

Meeting Information

Meeting Name: PO3 – Receiving
Scribe: DeVal Lott
Facilitator: Kyle Morton
Date: March 7, 2005
Time: 1:00pm – 2:30pm
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	DNR	
+	Norma Routh	DNR	
+	Pearl Bailey	DHR	
+	Malvin Vaughn	GTA	
-	Van Green	DOT	
+	Brent Knowles	Audits	
+	Lawrence Bond	DOAS	
#	Amy Morgan	DHR	John Sartain

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

Agenda

Item No.	Topic	Presenter
1.	Introduction	Kyle Morton
2.	Meeting Handouts	Kyle Morton
3.	Topics for Discussion	Kyle Morton
3A	Receiving in 7.02	Rick Housworth
3B	Receiving in 8.8	Kyle Morton
3C	Receipt Chartfields and split distributions	Kyle Morton
4	Conclusion	

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2	Introductions were made by the group and meeting handouts were discussed.
3A	<p>Receiving in 7.02</p> <p>There is one modification in receiving in version 7.02. The "receiving required" flag was grayed out and disabled. Since it was disabled, the system was essentially performing two way matching.</p> <p>There is one modification to receiving reports. The Print Receipt form report was customized and implemented in version 7.02.</p>

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3B	<p>Receiving in 8.8</p> <p>The “receiving required” flag will be defaulted to “Yes” and grayed out so that all PO lines will require receiving and subsequently three way matching (for those agencies that choose to perform matching in the system)</p> <p>To eliminate some of the issues related to the receipt of services, version 8.8 has an “Amount Only” flag at the PO line level that is checked for “1 Lot” type of services that will be received by dollar amount. This will allow receipt by dollar amount instead of quantity.</p> <p>The field on the Receipt which is used to enter quantity received is the “Quantity” field if “Amount Only” was not selected on the PO line, and is the “Amount” field if “Amount Only” was selected on the PO line.</p> <p>The ‘Optional Information’ tab may be used to enter the invoice number on the receipt but it will not be visible from the voucher.</p> <p>Comments may be entered on the receipt pages at both the header and line level. The comment may also be marked so that it can be viewed from the voucher.</p> <p>Receipt Report – A button is available on the “Receipt” page for printing the Receipt Delivery Report which will eliminating the need to set up a separate run control in order to generate this report.</p> <p>Notify – The notify functionality may be used to notify other employees that their goods or services have been received.</p>
3C	<p>Receipt Chartfields and split distributions</p> <p>New functionality in version 8.8 is associated with split distributions. This will allow the percentages associated with each PO distribution line to be carried forth into the voucher, once created.</p> <p>The system will be set up to prorate and it will use the percentages that were originally entered on the PO distribution when a receipt is entered. If a voucher is created from the receipt, it will copy over the distributions correctly. (See Action Item # 1)</p>

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4	<p>Conclusion</p> <p>Group was asked if they thought that this new functionality would work for them.</p> <p>Group consensus: Overall group consensus was "Yes", this will work for those agencies that will implement Matching. Some agencies stated during this time that their agency would be implementing matching in order to use the new functionality of receipts.</p>

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	3/7/05	Pro-Rated Distributions – once distributions are copied into a voucher, can they be changed?	SAO will research and test. Modified 3/22/05 – Yes the distributions can be changed once copied to a voucher.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	There are no parking lot items for this session