eProcurement and Georgia*FIRST* Marketplace

User's Guide

for

Accounts Payable

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Introduction

This User's Guide is designed for Accounts Payable offices that will be supporting the implementation and maintenance of the PeopleSoft Financials eProcurement module, or ePro, at their institution. Along with the implementation of ePro, the Georgia*FIRST* Marketplace is being implemented as well. With this implementation, some of the tasks in Accounts Payable are changing slightly. This User's Guide is designed to review those changes.

In this User's Guide, you will find an overview of what the eProcurement module does, as well as what the function of the Georgia*FIRST* Marketplace is. You will also learn how processing for some of the Georgia*FIRST* Marketplace suppliers may differ from routine processing.

Topics Covered in this User Guide:

- eProcurement and Georgia*FIRST* Marketplace Overview
- Changes Affecting Accounts Payable
- Georgia*FIRST* Marketplace Suppliers
- Running Voucher Build for Georgia*FIRST* Marketplace e-Invoices
- Correcting Voucher Build Errors
- Payments for Georgia*FIRST* Marketplace Suppliers

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Chapter 1: eProcurement and Georgia*FIRST* Marketplace Overview

What is eProcurement?

eProcurement (ePro) is a module in PeopleSoft Financials (PSFIN) that has a primary function of creating electronic requisitions and routing them for approval. In this PSFIN module, ePro is used to create requisitions for goods and services. A requisition is simply an official request to purchase goods and services.

Previously, your institution may have used paper requisitions, or some other form, to request an item to be purchased. That hardcopy requisition then had to be routed for approval signatures and sent to the Purchasing Office. The Purchasing Office then had to re-key the information into the system to create a Purchase Order to send to the supplier.

With ePro, much of this process is completely automated. A requisition is created within ePro and then electronically routed for approval. The approval chain is dependent on the department charged and item type, among other things. Finally, after the last electronic approval is made, the requisition can be copied into, or sourced into, an official Purchase Order that is dispatched to a supplier.

What is the Georgia*FIRST* Marketplace?

The Georgia*FIRST* Marketplace (GFM) takes the use of ePro to another level. The Georgia*FIRST* Marketplace is an online shopping site that is accessed from PeopleSoft Financials. Through this online shopping site, users can shop online for contract items from a variety of state and institution approved suppliers. Users can select items by placing them in an online shopping cart. They assign these shopping carts to a designated requester when ready, and the requester then turns their shopping cart into an ePro requisition.

Because users are shopping from approved suppliers with contract prices, very little buyer intervention is required. After a requisition that is built from the Georgia*FIRST* Marketplace is approved, it is designed to be picked up for batch processing that will budget check it, source it into a purchase order, and then dispatch the purchase order. These batch processes are designed to run at different times throughout the day.

Types of Requisitions

With the implementation of the Georgia*FIRST* Marketplace into the eProcurement module, there are now two types of requisitions: Georgia*FIRST* Marketplace requisitions and Special Request requisitions.

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- Georgia*FIRST* Marketplace Requisitions: Shoppers build these requisitions from items in the Georgia*FIRST* Marketplace.
- Special Request Requisitions: Requesters build these requisitions by entering item descriptions directly onto the requisition rather than building them from the contractually-approved items in the marketplace.

Within ePro, users will not be able to combine items from the Georgia*FIRST* Marketplace with items from a Special Request Requisition into one requisition. Each requisition must either be from the marketplace (CAT) or from a Special Request Requisition (ONL).

Benefits of ePro and the Georgia*FIRST* Marketplace

With this new system of online shopping and electronic requisitioning, you will see some immediate benefits, including:

- Reduction in paper forms routing through different offices
- Online browsing and shopping for items
- Comparison shopping
- One user login to shop from multiple suppliers
- Users requesting goods from multiple suppliers through one shopping cart
- All items in the Georgia*FIRST* Marketplace contractually approved
- Faster routing for approvals
- Ability to save items as 'favorites' in the Georgia*FIRST* Marketplace
- Automatic batch processing of approved requisitions

Types of Roles Involved

In order for the ePro and Georgia*FIRST* Marketplace functionality to work properly, users are set up with specific roles and responsibilities. They include:

- **Marketplace Browser**: User without any Georgia*FIRST* Marketplace roles assigned will default to a Marketplace Browser. A Browser can view items, contracts, and pricing in the Marketplace but cannot add items to a cart, or create requisitions.
- **Shopper**: User who can select items to purchase, add them to a cart, and assign that cart to a Requester for further processing. This type of user cannot create a requisition in PeopleSoft.
- **Requester**: User who can perform all functions that a Shopper can, with the added permissions to be able to create the actual requisition in PeopleSoft.
- **Approver**: User with the permissions and roles necessary to approve ePro requisitions.
- **Buyer**: User responsible for ensuring approved requisitions are sourced into a purchase order and dispatched to the supplier.
- **Accounts Payable**: The AP office processes invoices received from the supplier. With the implementation of the GeorgiaFIRST Marketplace, certain suppliers will now be submitting

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invoices electronically. The AP office will use the Voucher Build process to turn the electronic invoices into vouchers.

- **ePro Administrator**: This user monitors approval workflow to ensure requisitions are worked in a timely fashion.
- **Local Security Administrator**: This user is responsible for setting up other users with the appropriate roles, permissions, and user preferences.

As an employee in Accounts Payable, your responsibilities remain what they have always been. However, there are some changes to how you process invoices coming from some of the Georgia*FIRST* Marketplace suppliers.

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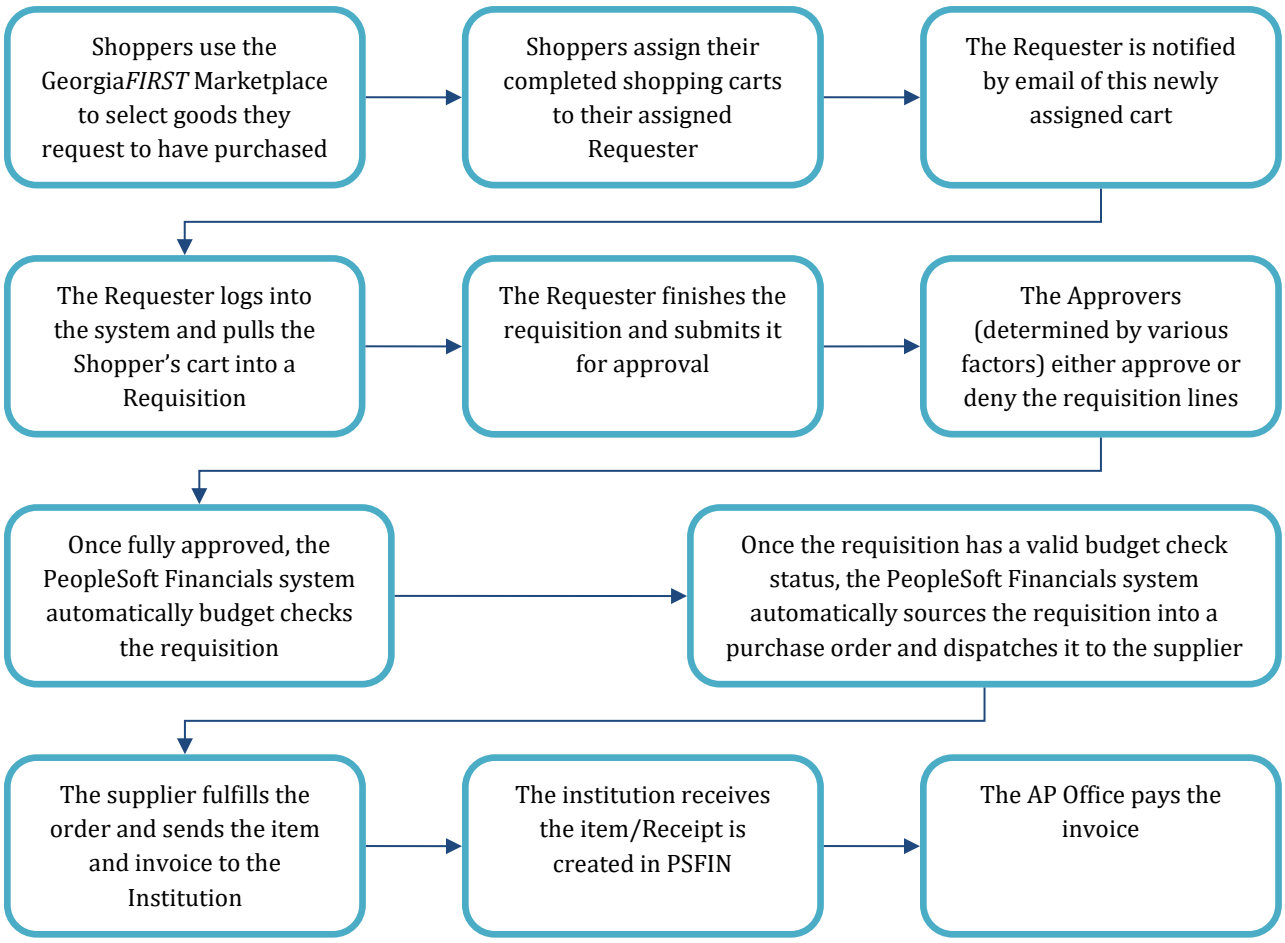
Process Flow

Now that you know all of the roles involved, below is the process flow beginning with Shoppers and ending with the Accounts Payable office.



If the process involves a Special Request Requisition, then the shopper is eliminated from this process flow and the requester enters the items directly onto the requisition.

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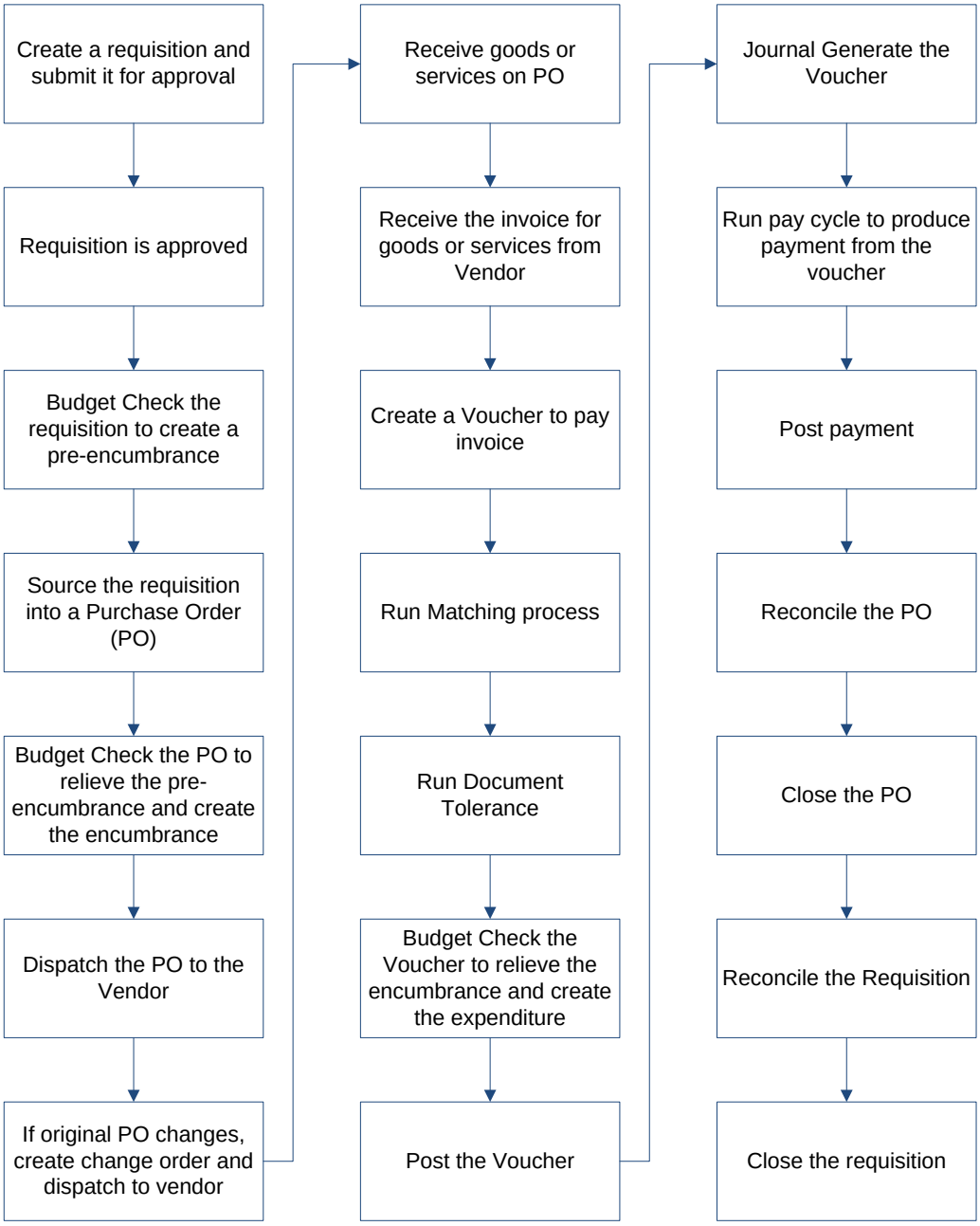
Procure-to-Pay Process Flow

If your institution has not used requisitions in the past, it is helpful to understand where they fit into the Procure-to-Pay process flow.



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Changes Affecting Accounts Payable

Now that you know where Accounts Payable fits into the overall process of ePro and Georgia*FIRST* Marketplace implementation, this section details the changes that you may see because of that implementation.

- Suppliers:
  - Georgia*FIRST* Marketplace suppliers are added in a particular fashion. Chapter 2 describes in detail these supplier changes.
- Invoicing from Georgia*FIRST* Marketplace Suppliers:
  - Some of the Marketplace Suppliers issue electronic invoices (e-Invoices) from the requisitions/purchase orders they fulfill. Not all Marketplace suppliers will send invoices electronically. These suppliers will send invoices as they have always done in the past. To process e-Invoices, you will use the Voucher Build procedure. This is covered in Chapter 3.
- Freight:
  - Some Georgia*FIRST* Marketplace invoices will include Freight or Miscellaneous Charges (i.e., restocking fee, volume discount, etc).
  - These charges will be set (or passed) at the header and will be prorated to the distribution lines.
- Matching:
  - The matching process will continue to be run during the day at 10:30am, 3pm and 6pm, as well as in the nightly batch job, but you can run it ad hoc throughout the day if needed.
  - All receiving needs to be completed prior to a voucher being created or match exceptions will be encountered. Receipt Notification Workflow will generate emails to the requester if the voucher is marked receiving required and no receipt exists.
- Paygroup:
  - A new paygroup was created from Georgia*FIRST* Marketplace vouchers. Your institution can choose how to run pay cycles for these suppliers. This is explained in Chapter 4.

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Chapter 2: Suppliers

As an AP professional, you may or may not be responsible for setting up suppliers in the PeopleSoft system. This is different at each institution. However, you do work with suppliers through vouchers and payments. Due to the implementation of the Georgia*FIRST* Marketplace, there are some changes that have been made to some of the suppliers in your system.

Georgia*FIRST* Marketplace Suppliers

There are over 200 Georgia*FIRST* Marketplace suppliers. These suppliers are called Catalog, or CAT, suppliers. Most of the suppliers that are now Marketplace suppliers are ones that you have used in the past. Some of the suppliers include Fisher Scientific, Staples, and Grainger. All suppliers in the Georgia*FIRST* Marketplace are considered catalog suppliers. These suppliers are created under the SHARE SetID and are maintained at ITS.

These catalog suppliers will have a Supplier ID that begins with "CAT" (i.e., CAT0000001). The catalog suppliers are synced to SciQuest, which is the company that hosts and maintains the Georgia*FIRST* Marketplace.

In PeopleSoft Financials, there is a custom process that copies this SHARE SetID supplier and populates within each SetID. The Supplier ID will be the same, but you will be able to access the supplier under your regular SetID.

These copied suppliers under your institution's SetID will be read-only; however, there are several fields you are still able to edit. These fields are on the Location tab under the Payables link. These areas are:

- Remitting Location
- Pre-Notification section
- Payment Notification section (enabling payment advice emails to the supplier)

You are also able to edit your default supplier location. Typically, when there is a REMIT or a REMITACH location, that should be the default location for your institution.

How to Use Catalog Suppliers

New Catalog suppliers should be used for all procure-to-pay transactions. This includes any Georgia*FIRST* Marketplace Requisitions, Special Request Requisitions, Purchase Orders and Vouchers.

After your institution goes live with eProcurement and the Georgia*FIRST* Marketplace, you should not use any old supplier that is already set up as a CAT supplier. For example, imagine that Staples is a supplier that your institution routinely uses and the current Supplier ID for them under your SetID is

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0000000107. Staples is now a Catalog Supplier that you can access through the Georgia*FIRST* Marketplace.

Under the SHARE SetID, the new Supplier ID for Staples is CAT0000010. Even though this Supplier ID is created and maintained under the SHARE SetID, it has been copied to your institution's SetID so that you can access it for all your purchasing documents.

If a Georgia*FIRST* Marketplace Requisition is created, the Supplier ID completes into the requisition automatically from the shopping cart. If a Special Request Requisition is created for an item from Staples, then the Requester should use the new "CAT0000010" Supplier ID, even though it is not a Marketplace Requisition. The old supplier ID should no longer be used on any documents.

Any current Requisitions, Purchase Orders, or Vouchers that are open with the old Supplier ID will still be able to be processed. The system will prevent you from creating any new documents with the old Supplier ID.

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Chapter 3: Voucher Build

Some of the Georgia*FIRST* Marketplace Suppliers send their invoices electronically. In order to process these e-Invoices, you will use the Voucher Build process.

Staging Tables

In order for Georgia*FIRST* Marketplace Suppliers to send e-Invoices, a batch job will be run from SciQuest, which is the managing supplier of the Georgia*FIRST* Marketplace. This SciQuest batch job produces invoice information that gets populated into PeopleSoft Voucher staging tables. These are the same staging tables currently used by Banner and Voucher Upload. This information will also include the PO information as well.

The staging tables that are used by the SciQuest invoice process are:

- VCHR_HDR_STG
- VCHR_LINE_STG

The BOR_AP_STAGED_INVOICES query can be run prior to running Voucher Build. This query lists all Invoices that are in the VCHR_HDR_STG table waiting to be picked up by the voucher build process. Select **Catalog** to view invoices generated from the Georgia*FIRST* Marketplace.

Running Voucher Build for Georgia*FIRST* Marketplace e-Invoices

There are very few differences when running Voucher Build for the Georgia*FIRST* Marketplace e-Invoices from other Voucher Build instances. A new source (or Interface heading) of “Catalog” has been added for Georgia*FIRST* Marketplace Voucher Build. The Voucher Line/Distribution will be built from the Purchase Order. You will continue to run Voucher Build on an ad hoc basis; it will not become a scheduled batch job. Typically, institutions run Voucher Build once or twice each day. You will need to review and resolve any Voucher Build exceptions after each run to allow further processing of the vouchers.

The Voucher Build application engine process (AP_VCHRBLD) is made up of two sub-processes: Pre-Edit and Voucher Edit. The pre-edit subprocess builds skeleton voucher record sets from limited information. Once the **pre-edit subprocess** builds **voucher record sets** successfully, it calls the voucher edit subprocess to complete these record sets.

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The pre-edit subprocess works as follows:

- It accesses and retrieves invoice data from the staging tables and uses the data to populate the Voucher Build temporary tables.
- It performs header error processing by checking for a valid business unit, invoice ID, invoice date, supplier ID, supplier location, address sequence number, and voucher origin.
- The subprocess verifies that voucher headers have voucher lines and voucher lines have distribution lines.
- The subprocess copies purchase order and receiver fields to voucher lines and creates distribution lines, based on the default voucher build criteria. This applies when voucher lines reference a purchase order or receiver and contain no distribution lines. If a voucher line has ChartField information and no associated distribution lines, the subprocess creates distribution lines for the voucher line.
- It stores successfully built voucher record sets in the voucher build temporary tables and calls the voucher edit subprocess.
    - If the skeleton voucher fails any of the header error checks, or if the purchase order association fails, the subprocess marks the voucher as having a pre-edit error. Such errors prevent the vouchers from being processed by the voucher edit subprocess, and the pre-edit subprocess writes these vouchers with pre-edit errors to the quick invoice tables.
    - You can review vouchers with pre-edit errors using the Build Errors tab and the Voucher Build Error Detail page. From these pages, you can link directly to the Quick Invoice Entry component, where you can correct the vouchers and release them for reprocessing.

The voucher edit subprocess works as follows:

- It loads newly built voucher data from the Voucher Build temporary processing tables to the Voucher Edit work tables.
- It performs the following tasks:
    - Uses the Payables control hierarchy to determine the default values with which to populate voucher fields that do not contain any data.
    - Performs field-level, relational, and balancing edits for the voucher header, voucher line, voucher distribution line, and scheduled payment records.
    - Calculates net payment due dates, discount due dates, and discount amounts according to the payment terms.
    - Prorates freight, miscellaneous charges, and discounts across distribution lines for application voucher lines.

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  - Schedules one or more payments according to payment terms and user-entered control data.
  - Validates the vouchers, assigning document sequencing numbers and updating the status of one-time suppliers, where appropriate.
- It moves the voucher data from the voucher edit work tables to the online voucher tables.
  - At the end of the voucher edit subprocess, error-free vouchers are set to the status "Postable."
  - Vouchers that are flagged with errors during the voucher edit subprocess are assigned the status "Recycle."
  - You can inquire on and correct batch-processed vouchers with voucher edit errors by using the Build Errors tab, the Voucher Build Error Detail page, the Voucher Maintenance Search component, the Voucher Maintenance component, and the Voucher component.

How To Run Voucher Build for GeorgiaFIRST Marketplace e-Invoices

1. In the menu, select **Accounts Payable**.
2. Select **Batch Processes**.
3. Select **Vouchers**.
4. Select **Voucher Build**.
5. Enter or Select a **Run Control ID**.
6. Click the **Search/Add** button.
7. Enter a **Request ID** and **description** for this process.
8. If running for a particular date range, enter/select the appropriate **From/To Dates**. You may leave the dates blank to process all dates.
9. Select the **Assign Invoice ID** checkbox if you want the Voucher Build process to assign an invoice ID to vouchers that have no invoice ID or an invoice ID value of "Next". The process assigns the Voucher ID as the Invoice ID.
10. Select the **Assign Invoice Date** checkbox if you want the Voucher Build process to assign the current date as the invoice date to voucher built from sources that have no invoice date.
11. In the **Process Option** dropdown list, select **Business Unit**.
12. In the **Voucher Sources** dropdown list, select **New Voucher Data**.
13. In the **Selection Parameters** group box, enter/select your **business unit**.
14. In the **Voucher Build Interfaces** dropdown list, select **Catalog**.
15. Select the **Save** button.
16. Select the **Run** button.
17. Select the **OK** button.
18. To view the results of the Voucher Build process, you can go to the Process Monitor or you can select the **Process Messages** tab to track the results.
19. Select the **Build Errors** tab.

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20. If you do have Voucher Build errors, you can process the vouchers that do not have errors. However, you must correct the ones in error before taking further action on those.

The BOR_AP_VCHR_BLD_BY_SOURCE query can be run to assist you in viewing vouchers that were created from the Voucher Build process. Select **Catalog** to view Vouchers created from invoices that were generated from the Georgia*FIRST* Marketplace

Voucher Build Process Errors

The Voucher Build process can result in pre-edit errors, which are stored in the quick invoice tables, or vouchers in a Recycle status, stored in the online voucher tables.

Pre-edit Errors

Pre-edit errors prohibit the transaction from being processed by voucher edit processing. For example, if the transaction has an invalid supplier ID, the voucher edit subprocess cannot process default values correctly, because supplier ID is part of the Payables control hierarchy. The following general conditions result in pre-edit errors:

- Invalid business unit
- Invalid supplier
- No default location for supplier
- Blank invoice ID, and auto-assign option is not selected on the run control page
- No invoice date, and auto-assign option is not selected on the run control page
- Invalid supplier location
- Invalid supplier address
- Invalid voucher origin
- No association of purchase order or receiver lines with voucher lines, and distribution information is absent
- No voucher line information

Recycled Vouchers

Vouchers without pre-edit errors pass to the voucher edit subprocess. The voucher edit subprocess marks any vouchers that fail its edits as “Recycled.” The edits performed by the voucher edit process are essentially the same as those performed by the Voucher component.

Any voucher validations that are set up to pass and provide a warning during online voucher entry – such as duplicate invoice checking – pass the voucher edit process without warning. Any voucher validations that you set up to reject an online voucher that fails – such as duplicate invoice checking or

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Chartfield editing – are set to Recycle by the Voucher Build process. If the Voucher Build process finds duplicate vouchers, it sets both to recycle status.

The **BOR_AP_VCHR_BLD_ERRORS** query can assist you in finding vouchers that were built into an ERROR or RECYCLE status.

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Reviewing Vouchers with Errors

After you have completed the Voucher Build process, you can select the Build Errors tab to review the vouchers that have errors. On this page, you can select Refresh Log to display the messages that the process run generated. Use the Examine Error Messages icon to access the Voucher Build Error Detail page where you may view the error details for the voucher and transfer to the appropriate error correction component:

- Quick Invoice Entry component for vouchers with pre-edit errors
- Voucher component for vouchers in recycle status

Finally, you can select the Correct Error button to access the appropriate error correction component directly.

The Voucher Build Error Detail page displays one voucher at a time. There are five possible error types that may appear on this page:

- Header Errors
- Miscellaneous Charge Errors
- Invoice Line Errors
- Distribution Line Errors
- Scheduled Payment Errors

These error types only appear on the page if an error exists. On this page, the system displays the field where the error exists and an explanation of the error.

Correcting Pre-Edit Errors

When correcting pre-edit errors, you may need to correct something other than the actual quick invoice page the system sends you to. For example, if the error was a Supplier Location error, you may need to update the Supplier Location in the supplier pages instead of correcting the Quick Invoice pages. You will have to determine the best way correct the errors.

After you have corrected the pre-edit errors, you will need to rerun the Voucher Build process. The Voucher Sources selection should be set to “Errors/Staged Vouchers.” In the Selection Parameters area, you can add as many vouchers in error as necessary by adding additional rows.

Correcting Vouchers in Recycle Status

If you have vouchers in recycle status, the system will take you directly to the online voucher page. You can then correct the errors directly on the voucher and save your changes. You will not have to rerun

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Voucher Build on these vouchers since the online edits in the system will change the status from Recycled to Postable when you save it.

How To Review and Correct Voucher Build Errors

1. In the menu, select **Accounts Payable**.
2. Select **Vouchers**.
3. Select **Maintain**.
4. Select **Voucher Build Error Detail**.
5. Enter/select your **Business Unit**.
6. For Georgia*FIRST* Marketplace Vouchers, select a Voucher Source of **Catalog**.
7. Click the **Search** button.
8. Select a **Voucher** to review.
9. Review the **error**(s) listed.
10. Select the **Correct Errors** link.
11. If the link takes you to the **Summary** tab of the online **Voucher** page, this is a Recycled Voucher that needs correcting. Go to **Step 13**.
12. If the link takes you to the **Quick Invoice** page, this is a pre-edit error. Go to **Step 18**.
13. On the **Summary** tab, you should see the Entry Status is "**Recycle**." Go to the **Invoice Information** tab.
14. Make the necessary **corrections**.
15. Click the **Save** button.
16. Return to the **Summary** tab.
17. Ensure that the **Entry Status** is now **Postable**. Return to **Step 4** if there are additional vouchers that need correcting. If there are no additional voucher build errors, you can exit this process.
18. On the **Quick Invoice** page, make any necessary corrections needed. Depending on the actual error, you may need to make corrections to the **Supplier** pages first.
19. Click the **Save** button.
20. Rerun **Voucher Build**:
    a. In the menu, select **Accounts Payable.**
    b. Select **Batch Processes**.
    c. Select **Vouchers**.
    d. Select **Voucher Build**.
    e. Enter or Select a **Run Control ID**.
    f. Click the **Search**/**Add** button.
    g. Enter a **Request ID** and **description** for this process.
    h. In the **Process Option** dropdown list, select **Process Voucher**.
    i. In the **Voucher Sources** dropdown list, select **Errors/Staged Vouchers**.
    j. Enter/select the **Voucher ID**.
    k. Insert additional **rows** to enter additional vouchers.

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a. Select the **Run** button.
b. Select the **OK** button.
c. Select the **Process Monitor** link.
d. Select the **Refresh** button periodically until the AP_VCHRBLD process has a Run Status of **Success** and a Distribution Status of **Posted**.
e. Select the **Details** link.
f. Select the **View Log/Trace** link.
g. Select the link for the **Redirected Terminal Output** file.
h. Review the results of the file; it will indicate the total number of vouchers to process.
l. **Close** the document.

21. Go back to **Step 4** to correct additional errors. If there are no additional voucher build errors, you can exit this process.

Once you finish processing Voucher Build and correcting any Voucher build errors, you can process these vouchers from Georgia*FIRST* Marketplace e-Invoices as you would with any other voucher.

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Chapter 4: Payments

In order to process the payments for Georgia*FIRST* Marketplace e-Invoices, we have created a new pay group to allow control of how these vouchers are selected for payment.

New Pay Group

A new pay group named "CT" has been created to allow control over the process of payment selection on e-Invoices from the Georgia*FIRST* Marketplace. The new pay group will be populated on all CAT suppliers. Each institution will have the flexibility to add the pay group to their existing pay cycles or to request a new pay cycle be created for their Georgia*FIRST* Marketplace payments. If an institution chooses to pay these payments along with everything else, there is nothing else that is needed. They will get picked up in the daily pay cycle.

Payment Methods

The available payment methods for these suppliers will still be both check and ACH. Institutions not currently using ACH payments may continue to issue check payments. Even though the suppliers are set up with an ACH payment method, unless there is a confirmed prenote, the payment method will revert back to check. If your institution wishes to implement ACH payments, you will need to submit a ticket to ITS to confirm proper setup with your Marketplace suppliers.

There will be no change to Supplier Payment Notification.

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