

Procurement (PT)

February 18, 2010

Code	Name	Business Process Description
10	Inquiry Only	Purchase Inquiry Orders Vendor Data Report Printing Address Book - Requests/Inquiries Note: Transactions are within User's Range of Financial Business Units
20	Purchase Initiator	Includes Code 10 User Defined Codes - Inquiry Address Book Use for Requisitions Requisition Creation Receive Orders Order Approval (if applicable) Note: Transactions are within User's Range of Financial Business Units To Create Receipt Batches, User must also be set up in Batch Mgt as Preparer. Related Approver / Poster must also have GL30 access
30	Buyer Level - Agency	Includes Code 20 Purchase Order Generation Release Orders from Contract Generate Contracts Note: Transactions are within User's Range of Financial Business Units To Create Receipt Batches, User must also be set up in Batch Mgt as Preparer. Related Approver / Poster must also have GL30 access
31	Buyer Level - Agency Approval Routing	Includes Code 30 Approval Level Revisions and Route Codes Search Note: Transactions are within User's Range of Financial Business Units To Create Batches via the Fixed Asset Transfer Program, User must also be set up in Batch Management as Preparer. Related Approver / Poster must also have GL30 access
40	Dept of Corrections- Buyer - level	Includes Code 30 Only for DCS buyers buying for CSI or the DCS Central Warehouse Purchase Order Generation Release Orders from Contract Generate Contracts Access menu : Dist and Mfg- CSI ,inventory,mfg,purchase,sales order price management and CSI Dist Accounting Note: Transactions are within User's Range of Financial Business Units

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41	Dept of Corrections- Buyer level Approval Routing	<p>Includes Code 31 Only for DCS buyers buying for CSI or the DCS Central Warehouse Approval Level Revisions and Route Codes Search</p> <p>Access menu: Dist and Mfg- CSI ,inventory,mfg,purchase,sales order price management and CSI Dist Accounting</p> <p style="text-align: center;">Note: Transactions are within User's Range of Financial Business Units</p>
50	NIS Support Level - State Purchasing Purchasing Only	<p>Purchase Inquiry User Defined Codes - Inquiry Address Book Use of Requisitions</p> <p>Requisition Creation Purchase Order Generation Release Orders from Contract Generate Contracts Order Approval (if applicable) Report Printing Receive Orders Advanced Functions Periodic Functions All Purchasing Setup Can see all reports ran by all Users in Submitted Jobs.</p> <p style="text-align: center;">Note: Use BU Role N000BU0016. User Must Have AB12</p>
51	Manager Level - State Purchasing Only	<p>Purchase Inquiry User Defined Codes - Inquiry Address Book Use of Requisitions Requisition Creation Purchase Order Generation Release Orders from Contract Generate Contracts Order Approval (if applicable) Report Printing Receive Orders</p> <p style="text-align: center;">Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access To Create Receipt Batches, User must also be set up in Batch Mgt as Preparer. Related Approver / Poster must also have GL30 access</p>
52	Statewide Inquiry	<p>State Auditor, State Budget Office, Legislative Fiscal Office, State Accounting</p> <p style="text-align: center;">Note: Use BU Role N000BU0006 or N000BU0008 if User needs state wide security (HR) access</p>