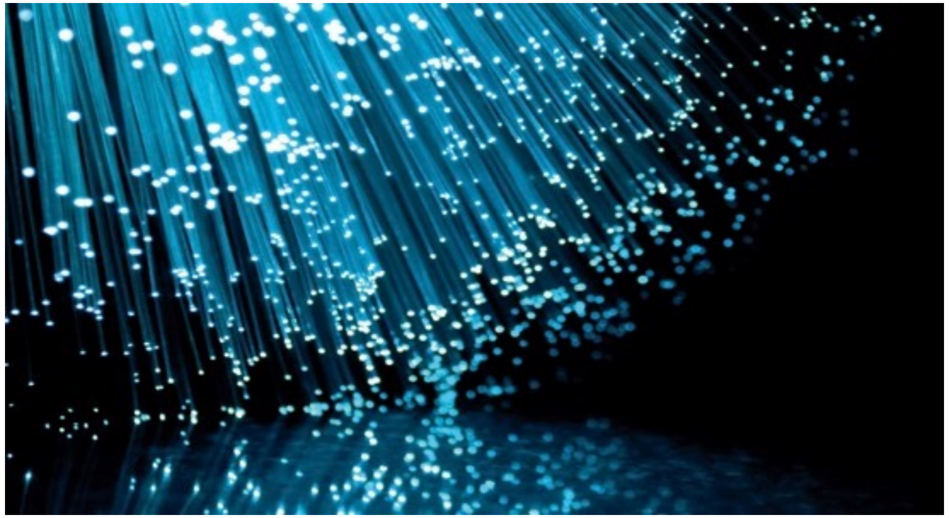
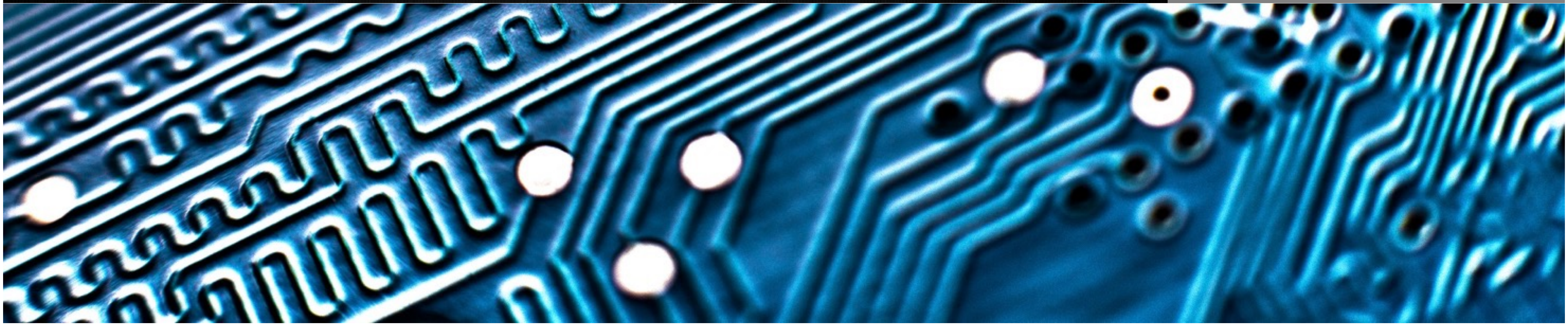


Georgia*FIRST* Financials

eProcurement & Purchasing 101

September 15, 2023



Introduction

- 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.

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User Setup Required

- 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.

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Requester Setup

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

Employee Self Service

Requester Setup

Requester Setup

Requester OIITPAGE Teresa Page

*Status Active

Requisition Defaults

ShipTo SetID 39000

*Location SetID 39000

PO Origin SetID SHARE

Currency USD Dollar

Phone

Fax

Ship To 24-100

*Location MAIN

Origin ONL

- [ ] Override Auto Item Substitute
- [ ] Use Only Assigned Catalogs
- [ ] Consolidate with other Reqs

Requisition Status

- ( ) Open
- (•) Pending Approval

- [x] Price Can Be Changed on Order
- [ ] Defaults Inventory BU

ChartFields

1-1 of 1 View All

Chartfields

GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref
39000		10000		11100	11000		2024

Catalog Information

1-1 of 1 View All

Default	*SetID	*Catalog ID	Description
☑	SHARE	NIGP_TREE	NIGP CODE TREE

Save Return to Search Notify Add Update/Display

UNIVERSITY SYSTEM OF GEORGIA

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

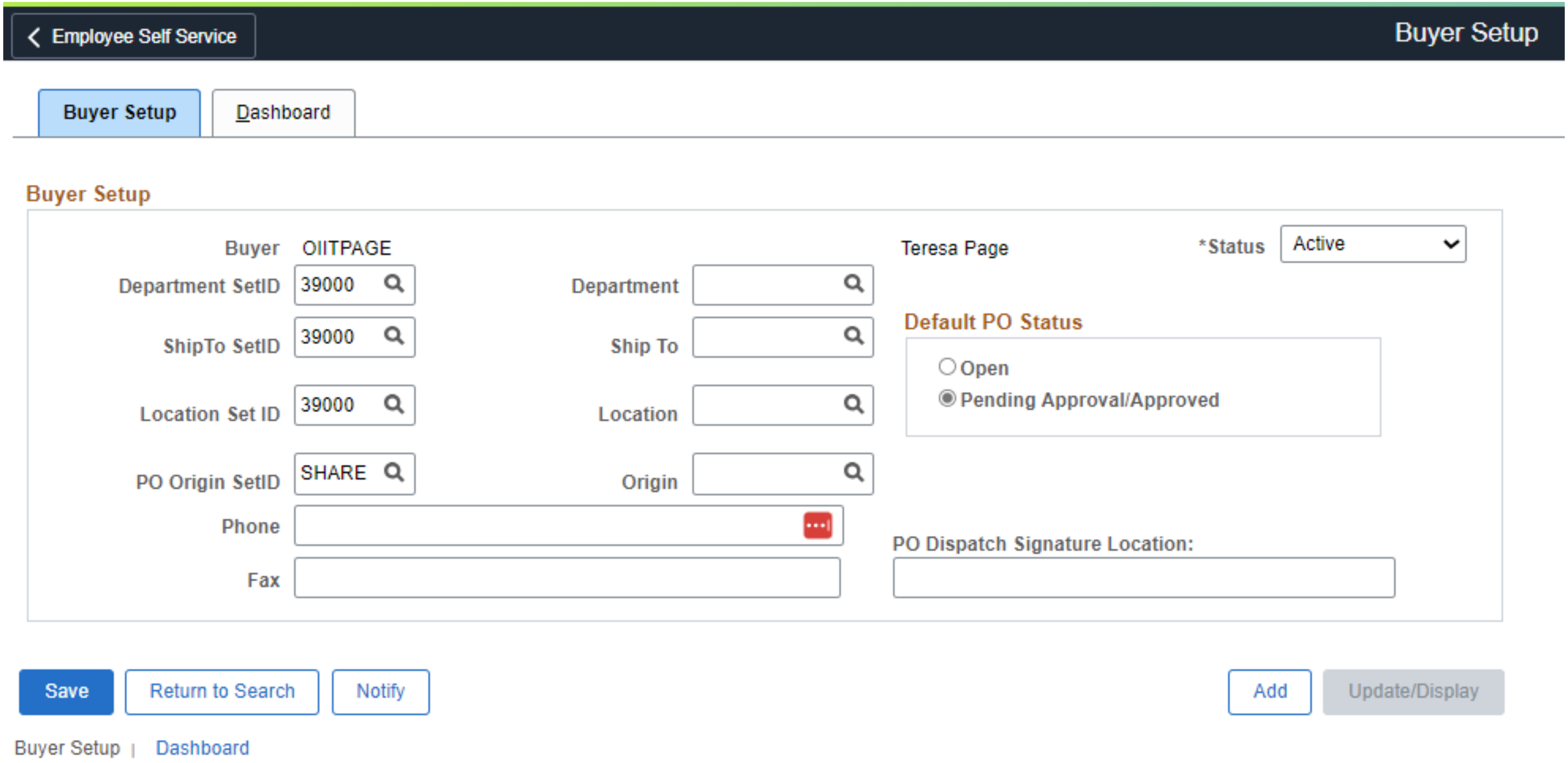
UNIVERSITY SYSTEM OF GEORGIA

Buyer Setup

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


Employee Self Service
Buyer Setup
Buyer Setup
Dashboard
Buyer Setup
Buyer OIITPAGE
Teresa Page
*Status Active
Department SetID 39000
Department
ShipTo SetID 39000
Ship To
Default PO Status
Open
Pending Approval/Approved
Location Set ID 39000
Location
PO Origin SetID SHARE
Origin
Phone
Fax
PO Dispatch Signature Location:
Save
Return to Search
Notify
Add
Update/Display
Buyer Setup | Dashboard

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

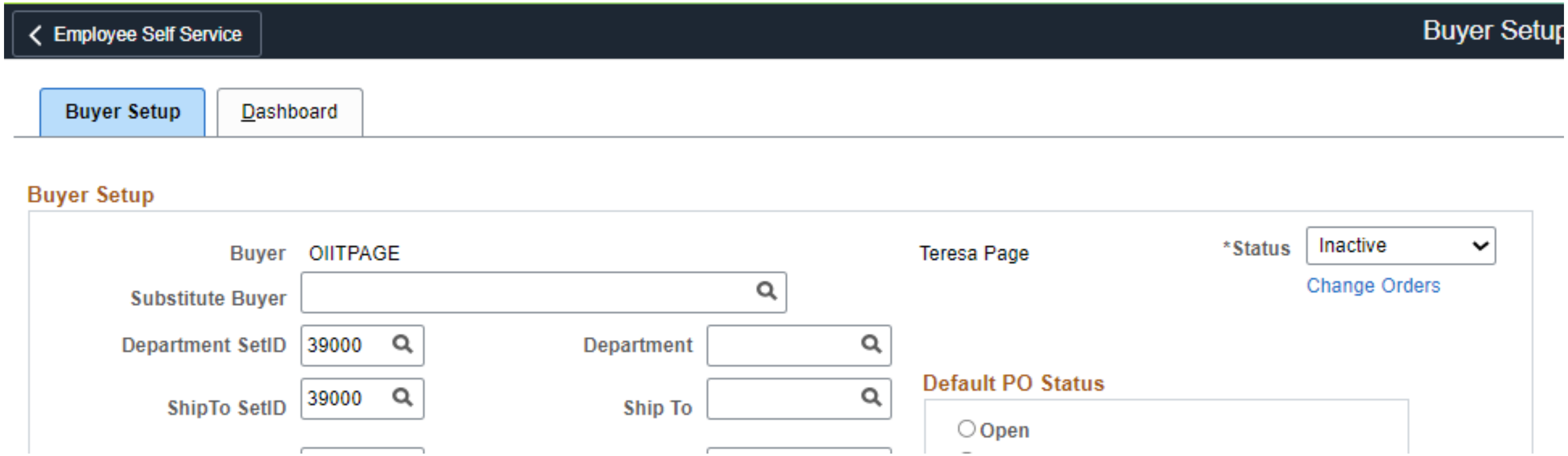
Origin: ONL for all buyers

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.

Buyer Setup

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 Georgia*FIRST* model, so this field will never need to be populated.

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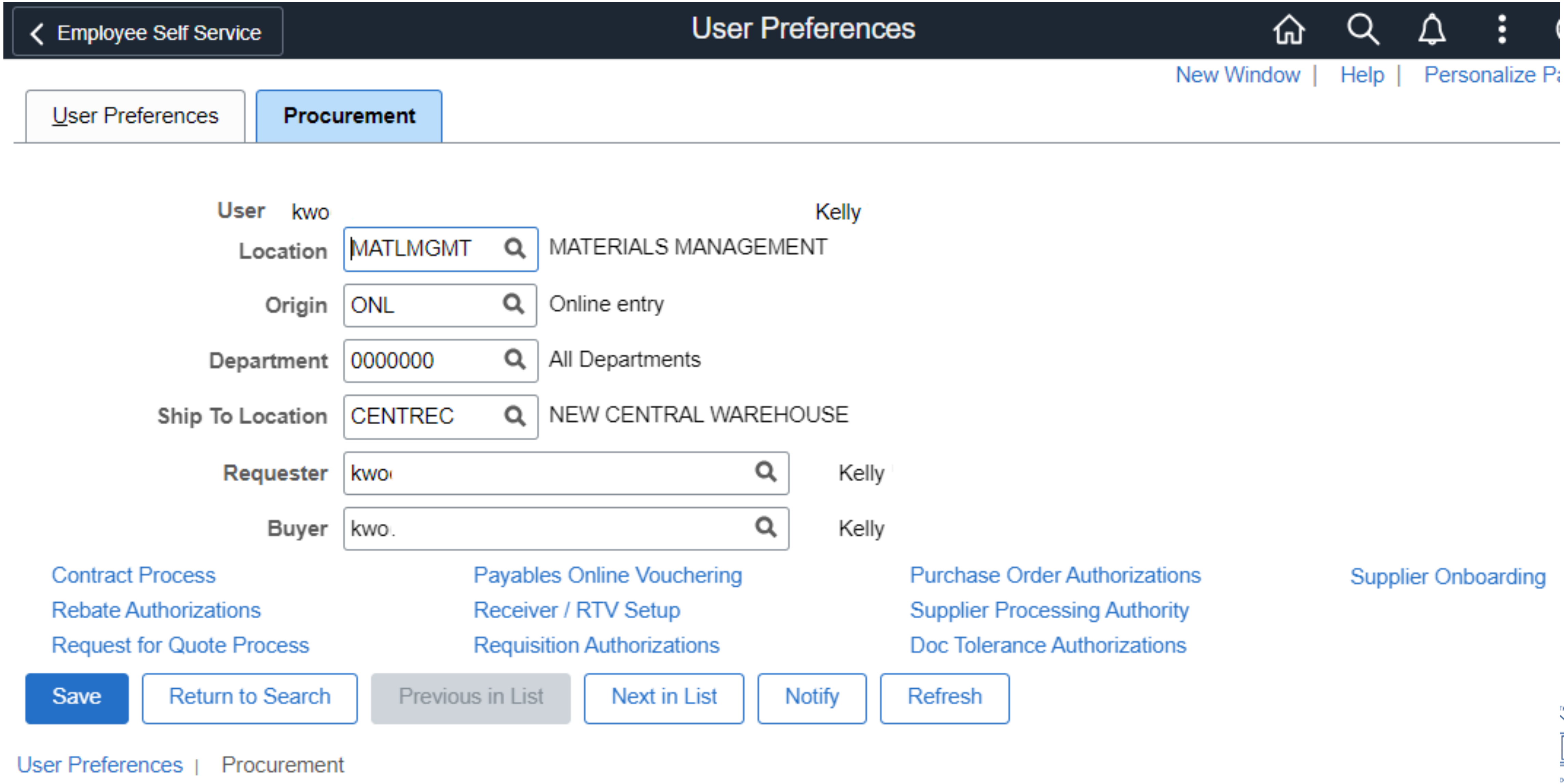
Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement link

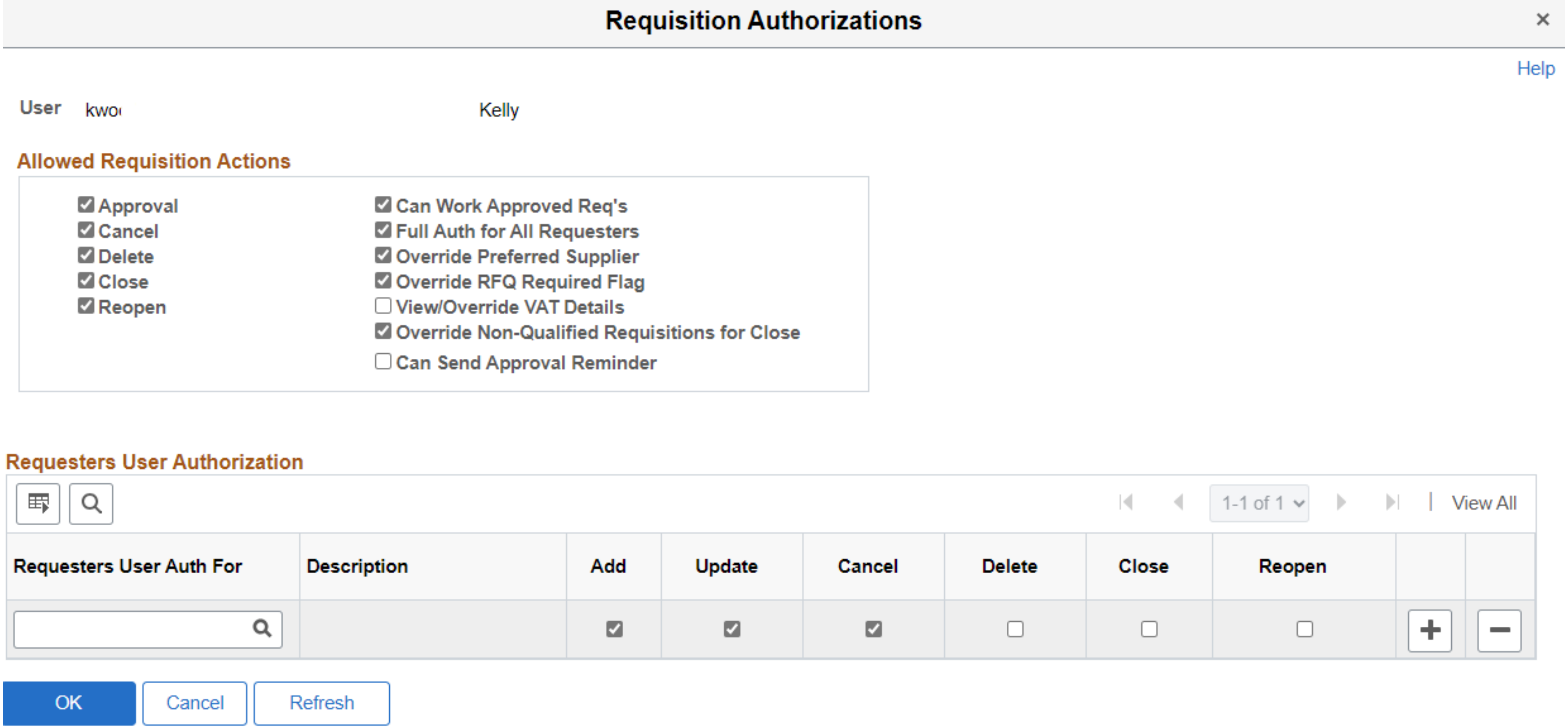


User Preferences

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

Help

User kwo Kelly

Allowed Requisition Actions

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

Requesters User Authorization

1-1 of 1 View All

Requesters User Auth For	Description	Add	Update	Cancel	Delete	Close	Reopen		
		[x]	[x]	[x]	[ ]	[ ]	[ ]	+	−

OK Cancel Refresh

UNIVERSITY SYSTEM OF GEORGIA

User Preferences

Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement link > Requisition Authorizations link

- 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

UNIVERSITY SYSTEM OF GEORGIA

Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement link > Requisition Authorizations link

Requisition Authorizations

×

Help

User kwo Kelly

Allowed Requisition Actions

- [x] Approval
- [x] Cancel
- [x] Delete
- [x] Close
- [x] Reopen
- [x] 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

1-3 of 4 View All

Requesters User Auth For	Description	Add	Update	Cancel	Delete	Close	Reopen		
kwo	Kelly	☑	☑	☑	☐	☑	☐	+	−
ace	Edw	☑	☑	☑	☐	☐	☐	+	−
KAD	Ada	☑	☑	☑	☐	☑	☐	+	−

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User Preferences

Navigation: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement link > Requisition Authorizations link

- 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

Purchase Order Authorizations

×

Help

User kwo. Kelly

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

1-1 of 1 | View All

Buyers User Authorized For	Description	Add	Update	Cancel	Delete	Close	Reopen		
		☑	☑	☑	☐	☐	☐	+	−

OK | Cancel | Refresh

User Preferences

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

Help

User kwo Kelly

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

1-3 of 3 | View All

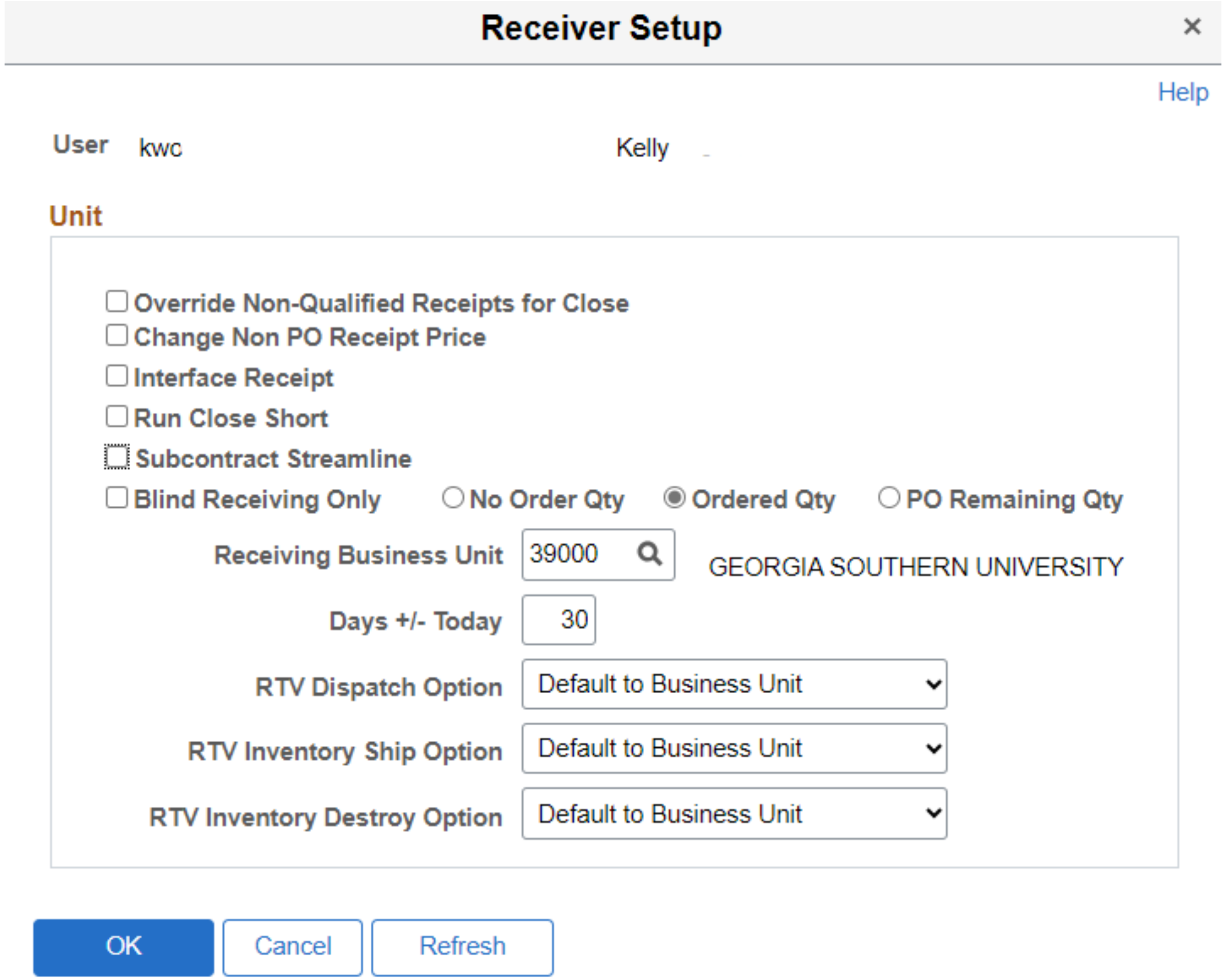
Buyers User Authorized For	Description	Add	Update	Cancel	Delete	Close	Reopen
kwo	Kelly	☑	☑	☑	☐	☑	☑
ace	Edw	☑	☑	☑	☐	☐	☑
hki	Ho.	☑	☑	☑	☑	☑	☑

User Preferences

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 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



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User Preferences

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

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Questions/Review

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?

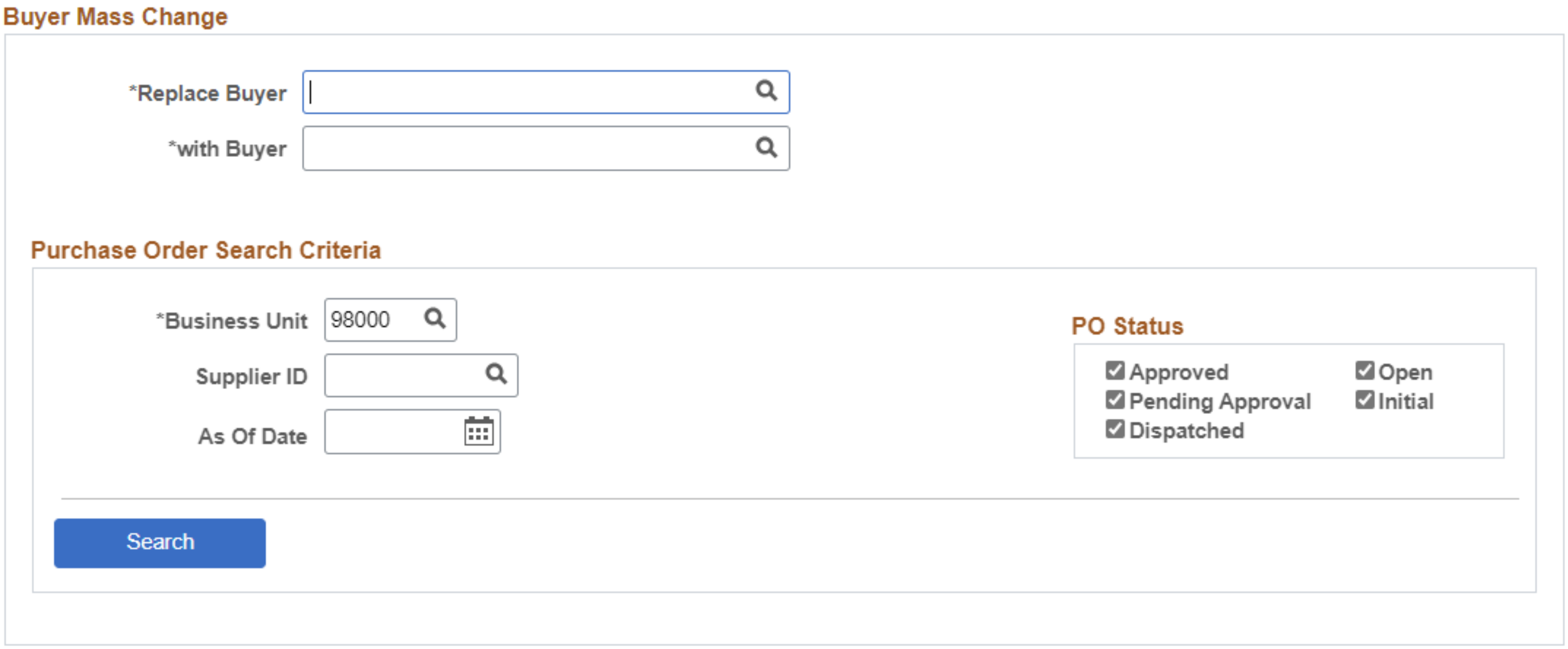
- Do you ever have Requisitions or Purchase Orders continue to route to an approver after they have left their position/institution? How do you stop this from happening?

- If needed, how do you replace the Buyer on a Purchase Order?

Buyer Mass Change

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.



Buyer Mass Change

- Replace Buyer: Enter Buyer who has left position
- With Buyer: Enter Buyer who should be shown on Purchase Order
    - 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 & Ship To Locations

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

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

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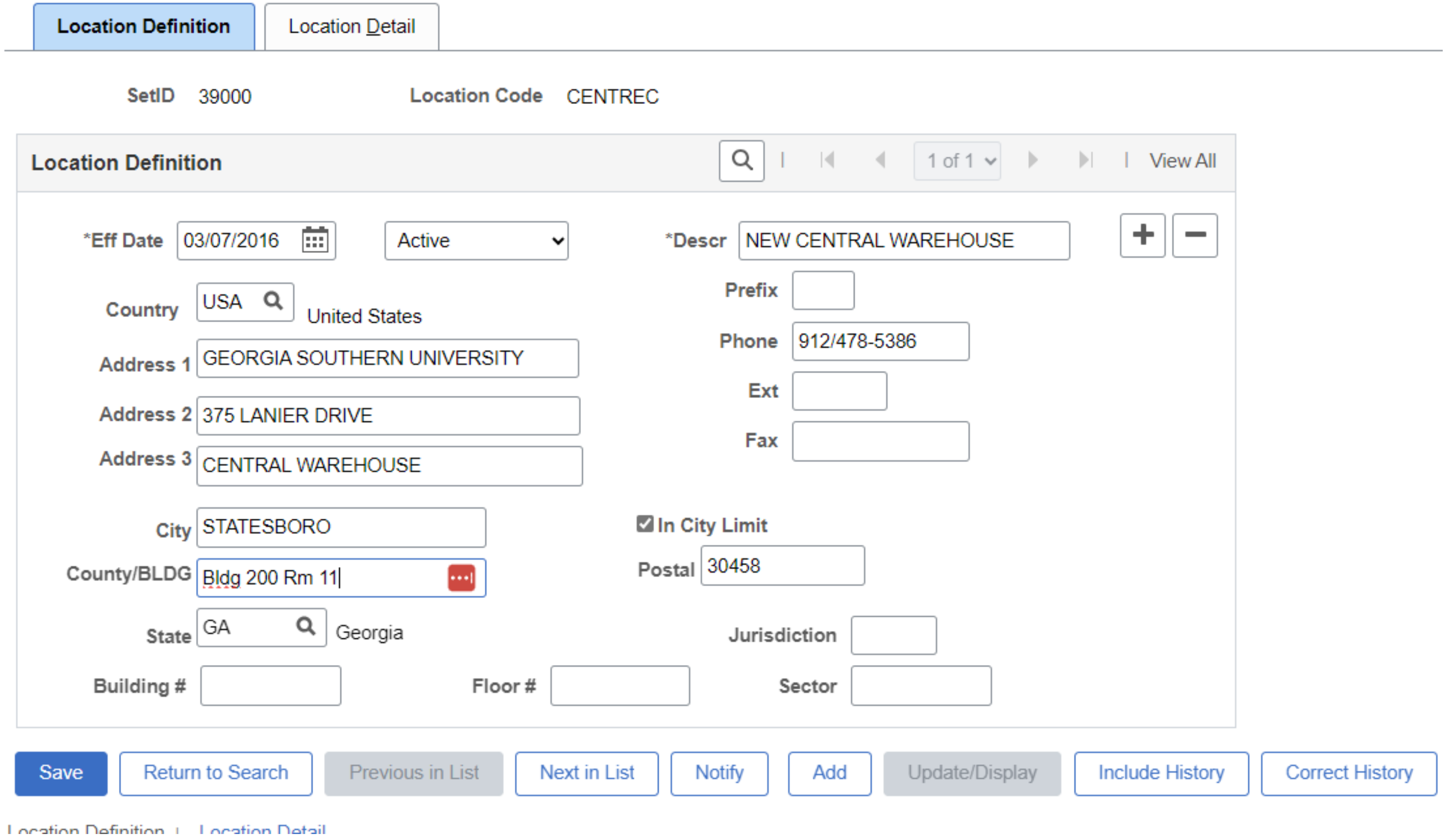
Location

Navigation: SetUp Financials/Supply Chain > Common Definitions > Location > Setting Up Locations



Location Definition | Location Detail

SetID 39000 Location Code CENTREC

Location Definition 1 of 1 View All

*Eff Date	03/07/2016	Active	
*Descr	NEW CENTRAL WAREHOUSE		
Country	USA United States	Prefix	
Address 1	GEORGIA SOUTHERN UNIVERSITY	Phone	912/478-5386
Address 2	375 LANIER DRIVE	Ext	
Address 3	CENTRAL WAREHOUSE	Fax	
City	STATESBORO	In City Limit	☑
County/BLDG	Bldg 200 Rm 11	Postal	30458
State	GA Georgia	Jurisdiction	
Building #		Floor #	
Sector			

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Location Definition | Location Detail

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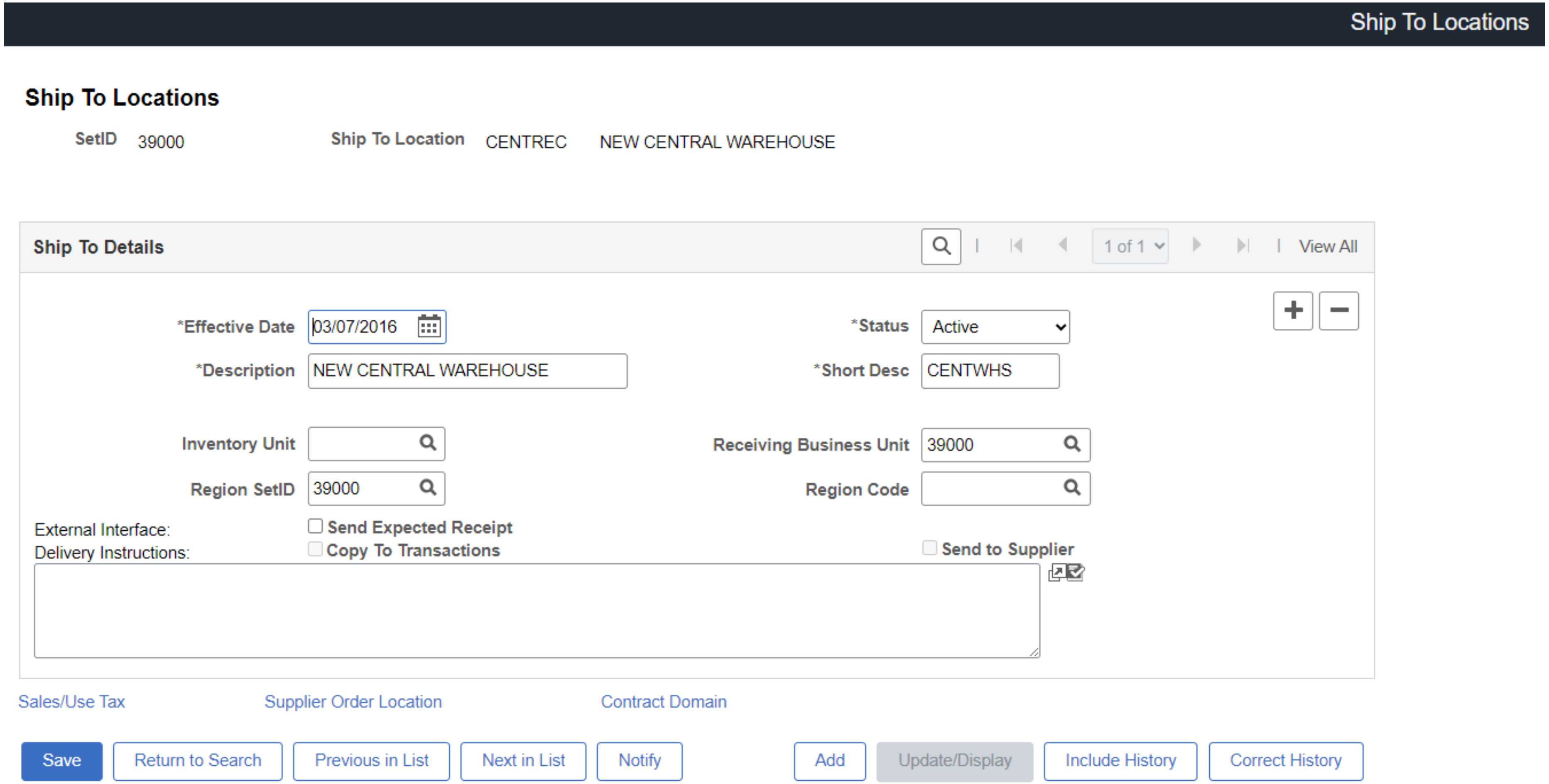
Ship To Location

Navigation: SetUp Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Ship To Locations



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Category/NIGP Codes

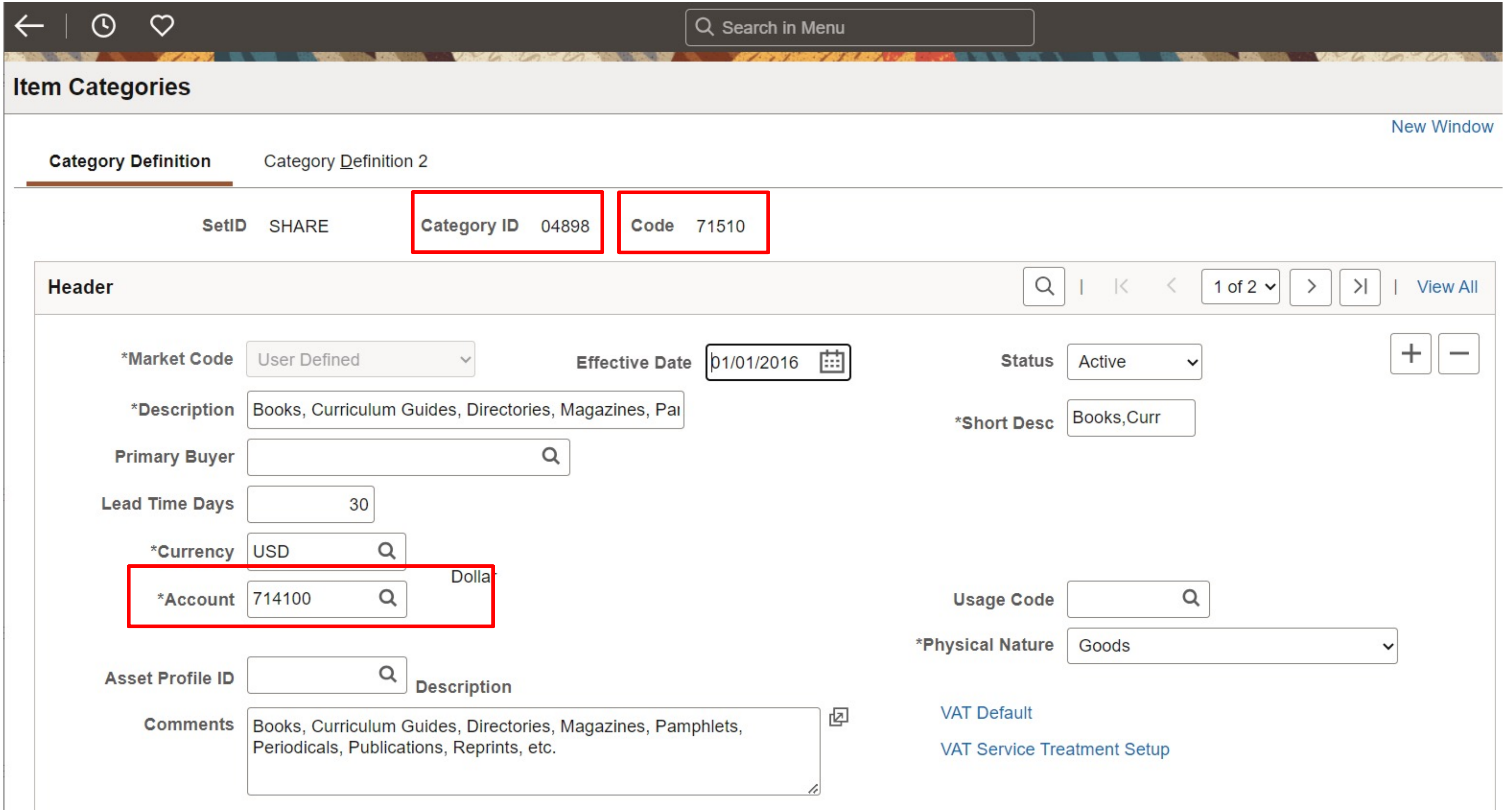
Category Codes are the same as NIGP Codes. Category Code is the field name that PeopleSoft uses.

Category Codes are entered on Requisitions and Purchase Orders.

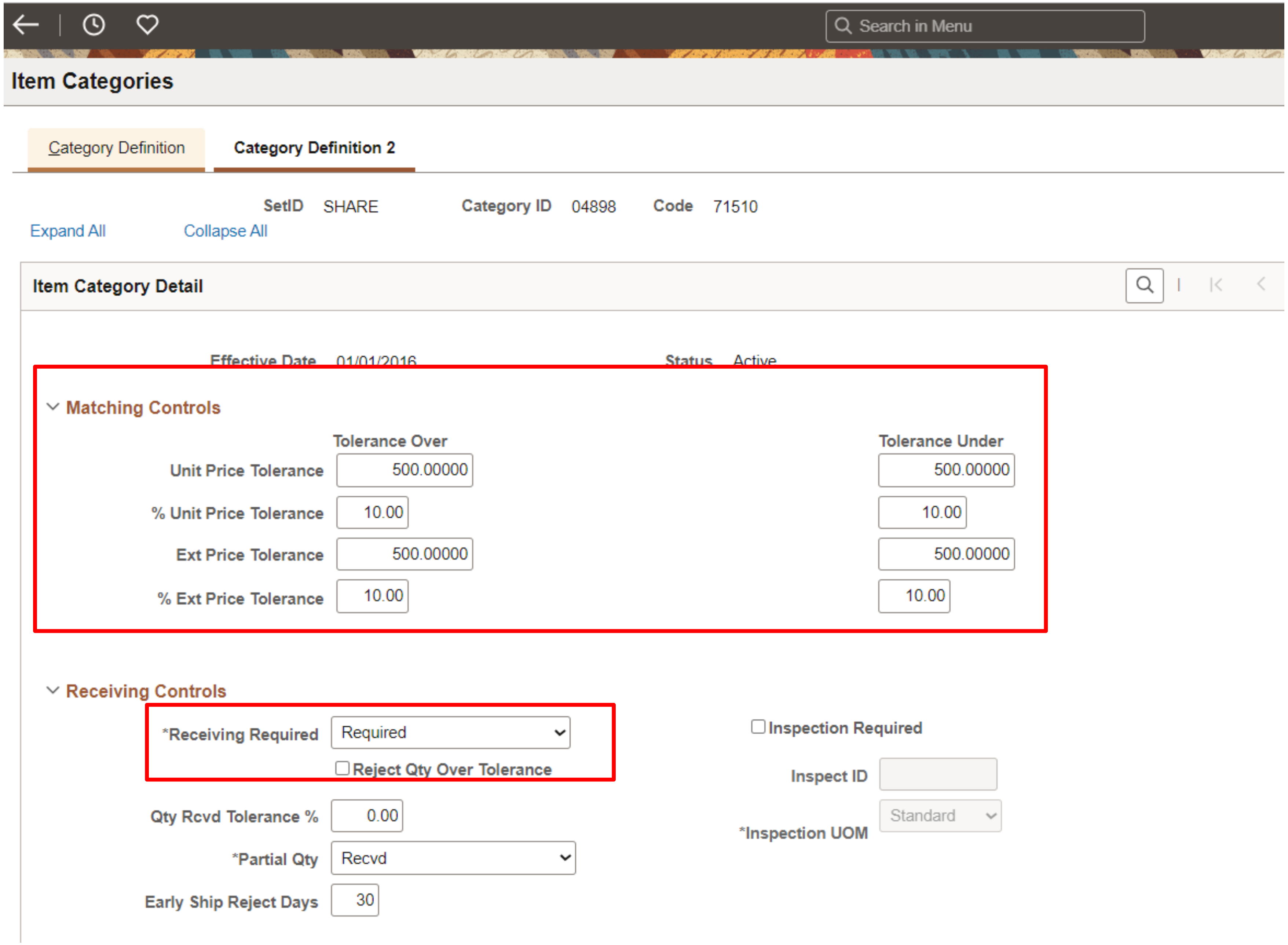
Category Codes are 'Global', meaning all Institutions share one set of codes.

Each Category Code has default information defined:

- Account Code (defaults on Requisition and PO Chartstring)
- Receiving Requirement
- Match Tolerances



Search in Menu
Item Categories
New Window
Category Definition
Category Definition 2
SetID SHARE
Category ID 04898
Code 71510
Header
1 of 2
View All
*Market Code User Defined
Effective Date 01/01/2016
Status Active
*Description Books, Curriculum Guides, Directories, Magazines, Pai
*Short Desc Books,Curr
Primary Buyer
Lead Time Days 30
*Currency USD
Dolla
*Account 714100
Usage Code
*Physical Nature Goods
Asset Profile ID
Description
Comments Books, Curriculum Guides, Directories, Magazines, Pamphlets, Periodicals, Publications, Reprints, etc.
VAT Default
VAT Service Treatment Setup


Search in Menu
Item Categories
Category Definition
Category Definition 2
SetID SHARE
Category ID 04898
Code 71510
Expand All
Collapse All
Item Category Detail
Effective Date 01/01/2016
Status Active
Matching Controls
Tolerance Over
Tolerance Under
Unit Price Tolerance 500.00000 500.00000
% Unit Price Tolerance 10.00 10.00
Ext Price Tolerance 500.00000 500.00000
% Ext Price Tolerance 10.00 10.00
Receiving Controls
*Receiving Required Required
Reject Qty Over Tolerance
Inspection Required
Inspect ID
*Inspection UOM Standard
Qty Rcvd Tolerance % 0.00
*Partial Qty Recvd
Early Ship Reject Days 30

ePro Requisition Approval Stages

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

ePro Requisition Approval Stages

- 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

PO Approval Levels

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

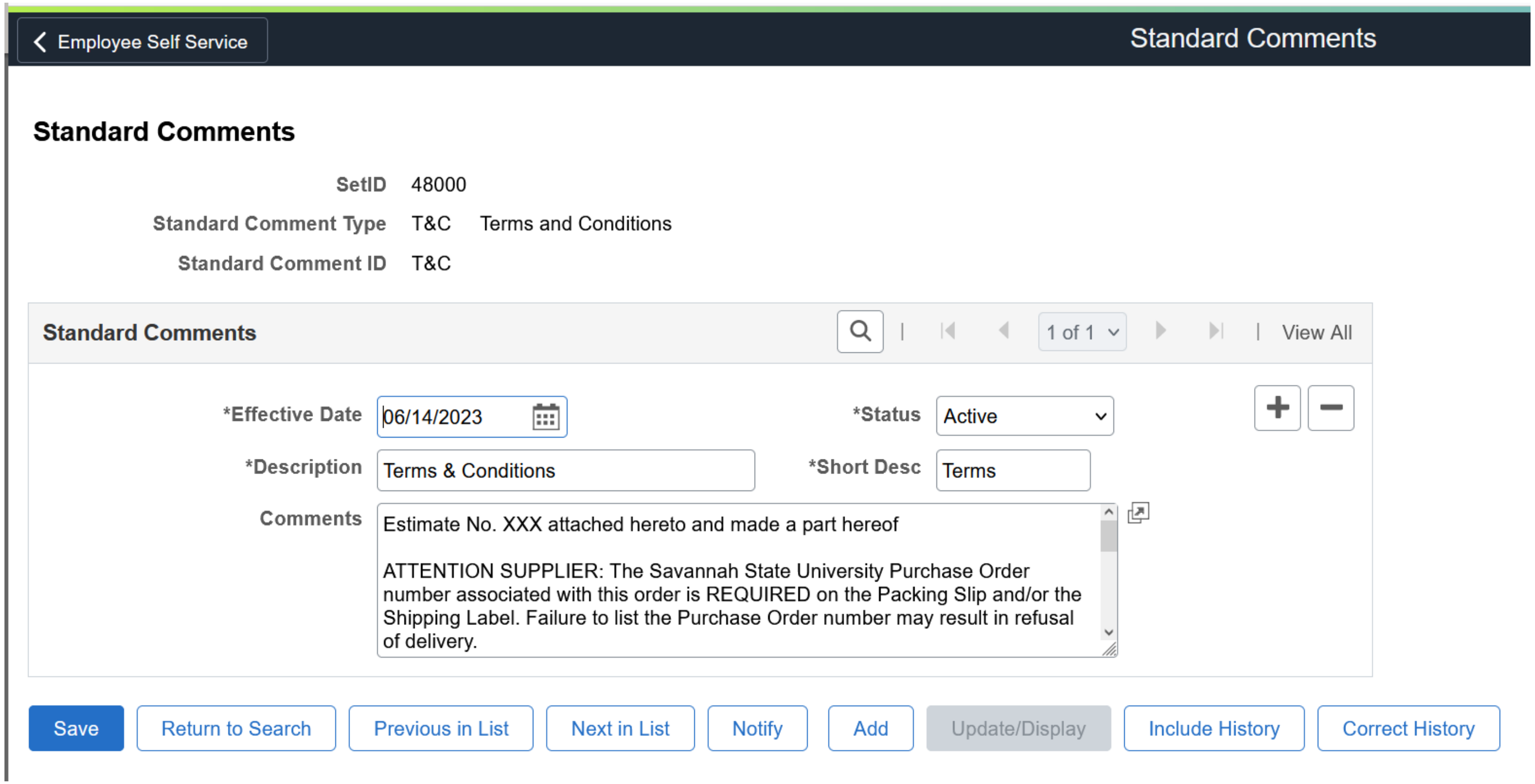
    OR
    - Account ranges 743000 – 743999 AND Amount is greater than $3,000
  - Profile ID exists, but account is NOT an Asset account

PO Approval Levels

- **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 Comments

- Standard Comment Types are used to organize Standard Comments, and Standard Comments provide an efficient way to add frequently used information to purchase orders.



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Standard Comments

Savannah State University
SSU Purchasing Department
3219 College Street
Box 20239
Savannah GA 31404
United States
Phone: 912/358-4045
Fax: 912/358-4548

Dispatched		**Dispatch Via Print**
Purchase Order 48000-0000525488	**Date** 2023-09-01	**Revision**
Payment Terms Net 30	**Freight Terms** FOB: Destination	**Ship Via** Vendor Defined Shipp
Buyer Wright,Pamela D	**Phone**	**Currency** USD

Supplier: 0000002274
SUNBELT RENTALS, INC.
PO BOX 409211
ATLANTA GA 30384-9211
United States
Email:
Phone: 866/786-2358
Fax: 803/578-6552

Ship To: CENTLREC
Savannah State University
South Thompkins 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
Phn: 912/358-4047

Tax Exempt? Y **Tax Exempt ID:** 025432297 Cntrct/Solic# 99999-SPD-S20190913B-0002 PO Type: SWCC

Line-Sch	**Profile ID**	**Item/Description**	**NIGP**	**Quantity**	**UOM**	**PO Price**	**Extended Amt**	**Due Date**

Quote and Invoice No. 142946372-001 attached hereto and made a part hereof

ATTENTION SUPPLIER: The Savannah State University Purchase Order number associated with this order is REQUIRED on the Packing Slip and/or 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.usg.edu/procurement/assets/procurement/documents/Standard_Purchase_Order_Terms_swm_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 8:30 AM TO 4:30 PM EST

Total PO Amount 2,448.16

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Questions?


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Information Technology Services