

# Fit Gap Sessions

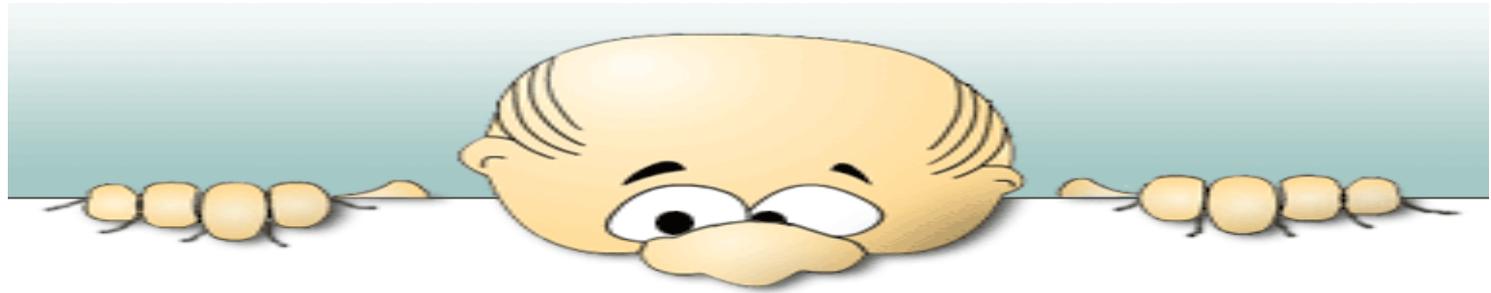
State of Kansas

eProcurement/Purchasing  
January 2015

# Agenda

- Introductions
- Objectives
- Schedule
- Fit Gap
  - Global Enhancements with 9.2
    - Enterprise Search (Confirm the areas where it will be utilized)
  - Business Process Deltas between 9.0 and 9.2
    - Online Review / Offline Review
    - Confirm new functionality that should be explored for system design
  - Workflow
    - If applicable – Confirm whether AWE or Virtual Approver will be used
  - Interfaces
    - Retrofit / Eliminate
  - Customizations
    - Retrofit / Eliminate
  - Reports
    - Retrofit / Eliminate
  - Security
  - Batch Schedule
- Discussion





- Name
- Functional Area
- Role

- Analyze the deltas between current Business processes and version 9.2.
  - Identify Gaps
  - Confirm Inventory of Interfaces, Customizations, Batch Processes and Reports.
- Facilitate the next stage – Design and Configuration
- A list of potential post upgrade improvements requiring new or changed configuration and business process that cannot be implemented now due to upgrade constraints.

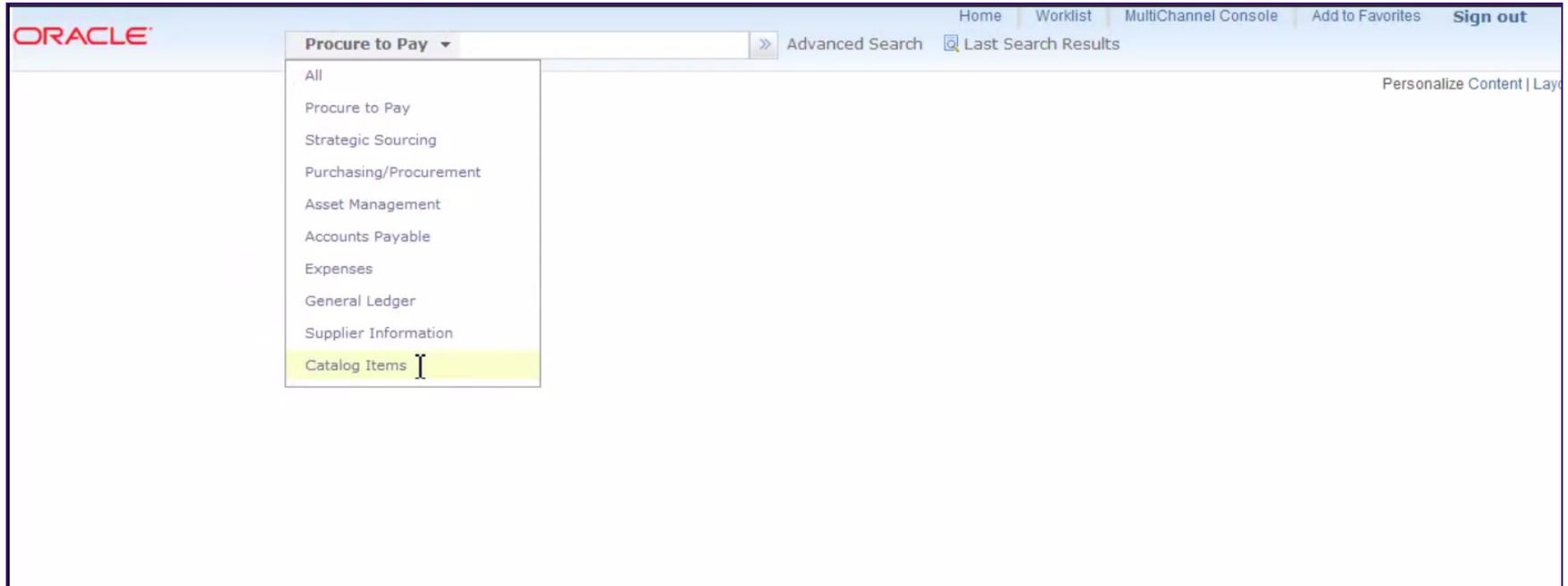
# Schedule

| Subject                | Date                       | Time         | Topics  |
|------------------------|----------------------------|--------------|---|
| ePro/Purchasing Part 1 | Tuesday, January 06, 2015  | 9:00 - 12:00 | Global Enhancements, Requisitions, Mobile ePro, Mobile Approvals  |
| ePro/Purchasing Part 2 | Thursday, January 08, 2015 | 9:00 - 12:00 | Work Centers, Purchase Orders Dispatch Receiving, Returns, Workflow, Customizations, Interfaces, Security |
| ePro/Purchasing Part 3 | Tuesday, January 13, 2015  | 9:00 - 12:00 | P-cards, Batch Processng, Reports   |

- Oracle Secure Enterprise Search (SES)
  - Provides global search capabilities that enables the user to take action from search results without navigating through the menus thereby increasing productivity
  - SES is implemented through the PeopleSoft Search Framework. The PeopleSoft Search Framework replaces the Verity search engine and provides a standard method to create search indexes for PeopleSoft applications
  - SES indexing is available in these areas of PS FSCM
    - Assets, Expenses, Journals, Payments, Procurement Contracts, Purchase Orders, Receiving in Purchasing, Requisitions in Purchasing and eProcurement, Strategic Sourcing Events, Suppliers, Supplier Conversations, Vouchers

# Global Enhancements - SES

- Example



The screenshot shows the Oracle Procure to Pay interface. The Oracle logo is in the top left. The main navigation bar includes 'Procure to Pay' (selected), 'Advanced Search', and 'Last Search Results'. A dropdown menu is open under 'Procure to Pay', listing: All, Procure to Pay, Strategic Sourcing, Purchasing/Procurement, Asset Management, Accounts Payable, Expenses, General Ledger, Supplier Information, and Catalog Items (highlighted). The top right navigation bar contains 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. On the far right, there are links for 'Personalize Content' and 'Layout'.

# Global Enhancements - SES

ORACLE Expenses Hertz Advanced Search Last Search Results

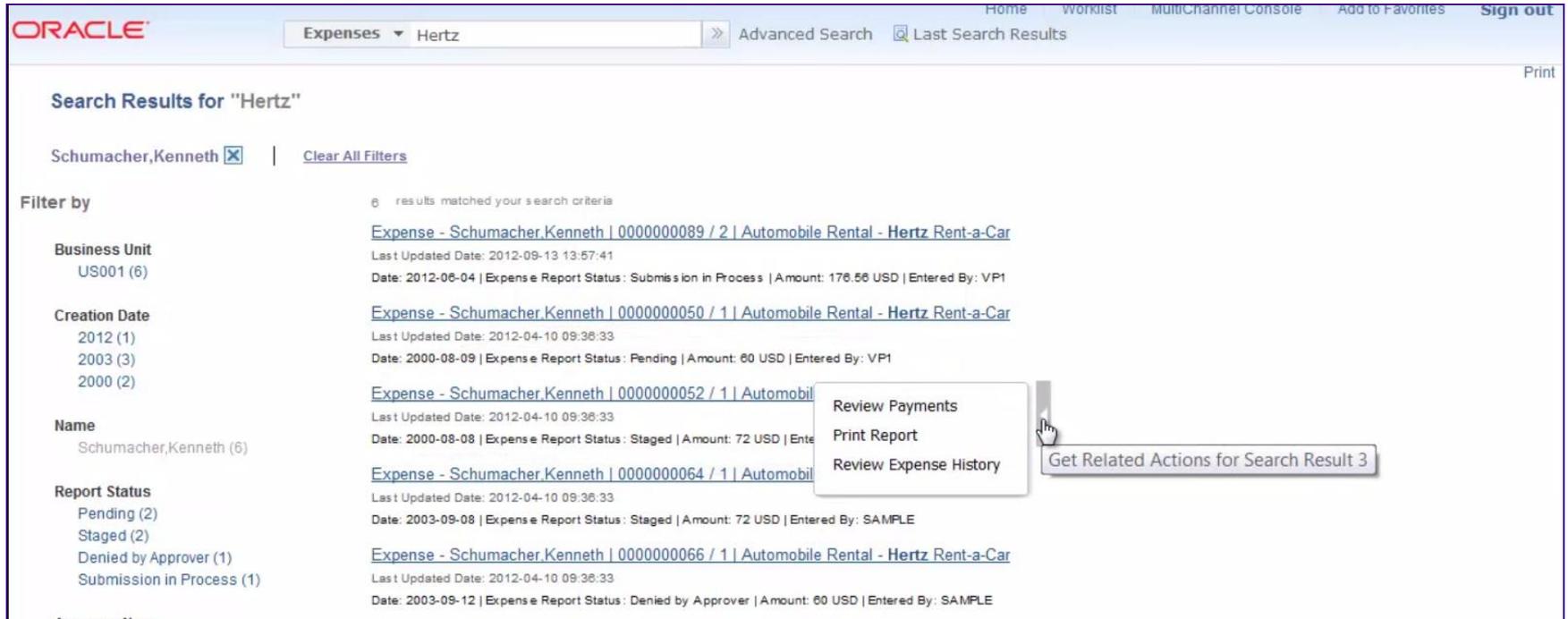
Home Worklist MultiChannel Console Add to Favorites Sign out

Search Results for "Hertz" Print

10 results matched your search criteria

|  |  |
|--|--|
| <p><b>Filter by</b></p> <p><b>Business Unit</b></p> <ul style="list-style-type: none"> <li>US001 (7)</li> <li>US005 (2)</li> <li>US006 (1)</li> </ul> <p><b>Creation Date</b></p> <ul style="list-style-type: none"> <li>2012 (1)</li> <li>2008 (2)</li> <li>2003 (4)</li> <li>2000 (3)</li> </ul> <p><b>Name</b></p> <ul style="list-style-type: none"> <li>Schumacher,Kenneth (6)</li> <li>Turner,Ed (2)</li> <li>Emmerson,Nancy (1)</li> <li>Vincent,Sonya (1)</li> </ul> <p><b>Report Status</b></p> <ul style="list-style-type: none"> <li>Pending (4)</li> <li>Staged (2)</li> <li>Submitted for Approval (2)</li> <li>Denied by Approver (1)</li> </ul> | <p><a href="#">Expense - Schumacher,Kenneth   0000000089 / 2   Automobile Rental - Hertz Rent-a-Car</a><br/>                 Last Updated Date: 2012-09-13 13:57:41<br/>                 Date: 2012-06-04   Expense Report Status: Submission in Process   Amount: 176.66 USD   Entered By: VP1</p> <p><a href="#">Expense - Schumacher,Kenneth   0000000050 / 1   Automobile Rental - Hertz Rent-a-Car</a><br/>                 Last Updated Date: 2012-04-10 09:36:33<br/>                 Date: 2000-08-09   Expense Report Status: Pending   Amount: 60 USD   Entered By: VP1</p> <p><a href="#">Expense - Schumacher,Kenneth   0000000052 / 1   Automobile Rental - Hertz Rent-a-Car</a><br/>                 Last Updated Date: 2012-04-10 09:36:33<br/>                 Date: 2000-08-08   Expense Report Status: Staged   Amount: 72 USD   Entered By: VP1</p> <p><a href="#">Expense - Vincent,Sonya   0000000062 / 1   Automobile Rental - Hertz Rent-a-Car</a><br/>                 Last Updated Date: 2012-04-10 09:36:33<br/>                 Date: 2003-10-30   Expense Report Status: Submitted for Approval   Amount: 160 USD   Entered By: SAMPLE</p> <p><a href="#">Expense - Schumacher,Kenneth   0000000064 / 1   Automobile Rental - Hertz Rent-a-Car</a><br/>                 Last Updated Date: 2012-04-10 09:36:33<br/>                 Date: 2003-09-08   Expense Report Status: Staged   Amount: 72 USD   Entered By: SAMPLE</p> <p><a href="#">Expense - Schumacher,Kenneth   0000000066 / 1   Automobile Rental - Hertz Rent-a-Car</a><br/>                 Last Updated Date: 2012-04-10 09:36:33<br/>                 Date: 2003-09-12   Expense Report Status: Denied by Approver   Amount: 60 USD   Entered By: SAMPLE</p> <p><a href="#">Expense - Schumacher,Kenneth   0000000068 / 1   Automobile Rental - Hertz Rent-a-Car</a></p> |
|--|--|

# Global Enhancements - SES



**ORACLE** Expenses ▾ Hertz >> Advanced Search Last Search Results

Home Worklist MultiChannel Console Add to Favorites Sign out

Print

### Search Results for "Hertz"

Schumacher, Kenneth  | [Clear All Filters](#)

Filter by 6 results matched your search criteria

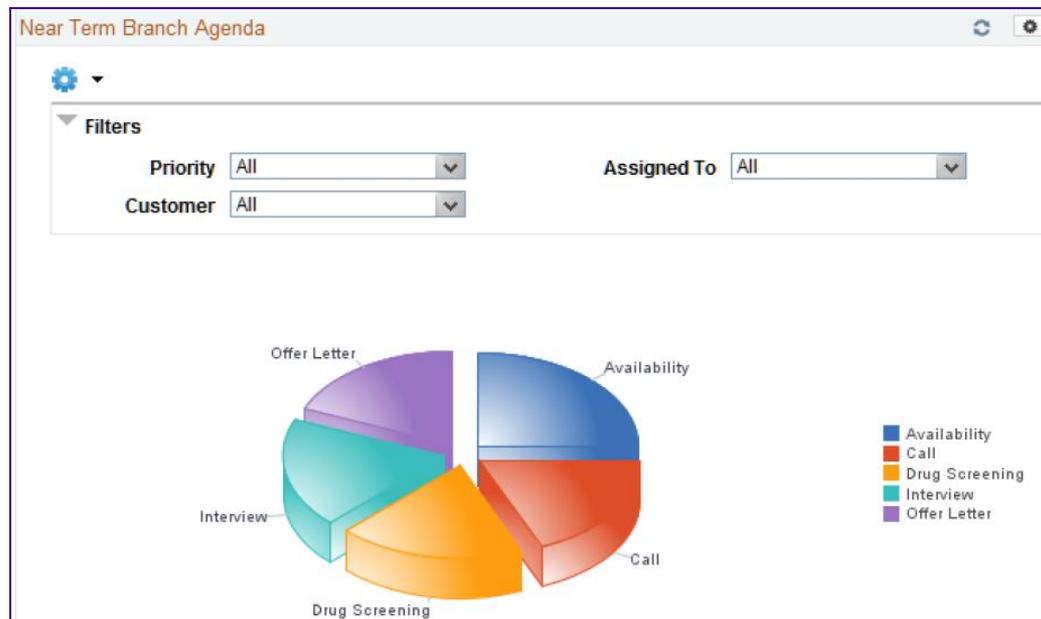
| Filter by  | Results   |
|--|---|
| <b>Business Unit</b><br>US001 (6)  | <a href="#">Expense - Schumacher, Kenneth   0000000089 / 2   Automobile Rental - Hertz Rent-a-Car</a><br>Last Updated Date: 2012-09-13 13:57:41<br>Date: 2012-06-04   Expense Report Status: Submission in Process   Amount: 176.56 USD   Entered By: VP1 |
| <b>Creation Date</b><br>2012 (1)<br>2003 (3)<br>2000 (2)   | <a href="#">Expense - Schumacher, Kenneth   0000000050 / 1   Automobile Rental - Hertz Rent-a-Car</a><br>Last Updated Date: 2012-04-10 09:36:33<br>Date: 2000-08-09   Expense Report Status: Pending   Amount: 60 USD   Entered By: VP1                   |
| <b>Name</b><br>Schumacher, Kenneth (6)   | <a href="#">Expense - Schumacher, Kenneth   0000000052 / 1   Automobile Rental - Hertz Rent-a-Car</a><br>Last Updated Date: 2012-04-10 09:36:33<br>Date: 2000-08-08   Expense Report Status: Staged   Amount: 72 USD   Entered By: SAMPLE                 |
| <b>Report Status</b><br>Pending (2)<br>Staged (2)<br>Denied by Approver (1)<br>Submission in Process (1) | <a href="#">Expense - Schumacher, Kenneth   0000000064 / 1   Automobile Rental - Hertz Rent-a-Car</a><br>Last Updated Date: 2012-04-10 09:36:33<br>Date: 2003-09-08   Expense Report Status: Staged   Amount: 72 USD   Entered By: SAMPLE                 |
|  | <a href="#">Expense - Schumacher, Kenneth   0000000066 / 1   Automobile Rental - Hertz Rent-a-Car</a><br>Last Updated Date: 2012-04-10 09:36:33<br>Date: 2003-09-12   Expense Report Status: Denied by Approver   Amount: 60 USD   Entered By: SAMPLE     |

Review Payments  
Print Report  
Review Expense History

Get Related Actions for Search Result 3

- Pivot Grids

- Based on PS Query results that display results in an Excel-like pivot table, chart, or grid.
  - Interactive analytical grids and charts
- Accessible through pagelets added to a users Home Page, Work Center and Dashboards



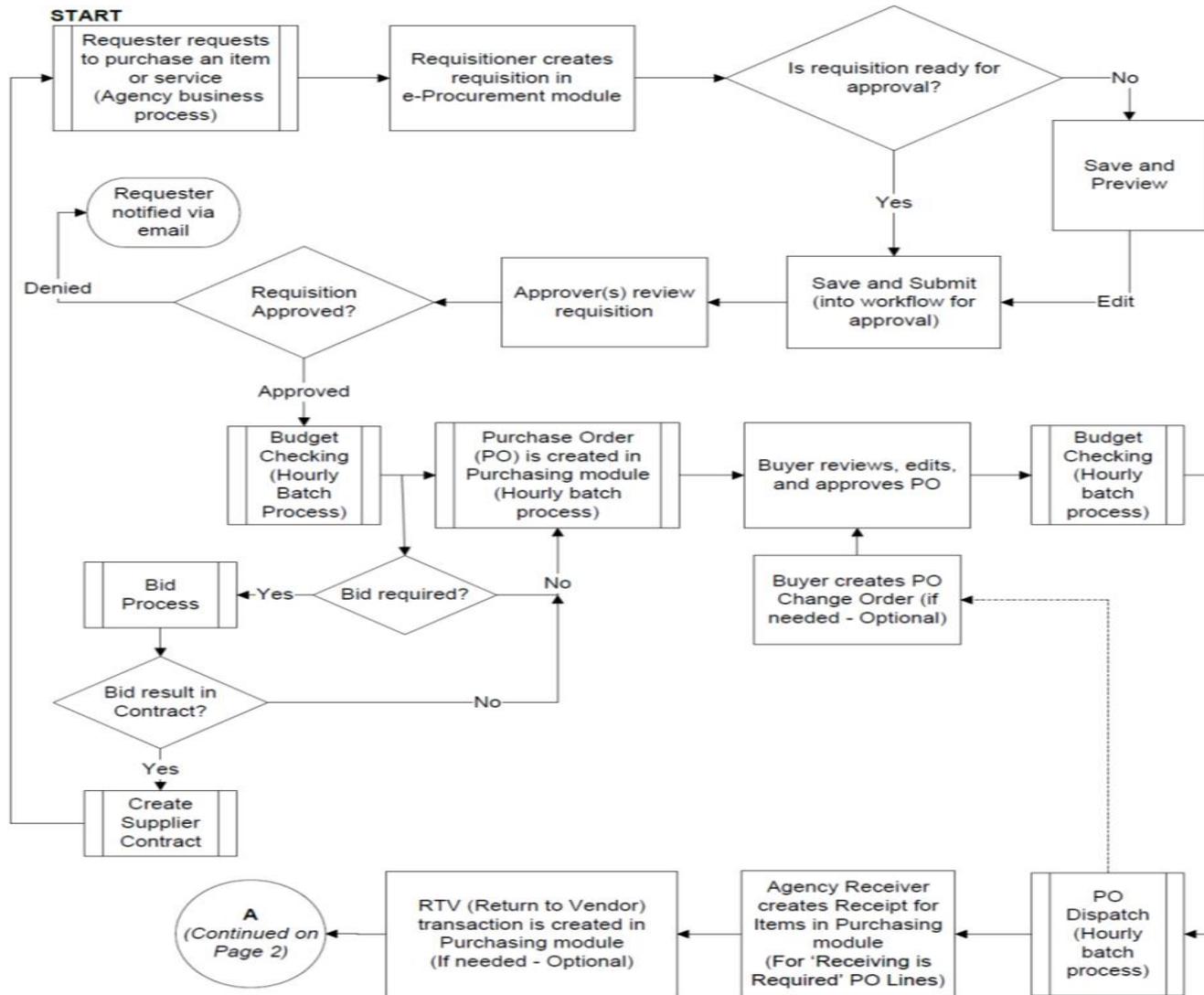
- Embedded Help
  - Use Help Icon (?)
  - Explains how to perform a specific task
  - Message modal window can be moved

The screenshot displays the Oracle eProcurement interface for creating a requisition. The main content area is titled "Special Requests" and includes a help icon (a question mark in a circle) next to the title. A modal window titled "Help - Special Requests" is overlaid on the page, providing instructions on how to use the special requests feature. The modal text reads: "Using Special Requests: Use this page to create a requisition for an item that is not included in the standard catalog of items in PeopleSoft eProcurement and has no item ID. When you enter a special request, specify the type of item that you are requesting. This allows the system to tailor the fields to match the needs of the item." The background page shows a sidebar with navigation options like "All Request Options", "Catalog", "Web", "Special Requests", "Services Procurement", "Forms", "Favorites", and "Templates". The main form area contains fields for "Item Details" (Item Description, Price, Quantity, Category), "Supplier" (Supplier ID, Name, Item ID), and "Manufacturer" (Mfg ID).

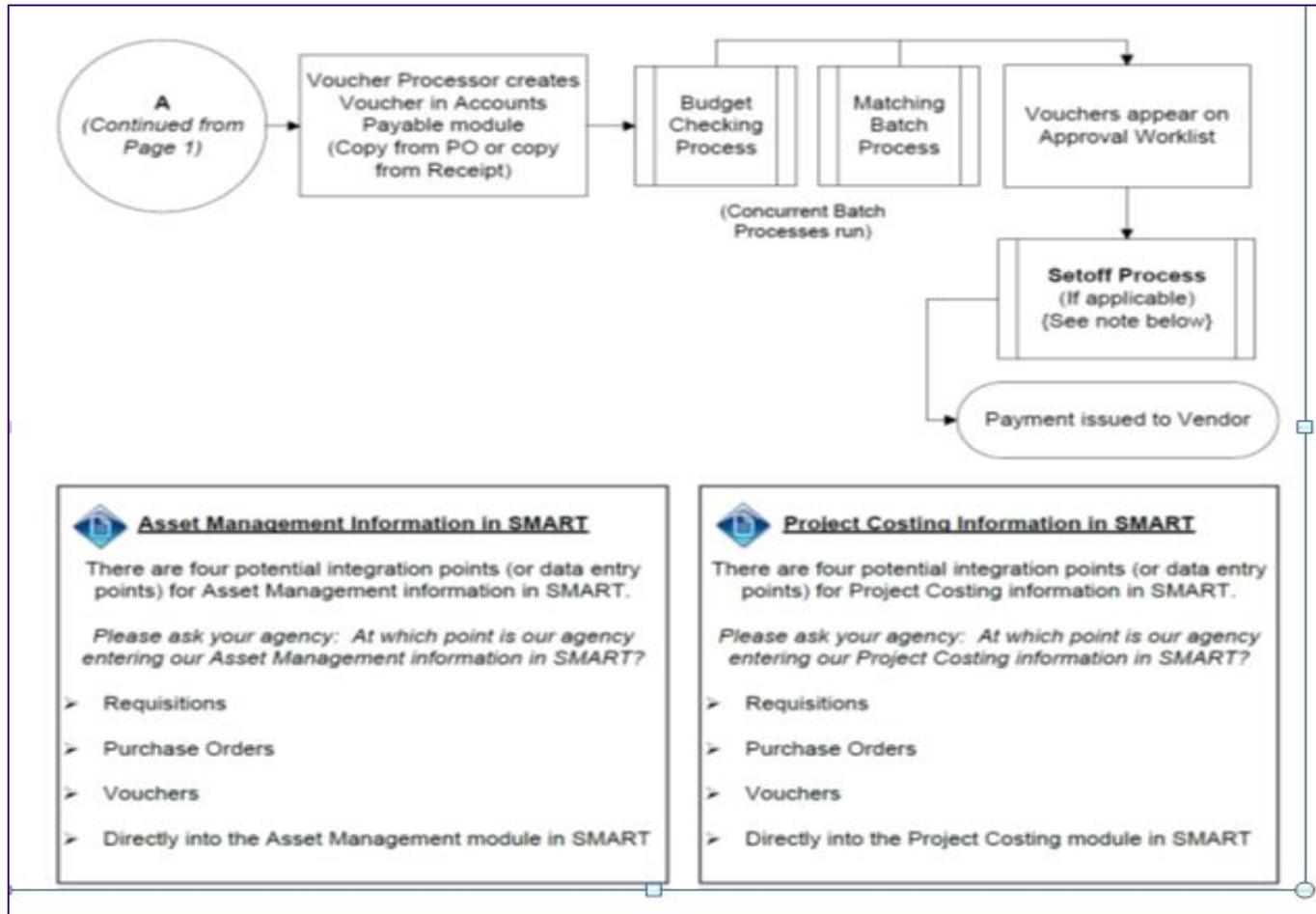
# Global Enhancements

- Accessible with Apple Ipad and other tablet devices
- Certified on Safari browser running IOS version 4.2 or later
- Enables view to virtually all of the PS application pages
- Use with mobile devices

# Business Process



A  
(Continued on Page 2)



# Business Processes – Create Requisitions

- Usability Enhancements

- eProcurement user interface has a cleaner look and feel, as well as, the ability to hide undesired search fields

The screenshot displays the Oracle eProcurement 'Create Requisition' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > eProcurement > Requisition'. The Oracle logo is on the left, and a search bar with 'All' and 'Advanced Search' options is on the right. Below this is a 'Create Requisition' button with a help icon. The user is identified as 'Kansas Requester'. A navigation bar includes 'Home', 'My Preferences', 'Requisition Settings', a shopping cart icon showing '0 Lines', and a 'Checkout' button. A secondary search bar is also present. The main content area is a grid of options for creating a requisition, including 'Catalog' (with sub-options like Hardware, Outdoor Supplies, etc.), 'Web' (Browse Supplier Websites), 'Express Item Entry' (Create an Express Requisition), 'Special Requests' (Create a non-catalog request), 'Services Procurement' (Create a request for service), 'Forms' (Create and Submit Forms), 'Favorites' (Browse Favorite Items and Services), 'Templates' (Browse Company and Personal Templates), 'ePro Services' (Request Services), and 'Recently Ordered' (View recently ordered items and services). Each option is accompanied by a small icon.

# Business Processes – Create Requisitions Continued

- Allow Default Option
  - Ability to override default values at the header level to be applied to all lines in the requisition
  - Controlled by new role action ALLOW DEFAULT OPTION
- Recently Ordered page
  - View recently ordered items & services
- Supplier Name
  - Supplier Name field has been added to the Special Request pages to enable searching for a supplier by name
- Maintain Multiple Comments and Attachments at Header Level
  - Copy standard comments or use adhoc
  - Access controlled by role action MULTI\_COMMENTS
- Enhanced Ship To, Location & Department Display Fields
  - Ship To, Location, and Department fields have been expanded on several PS eProcurement pages to enable users to quickly view all information on a page.

# Business Processes – Create Requisitions Continued

- Access to One-Time Ship To Address
  - In version 9.0 requesters and buyers have to update one-time Ship To in the Requisition Defaults, Summary and Manage Requisitions page
  - Increases security and control by providing the ability to prohibit users from creating a one-time shipping address through a new role action NO ONETIME SHIPTO
- Check without Reverse
  - If PeopleSoft Commitment Control is enabled for check without reserve, requesters have the option to check whether a budget exists for their order before they commit amounts to a pre-encumbrance or encumbrance. The requisition that has been checked without reserve will display a status of provisionally valid or provisionally error to indicate if budget is available.
- Direct Connect
  - *Transparent Punchout* : Allows the system to connect to one or more supplier sites in the background and access their catalogs based on the user's search request without leaving the eProcurement application
    - Browse External catalogs
  - *Enactments to Direct Connect Items* - Direct connect items can be saved as favorites or as items on a template

# Business Processes – Create Requisitions Continued

- Oracle Exchange Integration
  - Enables users to add direct connect items from the Exchange to their requisitions
  - Oracle Supplier Network (OSN) integration facilitates ecommerce by allowing purchase orders to be electronically dispatched and receive back purchase order acknowledgements, advance ship notices and invoices
  - Integration with eSupplier Connect and eSettlements allows users to monitor the transactions
- Oracle XML Publisher
  - Enhances the printable requisition that can be displayed from the Confirmation page. In addition, this same printable requisition can now be viewed on the approval pages so that users who are approving a requisition see the printed format. Details can be displayed with or without the distribution-level information
- User Definable Fields
  - Six fields delivered including a combination of 100-character alphanumeric, date, and yes/no formats

# Business Processes – Create Requisitions Continued

- **Contract Placement Enhancement**
  - At the business unit level, there is an option to automatically default a contract to the requisition line, requesters can override the contract if necessary
  - In addition, requesters can search for contracts by category to apply contracts to requisition line items
- **Price Adjustment Visibility**
  - Requisition stores and displays the adjustment price amounts and source of the adjustment (item or contract) in the requisition. Displaying the purchase item price adjustment amounts in requisitions helps users verify the source of the requisition price, report patterns related to requisition history price adjustment, and report on the actual contract related requisition price and price adjustment amounts
- **Advanced Purchase Order Line Search**
  - Using the new Search for Lines subpage accessed directly from the transaction, customers can select from a wide range of line, schedule, and distribution level values across the purchase order, giving buyers a way to filter the PO lines to view only those lines that the buyer wants to view in the transaction

# Business Processes – Create Requisitions Continued

PRINCE All Search >> Advanced Search

## Create Requisition ?

Welcome Kansas Requester

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

- All Request Options
- Catalog
  - All Purchase Items
  - Hardware Catalog
  - Outdoor Supplies
  - Computer Equipment
- Web
- Express Item Entry
- Special Requests
- Services Procurement
  - Resource
  - Deliverable
  - Multi Resource
- Forms
  - Business Card SDF
  - Business Cards
- Favorites
- Templates
- ePro Services
  - Fixed Cost Service
  - Variable Cost Service
  - Time and Materials
- Recently Ordered
- External Catalogs

### Special Requests ?

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

#### Item Details

\*Item Description iPad Air2

\*Price 599.99 \*Currency USD

\*Quantity 4 \*Unit of Measure EA

\*Category TABLETS Due Date 12/28/2014

#### Supplier

Supplier ID 0000000050

Supplier Name Apple Inc

Supplier Item ID

#### Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

#### Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

Find Reset

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

#### Additional Information

Send to Supplier  Show at Receipt  Show at Voucher

#### Request New Item

Request New Item A notification will be sent to a buyer regarding this new item request.

Add to Cart

# Business Processes – Create Requisitions Continued –

### Checkout - Review and Submit

Review the item information and submit the req for approval.

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

#### Requisition Summary

Business Unit:  EDUC & GVT - BU 1  
\*Requester:  Kansas Requester 2  
\*Currency:   
Requisition Name:   
Priority:

Cart Summary: Total Amount 1,399.99 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    | iPad Air2    |         | Apple Inc | <input type="text" value="1.0000"/> | Each | 599.9900 | 599.99 |         |          |        |
| 2    | iPhone6 128G |         | Apple Inc | <input type="text" value="1.0000"/> | Each | 800.0000 | 800.00 |         |          |        |

Select All / Deselect All    Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount 1,399.99 USD

#### Shipping Summary

[Edit for All Lines](#)

#### Requisition Comments and Attachments

Enter requisition comments

Send to Supplier     Show at Receipt     Shown at Voucher

[Add more Comments and Attachments](#)

#### Approval Justification

Enter approval justification for this requisition

[Check Budget](#)    [Pre-Check Budget](#)

[Save & submit](#)    [Save for Later](#)    [Add More Items](#)    [Preview Approvals](#)    [Add Request Document](#)

# Business Processes – Manage Requisitions

- Manage Requisitions Component

- Budget Status field includes additional statuses
- Enhanced Requisition Status field includes additional statuses to accurately reflect the status of the requisition
- Enhanced Requisition Lifespan allows the user to drill down into more details of related transactions, such as purchase order acknowledgements, advanced shipping notices, and material stock requests

**Manage Requisitions**

▼ Search Requisitions

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

Business Unit: EGV01  
Requisition ID:   
Date From: 12/18/2014  
Requester: SOK\_REQ

Requisition Name:   
Request State:   
Date To:   
Entered By:   
Budget Status:   
PO ID:

Search Clear Show Advanced Search

**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.

| Req ID       | Requisition Name | BU    | Date       | Request State |
|--------------|------------------|-------|------------|---------------|
| ▶ 0000000003 | 0000000003       | EGV01 | 12/24/2014 | Open          |
| ▶ 0000000002 | Test WF          | EGV01 | 12/23/2014 | Approved      |

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report

# Parking Lot/Action Items

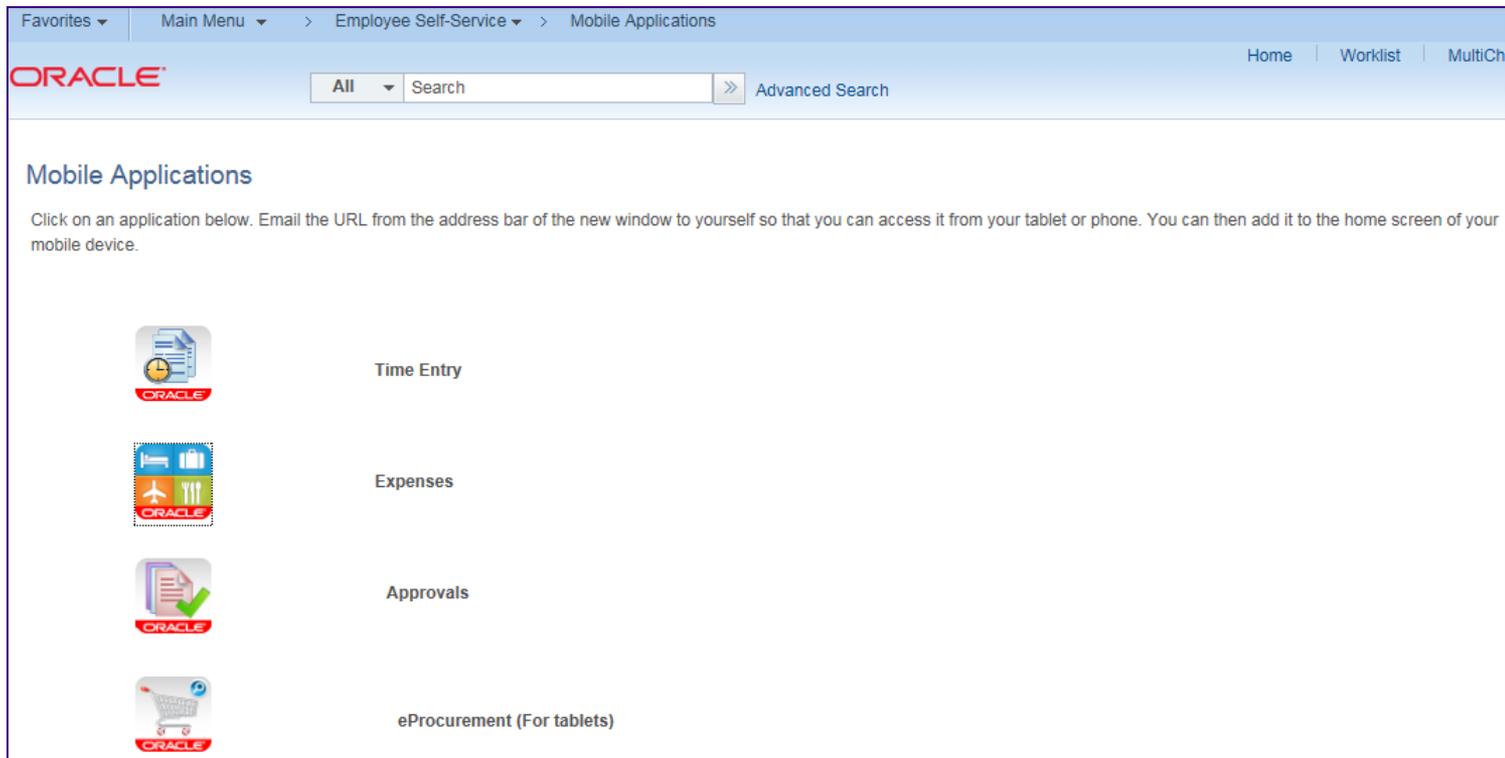
| Item   | Assigned  | Due Date | Completed | Resolution  |
|--|-----------|----------|-----------|---|
| When navigating to Create Requisition can default be set to land on Requisition Home page rather than Requisition Settings (defaults)  | Mike      | 1/7/2015 | 1/6/2015  | Yes, Disabled new role action LAND_ON_REQ_SETTING_PG in DEMO environment  |
| Where else can the ship to location be changed other than the Review & Submit page -Shipping Summary/Edit or All Lines ?   | Mike      | 1/7/2015 | 1/6/2015  | Disabled new role action ENFORCE_RGN_SECURITY in DEMO environment. Ship To can now be edited in defaults and in all areas of the Review & Submit page |
| One Time Ship To link not appearing  | Mike      | 1/7/2015 | 1/6/2015  | Disabled new role action NO_ONETIME_SHIPTO in DEMO environment  |
| Where is the credit card link on the Req?  | Mike      | 1/7/2015 | 1/6/2015  | Configured DEMO user SOK_REQ2 for p-card  |
| Demo how to share epro favorites across multiple users   | Mike      | 1/8/2015 | 1/8/2015  | Demo during Fit/Gap Work Shop   |
| Implement the following role actions with Action Control Disabled or do not assign the role action to a role:<br>LAND_ON_REQ_SETTING_PG<br>ENFORCE_RGN_SECURITY<br>NO_ONETIME_SHIPTO | Phil/Mike | TBD      |           | Configure during Design Stage   |
| Implement the following role actions with Action Control Enabled:<br>MULTI COMMENT   | Phil/Mike | TBD      |           | Configure during Design Stage   |

# Parking Lot/Action Items

| Item  | Assigned | Due Date | Completed | Resolution  |
|---|----------|----------|-----------|---|
| Can we configure all approvals to be on 1 URL?  | Mike     | 1/8/2015 | 1/7/2015  | Delivered functionality - use the url from the employee Self Service, Mobile Applications page (see approval slides)  |
| Can we have a splash page for mobile applications?  | Mike     | 1/8/2015 | 1/7/2015  | Yes, use or clone the Employee Self Service, Mobile Applications page   |
| Mobile approvals, can we see line level and Chartfield details?   | Mike     | 2/2/2015 |           | Line level details are currently viewable however chartfield distribution is not. Need to research whether this is a configuration issue, bug or non existence functionality. |
| Search preferences are set up by the user. Can we configure defaults for the initial view?  | Mike     | 1/8/2015 | 1/8/2015  | Role action CUST_SRCH_RESULT_DISPLAY controls the display of Customize Search Results section on the My Preferences page.   |
| Establish the contacts & get on Staples for connectivity, security, testing punchouts & favorite support                            | Diana    | 2/2/2015 |           |   |
| Pre Check Budget link on the Req. & PO. SOK would like to implement feature. Ensure that KK is configured for Check without Reserve | Cint     | TBD      |           | Configure during Design Stage   |
|   |          |          |           |   |

- Mobile eProcurement

- Allows users to create requisitions via mobile devices. This includes creating and viewing requisitions



# Business Processes – Mobile eProcurement

## Mobile ePro – Landing page – “Recently Ordered Items”

The screenshot displays the Oracle mobile eProcurement interface. At the top, there is a blue header with the Oracle logo on the left, a search bar containing the text "Type item to search", and a "Menu" button with a shopping cart icon on the right. Below the header is a section titled "Items - Recently Ordered". This section contains two items, each with a placeholder image (a square with a diagonal line) and the following details:

- iPhone6 128G**  
Apple Inc  
800.00 USD
- iPad Air2**  
Apple Inc  
599.99 USD

Below the list, there is a detailed view for the "iPhone6 128G" item. It features a larger placeholder image on the left and the following details on the right:

- Type: **Special Request**
- Item Id
- Price: **800.00 USD Each**
- Supplier: **Apple Inc**
- Supplier Item
- Manufacturer

At the bottom of the screen is a navigation bar with three icons and labels: "Full Site" (grid icon), "Home" (house icon), and "Sign out" (power icon).

# Business Processes – Mobile eProcurement

## Mobile ePro – Create Requisition Home page

The screenshot displays the Oracle Mobile eProcurement 'Create Requisition' home page. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' dropdowns, the Oracle logo, a search bar with 'All' selected, and 'Advanced Search' and 'New Window' links. Below the navigation bar, the user is identified as 'Kansas Requester 2' with a 'Checkout' button and a shopping cart icon showing '0 Lines'. A secondary search bar is also present. The main content area is a grid of service tiles:

- Catalog**: Browse Catalogs (All Purchase Items, Hardware Catalog, Outdoor Supplies, Computer Equipment)
- Special Requests**: Create a non-catalog request
- Favorites**: Browse Favorite Items and Services (iPad Air2, iPhone6 128G)
- Recently Ordered**: View recently ordered items and services (iPhone6 128G, iPad Air2)
- Web**: Browse Supplier Websites
- Services Procurement**: Create a request for service (Resource Deliverable, Multi Resource)
- Templates**: Browse Company and Personal Templates (Basic Camper's Kit, Sport Kit, USA02-HARDWARE)
- External Catalogs**: Browse Supplier Website Items
- Express Item Entry**: Create an Express Requisition
- Forms**: Create and Submit Forms (Business Card SDF, Business Cards)
- ePro Services**: Request Services (Fixed Cost Service, Variable Cost Service, Time and Materials)

# Mobile Approvals

ORACLE Approvals

Pending Approvals 5 Journal Entry 1 Requisition 4

### Pending Amounts by Transaction

Currency: USD

| Transaction Type | Amount (USD) |
|------------------|--------------|
| Journal Entry    | 45,014.00    |
| Requisition      | 18,709.96    |

Pending by Priority

- Medium Priority 5

Pending by Date

- Today 1
- Yesterday 1
- Less Than 7 Days 1
- Less Than 30 Days 2

Full Site Refresh Sign out

# Business Processes – Mobile Approvals

Mobile Approvals - Allows for real time remote requisition approval via mobile devices

**Approvals (2 of 2)** Sign out

**Mass Approval** Filter

**Requisition** 2

- 000000003 2,299.96 USD  
EGV01 / 0000000003 Kansas Requester December 28, 2014...
- Test WF 1,497.00 USD  
EGV01 / 0000000002 Kansas Requester December 28, 2014...

**000000003** 2,299.96 USD

Requester: Kansas Requester  
Entered By: Kansas Requester  
Requisition ID: 000000003  
Date: December 24, 2014  
Business Unit: EGV01  
Budget Status: Not Budget Checked  
Pending Since: December 28, 2014

[Justification](#)

**Lines**

|                                |                     |                |                |                   |                             |              |
|--------------------------------|---------------------|----------------|----------------|-------------------|-----------------------------|--------------|
| Line # 1 - iPad Air2           | Supplier: Apple Inc | Ship To: EGV01 | Quantity: 4 EA | Price: 599.99000  | Due Date: December 26, 2014 | 2,399.96 USD |
| Line # 2 - Government Discount | Supplier: Apple Inc | Ship To: EGV01 | Quantity: 1 EA | Price: -100.00000 | Due Date: December 26, 2014 | -100.00 USD  |

**Pending Actions**

Fiscal Approval

Requisition 000000003: Pending

Route to Supervisors

Pending: Kenneth Schumacher (Supervisor by UserId) → Not Routed: Michael Buhler (Supervisor by UserId)

# Business Process - Buyer Work Center

- Work Centers

- The goal of the Work Center is to consolidate and centralize access to relevant data and allow the organization to provide the tasks that must be completed by users.
- FSCM 9.2 Work Centers use PeopleTools and FSCM Application WorkCenter Framework to facilitate configuration of the delivered pagelet

The screenshot displays the Buyer WorkCenter Dashboard. The main area features a 'PO Spend Analysis As Of' bar chart for Business Unit US001 and Buyer Name Kenneth Schumacher. The chart shows spend amounts across periods from 02/... to 11/... with the highest spend occurring in 08/... and 09/....

On the right side, there are three tables:

- eProcurement Requisitions**: A table listing recent requisitions with columns for Requisition, Status, and Last Changed.
- Dispatched Purchase Orders**: A table showing transaction details with columns for PO ID, Date Disp, PO Status, and Supplier.

| Requisition | Status   | Last Changed |
|-------------|----------|--------------|
| Test1       | Approved | 12/17/2014   |
| KKUPG-1     | Approved | 02/24/2006   |
| 000000004   | Approved | 08/15/2000   |

| PO ID      | Date Disp             | PO Status  | Supplier |
|------------|-----------------------|------------|----------|
| 0000000252 | 11/15/12<br>3:34:09AM | Dispatched | AXIS     |

- **Enhanced Contract Search Feature – PO's & Requisitions**
  - Expands the search criteria and search results, providing visibility into master contract information, contract description, expiration dates, and remaining amounts and quantities to help buyers and requesters select the appropriate contract for their transaction
- **Additional Fields Displayed on PO & Receipts**
  - Requisition Name field and the Attention To field are now displayed on purchase orders and receipts so the receiver is able to quickly identify the final recipient of the order
- **Visibility into Remaining Encumbrance Balances**
  - On Line PO & PO Accounting Entries Inquiry
- **Buyer Mass Change**
  - Provide suppliers with visibility into personnel changes that affect multiple PO's
  - Process creates Changes Orders with the Substitute Buyer
  - Updates do not apply to Closed or Cancelled PO's

- Consolidated Dispatching Process
  - Dispatching processes have been consolidated to enable purchase orders of different dispatch types (EDX, print, email, fax, or phone) to be dispatched from the same process
  - XML Publisher has been integrated to the dispatch processes to allow easier format changes to the printed purchase order

Dispatch POs

Run Control ID DISPATCH    Report Manager    Process Monitor    Run

Language English    Specified Language    Recipient's Language

**Process Request Parameters**

Business Unit EGV01    To    PO ID    Contract SetID

**Statuses to Include**

Approved     Dispatched     Pending Cancel

**Dispatch Methods to Include**

Print     FAX     EDX  
 E-Mail     Phone

**Process Scheduler Request**

User ID VP1    Run Control ID DISPATCH

Server Name    Run Date 12/31/2014    Recurrence    Run Time 12:05:35PM    Reset to Current Date/Time

Time Zone

**Process List**

| Select                   | Description              | Process Name | Process Type       | *Type  | *Format | Distribution |
|--------------------------|--------------------------|--------------|--------------------|--------|---------|--------------|
| <input type="checkbox"/> | PO Dispatch & Email      | PODISP       | PSJob              | (None) | (None)  | Distribution |
| <input type="checkbox"/> | PO Dispatch/Print        | POPO005      | SQR Report         | Web    | PDF     | Distribution |
| <input type="checkbox"/> | PO BI Publisher Dispatch | POXMLP       | PSJob              | (None) | (None)  | Distribution |
| <input type="checkbox"/> | Email                    | PO_PO_EMAIL  | Application Engine | Web    | TXT     | Distribution |

- Flowchart



SOK Workflow

- Requisition Approval

- AWE (Application Workflow Engine)
- Stages/Paths
  - Supervisor
    - Supervisor by User ID
  - Commodity Code
    - Vehicle Commodity Codes
  - Central Procurement
    - Sum > Delegated Authority
    - Sum > \$5,000
  - Adhoc approvals implemented
- Escalations not implemented
- Purchase Order Workflow not implemented

# Interfaces

| Inbound/Outbound/Real Time  | Frequency      | Interface Flow Name             | IN F#  | PS Interface Job      | Process Name | Functional Job Name/Description  | Retro-Fit (Y/N) |
|-----------------------------|----------------|---------------------------------|--------|-----------------------|--------------|--|-----------------|
| Outbound                    | Nightly        | SMRT.PS.N.PO.KS_PO_OUT_AE       | INF 18 | PS.N.PO.KS_PO_OUT_AE  | KS_PO_OUT_AE | Purchase Order Output<br>INF18: Dispatched PO's to 7 Agencies                          | Y               |
| Inbound                     | Nightly        | SMRT.PS.N.PO.INF27.PO_CCPCRDSTG | INF 27 | PS.N.PO.PO_CCP CRDSTG | PO_CCPCRDSTG | P-Card Transaction Interface INF27: Transactions from bank                             | Y               |
| Outbound                    | Nightly        | SMRT.PS.N.PO.INF39.KS_BID_SUPP  | INF 39 | PS.N.PO.KS_BID_SUPP   | KS_BID_SUPP  | Existing Solicitation interface INF39 : (SS) To state Website                          | Y               |
| Outbound Integration Broker | Direct Connect | NA                              | INF 52 | NA                    | NA           | Login to Corporate Express Website (PO)/ Staples Advantage (Corporate Express) Website | Y               |
| Inbound Integration Broker  | Direct Connect | NA                              | INF 53 | NA                    | NA           | Staples Corporate Express Website response with login confirmation (PO)/               | Y               |
| Outbound Integration Broker | Direct Connect | NA                              | INF 55 | NA                    | NA           | Dispatch completed purchase order to Corporate Express (PO) Staples Advantage          | Y               |

# Interfaces - Continued

| Inbound/Outbound/Real Time | Frequency           | Interface Flow Name           | INF #  | PS Interface Job   | Process Name | Functional Job Name/Description  | Retro-Fit (Y/N) |
|----------------------------|---------------------|-------------------------------|--------|--------------------|--------------|--|-----------------|
| Inbound Integration Broker | Direct Connect      | NA                            | INF 56 | NA                 | NA           | PO acknowledgement from Corporate Express (PO) Staples Advantage Website   | Y               |
| Outbound                   | Nightly             | SMRT.PS.N.PO.INF57.KS_PO_RECV | INF 57 | PS.N.PO.KS_PO_RECV | KS_PO_RECV   | PO outbound Receipts Interface inf57: Extracts PO receipts and transmits them to the agencies. File goes out to five agencies. | Y               |
| Outbound                   | Hourly?/ FAX Server |                               | CR-149 |                    |              | Merkur - Fax & Email   | Y               |
| Inbound                    | ?                   | ?                             | INF 61 | ?                  | ?            | Load BPC Card Data (Spec only)   | N               |
|                            |                     |                               |        |                    |              |  |                 |
|                            |                     |                               |        |                    |              |  |                 |

# Customizations

| ID       | Description                              | Business Reason  | Retro/Fit (Y/N) |
|----------|--|--|-----------------|
| FD_PO001 | Prior Authorization Requisition Page     | Reporting non standard purchase requests   | Y               |
| FD_PO008 | Item File Attachment                     | Items no longer used   | N               |
| FD_PO009 | Tracking Recycled Goods and Percentage   | Political  | Y               |
| FD_PO010 | Requisition Workflow Commodity           | Vehicles (also discuss in workflow)  | Y               |
| FD_PO011 | Requisition Workflow Contract and Dollar | > \$5K & or No Contract = DoA approval ((also discuss in workflow) . Includes custom page & record for Delegated Authority | Y               |
| FD_PO012 | BPC – Bank Statement Arrived Workflow    | Routing notifications to P-Card Reconciler's to advice them of transactions requiring their action                         | Y               |
| FD_PO018 | Commodity Code Description               | Expand description field to 254 characters to accommodate UNSPSC code descriptions   | Y               |
| FD_PO019 | Add Contract # field to BPC Recon Page   | Review, approval & audit of p-card transactions made against a contract  | Y               |
| FD_PO022 | Disable PO Dispatch Button               | System performance   | Y               |

# Customizations

| ID   | Description   | Business Reason                               | Retro/Fit (Y/N) |
|--|---|---|-----------------|
| FD_PO024                                   | Modify P-Card Processing  | Control A/C – BU identification               | Y               |
| CR-149?                                    | Mekur Delivery Information  | PO link & page for PO fax & email dispatching | Y               |
| SSD_44224 & IS013529 & CR001853            | Bidder Preferences  | PO link & page                                | Y               |
| CPO008                                     | Various pages – department chartfield is required                                       |   | Y               |
| IS012727 & SD 35985 & IS044561 & E63 & E94 | Contract Set ID & Contract ID added to Requisition - Modify Line / Shipping/Acctg/ page |   | Y               |
| U36  | Allow buyer to associate a P-Card to a dispatched PO using a change order               |   | Y               |

# New/Recommended Customizations and Future Enhancements

## ● Customizations

- SOK wants to append the Contract Set ID & Contract ID added to Requisition - Modify Line / Shipping/Acctg/ page to include RFQ Required flag
- SCI recommends modifying the SpeedChart so that when the SpeedChart is applied if the account chartfield is blank in the SpeedChart it will not override the existing account distribution
  - Apply to Requisitions, Purchase Orders, Procurement Contracts and Accounts Payable

## ● Future Enhancements

- Increase the number of Direct Connect – Punchout Suppliers (i.e. W.W. Grainger & others) post implementation
  - Re-visit Transparent Punchout Functionality

- Crystal, SQR, nVision, Queries, XML - Confirm Tools
- Delivered Reports that were customized – Confirm List
- New custom reports created by SOK – Confirm List



Microsoft Office  
Excel Worksheet

- Current State
  - Custom Roles and Permission lists used
  - Row Level Security Used – BU/Set ID (by Agency)
  - User Preferences - Procurement
  - Requester and Buyer Setup
  - Role Actions
- Security Changes
  - Role Actions are pre-grouped into Role Action Categories
  - Role Action categories are pre-associated with transactions
    - All role actions are categorized into functional categories
    - Assignment by role and within a particular role the actions are listed under the designated Role Action Categories
  - New Role Actions have been added (No One Time Ship-To, No Default Result etc.)
  - New permission lists for new features (Mobile epro & Approvals, SES, Buyer Work Center, etc.)
- Security Design Changes will be needed
  - This will be discussed with the SOK Security Team separately

## Role Action Actions to Roles

[Favorites](#) > [Main Menu](#) > [eProcurement](#) > [Administer Procurement](#)

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### Assign Role Actions To Roles

**Transaction** Workflow  
**Role Name** ePro Admin **Description** ePro Administrator  
**Copy From Role**

**eProcurement Role Action Category**  

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

| Role Action           |   | <a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   First 1-5 of 11 Last |                 |                      |                                     |
|-----------------------|---|--|-----------------|----------------------|-------------------------------------|
| *Action Name          | Description   | Object Type  | Action Controls | Other Roles Assigned |                                     |
| 1 WF_EXPAND_APPROVERS | Users in this role will always see the 'Review / Edit Approvers' section in the eProcurement Approval page as expanded. Otherwise, it will default to being collapsed by default, when the user is approving a requisition. | Sections   | Enabled         | 60                   | <a href="#">+</a> <a href="#">-</a> |
| 2 MASS_APPROVER       | Users are allowed to approve many requisitions at one time.   | Buttons  | Enabled         | 60                   | <a href="#">+</a> <a href="#">-</a> |
| 3 ITEM_NOTIFICATION   | These roles get the worklist notification for the new item request. New item request can be made from the special request page for item.  | Hyperlinks   | Enabled         | 60                   | <a href="#">+</a> <a href="#">-</a> |
| 4 CANCHANGESCHEDULE   | While the eProcurement requisition is in pending approval status, these roles are allowed to change any field on the requisition ship/schedule without restarting the approval process.                                     | Fields   | Enabled         | 60                   | <a href="#">+</a> <a href="#">-</a> |

# Batch Schedule

| Frequency | Functional Job Name                              | PS Navigation Path  | Run Control ID   | Suggested Changes             |
|-----------|--|---|------------------|-------------------------------|
| Hourly    | Commitment Control Budget - Process Req          | Purchasing > Requisitions > Budget Check                                | H_PO_FS_BP_005   | No                            |
| Hourly    | Commitment Control Budget - Process PO           | Purchasing > Purchase Orders > Budget Check                             | H_PO_FS_BP_010   | No                            |
| Hourly    | Automatic Purchasing Sourcing                    | Purchasing > Purchase Orders > Stage/Source Requests > PO Auto Sourcing | H_PO_PO_AUTO_SRC | No                            |
| Hourly    | PO Dispatch/Print PO                             | Purchasing > Purchase Orders > Dispatch POs                             | H_PO_PODISP      | Consolidated Dispatch Process |
| Hourly    | PO Dispatch/Print EDX                            | Purchasing > Purchase Orders > Dispatch POs                             | H_PO_PV_DISPATCH | As above                      |
| Hourly    | Receipt Push Asset                               | Purchasing > Receipts > Process Receipts                                | H_PO_RECV_02     | No                            |
| Nightly   | Commitment Control Budget Processor-Process Req  | Purchasing > Requisitions > Budget Check                                | N_PO_FS_BP_005   | No                            |
| Nightly   | Commitment Control Budget Processor – Process PO | Purchasing > Purchase Orders > Budget Check                             | N_PO_FS_BP_010   | No                            |

# Batch Schedule - 2

| Frequency | Functional Job Name                   | PS Navigation Path  | Run Control ID        | Suggested Change              |
|-----------|---------------------------------------|---|-----------------------|-------------------------------|
| Nightly   | Procurement History Update            | Purchasing > Analyze Procurement > Update Procurement Info              | N_PO_FS_PRCRUPD       | No                            |
| Nightly   | Existing Solicitation Interface INF39 | Kansas > KS PO Batch > INF39-Solicitation Website                       | N_PO_KS_BID_SUPP      | No                            |
| Nightly   | Purchase Order Output INF18           | Kansas->KS PO Batch->INF18-Outbound Purchase Order                      | N_PO_KS_PO_OUT_AE     | Consolidated Dispatch Process |
| Nightly   | PO Outbound Receipts Interface INF57  | Kansas> KS PO Batch > INF57-Outbound PO Receipt                         | N_PO_KS_PO_RECV       | No                            |
| Nightly   | Automatic Purchasing Sourcing         | Purchasing > Purchase Orders > Stage/Source Requests > PO Auto Sourcing | N_PO_PO_AUTO_SRC      | No                            |
| Nightly   | Pro Card Load Statement               | Purchasing > Procurement Cards > Process Statement > Load Statement     | N_PO_PO_CCLOAD        | No                            |
| Nightly   | P-Card Transaction Interface INF27    | Purchasing > Procurement Cards > Process Statement > Load ProCard Stage | N_PO_PO_CCPCRDST<br>G | No                            |

# Batch Schedule - 3

| Frequency | Functional Job Name           | PS Navigation Path  | Run Control ID    | Suggested Change              |
|-----------|-------------------------------|---|-------------------|-------------------------------|
| Nightly   | Bank Statement Workflow       | Purchasing > Procurement Cards > Process Statements>Bank Statement Workflow | N_PO_PO_CCSTMT_WF | No                            |
| Nightly   | Pro Card Load Voucher Stage   | Purchasing > Procurement Cards > Process Statement > Load Voucher Stage     | N_PO_PO_CCVCHRSTG | No                            |
| Nightly   | Update Spend History          | Purchasing > Analyze Procurement > Update Spend History                     | N_PO_PO_SPND_HIST | No                            |
| Nightly   | PO Dispatch/Print PO          | Purchasing > Purchase Orders > Dispatch POs                                 | N_PO_PODISP       | Consolidated Dispatch Process |
| Nightly   | Update Procurement Statistics | Purchasing > Analyze Procurement > Update Procurement Statistics            | N_PO_PRCR_TXN_HST | No                            |
| Nightly   | PO Dispatch/Print EDX         | eProcurement > Buyer Center > Dispatch Purchase Orders                      | N_PO_PV_DISPATCH  | Consolidated Dispatch Process |

# Batch Schedule - 4

| Frequency | Functional Job Name                  | PS Navigation Path   | Run Control ID    | Suggested Change                |
|-----------|--------------------------------------|--|-------------------|---------------------------------|
| Nightly   | Build eProcurement Verity Collection | eProcurement > Administer Procurement > Maintain Item > Build eProcurement Verity Collection | N_PO_PV_IDX_DATA  | SES – Build ePro Search Index   |
| Nightly   | Load Tree Data                       | eProcurement > Administer Procurement > Maintain Item > Load Tree Data                       | N_PO_PV_TREE_UPDT | Deprecated                      |
| Nightly   | Build Search Index                   | eProcurement > Administer Procurement > Maintain Supplier Integration > Build Search Index   | N_PO_SAC_IDX_DATA | SES – Build Search Index (SCMT) |
| Monthly   | Close Purchase Order                 | Purchasing > Purchase Order > Reconcile POs > Close Purchase Orders                          | M_PO_PO_PORECON   | No                              |
| Monthly   | Close Receipts                       | Purchasing > Receipts > Close Receipts   | M_PO_PO_RECV_COM  | No                              |
| Monthly   | Close Requisitions                   | Purchasing > Requisitions > Reconcile Requisitions > Close Requisitions                      | M_PO_PO_REQRCON   | No                              |
| Monthly   | RTV Reconcillation                   | Purchasing > Return to Vendor > Reconcile RTV  | M_PO_PO_RTVRECON  | No                              |

# Open Discussion & Questions

