Microsoft Dynamics®

Business Portal for Microsoft Dynamics® GP 2010
Requisition Management User's Guide

Contents

Introduction

Welcome to Requisition Management, a component of Business Portal for Microsoft Dynamics® GP. Requisition Management is a web-based business application that you can use to create, approve, and modify purchase requests using Business Portal.

When you submit purchase requests in Requisition Management, the requests are routed to the appropriate individuals for review and approval, and then transferred to the Microsoft Dynamics GP back office for processing.

Check for updated instructions

This information was current as of March 13, 2010. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics GP documentation Web site (http://go.microsoft.com/fwlink/?LinkId=185513) for the most current documentation.

This introduction includes the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Additional resources*
- *Send us your documentation comments*

What's in this manual

The Requisition Management User's Guide is designed for users who create or approve purchase requests, and users who convert purchase requests to purchase orders. This documentation is divided into the following chapters:

- Chapter 1, "Key concepts," explains user roles, Requisition Management key concepts, and the purchase request life cycle.

- Chapter 2, "Creator tasks," describes how to create, print, and modify a purchase request.

- Chapter 3, "Approver tasks," explains how to approve, reject, and void a purchase request.

- Chapter 4, "Purchaser tasks," describes how to convert line items from purchase requests to purchase orders.

- Chapter 5, "Commitments calculations reference," includes detailed information about and examples of how the committed amounts are calculated for purchase requests.

Symbols and conventions

This manual uses the following symbols to make specific types of information stand out.

Symbol	Description
(light bulb symbol)	The light bulb symbol indicates helpful tips, shortcuts, and suggestions.
(warning symbol)	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this includes cautions about performing steps in their proper order, or important reminders about how other information in Business Portal or the back office might be affected.

This manual uses the following conventions to refer to sections, navigation, and other information.

Convention	Description
Create a requisition	Italic type indicates the name of a section or procedure.
File > **Print**	The (>) symbol indicates a sequence of actions, such as clicking items on a menu or a toolbar or clicking buttons in a window. This example directs you to go to the **File** menu and click **Print**.
Bold	Bold type indicates the names of fields, tabs, menus, commands, and buttons, and text you should type.
TAB or ENTER	Small capital letters indicate a key or a key sequence.

Additional resources

In addition to this manual, the following documentation is included with this release of Business Portal.

Manuals

The following PDF manuals are included in the Documentation folder on the Business Portal installation media.

Business Portal Installation Guide The Installation Guide (BusinessPortalInstallation.pdf) provides step-by-step instructions for installing Business Portal.

Business Portal Administrator's Guide The Administrator's Guide (BusinessPortalAdminGuide.pdf) explains how to set up and configure Business Portal.

Business Portal User's Guide The User's Guide (BusinessPortalUsersGuide.pdf) helps users complete day-to-day tasks in Business Portal.

Application manuals User and administrator manuals for each application installed in Business Portal are available in the Documentation folder.

Help

Help is available by clicking the Help icon button, located in the upper-right corner of any page. The help that is displayed depends on whether you open help from a Business Portal page, a Microsoft® Windows® SharePoint® Services page, or

Microsoft Office SharePoint Server 2007 page or a Microsoft SharePoint Server 2010 page.

Business Portal help   When you click the Help icon button on a Business Portal page, the relevant help topic for that page is displayed. You can use the search field on the help page to search for information. You also can click the Home icon button to browse the contents of the help.

SharePoint help   Many of the features included in Business Portal—such as document libraries, lists, announcements, links, and alerts—are provided by Windows SharePoint Services. General information about these features is provided in the Administering Business Portal help. For more detailed information, refer to the Windows SharePoint Services help, which can be accessed by clicking the Help icon button in the upper-right corner of any Windows SharePoint Services page. If you're using Office SharePoint Server 2007 or Microsoft SharePoint Server 2010, additional help related to SharePoint Server features also will be available.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Chapter 1: Key concepts

This information explains concepts you need to understand when using Requisition Management. Understanding these concepts will help you manage purchase requests more effectively.

This information is explained in the following sections:

- *Requisition Management overview*
- *Purchase request life cycle*
- *Approval hierarchies*
- *How Requisition Management integrates with Microsoft Dynamics GP*
- *Commitments*

Requisition Management overview

Requisition Management is an application that employees, managers, and purchasers can use to enter and approve purchase requests in Business Portal. Purchase requests, which are requests for goods or services, are routed to the appropriate users for review and approval, and then line items are transferred to new or existing purchase orders in the Microsoft Dynamics GP back office. Requisition Management eliminates the need for a paper-based system and gives employees an easy way to enter purchase requests. It automates the routing of purchase request information from creators to approvers, and ultimately to purchase orders in Microsoft Dynamics GP.

You can use Requisition Management to:

- Enter, approve, or reject purchase requests in Business Portal.
- Route purchase requests to a supervisor for review.
- View the status of a purchase request and its history information.
- Transfer line items to new or existing back office purchase orders.
- Consolidate line items from multiple purchase requests into a single purchase order for each vendor.

Purchase request life cycle

The purchase request life cycle includes all the steps or phases a purchase request passes through: creation, approval, and conversion. The life cycle in a company is defined by the approval hierarchy, which is set up by the requisition administrator. See *Approval hierarchies* on page 6 for more information.

Create and submit purchase request

When you enter a purchase request, you're considered the creator. You can save the request and modify it later, or you can submit it to the approver.

Approve or final approve purchase request

After a purchase request is submitted, it is routed to the designated approver, who can void, reject, or approve the request. An approver also can modify a request—such as adding required information or correcting errors—and save it to act on it later.

Action	Description
Void	Stops all further action on the purchase request and sends it to history.
Reject	Returns the purchase request to the creator, who can modify it and resend it to the approver.
Modify	Opens the purchase request, allowing the approver to modify it. For example, if the quantity of the item is incorrect, the approver can enter the correct quantity.
Save	Saves any changes to the purchase request; no other action is taken and the approver can act on the request later.
Approve	Routes the purchase request to the next approver in the approval hierarchy.

If the approver has final approver rights and the purchase request is within the specified approval limit, the approver can give the request final approval. If you're using commitments, the line items are validated to ensure they don't exceed the budget for the specified account. If they don't, the amounts for those line items are committed. The purchase request is routed to the purchaser.

Convert purchase request to a purchase order

After a purchase request has received final approval, a purchaser—a user who is assigned to the Requisition Purchaser role—can transfer the purchase request line items to purchase orders in Microsoft Dynamics GP. A purchaser also can void or modify a line item—such as adding required information or correcting errors—and save it to act on later.

Action	Description
Void	Stops all further action on the purchase request line.
Modify	Opens the purchase request, allowing the purchaser to modify it. For example, if the item quantity is incorrect, the purchaser can enter the correct quantity.
Save	Saves any changes to the purchase request line; no other action is taken and the purchaser can act on the line later.
Create	Transfers the purchase request line items to new or existing back office purchase orders.

If you're using commitments, the amounts on the purchase order you create will be committed.

If you're using commitments, purchase orders that are created from purchase request lines in Requisition Management will have a status of Approved/Committed in the back office. If you're not using commitments in Requisition Management or Purchase Order Commitments in Microsoft Dynamics GP, but you are using Purchase Order Approvals in Microsoft Dynamics GP, the purchase orders will have an Approved status in the back office.

Approval hierarchies

The requisition administrator sets up the approval hierarchy, which controls the overall approval process. This approval hierarchy is the route a purchase request follows from one approver to the next until the request is converted to a purchase order. The hierarchy structure shows the roles or users who must approve a

purchase request before it can become a purchase order. As a request is approved, it travels up the approval hierarchy to the role or user in the next highest level.

The following illustration shows an example of an approval hierarchy.

Approval Hierarchy

Select a user or role to make changes to the approval hierarchy.

```
☐  Requisition Administrator
   ☐  Requisition Purchaser
      ☐  Pilar Ackerman (pilar - FRVISTA1614)
         ☐  Don Hall (don - FRVISTA1614)
            ☐  Jo Berry (jo - FRVISTA1614)
               ☐  Chris Gray (chris - FRVISTA1614)
                     Toby Nixon (toby - FRVISTA1614)
```
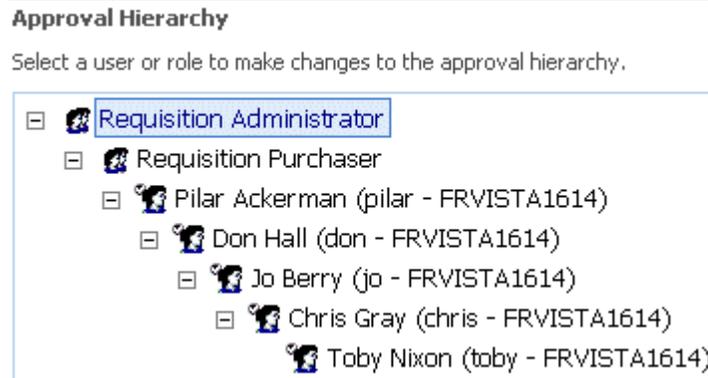
How Requisition Management integrates with Microsoft Dynamics GP

After a purchase request has been created, passes through the approval process, and receives final approval, a requisition purchaser will transfer the purchase request line items to new or existing Microsoft Dynamics GP purchase orders. During the transfer process, the purchaser can consolidate identical line items from multiple purchase requests into one line item for one vendor. The purchaser can transfer line items in Requisition Management without being set up as a back office employee.

If you're using Purchase Order Commitments in Microsoft Dynamics GP and you've activated the commitments functionality in Requisition Management, purchase request lines will be committed when they've received final approval. When a purchase order has been created from the purchase request lines, the purchase order amounts will be committed in Microsoft Dynamics GP. The purchase orders that are created from Requisition Management will have a status of Approved/Committed in the back office.

⚠ *You can't enter an allocation account for a purchase request line item if you're using commitments in Requisition Management.*

Commitments

You can use the commitments functionality in Requisition Management to work with Microsoft Dynamics GP Purchase Order Commitments. Commitments are purchase request or purchase order line amounts that you'll be paying at a later date, but that you haven't been invoiced for yet. You can use Requisition Management to track commitments for purchase requests, and Purchase Order Commitments to track commitments for purchase orders.

You can use purchase request commitments to validate the committed amounts against budgets on a period, year-to-date, or annual basis, and receive visual warnings about purchase requests that exceed the budget. Budgeted versus actual and committed expenditures also are displayed for both purchase requests and purchase orders.

These budget validations occur when you save purchase request lines or attempt to give them final approval. For example, suppose a user, John, creates a purchase request and adds a line for 10 computer monitors. When John saves the line, the system validates the line's general ledger account against the budget ID that is set up in Purchase Order Commitments for that fiscal period.

The amount for the line exceeds the budget of the general ledger account, so a message is displayed to John to alert him.

He can continue, and when he submits the purchase request, it is sent through the usual approval process.

John's approver, Fred, receives a notification that John's purchase request is assigned to him. Fred views the purchase request using the Purchase Request Details page and sees an indicator that one of the lines is over budget. He moves the mouse pointer over the icon to view the message.
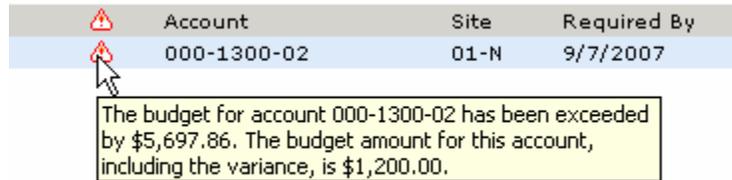
Fred modifies the quantity on the line from 10 to 9 and saves his changes. The line still exceeds the general ledger account budget, so a message is displayed to Fred to alert him. He can continue. His approval limit is higher than the purchase request total, so he submits the purchase request to the final approver, Marcia.

Marcia receives a notification that John's purchase request is assigned to her. She opens the purchase request and sees that one of the lines is over budget. Marcia decides to give the purchase request final approval anyway. Because the line is over budget and a password has been set up in Purchase Order Commitments, Marcia types her password to commit the purchase request.

Calculations

The following calculations are used to determine whether a line exceeds the budget for an account.

1. The following amounts are added:

   • The extended price of the current line
   • The extended prices of all other lines on the same purchase request that have the same account and fall into the same period as the current line
   • The actual amount for the account
   • The committed amount for the account

2. The following amounts are added:

   • The budget amount for the account
   • The authorization variance amount for the account

If the total of calculation 1 is greater than the total of calculation 2, the line will exceed the budget for the account.

See Chapter 5, "Commitments calculations reference," for more information about how amounts are calculated.

Requirements for validating against a budget

If the **Account** field isn't hidden and you attempt to save a purchase request line or give it final approval, you'll receive a message if any of the validations fail. These requirements are validated in the following order:

• The account in the **Account** field can't be a fixed or variable allocation account.

• The line must have a date entered in the **Required By** field.

• A budget ID must be entered in the PO Commitments Setup window in Microsoft Dynamics GP for the fiscal year that the purchase request line's required-by date falls within. For example, if you attempt to save a purchase request line with a required-by date of 11/15/07, but no budget ID is assigned for fiscal year 2007 in the PO Commitments Setup window, you'll receive a message.

• A valid fiscal period must be set up for the company in the Fiscal Periods Setup window in Microsoft Dynamics GP for the purchase request line's required-by date. For example, if you attempt to save a purchase request line with a required-by date of 11/15/07 but there isn't a period set up in the Fiscal Periods Setup window that includes that date, a message will be displayed.

• The line amount can't exceed the budget for the account.

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Chapter 2: Creator tasks

If you're assigned to the Requisition Creator role, you can create, save, modify, delete, view, and submit purchase requests.

If you create a purchase request but you aren't ready to submit it, you can save the request and submit it at a later time. You can return to the request, modify it, add or remove items, and save it again. If you later decide you don't need the purchase request, you can delete it. If you've entered all the necessary information, you can submit the purchase request to your approver.

Creator task information is explained in the following sections:

- *Create a purchase request*
- *Additional purchase request tasks*
- *Add a purchase request item*
- *Modify a purchase request*
- *View a saved purchase request*
- *Delete a purchase request or line item*
- *Submit a purchase request*
- *Copy a purchase request*
- *Void a purchase request or line item*
- *Resubmit a purchase request*
- *Print a purchase request*
- *View the history for a purchase request*

Create a purchase request

Use the Purchase Request Details page to create and then either save or submit a purchase request. If you save it, you can return to it at a later time. If you submit it, the purchase request is routed to your approver.

The information that is required to create a purchase request will vary, depending on how Requisition Management was set up. For example, you might not have to enter general ledger accounts, item numbers, prices, site IDs, or vendor IDs for the items you're requesting.

1. Go to the Purchase Requests page.
   Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
   -or-
   Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. Click **New Request**. The Purchase Request Details page is displayed.

3. Type a title for the request.

4. Click **New Item** to add an item to the request. The Add Item page appears. See *Add a purchase request item* on page 12 for more information.

   If you're using commitments, when you save a purchase request line item, a message will appear if the line exceeds the budget for the selected account. A visual indicator also will appear for the line on the Purchase Request Details page, notifying you that the item exceeds the account's budget or that it

couldn't be validated. You can move the mouse pointer over the icon to view a description of the problem. See *Commitments* on page 7 for more information.

If asterisks are displayed in place of the account number, it means you don't have access to a specific account that is displayed by default or that was entered by another user.

5. When you finish adding the items, type any comments about the purchase request in the **Send comments to the next approver** area.

6. Choose one of the following actions:

    •   Click **Save** to save the request. You can return to it at a later time and submit it.

    •   Click **Submit** to submit the request to your approver.

    You also can click **Show More Tasks** to view additional tasks and more flexible routing options. See *Additional purchase request tasks* on page 12 for more information.

Additional purchase request tasks

When you're using the Purchase Request Details page to create or modify a purchase request, you can click **Show More Tasks** to view additional tasks and more flexible routing options for the request. You can select the following options.

Option	Description
Save as a draft	Saves the purchase request without submitting it to your approver.
Submit and send the purchase request to	Routes the purchase request to someone other than your default approver. Depending on your permissions, you might be able to select your approver.
Submit to final approver	Routes the purchase request to the next person in the approval hierarchy who has final approver rights. This option is available if the purchase request amount is within your approval limit, but you don't have final approver rights.
Final Approve	Gives the purchase request final approval and sends it to the requisition purchaser. This option is available if the purchase request amount is within your approval limit and you have final approver rights.
Delete	Deletes the purchase request. You can delete a request only if it hasn't been submitted. See *Delete a purchase request or line item* on page 15 for more information.

Add a purchase request item

Use the Add Item page to add an item to a purchase request. You can add items to a new or saved request, or to a request that was submitted by you but was rejected by an approver.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click
    Purchase Requests on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick
    Launch

2. Click **New Request** to add an item to a new purchase request. To add an item to
    an existing request, select the request and click **Edit Request**. The Purchase
    Request Details page is displayed.

3. Click **New Item** to add items to the request. The Add Item page appears.

*Depending on the permissions the requisition administrator gave you, you might not
have access to all the fields on this page. You don't need to enter information in all the
fields to save or submit the purchase request.*

4. Type or select an item number.

    If you have permission to add non-inventoried items to purchase requests, you
    can enter an item number that doesn't exist in Microsoft Dynamics GP.

5. Type a description for the item. If you entered an item number for an existing
    item, the description from Inventory Control will appear next to the item
    number.

6. Type or select the vendor for this item.

    If you've selected an item and you click the **Vendor** lookup button, only the
    vendors assigned to the item will be displayed. You can click **Show All
    Vendors** to display all the vendors.

7. Type or select an account.

*If asterisks are displayed in place of the account number, it means you don't have access
to a specific account that is displayed by default or that was entered by another user.*

8. Type or select the site where the item should be shipped.

9. Type the price of the item.

10. Type the quantity to receive.

11. If the item is non-inventoried, type the unit of measure for the item. If the item
    is inventoried, the unit of measure will be displayed.

    After you enter the unit of measure, the extended price is automatically
    calculated (Price * Quantity).

12. Type or select the date when you need to receive the item.

13. If you have any comments about the item, type them in the **Comments** field.

14. Click **Save and Close** to add the item to the new purchase request. Repeat steps
    3 through 13 to add additional items to the request.

If you're using commitments, when you save a purchase request line item, a message will appear if the line exceeds the budget for the selected account. A visual indicator also will appear for the line on the Purchase Request Details page, notifying you that the item exceeds the account's budget or that it couldn't be validated. You can move the mouse pointer over the icon to view a description of the problem. See *Commitments* on page 7 for more information.

Modify a purchase request

Use the Purchase Request Details page to make changes to a purchase request. You can modify a request if you saved it but haven't yet submitted it. You also can modify a request if it was rejected and sent back to you. However, you can't modify a request if it is being modified by another user, if it was voided, or if the line items were transferred to purchase orders.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. In the **Filter by** list, select **My saved requests** and click the **Go** button.

3. Select the purchase request to modify and click **Edit Request**. The Purchase Request Details page appears.

4. To modify the item information, select one of the following actions:

    *   To modify an item, select the item and click **Edit Item**. The Edit Item page appears. Modify the item and click **Save and Close** when you've finished.

    *   To add an item, click **New Item**. The Add Item page appears. Add an item and click **Save and Close** when you've finished. See *Add a purchase request item* on page 12 for more information.

    *   To delete an item, select the item and click **Delete Item**. You can delete an item only if it hasn't been submitted. See *Delete a purchase request or line item* on page 15 for more information.

    *   To void an item, select the item and click **Void Item**. You can void an item only if the purchase request was previously submitted. See *Void a purchase request or line item* on page 17 for more information.

    Depending on the permissions the requisition administrator gave you, you might not have access to all the fields on the Add Item and Edit Item pages.

    If you're using commitments, when you save a purchase request line item, a message will appear if the line exceeds the budget for the selected account. A visual indicator also will appear for the line on the Purchase Request Details page, notifying you that the item exceeds the account's budget or that it couldn't be validated. You can move the mouse pointer over the icon to view a description of the problem. See *Commitments* on page 7 for more information.

5. Click **Save** to save the modified purchase request or **Submit** to submit it to your approver.

You also can click **Show More Tasks** to select more options. See on page 12 for more information.

View a saved purchase request

Use the Purchase Requests page to view purchase requests that have been saved but not submitted. Any rejected requests also will be displayed.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. In the **Filter by** list, select **My saved requests** and click the **Go** button to display the purchase requests that are saved but not submitted, or that have been rejected.

    You can click the various column headings on this page to sort the purchase requests.

3. Click **View Request**. The Purchase Request Details page appears and the purchase request information is displayed. You can click **View Item** on that page to view the purchase request line items.

Delete a purchase request or line item

You can use the Purchase Request Details page to delete a purchase request or line item if the request hasn't yet been submitted. The deleted request or line item will be removed from the system.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. In the **Filter by** list, select **My saved requests** and click the **Go** button.

3. Select the purchase request you're deleting or the request that contains the line item you're deleting. Click **Edit Request**. The Purchase Request Details page appears.

4. Complete one of the following tasks:

    •   To delete a line item, select the line, click **Delete Item**, and confirm the deletion. The line item is removed from the database. Click **Save** to save the modified request or **Submit** to submit it to your approver.

    •   To delete the purchase request, click **Show More Tasks**. Select **Delete**, click **OK**, and confirm the deletion. The request and all of its line items are removed from the database.

Submit a purchase request

Use the Purchase Request Details page to submit a purchase request to your approver. Before you submit a purchase request, the requisition administrator must add you to the approval hierarchy. If you aren't in the approval hierarchy, you still can create and save a request, but you won't have permission to submit it. See *Approval hierarchies* on page 6 for more information.

1. Go to the Purchase Requests page.
   Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
   -or-
   Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. In the **Filter by** list, select **My saved requests** and click the **Go** button.

3. Select the purchase request to submit.

4. Click **Edit Request**. The Purchase Request Details page appears.

5. Click **Submit** to submit the request to your approver.

   You also can click **Show More Tasks** to select more options. See *Additional purchase request tasks* on page 12 for more information.

Copy a purchase request

Use the Purchase Request Details page to create a purchase request by copying an existing request. You can copy purchase requests only if the system is set up to allow copying.

You can copy purchase requests if you created them, or if they're currently assigned to you or your role.

1. Go to the Purchase Requests page.
   Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
   -or-
   Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. In the **Filter by** list, select one of the following options and click the **Go** button:

   Assigned to me Displays the requests assigned to you.

   Assigned to my roles Displays the requests assigned to the role you select.

   Assigned to my subordinates Displays the requests assigned to the subordinate you select. Subordinates are users who are beneath you in the approval hierarchy. This option is available if you're set up as an extended approver, allowing you to approve requests assigned to your subordinates.

   My open requests Displays your submitted requests that haven't been transferred to purchase orders.

My saved requests   Displays your unsubmitted and rejected requests.

My completed requests   Displays your purchase request line items that were transferred to purchase orders or your requests that were voided.

3.   Select the purchase request to copy.

4.   Click **Copy Request**. The Purchase Request Details page appears.

5.   Type a title for the copied request.

6.   To modify the copied request, click **New Item** to add an item, or select the item and click **Edit Item** or **Delete Item** to modify or delete an item. For more information, see *Add a purchase request item* on page 12, *Modify a purchase request* on page 14, and *Delete a purchase request or line item* on page 15.

     If you're using commitments, when you save a purchase request line item, a message will appear if the line exceeds the budget for the selected account. A visual indicator also will appear for the line on the Purchase Request Details page, notifying you that the item exceeds the account's budget or that it couldn't be validated. You can move the mouse pointer over the icon to view a description of the problem. See *Commitments* on page 7 for more information.

7.   Click **Save** to save the copied request or **Submit** to submit it to your approver.

     You also can click **Show More Tasks** to select more options. See *Additional purchase request tasks* on page 12 for more information.

Void a purchase request or line item

You can use the Purchase Request Details page to void a purchase request or line item if the request has been rejected by an approver. When you void a purchase request, both the request and all of its line items are voided and moved to history. If you void a line item, it will remain on the request, but it will be designated as having been voided.

A purchase request must include at least one non-voided line item if you want to resubmit it for approval.

1.   Go to the Purchase Requests page.
     Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
     -or-
     Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2.   In the **Filter by** list, select **My saved requests** and click the **Go** button.

3.   Select the request that you're voiding or that contains the line item you're voiding, and click **Edit Request**. The Purchase Request Details page appears.

4. Complete one of the following tasks:

    •   To void an item, select the item, click **Void Item**, and confirm your selection. The line item will remain on the request, but will be designated as having been voided. Click **Save** to save the request or **Resubmit** to resubmit it. See *Resubmit a purchase request* on page 18 for more information about resubmitting purchase requests.

    •   To void the request, click **Show More Tasks**. Select **Void**, click **OK**, and confirm your selection. The request and all of its line items are voided and moved to history.

Resubmit a purchase request

You can use the Purchase Request Details page to resubmit a purchase request if it has been rejected by an approver. You also can select a specific user or role to resubmit the request to, if you have permission to change your approver and you have more than one approver in the hierarchy.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. In the **Filter by** list, select **My saved requests** and click the **Go** button.

3. Select the request to resubmit and click **Edit Request**. The Purchase Request Details page appears.

4. Make any necessary changes to the request. See *Modify a purchase request* on page 14 for more information.

5. Complete one of the following tasks:

    •   To resubmit the request to your default approver, click **Resubmit**.

    •   To resubmit the request to a specific user or role, click **Show More Tasks**. Select **Resubmit and send the purchase request to** and select a user or role from the list. Click **OK**.

Print a purchase request

You can use the Printer-Friendly Version page to print a purchase request. You don't need to save the request before printing it.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2.   In the **Filter by** list, select one of the following options and click the **Go** button:

Assigned to me   Displays the requests assigned to you.

Assigned to my roles   Displays the requests assigned to the role you select.

Assigned to my subordinates   Displays the requests assigned to the subordinate you select. Subordinates are users who are beneath you in the approval hierarchy. This option is available if you're set up as an extended approver, allowing you to approve purchase requests assigned to your subordinates.

My open requests   Displays your submitted requests that haven't been transferred to purchase orders.

My saved requests   Displays your unsubmitted and rejected requests.

My completed requests   Displays your requests that were voided or the line items that were transferred to purchase orders.

3.   Select the request to print and click **View Request**. The Purchase Request Details page appears.

4.   Click **Printer-Friendly Version** to display a version of the request that is formatted to be printed.

Voided items appear in strikethrough text. If asterisks appear in place of the account number, it means you don't have access to a specific account that is displayed by default or that was entered by another user.

If you're using commitments, a warning will be displayed next to any line that is over budget or can't be validated on both the Purchase Request Details and Printer-Friendly Version pages. See *Commitments* on page 7 for information about the validation requirements.

If a line has been voided, this indicator won't be displayed.

You can approve purchase requests if any of the lines have validation errors until the line is receiving final approval. At that point, the final approver can override budget exceptions only if Purchase Order Commitments is set up to allow that.

5.   Choose **File** > **Print** to print the request.

View the history for a purchase request

You can use the Purchase Request Approval History page to view history information for purchase requests that have been submitted, approved, submitted for final approval, final approved, returned, rejected, resubmitted, or voided. When you view history for a submitted request, you can see when the request was approved, who approved it, when the line items were transferred to purchase orders, and who transferred them.

1. Go to the Purchase Requests page.
   Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
   -or-
   Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. In the **Filter by** list, select one of the following options and click the **Go** button:

   My open requests Displays your submitted requests that haven't been transferred to purchase orders.

   My saved requests Displays your unsubmitted and rejected requests.

   My completed requests Displays your requests that were voided or the line items that were transferred to purchase orders.

3. Select the request to view and click **View Request**. The Purchase Request Details page appears.

4. Click **Approval History**. The Purchase Request Approval History page appears. The **Approval history record** list displays who has taken action on the request and what the last action was.

5. To view an earlier version of the request, select an approval history record from the **Approval history record** list.

   If asterisks are displayed in place of the account number, it means you don't have access to a specific account that is displayed by default or that was entered by another user.

6. Close the page when you've finished.

Chapter 3: Approver tasks

If you're assigned to the Requisition Approver role and a purchase request is submitted to you, you'll review the request and, if needed, modify it by adding, modifying, or voiding line items. Then you'll approve, final approve, return, void, or reject the request.

If you have final approver rights, you can't give final approval to requisitions that you've created unless you're set up to do so on the Users page. Contact your requisition administrator for more information.

This information describes the steps you need to follow when approving purchase requests. Approver task information is explained in the following sections:

- *Approve a purchase request*
- *Additional approval tasks*
- *Modify a purchase request before approving it*
- *Return a purchase request to another user*
- *Reject a purchase request*
- *Void a purchase request or line item*
- *View commitments information as an approver*

Approve a purchase request

You can use the Purchase Request Details page to approve a purchase request. You also can use this page to return, reject, or void the request.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. In the **Filter by** list, select one of the following options and click the **Go** button:

    Assigned to me   Displays the requests assigned to you.

    Assigned to my roles   Displays the requests assigned to the role you select.

    Assigned to my subordinates   Displays the requests assigned to the subordinate you select. Subordinates are users who are beneath you in the approval hierarchy. This option is available if you're set up as an extended approver, allowing you to approve purchase requests assigned to your subordinates.

3. Select the request to approve and click **Edit Request**. The Purchase Request Details page appears.

4. If you have any comments about the request, type them in the **Comments** field.

5. Click **Approve** to approve the request. If you have final approver rights, you can click **Final Approve** to give the request final approval. You also can click **Show More Tasks** to view additional tasks and more flexible routing options. See *Additional approval tasks* on page 22 for more information.

Before you give the request final approval, be sure all the item fields are completed.

If you're giving the request final approval and any lines exceed the budget, a message will be displayed. Visual indicators will be displayed for both the line and the purchase request. Indicators also will be displayed if any other problems occurred with the validation. See *Commitments* on page 7 for more information. You can move the mouse pointer over the icon to view a description of the problem.

If the system is set up to allow budget exceptions and an approval password is set up in the PO Commitments Setup window in Microsoft Dynamics GP, you must type that password to commit the purchase request.

When the purchase request receives final approval, the amounts on the request will be saved as committed amounts for the accounts assigned to the lines. Each line's extended price will be added to the account's commitments budget for the appropriate period in Microsoft Dynamics GP.

The system won't attempt to validate against the budget for a line that has been voided, and voided lines won't be committed.

Additional approval tasks

When you're using the Purchase Request Details page to approve or modify a purchase request, you can click **Show More Tasks** to view additional tasks and more flexible routing options for the request. You can select the following options.

Option	Description
Save for later	Saves the request without approving it.
Approve and send the purchase request to	Approves the request and routes it to someone other than your next default approver. Depending on your permissions, you might be able to select your approver, or the requisition administrator might assign a default approver to you.
Submit to final approver	Routes the request to the next person in the approval hierarchy who has final approver rights. This option is available if the purchase request amount is within your approval limit, but you don't have final approver rights.
Final Approve	Gives the request final approval and sends it to the requisition purchaser. This option is available if the purchase request amount is within your approval limit and you have final approver rights.
Return purchase request to	Returns the request to the user you select. See *Return a purchase request to another user* on page 24 for more information.
Reject	Returns the request to its creator. See *Reject a purchase request* on page 25 for more information.
Void	Voids the request and sends it to history. See *Void a purchase request or line item* on page 25 for more information.

Modify a purchase request before approving it

You can use the Purchase Request Details page to modify a purchase request before approving it. You should modify the request if it is missing information or has incorrect information. For example, if the creator entered the incorrect vendor or didn't enter the item number for an item, you can add the correct information.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click
    Purchase Requests on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick
    Launch

2. In the **Filter by** list, select one of the following options and click the **Go** button:

    Assigned to me   Displays the requests assigned to you.

    Assigned to my roles   Displays the requests assigned to the role you select.

    Assigned to my subordinates   Displays the requests assigned to the
    subordinate you select. Subordinates are users who are beneath you in the
    approval hierarchy. This option is available if you're set up as an extended
    approver, allowing you to approve purchase requests assigned to your
    subordinates.

3. Select the request to modify and click **Edit Request**. The Purchase Request
    Details page appears.

4. To modify the item information, select one of the following actions:

    •   To modify an item, select the item and click **Edit Item**. The Edit Item page
        appears, where you can modify the item. Click **Save and Close** when
        you've finished.

    •   To add a new item to the request, click **New Item**. The Add Item page
        appears, where you can add an item. Click **Save and Close** when you've
        finished.

    •   To void an item on the request, select the item, click **Void Item**, and click
        Save. The voided item is moved to history.

5. If you have any comments about the request, type them in the **Comments** field.

6. Click **Save** to save the request or **Approve** to approve the request. If you have
    final approver rights, you can click **Final Approve** to give the request final
    approval.

    You also can click **Show More Tasks** to view additional tasks and more flexible
    routing options. See *Additional approval tasks* on page 22 for more information.

    If you're giving the request final approval and any lines exceed the budget, a
    message will be displayed. Visual indicators will be displayed for both the line
    and the purchase request. Indicators also will be displayed if any other
    problems occurred with the validation. See *Commitments* on page 7 for more
    information. You can move the mouse pointer over the icon to view a
    description of the problem.

    If the system is set up to allow budget exceptions and an approval password is
    set up in the PO Commitments Setup window in Microsoft Dynamics GP, you
    must type that password to commit the purchase request.

When the purchase request receives final approval, the amounts on the request will be saved as committed amounts for the accounts assigned to the lines. Each line's extended price will be added to the account's commitments budget for the appropriate period in Microsoft Dynamics GP.

The system won't attempt to validate against the budget for a line that has been voided, and voided lines won't be committed.

Return a purchase request to another user

You can use the Purchase Request Details page to return a purchase request to another user for changes or additional information. For example, you might return a request to another user for changes if you need clarification, if you think an item should be removed, or if you think a different vendor should be used.

You can return a purchase request to a user only if the request has already been approved at least once. In addition, you can return a purchase request only to the users or roles who have approved the request. If the purchase request was previously rejected, only the users who have approved the request since it was resubmitted will be listed.

If notifications are set up, the user you're returning the purchase request to will receive a notification that the request has been returned. When any necessary changes are made, that user can again submit the request.

Use the following steps to return a purchase request to another user.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. In the **Filter by** list, select one of the following options and click the **Go** button:

    Assigned to me   Displays the requests assigned to you.

    Assigned to my roles   Displays the requests assigned to the role you select.

    Assigned to my subordinates   Displays the requests assigned to the subordinate you select. Subordinates are users who are beneath you in the approval hierarchy. This option is available if you're set up as an extended approver, allowing you to approve purchase requests assigned to your subordinates.

3. Select the request to return and click **Edit Request**. The Purchase Request Details page appears.

4. Type your comments about the request in the **Comments** field.

5. Click **Show More Tasks**.

6. Select **Return purchase request to** and select a user or role.

7. Click **OK**. If notifications are set up, the user you're returning the purchase request to will receive a notification and can resubmit the request for approval.

Reject a purchase request

You can use the Purchase Request Details page to reject a purchase request. For example, you might want to reject a request if you don't think the purchase is necessary.

When you reject a request, it will be routed back to its creator. That user then can void the request or resubmit it for approval.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click **Purchase Requests** on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick Launch

2. In the **Filter by** list, select one of the following options and click the **Go** button:

    Assigned to me   Displays the requests assigned to you.

    Assigned to my roles   Displays the requests assigned to the role you select.

    Assigned to my subordinates   Displays the requests assigned to the subordinate you select. Subordinates are users who are beneath you in the approval hierarchy. This option is available if you're set up as an extended approver, allowing you to approve purchase requests assigned to your subordinates.

3. Select the request to reject and click **Edit Request**. The Purchase Request Details page appears.

4. Type any comments about the request in the **Comments** field.

5. Click **Show More Tasks.**

6. Select **Reject**.

7. Click **OK**. The request will be routed to its creator.

Void a purchase request or line item

You can use the Purchase Request Details page to void a purchase request or line item if the request or line item is no longer valid. You can void a request or line item only if the request has been submitted and none of the line items have been transferred to a purchase order.

When you void a purchase request, both the request and all of its line items are voided and moved to history. If you void a line item, it will remain on the purchase request, but the line item will be designated as having been voided.

1. Go to the Purchase Requests page.
    Point to **Business Portal** on the top link bar > click **Employee Center** > click
    Purchase Requests on the Quick Launch
    -or-
    Click **Employee** on the top link bar > click **Purchase Requests** on the Quick
    Launch

2. In the **Filter by** list, select one of the following options and click the **Go** button:

    Assigned to me   Displays the requests assigned to you.

    Assigned to my roles   Displays the requests assigned to the role you select.

    Assigned to my subordinates   Displays the requests assigned to the
    subordinate you select. Subordinates are users who are beneath you in the
    approval hierarchy. This option is available if you're set up as an extended
    approver, allowing you to approve purchase requests assigned to your
    subordinates.

3. Select the request you're voiding or the request that contains the line item
    you're voiding and click **Edit Request**. The Purchase Request Details page
    appears.

4. Complete one of the following tasks:

    •   To void an item, select the item, click **Void Item**, and confirm your
        selection. The line item will remain on the request, but the line item will be
        designated as having been voided. Click **Save** to save the request or
        Approve to approve it. If you have final approver rights, you can click **Final
        Approve** to give the request final approval.

    •   To void the request, click **Show More Tasks**. Select **Void**, click **OK**, and
        confirm your selection. The request and all of its line items are voided and
        moved to history.

    If you're giving the request final approval and any lines exceed the budget, a
    message will be displayed. Visual indicators will be displayed for both the line
    and the purchase request. Indicators also will be displayed if any other
    problems occurred with the validation. See *Commitments* on page 7 for more
    information. You can move the mouse pointer over the icon to view a
    description of the problem.

    If the system is set up to allow budget exceptions and an approval password is
    set up in the PO Commitments Setup window in Microsoft Dynamics GP, you
    must type that password to commit the purchase request.

    When the purchase request receives final approval, the amounts on the request
    will be saved as committed amounts for the accounts assigned to the lines. Each
    line's extended price will be added to the account's commitments budget for
    the appropriate period in Microsoft Dynamics GP.

    *The system won't attempt to validate against the budget for a line that has been voided,
    and voided lines won't be committed.*

View commitments information as an approver

Use the Commitments page to view information about purchase request lines that have been committed for an account and its budget. Commitments are purchase request amounts that are committed to be paid at a later date, but that you haven't yet been invoiced for. See *Commitments* on page 7 for more information.

The information displayed for the account and its budget on this page matches the information displayed in the Purchase Order Commitments Budget vs Actual & Committed Inquiry window in Microsoft Dynamics GP when the **Net Change** check box is selected. See the Microsoft Dynamics GP Purchase Order Enhancements documentation for more information.

1. Go to the Commitments page.
   Point to **Business Portal** on the top link bar > click **Purchasing Center** > click **Commitments** on the Quick Launch
   -or-
   Click **Purchasing** on the top link bar > click **Commitments** on the Quick Launch

2. Select the back office account to view information for.

3. Select the back office budget to view information for.

4. Click the **Go** button.

   The table displays information for the selected account and budget, such as actual, committed, total, and budget amounts, and the variance amounts and percentages.

Chapter 4: Purchaser tasks

If you're assigned to the Requisition Purchase role, you can use the following information to convert purchase requests from Business Portal into purchase orders in the Microsoft Dynamics GP back office system. Purchaser task information is explained in the following sections:

- *How purchase requests are converted to purchase orders*
- *Convert purchase request items to purchase orders*
- *Modify a purchase request line item*
- *Void a purchase request line item*
- *View commitments information as a purchaser*

How purchase requests are converted to purchase orders

When an approver gives a purchase request final approval, the request is routed to the requisition purchaser. If you're using commitments, the lines are verified to ensure they don't exceed the budget for the specified account. If they don't, the amounts for those lines are committed when the request receives final approval.

The purchaser can convert the request line items to new or existing purchase orders in Microsoft Dynamics GP. The **Buyer ID** field value for the purchase order will be the same as the **Buyer ID** field on the purchase request. The ID for the purchase request and the name of the user who created the request will be included in the line item comments for the purchase order.

During the transfer process, you can consolidate identical line items from different purchase requests onto one line item for each vendor. For example, if three users request the same filing cabinet from the same vendor, those line items can be consolidated onto one line item with a quantity of 3.

To be consolidated, the following attributes of the line items must be the same:

- Item number
- Description
- Unit of measure
- Site ID
- Vendor
- Account
- Unit price
- Required-by date

If the line items aren't identical, you might be able to modify the line items so they can be consolidated onto one line item, depending on how Requisition Management is set up. See *Modify a purchase request line item* on page 31 for more information.

If you're using commitments, the amounts on the purchase order that is created will be committed. See *Commitments* on page 7 for more information.

Convert purchase request items to purchase orders

Use the Requisitions page to select the line items to transfer to new or existing Microsoft Dynamics GP purchase orders. All purchase request line items that have

been given final approval can be transferred to the back office. Depending on how Requisition Management is set up, you might be able to modify the line items before you convert them to purchase orders in the back office. See *Modify a purchase request line item* on page 31 for more information.

If you're using Purchase Order Commitments in Microsoft Dynamics GP, the status of the purchase orders that are created or updated when you convert purchase request line items to purchase order line items will vary, depending on whether you're using commitments in Requisition Management:

*   If you're using commitments in Requisition Management and you create a new purchase order from purchase request line items, the new purchase order will have a status of Approved/Committed in Microsoft Dynamics GP. If you want to transfer other purchase request line items to an existing purchase order, that purchase order must have a status of Approved/Committed.

*   If you're not using commitments in Requisition Management and you create a new purchase order from purchase request line items, the new purchase order will have a status of Unapproved/Uncommitted in Microsoft Dynamics GP. If you want to transfer other purchase request line items to an existing purchase order, that purchase order must have a status of Unapproved/Uncommitted.

Use the following steps to convert purchase request items to purchase orders.

1. Go to the Requisitions page.
    Point to **Business Portal** on the top link bar > click **Purchasing Center** > click **Requisitions** on the Quick Launch
    -or-
    Click **Purchasing** on the top link bar > click **Requisitions** on the Quick Launch

2. In the **Filter by** list, select a vendor and click the **Go** button to display the purchase requests for that vendor that have been given final approval.

3. Select each item to transfer to a purchase order. You can select up to 300 items at one time.

4. Verify that the information on each request is correct. To modify or void any line items, see *Modify a purchase request line item* on page 31 and *Void a purchase request line item* on page 32.

5. You can select **Consolidate identical items on purchase order** to consolidate identical items. All items with the same item number, item description, unit of measure, site, vendor, account, price, and required-by date will be consolidated onto one line. See *How purchase requests are converted to purchase orders* on page 29 for more information.

    If you consolidate identical items, line item comments aren't included on the purchase order.

6. You can select **Add to existing purchase order** and select a purchase order from the list to add line items to an existing purchase order. The line items on the existing purchase order must have the same vendor and currency as the line items you're adding.

If you're using Purchase Order Commitments in Microsoft Dynamics GP, purchase orders that aren't committed won't be included in this list. If you're using Purchase Order Approvals in Microsoft Dynamics GP, purchase orders that aren't approved won't be included.

7. In the **Buyer ID** list, you can select the buyer ID for the purchase request. This buyer ID also will be included on the purchase order when it is created in Microsoft Dynamics GP. The list includes all the back office buyer IDs for the company you're currently working in. The buyer ID on the purchase order will be updated as follows:

    •   If you're creating a new purchase order, the buyer ID you select will be used on the purchase order.

    •   If you're adding lines to an existing purchase order with no buyer ID assigned, the purchase order will be updated with the buyer ID you select.

    •   If you're adding lines to an existing purchase order that already has a buyer ID assigned, the purchase order won't be updated with the buyer ID you select.

8. Click **Create**, and then remain on the page until the processing has been completed:

    •   If the process is successful, the Purchase Order Confirmation page appears, displaying the purchase order number and the vendor information.

    •   If the process is not successful, the Purchase Order Failure page appears, displaying the reason why an item was not added to the purchase order.

    If you're using commitments, and if there weren't any validation errors on any of the lines, the amounts on the purchase order will be committed.

    If the system is set up to accept budget exceptions and an approval password is set up in the PO Commitments Setup window in Microsoft Dynamics GP, you must type that password to commit the purchase request.

9. Click **Close** to close the page.

Modify a purchase request line item

Use the Requisitions page to modify purchase request line items before transferring them to a purchase order. For example, you might modify line items if they aren't identical and you want to consolidate them onto a single line item.

You can modify purchase request line items only if Requisition Management is set up to allow modifying purchase requests after they've received final approval.

If you're using commitments and you modify a purchase request that is already committed, the original committed amounts will be removed or reversed, and new committed amounts will be calculated to account for the modifications.

1. Go to the Requisitions page.
   Point to **Business Portal** on the top link bar > click **Purchasing Center** > click **Requisitions** on the Quick Launch
   -or-
   Click **Purchasing** on the top link bar > click **Requisitions** on the Quick Launch

2. In the **Filter by** list, select a vendor and click the **Go** button to display the purchase requests that have been given final approval for that vendor.

3. Select the item to modify.

4. Click **Edit Item**. The Edit Item page appears, where you can modify the item.

5. After you've finished modifying the item, click **Save and Close**.

   You then can convert the line item to a purchase order. See *Convert purchase request items to purchase orders* on page 29 for more information.

Void a purchase request line item

Use the Requisitions page to void a purchase request line item if it is no longer valid. You can void a line item only if it hasn't been transferred to a purchase order. When you void a purchase request line item, it will be moved to history.

You can void purchase request line items only if Requisition Management is set up to allow modifying purchase requests after they've received final approval.

When you void line items on a purchase request that has received final approval, the status of the request will depend on whether any of the line items have already been transferred to a purchase order:

• If any line items have been transferred to a purchase order and you void the remaining line items, the purchase request is moved to history and the status of the request is Transferred To Purchase Order.

• If no line items have been transferred to a purchase order and you void all the line items, the purchase request is moved to history and the status of the request is Voided.

If you void a purchase request line that has been committed, the committed amounts for the line will be updated. The line's extended price will be subtracted from the budget amount for the line account for the appropriate period.

Use the following steps to void a purchase request line item.

1. Go to the Requisitions page.
   Point to **Business Portal** on the top link bar > click **Purchasing Center** > click **Requisitions** on the Quick Launch
   -or-
   Click **Purchasing** on the top link bar > click **Requisitions** on the Quick Launch

2. In the **Filter by** list, select a vendor and click the **Go** button to display the purchase requests that have been given final approval for that vendor.

3. Select the item to void.

4. Click **Void Item** and confirm your selection. The voided item is moved to history.

View commitments information as a purchaser

Use the Commitments page to view information about purchase request commitments for an account and its budget. Commitments are uninvoiced amounts from purchase requests. These amounts are committed to be paid at a later date, but you haven't yet been invoiced for the amounts. See *Commitments* on page 7 for more information.

The information displayed for the account and its budget on this page matches the information displayed in the Purchase Order Commitments Budget vs Actual & Committed Inquiry window in Microsoft Dynamics GP when the **Net Change** check box is selected. See the Microsoft Dynamics GP Purchase Order Enhancements documentation for more information.

1. Go to the Commitments page.
    Point to **Business Portal** on the top link bar > click **Purchasing Center** > click **Commitments** on the Quick Launch
    -or-
    Click **Purchasing** on the top link bar > click **Commitments** on the Quick Launch

2. Select the back office account to view information for.

3. Select the back office budget to view information for.

4. Click the **Go** button.

    The table displays information for the selected account and budget, such as actual, committed, total, and budget amounts, and the variance amounts and percentages.

Chapter 5: Commitments calculations reference

This topic includes detailed information about and examples of how committed amounts are calculated for purchase requests.

This information is divided into the following sections:

- *How commitment amounts are calculated*
- *Commitments calculation examples*
- *Commitments modification calculations*

How commitment amounts are calculated

The following information describes how the committed, actual, budget, and authorization variance amounts are calculated for an account. You can view these amounts in Business Portal using the Commitments page or in Microsoft Dynamics GP using the Budget vs Actual & Committed Inquiry window.

Committed amount   This amount is calculated using the budget amounts in Microsoft Dynamics GP for the specified Purchase Order Commitments budget (COMMITXXXX, where XXXX is the fiscal year that the purchase request line's required-by date falls within), and the appropriate periods that the purchase request line's required-by date falls within.

Actual amount   This amount is calculated using the period balances in Microsoft Dynamics GP for the appropriate year and periods, based on the purchase request line's required-by date.

Budget amount   This amount is calculated using budget amounts in Microsoft Dynamics GP for the appropriate budget, which is determined using the fiscal year and periods that the purchase request line's required-by date falls within.

Authorization variance amount   This amount can be either a set amount or a calculated amount:

- If the purchase order commitments authorization variance is set to **Amount** in the PO Commitments Setup window in Microsoft Dynamics GP, this amount is a set amount.

- If the purchase order commitments authorization variance is set to **Percent** in the PO Commitments Setup window, this amount is calculated using the account's budget amount and the following formula: Budget Amount * Authorization Variance Percent / 100.

The purchase order commitments authorization type specified in the PO Commitments Setup window determines the periods that will be used in the calculations for an account's committed amount, actual amount, budget amount, and the extended prices of all other lines on the same purchase request that have the same account and periods as the current line:

Annual The amounts for all the periods in the fiscal year that the line's required-by date falls within will be used.

Period Only the amounts for the period that corresponds to the line's required-by date will be used.

YTD The amounts for all the periods up to and including the line's required-by date will be used.

Commitments calculation examples

For the following examples, assume the account used on a purchase request line has the following actual, committed, and budget amounts.

Period	Actual	Committed	Budget
Beginning balance	$0.00	$0.00	$0.00
Period 1 (January)	$0.00	$0.00	$100.00
Period 2 (February)	$25.00	$0.00	$100.00
Period 3 (March)	$0.00	$0.00	$100.00
Period 4 (April)	$90.00	$2.00	$100.00
Period 5 (May)	$60.00	$24.00	$100.00
Period 6 (June)	$0.00	$3.00	$100.00
Period 7 (July)	$0.00	$0.00	$100.00
Period 8 (August)	$0.00	$0.00	$100.00
Period 9 (September)	$0.00	$0.00	$100.00
Period 10 (October)	$0.00	$0.00	$100.00
Period 11 (November)	$0.00	$0.00	$100.00
Period 12 (December)	$0.00	$0.00	$100.00
Totals	$175.00	$29.00	$1200.00

Also assume the purchase request already has three existing lines with the same account:

• Line 1—required-by date of April 30 and an extended price of $9.00
• Line 2—required-by date of May 15 and an extended price of $8.00
• Line 3—required-by date of June 1 and an extended price of $22.00

Suppose you enter and attempt to save a purchase request line with a required-by date of May 28 and an extended price of $15.00.

Example 1: Authorization type of Annual with a variance percentage

For this example, assume the authorization type is set to **Annual** and the variance is set to 5.00%.

Amount	Equals	Result for this example
Account's actual amount	The total of the actual amounts for all periods	$175.00
Account's committed amount	The total of the committed amounts for all periods	$29.00
Account's budget amount	The total of the budget amounts for all periods	$1200.00 ($100.00 * 12 periods)
Account's authorization variance amount	The following calculation: Budget Amount * Authorization Variance Percentage / 100	$60.00 ($1200.00 * 5 / 100)
Extended prices of all other applicable lines on the same purchase request that have the same account	The total of the extended prices of all other lines on the same purchase request for all periods	$39.00 ($9.00 + $8.00 + $22.00)
	The sum of the following: * Current line's extended price * Extended prices of all other applicable lines on the same purchase request that have the same account * Account's actual amount * Account's committed amount	$258.00 (15.00 + 39.00 + 175.00 + 29.00)
	The account's budget amount plus the account's authorization variance amount	$1260.00 (1200.00 + 60.00)

Because $258.00 is less than $1260.00, the purchase request line item won't exceed the budget for the account.

Example 2: Authorization type of Period with a set variance

For this example, assume the authorization type is set to **Period** and the variance is set to $5.00.

Amount	Equals	Result for this example
Account's actual amount	The actual amount for period 5	$60.00
Account's committed amount	The committed amount for period 5	$24.00
Account's budget amount	The budget amount for period 5	$100.00
Account's authorization variance amount	The set variance amount	$5.00
Extended prices of all other applicable lines on the same purchase request that have the same account	The total of the extended prices of all other lines on the same purchase request for period 5	$8.00
	The sum of the following: * Current line's extended price * Extended prices of all other applicable lines on the same purchase request that have the same account * Account's actual amount * Account's committed amount	$107.00 ($15.00 + $8.00 + $60.00 + $24.00)
	The account's budget amount plus the account's authorization variance amount	$105.00 ($100.00 + $5.00)

Because $107.00 is more than $105.00, the purchase request line item will exceed the budget for the account.

Example 3: Authorization type of YTD with a variance percentage

For this example, assume the authorization type is set to **YTD** and the variance is set to 5.00%.

Amount	Equals	Result for this example
Account's actual amount	The total of the actual amounts posted for periods 1 through 5	$175.00 ($25.00 + $90.00 + $60.00)
Account's committed amount	The total of the committed amounts for periods 1 through 5	$26.00 ($2.00 + $24.00)
Account's budget amount	The total of the budget amounts for periods 1 through 5	$500.00 ($100.00 * 5)
Account's authorization variance amount	The following calculation: Budget Amount * Authorization Variance Percentage / 100	$25.00 ($500.00 * 5 / 100)
Extended prices of all other applicable lines on the same purchase request that have the same account	The total of the extended prices of all other lines on the same purchase request for periods 1 through 5	$17.00 ($9.00 * $8.00)
	The sum of the following: * Current line's extended price * Extended prices of all other applicable lines on the same purchase request that have the same account * Account's actual amount * Account's committed amount	$233.00 ($15.00 + $17.00 + $175.00 + $26.00)
	The account's budget amount plus the account's authorization variance amount	$525.00 ($500.00 + $25.00)

Because $233.00 is less than $525.00, the purchase request line item won't exceed the budget for the account.

Commitments modification calculations

For this example, assume the account used on each line of a purchase request has the following actual, committed, and budget amounts.

Period	Actual	Committed	Budget
Beginning balance	$0.00	$0.00	$0.00
Period 1 (January)	$0.00	$0.00	$100.00
Period 2 (February)	$25.00	$0.00	$100.00
Period 3 (March)	$0.00	$0.00	$100.00
Period 4 (April)	$90.00	$11.00	$100.00
Period 5 (May)	$60.00	$47.00	$100.00
Period 6 (June)	$0.00	$25.00	$100.00
Period 7 (July)	$0.00	$0.00	$100.00
Period 8 (August)	$0.00	$0.00	$100.00
Period 9 (September)	$0.00	$0.00	$100.00
Period 10 (October)	$0.00	$0.00	$100.00
Period 11 (November)	$0.00	$0.00	$100.00
Period 12 (December)	$0.00	$0.00	$100.00
Totals	$175.00	$83.00	$1200.00

Also assume the purchase request already has four existing lines with the same account:

- Line 1—required-by date of April 30 and an extended price of $9.00
- Line 2—required-by date of May 15 and an extended price of $8.00
- Line 3—required-by date of June 1 and an extended price of $22.00
- Line 4—required-by date of May 28 and an extended price of $15.00

When the purchase request receives final approval, the account's committed amounts will be updated as follows.

Period	Calculation	Result
Period 4	$11.00 (previously committed) + $9.00 (line 1)	$20.00
Period 5	$47.00 (previously committed) + $8.00 (line 2) + $15.00 (line 4)	$70.00
Period 6	$25.00 (previously committed) + $22.00 (line 3)	$47.00

The total committed amount for the account would be $137.00.

You modify line 2 on the purchase request, resulting in a new extended price of $5.00. The account's committed amounts will be updated as follows.

Period	Calculation	Result
Period 4	Stays the same	$20.00
Period 5	$47.00 (previously committed) + $8.00 (previous amount for line 2) - $8.00 (uncommitted amount for line 2) + $5.00 (new amount for line 2) + $15.00 (line 4)	$67.00
Period 6	Stays the same	$47.00

The total committed amount for the account would be $134.00.

You void line 2. The account's committed amounts will be updated as follows.

Period	Calculation	Result
Period 4	Stays the same	$20.00
Period 5	$47.00 (previously committed) + $5.00 (previous amount for line 2) - $5.00 (uncommitted amount for line 2) + $15.00 (line 4)	$62.00
Period 6	Stays the same	$47.00

The total committed amount for the account would be $129.00.

You then transfer line 4 to a purchase order. The account's committed amounts remain the same, but $15.00 of the committed amount for period 5 is from the newly created and committed purchase order instead of the committed line 4 of the purchase request.

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