

SUBJECT: Information on new eProcurement Receipt and Budget Error Notifications

POSTED: February 28, 2011

ANNOUNCEMENT

The purpose of this announcement is to inform you of new eProcurement functionality that was introduced in the recent 2.16B Release applied to production Saturday, February 19th.

- **Budget Error Notification** - ePro Requesters will receive emails notifying them when a requisition is budget checked and results in an 'Error' status. Requesters should follow their institution's business process for addressing transactions in error.
- **Receipt Notification** - In addition, ePro Requesters will also receive email notifications when a voucher is created for a Purchase Order originating from an ePro Requisition for which the system finds no associated receipt. Requesters authorized to perform Desktop Receiving should create receipts via ePro accordingly for those items that have been physically received from the vendor. Creating a receipt in the system will allow AP to issue payment for those received items. If Desktop receiving is not utilized at the Requester's institution, the Requester should follow up with their AP and/or Central Receiving Departments.

Please note that in both types of email notifications, the email will indicate a 'No Reply' type of email address that is not monitored. Requesters should not attempt to reply to these emails.

If you have any questions about this functionality or your individual business process for following up on the emails, please contact your institution's Procurement Department.

SUPPORTING DOCUMENTATION

Please refer to the 2.16B Release Notes located on the GeorgiaFIRST Financials website at <http://www.usg.edu/gafirst-fin/releases/> for additional information.

MORE INFORMATION AND SUPPORT

For a production down, business interrupting (emergency) situation, call the ITS Helpdesk immediately at 706-582-2001 or 1-888-875-3697 (toll-free within Georgia). For anything else, contact the ITS Helpdesk at http://www.usg.edu/customer_services (self-service support requests requires a User ID and Password; contact the ITS Helpdesk to obtain self-service login credentials), or email helpdesk@usg.edu.

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oijt/policies>.