PeopleSoft 9.2

eProcurement Module Upgrade Changes

March 2015

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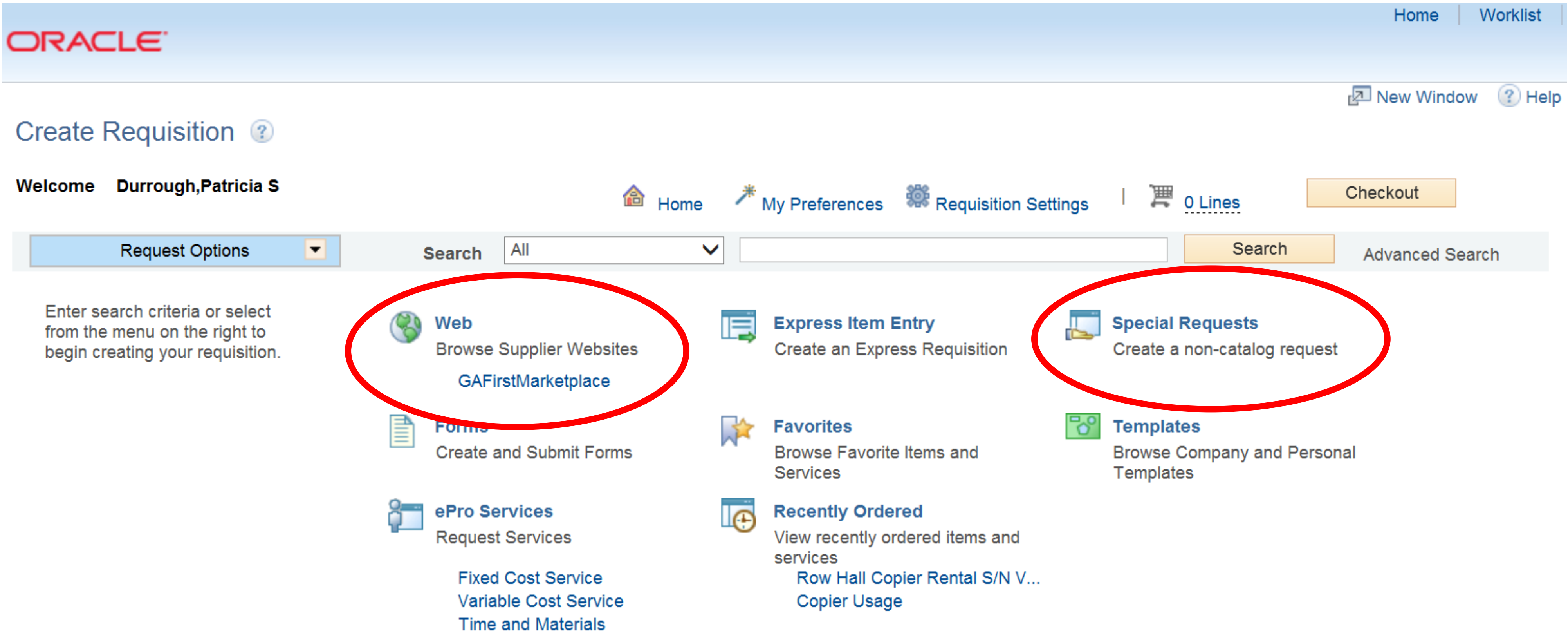
ePro Changes

- Cleaner and faster interface
- No changes affecting the GeorgiaFIRST Marketplace
- Easier to search for suppliers
- Vendors are now referred to as Suppliers

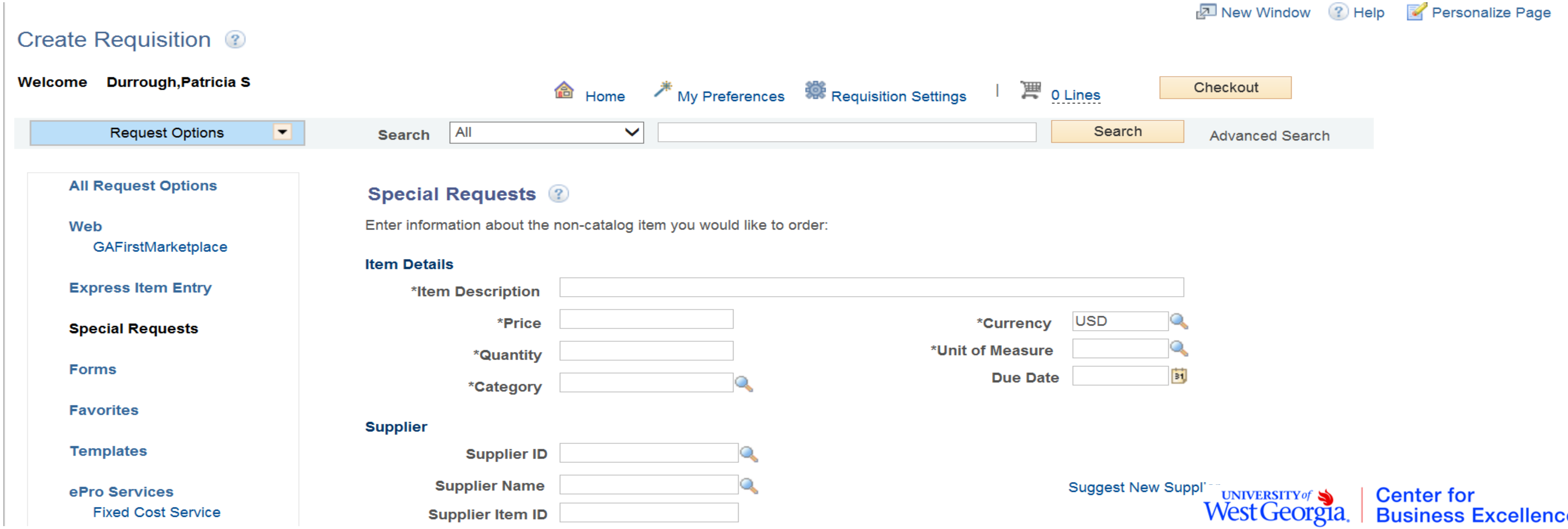
General Requisition Creation

- New look for Create Requisition home page
- New link for GAFirst Marketplace and Special Requisitions



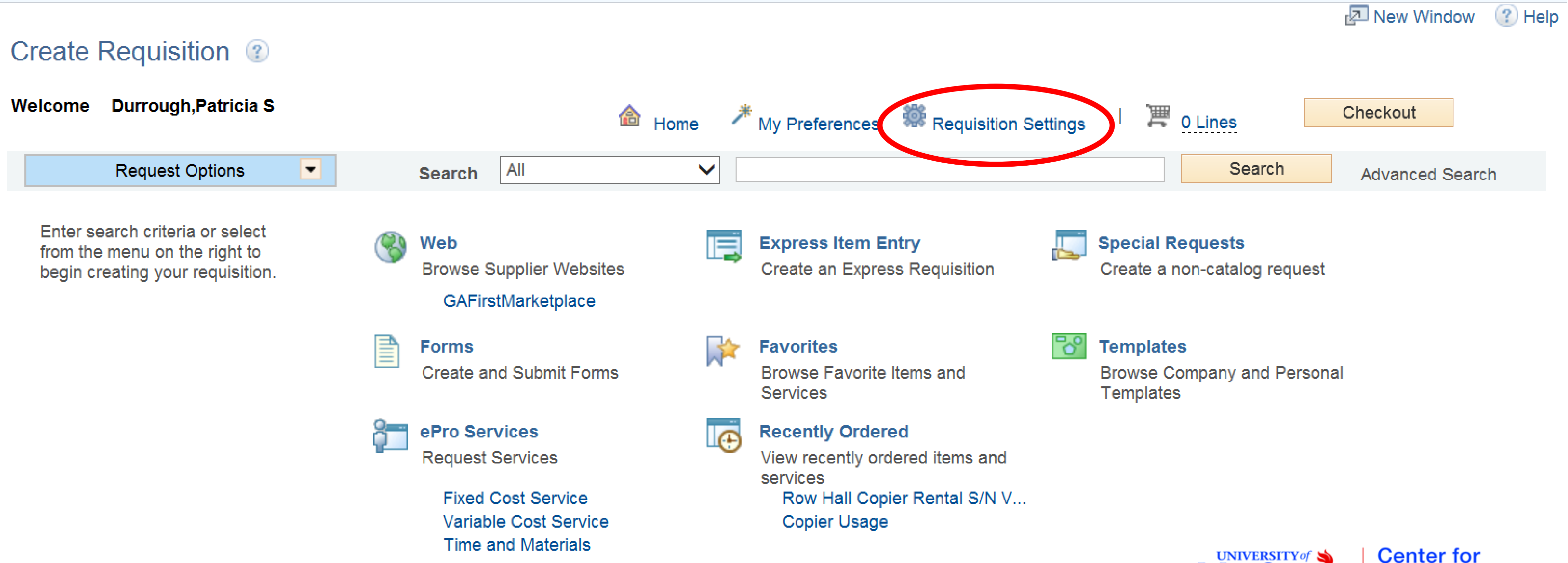
Special Request Requisitions

- There are no longer three tabs for steps 1, 2 & 3
- When you click on Special Request, you will automatically be taken to the page to manually enter the items being requested.



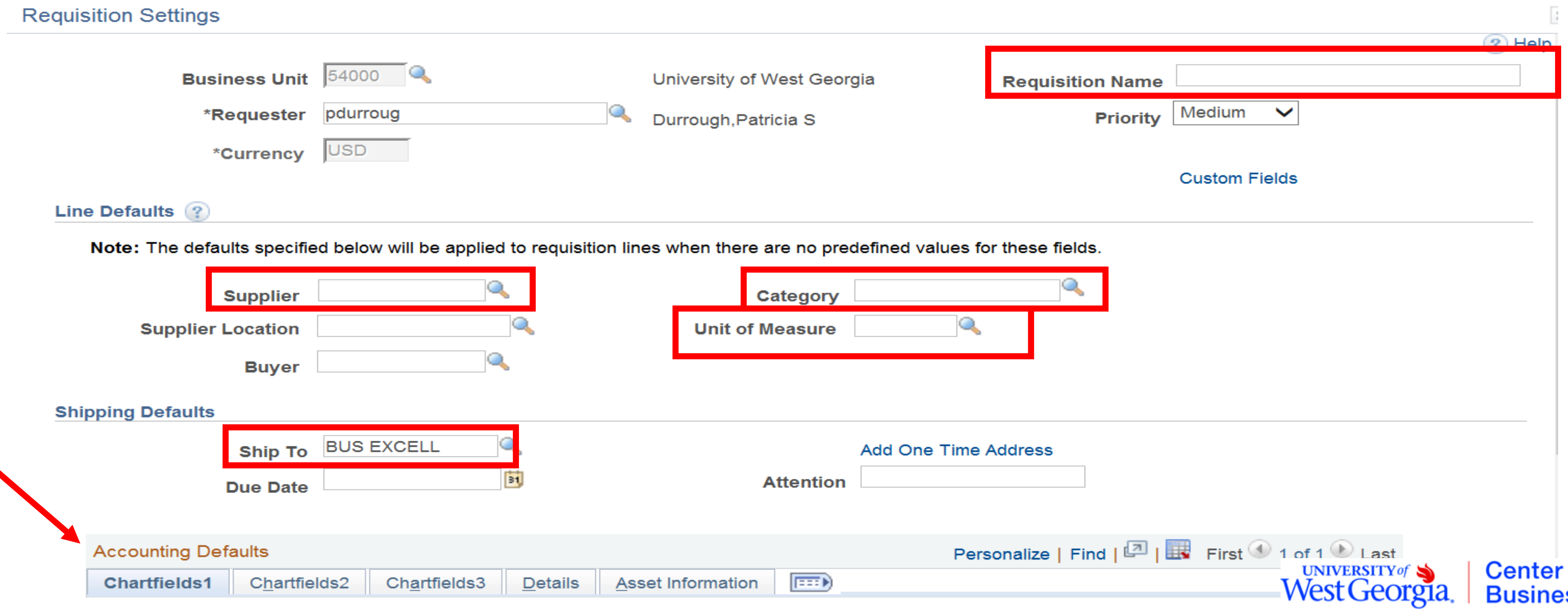
Special Request Requisitions

- Step 1. Define Requisition information is now found in the Requisition Settings link. This is where you can load any defaults to be used on your requisition. Be sure to click on Requisition Settings prior to clicking on the Special Request link.



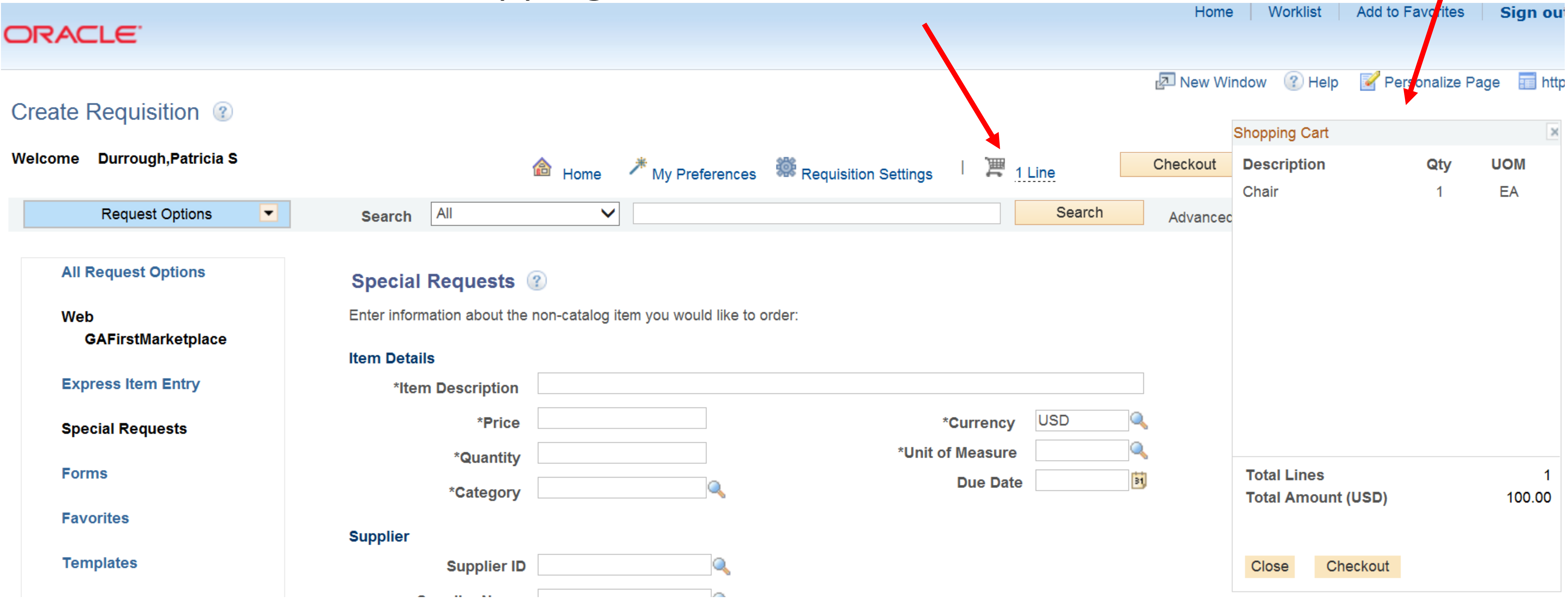
Requisition Settings

- Requisition Name
- Supplier Name
- Item Category
- Unit of Measure
- Ship To
- Default Accounting Chartstring



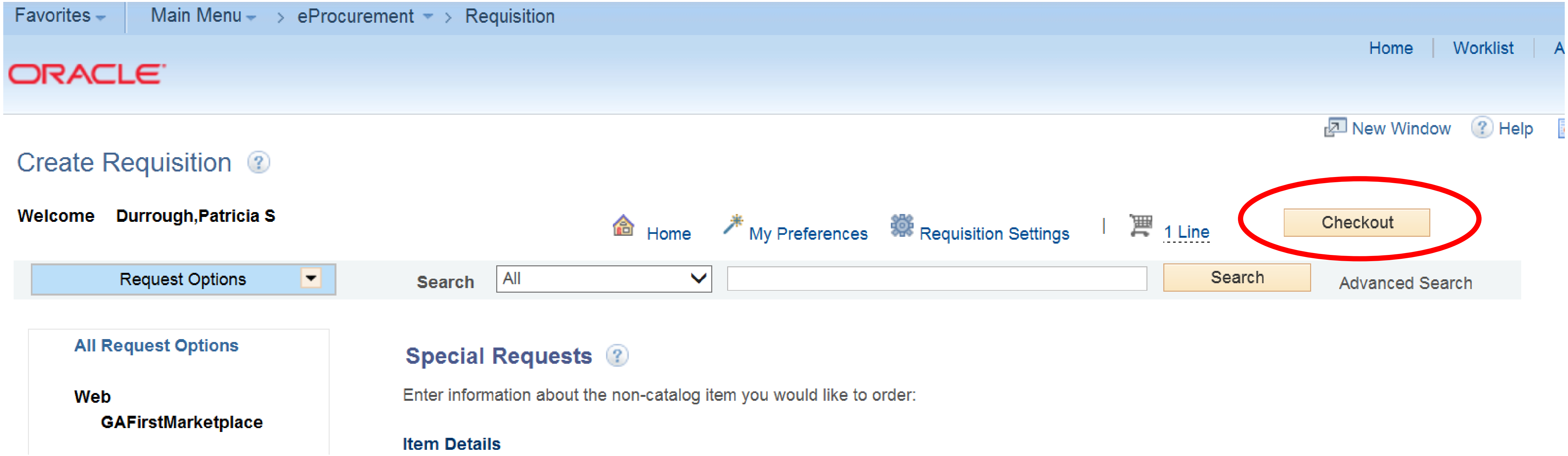
Requisition Summary

- Requisition Summary containing all items entered on the requisition is found at the shopping cart icon.



Checkout – Review and Submit

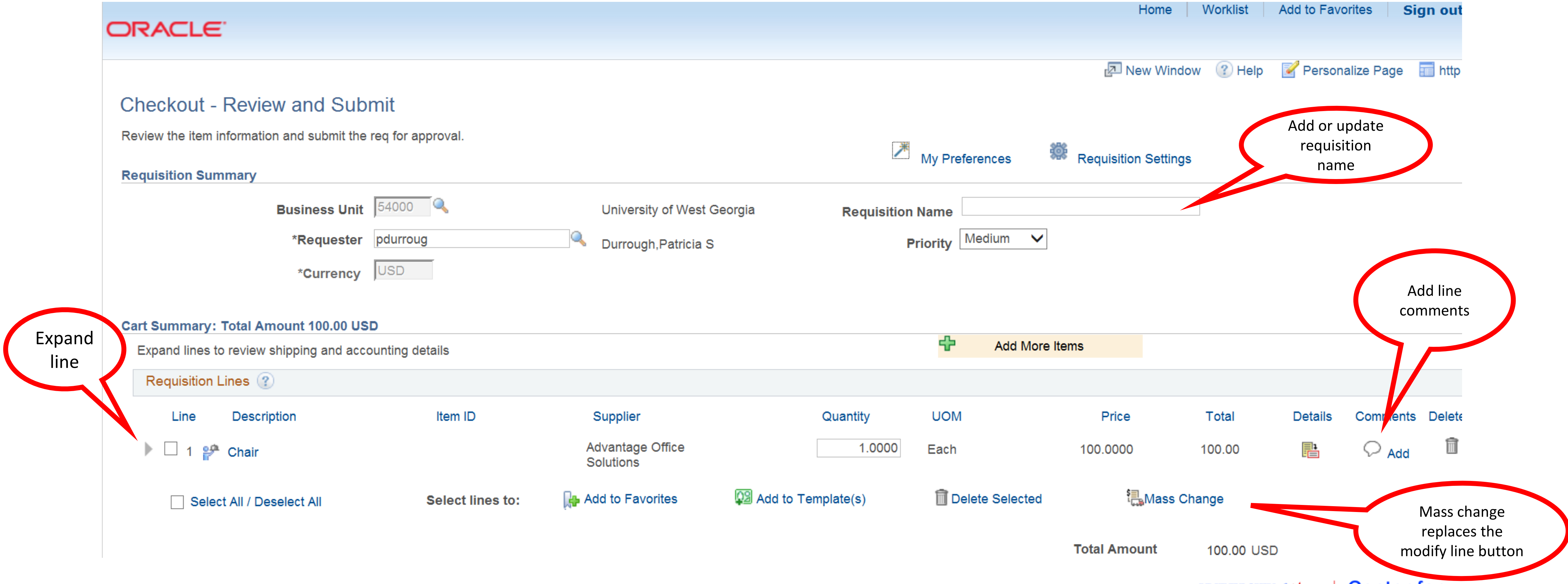
- Step 3. Review and Submit is now available at the Checkout button



Review & Submit

- Update/add Requisition Name
- Update Chartstring Information
- Add Line Comments
- Add Requisition Comments
- Update Ship To Information
- Preview Approvals
- Save and Submit

Review & Submit



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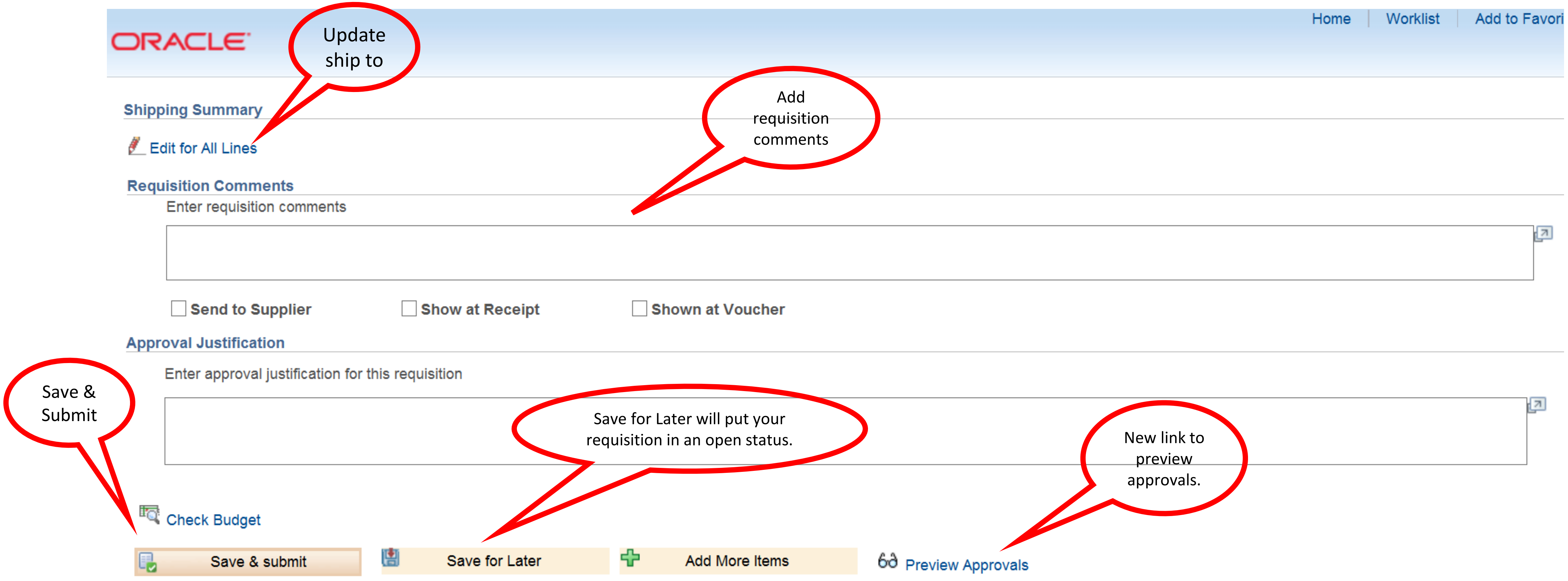
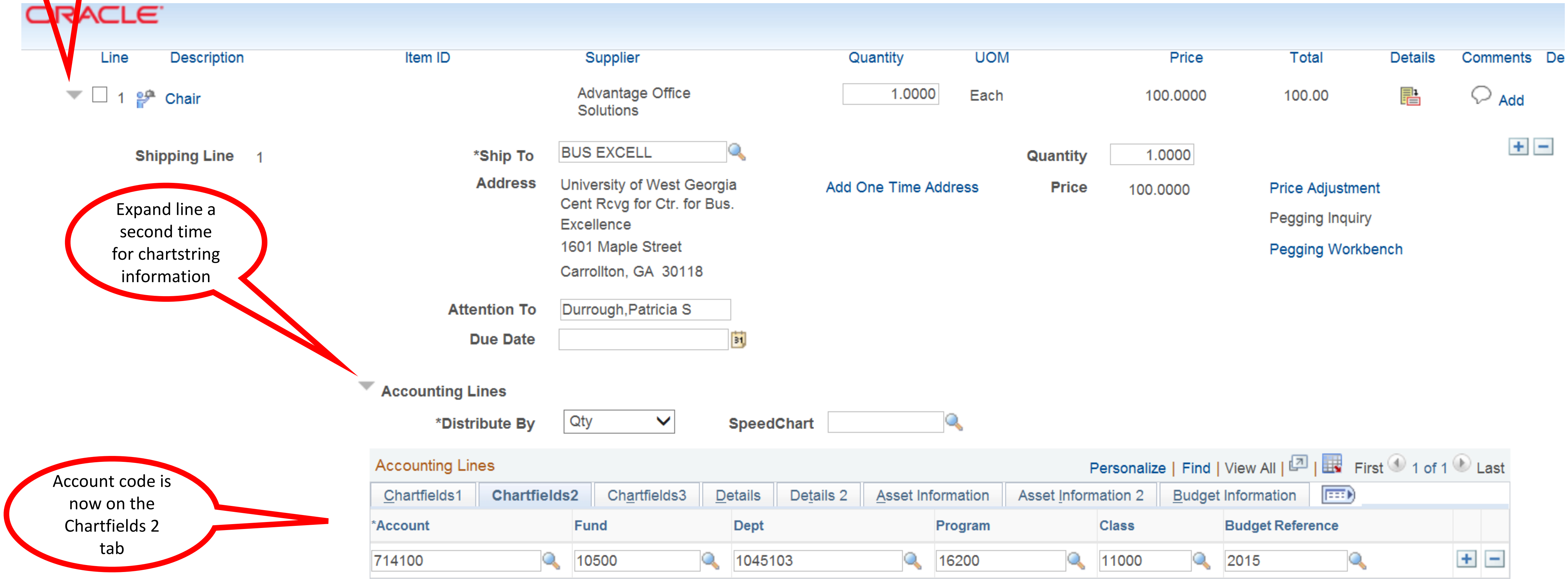
Review & Submit



Review & Submit

Expand line to access charstring information

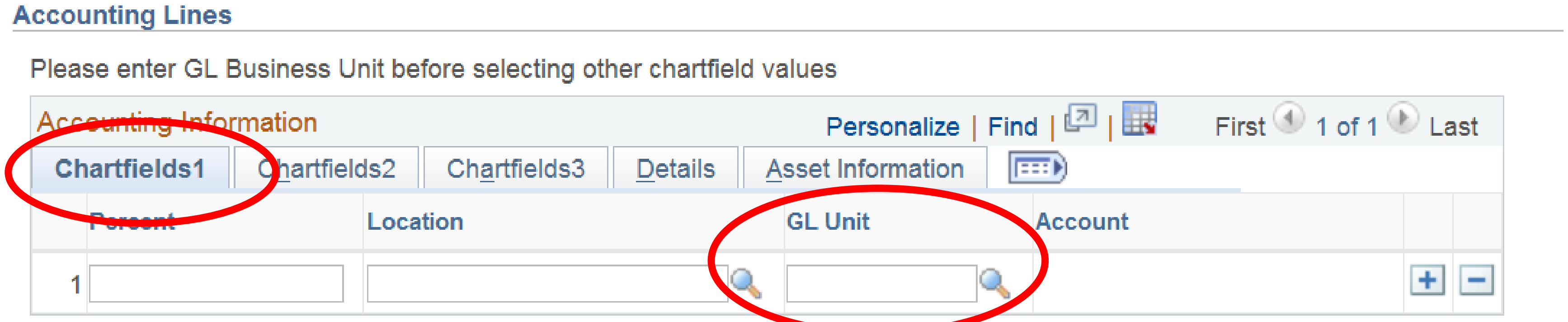


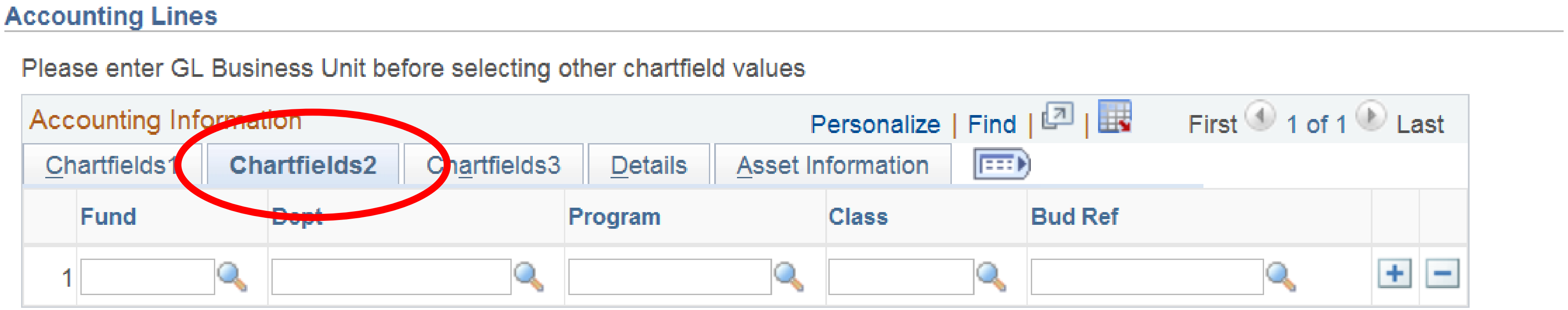
Expand line a second time for chartstring information

Account code is now on the Chartfields 2 tab

Mass Change

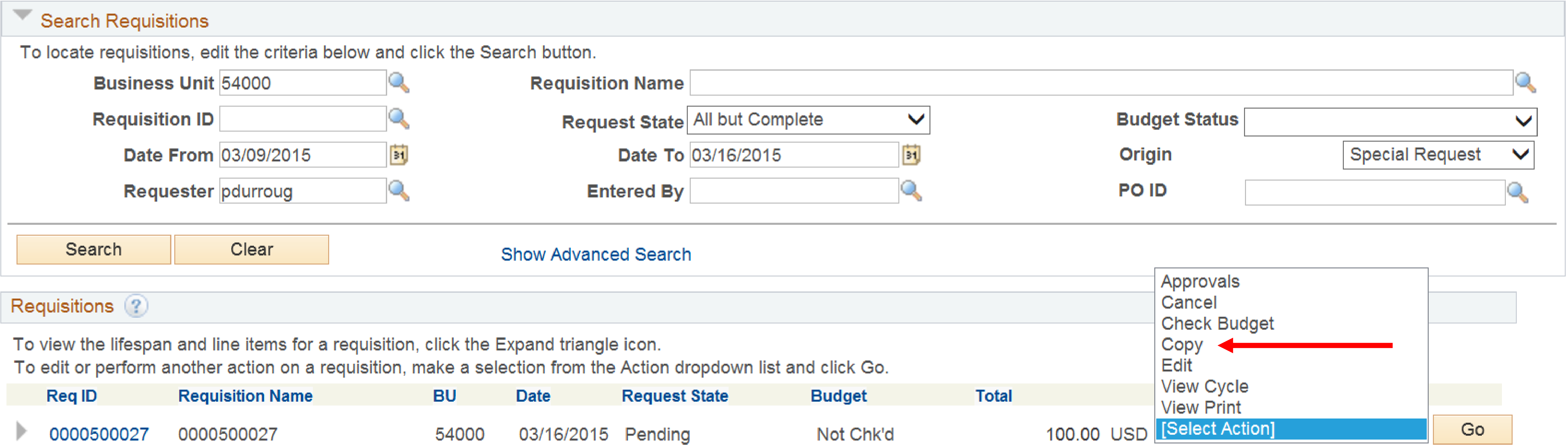
- When using Mass Change, must populate the GL Unit on Chartfield Tab 1 or you will not be able to enter a fund code in the Chartstring on Chartfield Tab 2.





Manage Requisitions

- Ability to copy a previous special request requisition into a new requisition



Create New Requisition | Review Change Request | Review Change Tracking | Manage Receipts

Activity

- Log into the training database with your USERID and the special password
- Complete the Activity