# ERP: Procurement/Budget Control

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# 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
- Verify On-Hold-Status for Vendors
- Create a Purchase Requisition
- Create an RFQ from Requisition
- Create a Purchase Order from Approved Requisition
- Confirm Purchase Order
- View Budget Control

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# 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.

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# VERIFY ON-HOLD-STATUS FOR VENDORS

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

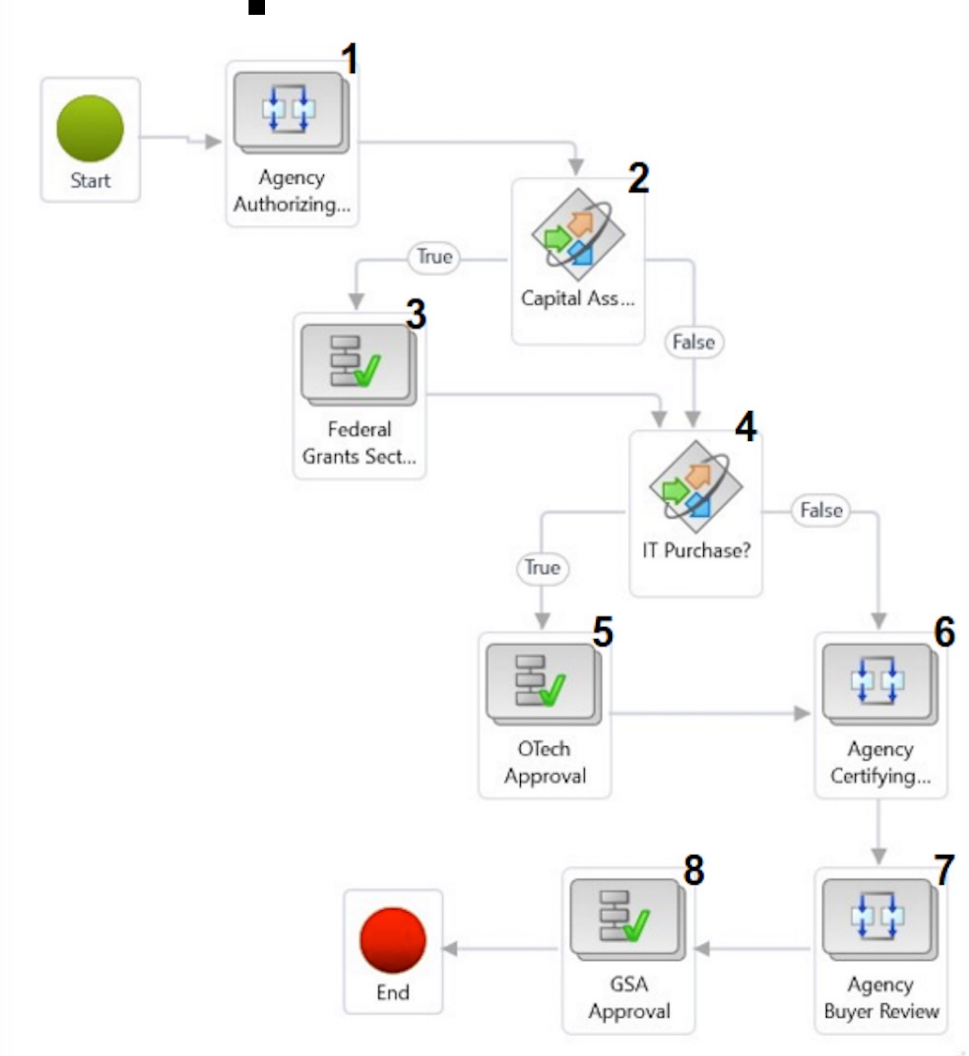
If the vendor you wish to use appears in the list, the vendor is on-hold. You will be able to enter transactions, but you will not be able to approve.

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 / Assignment / Condition / Escalation
Assign users to this workflow element
Assignment type | Role based | Time limit | Completion policy
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 / Assignment / Condition / Escalation
Assign users to this workflow element
Assignment type | Role based | Time limit | Completion policy
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 / Assignment / Condition / Escalation
Assign users to this workflow element
Assignment type | Role based | Time limit | Completion policy
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 availa |
|---|---|---|
| 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 |

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# 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.

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# 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. |

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# 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.

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# 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

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# 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.

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# 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.

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# 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.surveyplanet.com/fhpkg489

# THANK YOU!

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