

| KI8127: | Issue with Applying a SpeedChart On ePro Requisition Line Distributed By Quantity |
|-----------------------|---|
| UPDATED: | April 5, 2011 |
| STATUS: | Resolved by a fix applied to production on 03/29/2011 |
| Імраст: | Users are now able to apply a SpeedChart on ePro Requisition Lines Distributed by Quantity |
| Originally Posted: | March 4, 2011 |

KI8127: KNOWN ISSUE TITLE

Issue with Applying a SpeedChart On an ePro Requisition Line Distributed by Quantity

FUNCTIONAL IMPACT

An issue has been identified when a Requester adds items to a requisition specifying a **Distribute by** method of **Qty** in conjunction with applying a **SpeedChart** directly on the line on the Step 3 **Review and Submit page**. Once the requisition is saved, the Source Status is being incorrectly updated to 'C' which indicates sourcing is complete for that requisition. Lines with this incorrect status route accurately and are able to be approved; however, the requisition line(s) are not available for editing or sourcing to a PO.

While the Review and Submit page can be utilized to apply a SpeedChart to any requisition line regardless of the Distribute By option selected, the combined use of the Distribute by method of Qty and a SpeedChart will require a DBI to allow the lines to be available for editing or sourcing once the requisition is saved.

ITS plans to introduce a fix in a future release and will provide an update when this fix will be available.

FUNCTIONAL WORKAROUND

For now, a functional workaround has been identified. The workaround consists of applying the SpeedChart on the **Modify Line/Shipping/Accounting** page instead of applying it directly on the line. This process is outlined in detail within the screenshots below.





• For Requisition lines distributed by Qty, **do not** apply a SpeedChart directly on the line as shown below:

| Edit Requisit | ion | | | | | |
|---|------------------------------------|--------------------------|--|-------------------------|------------------------|---------------------------|
| 1. Define | e Requisition | 2. Add Item | s and Services | 3. Reviev 3. | w and Submit | |
| Review the details of y | our requisition, make any | necessary changes, and s | submit it for approval. | | | |
| Business Unit: | 36000 Georgia Co | llege & State Univer | | | | |
| Requester: | lisaj312003 | Bowde | en,Lisa J | *Currency: | USD | |
| Requisition Name: | 0000407496 | | | Priority: | Medium 🖌 | |
| Requisition Lines | 41 | Manada a Mana | - 0 | | | ~ |
| Line Descrip Desc | <u>uon</u> T <u>H SC - LINE</u> | <u>Vendor Nam</u> | e <u>Quantity</u> 1.00 | 00 Each | <u>Price</u> 10.000 | <u>Total</u> 10.00 📑 🖓 |
| Con | solidate with other Reqs | ✓ Override S | uggested Vendor | | | 7 |
| Shipping Line | : 1 Due Date: | 03/03/2011 | Quantity: 1.0000 | | + - | |
| Status: | Active *Ship To: | RECEIVING | 📰 Modify Shipping Add | Iress | | |
| Attention: | Bowden,Lisa J | | | | | |
| *Distribute by: | Qty SpeedCha | art: | > | | | |
| Accounting Line | s Chartfields2 Chartfield | s3 Details Ass | <u>Customize F</u> et Information | iind View All 🛄 🛛 F | First 🛃 1 of 1 🕨 Last | |
| Line St | atus Dist Type ' | Location Quantity | Percent An | ount GL Unit A | ccount | |
| 1 0 | ben | PO_MAIN 1.0000 | 100.0000 | 10.00 36000 71 | 14100 🛨 🗖 | |

• Instead, select the lines you wish to apply a SpeedChart to, click the **Modify** Line/Shipping/Accounting button located below the requisition lines.

| Menu 🗖 | | | | | | | | | |
|---|---|---|-------------------|---------------|--------------------|----------|------------|----------------|-----------|
| P eProcurement | ~ | | | | | | | | |
| Buyer Center | _ | | | | | | | | |
| Create Requisition | _ | Oracto De suisition | | | | | | | |
| Manage Requisitions | - | Create Requisition | | | | | | | |
| - Approve Requisitions | = | 1 Define Requisition 2 Add Items and Services 3 Review and Submit | | | | | | | |
| - Receive items | - | 2. Add items and services | | | | | | iew and Submit | |
| - Procurement Card Center | | Review the details of your requisition, make any necessary changes, and submit it for approval. | | | | | | | |
| - My Profile | | | | | | | | | |
| - Detail Jobcode/Role | | Business Unit: | 36000 Georgia Co | llege & State | Univer | | | | |
| Definition | _ | Buomood onta | | - | | | | | |
| > Travel and Expenses | ~ | *Requester: | lisaj312003 | | Rowden,Lisa J | | *Currency | USD | |
| | _ | Requisition Name: | | | | | Priority: | Medium 💉 | 1 |
| Requisition Summary | | Requisition Lines | | | | | | | |
| Description Qty UOM | | Lino Descripti | 0.0 | | Vondor Namo | Quantitu | HOM | Duine | T-4-1 |
| QTY WITH SC - LINE 1 EA | | <u>Line</u> <u>Descripti</u> | 011 | | <u>venuor name</u> | Quantity | <u>00M</u> | Price | |
| QTY WITH SC - 1 EA | | D 1 QTY WITH | HSC - LINE | | | 1.0000 | Each | 10.000 | 10.00 🖶 💭 |
| USING MLSA | | | | | | | | | |
| QTY WITHOUT SC 1 EA | 1 | | | | | 4 0000 | Each | | |
| AMT WITH SC - LINE 1 EA | (| | H SC - USING MESA | | | 1.0000 | Eddi | 10.000 | 10.00 🗃 🖓 |
| AMT WITH SC - 1 EA | N | | | | | | | | |
| MLSA | | | HOUT SC | | | 1.0000 | Each | 10.000 | 10.00 🖶 🖓 |
| AMT W/O SC 1 EA | | | | | | | | | |
| | | | 100 1005 | | | 1 0000 | Each | | 15 an 📑 🔿 |
| Total Lines: 6 | | AMI WIT | HSC - LINE | | | 1.0000 | Lach | 15.000 | 15.00 🛅 🖓 |
| Total Amount (USD): 75.00 | 1 | | | | | | | | |
| | (| D 🔽 5 🛛 AMT WITH | H SC - MLSA | | | 1.0000 | Each | 15.000 | 15.00 📑 📿 |
| | | | | | | | | | |
| | | | | | | 1 0000 | Each | | |
| | | | <u>SC</u> | | | 1.0000 | Laci | 15.000 | 15.00 🛍 🖓 |
| | | | | | | | | | |
| | | Select All / Des | elect All | | | | Total A | Amount: 75 | .00 USD |
| | | Manager Add to for | voriton | o / Chinning | | | | | |
| | | | wontes | ie / Snipping | Delet | 6 | | | |
| | | Justification/Commen | ts | | | | | | |

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• Populate the **SpeedChart** field then click **Apply**:

| lote: The infer | | | | | | | |
|-----------------|--|--------------------------------|---|--|---|-------------------------|-----------------------|
| data entered or | mation below do n this page will re | es not reflect eplace the d | t the data in the s ata in the corresp | elected requisition onding fields on th | n lines. When the 'Ap ne selected lines. | ply' button is clicked, | the |
| Vendor ID: | | Q | Vendor Locatio | n: | Q | | |
| Buyer: | | Q | Category: | | Q | | |
| Shipping Inform | nation | _ | | | | | |
| Ship To: | Q | 🖃 <u>Moc</u> | dify Shipping Addr | ess | | | |
| Due Date: | 31 | Attentio | n: | SI | peedChart 9920128 | | |
| Accounting I | nformation | | | | <u>Customize</u> | Find View All 🛗 | First 🛃 1 of 1 🕩 Last |
| ∫ Chartfields | 1 <u>D</u> etails | _γ <u>A</u> sset In | formation Trees | | | | |
| Percent | <u>GL Unit</u> Acc | <u>:ount Fu</u> | nd <u>Dept</u> | Program | Class Project | t Bud Ref | Budget Date |
| | 36000 | Q | Q | Q | Q | Q | 31 + - |
| 1 | 30000 4 | | | | | | |
| 1 | 30000 4 | | | | | | |

• Once Apply is selected, specify the appropriate **Distribution Change Options** and select **OK**:

| Distribution Change Options |
|---|
| For the selected requisition lines, apply distribution changes to: |
| All Distribution Lines |
| Apply changes to all existing distribution lines. |
| O Matching Distribution Lines |
| Apply changes to each existing distribution line by matching the distribution line numbers. |
| Replace Distribution Lines |
| Remove the existing distribution lines and replace with the distribution lines changes. |
| OK Cancel |

SUPPORTING DOCUMENTATION

MORE INFORMATION AND SUPPORT

For a production down, business interrupting (emergency) situation, call the ITS Helpdesk immediately at 706-582-2001 or 1-888-875-3697 (toll-free within Georgia). For anything else, contact the ITS





Helpdesk at <u>http://www.usg.edu/customer_services</u> (self-service support requests requires a User ID and Password; contact the ITS Helpdesk to obtain self-service login credentials), or email <u>helpdesk@usg.edu</u>.

ADDITIONAL RESOURCES

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

