ePro curement and Georgia FIRST Marketplace

User's Guide

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Table of Contents

Table of Contents 3

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Introduction

This User's Guide is designed for Accounts Payable offices that will be supporting the implementation and maintenance of the PeopleSoft Financials ePro module, or ePro, at their institution. Along with the implementation of ePro, the Georgia FIRST Marketplace is being implemented as well. With this implementation, some of the tasks in Accounts Payable are changing slightly. This User's Guide is

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Overview

Procure

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0000000107. Staples is now a Catalog Supplier that you can access through the Georgia FIRST Marketplace.

Under the SHARE SetID, the new Supplier ID for Staples is CAT0000010. Even though this Supplier ID is created and maintained under the SHARE SetID, it has been copied to your institution's SetID so that you can access it for all your purchasing documents.

If a GeorgiaFIRST Marketplace Requisition is created, the Supplier ID completes into the requisition automatically from the shopping cart. If a Special Request Requisition is created for an item from Staples, then the Requester should use the new CAT0000010 Supplier ID, even though it is not a Marketplace Requisition. The old supplier ID should no longer be used on any documents.

Any current Requisitions, Purchase Orders, or Vouchers that are open with the old Supplier ID will still be able to be processed. The system will prevent you from creating any new documents with the old Supplier ID.

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Voucher Build

The preedit subprocess works as follows:

- It accesses and retrieves invoice data from the staging tables and uses the data to populate the Voucher Build temporary tables.
- It performs header error processing by checking for a valid business unit, invoice ID, invoice date, supplier ID, supplier location, address sequence number, and voucher origin.
- The subprocess verifies that voucher headers have voucher lines and voucher lines have distribution lines.
- The subprocess copies purchase order and receiver fields to voucher lines and creates distribution lines, based on the default voucher build criteria. This applies when voucher lines reference a purchase order or receiver and contain no distribution lines. If a voucher line has ChartField information and no associated distribution lines, the subprocess creates distribution lines for the voucher line.
- It stores successfully built voucher record sets in the voucher build temporary tables and calls the voucher edit subprocess.
    - If the skeleton voucher fails any of the header error checks, or if the purchase order association fails, the subprocess marks the voucher as having a pre-edit error. Such errors prevent the vouchers from being processed by the voucher edit subprocess, and the pre-edit subprocess writes these vouchers with pre-edit errors to the quick invoice tables.
    - You can review vouchers with pre-edit errors using the Build Errors tab and the Voucher Build Error Detail page. From these pages, you can link directly to the Quick Invoice Entry component, where you can correct the vouchers and release them for reprocessing.

The voucher edit subprocess works as follows:

- It loads newly built voucher data from the Voucher Build temporary processing tables to the Voucher Edit work tables.
- It performs the following tasks:
    - Uses the Payables control hierarchy to determine the default values with which to populate voucher fields that do not contain any data.
    - Performs field-level, relational, and balancing edits for the voucher header, voucher line, voucher distribution line, and scheduled payment records.
    - Calculates net payment due dates, discount due dates, and discount amounts according to the payment terms.
    - Prorates freight, miscellaneous chunte (w)-3.4 (in(o)-9.02 Td >BDC /TT4 1-3 (,)-1 ( )-2.9 (e)n)2.2

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20. If you do have Voucher Build errors, you can process the vouchers that do not have errors. However, you must correct the ones in error before taking further action on those.

The BOR_AP_VCHR_BLD_BY_SOURCE query can be run to assist you in viewing vouchers that were created from the Voucher Build process. Select

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Chartfield editing – are set to Recycle by the Voucher Build process. If the Voucher Build process finds duplicate vouchers, it sets both to recycle status.

The BOR_AP_VCHR_BLD_ERRORS

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Voucher Build on these vouchers since the online edits in the system will change the status from Recycled to Postable when you save it.

How To Review and Correct Voucher Build Errors

1. In the menu, select [illegible]

a. Select the **Run** button.
b. Select the **OK** button.
c. Select the **Process Monitor** link.
d. Select the **Refresh** button periodically until the AP_VCHRBLD process has a Run Status of **Success** and a Distribution Status of **Posted**
e. Select the **Details** link.
f. Select the **View Log/Trace** link.
g.

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Chapter 4: Payments

In order to process the payments for GeorgiaFIRST Marketplace e-Invoices, we have created a new pay group to allow control of how these vouchers are selected for payment.

New Pay Group

A new pay group named “CT” has been created to allow control over the process of payments on e-Invoices from the GeorgiaFIRST Marketplace The new pay group will be populated on all CAT suppliers. Each institution will have the flexibility to add the pay group to their existing pay cycles or to request a new pay cycle be created for the Georgia

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