



University of Missouri System

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9.2 PeopleSoft Upgrade New Features and Functionality

May 2015



University of Missouri System

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AdvancingMissouri

General Accounting

Project Overview

- » The PeopleSoft Finance/Supply Chain upgrade is scheduled for May 20 (at 5pm) thru May 25, 2015
- » Current software version since Dec 2008; support ends June 2015
- » Goals:
 - › Decrease costs & technology support through modification reduction
 - › Leverage new functionality
- » Result:
 - › New features
 - › Improved functionality
 - › No changes to policy
 - › No changes to “Payment Reference Guide”

Responsibilities of Employees in Fiscal Roles

- » Understand and comply with University Policies and Procedures
 - › Collected Rules & Regulations, BPM, APPM, Purchasing Policy, etc
- » Proper Internal Controls including accuracy, timeliness and authorization
- » Preferred method for purchasing goods and services for business
- » Segregation of Duties
 - › Should not be an entry delegate and approver on transactions
- » Security
 - › DO NOT give you user name/password to others to complete workflow of transactions in the system
- » Confidentiality of information
 - › Redact/exclude: SSNs, date of birth, credit card information, etc

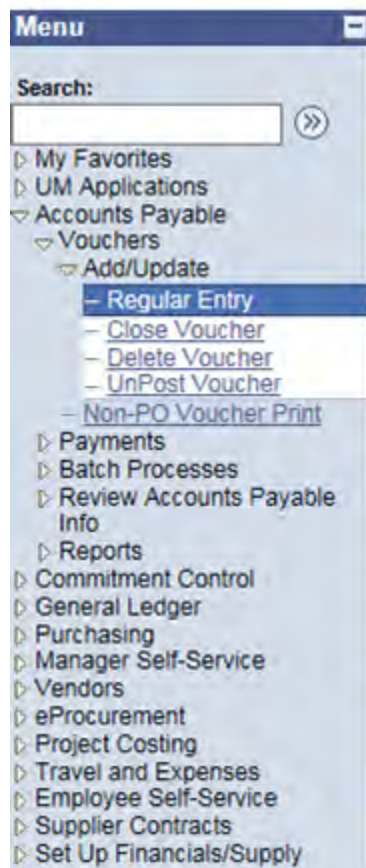
New Look, Same Features

- » Accounts Receivable/Billing
 - › Option to email invoices based on customer or individual invoice
- » Asset Management
- » Grants Management
 - › Work Center
- » Commitment Control/UM Budget

PeopleSoft 9.2 Look and Feel

- Design of Menu
- Recently Used now Favorites on left
- Menu path displays along top
- Menus cascade as navigate

» 9.0 Page



» 9.2 Page

Voucher

Find an Existing Value

Add a New Value

Business Unit:

Voucher ID:

Voucher Style:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Estimated No. of Invoice Lines:

Add

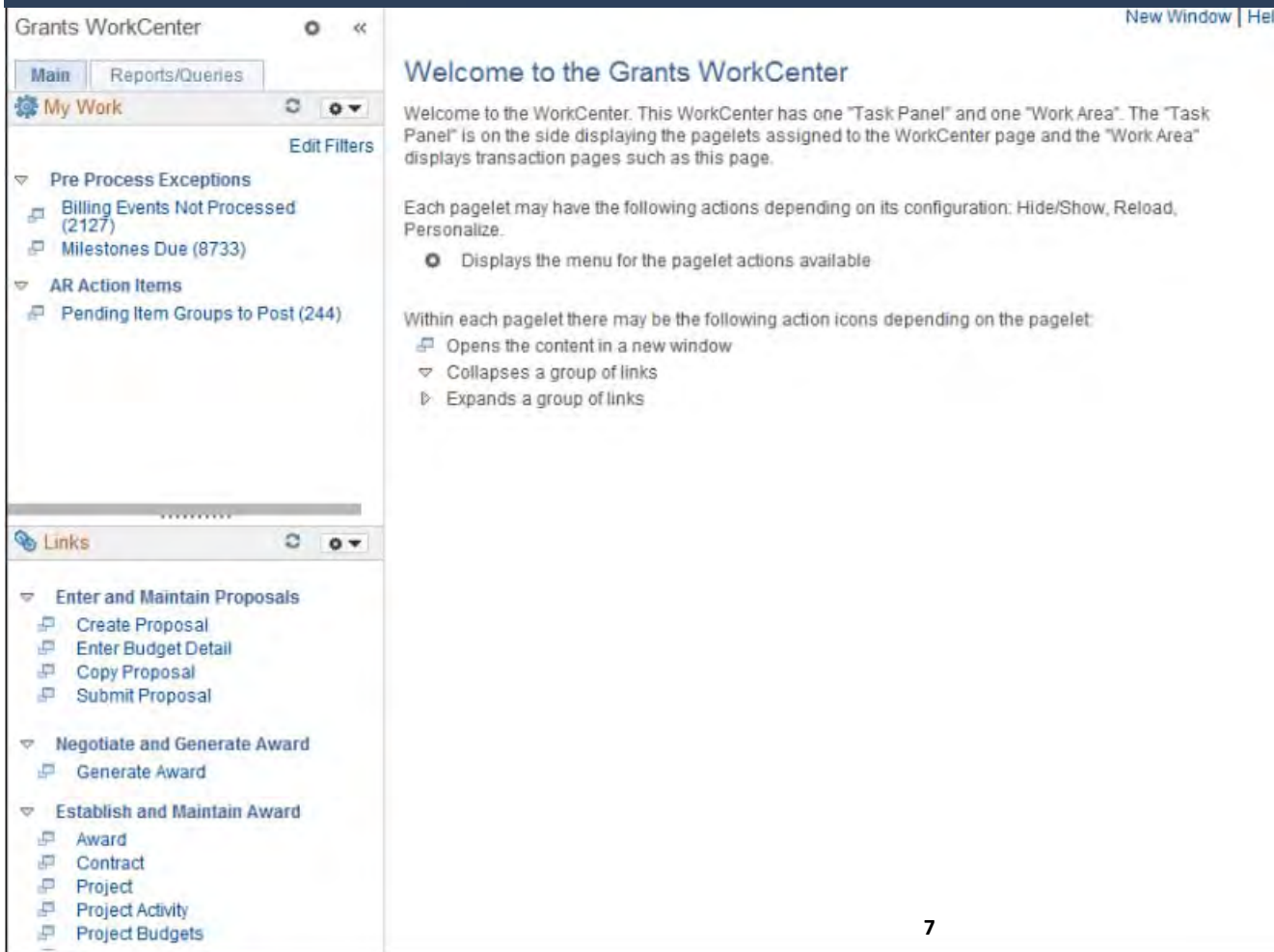
Payable Vouchers Add/Update Regular Entry

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- Regular Entry
- Close Voucher
- Delete Voucher
- UnPost Voucher

Work Centers

- » Configurable pages of PeopleSoft elements by module
- » Commonly used tasks on central page to minimize drilling through menus



Work Centers will only be Available for:

- ❖ General Ledger
- ❖ Accounts Payable
- ❖ Buyer
- ❖ Inventory
- ❖ Grants Management
- ❖ Billing
- ❖ Accounts Receivable

Work Centers

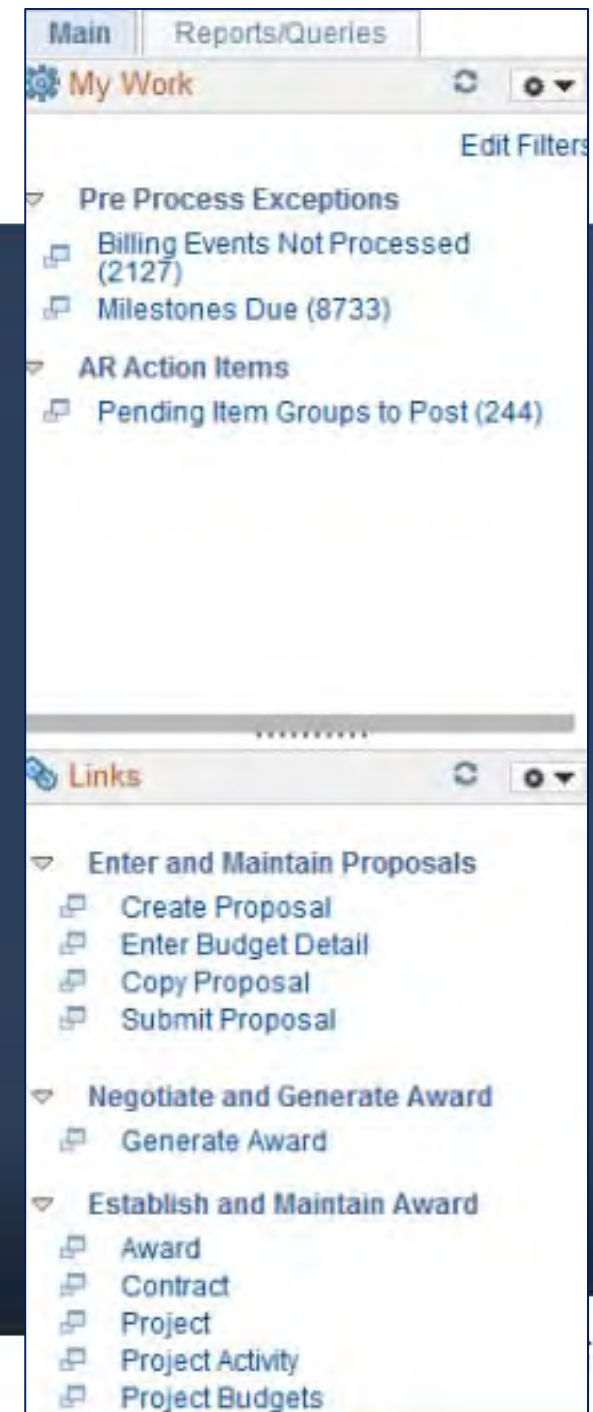
» Main Tab

› My Work Pagelet

- › Links to events & notification alerts
- › Prioritized items needing immediate attention
- › Worklist tasks for workflow

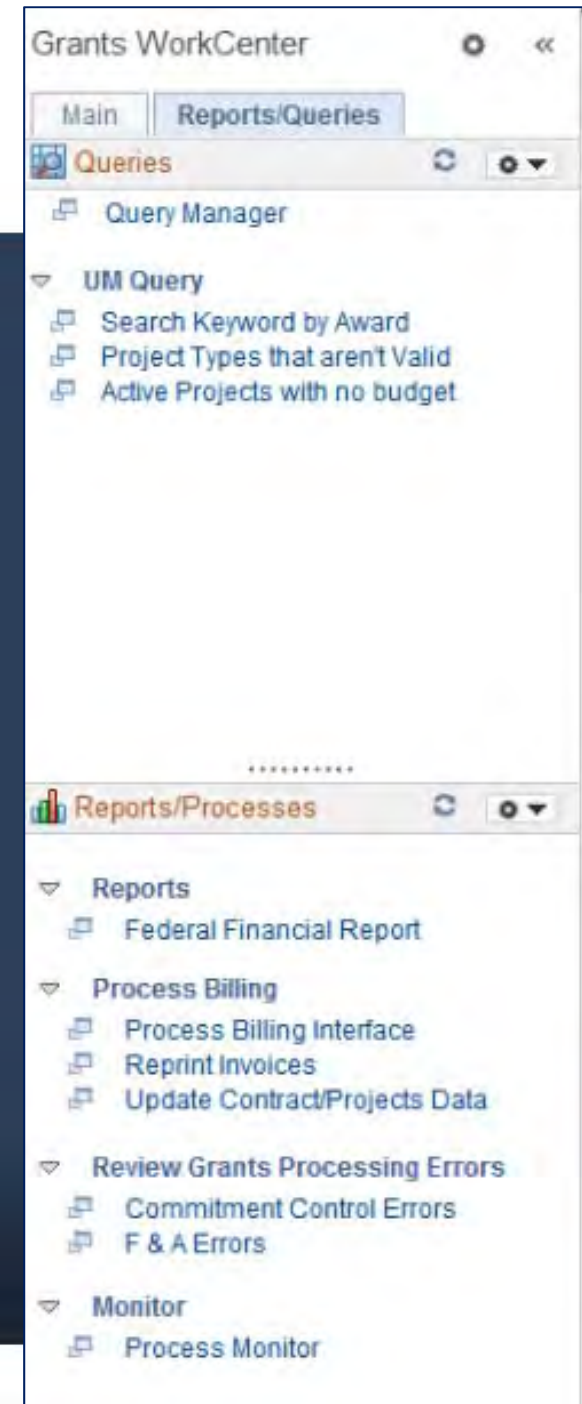
› Links Pagelet

- › Additional links to pages & other areas of interest
- › My include links external to University



Work Centers

- » Reports/Queries Tab
 - › Queries Pagelet
 - › Links to Query Manager/viewer containing public and private queries.
 - › Reports/Processes Pagelet
 - › Access to reports and processes frequently used
- » Links take you directly to Run Control page



UM Web Applications

» FIN Authorization

- › Electronic Workflow will be based on Approval Authorization in FIN Authorization
 - › CSD NODE will not be the source of approvers for T&E, Vouchers or ePro
- › ALL approvers at the designated levels will receive email notifications of the transaction
- › Approval or View Authorization will apply to all transaction types, not just one particular module

» Viewing Attachments on Vouchers

- › Will be available for viewing in FIN Search Options
 - › Ability to see will be secured to: Creator, Approvers, or those with FIN Authorization for the DeptID/DeptNode.

General Ledger

- » Work Centers
- » Queries
 - › Changes to some tables: new fields, field length changes, or fields from 9.0 no longer available
- » Allocations
 - › Allow the use of excluded values or exceptions in pool values

Chartfield Request Form

» Navigation

- › Main Menu >
- › Employee Self Service >
- › Chartfield Request Form

» No longer use Outlook form

» Electronic workflow

» Lookup features

» Can upload attachments

Form
tab

Chartfield Request Form

Instructions Tab

Form Instructions Attachments

Chartfield Request Form

Complete as much information as possible regarding the chartfield(s) you are requesting. Fields that are required are marked with an asterisk.

Subject (Required) - Description of request being made

Priority - Standard is the default. May change if a higher or lower priority is desired.

Due Date - If applicable

Business Unit (Required) - Business unit associated with the chartfield being requested.

Chartfield Requesting (Required) - Select type of chartfield requesting or select combination of chartfields if requesting more than one

Effective Date - Effective Date in PeopleSoft that will allow transactions to occur using this chartfield.

Contact Person - Individual to contact if there are questions regarding this form.

Contact Email - Email address for Contact Person.

Short Description (Required) - 10 Character field

Long Description (Required) - 254 Character field

Will this Deptid be used for Payroll? - Indicate by checking the box if this chartfield will be used in payroll transactions.

Division (Required) - College/School/Division responsible for this chartfield. Click on the magnifying glass and choose from the drop down list or type the first few letters in the box to narrow the search and then click on your choice. This field will be used in the work flow process and is required.

Department - Department responsible for this chartfield. Click on the magnifying glass and choose from the drop down list or type the first few letters in the box to narrow the search and then click on your choice, if known.

Sub-Department - Sub-Department responsible for this chartfield (if applicable). Click on the magnifying glass and choose from the drop down list or type the first few letters in the search box to narrow the list and then click on your choice, if known.

Program Classification - Classification of expenditures by program (i.e. instruction, research, etc.).

SSCS Code - School Specific Classification Structure used in Hyperion for data translation for the Long Range Planning application and various reports.

Source of Funds - Source of funding for the chartfield. Select from the drop down box.

Chartfield Request Form

Attachments Tab

Form | Instructions | **Attachments** New Window

Chartfield Request Form

*Subject

Download Templates Personalize | Find | View All | First 1 of 1 Last

	Description	Attached File	
1			Open

Upload your attachments Personalize | Find | View All | First 1 of 1 Last

	*Description	Attached File	Attach	Open	
1			Attach	Open	

Notify

[Form](#) | [Instructions](#) | [Attachments](#)



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Accounts Payable Shared Service

Accounts Payable

- » Changes resulting in better business processes and efficiencies for both the end user and University
 - › “Vendor” is now “Supplier”
 - › Supplier Request Form
 - › Payment Request Form
 - › Electronic Workflow for Approvals
 - › No printing vouchers, including IRB

Supplier Request Form

» Navigation

- › Suppliers > Supplier Registration > Register Suppliers
- › Payment Request Form step 2

» Form is designed to prompt for necessary information

- › Different prompts for New vs Existing
- › Option for Student Supplier
- › Enter Direct Deposit information on the form

» Electronic Workflow for Approvals

- › Department Requester
- › APSS Approval
- › System Approval

Supplier Request Form (1 of 6)

The screenshot shows the 'Welcome' step of a 6-step registration process. The navigation bar at the top includes 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information', and 'Submit'. The 'Welcome' step is active, indicated by an orange square. Below the navigation bar, there are 'Exit', 'Previous', and 'Next' buttons. The main content area contains instructions for completing the registration process, contact information for the Finance Support Center, and a section for selecting an activity. The 'Select an activity below' dropdown is highlighted with a red circle, and the 'What sort of supplier are you registering?' section, which includes radio buttons for 'New Supplier', 'Existing Supplier', and 'Student', is also highlighted with a red circle. The 'New Supplier' option is selected.

Welcome - Step 1 of 6

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please call the Finance Support Center at:

MU Campus - 882-3201
UMKC Campus - 235-1371
MO S&T Campus - 341-4266
UMSL Campus - 516-5366

or email: financesupport@umsystem.edu

Select an activity below ?

What sort of supplier are you registering?

- ☒ New Supplier
- ☐ Existing Supplier
- ☐ Student

* Required field

Supplier Request Form (2 of 6)

Welcome

Identifying Information

Addresses

Contacts

Payment Information

Submit

Exit | Previous Next

Identifying Information - Step 2 of 6

Unique ID & Company Profile ?

Tax Identification Number

* Entity Name

TEST, TEST

http://URL

Open URL

* Classification

Non-Employee

* Supplier Short Name

TESTTEST

Profile Questions ?

Please attach W-9 Form

Attachment

Please attach a direct deposit form if applicable

Attachment

Comments ?

* Required field

Exit | Previous Next

Supplier Request Form (3 of 6)

Addresses - Step 3 of 6

Exit | Previous Next

Primary Address ?

* Country USA United States

Address 1 12345 BARNEY DRIVE

Address 2

Address 3

City COLUMBIA

County BOONE Postal 65203

State MO Missouri

Email ID

☐ Override Address Verification

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primay Address above:

☐ Remit To Address
Address for remitting payment

☐ Invoice Address
Address from which you send invoice

Exit | Previous Next

Supplier Request Form (4 of 6)

Contacts - Step 4 of 6

Exit | Previous | Next

Company Contacts ?

You have not added any contact information to your application. Click "Add Contact" button to add new contact information.

Add Contact

* Required field

Contact Information ?

* First Name ☐ Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

Exit | Previous | Next

Contacts - Step 4 of 6

Company Contacts ?

Primary	Name	Phone	Designate Address
☒	TINA TEST	555/555-5555	Primary Address

Add Contact

* Required field

Exit | Previous | Next

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Supplier Request Form (5 of 6)

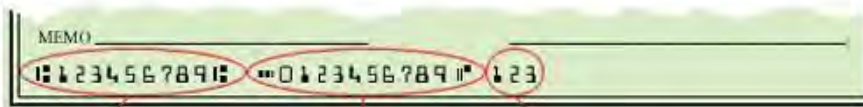
» Only completed if Direct Deposit is established; not foreign vendors

Payment Information - Step 5 of 6

Direct Deposit Information

Bank Account Type	
Routing Number (See Below)	
Account Number (See Below)	
Confirm Account	
Email ID	

Where to Find Routing and Account Numbers



The **routing number** is the 9 digits between the 12 symbols.

The **account number** is to the left of the 12 symbol.

The **check number** matches the number in the upper-right corner.

Supplier Request Form (6 of 6)

Submit - Step 6 of 6

Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement below.

Email communication regarding this registration will be sent to:

Can add more than 1 email

[Review](#) [Submit](#)

Submitted

✓ You have successfully submitted your registration.

Your registration ID:
0000000025

Any email regarding the registration status will be sent to:
HASSLERD@MISSOURI.EDU

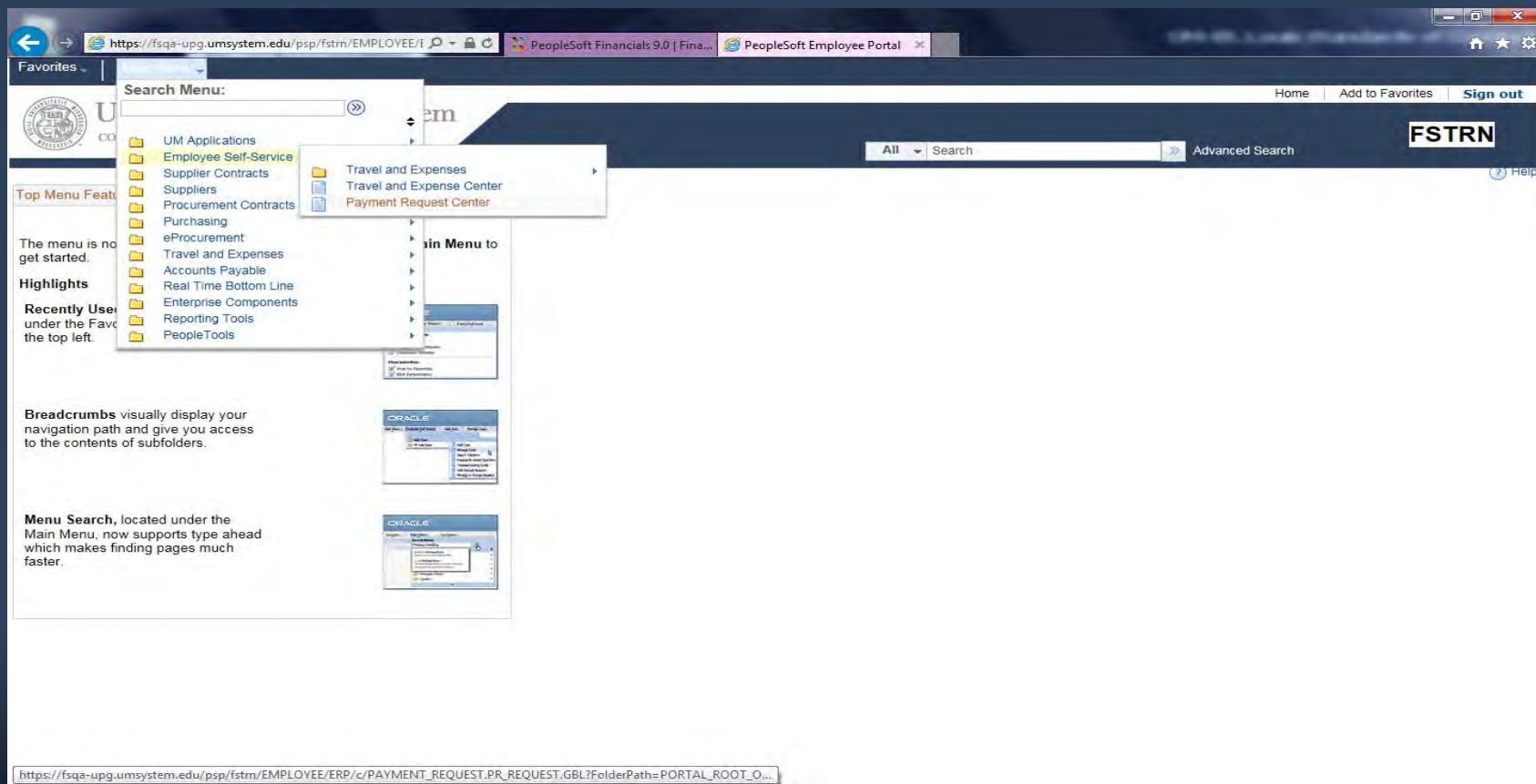
[Register New Supplier](#)

Payment Request Form – NPO VR

- » Form is designed to prompt for necessary information
- » NO PRINTING
- » Once submitted, it will create voucher behind the scenes
- » Electronic Workflow for Approvals
 - › Project Manager, if applicable
 - › Fiscal Reviewer
 - › Based on Approval Authorization in FIN Authorization
 - › Split Funded: All are emailed, only requires 1 from the group to approve
 - › Prepay Audit by APSS
- » “Saved” Payment Request can be cancelled by creator
 - › Has not received a voucher number

Training Instance - http://www.umsystem.edu/ums/fa/finance-support-center/peoplesoft_financials

» Main Menu -> Employee Self Service -> Payment Request Form



Payment Request Form

» Main Menu > Employee Self Service > Payment Request Center

Payment Request Center

Welcome: Training ID

Request Summary From 01/24/2015 to 04/24/2015

Display	Status	Number of Requests
☒	Approved	5
☐	Vouchered	15

Recent Messages

No Recent Messages

Create

Requests

Request ID	Entered Datetime	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Sch Pay
0000000026	04/24/2015 10:04AM	0100001342	ADVANCED COMPUTER SOLUTIONS	Computer software	250.00	USD	Approved	COLUM		
0000000024	04/23/2015 2:53PM	0001005512		1.3	300.00	USD	Approved	COLUM		

Payment Request Form (1 of 4)

1. Summary Information Page

Summary Information - Step 1 of 4

Instructions ?

*Business Unit: SOLUM

Request ID:

Invoice Number:

*Invoice Date: 04/24/2015

Entered By: Training ID - AP/PO

Entered Datetime: 04/24/2015 11:03AM

Description:

*Cost Sub-Total:

Misc Charge Amount:

Freight Amount:

Total Amount:

*Currency: USD

Attachments (0)

Notes/Comments: Hold Check, Express Check, Separate Check, Payment Handling Code

Payment Request Form (2 of 4)

2. Supplier Information Page

Summary Information **Supplier Information** Invoice Details Review and Submit

Exit Save for Later Previous Next

Supplier Information - Step 2 of 4

Instructions ⓘ

Business Unit UMSYS Invoice Number 123456 Entered By Training ID - AP/PO
Request ID Invoice Date 04/24/2015 Entered Datetime 04/24/2015 11:03AM

Supplier Search

Country USA Search
Supplier Name Fairfield Inn Request New Supplier

Supplier list Personalize | Find | View All | First 1-9 of 19 Last

Supplier ID	Name	Address	City	State	Country
C 0100017314	FAIRFIELD INN	Columbia Mo Ft	Columbia	MO	USA
C 0100017415	BLOOMINGTON FAIRFIELD INN	2401 E 80th St	Bloomington	MN	USA
C 0100094417	LUBBOCK FAIRFIELD INN	4007 S Loop 289	Lubbock	TX	USA

Payment Request Form (3 of 4)

3. Invoice Detail Page

Summary Information Supplier Information **Invoice Details** Review and Submit

Exit Save for Later Previous Next

Invoice Details - Step 3 of 4

Business Unit COLUM
Request ID

Invoice Number 465456465
Invoice Date 05/07/2015

Entered By Training ID - AP/PO
Entered Datetime 05/07/2015 8:00AM

Line	Description	Line Amount
------	-------------	-------------

Add Lines

*Cost Sub-Total 2.00
Misc Charge Amount

Add a New Line

Instructions ?

Line 1 Description Room rate *Line Amount 210.00 SpeedChart Key A0388

Accounting Details

Line	*Amount	Fund Code	Department	Program Code	Class	PC Business Unit	Project
1	105.00	0000	A0701004	0	0	UMSYS	00
2	105.00	0000	A0202001	0	0	UMSYS	00

OK Cancel

Payment Request Form (4 of 4)

4. Review and Submit Page

Summary Information Supplier Information Invoice Details **Review and Submit**

Exit Save for Later Previous

Review and Submit - Step 4 of 4

Instructions ?

Business Unit UMSYS Invoice Number 123456 Entered By Training ID - AP/PO
Request ID Invoice Date 04/24/2015 Entered Datetime 04/24/2015 11:03AM

Description Business meeting expense
Supplier FAIRFIELD INN
Total Amount 285.00 USD
Request Status New

Click the "Review" button to review the detailed request.
Click the "Submit" button to submit your request.

Review Submit

Exit **Save for Later** Previous

Non-PO Voucher Workflow

- » Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers
- » Can still navigate to the approvals page by:
 - > Hyperlink in the email notification
 - > Work Center

Favorites | Main Menu | Accounts Payable | Vouchers | Approve | Approval Framework - Vouchers

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Voucher Approval AF

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit:	=	▼	COLUM	x	
Voucher ID:	begins with	▼			
Invoice Number:	begins with	▼			
Short Supplier Name:	begins with	▼			
Supplier ID:	begins with	▼			
Supplier Name:	begins with	▼			
Approval Status:	=	▼			▼

☐ Case Sensitive

Non-PO Voucher Workflow

Approval | Line Information | Charge Information

Business Unit COLUM Invoice Number LBC2014CSIMS-8
Voucher 02540994 Supplier SIMS,CANIAH DONTAE
Invoice Date 04/25/2015 ID 0016146409

Voucher Details

Transaction Currency USD	Terms Due Immediately
Total 50.00	Approval Status Pending
Misc Amt 0.00	Added By BRADSHAWSTRAUBL
Freight 0.00	Bradshaw, Straub, Laura
Sales Tax 0.00	Attachments (0)
Use Tax 0.00	
Entered VAT 0.00	

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
UOFMO	0016146409	Remitting Address	04/27/2015	50.00	USD	SIMS,CANIAH

Fiscal
Reviewer
Screen

Fiscal Reviewer Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=02540994:Pending [Start New Path](#)

Fiscal Reviewer Approval

Pending

CFISCREVIEW Fiscal Approval [+](#)

Accounting Office Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=02540994:Awaiting Further Approvals [Start New Path](#)

Accounting Office Approval

Not Routed

Multiple Approvers
Acct Office Approval Non-Hosp [+](#)

T&E Expense Report

- » Attachments – No longer email to queue
 - › Use Attachment hyperlink to upload receipts and support
- » Hotel Wizard
 - › Option to use Hotel Wizard or itemize manually
- » “Notes” replaces “Comments”
 - › Hyperlink on Summary and Submit Page
- » Certification Statement
 - › Necessary for University business
 - › Traveler personally paid; not receiving reimbursement from 3rd party
 - › Meet University policies
 - › Alcohol benefit statement
- » ER can be “Withdrawn” if it has not been approved yet

T&E Expense Report

9.0 Page

9.2 Page

Create Expense Report

Expense Report Entry

Danelle Hassler

Report ID: NEXT

Quick Start: A Blank Report GO

General Information

*Description:		Comment:	
*Business Purpose:		Reference:	
Default Location:			

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: GO

Receipt Info

[View Receipts](#)

Details Personalize | End | View All | First 1 of 4 Last

*Overview	Detail	Location	Merchant	Air/Hotel	Mileage	Per Diem	*Currency	Rate			
Effective Date	Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type				
05/07/2015	☐										
	☐										
	☐										
	☐										

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

Update Totals

By clicking submit, the traveler certifies that these expenses were necessary for University business, that the traveler personally paid these expenses and has not been nor will be reimbursed by any other person/entity, and to the best of his/her knowledge, these expenses are correct and are eligible for reimbursement under University policy.

Save For Later

Submit

[Expense Report Project Summary](#)

[Printable View](#)

Create Expense Report

ATRAVELER ATRAVELER

Quick Start

*Business Purpose

Default Location

*Report Description

Attachments

Reference

Expenses

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

Totals (0 Line)

*Date	*Expense Type	Description	*Payment Type	

Expand All | Collapse All

Totals (0 Line)

T&E Expense Report

Create Expense Report

CTRAVELER CTRAVELER ?

*Business Purpose: Meeting

*Report Description: Campus Meeting

Reference:

Default Location: KANSAS CITY MO USA

Attachments

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (1 Line) 109.00 USD

*Date: 04/29/2015

*Expense Type: Transp - Mileage (Persnl Veh)

Description:

*Payment Type: Cash/Check

*Amount: 109.00

*Currency: USD

*Billing Type: In State - D

**Originating Location: COLUMBIA MO USA

**Destination Location: KANSAS CITY MO USA

*Miles: 200 x 0.5450

No partial miles allowed, round miles to the nearest mile.

Accounting Details ?

General Ledger ChartFields

Amount	SpeedType	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
109.00		COLUM	109.00	USD	1.00000000	721000	0000	C1105001	0	0	COLUM	00

Expand All | Collapse All

Totals (1 Line) 109.00 USD

T&E Expense Report

» Save & Submit Page

*Business PurposeProfessional Development

*DescriptionMarketing seminar

Reference

Report 0000175601 Pending

Created 03/13/2015 ATRAVELER ATRAVELER

Last Updated 03/13/2015 ATRAVELER ATRAVELER

Totals

View Printable Version

View Analytics

Notes

Employee Expenses (4 Lines)	327.33 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credit
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credit

Amount Due to Employee327.33 USD

Amount Due to Supplier0.00 USD

☐

By checking this box, the traveler certifies these expenses were necessary for University business and that the traveler personally paid these expenses and has not been nor will be reimbursed by any other person/entity, and to the best of his/her knowledge, these expenses are correct and are eligible for reimbursement under University policy. If submitting a Business Meal for reimbursement, the traveler attests that any alcohol purchased was a legitimate expenditure to promote the University's interests.

Submit Expense Report

Reminders: T&E Policies & Procedures

- » Business Meals: Business purpose, traveler + guests, attendees
 - › Per diem when only traveler
- » Meal – Extended Work Day: No overnight stay
- » Per Diem: Enter start/end time on first/last days of travel
- » Expense Type: Miscellaneous should be last resort
- » Hotel Folio (Unnecessary Charges): Mark as non-reimbursable
- » Moving Expenses: 1 line only
- » Receipts Required: Must show proof of payment (cash, cc, etc)
- » Supplies: Show-Me Shop, Pcard, PO



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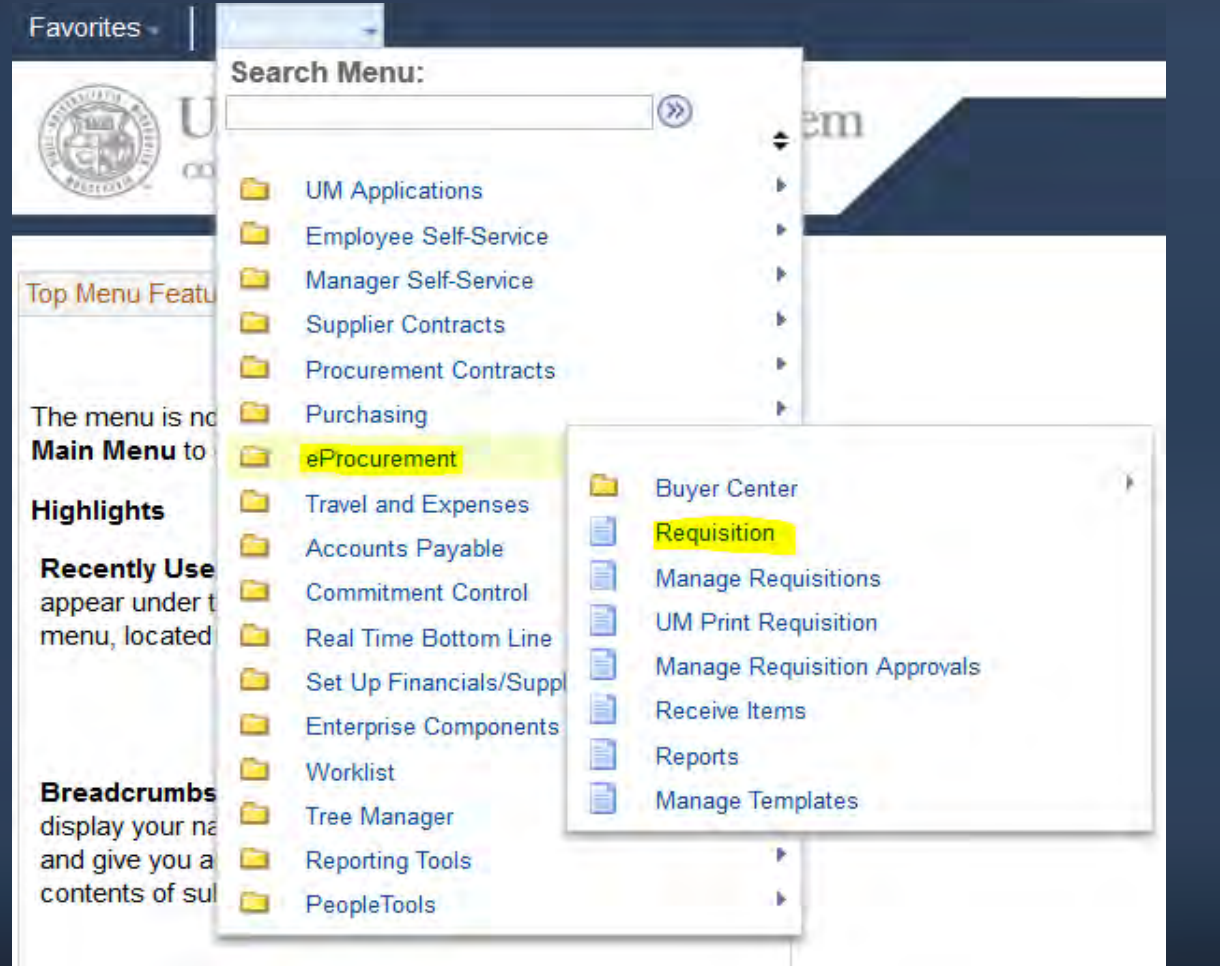
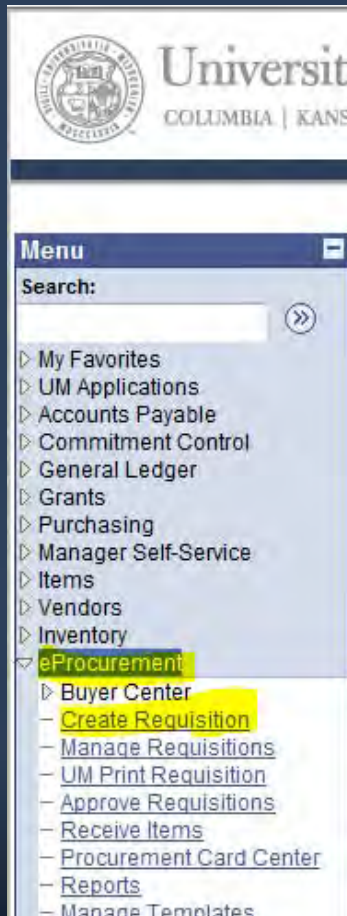
 **Advancing**Missouri

Supply Chain

eProcurement Module

Creating a Requisition

» Beginning Navigation



Creating a Requisition – Step 1

» Define Requisition

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: UMSYS System Administration
*Requester: EDWARDSMELI Edwards, Melinda Ellen *Currency: USD
Requisition Name:

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: Vendor Location:
Buyer: Category: Unit of Measure:

Shipping Defaults

Ship To: C04915
Due Date: Attention:

Accounting Defaults

Location	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
C04915	UMSYS	730000	0090	A1106002	0	0	UMSYS	00

Continue

» Requisition Settings

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Business Unit: UMSYS System Administration
*Requester: HEMEYERT Hemeyer, Tylisha Michelle
*Currency: USD

Requisition Name:

Custom Fields

Default Options ?

☒ Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

☐ Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults

Supplier: Category: 00001
Supplier Location: Unit of Measure:
Buyer:

Shipping Defaults

Ship To: C00318
Due Date: Attention:

Accounting Defaults

Chartfields1 Details Asset Information

Percent	Location	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Ac
	C00318	UMSYS	730000	0000	A1106002	0	0	UMSYS	00	

Creating a Requisition – Step 2

» Add Items and Services

Create Requisition

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

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Templates **Show-Me Shop** Non-Catalog

Logo	Merchant	Description
	SHOW ME SHOP	Punchout to Catalogs

[Review and Submit](#)

» Home

Create Requisition ?

Welcome Hemeyer, Tylisha Michelle



 My Preferences

 Requisition Settings

 0 Lines



Request Options 

Search All 

[Advanced Search](#)

Enter search criteria or select from the menu on the right to begin creating your requisition.



Show-Me Shop

Browse Supplier Websites

[SHOW ME SHOP](#)



Non-Catalog Request

Create a non-catalog request



Templates

Browse Company and Personal Templates

Creating a Requisition – Non-Catalog

» Define Requisitions

Templates Show-Me Shop Non-Catalog

Order Goods and/or Services Not Available in the Item Master

* Item Description:

* Price: *Currency:

* Quantity: *Unit of Measure:

* Category: Due Date:

Vendor ID:

Vendor Item ID:

Manufacturer Name:

Manufact Item ID:

Additional Information

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

Add Item Clear

» Requisition Settings

Non-Catalog Request ?

Enter information about the non-catalog item you would like to order.

Item Details

*Item Description

*Price *Currency

*Quantity *Unit of Measure

*Category Due Date

Supplier

Supplier ID

Supplier Name

Supplier Item ID

Manufacturer

Manufacturer Name

Manufacturer

Mfg Item ID

Additional Information

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

Add to Cart

Creating a Requisition - Review & Submit

» Review & Submit

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: UMSYS System Administration

*Requester: EDWARDSMELI Edwards Melinda Ellen *Currency: USD

Requisition Name:

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Truck		1.0000	Each	40,000.00000	40,000.00

☐ Consolidate with other Reqs ☒ Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: 1.0000

Status: Active *Ship To: C04915

Attention: Edwards Melinda Ellen

*Distribute by: Qty *Liquidate by: Amt

Accounting Lines

Line	MoCode	Status	*Location	Quantity	Percent	Amount	GL Unit	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
1		Open	C04915	1.0000	100.0000	40,000.00	UMSYS	730000	0099	A1106002	0	0	UMSYS	00

Total Amount: 40,000.00 USD

☐ Select All / Deselect All

Justification/Comments

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

Do you need a ju

Add Justification Document

» Checkout-Review & Submit

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit: UMSYS System Administration Requisition Name:

*Requester: HEMEYERT Hemeyer, Tylisha Michelle

*Currency: USD

Cart Summary: Total Amount 40,000.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Truck			1.0000	Each	40000.0000	40000.00			

☐ Select All / Deselect All Select lines to:

Total Amount 40,000.00 USD

Shipping Summary

Requisition Comments

Enter requisition comments

☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Creating a Requisition - Review & Submit Options

» Shipping, Attention To, Access to Accounting Fields

Checkout - Review and Submit

Review the item information and submit the req for approval.

 My Preferences

 Requisition Settings

Requisition Summary

Business Unit

System Administration

Requisition Name

*Requester

Hemeyer, Tylisha Michelle

*Currency

Cart Summary: Total Amount 40,000.00 USD

Expand lines to review shipping and accounting details

 Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▼  1 	Truck			1.0000	Each	40000.0000	40000.00		 Edit	
	Shipping Line 1		*Ship To C00318			Quantity 1.0000				
			Address Procurement Operations 1105 Carrie Francke Dr Columbia, MO 65211-3100			Price 40000.0000		Price Adjustment		
			Attention To Hemeyer, Tylisha Michelle					Pegging Inquiry		
			Due Date					Pegging Workbench		
			 Accounting Lines							

☐ Select All / Deselect All

Select lines to:

 Add to Template(s)

 Delete Selected

 Mass Change

Creating a Requisition - Review & Submit Options

» Accounting Fields – Chartfields 1 vs 2 (and Personalization)

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Truck			1.0000	Each	40000.0000	40000.00			

Shipping Line 1

*Ship To: C00318
Address: Procurement Operations
1105 Carrie Francke Dr
Columbia, MO 65211-3100
Attention To: Hemeyer, Tylisha Michelle
Due Date: [Date]

Quantity: 1.0000
Price: 40000.0000

Price Adjustment
Pegging Inquiry
Pegging Workbench

Accounting Lines

*Distribute By: Qty SpeedChart *Liquidate By: Amt

Accounting Lines

Line	MoCode	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1		Open		C00318	1.0000	100.0000	40,000.00	UMSYS	

Select All / Deselect All Select lines to: Add to Template(s) Delete Selected Mass Change

Total Amount 40,000.00 USD

Accounting Lines

*Distribute By: Qty SpeedChart *Liquidate By: Amt

Accounting Lines

Personalize | Find | View All | First 1 of 1 Last

Chartfields		Chartfields2		Details		Details 2		Asset Information		Asset Information 2		Budget Information											
Account		Fund		Dept		Program		Class		PC Bus Unit		Project		Activity		Source Type		Category		Subcategory		Affiliate	
730000		0000		A1106002		0		0		UMSYS		00		45									

Creating a Requisition – Review and Submit Options

 Save & submit

 Save for Later

 Add More Items

 Preview Approvals

 Add Justification Document

Preview Approvals

Requested For Hemeyer,Tylisha Michelle

Requisition Name 0000012302

Business Unit UMSYS

Status Open

Budget Status Not Checked

Number of Lines 1

Total Amount 40,000.00 USD

ePro Approval

Requisition 0000012302:Initiated

 Start New Path

ePro Approval by auth signer

Not Routed

  Multiple Approvers

Campus Department Approver



Return

Apply Approval Changes

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Creating a Requisition - Confirmation

» View Printable Version, Edit this Requisition

Confirmation

Your requisition has been submitted.

Requested For Hemeyer,Tylisha Michelle

Number of Lines 1

Requisition Name 0000012302

Total Amount 40,000.00 USD

Requisition ID 0000012302

Business Unit UMSYS

Status Pending

Budget Status Not Checked

 [View printable version](#)

 [Edit This Requisition](#)

 [Check Budget](#)

ePro Approval

▼

Requisition 0000012302:Pending

 [Start New Path](#)

ePro Approval by auth signer

Pending

 Multiple Approvers

Campus Department Approver



[Apply Approval Changes](#)

Manage Requisitions

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
▾ 0000012462	Mobile Inventory					
▾ 0000012403	0000012403					
▾ 0000012338	Heinkel Supplies					
▾ 0000012337	Rolla Supplies					
▾ 0000012331	Mobile Inventory					

Manage Requisitions

[Collapse section Search Requisitions](#) [Search Requisitions](#)

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

Business Unit: [Look up Business Unit \(Alt+5\)](#) Requisition Name: [Look up](#)
Requisition ID: [Look up Requisition ID \(Alt+5\)](#) Request State: Budget Status:
Date From: [Choose a date \(Alt+5\)](#) Date To: [Choose a date \(Alt+5\)](#)
Requester: [Look up Requester \(Alt+5\)](#) Entered By: [Look up Entered By \(Alt+5\)](#) PO ID:

[Show Advanced Search](#)

Requisitions Help

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	Request State	Budget	Total		
Expand Section 0000012500	0000012500	UMSYS	05/06/2015	Pending	Not Chk'd	100,035,292.00 USD	[Select Action]	Go
Expand Section 0000012485	EP 41 - copy of EP22	UMSYS	05/04/2015	Pending	Not Chk'd	100,035,292.00 USD	[Select Action]	Go
Expand Section 0000012484	EP3 & EP34	UMSYS	05/04/2015	Pending	Not Chk'd	2,938,928.00 USD	[Select Action]	Go
Expand Section 0000012483	Test EP33	UMSYS	05/04/2015	Pending	Not Chk'd	1,000.00 USD	[Select Action]	Go
Expand Section 0000012476	Test EP 22	UMSYS	05/01/2015	Pending	Not Chk'd	100,035,292.00 USD	[Select Action]	Go
Expand Section 0000012471	TEST EP30 again	UMSYS	05/01/2015	Pending	Not Chk'd	1,462.00 USD	[Select Action]	Go

Manage Requisitions Options

The screenshot displays the SAP RFQ interface. On the left, the 'Request Status' dropdown menu is open, showing options: 'All but Complete', 'Approved', 'Cancelled', 'Complete', 'Denied', 'Open', 'PO(s) Created', 'PO(s) Dispatched', 'Pending', and 'Received'. Below this, the 'Request' table is visible, with columns for 'Request', 'Date', and 'Status'. The first row shows '05/06/2011' and '10'. The second row shows '05/04/2011' and '10'. The third row shows '05/04/2011' and '10'. The 'Request' column is highlighted in yellow. On the right, the 'Actions' dropdown menu is open, showing options: 'Change Request', 'Copy Requisition', 'Receive Order', 'Return to Vendor', and 'View Approvals'. The 'Return to Vendor' option is highlighted in blue. Below the 'Actions' menu, the 'Request' table is visible, with columns for 'Request', 'Date', and 'Status'. The first row shows '05/06/2011' and '10'. The second row shows '05/04/2011' and '10'. The third row shows '05/04/2011' and '10'. The 'Request' column is highlighted in yellow.

Approving a Requisition - Navigation

» eProcurement >
Approve Requisitions

Approve Requisitions

Search Requisitions
To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID: Requisition Name:
Business Unit: *Status: Pending
Date From: Date To:
Requester: Entered by:

Requisitions
To view the complete details and approve a Requisition, click the requisition ID link.

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

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester
Pending	0000003857	Supplies	UMSYS	06/04/2008	Requester
Pending	0000003873	0000003873	UMSYS	07/08/2008	Requester
Pending	0000003878	0000003878	UMSYS	07/25/2008	Requester
Pending	0000003882	Textbooks	UMSYS	07/29/2008	Requester

» Can still navigate to the approvals page by:

- > Hyperlink in the email notification
- > Work List

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» eProcurement > Manage
Requisition Approvals

Manage Requisition Approvals

[Favorites](#) | [Main Menu](#) | [eProcurement](#) | [Manage Requisition Approvals](#)

Home | Worklist | Add to Favorites

University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | SELLAHUIS

All Search [Advanced Search](#)

[New Window](#) [Help](#) [Personalize P](#)

Search Requisitions
To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID: Requisition Name:
Business Unit: *Status: Pending
Date From: 03/25/2015 Date To: 03/26/2015
Requester: Entered by:

[Show Advanced Search](#)

Requisitions
To view the complete details and approve a Requisition, click the requisition ID link.

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

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total
Pending	0000012324	Gym Equipment	UMSYS	03/25/2015	ePro Req- Receiving User	ePro Req- Receiving User	2,300.00 USD
Pending	0000012325	Testing EP1	UMSYS	03/26/2015			7,120.00 USD
Pending	0000012327	Test EP2, EP 32	UMSYS	03/26/2015			165.00 USD
Pending	0000012328	Test EP 4	UMSYS	03/26/2015			20,000.00 USD
Pending	0000012329	Test EP5	UMSYS	03/26/2015			2,700.00 USD

Approving a Requisition – Approve/Deny/Hold

Requisition Approval

Req Name: Textbooks

Total: 35,000.00 USD

Requester: [Requester](#)

Entered on: 07/29/2008

Status: Pending

Requester's Justification:
National Bookstore
123 Broadway
Anywhere, MO 99999

Edit Requisition

Business Unit

Requisition ID

Requisition Name

Requester

Entered on

Status

Priority

Budget Status

Requester's Justification

No justification entered by requester.

Total Amount

2,300.00 USD

View printable version

Line Information

Line	Item Description	Vendor Name	Qty	UOM
☐	1 Textbook, Biology		200.0000	EA
☐	2 Textbook, Chemistry		200.0000	EA
☐	3 Textbook, Anatomy		200.0000	EA

Select All / Deselect All

View Line Details

Review/Edit Approvers

Enter Approver Comments

Approve

Deny

Requisition Approval

Business Unit

Requisition ID

Requisition Name

Requester

Entered on

Status

Priority

Budget Status

Requester's Justification

No justification entered by requester.

Total Amount

2,300.00 USD

View printable version

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
☐	1 Treadmill	PRECORINC-001	1.0000	EA	1500.00000 USD	
☐	2 Stair Climber	PRECORINC-001	1.0000	EA	800.00000 USD	

Select All / Deselect All

View Line Details

Review/Edit Approvers

Enter Approver Comments

Approve

Deny

Hold

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 Advancing Missouri

Invoices

- » Continue to send invoices received at the department level via email to
 - › UM Procurement Imaging Vouchers
 - › umprocimagingvouce@umsystem.edu
 - › apsspoinvoices@Missouri.edu
 - › apsspoinvoices@umkc.edu
 - › apsspoinvoices@mst.edu
 - › apsspoinvoices@umsl.edu
 - › apsspoinvoices@umsystem.edu

Receiving - Navigation

» eProcurement > Receive Items > Add New Receipt

Manage Receipts

Search Criteria

Received Date From	02/25/2015	To	03/27/2015	Show Status	Received//Open
Business Unit	UMSYS	Receipt ID		Ship To	
PO Unit		PO ID			

Add New Receipt

[Process Receipts](#)

[Inspection](#)

[Review ASN Receipt](#)

[Manage Return To Supplier](#)

Select Purchase Order

Search Criteria

PO Unit	UMSYS	Days +/- Today	30
ID		Start Date	02/25/2015
Line / Schedule	/	End Date	04/26/2015
Release		Supplier Name	
Item ID		Supplier Item ID	
Ship To		Manufacturer ID	
Ship Via		Manufacturer's Item ID	

☒ Retrieve Open PO Schedules

Receipt Qty Options

☐ No Order Qty ☐ Ordered Qty ☒ PO Remaining Qty

Receiving

Maintain Receipts

Receiving

Business Unit UMSYS

Receipt Status Open



Receipt ID NEXT

[Add Header Comments](#)

[Activities](#)

[Header Details](#)

Header

Requester

Department Appl. Sppt HR/PYRL

Location Code C09423 Locust St East-Rm IT

Address Line 1 Division of IT

Address Line 2 615 Locust St

Address Line 3

Building # C301

City Columbia

Postal Code 65211

State MO

[Close Short All Lines](#)

[Print Delivery Report](#)

[Run P3](#)

[Select Purchase Order](#)

Receipt Lines

[Personalize](#)

[Receipt Lines](#) [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#)

Line	Description	Receipt Qty	Receipt Price	Accept Qty	Status
1	Kronos INTOUCH 9000 H3, Standa	1.0000	2000.00000	1.0000	Open

☐ Interface Receipt

☐ Run Close Short

[Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#)

Open Labs

June 1st	Columbia & System	General Services Building Room 25
June 2nd	St Louis	Express Scripts Hall Room 106
June 3rd	Missouri S&T	Engineering Management Room 235
June 4th	Kansas City	Education Room 34

Resources

» Finance Support Center

- › Email – financesupport@umsystem.edu
- › Phone – Toll Free at 1-877-752-3334

» Training Guides

- › http://www.umsystem.edu/ums/fa/finance-support-center/peoplesoft_financials

» Accounts Payable Shared Services

- › <http://www.umsystem.edu/oei/sharedservices/apss>

» Campus Accounting Office