• The eProcurement (ePro) module in PeopleSoft Financials is used to create requisitions and route them for electronic approval. A requisition is simply an official request to purchase goods and services.

• The Purchasing module in PeopleSoft Financials integrates with the eProcurement module. Purchase Orders can be created electronically from ePro requisitions or can be created manually by entering the required information directly in the Purchasing module, if a requisition does not exist.

• In this session we will discuss different setup required for Requisition and Purchase Order creation.
• Security Roles and User Preferences are required for PeopleSoft Financials to know what actions you can and cannot perform.
  – Security roles control what access a user has in the system.
  – User Preferences control what requisition and purchase order actions, such as canceling or closing a requisition or purchase order, are allowed for each user. In addition, it is through the User Preferences that you can be authorized to create or update requisitions on behalf of other requesters.

• Security Roles and User Preferences are granted by the institution’s Local Security Administrator or the Shared Service Center Security Administrators (depending on the Institution).

• Requester Setup is required in order for an individual to create requisitions.

• Buyer Setup is required in order for an individual to create purchase orders.
The Requester Setup page is used to create a Requester’s profile where you can define default information for each requester.

Information defined on this page will automatically default on requisitions created by the Requester.

Navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Requester Setup
Requester Setup

Important fields on Requester Setup:

ShipTo SetID: same as business unit of requester
Location SetID: same as business unit of requester
PO Origin SetID: SHARE
Currency: USD
Ship To: optional
Location: required
Origin: ONL for all requesters
Requisition Status: varies by institution
Override Item Substitute: leave unchecked
Use Only Assigned Catalogs: leave unchecked
Consolidate with Other Reqs: leave unchecked
Price Can be Changed on Order: checked
Defaults Inventory BU: leave unchecked

Chartfields:
- GL Unit required
- Account should be blank (defaults from NIGP Code)
- All other chartfields can be specified or left blank
  - If requester typically uses the same chartstring you may choose to define it on this page.
  - Bud Ref is updated each year when institution runs the Update Requestor Budget Ref process at FYE.

- Catalog Information
  - SetID: SHARE
  - Catalog ID: NIGP_TREE or NIGP_SHORT_TREE

Chartfields:
- GL Unit required
- Account should be blank (defaults from NIGP Code)
- All other chartfields can be specified or left blank
  - If requester typically uses the same chartstring you may choose to define it on this page.
  - Bud Ref is updated each year when institution runs the Update Requestor Budget Ref process at FYE.

- Catalog Information
  - SetID: SHARE
  - Catalog ID: NIGP_TREE or NIGP_SHORT_TREE
The Buyer Setup page is used to create a Buyer’s profile where you can define default information for each Buyer.

Information defined on this page will default on Purchase Orders created by the Buyer.

Navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Buyer Setup
Important fields on Buyer Setup:

Department SetID: same as business unit of buyer
ShipTo SetID: same as business unit of buyer
Location SetID: same as business unit of buyer
PO Origin SetID: SHARE
Department: optional
Ship To: optional
Location: optional
Origin: ONL for all buyers

Default PO Status: varies by institution
PO Dispatch Signature Location: will default if Buyer uploads a signature. See Creating a PO Signature File for PSFIN Signature Upload Job Aid on website.
If Buyer is set to Inactive, the Substitute Buyer field will appear:

This field is used when a buyer leaves the organization and you want to remove the buyer's name from the system, but don't want to manually change the buyer's name in the item category or vendor tables.

A Buyer is not entered in these tables in the GeorgiaFIRST model, so this field will never need to be populated.
Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement link
Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement link

• User ID and Name appear at the top of page
• Location: What is entered here will default on transactions, in the Location field. This is NOT the Ship To location
• Origin: MUST be populated
• Department: What is entered here will default on transactions. If user will create PO’s or Reqs for more than one dept, leave blank.
• Ship To Location: What is entered here will default on to transactions, in the Ship To field.
• Requester: What is entered here will default on transactions. Typically, the user id goes here, but can be left blank if user will create requisitions on behalf of others.
• Buyer: What is entered here will default on transactions. Typically, the user id goes here, but can be left blank if user will create purchase orders on behalf of others.
Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement link > Requisition Authorizations link

Requisition Authorizations

User: Kelly

Allowed Requisition Actions:
- Approval
- Cancel
- Delete
- Close
- Reopen
- Can Work Approved Req’s
- Full Auth for All Requesters
- Override Preferred Supplier
- Override RFQ Required Flag
- View/Override VAT Details
- Override Non-Qualified Requisitions for Close
- Can Send Approval Reminder

Requesters User Authorization

<table>
<thead>
<tr>
<th>Requesters User Auth For</th>
<th>Description</th>
<th>Add</th>
<th>Update</th>
<th>Cancel</th>
<th>Delete</th>
<th>Close</th>
<th>Reopen</th>
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<td>✓</td>
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</table>

OK  | Cancel | Refresh
 Previous slide is an example of Requester Authorizations for someone working in the Procurement office who should have full access to all requester’s requisitions.

• Allows user to approve, cancel, delete, close and reopen requisitions.

• Also allows user to take any action on Approved req’s, or Requisitions created by other requesters.

• Override Preferred Supplier: Select to enable a user to change the default vendor on a requisition line. If this authority is not selected, the user is unable to manually suggest a vendor.

• Override RFQ & VAT items: functionality not used

• Override Non-Qualified Requisitions for Close – be careful with this authorization. You may not wish to grant this access to anyone OR may choose to grant this access to only a select few. This WILL ALLOW non-qualified requisitions to be closed.

• Can Send Approval Reminder: Select to enable user to send reminders to pending approvers of purchase order
Requisition Authorizations

**User** kwo  
**Kelly**

**Allowed Requisition Actions**
- [ ] Approval
- [ ] Cancel
- [ ] Delete
- [ ] Close
- [ ] Reopen
- Can Work Approved Req’s
- [ ] Full Auth for All Requesters
- [ ] Override Preferred Supplier
- [ ] Override RFQ Required Flag
- [ ] View/Override VAT Details
- [ ] Override Non-Qualified Requisitions for Close
- [ ] Can Send Approval Reminder

**Requesters User Authorization**

<table>
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<th>Requesters User Auth For</th>
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<th>Update</th>
<th>Cancel</th>
<th>Delete</th>
<th>Close</th>
<th>Reopen</th>
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</tbody>
</table>

[Link to Next Page]
Previous slide is an example of Requester Authorizations for a requester in a department.

This user does not have Full Auth for All Requesters and instead can only take the actions granted in the Requesters User Authorization section for only the requesters specified in that section.
Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement link > Purchase Order Authorizations link
Previous slide is an example of Purchase Order Authorizations for a Buyer in the Procurement office that should have full access to POs created by all other Buyers.

ITS does not recommend selecting the Can Dispatch Un-Approved POs.

Note there is also an option to Override Non-Qualified POs for Close. Be careful with this authorization also. You may not wish to grant this access to anyone OR may wish to grant this access to only a select few. This will allow non-qualified Purchase Orders to be closed.
Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement link > Purchase Order Authorizations link

Purchase Order Authorizations

User: kwo

Allowed Purchase Order Actions:
- Approval
- Cancel
- Delete
- Close
- Reopen
- Can Work Approved PO's
- Can Dispatch Un-Approved POs
- Full Authority for All Buyers
- Override Non-Qualified POs for Close
- Rebate ID Security Control: View Only
- Can Send Approval Reminders

Buyers User Authorization:

<table>
<thead>
<tr>
<th>Buyers User Authorized For</th>
<th>Description</th>
<th>Add</th>
<th>Update</th>
<th>Cancel</th>
<th>Delete</th>
<th>Close</th>
<th>Reopen</th>
</tr>
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<td>✔</td>
</tr>
</tbody>
</table>
• Previous slide is an example of Purchase Order Authorizations for a Buyer in the Procurement office that should only have access to POs created by specific Buyers
Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement link > Receiver / RTV Setup link
Receipt User Preferences are a little different than requisition and purchase order preferences – there are not as many options.

Specify Receiving Business Unit

Specify Days +/- Today: Enter the number of days plus or minus the current system date to be used as default search criteria on receiving pages when you are selecting purchase order schedules against which to receive.

Pick one:

- No Order Qty: Select to prevent the receiver from seeing the purchase order quantity. The receiver must specify the actual quantity that is received by doing a live count of the items.
- Ordered Qty: Select to use the purchase order quantity as the default quantity received.
- PO Remaining Qty: Select to use the remaining quantity (original order quantity minus previously received quantities) on the purchase order as the default quantity received
Questions:

• When would you update a Requester or Buyer to be Inactive?

• When a Requester or Buyer leaves their position/institution, should any of the pages we have discussed be updated?

• Do you ever have Requisitions or Purchase Orders continue to route to an approver after they have left their position/institution? How do you stop this from happening?

• If needed, how do you replace the Buyer on a Purchase Order?
Buyer Mass Change:

PeopleSoft Purchasing provides a mass update method that enables you to make buyer changes for purchase orders in bulk rather than one purchase order at a time.
• Replace Buyer: Enter Buyer who has left position
• With Buyer: Enter Buyer who should be shown on Purchase Order
  o Criteria can be for a specific supplier, As of Date, or PO Status.

**NOTE:** If PO has been dispatched, the PO Status will be updated to Approved, as a Change Order is created when a Buyer is changed on a PO. PO would need to be Dispatched again, but not sent to supplier unless you determine the supplier needs that information.
Locations refer to a physical address and are identified by a Location Code and SetID. Address, phone, and building information are specified on a Location.

Ship To locations are used on requisition and purchase order transactions to identify where goods should be shipped/delivered.

Locations are used by modules other than eProcurement and Purchasing and great care should be taken when updating them. Location information is also used on different documents throughout the system (ex. Institution address on Purchase Order).

A Location must exist in the system before a Ship To location can be created.

Address and Building information on a location that will be used to create a Ship To location must be entered following a specific standard – see next slide.
## Locations & Ship To Locations

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GeorgiaFirst Marketplace</strong></td>
<td><strong>Where the data must be entered in PeopleSoft</strong></td>
<td></td>
</tr>
<tr>
<td>Required?</td>
<td>Standards for Field Content</td>
<td>Setup Financials/Supply Chain --- Common Definitions ---- Location</td>
</tr>
<tr>
<td>Not Required</td>
<td>Building Name/Number</td>
<td>County/Bldg</td>
</tr>
<tr>
<td>Not Required</td>
<td>Floor and sector (numeric fields)</td>
<td>Floor #, Sector</td>
</tr>
<tr>
<td>Required</td>
<td>University/College Name</td>
<td>Address 1:</td>
</tr>
<tr>
<td>Required</td>
<td>Street Address 1</td>
<td>Address 2:</td>
</tr>
<tr>
<td>Not Required</td>
<td>Street Address 2</td>
<td>Address 3:</td>
</tr>
<tr>
<td>Required</td>
<td>City</td>
<td>City</td>
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<td>Required</td>
<td>State</td>
<td>State</td>
</tr>
<tr>
<td>Required</td>
<td>Zip</td>
<td>Postal</td>
</tr>
</tbody>
</table>

**Note:** Address details are entered on the location table. A corresponding Ship To code that matches the Location Code must be entered on the Ship To table.
Navigation: SetUp Financials/Supply Chain > Common Definitions > Location > Setting Up Locations
Navigation: SetUp Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Ship To Locations
Category Codes are the same as NIGP Codes. Category Code is the field name that PeopleSoft uses.

Category Codes are entered on Requisitions and Purchase Orders.

Category Codes are ‘Global’, meaning all Institutions share one set of codes.

Each Category Code has default information defined:
- Account Code (defaults on Requisition and PO Chartstring)
- Receiving Requirement
- Match Tolerances
## Item Categories

### Category Definition 2

**SetID** | **SHARE** | **Category ID** | **Code**
--- | --- | --- | ---
| 04898 | 71510 |

**Item Category Detail**

**Effective Date:** 01/01/2016

**Matching Controls**

<table>
<thead>
<tr>
<th>Tolerance Over</th>
<th>Tolerance Under</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Price Tolerance</strong></td>
<td>500.00000</td>
</tr>
<tr>
<td><strong>% Unit Price Tolerance</strong></td>
<td>10.00</td>
</tr>
<tr>
<td><strong>Ext Price Tolerance</strong></td>
<td>500.00000</td>
</tr>
<tr>
<td><strong>% Ext Price Tolerance</strong></td>
<td>10.00</td>
</tr>
</tbody>
</table>

**Receiving Controls**

- **Receiving Required:** Required
- **Reject Qty Over Tolerance**

<table>
<thead>
<tr>
<th><strong>Qty Rcvd Tolerance %</strong></th>
<th><strong>Partial Qty</strong></th>
<th><strong>Early Ship Reject Days</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>Recvd</td>
<td>30</td>
</tr>
</tbody>
</table>
Overall, there are six approval stages that can be used for eProcurement requisitions.

- **Stage 1**: Department and Project Approval (REQUIRED)

- **Stage 2**: Fund Approvals
  - Agency Fund Approval: Funds 60000, 61000, and 62000
  - Grant Fund Approval: Fund 20000
  - Technology Fund Approval: Fund 16000

- **Stage 3**: Amount Approval
• Stage 4: Item Type-Based Approvals
  • Asset Approval
  • Audio Visual Approval
  • Chemical Approval
  • Facilities Planning and Design Approval
  • IT Approval
  • University Relations Approval
  • Invalid NIGP Code Approval (required)
  • Furniture Approval
  • Human Resource Approval
  • Pharmaceutical Drug Approval
  • Budget Reference Approval

• Stage 5: Federal Fund Approval (fund 61000)

• Stage 6: Buyer Approval
Workflow approvals for Purchasing are only routed if certain criteria are met. There are three purchase order approval levels:

- **Buyer Approval (required)**
  - If the PO is manually entered, it routes for Buyer approval and updates to a status of ‘Pending Approval’ or ‘Open’ depending on the Requester setup.
  - If the PO is sourced from a Requisition with the Build POs as an Approved option selected, it will not route for Buyer approval.

- **Asset Approval (optional)**
  - Account is an Asset account, and the Profile ID is blank
    - Account ranges 800000 – 899999
    - Account ranges 743000 – 743999 AND Amount is greater than $3,000
  - Profile ID exists, but account is NOT an Asset account
• **Budget Reference Approval (optional)**
  
  - Budget Reference entered on PO Distribution Line is different than current fiscal year.
  - The purchase order was created from a requisition, and the Budget Reference entered on the PO Distribution Line is different than what is on the Requisition Distribution Line.
• Standard Comment Types are used to organize Standard Comments, and Standard Comments provide an efficient way to add frequently used information to purchase orders.
**Standard Comments**

**Savannah State University**

SSU Purchasing Department
3219 College Street
Box 20239
Savannah GA 31404
United States
Phone: 912/358-4845
Fax: 912/358-4548

**Supplier:** 0000002274
SUNBELT RENTALS, INC.
PO BOX 409211
ATLANTA GA 30384-9211
United States
Email
Phone: 888/706-2368
Fax: 803/774-6552

**Ship To:** CENTRECC
Savannah State University
South Thompson Road
Central Receiving - EverS Complex
SAVANNAH GA 31404
United States
Phone: 912/358-4353
Fax: 912/358-4548

**Attention:** RAYMOND CLARKE

**Bill To:** 3219 College Street
Attn: Accounts Payable
Box 20419
Savannah GA 31404
United States
Phone: 912/358-4047

---

<table>
<thead>
<tr>
<th>Line-Sch</th>
<th>Profile ID</th>
<th>Item/Description</th>
<th>NIGP</th>
<th>Quantity</th>
<th>UOM</th>
<th>PO Price</th>
<th>Extended Amt</th>
<th>Due Date</th>
</tr>
</thead>
</table>

**Tax Exempt?** Y  
**Tax Exempt ID:** 025432297
**Cntrd/Solc#** 00000-SPD-S2010001B-0002  
**PO Type:** SWCC

---

ATTENTION: SUPPLIER. The Savannah State University Purchase Order number associated with this order is REQUIRED on the Packing Slip and the Shipping Label. Failure to list the Purchase Order number may result in refusal of delivery.

Any supplier submitted terms and conditions shall be null and void unless accepted in writing by Savannah State University.

The terms and conditions of this Purchase Order may be found here: https://www.usgs.edu/procurement/assets/procurement/documents/Standard_Purchase_Order_Term_s_swam_7_24.20.pdf. By accepting this Purchase Order you agree to the terms and conditions as outlined.

Payment Terms are NET 30 Days after the receipt of an approved Invoice.

Receiving Hours are 8:30AM to 4:30PM Eastern Time
RECEIVING HOURS 8:30AM TO 4:30PM EST

Total PO Amount

2,445.10
Questions?