

Meeting Information

Meeting Name: PO2 – Requisitions & Purchase Orders
Scribe: DeVal Lott
Facilitator: Kyle Morton
Date: February 28, 2005
Time: 1:00pm – 4:00pm
Location: Suite 1616 West Tower

Invitees/Attendees

+ In attendance, - Absent, # Substitute, *Other

	Name	Organization/Department	Substituting For
+	David Childers	DOE	
-	Laurel Shugart	DTAE	
-	John Sartain	DHR	
+	Anita Hunnicutt	DOAS	
+	Debra Blount	DOAS	
-	Travis Kennedy	Corrections	
+	Jamie Ruff	Corrections	
+	Charles Petty	DOAS	
+	Rhonda Henslee	Natural Resources	
+	Norma Routh	Natural Resources	
+	Pearl Bailey	DHR	
+	Malvin Vaughn	GTA	
*	Lawrence Bond	DOAS	
*	Cynthia Franklin	DOE	
#	Amy Morgan	DHR	John Sartain
+	Van Green	DOT	

	Name	Organization/Department	Substituting For
	Project Staff		Role
+	Kyle Morton	Accenture	AP/PO Lead
+	Rick Housworth	SAO	PO Lead
+	Henrietta Adams	SAO	AP

Agenda

Item No.	Topic	Presenter
1	Introduction <ul style="list-style-type: none"> • Attendees • Fit Gap Process 	Kyle Morton
2	Meeting Handouts <ul style="list-style-type: none"> • Project Timeline • Fit Gap Script • Fit Gap Process Flows • Business Process Documents 	Kyle Morton
3	Topics for Discussion	Kyle Morton
3A	Requisitions and Purchase Order entry in version 7.02 including modifications	Rick Housworth
3B	Entering Requisitions in version 8.8 <ul style="list-style-type: none"> • Open Contracts for State Purchasing • State Purchasing Requisitions 	Kyle Morton
3C	Entering Purchase Order in version 8.8 <ul style="list-style-type: none"> • Regular Purchase Order • Contract Purchase Order 	Kyle Morton
4	Conclusion	

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1 & 2	<p>This fit gap session was held to discuss the differences in Requisitions and Purchase Orders between PeopleSoft version 7.02 and 8.8.</p> <p>Attendees introduced themselves, the fit gap process was discussed and the handouts were reviewed.</p>
3A	<p>Requisitions and Purchase Orders entry in 7.02</p> <p>A discussion was held concerning the modifications that had been done in version 7.02 to see if they are needed in version 8.8. Several decisions were made during the discussion. They include the following:</p> <ul style="list-style-type: none"> • Purchase Order and Requisition form – it was decided to keep “Origin” as a required field • Purchase Order and Requisition Search box – it was decided to keep the ability to use “Origin” as a search field • Requisition Approval List box – it was decided that the “Total” column wasn’t needed for Requisitions but would be used in Purchase Orders • Requisition Entry Defaults page – State Requisition checkbox – State Purchasing wants to keep this field to ensure that the correct state buyer is selected to process the requisition. • Purchase Order and Requisition Chartfield Approval page – Agencies want the Asset Management profile added to this page to be included in the approval process.

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3B	<p>Entering Requisitions in version 8.8</p> <p>Open Contracts for State Purchasing</p> <ul style="list-style-type: none"> • Requisitions are entered basically the same in version 8.8 as in version 7.02. There was a discussion held on “Associated Documents”. This field will allow the user to attach documents (specifications and drawings) to a Requisition before sending it to State Purchasing. This functionality raises risks to the environment. Mainly, there are no restrictions on file size etc. An issue has been logged with SAO Technical personnel to research using this functionality. (See Action Item # 1) • In version 8.8, the category field is on the Header page. The category code will default to all lines of a requisition. State Purchasing raised a concern of whether agency personnel will change it to the correct code(s) if it is allowed to default from the header page. (See Action Item # 2) • “Open Contract” – Yes or No flag – this field is used to determine if requisition is for an “Open Contract” in which case no funds are pre-encumbered. In order to delete this modification, it was recommended that we build one Business Unit for all open contracts and one budget line to be used for all agencies that process open contracts. Each agency would use “origin” to determine which contracts belonged to them. (See Action Item # 3) • Requisition Approval page – it was determined that the “Origin” field would remain in version 8.8. • A discussion was held concerning an additional approval of requisitions by State Purchasing wherein they will determine if the package is complete prior to processing the documents by the individual buyers. (See Parking Lot Item # 1)

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3C	<p>Entering Purchase Order in version 8.8</p> <p>A discussion was held in order to determine if NIGP code 99999, would remain in use. It was demonstrated how the user may enter a “service” line and a “goods” line on the same purchase order and use different category codes and distribution types on each line. It was decided to keep category code 99999 and to keep the edits in place that limit its use to small dollar PO lines and protect the category code field from three digit code entry. (See Action Item # 4)</p> <p>General Comments made during the session:</p> <p>Agency Procurement Officer Signatures on Purchase Orders – version 8.8 has the ability to do a image of a signature so that users may use email to send purchase orders to the vendors. Would be set up at the Business Unit level and have one signature on file per agency. Some agencies were interested and some were not. (See Action Item # 5)</p>
3C (cont)	<p>Print dates on Notice of Award documents – a discussion was held concerning Notice of Award documents being printed with a print date instead of the date of data entry. (See Parking Lot Item # 2)</p> <p>Notify Button – a discussion was held concerning the “Notify” button on the Requisition form page. The Notify functionality may be used for internal procedures where routing may be performed throughout the agency. To be addressed in training class.</p>

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4	<p>Conclusions</p> <p>No major issues or concerns were raised by the participants, and the business processes presented will meet their current requirements. Some modifications that were done to version 7.02 will be reviewed by the SAO and the interested party by the end of the Design Phase.</p> <p>“Origin” will remain as a required field on both the requisition and purchase order and be available in the search dialog box.</p> <p>“Total” column would not remain in the List box for Requisitions but would remain in the Purchase Order form.</p> <p>State Requisition checkbox will remain until more discussions can be had with DOAS State Purchasing.</p> <p>NIGP code 99999 will remain in version 8.8 and the edits to limits it use to small dollar PO lines will be reviewed by the SAO and DOAS to review its impact on the system. The edit to prevent three digit category code data entry will also be reviewed with SAO and DOAS.</p>

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	2/28/05	Requisition to Purchase Order Attachments	Functionality is delivered in 8.8. Are we going to implement? This has been logged as requirement number 517 in our requirements tracking tool.

Action Item (AI) No.	Date Open	Description	Action/Response
AI2.	2/28/05	Header default of category code	State Purchasing would like to turn off the header default of category codes on both requisitions and purchase orders to force the users to perform this coding at the line detail level. This has been logged as requirement number 518 in our requirements tracking tool.
AI3.	2/28/05	Open Contract indicator	State Purchasing would like to keep modifications for indicating if a contract is open or fixed rather than using a separate Business Unit for processing all Open Requisitions. This has been logged as issue number 30 in our issue tracking tool.
AI4.	2/28/05	Retain category code of 99999 and edits on three digit codes	State Purchasing would like to retain use of category code 99999 and keep the modifications where the system edits limit its use to small dollar PO lines and which allow no data entry on a three digit code. This has been logged as requirement number 170 in our requirement tracking tool.
AI5.	2/28/05	Ability to print signatures on purchase orders	Some agencies would like the ability to print the agency procurement officer's signature on each purchase order. Added as requirement 529.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	State Purchasing Requisitions – State Purchasing wants an additional approval for agency requisitions prior to the clock ticking on processing requisitions. Would be used in case of missing data, (ex. Approval Letters from GTA, OPB). This does not include the status on the header page of the requisition. Logged as requirement 530.

Parking Lot Item No.	Parking Lot Items
PL2	Contract date on the Notice of Award based on print date. State Purchasing wants the print date as the contract date. This problem exists because in version 7.02 there is no actual contract in the system. Since the Notice of Award will be produced from a contract in the system in version 8.8, the Contract Approved Date can be used which should eliminate the problem. Logged as requirement 531.