

# Purchasing Best Practices

FIN SESSION A

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PEOPLESOFT

San Diego County Office of EDUCATION  
FUTURE WITHOUT BOUNDARIES

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## Session Topics

- Welcome & Introductions (5 min)
- PeopleSoft Upgrade in May 2018 (10 min)
  - New functionality, resolved items, and items being worked
- Guest Speakers (40 min)
  - Category Code Pros and Cons:
    - Nancy Stasch (Santee)
    - Sally Morton on behalf of Kara Allegro (Fallbrook Elementary)
    - Kathy Osborn (Lemon Grove)
    - Janay Greenlee (Poway)
  - Using Email Method to Dispatch and Mass Dispatch:
    - Lorraine Hamann (SDCOE)
    - Nettie Mills (La Mesa-Spring Valley)
  - Storing Copies of POs Digitally:
    - Nettie Mills (La Mesa-Spring Valley)
- Wrap up & Closing (5 min)

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# PeopleSoft Upgrade

New functionality, resolved items, and items being worked

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## New Functionality for Purchasing Users

1. **Various Finance screen Description fields:** When typing in the Description field, it now tells you the # of characters remaining as you type.
2. **ePro Edit 20+ lines:** Allows you to edit requisition line # 21 and greater. Previously going past the 20<sup>th</sup> line returned with the message "Variable contains... Application error..." – this is resolved.
3. **ePro Requisition Express Item Entry and Special Requests:** Will allow for duplicate Item descriptions. The requester will be able to continue to process the requisition versus not being able to complete the requisition.
4. **ePro Chartfield Prompts:** Are now working for newly added Chartfield Values and can be used when creating a new requisition.
5. **ePro Requisition Settings:** Previously multiple ChartStrings using the Requisition Settings link from eProcurement returns with the message "Cannot retrofit percent..." This has been fixed and you can now use requisition settings link for multiple ChartStrings.
6. **ePro Mass Change GL Unit Field:** On the Requisition, when using Mass Change, the screen now says: "Please enter GL Business Unit before selecting other ChartField values." You must enter the GL Unit first. Then other fields will have values in the lookups. If you do not enter the GL Unit, the lookups appear blank.
7. **ePro Manage Requisitions Clear button:** When you click the Clear button on the Manage Requisitions search screen, the date range remains. It is a 3-month date range.
8. **Purchase Orders ATTN field:** This field now displays below the Ship To address on the PO form.
9. **Purchase Orders:** You now have the ability to edit/change the Category Code on POs sourced from requisitions.
10. **PO Rollover:** Rolled PO line status remains 'V'. It is no longer being reset to 'N' status.

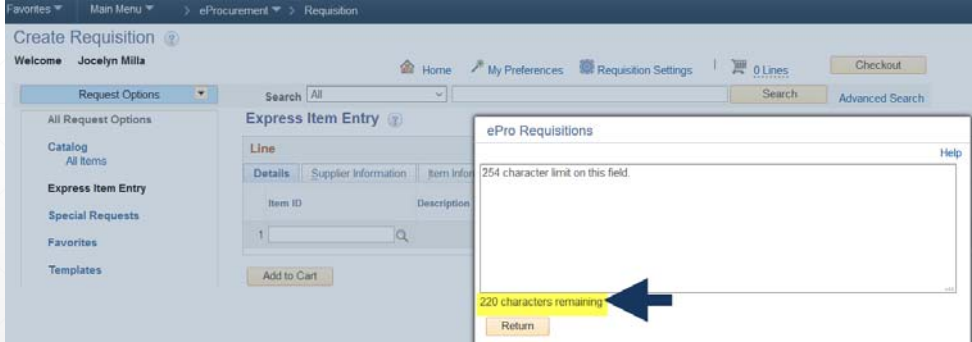
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## Various Finance Screens

**What's new?**  
**Various Finance screen Description fields:**  
When typing in the Description field, it now tells you the # of characters remaining as you type.

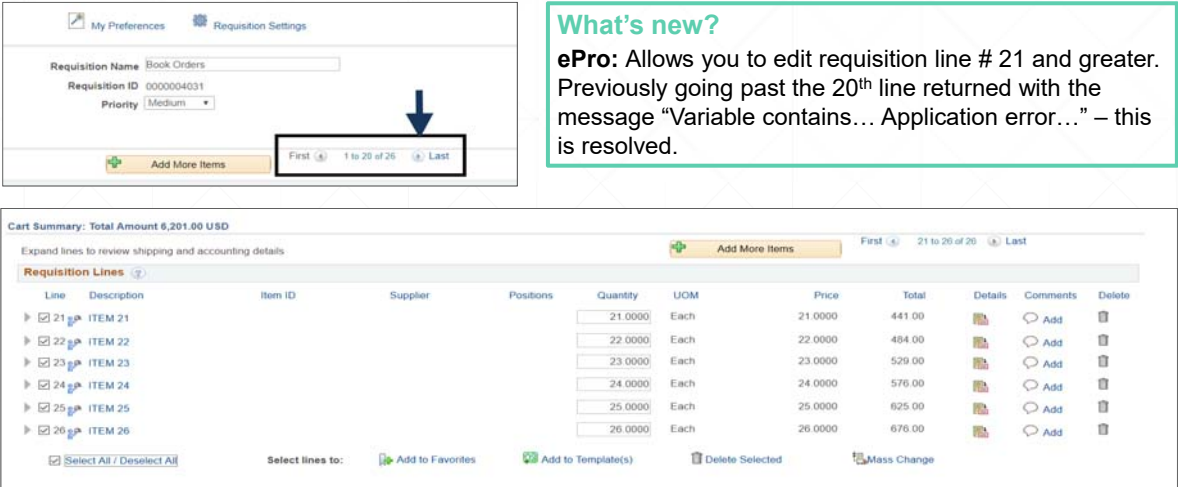


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## ePro Edit 20+ lines

**What's new?**  
**ePro:** Allows you to edit requisition line # 21 and greater. Previously going past the 20<sup>th</sup> line returned with the message "Variable contains... Application error..." – this is resolved.



Line	Description	Item ID	Supplier	Positions	Quantity	UOM	Price	Total	Details	Comments	Delete
21	ITEM 21				21.0000	Each	21.0000	441.00		Add	
22	ITEM 22				22.0000	Each	22.0000	484.00		Add	
23	ITEM 23				23.0000	Each	23.0000	529.00		Add	
24	ITEM 24				24.0000	Each	24.0000	576.00		Add	
25	ITEM 25				25.0000	Each	25.0000	625.00		Add	
26	ITEM 26				26.0000	Each	26.0000	676.00		Add	

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## ePro Requisition Express Item Entry and Special Requests

**What's new?**  
**ePro Requisition Express Item Entry and Special Requests:**  
 Will allow for duplicate Item descriptions. The requester will be able to continue to process the requisition versus not being able to complete the requisition.

The screenshot shows the Oracle eProcurement 'Create Requisition' interface. A warning message box is displayed over the 'Special Requests' section. The message reads: 'Message THIS IS A WARNING MESSAGE ONLY. The item description entered: IPAD is on another Requisition Line. The item descriptions that you have specified also appear on another requisition line. You can have two separate requisition lines using the same descriptions, but you may want to consolidate information for the two lines.' Below the message is an 'OK' button. A blue arrow points to the 'OK' button with the text: 'You will receive a warning message indicating a duplicate item description. Click OK. The system will allow you to continue adding req lines.'

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## ePro Chartfield Prompts

**What's new?**  
**ePro Chartfield Prompts:** Are now working for newly added Chartfield Values and can be used when creating a new requisition.

The screenshot shows the 'Requisition Lines' page in Oracle eProcurement. It displays a table with columns: Line, Description, Item ID, Supplier, Quantity, UOM, Price, Total, Details, Comments, Delete. The first line is 'PENS, FELT POINT, BLACK' with a quantity of 20,000 and a price of 20,000. Below the table, there are sections for 'Shipping Line' and 'Accounting Lines'. The 'Accounting Lines' section includes a table with columns: Fund, Resource, Goal, Function, Object, Site, Oper Unit, Project Year, Affiliate, Fund Affiliate. The 'Site' column in the Accounting Lines table has a value of '200' and an 'OK' button next to it, which is highlighted with a blue arrow.

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## ePro Requisition Settings

**What's new?**  
**ePro Requisition Settings:**  
 Previously multiple ChartStrings using the Requisition Settings link from eProcurement returns with the message "Cannot retrofit percent..." This has been fixed and you can now use requisition settings link for multiple ChartStrings.

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## ePro Mass Change GL Unit field

**What's new?**  
**GL Unit field on Requisitions > Mass Change is required first:** On the Requisition, when using Mass Change, the screen now says: "Please enter GL Business Unit before selecting other ChartField values." You must enter the GL Unit first. Then other fields will have values in the lookups. If you do not enter the GL Unit, the lookups appear blank.  
 NOTE: You might want to use Personalize to put all desired fields on one tab in the desired order.

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## ePro Manage Requisitions Clear button

**What's new?**  
**Clear button on Manage Requisitions does not clear out dates**  
 When you click the Clear button on the Manage Requisitions search screen, the date range remains. It is a 3-month date range.

**Manage Requisitions** **When you click Clear, the dates remain.**

▼ Search Requisitions

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

Business Unit  Requisition Name

Requisition ID  Request State

Date From  Date To

Budget Status

Requester  Entered By  PO ID

Search  Show Advanced Search

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## Purchase Order ATTN field on the PO form

**What's new?**  
**ATTN field on the PO form:** This field now displays below the Ship To address on the PO form.

- Displays the name from the requisition line(s) ATTN field if all lines have the same name.
- Displays "See details below", if name varies on multiple lines or if one line is blank. The specific ATTN name displays after each line description.
- Displays "Not Specified" if field is blank for all lines.

**Purchase Order**

CHANGE ORDER - REPRINT Dispatch via Print

Purchase Order	Date	Revision	Page
64000-10000863	10/07/2018	2 - 93/97/2018	1

Payment Terms	Freight Terms	Ship Via
Due Now	Destination	Common

Buyer	Phone	Currency
		USD

Supplier: XE0103  
 PASADENA CA 91109-7405  
 Phone: 877/396-7375  
 FAX: 877/518-4578

Ship To: 000000050  
 DEL LAGO ACADEMY  
 1740 SCENIC TRAIL WAY  
 ESCONDIDO CA 92025  
 United States

Attention:

Bill To: ELHSD DISTRICT SERVICE CENTER  
 302 NORTH MIDWAY DRIVE  
 ESCONDIDO CA 92027  
 United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
5- 1	Blanket Purchase Order, Xerox		1.0010		250.00	250.00	05/07/2018

10/24

MC38224, Board Approved 4/17/18

Schedule Total 250.00

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## Purchase Orders Category Codes

**NOTES:**

- When a category code is changed, the requisition or PO does not re-route for approval. However, the default object code associated with the new category code will replace the existing one. Change the object code, if necessary. You may need to budget check PO if replacing category code caused a change in the object code.
- For direct POs, you always have the ability to change the category code before it was Dispatched.

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## PO Rollover

**What's new?**  
Purchase Orders: Rolled PO line status remains 'V'. It is no longer being reset to 'N' status.

BUSINESS_UNIT	PO_ID	LINE_NBR	SCHED_NBR	DISTRIB_LINE_NUM	QTY_PO	MERCHANDISE_AMT	REQ_ID	BUDGET_DT	BUDGET_LINE_STATUS	ROLL_STAT_R
09900	0000019321	1	1	1	0	0.0000021287	23-JUN-17	V	Y	N
09900	0000019321	1	1	2	1	27.41	01-JUL-17	V	Y	N

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## Resolved Items – Purchasing

1. **PO printing blank pages:** Purchase Orders (POs) are printing with blank pages mixed in with printed pages. The blank pages have the top-third printed showing logo and district, PO number box, supplier, etc. It is the part where items are listed that is blank or has one line.
2. **PO Supplier Item ID text overwrites Description on PO Form**
3. **PO Defaults** changed from Override to Default
4. **PO logos and signatures showing as the wrong size:** From 5/7 - 5/16, some districts had POs that displayed wrong-sized or incorrect logos and/or signatures.
5. **Approvers cannot download requisition attachments from the Worklist:** From 5/7 - 5/9, Approvers were unable to download and open attachments to requisitions from the Worklist. They received an "Attachment not found in server" error message.
6. **PO double emails:** From 5/7 - 5/9, double emails were sent when dispatching POs. The Suppliers and Buyers were receiving 2 emails: One was from the Buyer, one was from [SDFP92@CherryRoad.com](mailto:SDFP92@CherryRoad.com). This issue was fixed on 5/10/18.
7. **Purchasing Budget Checking process:** Sometimes when saving a requisition or a PO, you get a message "The purchase order (or req) cannot be saved. (10200.732), Because Budget Processor is running against this document in the background.
8. **PO Report Manager:** Comm Cntrl Budget Processor (a non-report related job instance) is appearing on Report Manager. Before the upgrade, only report-related job and document links (.pdf) were listed on Report Manager > Administration tab.

## Items Being Worked – Purchasing

1. **Finance - PO Comments disappearing:** Documents denied on 05/07 and onwards, the comments are showing, as expected. The problem is that for documents denied before 05/07, the comments disappeared. Approvers and those who submitted cannot see why the documents were denied.
2. **Finance - Description entered on PO not retaining returns, runs words into 1 paragraph instead of individual lines.**



# Guest Speakers: Category Code Pros and Cons

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Nancy Stasch, Santee, [nancy.stasch@santeesd.net](mailto:nancy.stasch@santeesd.net)  
Kara Allegro, Fallbrook Elementary  
Kathy Osborn, Lemon Grove, [kosborn@lemongrovesd.net](mailto:kosborn@lemongrovesd.net)  
Janay Greenlee, Poway, [greenlee@powayusd.com](mailto:greenlee@powayusd.com)

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## Santee: Nancy Stasch

- Thinking of reducing their category codes list
- The school sites don't understand them which results in too many errors
- Looking for information on how other districts may be using Category and if anyone has managed to reduce the number of active codes

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## Fallbrook Elementary: Kara Allegro

- Original list of Category Codes included 301 active codes
  - Sites were constantly choosing the incorrect code which caused rework on a large volume of POs
- Decided 301 active codes were too many for a small district
  - Completed a review to identify the codes that were not needed
- Reduced the number of active Category Codes to 15 and inactivated the rest

SetID	Type	Code	Category	Eff Date	Descript	Short Desc	Object	Status
01600	User Def	21100000	00013	6/14/2016	Equipment	Equipment	4400000	Active
01600	User Def	30190000	00039	6/14/2016	Capitalized Equipment	Equipment	6400000	Active
01600	User Def	43210000	00074	6/14/2016	Replacement Equipment	Equipment	6500090	Active
01600	User Def	44120000	00096	6/12/2016	Material & Supplies	Supplies	4300000	Active
01600	User Def	47130000	00108	6/12/2016	Housekeeping	Housekeep	5500000	Active
01600	User Def	50130000	00121	6/12/2016	Food	Food	4700000	Active
01600	User Def	55100000	00170	6/12/2016	Books & Reference Materials	Books	4200000	Active
01600	User Def	60100000	00200	6/13/2016	Textbooks & Core Materials	Textbooks	4100000	Active
01600	User Def	72100000	00221	6/13/2016	Building & Improvement of Buildings	Building	6200000	Active
01600	User Def	78180000	00245	6/14/2016	Rentals, Leases & Repairs	Service	5600000	Active
01600	User Def	80100000	00246	6/13/2016	Professional/Consulting Services	Services	5800000	Active
01600	User Def	80130000	00249	6/14/2016	Land Improvements	Land	6100000	Active
01600	User Def	80160000	00256	6/13/2016	Dues & Memberships	Dues	5300000	Active
01600	User Def	83100000	00271	6/13/2016	Communications	Communi	5900000	Active
01600	User Def	90120000	00297	6/13/2016	Travel Conferences	Travel	5200000	Active

- Conversion list provided to sites that mapped the 15 active Category Codes to the correct Object


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## Lemon Grove: Kathy Osborn

- Adapted to using the original list of category codes
- Created job aids to assist in understanding and ensuring the assignment of the right category code
  - category codes searchable
  - Account number and category code
  - Enter a requisition

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## Poway: Janay Greenlee

- Category code provides more detailed information than the object code
  - Good for tracking history and analyzing purchases
    - Consortium bid quantities for commodities such as water, office, custodial, health
    - District specific bids such as light bulbs
- Category code list and reporting example review
  - 226 active category codes (sample listed below)

SetID	Type	Code	Category	Eff Date	Descript	Short Desc	Object
06100	User Def	10000000	00002	1/11/2016	Trees, Shrubs and Plants	Trees, Shr	4300010
06100	User Def	10170000	00003	1/11/2016	Fertilizers and Herbicides	Fertilizer	4300056
06100	User Def	10190000	00004	1/11/2016	Pest Control Products	Pest Contr	5500057
06100	User Def	12000000	00005	1/11/2016	Chemicals	Chemicals	4300010
06100	User Def	12100000	00006	1/11/2016	Chemicals for Science Classes, MSDS Required	Chemicals	4300010
06100	User Def	12200000	00007	1/11/2016	Pool Chemicals	Pool Chemi	4300115
06100	User Def	12200001	00008	1/11/2016	Pool Supplies	Pool Suppl	4300110

- Report example
- Category code enhancement discussion:
  - Should the category code be disconnected from the object?
  - Category code descriptions that align with school needs
    - Type of musical instrument
    - Overhead projector

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## Category Codes: Group Discussion

# What is the best practice for using category codes?

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# Guest Speakers: Using Email Method to Dispatch PO and Mass Dispatch

Lorraine Hamann, SDCOE, lhamann@sdcoe.net  
Nettie Mills, La Mesa-Spring Valley, nettie.mills@lmsvschools.org

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## SDCOE: Lorraine Hamann

- Dispatching POs using the email function
- Print POs by batch at the end of the day
- No need to provide copies back to departments

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## La Mesa-Spring Valley: Nettie Mills


- Dispatching POs using the email function
  - Set the PO Dispatch method to email
  - Enter the supplier email address and/or the buyer's email address.
  - Buyer is emailed a copy of the PO with any attachments.

## Guest Speaker: Storing Copies of POs Digitally

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Nettie Mills, La Mesa-Spring Valley, [nettie.mills@lmsvschools.org](mailto:nettie.mills@lmsvschools.org)



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## La Mesa-Spring Valley: Nettie Mills

- Storing PO in a shared network drive where other departments can access

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# WRAP-UP

Takeaways, a-ha moments, and action items...

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# Session Notes

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<http://crc.sdcoe.net/peoplesoftconference>