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
eProcurement

Sourcing Workbench: From the Navbar>
Purchasing >
Purchase Orders >
Stage/Source Requests >
Sourcing Workbench
**Sourcing Workbench**

**Sourcing Criteria**

- **Business Unit**: 83000
- **Requisition ID**: 0005512954

**Search Criteria**

- **Process Instance**: [Search]
- **System Source**: [Search]
- **PO Stage Type**: [Search]
- **PO Stage ID**: [Search]
- **Stage Status**: [Search]
- **Item ID**: [Search]
- **Line Number**: [Search]
- **Schedule Number**: [Search]

**Search Results**

<table>
<thead>
<tr>
<th>Set</th>
<th>Instance</th>
<th>Stage Status</th>
<th>Unit</th>
<th>Buyer</th>
<th>Supplier ID</th>
<th>Loc.</th>
<th>Item ID</th>
<th>Description</th>
<th>Requisition ID</th>
<th>Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12058745</td>
<td>Error</td>
<td>83000</td>
<td>Walker/Amy M</td>
<td>0005003773</td>
<td>ORDREMLOC05</td>
<td>Item</td>
<td>Labor for checking VFD on AHU</td>
<td>0005512954</td>
<td>UNASSIGNED</td>
</tr>
</tbody>
</table>
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 resubmit it again and run process.

<table>
<thead>
<tr>
<th>Set Instance</th>
<th>Stage Status</th>
<th>Error Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>12898749</td>
<td>Error</td>
<td></td>
</tr>
</tbody>
</table>

**Purge**
## Sourcing Workbench

### Search Criteria

- **Process Instance**: 98000
- **Business Unit**: 98000
- **Requisition ID**: (Highlighted)
- **Requisition Name**: 
- **Buyer**: 
- **Contract Set ID**: 
- **Contract ID**: 

#### System Source

- **PO Stage Type**: 
- **PO Stage ID**: 

#### Stage Status

- **Stage Status**: Error (Highlighted)

#### Search Results

<table>
<thead>
<tr>
<th>Sel</th>
<th>Instance</th>
<th>Sig Status</th>
<th>Unit</th>
<th>Buyer</th>
<th>Supplier ID</th>
<th>Loc</th>
<th>Item ID</th>
<th>Description</th>
<th>Requisition ID</th>
<th>Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>12982300</td>
<td>Error</td>
<td>98000</td>
<td>Woods,Mardina Renee</td>
<td>0000002707</td>
<td>MAIN</td>
<td>Item</td>
<td>Facility Rental for Momentum S</td>
<td>00000505613</td>
<td>UNASSIGNED</td>
</tr>
</tbody>
</table>

- **Actions**: Save, Notify, Refresh
- **Buttons**: Search, Purge, Recycle
- **InteractUSG**
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 = 8000

WorkBench ID begins with

Description begins with

☐ Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value
Requester's Workbench

Selected Items

- Requisition: 0000504462
- Requisition Name
- Req Date
- Activity Date
- Due Date
- Supplier ID
- Item ID
- Requester

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

Sourcing
- Partially or Fully Sourced

Encumbrance
- Open Pre-encumbrances

interactUSG
### List of Requisitions

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Doc Status</th>
<th>Hold</th>
<th>Requisition Status</th>
<th>Budget Status</th>
<th>Req Date</th>
<th>Last Activity</th>
<th>Name</th>
<th>Track Batch</th>
<th>Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000504462</td>
<td></td>
<td>N</td>
<td>Approved</td>
<td>Valid</td>
<td>12/28/2018</td>
<td>12/28/2018</td>
<td>Witte, Blair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000504481</td>
<td></td>
<td>N</td>
<td>Approved</td>
<td>Valid</td>
<td>01/03/2019</td>
<td>01/11/2019</td>
<td>Solomon, Tamara</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000505098</td>
<td></td>
<td>N</td>
<td>Approved</td>
<td>Valid</td>
<td>04/30/2019</td>
<td>04/30/2019</td>
<td>Bentzel, Aaron</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000505134</td>
<td></td>
<td>N</td>
<td>Approved</td>
<td>Valid</td>
<td>05/07/2019</td>
<td>05/07/2019</td>
<td>Hunter, Nicole A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000505203</td>
<td></td>
<td>N</td>
<td>Approved</td>
<td>Valid</td>
<td>05/21/2019</td>
<td>05/21/2019</td>
<td>Bentzel, Aaron</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Action:**
- Approve
- Unapprove
- Cancel
- Close
- Budget Check
<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Doc Status</th>
<th>Hold</th>
<th>Requisition Status</th>
<th>Budget Status</th>
<th>Req Date</th>
<th>Last Activity</th>
<th>Name</th>
<th>Track Batch</th>
<th>Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000504462</td>
<td></td>
<td>N</td>
<td>Approved</td>
<td>Valid</td>
<td>12/28/2018</td>
<td>12/28/2018</td>
<td>Wilke, Blair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000504481</td>
<td></td>
<td>N</td>
<td>Approved</td>
<td>Valid</td>
<td>01/03/2019</td>
<td>01/11/2019</td>
<td>Solomon, Tamara</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000504489</td>
<td></td>
<td>N</td>
<td>Approved</td>
<td>Valid</td>
<td>01/04/2019</td>
<td>01/04/2019</td>
<td>Williams, Danny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000504493</td>
<td></td>
<td>N</td>
<td>Approved</td>
<td>Valid</td>
<td>01/07/2019</td>
<td>01/07/2019</td>
<td>Gallant, Jeffrey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000504494</td>
<td></td>
<td>N</td>
<td>Approved</td>
<td>Valid</td>
<td>01/07/2019</td>
<td>01/07/2019</td>
<td>Gallant, Jeffrey</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Requester’s Workbench

**Processing Results**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>WorkBench ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>98000</td>
<td>REQ_REVIEW</td>
<td>Review Requisitions</td>
</tr>
</tbody>
</table>

Select Reqs for Further Processing

**Accounting Date for Action** 2019-09-17

#### Not Qualified

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000504462</td>
<td></td>
</tr>
</tbody>
</table>

**Proceed:**  [Yes]  [No]

[Return to Requester’s Workbench]

#### Qualified

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Line</th>
<th>Sched</th>
<th>Distrib Line</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Notify]  [Refresh]
The Requisition is associated with a Purchase Order that has not been closed.
## Requisition Logs

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>WorkBench ID</th>
<th>Description</th>
<th>Requisition ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>98000</td>
<td>REQ_REVIEW</td>
<td></td>
<td>0000504462</td>
</tr>
</tbody>
</table>

### Log

<table>
<thead>
<tr>
<th>Line</th>
<th>Sched</th>
<th>Dist</th>
<th>Message Text</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Cannot Budget Check requisition if one or more lines already sourced.</strong></td>
<td></td>
</tr>
</tbody>
</table>

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
Sort by Type, Date Routed, From, Priority, Requester
Select the item to approve
• **Navigation:** NavBar > Worklist > Worklist OR Approvals Tile
  
  • Review the transaction
  
  • Approve or Deny
• Edit Purchase Order
• View the Approval Chain
• Click on the Multiple Approvers link
  • View the approvers.
Mass Approvals from the Approvals Tile

Select the transactions and click Approve or Deny
You are about to approve the following 2 request(s).

**Supplier**
- 54000 / 000008163  Bentley, Crystal D
  - Escalated
  - Routed 04/05/2018

**Supplier**
- 54000 / 000021560  Cottam, Christine S
  - Escalated
  - Routed 04/11/2018
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.
• Navigation: BOR Menus > BOR Purchasing > BOR PO Use and Processing > PO Signature Upload
• Enter the SetID
• Enter the Buyer or the Description
Click the Add button to upload a PNG file. A browser box will open to search for the file.
Once the signature has been uploaded, the ability to Delete or View is made available.
## Buyer Setup Page

### Buyer Setup

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
<td>Ieliott</td>
</tr>
<tr>
<td>Department SetID</td>
<td>54000</td>
</tr>
<tr>
<td>ShipTo SetID</td>
<td>54000</td>
</tr>
<tr>
<td>Location SetID</td>
<td>54000</td>
</tr>
<tr>
<td>PO Origin SetID</td>
<td>SHARE</td>
</tr>
<tr>
<td>Phone</td>
<td>678/839-6399</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Ship To</td>
<td>RECEIVING</td>
</tr>
<tr>
<td>Location</td>
<td>PO_MAIN</td>
</tr>
<tr>
<td>Origin</td>
<td>ONL</td>
</tr>
<tr>
<td>Default PO Status</td>
<td></td>
</tr>
<tr>
<td>*Status</td>
<td>Active</td>
</tr>
<tr>
<td>PO Dispatch Signature Location:</td>
<td>/opt/psreports/bor_cust/poprint/sig/54000_ieliott.png</td>
</tr>
</tbody>
</table>

**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 –
  • 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

  - 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
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?