

Welcome to the second 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 from around the organization.

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SECTION 1 TOP STORY: AN ENHANCEMENT TO INTERNET PROCUREMENT

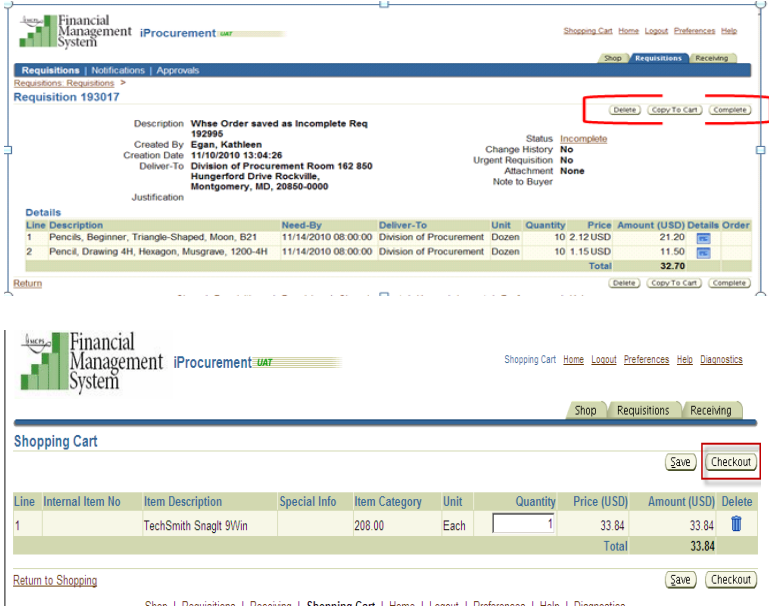
The enhancement will eliminate the majority of errors and data corruptions caused by actions that are incompatible with the requisition's status. The enhancement includes the following:

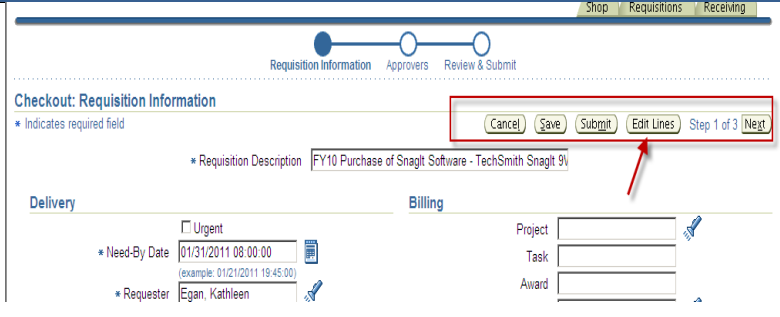
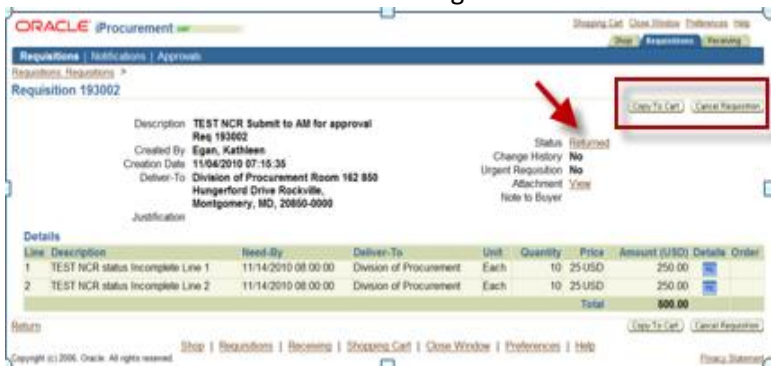
1. The four action buttons, **Copy To Cart**, **Cancel Requisition**, **Change**, and **Complete**, will be removed from the main requisition page.
 - a. If changes need to be made on an existing requisition, select and click on the specific requisition number to open the requisition. FMS displays to the user the actions available according to the requisition's status.

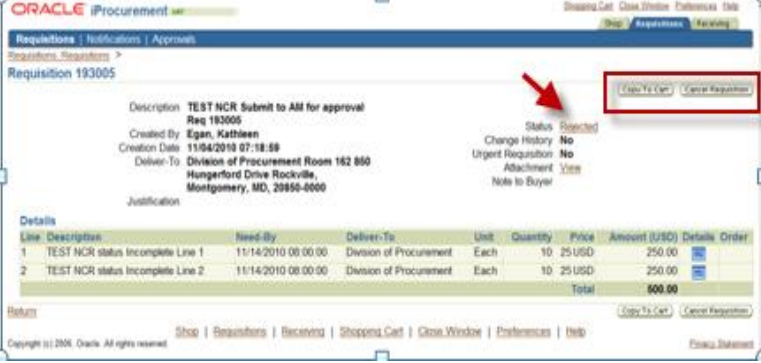
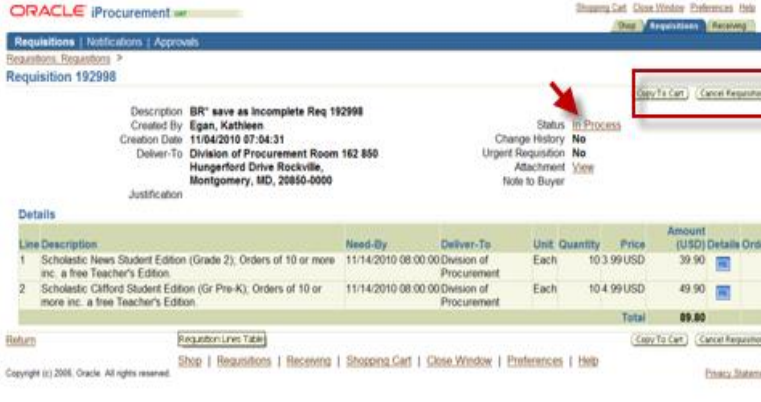


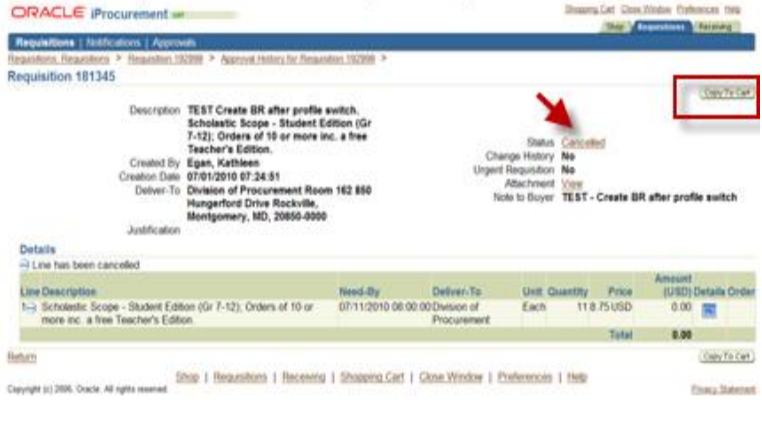
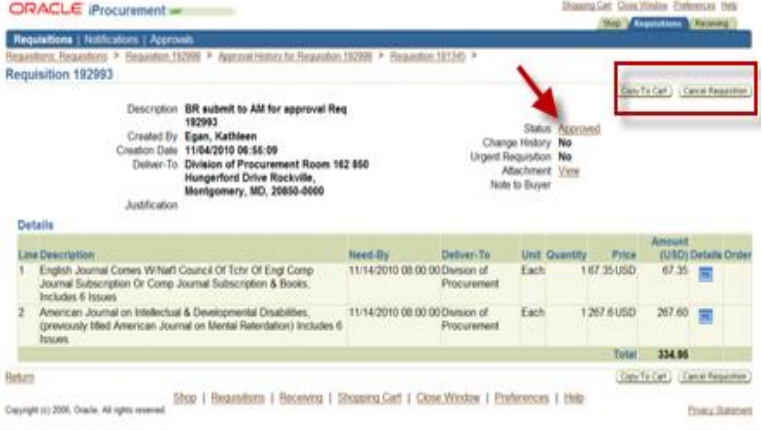
2. The **Change** button has been removed from iProcurement.

a. The table below illustrates the best practice for the requestor against each status of the requisition.

When		Actions Could Be If The Changes Are Needed On The Requisition
Requisition Status	Purchase Order (PO)/Sale Order(SO) Status	
1.Incomplete	N/A	<p>Delete button → will delete the entire requisition and it will no longer appear in your requisition list.</p> <p>Copy To Cart button → will place the items in your shopping cart. Options are to add the items from the selected requisition to your existing shopping cart, or to create a new shopping cart with the items from the selected requisition. Your existing shopping cart will be saved and available from the Requisitions tab.</p> <p>Complete button → means the requisition is ready for the checkout process. Once you select the Complete button, FMS displays options to save or check out on the Shopping Cart window. If you select the Checkout button, FMS displays more options to edit lines before you submit fund checking and approval processes.</p> 

		
<p>2.Returned (by buyer)</p>	<p>N/A</p>	<p>Copy To Cart button → will place the items in your shopping cart. Options are to add the items from the selected requisition to your existing shopping cart, or to create a new shopping cart with the items from the selected requisition. Your existing shopping cart will be saved and available from the Requisitions tab.</p> <p>Cancel Requisition button → allows line(s) or the entire requisition to be cancelled. <i>Note:</i> Use this option when you want to resubmit the order with changes.</p> 
<p>3.Rejected (by account manager)</p>	<p>N/A</p>	<p>Copy To Cart button → will place the items in your shopping cart. Options are to add the items from the selected requisition to your existing shopping cart, or to create a new shopping cart with the items from the selected requisition. Your existing shopping cart will be saved and available from the Requisitions tab.</p> <p>Cancel Requisition button → allows line(s) or the entire requisition to be cancelled. <i>Note:</i> Use this option when you want to resubmit the order with changes.</p> <p><i>Note:</i> The commitment is released when the requisition is rejected by an account manager or requisition workflow approver.</p>

		
<p>In Process</p>	<p>N/A</p>	<p>Copy To Cart button → will place the items in your shopping cart. Options are to add the items from the selected requisition to your existing shopping cart, or to create a new shopping cart with the items from the selected requisition. Your existing shopping cart will be saved and available from the Requisitions tab.</p> <p>Cancel Requisition button → allows line(s) or the entire requisition to be cancelled. <i>Note:</i> Use this option when you want to resubmit the order with changes.</p> <p><i>Note:</i> End users can contact the approver in the requisition workflow who has the requisition pending approval to reject the requisition. Then you can select Cancel Requisition button and Copy To Cart button if needed.</p> 
<p>Cancelled</p>	<p>N/A</p>	<p>Copy To Cart button → will place the items in your shopping cart. Options are to add the items from the selected requisition to your existing shopping cart, or to create a new shopping cart with the items from the selected requisition. Your existing shopping cart will be saved and available from the Requisitions tab.</p>

		
<p>Approved</p>	<p>No SO and PO assigned</p>	<p><i>Note:</i> This instruction can ONLY be used prior to purchase order or sales order number being assigned.</p> <p>Copy To Cart button → will place the items in your shopping cart. Options are to add the items from the selected requisition to your existing shopping cart, or to create a new shopping cart with the items from the selected requisition. Your existing shopping cart will be saved and available from the Requisitions tab.</p> <p>Cancel Requisition button → allows line(s) or the entire requisition to be cancelled. <i>Note:</i> Because approved requisitions can't be modified, use this option when the requisition requires a change. After cancelling, use the Copy to Cart button to create a new order and add items in the existing cart as needed <u>or</u> manually create a new requisition.</p> 
<p>Approved</p>	<p>PO/SO assigned</p>	<p><i>Note:</i> The above process should not be used if there is a purchase or sales order number in the Order column. Follow the instructions below when there is an order number assigned to the requisition.</p> <ul style="list-style-type: none"> •Warehouse order after an SO has been assigned: contact Pam Sier in Supply and Property Management at 301-279-3348 or via e-mail at Pam_S_Sier@mcpsmd.org to request the needed change(s).

		<ul style="list-style-type: none"> •OfficeMax order after a PO number has been assigned: contact Emily Anderson or Bonnie Butt in Supply and Property Management at 301-279-3348 or via e-mail at Emily E Anderson@mcpsmd.org, or Bonnie Butt@mcpsmd.org to request the needed change(s). •Textbook orders after a PO number has been assigned: e-mail textbooks@mcpsmd.org to request a change(s). •Library materials after a PO number has been assigned: contact Teresa Riner or Paulette Christoph in Media Processing Services Unit at 301-279-3122 or via e-mail at teresa_d_riner@mcpsmd.org, or paulette_l_christoph@mcpsmd.org to request a change(s). •External orders other than above, after a PO number has been assigned: contact the Division of Procurement E-mail Drop Box at procurement@mcpsmd.org.
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SECTION 2 INTERNET PROCUREMENT FAQ

1. Can one requisition have multiple department numbers that belong to different account owners?

Answer: No. FMS allows multiple distribution lines on one requisition but all should go to the same account owner for approval.

SECTION 3 IRS ANNOUNCES 2011 STANDARD MILEAGE RATES

Beginning on Jan. 1, 2011, the standard mileage rate for the use of a private vehicle will be 51 cents per mile for business miles driven.

SECTION 4 SCHOOL PINK INVOICES

1. Schools are expected to pay MCPS invoices within 30 days of the invoice date. The Division of Controller will contact schools, as necessary, to assure timely payment of MCPS invoices. Remedial action for severely delinquent schools may include a hold on future purchases and the cancellation of purchasing cards.
2. Contact the Division of Controller at billing@mcpsmd.org for assistance in resolving billing issues on MCPS invoices.
3. The Division of Controller will process credits to correct any invoice discrepancies. FMS does not necessarily apply a credit to the invoice containing the discrepancy. The financial specialist applies credits to the next created invoice. Therefore, it is important that schools pay a disputed invoice in full, since the correcting credit will be used by FMS to reduce (pay) a portion of a future invoice.

SECTION 5 POLICIES & REGULATIONS

1. School reimbursement requests must be received in the Division of Controller by the 15th day of the month following the IAF expenditure payment.
2. The Division of Procurement has established \$100 as the minimum requisition order amount. Procurement will reject requisitions totaling less than \$100. Purchase cards

should be used for making small dollar purchases.

SECTION 6 TRAINING

February FMS webinar trainings will cover the following topics:

1. Enhancements to iProcurement to remove **Change** button.
2. FMS FAQ.
3. 1099 updates.

Please check [PDO](#) classes or [Training Schedule section](#) of FMS Web page.

ADDITIONAL INFORMATION

If you have any question regarding the newsletter, contact us at fmsmaint@mcpsmd.org.