Professor Plum wants the desks he ordered to come to the Psychology Building, he may already have that address in the system and specify it on the requisition.

On the other hand, he may want the physical plant staff to receive the desks and move them. In this case, he would specify the central receiving address indicating the physical plant on the requisition.

These two **Ship to** address codes are shown below.

Ship to Code	Ship to Point and Address
PSYCH	Psychology Department
	Building 304
	Anycity University
	Anycity VA 22801

CENTR	Central Receiving Anycity University 123 University Blvd. Anycity VA 22801

Windows

Ship To Window

PO | Admin | Task | Configure Purchasing | Ship To

This window allows you to set up Ship To addresses that can be specified on requisitions and purchase orders.

Code **Ship to Point**

Address

Address Line 1

Address Line 2

Address Line 3

Related Topics:

Common Functionality for Data Entry Windows

Common Functionality for Grid Windows

Step-by-Step Instructions

Defining Ship To Codes for Your Organization

1. **Open the Ship To window (PO, Admin, Task, Configure Purchasing, Ship To).**
2. **To create a new Ship To code, choose Add Row from the right-click or Options menu.**

3. **Enter the code and any other necessary information. You can make changes to a Ship To row by entering new information, but you cannot change the Ship To code itself.**
4. **Save.**

Ship Way Codes

Setup of Ship Way Codes

A purchase order may need to have instructions on how a vendor should ship items. This ship way is defined by entering a three-character code and a description in the Ship Way window.

Ship ID (Ship Way Code)

This code identifies the description for how items should be sent. The description appears on both requisitions and purchase orders.

Examples

Ship ID Example

Ship ID	Description
2ND	Second Day Air
FC	First Class
OVR	Overnight

Tables

Ship Details Table

SHIP_DETAILS

This table is used to store information regarding how the ordered item is to be shipped. It contains columns such as Ship Description, Ship ID, and User Name.

Windows

Ship Way Window

PO | Admin | Task | Configure Purchasing | Ship Way

A purchase order may need to have instructions on how items are to be shipped (ship way). This window allows you to maintain these codes and descriptions that are stored in the Ship Details table.

Ship ID	Description

Related Topic:

Common Functionality for Grid Windows

Step-by-Step Instructions

Defining Ship Way Codes for Your Organization

1. **Open the Ship Way window (PO, Admin, Task, Configure Purchasing, Ship Way).**
2. **To create a new Ship ID code, choose Add Row from the right-click or Options menu.**
3. **Enter the code and any other necessary information. You can make changes to a Ship ID row by entering new information, but you cannot change the Ship ID code itself.**
4. **Save.**

Approval Tracks

Setup of Approval Tracks

In order to control the requisition process, the Purchasing module allows you to define lists of persons who must approve requisitions before the items can be ordered. These lists or approval tracks can be assigned to the Requisition Default Entry information for persons who enter requisitions; however, they are optional.

An unlimited number of Approval Tracks can be created for your organization. You can create a track for each department in your organization, or you can have a more centralized scheme and have only one or two approval tracks.

The approval tracks allow you the following controls or features:

- There is no limit to the number of persons you can require to approve the requisitions in each track. You can create a track with one person or one with 100 people. Limitations to approval tracks are determined by the way in which your organization chooses to monitor requisitions.

- You can involve people in the approval track if the dollar amount of the requisition is above a certain limit.
- You can designate alternate persons or substitutions if a person in a track will be gone for a certain period of time.
- Approval tracks are used only with requisitions. They cannot be used with purchase orders.
- Requisitions with approval tracks assigned to them must be approved by all persons on the list. If not, the requisition cannot be turned into a purchase order and, therefore, not ordered from a vendor.

⇨ For example, Professor Plum entered a requisition for desks that were $400 each. The approval track assigned to the requisition indicated that Professor Freud must approve the requisition before the desks could be ordered. Professor Freud knew that the Psychology Department needed to order some computers before the year was over and that there was not enough money in their budget for both the desks and computers. Therefore, he did not approve the requisition. He asked Professor Plum to find desks that were less expensive. Professor Plum changed his requisition to include the $150 desks, and Professor Freud approved it.

Examples

Approval Track/Approval Track Alternates Example

Professor Freud, who is listed in the two PSYCH approval tracks below, is going on sabbatical for four months (September 1 through December 31). Professor Jung is designated as his alternate for that time period.

Approval Track:	**PSYCH**	**Psychology Department**	
		User ID	**Approve If Above $**
		FREUD	
		PREZ	1,000.00
Approval Track:	**PSYCH2**	**Psychology Department with Plum**	
		User ID	**Approve If Above $**
		PPLUM	

FREUD	
PREZ	1,000.00

When either of the PSYCH approval tracks is used during these four months, Professor Jung's approval instead of Professor Freud's can be required. However, Professor Freud is not excluded from approving the requisitions. Either Professor Jung or Professor Freud can approve them during the alternate approval period. Because Professor Freud is a member of both the **PSYCH** and **PSYCH2** approval tracks, both approval tracks are affected when you make this change. In addition, the table below shows the controller (User ID **CONTRL**) as the alternate for the President (PREZ) for the week of 10/17 through 10/22.

	User ID	**Alternate User ID**	**Beginning Date**	**Ending Date**
Example 1	FREUD	JUNG	9/1/02	12/31/02
Example 2	PREZ	CONTRL	10/17/02	10/22/02

Using the above examples, if on 10/18/02 someone enters a requisition using **PSYCH2** approval track, Professor Plum would be the first to approve it; Professor Jung would be next in line; and if the requisition were above $1000, the controller would be next.

When the requisitions are displayed for approval, the current date (not the requisition date) is compared to the range of dates specified for the approval alternate. If it is within the range, either the original person or the alternate is able to approve a requisition. If it is not within the range, the alternate approval is ignored and only the original person can approve a requisition.

Tables

Approval Track Control Table

APPROVAL_TRK_CTL

This table contains a row for all individual approval tracks, which can be used to approve requisitions.

Approval Track Detail Table

APPROVAL_TRK_DTL

This table defines each approval track. Each user who is required to approve a requisition containing an approval track is listed as a row in this table. The table contains the following columns: Approve if Above Dollar Limit, Track ID, and User Name.

Windows

Approval Track Window

PO | Admin | Task | Configure Purchasing | Approval Track

This window allows you to create an approval track or modify an existing one and place one or many User IDs into that approval track.

Track ID **Track Description**

Buttons:

Delete Selected Rows	Deletes highlighted rows on the window
DeSelect Selected Rows	Removes the highlighting from rows on the window
New	Opens an empty **Approval Track** window
Open	Opens the **Approval Track** window for a highlighted row

When you click the **New** or **Open** button, the **Approval Track** window opens and allows you to add or remove User IDs from or to a new or existing approval track. This process creates rows in the Approval Track Detail table for each User ID that you add to the approval track.

Track ID **Track Description**

User ID	Description	User ID	Approve Dollar Limit

Buttons:

Add	Moves (adds) highlighted rows to the approval track (from left pane to right pane)
Add All	Moves (adds) all rows to the approval track (from left pane to right pane)
Remove	Moves (removes) highlighted rows from the approval track (from right pane to left pane)
Remove All	Moves (removes) all rows from the approval track (from right pane to left pane)
Move Up	Moves the highlighted row up one position
Move Down	Moves the highlighted row down one position

Related Topic:

Common Functionality for Grid Windows

Step-by-Step Instructions

Adding Approval Tracks

1. **Open the Approval Track window (PO, Admin, Task, Configure Purchasing, Approval Track).**
2. **Click New to open a blank Approval Track window.**
3. **Enter the Track ID and description of the approval track.**
4. **In the left pane, select the User ID of the person(s) who will be approving requisitions with this approval track and click Add (or drag the row) to the right pane. The Add All button allows you to add all the User IDs in the left pane to the right pane. The persons in the right pane of the window are included in the track. Those on the left are omitted from the track.**
5. **If desired, you can enter limits in the Approval Dollar Limit.**
6. **Save.**
7. **If there are errors, messages will display at the bottom of the window and the column in error will be highlighted. Errors must be corrected before the approval track can be saved.**

Changing Approval Tracks

1. **Open the Approval Track window (PO, Admin, Task, Configure Purchasing, Approval Track).**
2. **Select the approval track row you want to change, and click Open. The Approval Track window opens displaying data.**
3. **Make necessary changes to the approval track by highlighting rows and clicking the appropriate buttons.**
4. **Save.**
5. **If there are any errors, messages will display at the bottom of the window and the column in error will be highlighted. Errors must be corrected before the approval track can be saved.**

Deleting Approval Tracks

WARNING: Make sure you want to delete the entire approval track prior to Step 4.

1. **Open the Approval Track window (PO, Admin, Task, Configure Purchasing, Approval Track).**
2. **Select the approval track row you want to delete, and click Delete Selected Rows.**
3. **The following message displays: "Dependent date related to this item will be deleted and cannot be restored. Continue?"**
4. **Select Yes to delete the approval track.**

Approval Alternates

Setup of Approval Track Alternates

Alternates or substitutes for persons can be designated to approve requisitions for a specified period of time. The alternate record affects **ALL** approval tracks in which the person being replaced is listed, which eliminates your having to change each approval track. Designating an alternate does not exclude the original approval person from approving the requisition--either the alternate or the original can approve requisitions. Approval track alternates are defined on the Approval Alternates window.

Examples

Approval Track/Approval Track Alternates Example

Professor Freud, who is listed in the two PSYCH approval tracks below, is going on sabbatical for four months (September 1 through December 31). Professor Jung is designated as his alternate for that time period.

Approval Track:	**PSYCH**	**Psychology Department**	
		User ID	**Approve If Above $**
		FREUD	

		PREZ	1,000.00
Approval Track:	**PSYCH2**	**Psychology Department with Plum**	
		User ID	**Approve If Above $**
		PPLUM	
		FREUD	
		PREZ	1,000.00

When either of the PSYCH approval tracks is used during these four months, Professor Jung's approval instead of Professor Freud's can be required. However, Professor Freud is not excluded from approving the requisitions. Either Professor Jung or Professor Freud can approve them during the alternate approval period. Because Professor Freud is a member of both the **PSYCH** and **PSYCH2** approval tracks, both approval tracks are affected when you make this change. In addition, the table below shows the controller (User ID **CONTRL**) as the alternate for the President (PREZ) for the week of 10/17 through 10/22.

	User ID	Alternate User ID	Beginning Date	Ending Date
Example 1	FREUD	JUNG	9/1/02	12/31/02
Example 2	PREZ	CONTRL	10/17/02	10/22/02

Using the above examples, if on 10/18/02 someone enters a requisition using **PSYCH2** approval track, Professor Plum would be the first to approve it; Professor Jung would be next in line; and if the requisition were above $1000, the controller would be next.

When the requisitions are displayed for approval, the current date (not the requisition date) is compared to the range of dates specified for the approval alternate. If it is within the range, either the original person or the alternate is able to approve a requisition. If it is not within the range, the alternate approval is ignored and only the original person can approve a requisition.

Tables

Approval Track Alternates Table

APPROVAL_TRK_ALT

This table contains information such as User ID, User Name, and Beginning and Ending Dates as well as other information that specifies who has been designated as an alternate for other users on approval tracks.

Windows

Approval Alternates Window

PO | Admin | Task | Configure Purchasing | Approval Alternates

This window allows you to name alternates to approve requisitions in place of the original user. You can specify the original user, the alternate user, and a date range that the alternate is active to approve requisitions.

User ID	**Alternate User ID**	**Begin Date**	**End Date**

Related Topic:

Common Functionality for Grid Windows

Step-by-Step Instructions

Adding Approval Track Alternates

1. **Open the Approval Alternates window (PO, Admin, Task, Configure Purchasing, Approval Alternates).**
2. **Choose Add Row from the right-click or Options menu.**
3. **Enter the User ID of the person for whom you are entering the alternate.**
4. **Enter the Alternate's User ID.**
5. **Enter the Begin and End Dates for this alternate.**
6. **Save.**
7. **If there are any errors, a message will display at the bottom of the window and the column in error will be highlighted. Errors must be corrected before the record can be saved.**

Changing Approval Track Alternates

1. **Open the Approval Alternates window (PO, Admin, Task, Configure Purchasing, Approval Alternates).**
2. **Highlight the row you want to change.**
3. **You can edit the Alternate User ID, Begin Date, and End Date columns.**
4. **Save.**

Deleting Approval Track Alternates

1. **Open the Approval Alternates window (PO, Admin, Task, Configure Purchasing, Approval Alternates).**
2. **Highlight the row you want to delete.**
3. **Choose Delete Row from the right-click or Options menu.**
4. **To undo a delete, you can choose Restore Row(s) from the right-click or Options menu. Note that this cannot be done after saving your changes.**
5. **Save.**

GL Allocation Codes

GL Allocation Code

These codes [up to six (6) alphanumeric characters] are used to trigger an allocation process that takes a single requisition or purchase order line item and creates multiple line items with different General Ledger account numbers and distributed quantity amounts totaling the original line item's quantity amount.

In other words, these GL allocation codes will be used to allocate single line item details from requisitions or purchase orders and create multiple rows on the TRANS_HIST_EXT table with appropriate requisition quantity (REQ_QUANTITY) and line total (a computed quantity) based on the predefined GL allocation code.

Define General Ledger Allocation Codes

GL allocation codes are defined via the Allocation Code Control window and the Allocation Code Detail window. These codes are used to trigger an allocation process that takes a single requisition or purchase order line item and creates multiple line items with different General Ledger account numbers and distributed quantity amounts totaling the original line item's quantity amount.

The GL allocation code allows the following functionality:

- Assign single line items to multiple GL account numbers when creating requisitions or purchase orders
- Predefine allocation codes
- Create and edit allocation codes
- Edit allocation of requisition and purchase order line item detail to GL accounts
- Summarize requisition and purchase order line item detail for other windows (Receiving window) and various requisition and purchase order reports

After the allocation code has been defined, it can be assigned via the GL Allocation Pop-up window.

Requisition and purchase order line items that have been created using an allocation code can be grouped together again later in the Receiving window or in various requisition and purchase order reports.

Assign General Ledger Allocation Codes

After the GL allocation code is defined, it can be assigned to a requisition line item on the Detail tab of the Requisitions window or to a purchase order line item on the Detail tab of the Purchase Orders window.

Once the GL allocation code is assigned to a line item, an automated process occurs that generates new line items from the original line item using the default information in the GL Allocation Pop-up window and account numbers and allocation percentages in the assigned GL allocation code.

Requisition and purchase order line items that have been created using an allocation code can be grouped together again later in the Receiving window or in various requisition and purchase order reports.

Windows

Allocation Code Control Window

PO | Admin | Task | Configure Purchasing | GL Allocation Codes

This window allows you to create a new allocation code and view and/or edit existing allocation codes.

To enter a new code, click the **New** button to open the Allocation Code Detail window where information is entered for the new code.

To view and/or edit an existing code, highlight the appropriate row and click the **Open** button to open the **Allocation Code Detail** window displaying detail information about the code. You cannot edit the code itself.

To delete a code, highlight the row(s) and click the **Delete Selected Rows** button, which deletes the row(s) from the Allocation Code Control table.

GL Allocation Code	GL Allocation Description

Allocation Code Detail Window

PO | Admin | Task | Configure Purchasing | GL Allocation Codes | click New or highlight row and click Open

NOTE: You cannot edit the GL Allocation Code column.

This window allows you to enter information for a new allocation code and view and/or edit existing allocation codes.

GL Allocation Code **GL Allocation Description**

GL Account Number **Acct Description** **Percent Allocated**

Related Topic:

Common Functionality for Grid Windows

Step-by-Step Instructions

Creating GL Allocation Codes

1. **Open the Allocation Code Control window (PO, Admin, Task, Configure Purchasing, GL Allocation Codes).**
2. **Click New to open the Allocation Code Detail window.**
3. **Enter an allocation code and description.**
4. **Enter the appropriate GL account numbers and a % value for each.**
5. **Save. You will not be allowed to save and exit the window if the sum of the Percent Allocated column is not equal to 100.**
6. **The Allocation Code Control window displays the added GL allocation code.**

Editing GL Allocation Codes

NOTE: The allocation code is not editable.

1. **Open the Allocation Code Control window (PO, Admin, Task, Configure Purchasing, GL Allocation Codes).**
2. **Highlight the appropriate row, and click Open to open the Allocation Code Detail window with the displayed code information.**
3. **Edit the appropriate GL account numbers and/or % value for each.**
4. **Save. You will not be allowed to save and exit the window if the sum of the Percent Allocated column is not equal to 100.**
5. **The Allocation Code Control window displays the edited GL allocation code.**

Deleting GL Allocation Codes

1. **Open the Allocation Code Control window (PO, Admin, Task, Configure Purchasing, GL Allocation Codes).**
2. **Highlight the appropriate row(s), and click Delete Selected Rows.**
3. **The following message displays: "Dependent data related to this item will be deleted and cannot be restored. Continue?"**
4. **Click Yes to continue the delete process and No to abort the delete process.**

Disbursement Cycle Types

Disbursement Cycle Type Code

NOTE: This code can be up to six (6) alphanumeric characters.

Disbursement cycle type codes are defined in the Disbursement Cycle Type window and are used to apply certain restrictions and rules (such as approval tracks and dollar value ceilings) to documents (requisitions, purchase orders, and invoices) used in the disbursement cycle.

Purchase Orders window:

If the purchase order was created from a requisition, the **Disbursement Cycle Type** column is not editable.

Print Purchase Orders window:

The **Disbursement Cycle Type** column is not editable on this window.

Define Disbursement Cycle Types

NOTE: Each requisition with a disbursement cycle type should be converted to a purchase order (using the **Copy Requisition to Purchase Order** option) to ensure that the restrictions and rules of the disbursement cycle type of the requisition are applied to the purchase order.

WARNING: Do not use the **Create Purchase Orders from Requisition Detail** option when converting requisitions with disbursement cycle types to purchase orders, because the **Create Purchase Orders from Requisition Detail** option will combine requisitions with different disbursement cycle types and rules assigned to those disbursement cycle types might be conflicting ones. The **Create Purchase Orders from Requisition Detail** option can still be used but only after all requisitions with disbursement cycle types have been converted to purchase orders using the **Copy Requisition to Purchase Order** option.

Disbursement cycle types are defined in the Disbursement Cycle Type window and are used to apply certain restrictions and rules (such as approval tracks and dollar value ceilings) to documents (requisitions, purchase orders, and invoices) used in the disbursement cycle.

The disbursement cycle type allows users the following functionality:

- Assign an approval track that would override any previous approval track
- Prevent user from entering a purchase order value greater than its corresponding requisition
- Return a warning message if a purchase order value is greater than its corresponding requisition
- Return an error message if a purchase order value is greater than its corresponding requisition
- Prevent user from entering an invoice value greater than its corresponding purchase order
- Return a warning message if an invoice value is greater than its corresponding purchase order
- Return an error message if an invoice value is greater than its corresponding purchase order
- Select disbursement cycle types on requisition and purchase order headers in applicable windows
- Sort reports (Purchase Orders by Vendor, Purchase Orders by Date Printed, and Open Purchase Orders) by disbursement cycle type

After the disbursement cycle type is defined, it can be assigned to requisitions in the **Header** tab of the Requisitions window and to purchase orders in the **Header** tab of the Purchase Orders window. Once the disbursement type is assigned to a document or a process and depending on whether the next disbursement cycle document in the chain can exceed the dollar value of the one being created, the assignment applies to that document/process and any future ones created in the chain.

Assign Disbursement Cycle Types

NOTE: Each requisition with a disbursement cycle type should be converted to a purchase order (using the **Copy Requisition to Purchase Order** option) to ensure that the restrictions and rules of the disbursement cycle type of the requisition are applied to the purchase order.

You can assign a disbursement cycle type to a requisition via the Requisitions window, or to a purchase order via the Purchase Orders window, by entering the appropriate value in the **Disbursement Cycle Type** field on the **Header** tab. Once the disbursement cycle type is assigned, the requisition or purchase orders must follow the rules and restrictions specific to that cycle type.

Windows

Disbursement Cycle Type Window

PO | Admin | Task | Configure Purchasing | Disbursement Cycle Types

This window is used to define or edit a disbursement cycle type that can be assigned to specific requisitions and purchase orders. These documents then have certain criteria and rules specific to the disbursement cycle type assigned.

Disbursement Cycle Code	Description	Approval Track ID	Allow Override to Approval Track	PO Exceeds Requisition	Invoice Exceeds PO

Related Topic:

Common Functionality for Grid Windows

Step-by-Step Instructions

Adding Disbursement Cycle Type Codes

1. **Open the Disbursement Cycle Type window (PO, Admin, Task, Configure Purchasing, Disbursement Cycle Types).**
2. **Enter appropriate values in the columns.**
3. **Save.**

Editing Disbursement Cycle Type Codes

1. **Open the Disbursement Cycle Type window (PO, Admin, Task, Configure Purchasing, Disbursement Cycle Types).**
2. **Locate the row to be edited, and enter appropriate values in the columns.**
3. **Save.**

Deleting Disbursement Cycle Type Codes

1. **Open the Disbursement Cycle Type window (PO, Admin, Task, Configure Purchasing, Disbursement Cycle Types).**
2. **Highlight the row to be deleted.**
3. **Choose Delete Row from the right-click or Options menu. There is no confirm delete message.**
4. **Save.**

Vendors

Setup of Vendors in Purchasing

In the Purchasing module, vendors are parties from whom you will order items or services. These vendors are entered using the **Vendors** window and are assigned standard ID Numbers, as would any person or organization on the system. The Vendor Master table stores information about each vendor. Since the Accounts Payable staff at your organization may want to set up vendors in the system, you should check with them prior to setting up a new vendor.

⇨ For example, you may have a vendor supplying items that you are paying for out of a regular Accounts Payable subsidiary and out of a restricted Accounts Payable subsidiary. That vendor will have two Vendor Master rows, one for each AP subsidiary account.

Vendor ID and Name:	SBS Code	Subsidiary Description
2002, International Business Machines	AP	Accounts Payable
2002, International Business Machines	P2	Restricted Accounts Payable

Additional vendor information is stored on several tables. Their name is stored on the Name Master table, and the address is stored on the Address Master table. These are separate from the Vendor Master table and are shared with other modules within the system.

Overview of Maintaining Inventory Codes and Vendor-Specific Inventory Codes Process

Maintaining Inventory Codes

The Inventory function in EX can insert new inventory codes and/or update inventory codes as you are entering a requisition or purchase order. This is helpful if you want to keep your inventory code cost information current without constant updates through the Inventory window. When used in conjunction with Vendor Specific Inventory Code processing, this can be used to find the vendors in your database with the lowest cost for an inventory item and can save money for your organization (see **Vendor Specific Inventory Codes** below). Whether or not this can occur is dependent on your configuration of the **Maintaining Inventory Codes** section on the General tab of the Purchasing Configuration window.

If the following configuration values are entered:

Create new inventory codes from requisition entry	**=**	**A** or **M**
Create new inventory codes from PO entry	**=**	**A** or **M**

. . . then when entering a new requisition or purchase order, the system checks to see if there is already a row in the Inventory Master table for the inventory code. If there is not a row for that inventory code, then the system determines whether a row should be inserted automatically (**A**) or if it should send a message asking if you want to insert the row (**M**). If directed, it inserts a new row for the inventory code. If Vendor Specific Inventory Code processing has been turned on, then two rows are entered: an Inventory Master row with a vendor ID Number of 999999999 and a vendor specific row with the ID Number of the vendor.

If the following configuration values are entered:

Update existing inventory codes from requisition entry	**=**	**A** or **M**
Update existing inventory codes from PO entry	**=**	**A** or **M**

. . . then the system checks to see if the row is already in the Inventory Master table. If so, it then sends a message to you asking if the update should be made (**M**) or it automatically updates the table (**A**), depending on your configuration.

When the system creates new inventory codes or updates existing inventory codes, the following columns get updated in the Inventory Master table:

- Unit
- Cost
- Catalog Number

- Item Description
- Part Number

Vendor Specific Inventory Codes

The system can also be configured to track vendor specific inventory codes. To track inventory codes by vendors, you must select the Populate Inventory Code Drop Downs with Inventory Specific Inventory Codes check box on the General tab of the Purchasing Configuration window.

When using Vendor Specific Inventory Codes processing, the drop downs in the Requisitions window and Purchase Orders window will show only those inventory codes that exist for that particular vendor. A clear advantage of this type of inventory code processing is that the system can search the database for vendors who can supply an inventory item at a lower cost. The system compares the Cost Per Unit of the line item to each Default Cost Per Unit for other vendors in the Inventory Master table. If the Default Cost Per Unit is less for another vendor than the Cost Per Unit of the vendor you are entering a requisition or purchase order for, then the system displays the List of Vendors with a Lower Cost Report. This report details a list of vendors from whom you can purchase the inventory item and the amount of savings you would incur by purchasing from that vendor.

Windows

Vendors Window

PO | Main | Task | Other | Vendors

This window allows you to enter and change information about vendors with whom your organization does business. You can add or change their name and address, set up their A/P Subsidiary, and enter vendor discount information and expense accounts that will generally apply to associated transactions. The **Vendors** tab allows you to enter standard information about the A/P Subsidiaries, and non-standard information about vendors can be entered on the **Vendor User Fields** tab.

Vendors tab

Vendor User Fields tab

Related Topic:

Common Functionality for Data Entry Windows

Step-by-Step Instructions

Entering Vendor Information

1. **Open the Vendors window (PO, Main, Task, Other, Vendors).**
2. **Enter the Vendor's ID Number.**
3. **Enter vendor information on the Vendors tab. You may want to check with your Accounts Payable staff prior to specifying subsidiary information on the bottom portion of the Vendors tab. If you do add subsidiary rows, choose Add Row from the right-click or Options menu.**
4. **Enter information.**
5. **Save.**
6. **On the Vendor User Fields tab, enter information that your organization keeps that is not standard to the database.**
7. **Save.**