USER ACCEPTANCE TESTING
Purchasing and eProcurement FAQs

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Introduction:

Purchasing and eProcurement Question and Answer

These questions were obtained during the UAT in February – March 2008. The questions were accumulated during each session in a parking lot format. The questions were answered at the end of each day's session. However, some questions were very detailed and needed further elaboration. This document serves to address the user's questions and further explanations as needed for clarification and understanding.

QUESTION 1: On buyer setup, what are department and shipping for?

ANSWER 1:

The Buyer Setup is to establish a specific user's defaults who will be a Buyer (role) for procurement transactions. The field values for Department, ShipTo Locations, Locations and PO Origins are generally default values that are used by the Buyer so they will not have to re-enter these values each time they create a Purchase Order.

The User Preferences will have default values established for general use by the User. However, in the procurement processing, additional and specific default values possibly different than those established in user preferences are maintained in the Buyer's setup. Thus, if the Buyer has default values different than those established in one's user preferences, the Buyer's defaults will prevail over those at the user's preferences record just for the procurement transactions. This is similarly true for the Requester's Setup as well.

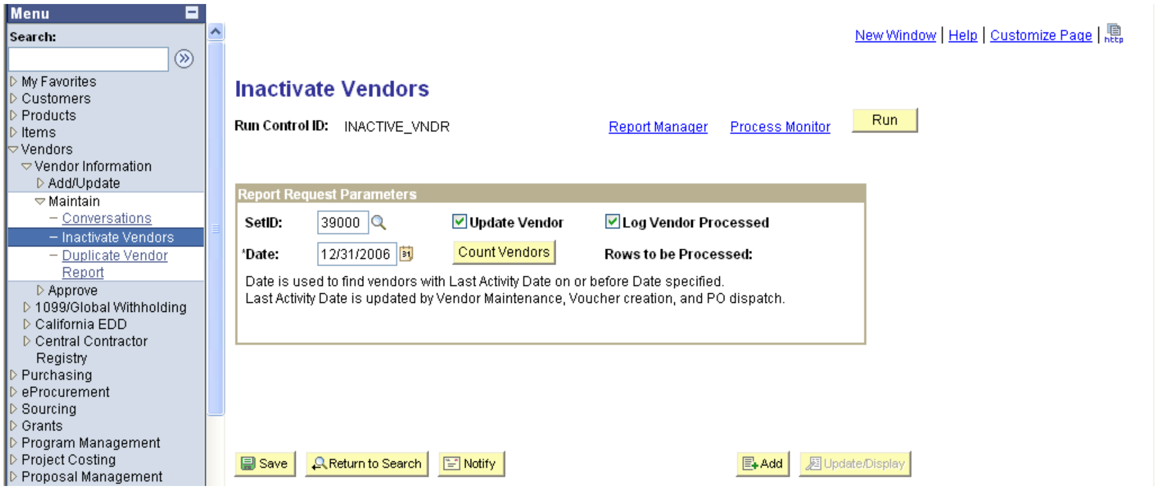
QUESTION 2: What happens with inactive vendors?

ANSWER 2:

If you cease to use a vendor for whatever reason, you may choose to inactivate the vendor's record (must have vendor authority to inactivate). This action to inactivate a vendor will prevent new procurement transactions, POs and Vouchers, from using the inactivated vendor. Furthermore, any existing POs or Vouchers will not be processed. This means that pay cycles won't pick up any of the payment for processing and no payments are produced (express or other system generated payment types).

The exception is that outstanding vouchers can be posted.

It should be noted that when vendors are made inactive, the fields – 'Date of Last Activity' and 'Modified by' are updated accordingly. Additionally, when periodic reviews of vendors are performed say annually, any active vendor which may not have activity during a specified period of time, for example 18 months of inactivity or since the last activity, can be inactivated automatically through this process.



Inactivate Vendors

Run Control ID: INACTIVE_VNDR

Report Request Parameters

SetID: 39000

☑ Update Vendor

☑ Log Vendor Processed

*Date: 12/31/2006

Rows to be Processed:

Date is used to find vendors with Last Activity Date on or before Date specified.
Last Activity Date is updated by Vendor Maintenance, Voucher creation, and PO dispatch.

Navigation: Vendors> Vendor information> Maintain> Inactivate Vendors>

QUESTION 3: Can a single pay vendor also be 1099?

ANSWER 3:

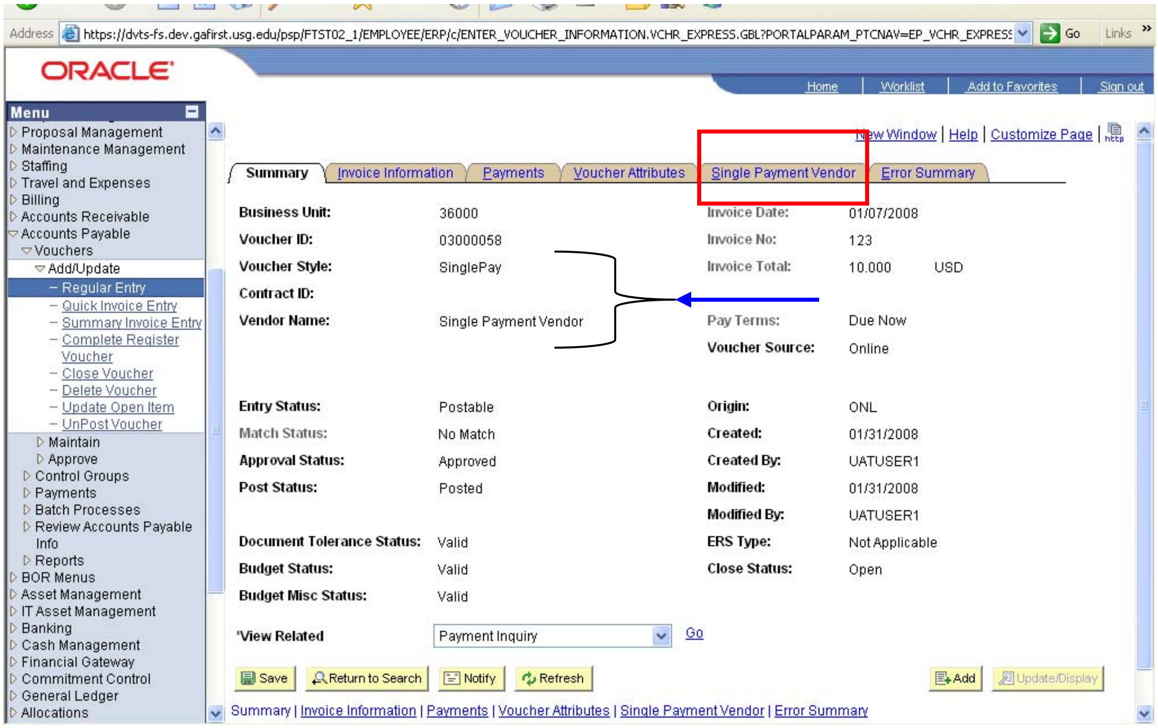
No. Single Pay vendors are only used by Accounts Payable to initiate a one-time payment without adding rows to the vendor records. It is meant to be a one-time generic method to pay a group is used as the default master vendor record. You will add any vendor identification information such as vendor name and address directly on the Voucher itself. Payment information is maintained for reconciliation purposes. Thus, 1099 vendors cannot be established using a single pay vendor.

You cannot convert a single pay vendor to a regular vendor for the reasons that it does not exist on the vendor records is generic.

QUESTION 4: How would you track a single pay vendor payment?

ANSWER 4:

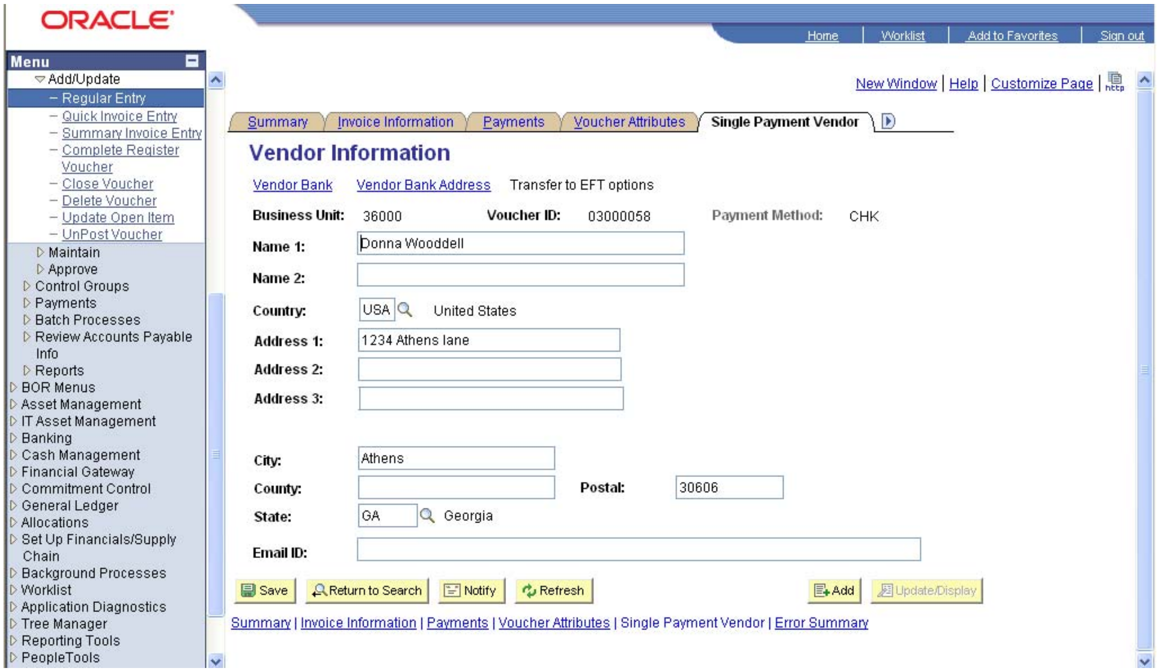
Any vouchers created using a single pay vendor and its payment are still maintained in the voucher and payment records. When inquiring the voucher, a separate page (tab) called the Single Pay Vendor is available specifically to view the unique address used to pay the vendor.



Address https://dvts-fs.dev.gafirst.usg.edu/psp/FTST02_1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRES

Business Unit:	36000	Invoice Date:	01/07/2008
Voucher ID:	03000058	Invoice No:	123
Voucher Style:	SinglePay	Invoice Total:	10.000 USD
Contract ID:			
Vendor Name:	Single Payment Vendor	Pay Terms:	Due Now
		Voucher Source:	Online
Entry Status:	Postable	**Origin:**	ONL
Match Status:	No Match	**Created:**	01/31/2008
Approval Status:	Approved	**Created By:**	UATUSER1
Post Status:	Posted	**Modified:**	01/31/2008
		Modified By:	UATUSER1
Document Tolerance Status:	Valid	**ERS Type:**	Not Applicable
Budget Status:	Valid	**Close Status:**	Open
Budget Misc Status:	Valid		

*View Related: Payment Inquiry



Vendor Information

Business Unit: 36000 **Voucher ID:** 03000058 **Payment Method:** CHK
Name 1: Donna Wooddell
Name 2:
Country: USA United States
Address 1: 1234 Athens lane
Address 2:
Address 3:
City: Athens
County: **Postal:** 30606
State: GA Georgia
Email ID:

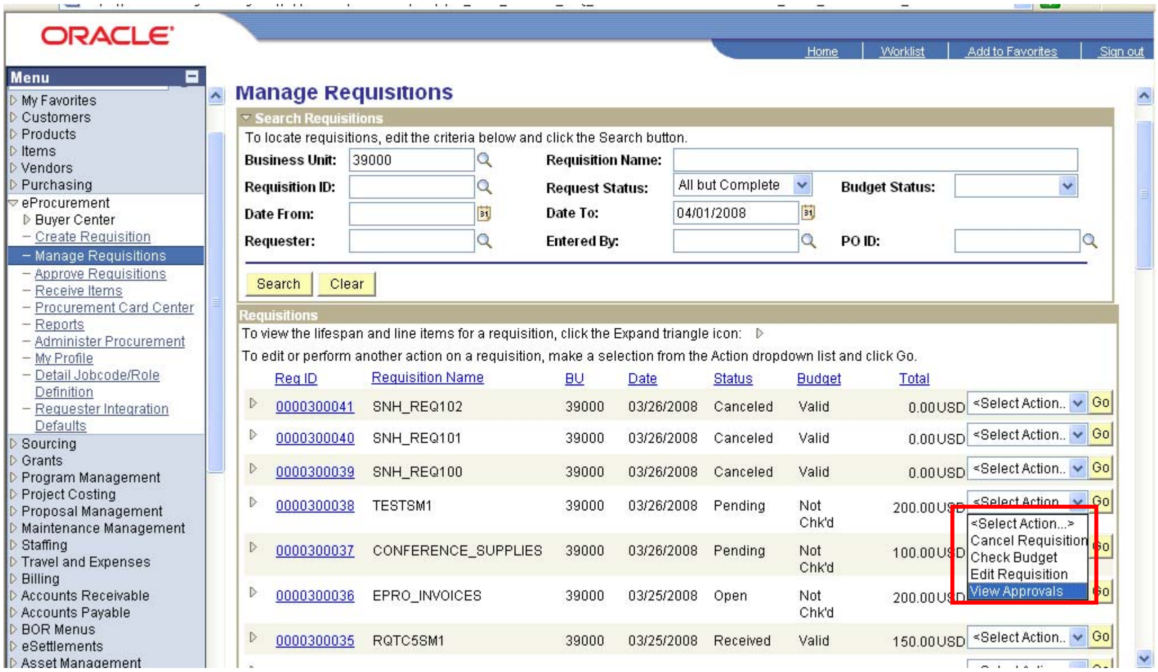
The Single Payment Vendor page is available only on vouchers created using Single Payment Vendor so the Vendor information is maintained with the voucher records. As well, all payment information is on the voucher and payment records.

QUESTION 5: When can you see when a requisition was routed for approval?

ANSWER 5:

Once an eProcurement Requisition is saved, you can preview the routing approval. When you Save and Submit the requisition for approval, you can view the approver and be able to determine the requisition's approval status (pending, approved or denied).

If you want to inquire the ePro Requisition to view the approval status, use the Manage Requisitions link under eProcurement and select the View Approvals option on the drop down and Click on Go.



Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: 39000
Requisition Name:
Requisition ID:
Request Status: All but Complete
Budget Status:
Date From:
Date To: 04/01/2008
Requester:
Entered By:
PO ID:

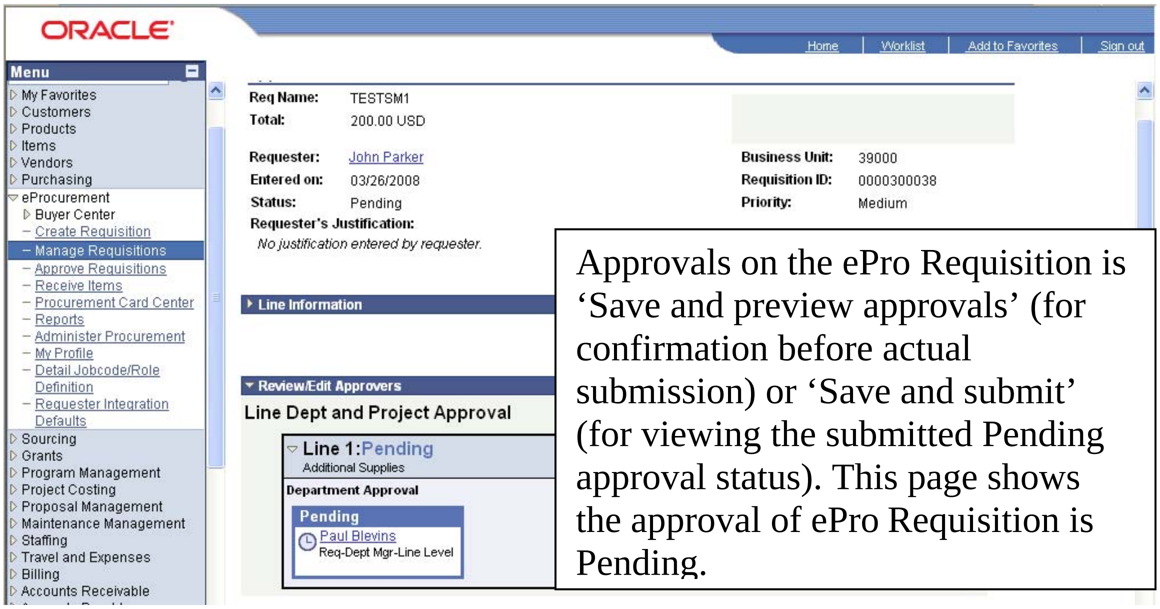
Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total
0000300041	SNH_REQ102	39000	03/26/2008	Canceled	Valid	0.00USD
0000300040	SNH_REQ101	39000	03/26/2008	Canceled	Valid	0.00USD
0000300039	SNH_REQ100	39000	03/26/2008	Canceled	Valid	0.00USD
0000300038	TESTSM1	39000	03/26/2008	Pending	Not Chk'd	200.00US
0000300037	CONFERENCE_SUPPLIES	39000	03/26/2008	Pending	Not Chk'd	100.00US
0000300036	EPRO_INVOICES	39000	03/25/2008	Open	Not Chk'd	200.00US
0000300035	RQTC5SM1	39000	03/25/2008	Received	Valid	150.00USD

Navigation: eProcurement> Manage Requisitions>
Blank out all fields except Business Unit, Request Status, Date To which were defaults.



Req Name: TESTSM1
Total: 200.00 USD

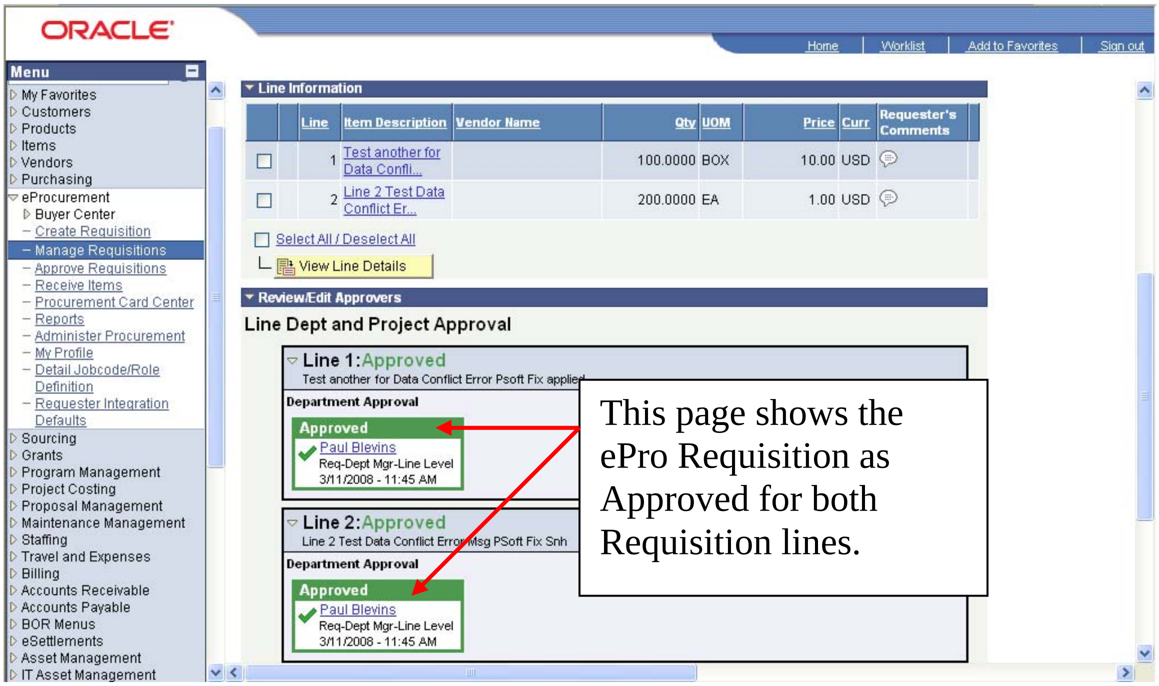
Requester: John Parker
Entered on: 03/26/2008
Status: Pending
Requester's Justification:
No justification entered by requester.

Business Unit: 39000
Requisition ID: 0000300038
Priority: Medium

Line Dept and Project Approval

Line 1:Pending
Additional Supplies
Department Approval
Pending
Paul Blevins
Req-Dept Mgr-Line Level

Approvals on the ePro Requisition is 'Save and preview approvals' (for confirmation before actual submission) or 'Save and submit' (for viewing the submitted Pending approval status). This page shows the approval of ePro Requisition is Pending.



	Line	Item Description	Vendor Name	Qty	UOM	Price	Curr	Requester's Comments
☐	1	Test another for Data Confli...		100.0000	BOX	10.00	USD	
☐	2	Line 2 Test Data Conflict Er...		200.0000	EA	1.00	USD	

Line Dept and Project Approval

Line 1:Approved
Test another for Data Conflict Error Psoft Fix applied
Department Approval
Approved
✓ Paul Blevins
Req-Dept Mgr-Line Level
3/11/2008 - 11:45 AM

Line 2:Approved
Line 2 Test Data Conflict Error Msg PSoft Fix Snh
Department Approval
Approved
✓ Paul Blevins
Req-Dept Mgr-Line Level
3/11/2008 - 11:45 AM

This page shows the ePro Requisition as Approved for both Requisition lines.

QUESTION 6: Is ePro requisition mandatory for all institutions?

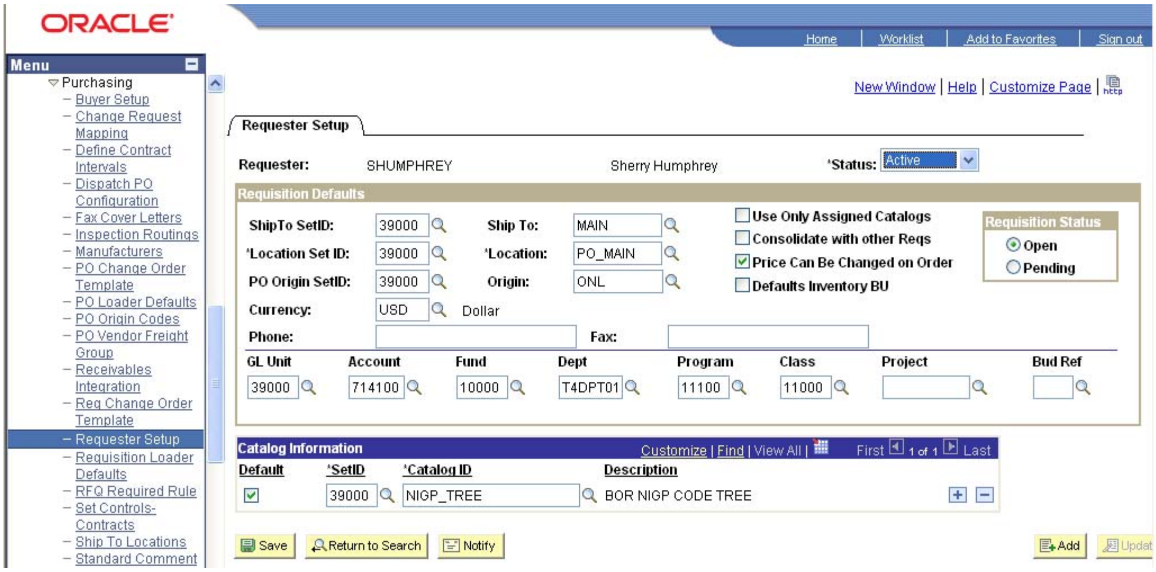
ANSWER 6:

We urge all institutions whose user community needs to purchase specific items on a more casual basis to utilize the eProcurement Requisition process. The data entry is meant to be less cumbersome (three steps or less) and a more streamlined entry process than the traditional requisitions or purchase orders that require numerous inputs to various lines and schedules as well as additional pages. Our hope is that this will reduce the amount of entry errors and will expedite purchases that are needed.

QUESTION 7: Can you set the account fund field, etc. to a default in the requester set up page?

ANSWER 7:

Yes, any of the fields on the Requester setup page can be defaults into Requisitions. A requester can still modify the default values when they create their requisitions as well but the defaults assist in expediting data entry and reduced entry errors. Since typically, the Requester setup is done as a part of security, this information will need to be requested through the security request form.



Requester: SHUMPHREY Sherry Humphrey *Status: Active

Requisition Defaults

ShipTo SetID: 39000 Ship To: MAIN
*Location Set ID: 39000 *Location: PO_MAIN
PO Origin SetID: 39000 Origin: ONL
Currency: USD Dollar
Phone: Fax:

☐ Use Only Assigned Catalogs
☐ Consolidate with other Reqs
☑ Price Can Be Changed on Order
☐ Defaults Inventory BU

Requisition Status
● Open
○ Pending

GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref
39000	714100	10000	T4DPT01	11100	11000		

Catalog Information Customize | Find | View All | First 1 of 1 Last

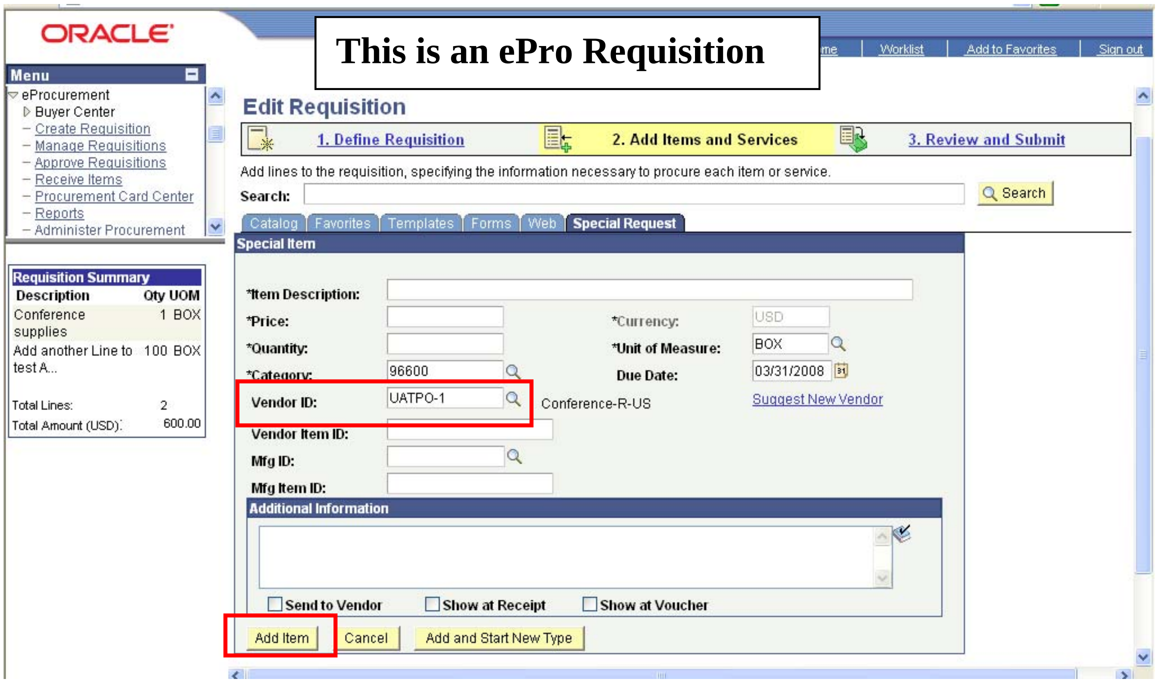
Default	*SetID	*Catalog ID	Description
☑	39000	NIGP_TREE	BOR NIGP CODE TREE

QUESTION 8: How do you add multiple vendors?

ANSWER 8:

I believe the question is that if a Requester is creating an ePro Requisition for several items that will be sourced to other vendors, how do I annotate which vendor I wish to use on a specific requisition line?

Each line of the ePro Requisition has a field to put the Vendor ID as a suggested vendor. If more than one suggested vendor is to be noted, use the Additional Information on the line item. Understand that the Buyer or other Purchasing authorized personnel may be allowed to adjust the Vendor selected as there may be directed by contract, best buy values, etc. resulting in vendor changes.



This is an ePro Requisition

Edit Requisition

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

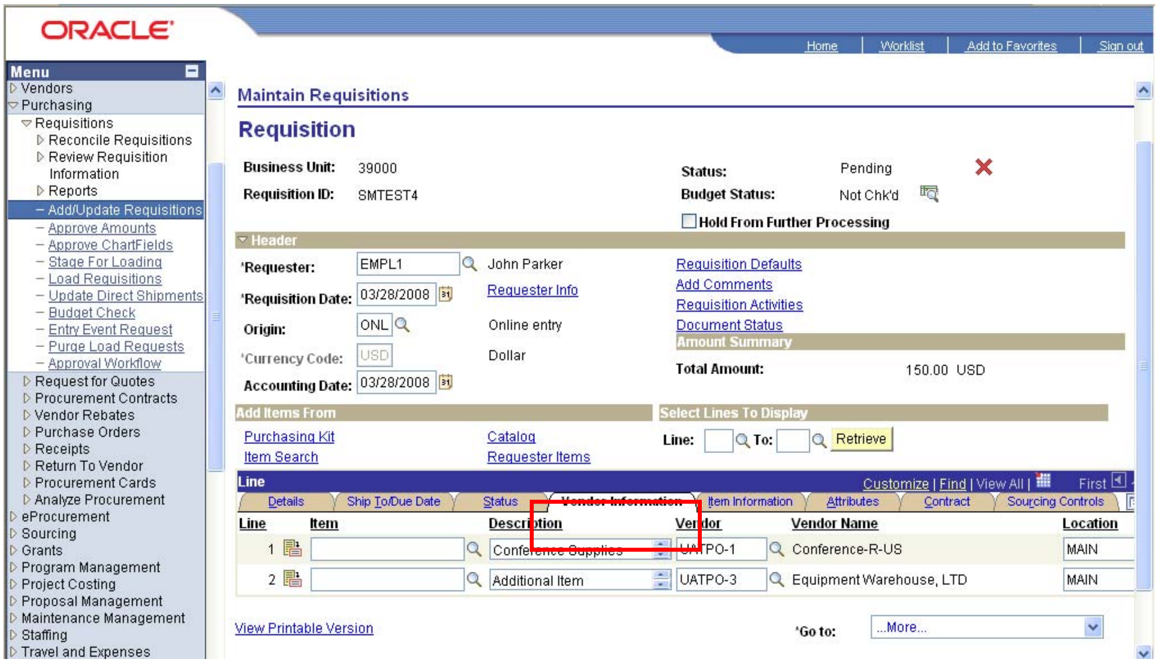
Requisition Summary

Description	Qty	UOM
Conference supplies	1	BOX
Add another Line to test A...	100	BOX
Total Lines:	2	
Total Amount (USD):	600.00	

*Item Description:
*Price:
*Quantity:
*Category: 96600
Vendor ID: UATPO-1 Conference-R-US
Vendor Item ID:
Mfg ID:
Mfg Item ID:
*Currency: USD
*Unit of Measure: BOX
Due Date: 03/31/2008

For each Line item being requested, the Vendor ID can be different. In our example, the Vendor ID has been defaulted from Section **1.Define Requisition** tab above.

Multiple Vendor selection on a Traditional Requisitions is on the Vendor Information tab of the Requisition Line.



Business Unit: 39000
Requisition ID: SMTEST4
Status: Pending
Budget Status: Not Chk'd
☐ Hold From Further Processing

*Requester: EMPL1 John Parker
*Requisition Date: 03/28/2008
Origin: ONL Online entry
*Currency Code: USD Dollar
Accounting Date: 03/28/2008
Total Amount: 150.00 USD

Line: To:

Line	Item	Description	Vendor	Vendor Name	Location
1		Conference Supplies	UATPO-1	Conference-R-US	MAIN
2		Additional Item	UATPO-3	Equipment Warehouse, LTD	MAIN

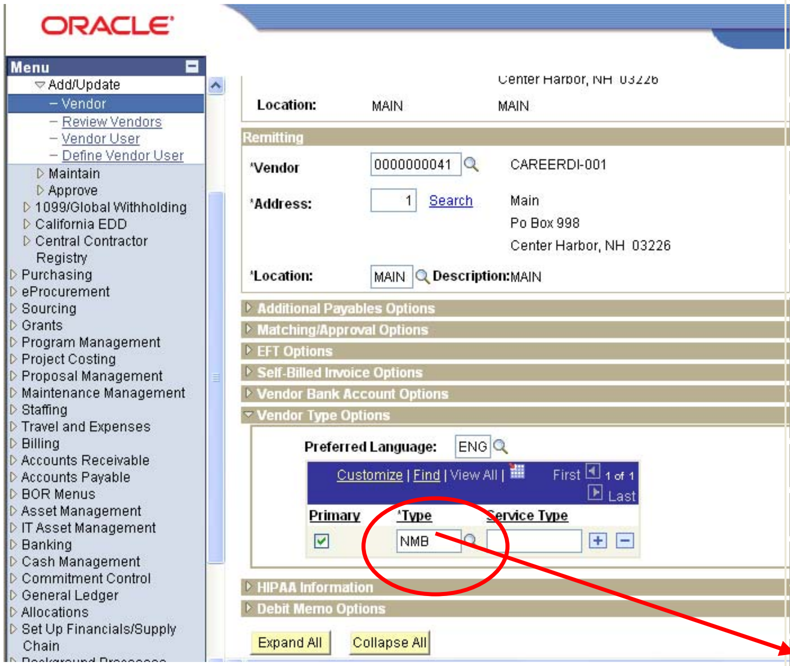
*Go to:

Navigation: Purchasing> Requisitions> Add/Update Requisitions> Create the Requisition and on the Vendor Information tab of the Requisition Line items Suggested Vendors can be selected.

QUESTION 9: Where is the Small business field identified on the vendor record?

ANSWER 9:

The Vendor Type can be used to identify small businesses by specific types/categories. List of Types noted at right. The SMB is for Small Business.



Center Harbor, NH 03226

Location: MAIN MAIN

*Vendor 0000000041 CAREERDI-001

*Address: 1 Search Main
Po Box 998
Center Harbor, NH 03226

*Location: MAIN Description: MAIN

Preferred Language: ENG

Primary	*Type	Service Type
☑	NMB	

AAF	African American Female
AAM	African American Male
ADV	Advertising
ASF	Asian American Female
ASM	Asian American Male
CNS	Consultant
CNT	Contractor
EMP	Employee
ENT	Entertainment
FEM	Female - Owned
GVT	Government Agency
HF	Hispanic Female
HM	Hispanic Male
NAF	Native American Female
NAM	Native American Male
NMB	Non-Minority Business
NRA	Non-Resident Alien
PIF	Pacific Islander Female
PIM	Pacific Islander Male
PR	Public Relations
RET	Retiree
SMB	Small Business
STU	Student
TRN	Transportation
TRV	Travel Related Services
UNK	Unknown

Note SMB for Small Business designation

QUESTION 10: Will vendor information be covered in AP training?

ANSWER 10:

We realize that Vendors are used by multiple modules and it will be necessary for accounts payable users to have training (SUT- Super User Training and other UPK referenced information) on vendor information specifically as it relates to AP functionality.

The vendor information for AP may include but are not limited to 1099, EFT, Direct Deposit vendors and their related banking information. Additional addresses including Remit To/Payee information will be updated through Account Payable business processes. If there are specific vendor issues that you would like to discuss, please contact the Help Desk for further information.

QUESTION 11: Are TINS required for single pay vendors?

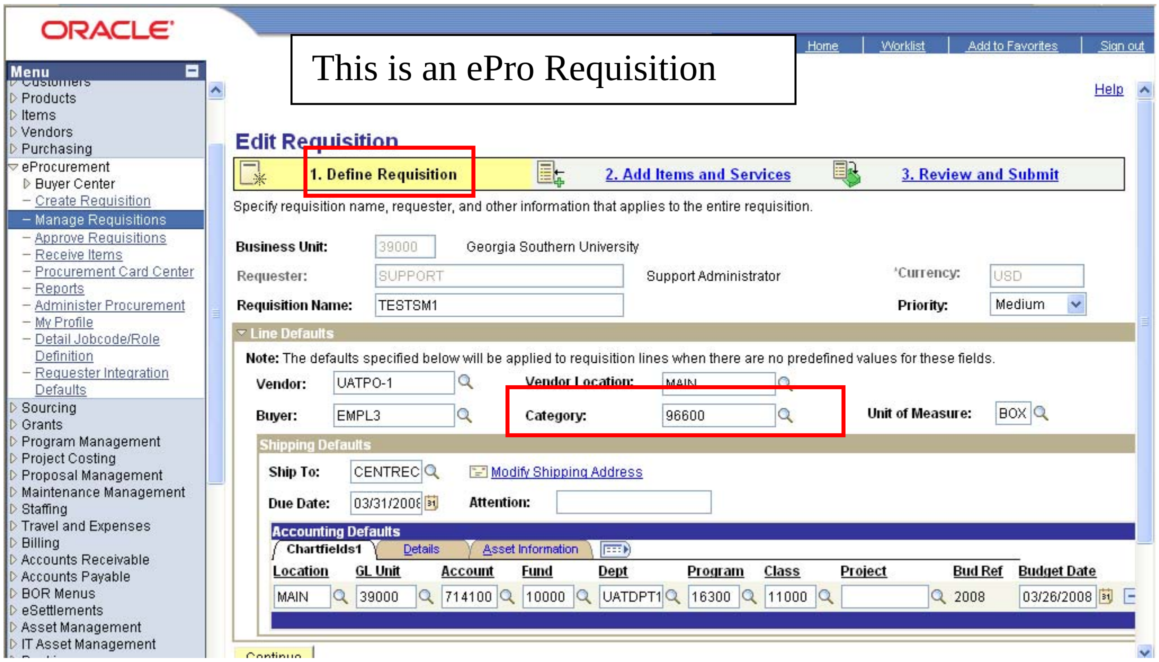
ANSWER 11:

No, because Single Pay Vendors are not regular vendors, which means they are for one time uses that doesn't require all vendor information to be captured nor maintained in the vendor records. The Tax Identification Number is considered very pertinent information for the recording of 1099s and the need for detailed transaction history. Thus, the Single Payment Vendor is not an option for 1099 vendors needing to be created.

QUESTION 12: Category Code required on requisition?

ANSWER 12:

Yes, category code is required on all procurement transactions. However, a default value can be established in the Requisition defaults and as necessary these can be adjusted by a buyer or another in Purchasing (as needed).



This is an ePro Requisition

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: 39000 Georgia Southern University
Requester: SUPPORT Support Administrator
*Currency: USD
Requisition Name: TESTSM1
Priority: Medium

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: UATPO-1
Vendor Location: MAIN
Buyer: EMPL3
Category: 96600
Unit of Measure: BOX

Ship To: CENTREC
Due Date: 03/31/2008
Attention:

Location	GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref	Budget Date
MAIN	39000	714100	10000	UATDPT1	16300	11000		2008	03/26/2008

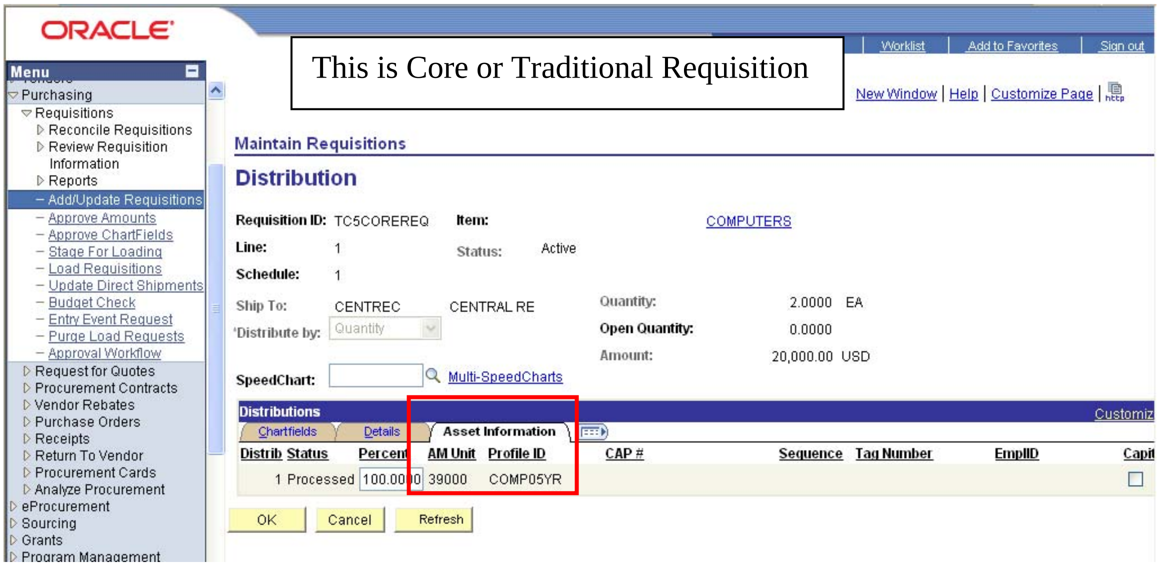
By establishing the requisition defaults for category (as well as other fields) subsequent lines will have a category code defaulted. As well, line adjustments can be made after the requisition is sourced.

QUESTION 13: Can you order assets on a requisition?

ANSWER 13:

Yes, generally anything that currently is being ordered on a regular Purchase Order can be ordered on a traditional or ePro Requisition. However, if a purchased asset is being charged to multiple distribution lines, it is recommended to use the core or traditional requisitions rather than an ePro Requisitions. This is primarily due to intermittent errors currently being received from interfaced transactions into assets when multiple distributions are the case.

A key point to remember is that the Asset information tab, which is located on the distribution page, will require the Asset Business Unit and Asset Profile prior to saving the requisition. This information will be transferred to the purchase order when sourced from the Requisition (either Core/Traditional or eProcurement).



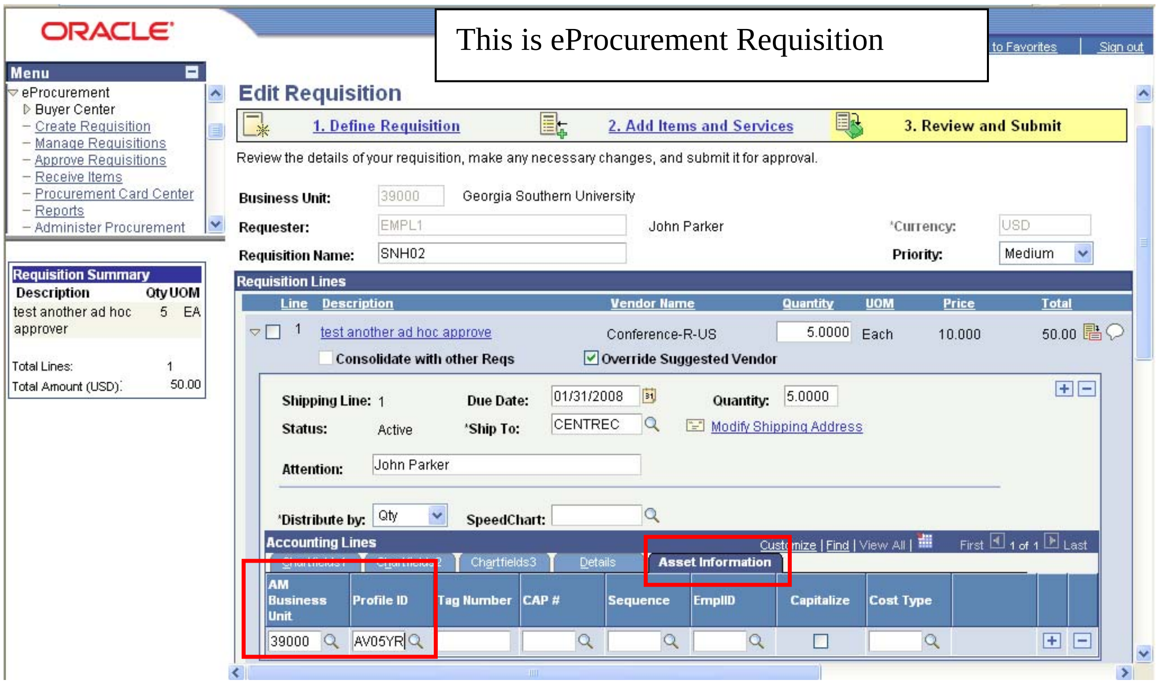
This is Core or Traditional Requisition

Maintain Requisitions

Distribution

Requisition ID: TC5COREREQ
Item: COMPUTERS
Line: 1
Status: Active
Schedule: 1
Ship To: CENTREC CENTRAL RE
Quantity: 2.0000 EA
*Distribute by: Quantity
Open Quantity: 0.0000
Amount: 20,000.00 USD
SpeedChart:

Distrib	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	EmplID	Capit
1	Processed	100.0000	39000	COMP05YR					☐



This is eProcurement Requisition

Requisition Summary

Description	Qty	UOM
test another ad hoc approver	5	EA

Total Lines: 1
Total Amount (USD): 50.00

Edit Requisition

1. Define Requisition
2. Add Items and Services
3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 39000 Georgia Southern University
Requester: EMPL1 John Parker
*Currency: USD
Requisition Name: SNH02
Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	test another ad hoc approve	Conference-R-US	5.0000	Each	10.000	50.00

☐ Consolidate with other Reqs
☑ Override Suggested Vendor

Shipping Line: 1
Due Date: 01/31/2008
Quantity: 5.0000
Status: Active
*Ship To: CENTREC
Modify Shipping Address
Attention: John Parker
*Distribute by: Qty
SpeedChart:

Accounting Lines

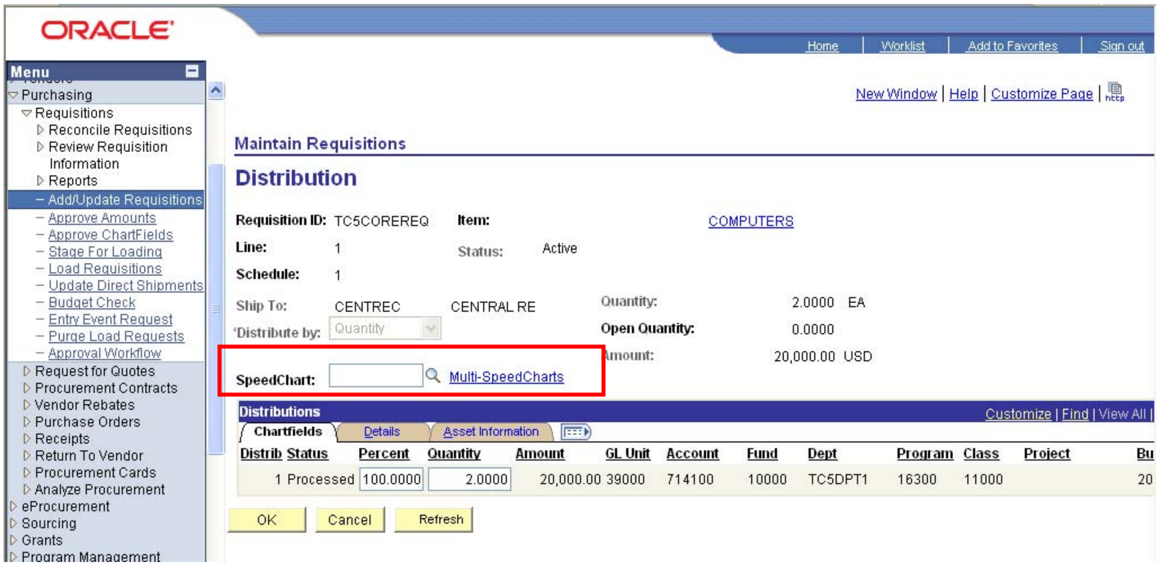
AM Business Unit	Profile ID	Tag Number	CAP #	Sequence	EmplID	Capitalize	Cost Type
39000	AV05YR					☐	

Note the Highlighted boxes: Asset Information Tab in the Accounting Lines which shows the AM BU and Asset Profile ID.

QUESTION 14: Can speed charts be used on requisitions?

ANSWER 14:

Yes. SpeedCharts reduces keystroke entry and increases efficiencies in data entry to frequently used Chartfield combinations. Additionally, **multiple speedcharts** allows for multiple accounting distributions. Any procurement transactions can use speedcharts and their multiples when creating the distribution line details. Institutions must set up speedcharts in advance of using them.



Maintain Requisitions

Distribution

Requisition ID: TC5COREREQ
Item: COMPUTERS
Line: 1
Status: Active
Schedule: 1
Ship To: CENTREC CENTRAL RE
Quantity: 2.0000 EA
*Distribute by: Quantity
Open Quantity: 0.0000
Amount: 20,000.00 USD
SpeedChart:

Distributions

Distrib	Status	Percent	Quantity	Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Bu
1	Processed	100.0000	2.0000	20,000.00	39000	714100	10000	TC5DPT1	16300	11000		20

Multiple SpeedCharts by Quantity distribution is shown below:

Multiple SpeedCharts

Requisition ID: SECREQCOPY
Item: Security Test PO.020.920
Line: 1
Status: Active
Distribute by: Quantity
Req Qty: 10.0000
Schedule: 1
Remaining Quantity:

SpeedCharts Process Option
○ Append ● Overwrite

SpeedChart Selections

	*SpeedChart	Quantity to Distribute
1	90A25	5.0000
2	95204	1.0000
3	10055	4.0000

In REQ ID = SECREQCOPY, the distribution is split over 3 different speedcharts and at various quantities balancing to the Req Qty =10.00.

QUESTION 15: Excel spreadsheet for approvals.

ANSWER 15:

Not sure we understand this question. Can this user please clarify the question? Thanks.

QUESTION 16: Workflow – re approve at line or header if changed.

ANSWER 16:

Generally, most changes being made to the Line or Schedule/Distribution of the Purchase Order (or Requisition) will require re-approval. This is because any change to the quantity, price and its affected extended price will reset the amounts being ordered and charged. As well, if the changes are made to the chartfield distribution, approvals are reset as well. Furthermore, in both examples, the budget checking process is required to run again for changes in amounts to the chartfield string.

Only changes to the Buyer and their defaults would not need re-approval or running budget checking processes again. However, changes to the Header record of the Req/PO will be recorded for history. Re-approving or budget checking processes will not be needed for changes made to the header of a Req or PO.

QUESTION 17: Email address origination

ANSWER 17:

Not sure if this question is relative to how are emails applied to vendors or users, etc. So I'll try to answer them in several ways in case the question applies.

User specific email addresses:
Email addresses can be established at the System Profile level within one's User Security. The email address must be established in order for the workflow notifications via email to function properly. If an email address does not exist in the user's profile or if an incorrect email address exists, email notifications for requests of transaction approvals will be erroneously functional for routing and emails. The Security Administrator must update this information as it exists on the User's Profile as a link. A secondary page exists for this information but is not being used today.

Vendor specific email addresses in order to Dispatch POs via vendor's email address:
On the Vendor Address page (tab) towards the bottom of the page there is an Email ID field that can be populated for the use of POs being dispatched via email address. This address will remain in the vendor's record and can be used whenever Email is selected as the dispatch option. Also, if POs are being singularly dispatched on the PO page, you can specify Email as the Method prior to executing the Dispatch push button and a subsequent page will pop up requesting the specific email address. This method is a one-time execution only.

QUESTION 18: On the requestor – what is the difference between location and ship to?

ANSWER 18:

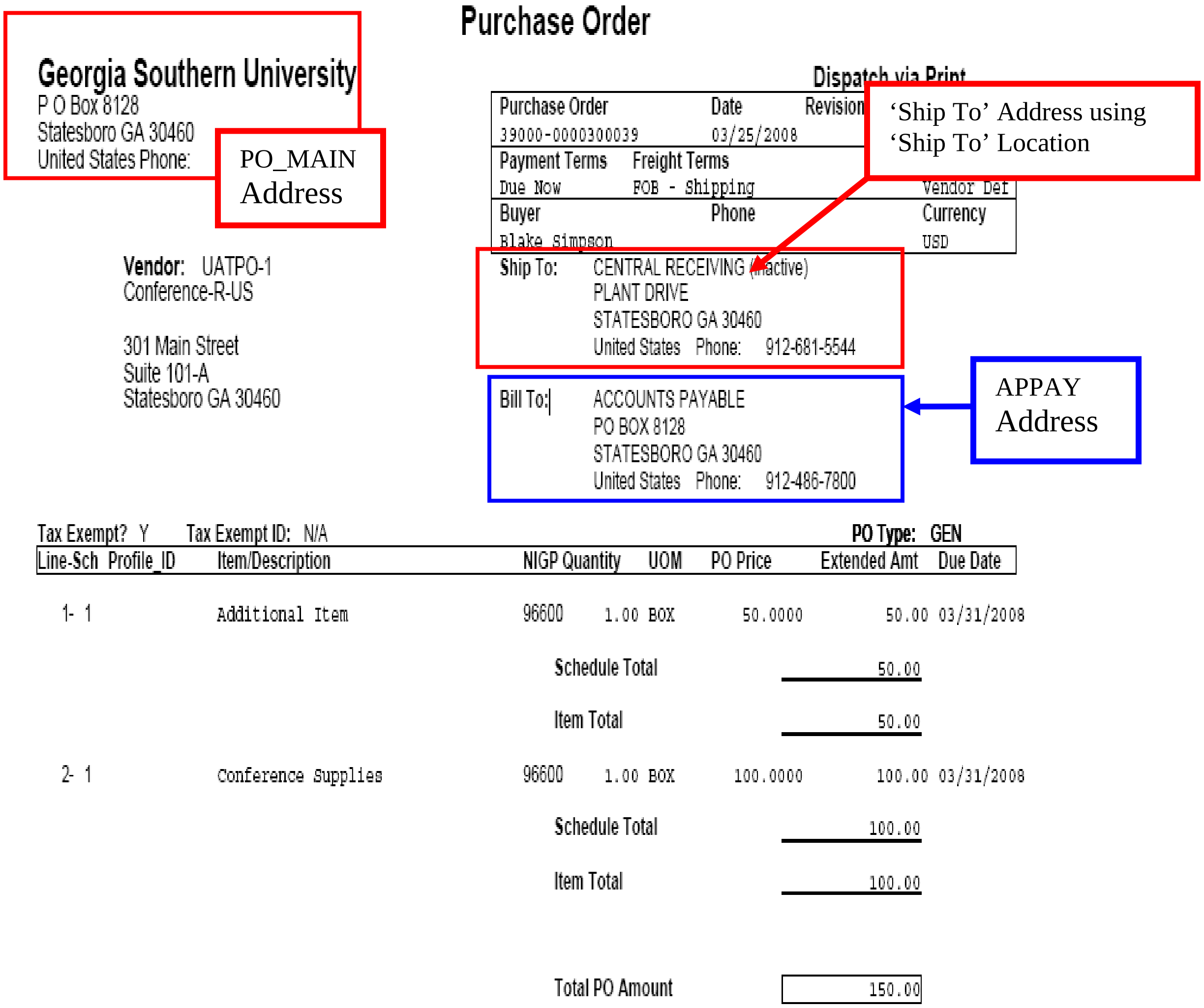
Location is used by all modules within the PeopleSoft Financial Application and has a slightly different definition for the various module uses. A location code can be a branch office, billing office, shipping office, placement of asset, etc.

More specifically in Purchasing and eProcurement, the Location code is typically defined as the physical location of the Purchasing business unit. The system uses the location code to derive the organization address that printed on the Purchase Orders that are dispatched to the vendor. Thus, **PO_MAIN** has been established for all 8.9 Purchasing BUs regardless of the school. Each school will update the PO_MAIN location code as validation procedures for the 8.9 deployment activities.

Similarly, a ‘Ship To’ Location is typically used by procure to pay transactions to identify where purchased goods are to be delivered (either directly to the requester or central receiving area or warehouse, etc.). Most users find it difficult to distinguish between which locations. Our Examples 1 and 2 below show a Dispatched PO with various locations. In Example #1, all lines in the PO are being shipped to the same location code (CENTREC). In Example #2, each location identified on the PO Line(s) has its own location code and addresses are placed accordingly at the line level of the PO. This should be a similar functionality currently in 7.5.

(See Examples below)

Example #1:
All lines go to a common ‘Ship To’ Location specified in the PO Header



Purchase Order

Georgia Southern University
P O Box 8128
Statesboro GA 30460
United States Phone:

PO_MAIN Address

Dispatch via Print

Purchase Order		Date	Revision
39000-0000300039		03/25/2008	
Payment Terms	Freight Terms		
Due Now	FOB - Shipping		Vendor Def
Buyer		Phone	Currency
Blake Simpson			USD

‘Ship To’ Address using ‘Ship To’ Location

Vendor: UATPO-1
Conference-R-US

301 Main Street
Suite 101-A
Statesboro GA 30460

Ship To: CENTRAL RECEIVING (Inactive)
PLANT DRIVE
STATESBORO GA 30460
United States Phone: 912-681-5544

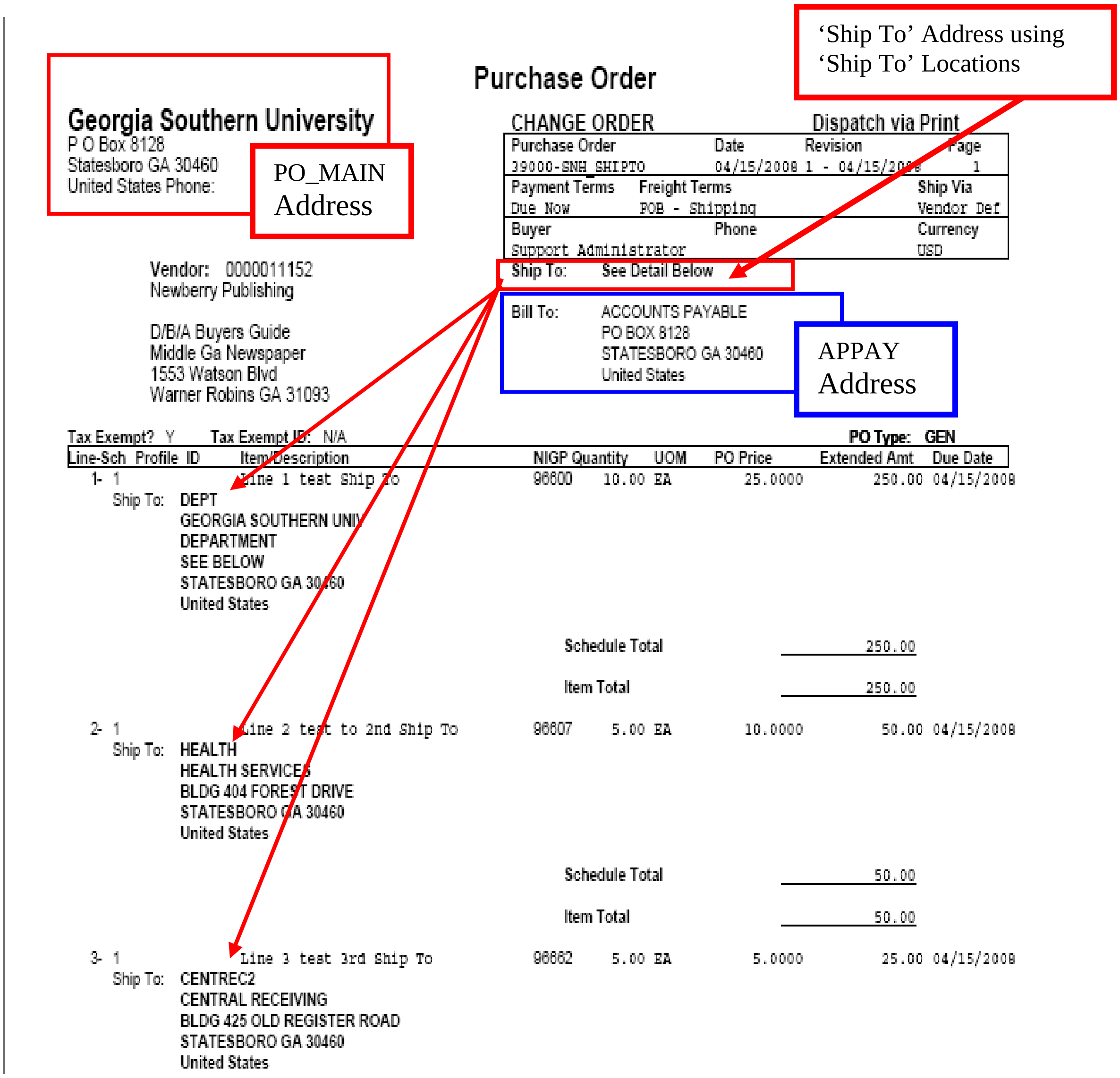
Bill To: ACCOUNTS PAYABLE
PO BOX 8128
STATESBORO GA 30460
United States Phone: 912-486-7800

APPAY Address

Tax Exempt? Y Tax Exempt ID: N/A **PO Type:** GEN

Line-Sch	Profile_ID	Item/Description	NIGP	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1		Additional Item	96600	1.00	BOX	50.0000	50.00	03/31/2008
		Schedule Total					50.00	
		Item Total					50.00	
2- 1		Conference Supplies	96600	1.00	BOX	100.0000	100.00	03/31/2008
		Schedule Total					100.00	
		Item Total					100.00	
		Total PO Amount					150.00	

Example #2:
Each PO Line has separate ‘Ship To’ Locations



‘Ship To’ Address using ‘Ship To’ Locations

PO_MAIN Address

APPAY Address

Georgia Southern University
P O Box 8128
Statesboro GA 30460
United States Phone:

Purchase Order

CHANGE ORDER

Dispatch via Print

Purchase Order	Date	Revision	Page
39000-SNH_SHIPTO	04/15/2008	1 - 04/15/2008	1

Payment Terms	Freight Terms	Ship Via
Due Now	FOB - Shipping	Vendor Def

Buyer	Phone	Currency
Support Administrator		USD

Ship To: See Detail Below

Bill To: ACCOUNTS PAYABLE
PO BOX 8128
STATESBORO GA 30460
United States

Vendor: 0000011152
Newberry Publishing

D/B/A Buyers Guide
Middle Ga Newspaper
1553 Watson Blvd
Warner Robins GA 31093

Tax Exempt? Y Tax Exempt ID: N/A PO Type: GEN

Line-Sch	Profile ID	Item/Description	NIGP	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1		Line 1 test Ship To	96600	10.00	EA	25.0000	250.00	04/15/2008

Ship To: DEPT
GEORGIA SOUTHERN UNIV
DEPARTMENT
SEE BELOW
STATESBORO GA 30460
United States

Schedule Total 250.00

Item Total 250.00

Line-Sch	Profile ID	Item/Description	NIGP	Quantity	UOM	PO Price	Extended Amt	Due Date
2- 1		Line 2 test to 2nd Ship To	96607	5.00	EA	10.0000	50.00	04/15/2008

Ship To: HEALTH
HEALTH SERVICES
BLDG 404 FOREST DRIVE
STATESBORO GA 30460
United States

Schedule Total 50.00

Item Total 50.00

Line-Sch	Profile ID	Item/Description	NIGP	Quantity	UOM	PO Price	Extended Amt	Due Date
3- 1		Line 3 test 3rd Ship To	96662	5.00	EA	5.0000	25.00	04/15/2008

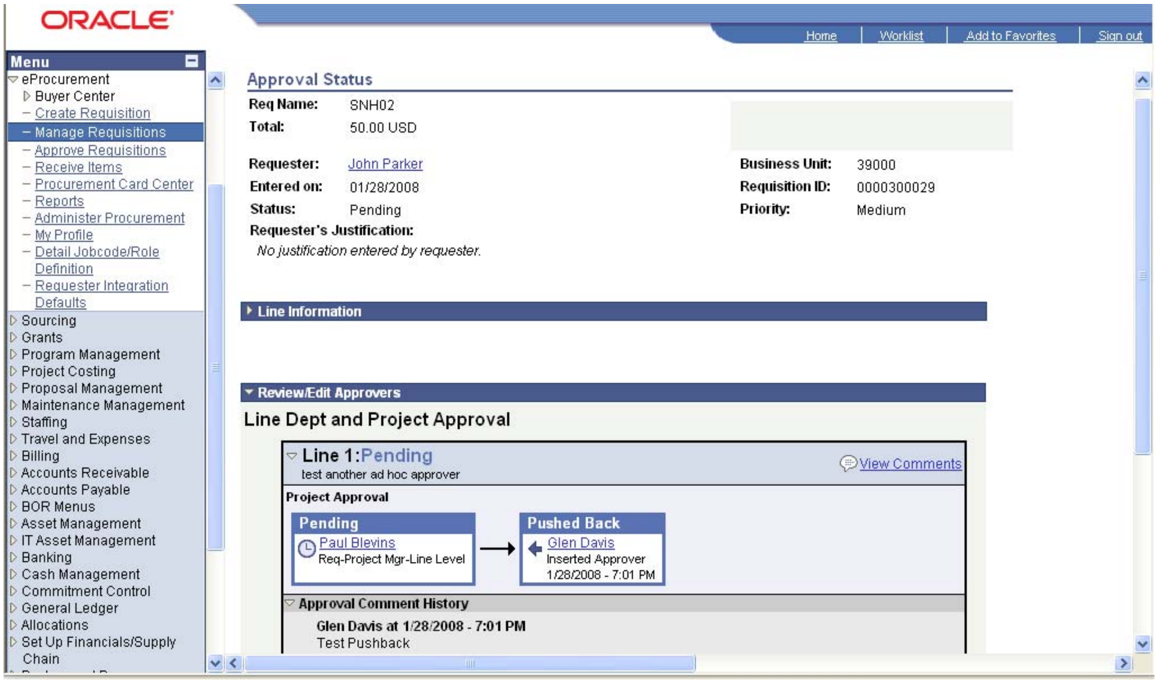
Ship To: CENTREC2
CENTRAL RECEIVING
BLDG 425 OLD REGISTER ROAD
STATESBORO GA 30460
United States

QUESTION 19: What is pushback button on approve requisition?

ANSWER 19:

Pushback is a workflow term used when a subsequent approver who has been added to review/approve (by inserting an Ad Hoc Approver) returns the requisition back to a previous approver in the workflow cycle. This is typically due to questions or possible rejection of the requisition or need for additional information in order to approve the requisition.

The example below shows Paul Blevins had originally approved this Req only to have Glen Davis return for additional information. The pushback action results in the initial approver to re-approve after seeking additional information, etc.



Approval Status

Req Name: SNH02
Total: 50.00 USD

Requester: John Parker
Entered on: 01/28/2008
Status: Pending
Requester's Justification:
No justification entered by requester.

Business Unit: 39000
Requisition ID: 0000300029
Priority: Medium

Line Dept and Project Approval

Line 1:Pending
test another ad hoc approver

Project Approval

Pending
Paul Blevins
Req-Project Mgr-Line Level

Pushed Back
Glen Davis
Inserted Approver
1/28/2008 - 7:01 PM

Approval Comment History

Glen Davis at 1/28/2008 - 7:01 PM
Test Pushback

QUESTION 20: Who budget checks?

ANSWER 20:

Who currently budget checks for the 7.5 system? See Answer to Question #23 below. The individual(s) who currently runs/executes budget checking in 7.5 would normally handle this responsibility. Your institution will need to access how the overall business process flows of transactions within your school will allow the current individual(s) to handle this within the 8.9 application. However, a nightly batch process is being established to pick up all procurement transactions that need to be budget checked as a fail-safe measure.

QUESTION 21: Does the requester have to enter the price?

ANSWER 21:

Yes, the Requester must input a price of $1.00 at least when establishing a requisition. We realize that at the time of creating the ePro Requisition, the Requester may not know the actual price of the item being purchased. However, they should know the estimated price/cost. This is the recommended price that should be input in to the requisitions. The requester must have a value even if the item is 1.00 dollars. When the budget is checked on a one dollar requisition, only a $1.00 pre-encumbrance amount will be created. Note: We do not recommend zero dollar amount Requisition as this may imply that the good being purchased is free— certain brochures, caps for purchased bottles, etc.

If this is a problem within the institution’s business process, then the institution would need a close estimate of the price must be entered on the requisition.

QUESTION 22: Can the buyer override the comments that go to the vendor?

ANSWER 22:

Yes, Buyer is significant on the PO, so any comments that were annotated on the requisition and asked to be forwarded to the vendor will show up in the PO. However, the buyer can override any comments prior to dispatching the purchase order.

QUESTION 23: Buyer doesn't budget check every procurement transaction. If error in budget checks, who corrects?

ANSWER 23:

Our intent is to not change your current business process from that which is handled today in 7.5. UAT exercises were established in order to handle specific processes like budget checking in a uniform fashion. This was to strictly test the execution of the budget checking process for procurement transactions. Various roles have been created for specific processes and can be assigned to the user (or users) who currently handle running budget checking process as well as to the individual(s) correcting budget errors. Each institution needs to evaluate how the business processes for 8.9 can (or cannot) work for their current flow of activities.

See Question 20 above for similar question

QUESTION 24: Multiple signatures on PO’s.

ANSWER 24:

Short answer is that PeopleSoft does not support more than one electronic signature on a PO.

See the full answer to Question 33 below electronic signatures on PO.

QUESTION 25: Will Winfax be supported or 3rd party software?

ANSWER 25:

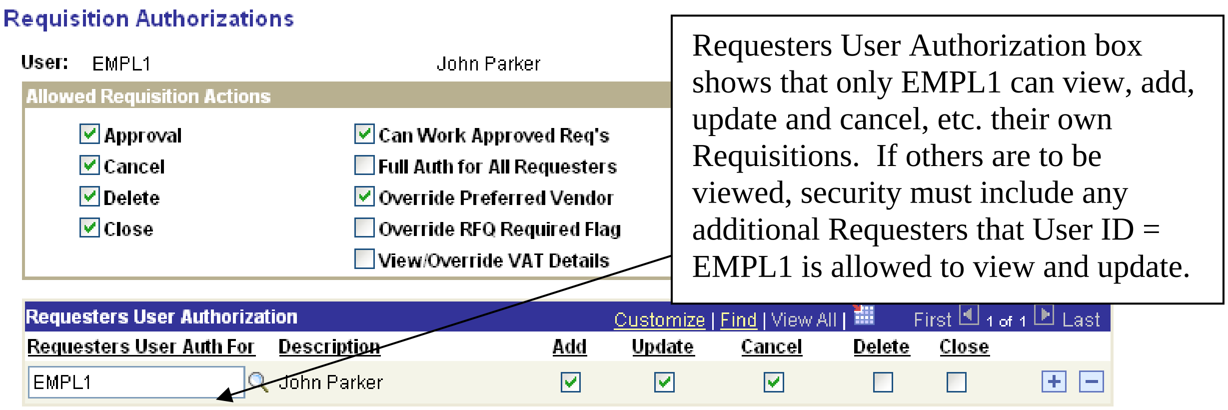
Please refer to the GAFIRST website below for specifics to the technical and other infrastructure questions, as this will contain the most up-to-date information.

http://www.usg.edu/gafirst/fin/project/v8/news/

QUESTION 26: Can Requisition viewing be restricted to the requester – row level security?

ANSWER 26:

The Requester can only view requisitions which they have created based on the User’s Preferences established specifically on the Requisition Authorization link found beyond the Procurement link. This is handled as a part of application security when assigning roles, etc. to a user through their User ID.



Requisition Authorizations

User: EMPL1 John Parker

Allowed Requisition Actions

☑ Approval
☑ Cancel
☑ Delete
☑ Close
☑ Can Work Approved Req's
☐ Full Auth for All Requesters
☑ Override Preferred Vendor
☐ Override RFQ Required Flag
☐ View/Override VAT Details

Requesters User Authorization

Requesters User Auth For	Description	Add	Update	Cancel	Delete	Close
EMPL1	John Parker	☑	☑	☑	☐	☐

Requesters User Authorization box shows that only EMPL1 can view, add, update and cancel, etc. their own Requisitions. If others are to be viewed, security must include any additional Requesters that User ID = EMPL1 is allowed to view and update.

QUESTION 27: How do we manage change orders to PO’s with requisitions?

ANSWER 27:

The Requisition is just an initial request for orders by requesters. Purchasing may still make necessary adjustments to the requisition (price, vendor, etc.,) to accommodate after-the-fact needs initiated by the requester. The Purchasing and eProcurement modules allow change orders to be performed to either procurement transactions (requisitions or purchase orders) to provide flexible functionality. Change Order History is maintained on both Requisitions and POs. Institutions’ may choose to only allow PO Change Orders to control the requesters Requisition versus the changes that were required after the initial PO was Dispatched. Thus, based on the institutions own business process and needs, a change can be solely applied to POs only, if so desired.

Since the Requisition is not part of the matching process, there is no direct match between the Requisition and the PO. However, since budget checking process validates the chartfield and dollar amounts being both pre-encumbered (Reqs) and encumbered (POs), the management of funds is being maintained in the commitment control ledgers. Reviewing the Budget Activity Logs or running the necessary budget reports will ensure the matching of budgeted funds between the Req, PO as well as other procurement-related transactions (vouchers, etc.).

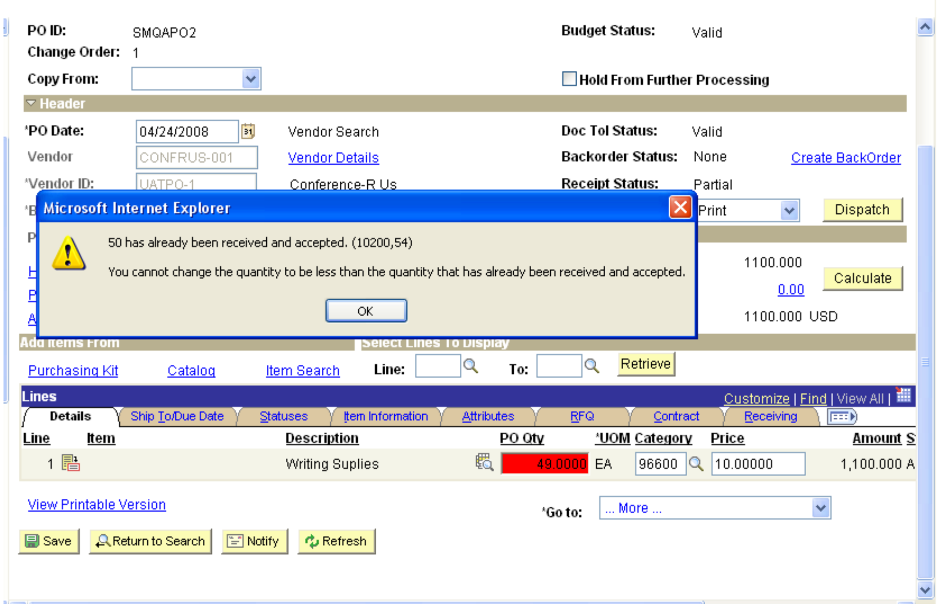
Otherwise, if an institution necessitates that their Requisitions must match POs, then they may wish to require that the change order be initiated with the Requisition and not the PO. Of course, we would recommend that Purchasing personnel still handle any change orders on requisitions. The Security roles continue to be used to limit access and only allow change orders to be processed by a limit (few) user and well as the type of change order transactions allowable in their system.

QUESTION 28: Will you be able to change a PO line that has been partially paid?

ANSWER 28:

Yes, a PO Change Order can be done to adjust amounts as long as they are greater than the partially received or paid line amounts. So if the original PO line was for 100 items at $10.00 each and the receipt was for qty= 100, a change order can be created for amounts greater than 100, say 110 items. The additional 10 item @$10.00 will be a change order to the existing PO line. The PO will then need to be re-approved and budget checking process will be re-initiated.

The converse is true, that you cannot create a PO change Order for amounts less than what has already been paid by the voucher. Thus, in this example, if 50 items were paid from the original 100 items, you cannot change the existing PO for less than 50 items. If you do, an error message indicating that 50 (items) has already been received and accepted will result. See error message below.



PO ID: SMQAPO2
Change Order: 1
Copy From:
Budget Status: Valid
☐ Hold From Further Processing

*PO Date: 04/24/2008
Vendor: CONFRUS-001
*Vendor ID: UATPO-1 Conference-R Us
Doc Tol Status: Valid
Backorder Status: None
Receipt Status: Partial

1100.000
0.00
1100.000 USD

Microsoft Internet Explorer

50 has already been received and accepted. (10200,54)

You cannot change the quantity to be less than the quantity that has already been received and accepted.

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount
1		Writing Suplies	49.0000	EA	96600	10.00000	1,100.000

*Go to: ... More ...

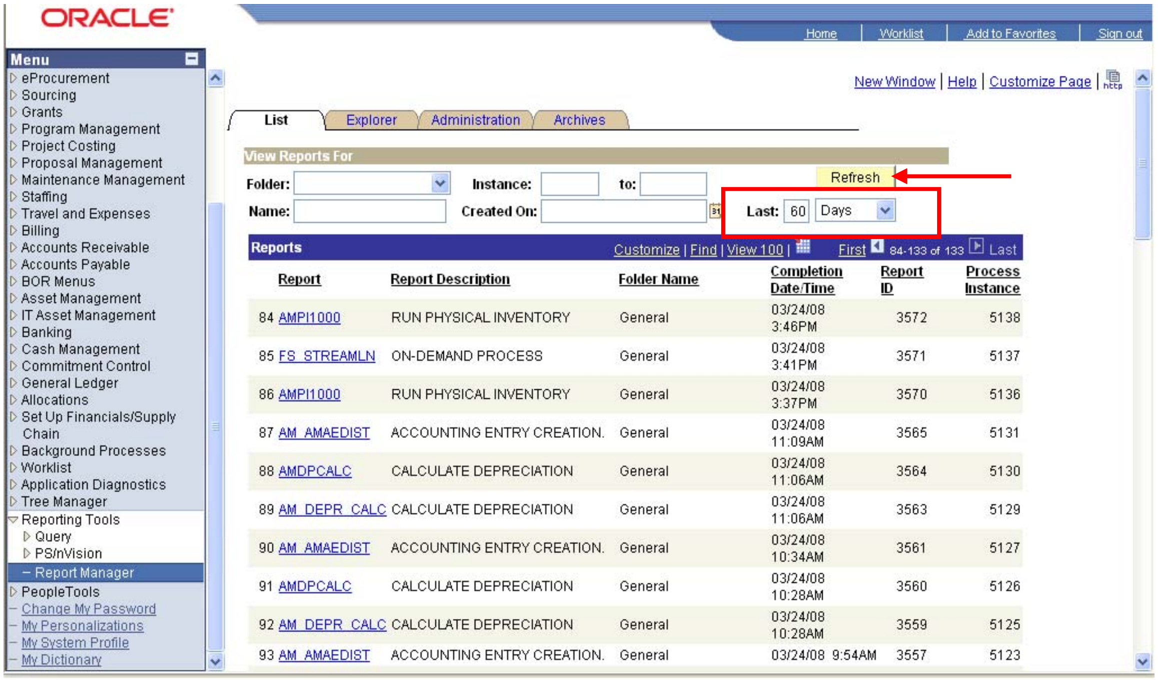
<u>QUESTION 29:</u> When does the 60 days in report manager begin?

<u>ANSWER 29:</u>

Most reports are stored for 60 days in the Report repository (Report Manager). **The 60 days begin from the date that the report is created. This date is usually the run control date.**

If you look at the Report Manager you will see various reports that are run under your own USERID. The storing of the reports is based on the UserID who ran the report. Adjust the Last: 60 Days (field can be adjusted to narrow your day options) and then Click on Refresh push button to update the reports list for readability.

If you wish to save the report beyond the 60 day limitation, you may locate the date and report ID and save to your own directory path.



Folder:

Instance: to:

Name:

Created On:

Last: 60 Days

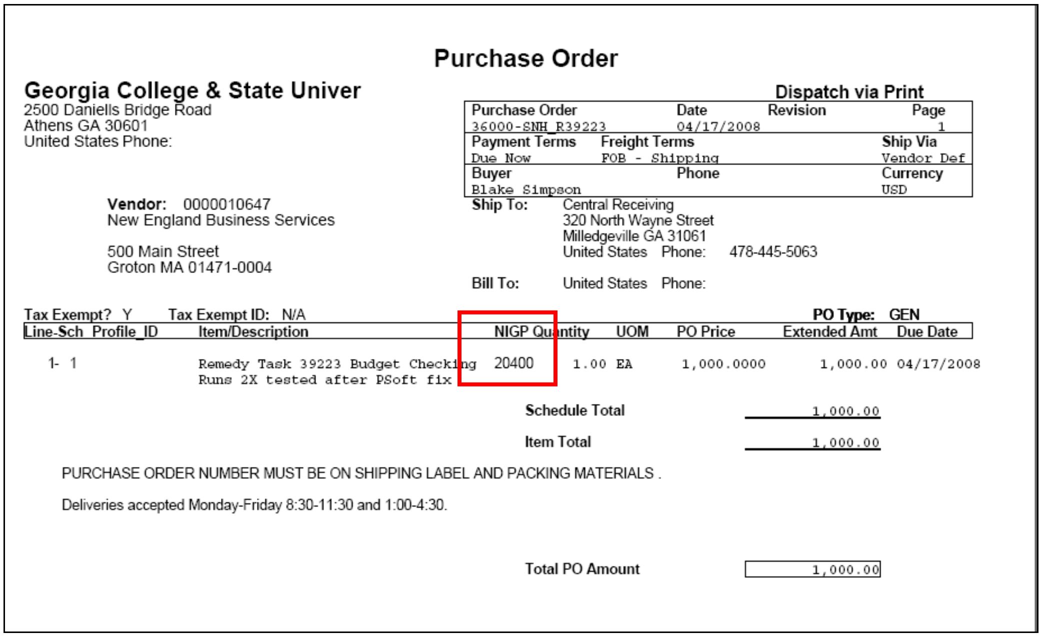
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
84 AMPI1000	RUN PHYSICAL INVENTORY	General	03/24/08 3:46PM	3572	5138
85 FS_STREAMLN	ON-DEMAND PROCESS	General	03/24/08 3:41PM	3571	5137
86 AMPI1000	RUN PHYSICAL INVENTORY	General	03/24/08 3:37PM	3570	5136
87 AM_AMAEDIST	ACCOUNTING ENTRY CREATION.	General	03/24/08 11:09AM	3565	5131
88 AMDPCALC	CALCULATE DEPRECIATION	General	03/24/08 11:06AM	3564	5130
89 AM_DEPR_CALC	CALCULATE DEPRECIATION	General	03/24/08 11:06AM	3563	5129
90 AM_AMAEDIST	ACCOUNTING ENTRY CREATION.	General	03/24/08 10:34AM	3561	5127
91 AMDPCALC	CALCULATE DEPRECIATION	General	03/24/08 10:28AM	3560	5126
92 AM_DEPR_CALC	CALCULATE DEPRECIATION	General	03/24/08 10:28AM	3559	5125
93 AM_AMAEDIST	ACCOUNTING ENTRY CREATION.	General	03/24/08 9:54AM	3557	5123

QUESTION 30: What NIGP code prints on asset POs?

ANSWER 30:

The NIGP code that prints on the asset POs are based on the Category Code selected for the procurement line on the requisition or purchase order transactions. For example, if Category Code 88011 for Audio Visual Equipment are entered into a requisition or purchase order, the Dispatched PO will print the NIGP Code as 88011.

In our example below, the Category Code 20400 is for COMPUTER HARDWARE AND PERIPHER and is included in the Purchase Order dispatched to the vendor.



Purchase Order

Georgia College & State Univer
2500 Daniells Bridge Road
Athens GA 30601
United States Phone:

Dispatch via Print

Purchase Order	Date	Revision	Page
36000-SNH_R39223	04/17/2008		1
Payment Terms	**Freight Terms**		**Ship Via**
Due Now	FOB - Shipping		Vendor Def
Buyer	**Phone**		**Currency**
Blake Simpson			USD

Vendor: 0000010647
New England Business Services

500 Main Street
Groton MA 01471-0004

Ship To: Central Receiving
320 North Wayne Street
Milledgeville GA 31061
United States Phone: 478-445-5063

Bill To: United States Phone:

Tax Exempt? Y Tax Exempt ID: N/A

PO Type: GEN

Line-Sch	Profile_ID	Item/Description	NIGP	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1		Remedy Task 39223 Budget Checking Runs 2X tested after PSoft fix	20400	1.00	EA	1,000.0000	1,000.00	04/17/2008

Schedule Total 1,000.00

Item Total 1,000.00

PURCHASE ORDER NUMBER MUST BE ON SHIPPING LABEL AND PACKING MATERIALS .

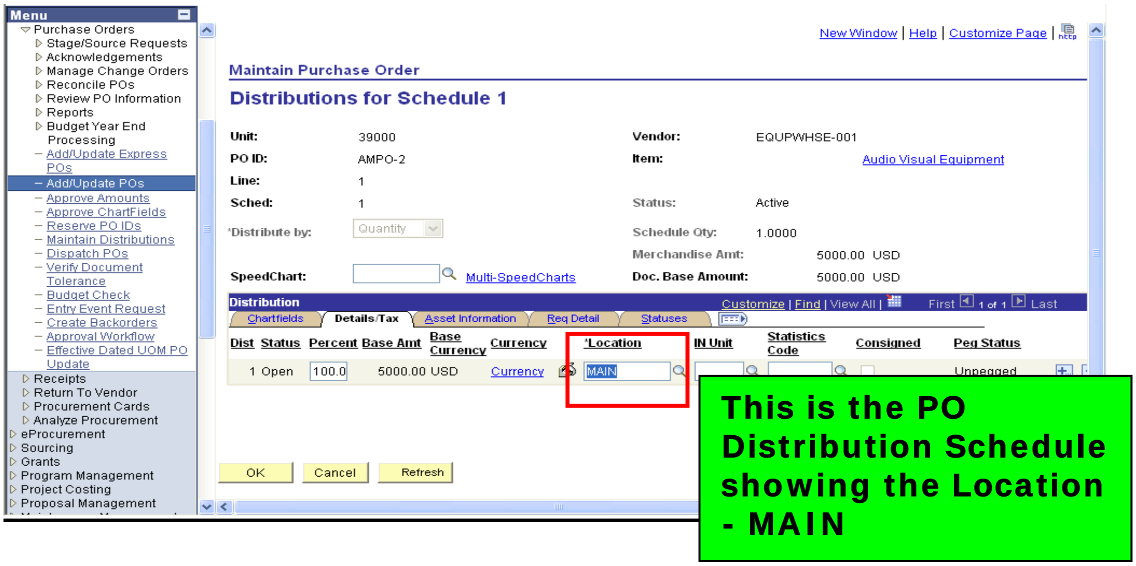
Deliveries accepted Monday-Friday 8:30-11:30 and 1:00-4:30.

Total PO Amount 1,000.00

QUESTION 31: What location gets interfaced on assets and can it be changed?

ANSWER 31:

In our example below using the 'Pre-Interface AM table', the Location of MAIN is the Location noted on the PO ID. If the Location is known at the time of ordering the Asset, the Location can be updated on the PO (see page shot below). Prior to Loading this record, the Location can be changed for the Asset record. Once the asset is created, a transfer within the asset module will be necessary.



Maintain Purchase Order

Distributions for Schedule 1

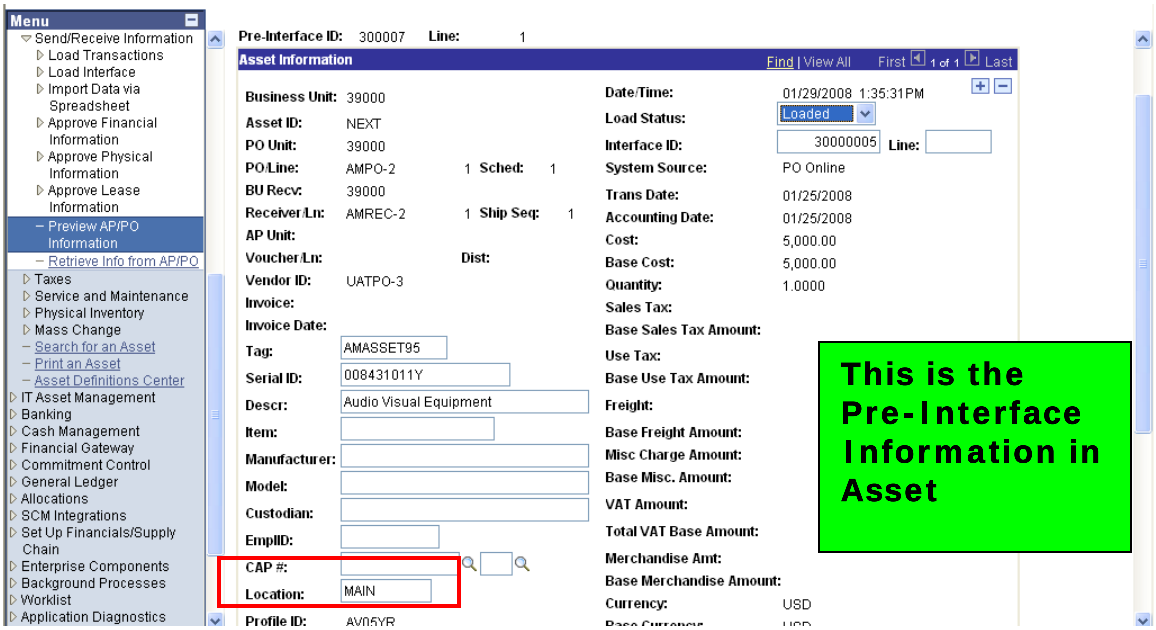
Unit: 39000
PO ID: AMPO-2
Line: 1
Sched: 1
*Distribute by: Quantity
SpeedChart: Multi-SpeedCharts
Vendor: EQUPWHSE-001
Item: Audio Visual Equipment
Status: Active
Schedule Qty: 1.0000
Merchandise Amt: 5000.00 USD
Doc. Base Amount: 5000.00 USD

Distribution

Dist	Status	Percent	Base Amt	Base Currency	Currency	*Location	IN Unit	Statistics Code	Consigned	Peg Status
1	Open	100.0	5000.00	USD	Currency	MAIN			☐	Unpegged

This is the PO Distribution Schedule showing the Location - MAIN

ANSWER 31: (Continue)



Pre-Interface ID: 300007 **Line:** 1

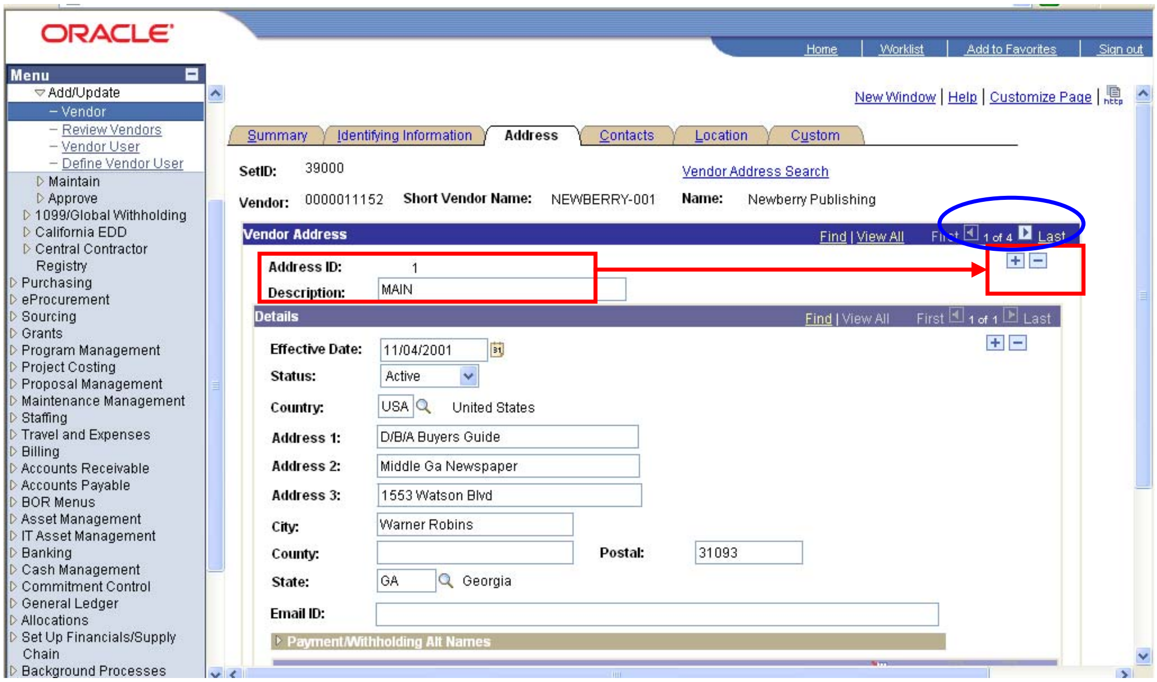
Business Unit: 39000
Asset ID: NEXT
PO Unit: 39000
PO/Line: AMPO-2 1 **Sched:** 1
BU Recv: 39000
Receiver/Ln: AMREC-2 1 **Ship Seq:** 1
AP Unit:
Voucher/Ln: **Dist:**
Vendor ID: UATPO-3
Invoice:
Invoice Date:
Tag: AMASSET95
Serial ID: 008431011Y
Descr: Audio Visual Equipment
Item:
Manufacturer:
Model:
Custodian:
EmplID:
CAP #:
Location: MAIN
Profile ID: AV05YR

Date/Time: 01/29/2008 1:35:31PM
Load Status: Loaded
Interface ID: 30000005 **Line:**
System Source: PO Online
Trans Date: 01/25/2008
Accounting Date: 01/25/2008
Cost: 5,000.00
Base Cost: 5,000.00
Quantity: 1.0000
Sales Tax:
Base Sales Tax Amount:
Use Tax:
Base Use Tax Amount:
Freight:
Base Freight Amount:
Misc Charge Amount:
Base Misc. Amount:
VAT Amount:
Total VAT Base Amount:
Merchandise Amt:
Base Merchandise Amount:
Currency: USD

This is the Pre-Interface Information in Asset

QUESTION 32: How do you add multiple addresses when adding a vendor? Is there a limit to how many you can add?

ANSWER 32:



SetID: 39000
Vendor: 0000011152
Short Vendor Name: NEWBERRY-001
Name: Newberry Publishing

Address ID: 1
Description: MAIN

Effective Date: 11/04/2001
Status: Active
Country: USA United States
Address 1: D/B/A Buyers Guide
Address 2: Middle Ga Newspaper
Address 3: 1553 Watson Blvd
City: Warner Robins
County:
Postal: 31093
State: GA Georgia
Email ID:

Using the Vendor Address page (tab) above as an example, you can insert additional addresses simply by using the plus (+) sign on the far right of the page at the Address ID level (not at the Details/ Effective Date level). As you insert additional addresses the Address ID will increment by 1. Make your Descriptions specific enough that any user selecting a vendor address will know which to select. Notice that the total number of addresses this vendor has currently is 4.

Currently, there is no limit to the number of addresses (or locations) that can be added. Suffice it to say that 99 addresses would be more than necessary. However, a manageable number of addresses should be considered only for ease of selection and use by the users.

QUESTION 33: What about the PO’s electronic signature?

ANSWER 33:

Currently, PeopleSoft Purchasing application will only support one electronic signature to the Purchase Order form. A single signature can be digitized and placed in a secured directory path with limited access for updating or maintenance as needed. Once, the signature is into a directory, the Business Unit Definition and configuration must be updated to accept the placement of this <digitized> signature onto the PO.

Although there has been some discussion of multiple signatures being digitized and stored on a secured path, a series of extenuating circumstances must be fully analyzed prior to developing this customization. At a minimum, incorporating additional signatures will require customization of the POPO005.sqr program. More complex issues will need to be explored fully; some are as follows: how will schools digitize the signatures, who will validate the signatures, who will notify and be notified of the changes required to add or remove signatures, etc.,. Additionally, maintenance and security issues surrounding storage of the signatures and their placement into the PO require more in-depth scrutiny for effective and responsible use of this feature.

Also, See Question 24 – Multiple signatures on PO

QUESTION 34: Are Requisition signatures being included?

ANSWER 34:

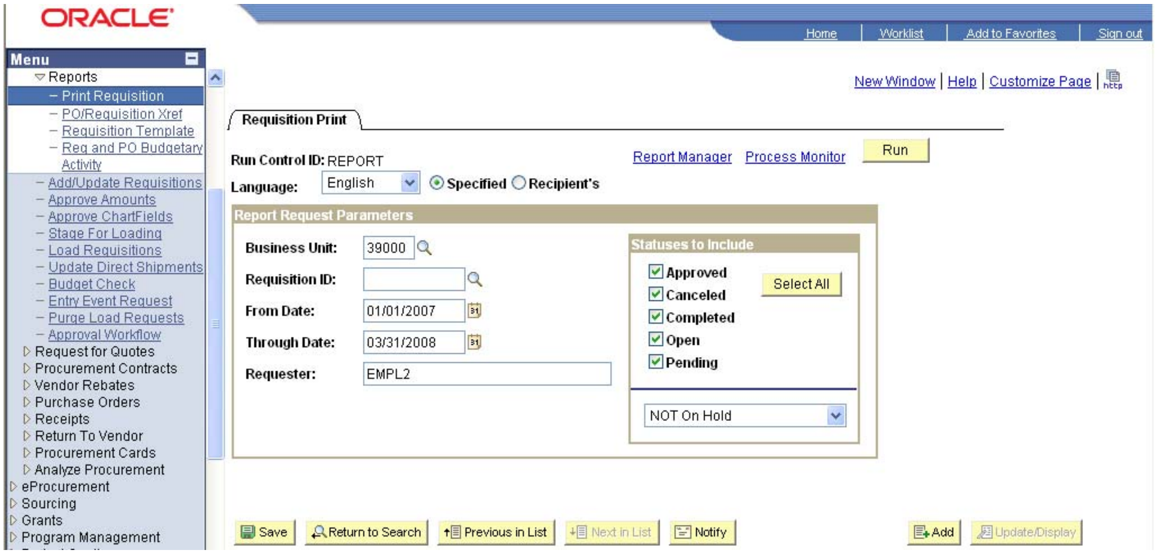
There are no plans at this time to create electronic signatures on a Requisition. It has been determined by the Accounting Institutional Committee that workflow approvals are as relevant as actual signatures.

QUESTION 34: How can one print multiple requisitions?

ANSWER 34:

The Print Requisitions link in the Requisition Report menu option (Purchasing> Requisitions> Reports>Print Requisition) is available. Report parameters would be used to select specific requests.

For example, if you wish *to print a single* Requisition, put the Requisition ID into the appropriate field. Use the From Date/Through Date ***to print multiple requisitions*** for any requester during the specified period of time. Use the Requester field along with the date parameters to print requisitions for *a specific requester*. Note that Statuses to Include are also available for selection criteria as well as any requisitions that are on Hold or not.



Run Control ID: REPORT
Language: English ● Specified ○ Recipient's

Report Request Parameters
Business Unit: 39000
Requisition ID:
From Date: 01/01/2007
Through Date: 03/31/2008
Requester: EMPL2

Statuses to Include
☑ Approved
☑ Canceled
☑ Completed
☑ Open
☑ Pending

NOT On Hold

Navigation: Purchasing> Requisitions> Reports>Print Requisition

QUESTION 35: Will item IDs be used?

ANSWER 35:

The OIIT delivered MODEL configuration will NOT use Items IDs. Instead, the Category ID based on the NIGP code is being used. All ePro Requisitions are considered special items using a free form text and the Category ID.

QUESTION 36: Will category drive buyer that a requisition goes to?

ANSWER 36:

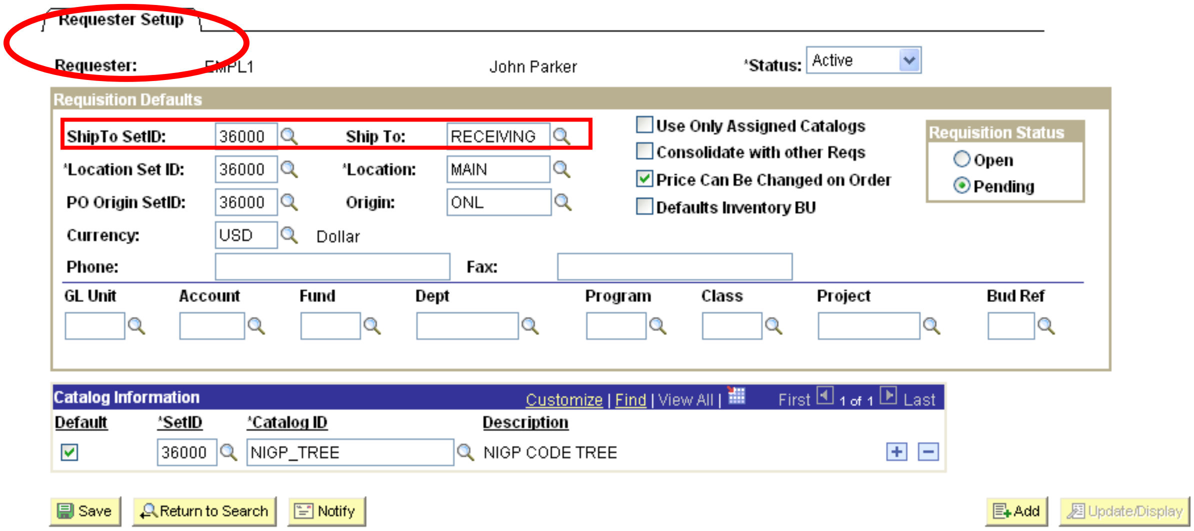
Not necessarily, but you can establish a primary buyer to a category if this is being serviced in this manner. This currently is not being delivered in the MODEL configuration. Instead, to allow for flexibility, we have assumed that several alternatives would be used as a business process for selecting Requisitions for sourcing. If an institution anticipates certain categories to be assigned to a specific buyer this information must be indicated on the Category Code.

For example, if the Requester knows who the buyer is that will process their requisitions then they can put their Buyer ID into the appropriate field on their Requisitions. If the Buyer field is blank on the Requisition, then the Purchasing department should have a process in place to identify either by vendor, department, project or some specific criteria to identify requests for purchasing and sourcing them into POs. If there are specific questions surrounding this please contact the Help Desk for additional information.

QUESTION 37: Why would a "Ship To" be blank when expediting a requisition?

ANSWER 37:

Usually, the Requisition will identify the Ship To location the requester wishes the purchased items to be delivered. Generally, it is the Requester's setup that can create default values for the requisition. If none is specified on the Requester's Setup then the User's Preferences can be used. However, if one is not input onto the requisition the PO can be created with the 'Ship To' populated with the Buyer's Ship To location during PO creation. The PO can be created through many sources including the Copying from a Contract, Purchase Order or Requisition and using the ePro Requisition Expediter. Of course, once a PO is created this ship to location can be changed as well.



Requester: EMPL1 John Parker *Status: Active

Requisition Defaults

ShipTo SetID: 36000 Ship To: RECEIVING
*Location Set ID: 36000 *Location: MAIN
PO Origin SetID: 36000 Origin: ONL
Currency: USD Dollar
Phone: Fax:

☐ Use Only Assigned Catalogs
☐ Consolidate with other Reqs
☑ Price Can Be Changed on Order
☐ Defaults Inventory BU

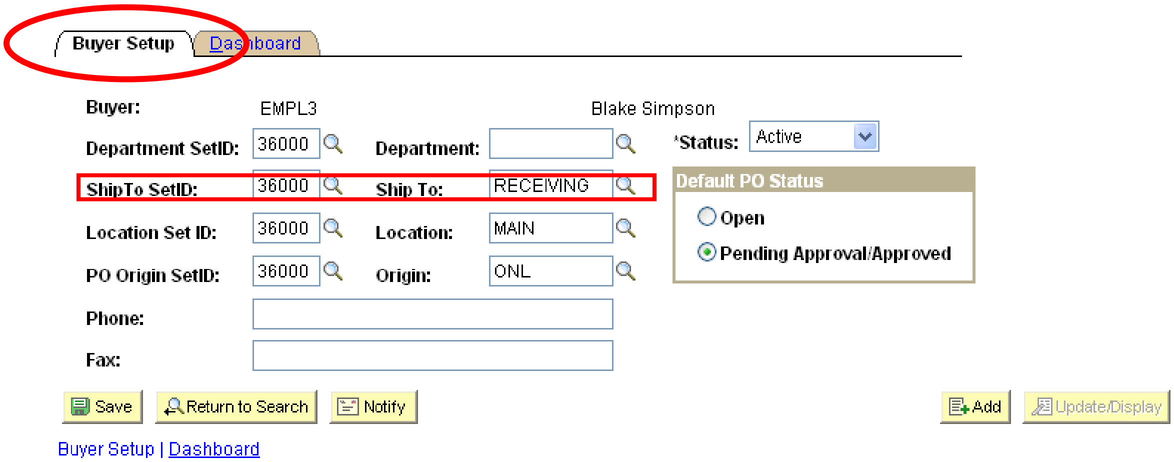
Requisition Status
○ Open
● Pending

GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref

Catalog Information

Default	*SetID	*Catalog ID	Description
☑	36000	NIGP_TREE	NIGP CODE TREE

Default for Ship To is RECEVING for Requester = EMPL1 (John Parker)



Buyer: EMPL3 Blake Simpson

Department SetID: 36000
Department:
*Status: Active

ShipTo SetID: 36000
Ship To: RECEIVING

Default PO Status
○ Open
● Pending Approval/Approved

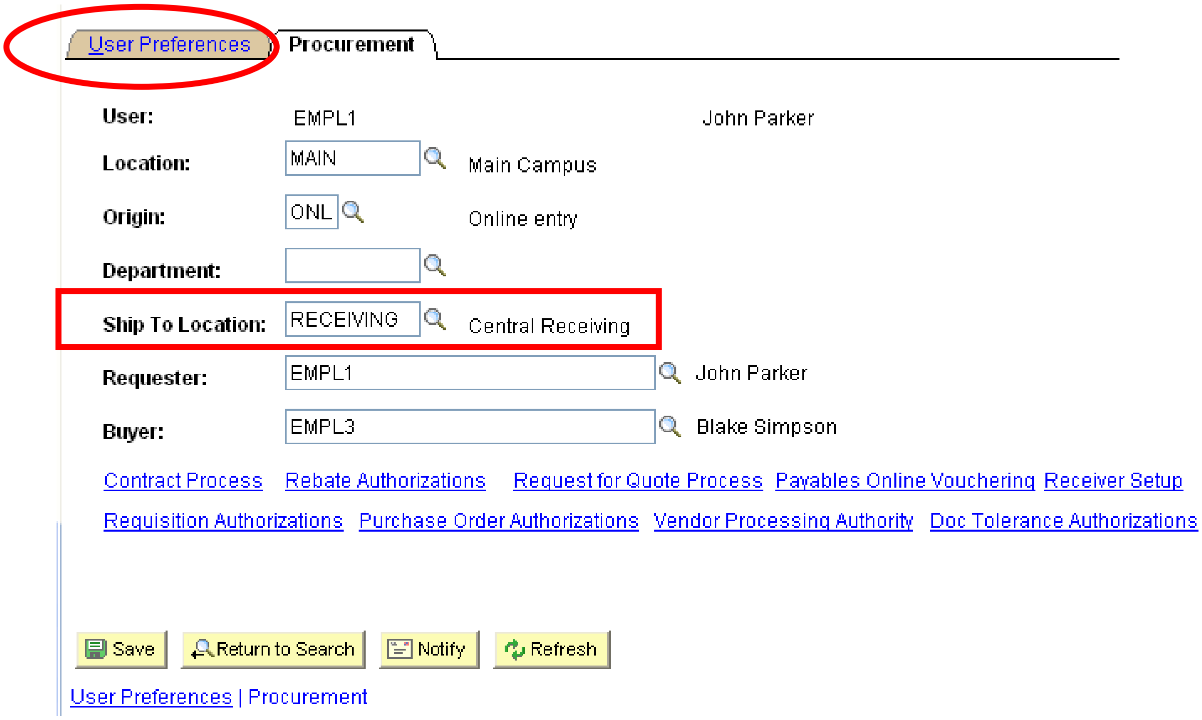
Location Set ID: 36000
Location: MAIN

PO Origin SetID: 36000
Origin: ONL

Phone:

Fax:

Default for Ship To is RECEVING for Buyer = EMPL3 (Blake Simpson)



User: EMPL1 John Parker

Location: MAIN Main Campus

Origin: ONL Online entry

Department:

Ship To Location: RECEIVING Central Receiving

Requester: EMPL1 John Parker

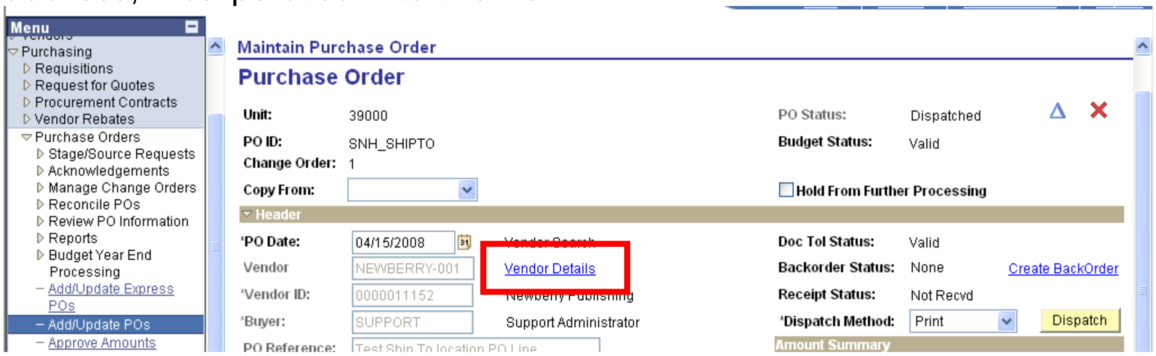
Buyer: EMPL3 Blake Simpson

Default Value from the User's Preference for EMPL1 where the Ship To Location = RECEIVING

QUESTION 38: Where do you establish/see payment terms on PO?

ANSWER 38:

When a PO is created, the vendor selected has default values including address, incorporated into the PO.

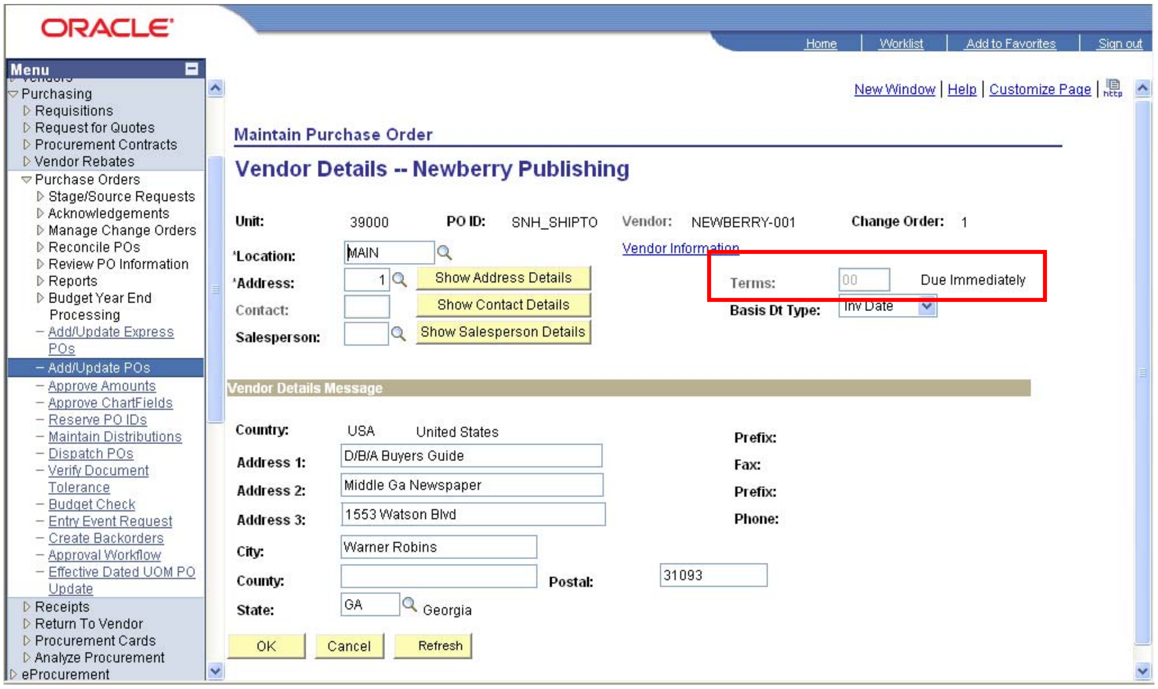


Maintain Purchase Order

Purchase Order

Unit: 39000
PO ID: SNH_SHIPTO
Change Order: 1
Copy From:
PO Status: Dispatched
Budget Status: Valid
☐ Hold From Further Processing
*PO Date: 04/15/2008
Vendor: NEWBERRY-001
*Vendor ID: 0000011152 Newberry Publishing
*Buyer: SUPPORT Support Administrator
PO Reference: Test Ship To location PO Line
Doc Tol Status: Valid
Backorder Status: None
Receipt Status: Not Recvd
*Dispatch Method: Print

Click on the Vendor Details hyperlink on the Header section of the PO page. This will take you to the Vendor Details page which has the Payment Terms defaulted from the selected vendor record.



Maintain Purchase Order

Vendor Details -- Newberry Publishing

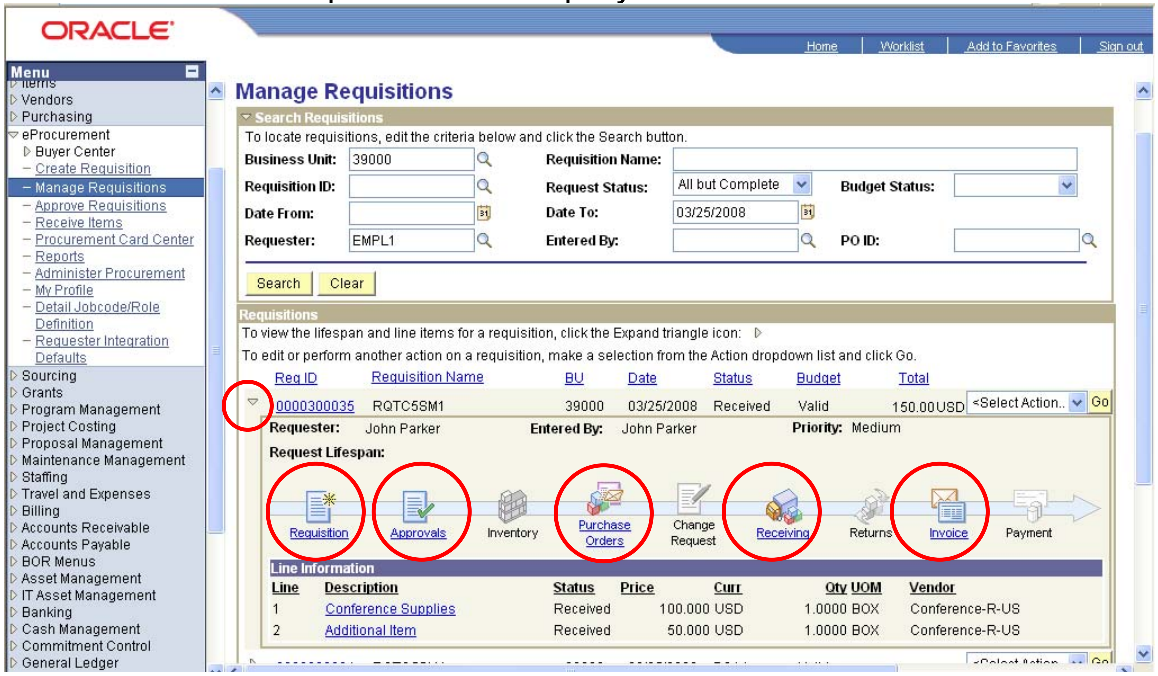
Unit: 39000
PO ID: SNH_SHIPTO
Vendor: NEWBERRY-001
Change Order: 1
*Location: MAIN
*Address: 1
Contact:
Salesperson:
Terms: 00 Due Immediately
Basis Dt Type: Inv Date
Country: USA United States
Address 1: D/B/A Buyers Guide
Address 2: Middle Ga Newspaper
Address 3: 1553 Watson Blvd
City: Warner Robins
County:
Postal: 31093
State: GA Georgia
Prefix:
Fax:
Prefix:
Phone:

QUESTION 39: When we dispatch a PO, will email notification be sent to the requester (one who creates an ePro requisition)?

ANSWER 39:

No, instead, the Requester will be able to navigate to Manage Requisitions menu option to view their Requisition status. Click the Expand triangle icon to view the lifespan and line item on the requisition.

In the example below, Requisition ID = 0000300035 has had a Purchase Order Dispatched, Goods have been Received and an Invoice has been processed. Payment remains outstanding. Furthermore, clicking onto any of the links such as Approvals to review who approved the requisition, Purchase Order link will open another window to view the purchase in inquiry mode.



Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: 39000
Requisition Name:
Requisition ID:
Request Status: All but Complete
Budget Status:
Date From:
Date To: 03/25/2008
Requester: EMPL1
Entered By:
PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▷

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total
0000300035	RQTC5SM1	39000	03/25/2008	Received	Valid	150.00USD

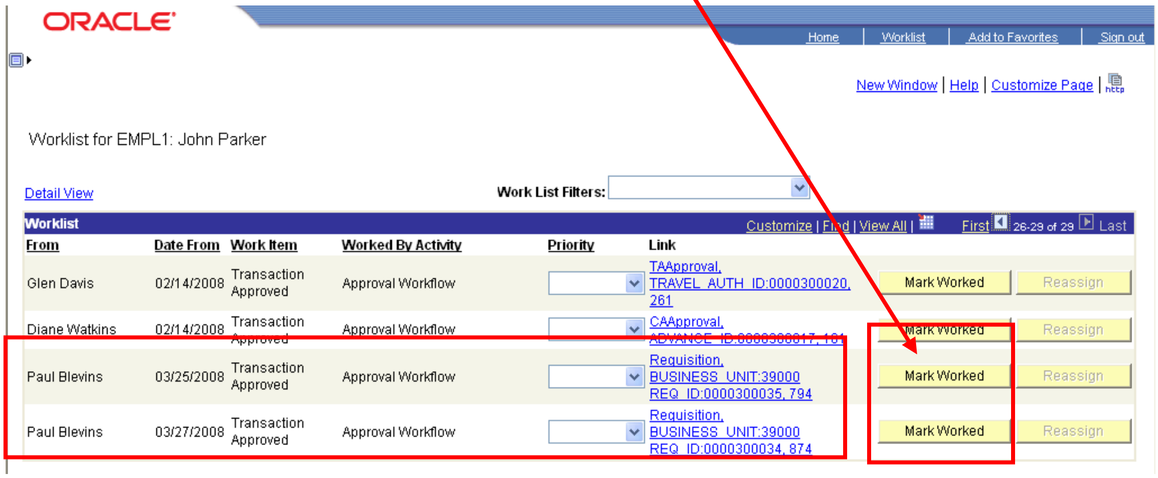
Requester: John Parker
Entered By: John Parker
Priority: Medium

Request Lifespan:

Line Information

Line	Description	Status	Price	Curr	Qty UOM	Vendor
1	Conference Supplies	Received	100.000	USD	1.0000 BOX	Conference-R-US
2	Additional Item	Received	50.000	USD	1.0000 BOX	Conference-R-US

Note: Only when the ePro Requisition is approved will the requester be notified by email or via the worklist of their requisition having been approved. As well, the worklist will identify specific ePro Requisitions that have been approved. To remove the notification from the worklist, simply push the Mark Worked push button to clean up your worklist.

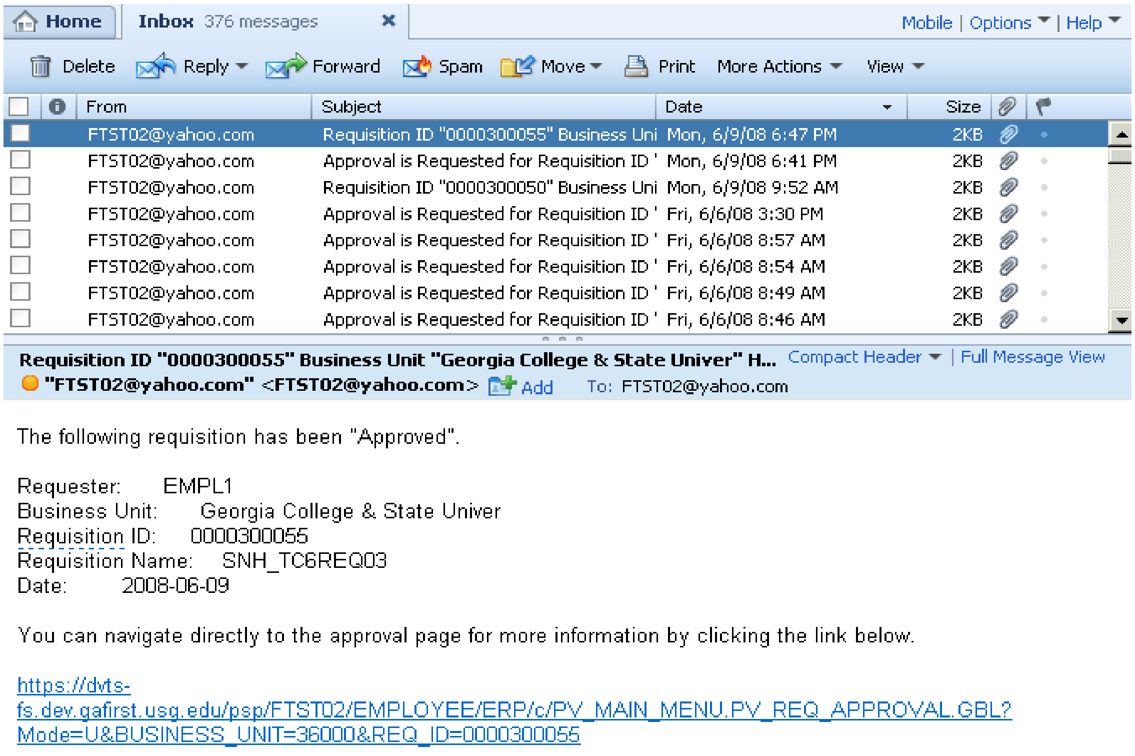


Worklist for EMPL1: John Parker

Worklist

From	Date From	Work Item	Worked By Activity	Priority	Link		
Glen Davis	02/14/2008	Transaction Approved	Approval Workflow		TAApproval, TRAVEL_AUTH_ID:0000300020, 261	Mark Worked	Reassign
Diane Watkins	02/14/2008	Transaction Approved	Approval Workflow		CAApproval, ADVANCE_ID:[illegible]	Mark Worked	Reassign
Paul Blevins	03/25/2008	Transaction Approved	Approval Workflow		Requisition, BUSINESS_UNIT:39000 REQ_ID:0000300035, 794	Mark Worked	Reassign
Paul Blevins	03/27/2008	Transaction Approved	Approval Workflow		Requisition, BUSINESS_UNIT:39000 REQ_ID:0000300034, 874	Mark Worked	Reassign

This is the notification on Requester's worklist



☐	From	Subject	Date	Size
☐	FTST02@yahoo.com	Requisition ID "0000300055" Business Uni	Mon, 6/9/08 6:47 PM	2KB
☐	FTST02@yahoo.com	Approval is Requested for Requisition ID '	Mon, 6/9/08 6:41 PM	2KB
☐	FTST02@yahoo.com	Requisition ID "0000300050" Business Uni	Mon, 6/9/08 9:52 AM	2KB
☐	FTST02@yahoo.com	Approval is Requested for Requisition ID '	Fri, 6/6/08 3:30 PM	2KB
☐	FTST02@yahoo.com	Approval is Requested for Requisition ID '	Fri, 6/6/08 8:57 AM	2KB
☐	FTST02@yahoo.com	Approval is Requested for Requisition ID '	Fri, 6/6/08 8:54 AM	2KB
☐	FTST02@yahoo.com	Approval is Requested for Requisition ID '	Fri, 6/6/08 8:49 AM	2KB
☐	FTST02@yahoo.com	Approval is Requested for Requisition ID '	Fri, 6/6/08 8:46 AM	2KB

Requisition ID "0000300055" Business Unit "Georgia College & State Univer" H...
"FTST02@yahoo.com" <FTST02@yahoo.com> To: FTST02@yahoo.com

The following requisition has been "Approved".

Requester: EMPL1
Business Unit: Georgia College & State Univer
Requisition ID: 0000300055
Requisition Name: SNH_TC6REQ03
Date: 2008-06-09

You can navigate directly to the approval page for more information by clicking the link below.

https://dvts-fs.dev.gafirst.usg.edu/psp/FTST02/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_APPROVAL.GBL?Mode=U&BUSINESS_UNIT=36000&REQ_ID=0000300055

Email notification will be sent to the Requester when the Requisition has been approved.

QUESTION 40: Can you partially receive a PO line?

ANSWER 40:

Yes, you can partially receive any PO line. This functionality will allow each shipment or receiving to be processed by a PO Voucher as invoices are received.

Additionally, if matching is incorporated, applied rules will keep track of the total receipts and invoices being processed against the associated purchase order. This three-way matching rule set will trigger exceptions if the total receipts against total purchase order quantity or amounts do not match the PO Voucher line quantity or amounts created. Only when match exceptions are cleared will the PO Voucher move to create its payment(s).

Additionally see Question 28 above.

QUESTION 41: Can you “un-receive” a line item?

ANSWER 41:

You cannot officially ‘un-receive’ a line item. But you can delete a receiver, which will make the PO line(s) available for receiving as necessary. **The caveat here** is that you must delete the receiver prior to a PO voucher being created and further processing transactions occur (payments).

QUESTION 42: How will PO's be upgraded?

ANSWER 42:

Any 7.5 PO or other procurement transactions **WILL NOT** be upgraded. Instead, as a part of cut over from 7.5 to 8.9, all Procurement transactions (Requisitions, Purchase Orders, Receivers) and any related Vouchers or Asset transactions tied to procurement transactions will need to be closed, finalized, paid, etc. In other words, ALL procurement and related transactions should be processed prior to go live or risk closure at cut over. Closing all procurement transactions will allow any encumbrances and any committed funds in the budget to be closed and cleared out prior to the new system go live. This will provide a 'clean slate' to begin 8.9 transactions and remove old issues that continue to remain in 7.5.

When institutions receive their 8.9 upgraded databases, they will be able to view their 7.5 data through special created BOR tables. Users will be provided query access to ALL 7.5 procurement transactions into the BOR tables that mirror many of the existing procurement tables (PO_HDR, PO_LINE, REQ_HDR, RECV_HDR, etc.,). These tables will be used for many purposes, one of which is to review procurement transactions that were 'in-process' and closed without issuance of payments, etc. The other purpose is to produce necessary reporting information relative to programs, grants, etc.

Furthermore, when your 8.9 database becomes available, any 7.5 outstanding amounts will require new POs to be created for only the 'outstanding' amounts needed for processing. This means, that if a PO's original amount was $10,000.00 and receivers and vouchers paid all but $1,000.00 at cut over, you will establish a new PO in 8.9 for the $1,000.00 amount only (if still applicable).

Additionally, the new 8.9 Purchase Order Numbering Schema will need to be marked with 'UPG' to denote upgraded PO and the 7.5 PO_ID that needs to be processed. For example, if at cut over the 7.5 PO ID = 0000016557, the new 8.9 PO ID becomes (or translates to) UPG16557. It is recommended that the PO Reference field, Comment fields, etc. be used to annotate that the PO is a cross over from the

7.5 database to the 8.9 upgrade. **All other new Procurement transactions in 8.9 will be auto numbered as usual.**

QUESTION 43: Are there any additional IT purchase requirements with the upgrade?

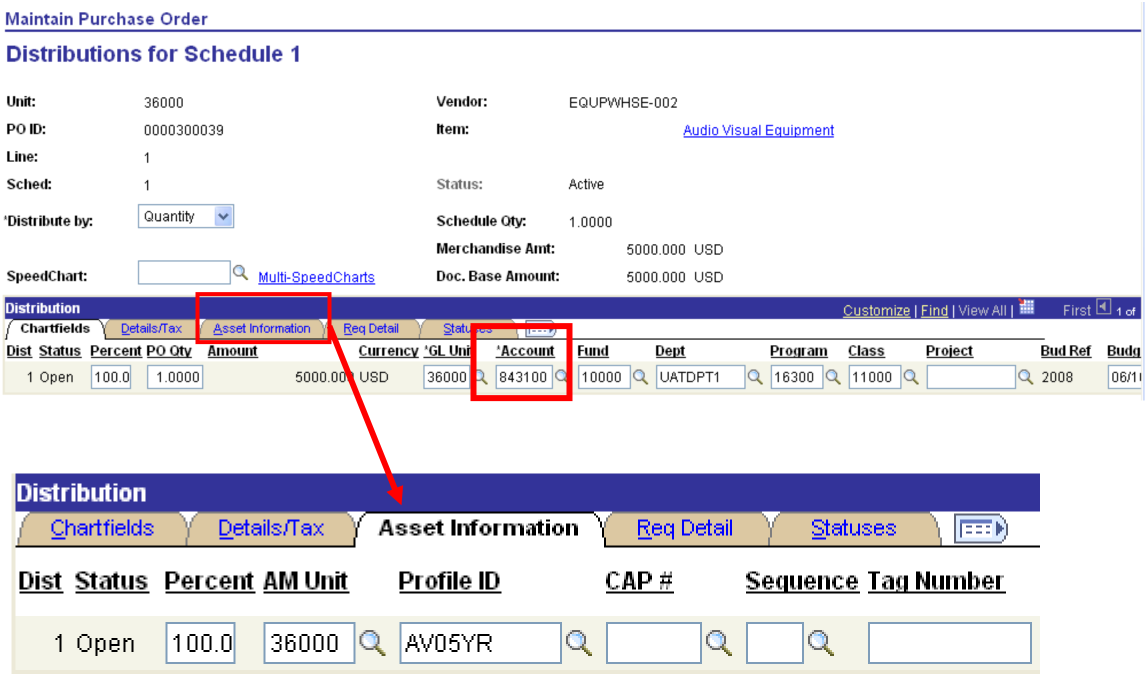
ANSWER 43:

There is a current document on the GeorgiaFirst website (http://www.usg.edu/gafirst/fin/project/v8/news/) that explains all of the necessary desktop configurations and equipment needs for compatibility with the 8.9 databases. This information has been available for sometime. However, if your institution has yet to examine the required needs, we encourage you to do so immediately. This will allow for adequate lead times for any needed purchases and setup configuration prior to go live.

QUESTION 44: Why did the warning come up on Account 843100 when we saved the AV05YR PO?

ANSWER 44:

This question was a result of activities performed during UAT for the Creation of Asset POs. In our example of the Asset PO, we entered account number **843100** on our PO distribution line**.** Additionally, we entered a Category code that mirrored the Asset Profile ID for Audio/ Visual Equipment (AV05YR) on the Asset Information (tab).



Maintain Purchase Order

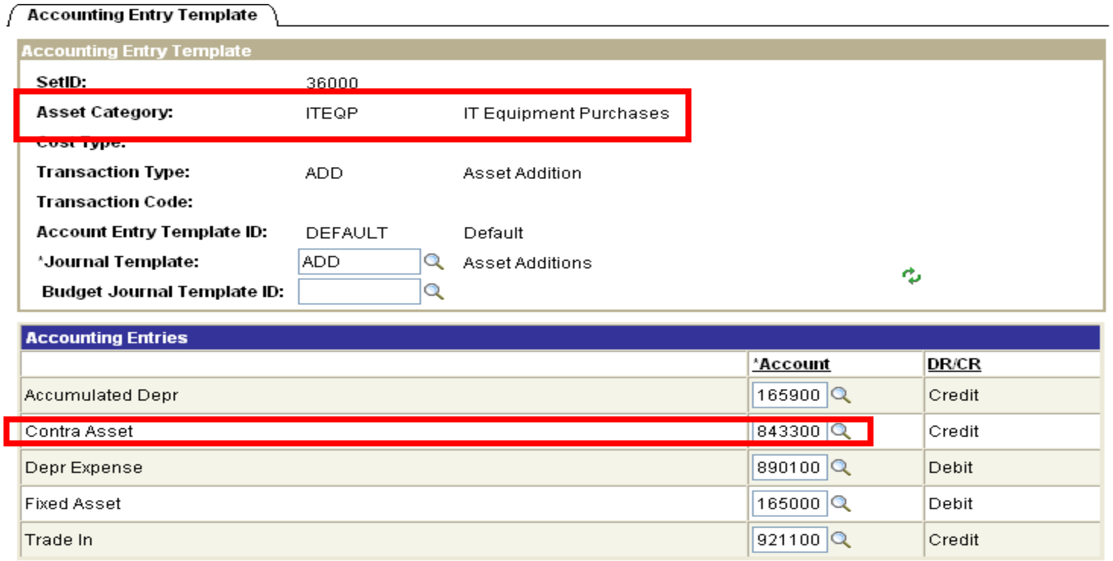
Distributions for Schedule 1

Unit:	36000	**Vendor:**	EQUPWHSE-002
PO ID:	0000300039	**Item:**	Audio Visual Equipment
Line:	1		
Sched:	1	Status:	Active
***Distribute by:**	Quantity	**Schedule Qty:**	1.0000
		Merchandise Amt:	5000.000 USD
SpeedChart:		**Doc. Base Amount:**	5000.000 USD

Dist	Status	Percent	PO Qty	Amount	Currency	*GL Uni	*Account	Fund	Dept	Program	Class	Project	Bud Ref	Budg
1	Open	100.0	1.0000	5000.00	USD	36000	843100	10000	UATDPT1	16300	11000		2008	06/1

Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number
1	Open	100.0	36000	AV05YR			

Furthermore, the Accounting Entry Template (AET) for Asset Category (ITEQP) expected the account number **843300** instead per the Contra Asset Account (see page shot below).



Accounting Entry Template

SetID: 36000
Asset Category: ITEQP IT Equipment Purchases
Cost Type:
Transaction Type: ADD Asset Addition
Transaction Code:
Account Entry Template ID: DEFAULT Default
***Journal Template:** ADD Asset Additions
Budget Journal Template ID:

Accounting Entries

	*Account	DR/CR
Accumulated Depr	165900	Credit
Contra Asset	843300	Credit
Depr Expense	890100	Debit
Fixed Asset	165000	Debit
Trade In	921100	Credit

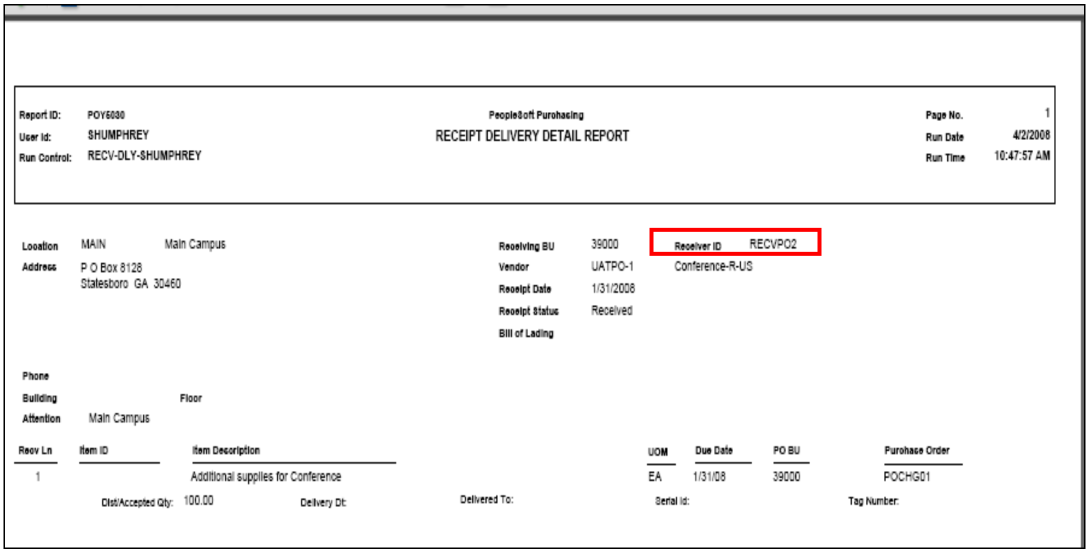
However, because our account number entered on the purchase order was 843100, a warning message appeared prior to the saving of the purchase order. This warning message is to let you know that the account number that was entered on the distribution line (843100) does not match the account number the profile expects from the AET (843300). The message is a 'warning' which allows the user to continue to save the Asset PO with the account number they wish. The user may cancel if they wish to make an adjustment to the account number prior to saving the PO.

This is why we passed the warning and continued to save the PO (Asset) for further processing.

<u>QUESTION 45:</u> Receipt delivery RPT – need follow-up.

ANSWER 45:

During UAT, the Receipt Delivery Report was being run. This was due to the REN (Remote Entry Notification) Server being down and unable to produce the report. However, we were able to run this report through an alternate navigation and shortly after via the Process Monitor or Report Manager, we were able to view this report. Below is a sample of the output for Receiver ID = RECVPO2 when report is executed.



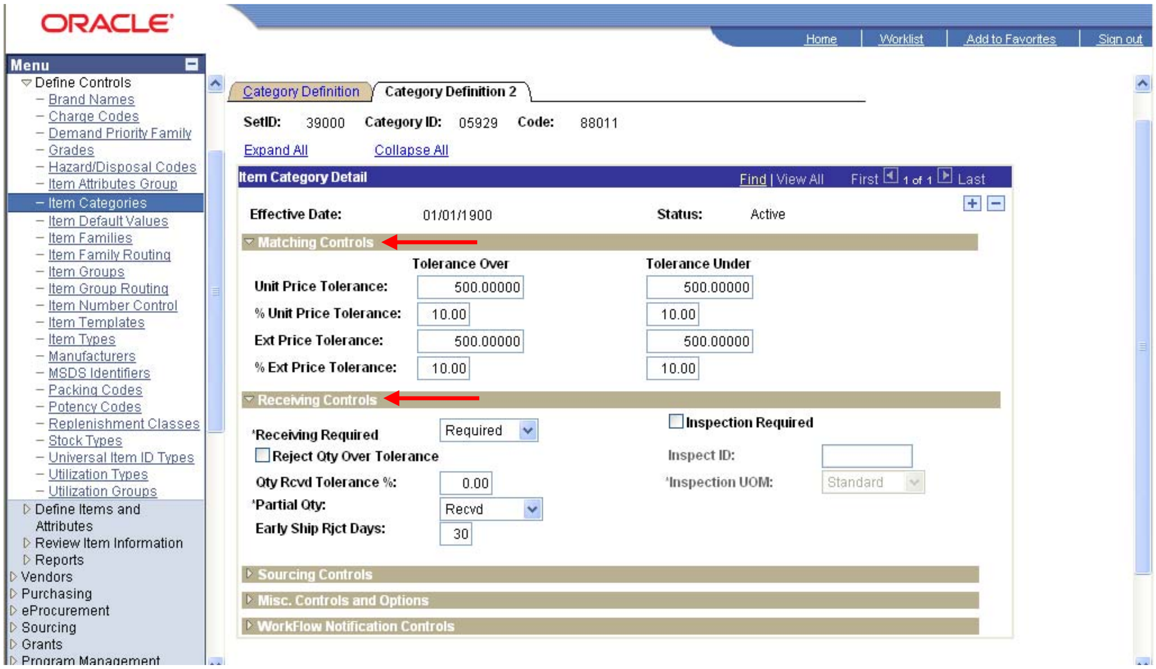
```
Report ID:    POY6030                        PeopleSoft Purchasing                         Page No.          1
User Id:      SHUMPHREY                   RECEIPT DELIVERY DETAIL REPORT                   Run Date   4/2/2008
Run Control:  RECV-DLY-SHUMPHREY                                                           Run Time 10:47:57 AM

Location   MAIN          Main Campus                 Receiving BU    39000     Receiver ID   RECVPO2
Address    P O Box 8128                              Vendor          UATPO-1   Conference-R-US
           Statesboro  GA  30460                     Receipt Date    1/31/2008
                                                     Receipt Status  Received
                                                     Bill of Lading

Phone
Building                   Floor
Attention   Main Campus

Recv Ln   Item ID     Item Description                          UOM   Due Date   PO BU    Purchase Order
   1                  Additional supplies for Conference        EA    1/31/08    39000    POCHG01
          Dist/Accepted Qty:  100.00     Delivery Dt:      Delivered To:      Serial Id:           Tag Number:
```

Navigation: Purchasing> Receipts> Reports> Receipt Delivery>
Alternate Navigation: Purchasing> Receipts> Add/Update Receipts> Select Receiver ID> on the Receiver at bottom of page, push the Print Delivery Report pushbutton.

QUESTION 46: When and where do you indicate 3-way match for an asset?

ANSWER 46:

There are a couple of places that 3-way matching can be designated on any purchase order. The best place for a 3-way designation would be on the category code or asset profile in advance of creating an Asset PO. This way each time you create a PO using category code or the asset profile, the matching designation will be incorporated into the PO. Typically, category codes can be identified as asset or non asset.



SetID: 39000 **Category ID:** 05929 **Code:** 88011

Effective Date: 01/01/1900 **Status:** Active

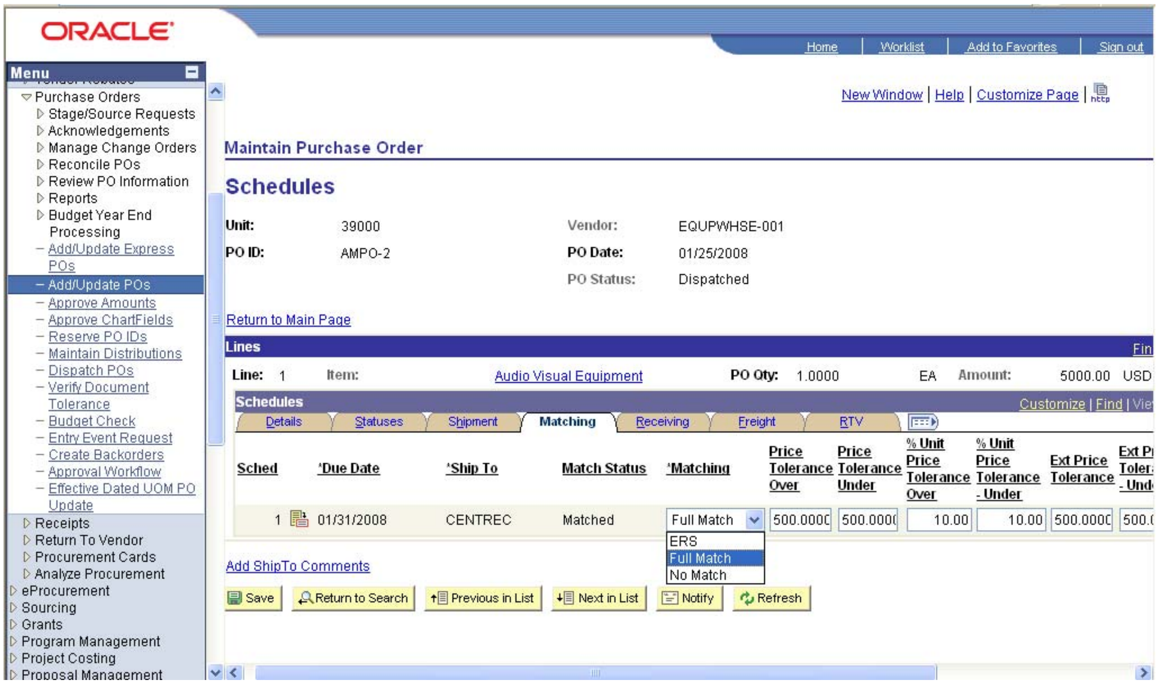
Matching Controls

	Tolerance Over	Tolerance Under
Unit Price Tolerance:	500.00000	500.00000
% Unit Price Tolerance:	10.00	10.00
Ext Price Tolerance:	500.00000	500.00000
% Ext Price Tolerance:	10.00	10.00

Receiving Controls

*Receiving Required: Required
☐ Reject Qty Over Tolerance
Qty Rcvd Tolerance %: 0.00
*Partial Qty: Recvd
Early Ship Rjct Days: 30
☐ Inspection Required
Inspect ID:
*Inspection UOM: Standard

This is at the setup hierarchy level. Below is another page shoot that shows the actual purchasing transaction level that shows Full Match based on the Category ID



Maintain Purchase Order

Schedules

Unit: 39000
Vendor: EQUPWHSE-001
PO ID: AMPO-2
PO Date: 01/25/2008
PO Status: Dispatched

Lines

Line: 1 **Item:** Audio Visual Equipment **PO Qty:** 1.0000 EA **Amount:** 5000.00 USD

Schedules

Sched	*Due Date	*Ship To	Match Status	*Matching	Price Tolerance Over	Price Tolerance Under	% Unit Price Tolerance Over	% Unit Price Tolerance - Under	Ext Price Tolerance	Ext Pr Toler - Und
1	01/31/2008	CENTREC	Matched	Full Match	500.000	500.000	10.00	10.00	500.000	500.0

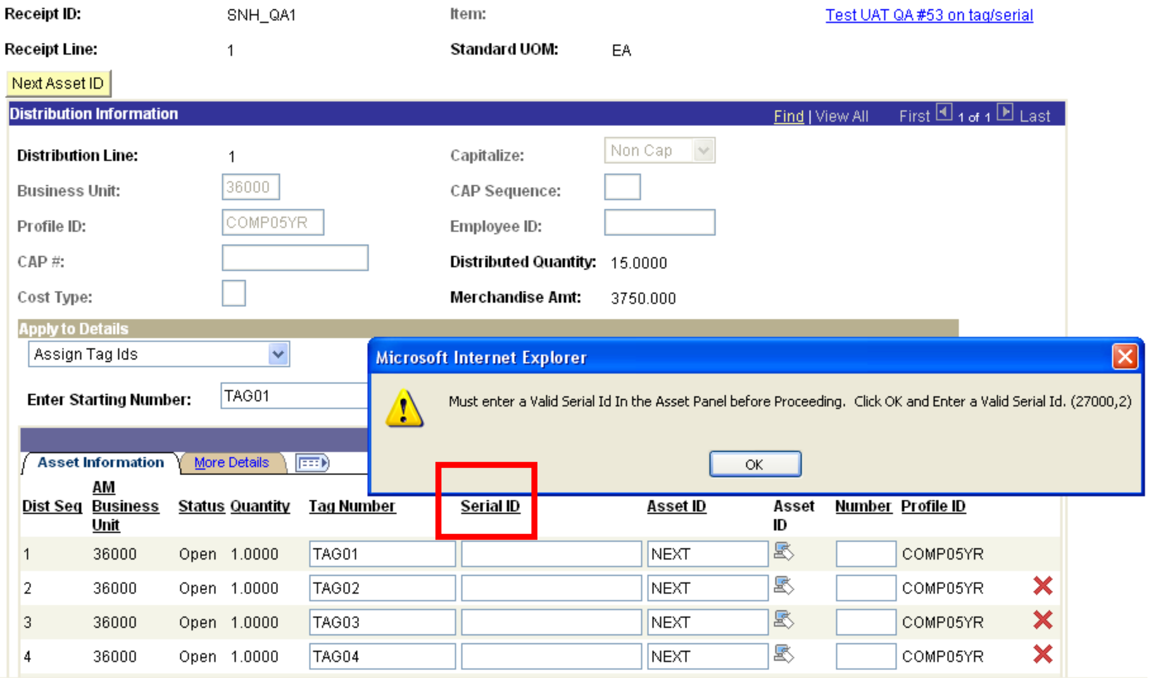
Selecting Full Match ensures that the Matching process is required on this voucher.

QUESTION 47: What happens if you save an asset receipt before entering tag and serial number? (if the receipt box is checked)

ANSWER 47:

You should receive an error message for an asset receipt that a Serial ID is required prior to saving the receipt. You can add this information and save the receipt.

An example of a receipt created (below) on an Asset PO shows that when you save the receipt with Tag Numbers but no Serial IDs, an error message is received. However, you can save the receipt with Serial IDs without Tag Numbers.



Receipt ID: SNH_QA1
Item: Test UAT QA #53 on tag/serial
Receipt Line: 1
Standard UOM: EA

Distribution Line: 1
Capitalize: Non Cap
Business Unit: 36000
CAP Sequence:
Profile ID: COMP05YR
Employee ID:
CAP #:
Distributed Quantity: 15.0000
Cost Type:
Merchandise Amt: 3750.000

Assign Tag Ids
Enter Starting Number: TAG01

Must enter a Valid Serial Id In the Asset Panel before Proceeding. Click OK and Enter a Valid Serial Id. (27000,2)

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Asset ID	Number	Profile ID	
1	36000	Open	1.0000	TAG01		NEXT			COMP05YR	
2	36000	Open	1.0000	TAG02		NEXT			COMP05YR	✕
3	36000	Open	1.0000	TAG03		NEXT			COMP05YR	✕
4	36000	Open	1.0000	TAG04		NEXT			COMP05YR	✕

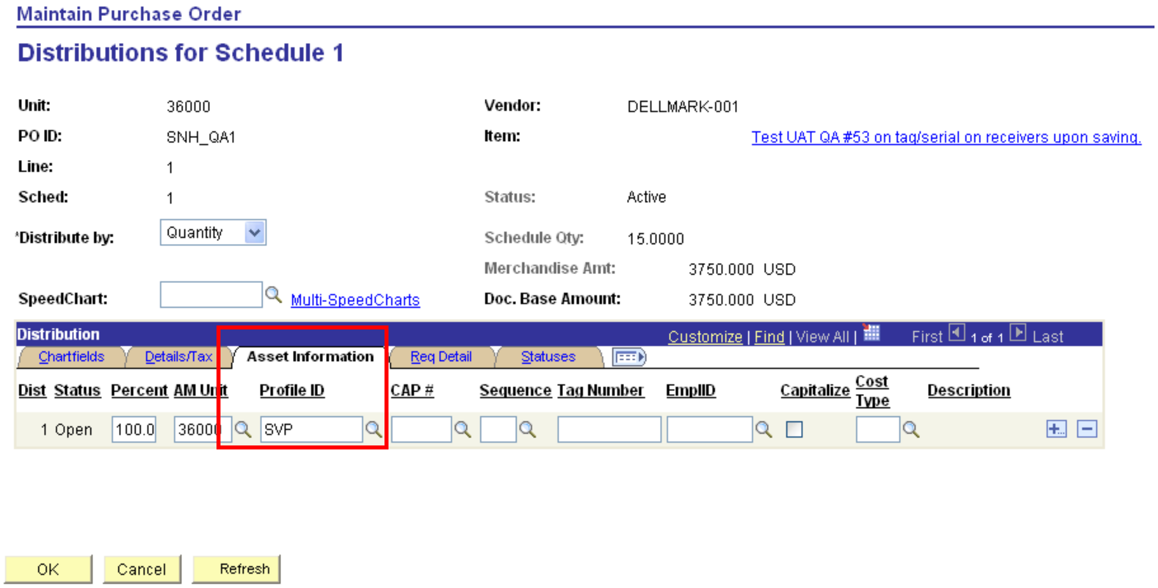
Tag Number can be blank but the Serial IDs must be included prior to saving the Receiver or the above error message is provided.

A similar question is also answered in Question 53.

QUESTION 48: Where do you select SVP?

ANSWER 48:

SVP or Small Property Value is specified in the Asset Profile ID. On a Purchase Order (and Requisition) this is located on the Line Distribution page under the Asset Information tab.



Maintain Purchase Order

Distributions for Schedule 1

Unit: 36000
PO ID: SNH_QA1
Line: 1
Sched: 1
*Distribute by: Quantity
SpeedChart:
Vendor: DELLMARK-001
Item: Test UAT QA #53 on tag/serial on receivers upon saving.
Status: Active
Schedule Qty: 15.0000
Merchandise Amt: 3750.000 USD
Doc. Base Amount: 3750.000 USD

Distribution

Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	EmplID	Capitalize	Cost Type	Description
1	Open	100.0	36000	SVP					☐		

Profile ID = SVP for Small Value Property requires the total purchased amount to be greater than $3,000.00 but less than $4,999.99. Account number 743200 is also used based on the Accounting Entry Template for Assets and the Category of SVP (Adds).

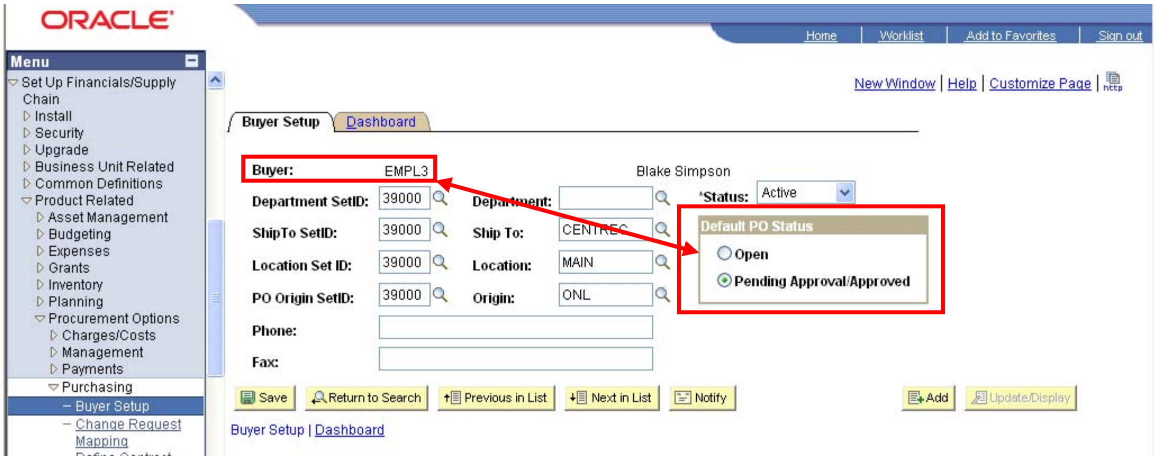
QUESTION 49: What is the difference in the PO open status between 7.5 and 8.9?

ANSWER 49:

There is no difference in the PO Statuses between 7.5 and 8.9 whether the status is Open, Pending Approval, Approved, Dispatched, etc.,.

The PO Status is based on when POs are created by the user who is generally classified as the Buyer. The Buyer's defaults which are established in the Buyer Setup page, determine what the PO status will be when a purchase order is initially created/saved. An 'Open' status requires approval by an authorized user prior to the approvals being made for the Amounts or Chartfields.

Our recommended Default PO Status for buyer should be 'Pending Approval/Approved' as this will set created POs to Pending and require virtual approval through the Approval Amounts and Approval Chartfields menu options based on approval rules established. (Note: if the Buyer has authority to approve their own POs, based on the approval rules, their POs are created as Approve).



Buyer: EMPL3 Blake Simpson

Department SetID: 39000

Department:

*Status: Active

ShipTo SetID: 39000

Ship To: CENTREC

Location Set ID: 39000

Location: MAIN

PO Origin SetID: 39000

Origin: ONL

Phone:

Fax:

Default PO Status

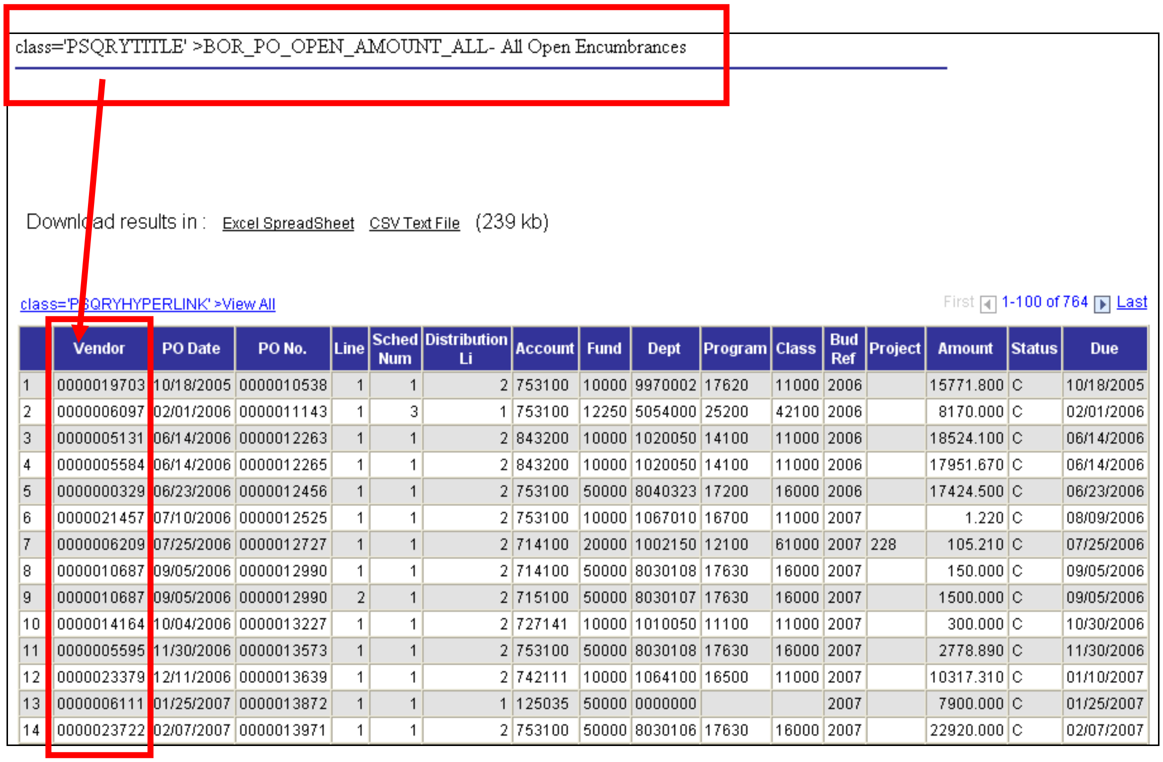
○ Open

● Pending Approval/Approved

QUESTION 50: Is there a way to show the vendor name on the BOR_PO_OPEN_AMOUNT_ALL query?

ANSWER 50:

Yes, this has now been completed. Some missing fields were updated and are now available.



class='PSQRYTITLE' >BOR_PO_OPEN_AMOUNT_ALL- All Open Encumbrances

Download results in : Excel SpreadSheet CSV Text File (239 kb)

class='PSQRYHYPERLINK' >View All

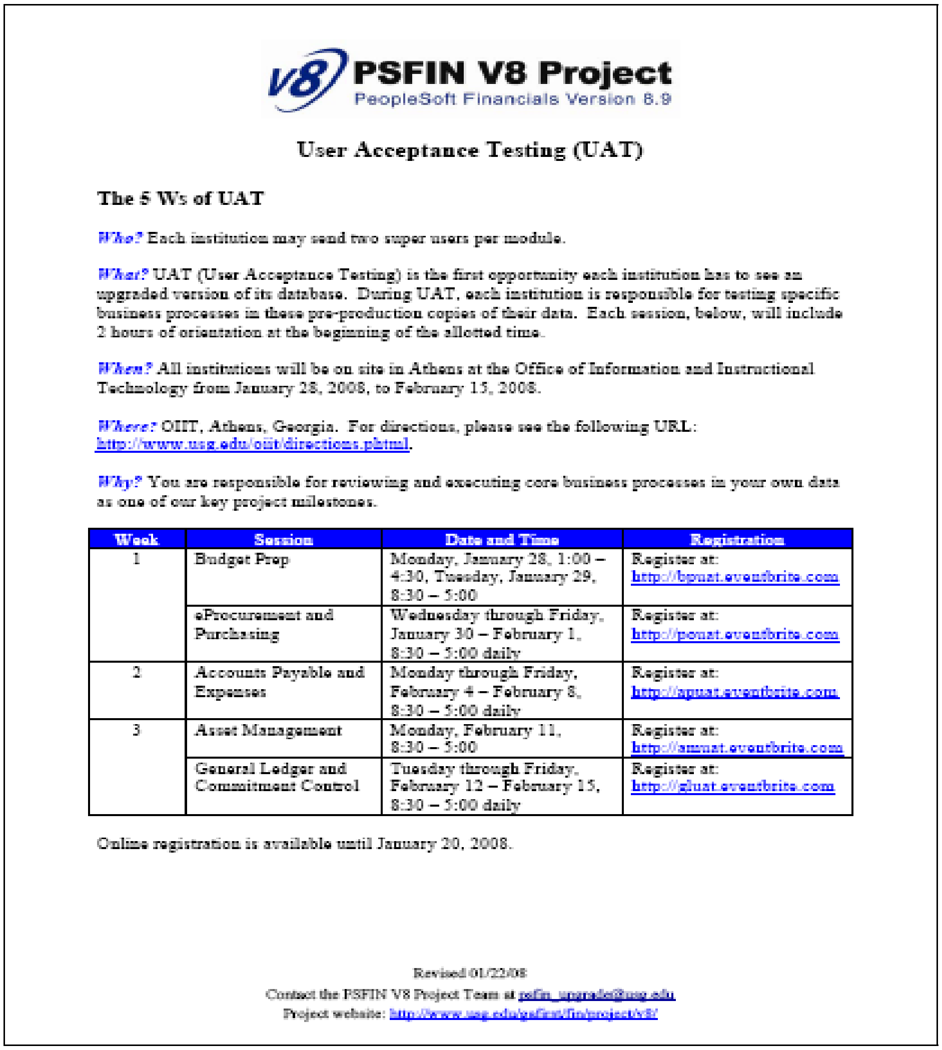
First 1-100 of 764 Last

	Vendor	PO Date	PO No.	Line	Sched Num	Distribution Li	Account	Fund	Dept	Program	Class	Bud Ref	Project	Amount	Status	Due
1	0000019703	10/18/2005	0000010538	1	1	2	753100	10000	9970002	17620	11000	2006		15771.800	C	10/18/2005
2	0000006097	02/01/2006	0000011143	1	3	1	753100	12250	5054000	25200	42100	2006		8170.000	C	02/01/2006
3	0000005131	06/14/2006	0000012263	1	1	2	843200	10000	1020050	14100	11000	2006		18524.100	C	06/14/2006
4	0000005584	06/14/2006	0000012265	1	1	2	843200	10000	1020050	14100	11000	2006		17951.670	C	06/14/2006
5	0000000329	06/23/2006	0000012456	1	1	2	753100	50000	8040323	17200	16000	2006		17424.500	C	06/23/2006
6	0000021457	07/10/2006	0000012525	1	1	2	753100	10000	1067010	16700	11000	2007		1.220	C	08/09/2006
7	0000006209	07/25/2006	0000012727	1	1	2	714100	20000	1002150	12100	61000	2007	228	105.210	C	07/25/2006
8	0000010687	09/05/2006	0000012990	1	1	2	714100	50000	8030108	17630	16000	2007		150.000	C	09/05/2006
9	0000010687	09/05/2006	0000012990	2	1	2	715100	50000	8030107	17630	16000	2007		1500.000	C	09/05/2006
10	0000014164	10/04/2006	0000013227	1	1	2	727141	10000	1010050	11100	11000	2007		300.000	C	10/30/2006
11	0000005595	11/30/2006	0000013573	1	1	2	753100	50000	8030108	17630	16000	2007		2778.890	C	11/30/2006
12	0000023379	12/11/2006	0000013639	1	1	2	742111	10000	1064100	16500	11000	2007		10317.310	C	01/10/2007
13	0000006111	01/25/2007	0000013872	1	1	1	125035	50000	0000000			2007		7900.000	C	01/25/2007
14	0000023722	02/07/2007	0000013971	1	1	2	753100	50000	8030106	17630	16000	2007		22920.000	C	02/07/2007

QUESTION 51: How will schools communicate about support issues in UAT environment?

ANSWER 51:

This was already answered but for information, this can be found on the GeorgiaFirst website. Navigation is: **V8 Project Information: User Acceptance Testing (UAT)>**User Acceptance Testing (UAT) Information and Registration (PDF). Any questions should be referred to the PSFIN V8 Project Team at psfin_upgrade@usg.edu



PSFIN V8 Project
PeopleSoft Financials Version 8.9

User Acceptance Testing (UAT)

The 5 Ws of UAT

Who? Each institution may send two super users per module.

What? UAT (User Acceptance Testing) is the first opportunity each institution has to see an upgraded version of its database. During UAT, each institution is responsible for testing specific business processes in these pre-production copies of their data. Each session, below, will include 2 hours of orientation at the beginning of the allotted time.

When? All institutions will be on site in Athens at the Office of Information and Instructional Technology from January 28, 2008, to February 15, 2008.

Where? OIIT, Athens, Georgia. For directions, please see the following URL: http://www.usg.edu/oiit/directions.phtml.

Why? You are responsible for reviewing and executing core business processes in your own data as one of our key project milestones.

Week	Session	Date and Time	Registration
1	Budget Prep	Monday, January 28, 1:00 – 4:30, Tuesday, January 29, 8:30 – 5:00	Register at: http://bpuat.eventbrite.com
	eProcurement and Purchasing	Wednesday through Friday, January 30 – February 1, 8:30 – 5:00 daily	Register at: http://pouat.eventbrite.com
2	Accounts Payable and Expenses	Monday through Friday, February 4 – February 8, 8:30 – 5:00 daily	Register at: http://apuat.eventbrite.com
3	Asset Management	Monday, February 11, 8:30 – 5:00	Register at: http://amuat.eventbrite.com
	General Ledger and Commitment Control	Tuesday through Friday, February 12 – February 15, 8:30 – 5:00 daily	Register at: http://gluat.eventbrite.com

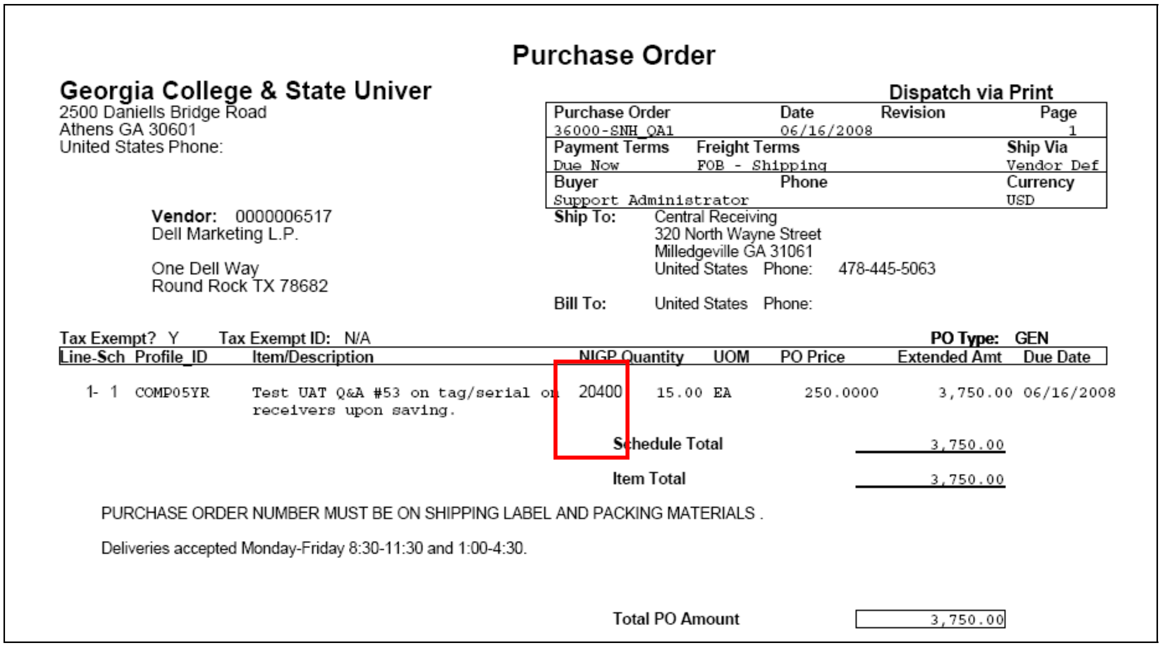
Online registration is available until January 20, 2008.

Revised 01/22/08
Contact the PSFIN V8 Project Team at psfin_upgrade@usg.edu
Project website: http://www.usg.edu/gafirst/fin/project/v8/

QUESTION 52: Will the NIGP code print on PO's for assets?

ANSWER 52:

Yes, the NIGP code prints on any Purchase Order including the PO Assets. See details on Question and Answer 30.



Purchase Order

Georgia College & State Univer
2500 Daniells Bridge Road
Athens GA 30601
United States Phone:

Dispatch via Print

Purchase Order	Date	Revision	Page
36000-SNH_QA1	06/16/2008		1

Payment Terms	Freight Terms	Ship Via
Due Now	FOB - Shipping	Vendor Def

Buyer	Phone	Currency
Support Administrator		USD

Vendor: 0000006517
Dell Marketing L.P.

One Dell Way
Round Rock TX 78682

Ship To: Central Receiving
320 North Wayne Street
Milledgeville GA 31061
United States Phone: 478-445-5063

Bill To: United States Phone:

Tax Exempt? Y **Tax Exempt ID:** N/A **PO Type:** GEN

Line-Sch	Profile_ID	Item/Description	NIGP	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	COMP05YR	Test UAT Q&A #53 on tag/serial on receivers upon saving.	20400	15.00	EA	250.0000	3,750.00	06/16/2008

Schedule Total	3,750.00
Item Total	3,750.00

PURCHASE ORDER NUMBER MUST BE ON SHIPPING LABEL AND PACKING MATERIALS .

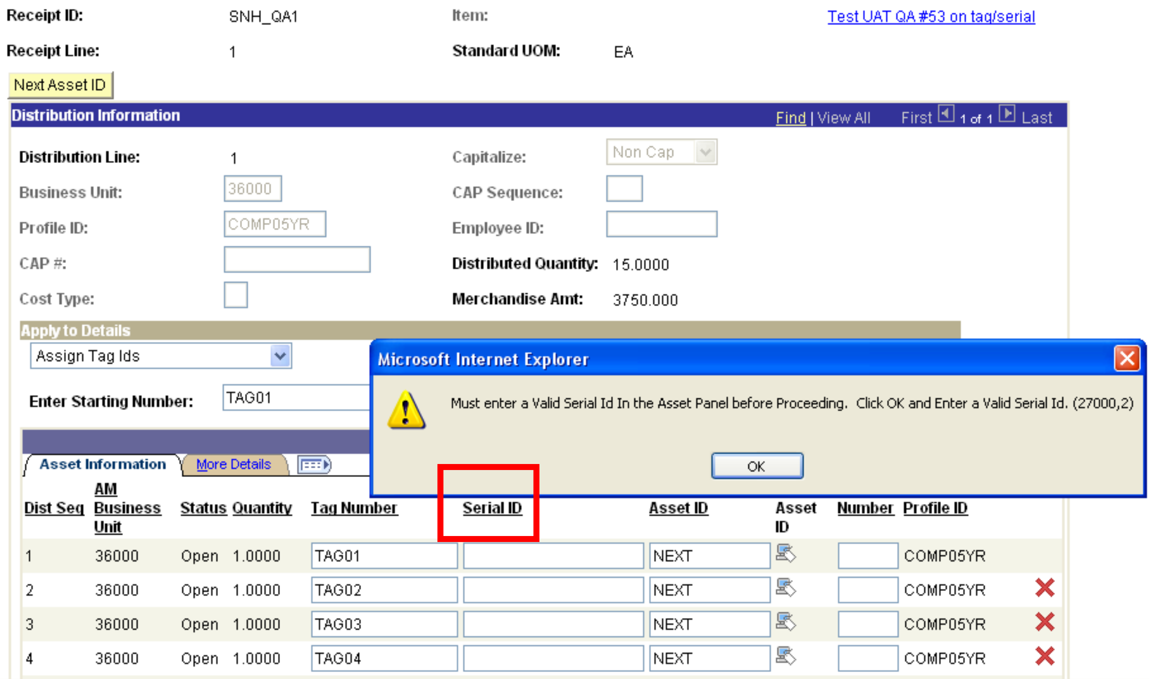
Deliveries accepted Monday-Friday 8:30-11:30 and 1:00-4:30.

Total PO Amount 3,750.00

QUESTION 53: Test – editing serial/tag on saved asset receipts.

ANSWER 53:

See Question and Answer #47 for details. As requested, receipt created on an Asset PO shows that when you save the receipt with Tag Numbers but no Serial IDs, an error message is received. However, you can save the receipt with Serial IDs without Tag Numbers.



Receipt ID:	SNH_QA1	**Item:**	Test UAT QA #53 on tag/serial
Receipt Line:	1	**Standard UOM:**	EA

Distribution Line:	1	**Capitalize:**	Non Cap
Business Unit:	36000	**CAP Sequence:**	
Profile ID:	COMP05YR	**Employee ID:**	
CAP #:		**Distributed Quantity:**	15.0000
Cost Type:		**Merchandise Amt:**	3750.000

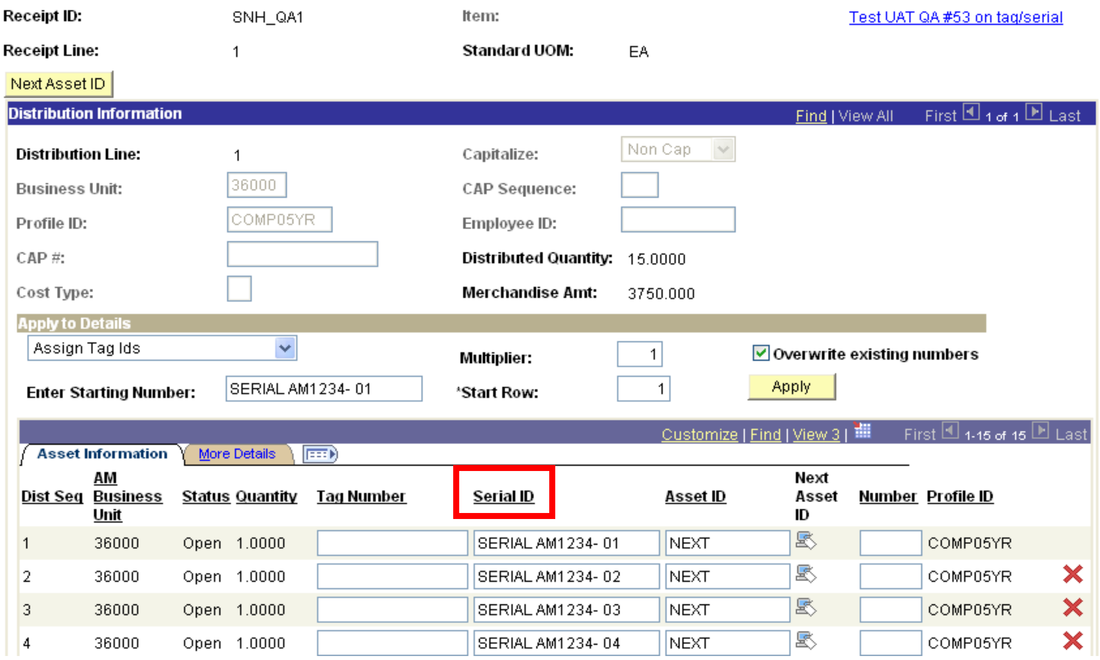
Enter Starting Number: TAG01

Microsoft Internet Explorer

Must enter a Valid Serial Id In the Asset Panel before Proceeding. Click OK and Enter a Valid Serial Id. (27000,2)

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Asset ID	Number	Profile ID	
1	36000	Open	1.0000	TAG01		NEXT			COMP05YR	
2	36000	Open	1.0000	TAG02		NEXT			COMP05YR	✗
3	36000	Open	1.0000	TAG03		NEXT			COMP05YR	✗
4	36000	Open	1.0000	TAG04		NEXT			COMP05YR	✗

Tag Number can be blank but the Serial IDs must be included prior to saving the Receiver or the above error message is provided.



Receipt ID: SNH_QA1 **Item:** Test UAT QA #53 on tag/serial

Receipt Line: 1 **Standard UOM:** EA

Next Asset ID

Distribution Information Find | View All First 1 of 1 Last

Distribution Line: 1 **Capitalize:** Non Cap

Business Unit: 36000 **CAP Sequence:**

Profile ID: COMP05YR **Employee ID:**

CAP #: **Distributed Quantity:** 15.0000

Cost Type: ☐ **Merchandise Amt:** 3750.000

Apply to Details

Assign Tag Ids **Multiplier:** 1 ☑ Overwrite existing numbers

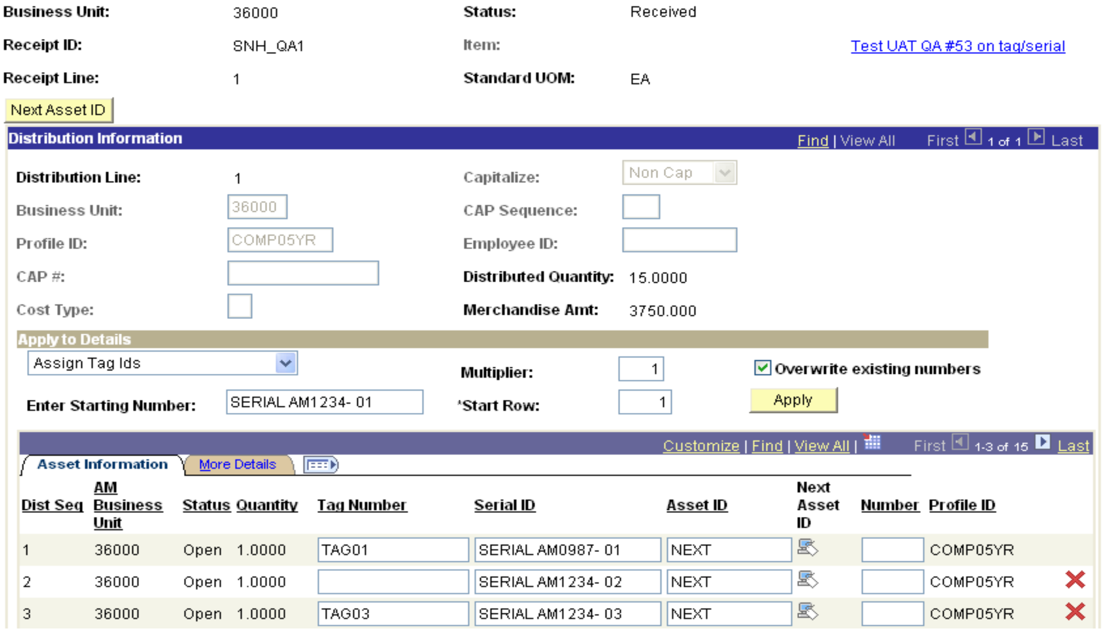
Enter Starting Number: SERIAL AM1234- 01 ***Start Row:** 1 Apply

Customize | Find | View 3 | First 1-15 of 15 Last

Asset Information | More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	36000	Open	1.0000		SERIAL AM1234- 01	NEXT			COMP05YR	
2	36000	Open	1.0000		SERIAL AM1234- 02	NEXT			COMP05YR	✗
3	36000	Open	1.0000		SERIAL AM1234- 03	NEXT			COMP05YR	✗
4	36000	Open	1.0000		SERIAL AM1234- 04	NEXT			COMP05YR	✗

Serial IDs were added but no Tag Numbers still allowed the Receipt to be saved without an error message.



Business Unit: 36000 **Status:** Received

Receipt ID: SNH_QA1 **Item:** Test UAT QA #53 on tag/serial

Receipt Line: 1 **Standard UOM:** EA

Next Asset ID

Distribution Information Find | View All First 1 of 1 Last

Distribution Line: 1 **Capitalize:** Non Cap

Business Unit: 36000 **CAP Sequence:**

Profile ID: COMP05YR **Employee ID:**

CAP #: **Distributed Quantity:** 15.0000

Cost Type: ☐ **Merchandise Amt:** 3750.000

Apply to Details

Assign Tag Ids **Multiplier:** 1 ☑ Overwrite existing numbers

Enter Starting Number: SERIAL AM1234- 01 ***Start Row:** 1 Apply

Customize | Find | View All | First 1-3 of 15 Last

Asset Information | More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	36000	Open	1.0000	TAG01	SERIAL AM0987- 01	NEXT			COMP05YR	
2	36000	Open	1.0000		SERIAL AM1234- 02	NEXT			COMP05YR	✗
3	36000	Open	1.0000	TAG03	SERIAL AM1234- 03	NEXT			COMP05YR	✗

As well you can edit the Serial ID/Tag Number even after the receipt has been saved. You just must do so prior to the Asset Interface is executed and the receiver is used into a PO Voucher.