# 7 Purchaser Tasks

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| Audience: | Purchasers |
| Summary: | Describes how to manage (complete, reject, or reassign) purchase requests. |
| Contents: |  |

# Overview

Purchasers must manage (that is, edit, complete, reassign, or reject) purchase requests submitted by cardholders who specify that a Purchaser will buy the requested goods and/or services. After the purchase request is approved, the application places the purchase request in the appropriate Purchaser's queue.

You can always access purchase requests that were assigned to you by the cardholder. However, the Program Administrator specifies whether you can also access purchase requests that were assigned to other purchasers or that were not assigned to any specific purchaser (that is, when creating the purchase request, the user selected **company purchaser** in the **Who will buy** field).

Completing a purchase request adds the requested funds to your card. Therefore, you must complete a purchase request *before* purchasing the requested goods and/or services. You can only edit a purchase request's name, CRI number, PO number, and allocation information. If other information in the purchase request needs to be changed, you must reject the purchase request. Rejecting a purchase request returns the document to the Requester's Draft queue. The Requester then has the option of editing and re-submitting the purchase request. For example, you should reject the purchase request if the approved amount is insufficient to make the requested purchase.

If a purchase request was assigned to you erroneously, you can reassign the purchase request to another Purchaser. The approval history for a purchase request (such as why a request was approved or rejected) are listed on the Status page (see "Viewing Approval History" on page 125).

# Viewing Item Detail Information

The Item Detail information for a purchase request includes a description, total amount allocated, and total amount requested.

> **NOTE**: You *cannot* edit only the item detail information for a purchase request.

❑ **To view details for a purchase request**:

1 Access the desired purchase request in the appropriate queue (either Assigned or Unassigned). For example, to access the desired purchase request in the Assigned queue, click **Tasks** → **Purchaser** → **REQs Ready To Purchase - Assigned** in the Left Navigation bar.

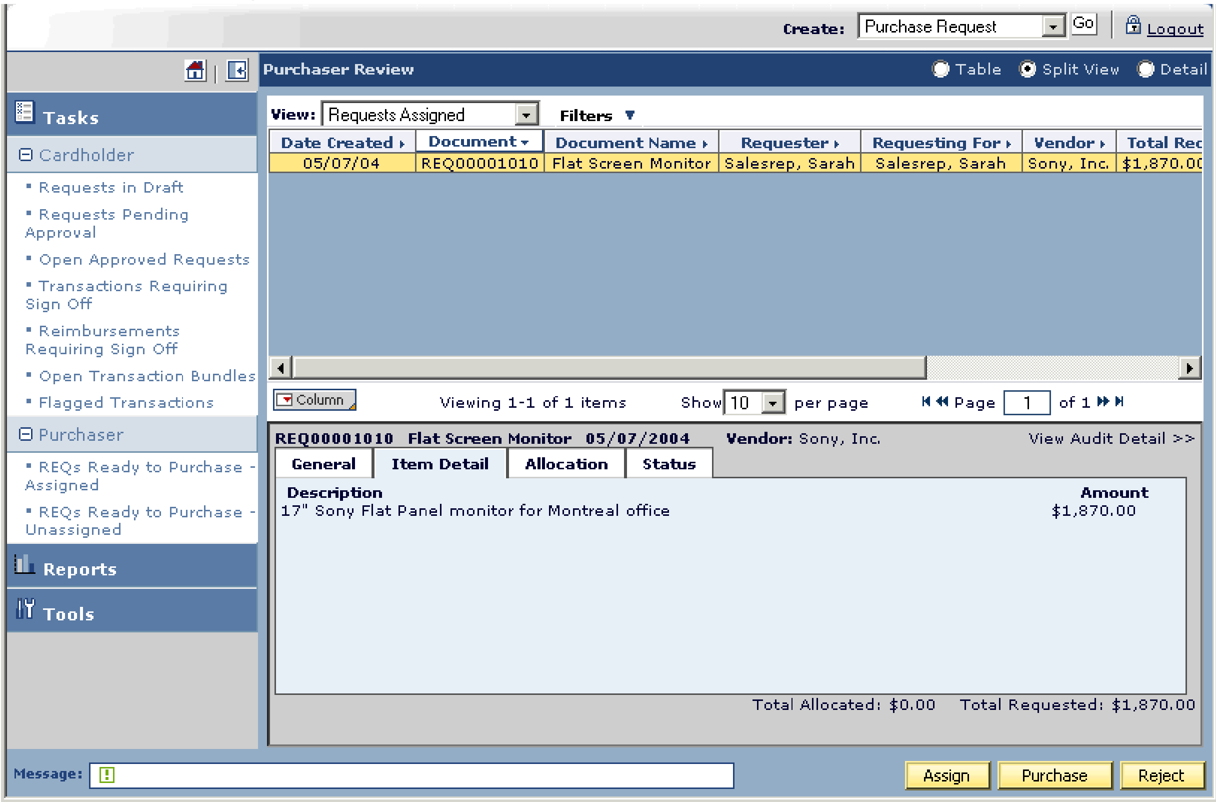
> **NOTE**: See chapter 3, "Locating Document Types" for information on other methods for locating the desired purchase request.

> **IMPORTANT**: Make sure you select **Purchaser** in the **Acting As** field if you perform a search to locate a purchase request.

2 Click (to highlight) the desired purchase request in the List section.

3 Click the **Item Detail** tab option (see Figure 7-1).

*Figure 7-1: Purchaser View of Detail section - Item Detail tab*




**NOTE**: You can determine the number of results to display per page using the **Show** field. Therefore, if you do not see all expected results, make sure you have viewed all pages. For more information, see "Pagination options" on page 26.

# Viewing Approval History

This feature enables you to view the approval history of a purchase request. The approval information includes the current status of the purchase request, the name of the Approver(s) who approved the purchase request, and the reason the purchase request required approval.

❑ **To view the approval history of a purchase request**:

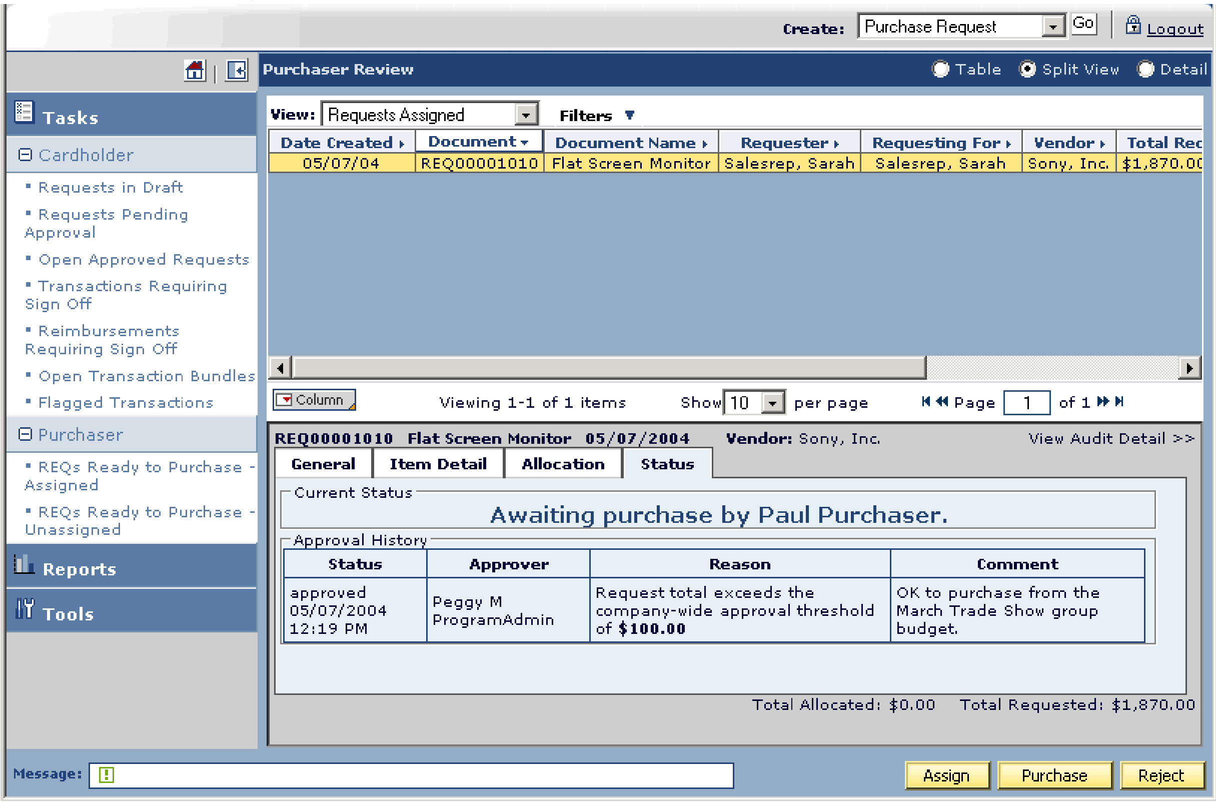
1 Access the desired purchase request in the appropriate queue (either the Assigned queue or the Unassigned queue). For example, to access the desired purchase request in the Assigned queue, click **Tasks** → **Purchaser** → **REQs Ready To Purchase - Assigned** in the Left Navigation bar.

> **NOTE**: See chapter 3, "Locating Document Types" for information on other methods for locating the desired purchase request.
>
> **IMPORTANT**: Make sure you select **Purchaser** in the **Acting As** field if you perform a search to locate a purchase request.

2 Click (to highlight) the desired purchase request in the List section.

3 Click the **Status** tab option (see Figure 7-2).

*Figure 7-2: Purchaser View of Detail section - Status tab*




**NOTE**: You can determine the number of results to display per page using the **Show** field. Therefore, if you do not see all expected results, make sure you have viewed all pages. For more information, see "Pagination options" on page 26.

# Editing General Information

You can edit general information (that is, the CRI number and PO number) for a purchase request.

❑ **To edit the general information for a purchase request**:

1. Access the desired purchase request in the appropriate queue (either the Assigned queue or the Unassigned queue). For example, to access the desired purchase request in the Assigned queue, click **Tasks** → **Purchaser** → **REQs Ready To Purchase - Assigned** in the Left Navigation bar.

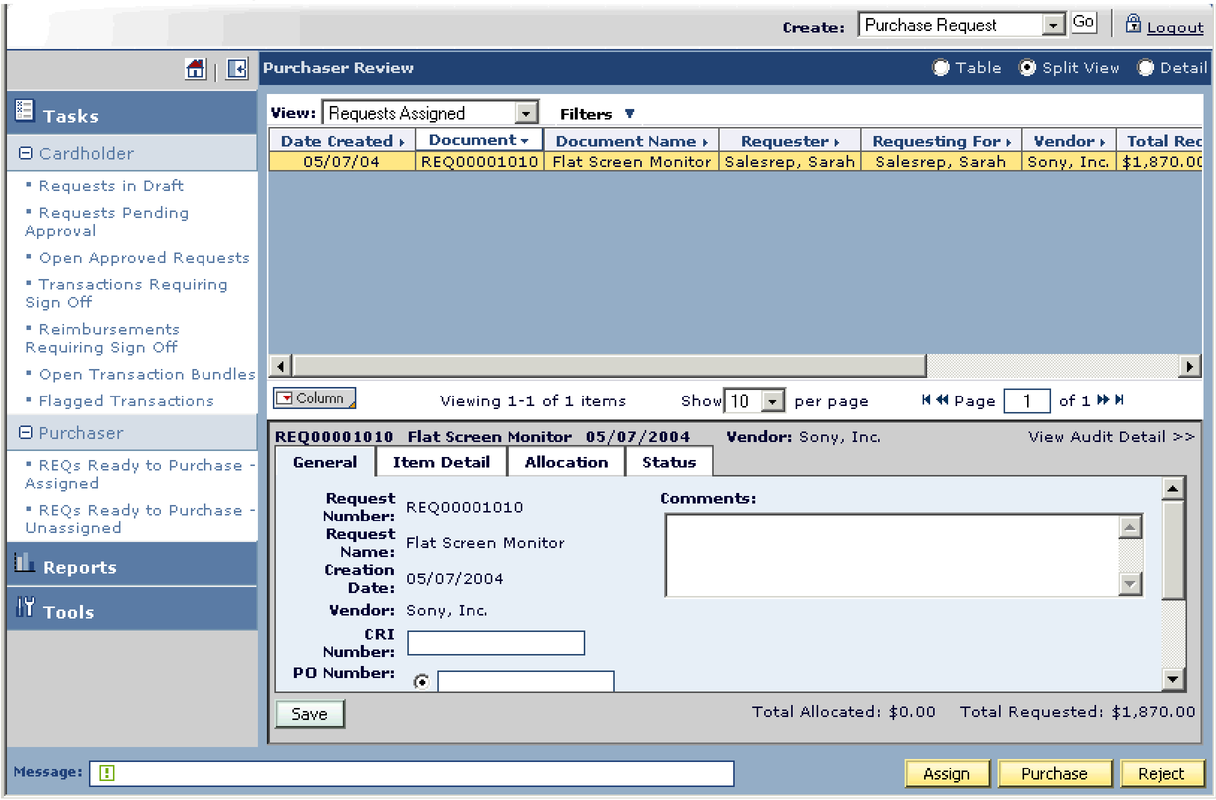
    **NOTE**: See chapter 3, "Locating Document Types" for information on other methods for locating the desired purchase request.

    **IMPORTANT**: Make sure you select **Purchaser** in the **Acting As** field if you perform a search to locate a purchase request.

2. Click (to highlight) the desired purchase request in the List section.

3. Click the **General** tab option (see Figure 7-3).

*Figure 7-3: Purchaser View of Detail section - General tab*




**NOTE**: You can determine the number of results to display per page using the **Show** field. Therefore, if you do not see all expected results, make sure you have viewed all pages. For more information, see "Pagination options" on page 26.

**IMPORTANT**: In Figure 7-3, the **General** tab is selected. Note that some elements on the page are not shown because that information is viewable only when you use the scroll bar in the Detail section to scroll to the bottom of the page.

4 Edit any of the following:

- **CRI #** – The user-supplied Customer Reference (CRI) number which can be captured at enabled point-of-sale (POS) terminals and used when the application automatically matches purchase requests with transactions (if applicable).

- **PO #** – The PO number for the purchase request, assigned either by the user or automatically by the application. Click the radio button in the **PO Number** field and manually enter a purchase order number, or click the **Auto-generate once submitted** radio button to enable the application to automatically assign a PO number.

  **NOTE**: Your Program Administrator specified in the application's global controls whether a PO number is required (for purchase requests exceeding a specified dollar amount).

- **Comments** – Any comments concerning the purchase request.

5 Click **Save**.

# Editing Allocation Information

**NOTE**: You must have the GL Coder role to access the allocation information for a purchase request.

❑ **To edit allocation information for a purchase request**:

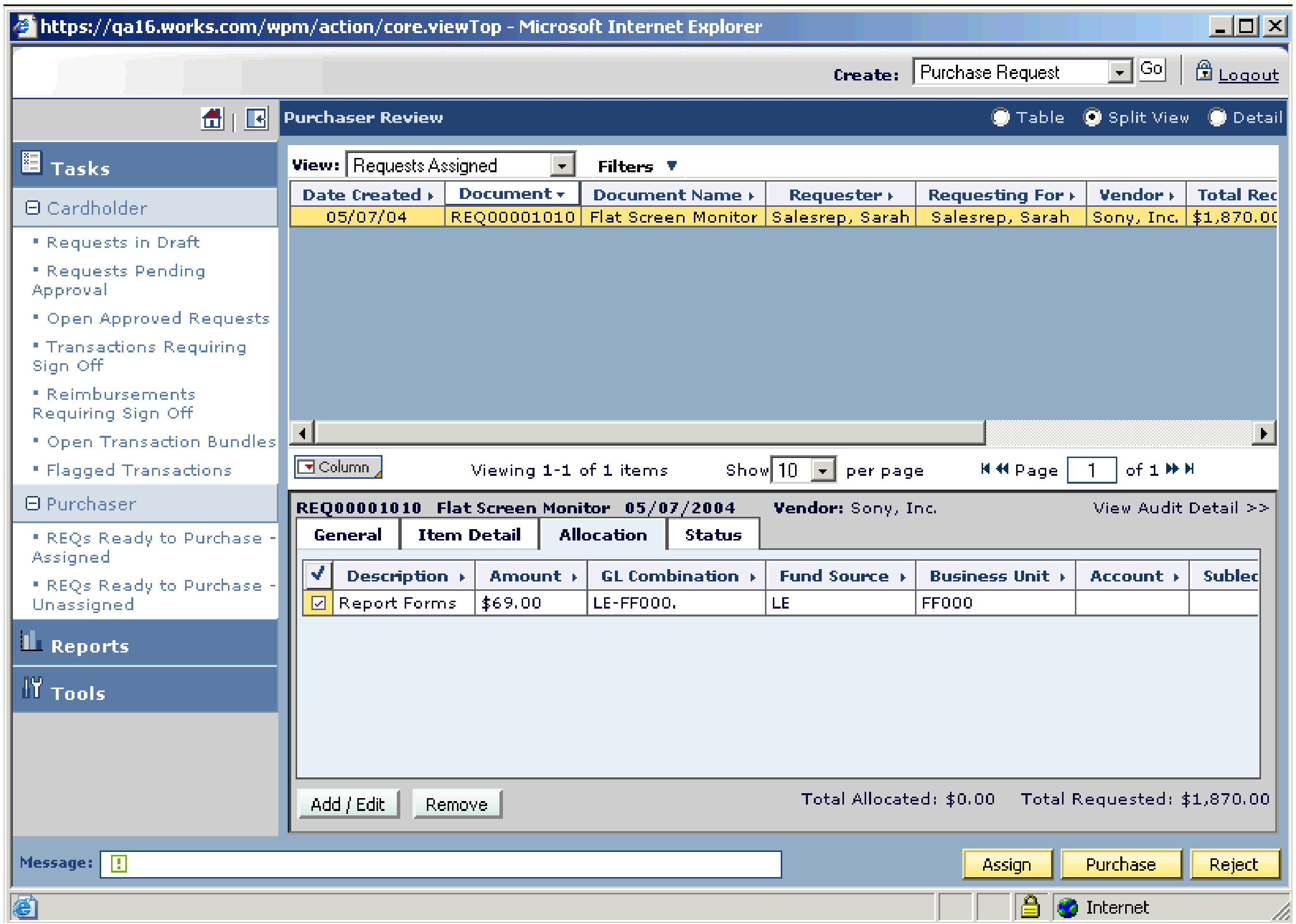
1 Access the desired purchase request in the appropriate queue (either the Assigned queue or the Unassigned queue). For example, to access the desired purchase request in the Assigned queue, click **Tasks** → **Purchaser** → **REQs Ready To Purchase - Assigned** in the Left Navigation bar.

**IMPORTANT**: Make sure you select **Purchaser** in the **Acting As** field if you perform a search to locate a purchase request.

2 Click (to highlight) the desired purchase request in the List section.

3 Click the **Allocation** tab option in the details section (see Figure 7-4).

*Figure 7-4: Purchase Request Details - Allocation tab*




4 To remove a line of allocation information, complete the following:

a Click (to select) one or more checkboxes for the desired allocation line(s) in the Detail section.

b Click **Remove**. A confirmation page displays.

c Click **OK**.

5 To copy level 3 data about the transaction supplied by the merchant into the allocation line items, complete the following:

a Click **Copy TXN Data**. A confirmation page displays listing available level 3 data.

b Click **Save**.

Merchants typically supply Level I and Level 2 data about each transaction. Because not all merchants include level 3 data in their electronic transmittal of transaction information, this data may or may not be available. Below is a brief description of the information provided with each level of data:

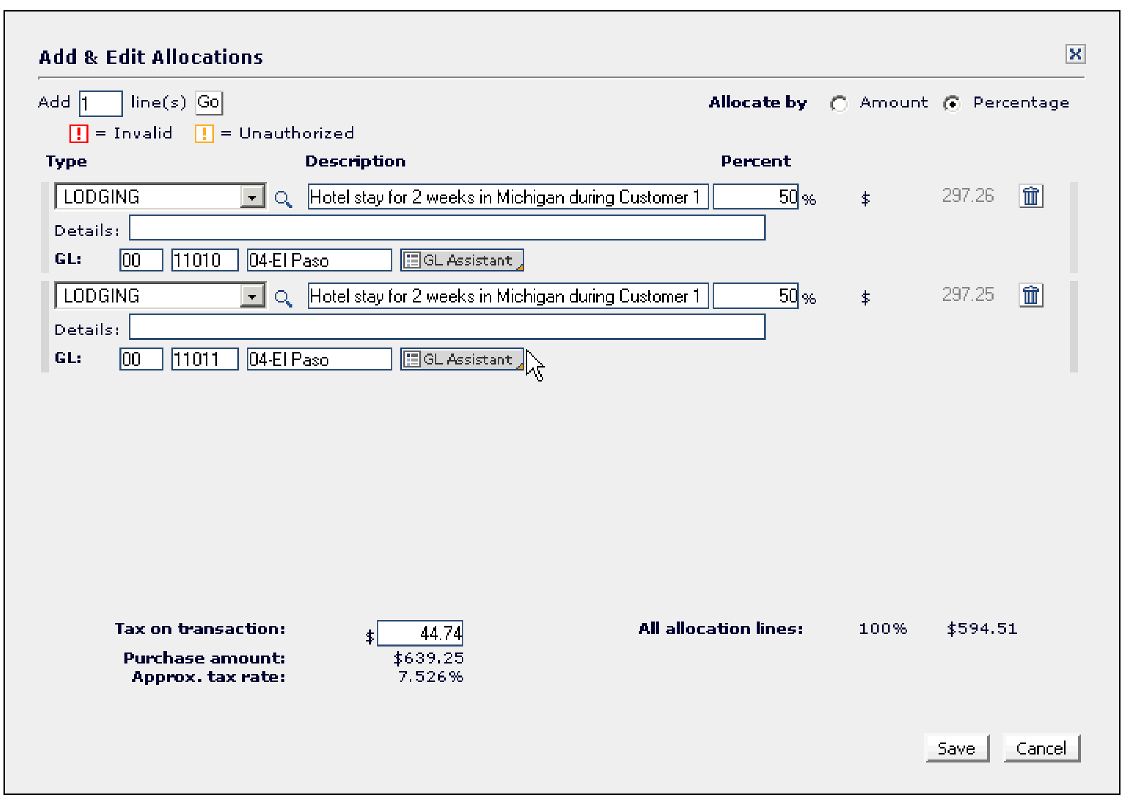
- Level I data includes basic information such as the merchant name and total transaction amount.
- Level 2 data also includes the tax amount.
- Level 3 data includes regular line item data (that is, a description and amount for each item purchased) and irregular line item data (such as Discount, Tax, Shipping, and Miscellaneous). The level 3 data, if available is shown on the Purchase Detail tab option (see "Attaching or Detaching a Purchase Request" on page 91)

**NOTE**: Clicking **Copy TXN Data** will not override any GL values previously entered manually or applied automatically to the transaction.

6 To add a new line of allocation information or to edit an existing line, complete the following:

a Click **Add/Edit**. The Add & Edit Allocations page displays (see Figure 5-5).

*Figure 5-5: Add & Edit Allocations page*



b Enter the number of allocation lines to add to this page in the **Add** field and then click **Go**.

c Beside **Allocate by**, confirm that the appropriate button has been selected to indicate how the application should allocate the purchase. Changing the selection, changes the label of a field on the page.

- **Amount** (to allocate in dollar amounts)
- **Percentage** (to allocate by percentage).

d If not already entered, enter the amount of the tax charged on the total transaction into the **Tax on transaction** field and click anywhere on the page to calculate and display the **Approx. tax rate**. (This rate will be prorated and applied to each allocation after you finish allocating and click **Save**.)

e For each line of allocation information, enter any of the following information that applies:

- **Type** — If your organization uses types, the Types field will display. Click the arrow in the Typ**e** menu and select a type of purchase from the options in the drop-down menu. It t is very likely that selecting a type will display another field requesting details about the type. In this example, the field is labeled **Details**.
- **Description** — Enter a description for the allocation. Be as specific as possible.
- **Amount/Percent** — Enter or edit the amount or percentage of the total purchase that will be allocated to a sector of the General Ledger (GL) identified on the next line.

  **Amount**
  If you enter an amount, enter the amount with or without tax included in the entry (at your discretion).

  **Percentage**
  If you enter a percentage, the application will automatically calculate and display the amount.

  **NOTE**: If you are entering a percentage, the amount calculated and displayed to the right is without tax. Only when you click **Save** does the application use the approximate tax rate indicated in the lower left of the page and prorate the tax for each allocation described on the page. The results of the prorated tax calculation can be viewed when you return to the allocation details on the previous page.

  Each time you add or edit the amount or percentage of an allocation, the application modifies the total for **All allocation lines** at the bottom of the page. The application will automatically tally the total up to 100% of the purchase amount.

  If there is a variance (that is, discrepancy) between the total allocated and the purchase amount, the variance can display as a column in the List section. For more information, see “Setting Column Preferences” on page 189.

  **NOTE**: A Program Administrator specifies GL Global settings for your organization that determine whether transactions that have a variance can be signed off by the cardholder or manager or closed by the Accountant. If not, you must fully allocate the transaction before closing.

- **GL** — Enter or edit GL segment codes in these fields to identify the sector of the general ledger to which the funds will be allocated. Click the **GL Assistant** located next to the coding fields to select a code from a list of codes predefined for each segment.

An Exclamation mark icons displays in a segment if an entry is absent from a required segment, making the combination *incomplete*, if an entry is *unauthorized* for use by the user who performed the transaction, or if the entry is *invalid* for the segment or in combination with the other values entered.

f When finished adding or editing allocation information, review your entries carefully. If you need to remove an allocation from the page, place your cursor in any field of the allocation and click the trash can icon for the desired allocation.

g Click **Save** to save your allocation entries and return to the allocation details on the previous page.

# Completing a Purchase Request

Completing a purchase request adds the requested funds to your card, so you must complete a purchase request before making the requested purchase.

❑ **To complete a purchase request**:

1 Access the desired purchase request in the appropriate queue (either the Assigned queue or the Unassigned queue). For example, to access the desired purchase request in the Assigned queue, click **Tasks** → **Purchaser** → **REQs Ready To Purchase - Assigned** in the Left Navigation bar.

**NOTE**: See chapter 3, “Locating Document Types” for information on other methods for locating the desired purchase request.

**IMPORTANT**: Make sure you select **Purchaser** in the **Acting As** field if you perform a search to locate a purchase request.

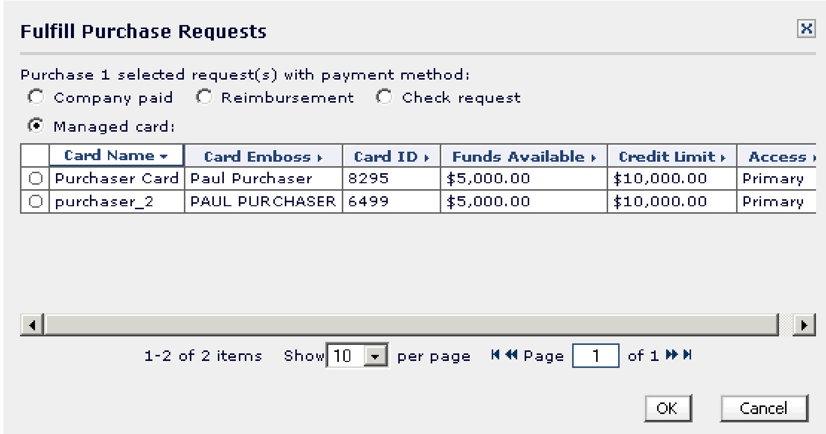
2 Click (to highlight) the desired purchase request in the List section (see Figure 7-3 on page 127).

**NOTE**: You can complete multiple purchase requests at a time using the Table Layout view (see “Work Area Layout radio buttons” on page 20).

3 Click **Purchase**.

The Fulfill Purchase Requests page displays (see Figure 7-6).

*Figure 7-6: Fulfill Purchase Requests page*




4 Click the radio button next to the desired payment method.

5 If you select **Purchasing Card**, and you have more than one purchasing card, the list of available cards displays. Click the corresponding radio button next to the desired purchasing card (see Figure 7-6).

6 Click **OK**.

> **NOTE**: If you accessed a purchase request that was not specifically assigned to you, the application automatically assigns the purchase request to you.

# Rejecting a Purchase Request

Rejecting a purchase request returns the document to the Requester's Draft queue.

❑ **To reject a purchase request**:

1 Access the desired purchase request in the appropriate queue (either the Assigned queue or the Unassigned queue). For example, to access the desired purchase request in the Assigned queue, click **Tasks** → **Purchaser** → **REQs Ready To Purchase - Assigned** in the Left Navigation bar.

> **NOTE**: See chapter 3, "Locating Document Types" for information on other methods for locating the desired purchase request.

> **IMPORTANT**: Make sure you select **Purchaser** in the **Acting As** field if you perform a search to locate a purchase request.

2 Click (to highlight) the desired purchase request in the List section (see Figure 7-3 on page 127).

> **NOTE**: You can reject multiple purchase requests at a time using the Table Layout view (see "Work Area Layout radio buttons" on page 20).

3 Click **Reject**.

A confirmation page displays.

4 (*Optional*) Enter a comment in the **Comments** field to explain to the Requester why you are rejecting the purchase request.

5 Click **OK**.

# Reassigning a Purchase Request

❑ **To reassign a purchase request to a different Purchaser**:

1 Access the desired purchase request in the appropriate queue (either the Assigned queue or the Unassigned queue). For example, to access the desired purchase request in the Assigned queue, click **Tasks** → **Purchaser** → **REQs Ready To Purchase - Assigned** in the Left Navigation bar.

> **NOTE**: See chapter 3, "Locating Document Types" for information on other methods for locating the desired purchase request.

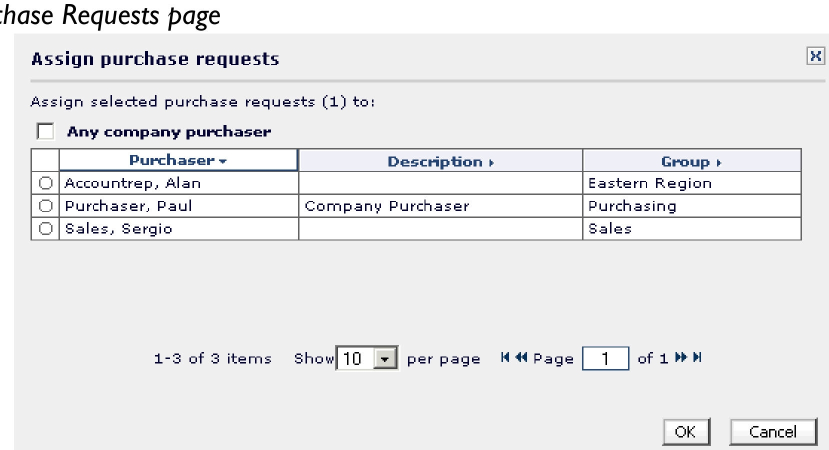
> **IMPORTANT**: Make sure you select **Purchaser** in the **Acting As** field if you perform a search to locate a purchase request.

2 Click (to highlight) the desired purchase request in the List section (see Figure 7-3 on page 127).

3 Click **Assign**.

The Assign Purchase Requests page displays (see Figure 7-7).

*Figure 7-7: Assign Purchase Requests page*




4 Do one of the following:

- If you do not want to assign the purchase request to a specific Purchaser, click the checkbox next to **Any Company Purchaser**.
- If you want to assign the purchase request to a specific Purchaser, click (to deselect) the checkbox next to **Any Company Purchaser**, then click the radio button for the desired Purchaser.

> **NOTE**: You can determine the number of results to display per page using the **Show** field. Therefore, if you do not see all expected results, make sure you have viewed all pages. For more information, see "Pagination options" on page 26.

5 Click **OK**.