Works® Quick Reference Guide

Managing Purchase Requests for Requesters

Bank of America Merrill Lynch

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About this Guide

This Works® quick reference guide provides the information needed for a requester to manage purchase requests. Within this guide, you will learn how to:

- Create a purchase request.
- Close a purchase request.
- Copy a purchase request.
- Delete a purchase request.

Each of the above topics includes step-by-step instructions for performing a specific task. You can review all of the tasks in this guide or review the task that is specific to your interest.

Note: You can print each topic individually for your convenience, if desired.

Creating a Purchase Request

Introduction

This card provides the information needed to create a purchase request within Works®.

Note: To create a purchase request, the user must be assigned the Requester role.

Procedure

To create a purchase request, complete the following:

1. Click **Expenses** > **Purchase Requests** > **Requester**. The Purchase Requests screen displays by default.

   Note: If available, this function can also be completed by an Accountant or an Auditor from the third-level menu.

2. Click **Create**. A drop-down menu displays.
3. Select **Create Purchase Request** from the drop-down menu. The Create Purchase Request screen displays (Figure 1).
4. Enter the desired **Request Name**.

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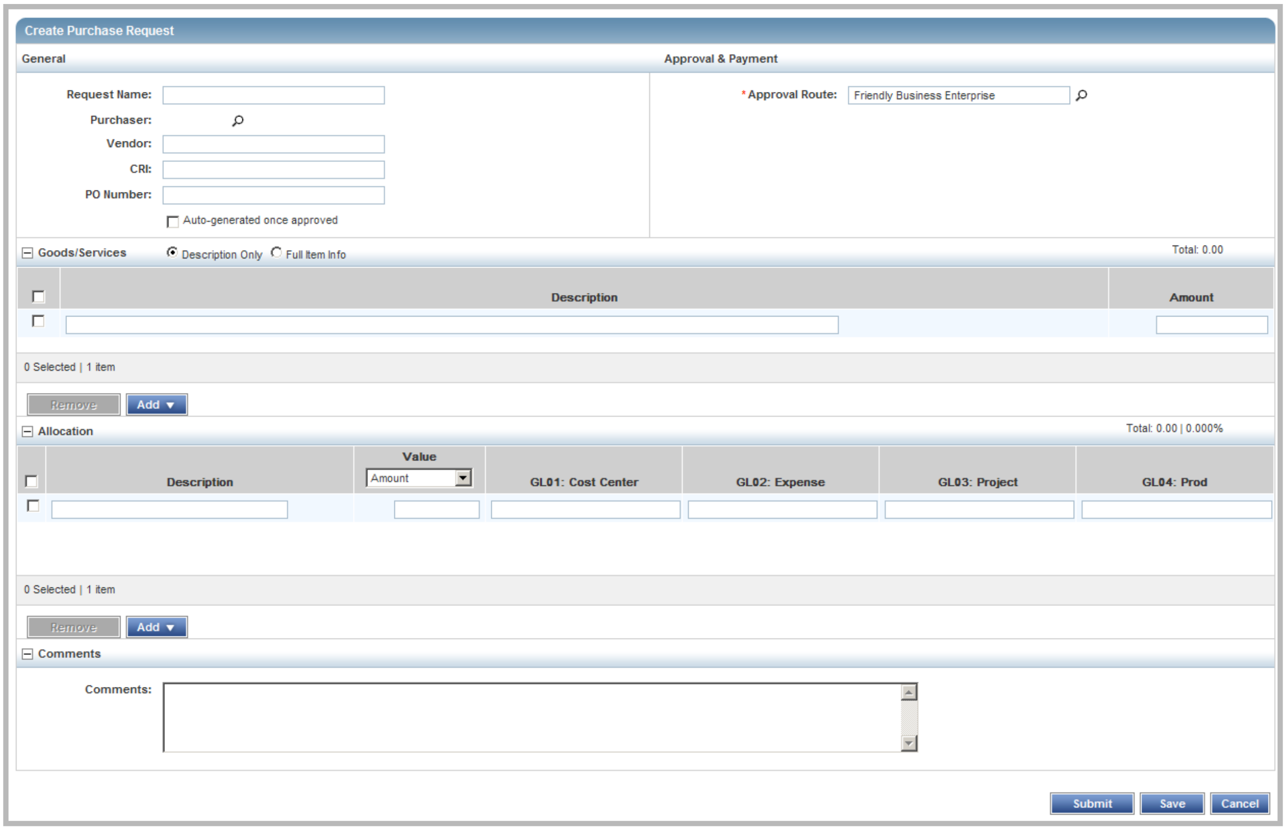

Figure 1: Create Purchase Request Screen

5. Is the desired **Purchaser** displayed?

<table>
<tr><th>If...</th><th>Then...</th></tr>
<tr><td>Yes</td><td>Go to step 6.</td></tr>
<tr><td>No</td><td>a. Click the search icon ( ). The Select User(s) window displays.
b. Do you wish to select a specific purchaser?
<table>
<tr><th>If...</th><th>Then...</th></tr>
<tr><td>Yes</td><td>i. Select the A specific purchaser option. The available purchasers display.
ii. Select the desired Name.
iii. Click OK. The Create Purchase Request screen displays the selected Purchaser.
iv. Go to step 6.</td></tr>
<tr><td>No</td><td>i. Select the Any company purchaser option.
ii. Click OK. The Create Purchase Request screen displays.
iii. Go to step 6.</td></tr>
</table></td></tr>
</table>

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6. Enter the **Vendor** name, if desired.
7. Enter the **CRI**, if desired.

   Note: CRI is the Customer Reference Identifier.
8. Enter the **PO Number**, if desired.

   Note: If you wish for the PO Number to generate after the transaction is approved, select **Auto-generated once approved**.
9. Is the desired **Approval Route** displayed?

If...	Then...
Yes	Go to step 10.
No	a. Click the search icon ( ). The Select Group(s) window displays. b. Select the desired **Group** option. c. Click **OK**. The selected Group displays within Approval Route. d. Go to step 10.

10. Is the desired **Payment Type** displayed, if applicable?

    Note: Payment Type is a licensed option.

If...	Then...
Yes	Go to step 11.
No	a. Select the desired **Payment Type** from the drop-down menu. b. Go to step 11.

11. Complete **one** of the following:

To...	Then...
Create a purchase request using only a description	a. Select **Description Only**. b. Enter the desired **Description**. c. Enter the **Amount**. d. Go to step 12.
Create a purchase request with additional detail	a. Select **Full Item Info**. b. Enter the desired **Description**. c. Enter the **Item ID**, if desired. d. Enter the **Qty** (Quantity), if desired. e. Select the **Unit** from the drop-down menu, if desired. f. Enter the **Amount**. g. Go to step 12.

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12. Do you wish the enter additional Description lines?

If...	Then...
Yes	a. Click **Add**. A drop-down menu displays. b. Select the desired number of rows. c. Repeat step **11** as needed.
No	Go to step 13.

Note: To remove a description line, select the desired row(s) and click **Remove**.

13. Do you wish to allocate the purchase request and attached transactions?

Note: To allocate a purchase request, you must be assigned the Allocation Coder role.

If...	Then...
Yes	Go to step 14.
No	Go to step 19.

14. Enter an Allocation **Description**.
15. Is the desired **Value** displayed?

If...	Then...
Yes	Go to step 16.
No	a. Select the desired **Value** from the drop-down menu. b. Go to step 16.

16. Enter the transaction value.

Note: The transaction value entered must be either a percentage or dollar amount, depending on the Value selected from the drop-down menu in step 15.

17. Do you wish to enter general ledger segment values?

If...	Then...
Yes	a. Click in the **GL01** field. A drop-down menu displays. b. Select the desired general ledger segment value. c. Repeat steps **a** - **b** for the remaining GL fields, as needed. d. Go to step 18.
No	Go to step 18.

18. Do you wish the enter additional general ledger descriptions?

If...	Then...
Yes	a. Click **Add**. A drop-down menu displays. b. Select the desired number of rows. c. Repeat steps **14** - **17**, as needed.
No	Go to step 19.

Note: To remove a general ledger description line, select the desired row(s) and click **Remove**.

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19. Enter **Comments**, if desired.
20. Click **Submit**. A confirmation message displays.

    Notes:

    - To save the purchase request without submitting, click **Save**. The purchase request is saved in the Draft queue.
    - Depending in your role, the purchase request will display within the Pending Approval or Open tabs within Expenses > Purchase Requests.

This completes the procedure.

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Closing a Purchase Request

Introduction

This card provides the information needed to close a purchase request within Works®.

Notes:

- Closing a purchase request is primarily the responsibility of the requester, but an accountant can close a purchase request, if necessary.
- Closing a purchase request removes any excess incremental funds from the account.
- Manual closing is not permitted with Push Payments purchase requests
- Purchase requests that automatch to transactions for the full amount automatically close.

Procedure

To close a purchase request, complete the following:

1. Click **Expenses** > **Purchase Requests** > **Requester**. The Purchase Requests screen displays by default.

   Note: If available, this function can also be completed by an Accountholder or by selecting Accountant or Auditor from the third level menu.

2. Click the **Open** tab. The Open screen displays.
3. Select the check box for each desired purchase request. The action buttons are activated.
4. Click **Close**. The Confirm Purchase Request(s) Closure window displays.
5. Select the **Additionally sign off on all attached expenses** check box, if desired.
6. Click **OK**. A confirmation message displays.

This completes the procedure.

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Copying a Purchase Request

Introduction

This card provides the information needed to copy a purchase request within Works®.

Note: A purchase request can be copied only after the original is created and saved. A submitted purchase request cannot be copied.

Procedure

To copy a purchase request, complete the following:

1. Click **Expenses** > **Purchase Requests** > **Requester**. The Purchase Requests screen displays by default.

   Note: If available, this function can also be completed by an Accountholder or by selecting Accountant or Auditor from the third level menu.

2. Is the Draft tab displayed?

If...	Then...
Yes	Go to step 3.
No	a. Click the **Draft** tab. b. Go to step 3.

3. Click the desired **Document** reference. A single-action menu displays.
4. Click **Copy**. The Copy Purchase Request window displays.
5. Enter the **New Purchase Request Name**.
6. Click **Save**. The copied purchase request displays within Draft.

This completes the procedure.

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Deleting a Purchase Request

Introduction

This card provides the information needed to delete a purchase request within Works®.

Notes:

- A purchase request in either draft or pending approval status can be deleted.
- A purchase request that has been approved cannot be deleted but must be closed. For additional information, refer to *Closing a Purchase Request*.

Procedure

To delete a purchase request, complete the following:

1. Click **Expenses** > **Purchase Requests** > **Requester**. The Purchase Requests screen displays by default.

   Note: If available, this function can also be completed by an Accountant from the third-level menu.

2. What is the purchase request status?

If...	Then...
Draft	a. Click the **Draft** tab. b. Go to step 3.
Pending Approval	a. Click the **Pending Approval** tab. b. Go to step 3.

3. Select the check box next to each desired purchase request.
4. Click **Delete**. The Confirm Purchase Request(s) Deletion window displays.
5. Click **OK**. A confirmation message displays.

This completes the procedure.

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