HARRIS SCHOOL SOLUTIONS

AptaFund

Budget Requisition Behavior When the Budget Is Adopted

User Guide

Item	Detail
Product	AptaFund 4.1
Release	AF2026.R7
Modules	Budgeting (Budget Requisitions), Purchasing
Audience	District business office staff — system administrators, budget managers, requisitioners, approvers
Document date	August 2026

This guide describes the new **Budget Requisition Behavior when Budget is Adopted** configuration setting and the changes to how Approved Budget Requisitions are handled during the Adopt Budget command. Features deferred to a later release are noted where relevant.

Contents

1. Overview

Budget Requisitions (BRs) let staff record anticipated purchases against account codes *before* a budget is adopted, so the business office can see proposed spending while the budget is still being built.

Until this release, AptaFund did only one thing with those requisitions at adoption time: every Approved Budget Requisition was turned into a Purchase Order automatically. Districts that wanted a review step first, or that wanted no automatic action at all, had no way to change that.

This release adds a system configuration setting — **Budget Requisition Behavior when Budget is Adopted** — that lets your district choose one of three behaviors. It also changes how requisitions are carried forward: rather than converting the Budget Requisition into a Purchase Requisition, AptaFund now **copies** it and closes the original, so the Budget Requisition is preserved in its approved state for auditing and reporting.

2. What's New and What's Changing

2.1 Before and after

	Before this release	After this release
Choice of behavior	None. Approved BRs always became Purchase Orders.	Three options, set once for the whole database.
What happens to the BR	The BR was converted — it became a PR, then a PO. The original BR no longer existed as a BR.	The BR is **copied**. The original BR is set to **Closed** and retained.
State of the new document	A Submitted PR, immediately approved into a PO. No opportunity to edit.	Depends on the option chosen. Under *Create Purchase Requisitions* the new PR is in **New** state and fully editable.
Requisitioner setup problems	Surfaced as an `Approval Process Not Defined For Requisitioner` error during Adopt Budget, after the fact.	Prevented up front — the Requisitioner list on the Budget Requisition screens only offers correctly configured requisitioners.
Confirmation before adopting	No message explaining what would happen to Budget Requisitions.	A confirmation prompt names the action that is about to be taken.

2.2 Summary of changes

1. A new system configuration setting controls what happens to Approved Budget Requisitions during **Adopt Budget**.
2. A confirmation prompt on the **Adopt** command states which action will be performed.
3. Approved Budget Requisitions are now **copied** rather than converted, and the original is **Closed**.
4. The **Requisitioner** list on the Budget Requisition screens is filtered to requisitioners who are set up for both Budget Requisition and Purchase Requisition approvals.

5. Purchase Requisitions that AptaFund approves automatically during Adopt Budget no longer appear in approvers' pending-approval lists.

3. Part 1 — Configuring the Setting

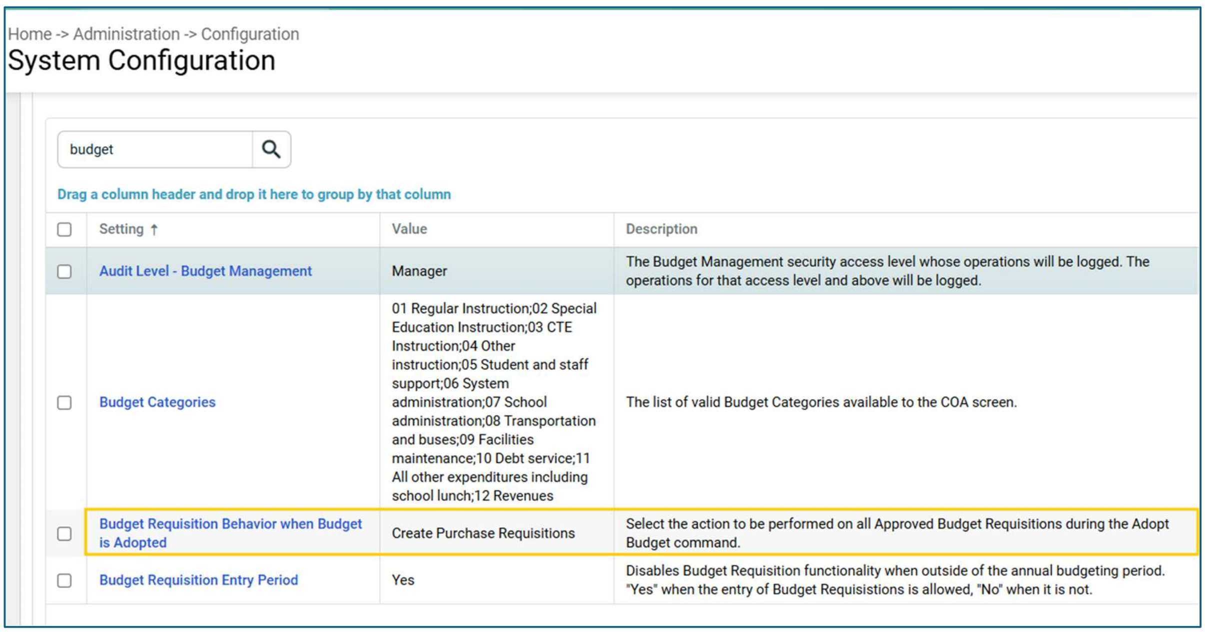
This part is for the system administrator.

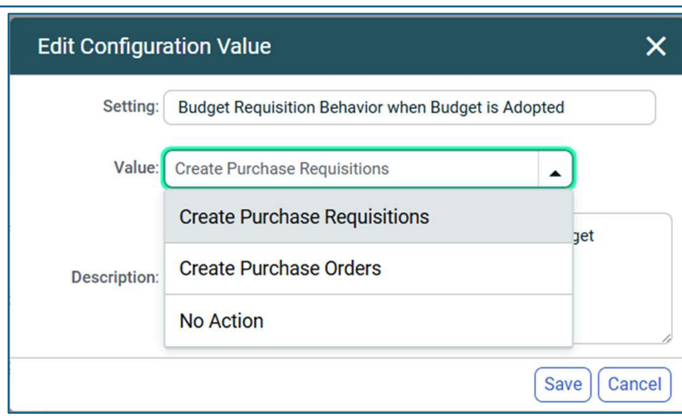
3.1 Where to find it

Go to **Administration** → **Configuration** → **System Configuration** → **GENERAL** tab

Type budget in the search box at the top of the grid to narrow the list. The setting is named **Budget Requisition Behavior when Budget is Adopted**.

Its description reads: *"Select the action to be performed on all Approved Budget Requisitions during the Adopt Budget command."*





3.2 Changing the value

1. Navigate to **Administration** → **Configuration** → **System Configuration**.
2. Stay on the **GENERAL** tab.
3. Enter `budget` in the search box to filter the settings grid.
4. Select **Budget Requisition Behavior when Budget is Adopted**, or check the box and select Edit in the top right corner.
5. Choose one of the three values from the drop-down list (see section 3.3).
6. Save your change.

The setting applies to the whole database. It is not set per Budget Requisition, per fund, or per requisitioner.

3.3 The three options

Create Purchase Orders

This is the default value, and it matches the behavior of previous releases most closely.

Each Approved Budget Requisition is copied to a new Purchase Requisition, which AptaFund then submits and approves automatically, producing a new Purchase Order. The original Budget Requisition is set to **Closed**. Purchase Requisitions created this way are approved even if the resulting encumbrance is over budget.

Choose this if your district wants encumbrances in place immediately at adoption and does not need a review step.

Create Purchase Requisitions

Each Approved Budget Requisition is copied to a new Purchase Requisition in **New** state. The original Budget Requisition is set to **Closed**. Nothing else happens automatically: the new Purchase Requisition can be edited, and it is submitted and routed through your normal Purchase Requisition approval process by your staff.

Choose this if your district wants requisitions revisited — for pricing, vendor, quantity, or account coding — before a Purchase Order is issued.

No Action

Approved Budget Requisitions are set to **Closed**. No Purchase Requisition and no Purchase Order are created.

Choose this if Budget Requisitions serve only as a budget-planning input at your district, and purchasing is entered separately afterward.

> Under **No Action**, a closed Budget Requisition's life cycle has ended. It is retained for historical and reporting purposes, but there is no command in this release to convert it to a Purchase Requisition or Purchase Order later. If you may want that document, choose one of the first two options instead.

3.4 Related setting: Budget Requisition Entry Period

The same **GENERAL** tab holds **Budget Requisition Entry Period**, a Yes/No setting that turns Budget Requisition entry on and off outside your annual budgeting period. Set it to **Yes** while you want staff entering Budget Requisitions and **No** when you don't. Once your budget is adopted the setting automatically reverts to **No.**

This setting matters here because the Requisitioner filtering described in section 4 applies only while Budget Requisition entry is allowed.

3.5 Prerequisites checklist

Before adopting a budget with this setting turned on, confirm:

- ❑ The **Budget Requisitions** module is turned on for your database.
- ❑ **Budget Requisition Entry Period** is set appropriately.
- ❑ **Budget Requisition Behavior when Budget is Adopted** is set to the value your district wants.
- ❑ Every requisitioner who needs to submit Budget Requisitions has **both** Budget Requisitions and Purchase Requisitions enabled, each with an approval process assigned (see section 4).
- ❑ Approvers are in place for the Budget Requisition approval process, and — if you selected *Create Purchase Requisitions* — for the Purchase Requisition approval process as well.

4. Part 2 — Requisitioner Setup and the Filtered Requisitioner List

4.1 Why this changed

When a Budget Requisition is copied to a Purchase Requisition, the requisitioner carries over. If that person is set up for Budget Requisition approvals but not Purchase Requisition approvals, the copy cannot be routed, and previously the Adopt Budget command failed with an `Approval Process Not Defined For Requisitioner` error — possibly across a long list of requisitions, and only at the moment of adoption.

AptaFund now prevents the situation instead of reporting it. The **Requisitioner** drop-down on the Budget Requisition screens offers only requisitioners who are correctly set up for both document types, so an unrouteable Budget Requisition can't be created in the first place.

4.2 What the rule is

The **Requisitioner** list on the Budget Requisition screens includes only requisitioners who have, on the **Manage Requisitioners** screen:

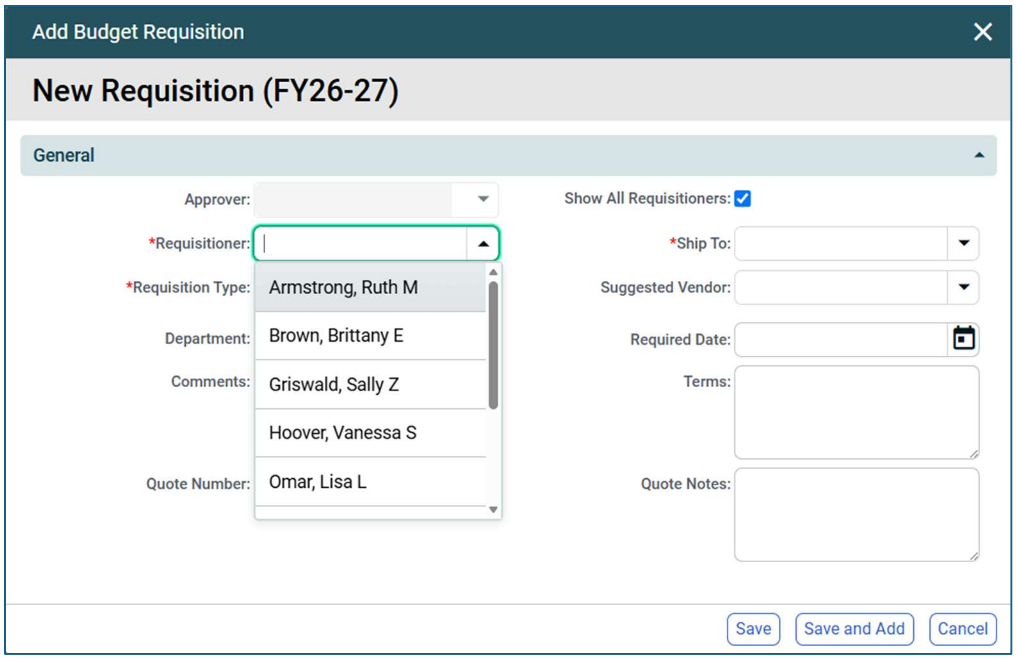
- Budget Requisitions **enabled**, with an approval process assigned, **and**
- Purchase Requisitions **enabled**, with an approval process assigned.

Previously the list included requisitioners who met *either* condition. It now requires *both*.

4.3 Where the filtering applies

Screen	Affected?
Admin Budget Requisitions — Requisitioner field	Yes
My Budget Requisitions — the user's ability to name themselves as Requisitioner	Yes

Screen	Affected?
Admin Purchase Requisitions	No
My Purchase Requisitions	No
Employee Reimbursements	No



4.4 When the filtering applies

All three conditions must be true. If any one of them is false, the Requisitioner list behaves as it did before.

1. The **Budget Requisitions** module is activated for your database.
2. **Budget Requisition Behavior when Budget is Adopted** is set to something other than **No Action**.
3. You are within the period when Budget Requisition entry is allowed, per the **Budget Requisition Entry Period** setting.

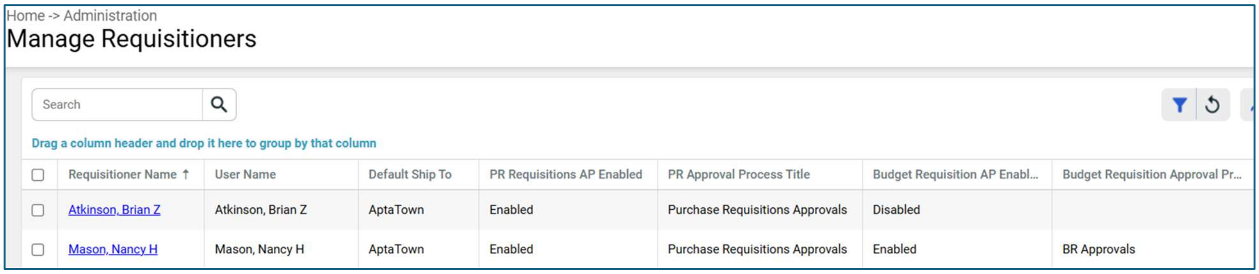
Condition 2 is the reason the rule is scoped this way: if no Purchase Requisition will ever be created from a Budget Requisition, there is no need to require Purchase Requisition approval setup.

4.5 If a requisitioner is missing from the list

A name absent from the **Requisitioner** drop-down is almost always a setup gap rather than an error. To correct it:

1. Open the **Manage Requisitioners** screen.
2. Locate the requisitioner.
3. Confirm **Budget Requisitions** is enabled and has an approval process assigned.
4. Confirm **Purchase Requisitions** is enabled and has an approval process assigned.

5. Save, then reopen the Budget Requisition screen. The requisitioner now appears in the list.



Home -> Administration

Manage Requisitioners

Search

Drag a column header and drop it here to group by that column

Requisitioner Name ↑	User Name	Default Ship To	PR Requisitions AP Enabled	PR Approval Process Title	Budget Requisition AP Enabl...	Budget Requisition Approval Pr...
Atkinson, Brian Z	Atkinson, Brian Z	AptaTown	Enabled	Purchase Requisitions Approvals	Disabled	
Mason, Nancy H	Mason, Nancy H	AptaTown	Enabled	Purchase Requisitions Approvals	Enabled	BR Approvals

> **Tip:** run through this for all requisitioners at the start of your budget-building cycle, before staff begin entering Budget Requisitions.

5. Part 3 — Adopting the Budget

5.1 The confirmation prompt

When you run the **Adopt** command on a budget, AptaFund displays a confirmation prompt telling you what is about to happen to your Approved Budget Requisitions.

If the setting is **Create Purchase Requisitions**:

> *Adopting the Budget will cause all Approved Budget Requisitions to be copied to Purchase Requisitions. Do you wish to continue?*

If the setting is **Create Purchase Orders**:

> *Adopting the Budget will cause all Approved Budget Requisitions to be copied to Purchase Orders. Do you wish to continue?*

The prompt appears only when **all** of the following are true:

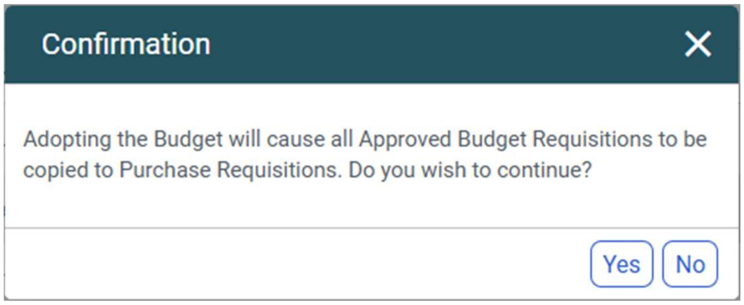
- The **Budget Requisitions** module is turned on.
- Approved Budget Requisitions exist.
- The setting is **Create Purchase Requisitions** or **Create Purchase Orders**.

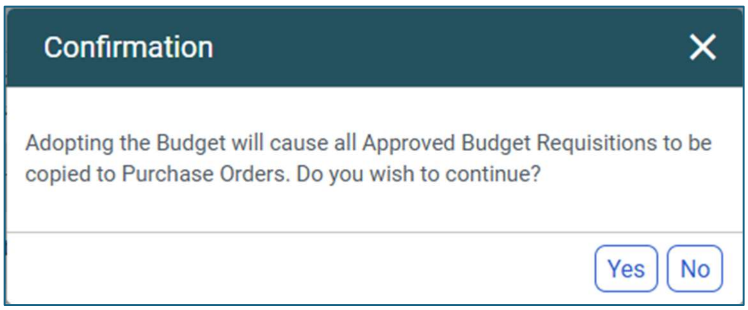
Under **No Action**, or when there are no Approved Budget Requisitions, no prompt appears and adoption proceeds as usual.

5.2 Steps to adopt

1. Review your Approved Budget Requisitions and confirm they are complete and correctly coded.
2. Confirm the value of **Budget Requisition Behavior when Budget is Adopted** is what you intend (section 3.2).
3. Open the budget you are adopting.
4. Run the **Adopt** command.
5. Read the confirmation prompt and check that the action named matches your intent.

6. Click to continue, or cancel if the named action is not what you want.
7. Wait for adoption to complete.
8. Review the results — see section 5.4.





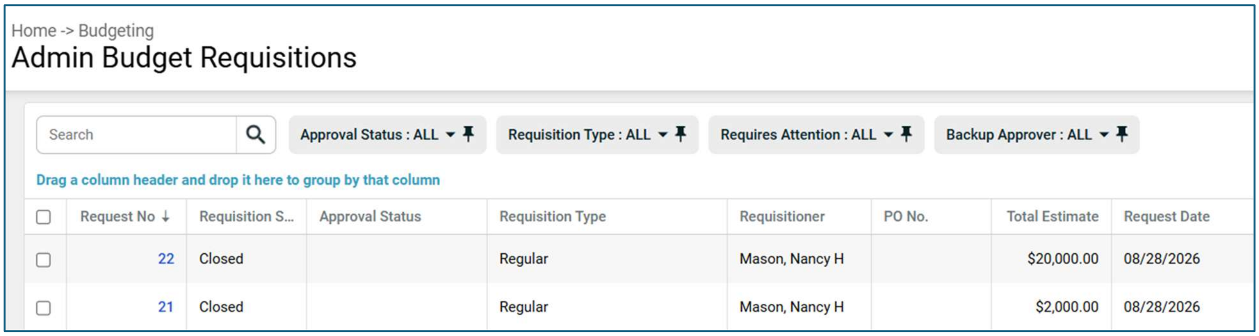
> **If the prompt names the wrong action:** cancel. Change the configuration setting, then run **Adopt** again. Changing the setting after the budget is adopted does not retroactively create the documents.

5.3 What happens to each Approved Budget Requisition

Setting	New document created	State of new document	Original Budget Requisition
Create Purchase Orders	Purchase Requisition, then Purchase Order	PR is created in New state, then submitted and approved automatically; a Purchase Order is created	Set to **Closed**
Create Purchase Requisitions	Purchase Requisition	**New** — editable, awaiting your normal submission and approval process	Set to **Closed**
No Action	None	—	Set to **Closed**

Two points that apply to all three options:

- **The original Budget Requisition is always closed.** This is true even under *No Action*. Closing the BR ends its life cycle and retains it in its approved form for auditing and reporting.
- **Copying, not converting.** Because the new Purchase Requisition is a copy, edits made to it during its own life cycle do not alter the Budget Requisition record.



5.4 After adoption

Under **Create Purchase Requisitions**, review the new Purchase Requisitions in **New** state, edit any that need updating, then submit them into your normal approval process.

Under **Create Purchase Orders**, review the new Purchase Orders and the encumbrances they created. Note that these Purchase Requisitions were approved automatically even where the encumbrance exceeds the available budget, so it is worth checking for over-budget encumbrances after adoption.

Under all options, the Budget Requisitions you started with are now in **Closed** state and remain available for reporting. Reminder - once your budget is adopted the setting automatically reverts to **No.**

6. Approval Behavior for Automatically Approved Purchase Requisitions

This section applies only when the setting is **Create Purchase Orders**.

Under that option, AptaFund submits and approves each new Purchase Requisition on behalf of the person who ran **Adopt Budget**. Because that approval is applied by the system rather than routed to your approvers, those requisitions are treated as already complete:

- Purchase Requisitions approved automatically during Adopt Budget **do not appear** in Purchase Requisition pending-approval lists.
- The **Approval History** of such a Purchase Requisition is empty, reflecting that it was not routed through the normal approval chain.

Approvers therefore see only Purchase Requisitions that genuinely need their attention, and no one needs to clear the requisitions created by Adopt Budget out of their queue.

Purchase Requisitions created under the **Create Purchase Requisitions** option are unaffected by this — they are not auto-approved, and they do route through your normal approval process.

7. Effects on Other Budget Commands

The **Adjust**, **Reverse**, and **Revise** budget commands are unchanged by this feature. The confirmation prompt and the Budget Requisition handling described above apply to **Adopt** only.

The **Copy** commands on Purchase Requisitions and Purchase Orders are also unchanged.

8. Frequently Asked Questions

Q: Can we set this per Budget Requisition instead of for the whole database?

A: Not in this release. The setting applies to every Budget Requisition in the database. Setting the behavior at the individual BR or PR level was considered and deferred for simplicity.

Q: What is the default value if we don't change anything?

A: **Create Purchase Orders**. This is the closest match to how AptaFund behaved before this release, so districts that take no action see the least change.

Q: We chose No Action. Can we push a closed Budget Requisition to a Purchase Requisition later?

A: Not in this release. Commands to convert individual Budget Requisitions after adoption were considered and deferred to a future release. For now, a Budget Requisition closed under *No Action* is retained for history only.

Q: Why has a requisitioner disappeared from the Requisitioner drop-down on the Budget Requisition screen?

A: Because they are not set up for both Budget Requisition and Purchase Requisition approvals. See section 4.5 to correct the setup.

Q: Are our existing Budget Requisitions affected as soon as we change the setting?

A: No. Nothing happens at the moment you change the setting. The setting is read when you run the **Adopt** command, and it governs what happens to Approved Budget Requisitions at that point.

Q: What happens to Budget Requisitions that are not in Approved state when we adopt?

A: Only **Approved** Budget Requisitions are acted on. Requisitions in other states are not copied and not closed by this process.

Q: Under Create Purchase Orders, will AptaFund stop if a requisition would go over budget?

A: No. Purchase Requisitions created and approved automatically during Adopt Budget are approved even when over budget. Review encumbrances after adoption if this is a concern, or use **Create Purchase Requisitions** so your staff review each requisition before it becomes a Purchase Order.

Q: Do our approvers need to do anything with the Purchase Requisitions created under Create Purchase Orders?

A: No. Those requisitions are already approved and no longer appear in pending-approval lists (see section 6).

9. Getting Help

Contact Harris School Solutions Support if:

- The **Budget Requisition Behavior when Budget is Adopted** setting is not visible on the System Configuration GENERAL tab.
- A requisitioner is missing from the Budget Requisition Requisitioner list after their Manage Requisitioners setup has been corrected.
- Adopt Budget completes but the expected Purchase Requisitions or Purchase Orders were not created.
- You need guidance on which of the three options best fits your district's purchasing workflow.