

Introduction:	4
Purchasing and eProcurement Question and Answer	4
QUESTION 1: On buyer setup, what are department and shipping for?	4
ANSWER 1:	4
QUESTION 2: What happens with inactive vendors?	5
ANSWER 2:	
QUESTION 3: Can a single pay vendor also be 1099?	
ANSWER 3:	
QUESTION 4: How would you track a single pay vendor payment?	7
ANSWER 4:	
QUESTION 5: When can you see when a requisition was routed for approval?	9
ANSWER 5:	9
QUESTION 6: Is ePro requisition mandatory for all institutions?	. 11
ANSWER 6:	. 11
QUESTION 7: Can you set the account fund field, etc. to a default in the requester set	
page?	. 12
ANSWER 7:	. 12
QUESTION 8: How do you add multiple vendors?	. 13
ANSWER 8:	. 13
QUESTION 9: Where is the Small business field identified on the vendor record?	. 15
ANSWER 9:	
QUESTION 10: Will vendor information be covered in AP training?	. 16
ANSWER 10:	. 16
QUESTION 11: Are TINS required for single pay vendors?	. 17
ANSWER 11:	. 17
QUESTION 12: Category Code required on requisition?	
ANSWER 12:	. 18
QUESTION 13: Can you order assets on a requisition?	. 19
ANSWER 13:	. 19
QUESTION 14: Can speed charts be used on requisitions?	
ANSWER 14:	. 21
QUESTION 15: Excel spreadsheet for approvals.	. 22
ANSWER 15:	. 22
QUESTION 16: Workflow – re approve at line or header if changed.	
ANSWER 16:	
QUESTION 17: Email address origination	
ANSWER 17:	
QUESTION 18: On the requestor - what is the difference between location and ship t	
ANSWER 18:	
OUESTION 19: What is pushback button on approve requisition?	. 28



ANSWER 19:	. 28
QUESTION 20: Who budget checks?	
ANSWER 20:	
QUESTION 21: Does the requester have to enter the price?	
ANSWER 21:	
QUESTION 22: Can the buyer override the comments that go to the vendor?	. 31
ANSWER 22:	
QUESTION 23: Buyer doesn't budget check every procurement transaction. If error	in
budget checks, who corrects?	. 32
ANSWER 23:	. 32
QUESTION 24: Multiple signatures on PO's.	. 33
ANSWER 24:	. 33
QUESTION 25: Will Winfax be supported or 3 rd party software?	. 34
ANSWER 25:	. 34
QUESTION 26: Can Requisition viewing be restricted to the requester – row level	
security?	. 35
ANSWER 26:	. 35
QUESTION 27: How do we manage change orders to PO's with requisitions?	. 36
ANSWER 27:	
QUESTION 28: Will you be able to change a PO line that has been partially paid?	
ANSWER 28:	
QUESTION 29: When does the 60 days in report manager begin?	. 38
ANSWER 29:	. 38
QUESTION 30: What NIGP code prints on asset POs?	
ANSWER 30:	
QUESTION 31: What location gets interfaced on assets and can it be changed?	
ANSWER 31:	
ANSWER 31: (Continue)	
QUESTION 32: How do you add multiple addresses when adding a vendor? Is there	a
limit to how many you can add?	. 42
ANSWER 32:	. 42
QUESTION 33: What about the PO's electronic signature?	
ANSWER 33:	. 43
QUESTION 34: Are Requisition signatures being included?	
ANSWER 34:	
QUESTION 34: How can one print multiple requisitions?	
ANSWER 34:	
QUESTION 35: Will item IDs be used?	
ANSWER 35:	
QUESTION 36: Will category drive buyer that a requisition goes to?	
ANSWER 36:	



QUESTION 37: Why would a "Ship To" be blank when expediting a requisition?	. 48
ANSWER 37:	. 48
QUESTION 38: Where do you establish/see payment terms on PO?	. 50
ANSWER 38:	
QUESTION 39: When we dispatch a PO, will email notification be sent to the request	
(one who creates an ePro requisition)?	. 51
ANSWER 39:	. 51
QUESTION 40: Can you partially receive a PO line?	. 54
ANSWER 40:	. 54
QUESTION 41: Can you "un-receive" a line item?	. 55
ANSWER 41:	. 55
QUESTION 42: How will PO's be upgraded?	. 56
ANSWER 42:	
QUESTION 43: Are there any additional IT purchase requirements with the upgrade?	58
ANSWER 43:	. 58
QUESTION 44: Why did the warning come up on Account 843100 when we saved the	ie
AV05YR PO?	. 59
ANSWER 44:	. 59
QUESTION 45: Receipt delivery RPT – need follow-up.	. 61
ANSWER 45:	. 61
QUESTION 46: When and where do you indicate 3-way match for an asset?	
ANSWER 46:	. 62
QUESTION 47: What happens if you save an asset receipt before entering tag and ser	ial
number? (if the receipt box is checked)	. 64
ANSWER 47:	. 64
QUESTION 48: Where do you select SVP?	. 65
ANSWER 48:	. 65
QUESTION 49: What is the difference in the PO open status between 7.5 and 8.9?	. 66
ANSWER 49:	. 66
QUESTION 50: Is there a way to show the vendor name on the	
BOR_PO_OPEN_AMOUNT_ALL query?	. 67
ANSWER 50:	. 67
QUESTION 51: How will schools communicate about support issues in	
UAT environment?	. 68
ANSWER 51:	. 68
QUESTION 52: Will the NIGP code print on PO's for assets?	
ANSWER 52:	
QUESTION 53: Test – editing serial/tag on saved asset receipts.	
ANSWER 53:	



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 reenter 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.

Menu 🗖 Search:		New Window Help Customize Page 🐺
> My Favorites > Customers > Products > Items > Vendors > Vendor Information	Inactivate Vendors Run Control ID: INACTIVE_VNDR	Report Manager Process Monitor Run
D Add/Update ✓ Maintain		
Registry D Purchasing D eProcurement D Sourcing D Grants D Program Management D Project Costing D Proposal Management	Save A Return to Search Source Notify	■Add 週 Update/Display
U	Vendors> Vendor inform	ation> 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.



<u>QUESTION 4:</u> 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.gafi	rst.usg.edu/psp/FTST02_1/EMPLOYEE/E	RP/c/ENTER_VOUCHER_INFORMATION.VCHR	EXPRESS.GBL?PORTALPAR	AM_PTCNAV=EP_VCHR_	EXPRES: 🔽 🛃 Go 🛛 Links 🎽	**
ORACLE'			Home	<u>2 Worklist</u>	Add to Favorites Sign out	
 Maintenance Management Staffing Travel and Expenses Billing Accounts Receivable Accounts Payable 	Summary Invoice Informa Business Unit: Voucher ID:	tion Y <u>Payments</u> Y <u>Voucher Attributes</u> 36000 03000058	Single Payment Ven Invoice Date: Invoice No:	and the second sec	elp Customize Page 🖳 🤷	
	Voucher Style:	SinglePay	Invoice Total:	10.000 USD		
Regular Entry Quick Invoice Entry Summary Invoice Entry Complete Register Youcher Close Voucher Delete Voucher	Contract ID: Vendor Name:	Single Payment Vendor	Pay Terms: Voucher Source:	Due Now Online		
- Update Open Item	Entry Status:	Postable	Origin:	ONL		
UnPost Voucher Maintain	Match Status:	No Match	Created:	01/31/2008		
D Approve	Approval Status:	Approved	Created By:	UATUSER1		
D Control Groups	Post Status:	Posted	Modified:	01/31/2008		
Payments Patch Processes	1 our outline	1 Osled	Modified By:	UATUSER1		
▷ Review Accounts Payable						
Info D Reports	Document Tolerance Status:	Valid	ERS Type:	Not Applicable		
D BOR Menus	Budget Status:	Valid	Close Status:	Open		
 Asset Management IT Asset Management 	Budget Misc Status:	Valid				
 ▷ Banking ▷ Cash Management ▷ Financial Gateway 	'View Related	Payment Inquiry	Go			
D Commitment Control D General Ledger	Save Return to Search	Notify Refresh		E.A.	dd Dpdate/Display	
D Allocations	Summary Invoice Information I	Payments Voucher Attributes Single Pay	<u>rment Vendor Error Sum</u>	hmary	~	1



ORACLE'	
CIVICEL	Home Worklist Add to Favorites Sign out
Menu 🗖	
✓Add/Update	New Window Help Customize Page 鵙 🤷
- Regular Entry	
- Quick Invoice Entry Summary	Invoice Information Y Payments Y Voucher Attributes Single Payment Vendor
- Summary Invoice Entry	
- Complete Register Vendor	Information
Voucher	
- Close Voucher Vendor Ban	Vendor Bank Address Transfer to EFT options
- Delete Voucher - Undate Open Item Business U	it: 36000 Voucher ID: 03000058 Payment Method: CHK
- Update Open Item Business U - UnPost Voucher	A: 35000 Volcher ID: 03000058 Payment Method: CHK
D Maintain Name 1:	Donna Wooddell
D Approve	
D Control Groups Name 2:	
D Payments Country:	USA Q United States
D Batch Processes	Orac of the States
Review Accounts Payable Address 1:	1234 Athens lane
Info	
Reports Address 2: BOR Menus	
D Asset Management Address 3:	
D IT Asset Management	
D Banking	
D Cash Management City:	Athens
D Financial Gateway	
Commitment Control County:	Postal: 30606
D General Ledger State:	GA Q Georgia
V Anocadons	
D Set Up Financials/Supply Chain Email ID:	
D Background Processes	
	Return to Search F Notify 🗘 Refresh 🕞 Add 🔎 Update/Display
D Application Diagnostics	
	ce Information Payments Voucher Attributes Single Payment Vendor Error Summary
D Reporting Tools	
D PeopleTools	

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.

Defaults Defaults <thdefaults< th=""> Defaults <thd< th=""><th></th><th>-</th><th></th><th></th><th>_</th><th></th><th></th><th> = =</th><th></th><th>-</th><th></th></thd<></thdefaults<>		-			_			= =		-	
u Sources Favorities Stomers stomers Search Requisitions rotoutes To locate requisitions, edit the criteria below and click the Search button. ns Mainage Requisition Name: rotourement Q Requisition Name: Juper Center Q Requisition Name: Procurement Date From: Date To: Out/01/2008 B Requisitions Requisition D: Q Prate Requisition Requisition D: Q Requisitions Requisitions Budget Status: Requisitions Requisitions Po ID: Receive items Requisition S Po ID: Procurement Card Center Requisition Name: Po ID: Receive items To view the lifespan and line items for a requisition, click the Expand triangle icon: P To wiew the lifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. Requisition Name: Detail Jobcode/Role Pointion Requisition Name: Publick P 0000300040 SNH_REQ102 39000 03/26/2008 Canceled Valid 0.000/200			1		-					1	ORACLE'
Available Status: Manage Requisitions Search Requisitions To locate requisitions To locate requisitions Colspan="2">Requisition Name: Address Unit: 39000 Requisition Name: All but Complete V Budget Status: Date To: D4/01/2008 Bit Date From: Date To: D4/01/2008 Bit Date To: D4/01/2008 Bit Bearch Clear To wide the lifespan and line items for a requisition, click the Expand triangle icon: P To did to perform another action on a requisition, make a selection f	Add to Favorites	<u>íorklist A</u>	e <u>Worl</u>	<u>Hom</u>							
Search Requisitions Status Status Business Unit: 30000 Requisition Name: Requisition D: Date From: Badge Requisitions acelve Items Concurrement VProfile Search Clear Requisitions To view the lifespan and line items for a requisition, click the Expand triangle icon: P To view the lifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. Requisitions To ordew the lifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. Requisition Name: P 0000300041 SNH_REQ102 39000 03/26/2008 Canceled Valid 0.00030038 P 0000300032 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.00030038 <								unationa		Man	<u> </u>
ducts To locate requisitions, edit the criteria below and click the Search button. Is Business Unit: 39000 Requisition Name: Correnent Requisition Name: All but Complete Budget Status: Date From: Is Date To: 04/01/2008 Budget Status: Search Clear Clear Foreurement To edit or perform another action on a requisition, click the Expand triangle icon: > To doubseter Integration Budget Status Budget Total 0.00030004 etail Jobcode/Role Policy Requisition Name BU Date Status Budget Total Policitar Procurement 00003000040 SNH_REQ101 <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td></t<>									-		
To local regulations, contine them a below and which the second rotatin. Business Unit: 39000 Q Requisition Name: Business Unit: 39000 Q Requisition Name: Requisition ID: Q Requisition Name: Requisition ID: Q Request Status: All but Complete ♥ Budget Status: Date From: B Date To: D4/01/2008 B Requester: Q Entered By: Q PO ID: Search Clear Requisitions prove Regulations prove Regulations prove Regulations prove Regulations prove Regulations receive Items To view the lifespan and line items for a regulation, click the Expand triangle icon: P To view the lifespan and line items for a regulation, click the Expand triangle icon: P To view the lifespan and line items for a regulation, make a selection from the Action dropdown list and click Go. Regulation Name BU Date Status Budget Total P 0000300041 SNH_REQ102 39000 03/26/2008 Canceled Valid 0.000 USE P 0000300040 SNH_REQ101 39000 03/26/2008 Canceled Valid 0.000 USE P 0000300033 SNH_REQ101 39000 03/26/2008 Canceled Valid 0.000 USE P 0000300033 TESTSM1 39000 03/26/2008 Pending Not chk'd 200.000 Q P 0000300037 CONFERENCE_SUPPLIES 39000 03/26/2008 Pending Not chk'd 100.000 SC								The second s	Contraction in the local distance		
dors Business Unit: 39000 Requisition Name: hasing Requisition Name: All but Complete Budget Status: create Requisition Date From: Date To: 04/01/2008 Budget Status: nabage Requisitions Backget Requisitions Backget Requisitions Backget Requisitions Backget Requisitions acceive Items Clear Clear Po ID: Backget Requisition from the Action dropdown list and click Go. Requisitions Requisition Name: Po ID: Backget Requisitions acceive Items Clear Po ID: Backget Requisitions sective Items Clear Po ID: Backget Requisition, make a selection from the Action dropdown list and click Go. Requisitions Requisition Name: PU Date Status Budget Total To view the lifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. Requisition Name: Puidaet Total adusts in inister Integration 0000300041 SNH_REQ102 39000 03/26/2008 Canceled Valid 0.0000300032 itemam Management Pu 0000300038 TESTSM1 39000 03/26/2008						arch button	d click the Se	the second se	e requisit	To lo	
hasing bourement were reade Requisitions prove Requisitions anage Requisitions and the Requisition anage Requisition and the Regular and anage Requisition and anage Requisitit and anage Requisition and anage Requisition and ana						Name:	Requisition	9000	s Unit:	Busir	20000
pyer Center B) Date To: 04/01/2008 PO ID: catc Requisitions Entered By: Q PO ID: scelve Items Q Entered By: Q PO ID: scelve Items Q Entered By: Q PO ID: scelve Items Q Clear Search Clear scelve Items Coursement Card Center Po ID: Clear row with the Ifespan and line Items for a requisition, make a selection from the Action dropdown list and click Go. Requisitions row etail Jobcode/Role To view the Ifespan and Ine Items for a requisition, make a selection from the Action dropdown list and click Go. Requisitions Requisition Name BU Date Status Budget Total P 0000300041 SNH_REQ101 39000 03/26/2008 Canceled Valid 0.000USC P 0000300038 TESTSM1 39000 03/26/2008 Pending Not 200.00 Uget P 0000300037 CONFERENCE_SUPPLIES 39000 03/26/2008 Pending Not Chkd P 0000300037 CONFERENCE_SUPPLIES 39000	*	Status:	Budget Sta	~	out Complete	ntus: A	Request St	Q	ion ID:	Requ	
Participant Requisitions Requester: Entered By: PO ID: Intraje Requisitions Search Clear Search Clear Secure Items Search Clear Clear Search Clear To view the lifespan and line items for a requisition, click the Expand triangle icon: > > No Child Requisitions BU Date Status Budget Total Ininister Procurement Po 000300041 SNH_REQ102 39000 03/26/2008 Canceled Valid 0.000USE P 000300041 SNH_REQ101 39000 03/26/2008 Canceled Valid 0.00USE P 000300041 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.00USE P 0000300032 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.00USE P 0000300033 TESTSM1 39000 03/26/2008 Pending Not Chk'd 200.00Use P 0000300037 CONFERENCE_SUPPLIES 39000 03/26/2008 Pending Not Chk'd 100.00USE P 0000300037 CONF				31	1/2008	0	Date To:	B	m:	Date	
anage Requisitions parove Requisitions parove Requisitions parove Requisitions ocurement Card Center apoints 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. atail Jobcode/Role atinition atail Jobcode/Role atail Jobcode/Role atinition atail Jobcode/Role atinition atail Jobcode/Role b 0000300040 SNH_REQ101 39000 03/26/2008 Canceled Valid	Q		PO ID:	0			Entered By	0	er.	Reau	
seeve items Search Clear ocurrent Card Center Fequisitions thequisitions To view the lifespan and line items for a requisition, click the Expand triangle icon: D To view the lifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. the duisition Name BU Date Status Budget Total eduisition Name BU Date Status Budget Total eduisition Name BU Date Status Budget Total eduistion Status NH_REQ100 39000 03/26/2008 Canceled Valid 0.000.000000000000	¥	_	FUID.	~			Lintered by	~		Kequ	anage Requisitions
Decision and provide the processing of the provide the									1 01		prove Requisitions
aports iminister Procurement tail Jobcode/Role finition acuester Integration tail Jobcode/Role finition acuester Integration tail Jobcode/Role finition acuester Integration tail Jobcode/Role finition tail Jobcode/Role finition tail Jobcode/Role								r	n Cie	Sea	
proofis To view the lifespan and line items for a requisition, click the Expand triangle icon: > vProfile To view the lifespan and line items for a requisition, make a selection from the Action dropdown list and click Go. reprofile To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go. readistion of the perform another action on a requisition, make a selection from the Action dropdown list and click Go. readistion of the perform another action on a requisition, make a selection from the Action dropdown list and click Go. readistion of the perform another action on a requisition, make a selection from the Action dropdown list and click Go. readistion of the perform another action on a requisition, make a selection from the Action dropdown list and click Go. readistion of the perform another action on a requisition, make a selection from the Action dropdown list and click Go. readistion of the perform another action on a requisition, and the perform another action on a requisition, and the perform another action on a requisition. readistion of the perform another action on a requisition of a requisition. the page perform another action on a requisition. the page perform									one	Romin	
Imministration Productment Profile To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go. Profile Rea ID Reguisition Name BU Date Status Budget Total realingtion 0000300041 SNH_REQ102 39000 03/26/2008 Canceled Valid 0.000SE opposed 0000300040 SNH_REQ101 39000 03/26/2008 Canceled Valid 0.000SE b 0000300040 SNH_REQ101 39000 03/26/2008 Canceled Valid 0.000SE b 0000300039 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.000USE b 0000300039 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.000USE ccl Costing stram Management terance Management ing 0000300037 CONFERENCE_SUPPLIES 39000 03/26/2008 Pending Not Chk'd 100.00USE					e icon: D	anand tria	ion click the	and line items for a requisitio		Infinitella, Jones	
Real Lobcode/Role effnition aquester Integration efaults Rea ID Reauisition Name BU Date Status Budget Total 0000300041 SNH_REG102 39000 03/26/2008 Canceled Valid 0.000300 efaults 0000300040 SNH_REG101 39000 03/26/2008 Canceled Valid 0.000300 efaults 0000300040 SNH_REG101 39000 03/26/2008 Canceled Valid 0.000300 b 0000300039 SNH_REG100 39000 03/26/2008 Canceled Valid 0.000300 b 0000300039 SNH_REG100 39000 03/26/2008 Canceled Valid 0.000300 b 0000300038 TESTSM1 39000 03/26/2008 Pending Not Chk'd 200.00.09 el and Expenses 0000300037 CONFERENCE_SUPPLIES 39000 03/26/2008 Pending Not Chk'd 100.000450		0.0	t and aliak Q	lown lie						100000	
Internation coupester integration refunds Doto Database Database <thdatabase< th=""> Database Database</thdatabase<>							and the second of the second of the	and the second			
D 0000300041 SNH_REQ102 39000 03/26/2008 Canceled Valid 0.000SD rfaults > 0000300041 SNH_REQ101 39000 03/26/2008 Canceled Valid 0.00USE rfaults > 0000300040 SNH_REQ101 39000 03/26/2008 Canceled Valid 0.00USE ts > 0000300039 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.00USE ts > 0000300039 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.00USE ts > 0000300039 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.00USE ts > 0000300038 TESTSM1 39000 03/26/2008 Pending Not 200.00U9E ts > 0000300037 CONFERENCE_SUPPLIES 39000 03/26/2008 Pending Not 100.00USE ts > > 00000300037 CONFERENCE_SUPPLIES		Manager .		Budd	status	Date	80	Requisition Name			
ving ts D 0000300040 SNH_REQ101 39000 03/26/2008 Canceled Valid 0.00USE ts 0000300039 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.00USE ts 0000300039 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.00USE ts 0000300039 SNH_REQ100 39000 03/26/2008 Pending Not ChK'd 200.00Uge ts 0000300037 CONFERENCE_SUPPLIES 39000 03/26/2008 Pending Not ChK'd 100.00USE	Select Action 🔽 🖸	0.00USD		Valid	Canceled	03/26/20	39000	SNH_REQ102	00300041		
Unig D 0000300039 SNH_REQ100 39000 03/26/2008 Canceled Valid 0.000300 Conduct stram Management tect Costing lossel Management tenance Management ing D 0000300038 TESTSM1 39000 03/26/2008 Pending Not Chk'd 200.00 Use 200.00 Use D 0000300037 CONFERENCE_SUPPLIES 39000 03/26/2008 Pending Not Chk'd 100.00 Use 200.00 Use	Select Action 👽 G	0.001190		Valid	Canceled	03/26/20	39000	SNH REQ101	0300040	Þ	ter state the state of the stat
ram Management et Costing osal Management tenance Management ng al and Expenses g				- and	ouncolog	00/20/20	00000	onneneeron	10000040		
osal Management tenance Management ing and Expenses ig	Select Action 🗸 G	0.00USD		Valid	Canceled	03/26/20	39000	SNH_REQ100	00300039	D	
Deal mailagement Chk'd C	«Select Action 🔽 G	200.001.00	20	Not	Pending	03/26/20	39000	TESTSM1	0300038	Þ	
Ing D 0000300037 CONFERENCE_SUPPLIES 39000 03/26/2008 Pending Not 100.00USC Child Ch	<select action=""></select>				renaing	00/20/20	55666	TEOTOMI	10000000		
el and Expenses Children Ender Sofre Les 33000 03/20/2006 Feituing Not 100.0004 Chk'd	Cancel Requisition									D	
g Ciku	Check budget				Pending	03/26/20	5 39000	CONFERENCE_SUPPLIES	0300037		
unts Receivable 0000300036 EPRO INVOICES 39000 03/25/2008 Open Not 200 001/9	Edit Requisition			Unke							
	View Approvals 🛛 🖗	200.000	20	Not	Open	03/25/20	39000	EPRO_INVOICES	00300036	D	unts Receivable
unts Payable Chk'd			l i	Chk'c					Lange Lang		
Menus 0000300035 RQTC5SM1 39000 03/25/2008 Received Valid 150.00USE	<select action="" go<="" td="" 🗸=""><td>150.00USD</td><td>16</td><td>Valid</td><td>Received</td><td>03/25/20</td><td>39000</td><td>ROTC59M1</td><td>0300036</td><td>D</td><td></td></select>	150.00USD	16	Valid	Received	03/25/20	39000	ROTC59M1	0300036	D	
tlements <u>0000300035</u> R01C55M1 39000 03/25/2008 Received Valid 150.000SL		130.00080	15	vallu	Received	03/23/20	33000	Trai 030MI	10300030		

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



ORACLE		Home Worklist Add to Favorites Sion out
Menu D My Favorites D Customers D Products D Items D Vendors D Purchasing D	Req Name: TESTSM1 Total: 200.00 USD Requester: John Parker Entered on: 03/26/2008	Business Unit: 39000 Requisition ID: 0000300038
	Status: Pending Requester's Justification: No justification entered by requester. Line Information Review/Edit Approvers	Approvals on the ePro Requisition is 'Save and preview approvals' (for confirmation before actual submission) or 'Save and submit'
Defaults Defaults Defaults Defaults Defaults Program Management Propect Osting Proposal Management D Maintenance Management Staffing D Travel and Expenses D Billing Accounts Receivable	Line Dept and Project Approval Line 1:Pending Additional Supplies Department Approval Pending Paul Blevins Req-Dept Mgr-Line Level	(for viewing the submitted Pending approval status). This page shows the approval of ePro Requisition is Pending.

ORACLE'		<u> </u>					Home	÷ L	Worklist	Add to Favorites	Sign
nu 🗧		- Line I	nformat	ion				• 1			
Favorites istomers oducts			Line	Item Description	Vendor Name	Qty UOM	Price	Curr	Requester's Comments	s	
ns ndors rchasing			1	<u>Test another for</u> Data Confli		100.0000 BOX	10.00	USD	Ø		
rocurement Juyer Center			2	<u>Line 2 Test Data</u> Conflict Er		200.0000 EA	1.00	USD	Ø		
reate Requisition lanage Requisitions pprove Requisitions				Deselect All ne Details							
<u>leceive Items</u> rocurement Card Center leports dminister Procurement		18 ¹⁰⁰ 8	7	pprovers nd Project A	pproval						
<u>Arminister Protarentenn</u> <u>Av Profile</u> Definition		~		1:Approved other for Data Conf	lict Error Psoft Fix applie	a					
requester Integration refaults ircing		D	Appro	ent Approval ved <	-	This page					
nts gram Management ject Costing posal Management			Req	Dept Mgr-Line Leve /2008 - 11:45 AM		ePro Request					
ntenance Management fing /el and Expenses			Line 2		rron Msg PSoft Fix Snh	Requisitio			-		
ounts Receivable ounts Payable		b	Appro	ent Approval ved		-					
R Menus ettlements set Management			Req	Dept Mgr-Line Leve 2008 - 11:45 AM	el						
Asset Management	~ <				in .					20 T	>



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.

ORACLE'								
					<u>Home</u>	<u>Worklist</u>	Add to Favorites	Sign o
enu □ ♥ Purchasing - Buver Setup - Change Request Mapping	Requester Setup				Ν	lew Window I	Help Customize Pa	I <mark>QE</mark> IE
– <u>Define Contract</u> Intervals – Dispatch PO	Requester:	SHUMPHREY	Sherry Hu	mphrey	*Statu	Is: Active	~	
 <u>Dispatul PO</u> <u>Configuration</u> <u>Fax Cover Letters</u> <u>Inspection Routings</u> <u>Manufacturers</u> <u>PO Change Order</u> <u>Template</u> <u>PO Loader Defaults</u> <u>PO Ordigin Codes</u> 	Requisition Defaults ShipTo SetID: 'Location Set ID: PO Origin SetID: Currency:	39000 Q Ship To: 39000 Q 'Location: 39000 Q Origin: USD Q Dollar	MAIN PO_MAIN ONL		Use Only Assigne Consolidate with Price Can Be Cha Defaults Inventor	other Reqs nged on Order	Requisition St Open Pending	
- PO Vendor Freight	Phone:		Fax:					
Group - <u>Receivables</u> <u>Integration</u> - <u>Req Change Order</u> Template		count Fund 4100 Q 10000 Q	Dept T4DPT01 Q	Program 11100 Q	Class 11000 Q	Project	Bud Re	ef Q
 Requester Setup Requisition Loader Defaults 	Catalog Information Default <u>'SetID</u>	<u>*Catalog ID</u>	<u>Cust</u> Descriptio	omize Find \ n	/iew All 🚻 🛛 F	irst 🖪 1 of 1 🛙	Last	
 – <u>RFQ Required Rule</u> – <u>Set Controls</u>- Contracts 	39000		Q BOR NIGP	CODE TREE		I	+ -	
 Ship To Locations Standard Comment 	Save Return	to Search ENotify					E+ Ad	d



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.

	-						
	Tł	nis is a	n eP	ro Requisitio)n <u>me v</u>	<u>Vorklist</u> <u>Add to Favorite</u>	<u>ss</u> <u>Sign</u>
eProcurement	Edit Requisit	tion					
Buyer Center - Create Requisition	Luit Kequisi	uon					
- Manage Requisitions	Line <u>1. Defin</u>	e Requisition		2. Add Items and	Services	3. Review and Subr	nit
- Approve Requisitions	Add lines to the requi	sition specifying	the inform	ation necessary to procure each	item or service		
 Receive Items Procurement Card Center 	Search:	onion, opeenying	are morni		Norm of Connect.	Q Search	1
- Reports						<u>q</u> coulon	1
- Administer Procurement	Catalog Favorites	Templates	Forms V	eb Special Request			
	Special Item						
Requisition Summary		-					
Description Qty UOM	*Item Description:						
Conference 1 BOX	*Price:			*Currency:	USD		
supplies Add another Line to 100 BOX	*Quantity:			*Unit of Measure:	BOX		
test A		96600			03/31/2008		
	*Category:		~	Due Date:			
'otal Lines: 2	Vendor ID:	UATPO-1	Q	Conference-R-US	Suggest New Vendor		
otal Amount (USD): 600.00	Vendor Item ID:						
	Mfg ID:		Q				
	and the second						
	Mfg Item ID:						
	Additional Informat	юп					
					1	NK I	
					2		
	Send to Vend	or 📃 Shov	v at Receij	ot 📃 Show at Voucher			
	add Here J. Com						
	Add Item Can	Cel Add and	l Start New	Пуре			
	1						1

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

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



ORACLE'		Home Worklist Add to	Favorites Sig
nu 🗖			
urchasing	Maintain Requisitions		
Requisitions > Reconcile Requisitions	Requisition		
Review Requisition			
Information	Business Unit: 39000	Status: Pending 🗙	
▷ Reports	Requisition ID: SMTEST4	Budget Status: Not Chk'd 🔤	
 Add/Update Requisitions 		Hold From Further Processing	
- <u>Approve Amounts</u> - Approve ChartFields	✓ Header	Enourion runor roccooling	
- Stage For Loading	'Requester: EMPL1 Q John Parker	Requisition Defaults	
- Load Requisitions	Nequester.	Add Comments	
- Update Direct Shipments	'Requisition Date: 03/28/2008 in Requester Info	Requisition Activities	
- Budget Check	Origin: ONL Online entry	Document Status	
- Entry Event Request	Origin: ONL Contine entry	Amount Summary	
Purge Load Requests Approval Workflow	*Currency Code: USD Dollar		
Request for Quotes	Accounting Date: 03/28/2008	Total Amount: 150.00 USD	
Procurement Contracts	Accounting Date: 03/20/2000		
/endor Rebates	Add Items From	Select Lines To Display	
Purchase Orders	Purchasing Kit Catalog	Line: Q To: Q Retrieve	
Receipts	Item Search Requester Items		
Return To Vendor Procurement Cards	Line	=	/ All 🛄 🛛 First 🛛
Analyze Procurement	Details Y Ship To/Due Date Y Status	Customize Find View tem Information V Attributes V Contract V	Sourcing Controls
rocurement	Line Item Description	Ver dor Vendor Name	Location
urcing			
ants	1 📑 📃 🔍 Confe <mark>rence Buy</mark>	aplics 📑 UATPO-1 🔍 Conference-R-US	MAIN
ogram Management oject Costing	2 📑 🔍 🔍 Additional Item	🗐 UATPO-3 🔍 Equipment Warehouse, LTD	MAIN
oposal Management			
intenance Management Iffing	View Printable Version	'Go to:More	×

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.						<u>Annean Annenean Fennare</u>
		511055.			AAM	African American Male
ORACLE'				-	ADV	
Menu 🗖 🗸 Add/Update			enter Harbor, NH- 03226		<u>ASF</u>	Asian American Female
– Vendor – <u>Review Vendors</u> – Vendor User	Location: MAI	N M	IAIN		<u>ASM</u>	Asian American Male
─ Define Vendor User ▷ Maintain ▷ Approve		00000041 🔍	CAREERDI-001		CNS	Consultant
▷ 1099/Global Withholding ▷ California EDD	*Address:	1 <u>Search</u>	Main Po Box 998		CNT	Contractor
 ▷ Central Contractor Registry ▷ Purchasing 	*Location: MAI	IN Q Description	Center Harbor, NH 03226 ©MAIN		EMP	Employee
▷ eProcurement ▷ Sourcing ▷ Grants	 Additional Payables O Matching/Approval Op 				ENT	Entertainment
 Program Management Project Costing Proposal Management 	EFT Options Self-Billed Invoice Opt					Female - Owned
▷ Maintenance Management ▷ Staffing	Vendor Bank Account Vendor Type Options					Government Agency
 ▷ Travel and Expenses ▷ Billing ▷ Accounts Receivable 	Preferred Lan		and the second se		HF	Hispanic Female
 ▷ Accounts Payable ▷ BOR Menus ▷ Asset Management 		<u>re Find </u> View All <u>'Type</u> ee	Last			Hispanic Male
 ▷ IT Asset Management ▷ Banking ▷ Cash Management 						Native American Female
▷ Commitment Control ▷ General Ledger ▷ Allocations	 HIPAA Information Debit Memo Options 				NAF NAM	Native American Male
D Set Up Financials/Supply Chain	Expand All Collap	se All				
					<u>NMB</u> NRA	Non-Minority Business
						Non-Resident Alien
						Pacific Islander Female
		Note	SMB for		<u>PIM</u>	Pacific Islander Male
			Business		<u>PR</u>	Public Relations
		design	nation		<u>RET</u>	Retiree
					<u>SMB</u>	Small Business
					<u>STU</u>	<u>Student</u>
					<u>TRN</u>	<u>Transportation</u>
					TRY UNK	Travel Related Services



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	<u>Worklist Add to Favorites Sian out</u>
1741701SUUUEUS		Help A
▽ eProcurement	1. Define Requisition	3. Review and Submit
▶ Buyer Center		
 <u>Create Requisition</u> Manage Requisitions 	Specify requisition name, requester, and other information that applies to the entire requisition.	
- Approve Requisitions	Purchase lines and a second seco	
- Receive Items	Business Unit: 39000 Georgia Southern University	
- Procurement Card Center	Requester: SUPPORT Support Administrator	*Currency: USD
 <u>Reports</u> Administer Procurement 	Requisition Name: TESTSM1	Priority: Medium 🗸
- My Profile		Thong.
- Detail Jobcode/Role	✓ Line Defaults	
Definition – Requester Integration	Note: The defaults specified below will be applied to requisition lines when there are no predefined	values for these fields.
Defaults	Vendor: UATPO-1 Q Vendor Location: MAIN Q	
▷ Sourcing	Buver: EMPL3 Q Category: 96600 Q	Unit of Measure: BOX Q
D Grants		
 Program Management Project Costing 	Shipping Defaults	
Project Costing Proposal Management	Ship To: CENTREC Q 🔄 Modify Shipping Address	
D Maintenance Management	Due Date: 03/31/2008 0 Attention:	
D Staffing	Due Date: 03/31/2008 Attention:	
Travel and Expenses Billing	Accounting Defaults	
Accounts Receivable	Chartfields1 V Details V Asset Information	
▷ Accounts Payable	Location <u>GL Unit</u> <u>Account</u> <u>Fund</u> <u>Dept</u> <u>Program</u> <u>Class</u> <u>Pro</u>	bject Bud Ref Budget Date
D BOR Menus	MAIN Q 39000 Q 714100 Q 10000 Q UATDPT1 Q 16300 Q 11000 Q	Q 2008 03/26/2008 🛐 🔚
D eSettlements D Asset Management		
D IT Asset Management		
D D II	Continuo	Y

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).

ORACLE'			
		Worklist Add to Fe	<u>avorites</u> <u>Sign out</u>
Menu 🗖	This is Core or Traditional Requisition		
Purchasing		New Window Help Cus	tomize Page http
▷ Reconcile Requisitions	Maintain Reguisitions		
Review Requisition Information	Mantan Requisitions		
Reports	Distribution		
- Add/Update Requisitions			
- Approve Amounts	Requisition ID: TC5COREREQ Item: COMPUTERS		
- Approve ChartFields			
- Stage For Loading	Line: 1 Status: Active		
 Load Requisitions Update Direct Shipments 	Schedule: 1		
- Budget Check		A	
- Entry Event Request	Ship to, CENTREC CENTRALRE	3	
- Purge Load Requests	Distribute by: Quantity Open Quantity: 0.0000		
 Approval Workflow 	Amount: 20,000.00 US	3D	
D Request for Quotes	SpeedChart: Q Multi-SpeedCharts		
D Procurement Contracts			
Vendor Rebates Purchase Orders	Distributions		<u>Customiz</u>
D Receipts	Chartfields Details Asset Information		
Return To Vendor	Distrib Status Percent AM Unit Profile ID CAP # Sequence 1	<u>Tag Number Em</u>	pIID <u>Capi</u>
Procurement Cards	1 Processed 100.00 0 39000 COMP05YR		
Analyze Procurement			ш,
D eProcurement	OK Cancel Refresh		
D Sourcing D Grants			
Program Management			



ORACLE'		This is	s eProcure	ement Re	quisitior	1	to Favorites Sign o	out
Menu ■ ♥ eProcurement ▶ ▶ Buyer Center ■ − Create Requisition ■ − Manage Requisitions ■	Edit Requisition	ition	2. Add	tems and Servio	ces 段	3. Review a	and Submit	^
Approve Requisitions Receive Items Procurement Card Center Reports Administer Procurement	Review the details of your requ Business Unit: 39000 Requester: EMPL1		uthern University	and submit it for a ohn Parker	oproval.	'Currency:	USD	
Requisition Summary Description OtyUOM test another ad hoc 5 EA	Requisition Name: SNH02 Requisition Lines Line Description		Vendor	Name	<u>Quantity</u> U	Priority: OM Price	Medium 🔽	
approver Total Lines: 1 Total Amount (USD): 50.00	□ 1 <u>test another ad h</u> Consolidate w	ith other Reqs		nce-R-US Suggested Vendo		ach 10.000	50.00 🖺 🖓	
	Shipping Line: 1 Status: Active Attention: John Pa	Due Date: *Ship To: rker	CENTREC	Quantity: 📰 <u>Modify Shi</u>	pping Address		_	
	Distribute by: Qty Accounting Lines AM Business Profile ID	SpeedChar	3 Details	Asset Information		w All 🛗 First	I of 1 E Last	
	Unit 39000 Q AV05YR Q					Q	.	*

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.

ORACLE'									
ORACLE				-	Home	Worklist	Add to F	avorites	<u>Sign out</u>
Menu □ ▽ Purchasing △ ▽ Requisitions					N	ew Window	Help Cu	stomize Pac	
▷ Reconcile Requisitions ▷ Review Requisition	Maintain Requisitions								
Information ▷ Reports Add/Update Requisitions	Distribution								
- Approve Amounts - Approve ChartFields	Requisition ID: TC5COREREQ Item:		COM	IPUTERS					
 Stage For Loading Load Requisitions Update Direct Shipments 	Line: 1 Status: Active Schedule: 1								
- Budget Check - Entry Event Request	Ship to. CENTREC CENTRAL RE	Quantity: Open Quan	tity:		.0000 EA .0000				
- Purge Load Requests - Approval Workflow Request for Quotes		Amount:		20,0	00.00 USE)			
 Procurement Contracts Vendor Rebates Purchase Orders Receipts 	Distributions (Chartfields Y Details Y Asset Information) [===)						Cus	tomize Fin	<u>d</u> View All
Return To Vendor	Distrib Status Percent Quantity Amount	<u>GL Unit</u>	Account	Fund	Dept	Program	Class	Project	B
Procurement Cards Analyze Procurement	1 Processed 100.0000 2.0000 20,000.00	39000	714100	10000	TC5DPT1	16300	11000		20
D eProcurement D Sourcing D Grants D Program Management	OK Cancel Refresh								

Multiple SpeedCharts by Quantity distribution is shown below:

		5			
ORACLE			Home	<u>Worklist</u>	Add to Favorites Sign out
Menu	~			New Window	Help Customize Page 🕀
 Requisitions ▷ Review Requisition Information ▷ Reports → Add/Update Requisitions → Add/Update Requisitions → Approve Amounts → Approve Amounts → Stage For Loading → Load Requisitions 	Multiple SpeedCharts Requisition ID: SECREQCOPY Line: 1 Distribute by: Quantity Schedule: 1 Remaining Quantity: 1	item: Status: ^{Active} Req Oty: 10.0000	Security Test PO.020.920 SpeedCharts Process O Append O Overv		In REQ ID = SECREQCOPY, the distribution is split over 3 different speedcharts and at
 Update Direct Shipments Budget Check 	SpeedChart Selections SpeedChart	<u>Customi</u> Quantity to Distribute	<u>te Find View 2</u> 👑 🛛 First 🗹 1-	з of з 🕑 Last	various quantities
 Entry Event Request Purge Load Requests Approval Workflow 	1 90A25 Q		5.0000	•	balancing to the
Request for Quotes	2 95204 🔍		1.0000	+ -	Req Qty =10.00.
Procurement Contracts Vendor Rebates Revenders	3 10055 🔍		4.0000	•	
D Purchase Orders D Receipts D Return To Vendor	OK Cancel R	efresh			



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 reapproval 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





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





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.

ORACLE'	<u> </u>				16		
				Home	<u>VVorklist</u>	Add to Favorites	<u>Sign out</u>
Menu 🗖							
	Appro	val Status					~
▷ Buyer Center	Reg Na	me: SNH02					
- Create Requisition	Total:	50.00 USD					
 Manage Requisitions Approve Requisitions 	Total	30.00 000					
- Receive Items	Reques	ter: John Parker		Business Unit:	39000		
- Procurement Card Center	Entere	d on: 01/28/2008		Requisition ID:	0000300029		
- <u>Reports</u>	Status:			Priority:	Medium		
- Administer Procurement		ster's Justification:		. nony.	Mediani		
 My Profile Detail Jobcode/Role 		tification entered by requester.					
Definition	, wo jud	and all of other out by requestor.					
- Requester Integration							
Defaults	▶ Line I	nformation					
D Sourcing		in of mattern					
▷ Grants ▷ Program Management							
Project Costing	=						
▷ Proposal Management	T Revie	w/Edit Approvers					
Maintenance Management							
D Staffing	Line L)ept and Project Appro	val				
Travel and Expenses Billing	-	Line 1:Pending			_		
Accounts Receivable	×	test another ad hoc approver		(Diew Commei 💬	<u>nts</u>	
D Accounts Payable		roject Approval					
D BOR Menus	ľ		To See the second second second				
D Asset Management		Pending	Pushed Back				
 IT Asset Management Banking 		Paul Blevins Reg-Project Mgr-Line Level	Glen Davis Inserted Approver				
D Cash Management		Req-Project Nigr-Line Level	1/28/2008 - 7:01 PM				
Commitment Control			112012000 - 11011 m				
Ø General Ledger		Approval Comment History					
Allocations		Glen Davis at 1/28/2008 - 7:	01 PM				
Set Up Financials/Supply Obain		Test Pushback					~
Chain	~ <						>



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



<u>QUESTION 24:</u> 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.



<u>QUESTION 25:</u> 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/



<u>QUESTION 26:</u> 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.

Requisiti	on Authorizatio	ns		ſ						
	EMPL1	John Par	'ker			questers ows that				
Allowed	Requisition Actions						•			
✓	Approval Cancel Delete Close	☐ Full Auth for All ✓ Override Prefe ☐ Override RFQ R	Can Work Approved Reg's Full Auth for All Requesters Override Preferred Vendor Override RFQ Required Flag View/Override VAT Details			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.				
Request	ers User Authorizat	ion		Custon	nize F	ind View Al	I 🛗 🛛 F	irst 🖪 1 of	1 🕑 Last	
Request	ers User Auth For	<u>Description</u>	Add	Upda	<u>ite</u>	Cancel	<u>Delete</u>	<u>Close</u>		
EMPL1	- 2	John Parker		~					+ -	



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 reapproved 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: Change Order:	SMQAPO2 1			Budget Status:	Valid	
Copy From:	·			Hold From Furth	er Processing	
✓ Header *PO Date: Vendor *Vendor ID: *B Microsoft In	04/24/2008 CONFRUS-001 UATPO-1 ternet Explorer	Vendor Search <u>Vendor Details</u> Conference-R Us		Doc Tol Status: Backorder Status: Receipt Status:	Valid : None <u>(</u> Partial Print <mark>v</mark>	Create BackOrder
	has already been received I cannot change the quanti	and accepted. (10200,54) ty to be less than the quantity OK IS elect Lines	·	received and accepted	d. 1100.00 0.0 1100.00	Calculate
Purchasing Kit	<u>Catalog I</u>	tem Search Line:	C To:	Q Retrieve		=
Lines / Details Line Item 1 1 View Printable V Save QRe		atuses) tem information Description Writing Suplies y Refresh		EFQ Y Cont 'UOM Catego 0000 EA 96600 o to: More	tract <u>R</u> eceiving Dry <u>Price</u>	Eind View All #
						~



QUESTION 29: When does the 60 days in report manager begin?

ANSWER 29:

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.	

ORACLE'				Home	<u>Worklist</u>	Add to Favorites	Sign out
nu Procurement ourcing rants rogram Management roject Costing	/ List / Explo	rer γ Administration γ Archives		Ne	w Window	Help Customize Pa	ige 🗎
roposal Management aintenance Management	View Reports For Folder:	V Instance:	to:	Refres	sh 📕		
Staffing Fravel and Expenses Billing	Name:	Created On:	B	Last: 60 Days	*		
Accounts Receivable	Reports		Customize Find	View 100 🏭 🛛 First	🕙 84-133 of	133 🗈 Last	
Accounts Payable BOR Menus Asset Management	Report	Report Description	<u>Folder Name</u>	<u>Completion</u> Date/Time	<u>Report</u> ID	Process Instance	
T Asset Management Banking	84 AMPI1000	RUN PHYSICAL INVENTORY	General	03/24/08 3:46PM	3572	5138	
Cash Management Commitment Control	85 FS_STREAMLN	ON-DEMAND PROCESS	General	03/24/08 3:41PM	3571	5137	
eneral Ledger	86 AMPI1000	RUN PHYSICAL INVENTORY	General	03/24/08 3:37PM	3570	5136	
et Up Financials/Supply	87 AM AMAEDIST	ACCOUNTING ENTRY CREATION.	General	03/24/08 11:09AM	3565	5131	
ackground Processes (orklist oplication Diagnostics	88 AMDPCALC	CALCULATE DEPRECIATION	General	03/24/08 11:06AM	3564	5130	
ree Manager eporting Tools	89 AM DEPR CALC	CALCULATE DEPRECIATION	General	03/24/08 11:06AM	3563	5129	
Query PS/nVision	90 AM AMAEDIST	ACCOUNTING ENTRY CREATION.	General	03/24/08 10:34AM	3561	5127	
Report Manager eopleTools	91 AMDPCALC	CALCULATE DEPRECIATION	General	03/24/08 10:28AM	3560	5126	
hange My Password y Personalizations	92 AM DEPR CALC	CALCULATE DEPRECIATION	General	03/24/08 10:28AM	3559	5125	
l <u>v System Profile</u>	93 AM AMAEDIST	ACCOUNTING ENTRY CREATION.	General	03/24/08 9:54AM	vi 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 <u>COMPUTER HARDWARE AND</u> <u>PERIPHER</u> and is included in the Purchase Order dispatched to the vendor.

-	
PL	urchase Order
Georgia College & State Univer	Dispatch via Print
2500 Daniells Bridge Road	Purchase Order Date Revision Page
Athens GA 30601 United States Phone:	36000-SNH R39223 04/17/2008 1 Payment Terms Freight Terms Ship Via
United States Fridie.	Due Now FOB - Shipping Vendor Def
	Buyer Phone Currency
Mar. 4	Blake Simpson USD
Vendor: 0000010647 New England Business Services	Ship To: Central Receiving 320 North Wavne Street
New England Dusiness Services	Milledgeville GA 31061
500 Main Street	United States Phone: 478-445-5063
Groton MA 01471-0004	
	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 Checki	ing 20400 1.00 EA 1.000.0000 1.000.00 04/17/2008
1-1 Remedy Task 39223 Budget Checki Runs 2X tested after PSoft fix	
Kuis 24 tested diter Port IIA	
	Schedule Total 1,000.00
	Item Total 1,000.00
	1,000.00
PURCHASE ORDER NUMBER MUST BE ON SHIPPING LABE	EL AND PACKING MATERIALS .
Deliveries accepted Monday-Friday 8:30-11:30 and 1:00-4:30.	
benvenes accepted monday-1 https://www.so-11.50 and 1.00-4.50.	
	Total PO Amount 1.000.00
	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.

Menu	^						New Window He	elp Customize Pag	
Acknowledgements Manage Change Orders		Maintain Pur	chase Order						
▶ Reconcile POs									
Review PO Information		Distributio	ons for Schedule 1						
▶ Reports ▶ Budget Year End	-								
Processing		Unit:	39000		Vendor:	EQU	PWHSE-001		
- Add/Update Express		PO ID:	AMPO-2		Item:		Audio Vier	ial Equipment	
POs					Konn		Addio Visc	tar Equipment	
- Add/Update POs		Line:	1						
 Approve Amounts Approve ChartFields 		Sched:	1		Status:	Activ	e		
- Reserve PO IDs	-		Quantity 🗸						
- Maintain Distributions		'Distribute by:	Granuty		Schedule Qty:	1.00	00		
- Dispatch POs					Merchandise #	Amt:	5000.00 USD		E .
 Verify Document Tolerance 		SpeedChart:	Multi-Sper	edCharts	Doc. Base Ame	ount:	5000.00 USD		
- Budget Check		-							_
- Entry Event Request		Distribution				<u>Customize</u>	Find View All 🏭	First 🛃 1 of 1 🗈 La	ast
- Create Backorders		<u>Chartfields</u>	Details/Tax Y Asset Information	Υ <u>R</u> eq Detail Υ	<u>S</u> tatuses ∖				
 Approval Workflow Effective Dated UOM PO 	_	Dist Status Per	rcent Base Amt Base Currency Curre	ncy <u>'Locat</u>	ion IN U	<u>nit Sta</u> Co	atistics <u>Consigned</u>	Peg Status	
Update									EFT D
▶ Receipts		1 Open 10	0.0 5000.00 USD <u>Curre</u>	ncy 😰 MAIN		Q	Q	Unpegged	
Return To Vendor						T I = 2 -			
Procurement Cards Analyze Procurement						Inis	s is the l	20	
P Analyze Procurement D eProcurement									
▷ Sourcing						Dist	tributior	ו Sched	dule
D Grants			Refresh						
Program Management D Project Costing		OK Ca	Refresh			sho	wing the	e l ocat	tion
 Project Costing Proposal Management 						3110	wing th		
	~	<		1111		- M			
						- 1717			



ANSWER 31: (Continue)





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

ANSWER 32:

Processor New Window Help Customize Pace Image: Summary Identifying Information Address Contacts Location Customize Pace Image: Customize Pace Image	be the second se								
Home Worklid Add to Favorites Sono Prodor Exclusion Customize Page New Window Heliz Customize Page New Inder Lister Settio: 39000 Vendor Address Search Vendor: 0000011152 Short Vendor Name: New/BerRY-001 Name: Name: New/BerRY-001 Name: Name: Name: New/BerRY-001 Name: Name: Name: Name: Name: N									
date ior ior <tr< td=""><td></td><td></td><td></td><td></td><td></td><td>Home</td><td>Worklist</td><td>Add to Favorites</td><td>Sign out</td></tr<>						Home	Worklist	Add to Favorites	Sign out
Summary identifying information Address Contacts Location Custom rUser SetID: 39000 Vendor Address Search Vendor: 0000011152 Short Vendor Name: NEWBERRY-001 Name: Newberry Publishing vendor Address Eind View All First I or 4 Last Address ID: 1 Image: Search Image: Search vendor Address ID: 1 Image: Search Oblais Effective Date: 11/04/2001 Image: Search Country: USA United States Address 3: 1553 Watson Blvd Address 2: Middle Ga Newspaper Address 3: 1553 Watson Blvd Image: State: GA Georgia Emai	=								
Summary Identifying information Address Contacts Location Custom SettD: 39000 Yendor Address Search Vendor: 0000011152 Short Vendor Name: Newberry Publishing vendor: 1001 Image: Status: Address ID: ent Effective Date: 11/04/2001 is Address 1: D/B/A Buyers Guide ent Other Status: Address 2: Address 2: Middle Ga Newspaper Address 3: 1553 Watson Blvd County: Postal: Guide: Georgia Email ID:	~					Ne	w Window	Help Customize Pa	age http
eff gounnally gounna									
SettD: 3900 Wendor: 0000011152 Short Vendor Name: NEWBERRY-001 Name: Newberry Publishing Vendor: 0000011152 Short Vendor Name: NEWBERRY-001 Vendor: 0000011152 Short Vendor Name: NEWBERRY-001 Vendor: 0000011152 Vendor: 1 Vendor: 1 <td< td=""><td></td><td><u>Summary</u> / Identi</td><td>fying Information / Address</td><td><u>C</u>ontacts</td><td>(<u>L</u>ocation</td><td>C<u>u</u>stom</td><td></td><td></td><td></td></td<>		<u>Summary</u> / Identi	fying Information / Address	<u>C</u> ontacts	(<u>L</u> ocation	C <u>u</u> stom			
Vendor: 0000011152 Short Vendor Name: NEWBERRY-001 Name: Newberry Publishing Vendor Address End View All First I of A I ast Image: Status: Address End View All First I of A I ast Image: Status: Active Image: Status Image: Status Image: Address 1: D/B/A Buyers Guide Image: Status Address 2: Address 2: Middle Ga Newspaper Address 3: 1553 Watson Blvd Image: County: Image: State: GA Georgia Image: State: GA Georgia State:	r User	SettD: 39000			Vendor Addres	e Search			
ding Vendor Address Find View All Plate Address ID: 1 Description: MAIN Details 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: 1563 Watson Blvd City: Wamer Robins County: GA Georgia Email ID:					A STATE OF A	Second Street Block and			
Vendor Address Address ID: 1 Description: MAIN Details Effective Date: 11/04/2001 Find View All First I 104/2001	1	Vendor: 000001113	52 Short Vendor Name: NE	WBERRY-001	Name: Nev	wberry Publishing		\frown	
Address ID: 1 Description: MAIN Details First I 104/2001 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: 1653 Watson Blvd City: Warner Robins Country: Dotal: 31093 State: GA Georgia Email ID:		Vendor Address				Find I Vie	w All En	rt 🔳 1 of 4 🕨 Last	2
Address b. Description: MAIN Details Effective Date: 11/04/2001 status: Active Country: USA United States Address 1: D/B/A Buyers Ouide Ie Address 3: 1553 Watson Blvd City: Warner Robins County: Odd State: 6A Georgia Email ID:	or			_					1
Image: Second product Details Effective Date: 11/04/2001 Image: Status: Active Country: USA United States Address 1: D/B/A Buyers Guide Address 2: Middle Ga Newspaper Address 3: 1553 Watson Blvd City: Warmer Robins County: Octate: GA Georgia Email ID:									
t 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: GA Georgia Email ID:		Description:	MAIN						
timent 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: Qaduated States Address 3: 1553 Watson Blvd City: GA Georgia Email ID:		Details				Find View	All First	🕙 1 of 1 🕑 Last	
Address 1: D/B/A Buyers Guide Address 1: D/B/A Buyers Guide Address 2: Middle Ga Newspaper Address 3: 1553 Watson Blvd City: Warner Robins County: Postal: State: GA @ Georgia Email ID:	ent	Effective Date:	11/04/2001					+ -	
rent Geometry: USA Q United States es Address 1: D/B/A Buyers Guide Jile Address 2: Middle Ga Newspaper Address 3: 1563 Watson Blvd t City: Warner Robins rol County: GA Q Georgia Email ID: Email ID:		Statue							
Address 1: D/B/A Buyers Guide Address 2: Middle Ga Newspaper Address 3: 1553 Watson Blvd City: Warner Robins County: QA Georgia Email ID:									
t City: Warner Robins County: OA Georgia t Brail ID:	gement	Country:	USA 🔍 United States						
Address 3: 1553 Watson Blvd Marrier Robins Postal: 31093 Email ID: Email ID:	ises	Address 1:	D/B/A Buyers Guide						
address 3: 1553 Watson Blvd ent imment City: Wamer Robins county: October State: 31093 ent introl State: GA GA Georgia	ahla	Address 2:	Middle Ga Newspaper						
ent City: Warner Robins County: Postal: 31093 Email ID: Email ID:									
pement County: Value Kobils Postal: 31093 Postal: 1093 Po		Address 3:	1553 Watson Blvd						
ent ntrol County: QA Q Georgia Email ID: County: 31093 Email ID: Coun		City:	Warner Robins	1					
ontrol State: GA Q Georgia		County:		Postal:	31093				
Email ID:		State:	GA Q Georgia	2					
	muroi								
S/Supply Diagram Mithaelding Sti Namer		Email ID:							
P Payment with notaling an wartes	Jupply	Payment/With	nholding Alt Names						
presses	cesses a z			7107			m		~

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.

ORACLE'							
CICACLE				<u>Home</u>	Worklist	Add to Favorites	Sign out
Menu ■ ▼ Reports − Print Requisition − PO/Requisition Xref	Requisition Print)			New Window	<u>Help</u> <u>Customize P</u> a	aqe 🖻
 Requisition Template Req and PO Budgetary Activity Add/Update Requisitions Approve Amounts 	Run Control ID: REP Language: Engl		<u>Report Manager</u>	Process Monitor	Run		
- Approve ChartFields	Report Request Pa	rameters					
- <u>Stage For Loading</u> - <u>Load Requisitions</u> - <u>Update Direct Shipments</u> - <u>Budget Check</u> - <u>Entry Event Request</u> - <u>Purge Load Requests</u> - <u>Approval Workflow</u> D Request for Quotes D Procurement Contracts D Vendor Rebates D Purchase Orders	Business Unit: Requisition ID: From Date: Through Date: Requester:	39000 Q 01/01/2007 [F] 03/31/2008 [F] EMPL2	Statuses to Inclur Approved Canceled Completed Open Pending	de Select All			
Receipts Receipts Return To Vendor Procurement Cards Analyze Procurement Perocurement Sourcing Grants Program Management		n to Search <u>te Previous in List</u> <u>te Next</u>	in List				Y

Navigation: Purchasing> Requisitions> Reports>Prin 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.



<u>OUESTION 36:</u> 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.

equester:	Emr/L1	John Pa	ırker	*Status:	Active 💙	
quisition Defaults		ip To: RECEIVING	Q Us	e Only Assigned	Catalogs Re	equisition Status
ocation Set ID:	36000 🔍 'Lo	cation: MAIN	🔍 🗹 Pri	nsolidate with ot ce Can Be Chang		◯ Open ⊙ Pending
PO Origin SetID: Currency:	36000 Q Ori USD Q Dollar	igin: ONL	Q Def	faults Inventory E	80	
Phone:		Fax:				
GL Unit Acc	count Fund	Dept	Program	Class	Project	Bud Ref
talog Information			<u>stomize Find </u> Vie	w All 🛗 🛛 Firs	st 🗹 1 of 1 🕨 Last	
e <u>fault</u> <u>*SetID</u> 2 36000	Catalog ID NIGP_TREE	Descripti NIGP CO			+ -	

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



			_				
Buyer:	EMPL3		E	lake S	impson	Activo	
Department SetID:	36000 🔍	Department:		Q	*Status:	Active 💌	
ShipTo SetID:	36000 🔍	Ship To:	RECEIVING	Q	Default I	PO Status	
Location Set ID:	36000 🔍	Location:	MAIN	Q	Ор	en	
PO Origin SetID:	36000 🔍	Origin:	ONL	Q	💿 Per	nding Approval/Approv	ed
Phone:							
Fax:							
Save Return to	Search 🖃	Notify					E.

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

User:	EMPL1	John Parker
Location:	MAIN Main Campus	
Origin:	ONL Q Online entry	
Department:	Q	
Ship To Location:	RECEIVING 🔍 Central Receivin	ıg
Requester:	EMPL1	🔍 John Parker
Buyer:	EMPL3	🔍 Blake Simpson
Contract Process	Rebate Authorizations Request for	r Quote Process Pavables Online Vouchering Receiver Setup
Requisition Author	zations Purchase Order Authorizatio	ns Vendor Processing Authority Doc Tolerance Authorization

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.

Menu ■ ⊽Purchasing	^	Maintain Purc	hase Order						^
 Requisitions Request for Quotes Procurement Contracts Vendor Repates 		Purchase	Order 39000		P0 Status:	Dispatched	Δ	×	
 ✓ Purchase Orders ▷ Stage/Source Requests ▷ Acknowledgements 		PO ID: Change Order:	SNH_SHIPTO 1		Budget Status:	Valid			
Manage Change Orders Reconcile POs		Copy From:	~		📃 Hold From Furthe	er Processing			
Review PO Information		✓ Header							1
▷ Reports ▷ Budget Year End	=	'PO Date:	04/15/2008 関	Vender Geensla	Doc Tol Status:	Valid			
Processing		Vendor	NEWBERRY-001	Vendor Details	Backorder Status:	None	Create Bac	kOrder	
 Add/Update Express POs 		'Vendor ID:	0000011152	Newbeny Fabilishing	Receipt Status:	Not Recvd			
- Add/Update POs		'Buyer:	SUPPORT	Support Administrator	*Dispatch Method:	Print	V Disp	patch	
- Approve Amounts		PO Reference:	Test Shin To location	POline	Amount Summary				

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.

ORACLE						1	<u>Home</u>	<u>. Vvorklist</u>	Add to Favorites	Sign ou
								Marcol Marcola		age Bro
rchasing								New Window	Help Customize P	age http
equisitions equest for Quotes										
rocurement Contracts	Maintain Pu	rchase Ord	er							
endor Rebates	Mandan	a faile	Al an ella a se	. Durk Balais						
urchase Orders	vendor L	etalis	Newber	ry Publishir	ig					
Stage/Source Requests										
Acknowledgements	Unit:	39000	PO ID:	SNH SHIPTO	Vendor:	NEWBERRY-0	01	Change Order	- 4	
Manage Change Orders	onic.	39000	FOID.	ONH_OHIFTO			01	change of dei	•	
Reconcile POs	*Location:	MAIN	Q		Vendor In	nformation				
Review PO Information		1 Q	Chow Ade	tress Details		0.000 (0.000 (0.000)) (0.000)		Du Du	e Immediatelv	
Reports Budget Year End	*Address:			10 10 00 01 01 00		Terms:			e immediately	
Processing	Contact:		Show Co	ntact Details		Basis D	t Type:	Inv Date 💉		
Add/Update Express	C-1	Q	Show Sales	person Details						
POs	Salesperson:	4		percent becaute						
Add/Update POs										
Approve Amounts	Vendor Details	Nessade								
Approve ChartFields	had a state of the	3								
Reserve PO IDs	Country:	USA	United State:	_						
Maintain Distributions	country.			S		Prefix:				
Dispatch POs	Address 1:	D/B/A Buyer	's Guide			Fax:				
Verify Document Tolerance		Middle Ga N	Jowenanor							
Budget Check	Address 2:	widdle oar	demopaper			Prefix:				
Entry Event Request	Address 3:	1553 Watsi	on Blvd			Phone:				
Create Backorders										
Approval Workflow	City:	Warner Rob	oins							
Effective Dated UOM PO	County:			Postal:	31	093				
Update	county.	-		Postal.						
eceipts	State:	GA Q	Georgia							
eturn To Vendor			-							
ocurement Cards halvze Procurement	OK	Cancel	Refresh							
Idivze Floculeffiefit	~									



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.

ORACLE'	Home Worklist Add to Favorites	l s
u 🗖		
115	Manage Requisitions	
dors		
chasing		
ocurement	To locate requisitions, edit the criteria below and click the Search button.	
iyer Center	Business Unit: 39000 Q. Requisition Name:	
eate Requisition		
anage Requisitions	Requisition ID: 🔍 Request Status: All but Complete 👱 Budget Status:	
prove Requisitions	Date From: Date To: 03/25/2008	
aceive Items		
ocurement Card Center	Requester: EMPL1 C Entered By: C PO ID:	Q
dminister Procurement		_
/ Profile	Search Clear	
etail Jobcode/Role		
efinition	Requisitions	
equester Integration	To view the lifespan and line items for a requisition, click the Expand triangle icon: D	
efaults	To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.	
rcing	Reg ID Reguisition Name BU Date Status Budget Total	
nts		
ram Management	00000300035 RQTC5SM1 39000 03/25/2008 Received Valid 150.00USD <select action<="" td=""><td>✓ G0</td></select>	✓ G0
ect Costing	Requester: John Parker Entered By: John Parker Priority: Medium	
osal Management	Request Lifespan:	
tenance Management	Nequest Linespan.	
ing		
el and Expenses		A
ng i i i i i		~
unts Receivable	Requisition Approvals Inventory Puteriase Criange Receiving Returns Invoice Payment	
unts Payable		
Menus	Line Information	
et Management set Management	Line Description Status Price Curr Oty UOM Vendor	
king	1 Conference Supplies Received 100.000 USD 1.0000 BOX Conference-R-US	
h Management	2 Additional Item Received 50.000 USD 1.0000 BOX Conference-R-US	
mitment Control		
eral Ledger	Palast Aster	Gr



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

vorkiist								
ORAC	LE'				u	507-0140-4	Adda Farman	1 0
•					Home Ne	<u></u>	Add to Favorites	Sign out
Worklist for EN	MPL1: John Parker			\setminus				
Detail View			Work List Filters:	~				
Worklist				<u>Customize</u>	E Find I Vi	ew All 🟪	First 🚺 26-29 of 2:	9 🕑 Last
<u>From</u>	Date From Work Item	Worked By Activity	Priority	Link				
Glen Davis	02/14/2008 Transaction Approved	Approval Workflow		TAApproval, TRAVEL_AUTH_ID:00003 261	00020,	Mark V	Vorked Rea	ssign
Diane Watkins	02/14/2008 Transaction	Approval Workflow		CAApproval, ADVANCE ID.0000000011		Mark V	vorked Rea	ssign
Paul Blevins	03/25/2008 Transaction Approved	Approval Workflow		BUSINESS UNIT:39000 REQ ID:0000300035, 794	L.	Mark V	Vorked Rea	ssign
Paul Blevins	03/27/2008 Transaction Approved	Approval Workflow		BUSINESS UNIT:39000 REQ ID:0000300034, 874		MarkV	Vorked Rea	ssign

This is the notification on Requester's worklist

合 He	Inbox 376 messag	es X			Mobile Op	otions	; 🔻 He	lp 👻
	Delete 🛛 📩 Reply 🕶 🚮	'Forward 😒 Spam 🚉	Move 👻 📇 Print	More Actions 💌	View 👻			
0	From	Subject	Date		✓ Size	Ø	٣	
	FTST02@yahoo.com	Requisition ID "000030005	5" Business Uni Mon,	6/9/08 6:47 PM	2KB	Ø		
	FTST02@yahoo.com	Approval is Requested for	Requisition ID ' Mon,	6/9/08 6:41 PM	2KB	Ø	+	
	FTST02@yahoo.com	Requisition ID "000030005	0" Business Uni-Mon,	6/9/08 9:52 AM	2KB	Ø		
	FTST02@yahoo.com	Approval is Requested for	Requisition ID ' Fri, 6	/6/08 3:30 PM	2KB	Ø		
	FTST02@yahoo.com	Approval is Requested for	Requisition ID ' Fri, 6	/6/08 8:57 AM	2KB	Ø		
	FTST02@yahoo.com	Approval is Requested for	Requisition ID ' Fri, 6	/6/08 8:54 AM	2KB	Ø		
	FTST02@yahoo.com	Approval is Requested for	Requisition ID ' Fri, 6	/6/08 8:49 AM	2KB	Ø	+	
	FTST02@yahoo.com	Approval is Requested for	Requisition ID ' Fri, 6	/6/08 8:46 AM	2KB	Ø		-
Requ	isition ID "0000300055"	Business Unit "Georgia Co	ollege & State Univ	ver" H Compact	: Header 🔻 Full	Mes:	sage Vie	ew

😑 "FTST02@yahoo.com" <FTST02@yahoo.com > 📑 Add 🕺 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 Pur	rchase Order							
Distributi	ons for Schedule	1						
Unit:	36000		Vendor:	EQUPWHSE-002				
PO ID:	0000300039		item:	Audio V	isual Equipment			
Line:	1							
Sched:	1		Status:	Active				
'Distribute by:	Quantity 🖌		Schedule Qty:	1.0000				
			Merchandise Amt:	5000.000 USD				
SpeedChart:	🔍 <u>Multi</u>	SpeedCharts	Doc. Base Amount:	5000.000 USD				
Distribution (Chartfields)		tion Y Reg Detail	Y Statu ses	-	Customize	e <u>Find</u> View All 🏙	First 🗹 -	1 of
<u>Dist Status</u> Pe			v *GL Unir *Account	Fund Dept	Program Class	Project	Bud Ref B	udg
	00.0 1.0000	5000.000 USD	36000 2 843100	10000 Q UATDPT1	Q 16300 Q 11000 Q			06/11
Distribut	tion							
<u>C</u> harti	fields Y <u>D</u> etails <i>i</i>	Tax As	set Informatio	n Y <u>R</u> eq Detai	I		-	
<u>Dist</u> <u>Sta</u>	atus <u>Percent</u> AN	<u>A Unit</u> <u>P</u>	Profile ID	<u>CAP #</u>	<u>Sequence</u> <u>Tag</u>	Number		
1 Op	en 100.0 3	6000 🔍 /	AV05YR	مم	Q			

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				
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	2	
Budget Journal Template ID:	٩			
Accounting Entries				
			<u>*Account</u>	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.



QUESTION 45: 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.



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.

ORACLE'		Home Worklist Add to Favorites Sign o
Menu 🖬		THE TRANSPORT
- Brand Names	Category Definition Category Definition 2	
- Charge Codes	SetID: 39000 Category ID: 05929 Code: 88011	
- Demand Priority Family		
– <u>Grades</u> – Hazard/Disposal Codes	Expand All Collapse All	
- Item Attributes Group	Item Category Detail	Eind View All First 🗹 1 of 1 🕑 Last
- Item Categories	Para an	(H)
- Item Default Values	Effective Date: 01/01/1900	Status: Active
- Item Families	Matching Controls	
- Item Family Routing	Tolerance Over	Tolerance Under
- Item Groups		500.00000
 Item Group Routing Item Number Control 	Unit Price Tolerance: 500.00000	500.00000
- Item Templates	% Unit Price Tolerance: 10.00	10.00
- Item Types	Ext Price Tolerance: 500.00000	500.00000
- Manufacturers		
- MSDS Identifiers	% Ext Price Tolerance: 10.00	10.00
- Packing Codes	Receiving Controls	
 Potency Codes Replenishment Classes 		Inspection Required
- Stock Types	'Receiving Required Required 💙	
- Universal Item ID Types	Reject Oty Over Tolerance	Inspect ID:
 Utilization Types 	Oty Rovd Tolerance %: 0.00	*Inspection UOM: Standard V
- Utilization Groups		
Define Items and	TREAM	
Attributes Review Item Information	Early Ship Rjct Days: 30	
> Reports		
▷ Vendors	▶ Sourcing Controls	
D Purchasing	▷ Misc. Controls and Options	
D eProcurement		
D Sourcing	WorkFlow Notification Controls	
▷ Grants ▷ Program Management		

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



ORACLE'						<u>Hom</u>	<u>e Wo</u> i	<u>rklist /</u>	Add to Favorite	<u>is Sic</u>	an ou
enu 🗖										10.11.000	
Purchase Orders	~						New Wind	low Help	Customize I	Page http	
Stage/Source Requests											
Acknowledgements											
Manage Change Orders Reconcile POs	Maintain	Purchase Orde	ĩ								
▷ Review PO Information	C . l	4									
▷ Reports	Schedu	lies									
▷ Budget Year End											
Processing	Unit:	39000		Vendor:	EQUPWHSE-	001					
- Add/Update Express	PO ID:	AMPO-2		PO Date:	01/25/2008						
POs				DO Obstance	Discontrational						
– Add/Update POs				PO Status:	Dispatched						
- Approve Amounts											
- Approve ChartFields	Return to M	<u>ain Page</u>									
- Reserve PO IDs	Lines										1
- Maintain Distributions	Make in the last										
	Line: 1	ltem:	Audio '	Visual Equipment	POQ	ty: 1.000	0	EA AI	nount:	5000.00	U
- Verify Document	Line: 1 Schedule		<u>Audio '</u>	<u>Visual Equipment</u>	P0 Q	ty: 1.000	0	EA AI	100 - 2011	1400	
- <u>Verify Document</u> <u>Tolerance</u>	Schedule	s					-		100 - 2011	5000.00 <u>omize Fin</u>	
 Verify Document Tolerance 	-	s	<u>Audio'</u> γ S <u>h</u> ipment γ		PO Q elving Y Ereig	ıht γ	RTV		Cust	1400	<u>id </u>
- <u>Verify Document</u> <u>Tolerance</u> - <u>Budget Check</u> - <u>Entry Event Request</u> - <u>Create Backorders</u>	Schedule / Detail	s s	γ S <u>h</u> ipment γ	Matching Y Rec	eiving Y Ereig	pht γ <u>Price</u>	RTV Price	Munit	<u>Cust</u>	omize <u>Fin</u>	Ex
- <u>Verify Document</u> <u>Tolerance</u> - <u>Budget Check</u> - <u>Entry Event Request</u> - <u>Create Backorders</u> - <u>Approval Workflow</u>	Schedule	s				ht Y <u>Price</u> Tolerance	<u>R</u> TV Price Tolerance	Munit Price	<u>Cust</u> % Unit Price	omize Fin Ext Price	Ext Tol
- <u>Verify Document</u> <u>Tolerance</u> - <u>Budget Check</u> - <u>Entry Event Request</u> - <u>Create Backorders</u> - <u>Approval Workflow</u> - <u>Effective Dated UOM PO</u>	Schedule / Detail	s s	γ S <u>h</u> ipment γ	Matching Y Rec	eiving Y Ereig	pht γ <u>Price</u>	RTV Price	Munit Price	<u>Cust</u> % Unit Price	omize <u>Fin</u>	
- Verify Document Tolerance - Budget Check - Entry Event Request - Create Backorders - Approval Workflow - Effective Dated UOM PO - Update	Schedule <u>D</u> etail	s s Y <u>S</u> tatuses <u>'Due Date</u>	<u>Y Shipment</u> <u>'Ship To</u>	Matching <u>Rec</u>	eiving <u>Y</u> Erei <u>o</u> <u>*Matching</u>	int Y <u>Price</u> <u>Tolerance</u> <u>Over</u>	<u>R</u> TV Price Tolerance Under	Munit <u>Price</u> Tolerance Over	Cust % Unit Price Tolerance - Under	omize Fin Ext Price Tolerance	Ext Tol
- <u>Verify Document</u> Tolerance Budget Check - Entry Event Request - Create Backorders - Approval Workflow - Effective Dated UOM PO Update Receipts	Schedule <u>D</u> etail	s s	γ S <u>h</u> ipment γ	Matching Y Rec	elving <u>Freio</u> <u>*Matching</u> Full Match <u>V</u>	ht Y <u>Price</u> Tolerance	<u>R</u> TV Price Tolerance Under	Munit Price Tolerance	Cust % Unit Price Tolerance - Under	omize Fin Ext Price	Ex To
- <u>Verify Document</u> <u>Tolerance</u> Budget Check - Entry Event Request - <u>Create Backorders</u> - <u>Approval Workflow</u> - <u>Effective Dated UOM PO</u> <u>Update</u> Receipts Return To Vendor	Schedule <u>D</u> etail Sched 1	s s <u> Statuses</u> <u> 'Due Date</u> 01/31/2008	<u>Y Shipment</u> <u>'Ship To</u>	Matching V <u>R</u> ec	Hill Match	int Y <u>Price</u> <u>Tolerance</u> <u>Over</u>	<u>R</u> TV Price Tolerance Under	Munit <u>Price</u> Tolerance Over	Cust % Unit Price Tolerance - Under	omize Fin Ext Price Tolerance	Ex To
- Verify Document Tolerance - Budget Check - Entry Event Request - Create Backorders - Approval Workflow - Effective Dated UOM PO Update Receipts Return To Vendor Procurement Cards	Schedule <u>D</u> etail Sched 1	s s Y <u>S</u> tatuses <u>'Due Date</u>	<u>Y Shipment</u> <u>'Ship To</u>	Matching V <u>R</u> ec	elving ∑ Ereiç 'Matching Full Match ↓ ERS Full Match	int Y <u>Price</u> <u>Tolerance</u> <u>Over</u>	<u>R</u> TV Price Tolerance Under	Munit <u>Price</u> Tolerance Over	Cust % Unit Price Tolerance - Under	omize Fin Ext Price Tolerance	Ext Tol - U
- <u>Verify Document</u> Tolerance Budget Check - Entry Event Request - Create Backorders - Approval Workflow - <u>Effective Dated UOM PO</u> <u>Update</u> Receipts Return To Vendor Procurement Cards Analyze Procurement	Schedule Detail Sched 1 (Add ShipTo	s S S S S S S S S S S S S S S S S S S S	Y Shipment Y <u>'Ship To</u> CENTREC	Matching <u>V</u> <u>Rec</u> <u>Match Status</u> Matched	Helving Y Ereig Matching Full Match → ERS Full Match No Match	Price Tolerance Over 500.0000	<u>R</u> TV Price Tolerance Under	Munit <u>Price</u> Tolerance Over	Cust % Unit Price Tolerance - Under	omize Fin Ext Price Tolerance	Ext Tol - U
Tolerance - Budget Check - Entry Event Request - Create Backorders - Approval Workflow - Effective Dated UOM PO Update Receipts Return To Vendor Procurement Cards Analyze Procurement Procurement	Schedule Detail Sched 1 (Add ShipTo	s s <u> Statuses</u> <u> 'Due Date</u> 01/31/2008	<u>Y Shipment</u> <u>'Ship To</u>	Matching <u>V</u> <u>Rec</u> <u>Match Status</u> Matched	Helving Y Ereig Matching Full Match → ERS Full Match No Match	int Y <u>Price</u> <u>Tolerance</u> <u>Over</u>	<u>R</u> TV Price Tolerance Under	Munit <u>Price</u> Tolerance Over	Cust % Unit Price Tolerance - Under	omize Fin Ext Price Tolerance	Ext Tol - U
- <u>Verify Document</u> <u>Tolerance</u> = <u>Budget Check</u> - <u>Entry Event Request</u> - <u>Create Backorders</u> - <u>Approval Workflow</u> - <u>Effective Dated UOM PO</u>	Schedule Detail Sched 1 (Add ShipTo	s S S S S S S S S S S S S S S S S S S S	Y Shipment Y <u>'Ship To</u> CENTREC	Matching <u>V</u> <u>Rec</u> <u>Match Status</u> Matched	Helving Y Ereig Matching Full Match → ERS Full Match No Match	Price Tolerance Over 500.0000	<u>R</u> TV Price Tolerance Under	Munit <u>Price</u> Tolerance Over	Cust % Unit Price Tolerance - Under	omize Fin Ext Price Tolerance	Ext Tol - U
Vertify Document Tolerance Budget Check Entry Event Request Create Backorders Approval Workflow Effective Dated UOM PO Update Receipts Return To Vendor Procurement Cards Analyze Procurement Procurement ourcing rants togram Management	Schedule Detail Sched 1 (Add ShipTo	s S S S S S S S S S S S S S S S S S S S	Y Shipment Y <u>'Ship To</u> CENTREC	Matching <u>V</u> <u>Rec</u> <u>Match Status</u> Matched	Helving Y Ereig Matching Full Match → ERS Full Match No Match	Price Tolerance Over 500.0000	<u>R</u> TV Price Tolerance Under	Munit <u>Price</u> Tolerance Over	Cust % Unit Price Tolerance - Under	omize Fin Ext Price Tolerance	Ext Tol - U
Verify Document Tolerance Budget Check Entry Event Request Create Backorders Approval Workflow Diffective Dated UOM PO Update Receipts Return To Vendor Procurement Cards Analyze Procurement Procurement ourcing rants rogram Management roject Costing	Schedule Detail Sched 1 (Add ShipTo	s S S S S S S S S S S S S S S S S S S S	Y Shipment Y <u>'Ship To</u> CENTREC	Matching <u>V</u> <u>Rec</u> <u>Match Status</u> Matched	Helving Y Ereig Matching Full Match → ERS Full Match No Match	Price Tolerance Over 500.0000	<u>R</u> TV Price Tolerance Under	Munit <u>Price</u> Tolerance Over	Cust % Unit Price Tolerance - Under	omize Fin Ext Price Tolerance	Ex To

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		ltem:			:	Test UAT QA #53 on 1	taq/serial	
Receipt Line:	1		Standard UC	OM:	EA				
Next Asset ID									
Distribution Information	1					<u>Find</u> Vi	iew All 🔰 First 🛃 🔒	of 1 🕑 Last	
Distribution Line:	1		Capitalize:		Non Cap 🛛 🔽				
Business Unit:	36000		CAP Sequer	nce:					
Profile ID:	COMP05YF	2	Employee ID):					
CAP #:			Distributed	Quantity:	15.0000				
Cost Type:			Merchandis	e Amt:	3750.000				
Apply to Details									
Assign Tag Ids	*	Microso	ft Internet Ex	xplorer					
Enter Starting Numbe	er: TAG01	<u> </u>	Must enter a V	/alid Serial Id	In the Asset Panel t	efore Proceedi	ng. Click OK and Enter	a Valid Serial Id.	(27000,2)
Asset Information	Y More Details					ОК			
	<u>Status</u> <u>Quantity</u>	Tag Number	<u>Serial ID</u>		<u>Asset ID</u>	Asset ID	<u>Number</u> <u>Profile ID</u>		
1 36000	Open 1.0000	TAG01			NEXT	<u>s</u>	COMP05Y	'R	
2 36000	Open 1.0000	TAG02			NEXT	R	COMP05Y	'r 🗙	
3 36000	Open 1.0000	TAG03			NEXT	R	COMP05Y	'R 🗙	
4 36000	Open 1.0000	TAG04			NEXT	R	COMP05Y	'R 🗙	

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 Purc	hase Order		
Distributio	ns for Schedule 1		
Unit:	36000	Vendor:	DELLMARK-001
PO ID:	SNH_QA1	item:	Test UAT QA #53 on tag/serial on receivers upon saving.
Line:	1		
Sched:	1	Status:	Active
*Distribute by:	Quantity 💌	Schedule Qty:	15.0000
		Merchandise Amt:	3750.000 USD
SpeedChart:	Q Multi-SpeedCharts	Doc. Base Amount	3750.000 USD
Distribution <u>Chartfields</u> Dist Status Pere	Details/Tax Y Asset Information (Req Details/Tax Y Asset Information CAP #	ail 〉 <u>S</u> tatuses 〉[Sequence Tag Num	Customize Find View All # First I of 1 I Last
1 Open 100		<u>کور اور اور اور اور اور اور اور اور اور ا</u>	

OK Cancel Refresh

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).

ORACLE'						Home Worklist Add to Fevorites Sign out
Menu ■ ♥ Set Up Financials/Supply Chain ▷ Install ▷ Security	A Buyer Setup Das	hboard				New Window Help Customize Page 1000
 ▷ Upgrade ▷ Business Unit Related ▷ Common Definitions ▽ Product Related 	Buyer: Department SetID:	EMPL3	Department	3	Blake S	Simpson *Status: Active
 ▷ Asset Management ▷ Budgeting ▷ Expenses ▷ Grants 	ShipTo SetID: Location Set ID:	39000 Q 39000 Q	Ship To: Location:		a	Default PO Status Open
 ▷ Inventory ▷ Planning ♡ Procurement Options ▷ Charges/Costs ▷ Management 	■ PO Origin SetID: Phone: Fax:	39000 Q	Origin:	ONL	Q	Pending Approval/Approved
Payments Purchasing - Buyer Setup - Change Request Mapping Defer Content	Buyer Setup Dashboa		Previous in List	<mark>↓ Next in L</mark>	st	E Notify



<u>QUESTION 50:</u> 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	='PSQRYTT	TLE' >BOI	R_PO_OPE	N_A	MOUN	T_ALL- A	11 Open I	Encum	brances	7						
	ownload resi s=₽₿QRYHYP			ieet .	<u>CSV Te</u>	<u>«tFile</u> (239) kb)							First 🖪 1	1-100 of	764 🕞 <u>Las</u> t
	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	С	10/18/2005
2	0000006097	02/01/2006	0000011143	1	3	1	753100	12250	5054000	25200	42100	2006		8170.000	С	02/01/2006
3	0000005131	06/14/2006	0000012263	1	1	2	843200	10000	1020050	14100	11000	2006		18524.100	С	06/14/2006
4	0000005584	06/14/2006	0000012265	1	1	2	843200	10000	1020050	14100	11000	2006		17951.670	С	06/14/2006
5	0000000329	06/23/2006	0000012456	1	1	2	753100	50000	8040323	17200	16000	2006		17424.500	С	06/23/2006
6	0000021457	07/10/2006	0000012525	1	1	2	753100	10000	1067010	16700	11000	2007		1.220	С	08/09/2006
7	0000006209	07/25/2006	0000012727	1	1	2	714100	20000	1002150	12100	61000	2007	228	105.210	С	07/25/2006
8	0000010687	09/05/2006	0000012990	1	1	2	714100	50000	8030108	17630	16000	2007		150.000	С	09/05/2006
9	0000010687	09/05/2006	0000012990	2	1	2	715100	50000	8030107	17630	16000	2007		1500.000	С	09/05/2006
10	0000014164	10/04/2006	0000013227	1	1	2	727141	10000	1010050	11100	11000	2007		300.000	С	10/30/2006
11	0000005595	11/30/2006	0000013573	1	1	2	753100	50000	8030108	17630	16000	2007		2778.890	С	11/30/2006
12	0000023379	12/11/2006	0000013639	1	1	2	742111	10000	1064100	16500	11000	2007		10317.310	С	01/10/2007
13	0000006111	01/25/2007	0000013872	1	1	1	125035	50000	0000000			2007		7900.000	С	01/25/2007
14	0000023722	02/07/2007	0000013971	1	1	2	753100	50000	8030106	17630	16000	2007		22920.000	С	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)**><u>User Acceptance Testing (UAT)</u> <u>Information and Registration</u> (PDF). Any questions should be referred to the PSFIN V8 Project Team at <u>psfin_upgrade@usg.edu</u>





<u>QUESTION 52:</u> 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.

e & State Univer					Dispatch vi	la Print
bad					Revision	Page
			F 14			1
						Ship Via Vendor Def
			FOB - 7			Currency
		Adminj	strator	Thome		USD
000006517	Ship To:					-
ng L.P.						
21/		Mill€	adgeville G	A 31061	45 5000	
		Unit	ed States	Phone: 476-4	45-5065	
. 1 / 10002	Bill To:	Unit	ed States	Phone:		
Exempt ID: N/A						
Item/Description	NIGP	Quantity	UOM	PO Price	Extended An	nt Due Date
Test HAT 060 #53 on tag/serial	20400) 15	00 EA	250 0000	3 750	.00 06/16/200
receivers upon saving.	01 20-00	15.	UU EA	250.0000	5,750.	00 00/10/200
	S	schedule	Total	_	3,750.0	00
	k	tom Tota	a		3 750	
		em rota			3,750.0	10
NUMBER MUST BE ON SHIPPING LAB	EL AND PAC	CKING M	ATERIALS	i -		
Monday-Friday 8:30-11:30 and 1:00-4:30.						
	000006517 ng L.P. ay (TX 78682 <u>Exempt ID: N/A</u> Item/Description Test UAT Q&A #53 on tag/serial receivers upon saving.	36000-51 Payment Due Now Buyer Support Ship To: ng L.P. ay (TX 78682 Bill To: Exempt ID: N/A Item/Description Test UAT Q&A #53 on tag/serial on 20400 receivers upon saving. S It RNUMBER MUST BE ON SHIPPING LABEL AND PACE	36000-SNH_QA1 Payment Terms Due Now Buyer Support Admini AQUID BUD AQUID <	36000-SNHE QA1 Payment Terms Freight Due Now FOB - S Buyer Support Administrator Ship To: Central Receiv 320 North Way Milledgeville G ay United States Exempt ID: N/A Test UAT Q&A #53 on tag/serial on receivers upon saving. 20400 Schedule Total Item Total RNUMBER MUST BE ON SHIPPING LABEL AND PACKING MATERIALS	36000-SNH_QA1 06/16/2008 Payment Terms Freight Terms Due Now FOB - Shipping Buyer Phone Support Administrator 0000006517 Ship To: Central Receiving 320 North Wayne Street Milledgeville GA 31061 ay United States CTX 78682 Bill To: United States Phone: Exempt ID: N/A Item/Description NIGP Quantity UOM Test UAT Q&A #53 on tag/serial or 20400 15.00 EA 250.0000 receivers upon saving. Schedule Total	36000-SNH_QA1 06/16/2008 Payment Terms Freight Terms Due Now FOB - Shipping Buyer Phone Support Administrator 0000006517 Ship To: OLP. Ship To: Ay United States AY United States Bill To: United States Post PO Price Exempt ID: N/A Post PO Porice Item/Description NIGP Quantity Test UAT Q&A #53 on tag/serial or 20400 Schedule Total 3,750.0 Item Total 3,750.0 RNUMBER MUST BE ON SHIPPING LABEL AND PACKING MATERIALS .



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			ltem:					Test UAT QA #53 on tag/serial			
Receipt Lin	e:		1			Standard UC	OM:	EA						
Next Asset	ID													
Distributio	n Informatio	1								Find Vi	ew All	First 🛃 1	of 1 🕑 Last	
Distributio	on Line:		1			Capitalize:		Non C	ap 🗸					
Business	Unit:		36000			CAP Sequer	ice:							
Profile ID:			COMP05YF	5		Employee ID):							
CAP #:						Distributed (Quantity:	15.000	00					
Cost Type	:					Merchandis	e Amt:	3750.0	000					
Apply to Details														
Assign	Tag Ids		*		Microsof	t Internet Ex	cplorer							
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						l. (27000,2)		
Asset Information More Details (FFF)														
Asset	AM									ĸ				
<u>Dist Seq</u>	<u>Business</u> <u>Unit</u>	<u>Status</u>	<u>Quantity</u>	<u>Tag Num</u>	<u>ber</u>	<u>Serial ID</u>		E	lsset ID	Asset ID	<u>Number</u>	<u>Profile ID</u>		
1	36000	Open	1.0000	TAG01					NEXT	R		COMP05	YR	
2	36000	Open	1.0000	TAG02					NEXT	R		COMP05	yr 🗙	
3	36000	Open	1.0000	TAG03					NEXT	R		COMP05	yr 🗙	
4	36000	Open	1.0000	TAG04					NEXT	R		COMP05	YR 🗙	

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	ltem:		Test UAT QA #53 on tag/serial				
Receipt Line:	1	Standard UOM:	EA					
Next Asset ID								
Distribution Information	n			<u>Find</u> Vie	ew 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 e	existing numbers			
Enter Starting Numb	er: SERIAL AM1234-01	*Start Row:	1	Apply				
Asset Information	More Details		<u>Customize</u>	<u>Find View 3</u>	📕 🛛 First 🗹 1-15 of	15 🗈 Last		
<u>AM</u> Dist Seq Business <u>Unit</u>	<u>Status Quantity Tag Number</u>	<u>Serial ID</u>	<u>Asset ID</u>	Next Asset ID	Number Profile ID			
1 36000	Open 1.0000	SERIAL AM1234-01	NEXT	s.	COMP05YR			
2 36000	Open 1.0000	SERIAL AM1234-02	NEXT	R	COMP05YR	×		
3 36000	Open 1.0000	SERIAL AM1234-03	NEXT	<u>s</u>	COMP05YR	×		
4 36000	Open 1.0000	SERIAL AM1234-04	NEXT	R)	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 UA	AT QA #53 on taq/ser	<u>ial</u>		
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				
			<u>Customize Fin</u>	d I View All I	First 🛃 1-3 of 15 🕨	Last		
Asset Information	ore Details 🔪 💷				_			
<u>AM</u> Dist Seq <u>Business</u> <u>State</u> Unit	us Quantity Tag Number	<u>Serial ID</u>	<u>Asset ID</u>	Next Asset <u>Numb</u> ID	er Profile ID			
1 36000 Ope	n 1.0000 TAG01	SERIAL AM0987- 01	NEXT	R.	COMP05YR			
2 36000 Ope	n 1.0000	SERIAL AM1234-02	NEXT	R.	COMP05YR	×		
3 36000 Ope	n 1.0000 TAG03	SERIAL AM1234-03	NEXT	8	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.