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**Introduction:**

**Purchasing and eProcurement Question and Answer**

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

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

**ANSWER 1:**
The Buyer Setup is to establish a specific user’s defaults who will be a Buyer (role) for procurement transactions. The field values for Department, ShipTo Locations, Locations and PO Origins are generally default values that are used by the Buyer so they will not have to re-enter these values each time they create a Purchase Order.

The User Preferences will have default values established for general use by the User. However, in the procurement processing, additional and specific default values possibly different than those established in user preferences are maintained in the Buyer’s setup. Thus, if the Buyer has default values different than those established in one’s user preferences, the Buyer’s defaults will prevail over those at the user’s preferences record just for the procurement transactions. This is similarly true for the Requester’s Setup as well.
QUESTION 2: What happens with inactive vendors?

ANSWER 2:
If you cease to use a vendor for whatever reason, you may choose to inactivate the vendor’s record (must have vendor authority to inactivate). This action to inactivate a vendor will prevent new procurement transactions, POs and Vouchers, from using the inactivated vendor. Furthermore, any existing POs or Vouchers will not be processed. This means that pay cycles won’t pick up any of the payment for processing and no payments are produced (express or other system generated payment types).

The exception is that outstanding vouchers can be posted.

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

Navigation: Vendors> Vendor information> Maintain> Inactivate Vendors>
QUESTION 3: Can a single pay vendor also be 1099?

ANSWER 3:  
No. Single Pay vendors are only used by Accounts Payable to initiate a one-time payment without adding rows to the vendor records. It is meant to be a one-time generic method to pay a group is used as the default master vendor record. You will add any vendor identification information such as vendor name and address directly on the Voucher itself. Payment information is maintained for reconciliation purposes. Thus, 1099 vendors cannot be established using a single pay vendor.

You cannot convert a single pay vendor to a regular vendor for the reasons that it does not exist on the vendor records is generic.
QUESTION 4: How would you track a single pay vendor payment?

ANSWER 4:
Any vouchers created using a single pay vendor and its payment are still maintained in the voucher and payment records. When inquiring the voucher, a separate page (tab) called the Single Pay Vendor is available specifically to view the unique address used to pay the vendor.
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.

Navigation: eProcurement> Manage Requisitions> Blank out all fields except Business Unit, Request Status, Date To which were defaults.
Approvals on the ePro Requisition is ‘Save and preview approvals’ (for confirmation before actual submission) or ‘Save and submit’ (for viewing the submitted Pending approval status). This page shows the approval of ePro Requisition is Pending.

This page shows the ePro Requisition as Approved for both Requisition lines.
QUESTION 6: Is ePro requisition mandatory for all institutions?

ANSWER 6:
We urge all institutions whose user community needs to purchase specific items on a more casual basis to utilize the eProcurement Requisition process. The data entry is meant to be less cumbersome (three steps or less) and a more streamlined entry process than the traditional requisitions or purchase orders that require numerous inputs to various lines and schedules as well as additional pages. Our hope is that this will reduce the amount of entry errors and will expedite purchases that are needed.
QUESTION 7: Can you set the account fund field, etc. to a default in the requester setup 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.
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.

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

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

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).
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.

Multiple SpeedCharts by Quantity distribution is shown below:
QUESTION 15: Excel spreadsheet for approvals.

ANSWER 15:
Not sure we understand this question. Can this user please clarify the question? Thanks.
QUESTION 16: Workflow – re approve at line or header if changed.

ANSWER 16:
Generally, most changes being made to the Line or Schedule/Distribution of the Purchase Order (or Requisition) will require re-approval. This is because any change to the quantity, price and its affected extended price will reset the amounts being ordered and charged. As well, if the changes are made to the chartfield distribution, approvals are reset as well. Furthermore, in both examples, the budget checking process is required to run again for changes in amounts to the chartfield string.

Only changes to the Buyer and their defaults would not need re-approval or running budget checking processes again. However, changes to the Header record of the Req/PO will be recorded for history. Re-approving or budget checking processes will not be needed for changes made to the header of a Req or PO.
QUESTION 17: Email address origination

ANSWER 17:

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

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

**Vendor specific email addresses in order to Dispatch POs via vendor’s email address:**
On the Vendor Address page (tab) towards the bottom of the page there is an Email ID field that can be populated for the use of POs being dispatched via email address. This address will remain in the vendor’s record and can be used whenever Email is selected as the dispatch option. Also, if POs are being singularly dispatched on the PO page, you can specify Email as the Method prior to executing the Dispatch push button and a subsequent page will pop up requesting the specific email address. This method is a one-time execution only.
QUESTION 18: On the requestor – what is the difference between location and ship to?

ANSWER 18:
Location is used by all modules within the PeopleSoft Financial Application and has a slightly different definition for the various module uses. A location code can be a branch office, billing office, shipping office, placement of asset, etc.

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

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

*(See Examples below)*
Example #1:
All lines go to a common ‘Ship To’ Location specified in the PO Header

---

**PO_MAIN Address**

1. **Vendor:** UATPO-1
   Conference-R-US
   301 Main Street
   Suite 101-A
   Statesboro GA 30460

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

---

**Purchase Order**

<table>
<thead>
<tr>
<th>PO Type</th>
<th>Quantity</th>
<th>UOM</th>
<th>PO Price</th>
<th>Extended Amt</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN</td>
<td>1.00 box</td>
<td>50.00</td>
<td>50.00</td>
<td>03/31/2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Schedule Total</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Item Total</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>03/31/2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Schedule Total</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Item Total</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Total PO Amount:** 150.00
**Example #2:**
Each PO Line has separate ‘Ship To’ Locations

<table>
<thead>
<tr>
<th>Line-Sch Profile ID</th>
<th>Item Description</th>
<th>Qty</th>
<th>UOM</th>
<th>PO Price</th>
<th>Extended Unit</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Line 1 test Ship To</td>
<td>1000</td>
<td>EA</td>
<td>25.00</td>
<td>250.00</td>
<td>04/15/2008</td>
</tr>
<tr>
<td></td>
<td>Vendor: Georgia Southern University P.O. Box 9129 Statesboro GA 30460 United States Phone:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DEPT: GEORGIA SOUTHERN UNIV DEPARTMENT SEE BELOW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location: PO MAIN Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>APPAY Address:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-1</td>
<td>Line 2 test to 2nd Ship To</td>
<td>5000</td>
<td>EA</td>
<td>10.00</td>
<td>50.00</td>
<td>04/15/2008</td>
</tr>
<tr>
<td></td>
<td>Vendor: HEALTH HEALTH SERVICES BLDG 404 FOREST DRIVE STATESBORO GA 30460 United States</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-1</td>
<td>Line 3 test 3rd Ship To</td>
<td>5000</td>
<td>EA</td>
<td>5.00</td>
<td>15.00</td>
<td>04/15/2008</td>
</tr>
<tr>
<td></td>
<td>Vendor: CENTREC2 CENTRAL RECEIVING BLDG 425 OLD RESISTOR ROAD STATESBORO GA 30460 United States</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

‘Ship To’ Address using ‘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.
QUESTION 20: Who budget checks?

ANSWER 20:
Who currently budget checks for the 7.5 system? See Answer to Question #23 below. The individual(s) who currently runs/executes budget checking in 7.5 would normally handle this responsibility. Your institution will need to access how the overall business process flows of transactions within your school will allow the current individual(s) to handle this within the 8.9 application. However, a nightly batch process is being established to pick up all procurement transactions that need to be budget checked as a fail-safe measure.
QUESTION 21: Does the requester have to enter the price?

ANSWER 21:
Yes, the Requester must input a price of $1.00 at least when establishing a requisition. We realize that at the time of creating the ePro Requisition, the Requester may not know the actual price of the item being purchased. However, they should know the estimated price/cost. This is the recommended price that should be input in to the requisitions. The requester must have a value even if the item is 1.00 dollars. When the budget is checked on a one dollar requisition, only a $1.00 pre-encumbrance amount will be created. Note: We do not recommend zero dollar amount Requisition as this may imply that the good being purchased is free— certain brochures, caps for purchased bottles, etc.

If this is a problem within the institution’s business process, then the institution would need a close estimate of the price must be entered on the requisition.
QUESTION 22: Can the buyer override the comments that go to the vendor?

ANSWER 22:
Yes, Buyer is significant on the PO, so any comments that were annotated on the requisition and asked to be forwarded to the vendor will show up in the PO. However, the buyer can override any comments prior to dispatching the purchase order.
QUESTION 23: Buyer doesn’t budget check every procurement transaction. If error in budget checks, who corrects?

ANSWER 23:
Our intent is to not change your current business process from that which is handled today in 7.5. UAT exercises were established in order to handle specific processes like budget checking in a uniform fashion. This was to strictly test the execution of the budget checking process for procurement transactions. Various roles have been created for specific processes and can be assigned to the user (or users) who currently handle running budget checking process as well as to the individual(s) correcting budget errors. Each institution needs to evaluate how the business processes for 8.9 can (or cannot) work for their current flow of activities.

See Question 20 above for similar question
QUESTION 24: Multiple signatures on PO’s.

ANSWER 24:
Short answer is that PeopleSoft does not support more than one electronic signature on a PO.

See the full answer to Question 33 below electronic signatures on PO.
QUESTION 25: Will Winfax be supported or 3rd party software?

ANSWER 25:
Please refer to the GAFIRST website below for specifics to the technical and other infrastructure questions, as this will contain the most up-to-date information.

http://www.usq.edu/gafirst/fin/project/v8/news/
QUESTION 26: Can Requisition viewing be restricted to the requester – row level security?

ANSWER 26:
The Requester can only view requisitions which they have created based on the User’s Preferences established specifically on the Requisition Authorization link found beyond the Procurement link. This is handled as a part of application security when assigning roles, etc. to a user through their User ID.

Requesters User Authorization box shows that only EMPL1 can view, add, update and cancel, etc. their own Requisitions. If others are to be viewed, security must include any additional Requesters that User ID = EMPL1 is allowed to view and update.
QUESTION 27:  How do we manage change orders to PO’s with requisitions?

ANSWER 27:
The Requisition is just an initial request for orders by requesters. Purchasing may still make necessary adjustments to the requisition (price, vendor, etc.,) to accommodate after-the-fact needs initiated by the requester. The Purchasing and eProcurement modules allow change orders to be performed to either procurement transactions (requisitions or purchase orders) to provide flexible functionality. Change Order History is maintained on both Requisitions and POs. Institutions’ may choose to only allow PO Change Orders to control the requesters Requisition versus the changes that were required after the initial PO was Dispatched. Thus, based on the institutions own business process and needs, a change can be solely applied to POs only, if so desired.

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

Otherwise, if an institution necessitates that their Requisitions must match POs, then they may wish to require that the change order be initiated with the Requisition and not the PO. Of course, we would recommend that Purchasing personnel still handle any change orders on requisitions. The Security roles continue to be used to limit access and only allow change orders to be processed by a limit (few) user and well as the type of change order transactions allowable in their system.
QUESTION 28: Will you be able to change a PO line that has been partially paid?

ANSWER 28:

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

The converse is true, that you cannot create a PO change Order for amounts less than what has already been paid by the voucher. Thus, in this example, if 50 items were paid from the original 100 items, you cannot change the existing PO for less than 50 items. If you do, an error message indicating that 50 (items) has already been received and accepted will result. See error message below.
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.
QUESTION 30: What NIGP code prints on asset POs?

ANSWER 30:
The NIGP code that prints on the asset POs are based on the Category Code selected for the procurement line on the requisition or purchase order transactions. For example, if Category Code 88011 for Audio Visual Equipment are entered into a requisition or purchase order, the Dispatched PO will print the NIGP Code as 88011.

In our example below, the Category Code 20400 is for COMPUTER HARDWARE AND PERIPHER and is included in the Purchase Order dispatched to the vendor.
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.
ANSWER 31: (Continue)

This is the Pre-Interface Information in Asset
QUESTION 32: How do you add multiple addresses when adding a vendor? Is there a limit to how many you can add?

ANSWER 32:

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.

Navigation: Purchasing> Requisitions> Reports>Print Requisition
QUESTION 35: Will item IDs be used?

ANSWER 35: The OIIT delivered MODEL configuration will NOT use Items IDs. Instead, the Category ID based on the NIGP code is being used. All ePro Requisitions are considered special items using a free form text and the Category ID.
QUESTION 36: Will category drive buyer that a requisition goes to?

ANSWER 36: Not necessarily, but you can establish a primary buyer to a category if this is being serviced in this manner. This currently is not being delivered in the MODEL configuration. Instead, to allow for flexibility, we have assumed that several alternatives would be used as a business process for selecting Requisitions for sourcing. If an institution anticipates certain categories to be assigned to a specific buyer this information must be indicated on the Category Code.

For example, if the Requester knows who the buyer is that will process their requisitions then they can put their Buyer ID into the appropriate field on their Requisitions. If the Buyer field is blank on the Requisition, then the Purchasing department should have a process in place to identify either by vendor, department, project or some specific criteria to identify requests for purchasing and sourcing them into POs. If there are specific questions surrounding this please contact the Help Desk for additional information.
QUESTION 37: Why would a “Ship To” be blank when expediting a requisition?

ANSWER 37:
Usually, the Requisition will identify the Ship To location the requester wishes the purchased items to be delivered. Generally, it is the Requester’s setup that can create default values for the requisition. If none is specified on the Requester’s Setup then the User’s Preferences can be used. However, if one is not input onto the requisition the PO can be created with the ‘Ship To’ populated with the Buyer’s Ship To location during PO creation. The PO can be created through many sources including the Copying from a Contract, Purchase Order or Requisition and using the ePro Requisition Expediter. Of course, once a PO is created this ship to location can be changed as well.

Default for Ship To is RECEIVING for Requester = EMPL1 (John Parker)
Default for Ship To is RECEIVING for Buyer = EMPL3 (Blake Simpson)

Default Value from the User’s Preference for EMPL1 where the Ship To Location = RECEIVING
QUESTION 38: Where do you establish/see payment terms on PO?

ANSWER 38:
When a PO is created, the vendor selected has default values including address, incorporated into the PO.

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.
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.
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.

This is the notification on Requester’s worklist

The following requisition has been “Approved”

Requester: EMPL1
Business Unit: Georgia College & State Univ
Requisition ID: 000300065
Requisition Name: SINH_TC8REQ03
Date: 2003-06-09

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

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).

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).
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.

![Sample Receipt Delivery Report](image)

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.

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.
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.

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.

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

ANSWER 50:
Yes, this has now been completed. Some missing fields were updated and are now available.
QUESTION 51: How will schools communicate about support issues in UAT environment?

ANSWER 51: This was already answered but for information, this can be found on the GeorgiaFirst website. Navigation is: V8 Project Information: User Acceptance Testing (UAT) > User Acceptance Testing (UAT) Information and Registration (PDF). Any questions should be referred to the PSFIN V8 Project Team at psfin_upgrade@usg.edu

The 5 Ws of UAT

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

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

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

Where? OIT, Athens, Georgia. For directions, please use the following URL: http://www.uga.edu/oit/workshops/psfin_v8.html.

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Session</th>
<th>Date and Time</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Budget Prep</td>
<td>Monday, January 28, 1:00 – 4:30, Tuesday, January 29, 8:30 – 5:00</td>
<td>Register at: <a href="http://budget.usgfinance.com">http://budget.usgfinance.com</a></td>
</tr>
<tr>
<td></td>
<td>eProcurement and Purchasing</td>
<td>Wednesday through Friday, January 30 – February 1, 8:30 – 5:00 daily</td>
<td>Register at: <a href="http://eproc.usgfinance.com">http://eproc.usgfinance.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Account Payables and Revenues</td>
<td>Monday through Friday, February 4 – February 8, 8:30 – 5:00 daily</td>
<td>Register at: <a href="http://ap.usgfinance.com">http://ap.usgfinance.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Asset Management</td>
<td>Monday, February 11, 8:30 – 5:00</td>
<td>Register at: <a href="http://asset.usgfinance.com">http://asset.usgfinance.com</a></td>
</tr>
<tr>
<td></td>
<td>General Ledger and Commitments</td>
<td>Tuesday through Friday, February 12 – February 15, 8:30 – 5:00 daily</td>
<td>Register at: <a href="http://gl.usgfinance.com">http://gl.usgfinance.com</a></td>
</tr>
</tbody>
</table>

Online registration is available until January 20, 2008.

Revised 01/22/08
Contact the PSFIN V8 Project Team at psfin_upgrade@usg.edu
Project website: http://www.uga.edu/psfin/v8project.html
QUESTION 52: Will the NIGP code print on PO’s for assets?

ANSWER 52:
Yes, the NIGP code prints on any Purchase Order including the PO Assets. See details on Question and Answer 30.

Purchase Order

Georgia College & State University
2500 Daniels Bridge Road
Athens GA 30601
United States Phone:

Vendor: 0000056517
Dell Marketing L.P.
One Dell Way
Round Rock TX 78682

Purchase Order Dispatch via Print
Date Revision Page
2000-0000-0001 01/25/2008 1

Payment Terms Freight Terms Ship Via
Due Date PUR - Shipping Vendor I.D

Buyer Phone Currency

Support Administrator USD

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

Bill To: United States Phone:

Tax Exempt? Y Tax Exempt ID: N/A
Line No. Profile ID Item/Description NIGP Quantity UOM PO Price Extended Amt Due Date
1 T COND-CY 30402 15.00 EA 06/15/2008

Schedule Total 3,750.00

Item Total 3,750.00

Total PO Amount 3,750.00

Purchasing and eProcurement FAQs

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

Tag Number can be blank but the Serial IDs must be included prior to saving the Receiver or the above error message is provided.
Serial IDs were added but no Tag Numbers still allowed the Receipt to be saved without an error message.

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.