GeorgiaFIRST 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
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
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 ** onegus
  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

Information Technology Services • University System of Georgia
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
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:** 0000000000  
**Requisition Name:**  
**Requested By:**  
**Entered Date:** 3/18/16  
**Status:** Pending Approval  
**Currency:** USD  
**Requisition Total:** 565.00

### Header Comments:

**Item Description:** Crowd Pleasers  
**Category Code:** 12345  
**Line Comments:** new invoice has been requested without taxes

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Crowd Pleasers</td>
<td>150.0000</td>
<td>EA</td>
<td>2.60</td>
<td>375.00</td>
</tr>
<tr>
<td></td>
<td><strong>Category Code:</strong> 12345</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ship To:** AA1310  
**Address:** 3705 Delaware Ave  
**City:** Covington  
**State:** KY  
**Zip:** 41015  
**Country:** United States  
**Shipping Quantity:** 160.0000  
**Shipping Total:** 375.00

<table>
<thead>
<tr>
<th>List</th>
<th>Status</th>
<th>Location</th>
<th>Qty</th>
<th>PCT</th>
<th>Amount</th>
<th>GL Unit</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>AA1310</td>
<td>150</td>
<td>100</td>
<td>375.00</td>
<td>71000</td>
<td>714100</td>
</tr>
</tbody>
</table>

**GL Base Amount:** 375.00  
**Currency:** USD  
**Sequence:** 0

### Line 2: Item Description: Custom Pop Sticks

**Category Code:** 21545

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Custom Pop Sticks</td>
<td>150.0000</td>
<td>EA</td>
<td>0.50</td>
<td>75.00</td>
</tr>
</tbody>
</table>

**Ship To:** AA1310  
**Address:** 3705 Delaware Ave  
**City:** Covington  
**State:** KY  
**Zip:** 41015  
**Country:** United States  
**Shipping Quantity:** 150.0000  
**Shipping Total:** 75.00

<table>
<thead>
<tr>
<th>List</th>
<th>Status</th>
<th>Location</th>
<th>Qty</th>
<th>PCT</th>
<th>Amount</th>
<th>GL Unit</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>AA1310</td>
<td>150</td>
<td>100</td>
<td>75.00</td>
<td>71000</td>
<td>714100</td>
</tr>
</tbody>
</table>

**GL Base Amount:** 75.00  
**Currency:** USD  
**Sequence:** 0

**Category Code:** 21545
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
Enhancements Delivered Since Upgrade

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.
Enhancements Delivered Since Upgrade

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 GeorgiaFIRST website
Enhancements Available for Implementation
## Enhancements Available for Implementation

### Module Enhancement Review

<table>
<thead>
<tr>
<th>Topic</th>
<th>Implementation Complexity Score</th>
<th>Prioritization Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Check Budget</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Procurement Contracts</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Contract / Sourcing WorkCenter</td>
<td>Med</td>
<td></td>
</tr>
<tr>
<td>Procurement Cards</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Supplier 360</td>
<td>Med</td>
<td></td>
</tr>
<tr>
<td>Supplier Onboarding</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Supplier Administration Center (WorkCenter)</td>
<td>Med</td>
<td></td>
</tr>
<tr>
<td>FLUID / Mobile functionality</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Electronic Signature - PO</td>
<td>Med</td>
<td></td>
</tr>
<tr>
<td>Training &amp; Documentation</td>
<td>High</td>
<td></td>
</tr>
</tbody>
</table>
Enhancements Available for Implementation

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
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

Enhancements Available for Implementation

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.
Enhancements Available for Implementation

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

Maintain Purchase Order
Purchase Order

Business Unit: US001
PO ID: 0000000254

Copy From:

Header
*PO Date: 03/15/2016
*Supplier: BIKE-001
*Supplier ID: SCM0000001
*Buyer: KP1

PO Reference: Online Src From Req 0000000120

Header Details: Activity Summary
PO Defaults: Add Comments
PO Activities: Add ShipTo Comments
Requisitions: Actions

Use Procurement Card

Procurement Card Information

Business Unit: US001
PO ID: 0000000254

Procurement Card used for payment
Card Number
Card Type
Expiration Date

Override with Procurement Card
Card Number:
Card Type:
Expiration Date:

OK
Cancel
Reload

Lines
Details
Ship To/Due Date
Statuses
Item Information
Attributes
RFQ

Line Item Description
1 10003 Long Sleeve Biking
2 10005 Switchback Mountain
3 10006 Supplex Shorts, Men's
4 10007 Sidepocket Short's,
5 10008 Switchback Mt. Biking

10,000 EA CYCLING Multiple 200.00 Approved
10,000 EA CYCLING Multiple 200.00 Approved

View Printable Version

Information Technology Services • University System of Georgia
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.
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.

Information Technology Services • University System of Georgia
### Procurement Card Manual Reconciliation

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Card Issuer</th>
<th>Card Number</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelini, Gina</td>
<td>VISA</td>
<td>***********7890</td>
<td>07/22/2000</td>
<td>ABC Office Supply</td>
<td>Approved</td>
<td>740.00</td>
<td>USD</td>
</tr>
<tr>
<td>Angelini, Gina</td>
<td>VISA</td>
<td>***********VNDR</td>
<td>06/27/2000</td>
<td>Merchant</td>
<td>Staged</td>
<td>350.00</td>
<td>USD</td>
</tr>
<tr>
<td>Crawford, William</td>
<td>MC</td>
<td>***********9012</td>
<td>09/14/2002</td>
<td>EXXON USA8347886031</td>
<td>Staged</td>
<td>18.60</td>
<td>USD</td>
</tr>
<tr>
<td>Masterson, Carlos</td>
<td>BKAUS</td>
<td>***********3222</td>
<td>04/20/2005</td>
<td>THE REGENT SINGAPORE</td>
<td>Staged</td>
<td>883.64</td>
<td>SGD</td>
</tr>
<tr>
<td>Masterson, Carlos</td>
<td>BKAUS</td>
<td>***********3222</td>
<td>04/20/2005</td>
<td>RESTAURANT EMBER</td>
<td>Staged</td>
<td>800.00</td>
<td>SGD</td>
</tr>
<tr>
<td>Masterson, Carlos</td>
<td>BKAUS</td>
<td>***********3222</td>
<td>04/20/2005</td>
<td>OFWK FYSHWICK</td>
<td>Staged</td>
<td>44.98</td>
<td>AUD</td>
</tr>
<tr>
<td>Masterson, Carlos</td>
<td>BKAUS</td>
<td>***********3222</td>
<td>04/20/2005</td>
<td>RANDWICK CITY COUNCIL</td>
<td>Staged</td>
<td>975.59</td>
<td>AUD</td>
</tr>
</tbody>
</table>
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.
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
Enhancements Available for Implementation

Supplier 360

- Implementation Complexity Score: Medium
  - System Configuration
  - Documentation and Training
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
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.
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.
Supplier Administration Center

- Implementation Complexity Score: Medium
  - Implement with Supplier Onboarding
  - System Configuration
  - Release
  - Documentation and Training
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)
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
Enhancements Available for Implementation

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
Enhancements Available for Implementation

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?
Let’s Discuss & Prioritize!

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

- One submission per institution
Please Complete session evaluation

Your feedback is very important to us!
Questions?