Purchasing (PO) Delta Training for PSFIN v9.2

Participant Guide

Version 1.0

Georgia*FIRST* Financials

March 2015

Table of Contents

Table of Contents **3**

Introduction **5**

Lesson 1: Changes to Vendors **6**

Add a Supplier 6
Add a Direct Deposit Supplier and Edit Supplier Payment Notification 7
Edit Supplier Split PO by Ship To Option ..... e...21.....-(..e...)5.3p

21. Click the **Location** tab
    a. A Supplier must have at least one Location and can have multiple locationsa

5. In the **Supplier Short Name** field, enter the Supplier's short name
6. In the **Supplier Name** field, enter the Supplier's name 6.676.676.667 6888 scn76 729.12 233.761 267.565eW nB

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

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.

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.

   b. **Open with Existing Accounting Date**

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

© 2015 Board of Regents of the University System of Georgia. All Rights Reserved.

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.

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.

3. Select **Requester's Workbench**.
4. Go to the **Add a New Value**

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

© 2015 Board of Regents of the University System of Georgia. All Rights Reserved.
For Training Use Only

- 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 withE

x 5 >>BD Tf -15.25 /TT3 1115 >>4(S)14.3(_)-7.7c 0 Tv

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	

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	

	x BOR_AGENCY_FUND_APPR x BOR_EP_CAT_AMOUNT_APPR x BOR_ASSET_APPR x BOR_AUDIO_VIS_APPR x BOR_IT_APPR x BOR_CHEMICAL_APPR x BOR_UNIVREL_APPR x BOR_FACILITIES_APPR x BOR_BUYER_APPR x BOR_GRANT_APPR x BOR_TECH_FEE_APPR x BOR_HR_APPR x BOR_FURNITURE_APPR x BOR_PHARM_DRUG_APPR

ePro Buyer

EPRO BUYER users enter _7e f 72 505.0]TJ ET Q q TJ ET Q q 72.48 267.4-30]TJ