

EFS October 2009 release notes

This past weekend, the October monthly “release” of fixes, enhancements, and modifications was made to the PeopleSoft Enterprise Financial System. This document contains information on changes to the system or subsidiary systems, announcements, and process or procedure instructions/tips.

ImageNow, search for vouchers by PO number

Those with access to ImageNow can now look for voucher images based on purchase order number. Use the F AP Voucher view and the public filter “Search by PO Number”. A prompt will appear where the complete PO number is entered.

Procurement Card Application changes

The Procurement Card Application has been updated to include an additional signature line for the cluster director—it is recommended that all other signatures be obtained before routing the application to the cluster director for signature. After all signatures are applied, the application should be sent to the Procurement Card office.

As of October 19, 2009, all applications received in the Procurement Card office must include the signature of the cluster director as well as the applicant and the dean, department head, or designee. The application is available in the Forms Library on the Policy Web site:
<http://policy.umn.edu/Forms/formresults.cfm?TitleCode=procurement+card+application>

PCard reconcilers: entering a description on the Line Comments page for a PCard transaction

Prior to the October release, PCard reconcilers could not enter the transaction description on the Line Comments page (accessible through a comment bubble icon on the Transaction tab of the Reconcile Statement page). Instead, reconcilers needed to navigate to the Billing tab of the Statement Reconciliation page to enter this description. Now they will be able to enter the description in either location.

PCard approvers and reconcilers: viewing approver comments on returned PCard transactions

To save and display approver comments on returned Procurement Card transactions, the approver must take these three easy steps from the reconcile statement screen:

1. Approver clicks on the Comments icon and enters comments before re-staging a transaction for revisions.
2. After entering comments, the approver must click OK. This action takes the approver back to the reconcile statement screen.
3. Click the SAVE button on the reconcile statement screen to complete the process. If the SAVE step is not performed, the reconciler will not see the comments.

PCard reconcilers and approvers: viewing the PCard Purchase Detail Report (PDF)

To view and print the PDF for the Purchase Detail Report from the view/log link, one must be a reconciler or an approver for the cardholder and must have Adobe Acrobat installed on their

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computer. While it is recommended to upgrade to the latest version of Adobe Acrobat Reader, any version of Adobe Acrobat Reader should work.

Voucher specialists: Line Level Matching turned off

All line level matching has been turned off. As a result match exceptions involving the rules listed below will no longer need to be resolved.

Match Rule	Error Message	Cause
U250	Line amount not = PO line amt with PO amt tol	The Voucher Line Extended Amount is greater than the PO Line Amount plus the PO Line Amount tolerance (typically \$500).
U260	Line amount not = PO line amt with PO % tol	The Voucher Line Extended Amount is greater than the PO Line Amount plus the PO Line Percentage tolerance (Typically 10%).
U470	Line price not = PO price with PO price amt tol	The voucher line unit price is greater than the Price on the PO line plus the price amount tolerance (typically \$500).
U480	Line price not = PO price with PO price % tol	The voucher line unit price is greater than the price on the PO line plus the price percentage tolerance (typically 10%).
U280	Line amount not = recv line amt with PO % tol	The voucher line extended amount does not match the receiver amount plus tolerance (typically 0%) of the receiver that has been associated to the voucher line.
U580	Line qty not = recv qty with PO received % tol	The voucher line quantity does not match the receiver quantity plus tolerance (typically 0%) of the receiver that has been associated to the voucher line.

Receivers: Receipt page changes

The Casual Receiver page now includes the Vendor Short Name and the Purchase Order ID. The Receiver page where Procurement Specialists enter receipt information also includes the short name and PO information. When one attempts to receive the entire line amount or line quantity on a CPS or Blanket Order, these pages will also create a warning message alerting them that they are about to receive the entire amount or quantity for that line. The Casual Receiver or Procurement Specialist can then continue processing the receipt, or change the quantity or amount for that line.

Everyone: Purchase Order change

To speed error resolution, the inquiry and maintenance pages for Purchase Orders now include the requester name. The navigation is listed below.

Purchasing > Purchase Orders, Add/Update POs

Purchasing > Purchase Orders > Review PO Information, Purchase Orders

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Endowments: endowment Participant Position Values

The calculations for endowment market value, historic book value, and number of shares have been corrected. In addition, endowment values that were incorrectly calculated have been updated. The market value, historic book value, and number of shares figures displayed on the participant position page are correct. First quarter income distribution is on track to take place in late October, once market valuation information is received from the University's investment managers.

Sponsored activity: PeopleSoft NOGA report

The NOGA (Notice of Grant Award) report has been updated. Changes were made to the existing Award History section to only display Modifications that have been issued. There has also been a new section added, Estimated Future Funding/Actions, directly below the Award History. This new section of the report will show Modifications that have not yet been issued or processed, such as anticipated future funding or pending changes to the Award.

Sponsored activity: new PeopleSoft and UM Report for F&A Recovery Distributions

This new report will show the F&A distributions that have been made to Program UM003. It is a summary level report that will roll up by Fund, DeptID, Program, CS, Chartfield1, and Project ID. The report is flexible in that it may be run by Fiscal Year, RRC, ZDeptID, DeptID, PI, COI/CPI, Project, and virtually any combination thereof.

Sponsored activity: enhancement to the Sponsored Project Detail UM Report

A new drill down has been added to the Account roll up value. Selecting this link will generate a detail report for transactions that are associated to the selected Account value. Transactional information included is Budget, Requisition, PO, and Expense details.