

# The**Financial**Edge™

## WebPurchasing User Guide

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UserGuideforWebPurchasing-2013

# WebPurchasing User Guide

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# WebPurchasing Setup

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With *WebPurchasing*, you can create and approve requisitions online. After you create the requisitions, you can view and update requisition records from the Records page of *Accounts Payable*, and generate purchase orders. To use *WebPurchasing*, you must have the optional module *Purchase Orders*, ***WebPortal*** licenses, and a Web server. We recommend you use a dedicated server for *WebPurchasing*. This chapter details the tasks you should follow to setup *WebPurchasing*.



**Note:** A purchase order is an order placed with a vendor for goods or services. *Purchase Orders* is an optional module in ***Accounts Payable*** you can use to process purchase orders and receipts between your organization and its vendors.

## Requisition Considerations

Before using *WebPurchasing*, we recommend that your organization establish purchasing policies and procedures. When doing so, we recommend you consider the following questions:

- How often are requisitions reviewed?
- How do approvals work within your organization?
- How often are purchase orders created from requisitions?
- Who receives?
- Do you post encumbrance transactions?
- Does your organization need to have all products defined in the product list? Or do you want requestors to be able to request non-listed products?
- Does the requestor need to know any GL distribution information when making the request?
- Does the requestor need to know the vendor when making the request?
- Can the requestor use a vendor that is not listed in ***Accounts Payable***?
- If vendor information or GL distribution information is missing, who is the contact person for questions?

## WebPurchasing Setup Checklist

There are several tasks involved with setting up your *WebPurchasing* system. These tasks should be completed in the order below.

- ☐ Create Security Groups – Use the Set up system security page in *Administration* in ***Accounts Payable*** to create group profiles for *WebPurchasing* users.
- ☐ Create Users – Use the Set up system security page in *Administration* in ***Accounts Payable*** to create the user record and define the user's security privileges, Windows authentication, and the type of access to *WebPurchasing*.
- ☐ Create Approval Rules – On the Approval Rules page in *Configuration* in ***Accounts Payable***, define the approval rules that route a requisition to the reviewers identified by your organization. All reviewers you select are required to approve, not just one.
- ☐ Define Product Categories – Use the product category to group products into categories and subcategories. This makes it easier for users to locate the products they need on the Product List page. You can define product categories in *Configuration* in ***Accounts Payable*** and in *WebPurchasing*.
- ☐ Define Products – Use the Products Setup page to create the products users can purchase. You can define products in *Configuration* in ***Accounts Payable*** and in *WebPurchasing*.
- ☐ Configure Business Rules – On the Business Rules page in *Configuration* in ***Accounts Payable***, specify the requirements and settings for *WebPurchasing* functionality.
- ☐ Configure Tables – On the Tables page in *Configuration* in ***Accounts Payable***, define *WebPurchasing* specific fields, such as requisition rejection reasons, unit of measure, and location.

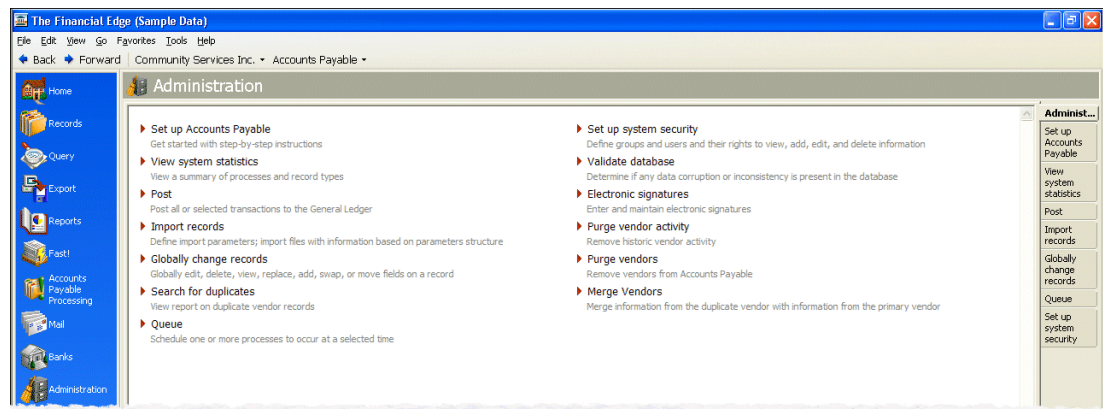
- ❑ Create Attributes – On the Attributes page in *Configuration* in **Accounts Payable**, define specific attributes to be used in requisition reports and queries.

## Security Group Setup

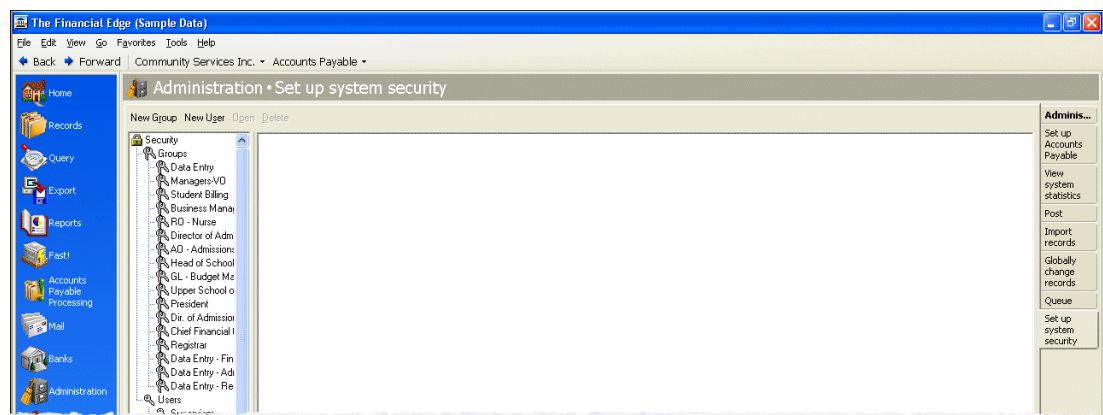
By creating a security group and assigning users, you determine the type of access a user has to *WebPurchasing*. Properly setting up security ensures that users can access only the areas that you specify. New Security groups are defined in *Administration* in **Accounts Payable**.

### ➤ Add a security group

1. From the navigation bar in *The Financial Edge*, click **Administration**. The Administration page appears.



2. Click **Set up system security**. The Set up system security page appears.



3. Click **New Group** on the action bar. The New Group screen appears.

4. In the **Group name** field, enter a name for the user group. This name must be unique and no longer than 30 characters. We recommend you use a descriptive name that you can easily remember for each group. If you make a user with Supervisor rights a member of a security group, his Supervisor rights are not affected.



**Note:** When you create approval rules, you can specify what security groups have rights to use that approval. If your approvals are based on department, set up a security group for each department. For more information about approval rules, see “Define Approval Rules” on page 11.

5. In the **Description** field, enter a description of the user group that indicates the type of access the group has to *WebPurchasing*.
6. In the **Group type** field, select the type of group you want to create. Your selection changes the options that appear on the Group Privileges tab. Select “Standard” for users that access *WebPurchasing* and *The Financial Edge*. Select “WebPortal” for users that only access *WebPurchasing* and/or *WebInvoicing*.



**Note:** If a user is a member of the “Standard” group, but their user record indicates that they have access to online modules, they will be able to access the *WebPortal*. If the user is a member of a “Web Portal” group only, they will not have access to *The Financial Edge*.

7. In the **System Components** box, select a program or component. To restrict users from accessing the program, unmark the checkbox. With a box marked, a list of security privileges for that component appears in the **Privileges** box on the right.
8. In the **Privileges** box, unmark a checkbox to prevent the group from accessing that area of the program. Leave the checkbox marked to allow the group access.
9. To define additional levels of security, select a privilege and click **Options**. The Security Options screen appears.





**Note:** If no additional security rights are available for the selected privilege, the **Options** button is disabled.

Record Types	View	Add	Edit	D...
Vendors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recurring Invoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Credit Memos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Receipts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Products	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Requisitions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Miscellaneous Options

☒ Generate Purchase Orders from Requisitions

OK Cancel

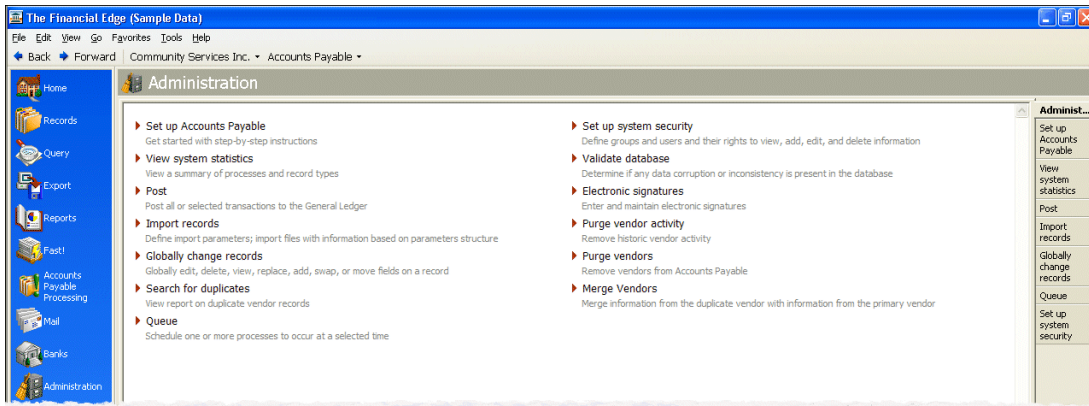
10. In the box on the left, select a security option. If the option has additional security privileges, they appear on the right.
11. Mark the checkbox in the **View**, **Add**, **Edit**, and **Delete** columns for the program areas the group can access.
12. Some privileges have miscellaneous options. Mark a checkbox to give the group access or unmark to deny access to a function.
13. When you finish, click **OK** to return to the New Group screen.
14. Although you can assign users to a security group by selecting the **Group Members** tab, we recommend you skip this section and add a user to a group from the Users screen. For more information on creating a user, see “User Security Setup” on page 5.
15. To return to the Set up system security page, click **Save and Close**.

## User Security Setup

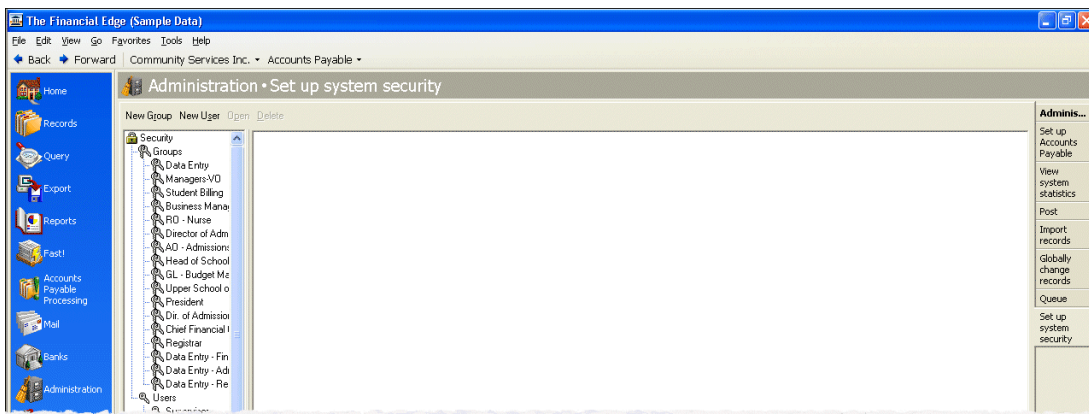
An individual user's security privileges are determined by the group the user is assigned to. You add users to security and then define their levels of access by assigning them to security groups. Using groups ensures data consistency, integrity, and confidentiality by limiting access to records and functions to the users who need it. A user can be a member of multiple groups. User access to *WebPurchasing* is defined on the User screen in *The Financial Edge*.

➤ **Add a user to a security group**

1. From the navigation bar in *The Financial Edge*, click **Administration**. The Administration page appears.



2. Click **Set up system security**. The Set up system security page appears.



- Click **New User** on the action bar. The New User screen appears.

- In the **User name** field, enter the name the user will use to log into the program.
- In the **Description** field, enter a full name or other information to identify the user.
- In the **Connection Options** frame, mark **Use FE7 Authentication** if you want a user's log in information for *The Financial Edge* to be separate from his workstation log in information.
  - If you mark **Use FE7 Authentication**, enter the user's password in the **Password** field. Create a strong password that consists of at least eight characters that are a combination of letters and numbers.
  - Enter the password again in the **Confirm** field.



**Note:** The actual password does not display in the **Password** and **Confirm** fields. For privacy, only asterisks appear.

- Mark **Use Windows Authentication** if you want a user's log in information for *The Financial Edge* to be based on his Windows log in information. When users logged into a workstation through their Windows authentication access *The Financial Edge*, the Windows information is used to automatically log the user into the program.



**Note:** If you mark both the **Use FE7 Authentication** and **Use Windows Authentication** checkboxes, this affects only whether or not a password is stored for the user. The Financial Edge always tries Windows authentication first, but if for some reason that fails, The Financial Edge User name/Password screen appears.

To associate a user's Windows authentication information with *The Financial Edge*, use the **Login** field to locate that user's account on your network.

- Click the binoculars in the **Login** field. The Select User Account screen appears.
- In the **List Names From** field, select the system to which the user you want to select belongs.

- c. All members of the selected system appear in the **Names** box. Select the user you want to specify and click **Add**. The name appears in the **Add Name** field.
  - d. Click **OK**. You return to the Security User screen where the user now appears in the **Login** field.
8. In the **User Type** field, to enable *WebPurchasing* for the user, you must select either “User can only access online modules” or “User can access The Financial Edge and online modules”.
  9. In the **Groups for <Your Organization>** frame, to assign the user full access to the programs, mark **Supervisor** rights. To restrict access to certain security groups, mark **Selected group rights**.
  10. If you mark **Selected group rights**, select the user’s group from the **Not a member of** box and click the single right arrow to move the group to the **Member of** box.
  11. To grant the user the right to change his password, mark **User can change password**.
  12. To grant the user the right to change his options, mark **User can change User Options**. To set options, click **Set this user’s options** after saving the user to open the user’s options screen. At the bottom of the Options screen, you can click **Copy From** to copy another user’s options. Using this feature helps keep data consistent.
  13. If you have the optional module *Advanced Security*, select the **Account Security** tab.

14. In the **Account access** field, select the access level you want the user to have. If you select “Allow access to selected Accounts” or “Prevent access to selected Accounts”, mark Query, Range, or Selected.
  - If you mark **Query**, enter a query name in the **Query Name** field or click the binoculars to locate the query.
  - If you mark **Range**, in the **Start Account Number** column, enter a starting account number. In the **End Account Number** column, enter an ending account number. The account descriptions appear from the account records.



**Tip:** With the optional module *Advanced Security*, you can use masking for a range of selected accounts. You can also mask one or more characters of an account segment using the asterisk in place of the character. For more information about masking, see the *Configuration Guide* for General Ledger.

- If you mark **Selected**, enter an account number in the **Account Number** column. Repeat for each account the user should be able to access.

15. If you have the optional modules *Advanced Security* and *Projects and Grants*, select the **Project Security** tab to define additional security for projects.

The screenshot shows the 'New User' dialog box with the 'Project Security' tab selected. The 'User name' and 'Description' fields are highlighted in blue. The 'Project access' dropdown is set to 'Allow access to all Projects'. The 'Include' section has radio buttons for 'Query', 'Range', and 'Selected', with 'Query' selected. The 'Query Name' field is empty. The 'Clear All' button is visible.

16. In the **Project access** field, select the projects you want the user to be able to access. If you select “Allow access to selected Projects” or “Prevent access to selected Projects”, mark **Query**, **Range**, or **Selected**.
- If you mark **Query**, in the **Query Name** field, enter a query name or click the binoculars to locate the query.
  - If you mark **Range**, enter a starting project number in the **Start Project Number** column or click the binoculars to locate a number. In the **End Project Number** column, enter an ending project number or click the binoculars to locate a number. The project descriptions appear from the project records.
  - If you mark **Selected**, enter a project number in the **Project Number** column. Repeat for each project the user will access.
17. If you have the optional module *Advanced Security* and the program *Accounts Payable* or *Payroll*, select the **Signature Security** tab.

The screenshot shows the 'New User' dialog box with the 'Signature Security' tab selected. The 'Signatures for User' section contains a table with two rows. The first row is for 'John Doe' and the second for 'Jean Daisy'. Both rows have the 'Choices?' checkbox checked. The 'Signature' column shows the names, and the 'Preview' column shows the signatures. The 'John Doe' signature is highlighted in blue.

Choices?	Signature	Preview
<input checked="" type="checkbox"/>	John Doe	
<input checked="" type="checkbox"/>	Jean Daisy	

18. Mark the **Choices?** checkbox to make a signature available for use.

19. If you have the optional module *Purchase Orders* and use *WebPurchasing*, select the **Online Security** tab.

20. In the **Online Systems** box, mark **WebPurchasing** to give the user access to *WebPurchasing*.



**Note:** You can also grant users access to *WebInvoicing* from this screen. For more information about *WebInvoicing*, see the *WebInvoicing User Guide*.

21. In the **Department** field, select the user's primary department.
22. To allow the user to approve or reject requisitions, mark **Can approve Requisitions**.
23. To allow the user to approve his own requisitions, mark **Can self-approve Requisitions**.
24. To restrict the amount a user can self-approve, enter the maximum amount in the **Requisition self approval limit** field.

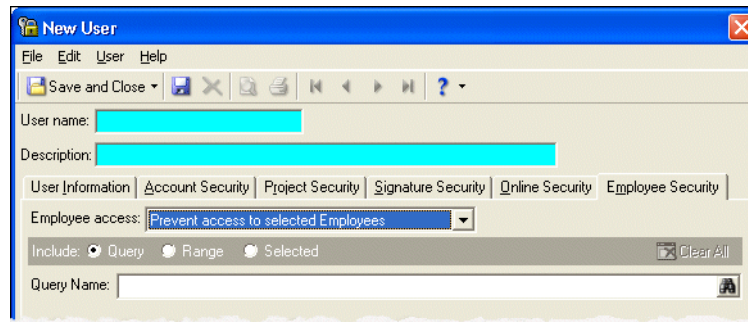


**Note:** Requisitions under self-approve limits are automatically approved.

25. To prevent the user from creating receipts for himself or others, mark **Cannot create Receipts**.
26. To allow the user to create receipts for his own requisitions, mark **Can create Receipts for own Requisitions**.
27. To allow the user to create receipts for all requisitions, mark **Can create Receipts for all Requisitions**.
28. To allow the user to view all requisitions, mark **Can view all Requisitions**.
29. To allow the user to edit other users' information on the My Account page in *WebPurchasing*, mark **Can edit My Account information for other users**.



30. If you have the optional module *Advanced Security* and the program *Payroll*, select the **Employee Security** tab.



31. In the **Employee access** field, select the employees you want the user to be able to access. If you select “Allow access to selected Employees” or “Prevent access to selected Employees”, mark **Query**, **Range**, or **Selected**.
- If you mark **Query**, in the **Query Name** field, enter a query name or click the binoculars to locate the query.
  - If you mark **Range**, enter a starting employee in the **From Employee** column or click the binoculars to locate an employee. In the **To Employee** column, enter an ending employee or click the binoculars to locate an employee. The employee IDs appear from the employee records.
  - If you mark **Selected**, enter an employee in the **Employee Name** column. Repeat for each employee the user will access.
32. To save the user security settings and return to the Set up system security page, click **Save and Close**.

## Define Approval Rules

Approval Rules route a requisition to the reviewers identified by an organization. The Approval Rule table is designed to be flexible enough to accommodate your needs. For example, your organization may require one set of reviewers for normal supply orders, a different set of reviewers for capital expenditures, and yet a different set of reviewers for computer-related purchase. Approval rules are defined in *Accounts Payable* in *Configuration*. When a user selects an approval rule on his requisition and submits it, the requisition is forwarded to the right reviewers in the right order. Approval histories on all requisitions are maintained and available to users. All reviewers you select are required to approve, not just one.

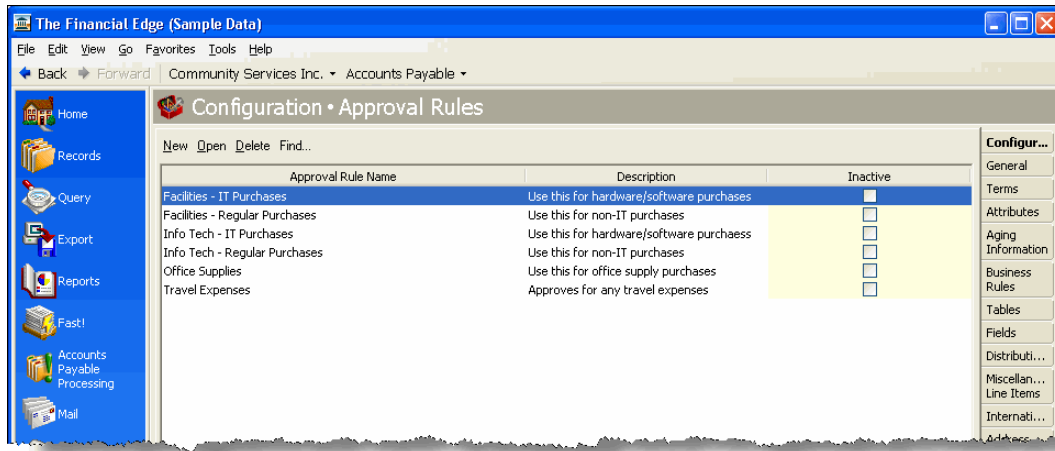


**Note:** When a user has rights to self-approve up to a certain amount, his requisitions are automatically approved up to that amount.

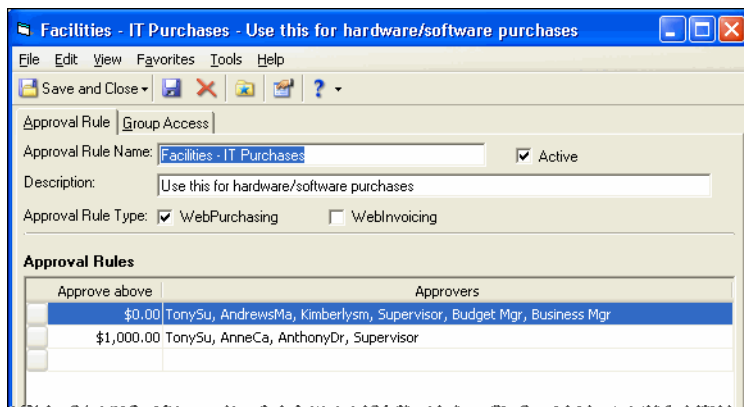
If you have both *WebPurchasing* and *WebInvoicing* installed, you can designate which system should use a specific approval rule. In addition you can set up distinct user groups for each systems approval rule. For more information about user groups, see “Security Group Setup” on page 3.

## ➤ Define approval rules

1. On the Configuration page, click **Approval Rules**. The Approval Rules page appears.



2. Click **New**. The New Approval Rule screen appears.



3. In the **Approval Rule Name** field, enter the name of the approval rule, for example “IT Purchases”.

---

**Note:** Be very particular of how you name an approval rule. This is what the user sees in *WebPurchasing*.

---

4. In the **Description** field, enter the a description of the approval rule, for example, “All IT requests needing approval”.
5. In the **Approval Rule Type** field, select the module(s) with which you want this approval rule associated, for example “WebPurchasing”.

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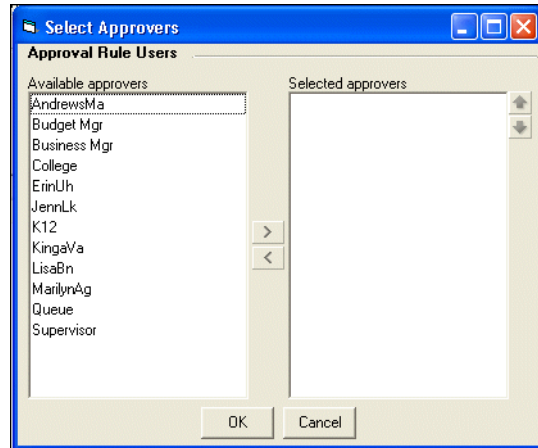
**Note:** This field appears only if you have both *WebInvoicing* and *WebPurchasing*.

---

6. In the **Approve above** column, enter the requisition amount selected users can approve, for example, a selected approver can approve purchases over \$100.00. The default amount in the first row is \$0.00. Enter other amount thresholds in each following row. For example, if you enter \$500.00 in the second row, reviewers on the first row can approve purchases up to \$499.



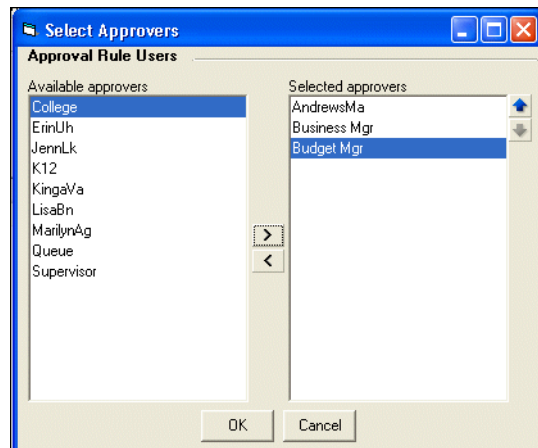
7. To select the users for each row, in the **Approvers** column, click the binoculars. The Select Approvers screen appears. The **Available approvers** box lists users given approval rights in *Administration for Accounts Payable*. For more information, about defining approval settings for user accounts, see “User Security Setup” on page 5.



8. In the **Available approvers** box, select the approvers for each row and move them to the **Selected approvers** box.

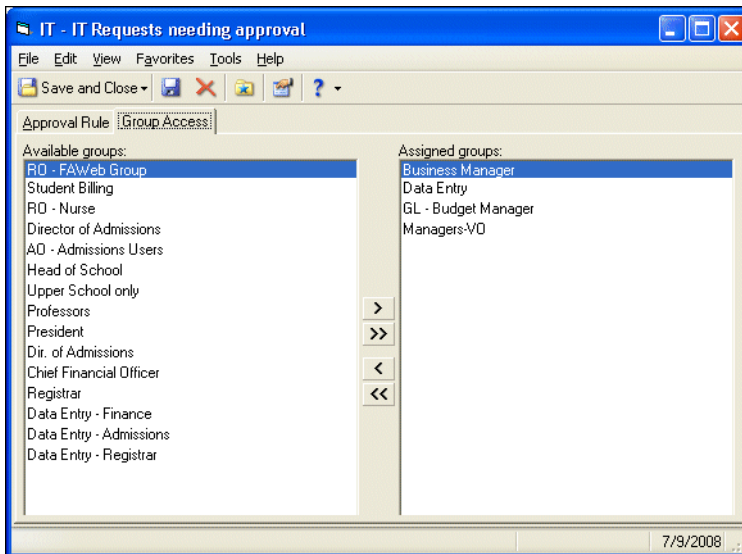


**Note:** If a reviewer leaves your organization make sure to remove that user from each approval rule of which he was a member.



9. To add the approvers to each row and return to the New Approval Rule screen, click **OK**.

- To define the security groups that will have the ability to use the approval rule, click the **Group Access** tab. The Group Access screen appears.



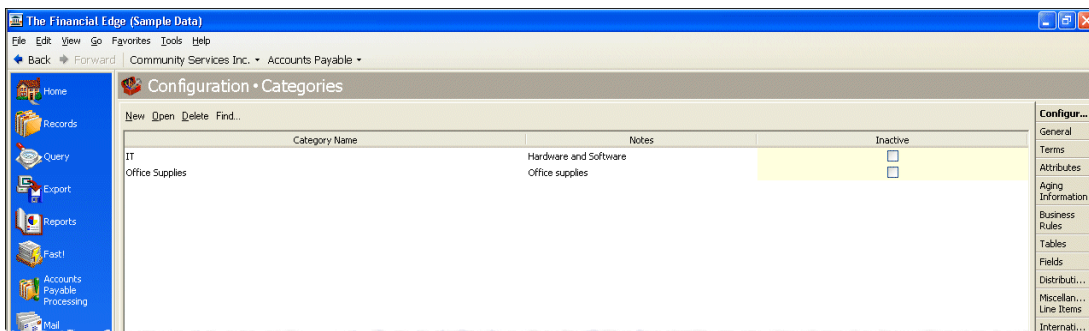
- The **Available groups** box lists security groups with access to *WebPurchasing*. For more information about security groups, see “Security Group Setup” on page 3.
- In the **Available groups** box, select the security groups for this approval rule and move them to the **Assigned groups** box.
- To save the approval rule, click **Save and Close**.

## Define Product Categories

The product category page is where you define categories and subcategories. Product categories make it easier for users to locate the products they need on the Product List page in *WebPurchasing*. You can define a product category in *Accounts Payable* on the Configuration page. A product does not need to be assigned to a category.

### ➤ Define a product category in Accounts Payable

- On the Configuration page, click **Categories**. The Categories page appears.



2. Click **New**. The New Category screen appears.

3. In the **Category Name** field, enter a name for the category, for example, “Computer Hardware”.
4. Mark **Active**, to display the category throughout the system.
5. In the **Notes** field, enter a description of the category, for example, “Computer equipment used throughout the organization”.
6. In the **Subcategory Name** column, enter the name of a subcategory, for example, “Cables”.
7. In the **Notes** column, enter a description of the subcategory, for example, “Network and device cables”.
8. Mark **Active**, to display the subcategory throughout the system.
9. To save the category and return to the Categories page, click **Save and Close**.

## Define Products

You create products for items or services you routinely purchase from vendors. The benefit of creating a product is that it is more efficient than entering the same product information again and again in purchase orders. Using products also provides consistency in product information you enter in each purchase order. Once a product is entered into the system, you can edit information or delete the product, as long as the product is not in use by one or more line items.



**Note:** Products can be goods (office supplies) or services (consulting). For a product that is a service and will be receipted over time, we recommend defining the unit price per session and the quantity as more than one. For each service, you would create a receipt for the number of sessions or hours purchased and the unit cost per session or hour.

You can create products in **Accounts Payable** if you have the optional module *Purchase Orders*. If you do not have access to **Accounts Payable**, you can create products in *WebPurchasing*. The products you define appear on the Product List page in *WebPurchasing*.

For steps to add a product record:

- in **Accounts Payable**, see “Define a Product in Accounts Payable” on page 16.

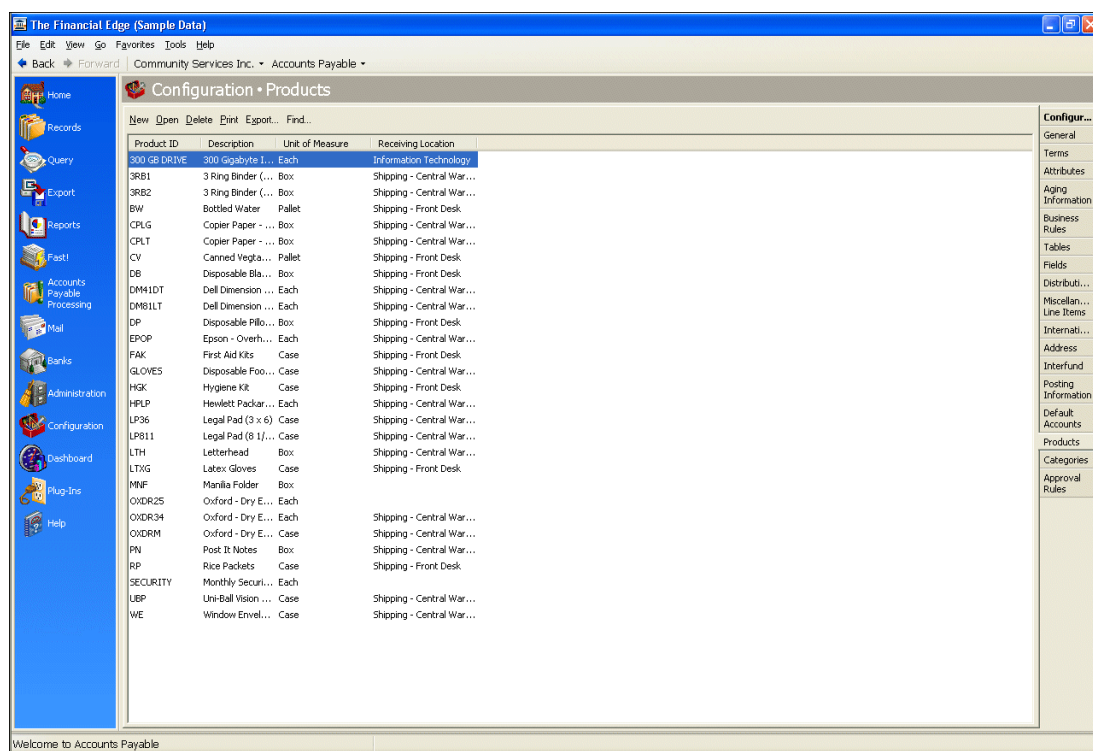
- in *WebPurchasing*, see “Define Products in WebPurchasing” on page 22.

## Define a Product in Accounts Payable

You can define products in *Accounts Payable* if you have the optional module *Purchase Orders*.

### ➤ Define a product in Accounts Payable

1. On the navigation bar, click **Configuration**. The Configuration page appears.
2. Click Products. The Products page appears.



- On the action bar, click **New**. The New Product screen appears.



**Tip:** You can use default sets to define common information for products. For a new product, you can select **Product, Load Defaults from** to select a default set of information to copy. For more information about using default sets, see the *Program Basics Guide* for **The Financial Edge**.

- In the **Product ID** field, enter a unique ID for the product.
- In the **Description** field, enter a description to help identify the product.



**Note:** Be mindful of the information you enter in the **Product ID** and **Description** fields. This information helps users search for products in *WebPurchasing*.

- In the **Unit of measure** field, select the unit of measure to use when measuring the product's quantity. The entries available in this field are pulled from the **Unit of Measure** table defined in *Configuration*. You can quickly access the table and add new units of measure by clicking **Unit of measure**, which is a link as well as the name of the field. For more information about the **Unit of Measure** table, see "Define Tables" on page 27.



**Tip:** In fields containing table entries defined in *Configuration*, you can add a new entry by simply typing it in. The program prompts you to add the entry to the table.

- In the **Standard unit cost** field, enter the price of a single unit.
- In the **Quantity decimals** field, enter the number of decimal places to allow when defining the quantity of a product.
- In the **Receiving location** field, select a location. Receiving locations are pulled from a code table defined in *Configuration*. You can quickly access the table and add new locations by clicking **Receiving location**, which is a link as well as the name of the field. For more information about the **Location** table, see "Define Tables" on page 27.

10. In the **Vendor name** or **Vendor ID** field, enter the name or ID of the vendor or use the binoculars to locate a vendor.



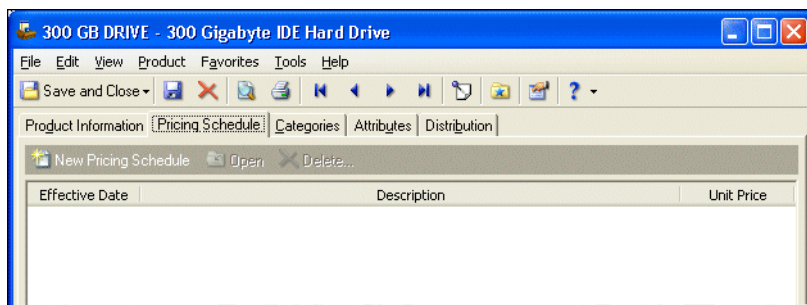
**Note:** Whether you enter the name or ID depends on your selection for General Options on the Records tab of the Options screen.

11. In the **Vendor Part #** field, enter the number assigned to this product by the vendor.
12. In the **Notes** field, enter any additional information about the product.
13. If you do not want this product to appear as an available option when defining line items, mark **Do not allow this product to appear on new line items**.
14. To save the product and return to the Products page, click **Save and Close**.

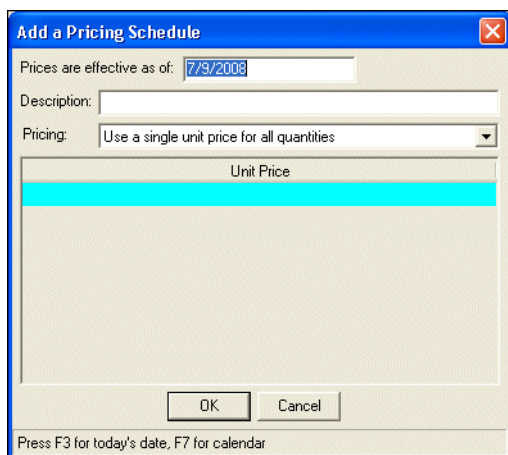
### ➤ Add a product pricing schedule

On the **Pricing Schedule** tab, you can specify price changes to take effect on certain dates or within a certain quantity. For example, if you have a price increase that starts January 1, you can create a pricing schedule that automatically increases the price for that product on that date. When a product is used on a purchase order, the price defined in the pricing schedule that is effective as of the purchase order's transaction date defaults into the purchase order.

1. From an open product, select the **Pricing Schedule** tab.



2. To add a new pricing schedule, click **New Pricing Schedule** on the action bar. The Add a Pricing Schedule screen appears.



3. In the **Prices are effective as of** field, enter the beginning date for this price change. The field defaults to the current date.



4. In the **Description** field, enter a description for this pricing schedule.
5. In the **Pricing** field, select “Use a single unit price for all quantities” or “Base unit price on quantity”.

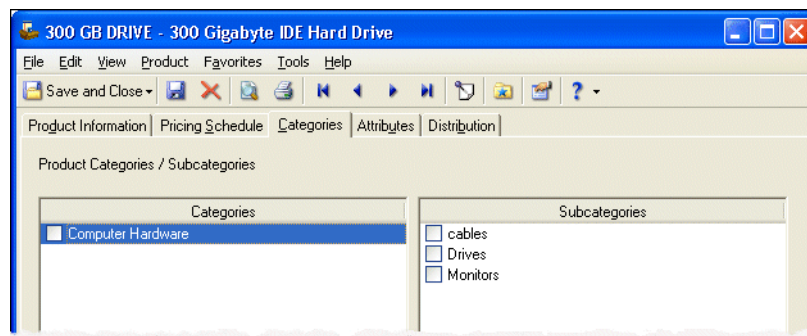
If you select “Use a single unit price for all quantities”, in the grid, enter the new unit price. If you select “Base unit price on quantity”, the **Minimum Quantity**, **Maximum Quantity**, and **Unit Price** columns appear in the grid. Enter the maximum quantity eligible for the first price range. The minimum quantity defaults to 0.00. In the **Unit Price** column, enter the per unit price for those quantities. Repeat for additional quantity ranges.

6. To save the pricing schedule and return to the Pricing Schedule tab, click **OK**.
7. To save the product record and return to the Products page, click **Save and Close**.

### ➤ Assign a product category to a product

On the **Categories** tab, you can assign a category and subcategory to a particular product. Product categories make it easier for users to locate products on the Product List page in *WebPurchasing*. For more information about product categories, see “Define Product Categories” on page 14.

1. From an open product, select the **Categories** tab.

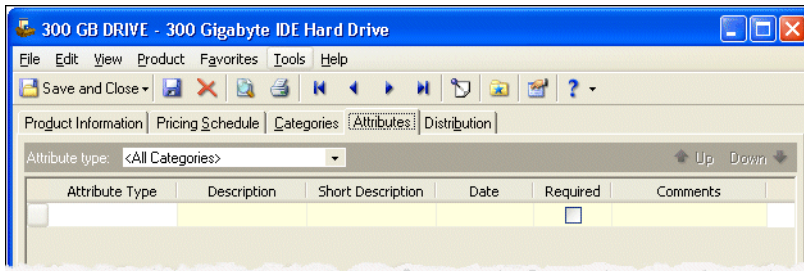


2. In the **Categories** column, mark the category you want to assign to the product.
3. If the selected category has subcategories, they appear in the **Subcategories** column. Mark the subcategory you want to assign to the product.
4. To save the product record with the selected category and return to the Products page, click **Save and Close**.

### ➤ Add a product attribute

Use the **Attributes** tab to record additional information about a product. You can report on products with specific attributes. You can also use product attributes as filters in other areas of *Accounts Payable*, such as *Query* and *Reports*. For more information about attributes, see “Define Attributes” on page 28.

1. From an open product, select the **Attributes** tab.



2. In the **Attribute Type** field, you can filter the attribute types appearing in the grid.
3. In the **Attribute Type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, enter or select a value for the attribute. The available options depend on how the attribute type is defined.
5. In the **Date** column, enter the date you add the attribute.
6. The **Required** column is for informational purposes only. You can make an attribute required in *Configuration* when defining attribute types. If required, the attribute automatically appears on the product and you must enter a description for the attribute.
7. Enter any additional comments or more detailed information in the **Comments** column. You can enter free-form text in this column.
8. To return to the Products page, click **Save and Close**.



➤ **Add a default distribution to a product**

When adding a new product, you should establish default account distribution information for it if possible. You can designate the debit accounts, the percent to distribute to each account, and whether to further classify the distributions using projects, classes, and transaction codes. If you define default distributions on the product, you will not have to enter those details every time you use the product.

1. From an open product, select the **Distribution** tab.



**Tip:** To move between rows in a grid column, press **CTRL** + the up or down arrow key.

2. In the **DR Account Number** column, enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

You can also use a default account distribution defined in *Configuration*. Click **Load Distribution** and select **From Table**.

3. Enter the percentage of the distribution in the **Percent** column. You can manually enter percentages for each account or you can click **Distribute Evenly** to distribute percentages equally among the selected accounts.
4. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
5. In the **Class** column, select a class for the distribution.
6. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
7. To enter different transaction distributions for the debit accounts in a distribution row, select the distribution row and click **Distribution**. The Debit Transaction Distribution screen appears.

You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit account. When you have finished entering information, click **OK** to return to the product record **Distribution** tab.



**Note:** On the Debit Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in *Accounts Payable*.

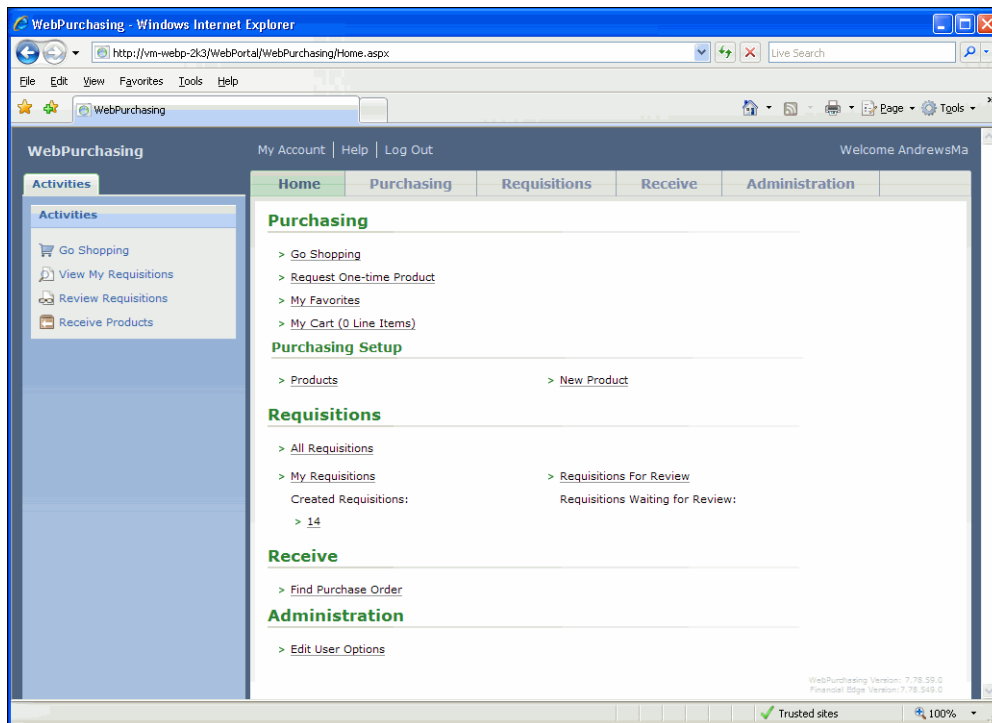
8. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the product record **Distribution** tab.
9. To save the product and return to the Products page, click **Save and Close**.

## Define Products in WebPurchasing

If you do not have access to *The Financial Edge*, but have rights to add products, you can create products in *WebPurchasing*.

### ➤ Define a product in WebPurchasing

1. Log in to *WebPurchasing*. The Home Page appears.



2. Under Purchasing Setup, click **New Product**. The New Product page appears.

3. In the **Product ID** field, enter a unique ID for the product.
4. In the **Description** field, enter a description to help identify the product.



**Note:** Be mindful of the information you enter in the **Product ID** and **Description** fields. This information helps users search for products on the Product List page.

5. To make this product available throughout *WebPurchasing* and *Accounts Payable* in *The Financial Edge*, mark **Active**.
6. In the **Vendor Name** field, enter the name of the vendor, or use the binoculars to locate the vendor.
7. In the **Vendor Part #** field, enter the vendor part number for this particular product.
8. In the **Unit of Measure** field, select the unit of measure to use when measuring the product's quantity. The entries available in this field are pulled from the **Unit of Measure** table defined in *Accounts Payable* in *Configuration*.
9. In the **Standard Unit Cost** field, enter price of a single unit.
10. In the **Quantity Decimals** field, enter the number of decimal places to allow when defining the quantity of a product.
11. In the **Receiving Location** field, select a location. Receiving locations are pulled from a code table defined in *Accounts Payable* in *Configuration*.
12. In the **Notes** field, enter any additional information about the product.
13. In the **Display Details** frame:
- In the **List detail** box, enter a short description of the product. This description appears beneath each product listed on the Product List page.

- In the **Dialog detail** box, enter a longer description of the product. You can view this description when you click a product link on the Product List page.
14. In the **Categories Associated** frame, select the category and subcategory associated with the product and click **Assign**. The category and subcategory appear in the box to the right.



**Note:** To remove the category and subcategory associated with the product, select the item from the box and click **Remove**.

15. In **Pricing Schedules**, you can specify any price changes that take effect on certain dates. To add a new pricing schedule, click **New**, the Pricing Schedule screen appears.

The screenshot shows a 'Pricing Schedule' dialog box with the following elements:

- Effective as of:** A date field showing '06/25/2008' with a calendar icon to its right.
- Description:** A text input field.
- Use a single unit price for all quantities:** A dropdown menu currently set to 'Use a single unit price for all quantities'.
- Unit Price:** A text input field.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

- In the **Effective as of** field, enter the date the price change takes effect or select a date by clicking the calendar.
  - In the **Description** field, enter a description of the pricing schedule.
  - Select whether to “Use a single unit price for all quantities” or “Base unit on Quantity”.
- If you select “Use a single unit price for all quantities”, in the grid, enter the new unit price. If you select “Base unit price on quantity”, the **Minimum Quantity**, **Maximum Quantity**, and **Unit Price** columns appear on the screen. Enter the maximum quantity eligible for the first price range. The minimum quantity defaults to 0.00. In the **Unit Price** column, enter the per unit price for those quantities. Repeat for additional quantity ranges.
- To save the new pricing schedule and attach it to your product, click **Save**.
16. In **Attributes**, you can add any additional information about the product. To add a new product attribute, click **Add**, the New Attribute screen appears.



**Note:** The **Add** button is disabled if no product attributes were defined in *Configuration*. For more information about product attributes, see “Define Attributes” on page 28.

17. In **Distribution**, you can establish default account distribution information for the product. You can designate the debit accounts, the percent to distribute to each account, and whether to further classify the distributions using projects, classes, and transaction codes.

18. From the drop-down list, select “Summary View” or “Detail View” and click **Add**.

If you select “Summary View”,

- a. In the **Amount** field, enter the percentage to distribute to the account. You can manually enter percentages for each account or you can click **Distribute Evenly** to distribute percentages equally among the selected accounts.
- b. In the **GL Account** field, enter the debit account for the distribution. You can use binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically to the left of the account number field.
- c. To add additional debit accounts, click **Add**.

If you have the optional module *Projects and Grants* and select “Detail View”,

- a. In the **Amount** field, enter the percentage to distribute to the account. You can manually enter percentages for each account or you can click **Distribute Evenly** to distribute percentages equally among the selected accounts.
- b. In the **GL Account** field, enter the debit account for the distribution. You can use the binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically to the left of the account number field.
- c. Enter the percentage to distribute to the project in the **Percent** column.
- d. Enter a project ID number in the **Project** field or use the binoculars to search for a project ID.

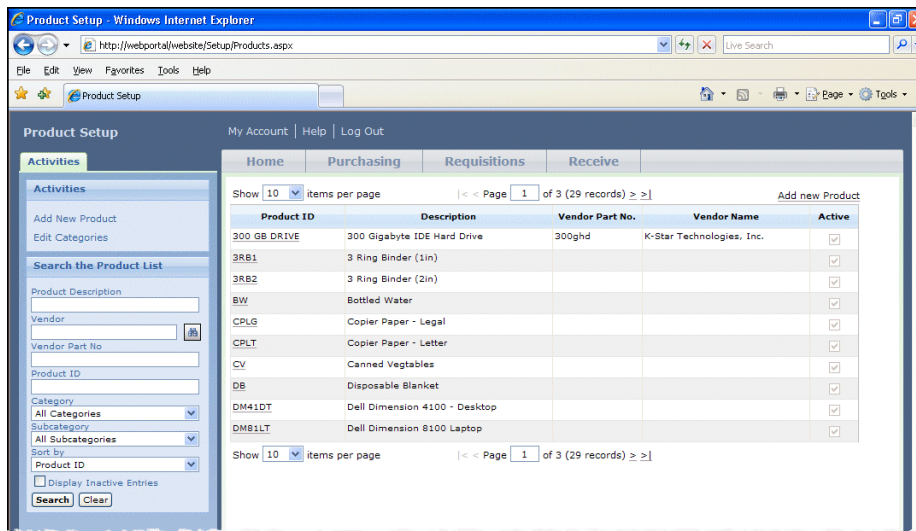


- e. Select a class for the distribution in the **Class** field.
- f. To add additional debit accounts, click **Add**.



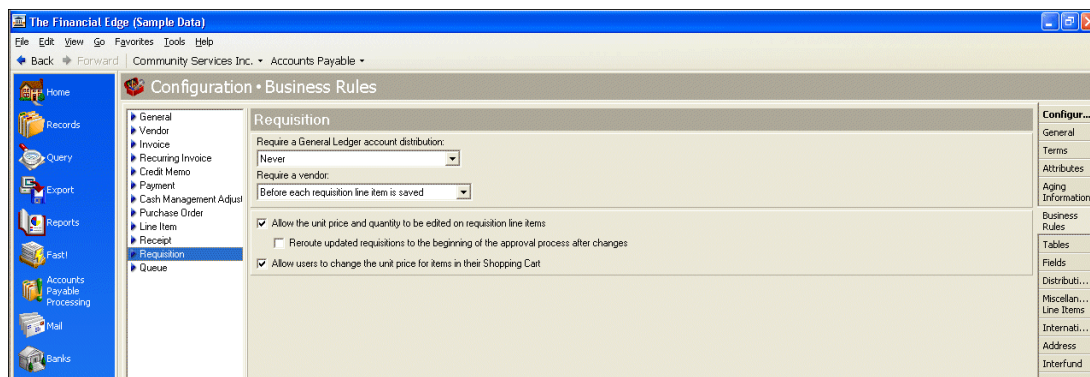
**Note:** If you have the optional module *Projects and Grants* and have defined transaction codes, additional fields appear based on the number of transaction codes you have defined. Select a value for each transaction code. For more information on transaction codes, see “Transaction Codes” in *Configuration Guide for General Ledger*.

19. To save the product click **Save**. The new product appears on the Product Setup page.



## Configure Business Rules

Business rules help you customize standard procedures and requirements to suit your organization. Business rules affect all users and are usually defined by the system administrator. With Requisition business rules, you can specify requirements and settings for *WebPurchasing* functionality. To change business rules, from the Configuration page in *Accounts Payable*, click **Business Rules**. The Business Rules page appears. For more information about business rules, see the Business Rule Configuration chapter of the *Configuration Guide for Accounts Payable*.



The following is a list of business rules specific to *WebPurchasing*.

Business Rule	Description
<b>Require a General Ledger account distribution</b>	With this business rule marked, you can choose if or when a General Ledger account distribution is required when creating a requisition.
<b>Require a vendor</b>	With this business rule marked, you can choose if or when a vendor is required when creating a requisition.
<b>Allow the unit price and quantity to be edited on requisition line items</b>	Mark this business rule if you want to allow reviewers to edit the unit price and quantity on requisition line items. This rule also applies to the user running the purchase order process.
<b>Reroute updated requisitions to the beginning of the approval process after changes</b>	If you marked <b>Allow the unit price and quantity to be edited on requisition line items</b> , then mark this business rule if you want to reroute updated requisitions to beginning of the approval process.
<b>Allow users to change the unit price of items in their Shopping Cart</b>	Mark this business rule if you want to grant users the ability to change the unit price of items in their Shopping Cart.

## Define Tables

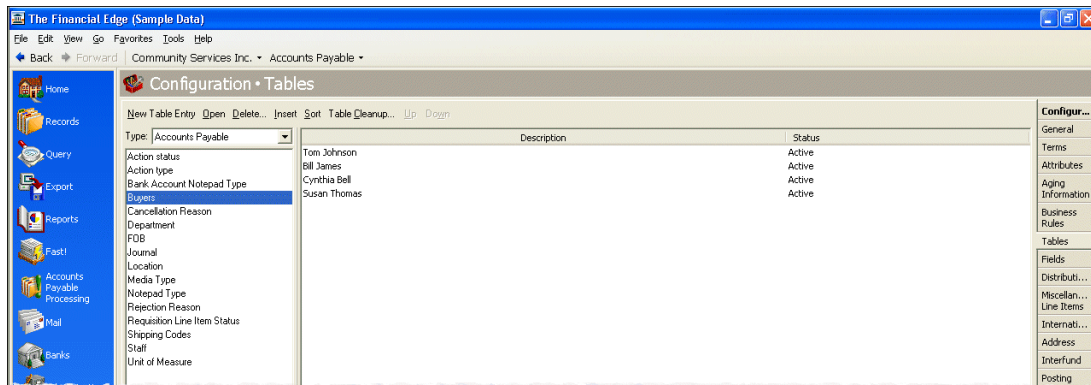
A table is a field in which you can predefine entries to save time and promote consistency for your data entry. Tables are set up and maintained in *The Financial Edge. WebPurchasing* uses several tables to successfully create requisitions and purchase orders. You can add or delete table entries depending upon your organization's needs. The following is a list of tables specific to *WebPurchasing*.

Table	Description
<b>Buyers</b>	The individuals responsible for buying products.
<b>Cancellation Reason</b>	Indicates the reason a line item on a requisition is rejected. This table is used for requisitions that are invalid but have been fully approved.
<b>Department</b>	The department for which the order is being placed.
<b>FOB</b>	Freight On Board. The point at which a customer assumes ownership of an order.
<b>Location</b>	The location where an order is delivered.
<b>Rejection Reason</b>	The reason a requisition line item is rejected.
<b>Shipping Codes</b>	The shipping method used for an order; for example, UPS, Fed-Ex, or US Mail.
<b>Units of Measure</b>	The measurement of a particular product; for example, box, pallet, case.

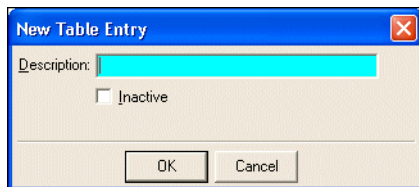
### ➤ Add a table entry

1. On the navigation bar, click **Configuration**. The Configuration page appears.

2. Click **Tables**. The **Tables** page appears.



3. In the box on the left, select the table in which to add the new table entry. Table entries appear in a grid on the right.
4. Select **New Table Entry**. The New Table Entry screen appears.



5. In the **Description** field, enter a description for the new table entry. Depending on the field you add, you may be asked to enter other fields, such as **Short Description** or **Email address**.
6. If you want to make the new table entry inactive, mark **Inactive**. When you make a table inactive it will not appear in *WebPurchasing*. For example, if you make a specific a Unit of Measure table entry inactive, such as “box”, you cannot use that table entry to define the measurement of a particular product.
7. To save the new table entry and return to the **Tables** page, click **OK**.

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**Note:** Table entries can be edited at any time or deleted if they are not used on any records.

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## Define Attributes

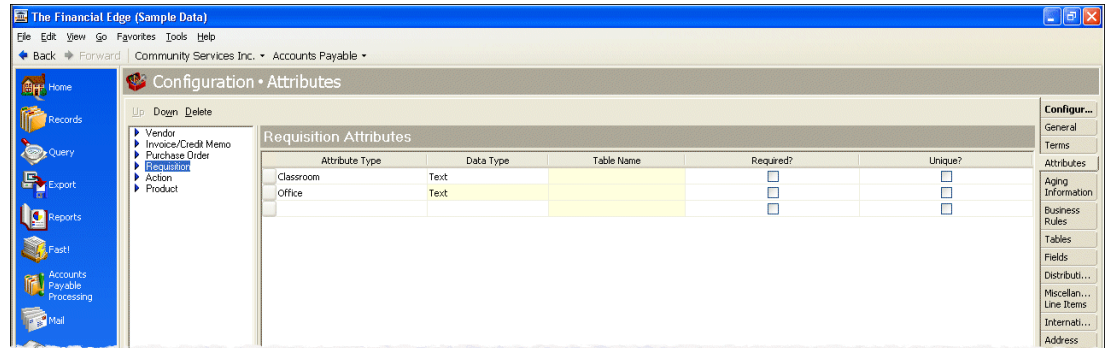
An attribute is a reporting tool you use to group information based on a common theme. With attributes defined, you can filter information to your specifications. Attributes are set up and maintained in *The Financial Edge*. You can define specific requisition attributes for use in *WebPurchasing*. For example, a school might need a “Classroom” requisition attribute. The information is maintained on the requisition and can be used in requisition reports and queries.

### ➤ Add an attribute

1. On the navigation bar, click **Configuration**. The Configuration page appears.



- Click Attributes. The Attributes page appears.



- In the box on the left, select the type of attribute to add, for example, **Requisition**. The attributes grid appears on the right.
- In the **Attribute Type** column, enter a description of the attribute, for example, “Classroom”.
- In the **Data Type** column, select the field’s format type. Data types include text, date, yes/no, number, currency, and table.



**Note:** If you define the data type as a table, you can select an existing table or create a new one.

- If you select **Table** as the data type, enter a table name in the **Table Name** column.
- To make the attribute required on each record, mark **Required**.



**Note:** Attributes can be edited at any time or deleted if they are not used on any records.

- To require a unique attribute for each record, mark **Unique**.
- When you exit the attributes grid, your attributes are saved automatically.



# Use WebPurchasing Online

## In this chapter

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- ▶ “Access WebPurchasing” on page 32
- ▶ “Create Requisitions” on page 36
- ▶ “View Requisition Records” on page 44
- ▶ “Approve and Reject Requisitions” on page 47
- ▶ “Create Receipts” on page 48

Creating requisitions through *WebPurchasing* involves searching for the products you want to purchase, creating the requisition, and submitting the requisition for approval. Once you create a requisition you can update it online. You can also save the products you use most frequently as “favorites” to speed the process of creating future requisitions. This chapter details the requisition order process in *WebPurchasing*, from creating and submitting requisitions, to approving or rejecting requisitions, to creating receipts for purchase orders.

# Access WebPurchasing

During the install process, your system administrator defined the URL for *The Financial Edge WebPortal* website. Once you access the *WebPortal* website, via this URL you can log in using your user name and strong password. If you are denied access, you can reset your password.



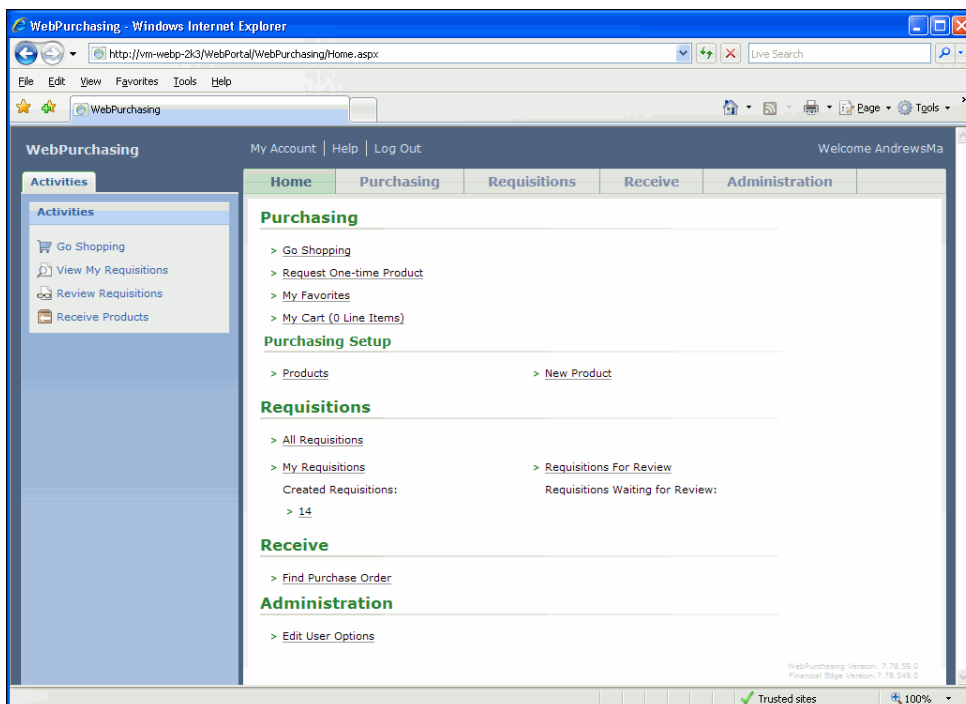
*WebPurchasing* supports *Internet Explorer 7* or higher on the PC and with *Firefox 3* or higher on the PC and Macintosh. Other browsers are not supported and may not operate or display information correctly in *WebPurchasing*.

## Home Page

When you log into the *WebPortal*, your Home page appears. To use *WebPurchasing*, you must have specific security rights. Your security settings determine which tasks appear on the Home page. Therefore, the Home page will look different based on each user's security settings. Your system administrator establishes security settings in *The Financial Edge* in *Administration*.



**Note:** If you have rights to both *WebPurchasing* and *WebInvoicing*, the Home page displays tasks related to both applications.



- Purchasing – The Purchasing list contains links to all purchasing tasks. For more information on purchasing tasks see “Create Requisitions” on page 36.
- Purchasing Setup – The Purchasing Setup list contains links to tasks used to define products categories and products available for purchase. For more information about purchasing setup tasks, see “WebPurchasing Setup” on page 1.
- Requisitions – The Requisitions lists contains links to all requisition tasks. For more information about requisition tasks see, “Create Requisitions” on page 36.
- Receive – The Receive list contains links to all receipting tasks. For more information on receipts, see “Create Receipts” on page 48.



**Note:** To close *WebPurchasing*, always click **Log Out**. Do not close the browser because the program considers the license you are using active until the session expires 40 minutes later. If you have multiple users accessing *WebPurchasing*, this may prevent someone from logging on.

## My Account Page

If you have access to *WebPurchasing* or *WebInvoicing*, you can specify personal settings for your account. For example, you can choose to be notified when a requisition is submitted for your approval, or change your email address.

### ➤ Manage your WebPurchasing account

1. From *WebPurchasing*, click **My Account**. Your account page appears.

The screenshot shows the 'My Account' page in a web browser. The page has a navigation bar with 'Home', 'Purchasing', 'Requisitions', 'Receive', and 'Administration'. The 'My Account' section is active, showing a 'Welcome Supervisor' message. The 'Activities' sidebar on the left includes links like 'Go Shopping', 'View My Requisitions', 'Review Requisitions', and 'Receive Products'. The main content area shows 'Update My Account' with a 'Save successful' message. Below this, there are sections for 'Account Details' (Department: [Department not set], Email: kimberly.smalls@email.com), 'Notifications' (with checkboxes for various events), and 'Out of Office' (with a checkbox for 'Turn on Out of Office processing' and a dropdown for 'Forward requests submitted for my approval to'). The dropdown menu is open, showing a list of users: ErinUh, KingaVa, LisaBn, Queue, MarilynAg, Business Mgr, Budget Mgr, College, K12, and AndrewsMa.

2. In the **Email** field, enter the email address you want to receive notifications.
3. Mark one or more checkboxes to specify when to receive notifications.

- Mark **My requisition is approved by any reviewer** if you want email notification when a requisition you submitted has been approved by any reviewer.
  - Mark **My requisition is approved by final reviewer** if you want email notification when a requisition you submitted has been approved by the final reviewer.
  - Mark **My requisition is rejected** if you want email notification when a requisition you submitted has been rejected.
  - Mark **My Purchase Order is created** if you want email notification when a purchase order is created for a requisition you submitted.
  - Mark **My approval is required for a requisition** if you want email notification when an requisition requires your approval.
4. If you will be out of the office for a period of time and want requests submitted for your approval forwarded to someone else, mark **Turn on Out of Office processing** and select the person who will receive the requests in the **Forward requests submitted for my approval to** field.

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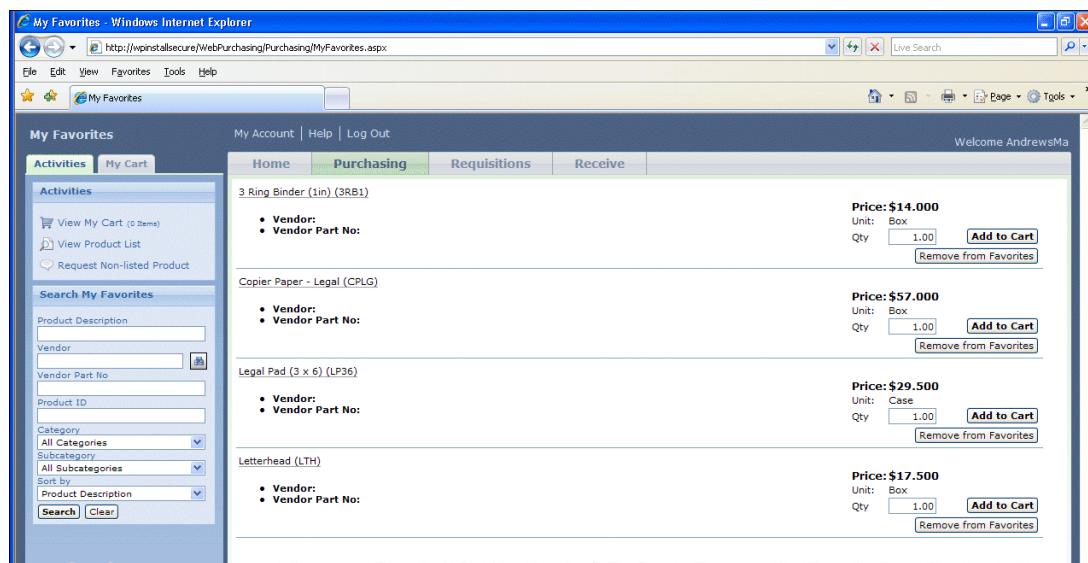
**Note:** In cases where all of the current reviewers are out of the office, a notation will be added in the **Reviewer** column and in the **Current Reviewer** field of the requisition, indicating the reviewer is out of the office.

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5. To save your information, click **Update My Account**. You can update or change this information at any time.

## My Favorites

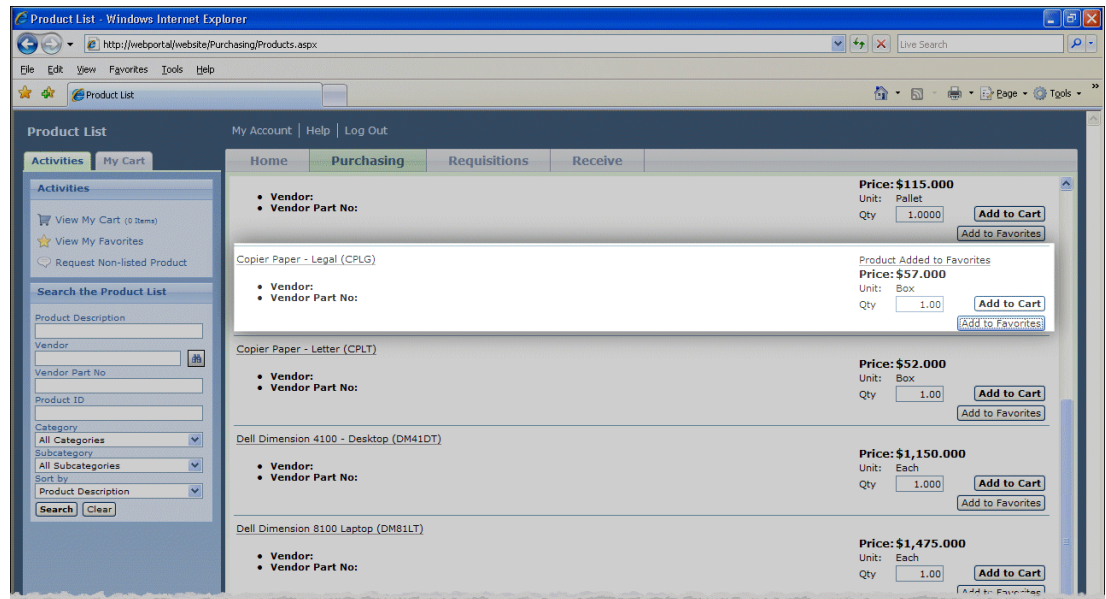
You can save the products you use most frequently as favorites to speed the process of creating future requisitions. Once you save a product as a favorite, it is stored on the My Favorites page. You can remove a product from the My Favorites page at any time by clicking **Remove from Favorites**.



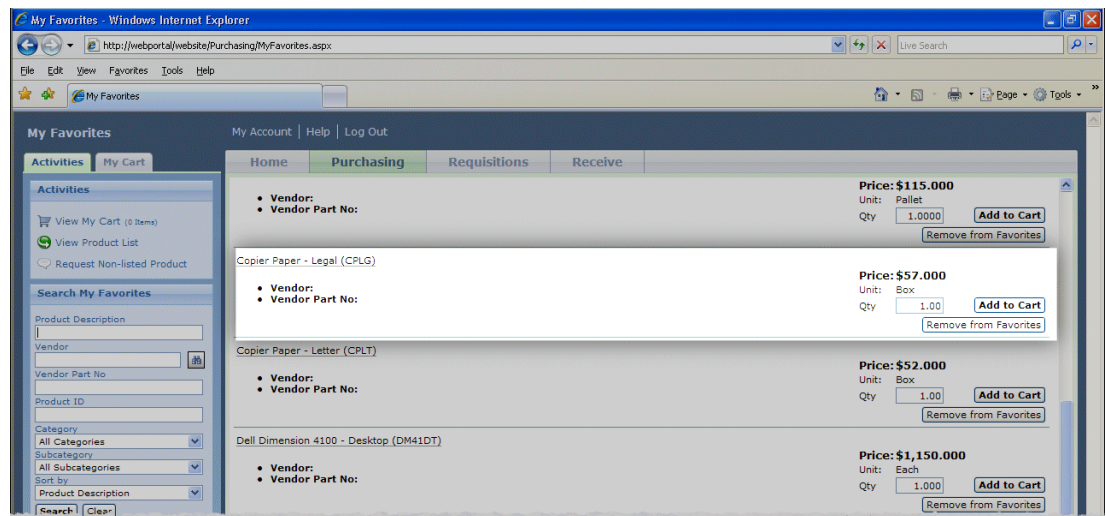
### ➤ Save a favorite product

1. From the *WebPurchasing* home page, click **Go Shopping**. You can access this link from the Activities tab or the Purchasing frame on the home page. The Product List page appears.

2. Locate the products you want to include in the favorites list. You can use search options under the Search the Product List on the left side of the page.
3. Once you locate the product you want to save as a favorite, click **Add to Favorites**. A confirmation message “Product Added to Favorites” appears above the product price.



4. The confirmation message is also a hyperlink. When you click the link, the My Favorites page appears. Verify the product you selected appears on the page.



5. You can remove a product from the My Favorites page by clicking **Remove From Favorites**.

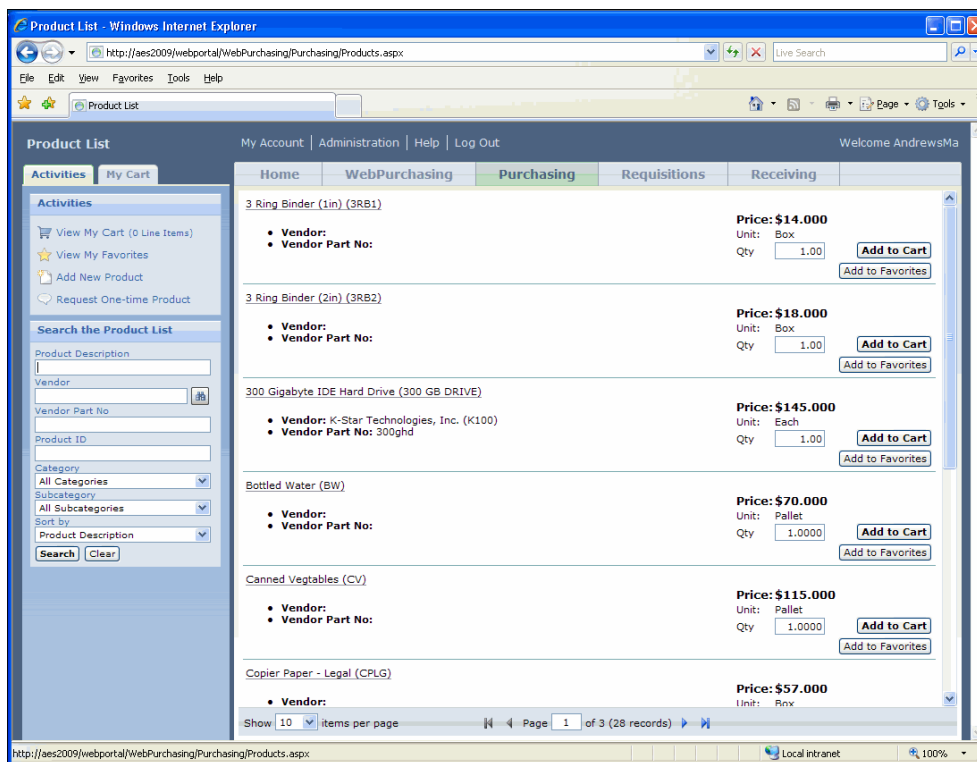


# Create Requisitions

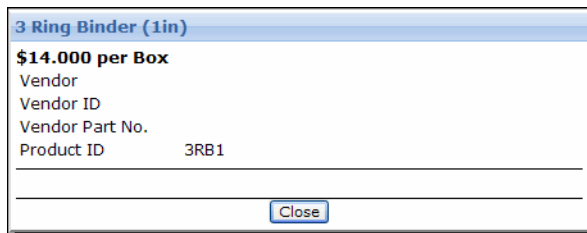
Creating requisitions through *WebPurchasing* involves searching for the products you want to purchase, confirming the order, creating the requisition, reviewing the requisition, and submitting the requisition for approval. When a requisition is submitted, an email notification is sent to your reviewers for approval. Based on the settings defined on your My Account page, you may receive email notifications when your requisition is approved or rejected. Once you create a requisition you can update it online until it is submitted.

## ➤ Search for products to purchase

1. From the *WebPurchasing* home page, click **Go Shopping**. You can access this link from the Activities tab or the Purchasing frame on the home page. The Product List page appears.



This page lists all the products defined in *Accounts Payable* and represents a catalog of products frequently requested by your organization. Click a product link to view additional product information.



2. Search for the products you want to request. You can scroll through all the items on the product list or use the search options under the Search the Product List on the left side of the page.



- You can search for products by entering information in the **Product Description**, **Vendor**, **Vendor Part No**, or **Product ID** fields or selecting a **Category** and **Subcategory** and clicking **Search**.



**Note:** When you search for products or vendors, the search results display all records that contain your criteria, regardless of where it falls in the word. For example, if you enter “Board” in the **Product Description** field and click **Search**, the results could include “Boards – 2x4”, “Boarding Services”, and “Dry Erase Board”. Wildcards are not needed for searching.

- In the **Sort by** field, you can sort the product list by Product Description, Product ID, Price: Low to High, Price: High to Low, or Vendor.
- Enter the quantity of the product you want to purchase in the **Qty** field.
  - To add the item to your cart, click **Add to Cart**.



**Note:** To view the items you have requested so far, including the quantity, price, and the total purchase amount, click the **My Cart** tab.

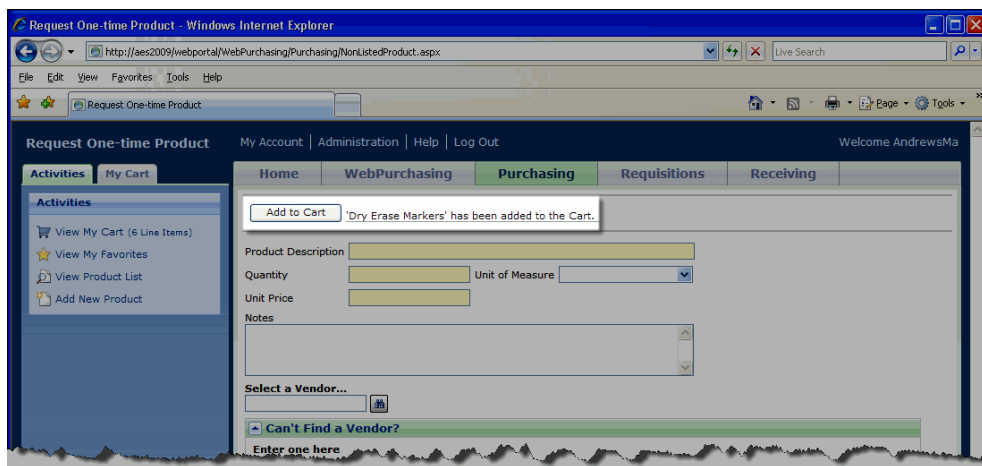
### ➤ Request a one-time product

If you need to purchase a product that is not on the product list and should not be added to the product list, click **Request One-time Product** on the Activities tab. The product information added to the Request One-time Product page appears on your shopping cart and your requisition.

- From the Activities tab on the Product List page, click **Request One-time Product**. The Request One-time Product page appears.

- In the **Product Description** field, enter a description to help identify the product.
- Enter the quantity of the product you want to purchase in the **Quantity** field.

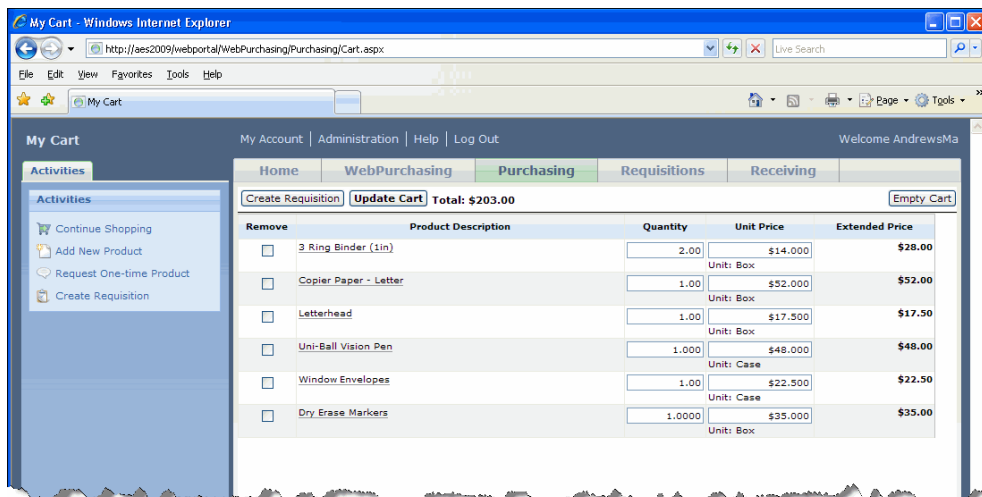
4. In the **Unit of Measure** field, select the unit of measure to use when measuring the product's quantity. The entries available in this field are pulled from the **Unit of Measure** table defined in *Configuration in Accounts Payable*.
5. In the **Unit Price** field, enter the price of a single unit.
6. In the **Notes** field, add any additional information about this product.
7. In the **Select a Vendor** field, enter the name or ID of the vendor or use the binoculars to locate a vendor.
8. If the vendor is not in the system, enter the vendor name and contact information in the **Can't Find a Vendor?** frame.
9. To add the product to your cart, click **Add to Cart**. A link appears at the top of the page notifying you that the product was added to your cart. Click the link to return to the My Cart page.



### ➤ Confirm the order

Once you have selected the products you want to purchase on the Product List page, confirm your order on the My Cart page.

1. From the Product List page, click **View My Cart** under the Activities tab. The My Cart page appears. This page lists the products you have requested so far and the total price of the products selected.



2. Verify the information is correct. If you make any changes, click **Update Cart**.
  - In the **Quantity** you can change how many items you want to order.
  - To change a product's **Unit Price**, you must have the appropriate security rights.



**Note:** If you select a product subject to a pricing schedule, the **Unit Price** field is disabled and cannot be edited. An asterisk appears next to the field. For products with pricing schedules that change over time, the unit price for the current time period is selected. For products with pricing schedules based on amount, make sure you have the correct unit price for the quantity you request. In the **Quantity** field, enter the number of items you want to order and click **Update Cart**.

- To remove a product from your cart, mark the appropriate checkbox under the **Remove** column and then click **Update Cart**.
3. To add other products to this order, click **Continue Shopping** to return to the Product List page.

### ➤ Create the requisition

1. When you complete your shopping, click **Create Requisition**. The Create Requisition page appears.

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status
1	3 Ring Binder (1in)	1.00	\$14.000	\$14.00	Pending
2	Disposable Blanket	1.00	\$25.000	\$25.00	Pending

On this page you can verify your product selections, edit each line item in the grid, and add a vendor to each line item.

- In the **Approval Rule** field, select the approval rule you have rights to use. If you have self approval rights, this field defaults to “Self Approve”, however you can change the rule. Click **Show Details** to view more information about the selected approval rule.

**Rule Details**

Rule Name: IT

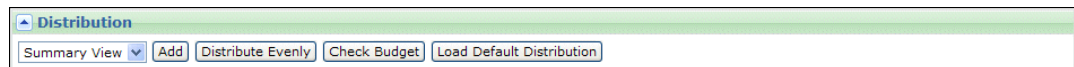
Description: IT Requests needing approval

[Close](#)

- In the **Description** field, enter any additional information about the requisition. This information appears on the requisition record in *Accounts Payable*.
- Select **Add Attachments** to access the Attachments screen. From here you can add an attachment to a requisition record. This helps ensure that all supporting documentation associated with a purchase request is included in the approval process.
- To make changes to a line item on the requisition, click the **Edit** hyperlink that appears in the last column on the grid. The Edit Line Item page appears.

- Enter any additional comments or more detailed information about the product in the **External Notes** and **Internal Notes** boxes. Any information you enter in the **External Notes** box appears on the purchase order. Any information you enter in the **Internal Notes** box appears on the requisition line item.
- In the **Search for a Vendor** field, click the binoculars to locate a vendor.
- If the vendor is not in the system, enter the vendor name and contact information in the **Suggest Another Vendor** section.
- Entering information in **Purchase Order Line Item Information** is optional.

- In the **Date Required** field, enter the date the item must be delivered.
  - In the **Department** field, select the department for which the order is being placed.
  - In the **Ship via** field, select the shipping method to use.
  - In the **Deliver to** field, select the individual who should receive the item.
  - In the **Ship to** field, select the location where you want the item sent.
  - In the **Freight on board** field, select the point where your organization assumes ownership of the order.
  - In the **Buyer** field, select the individual responsible for buying the product.
10. In the **Distribution** frame, you can select the account or project distribution and view budget information.



11. From the drop-down list, select “Summary View” or “Detail View” and click **Add**.

If you select “Summary View”:

- a. In the **Amount** field, enter the amount to distribute to the account. You can manually enter an amount for each account or you can click **Distribute Evenly** to distribute an amount equally among the selected accounts.
- b. In the **GL Account** field, enter the debit accounts for the distribution in the second field. You can use binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically to the left of the account number field.
- c. To add additional debit accounts, click **Add**.

If you select “Detail View”:

- a. In the **Amount** field, enter the amount to distribute to the account. You can manually enter percentages for each account or you can click **Distribute Evenly** to distribute percentages equally among the selected accounts.
- b. In the **GL Account** field, enter the debit accounts for the distribution in the second field. You can use the binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically to the left of the account number field.
- c. In the **Amount** field, enter the amount to distribute to the project. You can manually enter an amount for each account and project or you can click **Distribute Evenly** to distribute an amount equally among the selected accounts and projects.
- d. Enter the percentage to distribute to the project in the **Percent** column.
- e. Enter a project ID number in the **Project** field or use the binoculars to search for a project ID.
- f. Select a class for the distribution in the **Class** field.
- g. To add additional debit accounts, click **Add**.



**Note:** If you have the optional module *Projects and Grants* and have defined transaction codes, additional fields appear based on the number of transaction codes you have defined. Select a value for each transaction code. For more information on transaction codes, see “Transaction Codes” in the *Configuration Guide for General Ledger*.

12. To check account spending against the budget, click **Check Budget**. The Budget View screen appears. You can view what the budget forecast for the selected account and what was actually budgeted for that account. This screen allows you to see when you are over budget and plan accordingly.

Status	Account #	Period Forecast	Period Budget	Annual Forecast	Annual Budget
No budget	01-5099-02	\$14	\$14	\$14	\$14

13. To use default account distributions, click **Load Distribution**. The Default Distributions screen appears. Select a distribution from the list and the distribution information appears in the **Distribution** frame of the Edit Line Item page.

14. To copy specific information from the current line item to other line items on the requisition, click **Copy Line Item Info**. The Copy Line Item Information screen appears. This screen lists each field on the Edit Line Item page.

15. Mark the checkbox to copy information from the current line item to other line items on the requisition. For example, mark **Vendor Information** to copy the vendor information from the current line item to the other line items on the requisition.
16. To return to the Edit Line Item page, click **OK**.
17. To save the changes made to the line item, click **Save**. The changes made to the line item appear under the **History of Changes** frame.

History of Changes				
Item Changed	Previous Setting	New Setting	Changed On	Changed By
Vendor	<blank>	A+ Office Supplies	07/15/2008	AndrewsMa

18. To return to the Edit Requisition page, click **Return to Requisition**. Any changes made to a specific line item now appear on the requisition. For example, if you copied vendor information from a specific line item, the vendor information would appear on the remaining line items on the requisition.
19. To save changes made to the requisition, click **Save**. The changes made to the requisition appear in the History of Changes frame.

**Edit Requisition 5**

My Account | Administration | Help | Log Out

Welcome AndrewsMa

Activities: Go Shopping, View My Requisitions, Save Requisition, Submit Requisition

Home | WebPurchasing | Purchasing | **Requisitions** | Receiving

Submit Requisition | **Save** | Total: \$203.00

Created By: AndrewsMa | Approval Rule: Self-Approve | Show Details

Status: Created

Description:

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	
1	3 Ring Binder (lin)	2.00	\$14.000	\$28.00	Pending	Edit
Vendor:	A+ Office Supplies				<Distributed>	Save
2	Copier Paper - Letter	1.00	\$52.000	\$52.00	Pending	Edit
Vendor:	A+ Office Supplies				<Distributed>	Save
3	Letterhead	1.00	\$17.500	\$17.50	Pending	Edit
Vendor:	A+ Office Supplies				<Distributed>	Save
4	Uni-Ball Vision Pen	1.000	\$48.000	\$48.00	Pending	Edit
Vendor:	A+ Office Supplies				<Distributed>	Save
5	Window Envelopes	1.00	\$22.500	\$22.50	Pending	Edit
Vendor:	A+ Office Supplies				<Distributed>	Save
6	Dry Erase Markers	1.000	\$35.000	\$35.00	Pending	Edit
Vendor:	A+ Office Supplies				<Distributed>	Save

**Attributes**

Add	Attribute Type	Description	Short Description	Date	Required	Comments
-----	----------------	-------------	-------------------	------	----------	----------

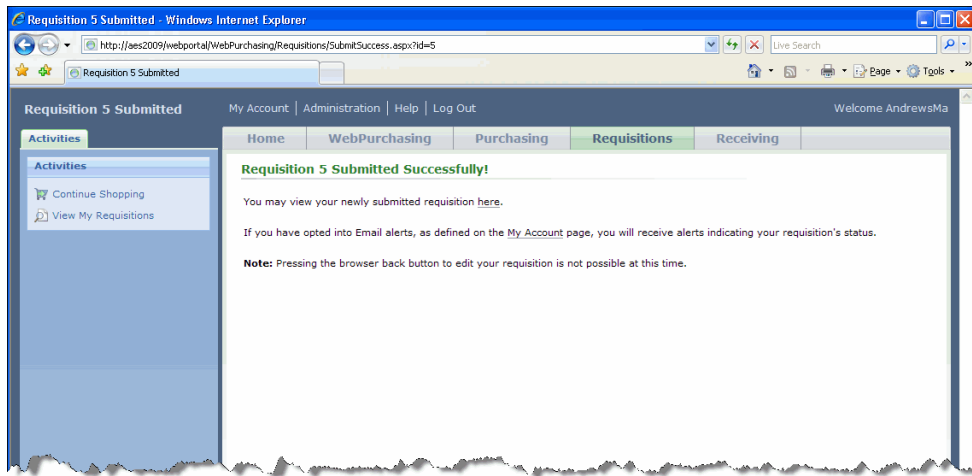
**History of Changes**

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Status	Editing	Created	1/12/2009	AndrewsMa

Local Intranet 100%



20. When you complete your changes to the requisition, click **Submit Requisition**. A confirmation message appears.



**Note:** Based on the settings defined on the My Account page, you may receive email notifications when your requisition is approved or rejected. For more information about defining email notifications for your account, see “My Account Page” on page 33.

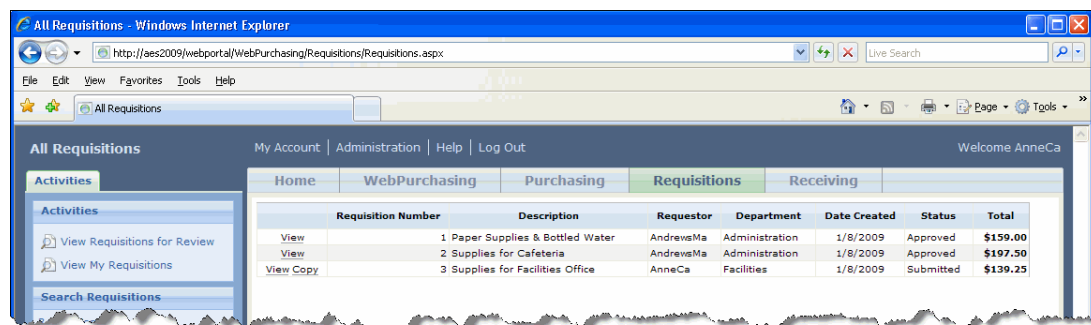
21. Click the **Home** tab to return to the Home page.

## View Requisition Records

Once requisitions are submitted for approval, you can view requisitions you created or the requisitions created by all users if you have the appropriate security rights. You can view when the requisition was created, who created the requisition, the requisition amount, and the approval status.

### ➤ View requisitions

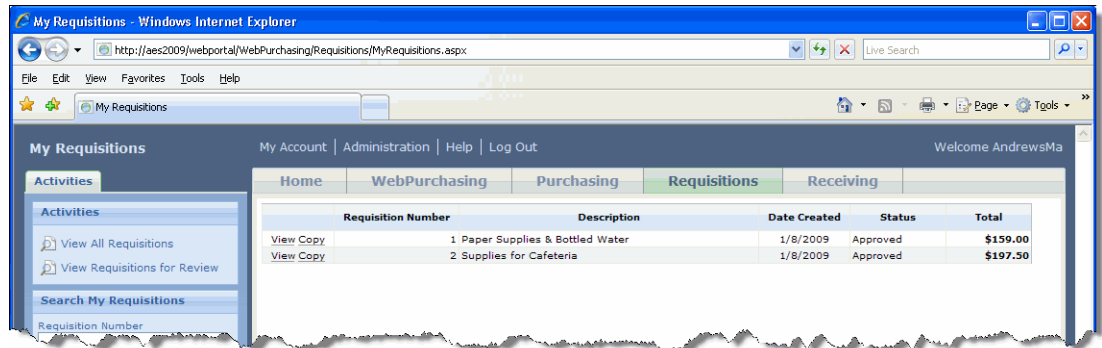
- From the *WebPurchasing* Home page, click **All Requisitions** or **My Requisitions**.
  - When you click **All Requisitions**, the All Requisitions page appears. From this page you can view all the requisitions submitted by every user in your organization.



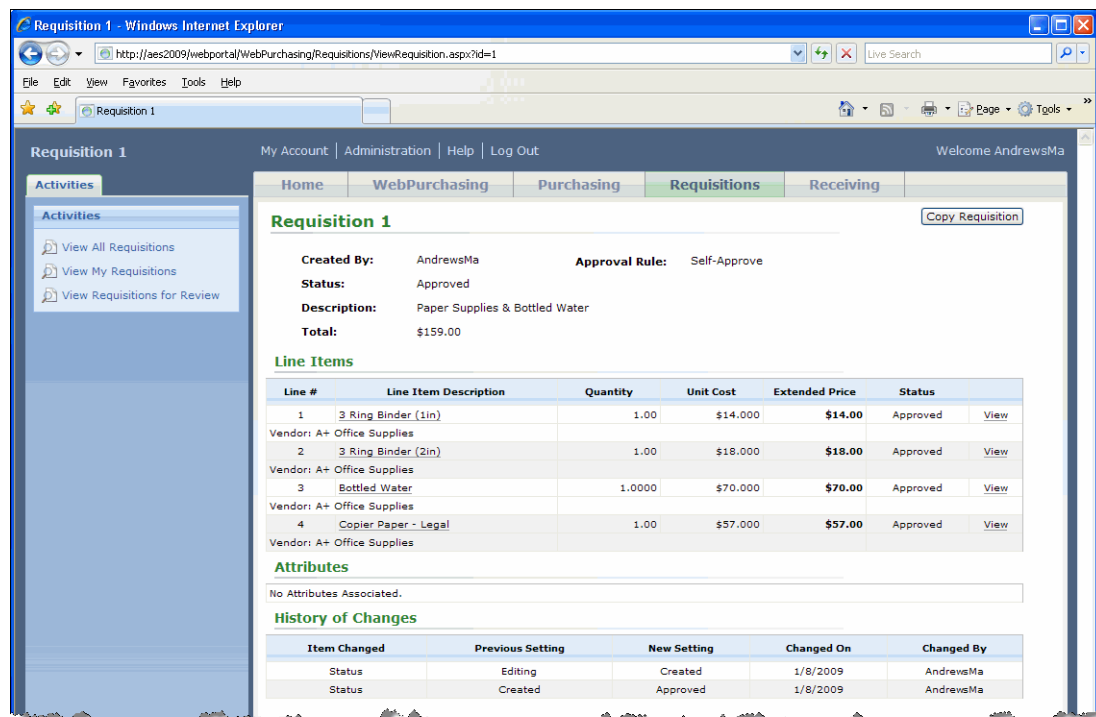


**Note:** To view all requisitions, you must have the appropriate security rights that are defined in *Accounts Payable*. For more information about user security see, “User Security Setup” on page 5.

- When you click **My Requisitions**, the My Requisitions page appears. From this page you view all the requisitions you created.



- To view a specific requisition, click **View**. The View Requisition page appears.





**Note:** When the item has been ordered, the status changes to “Ordered”.

- To view a specific line item within the requisition, click **View**. The View Line Item page appears.

**View Line Item 1** My Account | Administration | Help | Log Out Welcome AndrewsMa

Home WebPurchasing Purchasing **Requisitions** Receiving

**Line Item 1 - 3 Ring Binder (1in)**

Quantity: 2.00 Unit: Box  
Unit Price: \$14.000 Extended Price: \$28.00

**External Notes**

**Internal Notes**

**Vendor Information**  
Selected Vendor: A+ Office Supplies

**Purchase Order Information**  
Date Required: Department:  
Ship via: Deliver to:  
Ship to: Freight on board:  
Buyer:

**Distribution Information**  
Detail View  
Summary View  
Detail View

Amount	Project	Class	Mission	Spensible/Non-Spensible	Performance	The Raiser's Edge
\$28.00	1001	Unrestricted Net Assets	None	Spensible		

**History Information**

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Vendor	<blank>	A+ Office Supplies	1/12/2009	AndrewsMa
Last Action	Pending	Approved	1/12/2009	AndrewsMa
Approval Status	Pending	Approved	1/12/2009	AndrewsMa

The View Line Item page displays specific details about a selected line item, including vendor information, purchase order information, and history information. In addition, you can display a summary or detailed view of the GL distributions applied to the line item.

- To copy the entire requisition click **Copy Requisition**. A requisition only has to have been saved in order to copy it. When you copy a requisition, a new requisition is created and includes the same items from the previous requisition. You can add more items to the new requisition or submit it for approval as is.



**Note:** If you set your business rules to require GL distribution or a vendor on a requisition, the requisition cannot be copied.

## Approve and Reject Requisitions

To approve and reject requisition orders, you must have security rights. The Supervisor can establish security settings for groups of users in *Administration*. For more information about setting up *WebPurchasing* security, see “User Security Setup” on page 5.

### ➤ Approve a requisition

1. From the *WebPurchasing* home page, click **Requisitions for Review**. The Requisitions for Review page appears. This page lists the requisitions available for review.

2. Locate the requisition(s) you want to approve. To speed your search, you can use **Search Requisitions for Review** on the Activities tab.

- Click the **Review** link next to the requisition you want to approve. The Review Requisition page appears.

Review Requisition 3 - Windows Internet Explorer

http://webportal/website/Requisitions/ReviewRequisition.aspx?id=3

File Edit View Favorites Tools Help

Review Requisition 3

My Account | Help | Log Out

Activities

Activities

Save Requisition

Home Purchasing Requisitions Receive

Approve All Reject All Save Finalize Total: \$14.00

Created By: Business Mgr Status: Submitted Approval Rule: IT Purchases Current Owner: Business Mgr

Description:

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status
1	3 Ring Binder (lin)	1.00	\$14.000	\$14.00	Pending

GL Distribution: <None>

Approve Reject

Attributes

Add

Attribute Type	Description	Short Description	Date	Required	Comments
----------------	-------------	-------------------	------	----------	----------

History of Changes

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Status	Editing	Submitted	06/30/2008	Business Mgr

- Review the requisition order and make any changes to the information.
- To approve all line items, click **Approve All** at the top of the Review Requisition page. The **Status** column in the line item grid changes to “Approved” for all line items.
- To reject all requisition line items, click **Reject All** at the top of the page. The **Status** column in the line item grid changes to “Rejected” for all line items.
- To approve an individual line item, in the line item grid, click **Approve**. The **Status** column changes to “Approved”.
- To reject an individual line item, click **Reject** in the line item grid. The **Status** column changes to “Rejected”.



**Note:** If a requisition line item is rejected, you will need to create a new requisition for that item. Other approved line items in the requisition will continue through the approval process.

- Click **Finalize** to finalize the approval. The requisition is sent to the next reviewer or to the business office if you are the final reviewer.

## Create Receipts

Receipts are created for purchase orders. A receipt is a record created to keep a record of items or services your organization purchases and receives. In **Accounts Payable**, a receipt records whether purchase order line items are received, rejected or canceled.

Once an item on a purchase order is delivered to your organization, you can receipt the item. When you create a receipt for a purchase order, you automatically generate the entries required to reverse encumbrance transactions posted from a purchase order. You can create receipts in both *WebPurchasing* and *The Financial Edge*. With the receipting functionality in *WebPurchasing*, you can receive, reject, and cancel line items attached to a purchase order, and specify the quantity received and who will receive the items. Your user security settings determine whether you can create receipts for only yourself or for all users.

Your organization should decide who can create receipts — a receiving department, specific user, or all users creating requisitions — and whether that user or users have rights to The Financial Edge. Creating receipts in *WebPurchasing* is helpful if you have multiple users that do not have access to The Financial Edge receipting functionality. If you only have a few users creating receipts, it may make more sense to give them rights to The Financial Edge and create receipts there.



**Note:** For more information about creating receipts in *The Financial Edge*, see the *Records Guide for Accounts Payable*.

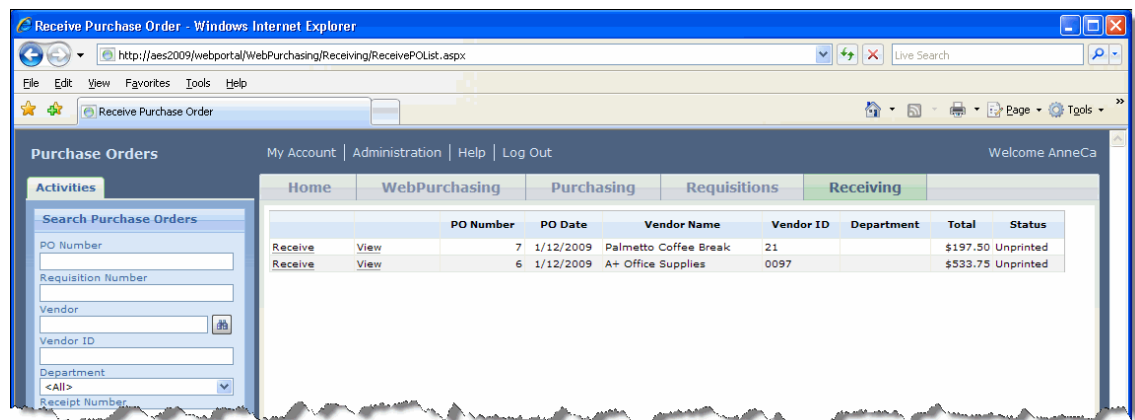
### ➤ Create a receipt in WebPurchasing

Before you can create a receipt in *WebPurchasing*, you must generate a purchase order in *The Financial Edge*. For more information about generating a purchase order, see “Generate Purchase Orders” on page 61.

1. From the Home page in *WebPurchasing*, click the **Find Purchase Order** link under the Receive list. The Purchase Orders page appears. This page lists purchase orders that have not been closed or have not been printed.



**Note:** Your user security settings determine which purchase orders you see on this page. For example, you may be able to view purchase orders generated by everyone in your organization, or you may be able to view only purchase orders you generate. For more information about user security settings, see “User Security Setup” on page 5.



2. Locate the purchase order for which you want to create a receipt. You can use search options under Search Purchase Orders on the left side of the page. The **Receive** link appears next to each purchase order that has not been fully received.

- Click **Receive** to create a receipt. The Receive Purchase Order page appears. This page displays line items for the selected purchase order.

- Review the line items listed on your purchase order.
- To receive individual line items, in the line item grid, click **Receive**. The received items appear in the **Current Receipt** box on the **Activities** tab. Clicking the minus button next to the item removes it from the list and cancels the action.
- To receive all line items for the purchase order, click **Receive All** at the top of the Purchase Order Line Item page. The New Receipt page appears.



**Note:** To reject or cancel all line items within a purchase order, click **Reject All** or **Cancel All** at the top of the page. To reject a line item and replace it later, click **Reject**. To cancel a line item completely, click **Cancel**.



7. In the **Description** field, enter a description of the items. For example, “May 2008 office supply order.”
8. The **Receipt date** field displays the current date. You may change the date in this field.
9. In the **Received by** field, select the individual who received the order. This is a required field.
10. In the **Default Location** field, select the area where the order was delivered.
11. In the **Post Date** field, enter the date for the line item to post. This is a required field.
12. In the **Item Post Status** field, “Not Yet Posted,” “Do Not Post,” or, “Wait For Invoice.” This is a required field.
13. If you need to create more receipts for this purchase order, click **Add items to this receipt** on the Activities tab. You return to the Purchase Order where you can select more items to add to the receipt.
14. To add a serial number to the line item, click **Add SN** under the **Serial #** column. The Serial Numbers screen appears.

15. In the **Quantity of SN** field, enter the number of serial numbers you want to add to the line item.
16. In the **Serial Number** field, enter the serial number.
17. To return to the Receipt page, click **Save**. The **Serial #** column displays the number of serial numbers you added to the line item.
18. To save the receipt and return to the Purchase Order page, click **Save Receipt**.

## Edit Receipts

Once you have created and finalized a receipt, you still have an opportunity to edit it until it is posted. For example, you may want to delete a line item, add a serial number to a line item within the receipt, or add more line items to the receipt.

### ➤ Edit a receipt

1. From the Home page in *WebPurchasing*, click the **Find Purchase Order** link under the Receive list. The Purchase Orders page appears. This page lists purchase orders that have not been printed or closed.

2. To open a purchase order, click **View**. The Purchase Order Receipts page appears.

**Purchase Order Receipts**

My Account | Administration | Help | Log Out

Welcome AndrewsMa

**Activities**

Activities

Back to PO List

**Home** | WebPurchasing | Purchasing | Requisitions | **Receiving**

**Vendor:** A+ Office Supplies  
**PO Number:** 8  
**Status:** Unprinted  
**Order From:** <Vendor Address>  
**Ship Via:** Best Way  
**FOB:**

**Vendor ID:** 0097  
**Order Date:** 1/12/2009  
**Buyer:**  
**Department:**  
**Confirm To:**  
**Ship To:** Shipping & Receiving  
**Attention:**

**Comment:**

**Receipts:**

	Receipt #	Description	Date	Received By
Edit Delete	8		1/12/2009	Cynthia Bell

**Line items:**

	Product ID	Product Description	Ordered Quantity	Unit	Unit Cost	Extended Cost
1	3RB1	3 Ring Binder (1in)	1.00	Box	\$14.00	\$14.00
2	3RB2	3 Ring Binder (2in)	1.00	Box	\$18.00	\$18.00
3	PN	Post It Notes	1.00	Box	\$15.50	\$15.50
4	WE	Window Envelopes	1.00	Case	\$22.50	\$22.50

3. Under **Receipts**, click **Edit** to open the receipt you want to edit. The Receipt page appears.

**Note:** To delete the entire receipt, click **Delete**.



**Edit Receipt 8**

My Account | Administration | Help | Log Out

Welcome AndrewsMa

**Activities**

Activities

Add items to this receipt

**Home** | WebPurchasing | Purchasing | Requisitions | **Receiving**

Return to PO's | Save Receipt | Delete Receipt

**PO Number:** 8  
**Ordered by:**  
**PO Date:** 1/12/2009

**Description:**

**Receipt date:** 1/12/2009  
**Received by:** Cynthia Bell  
**Default Location:**  
**Post date:** 1/16/2009  
**Item Post Status:** Not Yet Posted

**Receipt Line Items**

	Product ID	Product Description	Quantity	Unit	Action	Serial #
1	3RB1	3 Ring Binder (1in)	1.00	Box	Receive Add SN	
2	3RB2	3 Ring Binder (2in)	1.00	Box	Receive Add SN	
3	PN	Post It Notes	1.00	Box	Receive Add SN	
4	WE	Window Envelopes	1.00	Case	Receive Add SN	

4. Make your changes to the receipt.
- You can change the information entered in the **Description**, **Receipt date**, **Default Location**, **Received by**, **Item Post Date**, and **Item Post Status** fields.
  - Under **Receipt Line Items**, you can delete a line item or add a serial number to the line item.
  - If you need to create more receipts for this purchase order, click **Add items to this receipt** on the Activities tab. You return to the Purchase Order where you can select more items to add to the receipt.

- If you want to cancel the entire receipt, click **Delete Receipt**. This removes the line items from the purchase order and relieves the encumbrance accounts.
5. To save your changes and return to the Purchase Order Receipts page, click **Save Receipt**.
  6. To return to the Purchase Orders page, click **Back to PO List** under the **Activities** tab.



# WebPurchasing Business Office Processes

## In this chapter

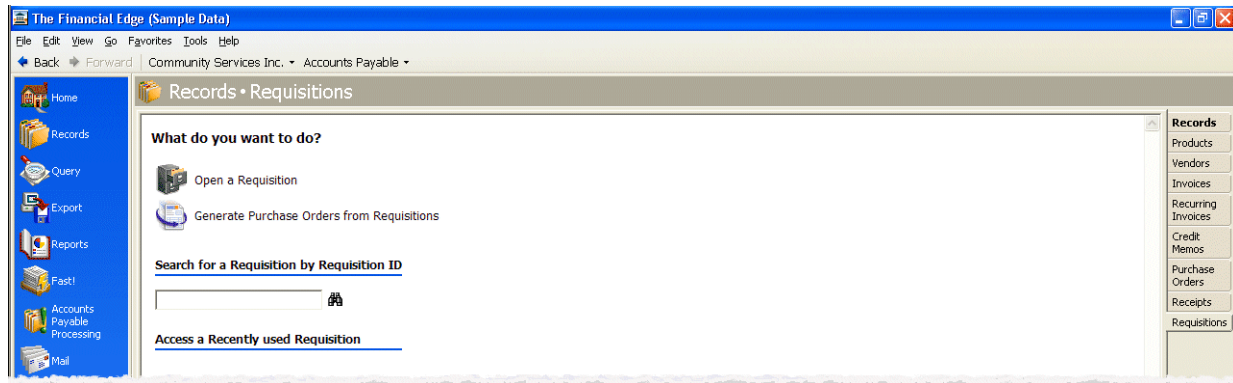
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- ▶ “View Requisition Records” on page 56
- ▶ “Generate Purchase Orders” on page 61
- ▶ “View Purchase Orders” on page 67
- ▶ “View Receipts” on page 69
- ▶ “WebPurchasing Reports” on page 71

This chapter describes the business processes related to *WebPurchasing* that are performed in *The Financial Edge*. When requisitions are generated and approved in *WebPurchasing*, you can generate purchase orders automatically from those requisitions in *The Financial Edge*. In addition, you can view requisition and purchase order records, run reports, and create receipts. Users must have rights to *The Financial Edge* to use this functionality.

# View Requisition Records

Once you create requisitions in *WebPurchasing*, the requisition records appear in *Accounts Payable* and are accessed from the Records page. From *Accounts Payable*, click **Records** on the navigation bar and then click the **Requisition** link.



From this page, you can update requisitions and generate purchase orders. To quickly access requisitions, you can click a recently accessed record or use the **Search for a Requisition by requisition ID** field.

## Open and Edit Requisition Records

To find and open a requisition, you need to be familiar with the Open screen. The Open screen has a number of filters you can use to narrow your search and quickly locate the requisition you want to open.

You access the Open screen by clicking **Open a Requisition** from the Requisitions page.



**Note:** For detailed information about the Open screen and each filter you can use, see the *Program Basics Guide*.

➤ **Open a requisition from the Requisition page of Records**

1. From the Requisition page, click **Open a Requisition**. The Open screen for requisitions appears.

The 'Open' dialog box is shown with a search criteria section. It includes a 'Find' dropdown set to 'Requisition' and a 'Search using query' dropdown set to '<Default>'. Below this is a large empty grid area. At the bottom, there is a section titled 'Find Requisitions that meet these criteria:' with a checkbox for 'Exact match only'. This section contains several input fields: Requisition ID, Requester ID, Owner ID, Route to ID, Department, Status, Last modified by, and Last modified on (set to 'any time'). At the bottom of the dialog are buttons for 'Hide Filters', 'Clear Filters', 'Previous Filters', 'Filters are not applied', 'Find Now', 'Open', and 'Cancel'. A note at the very bottom says 'Press F7 to zoom'.

2. In the **Find Requisitions that meet these criteria** frame, enter the criteria you are using to search for the requisition. The criteria you can use includes a Requisition ID, Requester ID, Owner ID, Route to ID, Department, Status, Last modified by, and Last modified on.
3. After you enter your search criteria, click **Find Now**. The program searches your database and displays all requisitions that meet your search criteria. Again, depending on how limited or detailed your criteria are, the program may find one record or many records.
4. In the grid, select the requisition you want to open.
5. Click **Open**. The requisition appears.

The 'Requisition 1' form is displayed. It has a menu bar with 'File', 'Edit', 'View', 'Requisition', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for 'Save and Close', 'Print', 'Delete', 'Copy', 'Paste', 'Find', 'Home', 'Back', 'Forward', and 'Help'. The main area has tabs for 'Requisition', 'Line Items', 'Attributes', 'Notes', and 'History of Changes'. The 'Requisition' tab is active, showing 'Requisition Number: 1'. Below this, there is a table with the following information: Submitted by: AndrewsMa, Submitted on: 7/21/2008, Status: Approved, Owner: AndrewsMa, and Description: Leeds Road Office Supplies. At the bottom right, there is a status bar showing 'Total Amount: \$380.51' and '7/21/2008'.

6. Click **Save and Close** on the toolbar to return to the Requisitions page.



### ➤ Edit a requisition line item

Once a requisition created in *WebPurchasing* is approved, you still have an opportunity to edit individual line items in *The Financial Edge*.

1. From the Requisitions page, open the requisition you want to edit.

**Requisition 1**

File Edit View Requisition Favorites Tools Help

Save and Close

Requisition | Line Items | Attributes | Notes | History of Changes

**Requisition Number: 1**

Submitted by: AndrewsMa Submitted on: 7/21/2008

Status: Approved Owner: AndrewsMa

Description: Leeds Road Office Supplies

Total Amount: \$380.51 7/21/2008

2. To edit requisition line items, click the **Line Items** tab.

**Requisition 1**

File Edit View Requisition Favorites Tools Help

Save and Close

Requisition | Line Items | Attributes | Notes | History of Changes

Open Delete

Line	Product ID	Description	Unit	Quantity	Price	Extended Amount	Approval Status
1	3RB1	3 Ring Binde...	Box	1.00	\$14.000	\$14.00	Approved
2	3RB2	3 Ring Binde...	Box	1.00	\$18.000	\$18.00	Approved
3	LP36	Legal Pad (3 ...	Case	1.00	\$29.500	\$29.50	Approved
4	LTH	Letterhead	Box	1.00	\$17.500	\$17.50	Approved
5	MNF	Manilla Folder	Box	1.00	\$12.750	\$12.75	Approved
6	SECURITY	Monthly Sec...	Each	1.000	\$75.760	\$75.76	Approved
7	OXDR25	Oxford - Dry...	Each	1.000	\$125.000	\$125.00	Approved
8	PN	Post It Notes	Box	1.00	\$15.500	\$15.50	Approved
9	OXDRM	Oxford - Dry...	Case	1.00	\$72.500	\$72.50	Approved

Total Amount: \$380.51 7/29/2008

3. Select the line item you want to edit and click **Open** on the action bar. The Requisition Line Item screen appears.

4. On the Line Item tab you can add or change information in the **Vendor Name**, **Date required**, **External notes**, **Internal notes** fields.



**Note:** Depending on your business rules, you can change the values in the **Amount/quantity** frame and reroute the requisition through the approval process. For more information about business rules, see “Configure Business Rules” on page 26.

5. Click the **Purchase Order Information** tab to add or edit any missing purchase order information to the selected line item.

- a. In the **Department** field, select the department for which the order is being placed.
- b. In the **Ship via** field, select the shipping method to use.
- c. In the **FOB (Freight on board)** field, enter the point at which the client assumes ownership of the order.
- d. In the **Deliver to** field, select the individual who will receive the order.
- e. In the **Ship to** field, select the area to receive the order.
- f. In the **Buyer** field, select the individual responsible for buying the item.

6. Click the **Distribution** tab to add or edit any GL Distribution information to the selected line item.

**Requisition Line Item 1**

File Edit View Line Item Help

Save and Close [Icons]

Line Item | Purchase Order Information | **Distribution** | History of Changes | Purchase Order Line Items

Interfund: 01 Budget: \$ %

DR Account Number	DR Account De...	Amount	Project ID	Project Description	
01-5200-00	Office Supplies	\$7.00	9999	None	Unres
01-5200-03	Office Supplies	\$7.00	1005	L&M Grocery Endowment	Unres

Distribution... Load Distribution... Distribute Evenly Attributes... Delete All... Remaining: \$0.00

7/29/2008

- In the **DR Account Number** column, enter the debit accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.  
  
You can also use a default account distribution defined in *Configuration*. Click **Load Distribution** and select **From Table**.
- Enter the amount of the distribution in the **Amount** column. You can manually enter amounts for each account or you can click **Distribute Evenly** to distribute amounts equally among the selected accounts.
- If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
- In the **Class** column, select a class for the distribution.
- If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
- To enter different transaction distributions for the debit accounts in a distribution row, select the distribution row and click **Distribution**. The Debit Transaction Distribution screen appears.

You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit account. When you have finished entering information, click **OK** to return to the requisition line item record **Distribution** tab.



**Note:** On the Debit Transaction Distribution screen, you can click **Load Distribution** to select a transaction distribution defined in *Configuration* in *Accounts Payable*.

- g. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the requisition line item record **Distribution** tab.
7. Click the **History of Changes** tab to view the changes made to this requisition line item.

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Last Action	Pending	Approved	7/21/2008	AndrewsMa
Approval Status	Pending	Approved	7/21/2008	AndrewsMa
Vendor	<blank>	A+ Office Supplies	7/29/2008	Supervisor

The grid displays **Item Changed**, **Previous Setting**, **New Setting**, **Changed On**, and **Changed By** columns. The History of Changes tab is for informational purposes only.

8. Click the **Purchase Order Line Items** tab to view the purchase order line items linked to the requisition line item.

Purchase Order #/	Line Item #	Quantity Ordered	Unit Cost	Date promised	Line Item Status	Purchase Order ..
6	1	1.00	\$14.000		Not Received	Unprinted purchas



**Note:** The information displayed in this tab appears only once a purchase order is generated.

9. To save changes made to the requisition line item, click **Save and Close** on the toolbar to return to the requisition record.

## Generate Purchase Orders

Once a requisition created in *WebPurchasing* is approved, you can generate a purchase order from that requisition in *The Financial Edge*. You can create purchase orders on the Requisition page or the Purchase Orders page in *Accounts Payable*.

➤ **Generate a Purchase Order in Accounts Payable**

1. From the Requisitions page, click **Generate Purchase Orders from Requisitions**. The Generate Purchase Orders from Requisitions screen appears.

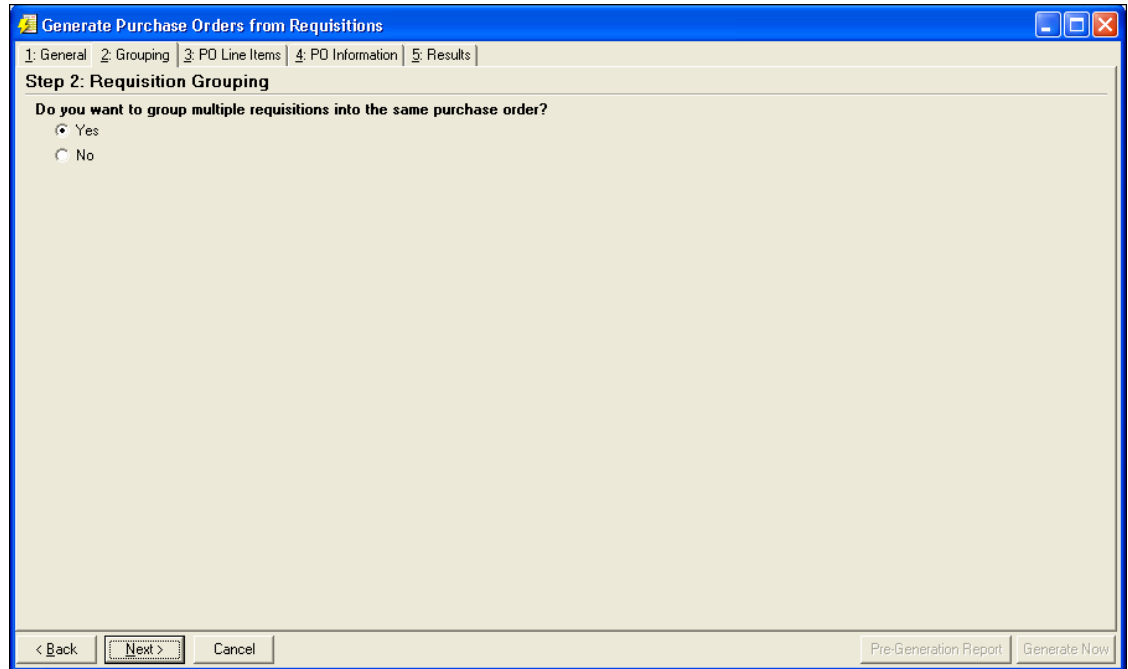
2. Click **Generate for** and select to generate purchase orders for all records, selected records, or one record. If you choose **Selected records**, you must select a query of records. If you choose **One record**, you must select the record.



**Note:** Use this filter when you want to generate a purchase order for a specific requisition.

3. In the **Post status/Date** field, select “Not yet posted” or “Do not post.” If you select “Not yet posted,” you must enter a valid post date.
4. In the **Interfund Set** field, select an interfund set to create balancing entries if you enter debit and credit accounts from different funds. Interfund sets are defined in *Configuration*.
5. Mark **Always use the unit price from the requisition line item** or **If a unit price exists on the product record, always use that price**. This gives you the option to always use the price from the Product record in *Configuration*.

6. Click **Next** to access the Grouping tab.



**Generate Purchase Orders from Requisitions**

1: General 2: Grouping 3: PO Line Items 4: PO Information 5: Results

**Step 2: Requisition Grouping**

Do you want to group multiple requisitions into the same purchase order?

☒ Yes

☐ No

< Back Next > Cancel Pre-Generation Report Generate Now

7. Mark **Yes** to group multiple requisitions into the same purchase order. When you mark **Yes**, you indicate how those requisitions should be combined on the PO Line Items tab (see step 9 of this procedure). For example, when Sally and Tom each create a requisition for the same vendor, one purchase order is generated.

If you do not want to group multiple requisitions into the same purchase order, mark **No**. Marking **No**, removes the PO Line Items tab and a separate purchase order is created for each requisition. For example, when Sally and Tom each create a requisition for the same vendor, two purchase orders are generated.



**Generate Purchase Orders from Requisitions**

1: General 2: Grouping 3: PO Information 4: Results

**Step 2: Requisition Grouping**

Do you want to group multiple requisitions into the same purchase order?

☐ Yes

☒ No

< Back Next > Cancel Pre-Generation Report Generate Now



8. Click **Next** to access the PO Line Items tab. This tab appears if you marked **Yes** on the Grouping tab.

9. Mark **By Vendor only** or **By Vendor and purchase order information**. If you choose **By Vendor only**, requisition line items are grouped by vendor. If you choose **By Vendor and purchase order information**, the requisition line items are grouped by vendor and the purchase order information you select. For example, Sally, Tom, and William each create a requisition for the same vendor. However, Sally and Tom are in the same department. If you choose to group requisition line items by vendor and department, two purchase orders are generated — one for William and one for Sally and Tom who are in the same department.
10. If you have two requisition line items for the same product, you need to determine how to handle them in the purchase order.
- To combine the two requisition line items into a single purchase order line item, mark **Combine line items into a single PO line item**.
  - To keep the two requisition line items separate, mark **Keep line items separate**. For example, Sally and Tom each create a requisition for the same vendor to order a computer. You choose to group requisitions by vendor only to generate one purchase order. However, when you mark **Keep line items separate**, two separate line items are created for each computer when the purchase order is generated.



11. Click **Next** to access the PO Information tab. Use this tab to add any missing information for all purchase orders generated.

**Generate Purchase Orders from Requisitions**

1: General | 2: Grouping | 3: PO Line Items | 4: PO Information | 5: Results

**Step 4: Purchase Order**

If Purchase Order information is missing, what should default?

Ship via: Best Way Ship to: Shipping & Receiving

FOB: Department:

Terms: Confirm to:

Buyer: Attention:

Comments:

< Back Next > Cancel Pre-Generation Report Generate Now

- If no grouping settings were defined for requisition line items on the Grouping tab, the purchase order information selected on the PO Information tab overwrites the purchase order information on an individual requisition line item. For example, if you group two requisition line items By Vendor and By Department and both line items have purchase order information defined, the purchase order information defined on the PO Information tab overwrites what is on each individual line item.
  - If two requisition line items are grouped and they both have purchase order information defined, the purchase order information of the first line item overwrites the purchase order information of the second line item.
12. In the **Ship via** field, select the shipping method to use.
  13. In the **FOB (Freight on board)** field, enter the point at which the client assumes ownership of the order.
  14. In the **Terms** field, select how you want to pay a vendor. Terms are payment rules established for payments to vendors or payments from customers. Terms specify how long a customer who purchases on account may wait to pay an invoice. Terms may include discount provisions for early payment of an invoice.
  15. In the **Buyer** field, select the individual responsible for buying the items.
  16. In the **Ship to** field, select the area to receive the order.
  17. In the **Department** field, select the department for which the order is being placed.
  18. In the **Confirm to** field, enter the name of the person with whom the order was placed.
  19. In the **Attention** field, enter the name of the person to whom the package is being shipped.
  20. In the **Comments** field, enter any comments to associate with this purchase order. These comments are printed on the bottom of the purchase order.

21. Click **Next** to access the Results tab.

The screenshot shows the 'Generate Purchase Orders from Requisitions' window with the 'Results' tab selected. The window displays a table of requisition line items with columns: Gen..., Requisition #, Requisition Line #, Vendor, Has Suggested Vendor, Product..., Unit Price, Quantity, Quantity ordered, Quantity to order, Submit..., Date Promised, PO #, and PO Line #. The table contains four rows of data, all with a quantity of 1.00 and a unit price of \$42.00 or \$85.00. The vendors listed are Kimberlism, Kimberlism, Kimberlism, and Kimberlism. The bottom of the window has buttons for '< Back', 'Next >', 'Cancel', 'Pre-Generation Report', and 'Generate Now'.

Gen...	Requisition #	Requisition Line #	Vendor	Has Suggested Vendor	Product...	Unit Price	Quantity	Quantity ordered	Quantity to order	Submit...	Date Promised	PO #	PO Line #
<input checked="" type="checkbox"/>	22	1	Kimberlism	<input checked="" type="checkbox"/>	GLOVES	\$42.000	1.00	0.00	0.00	Kimberlism		19	1
<input checked="" type="checkbox"/>	23	1	Kimberlism	<input checked="" type="checkbox"/>	FAK	\$85.000	1.00	0.00	0.00	Kimberlism		19	2
<input checked="" type="checkbox"/>	22	2	Office Sup...	<input type="checkbox"/>	FAK	\$85.000	1.00	0.00	0.00	Kimberlism		20	1
<input checked="" type="checkbox"/>	23	2	A+ Office ...	<input type="checkbox"/>	GLOVES	\$42.000	1.00	0.00	0.00	Kimberlism		21	1

22. If there is not a vendor on the requisition line item, enter the vendor name in the **Vendor** column or click the binoculars to locate the vendor.
23. If the checkbox is marked in the **Has Suggested Vendor** column, double-click the line item to view the suggested vendor information. You can decide to add the new vendor to **Accounts Payable**.

The screenshot shows the 'Requisition Line Item 1' window. The 'Line Item' tab is selected, and the 'Product/description' is 'First Aid Kits'. The 'Vendor name' field is empty. The 'Suggested vendor' section displays the following information:

Vendor Name: The General Store  
 Phone Number: 843-555-1212  
 Web Site: www.thegeneralstore.com  
 Address: 1212 Lakeshore Drive  
 Charleston, SC 29406

Contact Name: Timothy Mosley  
 Email Address: timbo@email.com

The 'Amount/quantity' section shows a table with columns: Unit of Measure, Quantity, Unit Price, and Extended Amount. The data row shows 'Case' with a quantity of 1.00, a unit price of \$85.000, and an extended amount of \$85.00.

The 'Approval status' is 'Approved'. The 'Date required' field is empty. The 'External notes' and 'Internal notes' fields are also empty.

The bottom of the window has a status bar with the text 'Press F7 for product search' and the date '12/03/2008'.



**Tip:** If this column does not appear in the grid, right-click and select **Columns**. From the Columns screen, mark the checkbox next to **Has Suggested Vendor**.

24. In the **Quantity to Order** column, enter the number of line items you want to order.
25. In the **Date Promised** field, enter the date the vendor promised to deliver the item.
26. Click **Create All** to fill the **Quantity to Order** column with the remaining amount to order.
27. Click **Pre-Generation Report** to view the Control Report. If you do not like the results displayed in the Control Report, close the report and click **Back** to change the settings on the previous tabs.
28. Click **Generate Now** to generate purchase orders.

## Miscellaneous Line Items in WebPurchasing

You can now use miscellaneous line items in *WebPurchasing* when creating purchase orders by requesting a one-time product at a flat amount. For example, let's say you have contract for a dollar amount of services rendered, such as security consulting for \$1 million for the year. The security firm charges a flat amount for each event they work, and your organization receipts this amount each time it uses the service.

Here is the suggested the workflow:

- Use *WebPurchasing* to request a one-time product with a flat amount value. You can do this from the Purchasing tab on the Request One-time Product page. Select the vendor, then enter a product description, price, and any additional notes you might need. Next, add this flat amount item to your cart.
- Once the requisition is added to your cart, review the information and select **Create Requisition**. Now you can submit the requisition, which goes to the person at your organization who typically reviews them.
- Once the requisition is approved, it is sent to the **Generate Purchase Orders from Requisitions** wizard in *The Financial Edge*. To access this wizard, go to Accounts Payable, Records, Requisitions.
- You can create the Purchase Order here by selecting **Generate Now**.
- You can then receipt the Purchase Order through *The Financial Edge* or *WebPurchasing*. You can also receive a dollar amount as opposed to a quantity.

**Note:** We recommend you enable two Requisition business rules in Accounts Payable: **Allow users to change the unit price (or total price for flat amount items) for items in their Shopping Cart**, and **Allow approvers to edit the unit price and quantity (or total price for flat amount items) on Requisition line items**.

## View Purchase Orders

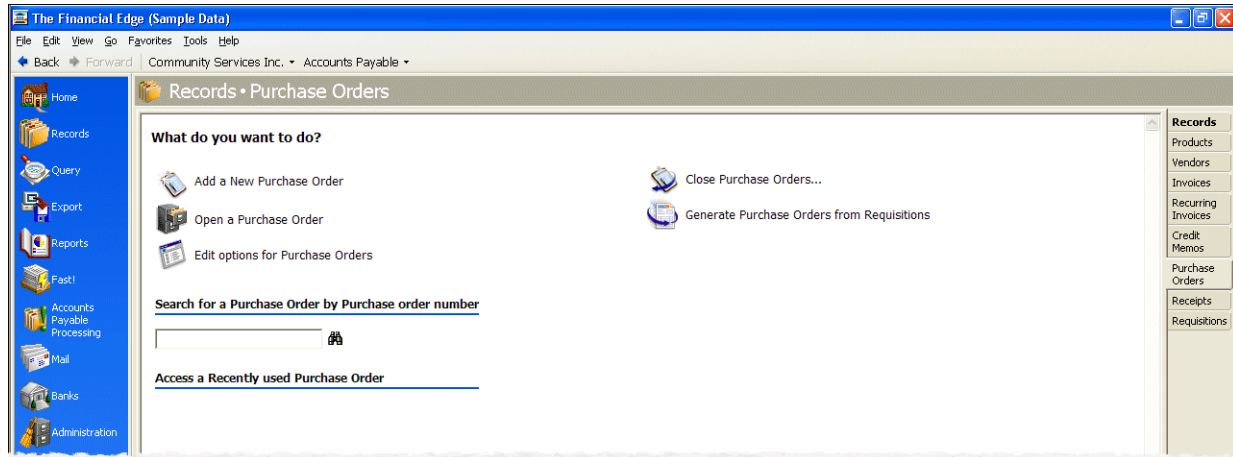
The Purchase Orders page is the starting point for purchase order records. To access this page, in *Accounts Payable*, click **Records** on the navigation bar and then click the **Purchase Orders** link.



**Note:** The **Purchase Orders** link appears on the Records page only if you have installed the optional module *Purchase Orders*.

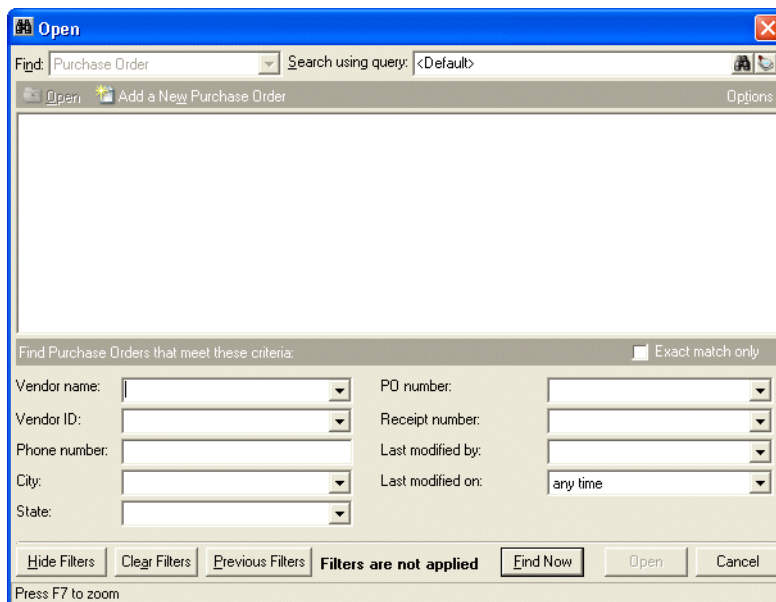
From the Purchase Orders page, you can add a new purchase order record, open existing records, and close purchase orders. You can also edit purchase order options by clicking **Edit options for Purchase Orders**. This link opens the Options screen for records.

To save time when searching for a specific purchase order record, you can use the **Search for a Purchase Order by purchase order number** field. The Purchase Orders page also lists recently accessed purchase order records.

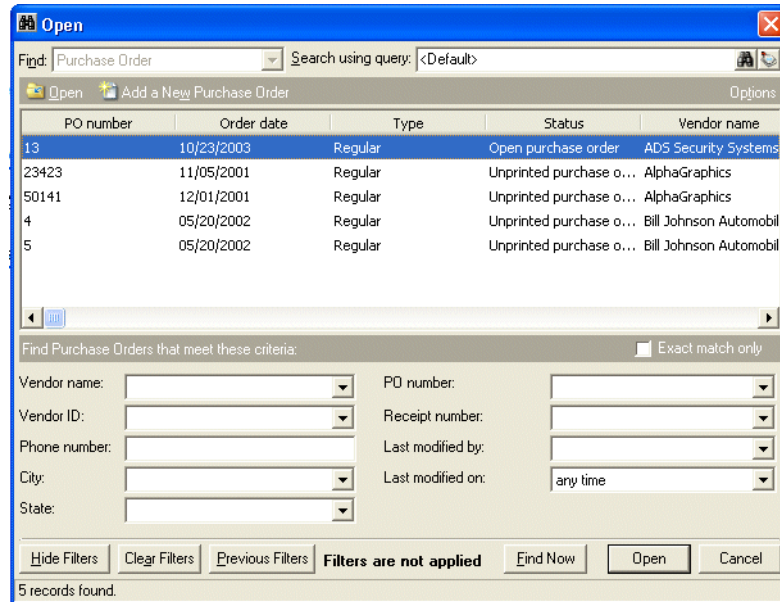


### ➤ Open a purchase order record

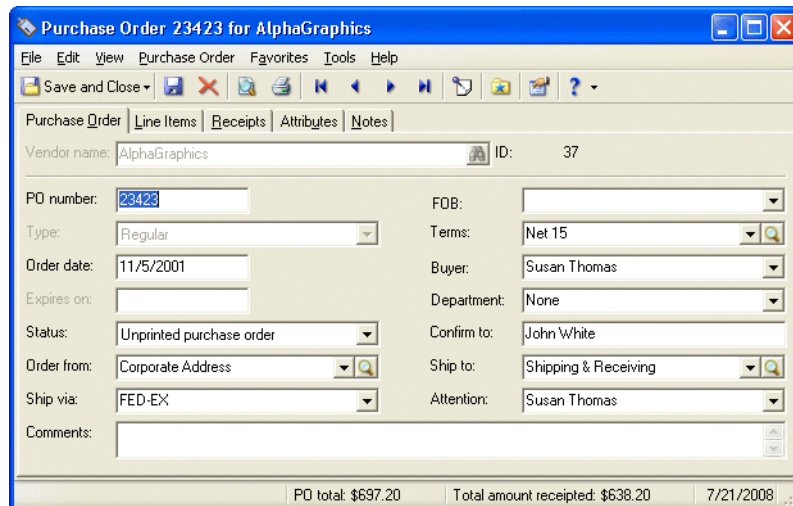
1. On the navigation bar, click **Records**.
2. Click **Purchase Orders**. The Purchase Orders page appears.
3. Click **Open a Purchase Order**. The Open screen for purchase orders appears.



4. In the **Find Purchase Orders that meet these criteria** frame, enter the criteria you are using to search for the purchase order. Criteria you can use include a vendor name, ID, phone number, city, or state.
5. After you enter search criteria, click **Find Now**. The program searches the database and displays all purchase orders that meet your search criteria.



6. In the grid, select the purchase order to open.
7. Click **Open**. The purchase order record appears.



8. After you view or edit the record, click **Save and Close** on the toolbar.

## View Receipts

To find and open a receipt, you need to be familiar with the Open screen. The Open screen has a number of filters you can use to narrow your search and quickly locate the receipt you want to open. You access the Open screen by clicking **Open a Receipt** from the Receipts page.



**Note:** For detailed information about the Open screen and each filter you can use, see the *Program Basics Guide*.

### ➤ Open a receipt

1. On the navigation bar, click **Records**.
2. Click **Receipts**. The Receipts page appears.
3. Click **Open a Receipt**. The Open screen for receipts appears.

4. In the **Find Receipts that meet these criteria** frame, enter the criteria you are using to search for the receipt. Criteria you can use include a vendor name, ID, phone number, city, or state.
5. After you enter your search criteria, click **Find Now**. The program searches your database and displays all receipts that meet your search criteria. Again, depending on how limited or detailed your criteria are, the program may find one record or many records.
6. In the grid, select the receipt to open.
7. Click **Open**. The receipt appears.

Line #	Vendor Part #	Description	Ordered	Action	Quantity	Unit Cost
1		3 Ring Binder...	4.000	Receive	4.0000	\$18.000
2		Manilla Folder	10.000	Receive	6.0000	\$12.750
3		Uni-Ball Visio...	2.000	Receive	2.0000	\$48.000
4		Shipping	1.000	Receive	1.0000	\$14.780



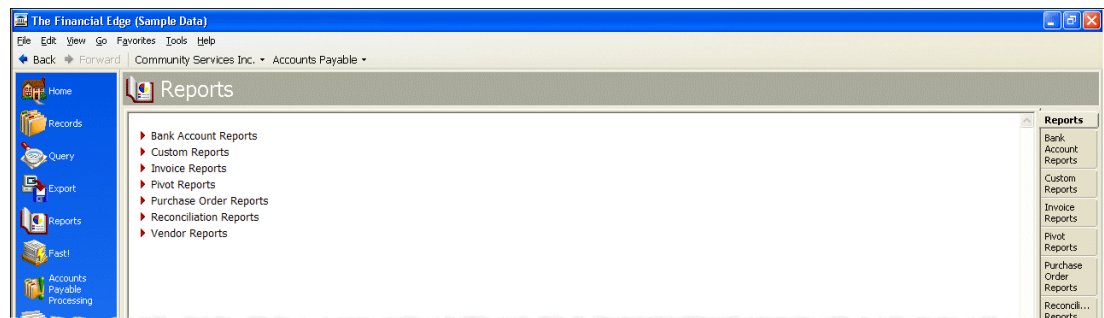
8. After you view or edit the record, click **Save and Close** on the toolbar.

## WebPurchasing Reports

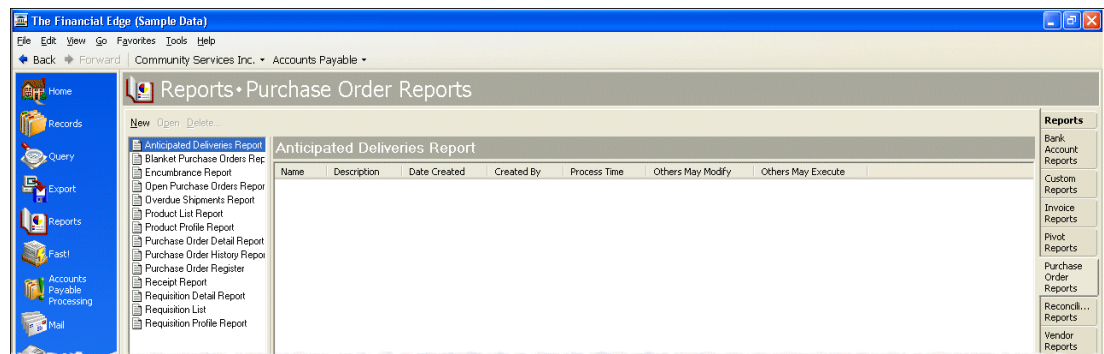
There are several reports in *Accounts Payable* that you can run to monitor, evaluate, and distribute information about the requisitions, purchase orders, and receipts created in *WebPurchasing*.

### ➤ Select a report

1. From the navigation bar in Accounts Payable, click **Reports**. The Reports page appears.



2. Click **Purchase Order Reports**. The Purchase Order Reports page appears.



3. Select a report from the list. The reports that you can generate for your *WebPurchasing* tasks include:
  - “Requisition Detail Report” on page 71
  - “Requisition Profile Report” on page 81
  - “Requisition List Report” on page 92
  - “Purchase Order Detail Report” on page 101
  - “Receipt Report” on page 113

## Requisition Detail Report

The Requisition Detail Report lists subordinate line item detail for specified requisitions and periods of time. All totals are presented in terms of transaction totals and do not include outstanding balances.



The Requisition Detail Report has three tabs on which you set parameters: General tab, Filters tab, and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a report, see the *Reports Guide for Accounts Payable*.

- “Requisition Detail Report General Tab” on page 72
- “Requisition Detail Report Filters Tab” on page 73
- “Requisition Detail Report Format Tab” on page 74

## Requisition Detail Report General Tab

On the General tab, you set parameters specific to the report you have open and make selections about the information included in the report.

- **Submitted on** – Specify a date for requisitions to include. If you select a <Specific Range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward is included. If both fields are blank, all activity is included.
- **Include line items with a total amount between [ ] and [ ]** – To include only line items with a certain total amount, mark this checkbox.  
If the first field is blank, all amounts up to the amount in the second field are included. If the second field is blank, all amounts greater than the amount in the first field are included. If both fields are blank, all amounts are included.
- **Show purchase order line item detail** – Mark this checkbox to show the purchase order line items.
- **Create an output query of requisitions** – If you mark this checkbox, the program creates a query of requisitions included in the report. You can use the query later in other areas of *Accounts Payable*.

- **Report orientation** – Select Portrait for the report to appear vertically or Landscape for the report to appear horizontally.

## Requisition Detail Report Filters Tab

On the Filters tab, you can include information based on selected criteria including: Requisitions, Vendors, Departments, and Products. For example, you can include requisitions within a selected range and requisitions not falling within the range are excluded from the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.

Filters	Include	Selected Filters
Requisitions	All	<All Requisitions>
Requisition Statuses	All	<All Requisition Statuses>
Departments	All	<All Departments>
Submitted By	All	<All Submitted By>
Owners	All	<All Owners>
Route To	All	<All Route To>
Deliver To	All	<All Deliver To>
Products	All	<All Products>
Vendors	All	<All Vendors>
Line Item Approval Statuses	All	<All Line Item Approval Statuses>
Requisition Attributes	All	<All Requisition Attributes>

- **Open** – Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you specify filters.
- **Clear All Filters** – Click **Clear All Filters** to remove all previously selected filters from the report.
- **Filters** – The **Filters** column lists all the available filters for this report. You cannot edit this column.



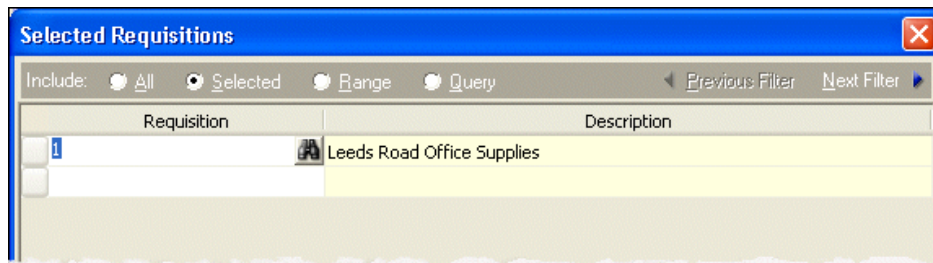
**Note:** A filter controls what records are included in a report. For example, if you apply the Account filter, only the accounts you select are included in the report.

- **Include** – In the **Include** column, if you choose Selected, the Selected <Filter> screen appears for you to designate specific filters.
- **Selected Filters** – Filters you specify appear in the Selected Filters column. If you choose Selected in the Include column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

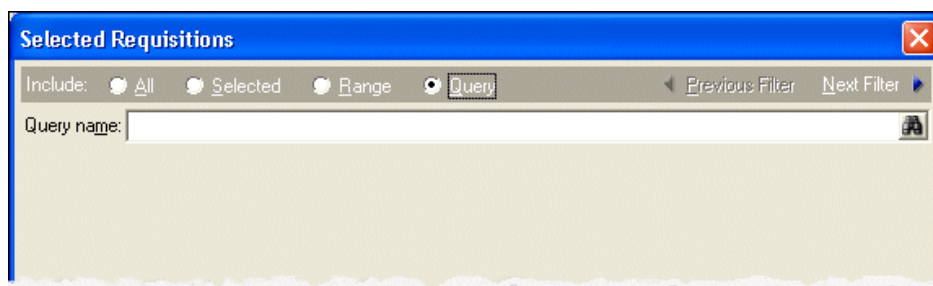
If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



**Note:** If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.



If you mark **Query**, the Query name field appears so you can select a query to use as a filter.



- **Previous Filter** – To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.
- **Next Filter** – To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

## Requisition Detail Report Format Tab

On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

- **Headings** – Use **Headings** to enter the name of your report. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. A default title appears in the **Title** field that you can change. The title and subtitle appear at the top of the report. You can select the heading alignment and whether your organization's name appears in the header.

You can include other options in the header, such as the page number and the date. Mark **Print report headings on each page** to include the header on every page of the report.

The screenshot shows the 'New Requisition Detail Report' dialog box with the 'Format' tab selected. The 'Headings' section is active, showing options for report formatting. The 'Title' is set to 'Requisition Detail Report' and 'Align' is 'Center'. The 'Print organization name in header' checkbox is checked. The 'Print Page Number in Heading' checkbox is checked, with 'Format' set to 'Page 1' and 'Align' set to 'Right'. The 'Print Report Date in Heading' checkbox is checked, with 'Format' set to 'Short Date and Time' and 'Align' set to 'Left'. The 'Print report heading on each page' checkbox is checked. The 'Criteria' section is also visible, showing options for 'Sort/Break', 'Page Footer', 'Report Footer', 'Miscellaneous', and 'Color Scheme'. The 'Back', 'Next', 'Cancel', 'Print', 'Preview', and 'Layout' buttons are at the bottom.

**New Requisition Detail Report**

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

**Headings**

Heading Format

Title: Requisition Detail Report

Subtitle:

Align: Center

☒ Print organization name in header

☒ Print Page Number in Heading

Format: Page 1

Align: Right

☒ Print Report Date in Heading

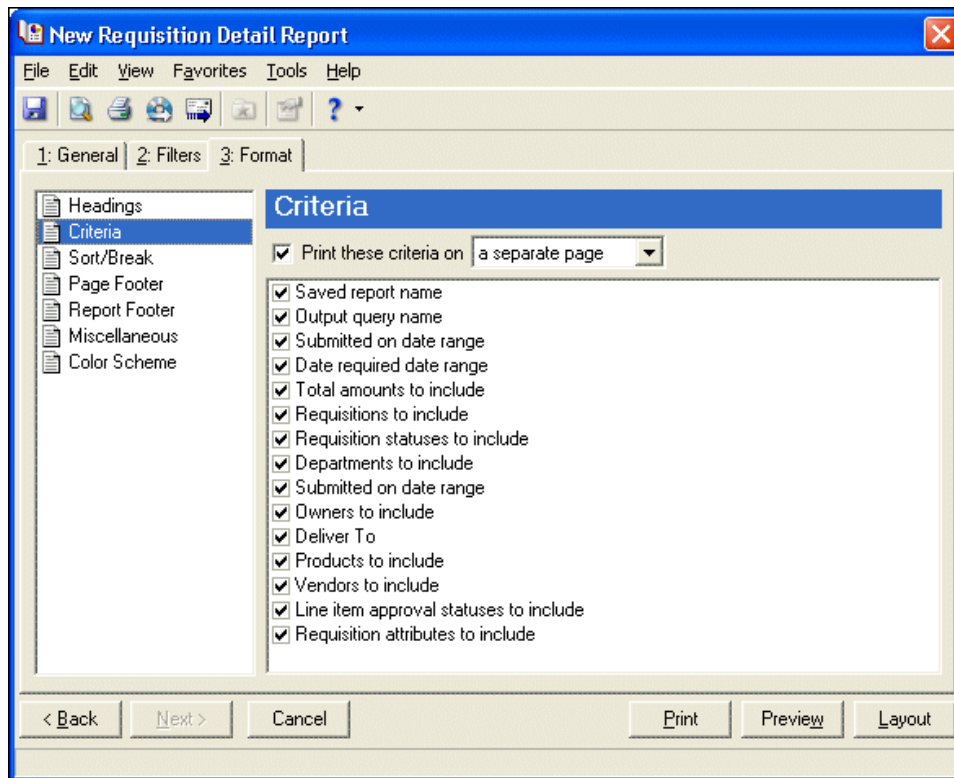
Format: Short Date and Time

Align: Left

☒ Print report heading on each page

< Back Next > Cancel Print Preview Layout

- **Criteria** – Use **Criteria** to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Mark the checkboxes for the criteria you want to show.



- **Sort/Break** – Use **Sort/Break** to select the order information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.  
If you make no selections in the **Sort by** column in the grid, the program sorts by the requisition number in ascending order.



You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per Requisition Number** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new Requisition Number**, a new page starts for the highest level break.

**New Requisition Detail Report**

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings  
Criteria  
**Sort/Break**  
Page Footer  
Report Footer  
Miscellaneous  
Color Scheme

Sort by	Order by	Br...
Requisition Number	Ascending	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Break Header for Requisition Number

Text before value:

Text after value:

Break Footer for Requisition Number

☐ Print count per Requisition Number

☐ Print count as a percentage of total

☐ Page break on each new Requisition Number

< Back Next > Cancel Print Preview Layout

- **Page Footer** – Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field to print as the page footer. You can select the alignment of the footer and whether to include other options, such as the page number and date.

The screenshot shows the 'New Requisition Detail Report' dialog box with the 'Page Footer' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar are three tabs: '1: General', '2: Filters', and '3: Format'. The 'Page Footer' tab is active, showing a 'Page Footer Text' section with a 'Text' input field and an 'Align' dropdown menu set to 'Center'. Below this are two sections for optional footer content. The first section, 'Print Page Number in Footer', has an unchecked checkbox, a 'Format' dropdown set to 'Page 1', and an 'Align' dropdown set to 'Right'. The second section, 'Print Report Date in Footer', also has an unchecked checkbox, a 'Format' dropdown set to 'Short Date and Time', and an 'Align' dropdown set to 'Left'. At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

**New Requisition Detail Report**

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings  
Criteria  
Sort/Break  
**Page Footer**  
Report Footer  
Miscellaneous  
Color Scheme

**Page Footer**

Page Footer Text

Text:

Align: Center

☐ Print Page Number in Footer

Format: Page 1

Align: Right

☐ Print Report Date in Footer

Format: Short Date and Time

Align: Left

< Back Next > Cancel Print Preview Layout



- **Report Footer** – Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field to show as the report footer. In the **Align** field, select the alignment of the footer.

The screenshot shows a software window titled "New Requisition Detail Report". It has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu is a toolbar with icons for file operations and a help icon. The window is divided into three tabs: "1: General", "2: Filters", and "3: Format". The "3: Format" tab is active, and within it, the "Report Footer" sub-tab is selected. On the left side of the "Report Footer" tab, there is a list of report components: "Headings", "Criteria", "Sort/Break", "Page Footer", "Report Footer" (which is highlighted), "Miscellaneous", and "Color Scheme". The main area of the "Report Footer" tab is titled "Report Footer Text" and contains a large text input field labeled "Text:". Below the text field is an "Align:" label followed by a dropdown menu currently set to "Left". At the bottom of the window, there are five buttons: "< Back", "Next >", "Cancel", "Print", and "Preview Layout".

- **Miscellaneous** – Use **Miscellaneous** to specify the font size and how numbers appear on the report.

The screenshot shows the 'New Requisition Detail Report' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Sort/Break', 'Page Footer', 'Report Footer', 'Miscellaneous' (selected), and 'Color Scheme'. The main area displays a table of settings for the 'Miscellaneous' tab.

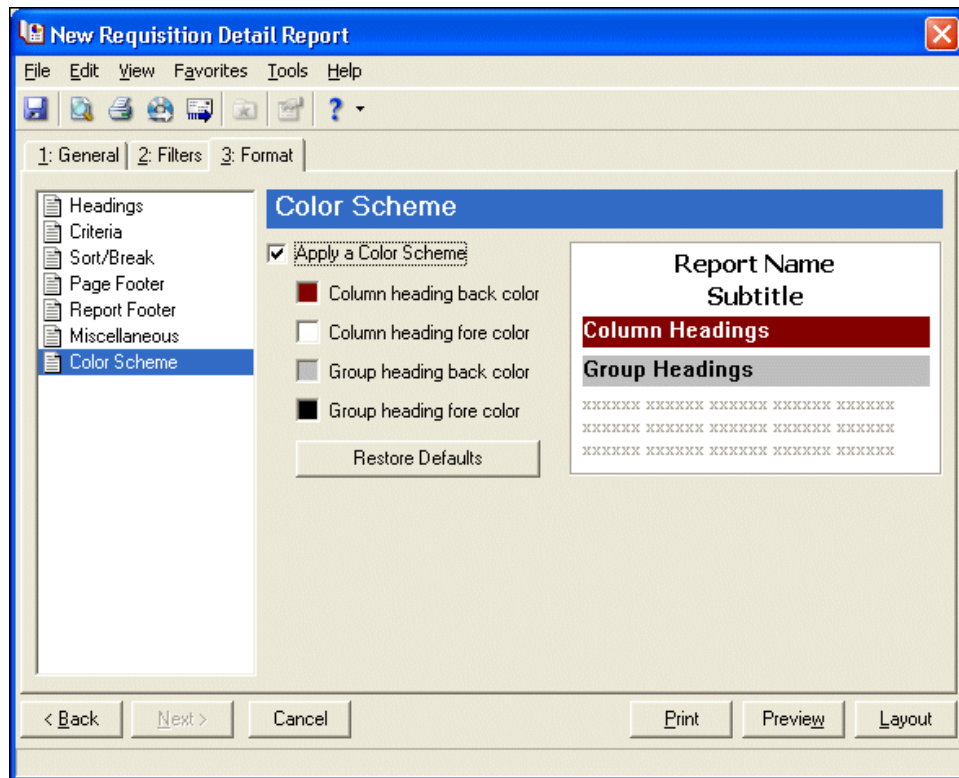
Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Below the table, there is a 'Sample amount:' section with two rows:

Amount	(\$1,234.56)
Percent	100.00%

At the bottom of the dialog, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

- **Color Scheme** – Use **Color Scheme** to select colors for report headings. When you click the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave **Apply a Color Scheme** unmarked, the reports prints in black and gray.



## Requisition Profile Report

The Requisition Profile Report presents biographical and summary information for specified requisitions and subordinate line item detail for a specified period of time. You can select to include distribution information for each requisition line item in the report.

The Requisition Profile Report has three tabs on which you set parameters: General tab, Filters tab, and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a report, see the *Reports Guide for Accounts Payable*.

- “Requisition Profile Report General Tab” on page 82
- “Requisition Profile Report Filters Tab” on page 83
- “Requisition Profile Report Format Tab” on page 84

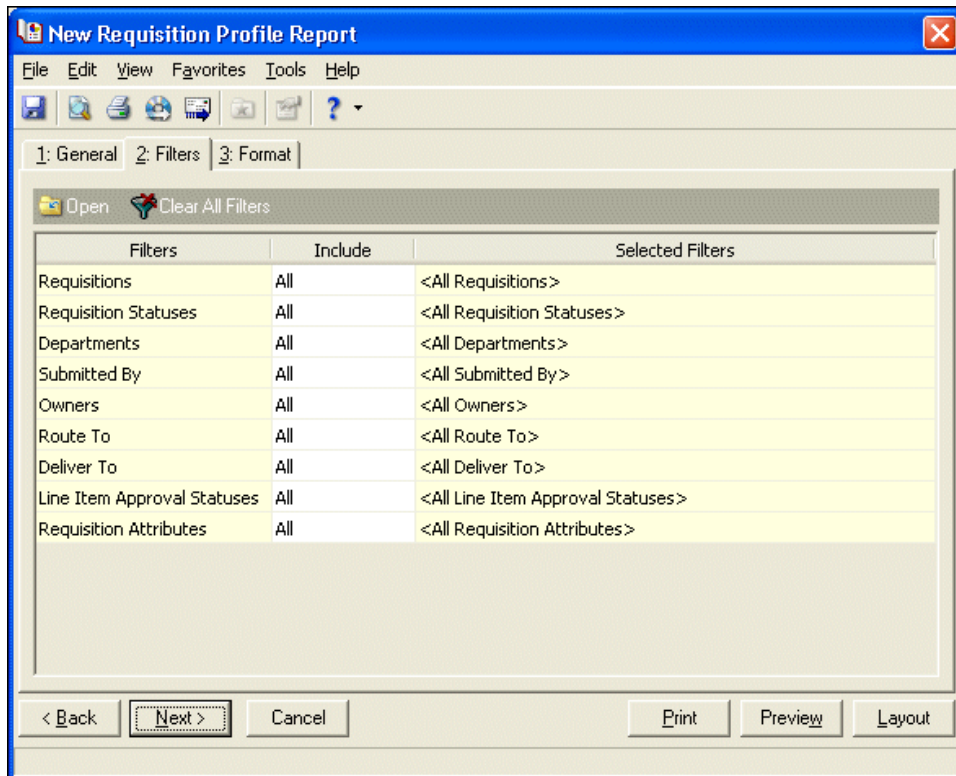
## Requisition Profile Report General Tab

On the General tab, you set parameters specific to the report you have open and make selections about the information included in the report.

- **Include these report sections** – You select the sections to appear on the report. Each requisition will appear with a section that lists information from the General tab of the requisition record. Mark **Line Item Detail**, **Attributes**, and **History of changes** to include these sections. If a section does not exist for a requisition, it does not show on the report even if the item is marked. For example, if a requisition does not have an attribute, the Attributes section does not appear for that requisition.
- **Submitted on** – In the **Submitted on** field, specify a date for requisitions to include.
- **Date needed** – In the **Date Needed** field, specify a date for requisitions to include. This date pulls from the **Needed by** field on a requisition record.  
If you select a <Specific Range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward, including requisitions with a needed date in the future, is included. If both fields are blank, all activity is included.
- **Include requisitions with a total between [ ] and [ ]** – To only include line items with a certain total amount, mark **Include line items with a total amount between**.  
If the first field is blank, all amounts are included up to the amount in the second field. If the second field is blank, all amounts greater than the amount in the first field are included. If both fields are blank, all amounts are included.
- **Create an output query requisitions** – If you mark **Create an output query of requisitions**, the program creates a query of requisitions included in the report. You can use the query later in other areas of *Accounts Payable*.
- **Report Orientation** – This report defaults to Landscape.

## Requisition Profile Report Filters Tab

On the Filters tab, you can include information based on selected criteria including: Requisitions, Departments, and Requisition Attributes. For example, you can include requisitions within a selected range and requisitions not falling within the range are excluded from the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



- **Open** – Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you specify filters.
- **Clear All Filters** – Click **Clear All Filters** to remove all previously selected filters from the report.
- **Filters** – The **Filters** column lists all the available filters for this report. You cannot edit this column.



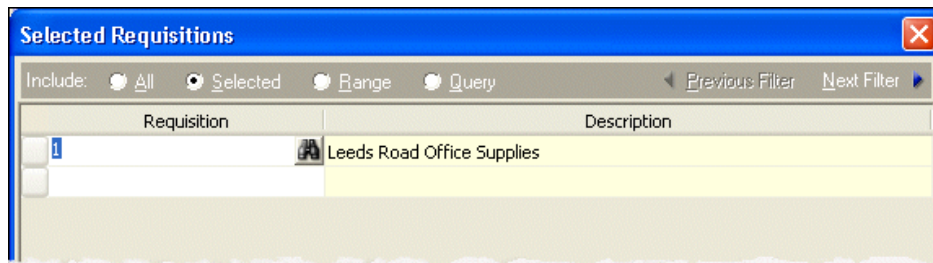
**Note:** A filter controls what records are included in a report. For example, if you apply the Account filter, only the accounts you select are included in the report.

- **Include** – In the **Include** column, if you choose Selected, the Selected <Filter> screen appears for you to designate specific filters.
- **Selected Filters** – Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.  
If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.

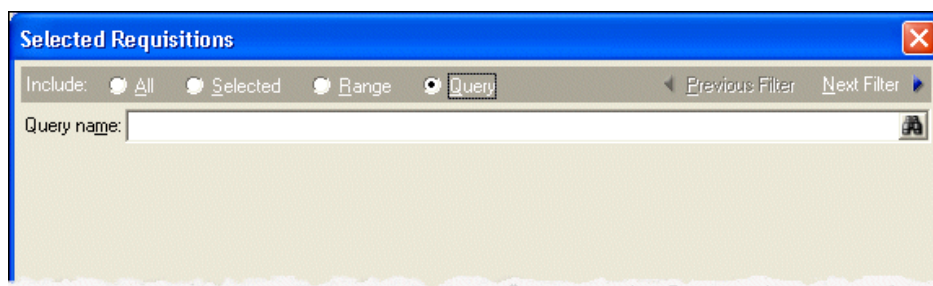




**Note:** If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.



If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.



- **Previous Filter** – To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.
- **Next Filter** – To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

## Requisition Profile Report Format Tab

On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

- **Headings** – Use **Headings** to enter the name of your report. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. A default title appears in the **Title** field that you can change. The title and subtitle appear at the top of the report. You can select the heading alignment and whether your organization's name appears in the header.

You can include other options in the header, such as the page number and the date. Mark **Print report headings on each page** to include the header on every page of the report.

The screenshot shows the 'New Requisition Profile Report' dialog box with the 'Format' tab selected. The left sidebar lists various report components: Headings, Criteria, Detail, Sort, Page Footer, Report Footer, Miscellaneous, and Color Scheme. The 'Headings' section is expanded, showing options for 'Heading Format'. The 'Title' is set to 'Requisition Profile Report'. The 'Align' is set to 'Center'. The checkbox 'Print organization name in header' is checked. Below this, there are two sections for 'Print Page Number in Heading' and 'Print Report Date in Heading'. The 'Print Page Number in Heading' section has 'Format' set to 'Page 1' and 'Align' set to 'Right'. The 'Print Report Date in Heading' section has 'Format' set to 'Short Date and Time' and 'Align' set to 'Left'. At the bottom, the checkbox 'Print report heading on each page' is checked. The bottom of the dialog box contains buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

**New Requisition Profile Report**

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings

Criteria

Detail

Sort

Page Footer

Report Footer

Miscellaneous

Color Scheme

**Headings**

Heading Format

Title: Requisition Profile Report

Subtitle:

Align: Center

☒ Print organization name in header

☒ Print Page Number in Heading

Format: Page 1

Align: Right

☒ Print Report Date in Heading

Format: Short Date and Time

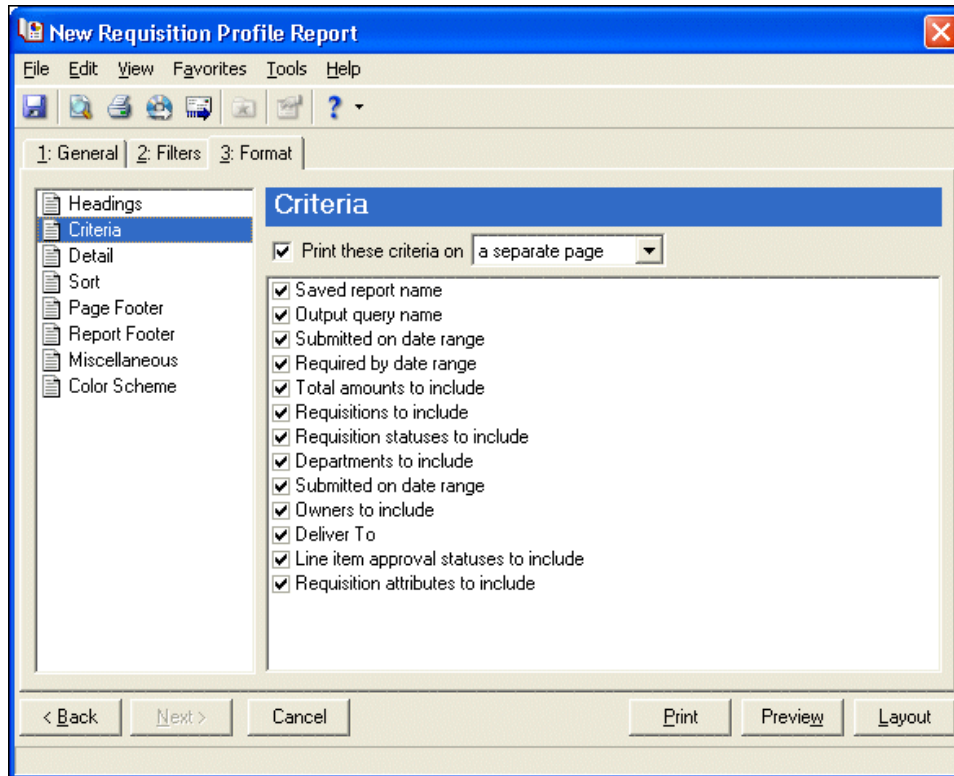
Align: Left

☒ Print report heading on each page

< Back Next > Cancel Print Preview Layout

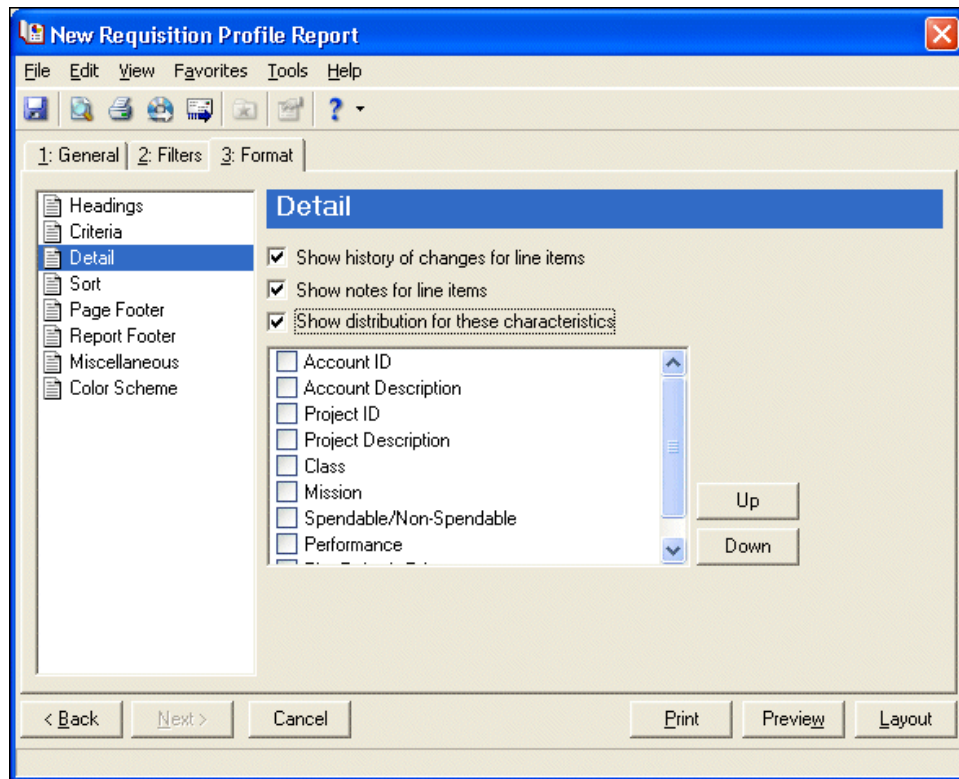


- **Criteria** – Use **Criteria** to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



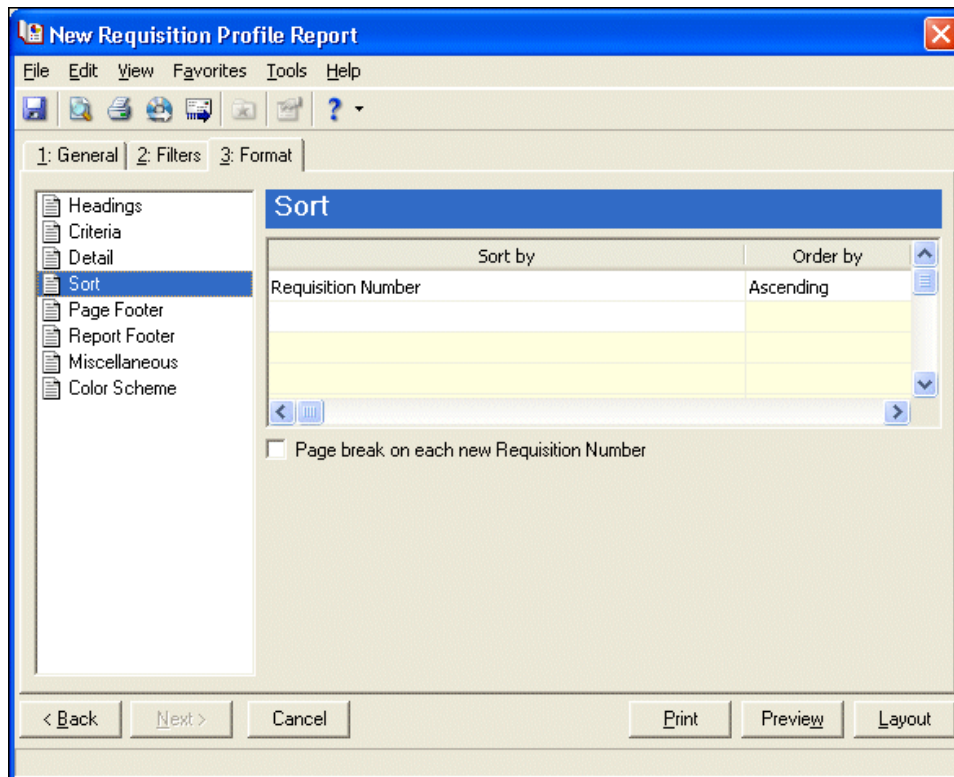
- **Detail** – Use **Detail** to select the amount of information that appears for requisitions and the subordinate line items. Mark **Show history of changes for line items** to show the changes made to line items on a requisition. Mark **Show notes for line items** to show the note from the requisition line item.

To see the distribution of a line item, mark **Show distribution for these characteristics** and choose the characteristics to appear. This will create an additional line on the report for the characteristics with the corresponding debit and credit amount.



- **Sort** – Use **Sort** to select the order information appears on the report. When you select **Sort** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column in the grid, the program sorts by the requisition number in ascending order. If you mark **Page break on each new Requisition Number**, a new page starts for the highest level break.



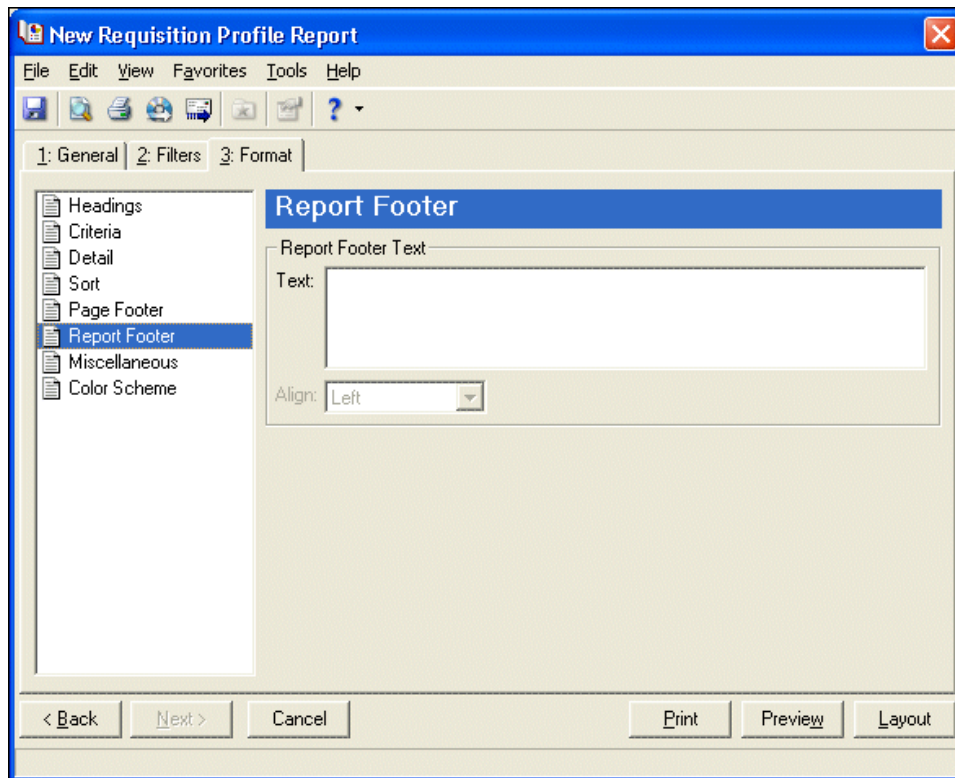
- **Page Footer** – Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field to print as the page footer. You can select the alignment of the footer and whether to include other options, such as the page number and date.

The screenshot shows a software window titled "New Requisition Profile Report" with a standard menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar are three tabs: "1: General", "2: Filters", and "3: Format". On the left side, there is a tree view with the following items: Headings, Criteria, Detail, Sort, Page Footer (which is selected and highlighted in blue), Report Footer, Miscellaneous, and Color Scheme. The main area of the window is titled "Page Footer" and contains the following controls:

- A "Page Footer Text" section with a "Text:" label and a large text input field.
- An "Align:" dropdown menu set to "Center".
- Two checkboxes for additional footer options:
  - ☐ "Print Page Number in Footer": Below this checkbox is a "Format:" dropdown set to "Page 1" and an "Align:" dropdown set to "Right".
  - ☐ "Print Report Date in Footer": Below this checkbox is a "Format:" dropdown set to "Short Date and Time" and an "Align:" dropdown set to "Left".

At the bottom of the window, there are five buttons: "< Back", "Next >", "Cancel", "Print", and "Preview". A "Layout" button is also visible on the far right.

- **Report Footer** – Use **Report Footer** to create a footer to appear at the bottom of the last page of the report. You can enter a maximum of 254 characters in the **Text** field to show as the report footer. In the **Align** field, select the alignment of the footer.



- **Miscellaneous** – Use **Miscellaneous** to specify the font size and how the numbers to appear on the report.

**New Requisition Profile Report**

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings  
Criteria  
Detail  
Sort  
Page Footer  
Report Footer  
**Miscellaneous**  
Color Scheme

**Miscellaneous**

Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

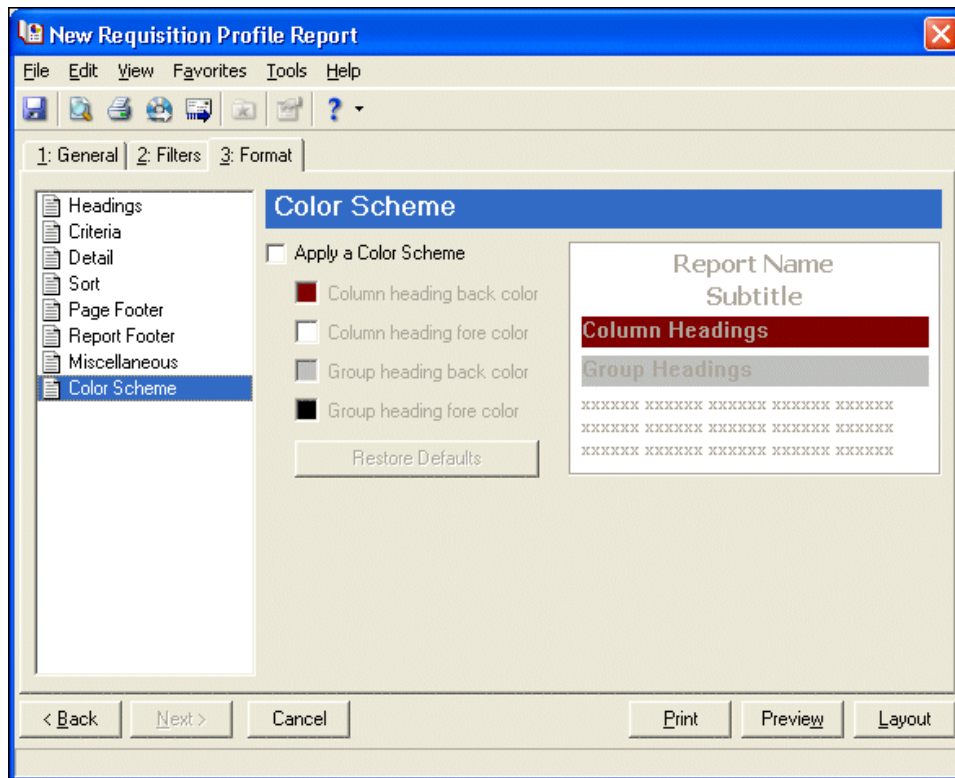
Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

< Back Next > Cancel Print Preview Layout



- **Color Scheme** – Use **Color Scheme** to select colors for report headings. When you click the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave **Apply a Color Scheme** unmarked, the reports prints in black and gray.



## Requisition List Report

The Requisition List presents a list of all requisitions for a specified date range. The Requisition List has three tabs on which you set parameters: General tab, Filters tab, and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a report, see the *Reports Guide for Accounts Payable*.

- “Requisition List Report General Tab” on page 93
- “Requisition List Report Filters Tab” on page 94
- “Requisition List Report Format Tab” on page 95



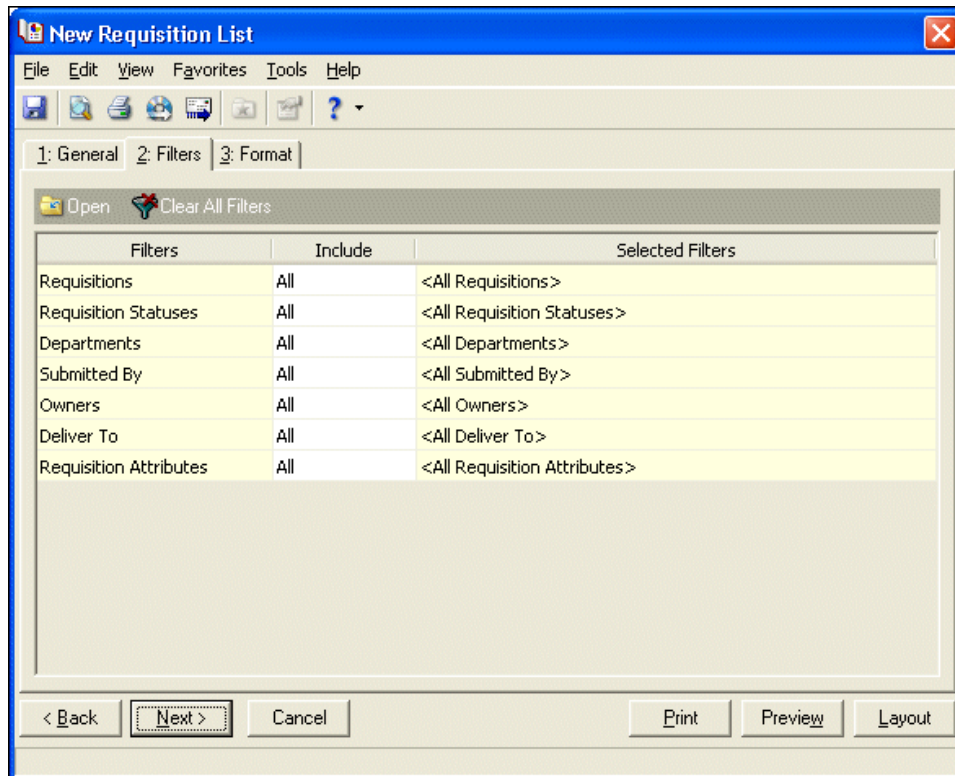
## Requisition List Report General Tab

On the General tab, you set parameters specific to the report you have open and make selections about the information included in the report.

- **Submitted on** – Specify a date for requisitions to include. If you select a <Specific Range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date forward is included. If both fields are blank, all activity is included.
- **Include line items with a total amount between [ ] and [ ]** – To only include line items with a certain total amount, mark this checkbox.  
If the first field is blank, all amounts are included up to the amount in the second field. If the second field is blank, all amounts greater than the amount in the first field are included. If both fields are blank, all amounts are included.
- **Create an output query of requisitions** – If you mark this checkbox, the program creates a query of requisitions included in the report. You can use the query later in other areas of *Accounts Payable*.
- **Report orientation** – Select Portrait for the report to appear vertically or Landscape for the report to appear horizontally.

## Requisition List Report Filters Tab

On the Filters tab, you can include information based on selected criteria including: Requisitions, Departments, and Requisition Attributes. For example, you can include requisitions within a selected range and requisitions not falling within the range are excluded from the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.



- **Open** – Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you specify filters.
- **Clear All Filters** – Click **Clear All Filters** to remove all previously selected filters from the report.
- **Filters** – The **Filters** column lists all the available filters for this report. You cannot edit this column.



**Note:** A filter controls what records are included in a report. For example, if you apply the Account filter, only the accounts you select are included in the report.

- **Include** – In the **Include** column, if you choose Selected, the Selected <Filter> screen appears for you to designate specific filters.
- **Selected Filters** – Filters you specify appear in the Selected Filters column. If you choose Selected in the **Include** column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



**Note:** If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

Requisition	Description
1	Leeds Road Office Supplies

If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.

- **Previous Filter** – To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.
- **Next Filter** – To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

## Requisition List Report Format Tab

On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

- **Headings** – Use **Headings** to enter the name of your report. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. A default title appears in the **Title** field that you can change. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.

The screenshot shows the 'New Requisition List' dialog box with the 'Format' tab selected. The 'Headings' section is active, showing options for 'Heading Format'. The 'Title' is set to 'Requisition List'. The 'Align' is set to 'Center'. The 'Print organization name in header' checkbox is checked. The 'Print Page Number in Heading' checkbox is checked, with the 'Format' set to 'Page 1' and 'Align' set to 'Right'. The 'Print Report Date in Heading' checkbox is checked, with the 'Format' set to 'Short Date and Time' and 'Align' set to 'Left'. The 'Print report heading on each page' checkbox is checked. The 'Back', 'Next', 'Cancel', 'Print', 'Preview', and 'Layout' buttons are visible at the bottom.

**New Requisition List**

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

**Headings**

Heading Format

Title: Requisition List

Subtitle:

Align: Center

☒ Print organization name in header

☒ Print Page Number in Heading

Format: Page 1

Align: Right

☒ Print Report Date in Heading

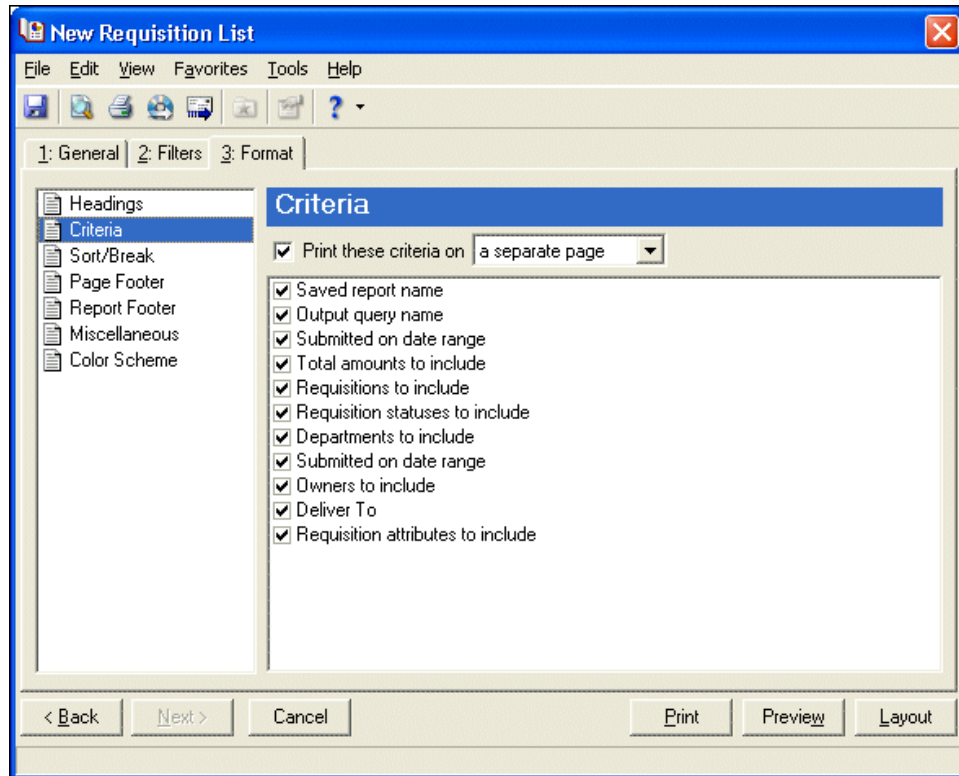
Format: Short Date and Time

Align: Left

☒ Print report heading on each page

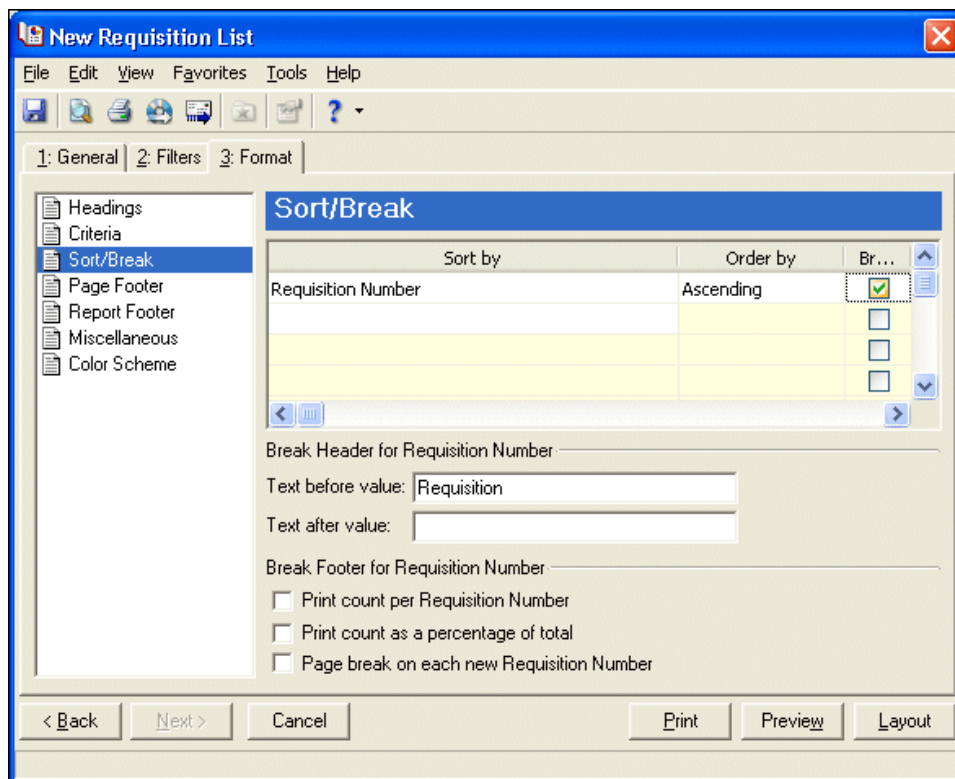
< Back Next > Cancel Print Preview Layout

- **Criteria** – Use **Criteria** to help you remember the criteria you used to create the report. Mark **Print these criteria on** and select a separate page or the first page. Your selections print in the criteria section of the report.



- **Sort/Break** – Use **Sort/Break** to select the order information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column in the grid, the program sorts by the requisition number in ascending order. If you mark **Page break on each new Requisition Number**, a new page starts for the highest level break.





- **Page Footer** – Use **Page Footer** to create a footer to appear at the bottom of each page of the report. You can enter a maximum of 254 characters in the **Text** field to print as the page footer. You can select the alignment of the footer and whether to include other options, such as the page number and date.

**New Requisition List**

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings  
Criteria  
Sort/Break  
**Page Footer**  
Report Footer  
Miscellaneous  
Color Scheme

**Page Footer**

Page Footer Text

Text:

Align: Center

☐ Print Page Number in Footer

Format: Page 1

Align: Right

☐ Print Report Date in Footer

Format: Short Date and Time

Align: Left

< Back Next > Cancel Print Preview Layout



- **Report Footer** – Use **Report Footer** to enter a maximum of 254 characters in the **Text** field and select the footer alignment. The report footer appears at the end of the report.

The screenshot shows the 'New Requisition List' dialog box with the 'Report Footer' tab selected. The left sidebar lists various options: Headings, Criteria, Sort/Break, Page Footer, Report Footer (selected), Miscellaneous, and Color Scheme. The main area is titled 'Report Footer' and contains a 'Report Footer Text' section with a large text input field and an 'Align' dropdown menu set to 'Left'. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

- **Miscellaneous** – Use **Miscellaneous** to specify the font size and how numbers appear on the report.

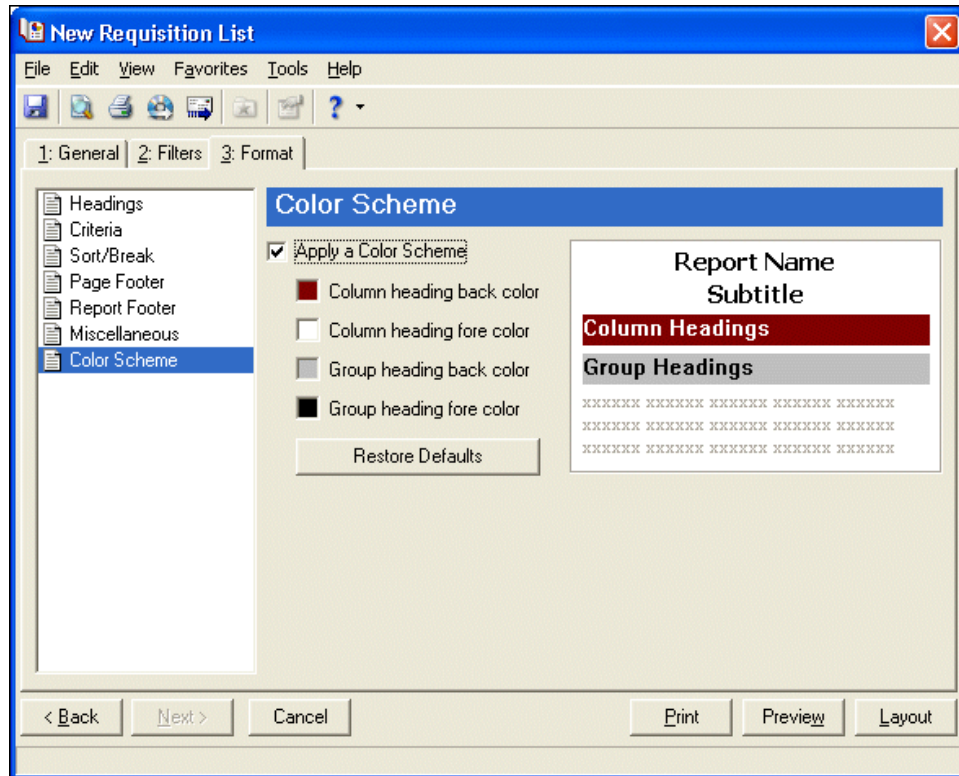
The screenshot shows the 'New Requisition List' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists various options: Headings, Criteria, Sort/Break, Page Footer, Report Footer, Miscellaneous (selected), and Color Scheme. The main area is titled 'Miscellaneous' and contains a table of settings. Below the table is a 'Sample amount' section with two rows: 'Amount' and 'Percent'. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

Sample amount:

Amount	(\$1,234.56)
Percent	100.00%

- **Color Scheme** – Use **Color Scheme** to select colors for report headings. When you click the color box next to the selection, the Color screen appears so you can select a standard color or define a custom color. If you leave **Apply a Color Scheme** unmarked, the reports prints in black and gray.



## Purchase Order Detail Report

The Purchase Order Detail Report presents regular and blanket purchase order detail and subordinate line item detail for a specified period of time. You can select to include all distribution information for each purchase order line item in the report and show the linked requisition. All totals are presented in terms of transaction totals and do not include outstanding balances. The option to include a summary for each combination of transactional characteristics at the end of the report is available.

The Purchase Order Detail Report has three tabs on which you set parameters: General tab, Filters tab, and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a report, see the *Reports Guide for Accounts Payable*.

- “Purchase Order Detail Report General Tab” on page 102
- “Purchase Order Detail Report Filters Tab” on page 103
- “Purchase Order Detail Report Format Tab” on page 104

## Purchase Order Detail Report General Tab

On the General tab, you set parameters specific to the report you have open and make selections about the information included in the report.

- Purchase order date** – In the Purchase Order date field, select a date range for purchase orders to include in the report.  
 If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.
- Date promised** – In the **Date promised** field, select a promised date or date range to include in the report.  
 If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.
- Date required** – In the **Date required** field, select a required date or date range to include in the report.  
 If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.
- Show** – In the **Show** field, select All line items or Only line items with these dates. If you select All line items, the report includes all line items on purchase orders that meet the date requirements. If you select Only line items with these dates, the report includes only line items that meet the date requirements.
- Show linked requisition line items** – Mark this checkbox to show requisition line items that are associated with each purchase order.
- Create an output query of** – If you mark this option, the system creates a query of the record you select and includes it in the report. This query is available for use in other areas of the program.

- **Report orientation** – Landscape is the only report orientation available for this report.



**Note:** Click **Preview** to view the report as it will print using your selections and filters. Click **Layout** to view a sample layout of the report without data.

## Purchase Order Detail Report Filters Tab

On the Filters tab, you can include information based on selected criteria including: Vendors, Purchase Orders, Purchase Order Attributes, Purchase Order Statuses, Purchase Order Types, Departments, and Buyers. For example, you can include purchase orders within a selected range and purchase orders not falling within the range are excluded from the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.

Filters	Include	Selected Filters
Vendors	All	<All Vendors>
Purchase Orders	All	<All Purchase Orders>
Purchase Order Attributes	All	<All Purchase Order Attributes>
Purchase Order Statuses	All	<All Purchase Order Statuses>
Purchase Order Types	All	<All Purchase Order Types>
Departments	All	<All Departments>
Buyers	All	<All Buyers>

- **Open** – Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you specify filters.
- **Clear All Filters** – Click **Clear All Filters** to remove all previously selected filters from the report.
- **Filters** – The **Filters** column lists all the available filters for this report. You cannot edit this column.



**Note:** A filter controls what records are included in a report. For example, if you apply the Account filter, only the accounts you select are included in the report.

- **Include** – In the **Include** column, if you choose Selected, the Selected <Filter> screen appears for you to designate specific filters.



- **Selected Filters** – Filters you specify appear in the **Selected Filters** column. If you choose **Selected** in the **Include** column or click a filter and click **Open** on the action bar, the **Selected <Filter>** screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



**Note:** If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.

- **Previous Filter** – To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.
- **Next Filter** – To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

## Purchase Order Detail Report Format Tab

On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

- **Headings** – Use **Headings** to enter the name of your report. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. A default title appears in the **Title** field that you can change. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



**Note:** The heading defaults to Purchase Order Detail Report in the **Title** field. You can leave this as the title for the report or enter your own.

The screenshot shows the 'New Purchase Order Detail Report' dialog box with the 'Format' tab selected. The 'Headings' section is active, showing options for title, subtitle, alignment, and checkboxes for printing organization name, page number, report date, and report heading on each page. The 'Criteria' section is also visible in the left pane.

**New Purchase Order Detail Report**

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

**Headings**

Heading Format

Title: Purchase Order Detail Report

Subtitle:

Align: Center

☒ Print organization name in header

☒ Print Page Number in Heading

Format: Page 1

Align: Right

☒ Print Report Date in Heading

Format: Short Date and Time

Align: Left

☒ Print report heading on each page

< Back Next > Cancel Print Preview Layout

- **Criteria** – Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.



**Note:** The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.

New Purchase Order Detail Report

FileEditViewFavoritesToolsHelp

1: General2: Filters3: Format

Headings

Criteria

Detail

Grand Totals

Sort/Break

Page Footer

Report Footer

Miscellaneous

Color Scheme

Criteria

☒ Print these criteria on a separate page

☒ Saved report name

☒ Output query name

☒ Purchase order dates to include

☒ Promised dates to include

☒ Required dates to include

☒ Vendors to include

☒ Purchase orders to include

☒ Purchase order attributes to include

☒ Purchase order statuses to include

☒ Purchase order types to include

☒ Departments to include

☒ Buyers to include

< Back

Next >

Cancel

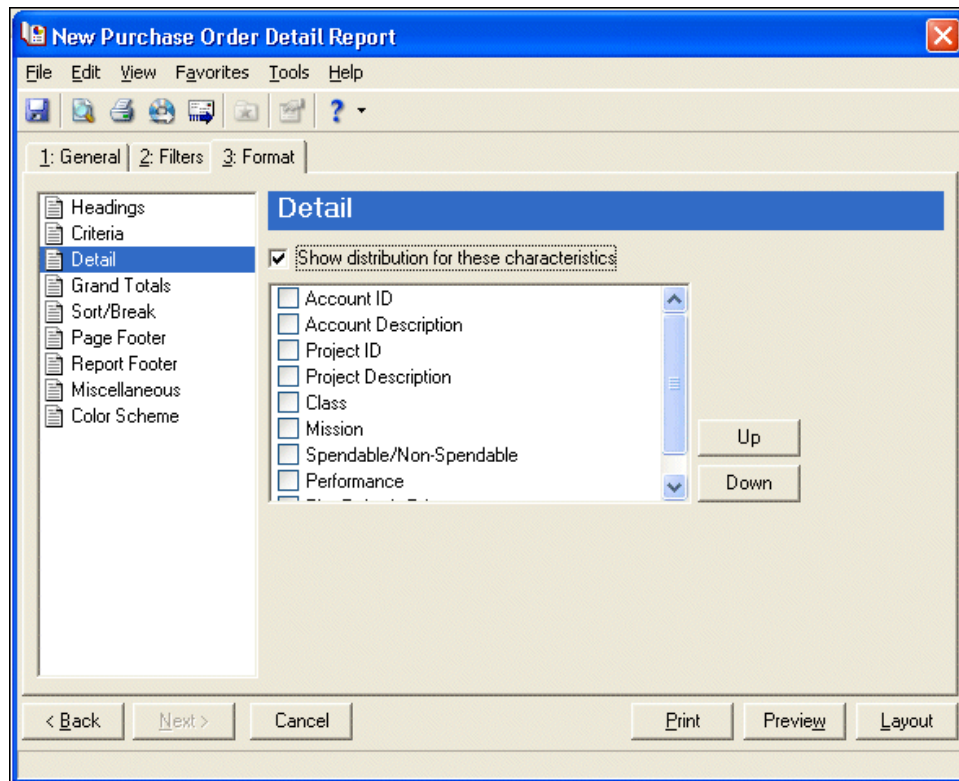
Print

Preview

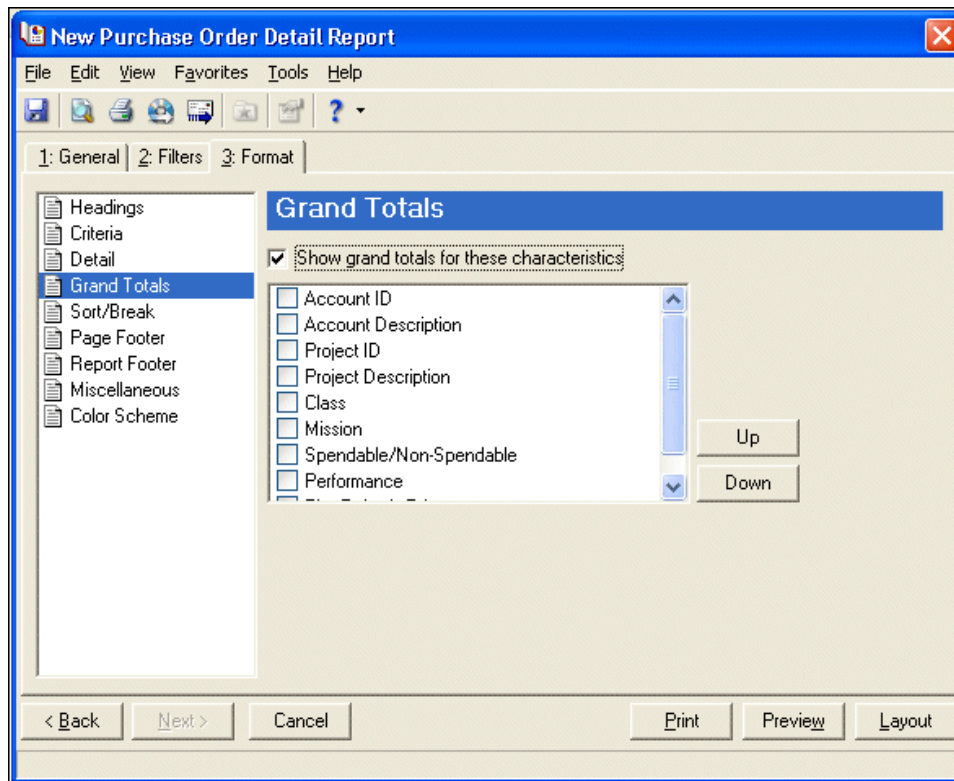
Layout



- **Detail** – Use **Detail** to select details specific to the Purchase Order Detail Report. Mark the checkboxes to show distribution by transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



- **Grand Totals** – Use **Grand Totals** to show combined totals for transaction characteristics. If you have the optional module *Projects and Grants* and have defined transaction codes, additional checkboxes appear.



- **Sort/Break** – Use **Sort/Break** to select the order information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.  
If you make no selections in the **Sort by** column in the grid, the program sorts by the entire purchase order number in ascending order.

You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per Purchase Order Number** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new Purchase Order Number**, a new page starts for the highest level break.

**New Purchase Order Detail Report**

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings  
Criteria  
Detail  
Grand Totals  
**Sort/Break**  
Page Footer  
Report Footer  
Miscellaneous  
Color Scheme

**Sort/Break**

Sort by	Order by	Br...
Purchase Order Number	Ascending	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Break Header for Purchase Order Number: \_\_\_\_\_

Text before value:

Text after value:

Break Footer for Purchase Order Number: \_\_\_\_\_

☐ Print count per Purchase Order Number

☐ Print count as a percentage of total

☒ Page break on each new Purchase Order Number

< Back Next > Cancel Print Preview Layout

- **Page Footer** – You can enter a maximum of 254 characters in the page footer. You can also include other options, such as the page number and date.

The screenshot shows a software window titled "New Purchase Order Detail Report". It has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu is a toolbar with icons for file operations and a help icon. The window is divided into three tabs: "1: General", "2: Filters", and "3: Format". The "3: Format" tab is active, and within it, the "Page Footer" sub-tab is selected. On the left side of the "Page Footer" tab, there is a tree view with the following items: "Headings", "Criteria", "Detail", "Grand Totals", "Sort/Break", "Page Footer" (which is highlighted), "Report Footer", "Miscellaneous", and "Color Scheme". The main area of the "Page Footer" tab is titled "Page Footer" and contains the following controls:

- A "Page Footer Text" section with a "Text:" label and a large text input field.
- An "Align:" dropdown menu set to "Center".
- A checkbox labeled "Print Page Number in Footer".
- A "Format:" dropdown menu set to "Page 1" for the page number.
- An "Align:" dropdown menu set to "Right" for the page number.
- A checkbox labeled "Print Report Date in Footer".
- A "Format:" dropdown menu set to "Short Date and Time" for the report date.
- An "Align:" dropdown menu set to "Left" for the report date.

At the bottom of the window, there are five buttons: "< Back", "Next >", "Cancel", "Print", and "Preview". A "Layout" button is also visible at the bottom right.

- **Report Footer** – You can enter a maximum of 254 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.

The screenshot shows a Windows-style dialog box titled "New Purchase Order Detail Report". It has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu is a toolbar with icons for file operations and a help icon. The dialog is divided into three tabs: "1: General", "2: Filters", and "3: Format". The "3: Format" tab is active, and within it, the "Report Footer" sub-tab is selected. On the left side of the "Report Footer" sub-tab, there is a list of report sections: "Headings", "Criteria", "Detail", "Grand Totals", "Sort/Break", "Page Footer", "Report Footer" (which is highlighted), "Miscellaneous", and "Color Scheme". The main area of the "Report Footer" sub-tab is titled "Report Footer" and contains a "Report Footer Text" section with a large text input field labeled "Text:". Below the text field is an "Align:" label followed by a dropdown menu currently set to "Left". At the bottom of the dialog, there are five buttons: "< Back", "Next >", "Cancel", "Print", and "Preview". The "Layout" button is also present but appears to be disabled.

- **Miscellaneous** – Use **Miscellaneous** to specify how you want numbers to appear on the report and the font size for the report.

The screenshot shows a software window titled "New Purchase Order Detail Report". It has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu is a toolbar with icons for file operations and a help icon. The window is divided into three tabs: "1: General", "2: Filters", and "3: Format". The "3: Format" tab is active, and within it, the "Miscellaneous" sub-tab is selected. On the left side of the "Miscellaneous" tab, there is a tree view with the following items: "Headings", "Criteria", "Detail", "Grand Totals", "Sort/Break", "Page Footer", "Report Footer", "Miscellaneous" (which is highlighted), and "Color Scheme". The main area of the "Miscellaneous" tab contains a table of settings:

Miscellaneous	
Show currency character on	All amounts
Show percent sign on	All amounts
Negative amount format	(1234.56)
Number of digits after decimal for amounts	2
Number of digits after decimal for percentages	2
Show 1000's separator	Yes
Show blanks instead of zeros	No
Font size	8

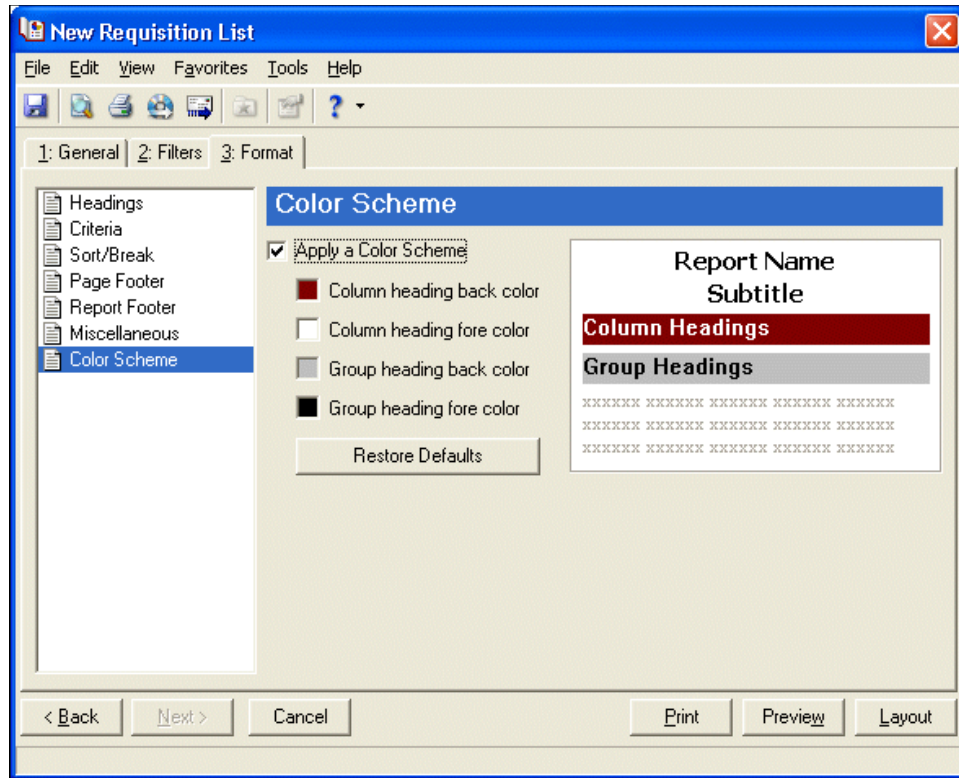
Below the table, there is a section labeled "Sample amount:" with two input fields:

Amount	(\$1,234.56)
Percent	100.00%

At the bottom of the window, there are five buttons: "< Back", "Next >", "Cancel", "Print", and "Preview".



- **Color Scheme** – You can apply a color scheme to the column heading and group heading of the report. When you click in the color box next to the selection, a Color screen appears from which you can select a standard color or define a custom color. If you leave **Apply a Color Scheme** unmarked, the report prints in black.



## Receipt Report

The Receipt Report presents extended cost information versus actual cost information for line items received. This is an activity-based report and compares the line item extended cost to the receipt amount for each line item receipted in *Accounts Payable*. This report also shows the requisition delivery information.

The Receipt Report has three tabs on which you set parameters: General tab, Filters tab, and Format tab. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look. For more information about creating a report, see the *Reports Guide for Accounts Payable*.

- “Receipt Report General Tab” on page 114
- “Receipt Report Filters Tab” on page 115
- “Receipt Report Format Tab” on page 116

## Receipt Report General Tab

On the General tab, you set parameters specific to the report you have open and make selections about the information included in the report.

- **Report format** – In the **Report format** field, select Detail or Summary as the report format.
- **Receipt date** – In the **Receipt date** field, select a date range for receipts to include in the report.  
If you select <Specific range>, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.
- **Include only receipts that have no associated invoices** – Mark this checkbox to include only receipts with no associated invoices.
- **Print serial numbers** – Mark this checkbox to print serial numbers on the report.
- **Show receipt line item information** – Mark this checkbox to include only receipts with no associated invoices.
- **Show requisition deliver to information sorted by [ ] ordered by [ ]** – Mark this checkbox to show delivery information. You can sort by Date Needed, Submitted On, or Deliver To. You can then order the requisitions in ascending or descending order.
- **Create an output query of** – If you mark this option, the system creates a query of the record you select and includes it in the report. This query is available for use in other areas of the program.
- **Report orientation** – Landscape is the only report orientation available for this report.



**Note:** Click **Preview** to view the report as it will print using your selections and filters. Click **Layout** to view a sample layout of the report without data.

## Receipt Report Filters Tab

On the Filters tab, you can include information based on selected criteria including: Vendors, Receipts, Purchase Orders, Invoices, and Receipt Types. For example, you can include purchase orders within a selected range and purchase orders not falling within the range are excluded from the report. For more information about filtering in *The Financial Edge*, see the *Program Basics Guide*.

Filters	Include	Selected Filters
Vendors	All	<All Vendors>
Receipts	All	<All Receipts>
Purchase Orders	All	<All Purchase Orders>
Purchase Order Attributes	All	<All Purchase Order Attributes>
Invoices	All	<All Invoices>
Receipt Item Post Statuses	All	<All Receipt Item Post Statuses>
Receipt Types	All	<All Receipt Types>
Received By	All	<All Received By>
Departments	All	<All Departments>

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

- **Open** – Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you specify filters.
- **Clear All Filters** – Click **Clear All Filters** to remove all previously selected filters from the report.
- **Filters** – The **Filters** column lists all the available filters for this report. You cannot edit this column.



**Note:** A filter controls what records are included in a report. For example, if you apply the Account filter, only the accounts you select are included in the report.

- **Selected Filters** – Filters you specify appear in the **Selected Filters** column. If you choose Selected in the **Include** column or click a filter and click **Open** on the action bar, the Selected <Filter> screen appears. Mark **Selected**, **Range**, or **Query** to include a selected filter, range of filters, or a previously created query of filters. Depending on your selection, different options appear on the screen.

If you mark **Selected** or **Range**, a grid appears so you can specify individual filters.



**Note:** If you mark **All**, you cannot define filters. You must mark **Selected**, **Range**, or **Query** to define filters.

The screenshot shows a window titled "Selected Receipts" with a blue header bar. Below the header is a toolbar with the text "Include:" followed by four radio buttons: "All", "Selected" (which is selected), "Range", and "Query". To the right of these buttons are two buttons: "Previous Filter" and "Next Filter". Below the toolbar is a table with five columns: "Receipt #", "Description", "Receipt Date", "Received By", and "PO #". The table has a yellow header row and one empty data row below it. The rest of the window area is a light beige color.

If you mark **Query**, the **Query name** field appears so you can select a query to use as a filter.

This screenshot is similar to the previous one, but the "Query" radio button is selected. Below the toolbar, there is a text input field labeled "Query name:" with a small magnifying glass icon to its right. The rest of the window area is a light beige color.

- **Previous Filter** – To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**.
- **Next Filter** – To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

## Receipt Report Format Tab

On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

- **Headings** – Use **Headings** to enter the name of your report. You can enter a maximum of 60 characters in each of the **Title** and **Subtitle** fields. A default title appears in the **Title** field that you can change. The title and subtitle appear at the top of the report. You can select how you want the heading aligned and whether you want your organization's name to appear in the header.

You can include other options in the header, such as the page number and the date. You can also select to include the header on every page of the report.



**Note:** The heading defaults to Receipt Report in the **Title** field. You can leave this as the title for the report or enter your own.

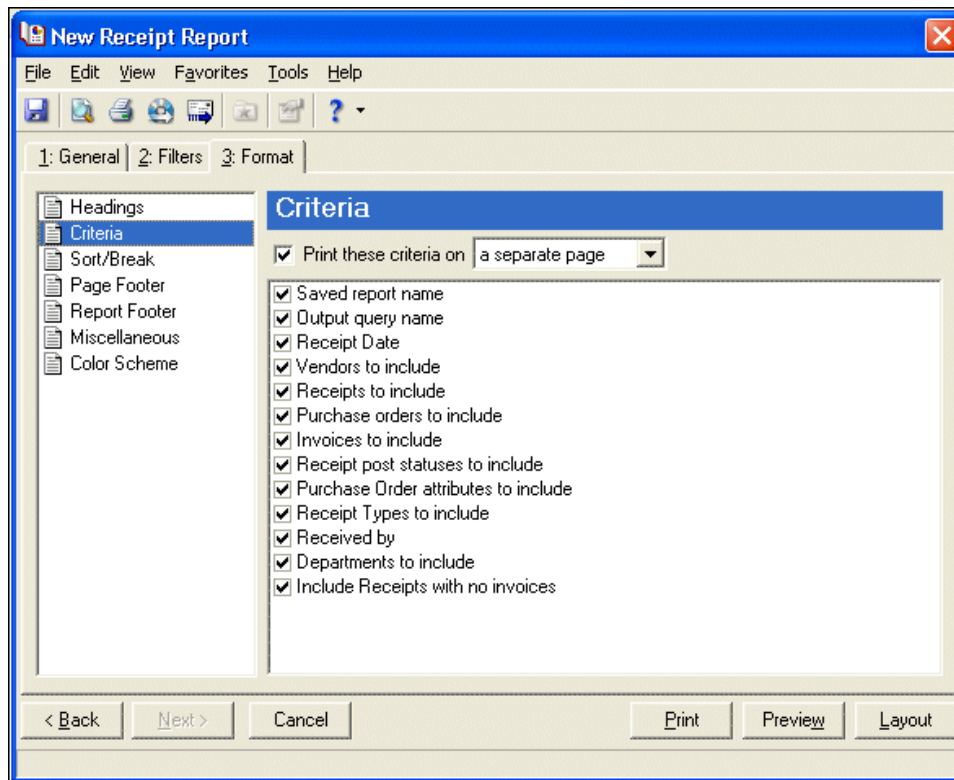
The screenshot shows the 'New Receipt Report' dialog box with the 'Format' tab selected. The 'Headings' section is active, showing options for 'Heading Format'. The 'Title' field is set to 'Receipt Report'. The 'Align' dropdown is set to 'Center'. The 'Print organization name in header' checkbox is checked. Below this, there are two sections: 'Print Page Number in Heading' and 'Print Report Date in Heading'. The 'Print Page Number in Heading' section has 'Format' set to 'Page 1' and 'Align' set to 'Right'. The 'Print Report Date in Heading' section has 'Format' set to 'Short Date and Time' and 'Align' set to 'Left'. The 'Print report heading on each page' checkbox is also checked. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

- **Criteria** – Select **Criteria** to print a list of criteria used to create the report. Mark **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.





**Note:** The program automatically selects all criteria. Unmark the checkbox for any you do not want to print with the report.



- **Sort/Break** – Use **Sort/Break** to select the order information appears on the report. When you select **Sort/Break** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the Sort by column in the grid, the program sorts by the entire receipt number in ascending order.



You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per Receipt Number** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new Receipt Number**, a new page starts for the highest level break.

The screenshot shows the 'New Receipt Report' dialog box with the 'Sort/Break' tab selected. The left sidebar lists various report sections, with 'Sort/Break' currently selected. The main area contains a table for defining sort and break criteria.

Sort by	Order by	Br...
Receipt Number	Ascending	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Below the table, there are fields for defining break headers and footers for the selected 'Receipt Number' field:

Break Header for Receipt Number

Text before value:

Text after value:

Break Footer for Receipt Number

☐ Print count per Receipt Number

☐ Print count as a percentage of total

☐ Page break on each new Receipt Number

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

- **Page Footer** – You can enter a maximum of 254 characters in the page footer. You can also include other options, such as the page number and date.

The screenshot shows the 'New Receipt Report' dialog box with the 'Page Footer' tab selected. The dialog has a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for file operations. On the left is a tree view with categories: Headings, Criteria, Sort/Break, Page Footer (selected), Report Footer, Miscellaneous, and Color Scheme. The main area is titled 'Page Footer' and contains a 'Page Footer Text' section with a large text input field and an 'Align' dropdown set to 'Center'. Below this are two sections: 'Print Page Number in Footer' and 'Print Report Date in Footer'. Each has an unchecked checkbox, a 'Format' dropdown, and an 'Align' dropdown. The 'Print Page Number in Footer' section has 'Page 1' as the format and 'Right' as the align. The 'Print Report Date in Footer' section has 'Short Date and Time' as the format and 'Left' as the align. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

**New Receipt Report**

File Edit View Favorites Tools Help

1: General 2: Filters 3: Format

Headings  
Criteria  
Sort/Break  
Page Footer  
Report Footer  
Miscellaneous  
Color Scheme

**Page Footer**

Page Footer Text

Text:

Align: Center

☐ Print Page Number in Footer

Format: Page 1

Align: Right

☐ Print Report Date in Footer

Format: Short Date and Time

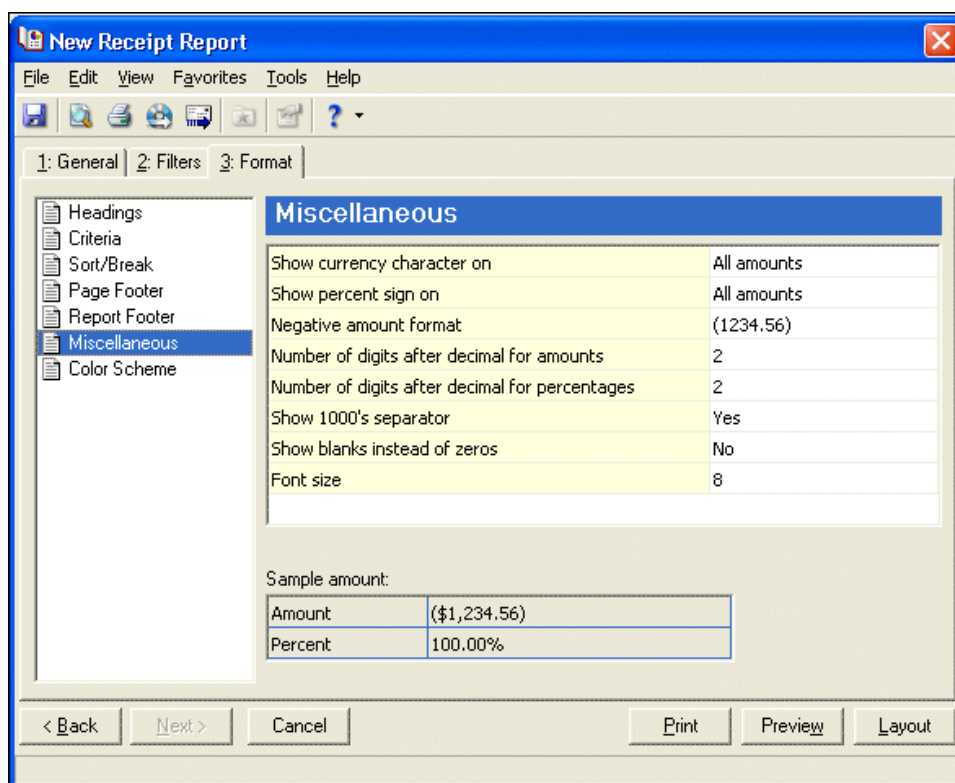
Align: Left

< Back Next > Cancel Print Preview Layout

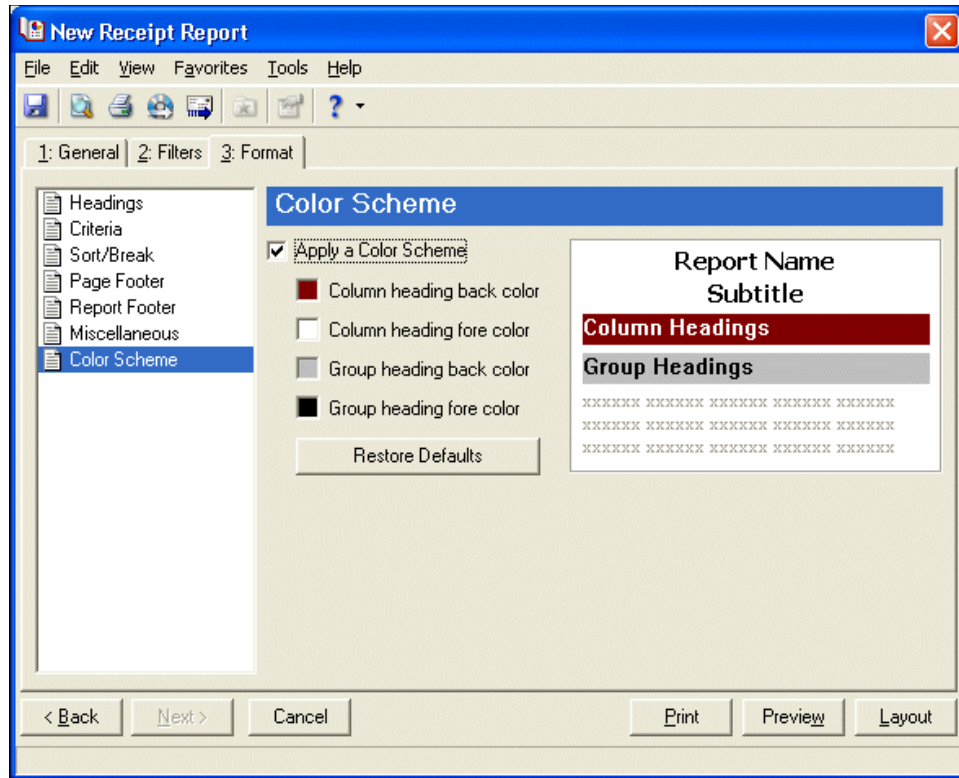
- **Report Footer** – You can enter a maximum of 254 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.

The screenshot shows a software window titled "New Receipt Report" with a standard menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar are three tabs: "1: General", "2: Filters", and "3: Format". On the left side, there is a tree view containing the following items: "Headings", "Criteria", "Sort/Break", "Page Footer", "Report Footer" (which is selected and highlighted in blue), "Miscellaneous", and "Color Scheme". The main area of the window is titled "Report Footer" and contains a section labeled "Report Footer Text". This section includes a large text input field and an "Align:" dropdown menu currently set to "Left". At the bottom of the window, there are five buttons: "< Back", "Next >", "Cancel", "Print", and "Preview". A "Layout" button is also visible on the right side of the bottom bar.

- **Miscellaneous** – Use Miscellaneous to specify how you want numbers to appear on the report and the font size for the report.



- **Color Scheme** – You can apply a color scheme to the column heading and group heading of the report. When you click in the color box next to the selection, a Color screen appears from which you can select a standard color or define a custom color. If you leave **Apply a Color Scheme** unmarked, the report prints in black.







# Administration Tasks

## In this chapter

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- ▶ “Manage Active Users” on page 125
- ▶ “Manage the Email Queue” on page 126

If you have supervisor rights and access *The Financial Edge WebPortal*, you can perform several administrative tasks through the Administration page. On the Administration page, you can view active users, log users out of *WebInvoicing* and *WebPurchasing*, and manage your email queue.

## Manage Active Users

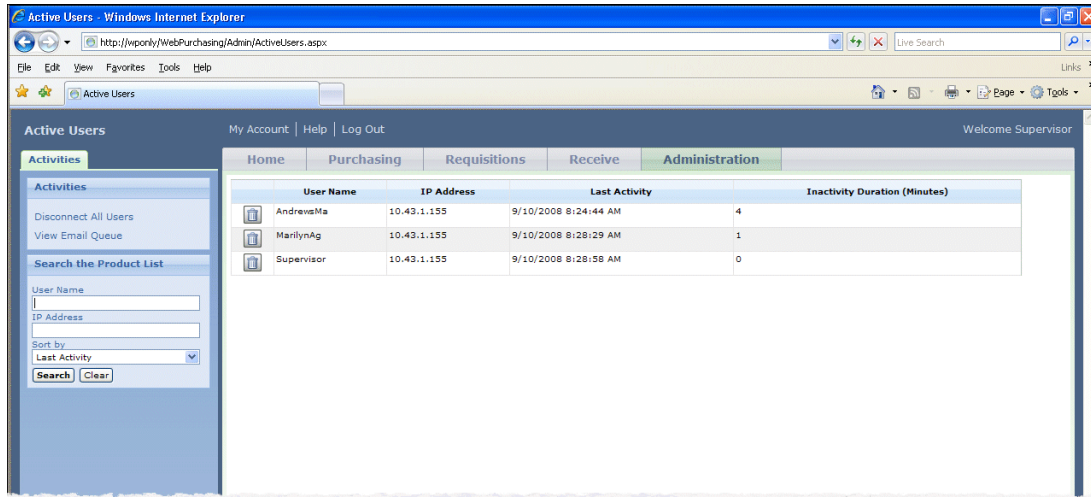
On the Active Users page, you can see who in your organization is using *WebPortal*. In addition, you can log out users from *WebPortal* on this page.

### ➤ Manage active users

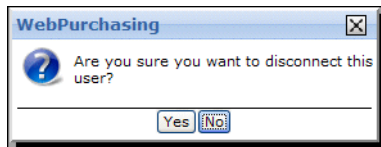
1. From the *WebPortal* Home page, click **View Active Users**. The Active Users page appears. This page lists all the users in your organization currently using *WebPortal*.



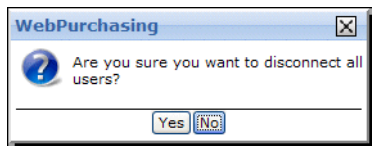
**Note:** In the Activities tab, you can search for a specific user by name, or IP address. In addition, you can sort the list of users by “Last Activity”, “Last Activity (Descending)”, “User Name”, or “IP Address”.



- To log a user out of **WebPortal**, click the **Remove User** button, next to the user name. A message appears to confirm the action. Click **Yes** and the user is logged out of **WebPortal**.



- To log all users out of **WebPortal**, click **Disconnect All Users** under the Activities tab. A message appears to confirm the action. Click **Yes** and all users are logged out of **WebPortal**.



## Manage the Email Queue

The Email Queue page lists all the email messages generated by users in your organization. Through the Email Queue you can see what email messages have been sent or waiting to be sent. You can resend email messages or delete them. Each message listed on the Email Queue is assigned a status:

- “Sent” – The email was sent.
- “Pending” – The email has not been sent.
- “Cancelled” – The **WebPortal** email service cancelled the email.
- “Errored” – There was a problem linking to the email server.

### ➤ Resend email messages

You can resend email messages with a “Cancelled” or “Errored” status.

1. From the *WebPortal* Home page, click **View Email Queue**. The Email Queue page appears.



**Note:** Sent email messages do not appear on this page. To show all sent email messages, click **Show sent Emails** under the Activities tab.

To	Subject	Status	Error	Date Created
kilgore.trout@blackbaud.com	WebPurchasing - Requisition Fully Approved	Pending		9/10/2008 2:28:28 PM
jane.doe@blackbaud.com	WebPurchasing - Your Approval is Required	Errored	Unable to connect to the remote server	9/10/2008 2:27:11 PM
john.doe@blackbaud.com	WebPurchasing - Requisition Approved	Cancelled		9/10/2008 2:27:08 PM
john.doe@blackbaud.com	WebPurchasing - Your Approval is Required	Sent		9/10/2008 2:24:32 PM
jane.doe@blackbaud.com	Password Reset	Sent		9/9/2008 11:59:09 AM
john.doe@blackbaud.com	WebPurchasing - Your Approval is Required	Sent		9/9/2008 10:04:36 AM

2. To resend a specific email, select it from the grid and click the **Send** button.
3. To resend all email messages, click **Send All Emails** under the Activities tab. A message appears asking you to confirm the action. Click **Yes**. This changes all “Cancelled” and “Errored” email messages to “Pending”. The “Pending” email messages are sent during time intervals defined on the Configuration Tool. For more information about the Configuration Tool, see *The Installation Guide for WebPortal*.

### ➤ Delete email messages

If you have email messages listed in the queue that are no longer valid, you can delete them.

1. From the *WebPortal* Home page, click **View Email Queue**. The Email Queue page appears.
2. To delete a specific email, select it from the grid and click **Delete**.
3. To delete all email messages, click **Delete All Emails**. A message appears asking you to confirm the action. Click **Yes**. This deletes all “Sent”, “Pending”, “Cancelled”, and “Errored” email messages.



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