

## **Summary of Enhancements**

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  - Reject use of payroll subcodes on all documents (certain exceptions for AFPs)

## **Detailed Descriptions of Enhancements**

### **Enhanced document queries**

The various document queries have been enhanced to include additional search criteria. The Work with existing listings have fields for the FO, account, subcode and amount. The FO code, account and subcode will filter based on exact matches. The amount field will filter using the amount entered as the lower limit and the system will select any document that has a document total equal to or greater than the amount entered.

The **List purchase order** option has been renamed to **List documents**. This feature has been enhanced to include IDOs and AFPs. It also includes the additional search criteria specified above. As a reminder, this feature will only select *approved* documents.

### **Order buttons more consistently on the various document pages**

The function buttons at the bottom of the pages were not consistently placed on the various document pages. At times this created a problem since the *Delete* button was next to the *Approve* and occasionally the wrong button was clicked. The pages have been modified to follow the requisition sequence: Edit, Print, Submit, Approve, Deny, Delete. For certain documents there are additional buttons. These were positioned to follow the normal sequence of functions.

### **Enhance document access to restrict Fiscal role to only those documents that have accounts they can access**

In prior releases, the Fiscal role had access to documents which had accounts for any FO code that they had access to, even if their access was restricted to only certain accounts within the FO code. More fiscal staff users are given partial access to accounts belonging to another FO which has created an access problem in ePurchasing. The system has been modified to validate accounts for Fiscal role users in the same way that other roles are authorized. The Fiscal role users will only have access to documents which contain accounts that they in fact have access to as specified in their FMIS security.

The additional authorization increases the processing time for Fiscal role users so the initial document lists (from the Work with existing options) have been reduced to 50 documents. The original number of documents was 200.

### **Modification to vendor code search**

The vendor code search filter was being used improperly which caused some system problems. Since this filter is valuable to those users who know the vendor code, the filter has not been removed but the system will now require 10 of the 11 characters of the vendor code. This filter can still be used to list a vendor family (i.e., different addresses for the specified vendor) or to locate a specific vendor record. An appropriate error message will be shown if less than 10 characters are entered.

### **Suppress printing of '\*' in vendor name**

FMIS uses the '\*' notation to facilitate searching for vendors by the last name. ePurchasing was not suppressing the '\*' on the printed documents. The '\*' is now replaced with a space on all the printed documents.

**IDO Change order processing**

Change order processing is now available for Interdepartmental Orders. Both material changes as well as encumbrance adjustments can be recorded on an IDO change order. In accordance with the purchase order change process, an IDO change order would be accessed from the **Process Change Order** menu option. Upon entry of an IDO document number (XRnnnnn) the system will return a record for the **New IDO CF**. Selecting this link will initiate the IDO CF process. Another way to initiate the process is by clicking on the *Create New IDO CF* button from the approved IDO. Processing steps and document status are similar to the POCF process. Appropriate draft and non-negotiable versions can be printed as well as final versions.

The *Delete Remaining Encumbrance* feature currently on the IDO form has been moved to the IDO Change Order form, similar to the layout of the POCF fillable form. When this function is performed, the system will automatically generate an IDO CF indicating 'Remaining Encumbrances Deleted'.

**Navigational links to return to requisition listing**

Navigational links to return to the list of requisitions have been added to the various document pages. On the purchase order, interdepartmental order, authorization for payment and change order pages, there is a **Search for other requisition** link which will return to the requisition list that is initially displayed when the **Work with existing purchase requisitions** menu option is selected. This link was added to facilitate processing when multiple requisitions are being processed during the same session.

**Vendor code field on order form pages**

A field for the vendor code has been added to the order pages (i.e., requisition, purchase order, interdepartmental order and authorization for payment). Entering a vendor code in this field and clicking the *Select Vendor* button will retrieve the vendor data from FMIS. This feature has been available on the payment pages. This feature allows users who are familiar with vendor codes the option of entering the vendor code directly on the document without having to initiate a vendor search. Once the vendor data is retrieved into the document, it can be customized as appropriate. With the exception of Departmental Checking System requisitions, vendor codes are not required on ordering documents.

**Additional signature line on Sole Source Form (Form 65)**

Effective January, 2005, an additional signature line for the President of the University was added to OPRPM Form 65 Request for Sole Source. The version in ePurchasing was modified to also print this line on the hard copy version.

**Disable price list threshold override**

In earlier versions, price list purchases were exempt from the \$25,000 purchasing authority threshold and purchases equal to or exceeding \$25,000 did not require OPRPM approval. Since the University now participates in a limited number of price lists, this edit has been removed. The pricelist checkbox is still available on the form but it is for informational purposes only and does not determine any processing logic. Price list purchases will now follow the normal purchasing authority thresholds.

**New error message for POCF amounts < liquidated amount**

The amount on the change order should be the adjusted gross amount of the order. There are instances where users will include liquidations and enter the net amount of the order. This amount is not valid since the system reduces the amount entered by any liquidations and entering the net amount could result in a negative encumbrance. In earlier versions the system would return an error message indicating that the 'encumbrance rejected', but no reason was provided. With this enhancement, the system will indicate that the 'POCF amount for the account must be greater than or equal to the amount liquidated'. The system will also provide the account and amount liquidated.

#### **Restrict access to delete remaining encumbrance on OPRPM authorized POs**

Currently the **Delete Remaining Encumbrance** feature to remove any outstanding encumbrance balance in FMIS can be performed by fiscal staff on all purchase orders. However, for purchase orders that require OPRPM approval, deletion of remaining encumbrances should likewise be reviewed and approved by OPRPM staff. Accordingly, the system has been modified to limit the use of the 'Delete Remaining Encumbrance' feature by fiscal staff to only those PO's within fiscal officer authority. To request that remaining encumbrances be deleted on purchase orders approved by OPRPM, fiscal staff should submit a draft POCF to OPRPM for further processing.

#### **Attachment data conversion**

The method used to maintain the attachment data has been changed to facilitate table maintenance. This does not affect the online processing of attachments. However, during this conversion some of the attachment forms have been enhanced to limit the amount of data entered to only what will fit on the printed form.

#### **AFP change order processing**

Change order processing is now available for Authorization for Payments. The process is similar to the purchase order change process. From the **Process Change Order** menu option, an AFP document number (Annnnnn) can be entered. The system will return a record for the **New AFP CF**. Selecting this link will initiate the AFP CF process. Another way to initiate the process is by clicking on the *Create New AFP CF* button from the approved AFP. Material changes to the order as well as encumbrance adjustments can be processed. The steps and statuses are the same as the POCF process. Like the original AFP, only one printed version exists for documents both in draft (not yet approved) or final (approved).

The *Delete Remaining Encumbrance* function has been moved from the AFP page to within the change order processing similar to how it works for the POCF. When this function is performed, the system will automatically generate an AFP CF indicating that the 'Remaining Encumbrances Deleted'.

#### **Encumbering of credit memos**

There are instances where a credit memo is received for returned goods while the purchase is still outstanding. In these situations, the funds credited should be re-encumbered for future invoicing. There is a 'Enc CM' checkbox on the process payment page which is activated if the 'Credit Memo' box is selected. If the 'Enc CM' box is checked, the system will feed both the credit memo and an associated encumbrance to FMIS for processing. The account and amount indicated on the credit memo will be re-encumbered. For situations where the credit memo is being applied to a different

purchase, the 'Enc CM' checkbox can be left unchecked. In this case only the credit memo will be processed.

### **Modifications to printed AFP**

Two modifications to the printed Authorization for Payment document have been added to facilitate processing. The first is an optional receiving certification statement. On the AFP form, there is a new 'Print Receiving Certification' checkbox and a field to enter the Certifier's Name. If the checkbox is checked, the system will print 'As contractually authorized, all materials, supplies, and incidentals have been received in good order and condition' along with a signature line for the Certifier. If a name is entered in the Certifier Name field on the form, this name will print as the signature. If no name is entered, the hard copy form can be signed by the certifier. The receiving certification is printed at the bottom in the section for the Comments. If the 'Print Receiving Certification' checkbox is not selected (default) the Comments will print and no certification statement or signature line will be printed even if something is entered in the Certifier Name field. The certification statement is printed on the Disbursing and Requisitioner copies. The Comments are printed on the FO copy even if the certification is selected.

The second modification is the addition of a Requisitioner copy. The Requisitioner copy is exactly like the Disbursing copy except that it has a Requisitioner Copy watermark across the items section. This copy is the third page in the pdf. For those departments that do not want the additional copy, only pages 1-2 should be selected when the Adobe print dialog is displayed.

### **Display of the EFT flag on payment pages**

Some of the vendors are paid through Electronic Funds Transfer (EFT). This method allows for the payment to be transferred electronically to the vendor's bank account instead of a physical check being sent. The payment is made quicker without any manual intervention. To facilitate payment processing and questions regarding payment status, the EFT flag has been added to the various payment pages.

On the vendor search listing, there is a new column to indicate if the vendor is paid via EFT. The column will indicate a 'Y' if the vendor is paid via EFT or a blank if the vendor is paid by a check. On the process payment pages, a new field has been added next to the withholding indicator. The field will indicate either a 'Y' or 'N'. On the release payment pages, a new field has been added next to the withholding indicator. The field will indicate either a 'Y' or a 'N'. As with the other vendor information, the information on the release payment page displays the vendor details from the vendor on the first payment in the listing.

### **Reject use of payroll subcodes on all documents**

Payroll subcodes should not be allowed on payments and should only be used in the payroll subsystem. These subcodes (2001-2899) were allowed on requisitions and authorization for payment documents. Upon review, only three subcodes should be allowed on these documents: 2071 Regular Employee – Payment of Vacation Credit, 2087 RCUH – Wages, and 2097 RCUH – Fringe Benefits. The system will reject the use of any of the other payroll subcodes.