



**Texas Skyward User Group Conference**

# **Purchasing Set-Up**

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# Purchasing Set-Up



Learn how to set up online purchasing which includes emailing purchase orders to vendors. This session includes setup for online approval for decentralized purchase order processing, account clearance groups and purchasing configurations where the choices will be explained.

- Requisition/PO Groups
- Approval Routes
- Narrative Codes
- Notification Options
- Email Purchase Orders



# APPROVAL ROUTES

Req/PO Groups - Req/PO Group Information - WF\PU\PS\CF\RP - 8797 - 05.16.06.00.08 - Microsoft Edge

skyfin.rockwallisd.org/scripts/wsisa.dll/WService=wsFin/fpurcsetp001.w?isPopup=true

### Req/PO Groups - Req/PO Group Information

Views: Req/PO Group Information Filters: \*Skyward Default

Req/PO Group	Group Description	2015-2016 Next Req/PO #	2016-2017 Next Req/PO #	Account Clearance Group	Allow Chk Rqst
001	RHS		0011700115		

Expand All Collapse All Modify Details (displaying 9 of 9) View Printable Details

**Req/PO Group Information**

Req/PO Group	001
Group Description	RHS
Next Req/PO # for the Current Fiscal Year	
Next Req/PO # for the Next Fiscal Year	0011700115
Account Clearance Group	
Allow AP Check Requests to use this Req/PO Group	No
Allow this Req/PO Group to create Blanket POs	Yes
Status	Active

**Next Req/PO # Add Next Req/PO #**

Edit	Delete	Fiscal Year	Next Req/PO #	Status
		2016-2017	0011700115	Active

**Approvers Add Approvers**

Edit	Delete	Level	Approvers
		1	GOBER, COURTNEY CARSON
		2	BRYANT, BYRON LORAN
		3	HUNTER, JANA MICHELLE
			TOMALIN, JAMIE G









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**THANK YOU FOR ATTENDING!**

