



Purchasing

Purchase Requisition Management

This document contains step-by-step instructions to complete Internal Transfer Purchase Requisitions, Open Purchase Requisitions. Purchase Requisitions and Process Internal Transfer Purchase Requisition transactions in the *Galaxy* system.

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Purchasing Management System

Purchase Requisition Management

Table of Contents

| | |
|--|-----------|
| SUPPORT PLAN | 7 |
| MANUAL CONVENTIONS | 7 |
| PURCHASING MODULE NAVIGATION MENU | 9 |
| PURCHASE REQUISITION MANAGEMENT | 11 |
| Approve Purchase Requisitions | 12 |
| Internal Transfers Purchase Requisitions | 15 |
| Add a New Internal Transfer Purchase Requisition..... | 15 |
| Add a New Internal Transfer Purchase Requisition using Account Distribution | 22 |
| Add a New Internal Transfer Purchase Requisition using Predefined Favorites for Account Distribution | 30 |
| Add a New Internal Transfer Purchase Requisition using Predefined Favorites | 38 |
| Add a New Internal Transfer Purchase Requisition Copying from an Internal Transfer P.R. Number | 45 |
| Modify an Existing Internal Transfer Purchase Requisition..... | 49 |
| Modify an Existing Internal Transfer Requisition – Reapply Account Distribution | 57 |
| Delete an Internal Transfer Purchase Requisition..... | 65 |
| Modify Internal Transfer Types..... | 67 |
| Open Purchase Requisitions | 69 |
| Add a New Open Purchase Requisition..... | 69 |
| Add a New Open Purchase Requisition using Predefined Favorites | 75 |
| Add a New Open Purchase Requisition Copying from a Purchase Requisition | 82 |
| Add a New Purchase Requisition selecting Discount and Freight checkboxes when adding line items | 86 |
| Add a New Purchase Requisition without selecting Discount and Freight checkboxes when adding line items | 89 |
| Modify an Existing Open Purchase Requisition | 93 |
| Delete an Open Purchase Requisition..... | 101 |
| Purchase Requisitions | 103 |
| Add a New Purchase Requisition | 103 |
| Add a New Purchase Requisition using Account Distribution | 109 |
| Add a New Purchase Requisition using Predefined Favorites for Account Distribution | 117 |

Add a New Purchase Requisition using Predefined Favorites..... 125
Add a New Purchase Requisition Copying from a Purchase Requisition 132
Modify an Existing Purchase Requisition..... 136
Modify an Existing Purchase Requisition – Reapply Account Distribution ... 144
Delete a Purchase Requisition 153
Process Internal Transfer Purchase Requisition 155

Introduction

The purpose of this document is to support the **Galaxy** end user in completing purchasing transactions in the **Galaxy** system. This manual incorporates step-by-step instructions for each purchasing screen found in the purchasing module of the **Galaxy** system. Each step is accompanied by a screen capture for easy viewing and further assistance.







The Purchasing module creates transactions that interface with other **Galaxy** modules.



The **Galaxy** Purchasing module is a line driven procurement tool. The purchasing activity begins with the requisition process. **Galaxy** has built in flexibility for electronic purchasing transactions to flow through various levels of user-defined approvals and district specific options.


Electronic purchasing transactions require information from various departments with the district. Prior to deploying **Galaxy** Purchasing, the district will use the Modify District Purchasing Options Screen to setup a series of district specific options. The district will also define user approvals and roles in the system.

Purchasing Module Components


-  **Contract Management**
-  **Item Catalog**
-  **Location Management**
-  **Purchase Order Management**
-  **Purchase Requisition Managements**
-  **Receiving Management**
-  **User Security and Approvals**
-  **Vendor Management**

Other Modules receiving updates from **Galaxy Purchasing**


Accounts Payable

-  The Purchasing system creates Accounts Payable transactions from Purchase Order payments, Direct Payments and Credit Memos.



Asset Management

-  Any purchases received or paid that meet GASB 34/35 requirements, will automatically become a pending asset and will be update to the Modify Asset Screen.

Financial

-  The Financial module maintains all of the purchasing encumbering and expenditure information.


Year End Processing

-  The Purchasing system sends accruals to the Modify A/P Accruals screen.
-  During the Accrual Processing Period, purchase order line items can be transferred back and forth between fiscal years.

Support Plan

There will be trained staff available from the Data Center and Help Desk at RCOE to assist with **Galaxy** questions and to help resolve any issue which may arise. Initial calls for assistance will be made to the Data Center at 909-826-6524. Emails can be sent to galaxy@rcoe.k12.ca.us. Should they need additional assistance, System Support will be available. Additional support is also available through the Applications Systems Trainers and the System Development Department. Should these avenues be unable to resolve the issue, our contacts at Optimus Consulting and Coyote Works will be notified.

Manual Conventions

On any screen where the information has been changed, the  button must be clicked before leaving the screen. The data is not saved to the database until the **Save** button is clicked.

In most cases, leading zeros are not required, i.e. 0025 can be entered as 25.

Dates are entered in the following format (M/D/YY). An exception would be a year prior to 1950 which requires all four digits for the year, i.e. 1948.

Dashes are not allowed in **Galaxy**. Do not enter them in Social Security Numbers, phone numbers, etc.

The keyboard Tab key can be used on most screens to move to the next field. Shift-Tab will move the cursor to the previous field.

On screens where the following appears:



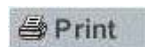
– Add new line or record - click the **Add** button and type in your data.



- Duplicate a line - If the line you are adding is similar to another line, select the similar line and click the **Dup** button. This will duplicate the line and you can then modify the data.



– Delete a line - select the line by clicking on it and click the **Delete** button to delete the entire row or record.

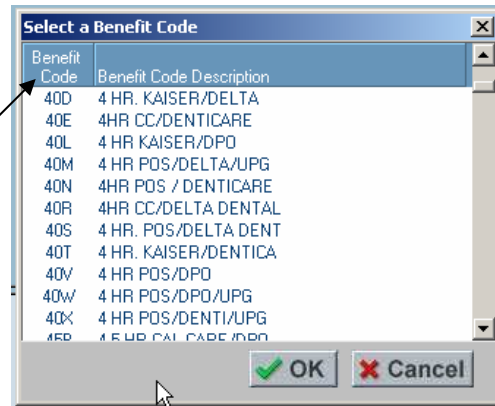


- **Print** the data - The information displayed can be printed from the browser or copied to Excel by clicking the **Print** button. A document describing how to make Excel the default for the Galaxy print button is available on the Galaxy Training web site.












To Modify existing data - click in the field you want to modify, delete the data in the field with the keyboard Delete key, and type in the new data.





Wherever a button is described, the name is displayed in bold type, i.e. **Save**, **Print**, etc.




The columns on the screens and pop up lists can be sorted in ascending order by clicking on a column heading (shift-click for descending).












Purchasing Module Navigation Menu








- [-]  Purchasing (Beta Test)
 - [+]  Contract Management
 -  Direct Payment Management
 - [+]  Item Catalog
 - [+]  Location Management
 - [+]  Purchase Order Management
 - [+]  Purchase Requisition Management
 - [+]  Receiving Management
 - [+]  User Security and Approvals
 - [+]  Vendor Management
 - [+]  View Purchasing



- [-]  Contract Management
 -  Approve Contracts
 -  Close Out Contracts
 -  Modify Contract










- [-]  Item Catalog
 -  Modify Item
 -  Modify Item Category





- [-]  Location Management
 -  Modify Location
 -  Modify Worksite Location




















- [-]  Purchase Order Management
 -  Approve Purchase Orders
 -  Close Out Purchase Orders
 -  Modify Open Purchase Order
 -  Modify Purchase Order
 -  Print Purchase Orders

- [-]  Purchase Requisition Management
 -  Approve Purchase Requisitions
 -  Modify Internal Transfer Purchase Requisition
 -  Modify Internal Transfer Types
 -  Modify Open Purchase Requisition
 -  Modify Purchase Requisition
 -  Process Internal Transfer Purchase Requisition

- [-]  Receiving Management
 -  Receive Items

- [-]  User Security and Approvals
 -  Modify Approval List
 -  Modify District Purchasing Options
 -  Modify SACS Approval List
 -  Modify Substitute User
 -  Modify User Alias
 -  Modify User Approval List
 -  Modify User Roles
 -  Modify User SACS Account Favorites

- [-]  Vendor Management
 -  Modify Note
 -  Modify Vendor
 -  Modify Vendor/Payee Names

- [-]  View Purchasing
 -  View Approval List
 -  View Contracts
 -  View District Purchasing Options
 -  View Internal Transfer Types
 -  View Item
 -  View Item Category
 -  View Location
 -  View Note
 -  View Purchase Orders
 -  View Purchase Requisitions
 -  View SACS Approval List
 -  View Substitute User
 -  View User Alias
 -  View User Approval List
 -  View User Roles
 -  View User SACS Account Favorites
 -  View Vendor
 -  View Worksite Location

Purchase Requisition Management

Purchase Requisition Management consists of the following screens:

- ④ Approve Purchase Requisition
- ④ Modify Internal Transfer Purchase Requisition
- ④ Modify Internal Transfer Types
- ④ Modify Open Purchase Requisition
- ④ Modify Purchase Requisition
- ④ Process Internal Transfer Purchase Requisition

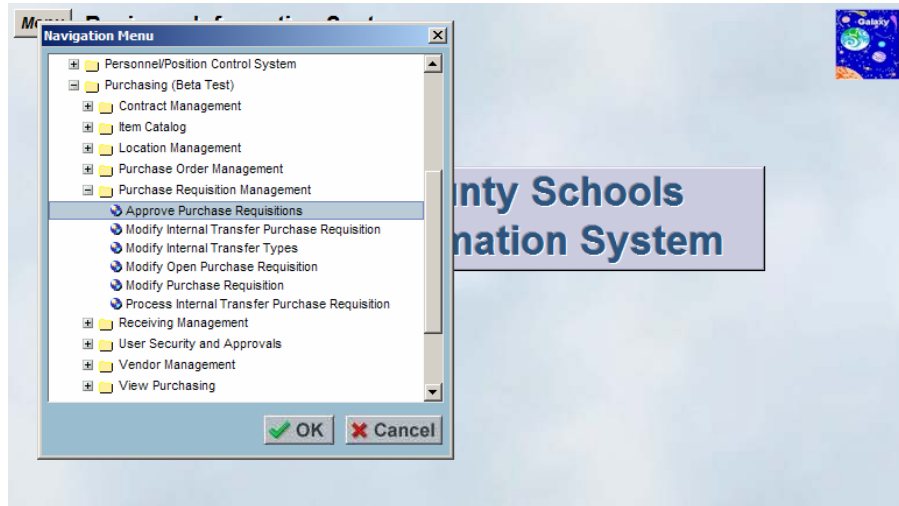
Approve Purchase Requisitions

This screen is used to approve purchase requisitions.

Step 1

From menu select
Approve Purchase
Requisitions

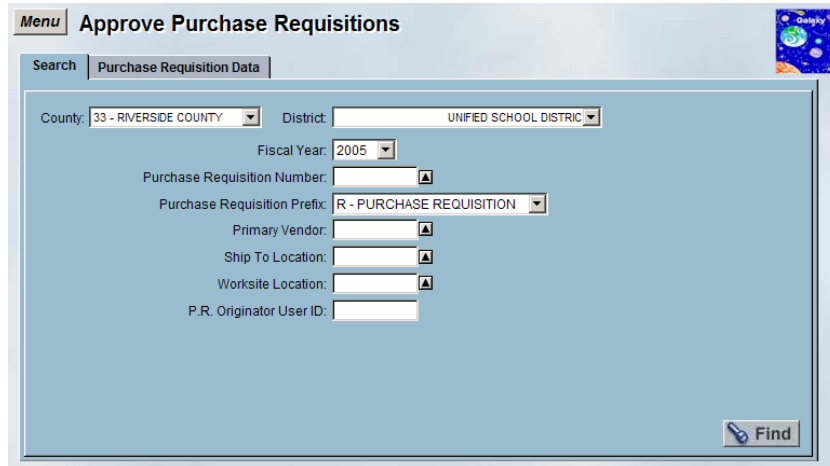
Click **OK**.



Step

To generate a list
of purchase
requisitions to
approve

Click **Find**.



Step
To approve specific purchase requisitions enter “**Y**” in the Approve Field.

To approve all purchase requisitions check the “**Approve All**” Checkbox.

Click **Save**

Menu Approve Purchase Requisitions

Search Purchase Requisition Data

| Approve? | Comment | P.R. Number | P.R. Requestor | Worksite |
|----------|---------|-------------|----------------|----------|
| Y | | R0000100 | | |
| | | R0000101 | | |

Approve All District: UNIFIED SCH Fiscal Year: 2005 P.R. Nbr: R0000100 Save Cancel

Details Items Account Distribution Notes Authorized Purchaser Approvals

P.R. Type: N - NORMAL Date Due: 08/23/2005
P.R. Status: S - SUBMITTED FOR APPROVAL Primary Vendor: 22186 - OFFICE DEPOT
P.R. Amount: 7.27 Vendor Address: 2 - 72339 HWY 111, PALM DESERT, CA 92260 US
Category: OFFICE Bill To Location: BUSINESS SVC - Business Services
P.R. Requestor: Ship To Location: WAREHOUSE - Warehouse
Approval List: Worksite Location: -
P.R. Originator User ID: Board Rpt. Desc:
Contact Phone Nbr: Misc. Field 1:
Update User ID: Misc. Field 2:
Update Time: 05/24/2005 2:24 PM In Rev: Rev Cmt

Step
Click the Items sub tab to view information regarding the item(s) on the purchase requisition selected in the view above.

Menu Approve Purchase Requisitions

Search Purchase Requisition Data

| Approve? | Comment | P.R. Number | P.R. Requestor | Worksite |
|----------|---------|-------------|----------------|----------|
| Y | | R0000100 | | |
| | | R0000101 | | |

Approve All District: UNIFIED SCH Fiscal Year: 2005 P.R. Nbr: R0000100 Save Cancel

Details **Items** Account Distribution Notes Authorized Purchaser Approvals

Show Description View Desc. Discount Amount: 0.00 Pct: 0.000000 Freight: 0.00

| Line Nbr | Item Name | Description | Quantity | Unit Price | U/M | Amount | Tax | Tax Amount | Total Amount | |
|----------|------------------|---------------------|----------|------------|------|----------|--------|------------|--------------|--------------|
| 0001 | PAPER | Xerox Paper | 5.00 | 0.75 | REAM | 3.75 | Y | 0.29 | 4.04 | |
| | Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount |
| | 03 | 166 | 0001 | 0 | 1110 | 1000 | 4300 | 0.00 | 1.000000 | 4.04 |
| | | | | | | | Total | 0.00 | 1.000000 | 4.04 |
| 0002 | CONSTRUCTION P&M | Multi color package | 3.00 | 1.00 | PKG | 3.00 | Y | 0.23 | 3.23 | |
| | | | | | | Total | | 6.75 | 0.52 | 7.27 |

Step
Click the Account Distribution sub tab to view information regarding the account distribution on the purchase requisition selected in the view above.

Menu Approve Purchase Requisitions

Search Purchase Requisition Data

| Approve? | Comment | P.R. Number | P.R. Requestor | Worksite |
|----------|---------|-------------|----------------|----------|
| Y | | R0000100 | | |
| | | R0000101 | | |

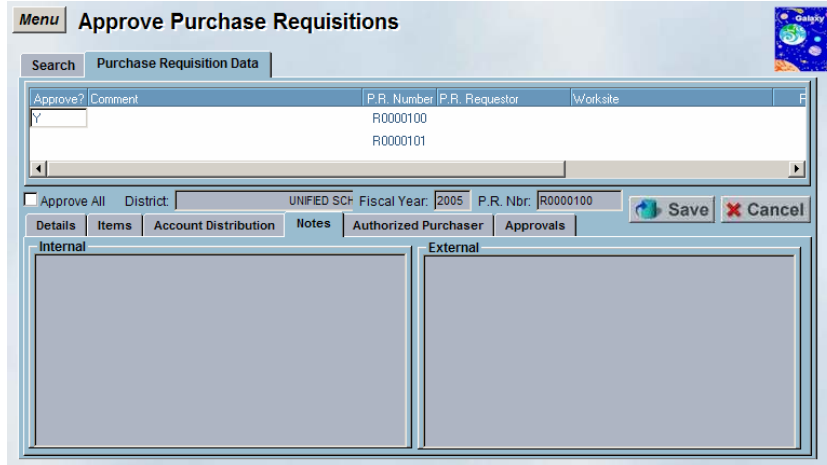
Approve All District: UNIFIED SCH Fiscal Year: 2005 P.R. Nbr: R0000100 Save Cancel

Details **Items** **Account Distribution** Notes Authorized Purchaser Approvals

| Fund | School | Resource | PY | Goal | Function | Object | Percent |
|-------|--------|----------|----|------|----------|--------|---------|
| Total | | | | | | | |

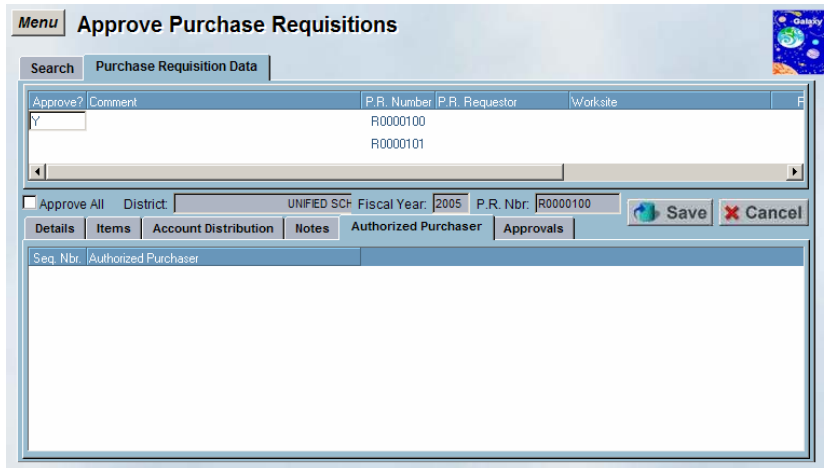
Step

Click the Notes sub tab to view information regarding the notes on the purchase requisition selected in the view above.



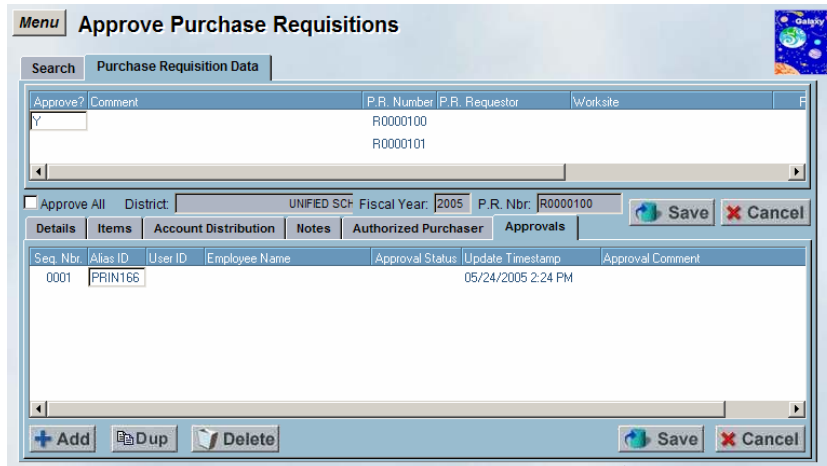
Step

Click the Authorized Purchaser sub tab to view information regarding the authorized purchaser on the purchase requisition selected in the view above.



Step

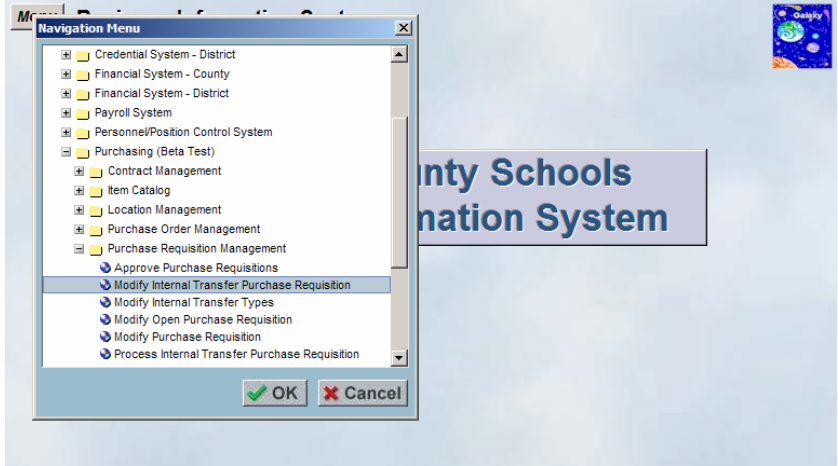
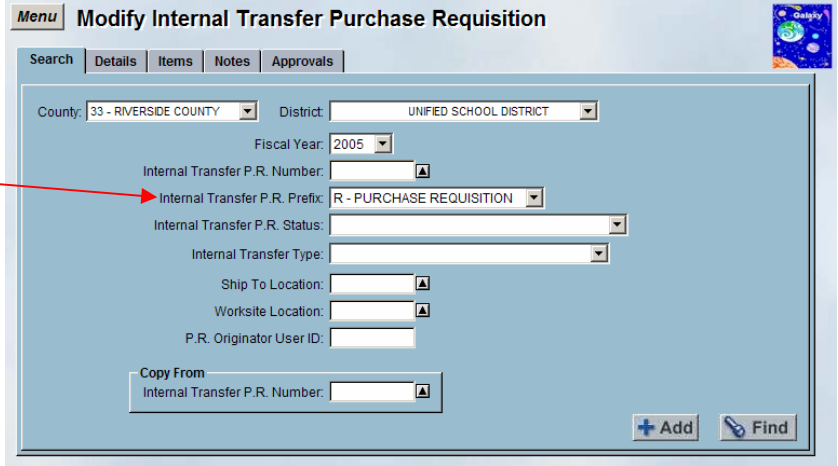
Click the Approvals sub tab to view information regarding the approvals on the purchase requisition selected in the view above.



Internal Transfers Purchase Requisitions

Add a New Internal Transfer Purchase Requisition

The Modify Internal Transfer Purchase Requisition screen is used to create new internal transfer purchase requisitions. This screen has been developed for transfers within the District and is specific to object code 5700- (i.e. Repo, Field Trips, etc.).

| | |
|--|--|
| <p>Step 1</p> <p>From menu select Modify Internal Transfer Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step</p> <p>To add an internal transfer purchase requisition, select Internal Transfer P. R. Prefix.</p> <p>If additional fields are selected they will populate the Details tab.</p> <p>Click Add</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition

Step

Add detail internal transfer purchase requisition information.

After desired information has been entered

Click **Items** tab.

NOTE: Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

Step

To add an item(s) to the internal transfer purchase requisition

Select an **Internal Transfer Type**.

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount |
|-----------|-----------|-------------|----------|------------|-----|--------|
| | | | | | | |

NOTE: Internal Transfer Types must exist before they can be selected on this screen. Internal Transfer Types are set up on the Modify Internal Transfer Type screen.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition

Step

To add a line item to the internal transfer purchase requisition,

Click **Add Line**.

Enter/Select desired information on the pop up window

Click **Save**.

NOTE: “Edit Desc.” button on the Add Line Nbr. pop up prompts another pop up window to enter a more detailed description of the item.

Step

To add a SACS account string(s) to the line item

Click **Add Acct.**

Enter SACS account string(s) information.

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object

Percent is shown by default; the user may enter an Amount, making sure to change the Percent to “0”.

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount | Pre Encumber Amt. | |
|-----------|------------|--------------------|----------|------------|------|--------|------|--------|----------|----|------|----------|--------|--------|----------|--------------|-------------------|--|
| 0001 | FIELD TRIP | FIELD TRIP 1/27/05 | 1.00 | 200.00 | EACH | 200.00 | | | | | | | | 0.00 | 1.000000 | | 0.00 | |
| Total: | | | | | | | | | | | | | | 0.00 | 1.000000 | | 200.00 | |

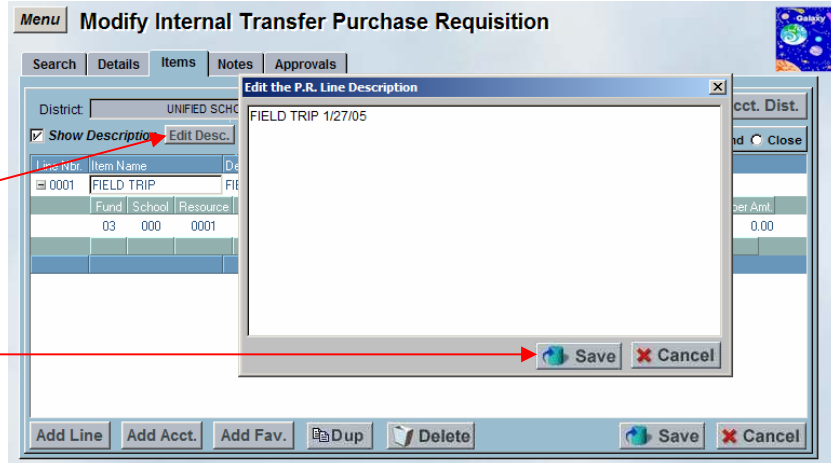
Step

To make changes to the line item description, place cursor on the line

Click **Edit Desc.**

Edit the description in the pop up window.

Click **Save**



NOTE: "Edit Desc." button provides a pop up window to enter a more detailed description of the item.

Step
Click **Save**

This will start the budget check process.

Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

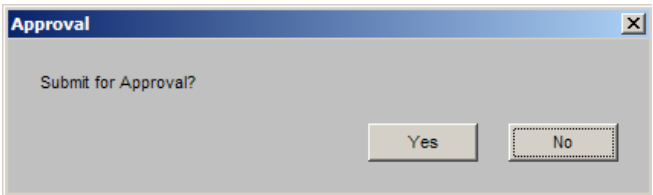
No Approvals

If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Internal Transfer Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).

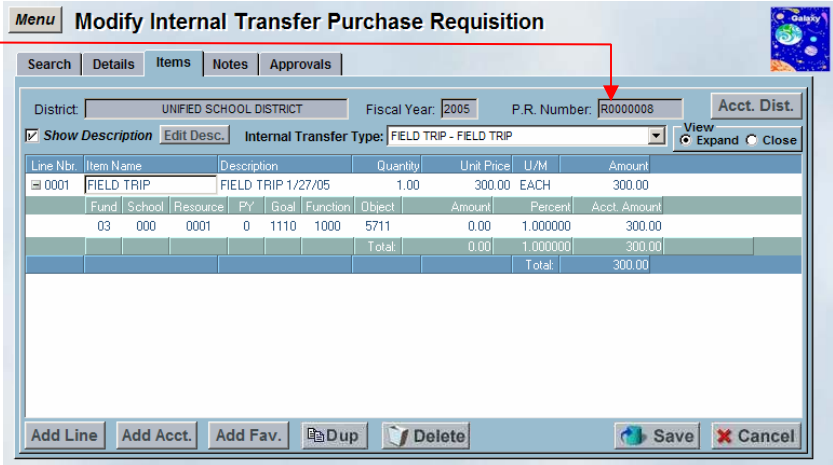
Step
 “Submit for Approval?” warning message prompts

Click **Yes**.



Step
 System will generate an internal transfer purchase requisition number.

Click **Notes** tab



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Add a New Internal Transfer Purchase Requisition

Step
To select a previously defined Internal/External note(s)

Click **Attach**,

or

Manually enter Internal/ External note(s).

Click **Save**

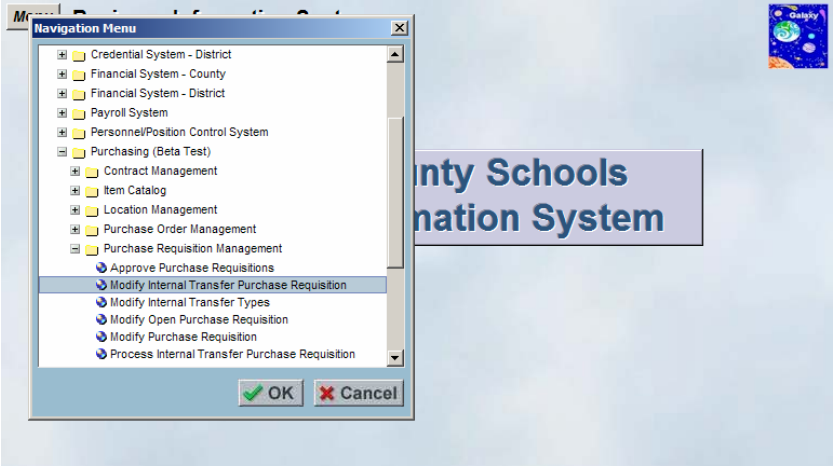
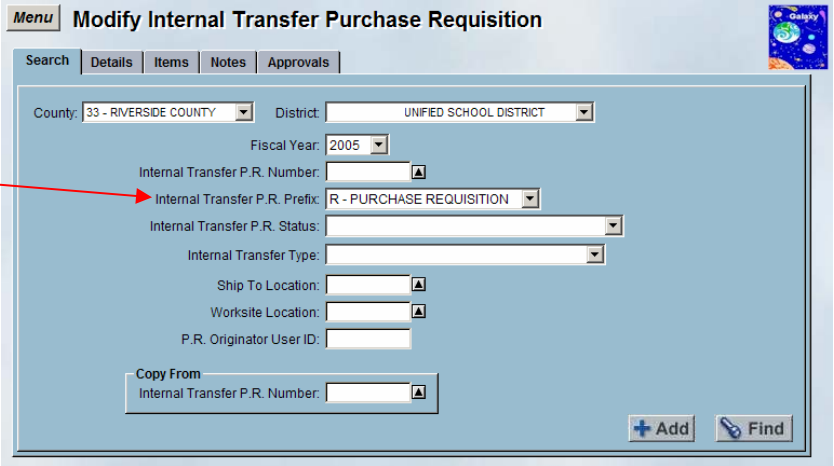
NOTE: External notes will print on purchase requisitions and purchase orders, internal notes will not.

Step
Click the Approvals tab to view approvals associated to this internal transfer purchase requisition.

No changes can be made on this tab.

Add a New Internal Transfer Purchase Requisition using Account Distribution

A feature available on the Modify Internal Transfer Purchase Requisition screen is the ability to apply account distribution to line items. If all line items on the new internal transfer purchase requisition will be funded by the same account string(s) the user may set up the account distribution. As a line item is added it will automatically populate the funding with the account string(s) entered into the account distribution pop up window.

| | |
|--|--|
| <p>Step 1 From menu select Modify Internal Transfer Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step 2 To add an internal transfer purchase requisition select Internal Transfer P. R. Prefix.</p> <p>If additional fields are selected they will populate the Details tab.</p> <p>Click Add</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition using Account Distribution

Step

Add detail internal transfer purchase requisition information.

After desired information has been entered

Click **Items** tab.

NOTE: Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

Step

Click **Acct. Dist.**

| Line Nbr | Item Name | Description | Quantity | Unit Price | U/M | Amount | Total |
|----------|-----------|-------------|----------|------------|-----|--------|-------|
| | | | | | | | |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition using Account Distribution

Step

To add default account distribution for all line items to be entered,

Click **Add**.

Enter SACS account string(s) information.

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object

Click **Save**



NOTE: Clicking the Account Distribution button will popup a window to enter the default account distribution for all line items. The account string percentage is entered as default (the total for all account strings entered in this window must equal 100% or 0%), each line item will be split funded according to the respective percentage. The account string percentage may also be set to 0 for all account strings to establish default funding for all line items without automatically calculating the split funding amounts. Account strings entered in this popup window will go through the account validation routine. Clicking the Save button will close the popup window and apply the account distribution to the line items by multiplying the account string percentage times the total line item amount.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition using Account Distribution

Step

To add a line item to the internal transfer purchase requisition

Click **Add Line**.

Enter/Select desired information on the pop up window.

Click **Save**.

NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

Step

Verify line item(s) are populated with the default account distribution.

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount |
|-----------|------------|--------------------|----------|------------|------|--------|
| 0001 | FIELD TRIP | FIELD TRIP 1/27/05 | 1.00 | 200.00 | EACH | 200.00 |

NOTE: By default all lines will be shown expanded. Select Close to hide account information for all line items.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition using Account Distribution

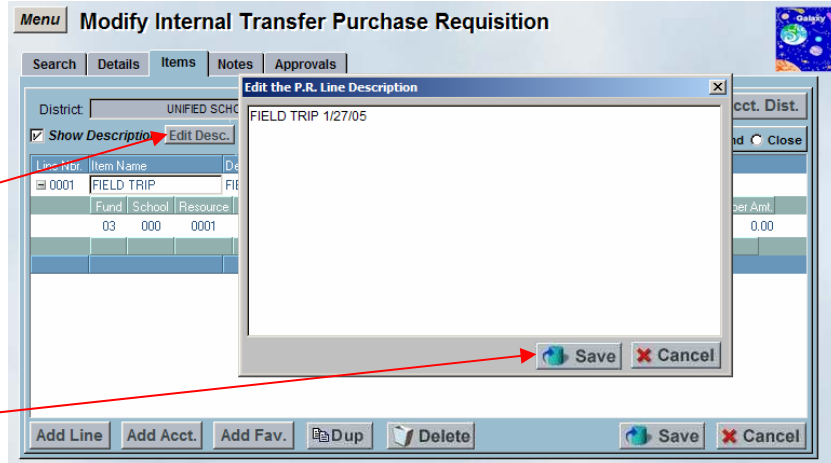
Step

To make changes to the line item description, place cursor on the line

Click **Edit Desc.**

Edit the description in the pop up window.

Click **Save**



NOTE: "Edit Desc." button provides a pop up window to enter a more detailed description of the item.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition using Account Distribution

Step
Click **Save**

This will start the budget check process.

Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

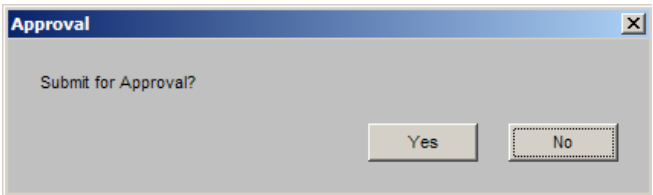
No Approvals

If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Internal Transfer Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).

Step
 “Submit for Approval?” warning message prompts

Click **Yes**.



Step
 System will generate an internal transfer purchase requisition number.

Click **Notes** tab



DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition using Account Distribution

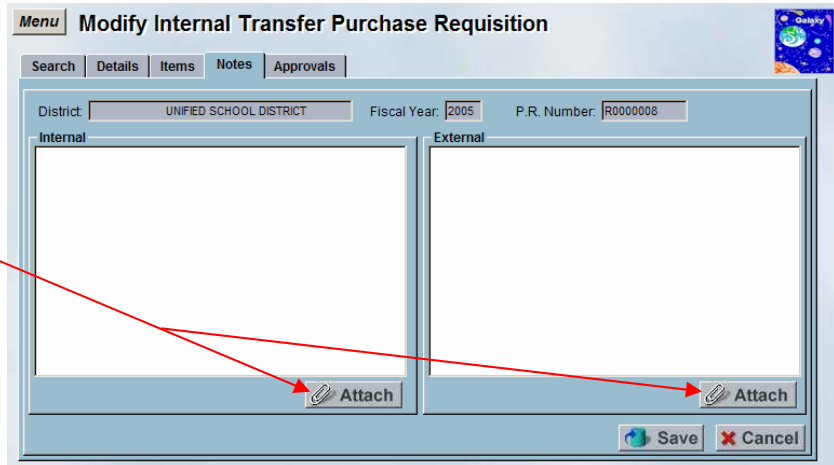
Step
To select a previously defined Internal/External note(s)

Click **Attach**,

or

Manually enter Internal/External note(s).

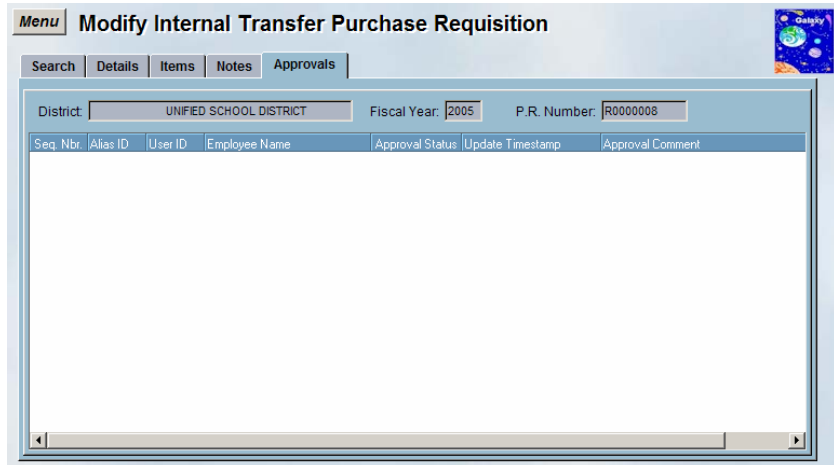
Click **Save**



NOTE: External notes will print on purchase requisitions and purchase orders, internal notes will not.

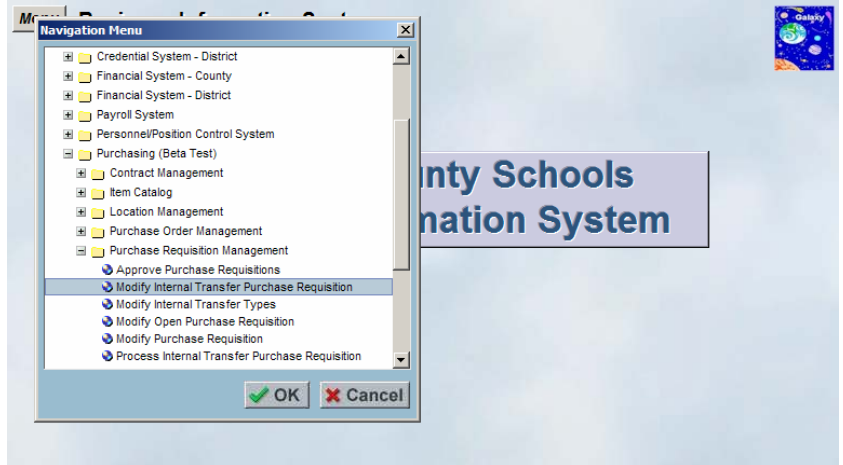
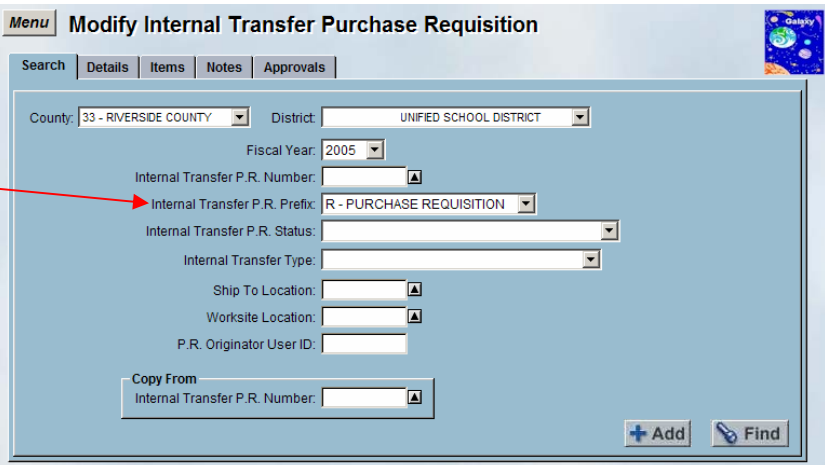
Step
Click the Approvals tab to view approvals associated to this internal transfer purchase requisition

No changes can be made on this tab.



Add a New Internal Transfer Purchase Requisition using Predefined Favorites for Account Distribution

A feature available on the Modify Internal Transfer Purchase Requisition screen is the ability to assign predefined sacs account strings to the account distribution. Predefined SACS account string(s) (accounts used most often by user) can be setup on the Modify User SACS Favorites screen. Once the accounts are setup, whenever the user is entering account distribution (line items that will be funded by the same account string(s)) they can select the “Add Fav.” button on the account distribution pop up window and select their predefined account strings.

| | |
|---|--|
| <p>Step 1 From menu select Modify Internal Transfer Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step 2 To add an internal transfer purchase requisition(s) select Internal Transfer P. R. Prefix.</p> <p>If additional fields are selected they will populate the Details tab.</p> <p>Click Add</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer P. R. using Predefined Favorites for Account Distribution

Step

Add detail internal transfer purchase requisition information.

After desired information has been entered

Click the **Items** tab.

NOTE: Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

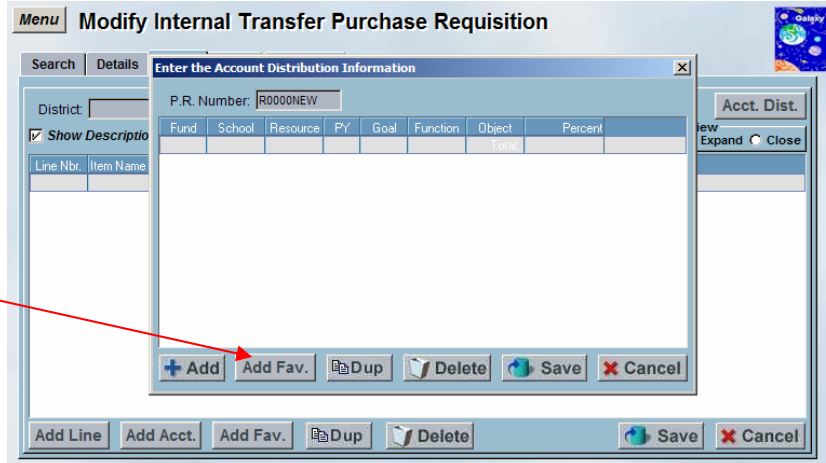
Step

Click **Acct. Dist.**

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer P. R. using Predefined Favorites for Account Distribution

Step
To add default account distribution for all line items using a user's predefined SACS account string(s)

Click **Add Fav.**



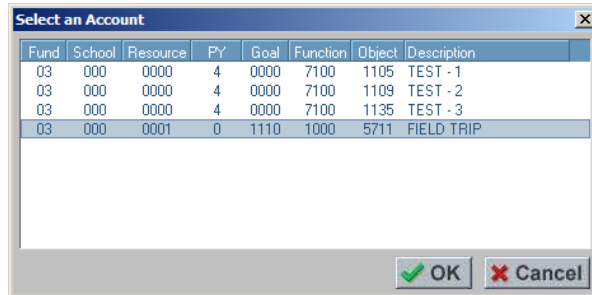
Step
To select the user's predefined SACS account string(s) for the default account distribution,

Highlight each account string row from the pop up window

Click **OK**.

Or

Double clicking on an account string row will automatically add it to the account distribution.



DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
 Add a New Internal Transfer P. R. using Predefined Favorites for Account Distribution

Step
 Click **Save**

Step
 To add a line item(s) to the internal transfer purchase requisition

Click **Add Line**.

Enter/Select desired information on the pop up window.

Click **Save**

NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer P. R. using Predefined Favorites for Account Distribution

Step

Verify line item(s) are populated with the default account distribution.

Percent is shown by default; the user may enter an Amount, making sure to change the Percent to "0".

NOTE: By default all lines will be shown expanded. Select Close to hide account information for all line items.

Step

To make changes to the line item description, place cursor on the line

Click **Edit Desc.**

Edit the description in the pop up window.

Click **Save**

NOTE: "Edit Desc." button provides a pop up window to enter a more detailed description of the item.

Step
Click **Save**

This will start the budget check process.

Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

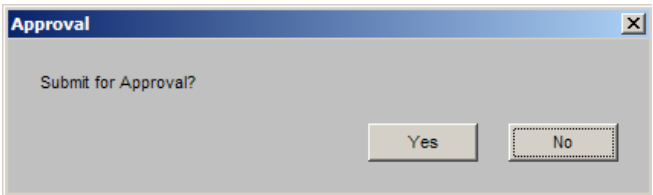
If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

No Approvals

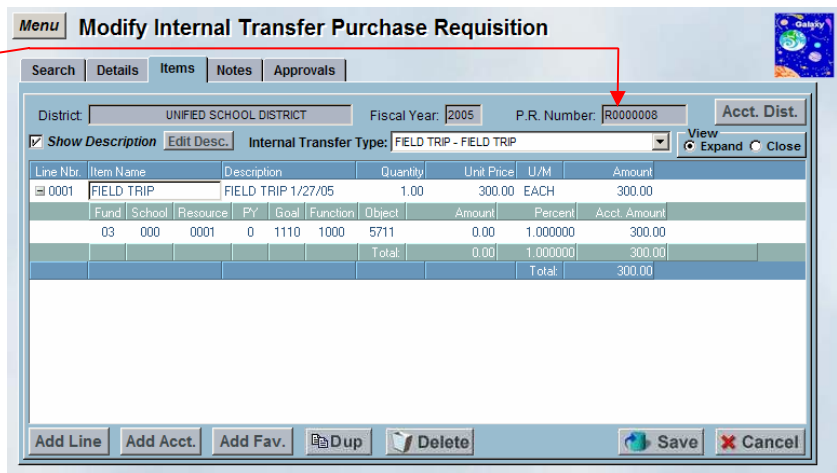
If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Internal Transfer Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).

Step
 “Submit for Approval?” warning message prompts
 Click **Yes**.



Step
 System will generate an internal transfer purchase requisition number.
 Click **Notes** tab



DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer P. R. using Predefined Favorites for Account Distribution

Step
To select a previously defined Internal/External note(s)

Click **Attach**,

or

Manually enter Internal/External note(s).

Click **Save**

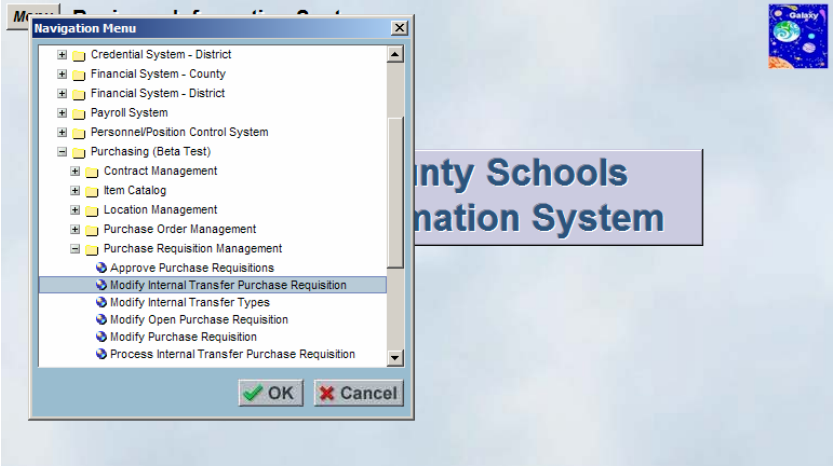
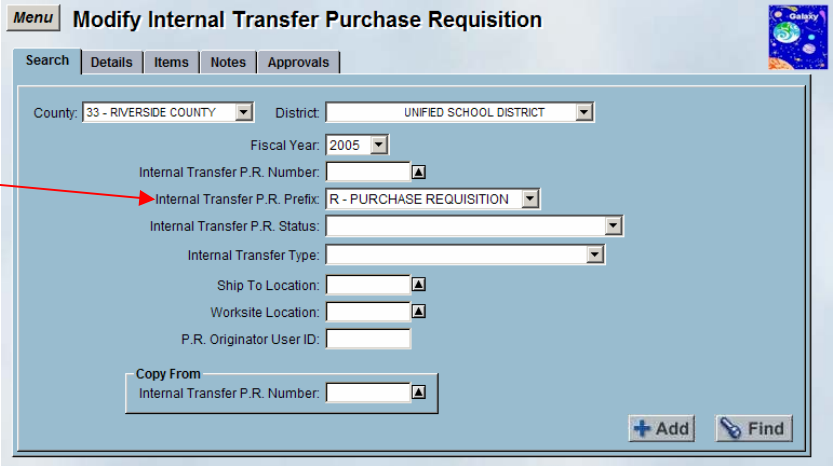
NOTE: External notes will print on purchase requisitions and purchase orders, internal notes will not.

Step
Click the Approvals tab to view approvals associated to this internal transfer purchase requisition

No changes can be made on this tab.

Add a New Internal Transfer Purchase Requisition using Predefined Favorites

A feature available on the Modify Internal Transfer Purchase Requisition screen is the ability to assign predefined sacs account strings to line item(s). Predefined SACS account string(s) (accounts used most often by user) can be setup on the Modify User SACS Favorites screen. Once the accounts are setup, the user may assign their predefined SACS account strings to the line items entered on the Items tab by selecting the “Add Fav.” button.

| | |
|---|--|
| <p>Step 1 From menu select Modify Internal Transfer Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step To add an internal transfer purchase requisition, select Internal Transfer P. R. Prefix.</p> <p>If additional fields are selected they will populate the Details tab.</p> <p>Click Add</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition using Predefined Favorites

Step

Add detail internal transfer purchase requisition information.

After desired information has been entered

Click **Items** tab.

NOTE: Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

Step

To add a line item to the internal transfer purchase requisition

Click **Add Line**.

Enter/Select desired information on the pop up window.

Click **Save**.

NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition using Predefined Favorites

Step

To add a user's predefined SACS account string(s) to the line item

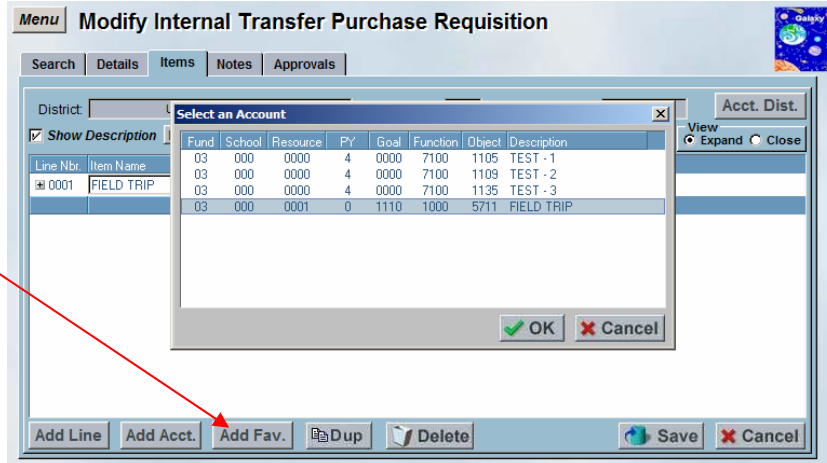
Click **Add Fav.**

Highlight each account string row from the pop up window

Click **OK**.

Or

Double clicking on each account string row will automatically add it to the line item.



Step

Verify line item and account string information for each line item.



NOTE: By default all lines will be shown expanded. Select Close to hide account information for all line items.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition using Predefined Favorites

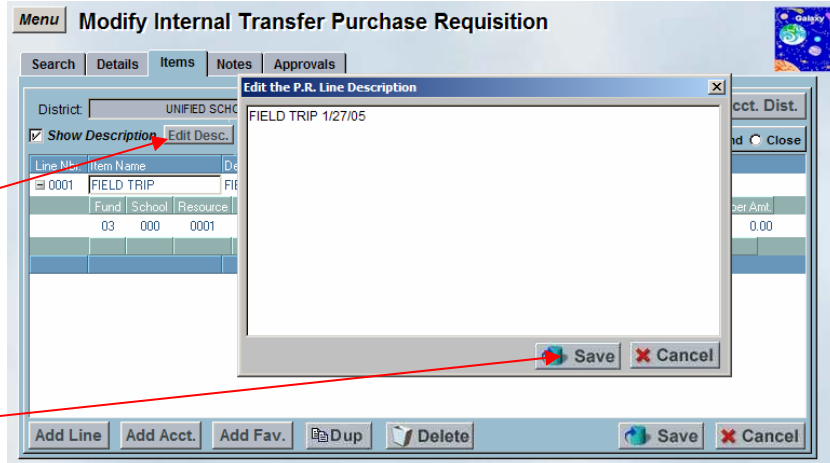
Step

To make changes to the line item description, place cursor on the line,

Click **Edit Desc.**

Edit the description in the pop up window.

Click **Save**



NOTE: "Edit Desc." button provides a pop up window to enter a more detailed description of the item.

Step
Click **Save**

This will start the budget check process.

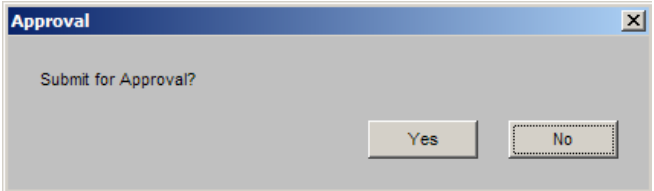
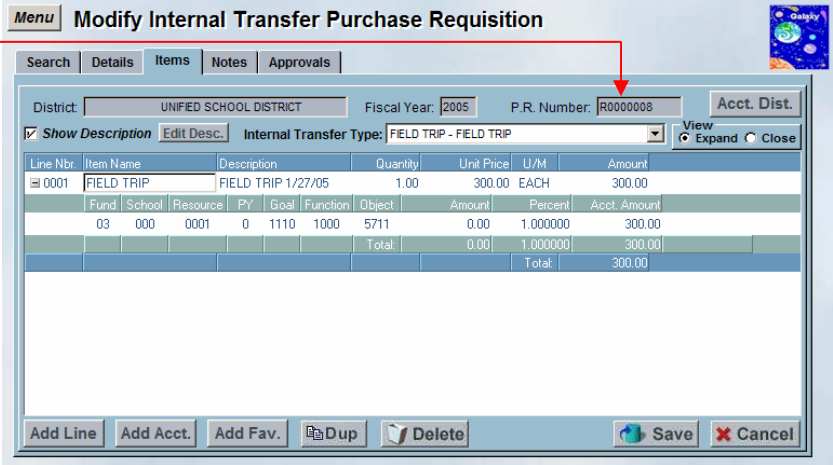
Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

| | |
|---|---|
| | <p>No Approvals</p> <p>If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.</p> <p>If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Internal Transfer Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).</p> |
| <p>“Submit for Approval?” warning message prompts</p> <p>Click Yes.</p> |  |
| <p>Step System will generate an internal transfer purchase requisition number.</p> <p>Click Notes tab</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Internal Transfer Purchase Requisition using Predefined Favorites

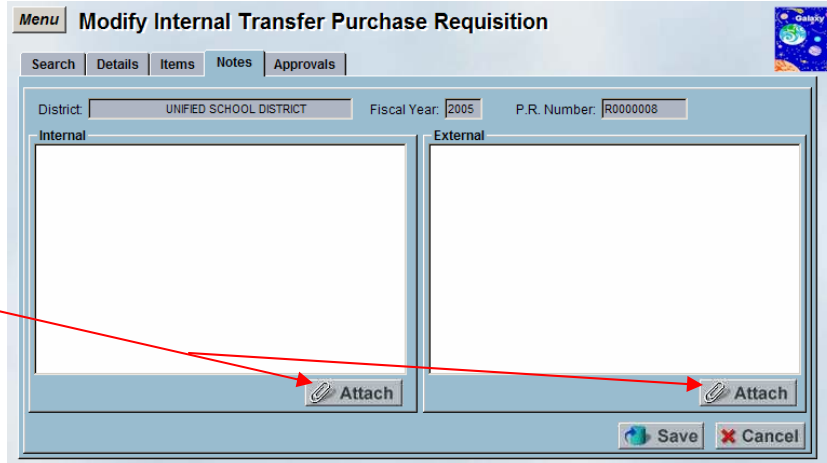
Step
To select a previously defined Internal/External note(s) for the internal transfer purchase requisition

Click **Attach**,

or

Manually enter Internal/External note(s).

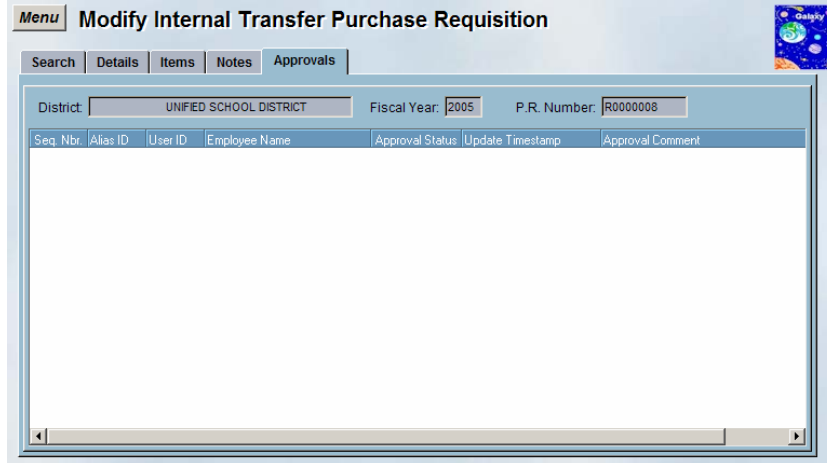
Click **Save**



NOTE: External notes will print on purchase requisitions and purchase orders, internal notes will not.

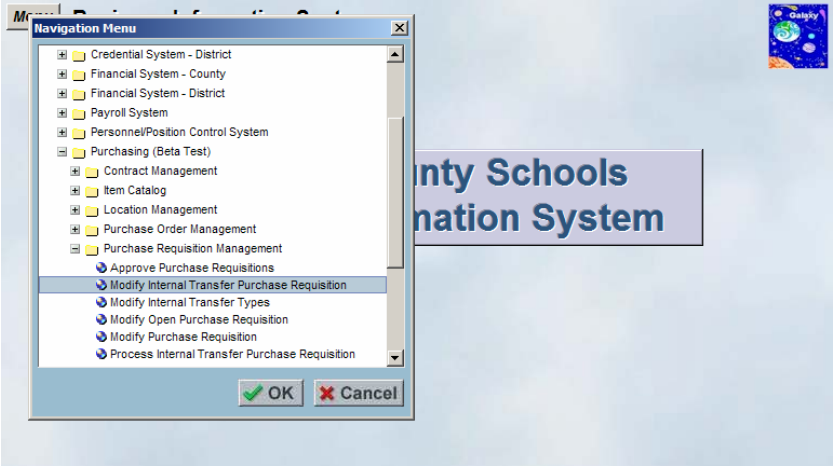
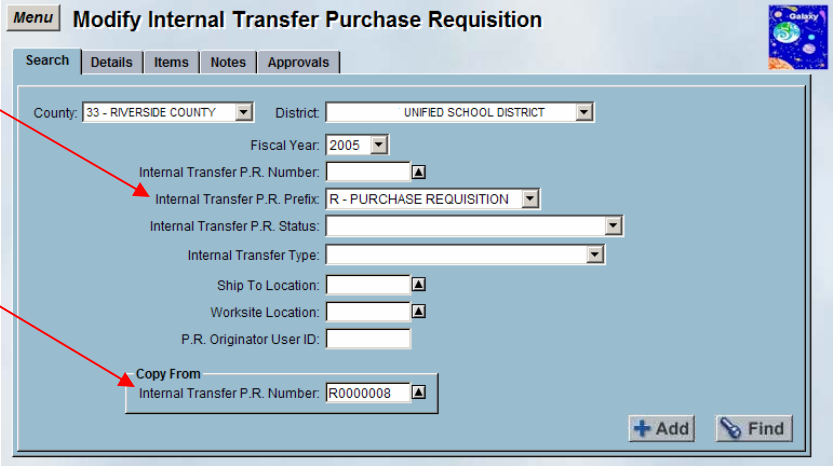
Step
Click the Approvals tab to view approvals associated to this internal transfer purchase requisition

No changes can be made on this tab.



Add a New Internal Transfer Purchase Requisition Copying from an Internal Transfer P.R. Number

A feature available on the Modify Internal Transfer Purchase Requisition screen is the ability to create a new internal transfer purchase requisition from an existing purchase requisition using the “Copy From” feature. The internal transfer purchase requisition will be pre-filled with data from the existing purchase requisition selected, which may be modified as necessary.

| | |
|---|--|
| <p>Step 1 From menu select Modify Open Purchase Order</p> <p>Click OK.</p> |  |
| <p>Step Select an Internal Transfer P.R. Prefix.</p> <p>Enter/Select an Internal Transfer P. R. Number.</p> <p>Click Add</p> |  |

Step

Verify and make necessary changes on Details, Items and Notes tabs.

Menu **Modify Internal Transfer Purchase Requisition**

Search Details Items Notes Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000NEW Delete

P.R. Type: T - INTERNAL TRANSFER Date Due: 03/11/2005

P.R. Status: N - NEW (NOT SUBMITTED FOR A) Bill To Location: WHS

P.R. Amount: 300.00 Category: FIELD TRIP Ship To Location: WHS

P.R. Requestor: Approval List: Worksite Location:

P.R. Originator User ID: Board Rpt. Desc:

Contact Phone Nbr: PR Misc Fld 1:

Update User ID: PR Misc Fld 2:

Update Timestamp: 02/09/2005 10:37 AM In Rev: N Rev Cmt:

Print Save Cancel

NOTES:

- The new internal transfer purchase requisition is pre-filled with data from the existing purchase requisition, which may be modified as necessary.
- Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step

After all necessary changes have been made

Click Save.

This will start the budget check process

Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

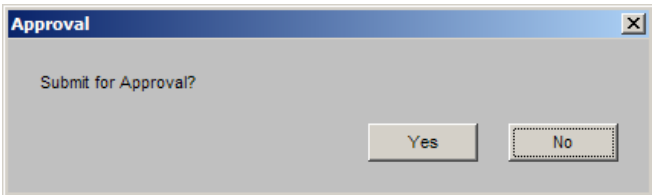
If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

No Approvals

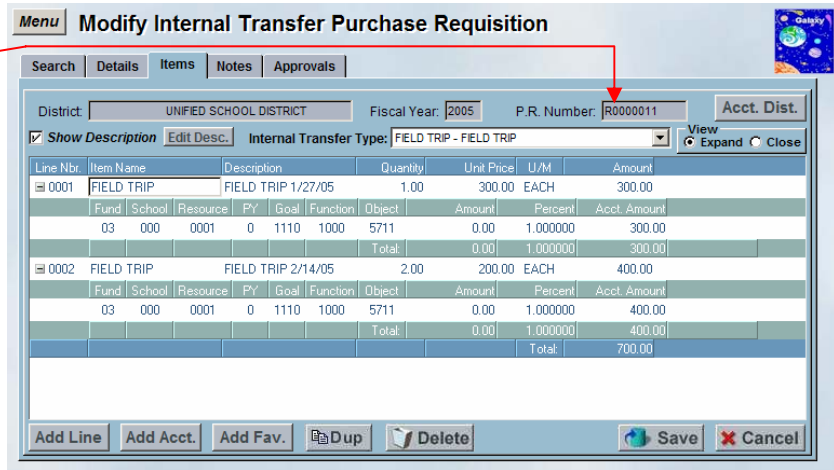
If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Internal Transfer Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).

Step
 “Submit for Approval?” warning message prompts
 Click **Yes**.



Step
 System will generate an internal transfer purchase requisition number.



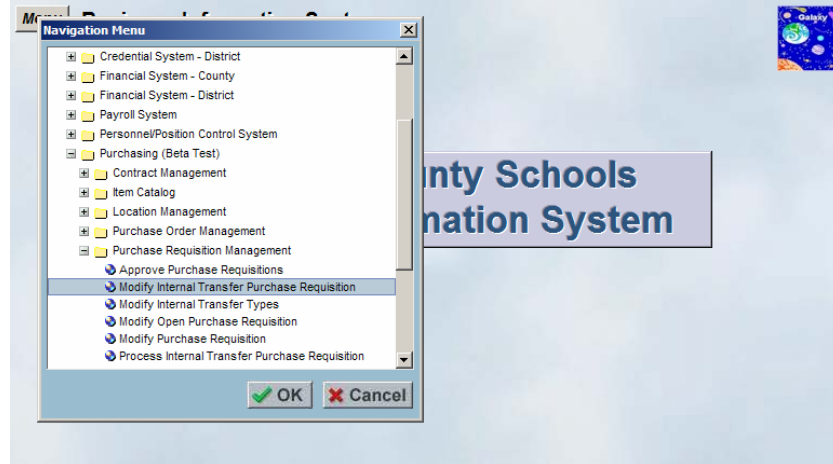
Modify an Existing Internal Transfer Purchase Requisition

The Modify Internal Transfer Purchase Requisition screen allows the user to edit an existing internal transfer purchase requisition.

Step 1

From menu select
Modify Internal
Transfer Purchase
Requisition

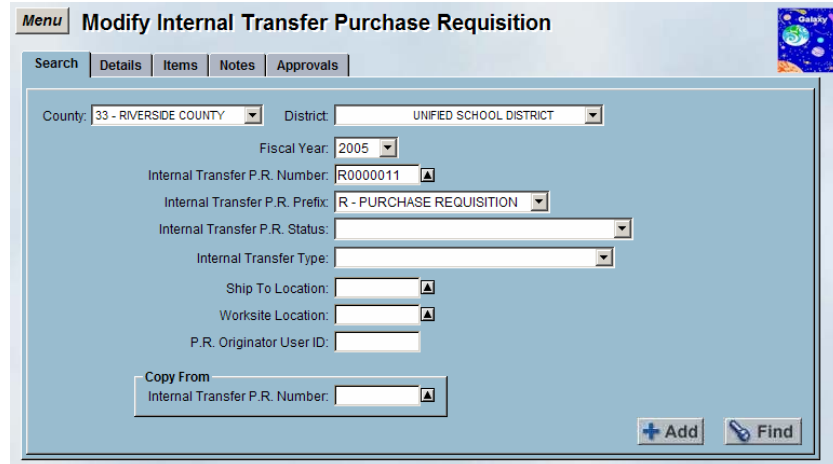
Click **OK**.



Step

To edit an existing
Internal Transfer
Purchase Requisition
enter/select
information as
available.

Click **Find**



NOTES:

- In order to modify a particular purchase requisition, the user must be the same person that originally created the purchase requisition, or the user must be assigned the Approver role in user security.
- Purchase requisitions that have been linked to purchase orders may not be modified.

Step

Edit internal purchase requisition detail information as necessary.

Click **Items** tab.

The screenshot shows a web-based form for modifying an internal transfer purchase requisition. The form is titled "Modify Internal Transfer Purchase Requisition" and has a "Menu" button on the left. Below the title are tabs for "Search", "Details", "Items", "Notes", and "Approvals". The "Details" tab is currently selected. The form contains several input fields and buttons. At the top right, there is a "Delete" button. The fields are organized into two columns. The left column includes: District (UNFED SCHOOL DISTRICT), Fiscal Year (2005), P.R. Number (R0000011), P.R. Type (T - INTERNAL TRANSFER), P.R. Status (A - APPROVED), P.R. Amount (700.00), Category (FIELD TRIP), P.R. Requestor, Approval List, P.R. Originator User ID, Contact Phone Nbr, Update User ID, and Update Timestamp (02/09/2005 10:56 AM). The right column includes: Date Due (03/11/2005), Bill To Location (WHS), Ship To Location (WHS), Worksite Location, Board Rpt. Desc, PR Misc Fld 1, and PR Misc Fld 2. At the bottom left is a "Print" button, and at the bottom right are "Save" and "Cancel" buttons.

NOTES:

- With certain exceptions, any modifications to data on this tab will reinitiate the approval process (purchase requisition status will be set to "N" (new – not submitted for approval)).
- Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.
- Click the print button to print all internal transfer purchase requisition data from all tabs.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
 Modify an Existing Internal Transfer Purchase Requisition

Step

Edit data associated to the existing line item(s) as necessary.

NOTES:

- Any modifications to data on this tab will reinitiate the approval process (purchase requisition status will be set to “N” (new – not submitted for approval)).
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step

To add new line item(s) to an existing internal transfer purchase requisition

Click **Add Line**.

Enter/Select desired information on pop up window.

Click **Save**

To duplicate an existing line item place cursor on that line

Click **Dup**.

NOTE: “Edit Desc.” button prompts a pop up window to enter a more detailed description of the item.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
 Modify an Existing Internal Transfer Purchase Requisition

Step

To manually add a SACS account string(s) to the line item

Click **Add Acct.**

Enter SACS account string(s) information.

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object

Percent is shown by default; the user may enter an Amount, making sure to change the Percent to "0".

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
 Modify an Existing Internal Transfer Purchase Requisition

Step

To add a user's predefined SACS account string(s) to a line item

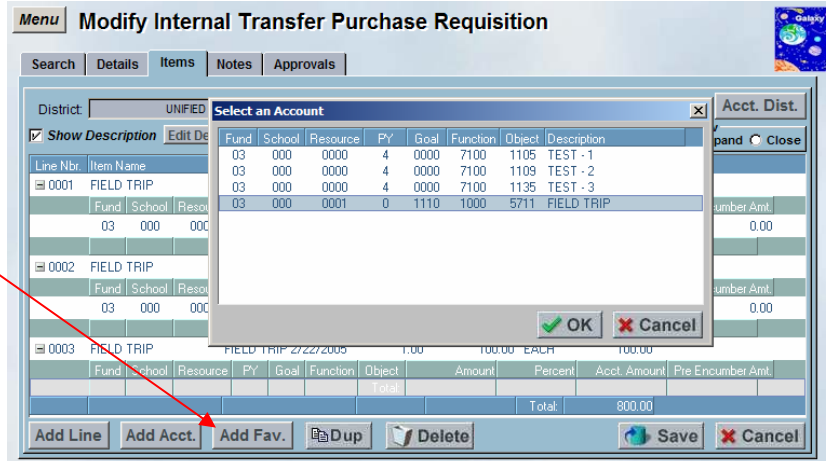
Click **Add Fav.**

Highlight each account string row from the pop up window.

Click **OK**.

Or

Double clicking on an account string row will automatically add it to the line item.



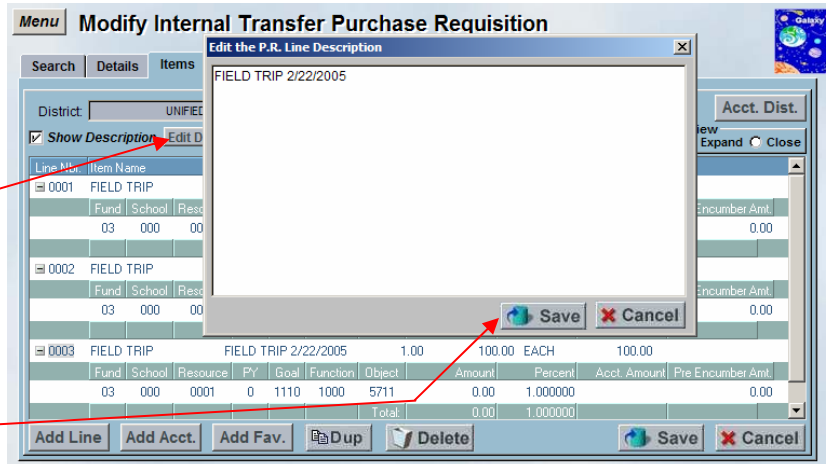
Step

To make changes to the item description, place cursor on the line

Click **Edit Desc.**

Edit the description in the pop up window.

Click **Save**



NOTE: "Edit Desc." button provides a pop up window to enter a more detailed description of the item.

Step
 Click **Save**

This will start the
 budget check process.

| Line Nbr | Item Name | Description | Quantity | Unit Price | U/M | Amount |
|----------|------------|--|----------|------------|----------|--------------|
| 0001 | FIELD TRIP | FIELD TRIP 1/27/05 | 1.00 | 300.00 | EACH | 300.00 |
| | | Fund School Resource PY Goal Function Object | | Amount | Percent | Acct. Amount |
| | | 03 000 0001 0 1110 1000 5711 | | 0.00 | 1.000000 | 300.00 |
| | | Total: | | 0.00 | 1.000000 | 300.00 |
| 0002 | FIELD TRIP | FIELD TRIP 2/14/05 | 2.00 | 200.00 | EACH | 400.00 |
| | | Fund School Resource PY Goal Function Object | | Amount | Percent | Acct. Amount |
| | | 03 000 0001 0 1110 1000 5711 | | 0.00 | 1.000000 | 400.00 |
| | | Total: | | 0.00 | 1.000000 | 400.00 |
| 0003 | FIELD TRIP | FIELD TRIP 2/22/2005 | 1.00 | 100.00 | EACH | 100.00 |
| | | Fund School Resource PY Goal Function Object | | Amount | Percent | Acct. Amount |
| | | 03 000 0001 0 1110 1000 5711 | | 0.00 | 1.000000 | 100.00 |
| | | Total: | | 0.00 | 1.000000 | 100.00 |


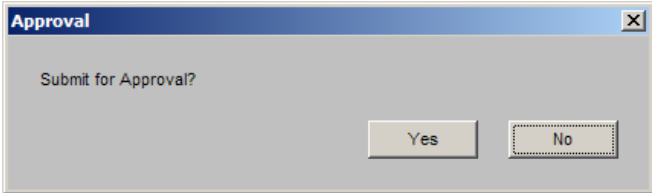
Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

| | |
|---|---|
| | <p>No Approvals</p> <p>If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.</p> <p>If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Internal Transfer Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).</p> |
| <p>Step If any changes that were made require re-approval, a warning message will prompt asking the user to confirm changes.</p> <p>Click Yes.</p> |  <p>A warning dialog box with a blue title bar labeled 'Warning'. The text inside reads: 'Changes have been made that require re-approval. Please confirm changes.' At the bottom, there are two buttons: 'Yes' and 'No'.</p> |
| <p>Step “Submit for Approval?” warning prompts</p> <p>Click Yes.</p> |  <p>An approval dialog box with a blue title bar labeled 'Approval'. The text inside reads: 'Submit for Approval?'. At the bottom, there are two buttons: 'Yes' and 'No'.</p> |

Step

Click the Notes tab to modify the Internal/External note(s) for the internal purchase requisition,

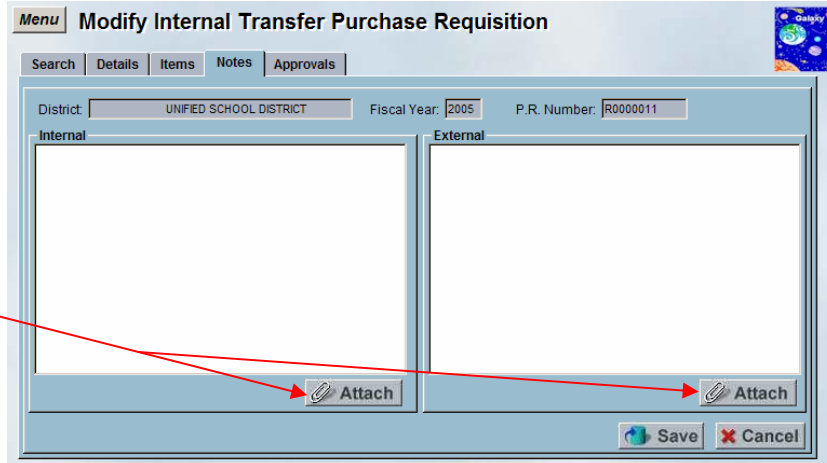
Click **Attach**.

Select from a previously defined note

or

Manually enter Internal/External note(s).

Click **Save**



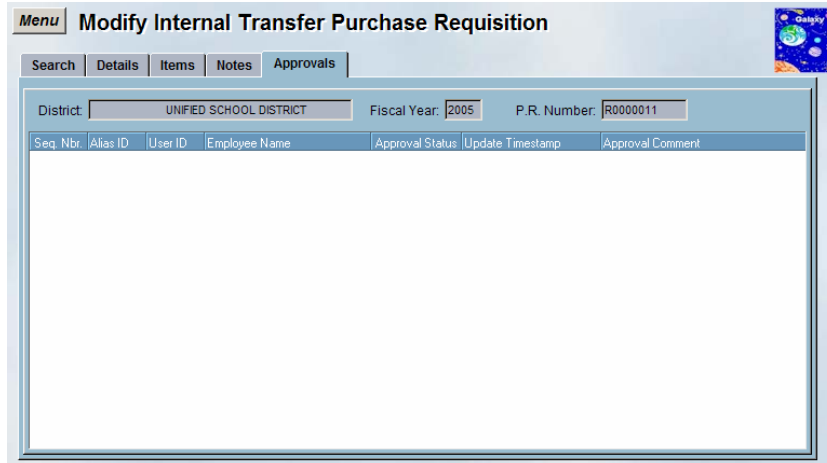
NOTES:

- External notes will print on purchase requisitions and purchase orders, internal notes will not.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step

Click the Approvals tab to view approvals associated to this internal transfer purchase requisition.

No Changes can be made on this tab.



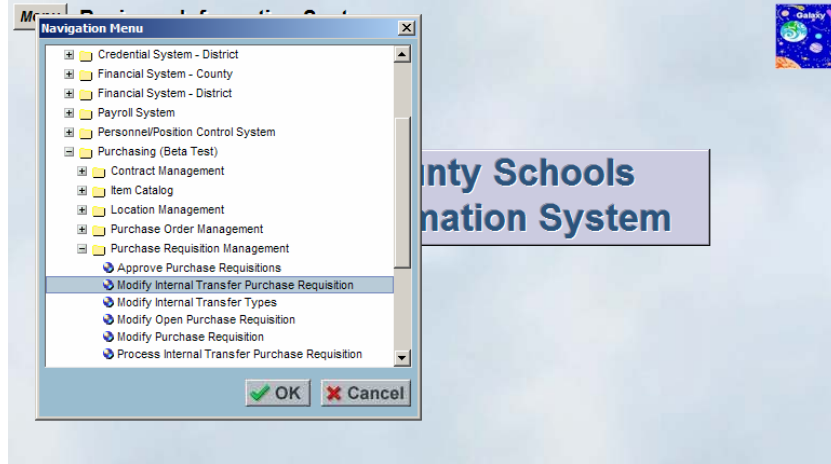
Modify an Existing Internal Transfer Requisition – Reapply Account Distribution

The Modify Internal Transfer Purchase Requisition screen allows the user to reapply account distribution to existing line items.

Step 1

From menu select
Modify Internal
Transfer Purchase
Requisition

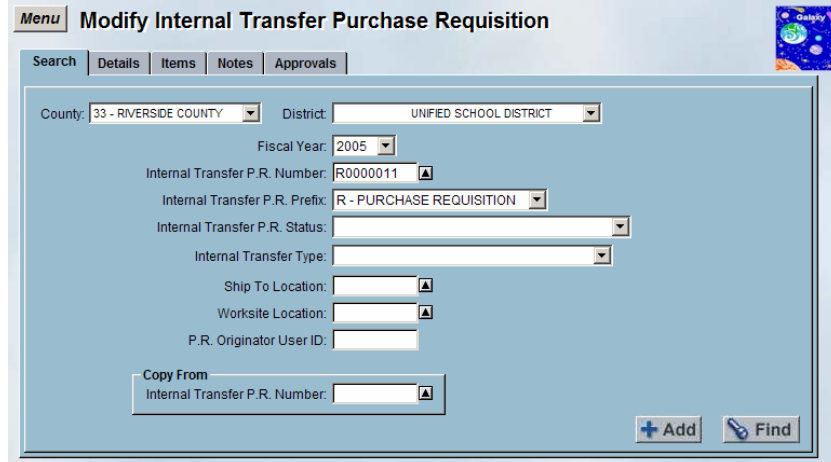
Click **OK**.



Step

To edit an existing
Internal Transfer
Purchase Requisition
enter/select
information as
available.

Click **Find**



NOTES:

- In order to modify a particular purchase requisition, the user must be the same person that originally created the purchase requisition, or the user must be assigned the Approver role in user security.
- Purchase requisitions that have been linked to purchase orders may not be modified.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Modify an Existing Internal Transfer Requisition – Reapply Account Distribution

Step
Edit internal
purchase requisition
detail information.

Click **Items** tab

Menu Modify Internal Transfer Purchase Requisition

Search Details **Items** Notes Approvals

District: UNFED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000011 Delete

P.R. Type: T - INTERNAL TRANSFER Date Due: 03/11/2005

P.R. Status: A - APPROVED Bill To Location: WHS

P.R. Amount: 700.00 Category: FIELD TRIP Ship To Location: WHS

WAREHOUSE

P.R. Requestor: WORKSITE Location: WAREHOUSE

Approval List: Board Rpt. Desc:

P.R. Originator User ID: PR Misc Fld 1:

Contact Phone Nbr: PR Misc Fld 2:

Update User ID: Update Timestamp: 02/09/2005 10:56 AM In Rev: N Rev Cmt:

Print Save Cancel

NOTES:

- With certain exceptions, any modifications to data on this tab will reinitiate the approval process (purchase requisition status will be set to “N” (new – not submitted for approval)).
- Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.
- Click the print button to print all internal transfer purchase requisition data from all tabs.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
 Modify an Existing Internal Transfer Requisition – Reapply Account Distribution

Step
 To reapply/reset
 the account
 distribution for
 existing line item(s)

Click **Acct. Dist.**

NOTES:

- Any modifications to data on this tab will reinitiate the approval process (contract status will be set to “N” (new – not submitted for approval)).
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
 Modify an Existing Internal Transfer Requisition – Reapply Account Distribution

Step
 Manually edit existing default account distribution in the pop up window,

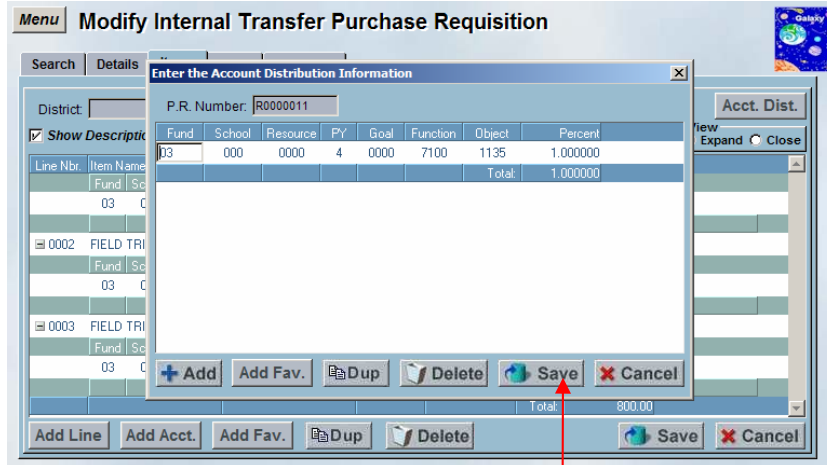
or

Select an account from the user's predefined sacs account favorites to reapply for the account distribution in the pop up window.

Click **Save**

Required fields:

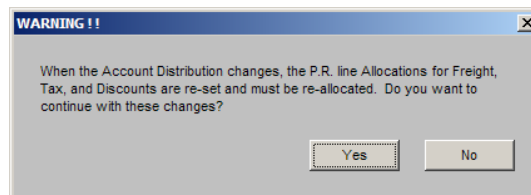
- Fund
- School
- Resource
- PY
- Goal
- Function
- Object



NOTE: Clicking the Account Distribution button will popup a window to enter the default account distribution for all line items. The account string percentage is entered as default (the total for all account strings entered in this window must equal 100% or 0%), each line item will be split funded according to the respective percentage. The account string percentage may also be set to 0 for all account strings to establish default funding for all line items without automatically calculating the split funding amounts. Account strings entered in this popup window will go through the account validation routine. Clicking the Save button will close the popup window and apply the account distribution to the line items by multiplying the account string percentage times the total line item amount.

A warning message will be displayed asking the user if they would like to continue with the changes.

Click **Yes**



DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Modify an Existing Internal Transfer Requisition – Reapply Account Distribution

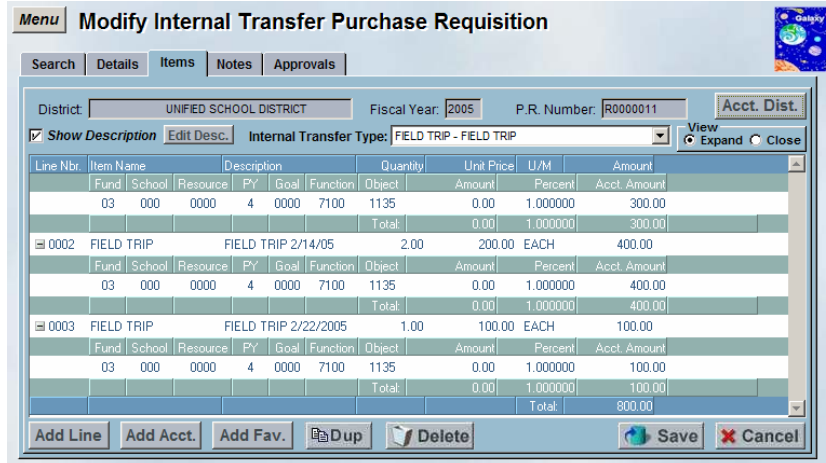
Step
Verify account
distribution
reallocation.

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Acct. Amount | | |
|-----------|------------|----------------------|----------|------------|------|--------|--------------|----------|--------|
| 03 | 000 | 0000 | 4 | 0000 | 7100 | 1135 | 0.00 | 1.000000 | 300.00 |
| Total: | | | | | | | 0.00 | 1.000000 | 300.00 |
| 0002 | FIELD TRIP | FIELD TRIP 2/14/05 | 2.00 | 200.00 | EACH | 400.00 | | | |
| 03 | 000 | 0000 | 4 | 0000 | 7100 | 1135 | 0.00 | 1.000000 | 400.00 |
| Total: | | | | | | | 0.00 | 1.000000 | 400.00 |
| 0003 | FIELD TRIP | FIELD TRIP 2/22/2005 | 1.00 | 100.00 | EACH | 100.00 | | | |
| 03 | 000 | 0000 | 4 | 0000 | 7100 | 1135 | 0.00 | 1.000000 | 100.00 |
| Total: | | | | | | | 0.00 | 1.000000 | 100.00 |
| Total: | | | | | | | 0.00 | 1.000000 | 800.00 |

NOTE: By default all lines will be shown expanded. Select Close to hide account information for all line items.

Step
 Click **Save**

This will start the budget check process.



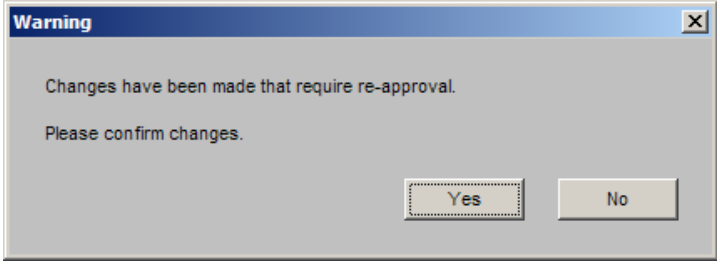
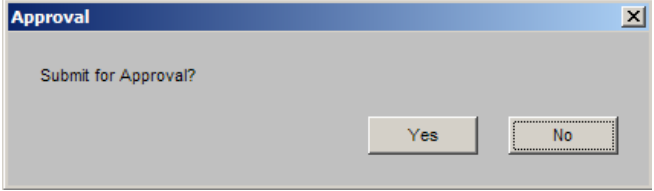
Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

| | |
|---|---|
| | <p>No Approvals</p> <p>If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.</p> <p>If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Internal Transfer Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).</p> |
| <p>Step If any changes that were made require re-approval, a warning message will prompt asking the user to confirm changes.</p> <p>Click Yes.</p> |  <p>A warning dialog box with a blue title bar labeled "Warning" and a close button (X). The text inside reads: "Changes have been made that require re-approval. Please confirm changes." At the bottom, there are two buttons: "Yes" and "No".</p> |
| <p>Step “Submit for Approval?” warning prompts</p> <p>Click Yes.</p> |  <p>An approval dialog box with a blue title bar labeled "Approval" and a close button (X). The text inside reads: "Submit for Approval?" At the bottom, there are two buttons: "Yes" and "No".</p> |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
 Modify an Existing Internal Transfer Requisition – Reapply Account Distribution

Step
 Click the Notes tab to modify the Internal/External note(s) for the internal transfer purchase requisition

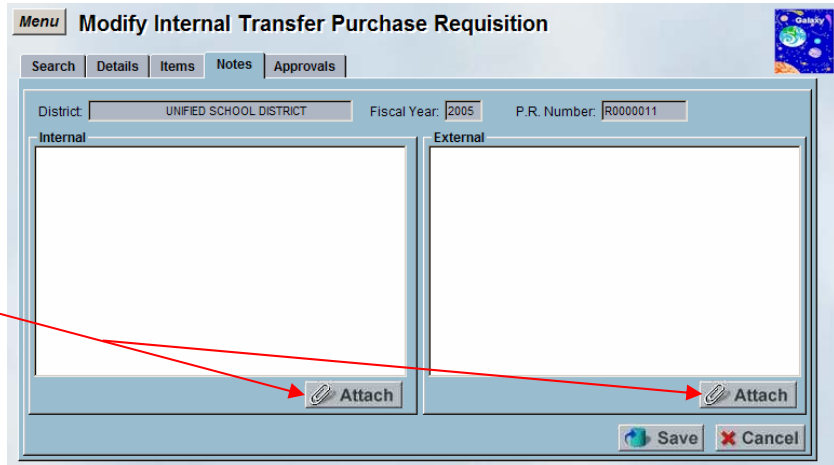
Click **Attach**.

Select from a previously defined note

or

Manually enter Internal/External note(s).

Click **Save**



NOTES:

- External notes will print on purchase requisitions and purchase orders, internal notes will not.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step
 Click the Approvals tab to view approvals associated to this internal transfer purchase requisition.

No Changes can be made on this tab.



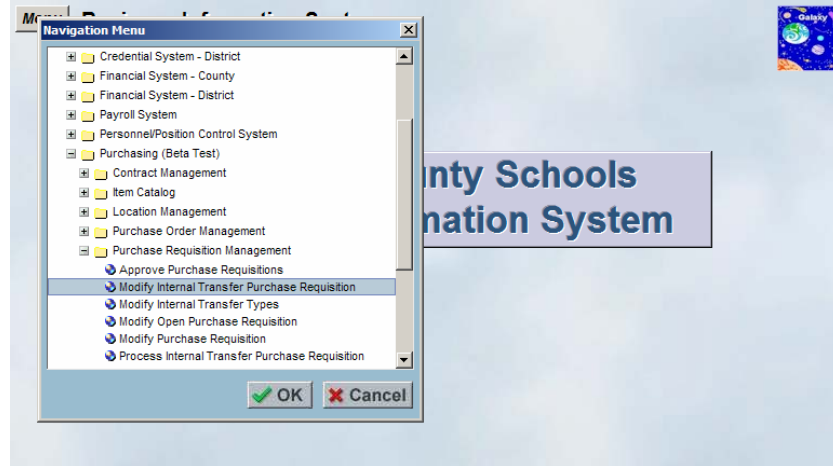
Delete an Internal Transfer Purchase Requisition

The Modify Internal Transfer Purchase Requisition screen allows the user to delete existing internal transfer purchase requisition.

Step 1

From menu select
Modify Internal
Transfer Purchase
Requisition

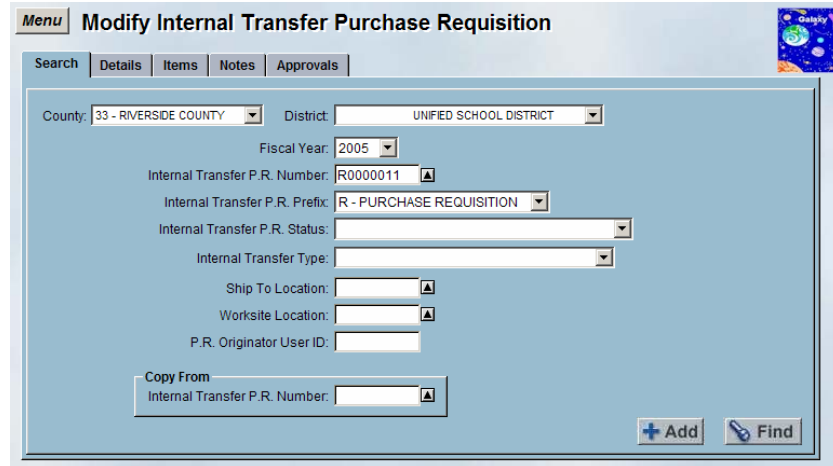
Click **OK**.



Step

To delete an
existing internal
transfer purchase
requisition
enter/select
information as
available.

Click **Find**

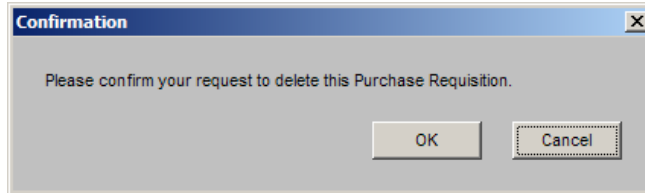


Step
 To delete the
 internal transfer
 purchase requisition

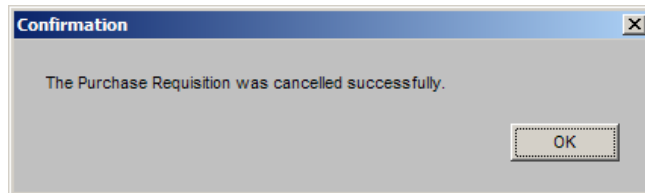
Click **Delete**.

NOTE: This will cancel the purchase requisition set the purchase requisition status to “C”, cancelled to prevent any further processing of this purchase requisition.

Step
 Galaxy warning
 prompts to confirm
 the request to delete
 the Purchase
 Requisition.



Step
 Confirmation
 message prompts to
 verify purchase
 requisition has been
 cancelled
 successfully.



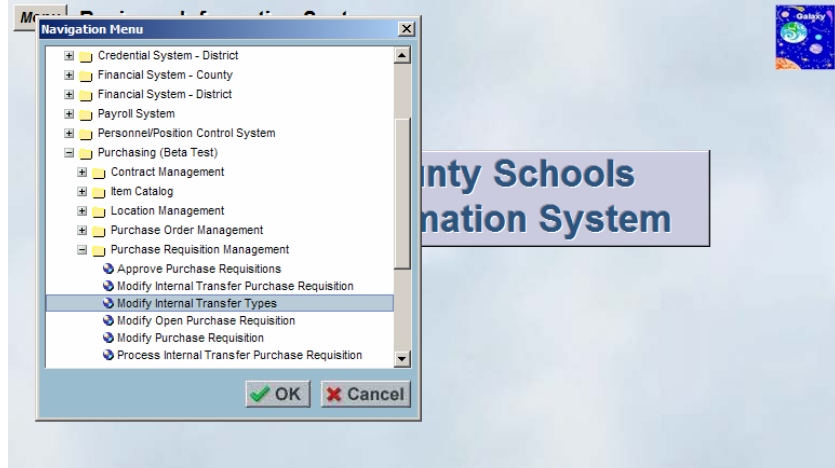
NOTE: The cancelled purchase requisition remains in the database for future reference.

Modify Internal Transfer Types

This screen is used to add, edit, delete, or view internal transfer type information. Internal Transfer Types must be set up before the user can add internal transfers on the Modify Internal Transfers screen.

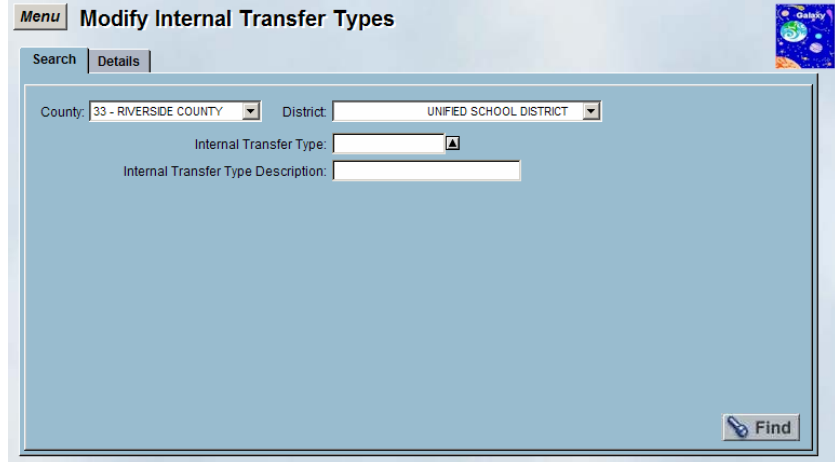
Step 1
From menu select
Modify Internal
Transfer Types

Click **OK**



Step
To add, edit or
delete internal
transfer type(s)
enter/select Internal
Transfer Type, and/or
Internal Transfer
Type Description

Click **Find**.



NOTE: Clicking "Find" with no other selection criteria entered will display all Internal Transfer Types associated to the District on the Details tab.

Step

Add, edit or delete transfer types as necessary.

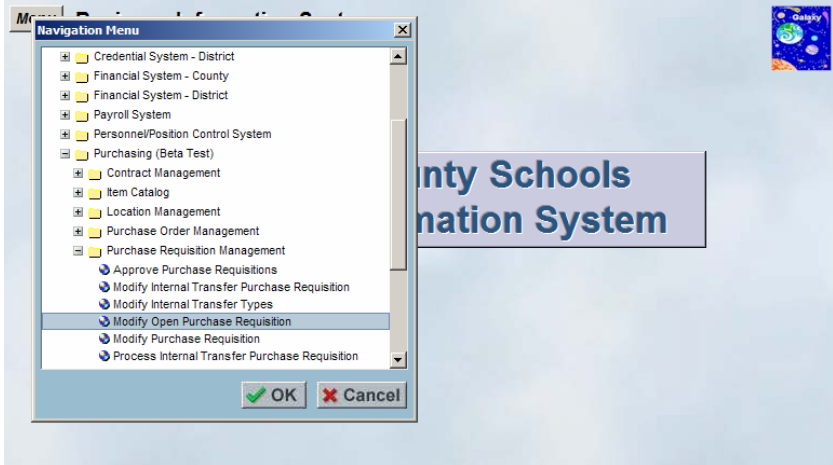
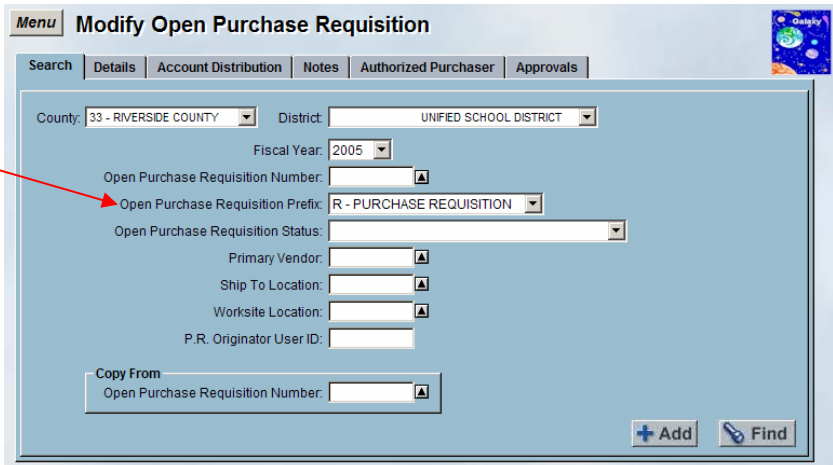
Click **Save**

| Internal Transfer Type | Internal Transfer Type Description | Fund | School | Resource | PY | Goal | Function | Object |
|------------------------|------------------------------------|------|--------|----------|----|------|----------|--------|
| FT | FIELD TRIP | 03 | 176 | 0000 | 0 | 0000 | 3600 | 5710 |

Open Purchase Requisitions

Add a New Open Purchase Requisition

The Modify Open Purchase Requisition screen is used to create new open purchase requisitions. An Open Purchase Requisition does not have a quantity field; the line item is driven by amount. Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

| | |
|--|--|
| <p>Step 1 From menu select Modify Open Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step To add an open purchase requisition, select Open Purchase Requisition Prefix.</p> <p>If additional fields are selected they will populate the Details tab.</p> <p>Click Add</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Open Purchase Requisition

Step
Add detail open purchase requisition information.

After desired information has been entered

Click **Account Distribution** tab.

NOTE: Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

Step
To add SACS account string(s) to the open purchase requisition

Click **Add Acct.**

Enter SACS account string(s) information.

| Fund | School | Resource | FY | Goal | Function | Object | Amount | Percent | Acct. Amount |
|--------|--------|----------|----|------|----------|--------|--------|----------|--------------|
| 03 | 845 | 0000 | 0 | 0000 | 8200 | 5856 | 0.00 | 1.000000 | |
| Total: | | | | | | | 0.00 | 1.000000 | |

Required fields:
Fund
School
Resource
PY
Goal
Function
Object

Percent is shown by default; the user may enter an Amount, making sure to change the Percent to "0".

Step
Click **Save**

This will start the budget check process.

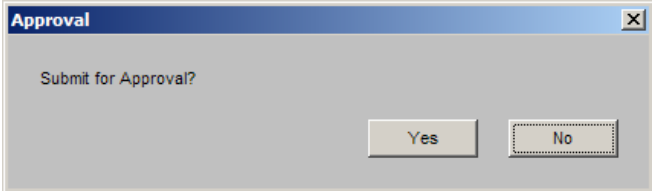
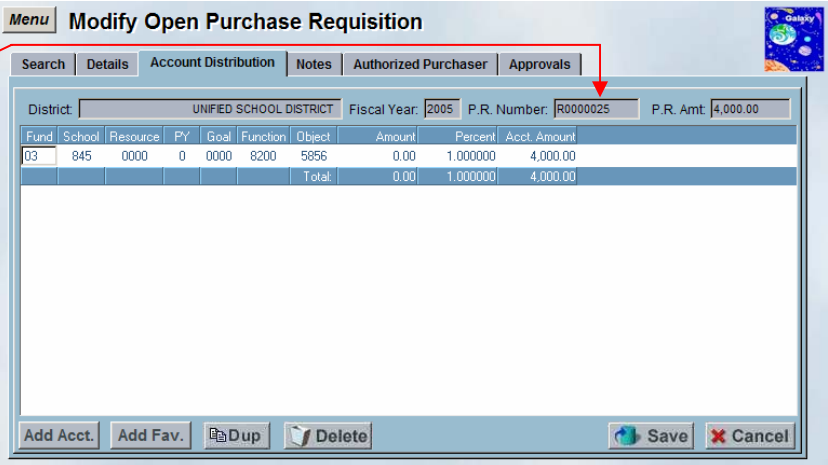
Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

| | |
|---|---|
| | <p>No Approvals</p> <p>If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.</p> <p>If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).</p> |
| <p>Step “Submit for Approval?” warning message prompts</p> <p>Click Yes.</p> |  |
| <p>Step System will generate an open purchase requisition number.</p> <p>Click Notes tab</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Open Purchase Requisition

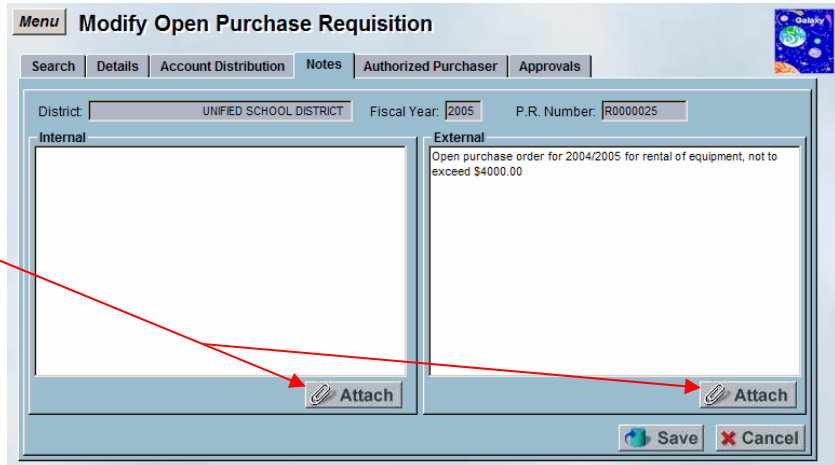
Step
To select a previously defined Internal/External note(s)

Click **Attach**,

or

Manually enter Internal or External note(s).

Click **Save**



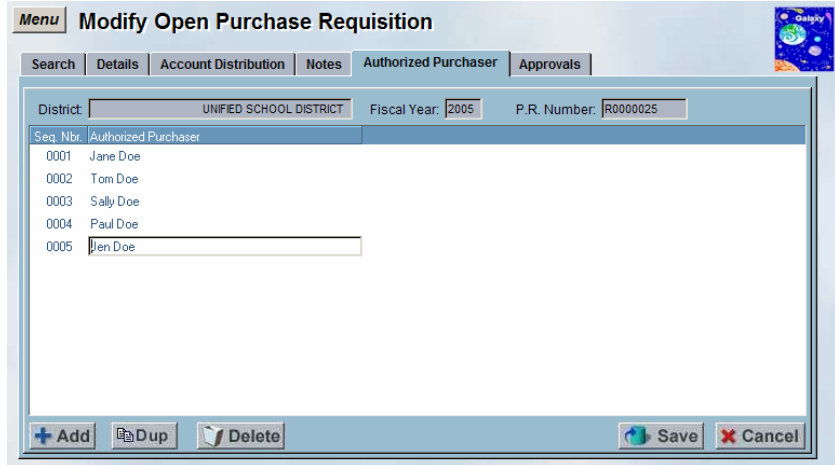
NOTE: External notes will print on purchase requisitions and purchase orders, internal notes will not.

Step
Click the Authorized Purchaser tab to add an authorized purchaser(s) associated to this open purchase requisition

Click **Add**.

Enter the Authorized Purchaser information.

Click **Save**



Step

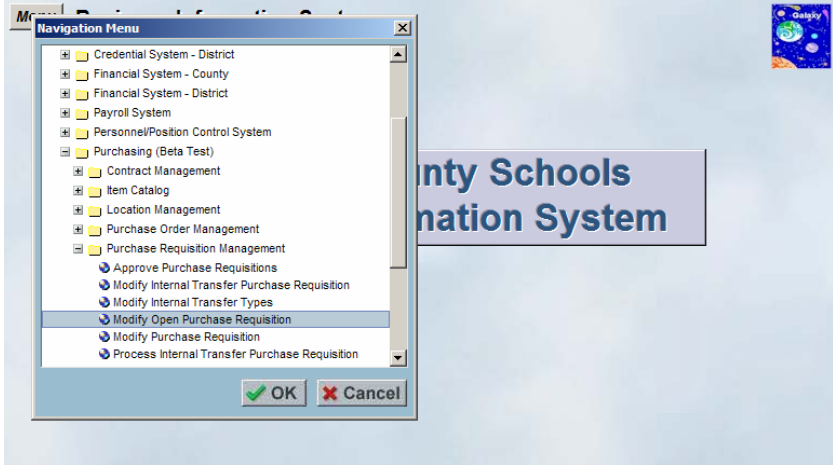
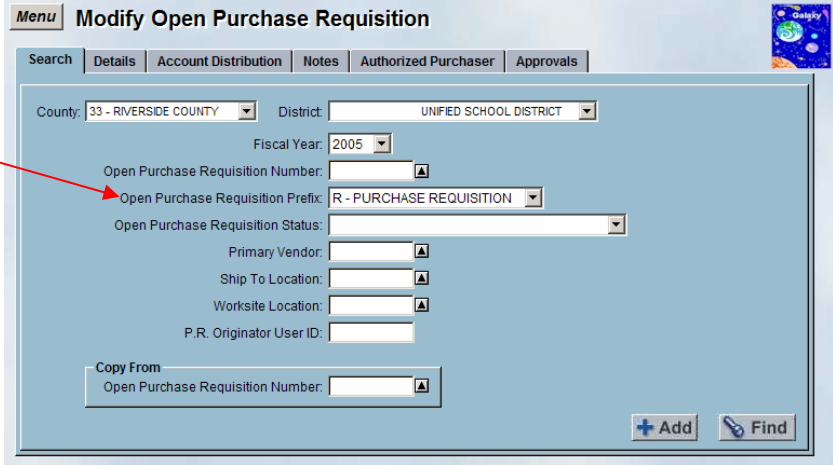
Click the Approvals tab to view the Approvals associated to this open purchase order.

No changes can be made on this tab.

The screenshot displays the 'Modify Open Purchase Requisition' window. At the top, there is a 'Menu' button and the title 'Modify Open Purchase Requisition'. Below the title is a navigation bar with tabs: 'Search', 'Details', 'Account Distribution', 'Notes', 'Authorized Purchaser', and 'Approvals'. The 'Approvals' tab is currently selected. The main content area shows a form with the following fields: 'District' (UNIFIED SCHOOL DISTRICT), 'Fiscal Year' (2005), and 'P.R. Number' (R0000025). Below these fields is a table with the following columns: 'Seq. Nbr.', 'Alias ID', 'User ID', 'Employee Name', 'Approval Status', 'Update Timestamp', and 'Approval Comment'. The table is currently empty.

Add a New Open Purchase Requisition using Predefined Favorites

A feature available on the Modify Open Purchase Requisition screen is the ability to assign predefined sacs account strings to line item(s). Predefined SACS account string(s) (accounts used most often by user) can be setup on the Modify User SACS Favorites screen. Once the accounts are setup, the user may assign their predefined SACS account strings to the line items entered on the Items tab by selecting the “Add Fav.” button. Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

| | |
|---|---|
| <p>Step 1 From menu select Modify Open Purchase Requisition</p> <p>Click OK.</p> |  <p>The screenshot shows a 'Navigation Menu' window with a tree view of system categories. Under 'Purchasing (Beta Test)', the 'Modify Open Purchase Requisition' option is selected and highlighted. The window also shows 'OK' and 'Cancel' buttons at the bottom.</p> |
| <p>Step To add an open purchase requisition, select Open Purchase Requisition Prefix.</p> <p>If additional fields are selected they will populate the Details tab.</p> <p>Click Add</p> |  <p>The screenshot shows the 'Modify Open Purchase Requisition' form. The 'Open Purchase Requisition Prefix' field is highlighted with a red arrow. The form includes fields for County (33 - RIVERSIDE COUNTY), District (UNIFIED SCHOOL DISTRICT), Fiscal Year (2005), and various requisition details. At the bottom, there is a 'Copy From' section and 'Add' and 'Find' buttons.</p> |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Open Purchase Requisition Copying from a Purchase Requisition

Step

Add detail open purchase requisition information.

After desired information has been entered

Click **Account Distribution** tab.

NOTE: Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

Step

To add a user's predefined SACS account string(s) to the open purchase requisition

Click **Add Fav.**

Highlight each account string row from the pop up window

Click **OK**.

Or

Double clicking on each account string row will automatically add it to the line item.

| Fund | School | Resource | PY | Goal | Function | Object | Description | Amt. |
|------|--------|----------|----|------|----------|--------|-------------|----------|
| 03 | 845 | 0000 | 0 | 0000 | 8200 | 5856 | RENTALS | 4,000.00 |

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Add a New Open Purchase Requisition Copying from a Purchase Requisition

Step

Percent is shown by default; the user may enter an Amount, making sure to change the Percent to "0".

Menu **Modify Open Purchase Requisition**

Search **Details** Account Distribution Notes Authorized Purchaser Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000NEW P.R. Amt: 4,000.00

| Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount | Pre Encumber Amt. |
|--------|--------|----------|----|------|----------|--------|--------|----------|--------------|-------------------|
| 03 | 845 | 0000 | 0 | 0000 | 6200 | 5656 | 0.00 | 1.000000 | | 0.00 |
| Total: | | | | | | | 0.00 | 1.000000 | | 0.00 |

Add Acct. Add Fav. Dup Delete Save Cancel

Step

Click **Save**

This will start the budget check process.

| Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount | Pre Encumber Amt. |
|--------|--------|----------|----|------|----------|--------|--------|----------|--------------|-------------------|
| 03 | 845 | 0000 | 0 | 0000 | 6200 | 5656 | 0.00 | 1.000000 | 0.00 | 0.00 |
| Total: | | | | | | | 0.00 | 1.000000 | 0.00 | 0.00 |

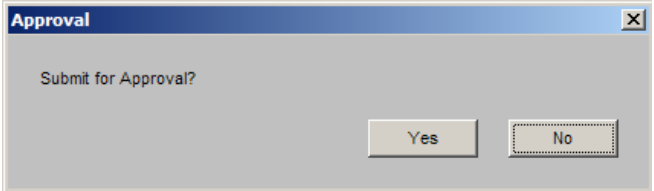
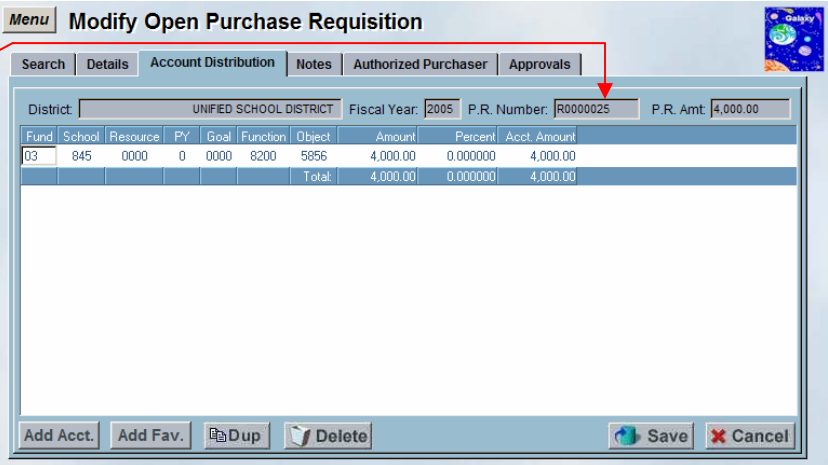
Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

| | |
|---|---|
| | <p>No Approvals</p> <p>If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.</p> <p>If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).</p> |
| <p>Step “Submit for Approval?” warning message prompts</p> <p>Click Yes.</p> |  |
| <p>Step System will generate an open purchase requisition number.</p> <p>Click Notes tab</p> |  |

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Add a New Open Purchase Requisition Copying from a Purchase Requisition

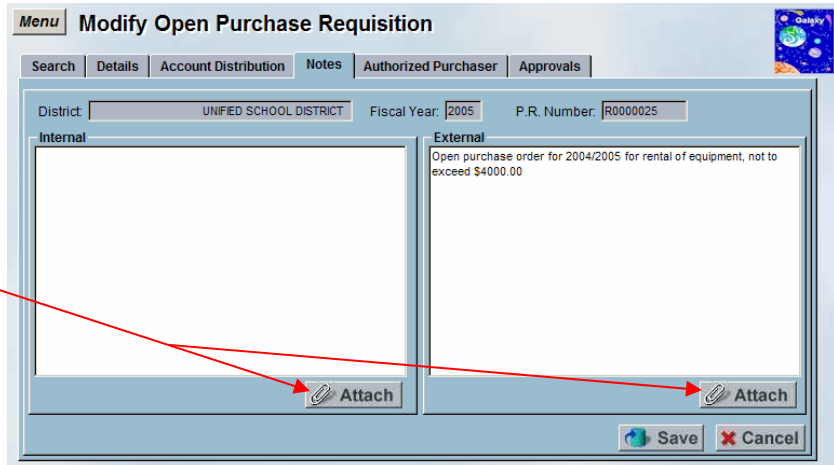
Step
To select a previously defined Internal/External note(s) for the open purchase requisition

Click **Attach**,

or

Manually enter Internal/External note(s).

Click **Save**

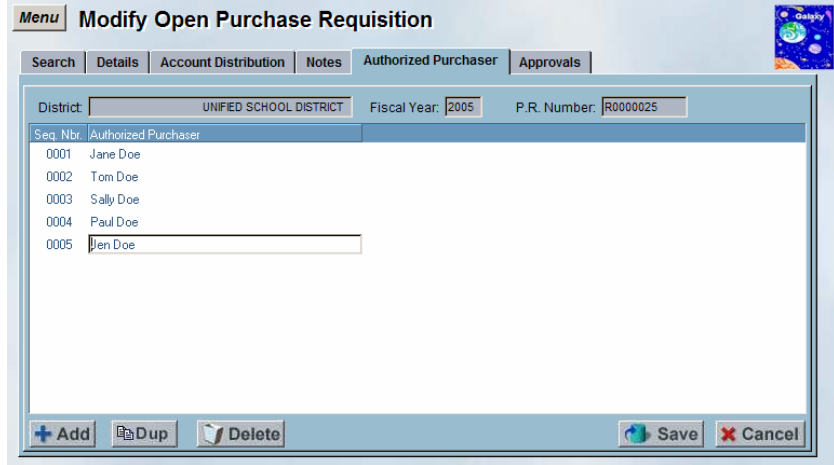


Step
Click Authorized Purchaser tab to add authorized purchaser(s) associated to this open purchase requisition.

Click **Add**.

Enter the Authorized Purchaser information.

Click **Save**



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Add a New Open Purchase Requisition Copying from a Purchase Requisition

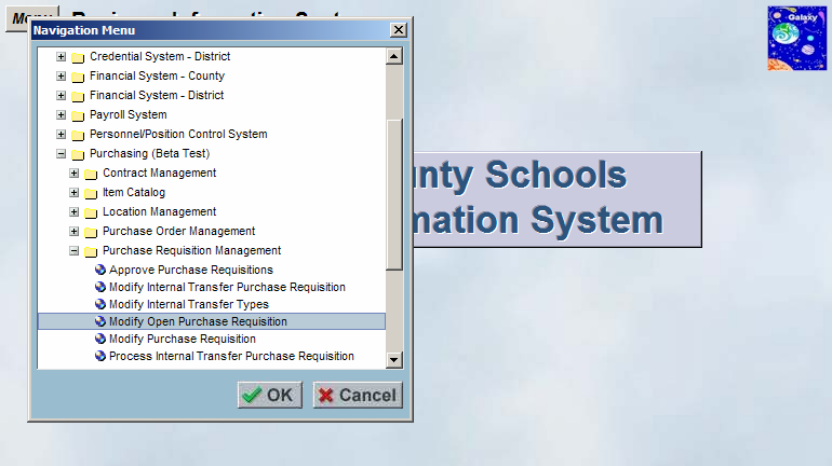
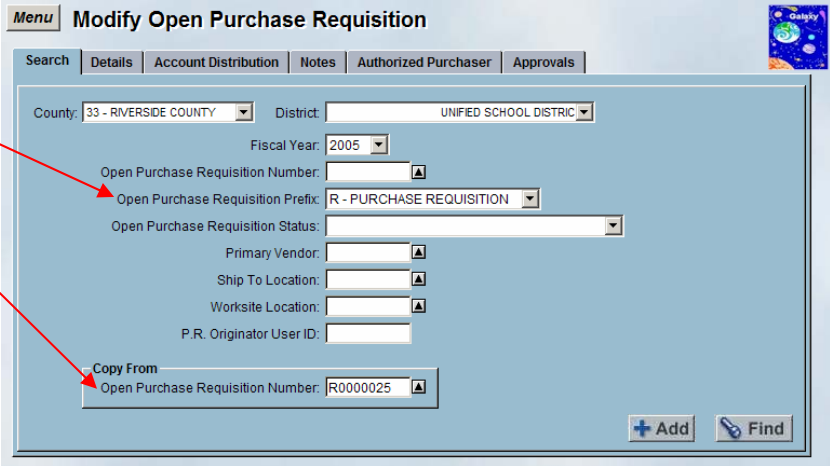
Step

Click the Approvals tab to view the approvals associated to this open purchase requisition.

The screenshot shows a web application window titled "Modify Open Purchase Requisition". At the top, there is a "Menu" button and a "Galaxy" logo. Below the title bar, there are several tabs: "Search", "Details", "Account Distribution", "Notes", "Authorized Purchaser", and "Approvals". The "Approvals" tab is currently selected. Below the tabs, there are three input fields: "District: 01 - DESERT COMMUNITY COLLEGE DISTRICT", "Fiscal Year: 2005", and "P.R. Number: R0000NEW". Below these fields is a table with the following columns: "Seq. Nbr.", "Alias ID", "User ID", "Employee Name", "Approval Status", "Update Timestamp", and "Approval Comment". The table is currently empty. At the bottom of the window, there is a horizontal scrollbar.

Add a New Open Purchase Requisition Copying from a Purchase Requisition

A feature available on the Modify Open Purchase Requisition screen is the ability to create a new open purchase requisition from an existing purchase requisition using the “Copy From” feature. The open purchase requisition will be pre-filled with data from the existing purchase requisition selected, which may be modified as necessary. Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

| | |
|--|--|
| <p>Step 1 From menu select Modify Open Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step 2 Select Purchase Order Prefix.</p> <p>Enter/Select an Open Purchase Requisition Number</p> <p>Click Add.</p> |  |

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Add a New Open Purchase Requisition Copying from a Purchase Requisition

Step

Verify and make necessary changes on Details tab, Account Distribution tab, Notes tab and Authorized Purchaser tab.

NOTES:

- The new open purchase requisition is pre-filled with data from the existing purchase requisition, which may be modified as necessary.
- Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step

After all necessary changes have been made

Click Save.

This will start the budget check process.

The screenshot shows a web-based form titled "Modify Open Purchase Requisition". The form is organized into several sections. At the top, there are tabs for "Search", "Details", "Account Distribution", "Notes", "Authorized Purchaser", and "Approvals". The "Details" tab is active. The form contains the following fields and values:

- District: UNIFIED SCHOOL DISTRICT
- Fiscal Year: 2005
- P.R. Number: R0000NEW
- P.R. Type: 0 - OPEN
- Expiration Date: 03/13/2005
- P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL)
- Primary Vendor: 29275
- P.R. Amount: 4,000.00
- P.R. Description: ORIGINAL
- Vendor Address: 1
- Open P.O. Nbr: [empty]
- Category: ART SUPPLIES/EQUIPMENT
- Bill To Location: BUSINESS SVC
- Ship To Location: WAREHOUSE
- Worksite Location: 085
- P.R. Requestor: [empty]
- Approval List: [empty]
- P.R. Originator User ID: [empty]
- Contact Phone Nbr: [empty]
- Update User ID: 02/11/2005 7:46 AM
- In Rev: N
- Rev Cmt: [empty]

At the bottom of the form, there are three buttons: "Print", "Save", and "Cancel".

Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

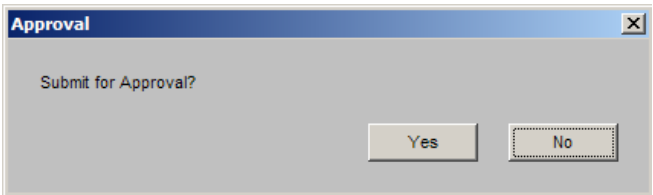
No Approvals

If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

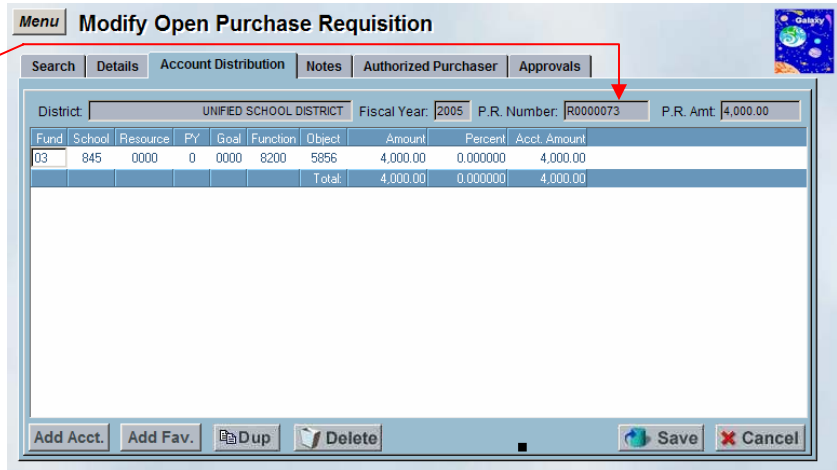
If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).

Step
 “Submit for Approval?” warning message prompts

Click **Yes**.



Step
 System will generate a purchase requisition number.



Add a New Purchase Requisition selecting Discount and Freight checkboxes when adding line items

Step
To add line item(s)
to the purchase
requisition

Click **Add Line**.

Enter/Select
desired information
on the pop up
window.

Check the
applicable
checkboxes if a
discount amount
and/or freight
amount will be
applied to the line
item.

Click **Save**

NOTE: Freight may be selected by default. This means it was selected on the District Purchasing Option screen.

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 Modify an Existing Open Purchase Requisition

Step

To add a SACS account string(s) to the line item

Click **Add Acct.**

Enter SACS account string(s) information.

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object

Percent is shown by default; the user may enter an Amount, making sure to change the Percent to "0".

The screenshot shows the 'Modify Purchase Requisition' window for 'UNIFIED SCHOOL DISTRICT' in fiscal year 2005. The 'Items' tab is active, showing a table with one line item: 'PAPER' (COPY PAPER) with a quantity of 1.00, unit price of 5.00, and a total amount of 5.39. The 'Amount' field (0.00) and 'Percent' field (1.000000) are highlighted with red arrows. The 'Add Acct.' button is visible at the bottom.

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Discount | Discount Amount | Taxable | Total Amount | | | | | |
|-----------|-----------|-------------|----------|------------|------|--------|----------|-----------------|---------|--------------|----------|--------|--------|----------|--------------|
| 0001 | PAPER | COPY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 0.00 | Y | 5.39 | | | | | |
| | | | | | | Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount |
| | | | | | | 03 | 845 | 0000 | 0 | 0000 | 8200 | 5856 | 0.00 | 1.000000 | |
| | | | | | | Total: | | 0.00 | | | | | 0.00 | 1.000000 | |
| | | | | | | Total: | | 5.00 | | | | | 0.39 | | 5.39 |

Step

Once all line items are entered, enter the Discount Amt and Freight Amt.

The screenshot shows the 'Modify Purchase Requisition' window with two line items. The 'Discount Amt' field is set to 10.00 and the 'Freight Amt' field is set to 2.00. Both fields are highlighted with red arrows. The 'Add Acct.' button is visible at the bottom.

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Discount | Discount Amount | Taxable | Total Amount | | | | | |
|-----------|-----------|-------------|----------|------------|------|--------|----------|-----------------|---------|--------------|----------|--------|--------|----------|--------------|
| 0001 | PAPER | COPY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 5.00 | Y | 5.00 | | | | | |
| | | | | | | Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount |
| | | | | | | 03 | 176 | 0000 | 0 | 0000 | 3600 | 5710 | 0.00 | 1.000000 | |
| | | | | | | Total: | | 0.00 | | | | | 0.00 | 1.000000 | |
| 0002 | PAPER | COPY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 5.00 | Y | 5.00 | | | | | |
| | | | | | | Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount |
| | | | | | | 03 | 172 | 0001 | 0 | 1110 | 1000 | 4300 | 0.00 | 1.000000 | |
| | | | | | | Total: | | 0.00 | | | | | 0.00 | 1.000000 | |
| | | | | | | Total: | | 10.00 | | | | | 10.00 | | |

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 Modify an Existing Open Purchase Requisition

Step
 Discount
 Discount Amount
 Freight
 Freight Amount
 columns will appear
 in the view.

Click **Save**

Menu **Modify Purchase Requisition**

Search | Details | **Items** | Notes | Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000NEW Acct. Dist.

Show Description Edit Desc. Discount Amt: 10.00 Pct: 0.000000 Freight Amt: 2.00 View Expand Close

| Item | Quantity | Unit Price | U/M | Amount | Discount | Discount Amount | Freight | Freight Amount | Taxable | Tax Amount | Total Amount | |
|------|----------|------------|--------|----------|--------------|-----------------|---------|----------------|---------|------------|--------------|------|
| PER | 1.00 | 5.00 | REAM | 5.00 | Y | 5.00 | Y | 1.00 | Y | 0.39 | 1.39 | |
| Goal | Function | Object | Amount | Percent | Acct. Amount | | | | | | | |
| 0000 | 3600 | 5710 | 0.00 | 1.000000 | | | | | | | | |
| | Total: | | | 0.00 | 1.000000 | | | | | | | |
| PER | 1.00 | 5.00 | REAM | 5.00 | Y | 5.00 | Y | 1.00 | Y | 0.39 | 1.39 | |
| Goal | Function | Object | Amount | Percent | Acct. Amount | | | | | | | |
| 1110 | 1000 | 4300 | 0.00 | 1.000000 | | | | | | | | |
| | Total: | | | 0.00 | 1.000000 | | | | | | | |
| | | | | Total: | 10.00 | | 10.00 | | 2.00 | | 0.78 | 2.78 |

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

NOTE: The Discount and Freight flag are set to “Y” and the amount entered in the Discount Amt. and Freight Amt fields at the top of the view have been distributed to those lines.

Add a New Purchase Requisition without selecting Discount and Freight checkboxes when adding line items

Step
To add line item(s)
to the purchase
requisition

Click **Add Line**.

Enter/Select
desired information
on the pop up
window.

Discount and
Freight are not
checked.

Click **Save**

NOTE: Freight may be selected by default. This means it was selected on the District Purchasing Option screen.

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 Modify an Existing Open Purchase Requisition

Step

To add a SACS account string(s) to the line item

Click **Add Acct.**

Enter SACS account string(s) information.

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object

Percent is shown by default; the user may enter an Amount, making sure to change the Percent to "0".

Menu Modify Purchase Requisition

Search Details Items Notes Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000NEW Acct. Dist.

Show Description Edit Desc. Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00 View Expand Close

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Discount | Discount Amount | Freight | Total Amount |
|-----------|-----------|-------------|----------|------------|------|----------|----------|-----------------|----------|--------------|
| 0001 | PAPER | COPY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 0.39 | | 5.39 |
| | Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount |
| | 03 | 172 | 0001 | 0 | 1110 | 1000 | 4300 | 0.00 | 1.000000 | |
| | | | | | | | | Total: | 0.00 | 1.000000 |
| | | | | | | | | Total: | 5.00 | 0.39 |
| | | | | | | | | Total: | | 5.39 |

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Step

Once all line items are entered, if Discount and/or Freight need to be applied to one or more of the line items, enter

Discount Amt
 Freight Amt

Menu Modify Purchase Requisition

Search Details Items Notes Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000NEW Acct. Dist.

Show Description Edit Desc. Discount Amt: 10.00 Pct: 0.000000 Freight Amt: 5.00 View Expand Close

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Discount | Discount Amount | Freight | Total Amount |
|-----------|-----------|-------------|----------|------------|------|----------|----------|-----------------|----------|--------------|
| 0001 | PAPER | COPY PAPER | 1.00 | 5.00 | REAM | 5.00 | N | 0.00 | N | |
| | Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount |
| | 03 | 172 | 0001 | 0 | 1110 | 1000 | 4300 | 0.00 | 1.000000 | |
| | | | | | | | | Total: | 0.00 | 1.000000 |
| | | | | | | | | Total: | 0.00 | 1.000000 |
| | | | | | | | | Total: | 10.00 | 0.00 |

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

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 Modify an Existing Open Purchase Requisition

Step
 Discount,
 Discount Amount,
 Freight
 Freight Amount
 columns will appear
 in the view.

Click **Save**

The screenshot shows the 'Modify Purchase Requisition' window with the following data in the table:

| Line | Quantity | Unit Price | U/M | Amount | Discount | Discount Amount | Freight | Freight Amount | Taxable | Tax Amount | Total Amount |
|--------|----------|------------|--------|----------|--------------|-----------------|---------|----------------|---------|------------|--------------|
| PER | 1.00 | 5.00 | REAM | 5.00 | N | 0.00 | N | 0.00 | Y | 0.39 | 5.39 |
| Goal | Function | Object | Amount | Percent | Acct. Amount | | | | | | |
| 1110 | 1000 | 4300 | 0.00 | 1.000000 | | | | | | | |
| Total: | | | 0.00 | 1.000000 | | | | | | | |
| PER | 1.00 | 5.00 | REAM | 5.00 | N | 0.00 | N | 0.00 | Y | 0.39 | 5.39 |
| Goal | Function | Object | Amount | Percent | Acct. Amount | | | | | | |
| 1110 | 1000 | 4300 | 0.00 | 1.000000 | | | | | | | |
| Total: | | | 0.00 | 1.000000 | | | | | | | |
| Total: | | | | 10.00 | | 0.00 | | 0.00 | | 0.78 | 10.78 |

NOTE: The Discount and Freight flag are set to “N” and the amount in the Discount Amt and Freight Amt are “0.00”

Step
 Enter Discount
 and/or Freight to one
 or more of the line
 items.

Enter “Y” in the
 Discount column and
 Freight column and
 enter Amount in the
 Discount Amount and
 Freight Amount.

Click **Save**

The screenshot shows the 'Modify Purchase Requisition' window with the following data in the table:

| Line | Quantity | Unit Price | U/M | Amount | Discount | Discount Amount | Freight | Freight Amount | Taxable | Tax Amount | Total Amount |
|--------|----------|------------|--------|----------|--------------|-----------------|---------|----------------|---------|------------|--------------|
| PER | 1.00 | 5.00 | REAM | 5.00 | Y | 5.00 | Y | 2.50 | Y | 0.39 | 2.89 |
| Goal | Function | Object | Amount | Percent | Acct. Amount | | | | | | |
| 1110 | 1000 | 4300 | 0.00 | 1.000000 | | | | | | | |
| Total: | | | 0.00 | 1.000000 | | | | | | | |
| PER | 1.00 | 5.00 | REAM | 5.00 | Y | 5.00 | Y | 2.50 | Y | 0.39 | 2.89 |
| Goal | Function | Object | Amount | Percent | Acct. Amount | | | | | | |
| 1110 | 1000 | 4300 | 0.00 | 1.000000 | | | | | | | |
| Total: | | | 0.00 | 1.000000 | | | | | | | |
| Total: | | | | 10.00 | | 10.00 | | 5.00 | | 0.78 | 5.78 |

NOTE: The Discount and Freight flags must be set to “Y” and an amount must be entered in the Discount Amount and Freight Amount columns in the view in order for these amounts to be applied when the user clicks Save.

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 Modify an Existing Open Purchase Requisition

Step

Double check Discount and Freight amount in the view to make sure they match the Discount and Freight amount entered in these fields

Modify Purchase Requisition

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000NEW Acct. Dist.

Discount Amt: 10.00 Pct: 0.000000 Freight Amt: 5.00

| Line | Description | Quantity | Unit Price | U/M | Amount | Discount | Discount Amount | Freight | Freight Amount | Taxable | Tax Amount | Total Amount |
|--------|-------------|----------|------------|------|--------|----------|-----------------|---------|----------------|---------|------------|--------------|
| 1 | PER | 1.00 | 5.00 | REAM | 5.00 | Y | 5.00 | y | 2.50 | Y | 0.39 | 2.89 |
| 2 | PER | 1.00 | 5.00 | REAM | 5.00 | Y | 6.00 | y | 2.50 | Y | 0.39 | 1.89 |
| Total: | | | | | 10.00 | | 11.00 | | 5.00 | | 0.78 | 4.78 |

Step

If the incorrect amount is entered in the view, the incorrect amount will be reflected in the Discount and Freight amount fields when the user clicks Save.

Modify Purchase Requisition

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R000099 Acct. Dist.

Discount Amt: 11.00 Pct: 0.000000 Freight Amt: 5.00

| Line | Description | Quantity | Unit Price | U/M | Amount | Discount | Discount Amount | Freight | Freight Amount | Taxable | Tax Amount | Total Amount |
|--|-------------|----------|------------|------|--------|----------|-----------------|---------|----------------|---------|------------|--------------|
| 1 | PER | 1.00 | 5.00 | REAM | 5.00 | Y | 5.00 | Y | 2.50 | Y | 0.39 | 2.89 |
| Goal Function Object Amount Percent Acct. Amount | | | | | | | | | | | | |
| 1110 1000 4300 0.00 1.000000 2.89 | | | | | | | | | | | | |
| Total: 0.00 1.000000 2.89 | | | | | | | | | | | | |
| 2 | PER | 1.00 | 5.00 | REAM | 5.00 | Y | 6.00 | Y | 2.50 | Y | 0.39 | 1.89 |
| Goal Function Object Amount Percent Acct. Amount | | | | | | | | | | | | |
| 1110 1000 4300 0.00 1.000000 1.89 | | | | | | | | | | | | |
| Total: 0.00 1.000000 1.89 | | | | | | | | | | | | |
| Total: | | | | | 10.00 | | 11.00 | | 5.00 | | 0.78 | 4.78 |

NOTE: The Discount Amt field and Freight Amt field will reflect the change from the view. This is because the Discount and Freight is summed from the last line item upward to the first line item.

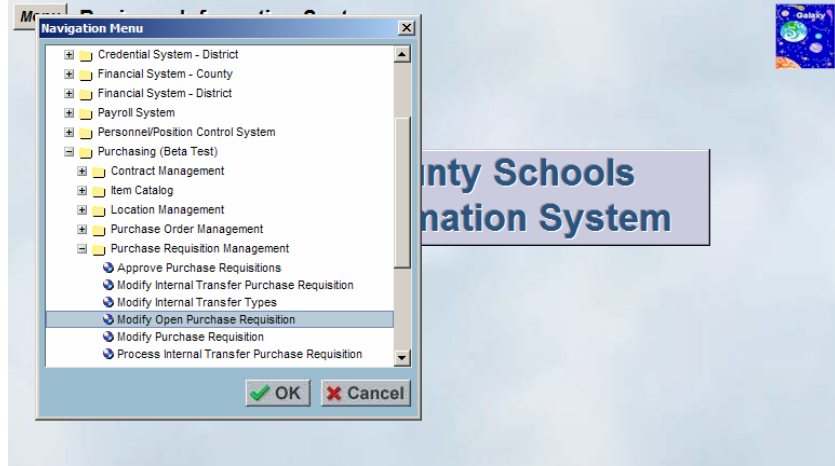
Modify an Existing Open Purchase Requisition

The Modify Open Purchase Requisition screen allows the user to edit an existing open purchase requisition.

Step 1

From menu select
Modify Open
Purchase Requisition

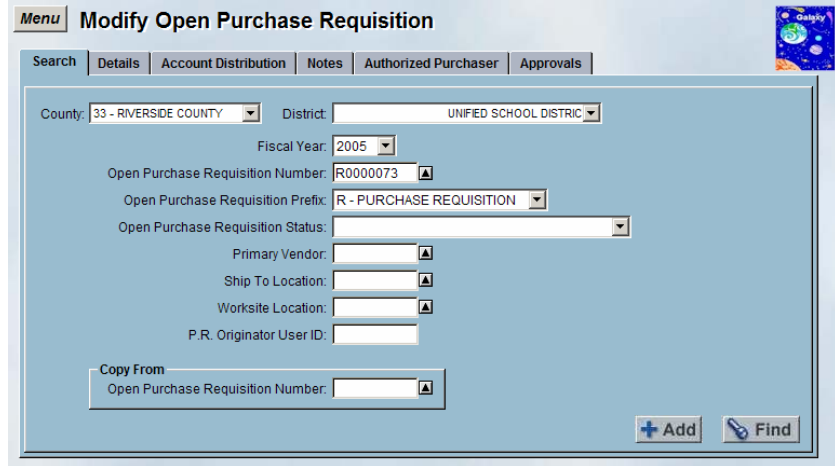
Click **OK**.



Step

To edit an existing
open purchase
requisition
enter/select
information as
available.

Click **Find**



DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Modify an Existing Open Purchase Requisition

Step

Edit open purchase requisition detail information if necessary.

Click Save

Click **Account Distribution** tab

The screenshot displays the 'Modify Open Purchase Requisition' form. At the top, there is a 'Menu' button and the title 'Modify Open Purchase Requisition'. Below the title are several tabs: 'Search', 'Details', 'Account Distribution', 'Notes', 'Authorized Purchaser', and 'Approvals'. The 'Details' tab is currently selected. The form contains numerous input fields and dropdown menus. Key fields include: District (UNIFIED SCHOOL DISTRICT), Fiscal Year (2005), P.R. Number (R0000073), P.R. Type (0 - OPEN), P.R. Status (N - NEW (NOT SUBMITTED FOR APPROVAL)), P.R. Amount (4,000.00), P.R. Description (ORIGINAL), Open P.O. Nbr., Category (ART EQUIP), P.R. Requestor, Approval List, P.R. Originator User ID, Contact Phone Nbr., Update User ID (02/11/2005 9:07 AM), Expiration Date (03/13/2005), Primary Vendor (29275), Vendor Address (UNITED RENTALS), Bill To Location (BUSINESS SVC), Ship To Location (WAREHOUSE), Worksite Location (085), Board Rpt. Desc, Instructions, Misc. Field 2, In Rev (N), and Rev Cmt. There are buttons for 'Print', 'Save', and 'Cancel' at the bottom of the form.

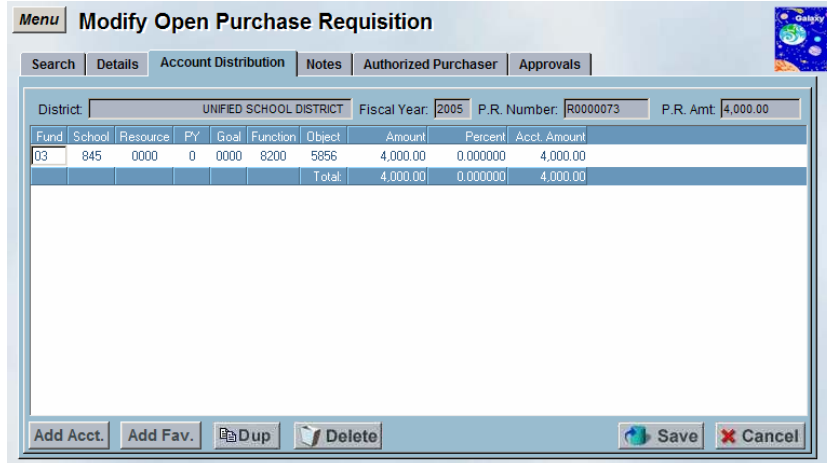
NOTES:

- With certain exceptions, any modifications to data on this tab will reinitiate the approval process (purchase requisition status will be set to “N” (new – not submitted for approval)).
- Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.
- Click the print button to print all open purchase order data from all tabs.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step

Edit the SACS account string(s) associated to this open purchase requisition as necessary.

Click **Save**



NOTE: Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step

To add a new SACS account string(s)

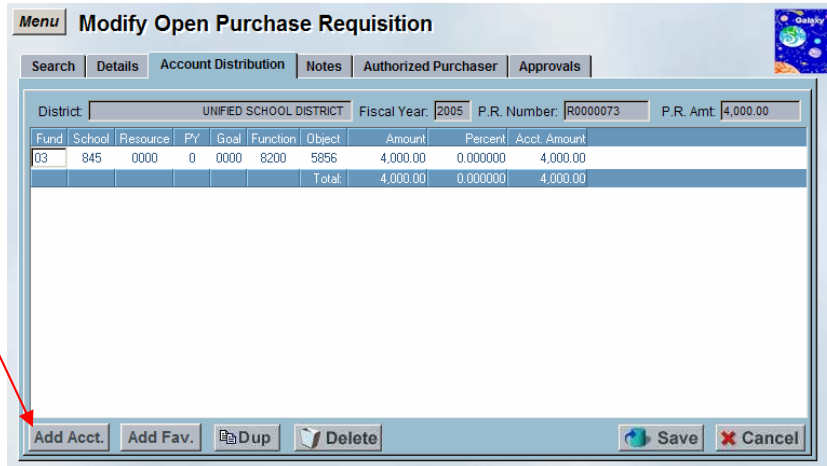
Click **Add Acct.**

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object
- Amount or Percent

To duplicate an existing account string place cursor on the account string

Click **Dup.**



NOTE: Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step

To add a user's predefined SACS account string(s)

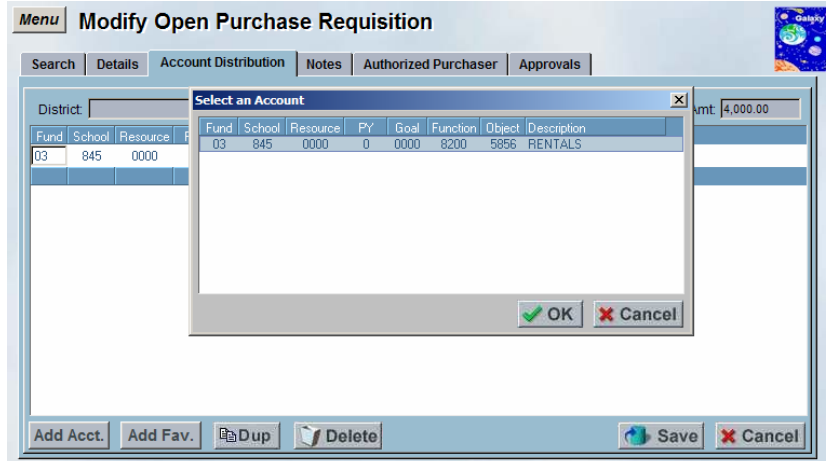
Click **Add Fav.**

Highlight each account string row from the pop up window

Click **OK.**

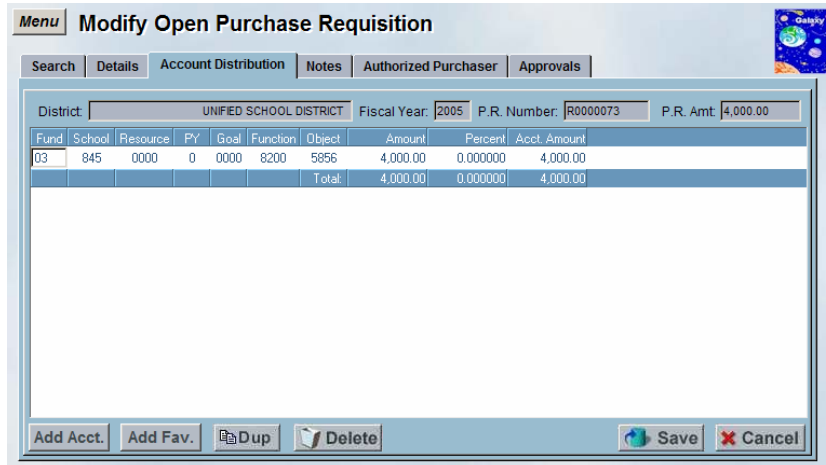
Or

Double clicking on each account string row will automatically add it to the line item.



Step
Click **Save**

This will start the
budget check process.



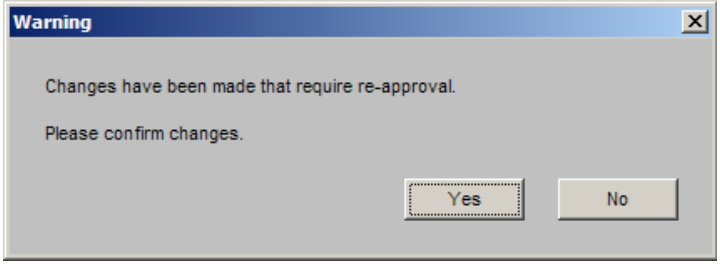
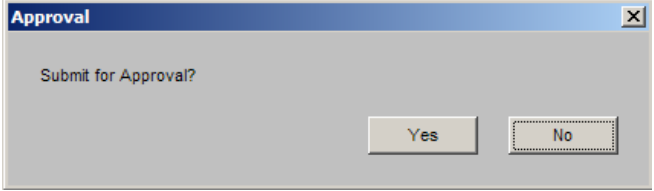
Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

| | |
|---|---|
| | <p>No Approvals</p> <p>If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.</p> <p>If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).</p> |
| <p>Step If any changes that were made require re-approval, a warning message will prompt asking the user to confirm changes.</p> <p>Click Yes.</p> |  <p>A warning dialog box with a blue title bar labeled "Warning" and a close button (X). The text inside reads: "Changes have been made that require re-approval. Please confirm changes." At the bottom, there are two buttons: "Yes" and "No".</p> |
| <p>Step “Submit for Approval?” warning message prompts</p> <p>Click Yes.</p> |  <p>An approval dialog box with a blue title bar labeled "Approval" and a close button (X). The text inside reads: "Submit for Approval?" At the bottom, there are two buttons: "Yes" and "No".</p> |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Modify an Existing Open Purchase Requisition

Step
To modify the
Internal/External
note(s) for the open
purchase requisition

Click **Attach**.

Select from a
previously defined
note,

or

Manually enter
Internal/External
note(s).

Click **Save**

Menu **Modify Open Purchase Requisition**

Search Details Account Distribution **Notes** Authorized Purchaser Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000073

Internal

External
Open purchase order for 2004/2005 for rental of equipment, not to exceed \$4000.00

Attach Attach

Save Cancel

Step
Click the
Authorized Purchaser
tab to edit authorized
purchaser information
as necessary.

Click **Save**

Menu **Modify Open Purchase Requisition**

Search Details Account Distribution Notes **Authorized Purchaser** Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000073

| Seq. Nbr. | Authorized Purchaser |
|-----------|----------------------|
| 0001 | Terry Doe |
| 0002 | John Doe |
| 0003 | Bridge Doe |
| 0004 | Abran Doe |
| 0005 | Troy Doe |

+ Add Dup Delete

Save Cancel

Step

Click the Approvals tab to view the approvals associated to this open purchase requisition.

No changes can be made on this tab.

The screenshot displays a web application interface titled "Modify Open Purchase Requisition". At the top, there is a "Menu" button and a "Galaxy" logo. Below the title, there are several tabs: "Search", "Details", "Account Distribution", "Notes", "Authorized Purchaser", and "Approvals". The "Approvals" tab is currently selected. The main content area shows a form with the following fields: "District" (UNIFIED SCHOOL DISTRICT), "Fiscal Year" (2005), and "P.R. Number" (R0000073). Below these fields is a table with the following columns: "Seq. Nbr.", "Alias ID", "User ID", "Employee Name", "Approval Status", "Update Timestamp", and "Approval Comment". The table is currently empty.

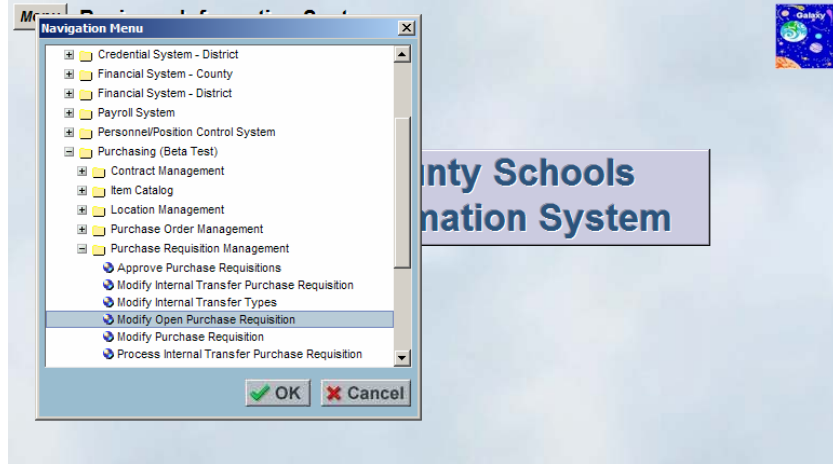
Delete an Open Purchase Requisition

The Modify Open Purchase Requisition screen allows the user to delete existing open purchase requisitions.

Step 1

From menu select
Modify Open
Purchase Requisition

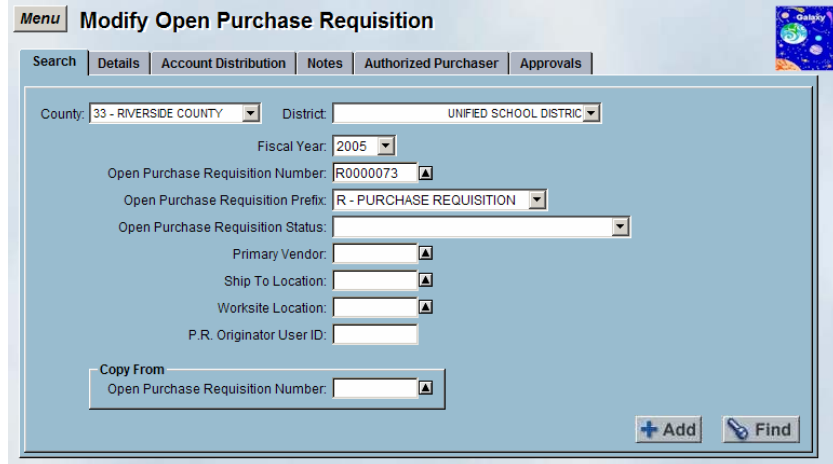
Click **OK**.



Step

To delete an
existing open
purchase requisition,
enter/select
information as
available.

Click **Find**



DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Delete an Open Purchase Requisition

Step
To delete the open purchase requisition

Click **Delete**.

Menu **Modify Open Purchase Requisition**

Search | Details | Account Distribution | Notes | Authorized Purchaser | Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000073 **Delete**

P.R. Type: 0 - OPEN Expiration Date: 03/13/2005

P.R. Status: N - NEW (NOT SUBMITTED FOR A) Primary Vendor: 29275 UNITED RENTALS

P.R. Amount: 4,000.00 Vendor Address: 1 36025 CATHEDRAL CANYON DRIVE, CATHEDRAL CT

P.R. Description: ORIGINAL Vendor Address: 1 36025 CATHEDRAL CANYON DRIVE, CATHEDRAL CT

Open P.O. Nbr: Bill To Location: BUSINESS SVC Business Services

Category: ART EQUIP Ship To Location: WAREHOUSE Warehouse

ART SUPPLIES/EQUIPMENT Worksite Location: 085 PURCHASING DEPARTMENT

P.R. Requestor: Board Rpt. Desc:

Approval List: Instructions:

P.R. Originator User ID: Misc. Field 2:

Contact Phone Nbr: In Rev: N Rev Cmt:

Update User ID: 02/11/2005 9:07 AM

Print Save Cancel

NOTE: This will cancel the purchase requisition set the purchase requisition status to “C”, cancelled to prevent any further processing of this purchase requisition.

Step
Galaxy warning prompts to confirm the request to delete the Purchase Requisition.

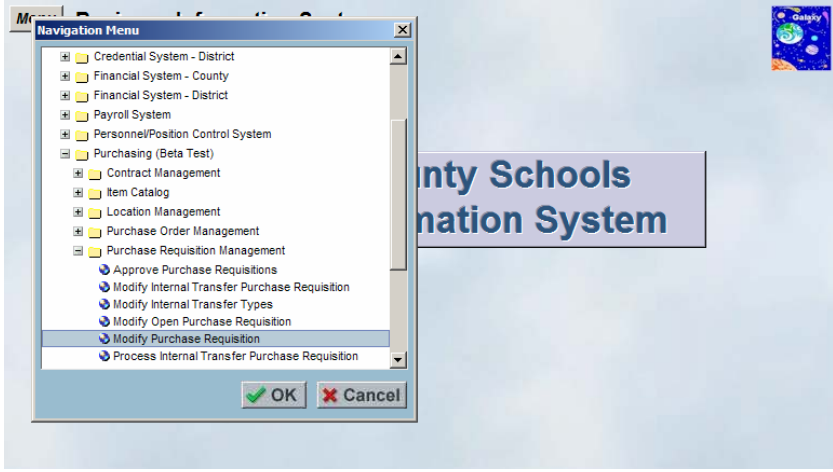
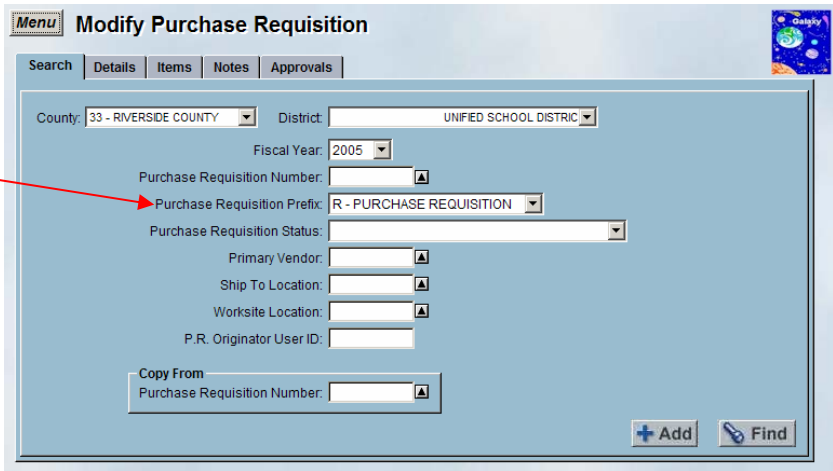
Step
Confirmation message prompts to verify purchase requisition has been cancelled successfully.

NOTE: The cancelled purchase requisition remains in the database for future reference.

Purchase Requisitions

Add a New Purchase Requisition

The Modify Purchase Requisition screen is used to create new purchase requisitions in purchasing. The Purchase Requisition is the originating process. Purchase Requisition lines carry forward in the system to create Purchase Orders, Receipts and Payments. Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

| | |
|--|--|
| <p>Step 1</p> <p>From menu select Modify Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step</p> <p>To add a purchase requisition, select Purchase Requisition Prefix.</p> <p>If additional fields are selected they will populate the Details tab.</p> <p>Click Add</p> |  |

Step
Add detail purchase requisition information.

After desired information has been entered

Click **Items** tab.

NOTE: Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

Step
To add line item(s) to the purchase requisition

Click **Add Line**.

Enter/Select desired information on the pop up window.

Click **Save**

NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

Step
Click **Save**

This will start the budget check process.

Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

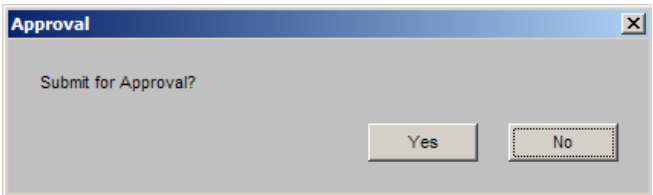
No Approvals

If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).

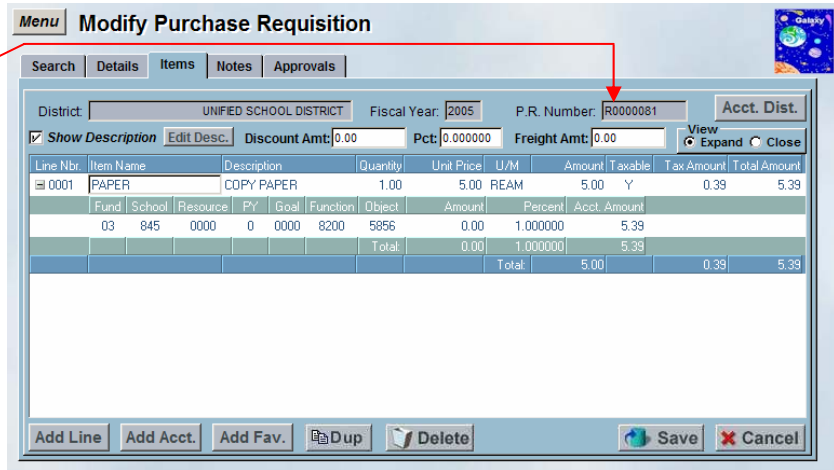
Step
“Submit for Approval?” warning message prompts

Click **Yes**.



Step
System will generate a purchase requisition number.

Click **Notes** tab



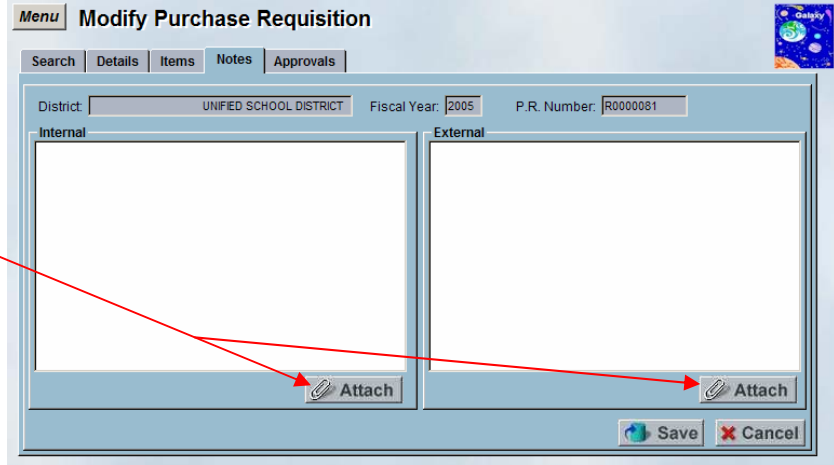
Step
To select a
previously defined
Internal/External
note(s)

Click **Attach**,

or

Manually enter
Internal/External
note(s).

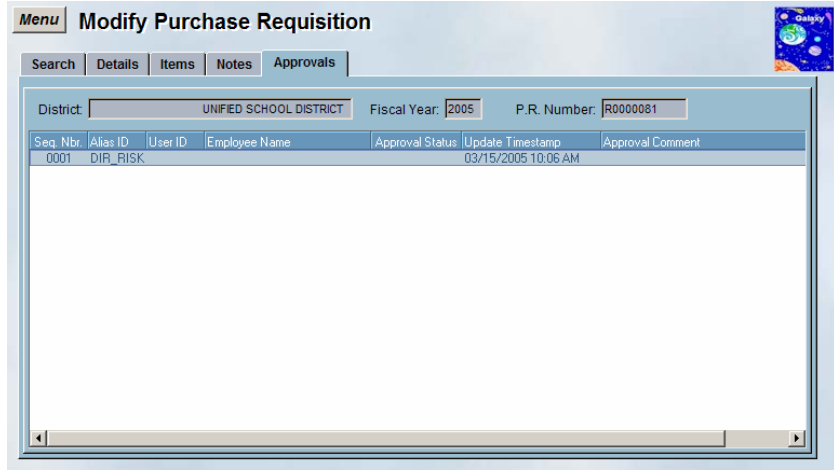
Click **Save**



NOTE: External notes will print on purchase requisitions and purchase orders, internal notes will not.

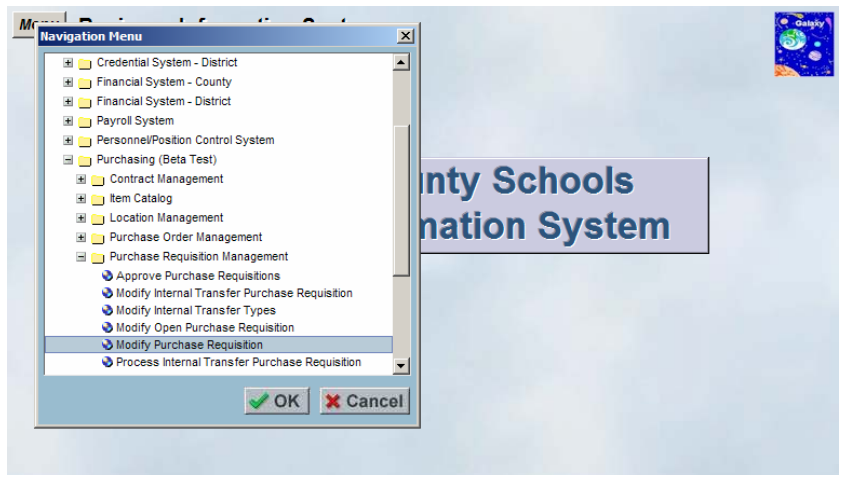
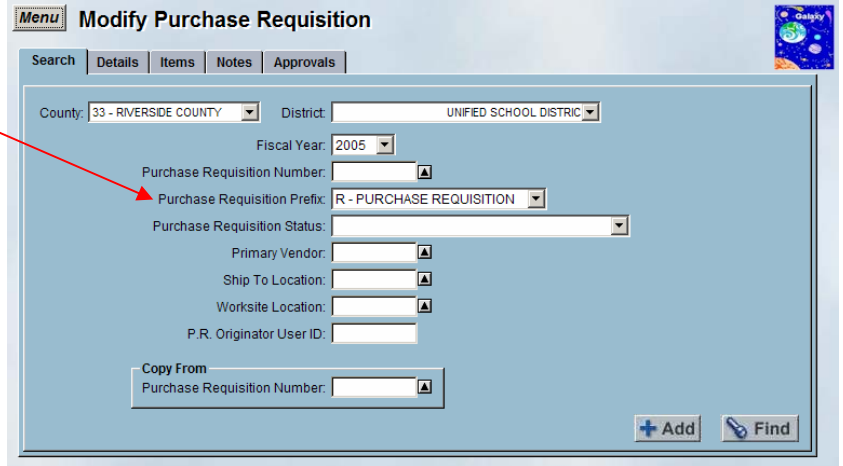
Step
Click the
Approvals tab to view
approvals associated
to this purchase
requisition

No changes can be
made on this tab.



Add a New Purchase Requisition using Account Distribution

A feature available on the Modify Purchase Requisition screen is the ability to apply account distribution to line items. If all line items on the new contract will be funded by the same account string(s) the user may set up the account distribution. As a line item is added it will automatically populate the funding with the account string(s) entered into the account distribution pop up window.

| | |
|---|--|
| <p>Step 1 From Menu Select Modify Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step 2 To add a purchase requisition, select Purchase Requisition Prefix.</p> <p>If additional fields are selected they will populate the Details tab.</p> <p>Click Add</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Account Distribution

Step

Add detail purchase requisition information.

After desired information has been entered

Click **Items** tab.

NOTE: Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

Step

Click **Acct. Dist.**

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Account Distribution

Step

To add, default account distribution for all line items

Click Add.

Enter SACS account string(s) information.

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object

Click **Save**

| Fund | School | Resource | PY | Goal | Function | Object | Percent |
|--------|--------|----------|----|------|----------|--------|----------|
| 03 | 845 | 0000 | 0 | 0000 | 8200 | 5856 | 1.000000 |
| Total: | | | | | | | 1.000000 |

NOTE: Clicking the Account Distribution button will popup a window to enter the default account distribution for all line items. The account string percentage is entered as default (the total for all account strings entered in this window must equal 100% or 0%), each line item will be split funded according to the respective percentage. The account string percentage may also be set to 0 for all account strings to establish default funding for all line items without automatically calculating the split funding amounts. Account strings entered in this popup window will go through the account validation routine. Clicking the Save button will close the popup window and apply the account distribution to the line items by multiplying the account string percentage times the total line item amount.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Account Distribution

Step
To add line item(s)
to the purchase
requisition

Click **Add Line**.

Enter/Select
desired information
on the pop up
window.

Click **Save**

The screenshot shows the 'Modify Purchase Requisition' window with a pop-up titled 'Add a P.R. Line Nbr.'. The pop-up has the following fields and options:
 - Line Nbr.: 0001
 - Item Name: PAPER
 - Description: COPY PAPER
 - Quantity: 1.00
 - Unit Price: 5
 - U/M: REAM
 - Checkboxes: Discount (unchecked), Freight (checked), Taxable (checked)
 - Buttons: Save, Cancel

NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

Step
Verify line item(s)
are populated with the
default account
distribution.

Percent is shown
by default; the user
may enter an
Amount, making sure
to change the Percent
to "0".

The screenshot shows the main 'Modify Purchase Requisition' window with the following data:
 - District: UNIFIED SCHOOL DISTRICT
 - Fiscal Year: 2005
 - P.R. Number: R0000NEW
 - Discount Amt: 0.00
 - Pct: 0.000000
 - Freight Amt: 0.00

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Taxable | Tax Amount | Total Amount |
|-----------|-----------|-------------|----------|------------|------|--------|---------|------------|--------------|
| 0001 | PAPER | COPY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 0.39 | 5.39 |
| | | | | | | | Amount | Percent | Acct. Amount |
| | | | | | | | 0.00 | 1.000000 | |
| | | | | | | | Total | | 5.00 |
| | | | | | | | Total | | 5.39 |

NOTE: By default all lines will be shown expanded. Select Close to hide account information for all line items.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Account Distribution

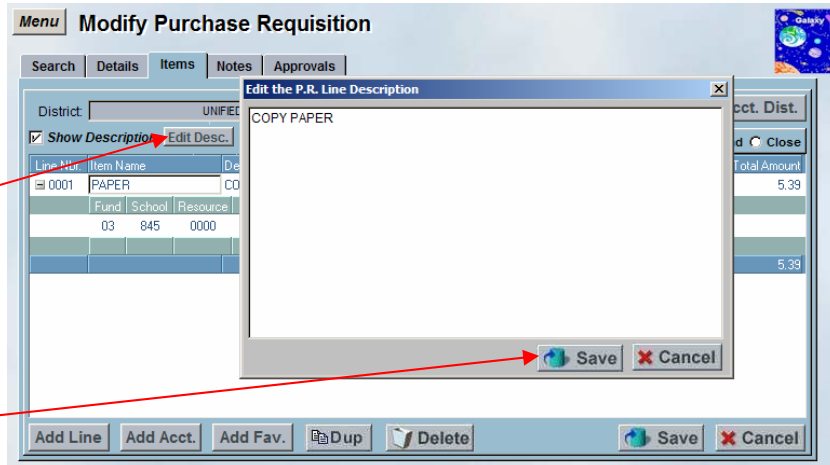
Step

To make changes to the line item description, place cursor on the line,

Click **Edit Desc.**

Edit the description in the pop up window.

Click **Save**



NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

Step
 Click **Save**

This will start the budget check process.

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Taxable | Tax Amount | Total Amount |
|-----------|-----------|-------------|----------|------------|------|--------|----------|------------|--------------|
| 0001 | PAPER | COPY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 0.39 | 5.39 |
| | | | | | | 0.00 | 1.000000 | | |
| | | | | | | 0.00 | 1.000000 | | |
| | | | | | | Total: | | 5.00 | 0.39 |
| | | | | | | | | | 5.39 |

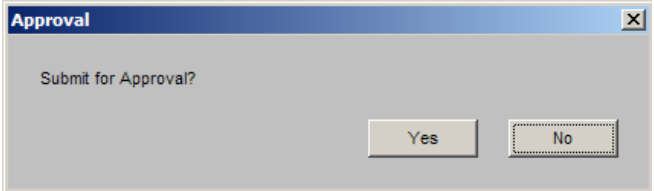
Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

| | |
|---|---|
| | <p>No Approvals</p> <p>If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.</p> <p>If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).</p> |
| <p>Step “Submit for Approval?” warning message prompts</p> <p>Click Yes.</p> |  <p>The screenshot shows a standard Windows-style dialog box titled "Approval". The main text inside the dialog is "Submit for Approval?". At the bottom right of the dialog, there are two buttons: "Yes" and "No". The "No" button is highlighted with a dashed border, indicating it is the current focus or the default action.</p> |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Account Distribution

Step
System will generate a purchase requisition number.

Menu Modify Purchase Requisition

Search | Details | **Items** | Notes | Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000082 Acct. Dist.

Show Description Edit Desc. Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00 View Expand Close

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Taxable | Tax Amount | Total Amount |
|-----------|-----------|--|----------|------------|----------|--------------|---------|------------|--------------|
| 0001 | PAPER | COFY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 0.39 | 5.39 |
| | | Fund School Resource PY Goal Function Object | | Amount | Percent | Acct. Amount | | | |
| | | 03 845 0000 0 0000 8200 5856 | | 0.00 | 1.000000 | 5.39 | | | |
| | | Total: | | 0.00 | 1.000000 | 5.39 | | | |
| | | Total: | | | | 5.00 | | 0.39 | 5.39 |

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Step
To select a previously defined Internal/External note(s) for the purchase requisition

Click **Attach**,

or

Manually enter Internal/External note(s).

Click **Save**

Menu Modify Purchase Requisition

Search | Details | Items | **Notes** | Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000082

Internal External

Attach Attach

Save Cancel

Step
Click the Approvals tab to view approvals associated to this purchase requisition.

No changes can be made on this tab.

Menu Modify Purchase Requisition

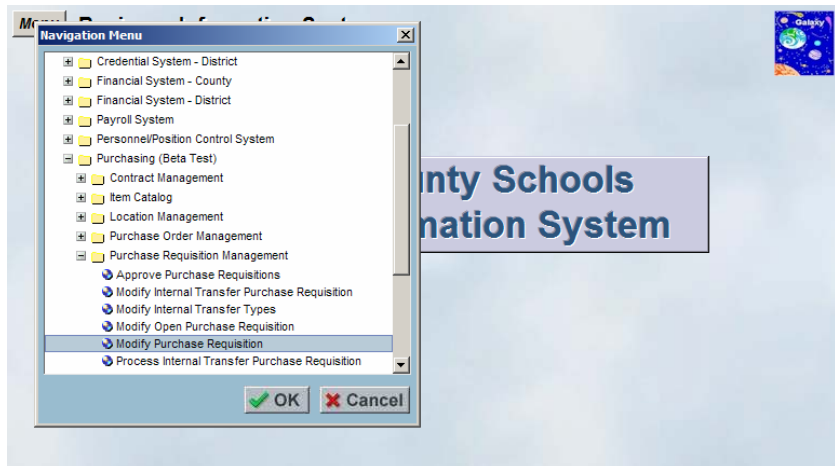
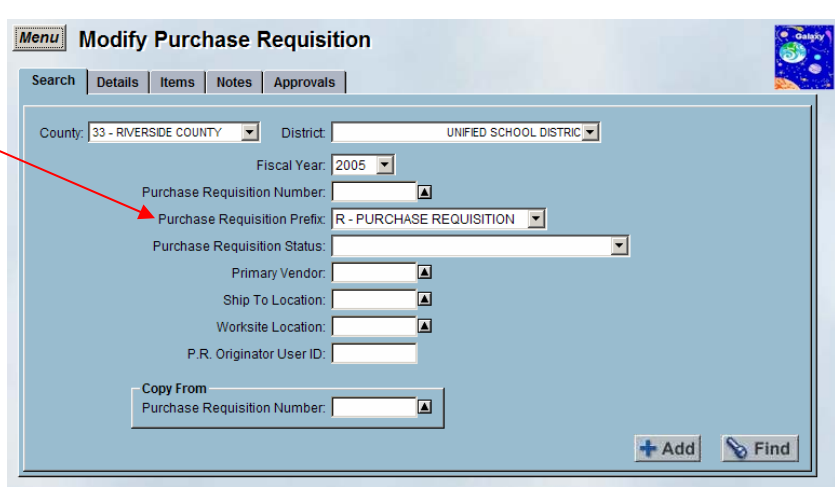
Search | Details | Items | Notes | **Approvals**

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000082

| Seq. Nbr. | Alias ID | User ID | Employee Name | Approval Status | Update Timestamp | Approval Comment |
|-----------|----------|---------|---------------|-----------------|---------------------|------------------|
| 0001 | DIR_RISK | | | | 03/15/2005 11:26 AM | |

Add a New Purchase Requisition using Predefined Favorites for Account Distribution

A feature available on the Modify Purchase Requisition screen is the ability to assign predefined sacs account strings to the account distribution. Predefined SACS account string(s) (accounts used most often by user) can be setup on the Modify User SACS Favorites screen. Once the accounts are setup, whenever the user is entering account distribution (line items that will be funded by the same account string(s)) they can select the “Add Fav.” button on the account distribution pop up window and select their predefined account strings.

| | |
|--|--|
| <p>Step 1 From menu select Modify Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step 2 To add a purchase requisition, select Purchase Requisition Prefix.</p> <p>If additional fields are selected they will populate the Details tab.</p> <p>Click Add</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
 Add a New Purchase Requisition using Predefined Favorites for Account Distribution

Step
 Add detail purchase requisition information.

 After desired information has been entered

 Click **Items** tab.

NOTE: Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

Step
 Click **Acct. Dist.**

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Predefined Favorites for Account Distribution

Step

To add default account distribution for all line items using a user's predefined SACS account string(s)

Click **Add Fav.**



Step

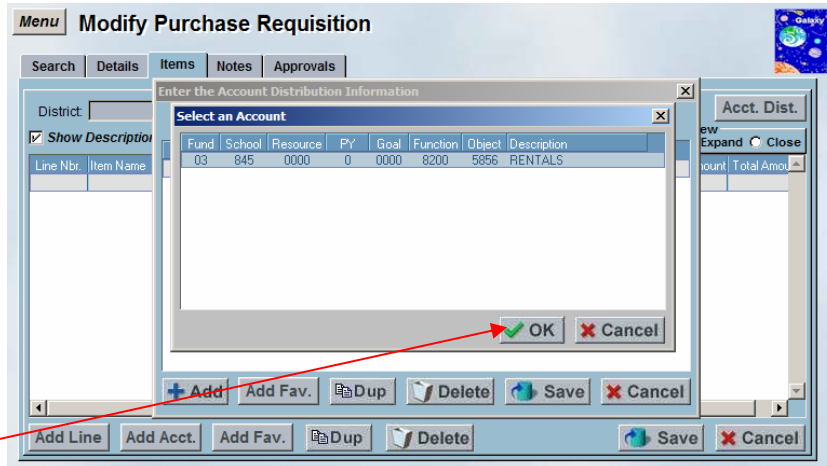
To select the user's predefined SACS account string(s) for the default account distribution,

Highlight each account string row from the pop up window

Click **OK**.

Or

Double clicking on each account string row will automatically add it to the account distribution.



DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Predefined Favorites for Account Distribution

Step
Click **Save**

The screenshot shows the 'Modify Purchase Requisition' window with the 'Enter the Account Distribution Information' dialog box open. The dialog box contains a table with the following data:

| Fund. | School | Resource | PY | Goal | Function | Object | Percent |
|--------|--------|----------|----|------|----------|--------|----------|
| 03 | 845 | 0000 | 0 | 0000 | 8200 | 5856 | 1.000000 |
| Total: | | | | | | | 1.000000 |

A red arrow points from the 'Save' button in the dialog box to the 'Save' button in the main window.

Step
To add line item(s)
to the purchase
requisition

Click **Add Line**.

Enter/Select
desired information
on the pop up
window.

Click **Save**.

The screenshot shows the 'Modify Purchase Requisition' window with the 'Add a P.R. Line Nbr.' dialog box open. The dialog box contains the following information:

Line Nbr.: 0001
Item Name: PAPER
Description: COPY PAPER
Quantity: 1.00
Unit Price: 5
U/M: REAM
 Discount Freight Taxable

A red arrow points from the 'Save' button in the dialog box to the 'Save' button in the main window.

NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Predefined Favorites for Account Distribution

Step
Verify line item(s) are populated with the default account distribution.



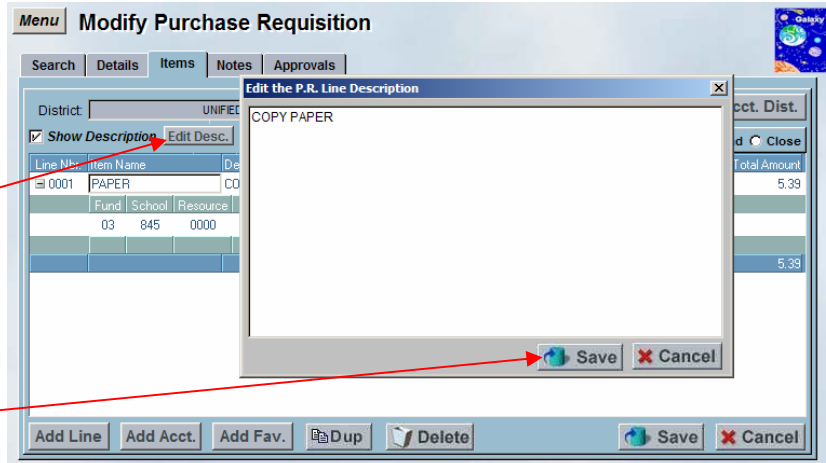
NOTE: By default all lines will be shown expanded. Select Close to hide account information for all line items.

Step
To make changes to the line item description, place cursor on the line

Click **Edit Desc.**

Edit the description in the pop up window.

Click **Save**



NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Predefined Favorites for Account Distribution

Step
Click **Save**

This will start the budget check process.

| Line Nbr. | Item Name | Description | Quantity | Unit Price | U/M | Amount | Taxable | Tax Amount | Total Amount | |
|-----------|-----------|-------------|----------|------------|------|--------|----------|------------|--------------|------|
| 0001 | PAPER | COPY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 0.39 | 5.39 | |
| | | | | | | 0.00 | 1.000000 | | | |
| | | | | | | 0.00 | 1.000000 | | | |
| | | | | | | Total: | | 5.00 | 0.39 | 5.39 |

Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

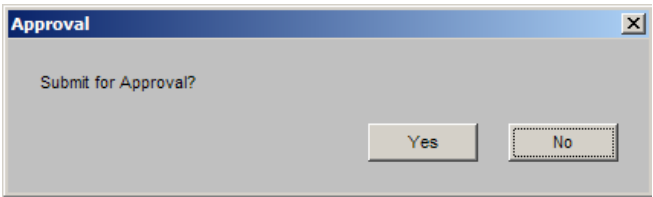
No Approvals

If no approvals are necessary (purchase requisition status will be set to "A" (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to "B" (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to "A" (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to "A" (approved)).

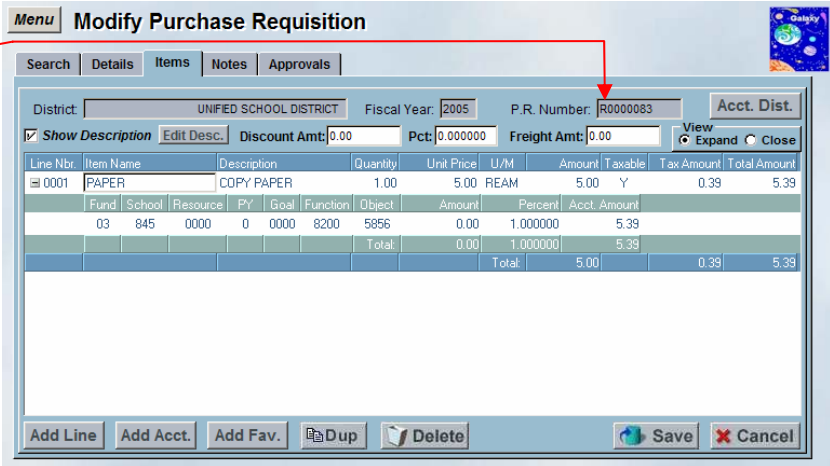
Step
"Submit for Approval?" warning message prompts

Click **Yes**.



Step
System will generate a purchase requisition number.

Click **Notes** tab



DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Predefined Favorites for Account Distribution

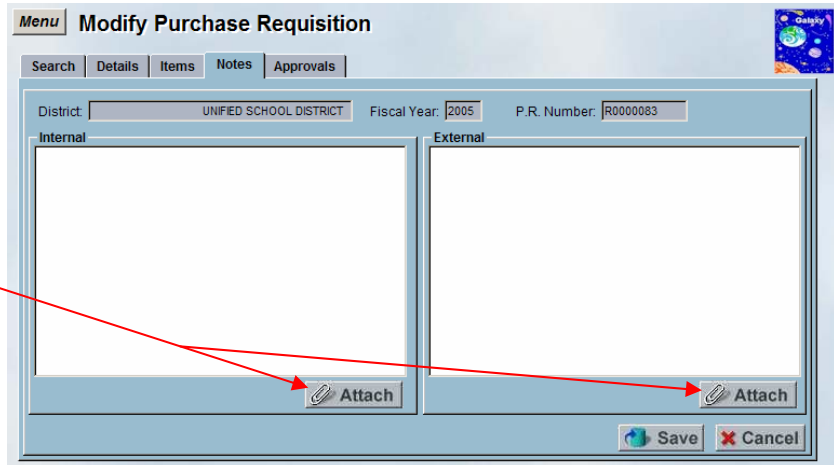
Step
To select a previously defined Internal/External note(s) for the purchase requisition

Click **Attach**,

or

Manually enter Internal/External note(s).

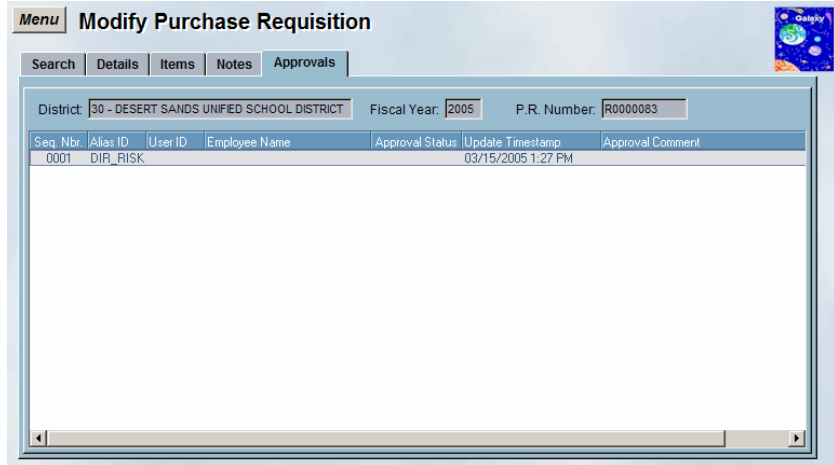
Click **Save**



NOTE: External notes will print on purchase requisitions and purchase orders, internal notes will not.

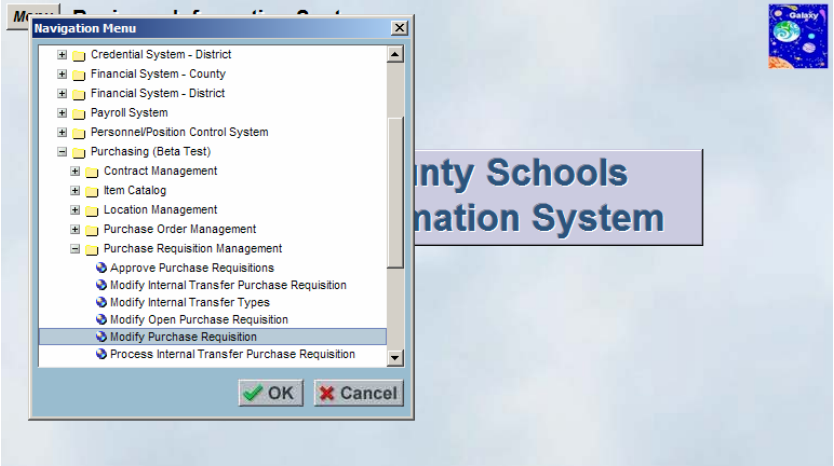
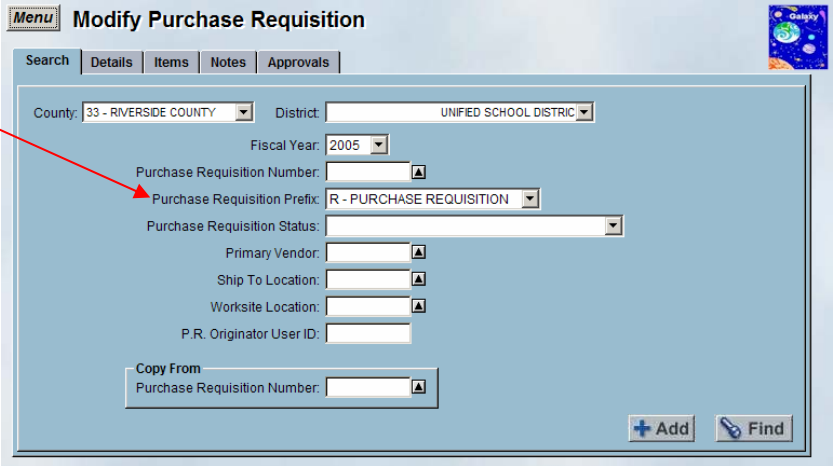
Step
Click the Approvals tab to view approvals associated to this purchase requisition.

No changes can be made on this tab.



Add a New Purchase Requisition using Predefined Favorites

A feature available on the Modify Purchase Requisition screen is the ability to assign predefined sacs account strings to line item(s). Predefined SACS account string(s) (accounts used most often by user) can be setup on the Modify User SACS Favorites screen. Once the accounts are setup, the user may assign their predefined SACS account strings to the line items entered on the Items tab by selecting the “Add Fav.” button.

| | |
|--|--|
| <p>Step 1 From menu select Modify Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step 2 To add a purchase requisition, select, Purchase Requisition Prefix.</p> <p>If additional fields are selected they will populate the Details tab.</p> <p>Click Add</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Predefined Favorites

Step
Add detail purchase requisition information.

After desired information has been entered

Click **Items** tab.

NOTE: Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.

Step
To add line item(s) to the purchase requisition

Click **Add Line**.

Enter/Select desired information on the pop up window.

Click **Save**.

NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Predefined Favorites

Step

To add a user's predefined SACS account string(s) to the line item(s)

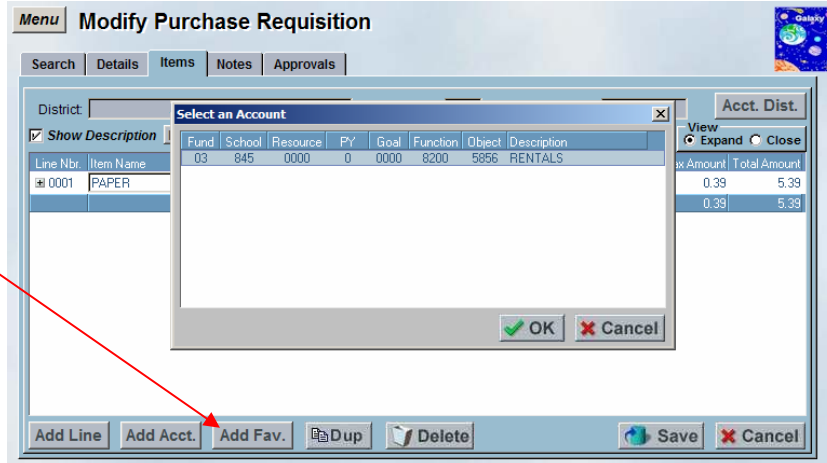
Click **Add Fav.**

Highlight each account string row from the pop up window

Click **OK**.

Or

Double clicking on each account string row will automatically add it to the line item.



Step

Verify line item(s) are populated with the default account distribution.



NOTE: By default all lines will be shown expanded. Select Close to hide account information for all line items.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Predefined Favorites

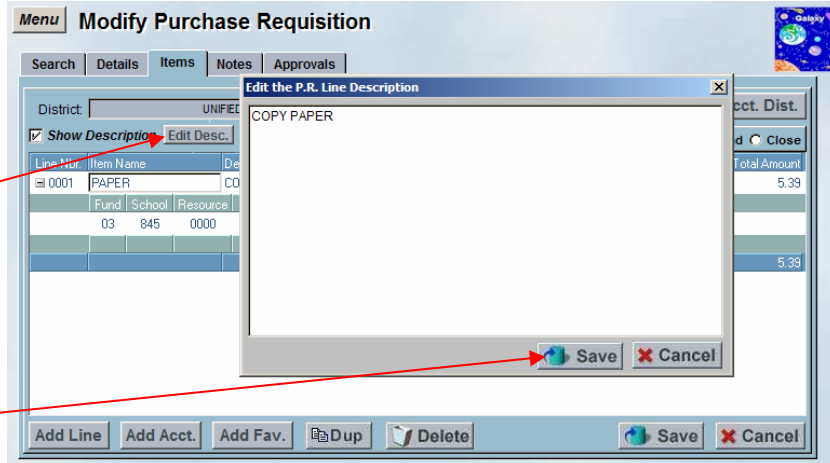
Step

To make changes to the line item description, place cursor on the line

Click **Edit Desc.**

Edit the description in the pop up window.

Click **Save**



NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

Step
 Click **Save**

This will start the
 budget check process.

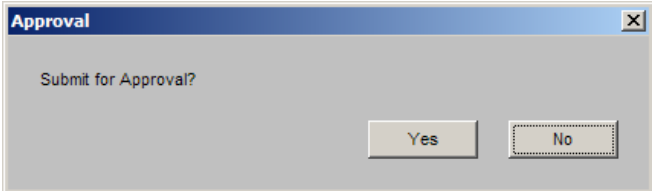
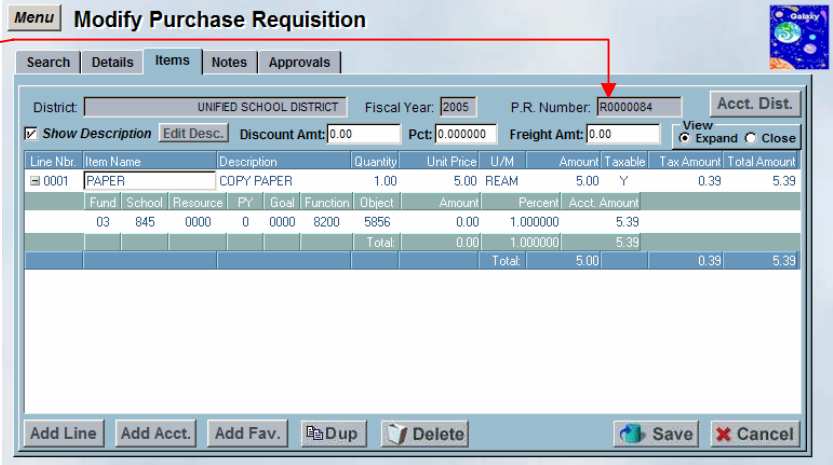
Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

| | |
|---|---|
| | <p>No Approvals</p> <p>If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.</p> <p>If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).</p> |
| <p>Step “Submit for Approval?” warning message prompts</p> <p>Click Yes.</p> |  |
| <p>Step System will generate a purchase requisition number.</p> <p>Click Notes tab</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition using Predefined Favorites

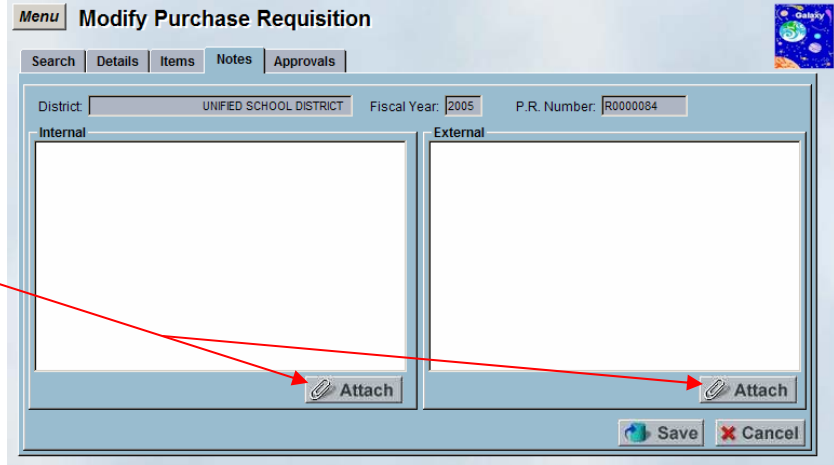
Step
To select previously defined Internal/External note(s) for the purchase requisition

Click **Attach**,

or

Manually enter Internal/External note(s).

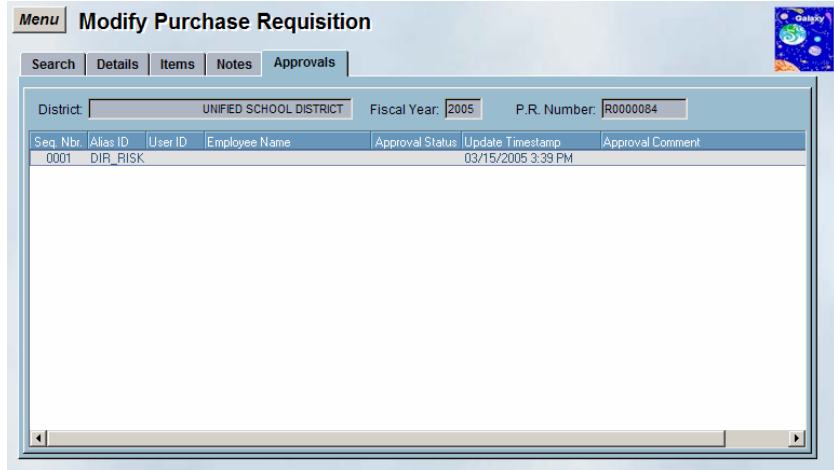
Click **Save**



NOTE: External notes will print on purchase requisitions and purchase orders, internal notes will not.

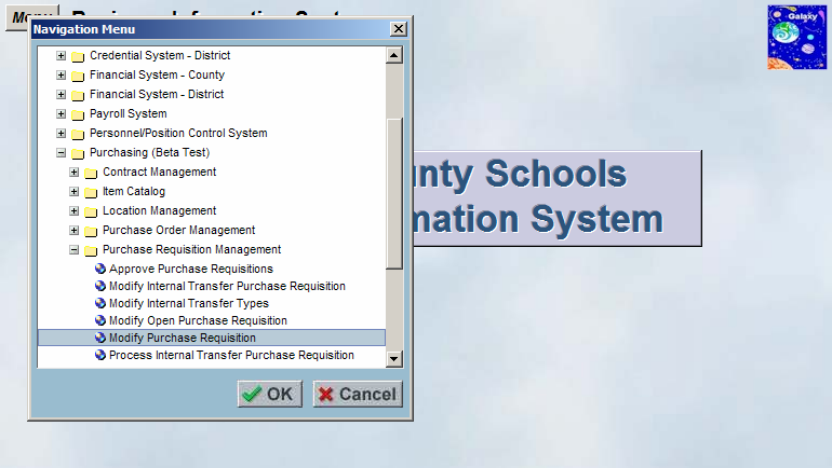
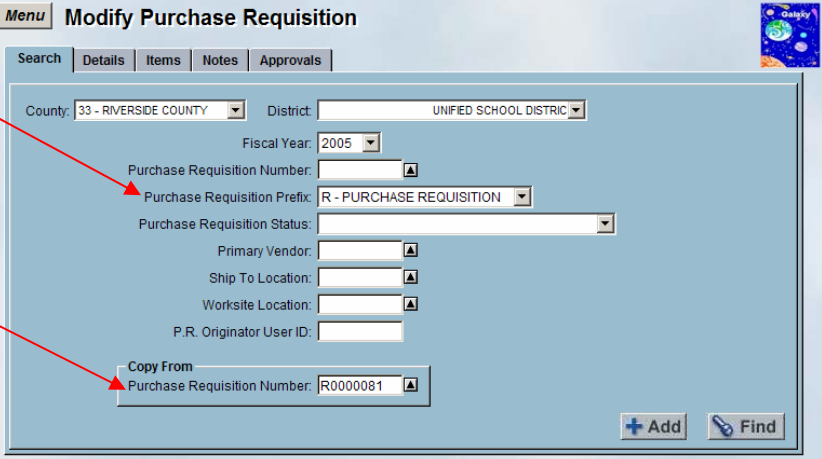
Step
Click the Approvals tab to view approvals associated to this purchase requisition.

No changes can be made on this tab.



Add a New Purchase Requisition Copying from a Purchase Requisition

A feature available on the Modify Purchase Requisition screen is the ability to create a new purchase requisition from an existing purchase requisition using the “Copy From” feature. The purchase requisition will be pre-filled with data from the existing purchase requisition selected, which may be modified as necessary.

| | |
|--|--|
| <p>Step 1 From menu select Modify Purchase Requisition</p> <p>Click OK.</p> |  |
| <p>Step Select Purchase Requisition Prefix.</p> <p>Enter/Select a Purchase Requisition Number.</p> <p>Click Add</p> |  |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition Copying from a Purchase Requisition

Step

Verify and make necessary changes on the Details tab, Items tab and Notes tab.

Menu **Modify Purchase Requisition**

Search Details Items Notes Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000NEW Delete

P.R. Type: N - NORMAL Date Due: 04/14/2005

P.R. Status: N - NEW (NOT SUBMITTED FOR A) Primary Vendor: 17430

P.R. Amount: 5.39 Vendor Address: 1

Category: OFFICE OFFICE SUPPLY

Bill To Location: BUSINESS SVC Business Services

Ship To Location: WAREHOUSE Warehouse

P.R. Requestor: Board Rpt. Desc:

Approval List: Instructions:

P.R. Originator User ID: Worksite Location: 091 RISK MANAGEMENT

Contact Phone Nbr: Misc. Field 2:

Update User ID: In Rev: N Rev Cmt:

Update Timestamp: 03/15/2005 4:40 PM

Print Save Cancel

NOTES:

- The new purchase requisition is pre-filled with data from the existing purchase requisition, which may be modified as necessary
- Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition Copying from a Purchase Requisition

Step

After all necessary changes have been made

Click Save.

This will start the budget check process.

Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Add a New Purchase Requisition Copying from a Purchase Requisition

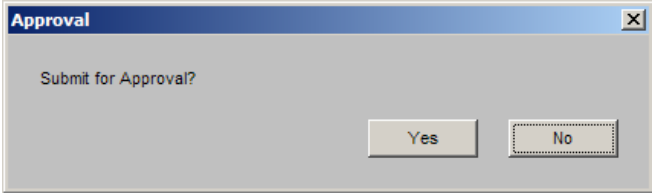
No Approvals

If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).

Step
“Submit for Approval?” warning message prompts

Click **Yes**.



Step
System will generate a purchase requisition number.

Modify Purchase Requisition

Menu

Search Details Items Notes Approvals

District: 30 - DESERT SANDS UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000085 Acct. Dist.

Show Description Edit Desc. Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00 View Expand Close

| Line Nbr | Item Name | Description | Quantity | Unit Price | U/M | Amount | Taxable | Tax Amount | Total Amount |
|----------|-----------|--|----------|------------|----------|--------------|---------|------------|--------------|
| 0001 | PAPER | COPY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 0.39 | 5.39 |
| | | Fund School Resource PY Goal Function Object | | Amount | Percent | Acct. Amount | | | |
| | | 03 845 0000 0 0000 8200 5856 | | 0.00 | 1.000000 | 5.39 | | | |
| | | Total | | 0.00 | 1.000000 | 5.39 | | | |
| | | Total | | | | 5.00 | | 0.39 | 5.39 |

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

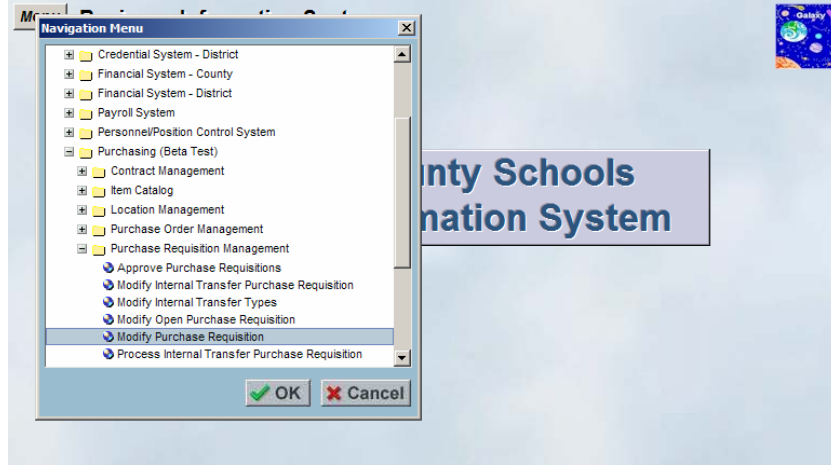
Modify an Existing Purchase Requisition

The Modify Purchase Requisition screen allows the user to edit an existing purchase requisitions.

Step 1

From Menu select
Modify Purchase
Requisition

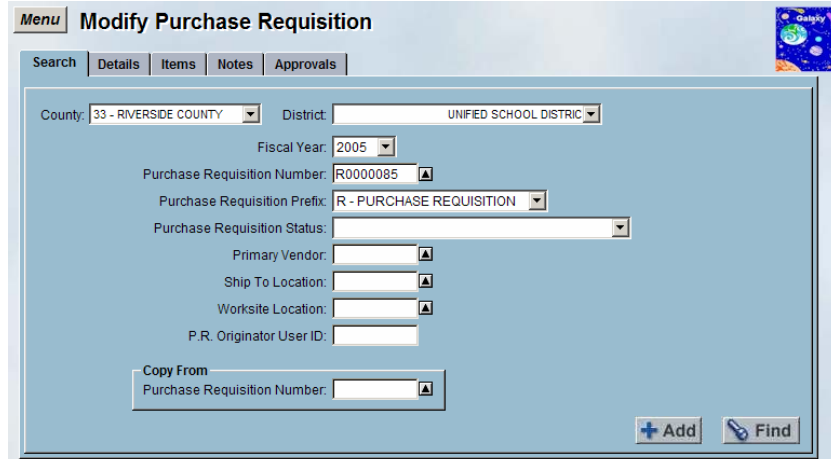
Click **OK**.



Step

To edit an existing
purchase requisition,
enter/select
information as
available.

Click **Find**



Step

Edit purchase requisition detail information if necessary.

Click **Items** tab

The screenshot displays the 'Modify Purchase Requisition' web application. The interface includes a 'Menu' bar with 'Modify Purchase Requisition' selected, and a navigation bar with 'Search', 'Details', 'Items', 'Notes', and 'Approvals' tabs. The 'Details' tab is active, showing a form with the following fields: District (UNIFIED SCHOOL DISTRICT), Fiscal Year (2005), P.R. Number (R0000085), P.R. Type (N - NORMAL), Date Due (04/15/2005), P.R. Status (S - SUBMITTED FOR APPROVAL), Primary Vendor (17430), P.R. Amount (5.39), Category (OFFICE SUPPLY), Vendor Address (STAPLES), P.R. Requestor, Bill To Location (BUSINESS SVC), Ship To Location (WAREHOUSE), P.R. Originator User ID, Worksite Location (091), Contact Phone Nbr, Board Rpt. Desc, Update User ID, Instructions, Update Timestamp (03/16/2005 8:49 AM), Misc. Field 2, In Rev (N), and Rev Cmt. Buttons for Print, Save, and Cancel are located at the bottom of the form.

NOTES:

- With certain exceptions, any modifications to data on this tab will reinitiate the approval process (purchase requisition status will be set to “N” (new – not submitted for approval)).
- Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.
- Click the print button to print all open purchase order data from all tabs.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step

Edit data associated to the existing line item(s) as necessary.

NOTES:

- Any modifications to data on this tab will reinitiate the approval process (purchase requisition status will be set to “N” (new – not submitted for approval)).
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step

To add new line item(s) to an existing purchase requisition

Click **Add Line**.

Enter/Select desired information on pop up window.

Click **Save**

To duplicate an existing line item place cursor on that line and

Click **Dup**.

NOTE: “Edit Desc.” button prompts a pop up window to enter a more detailed description of the item.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Modify an Existing Purchase Requisition

Step

To manually add a SACS account string(s) to the line item

Click **Add Acct.**

Enter SACS account string(s) information.

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object

Percent is shown by default; the user may enter an Amount, making sure to change the Percent to "0".

| Line Nbr | Item Name | Description | Quantity | Unit Price | U/M | Amount | Taxable | Tax Amount | Total Amount | |
|----------|-----------|-------------|----------|------------|------|--------|---------|------------|--------------|-------|
| 0001 | PAPER | CDFY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 0.39 | 5.39 | |
| | | | | | | Total: | | 0.00 | 5.39 | |
| 0002 | PENS | PENS BLACK | 1.00 | 10.00 | BOX | 10.00 | Y | 0.78 | 10.78 | |
| | | | | | | Total: | | 0.00 | 10.00 | |
| | | | | | | Total: | | 15.00 | 1.17 | 16.17 |

Step

To add a user's predefined SACS account string(s) to a line item

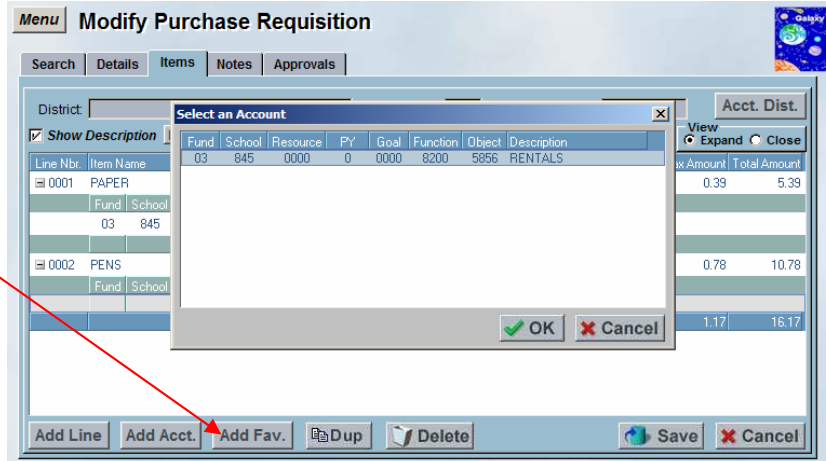
Click **Add Fav.**

Highlight each account string row from the pop up window

Click **OK**.

Or

Double clicking on an account string row will automatically add it to the line item.



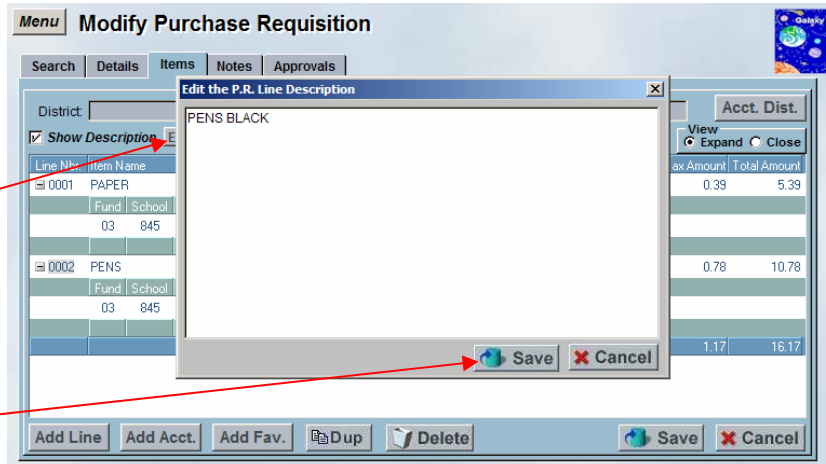
Step

To make changes to the item description, place cursor on the line

Click **Edit Desc.**

Edit the description in the pop up window.

Click **Save**



NOTE: "Edit Desc." button prompts a pop up window to enter a more detailed description of the item.

Step
 Click **Save**

This will start the budget check process.

| Line Nbr | Item Name | Description | Quantity | Unit Price | U/M | Amount | Taxable | Tax Amount | Total Amount |
|----------|-----------|-------------|----------|------------|------|--------|---------|------------|--------------|
| 0001 | PAPER | COPY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 0.39 | 5.39 |
| | | | | | | Total: | 0.00 | 1.000000 | 5.39 |
| 0002 | PENS | PENS BLACK | 1.00 | 10.00 | BOX | 10.00 | Y | 0.78 | 10.78 |
| | | | | | | Total: | 0.00 | 1.000000 | |
| | | | | | | Total: | 15.00 | 1.17 | 16.17 |

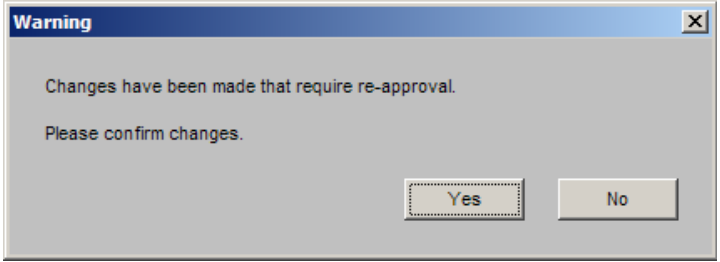
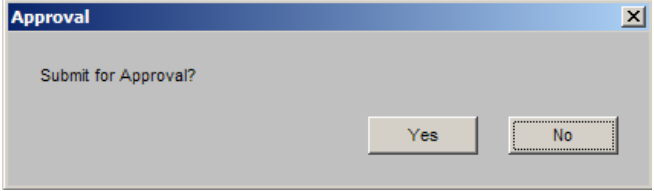
Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

| | |
|---|---|
| | <p>No Approvals</p> <p>If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.</p> <p>If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).</p> |
| <p>Step If any changes that were made require re-approval, a warning message will prompt asking the user to confirm changes.</p> <p>Click Yes.</p> |  <p>A warning dialog box with a blue title bar labeled 'Warning' and a close button (X). The text inside reads: 'Changes have been made that require re-approval. Please confirm changes.' At the bottom, there are two buttons: 'Yes' and 'No'.</p> |
| <p>Step “Submit for Approval?” warning message prompts</p> <p>Click Yes.</p> |  <p>An approval dialog box with a blue title bar labeled 'Approval' and a close button (X). The text inside reads: 'Submit for Approval?' At the bottom, there are two buttons: 'Yes' and 'No'.</p> |

Step

Click the Notes tab to modify the Internal/External note(s) for the purchase requisition

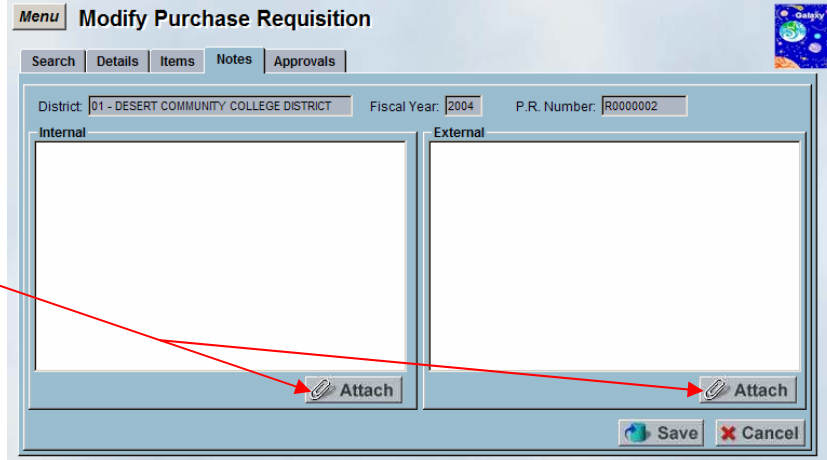
Click **Attach**.

Select from a previously defined note,

or

Manually enter Internal/External note(s).

Click **Save**



NOTES:

- External notes will print on purchase requisitions and purchase orders, internal notes will not.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step

Click the Approvals tab to view approvals associated to this purchase requisition

No Changes can be made on this tab.



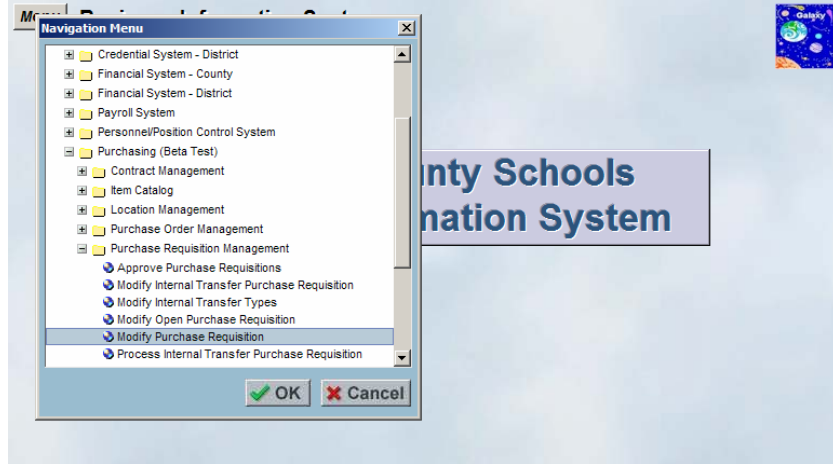
Modify an Existing Purchase Requisition – Reapply Account Distribution

The Modify Purchase Requisition screen allows the user to reapply account distribution to existing line items.

Step 1

From menu select
Modify Purchase
Requisition

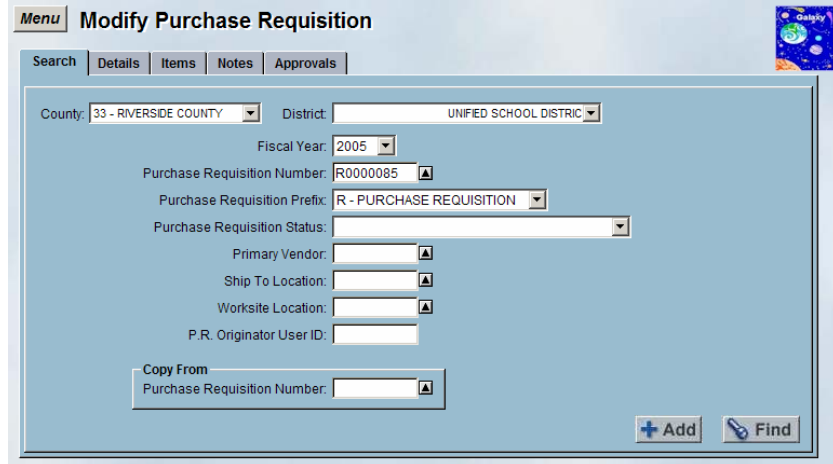
Click **OK**.



Step

To edit an existing
purchase requisition
enter/select
information as
available.

Click **Find**



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Modify an Existing Purchase Requisition – Reapply Account Distribution

Step

Edit purchase requisition detail information if necessary.

Click **Items** tab

The screenshot shows the 'Modify Purchase Requisition' web application. The 'Details' tab is active. The form contains the following fields and values:

- District: UNIFIED SCHOOL DISTRICT
- Fiscal Year: 2005
- P.R. Number: R0000085
- P.R. Type: N - NORMAL
- Date Due: 04/15/2005
- P.R. Status: S - SUBMITTED FOR APPROVAL
- Primary Vendor: 17430
- P.R. Amount: 16.17
- Category: OFFICE SUPPLY
- Vendor Address: STAPLES
- Bill To Location: BUSINESS SVC
- Ship To Location: WAREHOUSE
- Worksite Location: 091
- Update Timestamp: 03/16/2005 11:01 AM

Buttons at the bottom include 'Print', 'Save', and 'Cancel'. A 'Delete' button is also visible in the top right corner of the form area.

NOTES:

- With certain exceptions, any modifications to data on this tab will reinitiate the approval process (purchase requisition status will be set to “N” (new – not submitted for approval)).
- Depending on the options chosen for each District on the District Purchasing Options Screen, certain fields may be required on the Details tab.
- Click the print button to print all open purchase order data from all tabs.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
 Modify an Existing Purchase Requisition – Reapply Account Distribution

Step
 To reapply/reset
 the account
 distribution for all
 existing line item(s)

Click Acct. Dist.

Menu Modify Purchase Requisition

Search Details Items Notes Approvals

District: UNIFIED SCHOOL DISTRICT Fiscal Year: 2005 P.R. Number: R0000085 Acct. Dist.

Show Description Edit Desc. Discount Amt: 0.00 Pct: 0.000000 Freight Amt: 0.00 View Expand Close

| Line Nbr | Item Name | Description | Quantity | Unit Price | U/M | Amount | Taxable | Tax Amount | Total Amount | |
|----------|-----------|--|----------|------------|----------|--------------|---------|------------|--------------|-------|
| 0001 | PAPER | COFY PAPER | 1.00 | 5.00 | REAM | 5.00 | Y | 0.39 | 5.39 | |
| | | Fund School Resource PY Goal Function Object | | Amount | Percent | Acct. Amount | | | | |
| | | 03 845 0000 0 0000 8200 5856 | | 0.00 | 1.000000 | 5.39 | | | | |
| | | Total: | | 0.00 | 1.000000 | 5.39 | | | | |
| 0002 | PENS | PENS BLACK | 1.00 | 10.00 | BOX | 10.00 | Y | 0.78 | 10.78 | |
| | | Fund School Resource PY Goal Function Object | | Amount | Percent | Acct. Amount | | | | |
| | | 03 845 0000 0 0000 8200 5856 | | 0.00 | 1.000000 | | | | | |
| | | Total: | | 0.00 | 1.000000 | | | | | |
| | | | | | | Total: | | 15.00 | 1.17 | 16.17 |

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

NOTES:

- Any modifications to data on this tab will reinitiate the approval process (contract status will be set to “N” (new – not submitted for approval)).
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

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 Modify an Existing Purchase Requisition – Reapply Account Distribution

Step
 Manually edit existing default account distribution in the pop up window.

Or

Select an account from the user's predefined sacs account favorites to reapply for the account distribution in the pop up window.

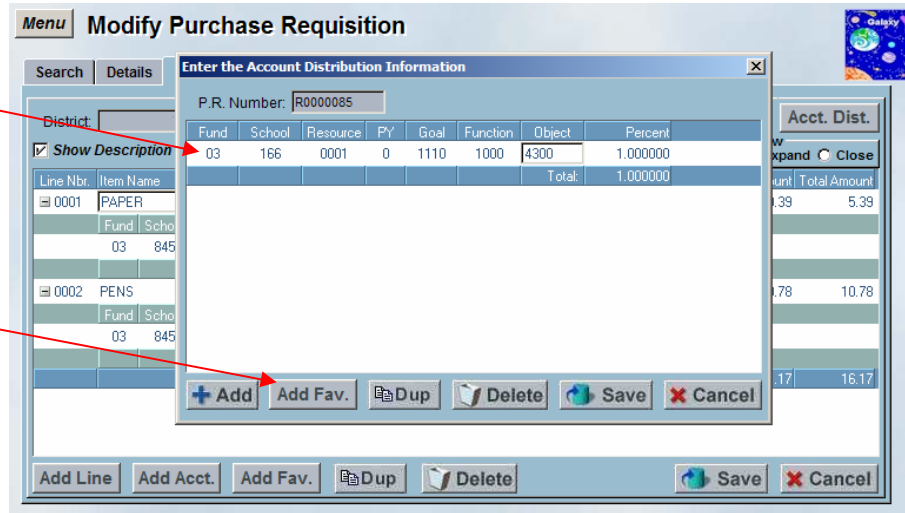
Click **Save**

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object

Optional field:

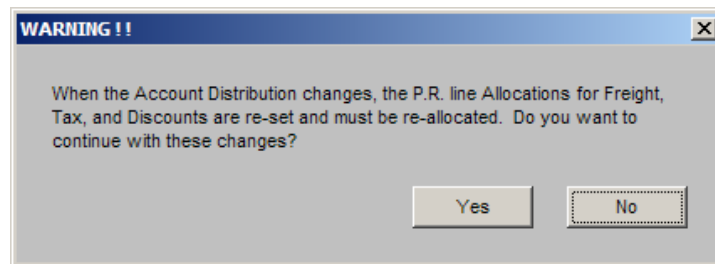
- Percent



NOTE: Clicking the Account Distribution button will popup a window to enter the default account distribution for all line items. The account string percentage is entered as default (the total for all account strings entered in this window must equal 100% or 0%), each line item will be split funded according to the respective percentage. The account string percentage may also be set to 0 for all account strings to establish default funding for all line items without automatically calculating the split funding amounts. Account strings entered in this popup window will go through the account validation routine. Clicking the Save button will close the popup window and apply the account distribution to the line items by multiplying the account string percentage times the total line item amount.

A warning message will be displayed asking the user if they would like to continue with the changes.

Click **Yes**



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Modify an Existing Purchase Requisition – Reapply Account Distribution

Step
 Verify account
 distribution
 reallocation.

NOTE: By default all lines will be shown expanded. Select Close to hide account information for all line items.

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
 Modify an Existing Purchase Requisition – Reapply Account Distribution

Step
 Click Save

This will start the
 budget check process.

Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

No Approvals

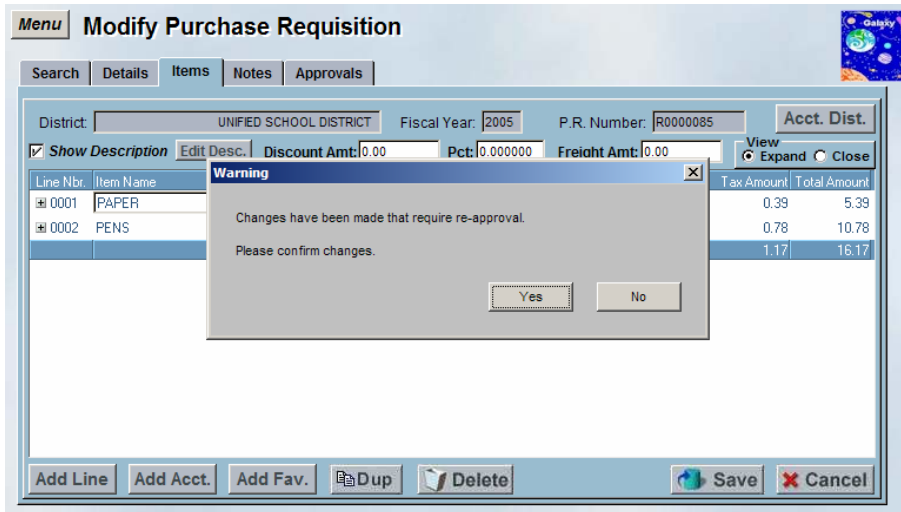
If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).

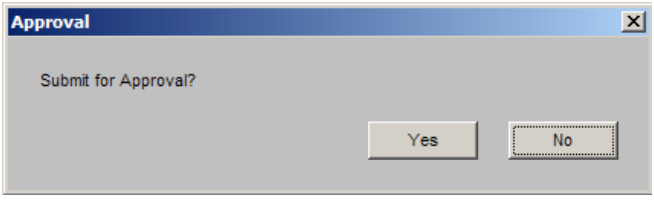
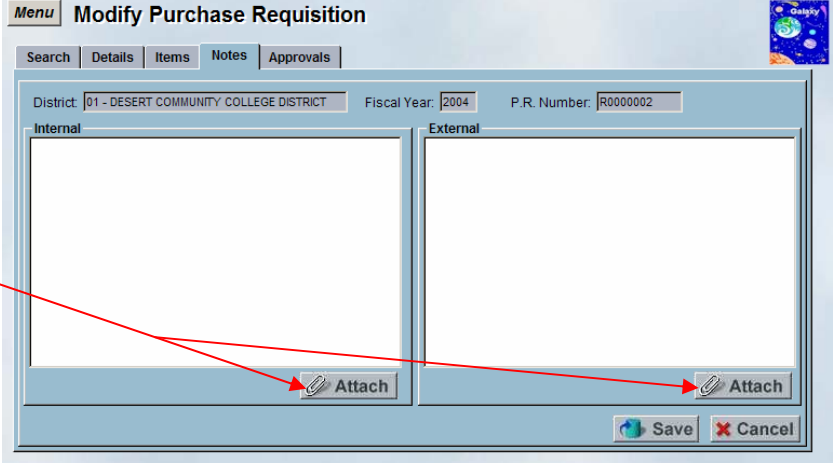
Step

If any changes that were made require re-approval, a warning message will prompt asking you to confirm changes.

Click **Yes**.



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 Modify an Existing Purchase Requisition – Reapply Account Distribution


| | |
|---|--|
| <p>Step “Submit for Approval?” warning message prompts</p> <p>Click Yes.</p> |  |
| <p>Step Click the Notes tab to modify the Internal/External note(s) for the purchase requisition</p> <p>Click Attach.</p> <p>Select from a previously defined note,</p> <p>or</p> <p>Manually enter Internal/External note(s).</p> <p>Click Save</p> |  <p>NOTES:</p> <ul style="list-style-type: none"> • External notes will print on purchase requisitions and purchase orders, internal notes will not. • Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point. |

DRAFT Galaxy Purchasing Purchase Requisitions v1.0.0
Modify an Existing Purchase Requisition – Reapply Account Distribution

Step

Click the Approvals tab to view approvals associated to this purchase requisition

No Changes can be made on this tab.

Menu **Modify Purchase Requisition** 

Search Details Items Notes Approvals

District: 01 - DESERT COMMUNITY COLLEGE DISTRICT Fiscal Year: 2004 P.R. Number: R0000002

| Seq. Nbr. | Alias ID | User ID | Employee Name | Approval Status | Update Timestamp | Approval Comment |
|-----------|----------|---------|---------------|-----------------|------------------|------------------|
|-----------|----------|---------|---------------|-----------------|------------------|------------------|

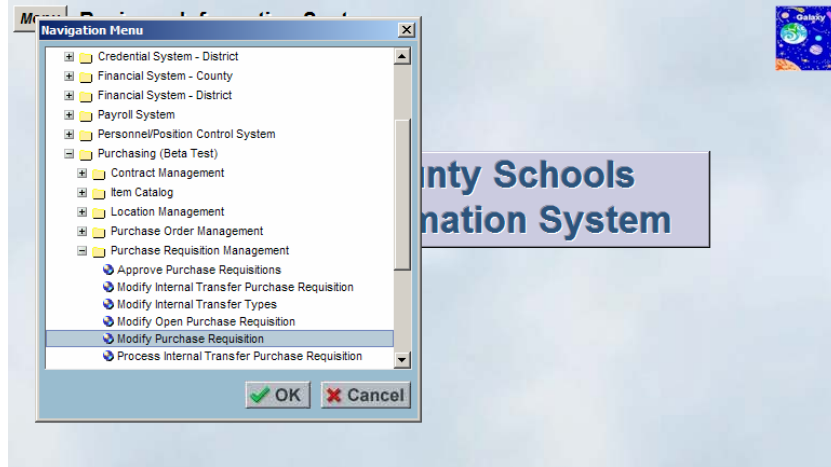
Delete a Purchase Requisition

The Modify Purchase Requisition screen allows the user to delete existing purchase requisitions.

Step 1

From menu select
Modify Purchase
Requisition

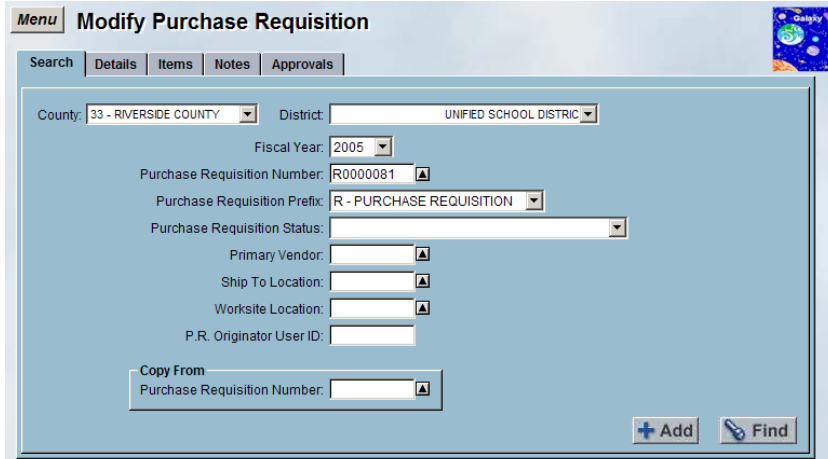
Click **OK**.

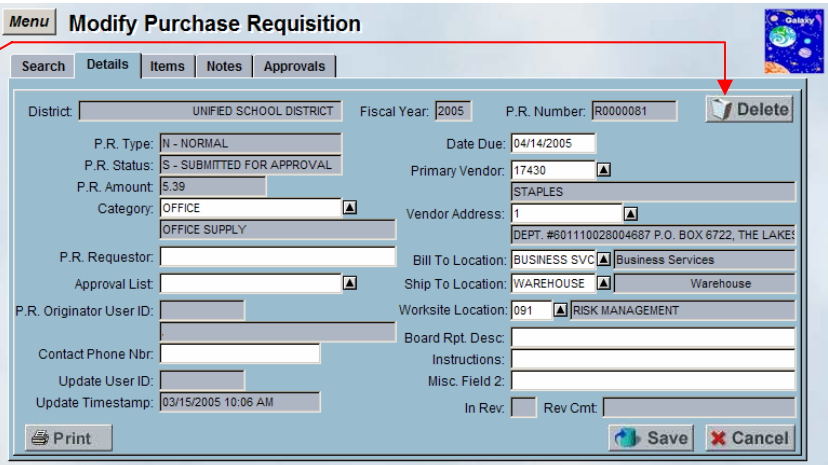
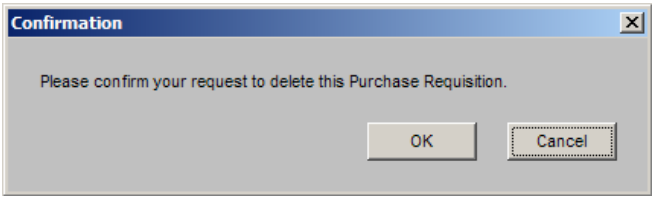
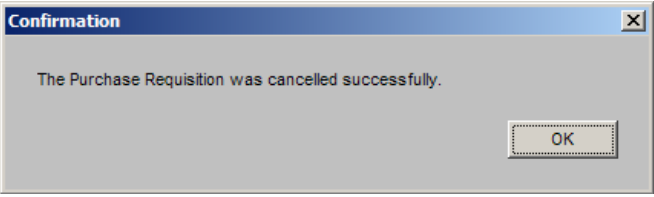


Step

To delete an
existing purchase
requisitions
enter/select
information as
available.

Click **Find**



| | |
|--|--|
| <p>Step To delete the purchase requisition</p> <p>Click Delete.</p> |  <p>NOTE: This will cancel the purchase requisition set the purchase requisition status to “C”, cancelled to prevent any further processing of this purchase requisition.</p> |
| <p>Step Confirmation message prompts to confirm the request to delete the Purchase Requisition.</p> |  |
| <p>Step Confirmation message prompts to verify purchase requisition has been cancelled successfully.</p> |  <p>NOTE: The cancelled purchase requisition remains in the database for future reference.</p> |

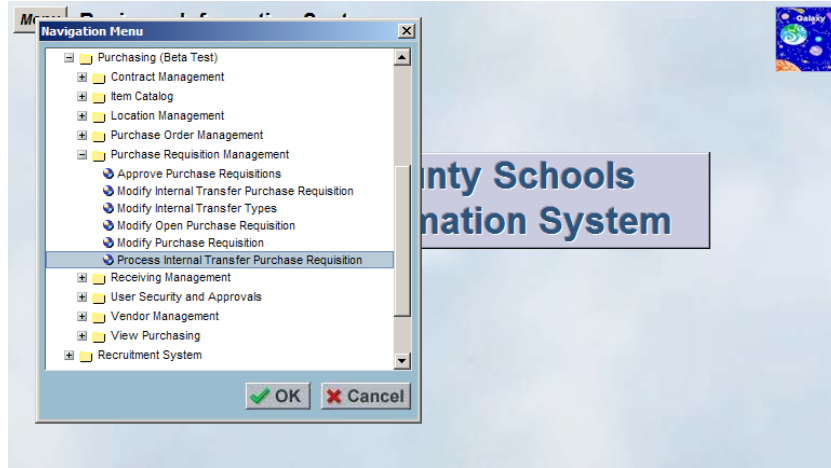
Process Internal Transfer Purchase Requisition

This screen is used to process internal transfer purchase requisition information. Only users with proper user security will have access to this screen. This screen performs an internal transfer of funds for requisitioned items that are within the 5700 object code.

Step 1

From menu select
Process Internal
Transfer Purchase
Requisition

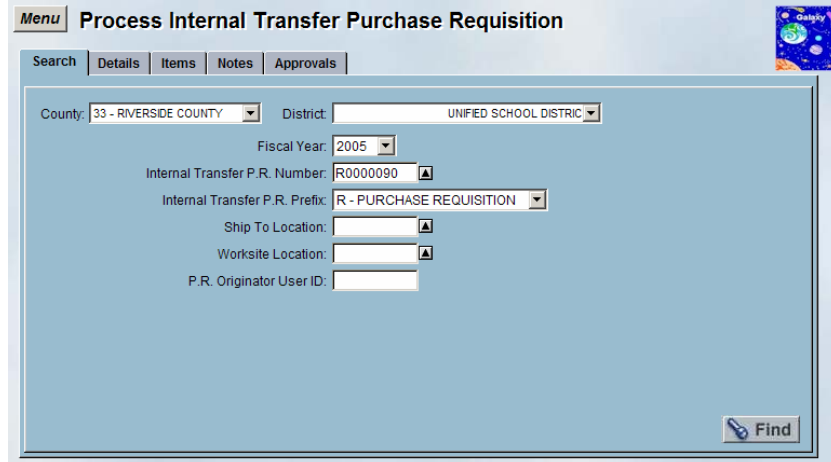
Click **OK**.



Step

To process an
existing internal
transfer purchase
requisition
enter/select
information as
available.

Click **Find**



NOTE: Internal Transfer Purchase Requisitions that have not received final approval, or that have already been processed, may not be modified.

Step
Enter information
if necessary.

Click **Items** tab

NOTES:

- Misc. Field 1 and Misc. Field 2 are optional fields that when entered will show on the printed report.
- Modifications on data on this tab will not reinitiate the approval process.
- Clicking the Delete button will cancel the requisition and set the requisition status to prevent any further processing of this requisition (purchase requisition status will be set to “C” (cancelled)). This will also disencumber the requisition. The cancelled purchase requisition remains in the database for future reference.

Step
Edit internal
transfer credit SACS
account string if
necessary.

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object

| Line Nbr | Item Name | Description | Quantity | Unit Price | U/M | Amount |
|----------|-----------|------------------|----------|------------|--------|----------|
| 0001 | PAPER | COLOR COPY PAPER | 1.00 | 5.00 | REAM | 5.00 |
| | | | Fund | | School | Resource |
| | | | 03 | 845 | 0000 | 0 |
| | | | Project | | Goal | Function |
| | | | Year | | 0 | 8200 |
| | | | Object | | 5856 | |
| | | | Total: | | 5.00 | |

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Process Internal Transfer Purchase Requisition

Step 4
Edit line item
SACS account string
if necessary.

Required fields:

- Fund
- School
- Resource
- PY
- Goal
- Function
- Object
- Amount or Percent

Click **Save**

Click **Notes** tab

NOTE: If the screen edits are passed successfully, the purchase requisition is saved to the database and the appropriate financial transactions are applied to the financial ledgers to transfer (expense) the funds. The encumbrances associated with the account strings are also disencumbered. The purchase requisition status will be set to “F” (finalized- all lines closed out)

Step
Click **Save**

This will start the budget check process.

| Line Nbr | Item Name | Description | Quantity | Unit Price | U/M | Amount |
|----------|-----------|------------------|----------|------------|------|-------------|
| 0001 | PAPER | COLOR COPY PAPER | 1.00 | 5.00 | REAM | 5.00 |
| | | | | | | Total: 5.00 |

Depending on the Budget Check option chosen on the District Purchasing Options Screen, one of the following processes will go into effect.

Continuous Budget Check

If the “continuous budget check” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If not, a warning message will be displayed listing the account strings that have insufficient funds. This is only a warning; the user may continue their data entry.

Requires Budget Check Before Submission

If the screen edits are passed successfully, the purchase requisition is saved to the database and a message is displayed asking the user if the purchase requisition should be sent to the approval process. If the “require budget check before submission” district option is enabled, the Save button logic will check the financial ledgers to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the list of approvers will be built based on the step and extended approval parameters (purchase requisition status will be set to “S” (submitted for approval)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

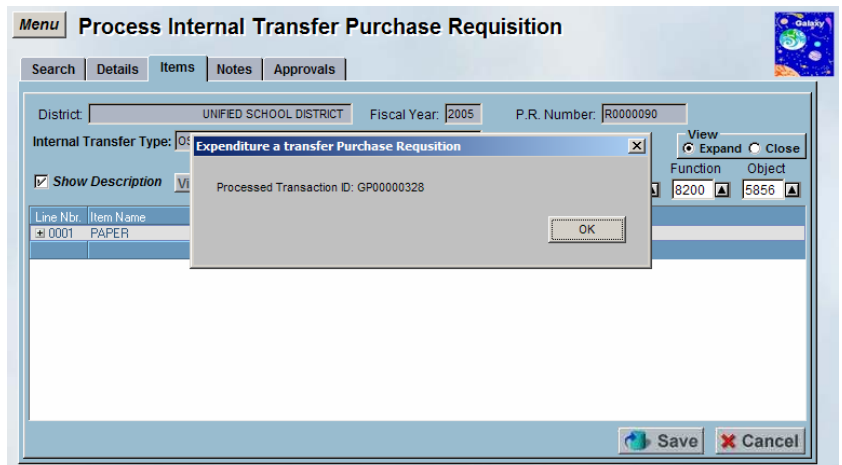
No Approvals

If no approvals are necessary (purchase requisition status will be set to “A” (approved)), the financial ledgers will be checked to determine if there are sufficient funds for all line item account strings. If there are sufficient funds, the account strings will be encumbered. If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges.

If the user does not have sufficient user security privileges to override the budget check, the purchase requisition status will be set to “B” (approved, but budget override required). Subsequently, a user may use the Modify Internal Transfer Purchase Requisition screen to re-save the purchase requisition to perform another budget check. If there are sufficient funds, the account strings will be encumbered (purchase requisition status will be set to “A” (approved)). If not, an error message will be displayed listing the account strings that have insufficient funds. The user will be given the opportunity to override the budget check, provided that they have sufficient user security privileges (purchase requisition status will be set to “A” (approved)).

Step
 The Internal Transfer Purchase Requisition is processed and assigned a Processed Transaction ID number.

Click **Ok**



Step
Click the Notes tab to modify the Internal/External note(s) for the internal transfer purchase requisition

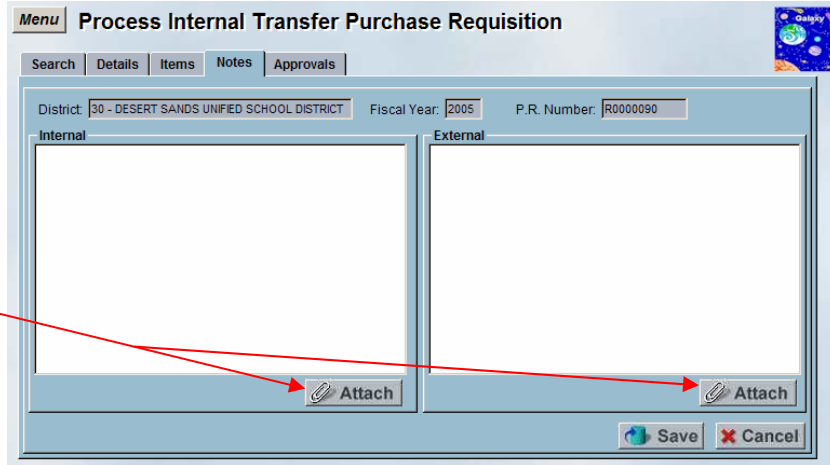
Click **Attach**.

Select from a previously defined note

or

Manually enter Internal/External note(s).

Click **Save**



NOTES:

- External notes will print on purchase requisitions and purchase orders, internal notes will not.
- Regardless of which tab you are currently working on, if you click save or cancel it will save or cancel all changes made to that point.

Step
Click the Approvals tab to view approvals associated to this internal transfer purchase requisition

No Changes can be made on this tab.

