Georgia*FIRST* Financials
eProcurement & Purchasing Birds-of-a-Feather

UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

September 14, 2023
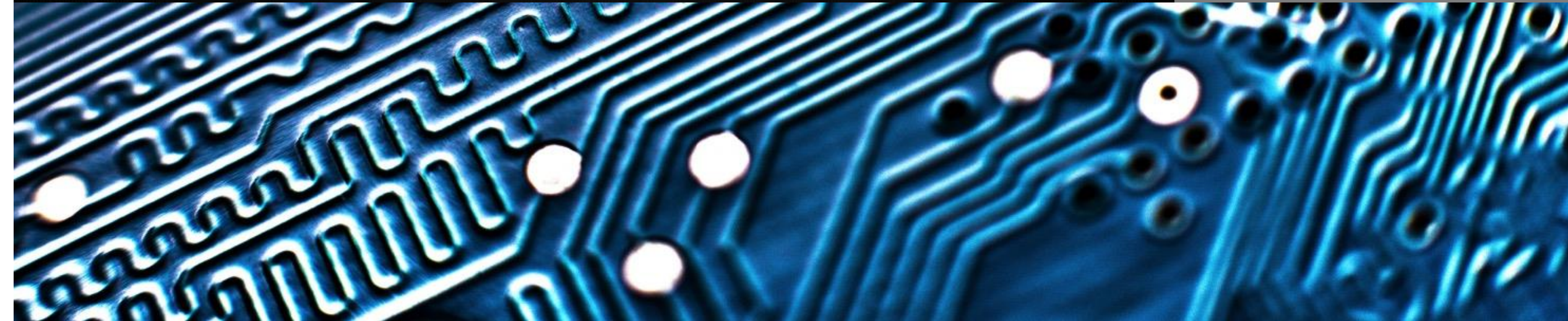
Agenda

- Governor's Initiative: Supplier Reporting
- Matching Review: Relationship between Purchasing and AP
- Georgia*FIRST* Marketplace: Helpful Hints
- Expediting Reqs with multiple Supplier Locations
- Amount Only vs Quantity PO
- PO Approval Levels
- Using the PO Distribution Worksheet
- eVerify: Capturing information
- Preview of updated PeopleSoft User Interface
- Other Tips and Tricks

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Supplier Reporting

In support of the Governor's Small Business and Supplier Diversity Initiative, ITS is updating the information we collect from suppliers and the way in which we report that information.

Release 5.90:

- Additional/Updated options will be available on the Supplier Identifying Information > Additional Reporting Elements section.
  - This is modeled after functionality that DOAS has introduced in their instance of PeopleSoft and will allow us to better report on supplier categories.

- Introducing a new Supplier Spend by Category Report, which will capture spend for suppliers who select one or more of the options provided.

More Information to come in the Fall In the Know session, Thursday, October 12, 2023, at 10:30 a.m.

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Supplier Reporting

> Supplier Rating
> Supplier Logo
> Additional ID Numbers
> Duplicate Invoice Settings
> Government Classifications
> Standard Industry Codes
∨ Additional Reporting Elements

Common Parent's TIN		Common Parent's Name	
Type of Contractor		Gross Annual Receipts	
Sm Disadvantaged Business		Number of Employees	
Other Preference Programs		Veteran Owned Business	
Ethnic Minority (51% or More)			

☐ Small Business*
☐ Women Owned Business
☐ Minority Owned Business

☐ Georgia Resident Business**
☐ Not Applicable

* A small business is defined as a business that is independently owned and operated. In addition, such a business must either have 300 or less employees or $30 million or less in gross receipts per year.

** Georgia resident business is defined as any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.

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Field Label changes:

- SDB Program ⟶ Sm Disadvantaged Business
- Ethnicity ⟶ Ethnic Minority (51% or More). Drop down options changed
- HUBZone Program ⟶ Gross Annual Receipts. Drop down options changed
- Size of Small Business ⟶ Number of Employees. Drop down options changed
- VOSB ⟶ Veteran Owned Business. Drop down options changed

Check Box changes:
- Added:
  - Small Business
  - Minority Owned Business
  - Georgia Resident Business
  - Not Applicable

- Removed:
  - Emerging Small Business
  - Veteran
  - Disabled

- Matching is the process used to compare Vouchers with Purchase Orders and, when required, Receipts to ensure that your institution pays for only the goods and services that have been ordered and received

- Two-Way Match: Voucher and Purchase Order

- Three-Way Match: Voucher, Purchase Order and Receipt

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Matching: Purchasing Responsibilities

- Quantity PO or Amount Only PO?

- Receiving Options (default defined by NIGP code):
  - Receiving is Required
  - Receiving is Optional
  - Do Not Receive

- Matching Options (tolerance defines by NIGP code):
  - Full Match
  - No Match
  - All lines on PO should have same Matching requirement.

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Matching: AP Responsibilities

- Understand how creating a PO Voucher can affect Matching results.

- Understand what the Match Exception means before deciding to override it, and what the effect will be if choice is to override.

- AP user can navigate to **Purchasing > Purchase Orders > Review PO Information > Purchase Orders** to review PO.

- If necessary, request that Purchasing Dept correct PO: Quantity vs Amount Only, Matching and/or Receiving settings.

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Matching: AP Responsibilities

- When creating a Voucher from a PO, which option should I choose?

  - Use the Copy PO option if you are FULLY vouchering all PO lines without making any changes.

  - Use the Copy Worksheet option if:

    - The Invoice amount or quantity is different than on the associated PO.

    - You only want to voucher certain lines of a PO.

    - If copying in multiple POs to one voucher.

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- Deleting Carts

Georgia*FIRST* Marketplace: Helpful Hints

- Deleting Carts

Georgia*FIRST* Marketplace: Helpful Hints

- Deleting Carts

Georgia*FIRST* Marketplace: Helpful Hints

- Finding Order Information – Status Tab

Georgia*FIRST* Marketplace: Helpful Hints

- Finding Order Information – Confirmation Tab

Georgia*FIRST* Marketplace: Helpful Hints

- Finding Order Information – Shipments Tab

- Finding Order Information – Invoices Tab

Expedite Requisitions

Search Requisition Schedule Lines

To locate requisition schedule lines that have been approved and are available for manual conversion into purchase orders, edit the criteria below and click the Search button.

*Business Unit	43000 🔍		Category	🔍
Requisition ID	0000573529 🔍		Supplier Name	🔍
Requisition Name	🔍		☐ Include Lines With No Supplier	
Requester	🔍			
Buyer	🔍			
			Origin	⌄

[Search] [Clear]

Requisition Schedule Lines

[📋] [🔍]   1-2 of 2 ⌄   View All

Sourcing	Item Substitution

Include	Requisition ID	Line	Sched		Item Description	Select	Supplier Name	Location	PO Qty	UOM	Price	Curr.	Amount Only
☐	0000573529	1	1	🌐	True Clear Puri	☐	STAPLE-CAT-001 🔍	ORDER 🔍	5.0000	CRT	6.98	USD	N
☐	0000573529	2	1	🌐	BIC Round Stic	☐	STAPLE-CAT-001 🔍	REMITACH 🔍	3.0000	PKG	5.31	USD	N

☐ Include All/Exclude All   ☐ Select All/Deselect All

🔍   [Apply Supplier to Selected Lines]

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Search Results

View All

Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name
43000	0000576513	09/06/2023	Approved	STAPLE-CAT-001	CAT0000010	Staples		
43000	0000576512	09/06/2023	Approved	STAPLE-CAT-001	CAT0000010	Staples		

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Quantity PO

- Quantity Purchase Order: used for the purchase of items where the supplier would send an invoice that is based on a quantity of goods delivered

Lines ⑦

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving

Line		Item		Description		PO Qty	*UOM	Category		Price	Merchandise Amount	Status				
1	📄			Erection and Dismantle Labor	🔍	4.0000	EA	03138 🔍		75.00000	300.00	Approved	💬	📆	+...	—
2	📄			Transportation Surcharge	🔍	1.0000	EA	96286 🔍		63.00000	63.00	Approved	💬	📆	+...	—
3	📄			ENVIRONMENTAL /HAZMAT FEE	🔍	1.0000	FEE	10031 🔍		33.16000	33.16	Approved	💬	📆	+...	—
4	📄			DELIVERY CHARGE	🔍	1.0000	FEE	96286 🔍		175.00000	175.00	Approved	💬	📆	+...	—
5	📄			PICK UP CHARGE	🔍	1.0000	FEE	96286 🔍		175.00000	175.00	Approved	💬	📆	+...	—
6	📄			8000 CFM OSCILLATING EVAPORATIVE	🔍	4.0000	EA	03138 🔍		425.50000	1,702.00	Approved	💬	📆	+...	—

View Printable Version

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- Amount Purchase Order: used for the purchase of services where the supplier would send an invoice that is based on an amount of service provided rather than a quantity of items delivered

  – The Amount Only check box should NOT be selected for the purchases of items, where the supplier would send an invoice that is based on a quantity of items delivered

Lines ⑦

Line		Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only		
1			Full Day & Half Day Package - Conference Room	Services	Schedule	PO	☑	+...	—
2			Meals (Welcome Reception, Breakfast, Lunch)	Services	Schedule	PO	☑	+...	—
3			Parking	Services	Schedule	PO	☑	+...	—
4			Hotel Room	Goods	Schedule	PO	☑	+...	—

Details | Ship To/Due Date | Statuses | Item Information | **Attributes** | RFQ | Contract | Receiving

1-4 of 4 | View All

View Printable Version
View Approvals

Close Short All Lines

*Go to ... More ...

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PO Approval Levels

Workflow approvals for Purchasing are only needed if certain criteria are met. There are three purchase order approval levels:

- Asset Approval (optional)
- Budget Reference Approval (optional)
- Buyer Approval (required)

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 PO's as 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

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- **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.

Question: What is the PO Distribution Worksheet used for?

Answer: Use the PO Distribution Worksheet when you need to split a distribution line on a PO and want to carry the requisition information to the newly split distribution line.

See the 'Using the PO Distribution Worksheet' Job Aid for additional information.

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Question: Do you refer to the eVerify information stored on the Identifying Information tab of the Supplier page? (Navigation: Suppliers > Supplier Information > Add/Update > Add/Update Supplier > Identifying Information tab > Government Classifications)
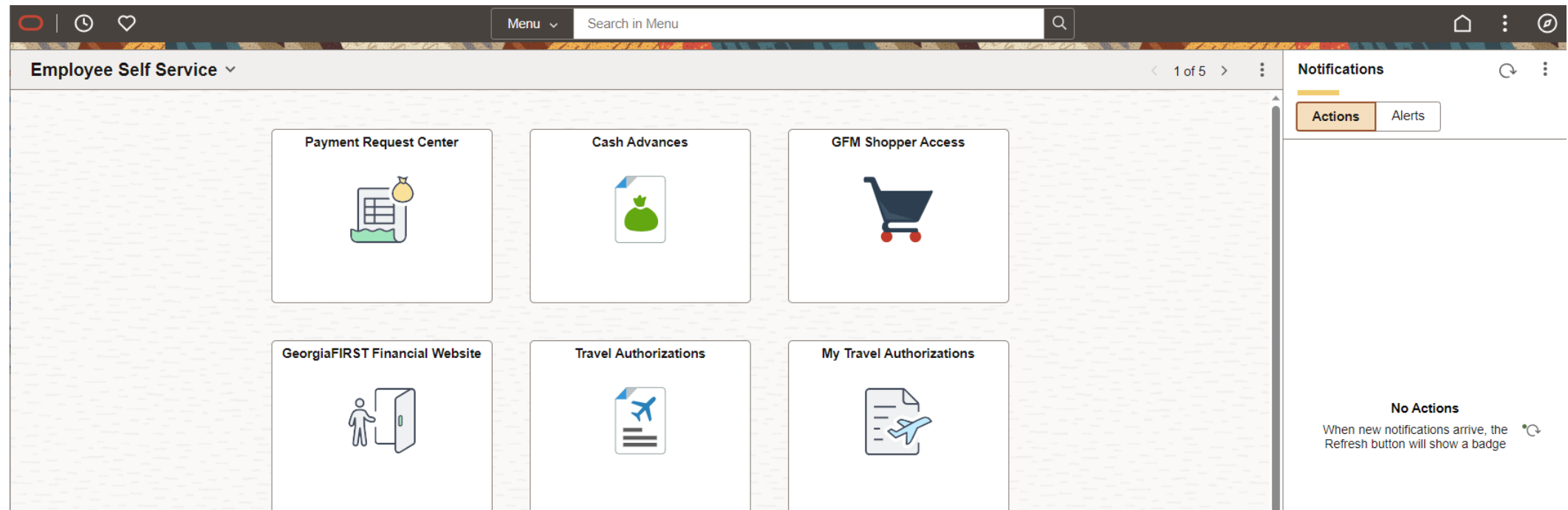
Release 5.90, scheduled for 11/3/2023, includes updates through Image 47 and Ptools 8.60

Add/Update POs page

Change to Search pages:

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Purchase Order

Supplier ID [begins with ▼] [_____🔍]

Supplier Name [begins with ▼] [_____🔍]

Buyer [begins with ▼] [_____🔍]

Buyer Name [begins with ▼] [_____🔍]

PO Type [= ▼] [_____▼]

Purchase Order Reference [begins with ▼] [_____]

Hold From Further Processing ☐

∧ Show fewer options

☐ Case Sensitive

[Search] [Clear] [🔖 Save Search]

∨ **Search Results**

100 rows - Business Unit "98000" PO Status "Dispatched" - Only the first 100 rows can be displayed. Refine your search to see more.

|< < [1-10 of 100 ▼] > >| | View All

Business Unit	PO ID	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing	
98000	9800515352	12/11/2018	Dispatched	UNIVOFGEOR-001			F	I	Intergov	IGA	N	>
98000	9800514898	12/06/2022	Dispatched	TEMPOHOLDI-001	2			I	Contr Pbk	ACP - Piggyback	N	>
98000	9800514770	07/17/2023	Dispatched	STATCOURIE-001				I	Agency	ES-RFP-47200-199	N	>
98000	0081D2050A	06/21/2022	Dispatched	COMPUTERAI-001	3			I	Mandatory	99999-001-SPD0000149-0001	N	>
98000	00513061A	02/24/2023	Dispatched	PUBLICRES-001				\	Contr Pbk	(blank)	N	>
98000	000522892A	07/14/2023	Dispatched	AMERIINST-001				I	Stat Exmpt	Exempt Non Profit	N	>
98000	000522888A	06/22/2023	Dispatched	CDW-003				\	Convenienc	SWCC: 99999-SPD-T20120501-0006	N	>
98000	000522815A	06/20/2023	Dispatched	REALPAGEIN-001	1			\	Stat Exmpt	Exempt Internet Database Subsc	N	>
98000	000522527A	05/19/2023	Dispatched	IHEARTMEDI-001				P	Stat Exmpt	EXEMPT	N	>
98000	000522150A	05/31/2023	Dispatched	FIRESYSTEM-001			F	F	Open Mrkt	OMP	N	>

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To populate today's date, enter a "T" or "t" in any date field in PeopleSoft Financials

Click Save and today's date will populate

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thank you!

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