

ePurchasing version 4 Release Notes

Summary of enhancements

- Interdepartmental Order processing
- Authorization for Payment processing
- New account authorization feature to facilitate processing of PO charged to multi-FO accounts
- New feature to close Purchase Order
- New feature to download List Purchase Order query results
- Revised printing of documents
- Fix to prevent duplicate actions on the same document
- Fix to user maintenance form
- Enhancement to DCS payment processing
- Enhancement to 'Compose Email' to send copy to self
- Fix population and printing of vendor address comment lines

Detailed descriptions of enhancements

Interdepartmental Order Processing

Interdepartmental Orders (IDO) are used to process orders to UH providers. Rather than using the requisition, the IDO can be used to request goods and/or services from UH providers. A new transfer option has been added to allow users to transfer requisitions to IDOs. The IDO processing works very similar to the PO processing. Once the requisition is transferred, the IDO can be EDITED and then APPROVED (or SUBMITTED if it is outside FO authority). Upon approval, an encumbrance is fed to FMIS. The final IDO can be printed and distributed to the appropriate parties. Three copies are generated: UH Provider, FO copy and Requisitioner copy. The format of the printed IDO is very similar to the requisition. Once the UH provider has completed the order, they would go into FMIS and process an online JV to charge the ordering unit. They should indicate the IDO document number (XRnnnnn) in the reference 1 field and the appropriate partial/final liquidation flag on the JV. This will result in liquidating the encumbrance when the JV posts. If any dangling encumbrances are left, the system provides a 'Delete Remaining Encumbrance' feature which will drop any remaining encumbrance balances.

UH Providers participating in the Interdepartmental Order process include the UH Bookstores, Chemistry Stockroom and ITS Site License orders.

Authorization for Payment processing

Authorization for Payments (AFP) have been added as another document type in ePurchasing. A new transfer option has been added to allow users to transfer requisitions to AFPs. Once the requisition has been transferred, the AFP can be further EDITED and APPROVED. Upon approval, an encumbrance (if appropriate) is fed to FMIS. The final AFP can be printed and distributed. Two copies are generated: Disbursing copy and FO copy. The format of the AFP is similar to the requisition with some additional fields from the hard copy AFP. After approving the AFP, the payment (invoice) needs to be processed. Payment processing can be initiated from the AFP (Process Payment button)

ePurchasing version 4 Release Notes

or from the main menu (Process Payments menu option). Invoice processing is similar to PO payments. Once the payment has been entered and SUBMITTED, the AFP with supporting documents should be forwarded to Disbursing for processing. When the payment is RELEASED by Disbursing, the encumbrance will be appropriately liquidated. If any dangling encumbrances are left, the system provides a 'Delete Remaining Encumbrance' feature which will drop any remaining encumbrance balances.

New account authorization feature to facilitate processing of PO charged to multi-FO accounts

By popular request, an account authorization feature has been added to facilitate processing of PO's charged to accounts belonging to different fiscal jurisdictions. This feature would be used in situations where a given purchase order will be charged to shared accounts belonging to separate fiscal units. One fiscal unit would be designated to serve as the primary processing unit and would be responsible for issuing the purchase order and processing subsequent payments. The secondary fiscal unit(s) whose account(s) will be charged a pro rata share of the PO total would create a password for its account(s) by entering a desired code on screen 6 (see PO Authorize field at bottom of Screen 6). The secondary fiscal unit would then process a requisition for its pro rata share of the charges, obtain approving authority and fiscal officer signatures, and then forward the requisition to the primary fiscal unit. This will serve as official authorization to charge the shared account. The secondary fiscal unit would also communicate the password to the primary unit at this time.

Upon receipt of the signed requisition, the primary fiscal unit would then generate a purchase order and enter the password in the 'AUTH#' field which appears in the Accounting Information section of the fillable PO. Upon approval of the PO, the system will then encumber the accounts charged on the document. Subsequent payment processing can also be made against the shared accounts by the primary fiscal unit provided the password remains on Screen 6.

It should be noted that while utilization of the Account Authorization feature enables the primary fiscal unit to access the account for document processing in ePurchasing, it does not permit the primary fiscal unit access to the account in FMIS.

Finally, once the PO has been fully paid, the secondary fiscal unit should remove the password from Screen 6 to prevent further use on subsequent documents.

New feature to close Purchase Order

A new feature to CLOSE purchase orders has been added to the system. Closing a PO prevents any further activity on the document (e.g., payments, change orders, printing). The document is still available for inquiry. The system will check that there are no outstanding payments or change orders and that there is no outstanding encumbrance balance in FMIS before allowing the close. The CLOSE is a new button on the PO detail page accessible from 'Work with existing purchase orders'.

ePurchasing version 4 Release Notes

New feature to download List Purchase Order query results

A new option to download the query results has been added to the 'List Purchase Orders' feature. Upon clicking the 'Download' button, the system will generate a comma-separated value (CSV) file which can be saved or opened directly in Excel. The download file will contain all records for the query whereas the online display only shows the first 200 records that matched the search filters.

Revised printing of documents

The requisition, PO and POCF have been modified to use a fixed font, instead of the current true type font, for the entered data. This should resolve some of the wrapping problems from earlier versions. The delivery and billing address blocks have also been extended to allow printing of all six address lines. Printing of the attachments has been modified to generate a pdf file. This should result in more consistent printing of the forms.

Fix to prevent duplicate actions on the same document

There was a problem in the system which caused some actions (e.g., approve, release payment) to occur twice if the user clicked on the button twice or if the user used the back button and then clicked the button again. This has been fixed and appropriate error messages will be displayed if this happens.

Fix to 'Maintain User' form

There was a problem with the tabbing sequence in the Delivery City field. This has been fixed.

Enhancement to DCS payment processing

DCS payment processing has been enhanced to allow multiple payments against a single document. The system will also allow entry of GL accounts and revenue subcodes on requisitions that are transferred to DCS payments or AFPs. DCS payment processing is allowed on a requisition-to-DCS, PO payments and AFPs.

Enhancement to 'Compose Email' to send copy to self

The Compose Email feature now includes a checkbox to send a copy of the email to yourself. The default will be a checked box prompting a copy to self. However, if you do not want a copy to be sent to yourself, simply uncheck the checkbox.

Fix population and printing of vendor address comment lines

When FMIS vendor records were retrieved using the vendor code field on the payment page, commented address lines (!) were brought in with a different character which caused them to be printed on subsequent documents. This has been corrected.