

ERP: Procurement/Budget Control

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HOUSEKEEPING

1. Topic Overview









2. Verify Attendees

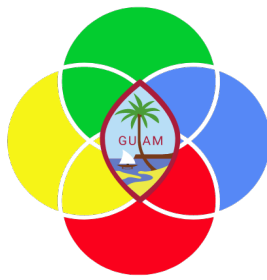
3. Sign-in Sheet

4. Start/End Time



SESSION OVERVIEW: PROCUREMENT

-  Create a Vendor
-  Create an RFQ from Requisition
-  Verify On-Hold-Status for Vendors
-  Create a Purchase Order without a Requisition
-  Create a Purchase Requisition
-  Confirm Purchase Order
-  Create a Purchase Order from Approved 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.

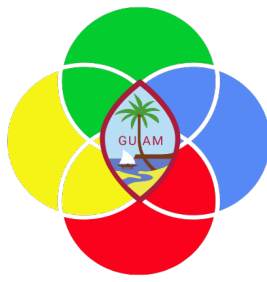
Expand the Contact information section and complete the information. Select Primary if applicable.

(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.

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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.

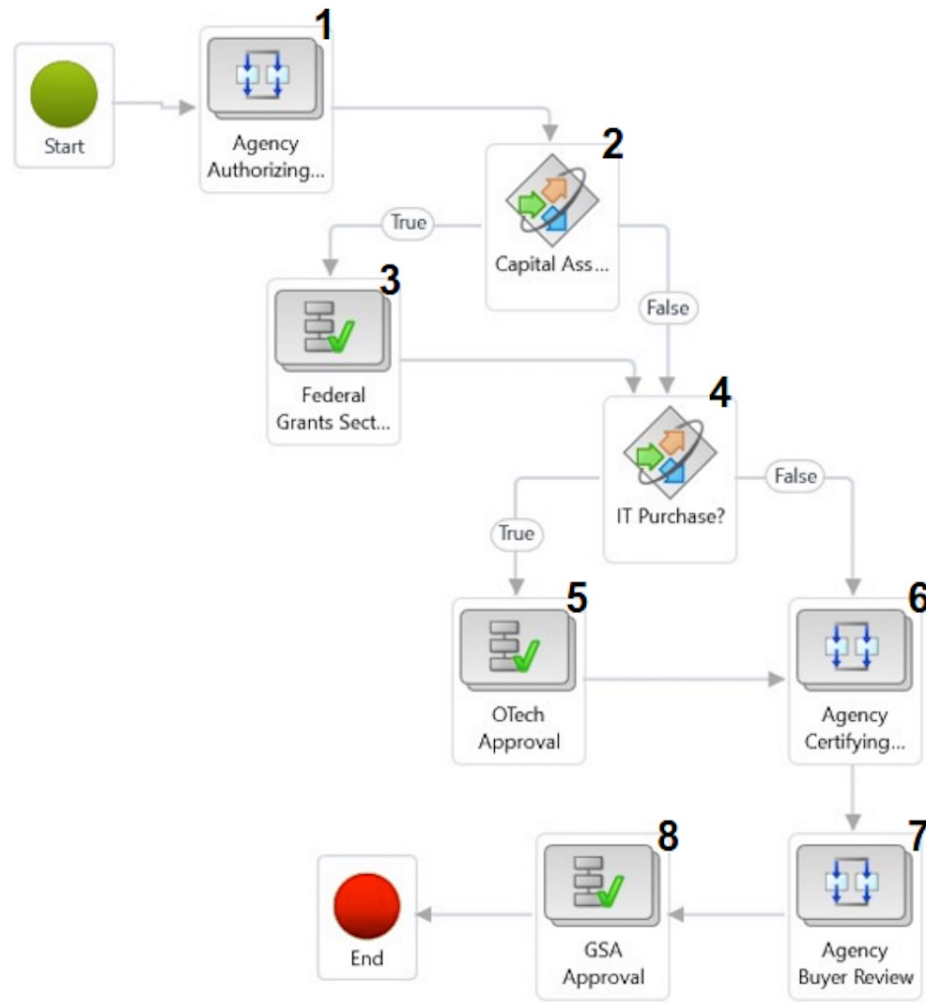
To release vendor on hold, go to **Maintain > On Hold > enter Vendor hold release date**

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** 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

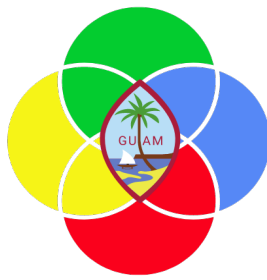
6 Group assignment based on [Requisition Workflow Approve-Certify-Buyer.xlsx](#), routing to the agency's Certifying Officer (CO) group for the dept/div in the line item Job Number (financial dimension)

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



CREATE A PURCHASE REQUISITION

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

Click New.

In the Name field, type a value.

Click OK.

Click Add line.

In the list, mark the selected row.

In the Procurement category field, enter or select a value.

Click OK.

In the Product name field, type a value.

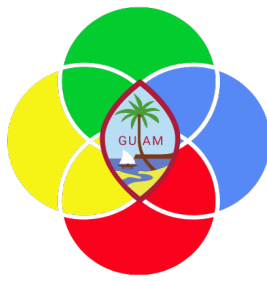
In the Quantity field, enter a number.

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

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

In the Unit price field, enter a number.

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CREATE A PURCHASE REQUISITION

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Go to the Line details and click on Financial dimensions.

Complete the Financial Dimensions

Click Save

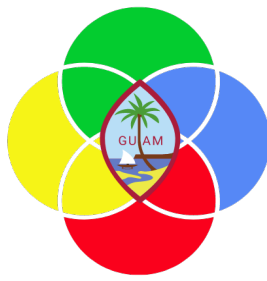
Click Workflow, Click Submit > Submit.

The Workflow will move to the employee who approves requisitions.

Go to Purchase requisition lines.

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 Purchase requisitions Menu.

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 Buying legal entity field, Select **“DOA”**.

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

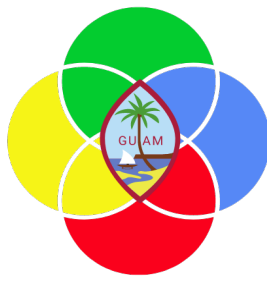
Click on the information icon (top right), and open Related document tab

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

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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

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 **Process** menu and accept the appropriate RFQ

Click OK.

Select other RFQ and select Reject.

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

Refresh your screen and the price will update based on the RFQ you accepted.

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



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**

Go to **Workflow** on the purchase order line, Click **Workflow > Approve**

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

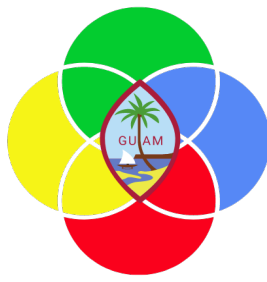
On the Posting field, **Select Yes.**

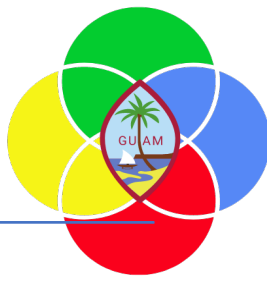
Go to **Printer setup > Screen > Click OK.**

Click OK. Purchase Order will print to screen.

Close the page.

Purchase Order Line Approval Workflow





CREATE A PURCHASE ORDER WITHOUT A REQUISITION

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

Click New.

In the Vendor account field, enter or select a value.

Click Yes.

In the Delivery address field, enter or select a value.

Click OK.

On the Action Pane, click Purchase.

In the list, mark the selected row.

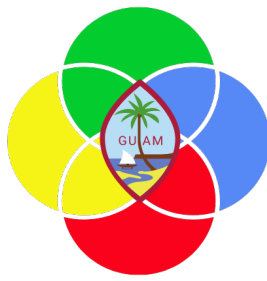
In the Procurement category field, enter or select a value.

Click OK.

Complete the Quantity, Unit price, and Text field.

Go to Financials and Distribute amounts. Add more lines if multiple expense accounts are needed. Ensure distributions add to 100%.

Go to Workflow > **Submit.**



CREATE A PURCHASE ORDER WITHOUT A REQUISITION

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Click Workflow to open the drop dialog.

Click Submit.

In the Comment field, type a value.

Click OK.

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

Go to the Purchase order lines > Click Workflow > Approve > Approve.

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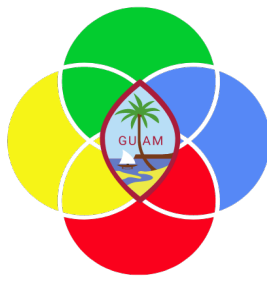
On the Action Pane, go to Purchase > Generate > Confirmation.

On the Posting field, Select Yes.

Go to Printer setup > Screen > Click OK.

Click OK. Purchase Order will print to screen.

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.**

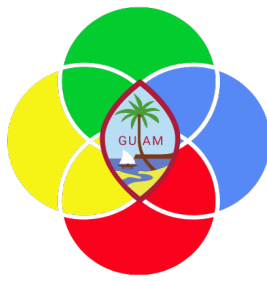
On the Posting field, Select Yes.

Go to Printer setup > Screen > Click OK.

Click OK. Purchase Order will print to screen.

Close the page.

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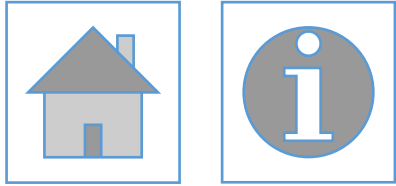
VIEW BUDGET CONTROL

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.surveymonkey.com/fhpkg489>

THANK YOU!

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