Georgia*FIRST* Financials ePro & Purchasing Module Enhancement Review

Wednesday, April 20, 2016

Teresa Page

Agenda

▸ Purpose of today's session

▸ Where we are today

▸ Georgia*FIRST* Financials Roadmap

▸ Production Support Update

▸ Enhancement requests submitted to Oracle

▸ Review of enhancements delivered as part of the v9.2 upgrade

Agenda

- Review of enhancements delivered since the v9.2 upgrade

- Demo/Discussion of available Oracle enhancements for ePro & Purchasing modules

- Other enhancements requested?

- Discuss Prioritization of possible Oracle enhancements and other requested enhancements

Purpose of
Module Enhancement
Review Sessions

PeopleSoft Module Enhancement Review Sessions

- Meet with Institution process experts to introduce and discuss areas of/for enhancements within each module:
  - Oracle delivered functionality
  - Desired enhancements (ways to make the system work better for all)

- Focus on two main areas:
  - Introduce new functionality that is currently available for use, as well as unimplemented functionality that may be of interest to our customers
  - Configuration

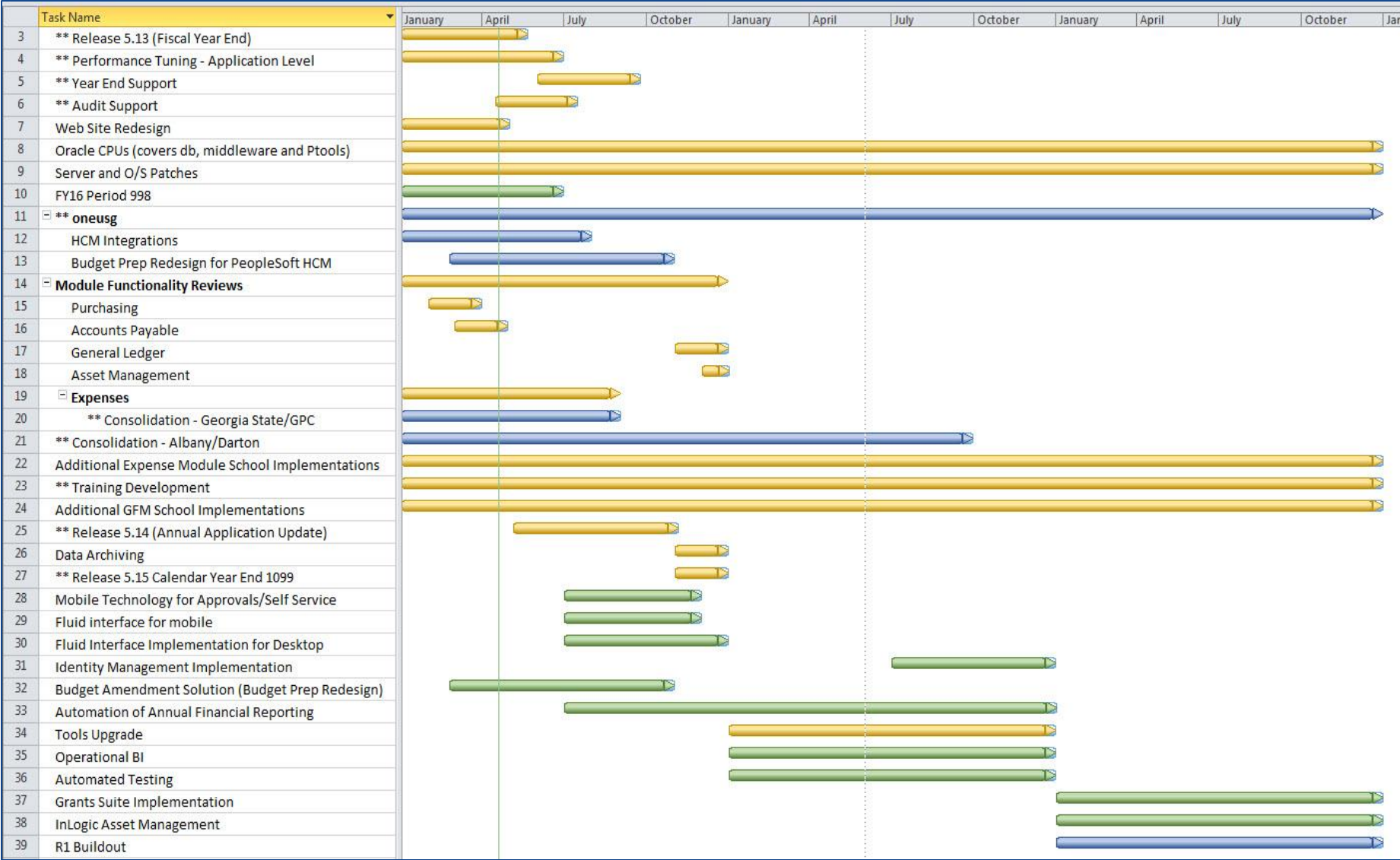# PeopleSoft Module Enhancement Review Sessions

- Opportunity for Institutional process experts to:
    - Discuss and provide feedback
    - Assist in prioritization for implementation of enhancements

- Resulting end deliverables will consist of:
    - Roadmap and implementation plan
    - Implementation priority
    - Implementation complexity score

Where We Are Today

- What's going right?

- What's going wrong?

Georgia*FIRST* Financials Roadmap

	Task Name	January	April	July	October	January	April	July	October	January	April	July	October	Jan
3	** Release 5.13 (Fiscal Year End)													
4	** Performance Tuning - Application Level													
5	** Year End Support													
6	** Audit Support													
7	Web Site Redesign													
8	Oracle CPUs (covers db, middleware and Ptools)													
9	Server and O/S Patches													
10	FY16 Period 998													
11	** oneusg													
12	HCM Integrations													
13	Budget Prep Redesign for PeopleSoft HCM													
14	Module Functionality Reviews													
15	Purchasing													
16	Accounts Payable													
17	General Ledger													
18	Asset Management													
19	Expenses													
20	** Consolidation - Georgia State/GPC													
21	** Consolidation - Albany/Darton													
22	Additional Expense Module School Implementations													
23	** Training Development													
24	Additional GFM School Implementations													
25	** Release 5.14 (Annual Application Update)													
26	Data Archiving													
27	** Release 5.15 Calendar Year End 1099													
28	Mobile Technology for Approvals/Self Service													
29	Fluid interface for mobile													
30	Fluid Interface Implementation for Desktop													
31	Identity Management Implementation													
32	Budget Amendment Solution (Budget Prep Redesign)													
33	Automation of Annual Financial Reporting													
34	Tools Upgrade													
35	Operational BI													
36	Automated Testing													
37	Grants Suite Implementation													
38	InLogic Asset Management													
39	R1 Buildout													

V9.2 Production Support Update

V9.2 Production Support Update

4/01/15 – 3/31/16

- 1,006 ePro/GFM/PO Helpdesk Tickets Created
  - 10 tickets currently open

- 26 Known Issues created
  - 9 Active Known Issues
  - 17 Resolved Known Issues

- Enhancements Delivered
  - Purchasing Approvals
  - Buyers WorkCenter

V9.2 Production Support Update

- Known Issues to be resolved by Release 5.13 (May)
  - KI 9.2-34 – Requisition status not correct when cancelled via Manage Requisitions page

- Known Issues to be resolved by Annual Update (Release 5.14)
  - KI 9.2-23 – Closed PO and Req lines remain on workbenches
  - KI 9.2-38 – PO Status changes to Pending Approval from Approved when PO comments are updated or added.

V9.2 Production Support Update

- Known Issues ready to be resolved – users no longer reporting issue
    - KI 9.2-5 – Unable to Obtain PO file in report manager
    - KI 9.2-9 – Manage Requisitions Approval Issue
    - KI 9.2-26 – Editing a Requisition Triggers as Many Approval Emails as the Number of Lines Edited

- Known Issues – Active
    - KI 9.2-3 – PO Print Run Control page – Number of Copies
    - KI 9.2-15 – ePro Reqs with Multiple Distrib Lines Not Reassigned
    - KI 9.2-16 – PO and Requisition Close Reports Incorrect

Oracle Enhancements Requested

Oracle Enhancements Requested

▸ Add ability to update Accounting Date to Requisition via eProcurement

▸ Add Category Code as a delivered field on the Requisition Approval Screen

Business Unit: ___
Requisition: 0000_____
Requisition Name: _____
Header Comments:
_____

Requester: _____
Requested By: _____
Entered Date: 3/18/16

Status: Pending Approval
Currency: USD
Requisition Total: 565.00

Line: 1 **Item Description:** Crowd Pleasers **Quantity:** 150.0000 **UOM:** EA **Price:** 2.50 **Line Total:** 375.00
Category Code: 12345 **Line Status:** Pending
Line Comments:
new invoice has been requested without taxes

Ship Line: 1 **Ship To:** AA1310 **Address:** **Shipping Quantity:** 150.0000
Attention: _____ **Due Date:** 3705 _____ **Shipping Total:** 375.00
Ship Via: VENDOR **Freight Terms:** FOB:DEST
United States

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	AA1310	150.0000	100.00	375.00	71000	714100

Dept	Fund	Program	Class	Budget Ref		Category Code
9506104	13000	15920	11000	2016		12345

Open QTY	Open Amt
150.0000	0.000

GL Base Amount	Currency	Sequence
375.00	USD	0

Line: 2 **Item Description:** Custom Pop Sticks **Quantity:** 150.0000 **UOM:** EA **Price:** 0.50 **Line Total:** 75.00
Category Code: 21545 **Line Status:** Pending

Ship Line: 1 **Ship To:** AA1310 **Address:** **Shipping Quantity:** 150.0000
Attention: _____ **Due Date:** 3705 _____ **Shipping Total:** 75.00
Ship Via: VENDOR **Freight Terms:** FOB:DEST
United States

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	AA1310	150.0000	100.00	75.00	71000	714100

Dept	Fund	Program	Class	Budget Ref		Category Code
9506104	13000	15920	11000	2016		21545

Open QTY	Open Amt
150.0000	0.000

GL Base Amount	Currency	Sequence
75.00	USD	0

Enhancements Delivered at Upgrade

Enhancements Delivered at Upgrade

eProcurement

▸ New Requisition entry layout

▸ Amount Only option added to requisition line

▸ Speedchart now delivered on Mass Change page

▸ Pre-Encumbrance balance can be viewed on Requisition

▸ Copy Requisition functionality now available

▸ Reopen Requisition functionality enhanced

Enhancements Delivered at Upgrade

Purchase Orders

- PO Approval Workflow
  - Asset Approval workflow
  - Budget Reference Approval workflow
  - Buyer Approval workflow

- Search Lines functionality enhanced

- View Encumbrance Balance from maintain POs page

- View Printable Version of PO – option to view ChartField information

- Reopen PO functionality enhanced

- Buyer Mass Change

Enhancements Delivered Since Upgrade

Enhancements Delivered Since Upgrade

- ▶ eProcurement
  - ▪ Floating Cart
  - ▪ Ship Via & Freight Terms now editable fields

- ▶ Purchasing
  - ▪ Approval tab – Buyer's and Requester's Workbench
  - ▪ Document Status layout change (similar to Manage Requisitions Lifecycle)
  - ▪ Buyer WorkCenter

Enhancements Delivered Since Upgrade

Floating Cart

Ship Via & Freight Terms now editable fields

- Users can now add and edit the Ship Via and Freight Terms fields. Initially these fields will be defaulted and then can be edited within the requisition.

- The fields are also added to related functions such as selecting requisitions, sourcing purchase orders, loading requisitions, copying requisitions, managing requisitions, etc.

- In the eProcurement requisition, the fields will appear in the line shipping section. The fields will also be included in the requisition settings and mass change pages to allow for defaulting and mass updating of requisitions

Approval tab now available in Buyer's and Requester's Workbenches

Demo Approval Tab functionality

Enhancements Delivered Since Upgrade

Document Status – Graphical layout

Enhancements Delivered Since Upgrade

Buyer's WorkCenter

- Included in Release 5.00 (November, 2015)

- 2 User Roles needed in order to access
  - BOR_PO_WORKCENTER
  - BOR_WORKCENTER_USER

- Delivered with basic 'My Work', 'Links' and 'Reports/Queries'

- Additional hyperlinks for My Work, Links, and Reports can be added. Submit ticket to ITS.

- Users can add Queries, as desired

- Job Aid available on the Georgia*FIRST* website
  - http://www.usg.edu/gafirst-fin/documentation/category/general_job_aids_and_reference_documents

Demo Buyer WorkCenter

Enhancements Available for Implementation

Enhancements Available for Implementation

Module Enhancement Review		
Topic	Implementation Complexity Score	Prioritization Score
Pre-Check Budget	High	
Procurement Contracts	High	
Contract / Sourcing WorkCenter	Med	
Procurement Cards	High	
Supplier 360	Med	
Supplier Onboarding	High	
Supplier Administration Center (WorkCenter)	Med	
FLUID / Mobile functionality	High	
Electronic Signature - PO	Med	
Training & Documentation	High	

Implementation Complexity Score

- Low: 16 hours or less

- Medium: 80 hours or less

- High: 81 hours or more

- Some level of development involvement expected within each level
- System Testing by functional team expected within each level

Pre–Check Budget

▶ Available in Purchasing, as well as Payables and General Ledger modules

▶ Pre–Check Budget process checks transactions against the applicable budget, but does not actually record the pre–encumbrance, encumbrance, or expenditure

▶ Budget Status updates to 'Provisionally Valid'

Pre-Check Budget

▸ Implementation Complexity Score: High

- Must be enabled for all modules

- All BOR queries and reports that reference Commitment Control data would require review and possible revision.

Procurement Contracts

- Process Overview
  - System setup
    - Security, Installation Options, Business Unit Options

  - Complete Contract Header
    - Define Contract Process Option (Purchase Order, General Contract, Release to Single PO Only)
    - Supplier
    - Begin Date
    - Expire Date
    - Renewal Date
    - Header Comments and Attachments
    - Define Thresholds & Notifications
    - Amount Summary (Maximum Amount, Released Amounts, Remaining Amount)

Procurement Contracts

▸ Process Overview
- Order Contract Options
  - Allow Open Item Reference, Lock Chartfields, Auto Default, PO Defaults

- Voucher Contract Options
  - Available if Voucher contract process option selected

- Contract Items
  - Line Information added here
  - Include for Release
  - Define Release Amounts / Quantities

Procurement Contracts

- Process Overview
  - Contract Categories
    - Define Category/Pricing Options/Release Amounts

  - Contract Status
    - Approved
    - Canceled
    - Closed
    - On-Hold
    - Open

  - Contract Status must be Approved to create releases

Procurement Contracts

▸ Process Overview
- Create Contract Releases
  - Step 1: Specify Contract Line for release
  - Step 2: Populate Release Template
    - Release Defaults
    - Release Dates
    - Release Frequency (can also set duration)
  - Step 3: Stage Releases

- Review Staged Releases
- Review Releases to see Release Status

Procurement Contracts

▸ Process Overview
- Create Requisition or Purchase Order
  - If Auto Default option implemented, contract info will be added to line automatically

▸ Additional Menu Items
- Review Contract Information menu item
- Reports menu item
- Contract Expiry Alert Workflow

Procurement Contracts

▸ Decisions Needed
- Implement Change tracking?
  - Reason Types/Reason Codes need to be defined

- Version Control of Contract to be used?

- Contract Validation to allow auto default of Contract Values to Req and PO transactions?
  - Rules defined to allow this

- Master Contracts?
  - Use Master contracts to group several contracts for the same supplier and then track them using one master contract ID

Demo Procurement Contracts

Procurement Contracts

▸ Implementation Complexity Score: High

- System setup, including:
  - Security Configuration
  - Installation Options, Business Unit Options

- Defining desired Business Unit configuration (further communication with process experts needed)

- Documentation and Training

Contract / Sourcing WorkCenter

▸ The Contract/Sourcing WorkCenter is a combination of the Supplier Contracts and Sourcing applications designed to show the business flow together as a single process

▸ Some links are related to alert/warning notifications, whereas others are associated with completion of daily tasks.

▸ When users click configured links in WorkCenter pagelets, the system renders information in a new window or in the transaction area.

▸ User access is controlled by user roles and permissions.

Contract / Sourcing WorkCenter

▸ Implementation Complexity Score: Medium

- Implement with Procurement Contracts

- System Configuration

- Release

- Documentation and Training

Procurement Card

- ▸ Process Overview
  - ▪ System setup
    - • Security, Installation Options, Integration for importing card statement

  - ▪ Define Card Issuer (Bank of America, Visa, Mastercard)

  - ▪ Define Cardholder Profile (user profile) and link a specific account (card number) to the profile

  - ▪ Purchases are made (Point of Sale, Online, Req or PO)

  - ▪ Transactions can be sent to staging tables daily

Procurement Card

▸ Process Overview *cont.*

- Batch process is run to bring statement information from staging tables to statement transaction tables

- Reconciliation, Approval and Budget Check is completed (receipts uploaded, comments added, distribution info entered if Req/PO not used)

- Billing Statements is received by AP

- AP runs Voucher Build for all approved transactions and pays bill

Enhancements Available for Implementation

Enhancements Available for Implementation

▶ **Reconciling Transactions Where PO Exists**

1. If you do not select Allow System to match and populate PO data, the system does not attempt to copy purchase order information into the statement tables for these transactions. If the statement line amount meets the small amount criteria, the system assigns a statement status accordingly. The distribution information comes directly from the cardholder profile.

2. If you select Allow System to match and populate PO data, the system attempts to match the statement line with purchase order by header, then by line, and finally by schedule based on the settings in the Load Statement Options. If the match results in no purchase order or multiple purchase orders, the system does not bring in any purchase order information, and it uses the distribution information from the cardholder profile.

3. If there is a purchase order whose date and amount is the same as the transaction date and amount on a statement line, then the system brings in the entire purchase order information including line, schedule, and distribution.

Enhancements Available for Implementation

▸ **Reconciling Transactions Where PO Exists** *cont.*

4. If there is no purchase order with the same date and amount, but there is a purchase order with the same date and the amount is within tolerance range, then the system also brings in the entire purchase order information including line, schedule, and distribution.

5. If there are multiple purchase orders that meet the matching criteria, the system does not copy the purchase order information and must reconcile this statement line manually.   However, when you are reconciling this statement line manually those purchase orders become candidates for you to pick from on the purchase order information page.

6. If the statement line fails to meet any of the criteria, the status automatically changes to Staged.   In cases where there is no purchase order available to copy to the transaction, the system applies any field defaults from the appropriate defaulting hierarchy, including the cardholder profile and the VAT defaulting hierarchy, to complete the data on the Procurement Card transaction. These data elements are available to review and override on the Reconcile Statement – Procurement Card component.

Enhancements Available for Implementation

▸ Procurement Card Manual Reconciliation

Procurement Card

- Implementation Complexity Score: High

  - System setup, including:
    - Security Configuration
    - Integrations with HCM and Procurement Card supplier

  - Defining desired Business Unit configuration (further communication with process experts needed)

  - Documentation and Training

Supplier 360

- Supplier 360 provides comprehensive information for suppliers.

- Supplier 360 View consolidates all supplier related details such as transactions and audit information in a single dashboard.

- Users can review various metrics related to single or multiple suppliers, based on the permission granted to user. Users can select from any of the active suppliers to view the corresponding supplier information.

- Supplier data can be viewed in Analysis View or Comparative View. In Analysis View all the metrics associated to a single supplier will be displayed whereas in Comparative View user can select two or more suppliers and compare their data.

Supplier 360

▸ The Supplier 360 View can be saved, edited, and shared amongst other users.

▸ The Supplier 360 View displays several pagelets containing metrics, analytics, graphs, various transaction details, and pivot grids corresponding to suppliers.

▸ Supplier 360 Transaction Wheel is part of the View that connects the user to various transaction pages associated to a supplier. Access to the supplier list and supplier information depends on the user role and authorization.

Enhancements Available for Implementation

Demo Supplier 360

Supplier 360

▸ Implementation Complexity Score: Medium

- System Configuration

- Documentation and Training

Supplier Onboarding

▸ With the new Supplier Onboarding, supplier registration information is all captured online, then routed for approval using the Approval Framework.

▸ Once the supplier registration is approved, the supplier record is automatically created.

Now, let's review the presentation provided by Oracle

Supplier Onboarding

▸ Implementation Complexity Score: High

- New Supplier-Facing Portal needed

- System setup, including:
  - Security Configuration
  - Approval Workflow
  - Notifications

Supplier Onboarding

▸ Implementation Complexity Score: High

- Additional analysis needed: SHARE supplier file vs individual SetID supplier files

- Defining desired Business Unit configuration (further communication with process experts needed)
  - Internal Business Processes
  - Configuring Templates / Profile Questions
  - Supplier Requests for Changes

Supplier Administration Center

▸ The Supplier Administration Center is delivered as an empty shell and is configured with links to support the business processes of the institution.

▸ Some links are related to workflow Worklists or alert/warning notifications, whereas others are associated with completion of daily tasks.

▸ When users click configured links in WorkCenter pagelets, the system renders information in a new window or in the transaction area.

▸ User access is controlled by user roles and permissions.

ORACLE

Supplier Administration Center ⚙ «

| **Main** | Reports/Queries |

✿ My Work ↻ ⚙▼

▽ **Pending Approvals**
⌗ Supplier Approval
⌗ Bidder Approval
⌗ User Approval

▽ **Alerts**
⌗ SLA Compliance Notice
⌗ Spend Threshold Notice
⌗ Contract Threshold Notice (1)

....

🔗 Links ↻ ⚙▼

▽ **Administrative**
⌗ Manage Invitations
⌗ Invitation Activity Log
⌗ Register Suppliers
⌗ Register Bidders
⌗ Manage Request Approval
⌗ Register New User Accounts
⌗ Manage User Account Approval
⌗ Convert Bidder to Supplier
⌗ View History
⌗ Notify Review Supplier Profile
⌗ Maintain Supplier
⌗ Supplier User Management
⌗ Registration Dashboard

▽ **Setup**
⌗ Profile Questions
⌗ Create SelfCategorization Tree
⌗ Define Terms and Conditions
⌗ Set Controls-Supplier
⌗ Reason Codes
⌗ Notification Templates
⌗ Approval Process Setup
⌗ Supplier Request Templates
⌗ Supplier Request System Setup

Welcome to the Supplier Administration Center

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

its **Information Technology Services • University System of Georgia**

Supplier Administration Center

- Implementation Complexity Score: Medium

  - Implement with Supplier Onboarding

  - System Configuration

  - Release

  - Documentation and Training

FLUID User Interface / Mobile Functionality

▸ The PeopleSoft PeopleTools Fluid User Interface technology added the ability to design cross-application tiles and pages

▸ These pages can be accessed using a smartphone, tablet, laptop, or desktop

▸ The PeopleSoft Fluid User Interface was developed to meet the demand of users who need to access PeopleSoft application while they are away from their offices.

FLUID User Interface / Mobile Functionality

- Examples of how the Fluid User Interface can be used:

  - Procurement Operations Homepage (now)

  - View Requisitions (now)

  - Marketplace Integration (now)

  - Order History (now)

FLUID User Interface / Mobile Functionality

▸ Examples of how the Fluid User Interface can be used:

- Configurable Landing page with Navigation (planned)

- Cancel Requisition / Cancel Line (planned)

- Requisition Special Request (planned)

- Accounting visibility (planned)

- Approvals, including approval history and configurable view of Comments and attachments (planned)

FLUID User Interface / Mobile Functionality

▸ View slides 16-20 of Oracle presentation

▸ Watch Oracle 'Getting Started with the PeopleSoft Fluid User Interface' video

◦ https://www.youtube.com/watch?v=oXdvD9rKO_U

FLUID User Interface / Mobile Functionality

▸ Implementation Complexity Score: High

- PeopleTools 8.55 upgrade

- Large effort on development and functional resources

- Release

- Extensive Documentation updates, due to new User Interface

- Training

Print Signature on PO

- PeopleSoft functionality, with BOR modification

- One signature per Institution

- Implementation Complexity Score: Medium

  - New BOR page

  - Release

Training & Documentation

Training & Documentation

- Query and Report Job Aid

- Business Process Documentation

- Training

Other Requested Enhancements?

Prioritization of Enhancements

Let's Discuss & Prioritize!

- Assign a Number to each Enhancement line item
  - 1 = Highest Priority
  - 2 = 2nd Highest Priority, etc

- One submission per institution

Please Complete session evaluation

Your feedback is very important to us!

Questions?