

ePurchasing Phase 3 new features:

- SuperQUOTE interface
 - o This interface will allow the user to create a requisition based on a SuperQUOTE award. Upon selecting the **Pending Requisitions from SuperQUOTE** menu option, the user is presented with a list of their unit's awarded bids. To select an award, click on the SuperQUOTE line and the information will be populated into a requisition for processing. The user should continue with processing as normal. Once an award has been saved as a requisition, it can no longer be accessed. SuperQUOTE information is transferred to ePurchasing every 15 minutes.

- DCS interface
 - o There are two interfaces to the FMIS Department Checking System (DCS) from ePurchasing: as a transfer option on the requisition and as a payment option on the purchase order. In order to use this feature, you need to attend training which will be conducted by Disbursing and announced at a later date.

- Document History
 - o This feature will display the history for a document. Upon selecting **List Document History** from the main menu, the user will be prompted for a document number. By entering either the requisition or purchase order number then clicking on the 'Retrieve' button, the system will return a listing of the history for the desired document, including the related requisition, purchase order, and PO change documents and any invoices processed. To view any of these documents, select it by clicking on the detail line.

- User Maintenance
 - o This feature will allow users with the Fiscal role to update user defaults for individuals within their unit. User defaults may be changed, new users added or current users deleted with this feature. Additionally, updates entered on-line will be captured immediately, thereby eliminating the waiting period resulting from the current procedure. A user guide for this option is attached.

- Email notification
 - o There is a new button available on the requisition, purchase order, and purchase order change forms labeled 'Compose Email'. This button will open an email window which can be used to compose an email message and send it to another user.

ePurchasing Phase 3 enhancements:

- Revise the wording on the main menu.
- Revise version of attachment Form 95 Determination of Cost or Price Reasonableness for consistency with the current OPRPRM form. Attachment forms created previously will remain in the old format.
- Display an error message if pertinent inventory fields are blank and the requisition/purchase order contains equipment subcodes (77xx).
- Restrict use of payroll subcodes (2000-2899) on purchase order.
- Fix printing of multi-paged document when only the special lines (tax, shipping or discount) were the only ones on the subsequent page. System was not generating the second page.
- Fix entry of discount amounts > \$999.99 on requisition/purchase order.
- Display an error message if the same 10-digit account is used.
- Remove 'update existing' option on POCF approve process. Henceforth, if a change must be made after a PO has been approved, a change order document must be generated.
- Generate a POCF when the 'delete remaining encumbrance' option is selected. The POCF will be an 'internal use only' type and text in the change notation box will indicate, 'Remaining encumbrances deleted'.
- Fix access to 'delete remaining encumbrance' button when PO has more than 5 items.
- Fix the initial listing of documents in 'Process Change Orders' to list only those that are authorized for the user.
- Add invoice preparer role. This role will only allow the user to create payments, not submit them. It is intended for students or other business office staff to assist with data entry of payment invoice information.
- Add taxability fields (1099/1042 and WH-Ind) to the vendor search results listing.
- Fix 'Process Payment' initial listing to show most recent 100 payments that were created by the department based on FO code access.
- Fix use of single quote in invoice description field.
- Add price list indicator to payment pages.