

Team Georgia Marketplace™



Super User Update **eProcurement , Pcard, and Catalog**

August 11, 2010



Agenda

- Overview of Super User Role and Responsibilities
- Common Issues in Team Georgia Marketplace
- Updates and Problem Solving
 - eProcurement
 - Virtual Catalog
 - Requisition to Purchase Order
 - Pcard

Overview

- **One Year +**
 - Team Georgia Marketplace™ is celebrating the completion of one year of post pilot deployment waves which includes 12 agencies, approximately 3200 users, and nearly \$1.4 billion captured in addressable state spend. Great job everyone!
- **Super User Program**
 - Super Users were trained before other users, along with agency trainers, to learn module details and to have the time to prepare for Go Live as the first line of support. Their support has been referred to as Level 0.
 - DOAS would like to enhance the super user program to maximize its benefits to the agencies. Our goal is to assist your agency create and sustain a vibrant super user/Level 0 program that meets the needs of your users.



Benefits from Super User Program

Agency Super Users

- Provide rapid access for agency users to Super User expertise
- Assist users to avoid problems before they occur
- Monitor and communicate issues and solutions to all users
- Train new users on agency business processes



Roles and Responsibilities

- Provide support to agency users in his or her field of expertise.
- Answer agency user questions and solve problems when possible.
- Be the conduit between the agency and the Help Desk.
- Share solutions with agency users.



Attributes of Super Users

- Knowledge of Agency Business Processes
- Strong experience in the business processes they are going to support
- Ability to use Team Georgia Marketplace™
- Ability to help users with processes and problem solutions
- Interest in helping others to succeed
- Time available to coach other users



Support for Super Users

- Ad hoc classes in all modules
- Updates and webinars specific to Super Users
- Emails with communication on important information for their modules
- Monthly report on agency issues
- Please send other suggestions to Licia Duryea:
lduryea@sao.ga.gov



User Group Meetings

- Our User Group meets
 - the third Tuesday of the month
 - 2:00 – 4:00 PM
 - Room 1816A
- If you would like an invitation to the User Group, please contact Licia Duryea:
lduryea@sao.ga.gov

Your Presenter



Mo Moghazy

Title:
**ePRO and PCard Business
Analyst**

SPD
**Team Georgia
Marketplace**

Requisition Naming Convention

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: Administrative Services, Dept

Requester: Moghazy, Mohamed *Currency:

Requisition Name: Priority:

▶ Line Defaults

Requisition Summary
There are no lines on this request.

Please add new line in order to save this requisition.

Total Lines: 0
Total Amount (USD): 0



Requisition Workflow

FSCMTST

Home | Worklist | Add to Favorites | Sign

Menu

- eProcurement
 - Buyer Center
 - Create Requisition
 - Manage Requisitions
 - Approve Requisitions
 - Receive Items

1. Define Requisition | **2. Add Items and Services** | **3. Review and Submit**

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 40300 Administrative Services, Dept Authorized DPA

Requester: MMOGHAZY2 Mohamed Moghazy *Currency: USD

Requisition Name: 244- Using Authorized DPA Accounting Date: 07/07/2010 Priority: Medium

Card Number: Expiration Date: 08/31/2011 Use Procurement Card

Requisition Summary

Description	Qty	UOM
Carpet	2000	SF
Carpet Installation	1	MHR
Total Lines: 2		
Total Amount (USD): 251,000.00		

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Carpet		2,000.0000	Sq. Feet	100.00000	200,000.00
<input type="checkbox"/> Use Procurement Card						
2	Carpet Installation		1.0000	MHR	51,000.00000	51,000.00
<input type="checkbox"/> Use Procurement Card						
<input type="checkbox"/> Select All / Deselect All						Total Amount: 251,000.00

Add to Favorites Add to Template(s) Modify Line / Shipping / Accounting Delete

Justification/Comments

Using PCard on Requisition

The screenshot displays the 'Review and Submit' step of a requisition process. The interface includes a navigation menu on the left, a progress bar at the top, and a main form area. The 'Requisition Summary' table shows two lines: Carpet (2000 SF) and Carpet Installation (1 MHR), with a total amount of 251,000.00 USD. The 'Requisition Lines' table lists these items with checkboxes for 'Use Procurement Card', which are highlighted with red boxes. The main form area contains fields for Business Unit (40300), Requester (MMOGHAZY2), Requisition Name (244- Using PCard), Card Number (*****00775 (VISA)), and Expiration Date (03/31/2011). A 'Use Procurement Card' checkbox is checked and highlighted with a red box. The 'Justification/Comments' section is empty.

Menu

- eProcurement
 - Buyer Center
 - Create Requisition
 - Manage Requisitions
 - Approve Requisitions
 - Receive Items

Progress Bar: 1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Requisition Summary

Description	Qty	UOM
Carpet	2000	SF
Carpet Installation	1	MHR
Total Lines:		2
Total Amount (USD):		251,000.00

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price
1	Carpet		2,000.0000	Sq. Feet	100.00000
2	Carpet Installation		1.0000	MHR	51,000.00000

Main Form Fields:

- Business Unit: 40300 Administrative Services, Dept Authorized DPA
- Requester: MMOGHAZY2 Mohamed Moghazy *Currency: USD
- Requisition Name: 244- Using PCard Accounting Date: 07/07/2010 Priority: Medium
- Card Number: *****00775 (VISA) Expiration Date: 03/31/2011 Use Procurement Card

Buttons: Add to Favorites, Add to Template(s), Modify Line / Shipping / Accounting, Delete

Justification/Comments:

Vendor Location

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 40300 Administrative Services, Dept Authorized DPA

Requester: MMOGHAZY2 Moghazy, Mohamed *Currency: USD

Requisition Name: 244- (Add Requisition Name) Accounting Date: 06/29/2010 Priority: Medium

Card Number: *****00894 (VISA) Expiration Date: 04/30/2013 Use Procurement Card

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Carpet		2,000.0000	Sq. Feet	100.00000	200,000.00
2	Carpet Installation		1.0000	MHR	51,000.00000	51,000.00
Total Amount:						251,000.00 USD



Vendor Location

FSCMTST

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

Line Details

Line: 1 [Carpet](#) Line Status: Open

▼ Item Details

Amount: 200,000.00 USD

Category: 36076 Tile, Carpet [View Hierarchy](#)

Buyer: MMOGHAZY2 [Buyer Information](#)

Vendor: 0000000003 [ACS INC](#) [Suggest New Vendor](#)

Vendor Location: 000001 [PRIMARY](#)

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID: [UPN ID:](#)

Manufacturer's Item ID:

Physical Nature: Goods

RFQ Required Zero Price Indicator Amount Only

Device Tracking Stockless Item Inspection Required

[Configuration Info](#)

▶ Contract

▶ Sourcing Controls

OK | Cancel



Vendor Location

Home | Worklist | Add to Favorites | Sign

Create Requisition

Line Details

Line: 2 [Carpet Installation](#) Line Status: Open

Item Details

Amount: 51,000.00 USD

Category: 97739 Floor Covering and Carpet Equi [View Hierarchy](#)

Buyer: MMOGHAZY2 [Buyer Information](#)

Vendor: 0000000003 [Suggest New Vendor](#)

Vendor Location: EDX

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID: [UPN ID:](#)

Manufacturer's Item ID:

Physical Nature: Goods

RFQ Required Zero Price Indicator Amount Only
 Device Tracking Stockless Item Inspection Required

[Configuration Info](#)

Non-Catalog Items

Create Requisition - Windows Internet Explorer provided by Yahoo!

https://saofntst.state.ga.us/psp/fscmtst/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTAL

File Edit View Favorites Tools Help

Google Search Share Sidewiki Check Sign In SnagIt

Favorites Create Requisition

Find: square f Previous Next Options

FSCMTST Home Worklist Add to Favorites

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 40300 Administrative Services, Dept Authorized DPA

Requester: MMOGHAZY2 Moghazy, Mohamed *Currency: USD

Requisition Name: 244- (Add Requisition Name) Accounting Date: 06/29/2010 Priority: Medium

Card Number: *****00894 (VISA) Expiration Date: 04/30/2013 Use Procurement Card

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Carpet		2,000.0000	Sq. Feet	100.00000	200,000.00
<input checked="" type="checkbox"/> Use Procurement Card						
2	Carpet Installation		1.0000	MHR	51,000.00000	51,000.00
<input checked="" type="checkbox"/> Use Procurement Card						
						Total Amount: 251,000.00 USD

Select All / Deselect All

Add to Favorites Add to Template(s) Modify Line / Shipping / Accounting Delete



Non-Catalog Items

Create Requisition

Line Details

Line: 1 [Carpet](#)

Line Status: Open

Item Details

Amount: 200,000.00 USD

Category: 36076 Tile, Carpet [View Hierarchy](#)

Buyer: MMOGHAZY2 [Buyer Information](#)

Vendor: [Suggest New Vendor](#)

Vendor Location:

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID: UPN ID:

Manufacturer's Item ID:

Physical Nature: Goods

- RFQ Required
- Zero Price Indicator
- Amount Only
- Device Tracking
- Stockless Item
- Inspection Required

[Configuration Info](#)

Contract

Sourcing Controls

Ad hoc Approver

The screenshot displays the FSCMTST system interface for a workflow titled "244- (Add Requisition Name):Initiated". The workflow is divided into three stages: Origin, APO Amount, and SPD. Each stage is represented by a box with a "Not Routed" status and a "Multiple Approvers" button. The Origin stage includes a sequence of four approver steps: Kyle M. Morton (404-463-4066, Inserted Approver), BU Origin, BU Origin Secon Approver, and PCard User List. The APO Amount and SPD stages each have a single approver step: BU APO Amount and BU SPD Amount, respectively. A red box highlights the "Not Routed" status and the "Multiple Approvers" button for the first approver in the Origin stage.

Origin Stage

244- (Add Requisition Name):Initiated [Start New Path](#)

Origin

Not Routed [Multiple Approvers](#)
Kyle M. Morton 404-463-4066
Inserted Approver

Not Routed [Multiple Approvers](#)
BU Origin

Not Routed [Multiple Approvers](#)
BU Origin Secon Approver

Not Routed [Multiple Approvers](#)
PCard User List

APO Amount

244- (Add Requisition Name):Initiated [Start New Path](#)

APO Amount

Not Routed [Multiple Approvers](#)
BU APO Amount

SPD

244- (Add Requisition Name):Initiated [Start New Path](#)

SPD

Not Routed [Multiple Approvers](#)
BU SPD Amount



Your Presenter



Title:

**Technical Application
Specialist**

SPD

**Team Georgia
Marketplace**

—George Hawxhurst



Virtual Catalog Overview

- Team Georgia Marketplace™ Integration
- Catalog Types
- Virtual Enhancements
- Resolving Virtual Catalog Issues

Team Georgia Marketplace™ Integration



ORACLE®



Catalog Types

- Hosted, Forms, Instructional & Punchout

The screenshot displays the Team Georgia Marketplace website interface. At the top, there is a navigation bar with the logo, user information (Window Shopper, profile, logout), and a search bar. Below the navigation bar, there is a main search area with a dropdown menu set to 'Everything' and a search button labeled 'Go'. The main content area is divided into two columns. The left column features three promotional banners: 'Team Georgia Marketplace CDWG (Panasonic Toughbooks) Punchout Live', 'Catalog Live for CCTV, Peripherals & Desktop Printers (Troxell, Southern Computer Warehouse, AVI-SPL, Canon, Ricoh, Advanced Business Solutions)', and 'NAPA Punchout Live Please review Ordering Instructions'. The right column is titled 'Punch-out Office Supplies' and contains six product cards: Dell Computers (SWC70764), Dell Servers, Storage (SWC90813-01), HP Server, Storage (SWC90813), HP Computers (SWC90814), IBM Servers, Storage (SWC90813-02), and CDWG Panasonic Toughbooks. Below these cards is a section for 'MRO/Facilities' with a NAPA logo card.



Virtual Catalog Enhancements

- Product Search Engine Improvements
 1. Part Number Searches (also known as SKU or Catalog number):
 - Exact match has been enhanced to better prioritize search results.
 - Simple Search now returns similar results to searches performed in the Part Number (SKU) field in Advanced Search
 - *A begins with* partial part number match returns closest matching results
 - All part number string components must be present for the item to be returned





Virtual Catalog Enhancements

- Product Search Engine Improvements
 - 2. Keyword Searches:
 - Singular/plural entries return similar results
 - Searches containing special characters, such as hyphens, spaces, etc., return similar results
 - Differing UOM/Product Size syntax entries return similar results
 - Misspelled search entries return more relevant results
 - 3. Relevancy of returned items:
 - Irrelevant items in search results have been significantly reduced.
 - The “**Include Similar Terms**” option is no longer required.



Virtual Catalog Enhancements

- Additional Search Filter
 - Shoppers can now also filter product search results by **Manufacture Name**
 - Shoppers can now select multiple filter values within **Filter Results** on the Product Search Results page
 - Product Search Results > Filter Results > filter icon
 -  = Allows the user to select multiple filter criteria
 -  = Allows the user to remove the selected filter criteria



Resolving Virtual Catalog Errors

- Price File Schedule
 - Schedule Overview
 - In-Flight Requisitions/Purchase Orders
- PO Distribution Issues
 - Non-Catalog Item Orders
 - Address Issues
 - Escalation Process

Your Presenter



Mo Moghazy

Title:
**ePRO and PCard Business
Analyst**

SPD
**Team Georgia
Marketplace**



PO EDX Dispatch

FSCMTST
Home | Worklist | Add to Favorites | Sign

[New Window](#) | [Help](#) | [Customize Page](#)

Menu

- ▼ eProcurement
 - ▷ Buyer Center
 - Create Requisition
 - **Manage Requisitions**
 - Approve Requisitions
 - Receive Items
 - Procurement Card Center
 - Administer Procurement
 - My Profile
 - ▷ Services Procurement
 - ▷ Sourcing
 - ▷ Program Management
 - ▷ Project Costing
 - ▷ Accounts Payable
 - ▷ Custom Accounts Payable
 - ▷ eSettlements
 - ▷ Asset Management
 - ▷ Banking
 - ▷ VAT and Intrastat
 - ▷ Commitment Control
 - ▷ General Ledger
 - ▷ SCM Integrations
 - ▷ Set Up Financials/Supply Chain
 - ▷ Enterprise Components
 - ▷ Worklist
 - ▷ Tree Manager
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - ▷ Fund Source Distribution
 - Tax Center
 - Change My Password

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▷

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
▷ 0000000261	623-2 OFFICE SUPPLIES	40300	06/23/2010	Approved	Valid	1,008.99USD	<Select Action...> <input type="button" value="Go"/>
▷ 0000000260	623-1 OFFICE SUPPLIES	40300	06/23/2010	Approved	Valid	49.95USD	<Select Action...> <input type="button" value="Go"/>
▷ 0000000259	623 OFFICE SUPPLIES	40300	06/23/2010	Approved	Valid	19.39USD	<input type="button" value="Cancel Requisition"/> <input type="button" value="Go"/> <input type="button" value="Copy Requisition"/> <input type="button" value="Go"/> <input type="button" value="Edit Requisition"/> <input type="button" value="Go"/> <input type="button" value="Requisition Cycle"/> <input type="button" value="Go"/> <input type="button" value="View Approvals"/> <input type="button" value="Go"/>

[Create New Requisition](#) | [Inquire Change Request](#) | [Inquire Receipts](#) | [Requisition Report](#)

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PO EDX Dispatch

FSCMTST

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | hccp

Menu

- Stage/Source Requests
 - PO Auto Sourcing
 - Requisition Selection**
 - Auto Requisition Selection
 - PO Calculations
 - PO Creation
 - Sourcing Workbench
 - Purge Stage Tables
- Manage Change Orders
- Reconcile POs
- Review PO Information
- Reports
 - Add/Update POs
 - Approve Amounts
 - Approve ChartFields
 - Reserve PO IDs
 - Maintain Distributions
 - Dispatch POs
 - Verify Document Tolerance
- Receipts
- Return To Vendor
- Procurement Cards
- Supplier Schedules
- Analyze Procurement
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Program Management
- Project Costing
- Accounts Payable

Requisition Selection

Staging Information

[Return to Sourcing Page](#)

Header

Unit: 40300 *PO Date: 07/06/2010 [Header Details](#)

Vendor: 0000422842 HDSUPPLYFA-001 User Assign ID [Use Procurement Card](#)

Loc: EDX PO ID:

Buyer: MMOGHAZY2 Mohamed Moghazy Origin: 224

Line / Schedule

Line: 1 Sched: 1 Due Date: [Receiving/Inspect Inform](#)

Item ID: PT MILK/HONEY SOAP 1.25 OZ *PK Time Due:

Req Qty: 1000.0000 EA Freight Terms: DN Destination

Price: 44.54000 Ship Via: COMMON Common Carrier

Amount: 44540.00 USD Ship To: PO_224001 State Purchasing

*Distribute by: Quantity Physical Nature: Goods

Distributions

Distrib Line	PO Qty	Amount	Percent	Location	*GL Unit	Entry Event	*Account	Fund	Dept	Fur
1	1000.0000	44540.00	100.0000	PO_224001 <input type="text"/>	40300 <input type="text"/>	<input type="text"/>	614003 <input type="text"/>	10100 <input type="text"/>	4030403100 <input type="text"/>	01 <input type="text"/>



PO EDX Dispatch

FSCMTST

[Home](#) | [Worklist](#) | [Add to Favorites](#)

[New Window](#) | [Help](#) | [Customize Page](#)

Menu

- ▼ Stage/Source Requests
 - PO Auto Sourcing
 - Requisition Selection
 - Auto Requisition Selection
 - PO Calculations
 - PO Creation
 - Sourcing Workbench
 - Purge Stage Tables
- ▷ Manage Change Orders
- ▷ Reconcile POs
- ▷ Review PO Information
- ▷ Reports
 - Add/Update POs
 - Approve Amounts
 - Approve ChartFields
 - Reserve PO IDs
 - Maintain Distributions
 - Dispatch POs
 - Verify Document Tolerance
- ▷ Receipts
- ▷ Return To Vendor
- ▷ Procurement Cards
- ▷ Supplier Schedules
- ▷ Analyze Procurement
- ▷ Inventory
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Sourcing
- ▷ Program Management
- ▷ Project Costing
- ▷ Accounts Payable
- ▷ Custom Accounts Payable
- ▷ eSettlements

PO Header Staging

Unit: 40300 Vendor: 0000422842 HDSUPPLYFA-001 Loc: EDX

PO Type: Currency: USD

Bill Addr: PO Ref:

Terms: Net 30 Days

Tax Exempt Flag Tax Exempt ID:

Matching Options

Match Action: Match Rule:

Payment Terms

Payment Terms Basis Date Type:

Process Control Option

Dispatch Method:



Dispatch Non-Catalogs Items

FSCMTST

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

Menu

- ▼ Purchase Orders
 - ▷ Stage/Source Requests
 - ▷ Manage Change Orders
 - ▷ Reconcile POs
 - ▷ Review PO Information
 - ▷ Reports
 - Add/Update POs
 - Approve Amounts
 - Approve ChartFields
 - Reserve PO IDs
 - Maintain Distributions
 - Dispatch POs
 - Verify Document Tolerance
 - ▷ Receipts
 - ▷ Return To Vendor
 - ▷ Procurement Cards
 - ▷ Supplier Schedules
 - ▷ Analyze Procurement
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Program Management
- Project Costing
- Accounts Payable
- Custom Accounts Payable
- eSettlements
- Asset Management
- Banking
- VAT and Intrastat
- Commitment Control
- General Ledger
- SCM Integrations

Maintain Purchase Order

Purchase Order

Unit: 40300 PO Status: Approved

PO ID: 0000003614 Budget Status: Valid

Copy From:

Hold From Further Processing

▼ Header

*PO Date: 06/08/2010 [Vendor Search](#) Doc Tol Status: Valid

Vendor: TECHNOLOGY-02 [Vendor Details](#)

*Vendor ID: 0000222215 TECHNOLOGY INTEGRATION GROUP Receipt Status: Not Recvd

*Buyer: MMOGHAZY2 Mohamed Moghazy

PO Reference: SWC for Desktop Printers

*Dispatch Method: EDX

Amount Summary: EDX

Merchandise: Email

Freight/Tax/Misc.: Fax

Total Amount: 263.84 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To:

Lines

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving |

Line	Item	Description	Contract ID	PO Qty	*UOM	Cate CD
------	------	-------------	-------------	--------	------	---------



Using PCard On PO

Requisition Selection

Procurement Card Information

Business Unit: 40300

Procurement Card used for payment

Card Number: *****00855 (VISA)

Card Type: Visa

Expiration Date: 02/28/2012

Override with Procurement Card

Card Number:

Card Type:

Expiration Date:

Don't use Procurement Card

OK

Cancel

PO DOC TOL Error

Purchase Order

Unit: 40300

PO ID: 0000003645

Copy From:

PO Status: Pend Appr ✖

Budget Status: Not Chk'd 🔍 📄 📁

Hold From Further Processing

▼ Header

*PO Date: 📅 [Vendor Search](#)

Vendor: 🔍 [Vendor Details](#)

*Vendor ID: 🔍 STAPLES BUSINESS AD

*Buyer: 🔍 Mohamed Moghazy

PO Reference:

Doc Tol Status: Error

Receipt Status: Not Recvd

*Dispatch Method: EDX Dispatch

Amount Summary

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Merchandise: 149.85

Freight/Tax/Misc.: 0.00 Calculate

Total Amount: 149.85 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Line: 🔍 To: 🔍 Retrieve

Lines

Details
 Ship To/Due Date
 Statuses
 Item Information
 Attributes
 RFQ
 Contract
 Receiving
 ☰

Line	Item	Description	Contract ID	PO Qty	*UOM	Category CD	Price
1	<input type="text"/>	OUTLINK DESK/WALL	SWC90805	5.0000	EA	61519	9.99000
2	<input type="text"/>	BOARD 3X2 MONTHLY	SWC90805	10.0000	EA	78515	9.99000



PO Change Order

Maintain Purchase Order

Purchase Order

Unit: 40300

PO ID: 0000003645

Copy From:

PO Status:

Dispatched



Budget Status:

Valid



Hold From Further Processing

▼ Header

*PO Date: 06/29/2010

[Vendor Search](#)

Doc Tol Status: Valid

Vendor: STAPLESBUS-002

[Vendor Details](#)

Backorder Status: None [Create BackOrder](#)

*Vendor ID: 0000426763

STAPLES BUSINESS AD

Receipt Status: Not Recvd


*Buyer: MMOGHAZY2

Mohamed Moghazy

*Dispatch Method: EDX

[Dispatch](#)

PO Change Order



[Home](#) | [Worklist](#) | [Add to Favorites](#)

Hold From Further Processing

Doc Tol Status: Valid

Backorder Status: None [Create BackOrder](#)

Receipt Status: Not Recvd

*Dispatch Method: EDX Dispatch

Amount Summary

Merchandise: 149.85

Freight/Tax/Misc.: 0.00 Calculate

Total Amount: 149.85 USD

Retrieve

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

PO	Qty	*UOM	Category CD	Price	Amount	Brand/Model	Status
5	<input type="text" value="5.0000"/>	EA	<input type="text" value="61519"/>	9.99000	49.95	644325	Active + -
5	<input type="text" value="10.0000"/>	EA	<input type="text" value="78515"/>	9.99000	99.90	490091	Active + -

*Go to: ... More ...

Explorer User Prompt

Script Prompt:

Enter number of rows to add:

OK
Cancel



Printing PO

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To:

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#)

<u>Line</u>	<u>Item</u>	<u>Description</u>	<u>Contract ID</u>	<u>PO Qty</u>	<u>*UOM</u>	<u>Category</u> <u>CD</u>	<u>Price</u>
1		OUTLINK DESK/WALL CALENDAR	SWC90805	<input type="text" value="5.0000"/>	EA	<input type="text" value="61519"/>	9.99000
2		BOARD 3X2 MONTHLY CALENDAR	SWC90805	<input type="text" value="10.0000"/>	EA	<input type="text" value="78515"/>	9.99000

[View Printable Version](#)

*Go to:



Printing PO

Menu

- Manager Self Service
- Supplier Contracts
- Agency Security
- Items
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Program Management
- Project Costing
- Accounts Payable
- Custom Accounts Payable
- eSettlements
- Asset Management
- Banking
- VAT and Intrastat
- Commitment Control
- General Ledger
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
 - Query
 - Report Manager**
- PeopleTools
- Fund Source Distribution
- Tax Center
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

[New Window](#)

List Explorer **Administration** Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | First 1-10 of 10 Last

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3830213	24073233	PO Dispatch/Print	06/29/2010 11:32:12AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3830212	24073232	Email	06/29/2010 11:13:44AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3830211	24073231	PO Dispatch/Print	06/29/2010 11:13:44AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3830210	24073229	Comm. Cntrl. Budget Processor	06/29/2010 11:12:55AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	3830209	24073228	Comm. Cntrl. Budget Processor	06/29/2010 11:11:34AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	3830208	24073227	Comm. Cntrl. Budget Processor	06/29/2010 11:06:49AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	3830207	24073226	Comm. Cntrl. Budget Processor	06/29/2010 11:06:09AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	3830206	24073225	Comm. Cntrl. Budget Processor	06/29/2010 11:00:37AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	3830205	24073224	Comm. Cntrl. Budget Processor	06/29/2010 10:46:51AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	3830204	24073223	Comm. Cntrl. Budget Processor	06/29/2010 10:34:06AM	Text Files (*.txt)	Posted	Details



Close/Cancel PO

FINANCIALS PRODUCTION

Home | Worklist | Add to Favorites | Sign out

Total Amount: 1,421.40 USD

Retrieve

Customize | Find | View All | First 1-9 of 9 Last

RFQ | Contract | Receiving

ID	PO Qty	*UOM	Category CD	Price	Amount	Brand/Model	Status
1	1.0000	EA	54523	83.25000	83.25	2YRF3	Closed
1	1.0000	EA	44527	220.50000	220.50	2AEU7	Closed
1	1.0000	EA	54575	294.30000	294.30	4FTJ1	Closed
1	6.0000	EA	34028	78.03000	468.18	3GRW7	Closed
1	4.0000	EA	45032	73.62000	294.48	4DY65	Closed
1	1.0000	EA	07542	72.63000	72.63	6YF69	Canceled
1	3.0000	EA	44552	19.00000	57.00	3A517	Canceled
1	1.0000	EA	44591	60.68000	60.68	3WY28	Closed
1	1.0000	EA	44591	0.01000	0.01		Active

*Go to: ... More ...

Add Update/Display



PCard Reconciliation

Menu

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 - Reconcile Statement
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 - ▷ Accounts Payable
 - ▷ Custom Accounts Payable
 - ▷ eSettlements
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 - ▷ PeopleTools
 - ▷ Fund Source Distribution

Card number: *****51680 Card Provider: VISA

Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 15

Transaction Billing

	Trans Date	Merchant	* Status	Transaction Amount	Billing Amount	Currency	Budget Status	Chartfield Status	Redistrib
1 <input checked="" type="checkbox"/>	03/25/2010	STAPLES BUSINE00348045	Staged	256.84	256.84	USD	Valid	Valid	Yes
2 <input type="checkbox"/>	03/29/2010	STAPLES BUSINE00348045	Approved	16.98	16.98	USD	Valid	Valid	Yes
3 <input type="checkbox"/>	05/13/2010	BUMPER TO BUMPER #58	Staged	9.94	9.94	USD	Not Chk'd	Valid	No
4 <input type="checkbox"/>	03/25/2010	RENT ALL OF GLYNN	Approved	5.00	5.00	USD	Valid	Valid	Yes
5 <input type="checkbox"/>	03/25/2010	TAIT FEED & SEED	Approved	31.98	31.98	USD	Valid	Valid	Yes
6 <input type="checkbox"/>	05/18/2010	TAIT FEED & SEED	Staged	55.65	55.65	USD	Not Chk'd	Valid	No
7 <input type="checkbox"/>	05/19/2010	WAL-MART #0639	Staged	12.35	12.35	USD	Not Chk'd	Valid	No
8 <input type="checkbox"/>	03/25/2010	THE HOME DEPOT 141	Approved	12.54	12.54	USD	Valid	Valid	Yes
9 <input type="checkbox"/>	03/25/2010	THE HOME DEPOT 141	Approved	128.95	128.95	USD	Valid	Valid	Yes

Select All Clear All
 Stage Verify Approve Validate Budget

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

PCard Reconciliation

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Reconcile Statement

Split Transaction

Line: 1

Trans Date: 03/25/2010 Billing Amount: 256.84 USD

Posted Date: 03/29/2010 Reference: 000000000000

Merchant: STAPLES BUSINE00348045

Description:

Split Rules			
Description	Transaction Amount	Billing Amount	Percentage
		150.00	58.402118 + -
		106.84	41.597882 + -

OK
Cancel

Main Content



PCard Administration

- Add new PCards to the system ASAP
- Update PCard expiration date
- Never delete PCards from the system



Questions?

If you have more questions after this presentation, please contact

DOAS Help Desk

404-657-6000