

# iProcurement Release Notes

Version 5.0

01/22/2008

## What's Inside?

**Reminder** 1  
Receiving Process:  
Receiving Report

**Update** 2  
The New Purchase  
Order

**Update** 3-5  
Approvers: New  
Requisition Attach-  
ment

**Update** 5-7  
Approvers: Work-  
list Access Options

**Update** 8-9  
What to do when  
items on a PO have  
been discontinued

**Update** 9  
Notification:  
"Required Certified  
Professional not  
found for Purchase  
Requisition"

## Receiving Process: Receiving Report



**Chapter:** Receiving Process  
**Pages:** 119-132

Acknowledgement of receipt of goods is vital to processing all purchase order payments. Please, enter the quantity received and/or returned in iProcurement as soon as possible.

As a helpful tool you can run the Receiving Report. The Receiving Report is intended for school and department use. The purpose of this report is to show information relating to the receiving process, such as receiving status, receipt number, receipt date and receiver name. This report, however, displays much more information beyond the receiving process. Other pieces of information this report shows are the ordered item quantity, item unit prices, item delivery quantity, billed quantity, billed amount, payment status, item cancelled quantity and the charge accounts used to order individual items.

For step by step directions, go to <http://www.montgomeryschoolsmd.org/departments/fms/docs/receivingreport.pdf> or, you can visit the FMS website and click the link in the Reporting Region on the left menu.



Reminder:

You must always complete the receiving process using the same quantity of measure that is specified on the purchase order. Occasionally, suppliers maintain their quantity of measure different than the quantity of measure specified on the purchase order. For example, a purchase order may specify "each" as the unit of measure, and the supplier may reference "carton", that contains twelve items, as the unit of measure. Please contact the Division of Procurement if you believe the supplier is using a different unit of measure from what is on the purchase order.

Don't forget to visit the FMS website at  
<http://www.montgomeryschoolsmd.org/departments/fms/>  
for important updates, announcements and resources.



## The New Purchase Order



**Chapter:** Creating Requisitions

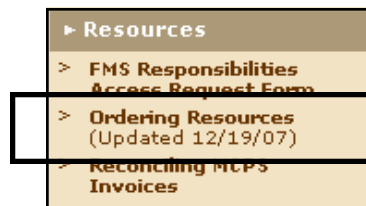
**Topic:** Creating Requisitions: The Shopping Process

**Subtopic:** Shopping Using Non-Catalog Requests

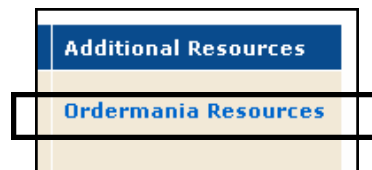
**Pages:** 35-41

To better understand the importance and use of the information you enter when creating a Non-Catalog Request, you can view the Guide to New MCPS Purchase Orders. To view this document, go to [http://www.montgomeryschoolsmd.org/departments/materials/miscellaneous/ordermania/FMS/Understanding\\_FMS\\_POs.pdf](http://www.montgomeryschoolsmd.org/departments/materials/miscellaneous/ordermania/FMS/Understanding_FMS_POs.pdf) or, you can

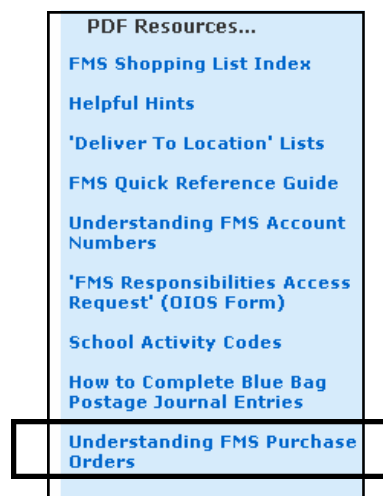
1. Visit the FMS website and **click** the Order Resources link in the Resources Region on the left menu.



2. The FMS Ordering page will display. **Click** the Ordermania link in the Additional Resources Region.



3. **Click** the Understanding FMS Purchase Orders link at the bottom of the PDF Resources region.



4. The Guide to New MCPS Purchase Orders will open.

## Approvers: New Requisition Attachment



Each requisition submitted for approval will now have a file attachment which will provide details on the items ordered, accounts charged and account balances in one place. Approvers will be able to use the information provided in the files to make decisions on whether to approve or reject requisitions. The file is generated at the time the requisition is submitted for approval.

**Chapter:** Managing Notifications and Approving Requisitions

**Topic:** Approving Requisitions

**Subtopic:** Approving Requisitions

**Pages:** 106-109

To view the requisition attachment:

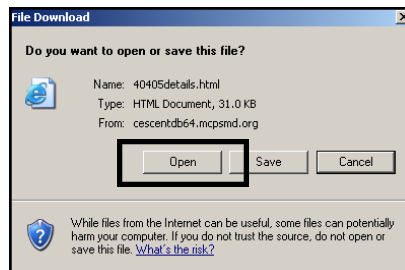
1. **Open** the requisition to be approved.
2. **Click** View in the Attachment field on the requisition header.

Description	<b>Practice Requisition</b>	Status	<u>In Process</u>
Created By	<b>Burgess Huott, Donna M</b>	Change History	<b>No</b>
Creation Date	<b>01/24/2008 14:57:33</b>	Urgent Requisition	<b>No</b>
Deliver-To	<b>Burning Tree ES - Art 7900 Beach Tree Road Bethesda, Montgomery, MD, 20817-0000</b>	Attachment	<u>View</u>
		Note to Buyer	

3. The Attachments page will display. **Click** the link in the File Name column.

Attachments								
Search								
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.								
Name	<input type="text"/>	<input type="button" value="Go"/>						
<a href="#">Show More Search Options</a>								
File Name	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">40525details.html</a>	file	Accountdetails for40525	To Approver	BURGED01	01/24/2008	One-Time		

4. A File Download window will open. Click the **Open** button.



## Approvers: New Requisition Attachment (continued)

5. The attachment will open.

### Requisition 43513 Details

Line	Account Number	PERIOD	Budget	Description	Qty	Amount	Avail Funds	Status
1	01-02420-420-04-503003-000000-0000-0000-00	JAN-08	18,726.00	Lakeshore Glitter Dough - Purple	1	9.49	6,723.02	
2	01-02420-420-04-503003-000000-0000-0000-00	JAN-08	18,726.00	Lakeshore Glitter Dough - Red	1	9.49	6,713.53	
3	01-02420-420-04-503003-000000-0000-0000-00	JAN-08	18,726.00	Lakeshore Glitter Dough Assortment Pack	1	51.78	6,661.75	
4	01-02420-420-04-503003-000000-0000-0000-00	JAN-08	18,726.00	Lakeshore Hands-On Math Trays - Complete Set	1	28.45	6,633.30	
5	01-02420-420-04-503003-000000-0000-0000-00	JAN-08	18,726.00	Lakeshore Hands-On Math Trays - Complete Set	1	28.45	6,604.85	
6	01-02420-420-04-503003-000000-0000-0000-00	JAN-08	18,726.00	Lakeshore Hardwood Doll Bed	1	28.45	6,576.40	
7	01-02420-420-04-503003-000000-0000-0000-00	JAN-08	18,726.00	Lakeshore Hardwood Doll Crib	1	42.70	6,533.70	
SUMMARY ACCOUNT	01-02420-T-04-503000-000000-T-T-T	JAN-08	32,849.00			198.81	1,848.75	This transaction passes funds check

6. The attachment displays the following information:

Column Title	Description of Information
Line Number	Displays the line number for each item ordered in a requisition. There may be multiple rows in the file with this line number if the item was charged to multiple accounts...
Account Number	Displays the account number used to purchase the item. The account will display the exact account number entered.
Period	Displays the period within the general ledger where the charge will be applied.
Budget	Displays the amount budgeted to the account being used.
Description	Displays the item description.
Qty	Displays the quantity desired for each item. In the case when multiple accounts are charged for one item, the quantity may be less than one..
Amount	Displays the amount of the item being charged to the specific account.
Avail Funds	Displays the amount available in the account minus the amount for this row of the file. The starting amount available for each row will be the previous row's Avail Funds with the exception of the first row which will use the amount available in the account at the time the requisition is submitted. Note: This will be a negative number if you are charging an account at the activity level and money has not been allocated to the activity level.
Status	This column will be blank for each line item.

### Approvers: New Requisition Attachment (continued)

7. The last row contains a summary of the report.

0000.00	JAN-08	18,725.00	Lakeshore Hardware Bldg Crib	1	42.70	0,553.70	
<b>SUMMARY ACCOUNT</b>	01-02420-T-04-503000-000000-T-T-T	JAN-08	32,849.00		198.81	1,848.75	This transaction passes funds check

8. The Summary Account row displays the following information:

Column Title	Description of Information
Line Number	Summary Account
Account Number	Displays the account where funds checking is completed.
Period	Displays the period within the general ledger where the charge will be applied.
Budget	Displays the amount budgeted to the summary account.
Description	This column will be blank.
Qty	This column will be blank
Amount	Displays the total cost for the requisition.
Avail Funds	Displays the amount of available funds in the summary account minus the amount of this requisition. When this number is greater than zero, there are enough funds in the summary account to cover the cost of the requisition. If the number is less than zero, the summary account spending has exceeded budget.
Status	Displays whether or not the requisition passes the funds check.

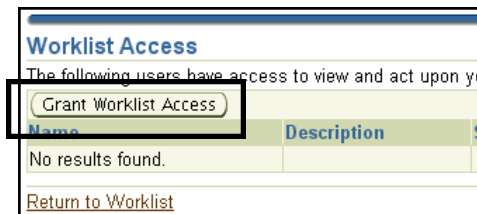
### Approvers: Worklist Access Options



Approvers can allow others to view and act upon their worklist. This option has been updated to allow the approver to select the area of FMS to which the user has access. (ie. Expenses for mileage, Journal Batch for journal entries and MCPS PO Requisition Approval for requisition approvals.)

**Chapter:** Managing Notifications and Approving Requisitions  
**Topic:** Delegating Notification and Approval Responsibilities  
**Subtopic:** Granting Worklist Access  
**Pages:** 113-116

1. **Access** your worklist in FMS by following the steps outlined in your iProcurement binder.
2. **Click** the Grant Worklist Access button.



## Approvers: Worklist Access Options (continued)

- The Grant Worklist Access page will display. Fill in the information as described on page 115 of the iProcurement binder.

- The new option is in the Grant Access to region.

- To grant a user access to all of your areas in FMS leave the All Item Types button selected.
  - To limit a user to a specific area of FMS, click the Selected Item Types button.
- When you click on Selected Item Types, a region displays at the bottom of the page where you can select the Item Types. The options that display will depend on your approver access. The most common Item Types are:
    - Expenses for mileage
    - Journal Batch for journal entries
    - MCPS PO Requisition Approval for requisition approvals

## Approvers: Worklist Access Options (continued)

6. You can choose one Item Type at a time by **clicking** on the Item Type to highlight it. You can highlight multiple Item Types by holding down the Ctrl key and clicking on the Item Types.

7. **Click** on the Move button to transfer the Item Types into the Selected Item Types region.

8. Click the **Apply** button. The Worklist Access page will display.

Name	Description	Start Date	End Date	Status	Update	Delete
<a href="#">Wheeler, Erin</a>	*NULL*	01/15/2008	01/17/2008	Active		

9. From the Worklist Access page, you can:
- make changes to the user access by clicking on the Update icon.
  - delete a users access to your worklist by clicking on the Delete icon.
  - return to the e-Business suite home page by clicking on Return to Worklist link.
  - Email the user by clicking on their name.
  - grant another user access by clicking on the Grant Worklist Access button.

## Discontinued Items on a Purchase Order



- The user needs to send the buyer an email. In the email, the following information must be included:
  - The Purchase Order number
  - The line number of the item that has been discontinued
  - The description of the item
- The buyer will then cancel the line item from the Purchase Order side and will also cancel the line item from the requisition side.

To find out the buyer's name, follow the steps below.

- Open the requisition

**Requisitions** | Notifications | Approvals

Requisitions: Requisitions >

**Requisition 23453** Copy To Cart

Personalize Stack Layout: (HeaderColumnStackRN)

Personalize Table Layout: (ReqHeaderTableRN)

<p>Description <b>Learning Tree 10 course days package - Confirmation # D-U02350 for Sadiya Bilgrami. 1. XML:A Comprehensive Hands-On Introduction # 542. 2. Hands-On XSL: Transforming and Styling XML # 549. Third course to be determined.</b></p> <p>Created By <b>Shen, Poching</b></p> <p>Creation Date <b>09/06/2007 14:09:48</b></p> <p>Deliver-To <b>Office Information &amp; Organizational Syst - Main Office Room 147 850 Hungerford Drive Rockville, Montgomery, MD, 20850-0000</b></p> <p>Justification <b>Ricardo, This is for the training requested by Sadiya.</b></p>	<p>Status <b>Approved</b></p> <p>Change History <b>No</b></p> <p>Urgent Requisition <b>No</b></p> <p>Attachment <b>None</b></p> <p>Note to Buyer <b>Dear Buyer, Please add a vendor purchasing site for Learning Tree International - 1831 Michael Faraday Dr. Reston, VA. 20190. Learning Tree rep told me the Atlanta site is the remit site.</b></p>
---	---

Personalize "Details"

**Details**

Personalize Table: (LinesTableRN)

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	Learning Tree 10 course days package - Confirmation # D-U02350 for Sadiya Bilgrami. 1. XML:A Comprehensive Hands-On Introduction # 542. 2. Hands-On XSL: Transforming and Styling XML # 549. Third course to be determined.	09/21/2007 00:00:00	Office Information & Organizational Syst - Main Office	US Dollar	3650	1 USD	3,850.00		017882
<b>Total</b>							<b>3,850.00</b>		

[Return](#) Copy To Cart

[Shop](#) | [Requisitions](#) | [Receiving](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Personalize Page](#)

- Click the details icon for the discontinued line item.

## Discontinued Items on a Purchase Order (continued)

3. The requisition details will display and the buyer's name will be listed.

Financial Management System iProcurement PFMS

Shopping Cart Home Logout Preferences Help Personalize Page

Shop Requisitions Receiving

Requisitions | Notifications | Approvals

Requisitions: Requisitions > Requisition 23453 >

Requisition 23453 Line 1: Details OK

**Requisition**

Description Learning Tree 10 course days package - Confirmation # D002350 for Sadiya Bilgrami. 1. XML:A Comprehensive Hands-On Introduction

Status **Approved**

Change History **No**

Show Additional Information

Personalize "Order"

**Order**

Order #017882

Buyer **Davies, Sarah F**

Supplier **Learning Tree International**

Status **Approved**

Buyer Phone

Supplier Site **RESTON**

Supplier Phone

**Shipment**

Personalize Table: (ShipmentTableRN)

Shipment	Shipment Date	Expected Receipt Date	Freight Carrier	Tracking Number	Track Shipment
No results found.					

**Receipt**

Personalize Table: (ReceivingTableRN)

*Tip: You can click on the buyer's name to open up a new email to the buyer.*

## Notifications: "Required Certified Professional not found for Purchase Requisition"



If after submitting a requisition the user gets a notification stating, "Required Certified Professional not found for Purchase Requisition," the reason is that the user created a non-approved textbook or instructional material non-catalog order and **did not add a second approver**. The requisition will stay in "Incomplete" status until the user opens the requisition and adds the second approver.

Financial Management System E-Business Suite SFMS

Logout Preferences Help Personalize Page

Logged In As SHENPOCH

Worklist Full List

Previous 1-5 Next 5

From	Subject	Sent
Bestland, Gra...	Response: Requisition 40467 (01-08-2008) Change Request for Churn Pooling	01/15/2008
Bestland, Gra...	Required Certified Professionals not found for Purchase Requisition 40517	01/17/2008
Bestland, Gra...	Purchase Requisition 40497 has been approved	01/16/2008
Bestland, Gra...	Purchase Requisition 40467 has been approved	01/16/2008

**Favorites** Edit Favorites

Personalize "Favorites"

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

For more information on adding an approver, see the iProcurement User Guide section titled, Verify and/or Modifying the Approver List on page 74.