

# ERP: Procurement/Budget Control

Presenter: Doreen Crisostomo-Muña, Ph.D., CGFM



# HOUSEKEEPING

**1. Topic Overview**

**2. Verify Attendees**

**3. Sign-in Sheet**

**4. Start/End Time**

**Training site:**

<https://training2299813239aaa9e2devaos.cloud.gov.microsoftdynamics.us/>



# SESSION OVERVIEW: PROCUREMENT



Create a Vendor



Create a Purchase Order  
from Approved Requisition



Verify On-Hold-Status for  
Vendors



Create a Purchase Order  
without a Requisition



Create a Purchase  
Requisition



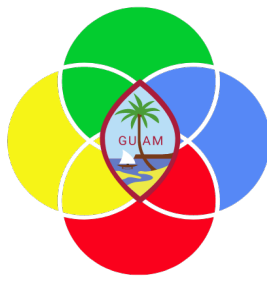
Confirm Purchase Order



Create an RFQ from  
Requisition



View Budget Control



# CREATE A VENDOR

Go to **Procurement and sourcing > Vendors > All vendors**

Click New.

In the Name field, type a value.

In the Group field, enter or select a value.

In the Known as field, type a value (Optional).

Expand the Addresses section and complete the information.

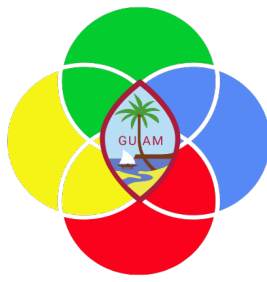
Expand the Contact information section and complete the information. Select Primary if applicable.

(Optional) Expand the Vendor profile and complete information.

Expand the Tax 1099 menu and complete the information. **NOTE:** If this information is incomplete and you amend the vendor's information, it must go through the approval process again.

Click Save.

[Back to Menu](#)



# VERIFY ON-HOLD-STATUS FOR VENDORS

Go to **Procurement and sourcing > Vendors > Vendors on hold**

If the vendor you wish to use appears in the list, the vendor is on-hold. You will be able to enter transactions, but you will not be able to approve.

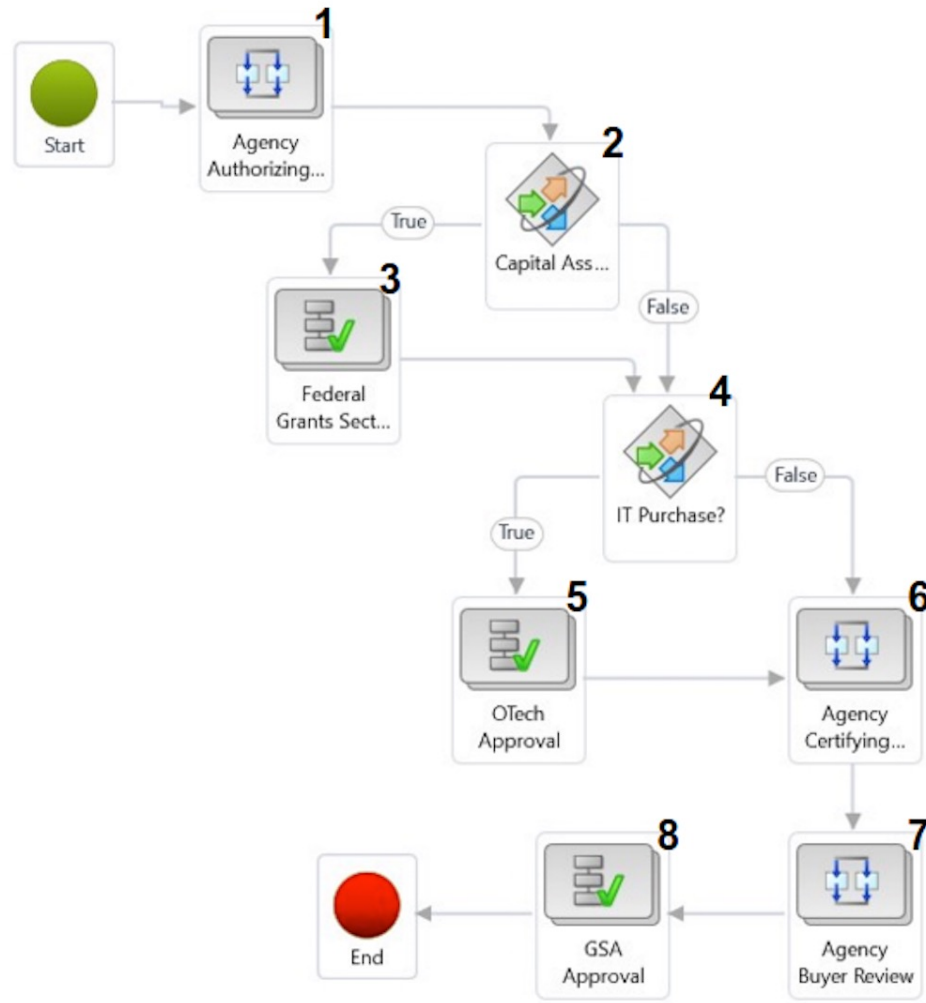
To release vendor on hold, go to **Maintain > On Hold > enter Vendor hold release date**

Reason code > **Approval**

Click OK.



# Requisition Line Approval Workflow



1 Group assignment based on [Requisition Workflow Approve-Certify-Buyer.xlsx](#), routing to the agency's Authorizing Official (AO) group for the dept/div in the line item Job Number (financial dimension)

2 **Where** Accounting distributions.LedgerDimension.MainAccount is value 6450001  
**And** Accounting distributions.LedgerDimension.Fund is value 101

3 **Basic Settings** Assign users to this workflow element

Assignment type	Role based	Time limit	Completion policy
Assignment			
Condition			
Escalation			

Type of participant: User group participants  
Participant: Federal Grants Section

4 **Where** Purchase requisition lines.Category is at or below value (DOA) IT

Procurement Categories

- BLDG RENT
- CAPITAL
- CONTRACT
- DRUG TESTING CHARGES
- EQUIPMENT
- IT
- IT-EQUIPMENT
- IT-MISCELLANEOUS
- IT-TELEPHONE
- MISCELLANEOUS
- POWER UTILITY
- SUB-RECIPIENT/GRANTS
- SUPPLIES
- TELEPHONE
- TRAVEL
- WATER UTILITY

5 **Basic Settings** Assign users to this workflow element

Assignment type	Role based	Time limit	Completion policy
Assignment			
Condition			
Escalation			

Type of participant: User group participants  
Participant: OTech

6 Group assignment based on [Requisition Workflow Approve-Certify-Buyer.xlsx](#), routing to the agency's Certifying Officer (CO) group for the dept/div in the line item Job Number (financial dimension)

7 Group assignment based on [Requisition Workflow Approve-Certify-Buyer.xlsx](#), routing to the agency's Agency Buyer (AB) group for the dept/div in the line item Job Number (financial dimension)

8 **Basic Settings** Assign users to this workflow element

Assignment type	Role based	Time limit	Completion policy
Assignment			
Condition			
Escalation			

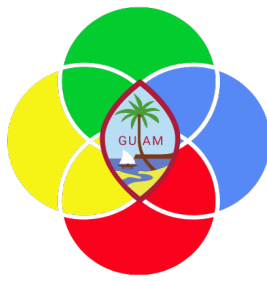
Type of participant: User group participants  
Participant: GSA Buyer



# Budget Control Statistics

For training purposes, use these budget funds.

Budget control dimension value	Dimension descriptions	Budget funds available
6230001-100-24-1300002	CONTRACT-GENERAL FUND-FISCAL YEAR 2024-DOC FOOD SERVICE CONTRACT	4,217,688.00
6290001-100-24-9100618	MISCELLANEOUS-GENERAL FUND-FISCAL YEAR 2024-TRANSFER OUT TO GPSS OPERATION	218,664,406.00
6361001-202-24-0671262	POWER UTILITY-STREET LIGHT FUND-FISCAL YEAR 2024-STREETLIGHTS-STREETLIGHT FUND	4,172,312.00
6701001-101-24-1719102	INDIRECT COST - FEDERAL-FEDERAL GRANT FUND-FISCAL YEAR 2024-ACA HOME VISIT PROGRAM	91,547.00



# CREATE A PURCHASE REQUISITION

Go to **Procurement and sourcing > Purchase requisitions > All purchase requisitions**

Click **New**.

In the **Name field**, type a value (what are you buying?)

Click **OK**.

Go to the **Purchase Requisition lines**, and Click **Add line**.

In the list, mark the selected row.

In the **Procurement category** field, select a value and Click **OK**.

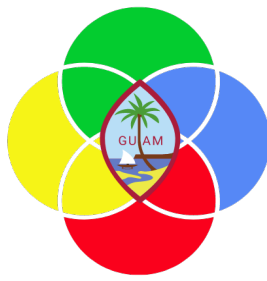
In the **Product name** field, type a value (e.g. xerox paper).

In the **Quantity** field, enter a number.

In the **Unit** field, enter or select a value (often “ea”).

Click **Save**.





# CREATE A PURCHASE REQUISITION

*continued from the previous slide...*

---

Go to the **Line details** and click on **Financial dimensions**.

---

Complete the Financial Dimensions. [Object category (*main account*), fiscal year, job number (*dept.*), and Fund number]

---

Click Save

---

Click Workflow, **Click Submit > Submit**. (*depending on your credentials, your task may stop here*).

---

The Workflow will move to the employee who approves requisitions.

---

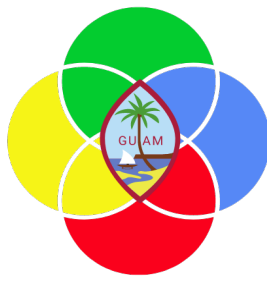
If you are the approver, wait for the system to process the requisition, then Go to the **Purchase requisition lines menu**.

---

Click **Workflow**, Click **Approve**, Click **OK**.

---

Close the page by using the ← arrow.



# CREATE AN RFQ FROM A REQUISITION

Go to **Procurement and sourcing > Purchase requisitions > All purchase requisitions**

In the list, click the link in the selected row. The requisition must be in **“In review”** status.

Click the Purchase requisitions Menu and Click on the Requisition number.

Go to Purchase requisition lines and Select the line.

Click on the information ( *i* ) icon on top right and go to Related documents and click RFQ.

Go to **Purchase requisition > New > Request for quotation**

Select DOA on the Buying legal entity.

In the list, click the link in the selected row.

Click on the information icon (top right corner, gray area), and open **Related document** tab

Click on the **RFQ number**.

Go to **Header > Vendor tab** and add a line; add other lines as needed.

Select Vendor account; repeat to add other vendors.

Click Save.



# CREATE AN RFQ FROM A REQUISITION

*continued from the previous slide...*

Go to top menu **Process > Send and publish > Click OK.**

Go to **Quotation > Replies > Manage replies.**

1. Go to Edit > **Edit RFQ reply.**

2. Enter quantity and unit price.

3. Go to **Bid attachments** menu.

4. Select **New > File > Browse** and upload vendor's price quote > Click Save

5. Click Submit.

Select the next vendor and complete the same process—steps 1-5 above.

Go to **General menu > Other information > Compare replies**

On the next screen, Select the RFQ of your choice and **Accept** the vendor of your choice, and Click OK.

The next screen will show the Rejecting request for quotation. Click OK.

If you're a buyer, your task ends here. If you are the approver continue next steps.

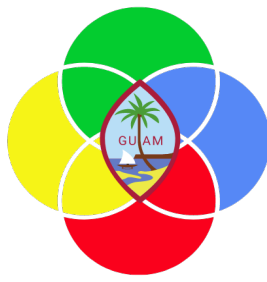
Go to **Procurement and sourcing > Purchase requisitions > All purchase requisitions**

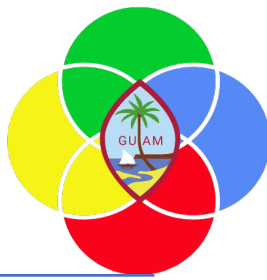
Click on your requisition number.

Go to Purchase requisition lines and Click **Workflow > Approve > Approve**

Close the page. Your Purchase requisition status should be "Approved".

# Purchase Order Line Approval Workflow





# CREATE A PURCHASE ORDER FROM APPROVED REQUISITION

Go to **Procurement and sourcing > Purchase requisitions > Approved purchase requisition processing > Release approved purchase requisitions**

In the list, mark the selected row.

On the Menu, go to **New > Click Purchase order.**

Go to **Procurement and sourcing > Purchase orders > All purchase orders.**

In the list, click the link in the selected row.

On the **Workflow** menu, click **Submit > Submit.**

Go to **Workflow** on the purchase order line, Click **Workflow > Approve** (*allow system to process*)

Your tasks may end here and move to the subsequent approving authority.

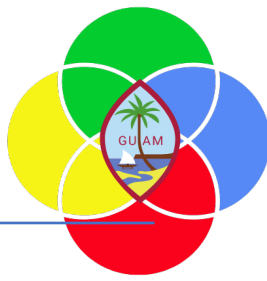
On the **Action Pane**, go to **Purchase > Generate > Confirmation.**

On the **Posting** field, Select **Yes.**

Go to **Printer setup > Screen > Click OK.**

Click **OK.** Purchase Order will print to screen. You have the option to **Export to PDF.**

Close the page.



# CREATE A PURCHASE ORDER WITHOUT A REQUISITION

Go to **Procurement and sourcing > Purchase orders > All purchase orders**

Click **New**.

In the **Vendor account** field, select the **Vendor name** on the dropdown menu.

Click **Yes**.

Click **OK**.

On the **Purchase order lines** menu, Go to **Procurement** category.

Select **Procurement** category on the dropdown menu.

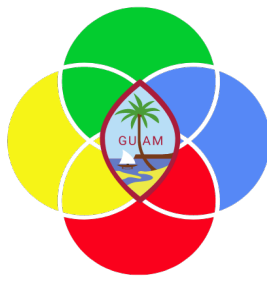
Complete the **Quantity**, **Unit** (e.g. ea.) and **Unit price**.

Go to **Line details** menu and click **Financial dimensions**.

Add more lines if multiple expense accounts are needed. Ensure distributions add to 100%.

Complete the **FINANCIAL DIMENSIONS** – **Fiscal/Year**, **Fund**, and **JobNumber**. Click **Save**.

Go to **Workflow > Submit > Submit**.



# CREATE A PURCHASE ORDER WITHOUT A REQUISITION

*continued from the previous slide...*

Go to the **Purchase order lines menu** and click Workflow. If you don't see Workflow, wait for it to process.

When the process is done, you will see the Workflow link.

Click **Workflow > Approve > Approve**.

Wait for the Workflow to process again, then click Workflow to open the drop dialog.

Click **Workflow > Approve > Approve**.

Wait for the Workflow to process again.

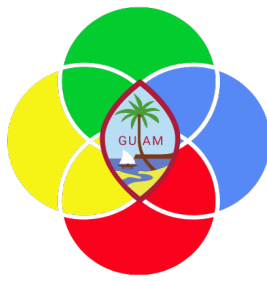
On the Action Pane, go to Purchase > Generate > Confirmation.

On the **Posting** field, Select Yes.

Go to **Printer setup > Purchase order > Screen > Click OK**.

Click OK. Wait for the system to process. Purchase Order will print to screen. You can export it to .PDF or send it to the printer. The printer icon is located on the top right corner.

Close the page ← Close the page ←.



# CONFIRM A PURCHASE ORDER

---

Go to **Procurement and sourcing > Purchase orders > All purchase orders**

---

In the list, find and select the PO with the status “Approved” .

---

In the list, click the link in the selected row.

---

Go to **Purchase > Action > Click Confirm.**

---

On the Posting field, Select Yes.

---

Go to Printer setup > Screen > Click OK.

---

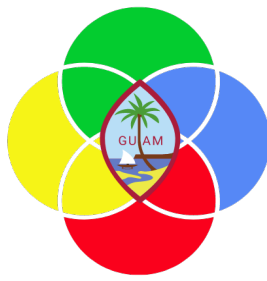
Click OK. Purchase Order will print to screen.

---

Close the page.



[Back to Menu](#)



# VIEW BUDGET CONTROL

---

Go to **Budgeting > Budget control > Budget control statistics**

---

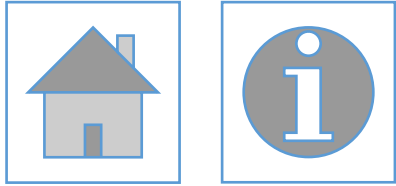
On the top menu, **Click Apply parameters**

---

View the **Budget funds available** column

---

Close the page.



Please complete the post-training survey:  
<https://s.surveymonkey.com/fhpkg489>

**THANK YOU!**

EMAIL: [doreen.crisostomomuna@theperformagroup.com](mailto:doreen.crisostomomuna@theperformagroup.com)