



Oracle PeopleSoft Enterprise Purchasing 8.9 Fit/Gap Session Findings

UNIVERSITY SYSTEM OF GEORGIA

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1. Summary

The purpose of this document is to summarize the current Purchasing functionality and determine organizational and system impacts of an upgrade to version PeopleSoft FMS 8.9. Fit gap sessions were held on September 25 – 28, 2006, with the following participants:

Carl Paroby, Oracle Project Director
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The Board of Regents of the University System of Georgia oversees 35 public universities and colleges within the state of Georgia. Each institution has its own PeopleSoft database. Users from one institution cannot access the databases for the other institutions. The University System Office (USO) also has its own database. Throughout this document the word “institution” is used to refer to the individual college, university, USO or respective database. The Office of Information and Instructional Technology (OIIT) maintains 34 Oracle PeopleSoft databases for these institutions. This document focuses on the fit of PeopleSoft 8.9 for the databases maintained by OIIT.

In addition to impacts, risks and opportunities were identified along with required actions.

Identified gaps have been further defined in individual summary documents where necessary.

NOTE – The user experience (pages and navigation) has changed significantly from PeopleSoft 7.5 to PeopleSoft 8.9. From this perspective all system features and functions will impact training.

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
2. Business Unit Structure					<p>Each institution (and their respective PeopleSoft database) has only one PO business unit defined. All activity is booked to this unit. The PO Business Unit will map to the GL Business unit. The University System Office (USO) has its own PeopleSoft database with one business unit.</p> <p>Business Unit row level security is not used since each institution's data is maintained in a separate database.</p> <p>Fit: The business unit structure is a fit with PS 8.9. Some definition changes are required for the inter/intra unit processor (fund balancing).</p> <p>Opportunity: If USG ever combines all institutions within one database instance business unit row level security can be used to limit user data access to their own institution's business unit. (There are many other factors to consider however the functionality exists within PS 8.9 to have many business units, for separate entities, all maintained within the same database.)</p>
3. Purchasing Options Open Periods				Yes	<p>Each Institution's configuration for the Purchasing Options Open Period will be set to Error to ensure that Purchase Orders and Requisitions are not keyed to closed accounting periods.</p> <p>Fit: Requisitions and Purchases cannot be dated outside of open accounting periods. GL group will need to ensure that PO periods are opened and closed on a timely basis. Considerations for year-end are required for users to backdate Purchase Orders.</p> <p>Opportunity: Use Open Periods by module to open and close AP and PO at the end of the month while keeping the GL business unit open for processing.</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
4. Item Categories			Yes	Yes	<p>Item Categories are required on the Purchase Order line and help to determine the correct spend category for statewide reporting. The USG will continue to use the 5 digit NIGP (National Institute of Government Purchasing) number.</p> <p>USG will continue with the current matching tolerances that are defined on the Item Categories, but default to the Purchase Order. Tolerance Under will be set to unlimited, so underpayments can be made to the PO line.</p> <p>Gap: The full description of the Item Category as defined by the NIGP will not fit in the Category description. The field length will need to be extended or another field will be needed for the full description.</p> <p>Opportunity: You can default receiving items for Item Categories so that new items default for receiving and three-way matching.</p> <p>Opportunity: The default GL account code is defined at the item category level. Many institutions commented that this account is not accurate and often has to be changed on the PO distribution. The institutions should review the item categories and modify the default account. If the account is not correct on the Requisition, it can be changed on the PO without having to modify the Requisition; commitment control will charge the encumbrance to the correct account.</p>
5. Item Maintenance	Yes	Yes	Yes	Yes	<p>Items are defined within the system at the SetID level with Purchasing attributes set up. Each item is given a default UOM, category and price. Group and family may also classify items. A custom page is delivered to add additional classification to items.</p> <p>Item pricing, controls, and vendor relationships are set up in the Purchasing Item attributes.</p> <p>Fit: The process of setting up items in 8.9 is similar to 7.5, and there will be no</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					<p>modifications for items. USG does not plan to set up items in version 8.9 in the short-term.</p> <p>Gap: Items will no longer be setup for asset profiles. When users enter a distribution line with an asset account, a customization will require than an asset profile is entered. This will solve the issue where the item category cannot be changed on the PO line and the description on the PO line will pass to the AM module instead of the standard description on the item id.</p> <p>Opportunity: USG is not currently maintaining a list of item or item/vendor relationships. In the long term, USG is considering to create and maintain State Purchasing contracted items in the database. OIIT will discuss with State Purchasing on the feasibility to acquire items for Statewide contracts.</p>
6. Vendor Maintenance Add, modify, inactivate vendor Vendor Classifications W8-Ben and W9 classifications	Yes	Yes	Yes	Yes	<p>Vendor Maintenance is virtually the same in 8.9 as in 7.5, although pages are somewhat different. There are enhanced search pages for locating vendors, and the ability to check for duplicate vendors when adding or updating a vendor.</p> <p>USG Institutions will continue to maintain separate vendor files per institution (SetID). Some changes will be made to where data is stored on the vendor, such as the vendor TIN. Employee vendors will have their Social Security number replaced with an Employee ID in order to comply with privacy acts and best practices.</p> <p>Fit: Vendor maintenance is virtually the same. Vendor Classifications will continue to be used to identify different types of vendors; the fit gap participants decided to keep the current list of 7.5 vendor classifications with the exception of a new Classifications (International). These values can be added online with version 8.9 and is not a system modification.</p> <p>Opportunity: Ability to bring in W8-BEN and W9 status into the vendor record</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					<p>by using values stored on the Contractor type field on the identifying information page.</p> <p>Opportunity: The use of HCM will be evaluated for vendors that are maintained in the HR environment.</p> <p>Opportunity: Ability to use one-time vendors to be considered as part of the Accounts Payable fit gap document. A vendor type of ‘Single Pay Vendor’ will be available for Voucher entry; however, it cannot be used with a PO. This vendor type is used to make payments to a vendor without having to add all the vendor information to the vendor file.</p>
7. Requisitioning Create a Requisition Approve a Requisition Copy a Requisition Edit/Budget Check a Requisition Post a Requisition Cancel a Requisition Delete a Requisition	Yes	Yes	Yes	Yes	<p>Requisitions can be entered via the online Requisition component in purchasing or via the e-Procurement module. E-procurement has much better workflow handling capabilities and is easier to use. Requisitioning will be familiar to the end users.</p> <p>There is no need to edit and post Requisitions in Version 8.9. Chartfield editing is completed on save. Budget checking can be done within the Requisition or in batch (after it has been approved). You can cancel entire Requisitions or individual lines of a Requisition before it has been sourced.</p> <p>Requisition comments can be entered that will display on the Purchase Order, voucher, and/or at receipt. Users can inactivate comments no longer in use.</p> <p>Users can delete Requisitions based on their User Preferences.</p> <p>Fit: Requisitioning to be used either with Purchasing or e-Procurement based on each campus’ specific business need. However, Workflow will only be available by institutions utilizing eProcurement.</p> <p>Opportunity: The eProcurement module is designed to make it easier for a casual</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					<p>PeopleSoft user to Requisition items and have them sourced to a Purchase Order. The basic system Requisition is very complicated and requires a lot of training, the eProcurement Requisition is easy to implement and use.</p> <p>Opportunity: eProcurement also has advanced approval workflow. Fit gap participants agreed that the workflow functionality was easy to understand and could see where it will be beneficial for the institutions.</p>
8. Changing Sourced Requisitions				Yes	<p>USG does not want changes made to a sourced Requisition. This can be accomplished through User Preferences. Once a Requisition has been approved it cannot be changed unless the person has the user preference checked.</p> <p>If a requestor needed to make a change and the Requisition was already a PO, they should contact the buyer on the PO. The buyer could either make the change to the PO or set the Requisition back to an open status from the Requisition Workbench so the change can be made to the Requisition.</p> <p>Fit: User Preferences can restrict Requisitioners to be unable to change a Requisition once approved. Requisitioners cannot be Buyers as Buyers would be able to change a Requisition.</p> <p>Opportunity: Lock out all Requisition changes after approved except for core Purchasing users. When canceling a PO, allow re-sourcing to occur.</p>
9. Requisition Close Reconcile a Requisition Close a Requisition	Yes	Yes	Yes	Yes	<p>The Requisition Reconciliation Workbench page is new in version 8.9. From this page, you can approve, cancel, and close a Requisition that has been fully sourced.</p> <p>You can also run an automated close Requisition process that will close valid Requisitions.</p> <p>Closing Requisitions also relieves any pre-encumbrances outstanding from the sourcing process. For example, if you change the pricing on the Purchase Order</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
Re-Open a Requisition					<p>from the Requisition, the closing process would relieve any outstanding pre-encumbrances. The Reopen Requisition process allows closed requisitions to be reopened if it is run immediately following the most recent Requisition Close process.</p> <p>Fit: The process to close Requisitions in version 8.9 meets USG requirements for closing requisitions. Mass cancellation of Requisitions occurs here.</p> <p>Opportunity: Use of the Requisition workbench will help to identify any open pre-encumbrances that should be closed at year end and allow mass closing of those requisitions. This will allow the institutions to implement a requisition business process without the pre-encumbrance issues that are in version 7.5.</p>
10. Request for Quote Add / Update / Dispatch RFQ Add / Update Vendor Responses Award Quotes					<p>The Request for Quote (RFQ) process in PeopleSoft Financials version 8.9 is a feature that allows you to set up vendor quote groups; to create, define, and dispatch an RFQ to a vendor list; and to analyze and manage responses from and awards to vendors. You can create one RFQ and dispatch it to as many vendors as needed, including those who are not yet approved in the Purchasing system. However, a vendor must be approved before you can award a purchase order or a contract to that vendor.</p> <p>Opportunity: This is new functionality to USG. Based on the feedback received from fit gap participants, it would seem that the PO Fit-Gap group as a whole sees the RFQ functionality is a “nice but not critical” option. OIIT will place this functionality as a lower priority in the project plan, one that may be investigated as time and resources allow.</p>
11. Procurement Contracts	Yes	Yes	Yes	Yes	<p>Procurement Contracts manages purchases against a negotiated Contract over any time period. You can define items that belong to the Procurement Contract and update pricing of each item on the Contract over time. You can also create</p>

Business Process/ Feature Function	Impacts				Notes
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Add / Update / Dispatch Contracts					<p>Contracts with recurring payments, milestones, and open items.</p> <p>USG Institutions are required to report their spend against State Wide Contracts (SWC) and are currently using the PO Type and PO Reference fields to capture this information. Since there are hundreds of contracts and thousands of items with constantly changing vendor and pricing, capturing these items in the model environment would not be possible.</p> <p>Opportunity: OIIT will load the Statewide contracts at the contract header level, but will not maintain the item detail or pricing information. Buyers / Requisitioners will then have the ability to attach the contract number to the requisition or purchase order line. Future considerations may also involve bringing in the State Item ID and vendor pricing, depending on the complexity.</p>
12. Stage / Source Requests PO Auto Sourcing PO Calculations / Creation	Yes	Yes			<p>PeopleSoft 8.9 has auto sourcing to create Purchase Orders from Requisitions. It is now a three-stage process: Stage Requisitions, PO Calculate, and PO Build. The process uses the same staging table and sourcing workbench as in PeopleSoft 7.5.</p> <p>Fit: The stage / sourcing process is the same in Version 7.5 as it is in Version 8.9.</p>
13. Purchase Order Entry Create a Purchase Order. Edit/Budget check a Purchase Order. Dispatch a Purchase Order.	Yes	Yes			<p>Purchase Orders can be entered via the online Purchase Order entry program. There is no need to edit and post Purchase Orders in Version 8.9. Chartfield editing is completed on save. Budget checking can be done within the Purchase Order or in batch. You can cancel Purchase Order lines or the entire Purchase Order prior to matching.</p> <p>PO comments can be entered that will display on the Purchase Order, Voucher, and/or at Receipt. Users can inactivate comments no longer in use. Users can also attach documents (PDF / Word) that can be opened and emailed to the vendor. You</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
Post a Purchase Order. Cancel a Purchase Order. Delete a Purchase Order.					can dispatch the Purchase Order from the PO page itself. Users can delete Purchase Orders based on their User Preferences. Fit: Purchasing is a fit with the USG Business Process in Version 7.5. Opportunity: PeopleSoft has the ability to email Purchase Orders to vendors. This will reduce manually faxing or mailing Purchase Orders. You can also email documents with the Purchase Order to the Vendor (provided that the attachment server is up and running). To use the e-mail functionality, an e-mail address must be attached to the vendor.
14. Purchase Order Print				Yes	The printed Purchase Order as delivered will again need to be changed to the USG format. In addition to modifications done in version 7.5, USG would like to have the Vendor Name2 field print on the Purchase Order. Fit: Change the POPO005.sqr for required change.
15. PO Close Reconcile a PO Close a PO Reopen a PO	Yes	Yes	Yes	Yes	The PO Workbench now has the ability to manually close the PO, allowing funds to return to the available budget immediately after budget checking. Purchase Orders can be viewed, approved, cancelled, closed, and dispatched from this page. New to 8.9 is the ability to reopen a closed purchase order if the Reopen process is run immediately after the PO reconciliation process. Fit: PeopleSoft 8.9 meets the PO close requirements of USG. New features such as the ability to manually close a Purchase Order without having to finalize the PO will provide enhanced functionality and should resolve encumbrance issues that occur in 7.5. Mass cancel of PO occurs within this component.

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
16. Requisition and PO change order templates					<p>Requisition and PO change order templates are used to track changes made to the transactions after they have been dispatched.</p> <p>Fit: No changes will to be made to the change order templates. Requisition Change order templates are not used in 7.5 and will not be used in 8.9.</p>
17. Receiving					<p>PeopleSoft Purchasing provides the ability to receive goods, create documents, and transfer the receipts to Asset Management. You can also receive by amount for services. You can also change the chartfields on a receipt and print the delivery report from the receipt or in batch.</p> <p>Fit: Receiving functionality is the same for USG in 8.9 vs. 7.5.</p>
18. Document Tolerance			Yes	Yes	<p>Document tolerance is the ability to controls monetary difference between the Requisition amount and the PO amount and the PO amount vs. the voucher amount. The document tolerance status is determined during the budget checking process. Document tolerances can be overridden.</p> <p>Opportunity: The model will have a zero amount set for document tolerance and should be determined by each institution prior to their go live. Document tolerance override will be allowed via User Preferences. These tolerances can be increased if Institutions want to allow differences between the transactions.</p>
19. Commitment Control Budget Dates PO Rollover				Yes	<p>Similar to the budget period chartfield in version 7.5, the budget date of a Purchase Orders will be copied from the Requisitions budget date to ensure that the funds are encumbered in the same budget period as the pre-encumbrance. The voucher's budget date will also be the same as the budget date of the Purchase Order to ensure the expense is recorded in the same budget period as the encumbrance.</p> <p>If the voucher exceeds the PO in the prior fiscal year, Document Tolerance will ensure that any extra lines added to the voucher are not tied to the preceding</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					document and therefore will be encumbered in the current fiscal period. Fit – Budget date defaults the current date when entering a Requisition or Purchase Order. The budget date is carried forward to the Purchase Order and to the Budget. The expense on the Voucher is recorded in the same budget period as the encumbrance.
20. Commitment Control Activity	Yes	Yes	Yes	Yes	USG uses the PS 7.5 Budget Checking Module to validate and track transactions against the defined control budgets and affect the remaining spending authority. Where defined, transactions that exceed the budgeted amount or transactions that don't have a corresponding budget must be stopped. <ul style="list-style-type: none"> • Purchase Orders create budgetary encumbrances; Payables Vouchers relieve encumbrances and create expenses. • Requisitions create pre-encumbrances; Purchase Orders relieve the pre-encumbrance and establish an encumbrance. Fit – PS 8.9 Commitment Control has budget-checking processes that validate transactions and affect budget balances.
21. Queries		Yes	Yes		The user interface of PeopleSoft Query has changed with PS 8.9 and the PeopleSoft Internet Architecture, however the basic functionality is exactly the same. Queries will upgrade where the records are still available; however some modules such as Commitment Control are based on entirely new record definitions so queries accessing new records will have to be rewritten. Fit – All PS/Query features and functions are a fit with PS 8.9.

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
22. Requisition Workflow	Yes	Yes	Yes	Yes	<p>Workflow refers to the business process of approving Requisitions and Purchase Orders. Workflow requires setup of business processes, approval rules, user roles, routings, activities, and triggers within PeopleSoft. These rules can be based on chartfields, manager/employee relationships, or other fields. Users can be notified via the worklist in PeopleSoft or via e-mail.</p> <p>Currently, USG uses customized approval pages for workflow based on department ID and Projected.</p> <p>Fit: USG workflow pages and processes can be transferred and designed in 8.9 to work the same as in 7.5.</p> <p>Opportunity: Fit gap participants agreed that using eProcurement Workflow approval would eliminate current modifications for Requisition approvals. Institutions will need training on how to configure and implement the workflow rules for department or commodity based workflow approval. This will require that some transactions that were keyed, as PO's will have to be entered as Requisitions, then sourced to Purchase Orders.</p>
23. Purchasing PCard functionality					<p>PeopleSoft does offer comprehensive Procurement Card functionality in Version 8.9, including the ability to pay Requisitions and Purchase Orders to procurement cards and reconcile, and the ability to set up employees with Procurement Cards.</p> <p>Fit: Fit gap participants decided that they would continue to use their current business process for the PCard, mainly using the WORKS software.</p>

24. Current USG PeopleSoft 7.5 Customizations

The following table lists the documented PO customizations from OIT. The “Fit/Gap Note” provides comments on the customization regarding its relevance to the upgrade. (Items that are in italics still need to be verified)

Customizations to Retrofit in Version 8.9

- Receipt Delivery report to add the serial number (POY5030.RPT).
- Minority Vendor report to track vendor spend (BORRP008.RPT).
- PO Statistics report to track purchase types (BORRP009.SQR).
- PO Surplus Analysis Report to track year-end surplus (available budget) (BORRP012.SQR).
- PO History Report to track all changes and activity against a Purchase Order (BORRP014.SQR).
- Purchase Order print customizations for NIGP code and ship-to / bill-to Purchase Orders (POPO005.SQR).
- Procurement Activity Report to print vendor name, order by purchase order ID or vendor ID (POS8001.SQR).
- Requisition Activity Report to print Requisition Approval Date (POS8002.SQR)
- PO Schedule and details to disallow negative price.
- PO Line details page will continue to have the Recycled field, however, another field may be used.

Customizations Dropped to Version 8.9

- Purchase Order Recon modified to close certain Purchase Orders. (BORPORCN.SQR)
- PO/Journal Comparison Report (BORRP015.SQR)
- Req/Journal Comparison Report (BORRP016.SQR)
- Purchase Order Amount and Chartfield approval components (if eProcurement workflow implemented)
- Requisition Amount and Chartfield approval components (if eProcurement workflow implemented)
- Operator Preferences (BOR Options) for PO and REQ (if eProcurement workflow implemented)
- Receiver Document Status customization to view when trying to view all Receipts.
- Vendor type translate values for minority value report can be added from the Web.
- PO Distribution Line for combination edit where the fund is 12000 and no program code.
- Code to disallow project / non-project in PO (all institutions bypassed this restriction)
- Drop purchase order type report from the PO.

- Remove code requiring PO Reference when the PO Type is 'USG State Contract' (Procurement Contracts will be implemented)
- Remove code to prevent "receiving required" from being selected based on matching rule.
- Journal Line drill from PO no longer needed.
- Change order encumbrance error report is no longer needed.
- Changes in Procurement Activity report to fix incorrect reporting non-budget accounts with Purchase Orders and cancelled budgets not budget checked.
- Remove code to gray cancel button on purchase orders for distributions matched (addressed in version 8.9).

25. Proposed USG PeopleSoft 8.9 Customizations

- Modifications to require the asset profile on key GL Asset accounts.
- Modification to store the entire NIGP code description for the Item Category.

26. Purchasing Delivered Reports

PEOPLESFT PURCHASING DELIVERED REPORTS	DESCRIPTION	NAVIGATION	RUN CONTROL PAGE
POPO005 PO Dispatch/Print	Prints a hard copy of the Purchase Order (SQR)	Purchasing>Purchase Orders>Review PO Information> Print PO's> Purchase Order Print	RUN_PRN_POPO005
POPO008 Purchase Order Reconciliation	Provides information about Purchase Orders that have been closed by the last run of the Close Purchase Order Application Engine process (SQR)	Purchasing>Purchase Orders> Reconcile PO's> Close Purchase Orders	RUN_PORECON
POPO009 PO Activity	Lists Purchase Order activity for the purchasing business unit, GL business unit, department, and dates that you select. Reviewing this report enables you to perform comparisons and resolve discrepancies proactively (SQR)	Purchasing > Purchase Orders> Reports> Activity> PO Activity	RUN_POPO009
PORFQ01 RFQ dispatch/Print	Provides a hard copy of the request for quote (SQR)	Purchasing>Request for Quotes>Dispatch Quotes>Dispatch Quote Forms	RUN_PORFQ01
POROL001 Open Purchase Order	Review open Purchase Orders for the budget year-end process. The information for the Purchase Order distribution lines appear in this report if their encumbrances still remain on the KK LIQUIDATION table (SQR)	Purchasing> Purchase Orders> Budget Year End Processing>Open Purchase Order Report>Open Purchase Order	RUN_POREPORT
PORQ009	Provides information about Requisitions that have been closed by	Purchasing>Requisitions>Reconcile	RUN_REQRECON

Close Requisition	the last run of the Close Requisition process (PO_REQRECON). SQR	Requisitions>Close Requisitions	
PORQ010 Requisition Print SQR	Provides a hard copy of your Requisitions sorted by Requisition ID. You can print a single Requisition or multiple Requisitions. (SQR)	Purchasing>Requisitions>Reports>Print Requisition>Requisition Print	RUN_POY100
PORQ011 Requisition Template	Provides a listing of the items most commonly ordered along with vendor and manufacturer information. It is used to facilitate data entry of commonly ordered items (SQR)	Purchasing>Requisitions>Reports>Requisition Template	RUN_PORQ011
POS8001 Procurement Budgetary Activity	Generate the Procurement Budgetary Activity Report. This report provides budgetary amount information for Purchase Orders according to report request parameters. (SQR)	Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity>Req-PO Budgetary Activity	RUN_POS8000

27. Excluded from discussions

The following features/functions were not included in discussions. These features are not relevant:

Feature/Function	Description
Auto Pilot Processing	The Auto pilot feature provides added flexibility to the PeopleSoft Process Scheduler, which is used for performing batch processing. While PeopleSoft Process Scheduler provides a means of scheduling processing using a <i>batch window</i> , for example, scheduling a specific batch process to run daily at a given time, with Autopilot you can set up <i>recurring processing</i> based on the user-defined range of transaction count for transactions that are ready to be processed.
Entry Events	Via predefined codes linked to source definitions, processes and steps – the processor generates additional balancing entries. This functionality is relative to Federal customers only.
Federal Reporting	Reports specific to Federal agencies
Value Added Tax (VAT)	Under many different names VAT is in use in over 130 countries around the world. VAT is a governmental sales tax, a straight percentage that is added to the cost of a good or service. USG does not use VAT.
Taxes	USG is tax exempt, all set up was skipped.
Security	Security roles will dramatically change with version 8.9. Follow up meetings with Institution user groups will be held to redesign security.

28. Impact Summary

The impacts listed here are a summary of the impacts identified in the “business process - feature function” section above.

Business Process Changes	
Ref #	Description
Item Maintenance	Item IDs will no longer be setup for Asset Profiles.
Vendor Maintenance	Input of Employee ID instead of SSN. Addition of W8-Ben and W9 classifications.
Requisitioning	EProcurement new to version 8.9. Requisition Comments carry forward to the Purchase order and can be inactivated, or sent to the Vendor, Receiver, or Account Payable clerk.
Requisition Close	Mass cancel of Requisitions now occurs within this component.
Stage / Source Requests	PO Sourcing can be autosourced or is a manual three step process (instead of a two step process in Version 7.5).
Purchase Order Entry	You can now Budget Check and Dispatch the Purchase Order directly from the PO page.
Procurement Contracts	State of Georgia Procurement Contracts to be used. Purchase Orders to reference contract numbers when possible.
PO Close	Mass cancel of Purchase Orders now occurs within this component.
Commitment Control Activity	New feature. Data structures for query and review have completely changed.
Requisition Workflow	New workflow process for requisition and purchase orders to be determined.

The user experience (pages and navigation) has changed significantly from PeopleSoft 7.5 to PeopleSoft 8.9. From this perspective all system features and functions will impact training. The impacts identified here reflect requirements that go beyond navigation changes.

Training Impacts	
Ref #	Description
Item Maintenance	Item Ids will no longer be setup for Assets.
Vendor Maintenance	Use Employee ID instead of SSN. Input of W9 and W8-Ben status codes.
Requisitioning	Use of e-Procurement for Requisitioning. Comment field change to appear on Purchase Orders or to the Receiver and A/P clerk. No need to edit and post requisitions.
Requisition Close	The Requisition mass cancel component is not required in Version 7.5, as you can now mass cancel Requisitions from the Reconcile Requisitions component.
Procurement Contracts	Procurement Contracts to be used with requisitions and Purchase Order when ordering contracted items.
Stage / Source Requests	Staging is now a three-staged process as opposed to a two-stage process.

Training Impacts	
Ref #	Description
Purchase Order Entry	No need to edit and post purchase orders. Comments flow through to the printed PO, to the receiver, and/or to Accounts Payable.
PO Close	The mass cancel component in PeopleSoft 7.5 is no longer present. You can mass cancel Purchase Orders from the Reconcile Purchase Orders component.
Commitment Control Activity	New feature. New process for query and review has completely changed.
Queries	Queries now written online instead of within PeopleTools.
Requisition Workflow	Entirely new approval process with new approval steps for both Purchase Orders and Requisitions.

Change Management and Communications Impacts	
Reference	Description
Item Categories	Full Category description from NIGP will be used.
Item Maintenance	Item Ids will no longer be entered for asset profiles.
Vendor Maintenance	SSN no longer available. Field entry required for W8-BEN and W9 tracking.
Requisitioning	E-Procurement is a major change to the system and how requisitions work.
Requisition Close	New process in version 8.9.
Procurement Contracts	New business process for USG Procurement Contracts.
PO Close	New process in version 8.9.
Document Tolerance	New process in version 8.9.
Commitment Control Activity	New feature. Data structures for query and review have completely changed.
Queries	The user interface of PeopleSoft Query has completely changes with PeopleSoft 8.
Requisition Workflow	New business process with e-Procurement.

Configuration Changes	
Reference	Description
Purchasing Options	Change open period to error; turn on combination editing.
Item Categories	Customization of category description for the NIGP code; changes to the tolerance under as unlimited.
Item Maintenance	Consideration of adding State Purchasing contracted items into the database only.
Vendor Maintenance	Bring in W8-BEN and W9 status into the vendor record, either on custom page or by creating government sources and classifications. Replace SSN with Employee ID for privacy purposes.
Requisitioning	E-Procurement setup for customization of screens.

Configuration Changes	
Reference	Description
Changing Sourced Requisitions	Update user preferences to lock out changes to requisitions after approval, except for super users.
Requisition Close	New process. Replaces the mass requisition cancel process.
Procurement Contracts	New process. Import the NIGP state contracts.
Purchase Order Print	Purchase order print changes for Name2.
PO Close	New process. Replaces the mass PO cancel process.
Document Tolerance	Set document tolerance initially to zero to disallow differences between successive documents.
Commitment Control	Budget date should be copied from requisition to purchase order and to the voucher from the purchase order.
Commitment Control Activity	New process requires configuration.
Requisition Workflow	New Workflow for e-Procurement.

29. Gaps

Reference	Description
Item Maintenance	Asset Profiles are not to be set up as Item ID's, Categories will not be set up as profiles ids. Users will be trained to mark distribution lines with profile id, which will trigger customizations to require a profile id if an asset account is used.
Item Categories	The full description of the Item Category as defined by the NIGP will not fit in the Category description. The field length will need to be extended or another field will be needed for the full description.

30. Future Considerations/Opportunities

Identified future considerations and opportunities are not recommendations. These are identified here so USG is aware of the options and features that exist within PeopleSoft 8.9. The opportunities may or may not be applicable to USG. Each of these was discussed during the fit/gap sessions.

Reference	Opportunity / Future Consideration
Business Unit Structure	If USG ever combines all institutions within one database instance business unit, row level security can be used to limit user data access to their own institution's business unit. (There are many other factors to consider however the functionality exists within PS 8.9 to have many business units, for separate entities, all maintained within the same database.)
Purchasing Options	Use Open Periods by module to open and close AP and PO at the end of the month while keeping the GL business unit open for processing.
Item Categories	<p>You can default receiving items for item categories so that new items default for receiving and three-way matching.</p> <p>The default GL account code is defined at the item category level. Many institutions commented that this account is not accurate and often has to be changed on the PO distribution. The institutions should review the item categories and modify the default account. If the account is not correct on the Requisition, it can be changed on the PO without having to modify the Requisition; commitment control will charge the encumbrance to the correct account.</p>
Item Maintenance	USG is not currently maintaining a list of item or item/vendor relationships. In the long term, USG is considering to create and maintain State Purchasing contracted items in the database. OIIT will discuss with State Purchasing on the feasibility to acquire items for Statewide contracts.
Vendor Maintenance	<p>Ability to bring in W8-BEN and W9 status into the vendor record by using values stored on the Contractor type field on the identifying information page.</p> <p>The use of HCM will be evaluated for vendors that are maintained in the HR environment.</p> <p>Ability to use one-time vendors to be considered as part of the Accounts Payable fit gap document. A vendor type of 'Single Pay Vendor' will be available for Voucher entry; however, it cannot be used with a PO. This vendor type is used to make payments to a vendor without having to add all the vendor information to the vendor file.</p>
Requisitioning	<p>The eProcurement module is designed to make it easier for a casual PeopleSoft user to Requisition items and have them sourced to a Purchase Order. The basic system Requisition is very complicated and requires a lot of training, the eProcurement Requisition is easy to implement and use.</p> <p>EProcurement also has advanced approval workflow. Fit gap participants agreed that the workflow functionality was easy to understand and could see where it will be beneficial for the institutions.</p>
Changing Sourced Requisitions	Lock out all Requisition changes after approved except for super users. When canceling a PO, allow re-sourcing to occur.

Reference	Opportunity / Future Consideration
Requisition Close	Use of the Requisition workbench will help to identify any open pre-encumbrances that should be closed at year end and allow mass closing of those requisitions. This will allow the institutions to implement a requisition business process without the pre-encumbrance issues that are in version 7.5.
Request for Quote	This is new functionality to USG. Based on the feedback received from fit gap participants, it would seem that the PO Fit-Gap group as a whole sees the RFQ functionality is a “nice but not critical” option. OIIT will place this functionality as a lower priority in the project plan, one that may be investigated as time and resources allow.
Procurement Contracts	OIIT will load the Statewide contracts at the contract header level, but will not maintain the item detail or pricing information. Buyers / Requisitioners will then have the ability to attach the contract number to the requisition or purchase order line. Future considerations may also involve bringing in the State Item ID and vendor pricing, depending on the complexity.
Purchase Order Entry	PeopleSoft has the ability to email Purchase Orders to vendors. This will reduce manually faxing or mailing Purchase Orders. You can also email documents with the Purchase Order to the Vendor (provided that the attachment server is up and running). To use the e-mail functionality, an e-mail address must be attached to the vendor.
Document Tolerance	The model will have a zero amount set for document tolerance and should be determined by each institution prior to their go live. Document tolerance override will be allowed via User Preferences. These tolerances can be increased if Institutions want to allow differences between the transactions.
Requisition Workflow	Fit gap participants agreed that using eProcurement Workflow approval would eliminate current modifications for Requisition approvals. Institutions will need training on how to configure and implement the workflow rules for department or commodity based workflow approval. This will require that some transactions that were keyed, as PO's will have to be entered as Requisitions, then sourced to Purchase Orders.

31. Action Items, Issues and Decisions

Item No.	Description	Assigned To	Target Date
1.	Print PO Type on PO – Mike McClearn received an email from DOAS, the PO type does not print on their Purchase Orders. They use a query to retrieve info for purchasing audits. Mike will request the query from them to see if we can release as well.	Mike MCClearn	September 28, 2006
2.	Vendor Name 2 – Oracle validated that this name will not print on the Purchase Order	Teri Mills	September 28, 2006
3.	Vendor and Pcard use – Test to see if functional box or just a reporting box. It was validated that if this box is checked it opens up the Credit Card Data fields. This is a functional check box.	Teri Mills	September 28, 2006
4.	Asset Profiles- Decision was made to not set up Asset Profiles as items.	Group	September 28, 2006
5.	Control Initial Document (KK) decision was made not to use.	Group	September 28, 2006
6.	P'Card Functionality – Do not use, will stick with Works	Group	September 28, 2006
7.	RFQ Functionality- Functionality, Pro's and Con's to be identified and then sent to participants for a final decision	Teri, Kyle, Deidre	October 15, 2006