

# PTP Birds of a Feather

Teresa Page  
Kistie Manders  
Stefanie Gallagher  
Kristi Bradshaw  
Jonathan Hemphill

9:30 am 9/20/19

# Agenda

- ePro & Purchasing Update
- Travel & Expense Update
- Accounts Payable Update

# eProcurement

# eProcurement

Coming Soon

- ePro Homepage
- Approvals Tile
- Fluid

Employee Self Service

Create Expense Report



My Travel Authorizations



Employee Self Service

Manager Self Service

Finance & Accounting

eProcurement/Purchasing

Payables Operations

My Expense Reports



0 Active Expense Reports

History



Cash Advances



GeorgiaFIRST Financial Website



GFM Shopper Access



Payment Request Center



▼ eProcurement/Purchasing

Supplier Administration Center



Approvals



0

Create Requisition



My Requisitions



ePro Receiving



Buyer WorkCenter



# eProcurement

Sourcing Workbench: From the Navbar >

Purchasing >

Purchase Orders >

Stage/Source Requests >

Sourcing Workbench

Sourcing Workbench  
Sourcing

Search Criteria

Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	83000	PO Stage Type	<input type="text"/>
Requisition ID	0000512954	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	<input type="text"/>
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Search

Search Results

1-1 of 1 | View All

Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	12939749	Error	83000	Walker, Amy M	000003773	ORDREMLOC8	Item	Labor for checking VFD on AHU	0000512954	UNASSIGNED

Select All

UnSelect All

Purge

Recycle

Save

Notify

Refresh

Sourcing Workbench

Sourcing

Search Criteria

Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	83000	PO Stage Type	<input type="text"/>
Requisition ID	0000512954	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	<input type="text"/>
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Search

Search Results

1-1 of 1 | View All

Sel	Instance	*Stg Status	Message Text
<input type="checkbox"/>	12939749	Error	This Supplier Location is not valid as of date or doesn't exist. You may correct this Supplier Location in the Supplier setup. After setting the Supplier location you may have to purge this stage row and resource it again and run pocalc process.

Select All

UnSelect All

Purge

Recycle

Save

Notify

Refresh

Sourcing Workbench

Sourcing

Search Criteria

Process Instance	<input type="text"/>	System Source	<input type="text"/>
Business Unit	98000	PO Stage Type	<input type="text"/>
Requisition ID	<input type="text"/>	PO Stage ID	<input type="text"/>
Requisition Name	<input type="text"/>	Stage Status	Error
Buyer	<input type="text"/>	Item ID	<input type="text"/>
Contract SetID	<input type="text"/>	Line Number	<input type="text"/>
Contract ID	<input type="text"/>	Schedule Number	<input type="text"/>

Search

Search Results

1-1 of 1 | View All

Selected Items	Stage Info	Error Messages								
Sel	Instance	*Stg Status	Unit	Buyer	Supplier ID	Loc	Item ID	Description	Requisition ID	Purchase Order
<input type="checkbox"/>	12982300	Error	98000	Woods,Mardina Renee	0000002707	MAIN	Item	Facility Rental for Momentum S	0000505813	UNASSIGNED

Select All UnSelect All Purge Recycle

Save Notify Refresh

## Search Results

Selected Items Stage Info **Error Messages** ||>

Sel	Instance		*Stg Status	Message Text
<input type="checkbox"/>	12982300		Error	Either no supplier was found for this item (no supplier, or supplier_invoice table), or the given/found supplier/location is inactive.

Select All  UnSelect All

**Purge** Recycle

Save Notify Refresh

- 1. Select the line and click Purge or select the line and change the Stg Status from Error to Reset and Purge and select save.**
- 2. Correct the Supplier or the Supplier location.**
- 3. Expedite or Resource the requisition.**

Requester's Workbench

Requester's Workbench:

From the Navbar >

Purchasing >

Requisitions >

Requester's Workbench

## Requester's WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

### ▼ Search Criteria

Business Unit =  

WorkBench ID begins with

Description begins with

Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Requisition

To

Requisition Name

Req Date

Until

Activity Date

To

Due Date

To

Supplier ID

Item ID

Requester

**Status**

- Open
- Pending Appr
- Approved
- Canceled
- Lines Approved
- Denied

**Sourcing**

- Partially or Fully Sourced

**Encumbrance**

- Open Pre-encumbrances

Select Reqs for Further Processing

List of Requisitions



1-5 of 361 | View 100

Details Approval

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input type="checkbox"/>	<a href="#">0000504462</a>		N	Approved	Valid	12/28/2018	12/28/2018	Witte,Blair		
<input type="checkbox"/>	<a href="#">0000504481</a>		N	Approved	Valid	01/03/2019	01/11/2019	Solomon,Tamara		
<input type="checkbox"/>	<a href="#">0000505098</a>		N	Approved	Valid	04/30/2019	04/30/2019	Bentzel,Aaron		
<input type="checkbox"/>	<a href="#">0000505134</a>		N	Approved	Valid	05/07/2019	05/07/2019	Hunter,Nicole A		
<input type="checkbox"/>	<a href="#">0000505203</a>		N	Approved	Valid	05/21/2019	05/21/2019	Bentzel,Aaron		

Select All  Clear All

Action:

## Requester's Workbench

Business Unit 98000

WorkBench ID REQ\_REVIEW

\*Description

Select Reqs for Further Processing

### List of Requisitions

  1-5 of 361    | [View 100](#)

**Details** | Approval 

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/>	<a href="#">0000504462</a>		N	Approved	Valid	12/28/2018	12/28/2018	Witte,Blair		
<input type="checkbox"/>	<a href="#">0000504481</a>		N	Approved	Valid	01/03/2019	01/11/2019	Solomon,Tamara		
<input type="checkbox"/>	<a href="#">0000504489</a>		N	Approved	Valid	01/04/2019	01/04/2019	Williams,Danny		
<input type="checkbox"/>	<a href="#">0000504493</a>		N	Approved	Valid	01/07/2019	01/07/2019	Gallant,Jeffrey		
<input type="checkbox"/>	<a href="#">0000504494</a>		N	Approved	Valid	01/07/2019	01/07/2019	Gallant,Jeffrey		

Select All       Clear All

# Requester's Workbench

## Processing Results

**Business Unit** 98000

**WorkBench ID** REQ\_REVIEW

**Description** Review Requisitions

Select Reqs for Further Processing

**Accounting Date for Action**  

### Not Qualified

1-1 of 1    

Requisition ID	Log
0000504462	

### Qualified

1-1 of 1    

Requisition ID	Line	Sched	Distrib Line
			

Proceed:

[Return to Requester's Workbench](#)

## Requester's Workbench

### Requisition Logs

Business Unit 98000

WorkBench ID REQ\_REVIEW

Description

Requisition ID 0000504462

### Log

Line	Sched	Dist	Message Text	Notes
1	1	1	The Requisition is associated with a Purchase Order that has not been closed.	

Return

## Requester's Workbench

### Requisition Logs

Business Unit 98000

WorkBench ID REQ\_REVIEW

Description

Requisition ID 0000504462

### Log

Line	Sched	Dist	Message Text	Notes
			Cannot Budget Check requisition if one or more lines already sourced.	

Return

# eProcurement

## Known Issues – Expect to Resolve with REL 5.50

- KI9.2-113\_ePro – Submit Button Greyed Out When Attempting to Expedite Multiple Requisitions – 3/26/2019
- KI9.2-82\_ePro – Requisition Attachments unable to be viewed from requisition approval page – 2/5/2018

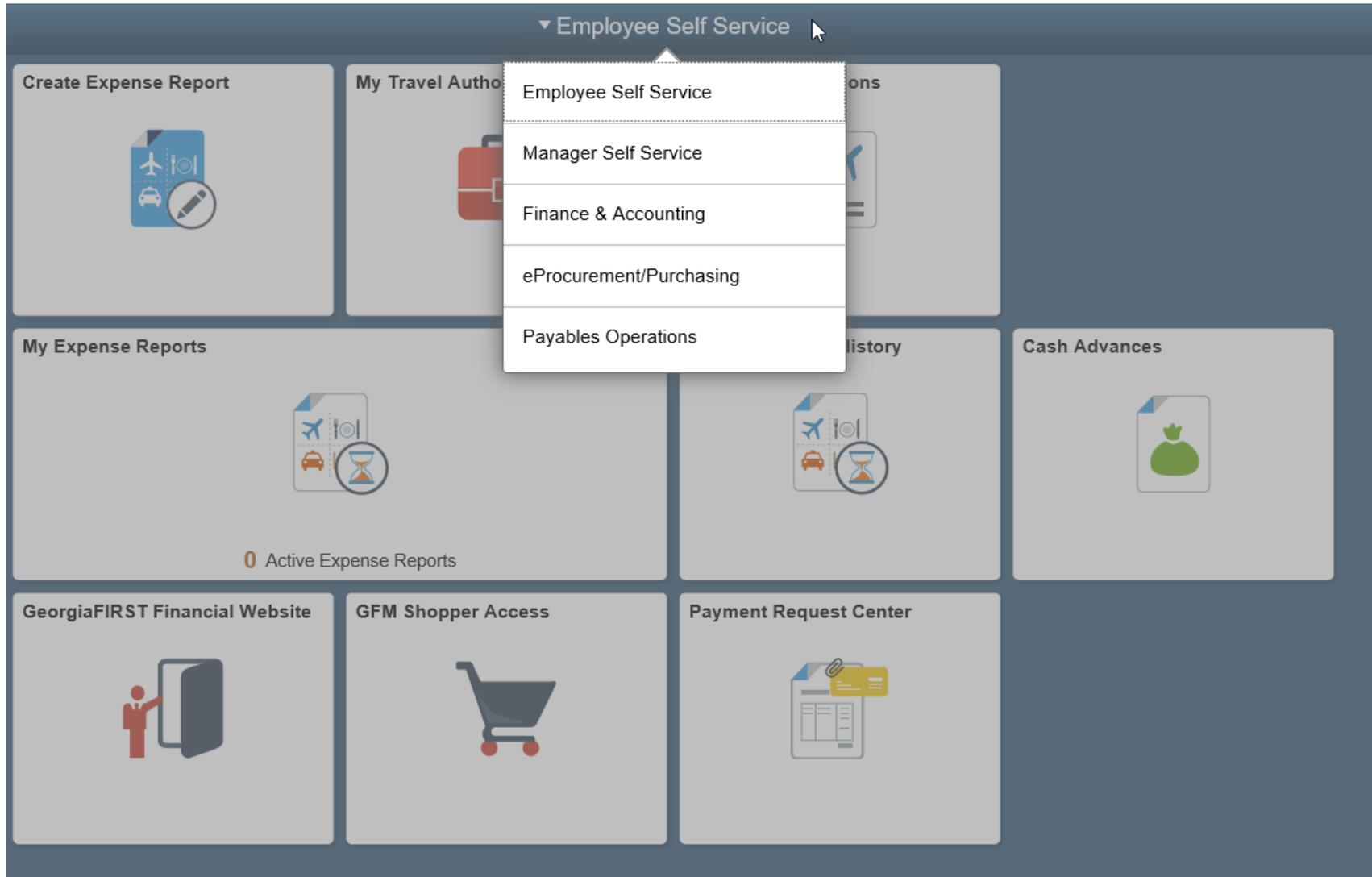
# eProcurement – Submitted Question

Do we have access to PeopleSoft through our mobile devices

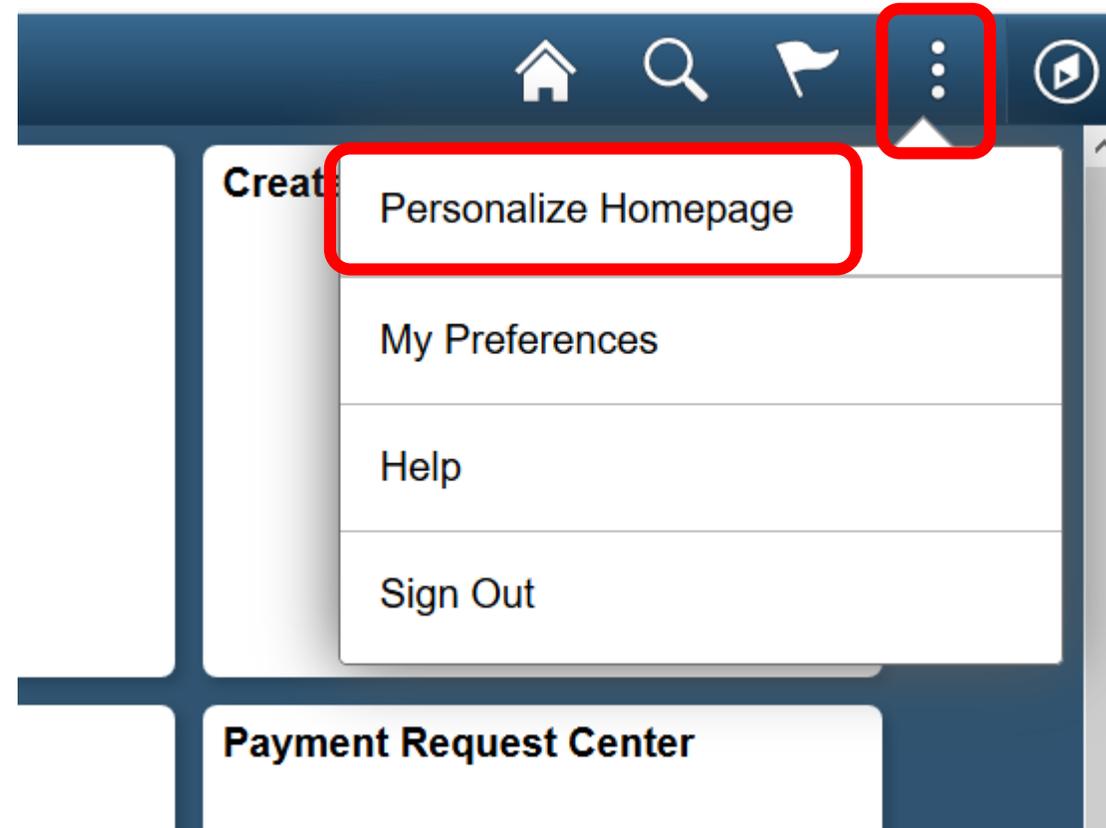
- We are hoping to move to the Fluid Interface for eProcurement as part of REL 5.50. Testing is in progress and we will have an update for this once additional testing is completed.

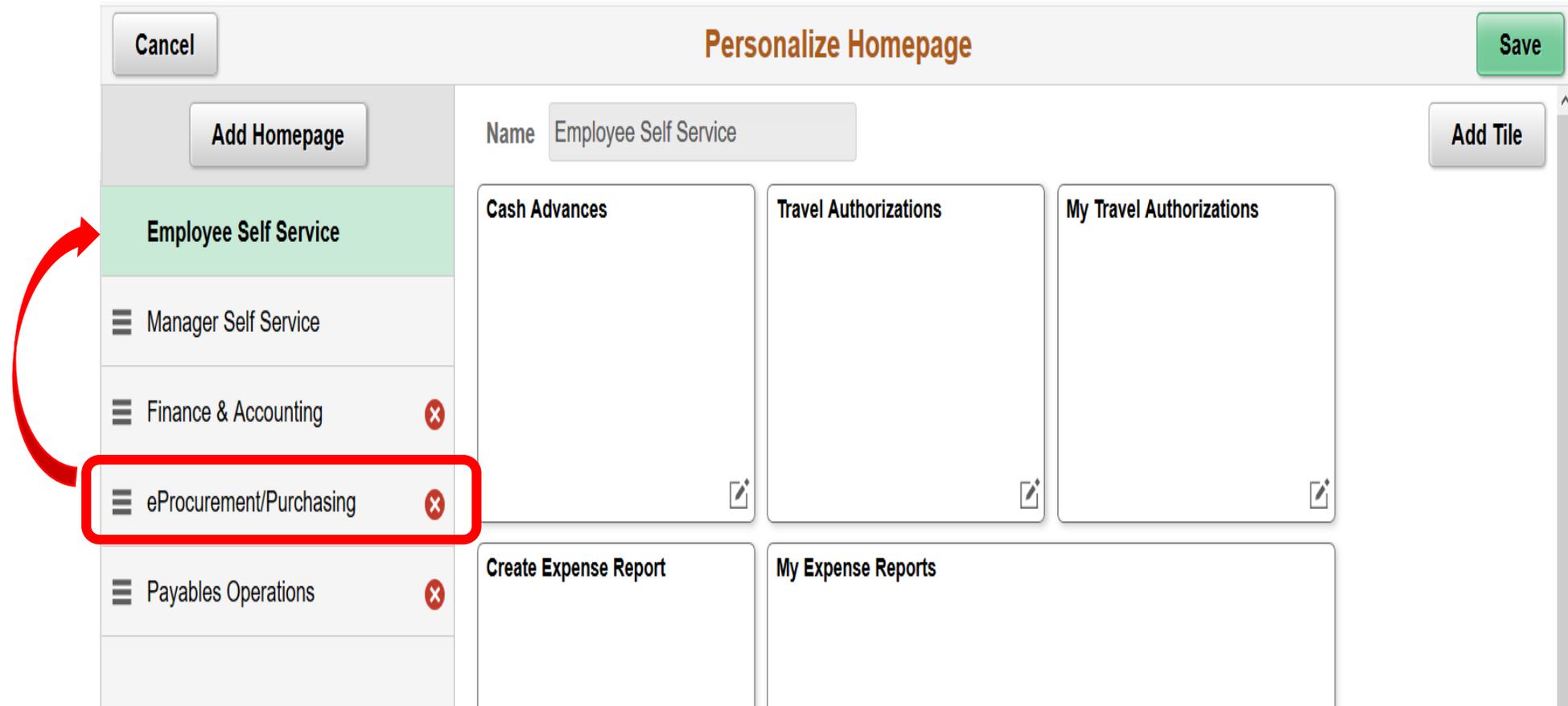
# Purchasing

# New Homepage Options



# Setting a Default Homepage





- Select and hold the Homepage
- Move to the top
- Click Save

▼ eProcurement/Purchasing

Approvals



127

Create Requisition

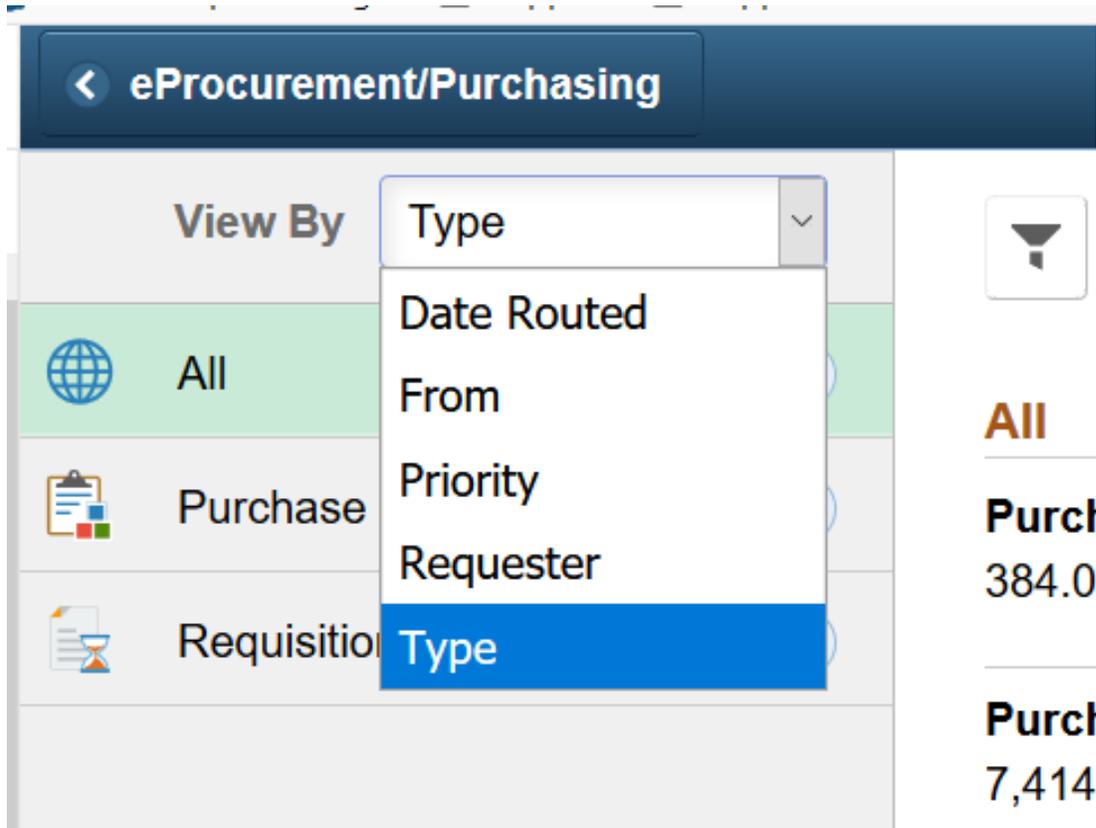


My Requisitions



Buyer WorkCenter





Sort by Type, Date Routed, From, Priority, Requester

Employee Self Service Pending Approvals

View By Type

- All 70
- Purchase Order 50
- Requisition Approval 7
- Supplier 13

All			70 rows
Supplier	54000 / 0000008163 Bentley,Crystal D	Escalated	Routed 04/05/2018 >
Supplier	54000 / 0000021560 Cottam,Christine S	Escalated	Routed 04/11/2018 >
Supplier	54000 / 0000014319 Cottam,Christine S	Escalated	Routed 04/17/2018 >
Supplier	54000 / 0000405461 Cottam,Christine S	Escalated	Routed 04/30/2018 >
Supplier	54000 / 0000008653 Cottam,Christine S	Escalated	Routed 05/09/2018 >
Supplier	54000 / 0000410182 Cottam,Christine S	Escalated	Routed 05/11/2018 >
Supplier	54000 / 0000403115 Bentley,Crystal D	Escalated	Routed 08/29/2018 >
Supplier	54000 / 0000007086 Bentley,Crystal D	Escalated	Routed 09/11/2018 >
Supplier	54000 / 0000406049 Bentley,Crystal D	Escalated	Routed 09/18/2018 >
Supplier	54000 / 0000410537 Clark,Connie	Escalated	Routed 09/26/2018 >
Supplier	54000 / 0000410550 Clark,Connie	Escalated	Routed 10/03/2018 >

Select the item to approve

Supplier

54000 000008163

Supplier Name NFCA(OLD)-USE 32830

Escalated

Approve Deny

**Summary**

Persistence Regular  
 Classification Federal  
 Withholding N  
 VAT Y  
 Default Location MAIN MAIN LOCATION

Open For Ordering N  
 Remit Supplier 000008163  
 Last modified date 04/05/18 - 1:22 PM  
 Last Modified By cbentle3

**Supplier Location**

Supplier Location	Description	Effective Date	Effective Status	Payment Terms ID	Requires Matching	Remit Supplier Name	Payment Method	Hold Payment	Pay Group Code	Payment Handling
MAIN	MAIN LOCATION	2018-04-05	Active		N	NFCA(OLD)-USE 32830		N		
MISSISSIPP	Mississippi	2006-09-27	Active		N	NFCA(OLD)-USE 32830		N		

**Supplier Address**

Address ID	Description	Effective Date	Effective Status	Country	Address Line 1	City	County	State	Postal Code	Email ID
2	Mississippi	2003-10-15	Active	USA	100 G T Thames Drive	Starkville		MS	39759	
3	Main	2018-04-05	Active	USA	2641 Grinstead Drive	Louisville		KY	40206	

Approver Comments

Approval Chain >

- Navigation: NavBar > Worklist > Worklist OR Approvals Tile
  - Review the transaction
    - Approve or Deny

Worklist Purchase Order

Lodges at Historic Banning Mills  
4,927.97 USD

Header is pending your approval  
In Process

**Summary**

Supplier	Lodges at Historic Banning Mills	PO Total	4,927.97 USD
PO Reference	9.25.19 SAEM	Status	Pend Appr
PO ID	0000542990	Business Unit	54000
PO Date	07/23/19	Routed Date	07/23/19
Buyer	Stewart, Alexandra C	Budget Status	Not Chk'd

[Edit Purchase Order](#)

**More Information**

[View Printable Version](#)

**Lines**

Line Number	Item Description	Merchandise Amount
1	SAEM Retreat/Team Building	4,927.97 USD

Approver Comments

[Approval Chain](#)

- Edit Purchase Order
- View the Approval Chain

**Approval Chain** [Close]

Supplier Approval

▼ SETID=28000, VENDOR\_ID=0000407512 Pending

Start New Path

Supplier Approval [Add]

⌚ Pending

[Multiple Approvers](#)  
Supplier Approval BOR >

**Approver Information** [Back]

▶ Agoons,Akwai Obasi  
Pending

▼ Hines,Tiffany  
Pending

**Detail Information**

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

- Click on the Multiple Approvers link
  - View the approvers.

# Mass Approvals from the Approvals Tile

The screenshot displays the 'Employee Self Service' interface for 'Pending Approvals'. On the left, a navigation menu shows 'Supplier' with 13 items selected. The main area shows a table of 13 rows of pending approvals. Two rows are selected, and the 'Approve' and 'Deny' buttons are highlighted in a red box. The table data is as follows:

Transaction ID	Supplier Name	Status	Date
54000 / 0000008163	Bentley, Crystal D	Routed	04/05/2018
54000 / 0000021560	Cottam, Christine S	Routed	04/11/2018
54000 / 0000014319	Cottam, Christine S	Routed	04/17/2018
54000 / 0000405461	Cottam, Christine S	Routed	04/30/2018
54000 / 0000008653	Cottam, Christine S	Routed	05/09/2018
54000 / 0000410182	Cottam, Christine S	Routed	05/11/2018

Select the transactions and click Approve or Deny

Supplier

Supplier

54000 / 0000008163 Bentley,Crystal D

 Escalated

Supplier

54000 / 0000021560 Cottam,Christine S

Supplier

Supplier

Supplier

Supplier

Supplier

Supplier

Supplier

Cancel

Mass Approve

Submit

Approver Comments

You are about to approve the following 2 request(s).

<b>Supplier</b>	Routed
54000 / 0000008163 Bentley,Crystal D	04/05/2018
 Escalated	
<b>Supplier</b>	Routed
54000 / 0000021560 Cottam,Christine S	04/11/2018
 Escalated	

# PO Signature

- New BOR Page: BOR Menus > BOR Purchasing > BOR PO Use and Processing > PO Signature Upload
- Institutions will be able to upload one signature per Buyer.
- Path to signature should auto populate on the Buyer Setup Page.
- Buyer's Signature will print on POs where they are designated as the buyer.

# PO Signature Upload Page

[eProcurement/Purchasing](#)

PO Signature Image Upload

## PO Signature Image Upload

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID =

Buyer begins with

Description begins with

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

- Navigation: BOR Menus > BOR Purchasing > BOR PO Use and Processing > PO Signature Upload
- Enter the SetID
- Enter the Buyer or the Description



interactUSG

# PO Signature Upload Page

< eProcurement/Purchasing

PO Signature Upload

BOR PO Signature Img Upload

<b>SetID</b> 54000	University of West Georgia	<b>Image Type</b> Signature
<b>Buyer ID</b> lelliott		

Add

Delete

View

File Path

File Name

Click the Add button to upload a PNG file.  
A browser box will open to search for the file.

# PO Signature Upload Page

**BOR PO Signature Img Upload**

<b>SetID</b> 54000	University of West Georgia	<b>Image Type</b> Signature
<b>Buyer ID</b> lelliott		

[Add](#) [Delete](#) [View](#)

**File Path** 54000\_T.Page\_signature.png

**File Name** T.Page\_signature.png

Once the signature has been uploaded, the ability to Delete or View is made available.

# Buyer Setup Page

[eProcurement/Purchasing](#) **Buyer Setup**

**Buyer Setup** | [Dashboard](#)

**Buyer Setup**

Buyer	lelliott	Little, Mary Elizabeth E	*Status	Active
Department SetID	54000	Department		
ShipTo SetID	54000	Ship To	RECEIVING	
Location Set ID	54000	Location	PO_MAIN	
PO Origin SetID	SHARE	Origin	ONL	
Phone	678/839-6399			
Fax				
			<b>Default PO Status</b>	
			<input type="radio"/> Open	
			<input checked="" type="radio"/> Pending Approval/Approved	
			<b>PO Dispatch Signature Location:</b>	
			/opt/psreports/bor_cust/poprint/sig/54000_lelliott.png	

Setup Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Buyer Setup

# Purchasing

- Reminder – Month End Checklist – Navigate to <https://www.usg.edu/gafirst-fin/>
  - Documentation Index > Purchasing > Job Aids & Reference Documents
- BOR\_PO\_GOV\_REQUEST Query –

Business Unit	Supp SetID	Supplier ID	Supplier	PO Type	PO Ref	PO No.	PO Date	PO Status	Bud Ref	PO Amount	Encumbered Amount
---------------	------------	-------------	----------	---------	--------	--------	---------	-----------	---------	-----------	-------------------

- PO's over \$250,000
- 2 Prompts – Business Unit & Bud Ref
- May be requested by USO

# Purchasing – Submitted Question

## 1) Due Dates on PO

- Does it affect anything else (AP processes, PO closure, etc)? Does not affect the AP processes, however it will affect PO closure.
- Does anyone have a standard that they follow or do you just use the system default?

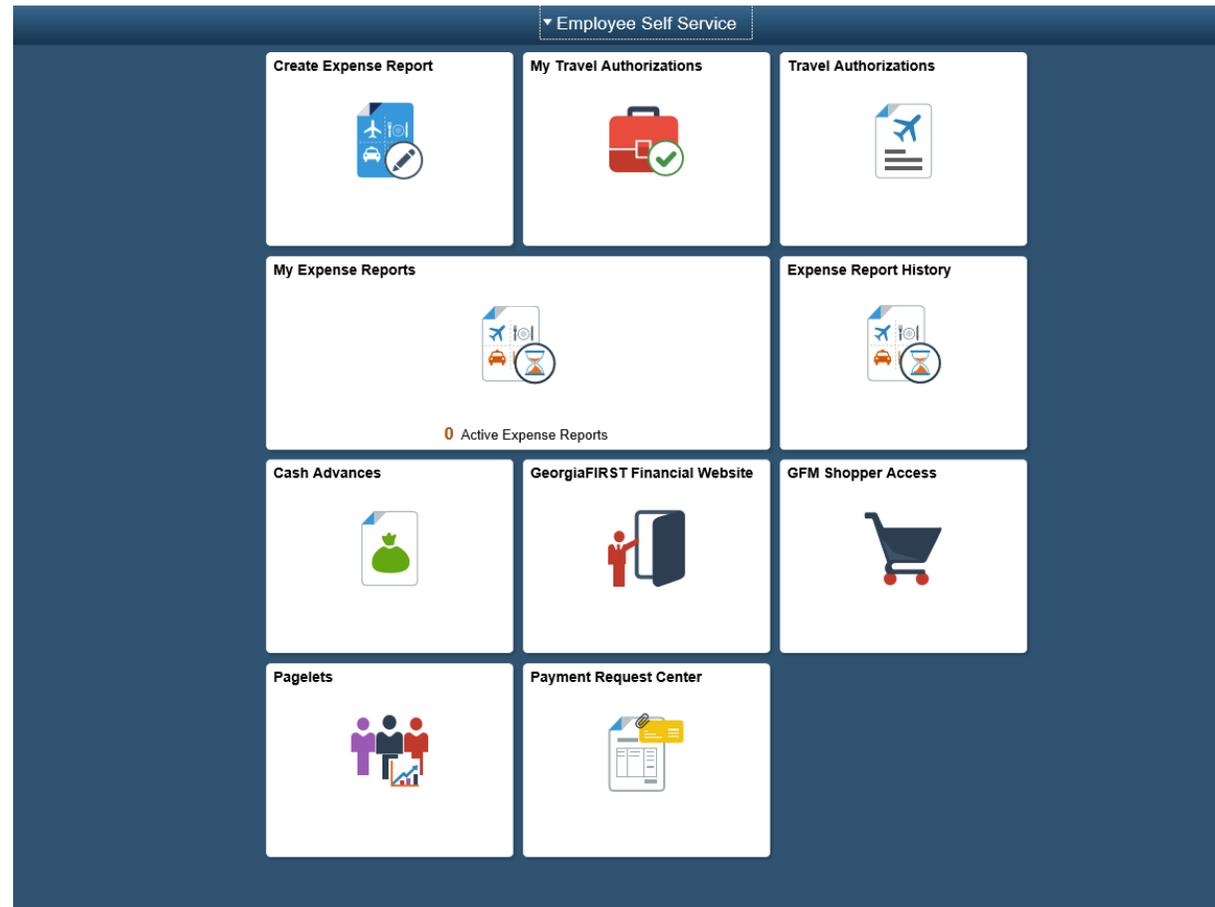
# Travel and Expenses

# Travel & Expenses – Approvals Tile

- Manager Self Service
  - New Approvals tile



# Travel & Expenses – Self-Service Menu



# Travel & Expenses – Known Issues

- KI9.2-19\_EX – Name on Expense Report Summary Disappears
  - Plan to test using the delivered page as part of REL 5.50
- KI9.2-60\_EX – Modify Approved Transactions Displaying Results for All Business Units
  - Plan to secure this by Business Unit as part of REL 5.50
- KI9.2-94\_EX – Expense Report Variances on the BOR\_KK\_EXSHEET\_RECON Query (Paid Expense Reports in Budget Error)
  - Continue to research and test. There is a work around documented in the KI

# Travel & Expenses – Performance Related

- Performance related tasks in place
  - T & E Travel Authorization Delete page
  - T & E Post Liabilities and Close Liabilities processes

# PeopleSoft Travel and Expenses Session

10:30 AM

Room Chatham C

# Accounts Payable

Employee Self Service

Create Expense Report



My Travel Authorizations



- Employee Self Service
- Manager Self Service
- Finance & Accounting
- eProcurement/Purchasing
- Payables Operations

My Expense Reports



0 Active Expense Reports

History



Cash Advances



GeorgiaFIRST Financial Website



GFM Shopper Access



Payment Request Center



▼ Payables Operations

Supplier Administration Center



Approvals



0

Accounts Payable WorkCenter



# Accounts Payable

REL 5.50

- BOR\_AP\_OPEN\_LIAB query
  - Adding criteria so that only vouchers that begin with '05' are returned in query results.

# Accounts Payable

## Known Issues – Hope to Resolve

- KI9.2-10-AP – Issue with Updating Recycle Vouchers Created via Voucher Build
  - Oracle Fix has been delivered. Need to test to confirm fix works as expected
- KI9.2-97\_AP: Voucher Spreadsheet Upload error
  - Unable to use Single Sign On
- KI9.2-101\_AP: Payment Inquiry Payment Reference ID results in Error
  - Currently works in Mozilla, but IE and Chrome still result in Error

# Accounts Payable

## Payment Request functionality

- 8 Institutions live on Payment Request
- 2 Institutions in process
- If your institution is interested, submit a ticket to ITS

# Questions?