



## Organization Administrators Screen Walk – Changing Fiscal Year

Login.

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Welcome To **Buy4Michigan**

# Buy4Michigan

Welcome to Buy4Michigan.com; the State of Michigan's online eProcurement solution.

The system login functionality is working again with Internet Explore. Thank you for your patience. CM 8/1/2013

To view online tutorials, quick reference guides, and general information about doing business with the State please access: <http://www.michigan.gov/micontractconnect>

- Register**  
Register here to begin using Buy4Michigan.  
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**  
Complete registration here to begin using Buy4Michigan.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**  
Browse open bid opportunities.
- Active Contracts**  
Browse active Contracts/Blankets.
- Contract & Bid Search**  
Search for Bids and active Contracts/Blankets.

Login

Login ID:

Password:

[Forgot your password?](#)

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Go to your Organization Administrator Tab, and then Maintain Agency Organizations/Departments/Locations.

## Organization Administrator Home

**Department/Approval/Users** | Document Settings | System Configuration | Maintenance Tables | Dashboard



**Maintain Agency Organizations/Departments/Locations**  
This section is used to administer agency organization, department and location information

### Configure Approval Settings

This section is used to configure system settings for approval path maintenance



**Maintain Agency Approval Paths**  
This section is used to administer agency approval paths

### Maintain Agency Users

This section is used to maintain agency users



**Maintain Assignment of Commodity Codes to Purchasers**  
This section is used to administer the association of purchasers with commodity codes

Click on the Maintain Agency Organizations Icon

## Agency Organization Administrator Home



**Maintain Agency Organizations**  
This section is used to administer agency organizations

### Maintain Organization Departments

This section is used to maintain organization departments



Exit

Select Organization for change



Basic Purchasing Inquiry Internal Administrator **Organization Administrator** Vendor Admini

NIGP Code Browse | My Account | Customer Service | About Current Organization: Department of Technology Management and Budget October 8, 2013 1:35:55 PM EDT

Home | Chris

### Maintain Organization

Organization ID	Organization Name	Fiscal Year Start	Fiscal Year End	Fiscal Year Roll Days	Print Logo Path	Inherit Asset Template	Status
<u>AGENCY</u>	Department of Technology Management and Budget	10/07/2013	09/30/2014	0	images/AGENCY/DTMB.gif	No	Active

Add Organization Exit

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Update Start and End Dates and Roll Days. This must be done prior to, or on the first day of the fiscal year; the calendar function will not let you select a date that's past. If the first day of the new fiscal year has passed and the fiscal year needs to be changed, select the current date as the start date and enter the correct end date.

Buy4Michigan

Basic Purchasing Inquiry Internal Administrator **Organization Administrator** Vendor Admini

NIGP Code Browse | My Account | Customer Service | About Current Organization: Department of Technology Management and Budget October 8, 2013 1:37:36 PM EDT

Home | Chris

### Maintain Organization Information for: Department of Technology Management and Budget

**General** Account Interface

Organization ID: AGENCY

Organization Name\*: Department of Technology Management and Budget

Organization Label\*: Default Type

Fiscal Year Start\* (MM/DD/YYYY): 10/07/2013

Fiscal Year End\* (MM/DD/YYYY): 09/30/2014

Fiscal Year Roll Days: 0

Alternate ID:

Print Logo: images/AGENCY/DTMB.gif

Status: Active

Address 1\*: Contract Connect - DTMB Procurement

Address 2: 2nd Floor, Mason Building

Address 3: PO BOX 30026

Address 4:

Country\*: US - United States of America