

| EPURCHASING DOCUMENT FLOW | INTERDEPARTMENTAL ORDERS | | | | | | |
|---|----------------------------------|----------------|--|--|------------------------|--|-----------|
| | Transfer Req to IDO | Edit IDO | Submit IDO | Approve IDO | Delete IDO | Deny IDO | Print IDO |
| Preparer - person completing the form, entering the data | | | | | | | |
| Requisitioner - person requesting the goods or services | | | | | | | |
| Approving Authority - person authorizing that purchase supports program | | | | | | | |
| Fiscal Staff - person authorizing funds and compliance with purchasing statutes | X (1) | X | X | X | X | | X |
| Procurement - person authorizing purchase outside FO authority | X (1) | X | X | X | X | X | X |
| Procurement Supervisors - Procurement functionality, user maintenance | X (1) | X | X | X | X | X | X |
| Invoice Preparer - person entering invoice data | | | | | | | |
| DCS Custodian - person entering, reviewing and releasing DCS payments | | | | | | | |
| Disbursing - person reviewing and releasing payment request (Pre-audit) | | | | | | | |
| Disbursing - person releasing payment request (support staff) | | | | | | | |
| Disbursing Supervisors - Disbursing functionality, user maintenance | | | | | | | |
| Logged checkpoint (doc #, user ID, action, date, time) | * | | * | * | * | * | |
| | (4) req is frozen from all edits | | only IDOs outside FO authority would be submitted to OPRPM; encumbrance posted to FMIS | IDO is final (frozen from all edits); encumbrance posted to FMIS; UH Provider copy of IDO can be printed | IDO can not be changed | IDO can be returned to fiscal staff; encumbrances are reversed | (5) |
| Document status | req: to ido ido: in process | in process ido | submitted ido | approved ido | deleted ido | denied ido | |
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| EPURCHASING DOCUMENT FLOW | ADDITIONAL FEATURES | | | |
|---|---------------------|---------------------|----------|-------------------|
| | Global Query | Document History | List POs | Maintain Users |
| Preparer - person completing the form, entering the data | X | X | | |
| Requisitioner - person requesting the goods or services | X | X | | |
| Approving Authority - person authorizing that purchase supports program | X | X | | |
| Fiscal Staff - person authorizing funds and compliance with purchasing statutes | X | X | X | X |
| Procurement - person authorizing purchase outside FO authority | X | X | X | |
| Procurement Supervisors - Procurement functionality, user maintenance | X | X | X | X |
| Invoice Preparer - person entering invoice data | X | X | | |
| DCS Custodian - person entering, reviewing and releasing DCS payments | X | | | |
| Disbursing - person reviewing and releasing payment request (Pre-audit) | X | X | | |
| Disbursing - person releasing payment request (support staff) | X | X | | |
| Disbursing Supervisors - Disbursing functionality, user maintenance | X | X | | X |
| Logged checkpoint (doc #, user ID, action, date, time) | | | | |
| Document status | | | | |
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