



FMS Update News

February 2011



Presenters

- **FMS Functional User Team**
 - Susan Chen – Webinar facilitator
 - Kathy Egan – Webinar facilitator
- **Department of Instructional Technology**
 - Jon Allaire – Webinar facilitator
 - Margie Gaudino – Technical assistance
 - Rafael Gramatges – Technical assistance



Agenda

- Webinar Basics
- Internet Procurement Enhancements
- School Pink Invoices
- Policies & Regulations

Webinar Basics

Chat and Polls

An Enhancement to Internet Procurement

Best Practices and Recommendations



Purpose

- The enhancement will eliminate the majority of errors and data corruptions caused by actions that are incompatible with the requisition's status
- Effective date is February 7, 2011



What's in this Enhancement?

- The four action buttons will be removed from the main requisitions page
 - Copy to Cart
 - Cancel Requisition
 - Change
 - Complete

Main Requisition Page

Before February 7, 2011

Financial Management System iProcurement PFMS

Shopping Cart Home Logout Preferences Help Personalize Page Diagnostics

Shop **Requisitions** Receiving

Requisitions Notifications Approvals

Requisitions: Requisitions >

Requisitions Search

Enter search criteria and press the Go button to find the requisitions. Views

Requisition Created By: Include employees from all organizations

Requester: Include employees from all organizations

Requisition Created:

Requisition Status:

Requisition Number:

Requisition Description:

Order Number:

Supplier:

Select requisition:

Select Requisition	Description	Total (USD)	Creation Date	Status	Order
<input type="radio"/> 205801	FY 10-11, "03" School Flag, Testing pencils	25.89	01/28/2011 10:31:39	Incomplete	

Shop | Requisitions | Receiving | Shopping Cart | Home | Logout | Preferences | Help | Personalize Page | Diagnostics

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Main Requisition Page

Effective February 7, 2011



[Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

[Shop](#) [Requisitions](#) [Receiving](#)

[Requisitions](#) | [Notifications](#) | [Approvals](#)

Requisitions

Views

View

- Indicates requisition with a pending change request.

⊙ Previous Next 10 ⊙

Select	Requisition	Description	Total (USD)	Creation Date	Status	Order
<input type="radio"/>	193018	Whse Order Approved - after CP runs before DMM runs	32.70	11/10/2010 13:11:57	Approved	181099
<input type="radio"/>	193015	Whse Order saved as Incomplete Req 192995	32.70	11/06/2010 12:08:32	Incomplete	
<input type="radio"/>	193014	TEST NCR Submit to AM 193005-Rejected by AM & copy/cart Req now 193014	500.00	11/04/2010 19:43:07	Incomplete	
<input type="radio"/>	193013	TEST Whse order Processed into SO - Click Change Req 193013	33.60	11/04/2010 18:12:14	Approved	181097
<input type="radio"/>	193012	TEST Whse order approved by AM - Click Change prior to SO Req 193012	44.20	11/04/2010 18:07:46	Approved	181098
<input type="radio"/>	193011	TEST Whse order - In Process & Change Req 193011	32.70	11/04/2010 18:04:41	In Process	
<input type="radio"/>	193010	TEST Need By Date Req 193010	673.50	11/04/2010 11:06:04	Incomplete	
<input type="radio"/>	193009	TEST multi lines to multi buyers Req 193008	300.00	11/04/2010 10:59:45	Approved	

When the Requisition Status is Incomplete

Financial Management System iProcurement UMT

[Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

[Shop](#) [Requisitions](#) [Receiving](#)

[Requisitions](#) | [Notifications](#) | [Approvals](#)

[Requisitions](#) [Requisitions](#) >

Requisition 193017

[Delete](#) [Copy To Cart](#) [Complete](#)

Description Whse Order saved as Incomplete Req 192995

Created By Egan, Kathleen

Creation Date 11/10/2010 13:04:26

Deliver-To Division of Procurement Room 162 850
Hungerford Drive Rockville,
Montgomery, MD, 20850-0000

Justification

Status Incomplete

Change History No

Urgent Requisition No

Attachment None

Note to Buyer

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	Pencils, Beginner, Triangle-Shaped, Moon, B21	11/14/2010 08:00:00	Division of Procurement	Dozen	10	2.12 USD	21.20	PC	
2	Pencil, Drawing 4H, Hexagon, Musgrave, 1200-4H	11/14/2010 08:00:00	Division of Procurement	Dozen	10	1.15 USD	11.50	PC	
Total							32.70		


[Return](#)

[Delete](#) [Copy To Cart](#) [Complete](#)

When the Requisition Status is Incomplete

Shopping Cart

[Save](#) [Checkout](#)

Line	Internal Item No	Item Description	Special Info	Item Category	Unit	Quantity	Price (USD)	Amount (USD)	Delete
1		TechSmith SnagIt 9Win		208.00	Each	<input type="text" value="1"/>	33.84	33.84	
							Total	33.84	

[Return to Shopping](#)

[Save](#) [Checkout](#)

When the Requisition Status is Incomplete

Shop Requisitions Receiving

Requisition Information Approvers Review & Submit

Checkout: Requisition Information

* Indicates required field

Cancel Save Submit **Edit Lines** Step 1 of 3 Next

* Requisition Description FY10 Purchase of Snaglt Software - TechSmith Snaglt 9%

Delivery

Urgent

* Need-By Date 01/31/2011 08:00:00
(example: 01/21/2011 19:45:00)

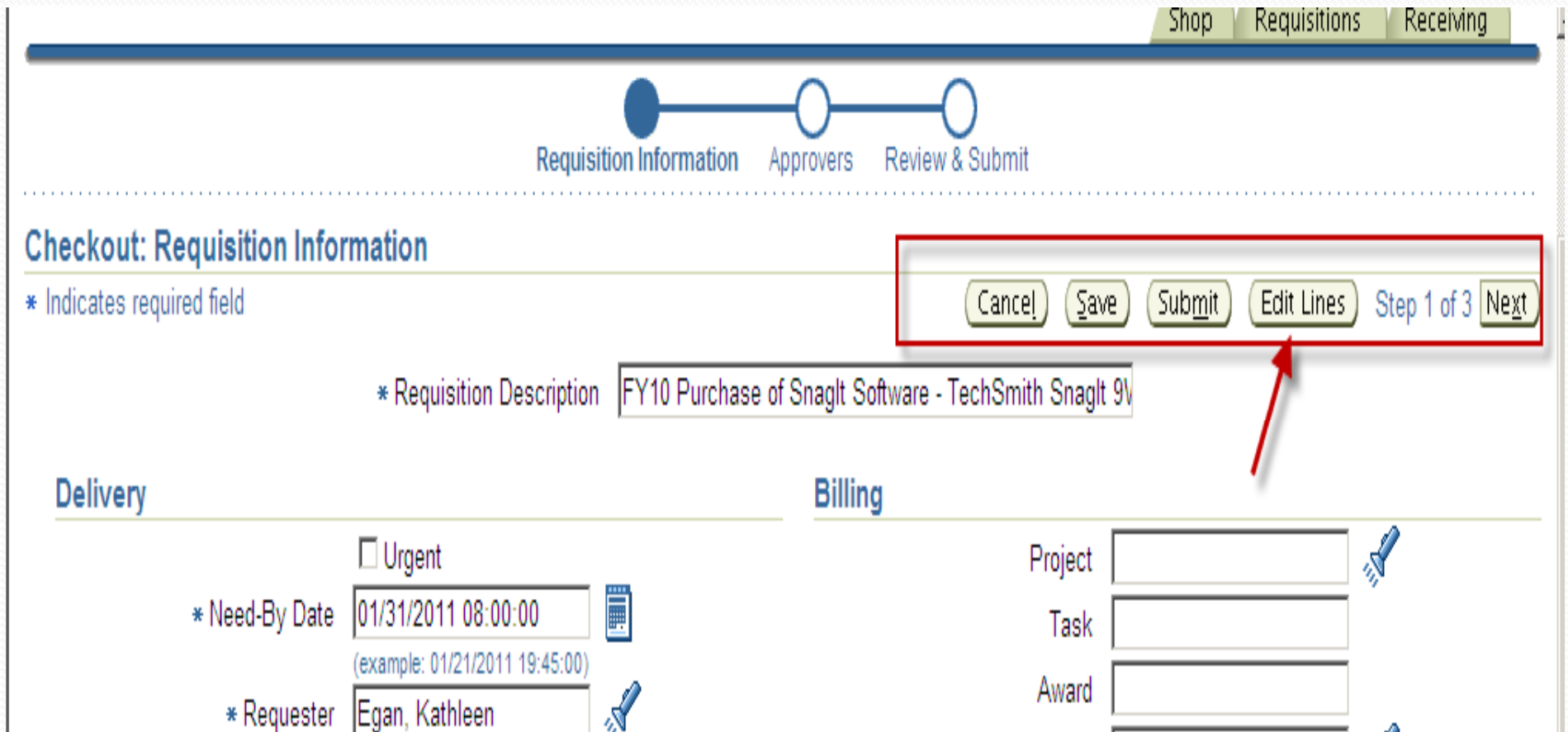
* Requester Egan, Kathleen

Billing

Project

Task

Award



When the Requisition Status is Return by Buyer

Requisition 193002

[Copy To Cart](#) [Cancel Requisition](#)

Description **TEST NCR Submit to AM for approval
Req 193002**
Created By **Egan, Kathleen**
Creation Date **11/04/2010 07:15:35**
Deliver-To **Division of Procurement Room 162 850
Hungerford Drive Rockville,
Montgomery, MD, 20850-0000**
Justification

Status Returned
Change History **No**
Urgent Requisition **No**
Attachment [View](#)
Note to Buyer

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	TEST NCR status Incomplete Line 1	11/14/2010 08:00:00	Division of Procurement	Each	10	25 USD	250.00		
2	TEST NCR status Incomplete Line 2	11/14/2010 08:00:00	Division of Procurement	Each	10	25 USD	250.00		
Total							500.00		

[Return](#)

[Copy To Cart](#) [Cancel Requisition](#)

When the Requisition Status is Rejected by the Account Manager

Requisition 193005

[Copy To Cart](#) [Cancel Requisition](#)

Description **TEST NCR Submit to AM for approval
Req 193005**
 Created By **Egan, Kathleen**
 Creation Date **11/04/2010 07:18:59**
 Deliver-To **Division of Procurement Room 162 850
Hungerford Drive Rockville,
Montgomery, MD, 20850-0000**
 Justification

Status **Rejected**
 Change History **No**
 Urgent Requisition **No**
 Attachment [View](#)
 Note to Buyer



Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	TEST NCR status Incomplete Line 1	11/14/2010 08:00:00	Division of Procurement	Each	10	25 USD	250.00		
2	TEST NCR status Incomplete Line 2	11/14/2010 08:00:00	Division of Procurement	Each	10	25 USD	250.00		
Total							500.00		

[Return](#)

[Copy To Cart](#) [Cancel Requisition](#)

When the Requisition Status is In Process

Requisition 192998

Description **BR* save as Incomplete Req 192998**
 Created By **Egan, Kathleen**
 Creation Date **11/04/2010 07:04:31**
 Deliver-To **Division of Procurement Room 162 850**
Hungerford Drive Rockville,
Montgomery, MD, 20850-0000
 Justification

Status **In Process**
 Change History **No**
 Urgent Requisition **No**
 Attachment **View**
 Note to Buyer

[Copy To Cart](#) [Cancel Requisition](#)

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	Scholastic News Student Edition (Grade 2); Orders of 10 or more inc. a free Teacher's Edition.	11/14/2010 08:00:00	Division of Procurement	Each	10	3.99 USD	39.90		
2	Scholastic Clifford Student Edition (Gr Pre-K); Orders of 10 or more inc. a free Teacher's Edition.	11/14/2010 08:00:00	Division of Procurement	Each	10	4.99 USD	49.90		
Total							89.80		

[Return](#)

[Requisition Lines Table](#)

[Copy To Cart](#) [Cancel Requisition](#)

When the Requisition Status is Cancelled

Requisition 181345

[Copy To Cart](#)

Description **TEST Create BR after profile switch.
Scholastic Scope - Student Edition (Gr 7-12); Orders of 10 or more inc. a free Teacher's Edition.**

Created By **Egan, Kathleen**

Creation Date **07/01/2010 07:24:51**

Deliver-To **Division of Procurement Room 162 850
Hungerford Drive Rockville,
Montgomery, MD, 20850-0000**

Justification

Status **Cancelled**
Change History **No**
Urgent Requisition **No**
Attachment [View](#)
Note to Buyer **TEST - Create BR after profile switch**

Details

Line has been cancelled

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	Scholastic Scope - Student Edition (Gr 7-12); Orders of 10 or more inc. a free Teacher's Edition.	07/11/2010 08:00:00	Division of Procurement	Each	11	8.75 USD	0.00		
Total							0.00		

[Return](#)

[Copy To Cart](#)

When the requisition Status is Approved Without a PO/SO Assigned

Requisition 192993

[Copy To Cart](#) [Cancel Requisition](#)

Description **BR submit to AM for approval Req 192993**
 Created By **Egan, Kathleen**
 Creation Date **11/04/2010 06:55:09**
 Deliver-To **Division of Procurement Room 162 850
 Hungerford Drive Rockville,
 Montgomery, MD, 20850-0000**
 Justification

Status Approved
 Change History **No**
 Urgent Requisition **No**
 Attachment View
 Note to Buyer



Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	English Journal Comes W/Nat'l Council Of Tchr Of Engl Comp Journal Subscription Or Comp Journal Subscription & Books; Includes 6 Issues	11/14/2010 08:00:00	Division of Procurement	Each	1	67.35 USD	67.35		
2	American Journal on Intellectual & Developmental Disabilities; (previously titled American Journal on Mental Reterdation) Includes 6 Issues	11/14/2010 08:00:00	Division of Procurement	Each	1	267.6 USD	267.60		
Total							334.95		

[Return](#)

[Copy To Cart](#) [Cancel Requisition](#)



When the Requisition Status is Approved with a PO/SO Assigned

- **Note:** The previous procedures 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.
- **Warehouse order** after a Sales Order has been assigned: contact Pam Sier at Supply and Property Management at 301-279-3348 or email Pam_S_Sier@mcpsmd.org to request the needed change(s).



When the Requisition Status is Approved with a PO/SO Assigned

- **OfficeMax** order after a PO number has been assigned: contact Emily Anderson or Bonnie Butt at 301-279-3348 to request the needed change(s).
- **Textbook orders** after a PO number has been assigned: email textbooks@mcpsmd.org to request a change(s).



When the Requisition Status is Approved with a PO/SO Assigned

- **Library materials** after a PO number has been assigned: contact Teresa Riner or Paulette Christoph at Media Processing (301-279-3122) or email 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 Email Drop Box at procurement@mcpsmd.org.

MCPS Invoices

Pink Invoices



Pink Invoices

- 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.
- Contact the Division of Controller at billing@mcpsmd.org for assistance in resolving billing issues on MCPS invoices.



Pink Invoices

- 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 FMS 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.



Policies and Regulations



Policies & Regulations

- School reimbursement requests must be received in the Division of Controller by the 15th day of the month following the IAF expenditure payment.
- 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.



Policies & Regulations

- 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.

Questions

- If you have further questions, please e-mail them to fmsmaint@mcpsmd.org



Evaluation

- **Training Number:** *Look in the chat area of the webinar*
- **Password:** *Look in the chat area of the webinar*

Training Evaluation Entry

Enter Training #:

Enter Password :

Begin Evaluation