



# Team Georgia Marketplace™



**Financials 9.2 Upgrade**

# Supplier Contracts

# Financials 9.2 Upgrade



## Agenda

- **Navigation**
- **Procurement WorkCenter**
- **Contract Style**
- **Contract Header Changes**
- **Contract Change Tracking**
- **Supplier Contract Workbench**
- **Questions**

Log on with your current user id/password combination



## *Financial Systems*

*TeamWorks FSCM*

FS92UAT

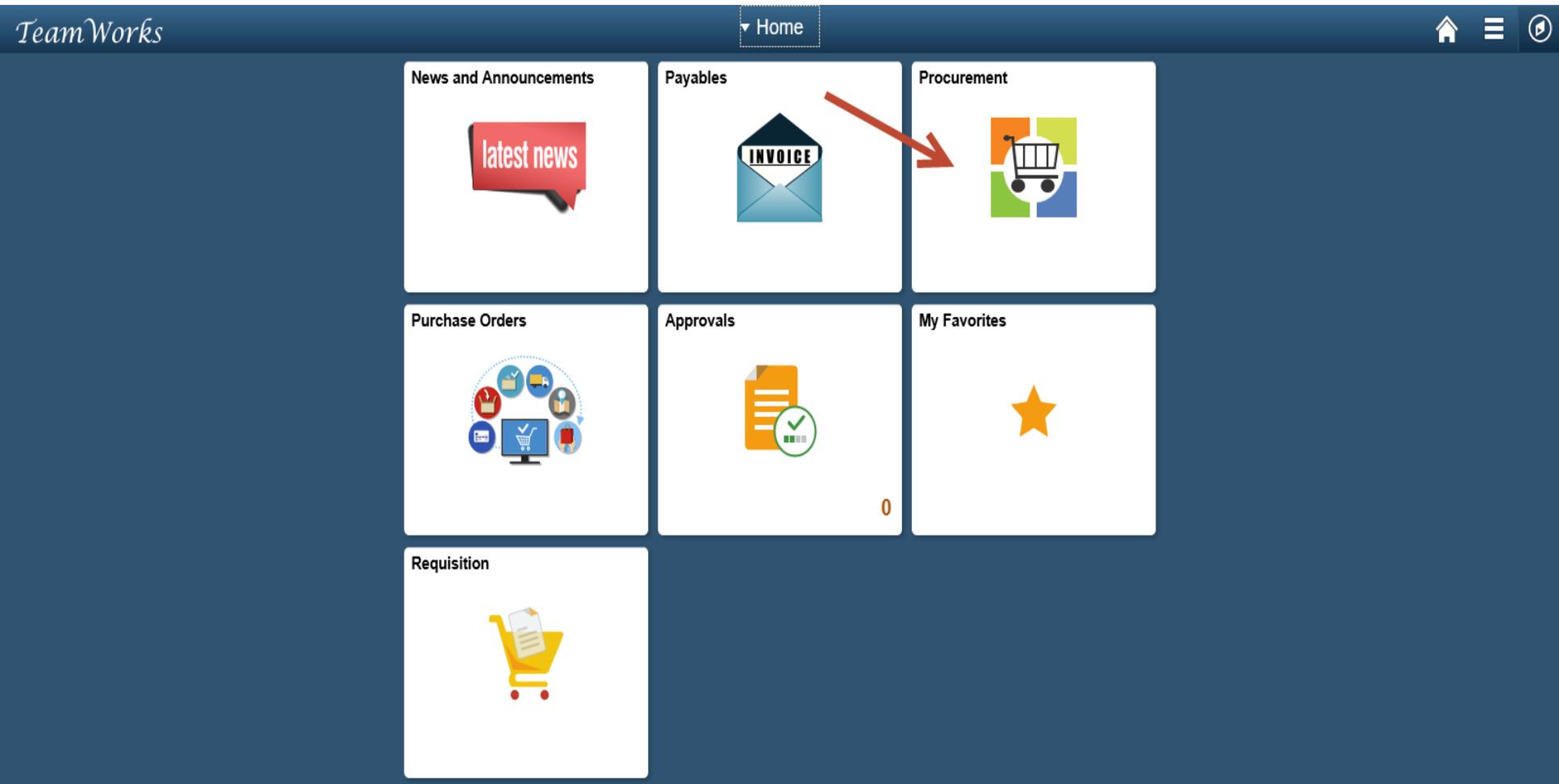
User ID

Password

Sign In

# Homepage

Click on the Procurement tile

A screenshot of the TeamWorks homepage dashboard. The interface has a dark blue header with the "TeamWorks" logo on the left, a "Home" dropdown menu in the center, and navigation icons (home, menu, help) on the right. The main content area consists of several white tiles on a dark blue background. The tiles are: "News and Announcements" with a red speech bubble icon labeled "latest news"; "Payables" with a blue envelope icon labeled "INVOICE"; "Procurement" with a shopping cart icon; "Purchase Orders" with a circular cluster of icons including a shopping cart, a document, and a person; "Approvals" with a document icon and a green checkmark, and a "0" at the bottom right; "My Favorites" with a yellow star icon; and "Requisition" with a yellow shopping cart icon containing a document. A red arrow points from the "Payables" tile to the "Procurement" tile.

Home

News and Announcements

A red speech bubble icon with the text "latest news" inside.

Payables

A blue envelope icon with a white label that says "INVOICE".

Procurement

A shopping cart icon with a green and blue background.

Purchase Orders

A circular cluster of icons including a shopping cart, a document, and a person.

Approvals

A document icon with a green checkmark.

My Favorites

A yellow star icon.

Requisition

A yellow shopping cart icon containing a document.



# The Procurement WorkCenter

Home Procurement WorkCenter

Procurement WorkCenter

News and Announcements

**Financials 9.2 Upgrade Introductory Videos**

1. [Homepage](#) (1:35)
2. [WorkCenters](#) (2:06)
3. [Mobile Approvals](#) (1:23)

For additional information visit the 9.2 Upgrade page at <https://sao.georgia.gov/financials-92-upgrade>

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**Welcome to Financials 9.2 Upgrade Training Database**

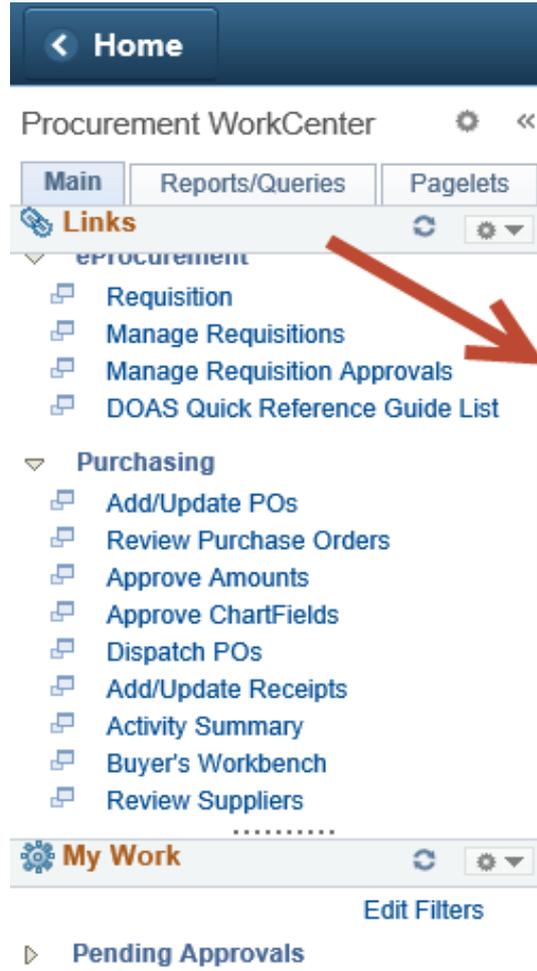
**Please Take a Note of The Following:**

- 1) The UAT environment is a test environment: Performance may not be the same as Production.
- 2) Batch processes will run daily at 4 pm starting on Monday, June 18<sup>th</sup>.
- 3) The data in UAT is a copy of Production from March 29<sup>th</sup>, 2018. Anything added to Production since March 29<sup>th</sup> will **NOT** be in the UAT environment.
- 4) The current open period for the UAT environment is Period 12 & 1 (June & July 2018).
- 5) Please copy and paste the Luminist Test URL to your web browser: <https://ebill-t.ga.gov/luminist/luminist.html>. Please allow for 30 minutes to see your report.
- 6) For any issues, please send an email to [FS92Upgrade@sao.ga.gov](mailto:FS92Upgrade@sao.ga.gov) The team will

Department of Administrative Services  
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# Procurement WorkCenter

- Procurement WorkCenter menu is based on your security profile.
- You will see the options that are set up for your profile.
- To scroll through the options, put your cursor on the gray scroll bar.



Home

Procurement WorkCenter

Main Reports/Queries Pagelets

Links

eProcurement

- Requisition
- Manage Requisitions
- Manage Requisition Approvals
- DOAS Quick Reference Guide List

Purchasing

- Add/Update POs
- Review Purchase Orders
- Approve Amounts
- Approve ChartFields
- Dispatch POs
- Add/Update Receipts
- Activity Summary
- Buyer's Workbench
- Review Suppliers

My Work

Edit Filters

Pending Approvals

## News and Announcements

1. [Homepage](#) (1:35)
  2. [WorkCenters](#) (2:06)
  3. [Mobile Approvals](#) (1:23)
- For additional information visit the [9.2 Upgrade](#)

## Welcome to Financials

### Please Take a Note of The Following:

- 1) The UAT environment is a test environment. Do not use for Production.
- 2) Batch processes will run daily at 11:00 PM.
- 3) The data in UAT is a copy of Production since March 29<sup>th</sup> will be used for testing.
- 4) The current open period for the 2018 (2017) .
- 5) Please copy and paste the Lumi browser: <https://ebill-t.ga.gov/> to see your report.
- 6) For any issues, please send an email to support@ga.gov to resolve your issues as soon as possible.
- 7) The URL will be different than the current URL link on the Go-Live day.
- 8) Please remember to note down the URL for the Go-Live day.

# Procurement WorkCenter

- To go into Supplier Contracts, click on Contract Entry on the Supplier Contracts menu



The screenshot shows the Procurement WorkCenter interface. At the top, there is a navigation bar with a 'Home' button and the text 'Procurement WorkCenter'. Below this, there are tabs for 'Main', 'Reports/Queries', and 'Pagelets'. A 'Links' section is visible, containing a 'Sourcing workbench' link. The main navigation menu is expanded, showing several categories: 'Suppliers' (with 'Review Suppliers'), 'Sourcing' (with 'Event Details', 'Event Workbench', 'Analyze Events', 'Notice of Intent to Award', and 'Award Events'), and 'Supplier Contracts' (with 'Contract Entry', 'Document Management', 'Update Agreement Statuses', and 'Supplier Contract Workbench'). The 'Supplier Contracts' category and its 'Contract Entry' sub-item are highlighted in yellow.

## News and Announcements

1. [Homepage](#) (1:35)
2. [WorkCenters](#) (2:06)
3. [Mobile Approvals](#) (1:23)

For additional information visit the [9.2 Upgrade page at upgrade](#)

### Welcome to Financials 9.2 Upgrade

#### Please Take a Note of The Following:

- 1) The UAT environment is a test environment. Production.
- 2) Batch processes will run daily at 4 pm starting
- 3) The data in UAT is a copy of Production from Production since March 29<sup>th</sup> will **NOT** be in the
- 4) The current open period for the UAT environment (2018).



# New Field – Contract Style

- Group similar contracts together
- Mandatory field
- Field values
  - Agency – Goods
  - Agency – Services
  - General Contract
  - SWC – Goods
  - SWC - Services

# New Field – Contract Style

- Select a Style ID when creating a contract manually
- Click on the magnifying glass for options

< Home

>>

### Contract Entry

[Find an Existing Value](#) [Add a New Value](#)

---

SetID STATE

Contract ID

Style ID  

Contract Process Option

[Find an Existing Value](#) | [Add a New Value](#)





# New Field – Contract Style

>>

## Contract Entry Contract

SetID STATE [Copy From Contract](#)

Contract ID 48400-225-DOT0000930-0001

\*Status

Administrator/Buyer

**Contract Version**

Version	1	Status	Current
---------	---	--------	---------

Approval Due Date

[Add a Document](#)

### ▼ Header ?

\*Contract Style

Buyer

Process Option

\*Supplier  [Supplier Search](#)

\*Supplier ID

\*Begin Date

Expire Date

Renewal Date

Currency

Primary Contact  [Contact](#)  
Name: \_\_\_\_\_

- [Add Comments](#)
- [Contract Activities](#)
- [Primary Contact Info](#)
- [Contract Header Agreement](#)
- [Contract Releases](#)
- [Activity Log](#)
- [Document Status](#)
- [Thresholds & Notifications](#)

**Amount Summary ?**

Maximum Amount	<input type="text" value="0.00"/>	USD
Line Item Released Amount	<input type="text" value="0.00"/>	



# Payment Terms ID - Moved

## ▼ Order Contract Options ?

<input type="checkbox"/> Allow Multicurrency PO	<input type="checkbox"/> Allow Open Item Reference	<input type="checkbox"/> Must Use Contract Rate Date	Rate Date 09/30/2018
<input type="checkbox"/> Corporate Contract	<input type="checkbox"/> Adjust Supplier Pricing First	<input type="checkbox"/> Auto Default	Group <input type="text"/>
<input type="checkbox"/> Lock Chartfields	<input type="checkbox"/> Price Can Be Changed on Order	<input checked="" type="checkbox"/> Initial Period	Renewals
<a href="#">PO Defaults</a>	<a href="#">Add Open Item Price Adjustments</a>	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Multi-Agreement Type <input type="text"/>
<a href="#">Price Adjustment Template</a>			

## ▼ Voucher Contract Options ?

Invoice Number <input type="text"/>	Gross Amount <input type="text"/> 0.00 USD
AP Business Unit <input type="text"/>	Freight Amount <input type="text"/> 0.00
Accounting Template <input type="text"/>	Sales Tax Amount <input type="text"/> 0.00
<b>*Payment Terms ID <input type="text"/></b>	VAT Amount <input type="text"/> 0.00
Basis Date Type <input type="text"/>	Misc Charge Amount <input type="text"/> 0.00
	<a href="#">Miscellaneous Charges</a> <a href="#">Retention</a>





# Contract Change Tracking – NEW!

- Ability to track changes made to selected fields
- Reason Code selection required
- Comments required
- Reporting available
  - What field was changed
  - Date field was changed
  - Original/New value of changed field
  - ID of user who changed field
  - Reason Code selected
  - Comments
- Currently tracking: Admin/Buyer, Begin Date, Expire Date, Maximum Amount



# Contract Change Tracking – NEW!

When a field being tracked is changed and the contract is saved, the user is prompted to select a reason code.

## Original Value

Contract Entry

Contract

SetID STATE Contract Ve

Contract ID 48400-410-0000033618-0225

\*Status

Administrator/Buyer

## New Value

Contract Entry

Contract

SetID STATE Contract \

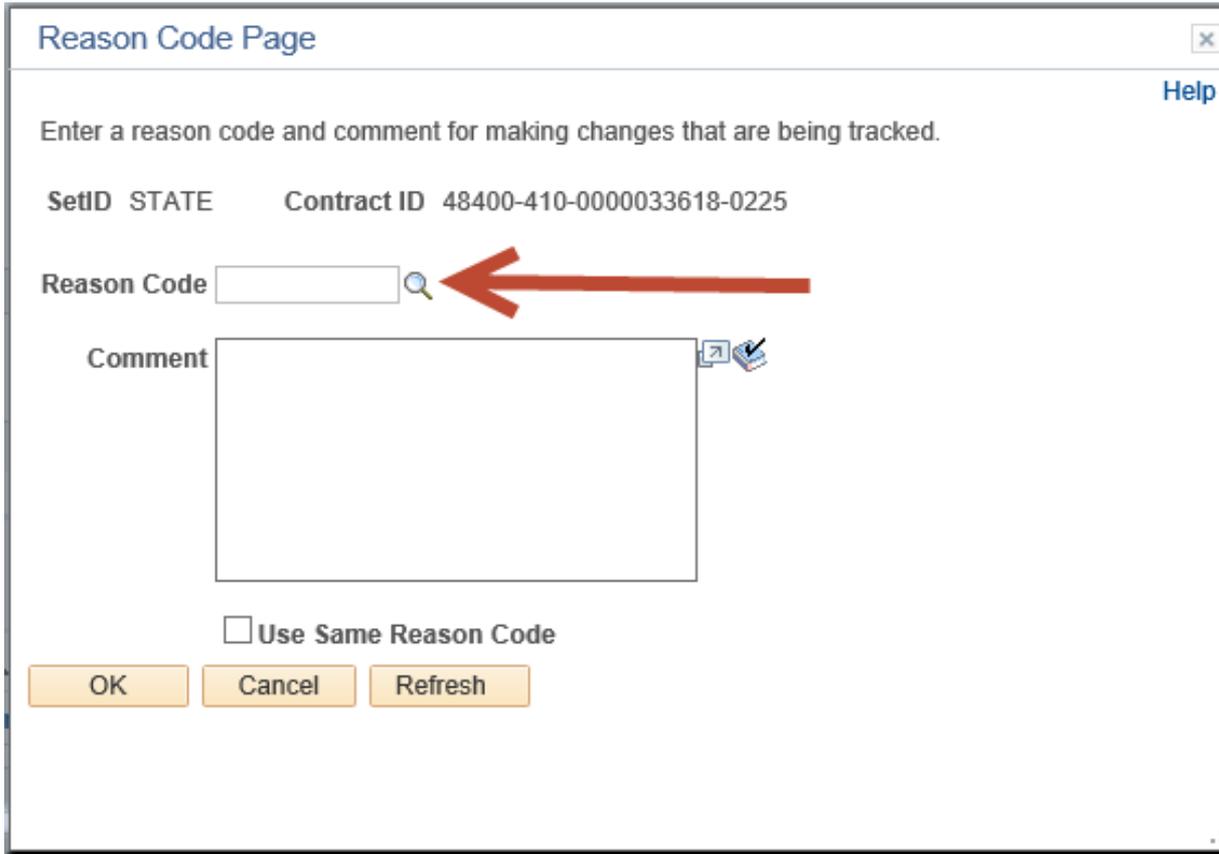
Contract ID 48400-410-0000033618-0225

\*Status

Administrator/Buyer

# Contract Change Tracking – NEW!

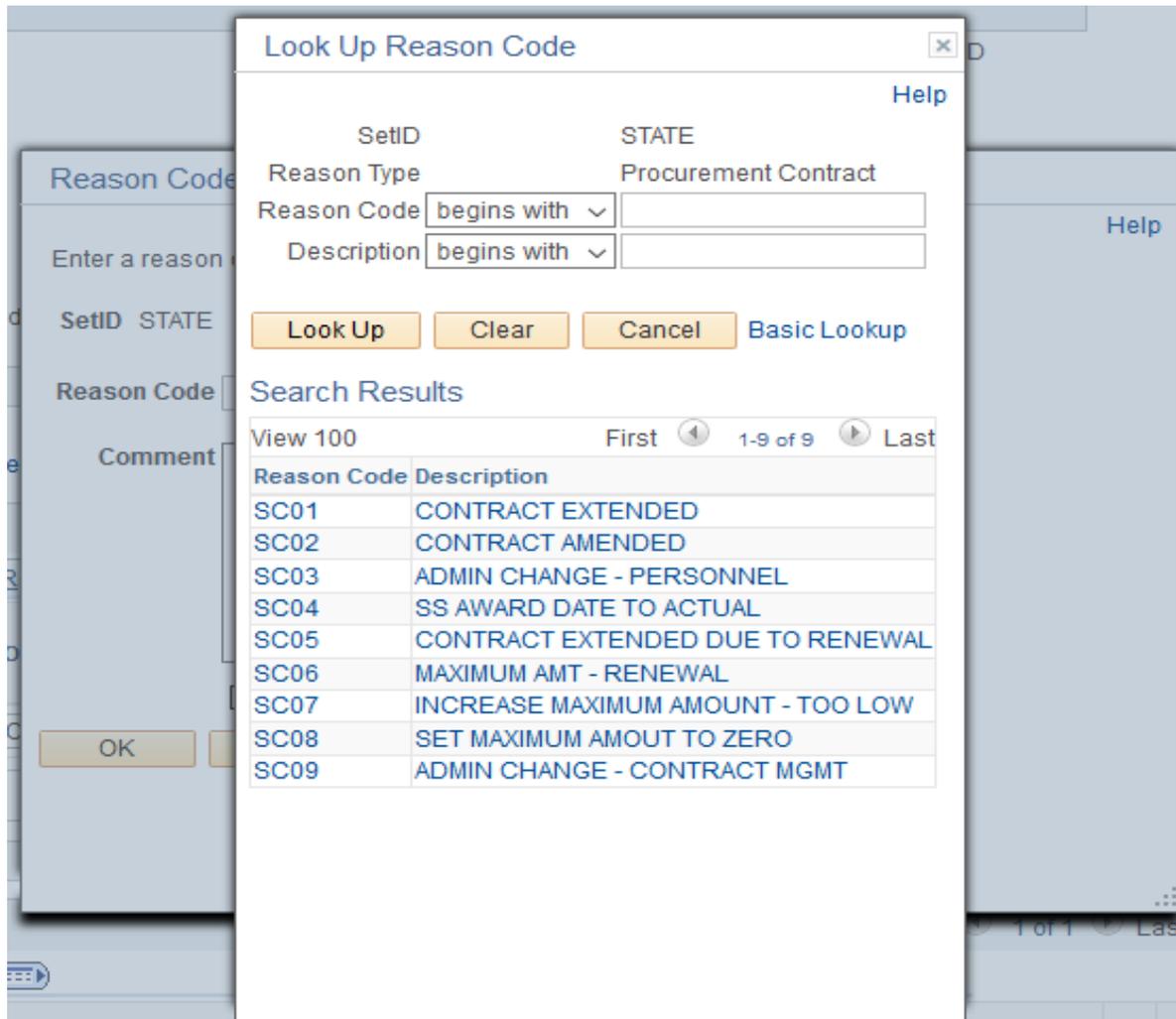
When the user clicks Save, the system prompts for a reason code for the change. Click on the magnifying glass to select a reason.



The screenshot shows a dialog box titled "Reason Code Page" with a close button (X) in the top right corner. Below the title bar, there is a "Help" link. The main text reads: "Enter a reason code and comment for making changes that are being tracked." Below this, the "SetID STATE" and "Contract ID 48400-410-0000033618-0225" are displayed. The "Reason Code" field is a text input box with a magnifying glass icon to its right, which is highlighted by a red arrow. Below the "Reason Code" field is a "Comment" text area with a small icon to its right. At the bottom, there is a checkbox labeled "Use Same Reason Code" and three buttons: "OK", "Cancel", and "Refresh".

# Contract Change Tracking – NEW!

Select the reason appropriate for the change



Look Up Reason Code

Help

SetID STATE  
Reason Type Procurement Contract

Reason Code begins with  
Description begins with

Look Up Clear Cancel Basic Lookup

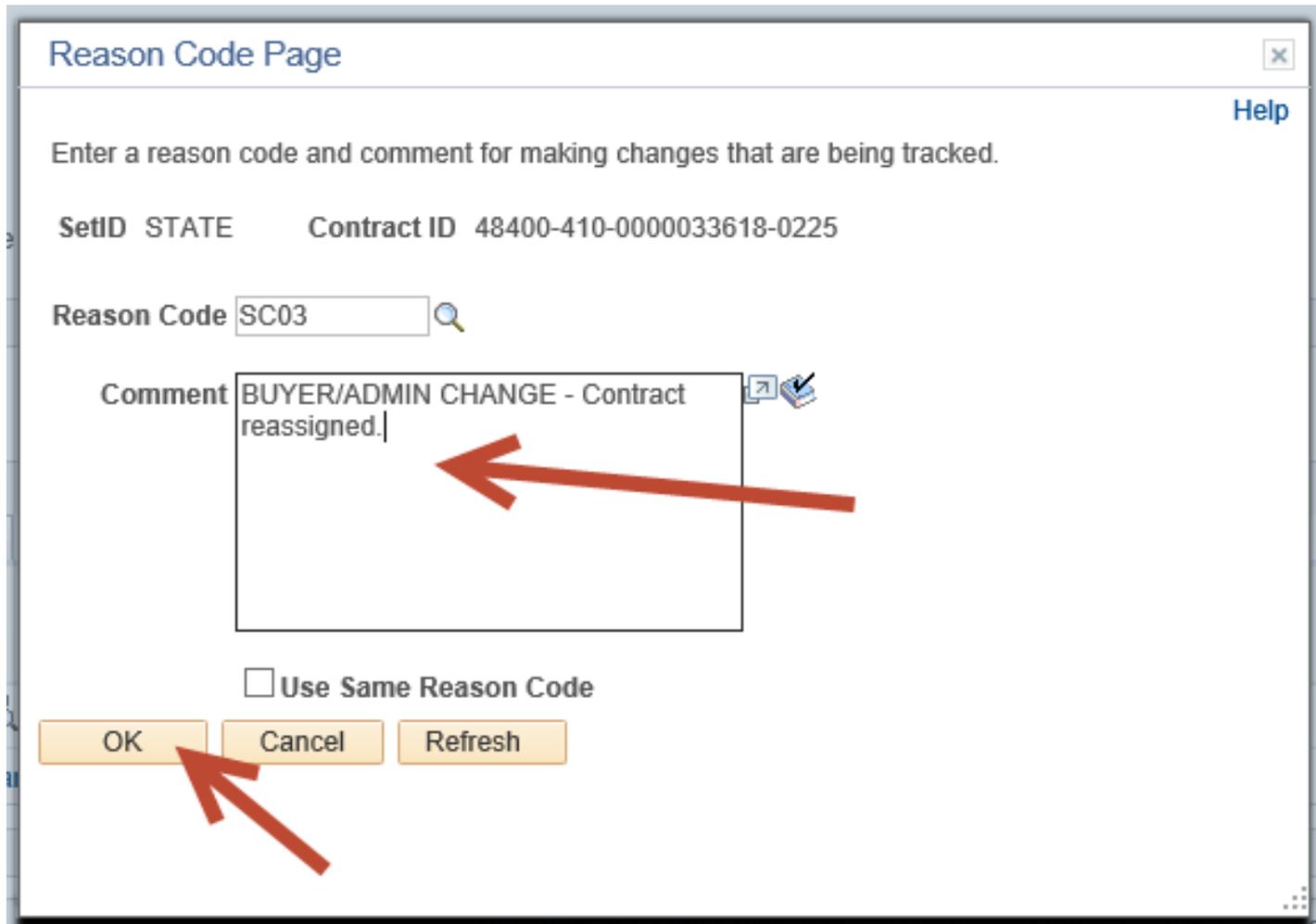
Search Results

View 100 First 1-9 of 9 Last

Reason Code	Description
SC01	CONTRACT EXTENDED
SC02	CONTRACT AMENDED
SC03	ADMIN CHANGE - PERSONNEL
SC04	SS AWARD DATE TO ACTUAL
SC05	CONTRACT EXTENDED DUE TO RENEWAL
SC06	MAXIMUM AMT - RENEWAL
SC07	INCREASE MAXIMUM AMOUNT - TOO LOW
SC08	SET MAXIMUM AMOUT TO ZERO
SC09	ADMIN CHANGE - CONTRACT MGMT

# Contract Change Tracking – NEW!

Enter additional comment, if needed. Click OK.

A screenshot of a web-based dialog box titled "Reason Code Page". The dialog box has a title bar with a close button (X) and a "Help" link. The main content area contains the following elements:

- Instructional text: "Enter a reason code and comment for making changes that are being tracked."
- Metadata: "SetID STATE Contract ID 48400-410-0000033618-0225"
- Form fields: A "Reason Code" input field containing "SC03" with a search icon to its right. Below it is a "Comment" text area containing the text "BUYER/ADMIN CHANGE - Contract reassigned." with a red arrow pointing to it from the right. There are also icons for a new document and a checkmark next to the comment field.
- Checkbox: An unchecked checkbox labeled "Use Same Reason Code".
- Buttons: Three buttons at the bottom: "OK", "Cancel", and "Refresh". A red arrow points to the "OK" button from the bottom left.



# Contract Change Tracking – NEW!

When changes are made and the contract is saved, two new links are available on the Contract Header - View Changes and Current Change Reason.

Before changes are saved

▼ Header ?

*Contract Style	<input type="text" value="GENERAL_CNTRCT"/>	<input type="button" value="🔍"/>	Buyer	<input type="text" value="TASWINK"/>	<input type="button" value="🔍"/>
Process Option	General Contract		<a href="#">Edit Comments</a>	<a href="#">Activity Log</a>	
*Supplier	<input type="text" value="MOESGRASS-00"/>	<input type="button" value="🔍"/> <a href="#">Supplier Search</a>	<a href="#">Contract Activities</a>	<a href="#">Document Status</a>	
*Supplier ID	<input type="text" value="0000406050"/>	<input type="button" value="🔍"/> <u>MOSES GRASS COMPANY</u>	<a href="#">Primary Contact Info</a>	<a href="#">Thresholds &amp; Notifications</a>	
*Begin Date	<input type="text" value="03/31/2018"/>	<input type="button" value="📅"/>	<a href="#">Contract Header Agreement</a>	<div style="background-color: yellow; width: 100%; height: 100%;"></div>	
Expire Date	<input type="text" value="03/27/2023"/>	<input type="button" value="📅"/>	<a href="#">Contract Releases</a>		

After changes are saved

▼ Header ?

*Contract Style	<input type="text" value="GENERAL_CNTRCT"/>	<input type="button" value="🔍"/>	Buyer	<input type="text" value="TASWINK"/>	<input type="button" value="🔍"/>
Process Option	General Contract		<a href="#">Edit Comments</a>	<a href="#">Activity Log</a>	
*Supplier	<input type="text" value="MOESGRASS-00"/>	<input type="button" value="🔍"/> <a href="#">Supplier Search</a>	<a href="#">Contract Activities</a>	<a href="#">Document Status</a>	
*Supplier ID	<input type="text" value="0000406050"/>	<input type="button" value="🔍"/> <u>MOSES GRASS COMPANY</u>	<a href="#">Primary Contact Info</a>	<a href="#">Thresholds &amp; Notifications</a>	
*Begin Date	<input type="text" value="03/31/2018"/>	<input type="button" value="📅"/>	<a href="#">Contract Header Agreement</a>	<div style="background-color: yellow; width: 100%; height: 100%;"><a href="#">View Changes</a> <a href="#">Current Change Reason</a></div>	
Expire Date	<input type="text" value="03/27/2023"/>	<input type="button" value="📅"/>	<a href="#">Contract Releases</a>		



# Contract Change Tracking – NEW!

View Changes link – provides a list of all changes made to the fields being tracked. Check Contract Header and click Search.

[Contract Header](#) | [Contract Line](#) | [Contract Category](#) | [Header Agreement](#) | [Line Agreement](#) | [Category Agreement](#)

SetID STATE

Contract ID 48400-410-0000033618-0225

Check the records you wish to view, and optionally, select a field on that record.

- Contract Header**
- PO Defaults
- Price Adjustments
- Thresholds and Notifications
- Related Contracts
- Supplier Locations

Changed Field

Changed Field

Changed Field

Changed Field

Changed Field

Changed Field

▼ **Search and Filter Criteria**

Enter any additional search or filter information you have. Leave fields blank for all the results. Then hit search to view the results.

Modified By

Reason Code

From Date

Version From

To Date

Version To



[Search](#) | [Clear](#) | [Expand All](#) | [Collapse All](#)



# Contract Change Tracking – NEW!

A list of all changes made to the fields being tracked is displayed. A sequence of 0 is the original value. A sequence of 1 indicates the first change. The ID that changed the value, the date and time it was changed, and the reason code selected is displayed.

Contract Header								Personalize	Find	View All	Print	Calendar	First	1-7 of 7	Last	
Version	Sequence	Change Type	Description	Value	Modified By	Last Changed	Reason									
1	1	Change	Buyer	TASWINK	TASWINK	09/30/18 1:45:51PM	SC03									
1	1	Change	Change Order Source	ONL	TASWINK	09/30/18 1:45:51PM	SC03									
1	0	Original	Maximum Amount		TASWINK	09/30/18 1:29:45PM	SC03									
1	0	Original	Buyer	E01078700	TASWINK	09/30/18 1:29:45PM	SC03									
1	0	Original	Change Order Source	ONL	TASWINK	09/30/18 1:29:45PM	SC03									
1	0	Original	Contract Beginning Date	03/31/2018	TASWINK	09/30/18 1:29:45PM	SC03									
1	0	Original	Expire Date	03/27/2023	TASWINK	09/30/18 1:29:45PM	SC03									



# Contract Change Tracking – NEW!

Current Change Reason link – displays the last Reason Code selected

A screenshot of a web application dialog box titled "Reason Code Page". The dialog has a close button (X) in the top right corner and a "Help" link. The main text reads: "Enter a reason code and comment for making changes that are being tracked." Below this, the "SetID STATE" and "Contract ID 48400-410-0000033618-0225" are displayed. There is a "Reason Code" input field containing "SC03". Below that is a "Comment" text area containing "BUYER/ADMIN CHANGE - Contract reassigned." At the bottom, there is a checkbox labeled "Use Same Reason Code" which is currently unchecked. Three buttons are at the bottom: "OK", "Cancel", and "Refresh".



# Supplier Contract Workbench – NEW!

The Supplier Contract Workbench provides a view of the entire lifecycle of a contract. Access it from the Supplier Contract menu on the Procurement WorkCenter.

The screenshot shows the Procurement WorkCenter interface. The top navigation bar includes a 'Home' button and the text 'Procurement WorkCenter'. Below this, there are tabs for 'Main', 'Reports/Queries', and 'Pagelets'. A 'Links' section is visible, containing a tree view of navigation options. The 'Supplier Contracts' category is expanded, and 'Supplier Contract Workbench' is highlighted in yellow. The main content area displays 'News and Announcements' with a list of links and a welcome message for the Financials 9.2 Upgrade Training Database.

Procurement WorkCenter

Home Procurement WorkCenter

Procurement WorkCenter

Main Reports/Queries Pagelets

Links

- Sourcing workbench
- Suppliers
  - Review Suppliers
- Sourcing
  - Event Details
  - Event Workbench
  - Analyze Events
  - Notice of Intent to Award
  - Award Events
- Supplier Contracts**
  - Contract Entry
  - Document Management
  - Update Agreement Statuses
  - Supplier Contract Workbench**

My Work Edit Filters

## News and Announcements

- [Homepage](#) (1:35)
- [WorkCenters](#) (2:06)
- [Mobile Approvals](#) (1:23)

For additional information visit the 9.2 Upgrade page at <https://sao.georgia.gov/financials-92-upgrade>

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### Welcome to Financials 9.2 Upgrade Training Database

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- Batch processes will run daily at 4 pm starting on Monday, June 18<sup>th</sup>.
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- The current open period for the UAT environment is Period 12 & 1 (June & July 2018).
- Please copy and paste the Luminist Test URL to your web browser: <https://ebill-t.ga.gov/luminist/luminist.html>. Please allow for 30 minutes to see your report.



# Supplier Contract Workbench – NEW!

A search can be performed using several attributes, the most common will be by Contract ID. In this example, enter the Contract ID and click Search.

Navigation: < Home | Procurement WorkCenter | Home | New Window | Help | Per

### Supplier Contract Workbench

Source Transaction: Procurement Contracts  
Contract Style: [dropdown]  
 Include Contracts without Documents  
\*SetID: STATE  
**Contract ID: 48400-410-0000033618-02**  
Worklist: [dropdown]

Use Saved Search: [input] [search]  
Supplier ID: [input] [search]  
Supplier Name: [input] [search]  
Buyer: [input] [search]  
Expire Date From: [input] [calendar]  
Expire Date To: [input] [calendar]

Document Attributes  
Additional Contract Attributes

Search | Save Search Criteria | Clear Search Criteria



# Supplier Contract Workbench – NEW!

Under the Search Results, click on the chevron next to the contract.

Search Results ?

Source Transaction	Transaction ID	Contract Style	Transaction Status	Supplier ID	Supplier Name	Begin Date	Expire Date	Document Status	Document Description
 Procurement Contracts	<a href="#">48400-410-0000033618-0225</a>	GENERAL_CNTRCT	Approved	0000406050	MOESGRASS-001	03/31/2018	03/27/2023	Pending Collaboration	<a href="#">Fencing Installation - MMSA</a>



# Supplier Contract Workbench – NEW!

The Contract Lifecycle will display. A gray link means there has been no activity for this contract under that process. A blue link means there has been activity for this process.

Source Transaction	Transaction ID	Contract Style	Transaction Status	Supplier ID	Supplier Name	Begin Date	Expire Date	Document Status	Document Description
Procurement Contracts	48400-410-0000033618-0225	GENERAL_CNTRCT	Approved	0000406050	MOSESGRASS-001	03/31/2018	03/27/2023	Pending Collaboration	Fencing Installation - MMSA

Worklist	Contract	Change History	Contract Events	Monitor Agreement	Document Management	Modification Summary	Collaboration	Document Approvals	Signatures	Amendment
Buyer TASWINK	Contract Version 1	Version Status Current	Process Option General Contract	Renewal Date	Approval Due Date	Comments Document Status Inquiry Master Contract Released Amounts Thresholds/Notifications	Document Version 1.00 Administrator E01078700 Department Sponsor Imported Document	View Executive Summary Document Version History Attachments/Related Documents Update Agreement Statuses Document Dates		



# Supplier Contract Workbench – NEW!

Clicking on the blue Contract link will open a new tab and take you to the Contract Header. This is the same as going through the Contract Entry menu option.

Contract Entry  
Contract

SetID	STATE	<b>Contract Version</b>	
Contract ID	48400-410-0000033618-0225	Version	1
*Status	<input type="text" value="Approved"/>	Status	Current
Administrator/Buyer	TASWINK	Approved Date	05/24/2018
	Timothy Swink 404/631-1367		

**Authored Document**

Authored Status	Pending Collaboration	Document Version	0.00	Amendment	0	<a href="#">Maintain Document</a>
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**Header** ?

Contract Style	GENERAL_CNTRCT	Buyer	TASWINK
Process Option	General Contract	<a href="#">Edit Comments</a>	<a href="#">Activity Log</a>
Supplier	MOSESGRASS-001	<a href="#">Contract Activities</a>	<a href="#">Document Status</a>
Supplier ID	0000406050	<a href="#">Primary Contact Info</a>	<a href="#">Thresholds &amp; Notifications</a>
	<u>MOSES GRASS COMPANY</u>	<a href="#">Contract Header Agreement</a>	<a href="#">View Changes</a>
Begin Date	03/31/2018	<a href="#">Contract Releases</a>	<a href="#">Current Change Reason</a>
Expire Date	03/27/2023		
Renewal Date			
Currency	USD CRRNT		
Primary Contact	Contact Name:		
Supplier Contract Ref			
Description	Fencing Installation - MMSA		
Master Contract ID			
Tax Exempt ID	STATE OF GEORGIA		
	<input checked="" type="checkbox"/> Tax Exempt		
Fiscal Year	<input type="text"/>		

**Amount Summary** ?

Maximum Amount	0.00	USD
Line Item Released Amount	0.00	
Category Released Amount	0.00	
Open Item Released Amount	0.00	
Total Released Amount	0.00	



# Supplier Contract Workbench – NEW!

Clicking on the blue Document Management link will open a new tab and take you to the Document Management page. This is the same as clicking Maintain Document on the Contract Header.

## Document Management

SetID STATE

Contract ID 48400-410-0000033618-0225

[Return to Document Search](#)

Supplier MOSES GRASS COMPANY

Contract Style GENERAL\_CNTRCT

Document Type DOT Maintenance Master Srv Agr

Description Fencing Installation - MMSA

Administrator Marianne Yancey 404/532-0070

Sponsor

Department

Version 0.00

Created On 05/24/18 7:41AM

[Document Details](#)

Status Pending Collaboration

Last Modified On 05/24/18 7:43AM



# Supplier Contract Workbench – NEW!

From the Workbench, you can also go to:

- Contract Change History
- Comments
- Released Amounts
- Thresholds/Notifications

Using these links is the same as using the links on the Contract Header. The Workbench links always open a new tab allowing the user to go back to the Workbench and use other links.



# Financials 9.2 Upgrade

## Questions?

**If you have questions, please be sure you have provided your first name, last name, agency name, and email address. This is to ensure DOAS can provide you with the answer you are seeing in a timely manner.**