

Welcome to the third edition of FMS Latest News. This newsletter is brought to you by the FMS Functional User Team and is meant to give you the latest and greatest news and information about FMS. The newsletter is published quarterly, and it is distributed to staff that have access to create requisitions in FMS iProcurement.

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## SECTION 1: TOP STORY: iRECEIVABLES, A NEW WAY TO MANAGE YOUR SCHOOL PINK INVOICES

FMS is implementing a new module, iReceivables, in April 2011 for MCPS school pink invoices. FMS iReceivables gives schools self-service access to their own accounts with real-time balance and transaction information. It will allow MCPS customers to pay invoices electronically and to submit disputes online. iReceivables manages payments and ensures data security. It enables customers to initiate and monitor their own transactions when and how they want.

FMS iReceivables training sessions now are available on MCPS Professional Development Online ([PDO](#)). The PDO course # is 53419. Course dates and times are as follows:

- Friday, 4/29, 9:00 a.m.–12:00 p.m. in Center for Technology Innovation (CTI) Lab 3
- Monday, 5/2, 1:00–4:00 p.m. in CTI Lab 4
- Tuesday, 5/10, 1:00–4:00 p.m. in CTI Lab 2

## SECTION 2: INTERNET PROCUREMENT QUICK NOTES

### **Change Requests:**

- Do not make changes/cancellations to an order if there is a Purchase Order (PO) or Sales Order number assigned. Instead, you must communicate PO changes as follows:
  - a. Library Materials changes—[MPS@mcpsmd.org](mailto:MPS@mcpsmd.org)
  - b. Textbooks changes—[Textbooks@mcpsmd.org](mailto:Textbooks@mcpsmd.org)
  - c. Warehouse changes—[Pam\\_S\\_Sier@mcpsmd.org](mailto:Pam_S_Sier@mcpsmd.org)

d. All other changes—Procurement@mcpsmd.org

### **Procurement Card:**

- The Division of Procurement has established \$100 as the minimum requisition order amount for non-catalog requests (NCR). NCR orders submitted that total less than \$100 will be rejected. Purchase cards should be used for making small dollar purchases. (NOTE: This does not apply to OfficeMax, warehouse, or items available through the FMS Main General Store.)

## **SECTION 3: EARLY ORDERING PROCESS**

Early ordering is not for everyone. In fact, early ordering is often not necessary. Schools should be able to order most products after July 1 for delivery in July or August. Early ordering applies to those goods and services that require long lead times for a supplier to produce and deliver. Early ordering also applies to MCPS warehouse orders. Contact the Division of Procurement if you are unsure if you have an order that may require considerable time for a supplier to deliver.

FY 2012 early ordering starts May 16th. Early ordering materials are available in the middle of April. End users may begin signing up through PDO to reserve their date(s) for ordering at CTI or at their site starting on April 15, 2011.

- If ordering at your site, only one staff member will need to register.
- If ordering at CTI, each staff member must sign up individually through PDO to reserve a time and date. Ordering will be held in Lab 3 between the hours of 8:00 a.m.–4:00 p.m. on 5/18, 5/24, 5/25, 5/26, 5/31, 6/1, 6/2, 6/7, 6/8, and 6/9.

Major changes in FY 2012 ordering procedures:

- The Department of Materials Management no longer will receive WT Cox orders centrally. Schools/offices now are responsible for receiving their WT Cox orders in iProcurement once subscriptions begin.
- A standard format has been established for schools to use during early ordering when entering the description information on requisitions. The format for the Description field will be fiscal year, subject/department, and general description. Additional information about the new format will be provided at a later date.

## **SECTION 4: OUTSTANDING PURCHASE ORDERS AND COMMITMENTS**

Please review outstanding purchase orders for your location. Some open purchase orders should be cancelled because the supplier is not able to satisfy the order, because residual amounts remain after an order was paid, or because a school paid the supplier directly without reference to the purchase order. Purchase orders that remain outstanding continue to reserve funds that could otherwise be spent by a school/department. Contact the Division of Procurement to cancel any purchase orders that should be closed out.

## **SECTION 5: FREQUENTLY ASKED QUESTIONS**

### **1. Why do I get an FMS notification e-mail every day?**

You will receive an FMS notification e-mail every day if you have open FMS notifications. The proper steps to follow when you receive an FMS notification e-mail are:

- Log on to FMS and review open notifications in the FMS Notification section.

- Click the Full List button to review the open notification list.

Financial Management System E-Business Suite PFMS

Worklist

FMS Notification Section

Full List

Switch User

From	Subject	Sent
	User Creation Error: Party Never Worked For Company Specified By Set Up	03/09/2011
SYSADMIN	Print requests completed for Bethesda Chevy Chase High School (9520508, 1 requests)	03/24/2011
	Journal batch SLS-04789-33011 30-MAR-2011 15:52:08 for the MCPS Set of Books requires your approval.	03/31/2011
	Journal batch 41101-mlg32511-mileage2 25-MAR-2011 15:23:13 for the MCPS Set of Books requires your approval.	03/31/2011
	Journal batch 33201-RLJ-03312011 31-MAR-2011 09:34:19 for the MCPS Set of Books requires your approval.	03/31/2011

TIP Vacation Rules - Redirect or auto-respond to notifications.  
 TIP Worklist Access - Specify which users can view and act upon your notifications.

- Then click the hyperlink under each notification to open/review the details for each notification.

Financial Management System E-Business Suite PFMS

Oracle Applications Home Page > Worklist for Chen, Bei

Worklist

View Open Notifications Go

Select Notifications: Open Reassign Switch User

Select All | Select None

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> SYSADMIN	Print Notification	Print requests completed for Bethesda Chevy Chase High School (9520508, 1 requests)	03/24/2011	
<input type="checkbox"/>	Journal Batch	Journal batch SLS-04789-33011 30-MAR-2011 15:52:08 for the MCPS Set of Books requires your approval.	03/31/2011	04/14/2011
<input type="checkbox"/>	Journal Batch	Journal batch 33201-RLJ-03312011 31-MAR-2011 09:34:19 for the MCPS Set of Books requires your approval.	03/31/2011	04/14/2011
<input type="checkbox"/>	Journal Batch	Journal batch 41101-mlg32511-mileage2 25-MAR-2011 15:23:13 for the MCPS Set of Books requires your approval.	03/31/2011	04/14/2011
<input type="checkbox"/>	HZ User Creation API	User Creation Error: Party Never Worked For Company Specified By Set Up	03/09/2011	

TIP Vacation Rules - Redirect or auto-respond to notifications.  
 TIP Worklist Access - Specify which users can view and act upon your notifications.

- Click the appropriate action button provided by FMS for each notification.

Oracle Applications Home Page > Worklist > Journal batch 33201-RLJ-03312011 31-MAR-2011 09:34:19 for the MCPS Set of Books requires your approval. Worklist for Chen, Bei

Approve Reject Time Out Reassign Request Information

To: Chen, Bei  
 Sent: 03/31/2011 09:35:35  
 Due: 04/14/2011 09:35:34  
 ID: 9174955  
 Journal batch 33201-RLJ-03312011 31-MAR-2011 09:34:19 submitted by Johnson, Richard for the MCPS Set of Books requires your approval.

Action History

Num	Action Date	Action	From	To	Details
1	03/31/2011 09:35:35	Submit	Johnson, Richard	Chen, Bei	

References

Enter Journals

Response

Comment

- After responding to the notification, the same notification will not reappear again in your Outlook e-mail account.

## 2. How do I stop FMS from sending notifications to my Outlook account?

Go to the Preferences link on the FMS home page. Then select “Do not send me mail” from the list of values in the “Email Style” field. Click the Apply button to update your preference.

The screenshot shows the FMS E-Business Suite Preferences page. The 'Email Style' dropdown menu is open, showing options: HTML summary mail, Disabled, and Do not send me mail. The 'Do not send me mail' option is selected. The 'Apply' button is highlighted with a red box.

**Financial Management System E-Business Suite PFMS**

Diagnosics Logout **Preferences** Help Personalize Page

**Worklist** (Switch User) Previous 1-5 Next 5 Full List

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**Navigator** Edit Navigator

**Regional**

Territory: United States  
Date Format: MM/dd/yyyy (03/31/2011)  
Timezone:  
Number Format: 10,000.00  
Currency: US Dollar  
Client Character Encoding: Western European (Windows)

**Start Page**

Responsibility Page:

**Notifications**

Email Style: **Do not send me mail** (HTML summary mail, Disabled, Do not send me mail)  
Language: American English

**Single Sign-On**

HTML mail with attachments (User Preferred Notification Style)  
HTML summary mail  
Plain text mail  
Plain text mail with HTML attachments  
Plain text summary mail

In the Account Set following ways.  
Switch to an E-Bu  
Add additional ac  
Set the default act  
Toggle synchronization option for all accounts.

Account Settings

Cancel Reset to Default **Apply**

## SECTION 6: TRAINING

FMS training in April and May will cover the following topics:

1. FMS: iProcurement for New Users (Course #51566)
2. FMS iReceivables (Course #53419)

Please use [PDO](#) or [Training Schedule section](#) of FMS Web page to register for the trainings.

## ADDITIONAL INFORMATION

If you have any questions regarding the newsletter, contact us at [fmsmaint@mcpsmd.org](mailto:fmsmaint@mcpsmd.org).