

POCF Enhancements

- Includes 'Authorize' button for electronic approval by PI or Approving Authority; emulates 'Approve' button on requisition for use by PI.
- Added signature line on printed POCF for Approving Authority signature; if approved electronically, the signature is printed above the line.
- Changed font style for better text wrap formatting
- Currently available in Production



Interdepartmental Order Feature

(coming soon to a system near you)

- To be used for issuing interdepartmental orders to UH providers, e.g., to Bookstore, Chem Stockroom, etc.
- End-user completes requisition; fiscal staff transfers to IDO
- Upon approval of IDO, encumbrance is posted in FMIS
- Fiscal staff prints IDO, signs and issues to provider for order fulfillment
- Printed IDO document formatted like REQ and PO; primary difference is the document label
- System will print three copies: UH Provider, FO and Requisitioner. All copies display accounting data.

- Replaces Bookstore PO for Bookstore purchases and should be issued to other participating UH providers; list of participants will be released upon confirmation by providing departments.
- Upon full or partial completion of the order, UH Provider will use on-line JV recharge system to liquidate encumbrance(s).
- Any remaining encumbrances may be deleted by using 'Delete remaining encumbrance' button.



Account Authorization Feature

(coming soon to a system near you)

- Permits posting of PO encumbrances to accounts belonging to separate fiscal jurisdictions
- 'Secondary' FO enters password on Screen 6, then creates REQ on-line. Enters account distribution in 'Comments' section of REQ. Prints REQ, signs and obtains signature of Approving Authority; forwards signed REQ to 'Primary' FO. Notifies Primary FO of password to use on ePurchasing document.
- Primary FO transfers REQ to PO. Enters password in 'Auth #' field in account section. Proceeds with final steps in PO processing.
- Password must be kept on Screen 6 until completion of final payment.