



One state. One system.

2016 Upgrade Release

Delta Workshop: Req to Check

May 2016



Agenda

- Delta Workshop Objectives and Approach
- FI\$Cal system changes
- Asset Management
 - Concepts/Updated Features/New Features
- Accounts Payable
 - Concept/Updated Features/New Features
- Procurement
 - Concept/Updated Features/New Features
- Delta Workshop Next Steps

Objectives and Approach

- The Delta Workshop will provide:
 - An overview of new or updated features included in the 2016 Upgrade Release
 - An opportunity to identify if changes impact department business processes
- This requisition to check session will identify:
 - System-wide Upgrade features
 - Asset Management Upgrade features
 - Accounts Payable Upgrade features
 - Procurement Upgrade features

FI\$Cal System

Alignment, Order, and Positioning

- Alignment
 - In PeopleSoft 9.1, all of the search and transaction fields were aligned to the left side of the page
 - In PeopleSoft 9.2, all of the search and transaction field labels will be right aligned to the fields
- Order and Positioning
 - Order and position of fields on the page may have changed
 - Function is not impacted or changed as a result
- Updated Course
 - FS102: FI\$Cal Navigation

Alignment, Order, and Positioning

- PeopleSoft 9.1

Voucher

Business Unit: 

Voucher ID:

Voucher Style: 

Supplier Name: 

Short Supplier Name: 

Supplier ID: 

Supplier Location: 

Address Sequence Number: 

Invoice Number:

Invoice Date: 

Gross Invoice Amount:

Freight Amount:

Sales Tax Amount:

Entered VAT Amount:

Misc Charge Amount:

PO Business Unit: 

PO Number: 

Tax Exempt Flag

Estimated No. of Invoice Lines:

Alignment, Order, and Positioning

- PeopleSoft 9.2

Voucher

Business Unit 

Voucher ID

Voucher Style 

Supplier Name 

Short Supplier Name 

Supplier ID 

Supplier Location 

Address Sequence Number 

Invoice Number

Invoice Date 

Gross Invoice Amount

Freight Amount

Sales Tax Amount

Entered VAT Amount

Misc Charge Amount

PO Business Unit 

PO Number 

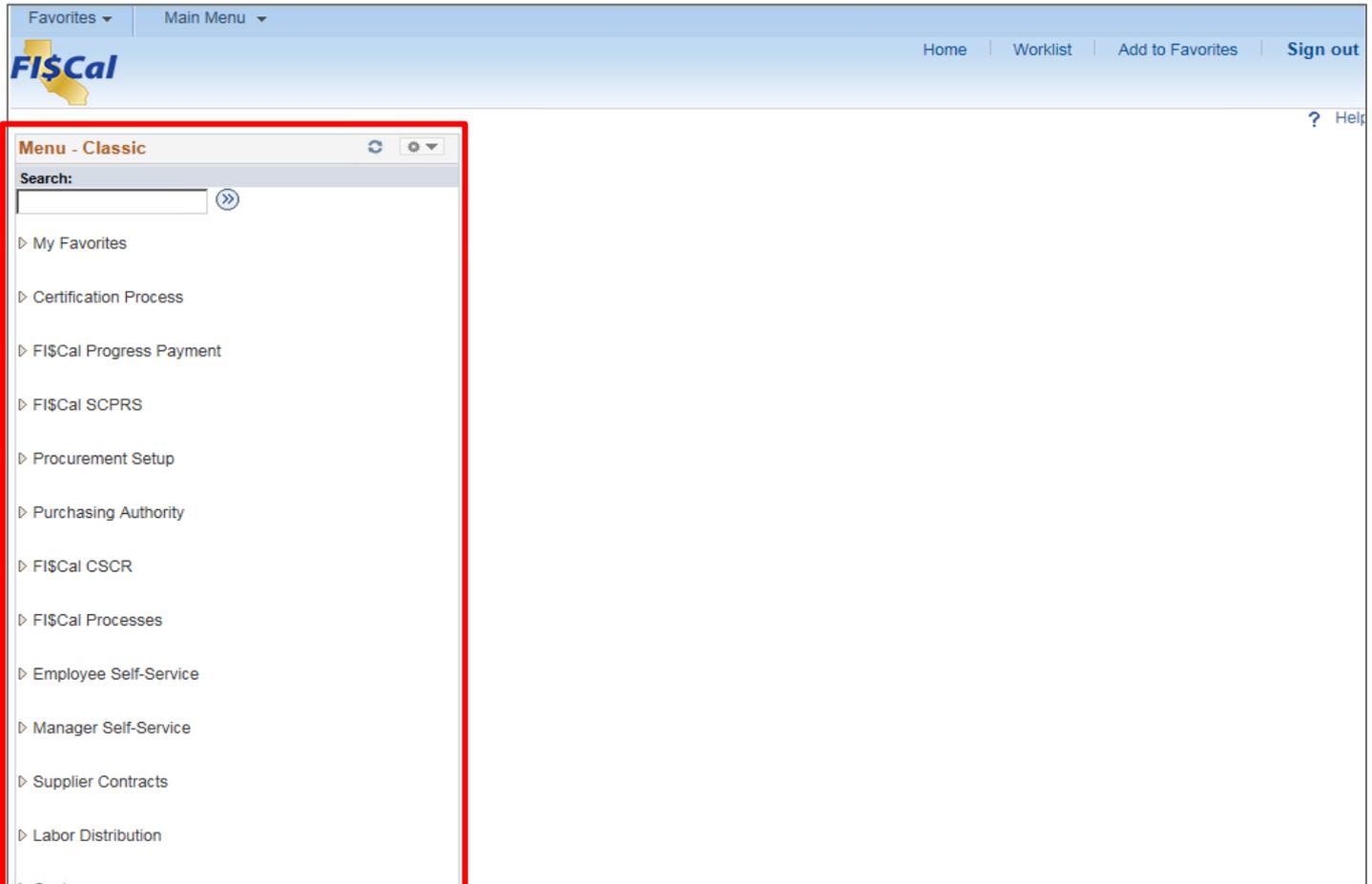
Tax Exempt Flag

Estimated No. of Invoice Lines

Menu Options

- The “Classic” menu on the home page contains:
 - Module page links
 - Personal Preference links
 - Administrative links
- The “Classic” menu provides:
 - An additional way to navigate in FI\$Cal compared to the drop-down menus at the top of the page
 - Provides a visual list of the components and page links
- Updated Course
 - FS102: FI\$Cal Navigation

Menu Option



Menu Option

[Favorites](#) ▾ | [Main Menu](#) ▾ > [Accounts Payable](#) ▾



[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign](#)

Accounts Payable


Accounts Payable
 Access PeopleSoft Payables.

<p> Vouchers Add, maintain, and approve vouchers.</p> <ul style="list-style-type: none">  Add/Update  Maintain  Approve 	<p> Control Groups Add, maintain, and review control groups.</p> <ul style="list-style-type: none">  Group Information  Update Status  Delete Control Group  Post Control Group 	<p> Payments Create and manage payments.</p> <ul style="list-style-type: none">  Pay Cycle Processing  Pay Cycle Approvals  Pay Cycle Exceptions 4 More...
<p> Batch Processes Process vouchers, payments, accounting entries, clearing, and revaluation.</p> <ul style="list-style-type: none">  Outbound Pitney Bowes Intfc  Vouchers  Payment 7 More... 	<p> Review Accounts Payable Info Run inquiries on vouchers, suppliers, payments, and integration with systems.</p> <ul style="list-style-type: none">  Payables Search Criteria  Vouchers  Interfaces 2 More... 	<p> Reports Create accounts payable reports.</p> <ul style="list-style-type: none">  Vouchers  Voucher Reconciliation  Payments 4 More...



Asset Management

Printing an Asset

- The Printable View of Asset page contains additional asset information fields:
 - Asset Type
 - Asset Subtype
- Users can now include additional asset information when printing an asset. Users also have the option of printing in PDF format.

Printing an Asset

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Print an Asset](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)



[New Window](#) | [Help](#) | [Personalize Page](#)

Printable View of Asset

Unit 0840 **Asset ID** 000000000001 VIDEO PROJECTOR **Status** In Service **As of Date** 02/15/2016

Tag Number 10001	<input checked="" type="checkbox"/> Taggable Asset
Asset Class	<input checked="" type="checkbox"/> Capitalized Asset
Asset Type Equipment	<input type="checkbox"/> Composite Asset
Asset Subtype AUDIOVISUAL	<input type="checkbox"/> Replacement Asset
Profile ID FILM_EQUIP PHOTO/PROJECT/MICROFILM EQUIP	<input type="checkbox"/> This Asset is Offsite
Location 0840000017 SCO-Personnel/Payroll Services	<input checked="" type="checkbox"/> New Asset
Area ID 0840000017 SCO-Personnel/Payroll Services	<input type="checkbox"/> Clustered Asset
Parent ID	<input type="checkbox"/> Hazardous Asset
Group Asset Flag None <input type="checkbox"/> Asset is Available	<input type="checkbox"/> In Physical Use
Financing Code	<input type="checkbox"/> Asset Retirement Obligations
Acquisition Code Purchased	ARO Identification
Replacement Cost	Threshold ID
Index Name	Acquisition Date 04/01/1996
SubIndex Name	Last Update
CAP #	Lease Asset ID
Contact	Old Asset ID
Manufacturer	Phone #
Contact	Model

Related Content Functionality

- Addition of the Related Content link on each basic add page that displays the Asset Cost History information in the Related Content section.
- Users can view the Asset Cost History information from any page of the Basic Add component
- Topic affected
 - AM 112: Adding an asset using basic add

Related Content Functionality

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Owned Assets ▾ > Basic Add

 Home | Worklist | Add to Favorites | Sign Out

Related Content ▾ | New Window | Help | Personalize Page |

General Information | Operation/Maintenance | **Asset Information** | Asset Acquisition Detail | Location/Comments/Attributes

Define Asset Operational Information

Business Unit 0820 Asset ID NEXT

Tag Number 895633214702 *Asset Status In Service ▾

Short Desc Scanner Profile ID COMM_EQUIP 🔍

Description Scanner [Customize Page Layout](#)

Detailed Description

Asset Structure

Asset Type Equipment ▾ Asset Subtype OFFICE EQUIP 🔍

Component of 🔍

[Work Order Options for Components](#)

Manufacturer Information

Serial ID

Manufacturer ID 🔍

Manufacturer Name

Related Content Functionality

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Basic Add](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign Out](#)

[Related Content](#) | [New Window](#) | [Help](#) | [Personalize Page](#)

[General Information](#) | [Operation/Maintenance](#) | **[Asset Information](#)** | [Asset Acquisition Detail](#) | [Location/Comments/Attributes](#)

Define Asset Operational Information

Business Unit: 0820 Asset ID: NEXT
 Tag Number: 895633214702 *Asset Status: In Service
 Short Desc: Scanner Profile ID: COMM_EQUIP
 Description: Scanner

[Customize Page Layout](#)

Related Content | [Cost History](#)

Unit: 0820 Asset ID: 00000026110 Scanner Asset Cost History

Book Name: CAPITAL Capital Book Currency: USD
 Total Cost: 25,000.00

Asset Cost Information Personalize | Find |  |  First 1 of 1 Last

Cost	Chartfields								
Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Trans Code	Convention	Asset Category	Cost Type	
<div style="text-align: right;"> First 1 of 1 Last </div>									

Accounts Payable

Vendor Renamed to Supplier

- The Vendor terminology around navigation has been changed to Supplier
- This change affects field names and reports. Not all of the FI\$Cal vendor terminology has been updated to say supplier. In some cases you might still see vendor.
- Course affected
 - AP102: Managing Vendor Information

Vendor Renamed to Supplier

Favorites ▾ Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Supplier

FISCal Home | Worklist | Add to Favorites | Sign out

New Window | Help

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

SetID = ▾ STATE

Supplier ID begins with ▾

Persistence = ▾

Short Supplier Name begins with ▾

Our Customer Number begins with ▾

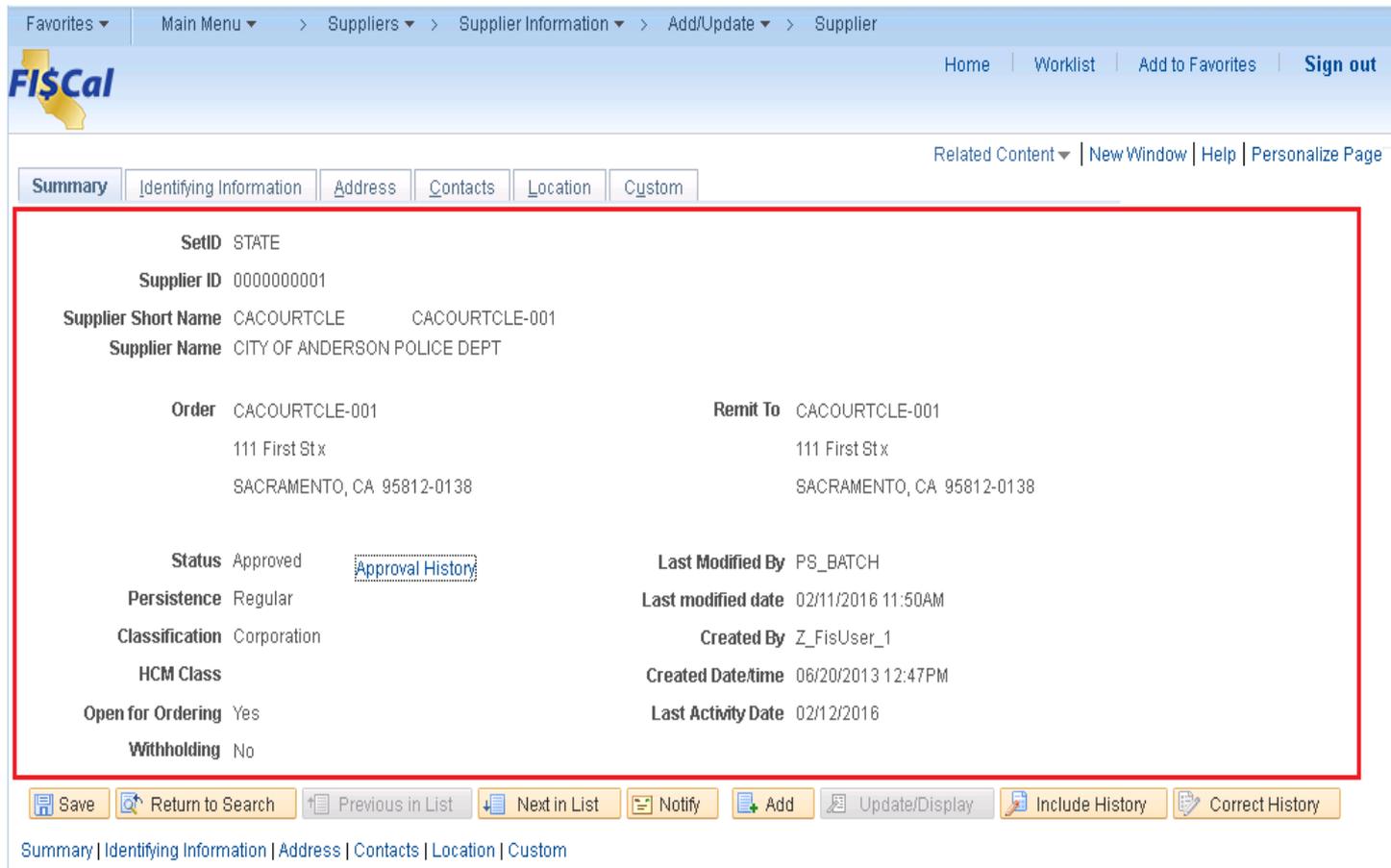
Supplier Name begins with ▾

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Vendor Renamed to Supplier



The screenshot shows the FISCal web application interface. The breadcrumb trail is: Favorites > Main Menu > Suppliers > Supplier Information > Add/Update > Supplier. The page title is 'Supplier'. The navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area has tabs for 'Summary', 'Identifying Information', 'Address', 'Contacts', 'Location', and 'Custom'. The 'Summary' tab is active, displaying the following information:

SetID	STATE
Supplier ID	0000000001
Supplier Short Name	CACOURTCLE CACOURTCLE-001
Supplier Name	CITY OF ANDERSON POLICE DEPT
Order	CACOURTCLE-001
Remit To	CACOURTCLE-001
111 First Stx	111 First Stx
SACRAMENTO, CA 95812-0138	SACRAMENTO, CA 95812-0138
Status	Approved Approval History
Last Modified By	PS_BATCH
Persistence	Regular
Last modified date	02/11/2016 11:50AM
Classification	Corporation
Created By	Z_FisUser_1
HCM Class	
Created Date/time	06/20/2013 12:47PM
Open for Ordering	Yes
Last Activity Date	02/12/2016
Withholding	No

At the bottom of the page, there is a toolbar with buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History. Below the toolbar is a breadcrumb trail: Summary | Identifying Information | Address | Contacts | Location | Custom.

Saving an Incomplete Voucher

- A new Save for Later button has been added to the Invoice Information page when creating a voucher. When an incomplete voucher is saved, the voucher will not go through budget checking, matching, or sent to workflow for approval.
- Users are able to save an incomplete voucher that can be opened and completed at a later date/time. Users can search for a voucher by the incomplete status.
- Topics affected
 - AP113: Creating a regular voucher online

Saving an Incomplete Voucher

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Personalize Page](#)

[Summary](#) | [Related Documents](#) | **Invoice Information** | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Business Unit 0840
Voucher ID 00000803
Voucher Style Regular Voucher
Invoice Date 12/03/2015
Invoice Received

Invoice No 2015-11
Accounting Date 12/03/2015
***Pay Terms** NET45
Basis Date Type User Date
 Tax Exempt Confidential

Invoice Total

Line Total	100.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	100.00
Difference	0.00

shubham
Supplier ID 0000000001
ShortName SG-001
Location MAIN
***Address** 1

Incomplete Voucher

Copy From Source Document

Invoice Lines

Line 1	<input type="checkbox"/> Copy Down	SpeedChart
*Distribute by	Amount	Ship To 0840000002
Item		Description
Quantity		Packing Slip
UOM		
Unit Price		
Line Amount	100.00	



Purchasing

Buyer/Requester Workbench

- Additional functionality has been added to the Buyer and Requester Workbench:
 - Ability to access the approver details
 - Ability to send notifications to approvers pending their review and action.
- Enables a purchasing user to check approval details of a purchase order or requisition directly from the Buyer's/Requester's Workbench instead of navigating to the respective transaction component. Users can review the approval details and send notification to approvers.
- New topics
 - PO113: Accessing the Approver Details using the Requester Workbench
 - PO123: Accessing the Approver Details using the Buyer's Workbench

Buyer/Requester Workbench

Favorites ▾ | Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Requester's Workbench
 Home | Worklist | Add to Favorites | Sign

FISCal | New Window | Help | Personalize Page

Requester's Workbench

Business Unit 0840 WorkBench ID W12345
 *Description

Select Reqs for Further Processing

List of Requisitions Personalize | Find | View All |  | Download First ◀ 1 of 1 ▶ Last

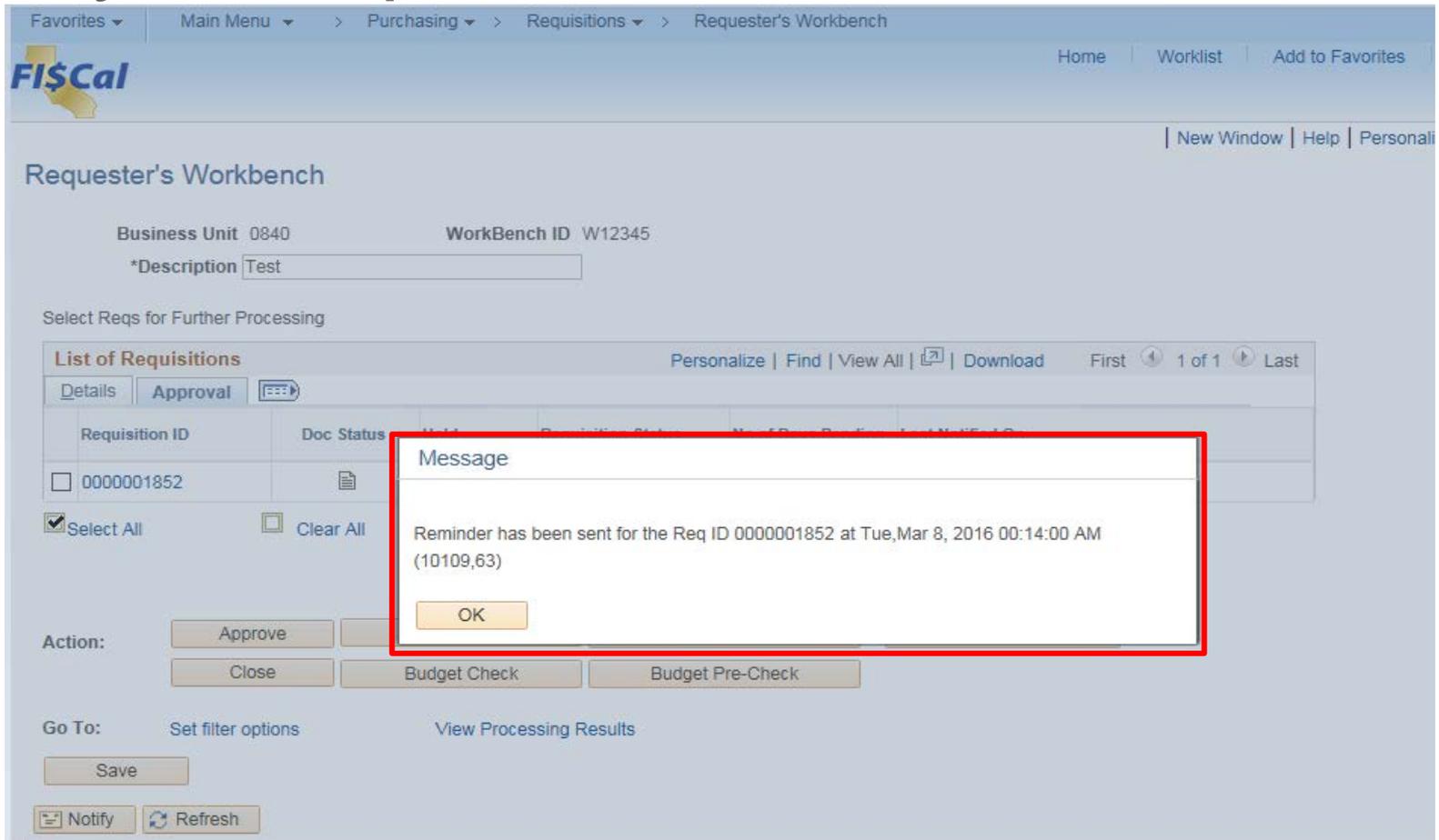
Requisition ID	Doc Status	Hold	Requisition Status	No of Days Pending	Last Notified On
<input type="checkbox"/> 0000001852		N	▼ Pending	15	

Select All Clear All

Action:

Go To:

Buyer/Requester Workbench



The screenshot displays the FI\$Cal Buyer/Requester Workbench interface. The breadcrumb navigation shows: Favorites > Main Menu > Purchasing > Requisitions > Requester's Workbench. The page title is "Requester's Workbench".

Business Unit: 0840
WorkBench ID: W12345
*Description: Test

Select Reqs for Further Processing

List of Requisitions Personalize | Find | View All | Download First 1 of 1 Last

Requisition ID	Doc Status
<input type="checkbox"/> 0000001852	

Select All Clear All

Action:

Go To:

Message

Reminder has been sent for the Req ID 0000001852 at Tue, Mar 8, 2016 00:14:00 AM (10109,63)



Split Distributions for Serialized Line Items

- Enhanced online receiving functionality to support split distribution for serialized line items.
- Users will be able to receive serialized line items that have a split funding distribution
- New Topic
 - PO132: Receiving items for Split Distributions for Serialized Items

Split Distributions for Serialized Line Items

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

FI\$Cal

Starting Tag Number Overwrite existing numbers
 Starting Serial ID

Distribution Information Find | View

Capitalize
 Distribution Line 1
 Business Unit CAP Sequence
 Profile ID Employee ID
 CAP # Distributed Quantity 4.8000
 Cost Type Merchandise Amount 480.00

Asset Details Personalize | Find | View 3 |  

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID
1	3960	Open	0.8000	<input type="text" value="T100"/>	<input type="text" value="S100"/>	<input type="text" value="NEXT"/>	<input type="text" value="1"/>	COMP_E
2	3960	Open	0.8000	<input type="text" value="T200"/>	<input type="text" value="S200"/>	<input type="text" value="NEXT"/>	<input type="text" value="2"/>	COMP_E
3	3960	Open	0.8000	<input type="text" value="T300"/>	<input type="text" value="S300"/>	<input type="text" value="NEXT"/>	<input type="text" value="3"/>	COMP_E
4	3960	Open	0.8000	<input type="text" value="T400"/>	<input type="text" value="S400"/>	<input type="text" value="NEXT"/>	<input type="text" value="4"/>	COMP_E
5	3960	Open	0.8000	<input type="text" value="T500"/>	<input type="text" value="S500"/>	<input type="text" value="NEXT"/>	<input type="text" value="5"/>	COMP_E
6	3960	Open	0.8000	<input type="text" value="T600"/>	<input type="text" value="S600"/> x	<input type="text" value="NEXT"/>	<input type="text" value="6"/>	COMP_E

Distribution Line 2
 Business Unit CAP Sequence

Split Distributions for Serialized Line Items

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

FI\$Cal

4	3960	Open	0.8000	T400	S400	NEXT	4	COMP_E
5	3960	Open	0.8000	T500	S500	NEXT	5	COMP_E
6	3960	Open	0.8000	T600	S600	NEXT	6	COMP_E

Distribution Line 2
 Business Unit

 Capitalize

Profile ID

 CAP Sequence

CAP #

 Employee ID

Cost Type

 Distributed Quantity 1.2000
 Merchandise Amount 120.00

Asset Details Personalize | Find | View 3 |  

Asset Information [More Details](#) 

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID
1	3960	Open	0.2000	T100	S100	NEXT	1	COMP_E
2	3960	Open	0.2000	T200	S200	NEXT	2	COMP_E
3	3960	Open	0.2000	T300	S300	NEXT	3	COMP_E
4	3960	Open	0.2000	T400	S400	NEXT	4	COMP_E
5	3960	Open	0.2000	T500	S500	NEXT	5	COMP_E
6	3960	Open	0.2000	T600	S600	NEXT	6	COMP_E

PO Comment [Find](#) | [View](#) 

Supplier Contract Workbench

- Addition of a Supplier Contract Workbench
- The workbench is a centralized location from which users can manage contract-related transactions such as accessing source transactions. Contract users can manage exceptions and take actions based on notifications, worklist items, and alerts.
- New Topic
 - PO153: Using the Supplier Contract Workbench

Supplier Contract Workbench

Favorites ▾ | Main Menu ▾ > | Supplier Contracts ▾ > | Supplier Contract Workbench


Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page | 

Supplier Contract Workbench

Source Transaction ▾
 Include Contracts without Documents
 *SetID 
 Contract ID 
 Worklist ▾

Use Saved Search
 Supplier ID
 Supplier Name
 Buyer
 Expire Date From  
 Expire Date To  

Additional Contract Attributes

Process Option ▾
 Contract Status ▾
 Master Contract ID 

Agreement Code 
 Compliance Status ▾

Contract Category 
 Item ID 
 Item Description
 Supplier Item ID
 Manufacturer's Item ID 
 Manufacturer ID 

Approval Date From  
 Approval Date To  
 Begin Date From  
 Begin Date To  
 Renewal Date From  
 Renewal Date To  
 Target Date From  
 Target Date To  

Supplier Contract Workbench

New Window | Help | Personalize Page | 

Supplier Contract Workbench

Source Transaction: Procurement Contracts
 Include Contracts without Documents
 *SetID: STATE
 Contract ID:
 Worklist:

Use Saved Search:
 Supplier ID:
 Supplier Name:
 Buyer:
 Expire Date From:
 Expire Date To:

Additional Contract Attributes

[Expand Results](#) [Collapse Results](#) Results (86) exceed allowed max (20), refine search criteria, if needed

Search Results 

Source Transaction	Transaction ID	Process Option	Transaction Status	Supplier ID	Supplier Name	Begin Date	Exp
Procurement Contracts	00000000000000000000000000000004	Purchase Order	Approved	0000000002	ABLEINC-001	01/07/2016	01

Buyer 40000064 [Comments](#)
 Contract Version 1 [Document Status Inquiry](#)
 Version Status Current [Master Contract](#)

Using the New Receiving Workbench

- Addition of a Receiving Workbench provides the ability to:
 - Cancel receipts
 - Close receipts
 - Reopen receipts
- Users are able to analyze and manage receipts in a single location. Users will have the ability cancel, close, and reopen receipts through the workbench.
- New Topic
 - PO132: Using the Receiving Workbench

Using the New Receiving Workbench

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Receiver Workbench](#)


[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[Help](#) | [Personalize Page](#)

Receiver Workbench

Business Unit 0840
WorkBench ID W123456 **Description** Receiver Workbench

Search Criteria

Receiver Workbench Search Results [Personalize](#)

	Select	Receipt Number	Received Date	Receipt Status	PO Receipt	Ship To Location	Supplier ID	Supplier Name	Shipment Number	User ID
1	<input type="checkbox"/>	0000000201	02/17/2016	Fully Received	<input checked="" type="checkbox"/>	3980000001	0000000001	CACOURTCLE-001		Z_DEPT_PO
2	<input type="checkbox"/>	0000000202	02/17/2016	Fully Received	<input checked="" type="checkbox"/>	0000000001	0000000001	CACOURTCLE-001		40000064

Select All Clear All

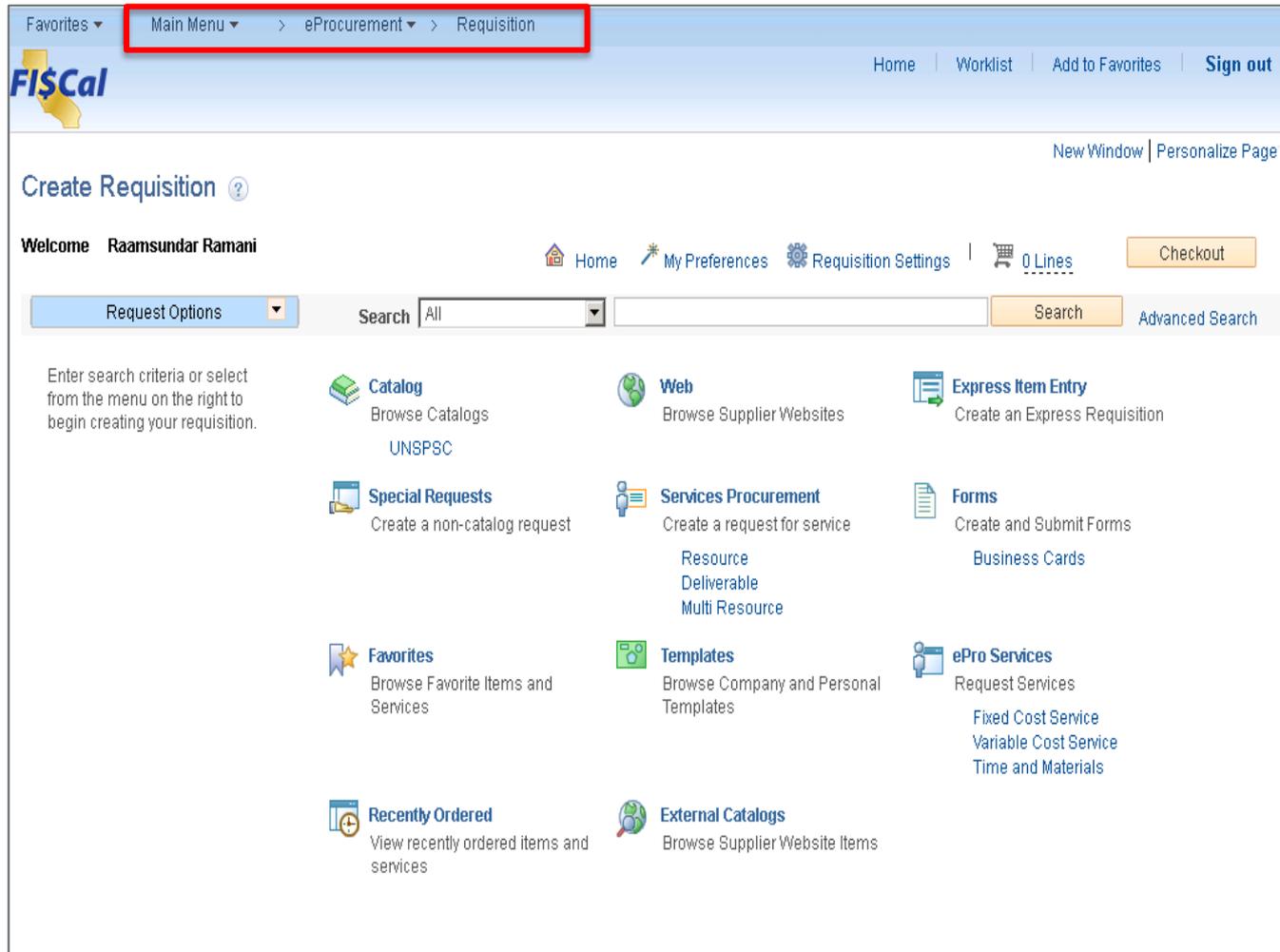
Action:

Go To: [Process Monitor](#) [Process Request Options](#)

eProcurement User Interface

- The eProcurement user interface has been redesigned. Configuration capabilities have been added to provide a simple consumer-like shopping experience.
- Users will see a cleaner look and feel to the system but still have access to the same information that was provided before.
- Users will only see the header information at the checkout page and not while creating the individual requisition lines.
- Updated Course
 - PO112: Processing Requisitions

eProcurement User Interface



The screenshot displays the 'Create Requisition' page in the FI\$Cal eProcurement system. At the top, a breadcrumb trail shows 'Main Menu > eProcurement > Requisition', which is highlighted with a red box. The page header includes the FI\$Cal logo, navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out', and options for 'New Window' and 'Personalize Page'. A user welcome message for 'Raamsundar Ramani' is visible, along with icons for 'Home', 'My Preferences', 'Requisition Settings', and a shopping cart showing '0 Lines', with a 'Checkout' button. Below the header is a search bar with a 'Request Options' dropdown, a search input field containing 'All', and buttons for 'Search' and 'Advanced Search'. The main content area features a grid of icons and links for various procurement actions: 'Catalog' (Browse Catalogs, UNSPSC), 'Web' (Browse Supplier Websites), 'Express Item Entry' (Create an Express Requisition), 'Special Requests' (Create a non-catalog request), 'Services Procurement' (Create a request for service, Resource, Deliverable, Multi Resource), 'Forms' (Create and Submit Forms, Business Cards), 'Favorites' (Browse Favorite Items and Services), 'Templates' (Browse Company and Personal Templates), 'ePro Services' (Request Services, Fixed Cost Service, Variable Cost Service, Time and Materials), and 'Recently Ordered' (View recently ordered items and services), 'External Catalogs' (Browse Supplier Website Items).

eProcurement User Interface

[Favorites](#) > [Main Menu](#) > [eProcurement](#) > [Requisition](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)



[New Window](#) | [Personalize Page](#)

Checkout - Review and Submit

Review the item information and submit the req for approval.
[My Preferences](#) | [Requisition Settings](#)

Requisition Summary

Business Unit Department of Justice
 Requisition Name

***Requester** Raamsundar Ramani
 Priority

***Currency**

***Acquisition Type**

***Acquisition Method**

Exemption code

Cart Summary: Total Amount 200.00 USD

[Expand lines to review shipping and accounting details](#) [Add More Items](#)

Requisition Lines [?](#)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total
▶ <input type="checkbox"/> 1 <input type="button" value="Q"/>	keyboards	EPP/SABRC		<input type="text" value="10.0000"/>	Each	20.0000	200.0000
Total Amount							200.0000

Select All / Deselect All
 Select lines to:
 Add to Favorites
 Add to Template(s)
 Delete Selected
 Mass Change

Shipping Summary

[Edit for All Lines](#)

Requisition Comments and Attachments

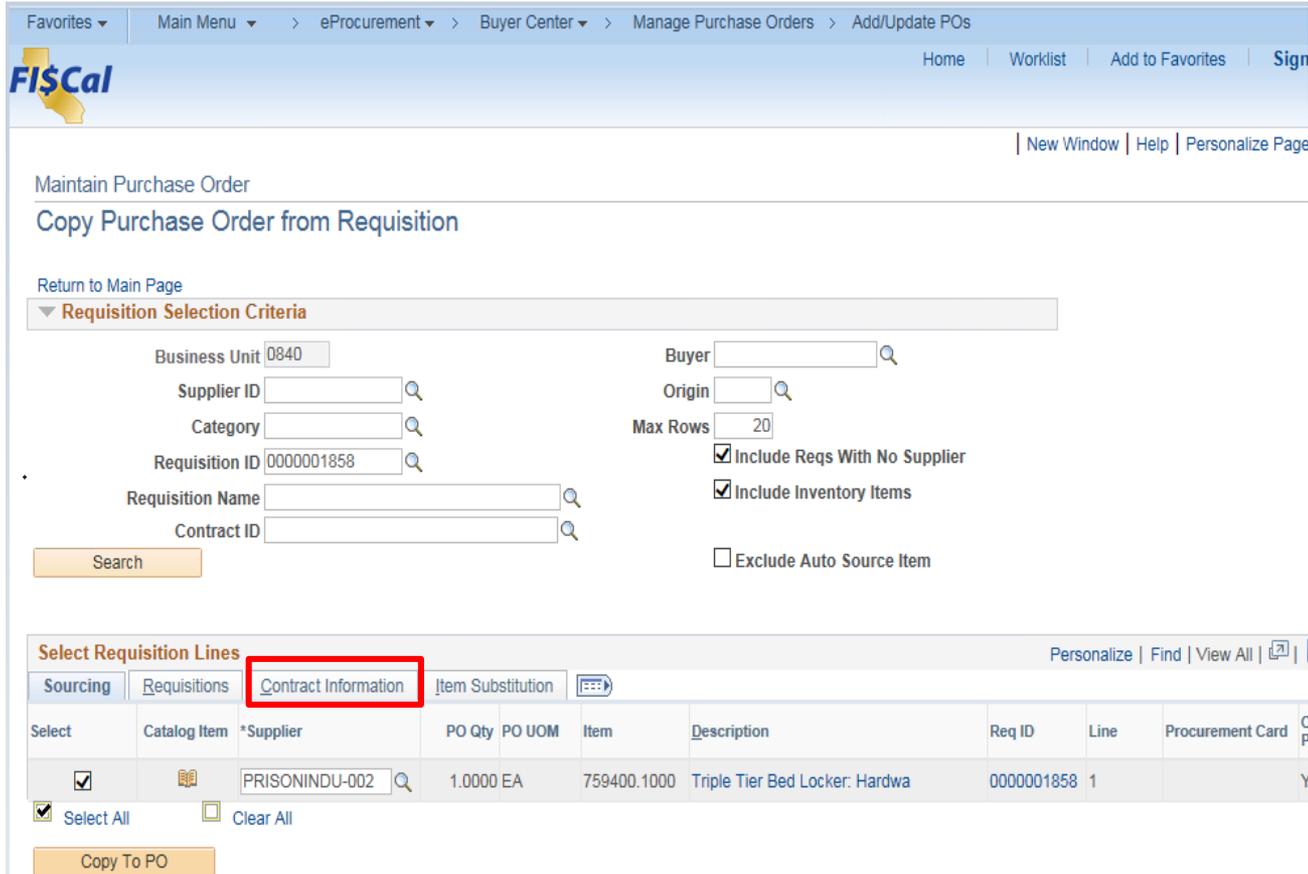
Enter requisition comments



Enhanced the Ability to Include Requisition Lines

- Additional ability to include requisition lines with a contract on the same purchase orders as those requisitions without a specified contract. Line items can now be identified by their associated contracts.
- Users are able to create a purchase order by copying over line items that are associated with a contract and those that are not
- Updated Topic
 - PO122: Creating a PO by Copying a Requisition

Enhanced the Ability to Include Requisition Lines



The screenshot shows the FISCAL web application interface for maintaining a purchase order. The breadcrumb trail is: Favorites > Main Menu > eProcurement > Buyer Center > Manage Purchase Orders > Add/Update POs. The page title is 'Maintain Purchase Order' and the sub-header is 'Copy Purchase Order from Requisition'. There is a 'Return to Main Page' link and a 'Requisition Selection Criteria' section with various search fields: Business Unit (0840), Supplier ID, Category, Requisition ID (0000001858), Requisition Name, and Contract ID. There are also fields for Buyer, Origin, and Max Rows (20). Checkboxes are present for 'Include Reqs With No Supplier', 'Include Inventory Items', and 'Exclude Auto Source Item'. Below the search criteria is a 'Select Requisition Lines' section with tabs for Sourcing, Requisitions, Contract Information (highlighted with a red box), and Item Substitution. A table displays requisition lines with columns: Select, Catalog Item, *Supplier, PO Qty, PO UOM, Item, Description, Req ID, Line, and Procurement Card. The table contains one row with the following data: [X] Select, PRISONINDU-002, PRISONINDU-002, 1.0000 EA, 759400.1000, Triple Tier Bed Locker: Hardwa, 0000001858, 1, and a partially visible Procurement Card. At the bottom, there are 'Select All' and 'Clear All' checkboxes, and a 'Copy To PO' button.



Enhanced the Ability to Include Requisition Lines

[Favorites](#) > [Main Menu](#) > [eProcurement](#) > [Buyer Center](#) > [Manage Purchase Orders](#) > [Add/Update POs](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Maintain Purchase Order

Copy Purchase Order from Requisition

[Return to Main Page](#)

Requisition Selection Criteria

Business Unit: 0840
 Supplier ID:
 Category:
 Requisition ID: 0000001858
 Requisition Name:
 Contract ID:

Buyer:
 Origin:
 Max Rows: 20
 Include Reqs With No Supplier
 Include Inventory Items
 Exclude Auto Source Item

Select Requisition Lines

[Sourcing](#) | [Requisitions](#) | [Contract Information](#) | [Item Substitution](#)

Select	Contract SetID	Contract Version	Contract Line Nbr	Category Line Number	Group ID	Use Contract if Available
<input type="checkbox"/>						<input type="checkbox"/>
<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All					

Shipping and Accounting Information

- Additional capability to determine whether the initial click will expand just the shipping information or both the shipping and the accounting information
- Users can determine how they want to view the shipping and accounting information
- Updated Course
 - PO112: Processing Requisitions

Shipping and Accounting Information

[Favorites](#) > [Main Menu](#) > [eProcurement](#) > [Requisition](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)



[New Window](#) | [Help](#) | [Personalize Page](#)

Checkout - Review and Submit

Review the item information and submit the req for approval.

[* My Preferences](#) [Requisition Settings](#)

Requisition Summary

Business Unit: 0840	State Controller	Requisition Name: 0000001909
Requester: Z_DEPT_PO_REQUESTER	Department PO Requester	Requisition ID: 0000001909
*Currency: USD		Priority: Medium
Card Number: <input type="text"/>		Custom Fields
Expiration Date: <input type="text"/>		
<input type="checkbox"/> Use Procurement Card		
*Acquisition Type: NON-IT Goods		
*Acquisition Method: DVBE Option -		
Exemption code: <input type="text"/>		

Cart Summary: Total Amount 780.00 USD

Expand lines to review shipping and accounting details [+ Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price
▶ <input type="checkbox"/> 1	It was the best of times, it w View/Edit EPP/SABRC	KIMSTEST0212-5	THE TRUCK LIGHTHOUSE	3.0000	Each	260.0000
<input type="checkbox"/> Select All / Deselect All Select lines to: + Add to Favorites + Add to Template(s) Delete Selected Mass C						
Total Amount						

Shipping and Accounting Information

[Favorites](#) > [Main Menu](#) > [eProcurement](#) > [Requisition](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

FI\$Cal

Cart Summary: Total Amount 780.00 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price
1	It was the best of times, it w View/Edit EPP/SABRC	KIMSTEST0212-5	THE TRUCK LIGHTHOUSE	3.0000	Each	260.0000

Shipping Line 1

*Ship To: 0000000001
 Address: 111 First Street, Suite 100A, City, CA 95814
 Attention To: Department PO Requeste
 Due Date:

Accounting Lines

*Distribute By: Qty SpeedChart: *Liquidate By: Amt

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit
1	Open		39800000002	3.0000	100.0000	780.00	0840

Select All / Deselect All
 Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass C](#)

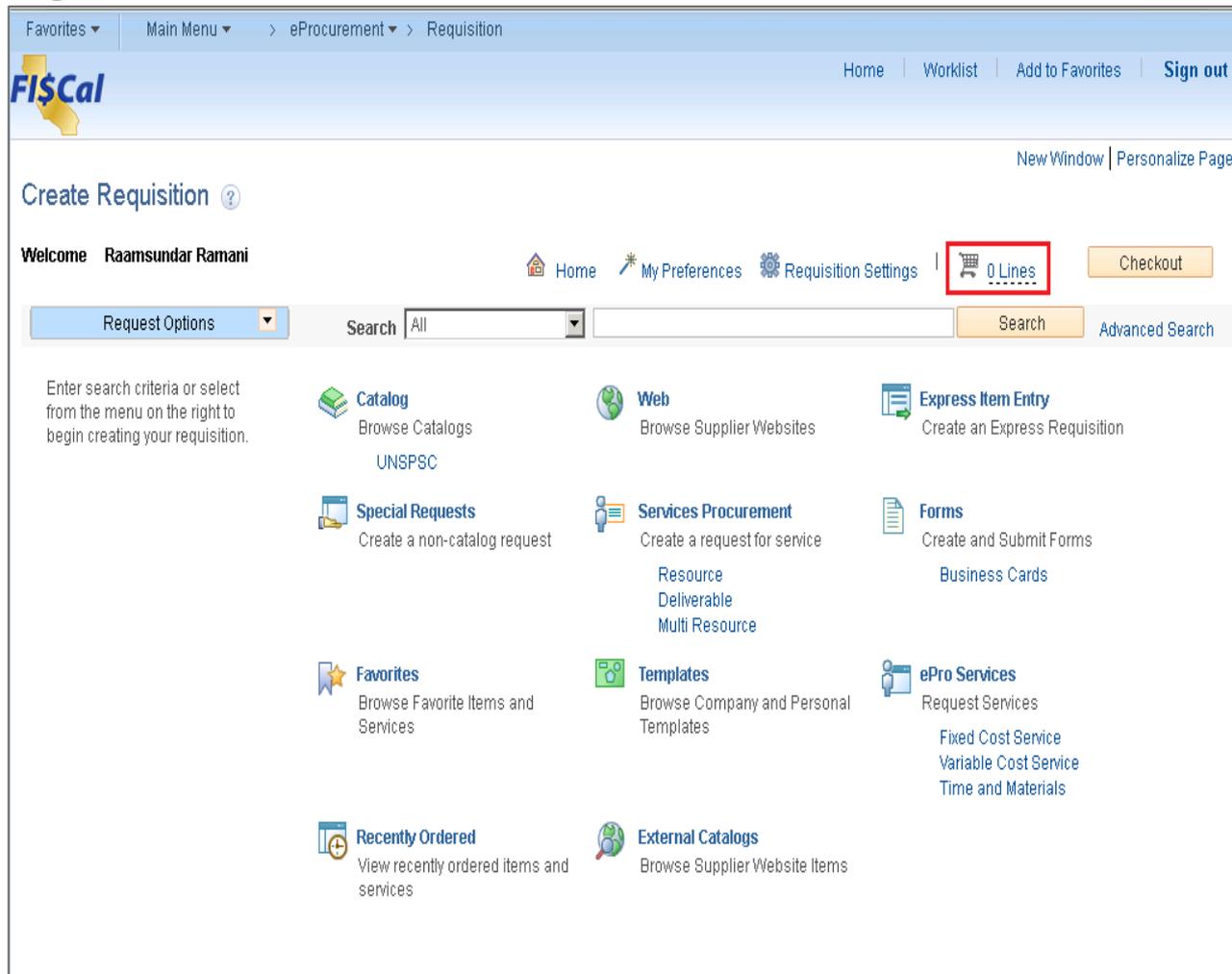
Total Amount



Floating Cart

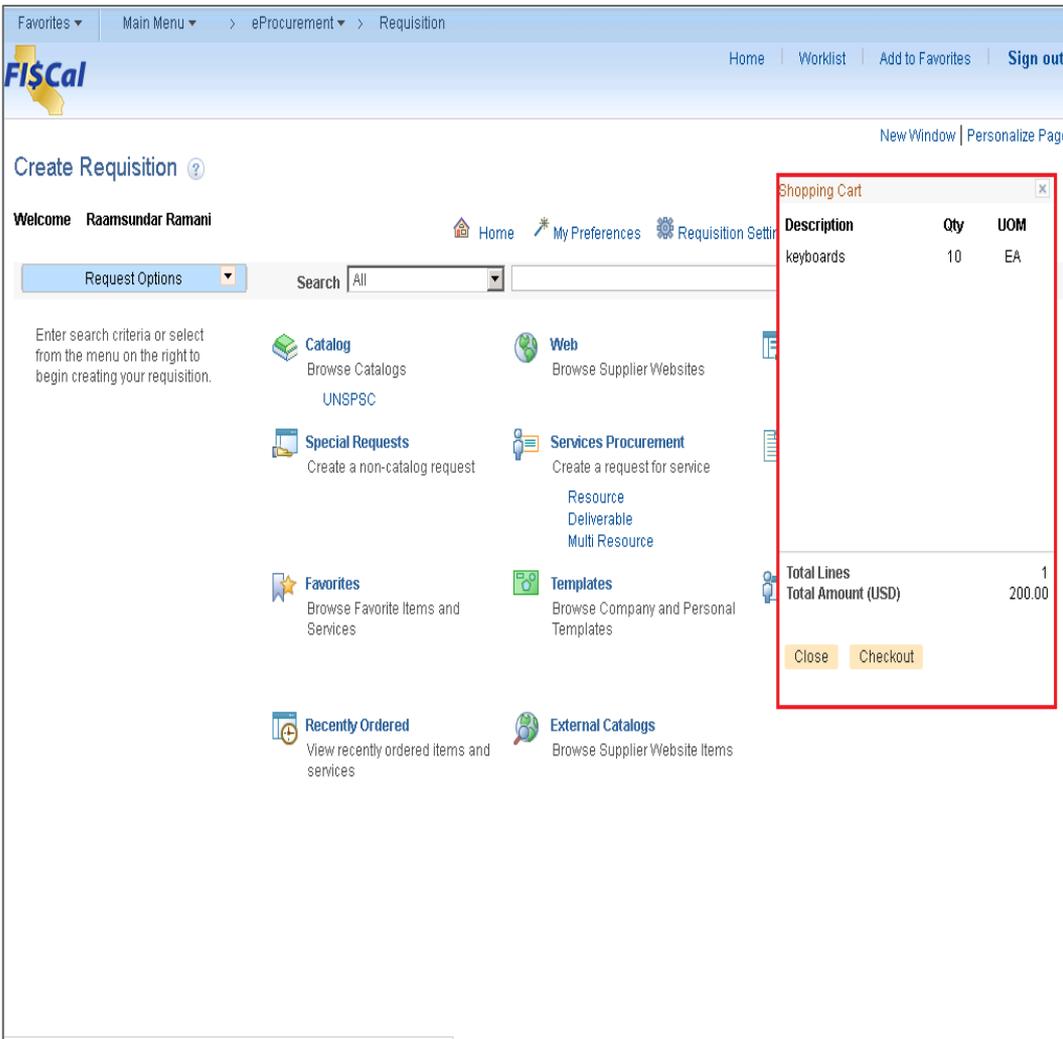
- A floating cart page has been added that contains description, quantity, UOM of all the line items selected in an easy to view format
- The floating cart feature allows users to see the cart at all times (once clicked), when adding items and services to ensure the accuracy of the details they are adding.
- Updated Course
 - PO112: Processing Requisitions

Floating Cart



The screenshot shows the FI\$Cal eProcurement interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'eProcurement', and 'Requisition'. The FI\$Cal logo is on the left, and 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' are on the right. Below this is a 'Create Requisition' section with a user welcome message for Raamsundar Ramani. A shopping cart icon with '0 Lines' is highlighted with a red box. Below the cart is a search bar with 'Request Options' and 'Search' buttons. The main content area contains a grid of icons for various procurement actions: Catalog, Web, Express Item Entry, Special Requests, Services Procurement, Forms, Favorites, Templates, ePro Services, Recently Ordered, and External Catalogs.

Floating Cart



The screenshot shows the FI\$Cal eProcurement interface. The main page is titled "Create Requisition" and includes a search bar, navigation links, and various service options like "Catalog", "Web", "Special Requests", "Services Procurement", "Favorites", "Templates", "Recently Ordered", and "External Catalogs". A floating "Shopping Cart" window is overlaid on the right side of the page, containing a table with the following data:

Description	Qty	UOM
keyboards	10	EA
Total Lines		1
Total Amount (USD)		200.00

At the bottom of the floating cart window, there are "Close" and "Checkout" buttons.

Procurement Contracts for a Similar Supplier

- Additional ability to create procurement contracts for a supplier with similar characteristics such as begin dates, items, categories, and pricing.
- Users are able to copy over additional information (such as the begin dates, items, categories and pricing) to a procurement contract from an existing procurement contract of the same supplier
- Course Affected
 - PO142/152: Creating a procurement contract from an LPA

Procurement Contracts for a Similar Supplier

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Contract Entry

Contract

SetID STATE Copy From Contract
 Contract ID NEXT
 *Status
 *Contract Type

Contract Version
 Version 1 Status Current

 Approval Due Date
 Contract Reference

Administrator/Buyer
 Leased Financed

▼ **Header** ?

Process Option
 *Acquisition Type
 *Acquisition Method
 DGS Billing Code

*Supplier
 *Supplier ID

Expire Date
 Renewal Date
 Currency

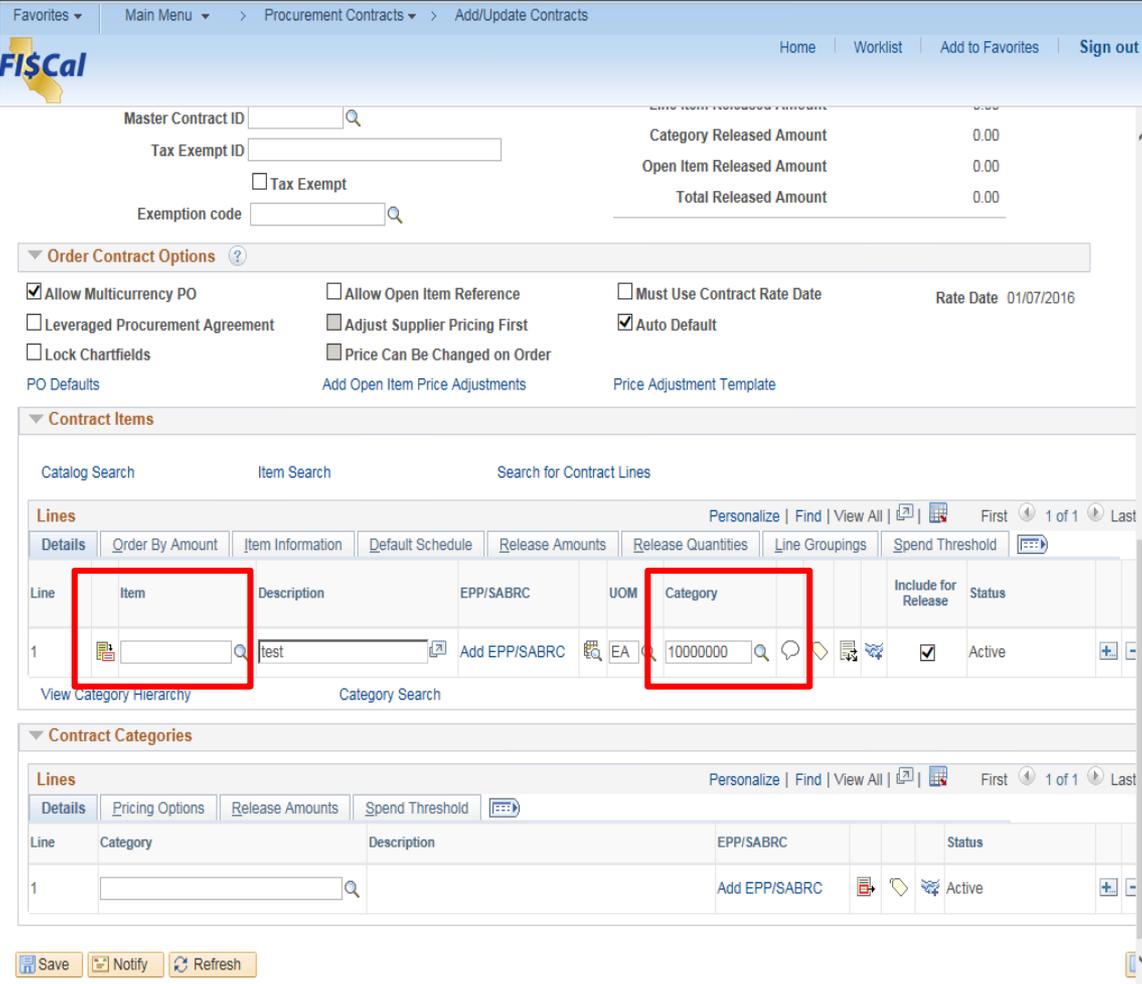
Primary Contact
 Supplier Contract Ref
 *Description
 Master Contract ID

LPA Contract ID
 IBond

Amount Summary ?

Maximum Amount	<input type="text" value="0.00"/>	USD
Line Item Released Amount	<input type="text" value="0.00"/>	
Contract Released Amount	<input type="text" value="0.00"/>	

Procurement Contracts for a Similar Supplier



[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

Master Contract ID
 Tax Exempt ID
 Tax Exempt
 Exemption code

Line Item Released Amount	0.00
Category Released Amount	0.00
Open Item Released Amount	0.00
Total Released Amount	0.00

Order Contract Options

Allow Multicurrency PO Allow Open Item Reference Must Use Contract Rate Date Rate Date: 01/07/2016
 Leveraged Procurement Agreement Adjust Supplier Pricing First Auto Default
 Lock Chartfields Price Can Be Changed on Order
[PO Defaults](#) [Add Open Item Price Adjustments](#) [Price Adjustment Template](#)

Contract Items

[Catalog Search](#) [Item Search](#) [Search for Contract Lines](#)

Lines [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

[Details](#) | [Order By Amount](#) | [Item Information](#) | [Default Schedule](#) | [Release Amounts](#) | [Release Quantities](#) | [Line Groupings](#) | [Spend Threshold](#)

Line	Item	Description	EPP/SABRC	UOM	Category	Include for Release	Status
1	<input type="text"/>	test <input type="button" value="L2"/>	Add EPP/SABRC	EA	10000000 <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	Active

[View Category Hierarchy](#) [Category Search](#)

Contract Categories

Lines [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

[Details](#) | [Pricing Options](#) | [Release Amounts](#) | [Spend Threshold](#)

Line	Category	Description	EPP/SABRC	Status
1	<input type="text"/>		Add EPP/SABRC	Active

Next Steps – Deployment

- Each of the three Delta Workshop presentations will be available on the FI\$Cal website: www.fiscal.ca.gov
- The new and updated and additional training material will be available in the FTA:
 - The training material is optional, but recommended, for end users who have already completed the UPK topics
 - A temporary course, UPG101, will be available during the 2016 Upgrade Release transition from PS 9.1 to PS 9.2
 - The course consolidates individual UPK topics that have been created or updated into a single course organized by module for quick reference
 - Three courses have been updated in their entirety, FS102, AP102, and PO112, and are therefore not included in UPG101

Next Steps – Communication

- FI\$Cal will send communications to:
 - Department Liaisons – when the Delta Workshop presentations are available on the FI\$Cal website
 - End users – when the new and updated training materials becomes available in the FTA, including links to the posted Delta Workshop presentations
- Departments need to coordinate communications for:
 - How the Upgrade Release affects your department’s end users, e.g. change in navigation or new feature
 - Completing new or updated UPK topics and courses in the FTA



Questions

