GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

Purchasing (PO) Delta Training for PSFIN v9.2

Participant Guide

Version 1.0

Georgia*FIRST* Financials

March 2015

Information Technology Services
University System of Georgia

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Introduction

This Purchasing Participant Guide is designed to help you prepare for the PSFIN Upgrade to version 9.2 at the end of March. The guide details those processes that have changed due to the upgrade. It does not cover every task and process in the module. This Participant Guide accompanies the PO Delta Training for PSFIN v9.2 being held virtually over WebEx.

Before this virtual training, all participants should view the PSFIN v9Upgrade Purchasing video that can be accessed here. The purpose of the video is to prepare you about what changes are occurring in PO and to provide some background as to why they changes are happening. This video is only 10 minutes long, but it will prepare you for the Virtual Training session.

This PO Delta Training consists of six lessons:

- Lesson 1: Changes to Vendors
- Lesson 2: Workflow in Purchasing Module
- Lesson 3: Entering and Printing Purchase Orders
- Lesson 4: Reopening Purchase Orders and Requisitions
- Lesson 5: Additional Changes in the PO Module
- Lesson 6: Available Reports and Queries

There will also be plenty of time the conclusion of the training for questions and answers.

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Lesson 1: Changes to Vendors

As mentioned in the PO video, vendors are now referred to as Suppliers in PSFIN v9.2. Just about everywhere you used to see the term "vendor," you will now see "supplier." The exception is the underlying PeopleSoft tables and fields. You will still find the term "vendor" there. You will need to remember this if you build your own queries.

Add a Supplier

1. Navigation: **Suppliers** > **Supplier Information** > **Add/Update** > **Supplier**
2. Select **Add a New Value** tab
3. In the **Persistence** drop down menu, select the appropriate persistence for this supplier (i.e., Regular)
4. Click the **Add** button
5. In the **Supplier Short Name** field, enter the Supplier's short name
6. In the **Supplier Name** field, enter the Supplier's name
7. In the **Classification** drop down menu, select the appropriate classification for this supplier
8. Expand the **Additional ID Numbers** section by clicking its **expand** icon
    a. For **Type**, enter or select the appropriate ID number type (i.e., TIN)
    b. Enter the ID number in the **ID Number** field (9 digits only, no characters)
9. Expand the **Additional Reporting Elements** section by clicking its expand icon
    a. Select the Supplier's W8BEN and W9 Status can be selecting through the **Type of Contractor** drop down list
10. Towards the top of the page, select the **Check for Duplicate** button
    a. Click **OK** to clear the message
11. Select the **Address** tab
12. In the **Description** field, enter the address description (i.e., MAIN)
13. In the **Address 1, 2, and 3** fields (as necessary), enter the street address
14. Populate the **City** field
15. Populate the **State** field
16. Populate the **Postal** field with the zip code
17. In the **Phone Information** section, select the **Type** drop down list and choose the phone type (i.e., Main)
18. Enter the area code in the **Prefix** field
19. Enter the phone number in the **Telephone** field
20. Use the **Payment/Withholding Alt Names** (payment and withholding alternate names) section to specify alternate names for the Supplier that can be used for payment and withholding purposes. When the system generates payments for the Location that uses this address, it uses the alternate name information on the payment forms. Likewise, if you specify an alternate withholding name, the system uses this name on withholding reports instead of the name that you specified on the Identifying Information page.

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21. Click the **Location** tab
    a. A Supplier must have at least one Location and can have multiple locations
    b. A Supplier Location is not a physical address; it is a default set of rules or attributes that define how you conduct business with a particular Supplier
    c. A Supplier Location, although not a physical address, does reference addresses
    d. Do not use "TRAVEL" as a location name when adding Supplier Locations. This location is reserved for use by the CONCUR interface
22. In the **Location** field, enter MAIN
23. Enter a description for the location in the **Description** field
24. Note that the **Effective Status** of the Supplier is set to Active.
25. Use the **Payables**, **Procurement**, **Sales/Use Tax** and **1099** links as needed to enter additional information
26. Select the **Contacts** tab
27. Enter a description for the Contact in the **Description** field
28. In the **Details** section, use the **Type** drop down list to select the Contact type
29. In the **Name** field, enter the Contact's name
30. In the **Title** field, enter the Contact's title
31. In the **Phone Information** section, select the appropriate Phone Type in the **Type** drop down menu
32. Enter the Contact's area code in the **Prefix** field
33. Enter the Contact's phone number in the **Telephone** field
34. If needed, enter the Contact's extension in the **Extension** field
35. To add another row for an additional phone number or fax number, add a row in the Phone Information section and fill in the information
36. **Save**
37. Go to the **Summary** tab
38. Review the Supplier and it's status
    a. Approved: If you have the authority to approve Suppliers as defined in your Procurement User Preferences, the system automatically assigns an Approved status to the Supplier
    b. Inactive: New vouchers cannot be entered for a Supplier with an Inactive status
    c. Unapproved: If you do not have the authority to approve Suppliers as defined in your Procurement User Preferences, another user needs to approve the Supplier before users can enter vouchers into the system for this Supplier

Add a Direct Deposit Supplier and Edit Supplier Payment Notification

1. Navigation: **Suppliers** > **Supplier Information** > **Add/Update** > **Supplier**
2. Select **Add a New Value** tab
3. In the **Persistence** drop down menu, select the appropriate persistence for this supplier (i.e., Regular)
4. Click the **Add** button

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5. In the **Supplier Short Name** field, enter the Supplier's short name
6. In the **Supplier Name** field, enter the Supplier's name
7. In the **Classification** drop down menu, select the appropriate classification for this supplier
8. Expand the **Additional ID Numbers** section by clicking its **expand** icon
    a. For **Type**, enter or select the appropriate ID number type (i.e., TIN)
    b. Enter the ID number in the **ID Number** field (9 digits only, no characters)
9. Expand the **Additional Reporting Elements** section by clicking its expand icon
    a. Select the Supplier's W8BEN and W9 Status can be selecting through the **Type of Contractor** drop down list
10. Towards the top of the page, select the **Check for Duplicate** button
    a. Click **OK** to clear the message
11. Select the **Address** tab
12. In the **Description** field, enter the address description (i.e., MAIN)
13. In the **Address 1, 2, and 3** fields (as necessary), enter the street address
14. Populate the **City** field
15. Populate the **State** field
16. Populate the **Postal** field with the zip code
17. In the **Phone Information** section, select the **Type** drop down list and choose the phone type (i.e., Main)
18. Enter the area code in the **Prefix** field
19. Enter the phone number in the **Telephone** field
20. Click the **Location** tab
21. In the **Location** field, enter MAIN
22. Enter a description for the location in the **Description** field
23. Note that the **Effective Status** of the Supplier is set to Active.
24. Select the **Payables** link
25. Expand the **Additional Payables Options** section by clicking its **expand** icon
26. Locate the **Additional Payment Information** section.
27. In the **Pay Method Options** drop down menu, select **Specify**
28. In the **Payment Method** drop down menu, select **EFT** or **ACH**
    a. Select EFT (Electronic Funds Transfer) for individual suppliers
    b. Select ACH (Automatic Clearing House) for corporate suppliers
29. Expand the **Electronic File Options** section by clicking its **expand** icon
30. Select the checkbox for **Prenotification Required** (should be selected for both ACH and EFT suppliers)
31. In the **Fund Transfer Details** section, select **Corp Trade Exchange** in the **Payment Format** drop down menu (select this for both ACH and EFT suppliers)
32. Expand the **Supplier Bank Accounts** section by clicking its **expand** icon
33. Enter the bank information for this supplier including:
    a. Bank Name
    b. **Bank ID Qualifier**: 001

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   c. **Bank ID**
   d. **Bank Account Number**
   e. **DFI Qualifier**: 01
   f. **Account Type**
   g. **DFI ID**
34. Expand the **Payment Notification** section by clicking its **expand** button
35. Select the checkbox for **Enable Email Payment Advice**
36. In the **Email ID** field, enter the Supplier's email address
37. In the **Payment Method Selection**, select **Automated Clearing House** or **Electronic Funds Transfer**
38. Click **OK**
39. **Save**

Edit Supplier Split PO by Ship To Option

Change/review this setting while entering a new supplier or editing a current one.

1. Navigation: **Suppliers** > **Supplier Information** > **Add/Update** > **Supplier**
2. Either locate an existing supplier, or add a new supplier using the "**Add a Supplier**" process beginning on page 5.
3. Go to the **Location** tab
4. Select the **Procurement** link
5. Expand the **Additional Procurement Options** section by clicking its **expand** icon
6. Locate the **Split PO by Ship To Option** drop down menu and select one of the following:
   a. **Default from Higher Level**
   b. **Do Not Split PO by Ship To**
   c. **Split PO by Ship To**
7. **Save**

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Lesson 2: Workflow in Purchasing Module

In PSFIN v9.2, there are now three types of Workflow available in the Purchasing module. They include Asset Approval Workflow, Budget Reference Approval Workflow, and Buyer Workflow.

Asset Approval Workflow

Asset Approval Workflow is designed to ensure that asset details are correctly entered on a Purchase Order. A Purchase Order will route to an Asset Approver if it meets one of these following conditions:

- The Account on the PO Distribution line is in the account range of 800000 through 899999 AND the Profile ID is blank
- The Account on the PO Distribution line is in the account range of 743000 through 743999 AND the Profile ID is blank AND the amount is greater than $3,000
- Account on the PO Distribution line is NOT an Asset Account AND Profile ID is provided

When a Purchase Order enters Asset Approval Workflow, the PO Status will become "Pending Approval."

Budget Reference Approval Workflow

Budget Reference Approval Workflow is designed to ensure that the Budget Reference is correctly entered on the Purchase Order. A Purchase Order will route to an approver if it meets one of these following conditions:

- The Budget Reference entered on the PO Distribution Line is different than the current fiscal year
- A Requisition exists for the Purchase Order, yet the Budget Reference on the Purchase Order Distribution line is different from the Budget Reference on the corresponding Requisition Distribution Line.

When a Purchase Order enters Budget Reference Approval Workflow, the PO status will become "Pending Approval."

Buyer Approval Workflow

Buyer Approval Workflow is replacing the current process in PSFIN v8.9 of approving Chartfields and amounts. Buyer Approval Workflow is required when one of the following conditions apply:

- The Purchase Order was manually entered (not created from Requisition)
- The Purchase Order was sourced from a Requisition, and the "Build POs as Approved" option is NOT selected
- Specific fields on the Purchase Order have been changed after the PO was approved (i.e., Amount, Quantity, Distribution, etc.)

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When a Purchase Order enters Buyer Approval Workflow, the PO status will become "Pending Approval."

Asset Approval of a Purchase Order

1. Navigation: **Worklist** (upper right corner) OR in the menu **Worklist** > **Worklist**
2. Sort Worklist by clicking a column header
3. Open the Purchase Order to approve by clicking its **link**.
4. To review the line details, select the line(s) and click the **View Line Details** button; this enables you to review the Account and Profile ID information, helping to identify what caused the transaction to route for Asset Approval.
5. On the Purchase Order Approval page, select the **Edit PO** button to correct or add the required information.
6. The Approver can **Approve** the Purchase Order; there is no deny option for Asset Approvers.

Budget Reference Approval of a Purchase Order

1. Navigation: **Worklist** (upper right corner) OR in the menu **Worklist** > **Worklist**
2. Sort Worklist by clicking a column header
3. Open the Purchase Order to approve by clicking its **link**.
4. To review the line details, select the line(s) and click the **View Line Details** button; this enables you to review the Budget Reference that was entered on the PO Distribution line(s) that caused the transaction to route for Budget Reference Approval.
5. On the Purchase Order Approval page, select the **Edit PO** button to correct or add the required information.
6. The Approver can **Approve** the Purchase Order; there is no deny option for Budget Reference Approvers.

Buyer Approval of a Purchase Order

1. Navigation: **Worklist** (upper right corner) OR in the menu **Worklist** > **Worklist**
2. Sort Worklist by clicking a column header
3. Open the Purchase Order to approve by clicking its **link**.
4. To review the line details, select the line(s) and click the **View Line Details** button; this allows the Buyer Approver to review PO Line and Distribution information
5. If needed, the Buyer Approver can make changes to the Purchase Order by selecting the **Edit PO** button on the Purchase Order Approval page
6. The Buyer Approver selects either **Approve** or **Deny**
    a. If denying the Purchase Order, the Buyer Approver must enter comments
7. After the Buyer Approver approves the Purchase Order, the PO Status will become "Approved."

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Lesson 3: Entering and Printing Purchase Orders

There is some new and enhanced functionality when entering and editing Purchase Orders. When adding a Purchase Order, some new features include being able to search by supplier name instead of just supplier ID, displaying additional information through mouse-over pop-ups, using the "Attention To" field for shipments, and displaying the encumbrance balance on a Purchase Order.

Also new in PSFIN v9.2, is the ability to easily find specific lines in a multi-line Purchase Order. The "Select Lines to Display" feature makes it easier to view specific PO lines. And finally, the printed PO looks a little different as it now can include a contract number, email address and requester name.

Add a Purchase Order

1. Navigation: **Purchasing** > **Purchase Orders** > **Add/Update PO**
2. Ensure your **Business Unit** is listed and click the **Add** button
3. In the **Header** section, select the **Supplier Search** link
    a. Enter search criteria to locate your supplier and click the **Search** button
    b. Check the box beside your chosen Supplier from the search results and click **OK** to add this Supplier to your Purchase Order
4. Enter or select the **Buyer** for this Purchase Order
5. Select the **Hold From Further Processing** checkbox if you wish to temporarily prevent further processing of the Purchase Order. The PO will not be eligible to be Approved, Denied, Canceled, Closed or Dispatched if this checkbox is selected.
6. Enter the desired information into the **PO Reference** field
7. Click the **Header Details** link to view the information
    a. Click **OK**
8. Click the **PO Defaults** link: The **Purchase Order Defaults** page is used to create default settings for the entire Purchase Order. There are two Default Options: Default and Override. The Default option allows entries on this page to be used where no other default values already exist at the Business Unit, Buyer, or Supplier level. Where values do exist, the default values set on this page will not be used. The Override option allows entries on this page to override all existing default values from other levels. Select the **Override** option.
    a. Enter or look up and select a **Category**
    b. Enter or look up and select the **Unit of Measure**
    c. Enter or select the **Due Date**
    d. To set **Chartfields**, enter the default Chartfields and click **OK**
9. Begin entering information for Line 1
    a. Enter a **Description**
    b. Enter the quantity in the **PO Qty** field
    c. Enter the cost of the item in the **Price** field
    d. Click the **Schedule** icon
        i. Select the **Shipment** tab

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1. Enter or select the **Ship To** location
2. Enter the desired information in the **Attention To** field to alert someone at the **Ship To** location

ii. Select the **Details** tab

1. Click the **Distributions/Chartfields** icon
2. The Distribution Chartfields may have been set up on the PO Defaults page. You can verify/edit this information as necessary
3. Click **OK**

e. Click the **Return to Main Page** link

10. To add another PO line, click the **Add Multiple New Rows** icon (**+…**)
    a. Enter the number of rows to add
    b. For each line, enter the Description, Qty, and Price. Make adjustments as needed in the same manner as Line 1.
11. Click **Save**
12. A **PO ID** number is assigned to a new Purchase Order upon clicking the Save button. In the event that a PO ID is not assigned, there would be an error message explaining why and/or requiring additional information be entered on the PO.
13. Depending on the User Preferences of your Buyer, your PO may be saved as "Pending Approval" or Approved.
    a. Click the **View Approvals** link to see who the Approvers are for this Purchase Order. If you are the Approver, you may select the lines and click Approve on this page.
    b. Click the **Return to Purchase Order** link
14. Once the PO Status is Approved, it may be Budget Checked.
    a. Notice in the Amount Summary section, prior to Budget Checking, the Total Amount appears, but an Encumbrance Balance does not appear
    b. To Budget Check online, click the **Budget Check** icon
    c. When the budget checking process has finished, the Purchase Order should have a Budget Status of Valid
    d. Notice in the Amount Summary section now (after budget checking) the Total Amount appears, as well as the Encumbrance Balance.
15. Click **Save**

Use "Select Lines to Display" to Review Specific Lines on a PO

This feature is available to help you look at specific lines on a Purchase Order that has many lines. You can find this feature right on the Purchase Order. It allows you to search for specific lines by entering a range of line numbers, as well as using an Advanced Search feature where you can search for lines based on line information, such as Item ID, Ship To location, Due Date, etc.

1. Navigation: **Purchasing** > **Purchase Orders** > **Add/Update PO**
2. Ensure your **Business Unit** is listed, enter additional search criteria to locate your Purchase Order and click the **Search** button
3. Locate the **Search Lines to Display** section

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a. Enter the line numbers you wish to view from this Purchase Order and click the **Retrieve** button
b. Only the line numbers you selected should be visible now
c. To search for lines, select the **Search for Lines** link and enter your search criteria

Printing a Purchase Order

Printed Purchase Orders now include items such as contract number, email address, and requester name. The Contract Number that is printed on the Purchase Order is pulled directly from the PO Reference field. This is automatically populated for POs originating from a GeorgiaFIRST Marketplace transaction. For Purchase Orders created online, you can manually enter the Contract Number into the PO Reference field.

You can print Purchase Orders from the menu navigation or from the batch – Dispatch PO page. And the printed PO is now a BI publisher report. This means that you will access it from Report Manager.

Print a Purchase Order from the Maintain Purchase Order Page

1. Navigation: **Purchasing** > **Purchase Orders** > **Add/Update POs**
2. Select **Find an Existing Value**
3. Enter your **Business Unit** and other search criteria to locate your Purchase Order
4. Click the **Search** button
5. Click the **Dispatch** button. Note that the Purchase Order must be in an Approved status, with both a Valid budget check and a Valid document tolerance in order to be dispatched
6. Click the **OK** button
7. Click the **Yes** button to wait for the PO Dispatch process to complete.
8. When the PO Dispatch process is complete, the PO page is displayed
9. Click the **View Printable Version** link
10. Answer **Yes** or **No** to print Chartfield and Distribution information on the Printed PO

Print a Purchase Order from the Menu Selection

1. Navigation: **Purchasing** > **Review PO Information** > **Print POs**
2. Click the Add a New Value link
3. Enter a **Run Control ID** and click the **Add** button
4. Enter your **Business Unit**
5. Enter or look up and select your Purchase Order ID
6. Click the **Run** button
7. Ensure that **PO BI Publisher Dispatch** is selected and click **OK**
8. Click the **Report Manager** link
9. Go the **Administration** tab
10. You may periodically have to click the **Refresh** button until your report shows Success and is Posted
11. Click the **PO_DISPATCH-PO_DISPATCH.pdf** link to view your PO.

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Lesson 4: Reopening Purchase Orders

There may be times when you close a Purchase Order and then realize that you need to make changes to it. In PSFIN v9.2, you can undo the changes made by the PO Reconcile and Close process. This functionality may be useful to handle things such as late invoices and late payments, or to fix incorrectly closed Purchase Orders.

You can also follow very similar steps to reopen a Requisition if needed.

Reopen a Purchase Order

1. Navigation: **Purchasing** > **Purchase Orders** > **Reconcile POs** > **Reopen POs**
2. Select **Add a New Value**
3. Enter a **Run Control ID** and click the **Add** button
4. Select one of the following:
    a. **Last Close PO Run**
        i. Re-opens the Purchase Orders that were closed in the most recent run batch close process for your Business Unit
    b. **Select POs to be Reopened**
        i. Can select Purchase Orders by PO ID, PO Range, PO Date, Activity Date, Supplier ID, Buyer ID, and PO Reference
5. Select one of the following for Accounting Date:
    a. **Open with Specified Accounting Date**
        i. Enter the accounting date
    b. **Open with Existing Accounting Date**
6. Click the **Run** button
7. Click **OK**

Reopen a Requisition

1. Navigation: Purchasing > Requisitions > Reconcile Requisitions > Reopen Requisitions
2. Select **Add a New Value**
3. Enter a **Run Control ID** and click the **Add** button
4. Select one of the following:
    a. **Last Close Requisitions Run**
        i. Re-opens the Requisitions that were closed in the most recent run batch close process for your Business Unit
    b. **Select Requisitions to be Reopened**
        i. Can select Requisitions by Business Unit, Requisition ID, Requisition Range, Requisition Date, Activity Date, Requester ID
5. Select one of the following for Accounting Date:
    a. **Open with Specified Accounting Date**
        i. Enter the accounting date

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b. Open with Existing Accounting Date

6. Click the **Run** button
7. Click **OK**

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Lesson 5: Additional Changes in the Purchasing Module

In PSFIN v9.2, a couple of features that you currently use have been renamed. What used to be called the PO Reconciliation Workbench is now known as the Buyer's Workbench. The only change in the workbench is its name. In addition, the Requisition Reconciliation Workbench was renamed the Requester's Workbench. Again, there is no change in workbench functionality, just in the name.

The Buyer's Workbench is used to analyze, approve, cancel, and close purchase orders. The Requester's Workbench is used to analyze, cancel, close, and budget check requisitions.

Finally, there is a change in the setup of Requesters in the Purchasing module, which we will review in this lesson.

Use Buyer's Workbench to Approve Open Purchase Orders

The approve action for purchase orders does not mean that the requisition will bypass Workflow approvals. This approve action takes an **open** purchase order and makes it "**Pending Approval**" so that it can begin the workflow approval process. To perform this action, you can search for all open purchase orders.

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Purchase Orders**.
3. Select **Buyer's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Approve).
6. Enter your **search criteria** (i.e., Status = Open)
7. Select the **Search** button.
8. Enter a **Description** (i.e., Approve Open Reqs)
9. Select the **Purchase Orders** you want to move from Open to Pending with a checkmark.
10. Click the **Approve** button.
11. If any purchase orders are not qualified to be approved, review the log for that purchase order to determine the issue.
12. To update all purchase orders that are qualified, click the **Yes** button.
13. **Confirm** the approval action.
14. Verify the purchase order status for the selected purchase orders are now "**Pending**."
15. Click the **Save** button.

Use Buyer's Workbench to Cancel Purchase Orders

You can also use the Buyer's Workbench to cancel purchase orders. A purchase order can be canceled as long as no part of the purchase order has been vouchered. If a PO has been partially vouchered, only the lines that have not been vouchered can be cancelled.

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1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Purchase Orders**.
3. Select **Buyer's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Cancel).
6. Enter your **search criteria**.
7. Select the **Search** button.
8. Enter a **Description** (i.e., Cancel Reqs)
9. Select the **Purchase Orders** you want to cancel with a checkmark.
10. Click the **Cancel** button.
11. If any purchase orders are not qualified to be canceled, review the **log** for that purchase order to determine the issue.
12. To cancel all purchase orders that are qualified, click the **Yes** button.
13. **Confirm** the cancellation.
14. Verify the purchase order status for the selected purchase orders are now "**Canceled**."
15. Click the **Save** button

Use Buyer's Workbench to Close Purchase Orders

While you can use either the Close Purchase Orders process or the Workbench to close purchase orders, it is suggested that you at least use the Workbench to see which purchase orders are qualified for closure. By closing qualified purchase orders, the system performance improves. In addition, closing qualified purchase orders enables Commitment Control to liquidate any encumbered budget amounts for outstanding Purchase Orders.

After searching for the purchase orders, select them as you previously have and then click the Close button. The resulting Non-qualified and qualified purchase orders will appear.

There are many reasons why a Purchase Order may not be qualified to close. Common reasons are the Purchase Order hasn't been fully matched, the Budget Status is in Error, or the PO requires receiving but it hasn't been received. Each of these reasons should be evaluated to determine if the Purchase orders will need to be forced over to the qualified side – it's possible that the PO will never reach a fully matched status, or may not be received. In those scenarios it is acceptable to move the PO from the Not Qualified section to the Qualified section. However, a Purchase Order with an unchecked budget status or a budget error should NOT be overridden and forced to close. You will need to address the budget issues before proceeding.

After closing the qualified purchase orders, the purchase order status will change to "**Complete**," and the Budget Status will change to "**Not Checked**." Then, these purchase orders will need to be budget checked. The next budget checking batch job should pick these purchase orders up for processing, or you can choose to run the Budget Check process from the Buyer's Workbench

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.

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2. Select **Purchase orders**.
3. Select **Buyer's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Close).
6. Enter your **search criteria**.
7. Select the **Search** button.
8. Enter a **Description** (i.e., Close Reqs)
9. Select the purchase orders you want to **close** with a checkmark.
10. Click the **Close** button.
11. If any purchase orders are not qualified to be closed, review the **log** for that purchase order to determine the issue.
12. To close all purchase orders that are qualified, click the **Yes** button.
13. **Confirm** the close action.
14. Verify the purchase order status for the selected purchase orders are now "**Complete**" and the Budget Status is "**Not Checked**."
15. Click the **Save** button.
16. Ensure these completed purchase orders are **budget checked**

Approve an Open Requisition through the Requester's Workbench

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Requisitions**.
3. Select **Requester's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Approve).
6. Enter your **search criteria** (i.e., Status = Open)
7. Select the **Search** button.
8. Enter a **Description** (i.e., Approve Open Reqs)
9. Select the **requisitions** you want to move from Open to Pending with a checkmark.
10. Click the **Approve** button.
11. If any requisitions are not qualified to be approved, review the log for that requisition to determine the issue.
12. To approve all requisitions that are qualified, click the **Yes** button.
13. **Confirm** the approval action.
14. Verify the requisition status for the selected requisitions are now "**Pending**."
15. Click the **Save** button.

Cancel Requisitions through the Requester's Workbench

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Requisitions**.

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3. Select **Requester's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Cancel).
6. Enter your **search criteria**.
7. Select the **Search** button.
8. Enter a **Description** (i.e., Cancel Reqs)
9. Select the **requisitions** you want to cancel with a checkmark.
10. Click the **Cancel** button.
11. If any requisitions are not qualified to be canceled, review the **log** for that requisition to determine the issue.
12. To cancel all requisitions that are qualified, click the **Yes** button.
13. **Confirm** the cancellation.
14. Verify the requisition status for the selected requisitions are now "**Canceled**."
15. Click the **Save** button.

Close Requisitions through the Requisition Reconciliation Workbench

1. In PeopleSoft Financials core system, select **Purchasing** in the menu.
2. Select **Requisitions**.
3. Select **Requester's Workbench**.
4. Go to the **Add a New Value** tab.
5. Enter a **Workbench ID** (i.e. Close).
6. Enter your **search criteria**.
7. Select the **Search** button.
8. Enter a **Description** (i.e., Close Reqs)
9. Select the requisitions you want to **close** with a checkmark.
10. Click the **Close** button.
11. If any requisitions are not qualified to be closed, review the **log** for that requisition to determine the issue.
12. To close all requisitions that are qualified, click the **Yes** button.
13. **Confirm** the close action.
14. Verify the requisition status for the selected requisitions are now "**Complete**" and the Budget Status is "**Not Checked**."
15. Click the **Save** button.
16. Ensure these completed requisitions are **budget checked**.

Requester Setup

"Requester" is a role established to allow certain users to create Requisitions in the system. When the Requester is created, specific attributes are associated with that Requester such as Business Unit, Department, accounting information and catalog information.

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1. Navigation: **Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Purchasing** > **Requester Setup**
2. Select **Add a New Value**
3. Enter or Look Up and select the **User ID** of the Requester
4. Click the **Add** button
5. The status of a Requester defaults to **Active** the first time the user is established as a Requester, if at a later date a Requester should be inactivated, follow the same navigation. Then, use the drop down arrow to select Inactive and then save your changes.
6. Click the look up icon for **ShipTo Set ID**
7. Select the **Set ID**
8. Click the look up icon for **Ship To**
9. Select an entry in the **Ship To Location** column; this is the default for Ship To for requisitions entered by this user
10. Click the look up icon for **Location Set ID**
11. Select the **Set ID**
12. Click the look up icon for **Location**
13. Search for and select the **location**
14. Click the look up icon for **PO Origin SetID**
15. Select **SHARE** (all USG institutions use the SHARE Set ID for PO Origin)
16. In the **Origin** field, enter **ONL**
17. In the **Currency** field, enter **USD**
18. In the **Requisition Status** box, select **Pending Approval**
19. In the **Chartfield** section:
    a. Enter the desired information in the **GL Unit** field
    b. Leave the Account field blank
    c. Enter the **Fund Code** for this user
    d. Enter the **Department** for this user
    e. Enter the **Program** for this user
    f. Enter the **Class** for this user
    g. Enter the current fiscal year in the **Bud Ref** field
20. In the **Catalog information** section:
    a. Click the **Default** checkbox
    b. For **Set ID**, enter or select **SHARE** (Catalog Information is centrally maintained and is standard across all USG institutions)
    c. Click the **Catalog ID** look up icon
    d. Select **NIGP_TREE**
21. Click **Save**
22. Ensure the Requester's User Preferences are also set up (see online security documentation for specific User Preferences):
    a. Navigation: **Set Up Financials/Supply Chain** > **Common Definitions** > **User Preferences** > **Define User Preferences**

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b. Select **Procurement** link under **Product Preference**
c. Enter the User ID in the **Requester** field and **Save**

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Lesson 6: Purchasing Queries and Reports

ePro/PO Queries

Navigation for running queries: Reporting Tools > Query > Query Manager OR Query Viewer

- BOR_EPRO_ADM_DEPT_MGR
  - List of Dept Mgrs Wkflow Route
- BOR_EPRO_ADM_PROJ_MGR
  - List of Proj Mgr Wkflow Route
- BOR_PO_OPR_PO_AUTHORITY
  - PO Authority by Operator
- BOR_PO_OPR_RECEIVER
  - Receiver Preferences
- BOR_REQ_OPR_REQ_AUTHORITY
  - REQ authority by Operator
- BOR_PO_MIN_VEND_EXCLU_GOV2
  - Excluded Gov Vendors for Min
- BOR_PO_NOT_RECEIVED
  - PO Lines Not Yet Received
- BOR_PO_VCHR_NOTRECV
  - POs Vouchered but No Receipt
- BOR_OPO019D_PO_LIST_BY_BU_DTL
  - PO Line Detail by BU and PO Date
- BOR_PO_OPEN_AMOUNT_ALL
  - All Open Encumbrances
- BOR_PO_RECV_NO_VOUCHER
  - POs received but not vouchered
- BOR_POAP_BUDERR
  - PO Vchr W/Diff Budg Ref
- BOR_POAP_CFERR
  - PO Vchr W/Diff Chartfields
- BOR_PO_UNRECON
  - PO, Vchr, Recv Info
- BOR_POAP_SUPPLIER
  - POs Vchd on Non-PO Vchr
  - Old v8.9 Name: BOR_POAP_VENDOR
- BOR_PO_OPR_BUYER_AUTHORITY
  - Operator Authority by Buyer
  - Old v8.9 Name: BOR_OPR_BUYER_AUTHORITY

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- BOR_PO_OPR_VENDOR_AUTHORITY
  - Vendor Authority by Operator
  - Old v8.9 Name: BOR_OPR_VENDOR_AUTHORITY
- BOR_REQ_OPEN_AMOUNT_BY_REQ
  - Prmpt by Req ID BU, Amt>0
  - Old v8.9 Name: BOR_REQ_OPEN_AMOUNT_4
- BOR_PO_NOT_COMPLETE
  - POs Not Completed
- BOR_PO_PARTIAL_RECVD_SUM
  - POs partially received
- BOR_PO_VCHR_PYMT
  - Query of PO info related to AP
- BOR_POAP_DISCOUNTS
  - Poss Discounts Still Encum
- BOR_REQ_OPEN_AMOUNT_ALL
  - All REQS with enc balances
- BOR_REQ_PENDING_APPROVERS
  - Requisitions Pending Approval
- BOR_REQ_APPROVED_DETAILS_BY_REQ
  - Requisitions Approval by ReqID
- BOR_REQ_APPROVED_DETAILS_BY_DATE
  - Requisitions Approval by Date
- BOR_PO_ENC_AND_VCHR
  - PO Amt with Vchr by PO ID
- BOR_PO_OPEN_AMOUNT_BY_PO
  - PO Open Amt by PO ID
- BOR_REQ_OPEN_PREENCS_KK
  - Reqs w/Open Enc & Relatd KK
- BOR_PO_LN_RECEIPT_ENCUMBRANCE
  - PO Lines with receipt
- BOR_PO_OPEN_ENCS_KK
  - POs w/Open Enc & Related KK
- BOR_REQ_PO_CATVDR_IN_PROCESS
  - CAT Vendor REQ/PO transactions

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ePro/PO Reports

Version 9.2 Report Name	Description	Report Type	Old v8.9 Name (if different)
Close Purchase Orders (POPO008)	Close Purchase Order Report	SQR Report	
Close Requisitions (PORQ009)	Close Requisition Report	SQR Report	
Duplicate Supplier Report (APX3215)	Duplicate Supplier	XML Publisher	Duplicate Vendor Report
Match Exceptions (APX1090)	Matching Exceptions Report	BI Publisher	
Minority Supplier Report (BORRP008)	Minority Vendor Report	SQR Report	Minority Vendor Report
Open Purchase Order (POROL001)	Open Purchase Order Report	SQR Report	
PO Activity (POPO009)	PO Activity	SQR Report	
PO Detail Listings by Buyer (POX4032)	PO Detail Listing by Buyer	BI Publisher	
PO Detail Listings by PO Date (POX4030)	PO Detail Listing by PO Date	BI Publisher	
PO Detail Listings by Supplier (POX4031)	PO Detail Listing by Supplier	BI Publisher	PO Detail Listings by Vendor
PO Expediting by Buyer (POX4006)	Expediting Report by Buyer	BI Publisher	
PO Expediting by Due Date (POX4008)	Expediting Report by Due Date	BI Publisher	
PO Expediting by Supplier (POX4007)	Expediting Report by Supplier	BI Publisher	PO Expediting by Vendor
PO Listings by Buyer (POX4012)	PO Listing by Buyer	BI Publisher	
PO Listings by PO Date (POX4010)	PO Listing by PO Date	BI Publisher	
PO Listings by Status (POX4013)	PO Listing by Status	BI Publisher	
PO Listings by Vendor (POX4011)	PO Listing by Vendor	BI Publisher	
PO Open Enc as of Acctg Period (BORRP014)	BORRP014	SQR Report	
PO Schedule Listings by Buyer (POX4042)	PO Schedule Listing by Buyer	BI Publisher	
PO Schedule Listings by PO Date (POX4040)	PO Schedule Listing by PO Date	BI Publisher	
PO Schedule Listings by Supplier (POX4041)	PO Schedule Listing by Vendor	BI Publisher	PO Schedule Listings by Vendor

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Version 9.2 Report Name	Description	Report Type	Old v8.9 Name (if different)
PO Statistics (BORRP009)	Purchase Order Statistics	SQR Report	
PO Status Listings by Item (POX4021)	Order Status By Item	BI Publisher	
PO Status Listings by Vendor (POX4020)	Order Status By Vendor	BI Publisher	
PO Surplus Analysis (BORRP012)	PO Surplus Analysis	SQR Report	
PO/Requisition Xref (POX1100)	Requisition to PO XREF Report	BI Publisher	
Print POs (POXMLP)	PO Dispatch/Print	XML Publisher	
Print Requisition (PORQ010)	Requisition Print	SQR Report	
PO Budgetary Activity (POS8001)	Procurement Budgetary Activity	SQR Report	
PO Budgetary Activity Report (BORRP015)	Procurement Budgetary Activity	SQR Report	
Receipt Account Details (POX5020)	Receiver Account Detail Report	BI Publisher	
Receipt Delivery (RECV_DEL)	Receipt Delivery	PSJob	
Receipt Ship To Details (POX5010)	Receiver Shipto Detail Report	BI Publisher	
Receipt Summary (POX5001)	Receiver Summary Report	BI Publisher	
Requisition Approval Exception (BORIF053)	Requisition Approval Exception	SQR Report	
Requisition Budgetary Activity (POS8002)	Requisition Budgetary Activity	SQR Report	
Requisition/PO Xref (POX4100)	PO to Requisition XREF Report	BI Publisher	
Supplier Detail Listing (APX3000)	Supplier Detail Listing	BI Publisher	Vendor Detail Listing
Supplier Summary Listing (APX3001)	AP Supplier Summary	BI Publisher	Vendor Summary Listing

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Purchasing and ePro Security Roles

Online Security Documentation

You can find all Security Role Changes at http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security. Make sure to look for the documents beginning with "9.2 Security Role Changes."

Summary of Security Roles

Below is a summary of the roles needed for users in the module. Please be sure to reference the online document for detailed instructions and additional setup required outside of the security roles.

PO Administrator *PO ADMINISTRATOR users resolve purchase order routing issues.*	Security Roles: • BOR_PO_ADMINXX • BOR PeopleSoft User • BOR_PO_APPROVE
PO Approver *PO APPROVER users approve requisitions and purchase orders in the Purchasing module.*	Security Roles: • BOR PeopleSoft User • BOR_PO_APPROVE • BOR_PO_REQ_APPROVE • BOR_BUYER_APPR • BOR_PO_ASSET_APPR • BOR_PO_BUD_REF_APPR
PO Buyer *PO BUYER users perform purchasing-related maintenance tasks. They also enter and maintain requisitions, purchase orders, procurement contracts and vendor information in the Purchasing module. They also process purchasing transactions, run purchasing-related reports and maintain purchasing-related configuration.*	Security Roles: • BOR PeopleSoft User • BOR_EP_BUYER_CENTER • BOR_EP_INQUIRY • BOR_EP_MAINT_REQ • BOR_EP_PROCESSES • BOR_PO_REQ_WORKBENCH • BOR_PO_INQUIRY • BOR_PO_MAINTAIN • BOR_PO_PROCESS • BOR_PO_REPORTS • BOR_PO_REQ_MAINT • BOR_PO_SETUP_CONFIG • BOR_PO_VENDORS_MAINT • BOR_PO_REQUESTER • BOR_AD_HOC_APPROVE • BOR_BUYER_APPR

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PO Core Requester *PO CORE REQUESTER users enter requisitions in the Purchasing module. They also maintain requisitions.*	Security Roles: • BOR PeopleSoft User • BOR_PO_REQ_MAINT
PO Inquiry & Reporting *PO INQUIRY & REPORTING users review purchasing information in the Purchasing module. They also run public queries.*	Security Roles: • BOR PeopleSoft User • ReportSuperUser • BOR_PT_QRY_PRIVATE • BOR_PT_QRY_ALLACCGRPS • BOR_FN_ADMIN_REPORTING • BOR_PO_INQUIRY • BOR_PO_REPORTS
PO Manager *PO MANAGER users maintain the configuration and setup information used by the Purchasing module.*	Security Roles: • BOR PeopleSoft User • BOR_PO_SETUP_CONFIG
PO Receiver *PO RECEIVER users receive all purchases in the Purchasing module.*	Security Roles: • BOR PeopleSoft User • BOR_PO_RECEIVING If Desktop Receiving is allowed: • BOR_PO_RECV_EPRO If Desktop Receiving is not allowed: • BOR_EP_NOCASUAL_RECV
ePro Administrator *EPRO ADMINISTRATOR users maintain the configuration and set up information used by the ePro module. They also resolve ePro routing issues.*	Security Roles: • BOR_EP_ADMINXX • BOR_EP_CONFIG_SETUP • BOR PeopleSoft User
ePro Approver *EPRO APPROVER users approve requisitions created in the ePro module. They can view requisitions to review chartfields, distributions, etc.*	Security Roles: • BOR_EP_MAINT_REQ (only if they need to edit requisitions) • BOR_EP_REQ_APPROVE • BOR PeopleSoft User • For GAFirst Marketplace Access: BOR_EP_MAINT_REQ_SCI Special Approver Roles:

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	• BOR_AGENCY_FUND_APPR • BOR_EP_CAT_AMOUNT_APPR • BOR_ASSET_APPR • BOR_AUDIO_VIS_APPR • BOR_IT_APPR • BOR_CHEMICAL_APPR • BOR_UNIVREL_APPR • BOR_FACILITIES_APPR • BOR_BUYER_APPR • BOR_GRANT_APPR • BOR_TECH_FEE_APPR • BOR_HR_APPR • BOR_FURNITURE_APPR • BOR_PHARM_DRUG_APPR
ePro Buyer *EPRO BUYER users enter and maintain requisitions using the ePro module. They also process requisitions and perform purchasing-related maintenance tasks. They also enter and maintain requisitions, purchase orders, change orders, procurement contracts and vendor information in the Purchasing module. They also process purchasing transactions, run purchasing-related reports and maintain purchasing-related configuration.*	Security Roles: • BOR_EP_BUYER_CENTER • BOR_EP_INQUIRY • BOR_EP_MAINT_REQ • BOR_EP_PROCESSES • BOR_PO_REQ_WORKBENCH • BOR_PO_INQUIRY • BOR_PO_MAINTAIN • BOR_PO_PROCESS • BOR_PO_REPORTS • BOR_PO_REQ_MAINT • BOR_PO_REQ_PROCESS • BOR_PO_SETUP_CONFIG • BOR_PO_VENDORS_MAINT • BOR_EP_REQUESTER • BOR PeopleSoft User
ePro & PO Inquiry and Reporting *EPRO & PO INQUIRY AND REPORTING users review requisition information in the ePro module, and requisition and purchase order information in the Purchasing Module. They also run public queries.*	Security Roles: • BOR_EP_INQUIRY • BOR_PT_QRY_PRIVATE • BOR_PT_QRY_ALLACCGRPS • BOR_FN_ADMIN_REPORTING • ReportSuperUser • BOR PeopleSoft User • BOR_PO_INQUIRY • BOR_PO_REPORTS
ePro Requester	Security Roles:

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EPRO REQUESTER users enter requisitions in the ePro module. They can also insert ad hoc approvers.	• BOR_EP_MAINT_REQ • BOR_EP_REQUESTER • BOR PeopleSoft User If user is a GAFirst Marketplace Requester, also add: • BOR_CAT_Requester • BOR_EP_MAINT_REQ_SCI If user needs to have their access cutoff at year end, then use these roles instead: • BOR_EP_MAINT_REQ_YE_CUTOFF • BOR_EP_REQUESTER_YE_CUTOFF • BOR_EP_MAINT_REQ_SCI_YE_CUTOFF

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