

EPIC - Purchasing / Accounts Payable : Purchasing-AP Functional Overview

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1. Vendor maintenance

Key functionality:

- o Ability to track multiple types of vendors. Example – vendors used on Purchase Orders, vendors/payees to be paid on Disbursement Vouchers, etc.
- o Ability to track divisions as they are related to primary vendors
- o Ability to track multiple addresses and address types (PO, remit, etc.) for each vendor/division combination
- o Ability to set default PO and Remit addresses for each vendor/division combination for the institution as well as for specific campuses. These defaults are used on requisition, purchase order and payment request documents.
- o Ability to track multiple contacts and contact types (sales, customer service, etc.) for each vendor/division combination
- o Ability to track multiple contracts for each vendor/division combination
- o Ability to track supplier diversity status for each vendor (primary vendor only – not divisions)
- o All users can initiate a document to create a new vendor or update an existing one

Workflow Routing:

Level	Required?	User access
Vendor approval workgroup	Y (separate approval workgroups are setup for each vendor type)	Approver can update vendor detail and approve or disapprove. They are responsible for scrutinizing certain critical changes like remit address changes and tax number changes.

2. Requisition processing

2 basic types exist: Shopping with a B2B integrator and standard requisition processing.

Key functionality for both:

- o Ability to assign accounts to each line item and distribute costs by percentages
- o Ability to document CAMS related details for purchases related to institution assets
- o Ability to add notes to the document
- o Upon routing completion, ability to "assign a contract manager" to the requisition. This person will be responsible for processing the purchase order.
- o Concept of an "automatic purchase order". If the requisition meets certain criteria (under certain dollar limits, no restricted materials being purchased, etc.) the requisition will automatically create a PO when it has received full approval. APO's are then sent directly to the vendor after they receive full approval. These documents completely bypass the Purchasing department review process.
- o All users can initiate a requisition using either method

Key functionality for Shopping:

- o Ability to punch out to a B2B integrator, shop, and return shopping cart data into a Purchasing/AP requisition document via a CXML file. Requisition document is populated with vendor and item information and user completes additional information such as delivery and accounting information.

Key functionality for Standard requisition processing:

- o User manually selects vendor or contract to be used for the purchased and completes the remaining information on the document (items, accounts, delivery information, etc.)

Workflow Routing:

Requisitions can route through several route levels:

Level	Required?	User access
Content	N (departments determine whether they want to use this level)	Approver can change all details on the requisition. User must complete accounting information
Sub-Account	N (departments determine whether they want to use this level)	Approver can change accounting information
Fiscal Officer	Y (always required)	Approver can change accounting information
Base Review	N (departments determine whether they want to use this level)	Approver can only approve/disapprove – cannot change content
Separation of duties	Y (invoked if only 1 user has approved the document to this point and it's over a certain \$ limit)	Approver can only approve/disapprove – cannot change content

3. Purchase Order processing

Key functionality:

- o Data from requisition is copied over to the Purchase Order and the requisition becomes "frozen".
- o If the PO was not an APO, the Purchasing staff has the ability to change all detail before initiating routing
- o Ability to place a PO in "quote" status. This functionality allows the users to enter the vendors who will be receiving quotes, create quote .pdf's for automatic faxing or printing/mailing to the vendors, and track which vendor is selected in the quote process.
- o Ability to track information on the PO related to "recurring payment" type orders (such as utilities).
- o Ability to add notes
- o Ability for all users to "close" a PO (disencumbers funds and updates status)
- o Ability for Purchasing staff to "re-open" a closed PO (re-encumbers funds and updates status) to allow for future payments
- o Ability for Purchasing staff to "void" a PO (disencumber funds and updates status)
- o Ability for Purchasing staff to "rescind" a PO (disencumber funds and updates status)
- o Ability for Purchasing to "retransmit" a PO (via either automatic faxing or printing and manually faxing/mailing)
- o GL encumbrances are created upon final approval of the PO.
- o PO's are transmitted to the vendor in one of 3 ways:
 - i. If the requisition was created via Shopping, the PO is delivered to the B2B integrator via a cxml file
 - ii. Automatic faxing
 - iii. Printing (initiator of the PO receives a "print PO" document upon PO approval which allows them to view and print the .pdf and mail it to the vendor)

Workflow Routing:

Level	Required?	User access
Internal Purchasing	Y (invoked if PO was completed by an assistant and is more than	Approver can change all details on the PO.

	their \$ limit)	
Contracts & Grants	Y (invoked if PO has C&G accounts and is using restricted object codes)	Approver can only approve/disapprove – cannot change content
Budget Office	Y (invoked if accounts on PO are checked for sufficient funds and lack them)	Approver can only approve/disapprove – cannot change content

4. Payment Request (invoice) processing

Key functionality:

- o Data from POs copied over to PREQ and processor completes the amount being paid for and adds any additional charges (freight, shipping, etc.).
- o Only staff identified as "AP" users can initiate this document
- o System checks for duplicate invoice processing
- o Scanned image of the invoice is attached to the document before routing
- o Upon AP approval of the PREQ, the GL encumbrances on the PO are relieved and the liability entries are booked.
- o Fiscal Officers can change accounting distribution, which results in reversing the liability entries and creating new ones for the new accounts.
- o Interfaces with Pre-Disbursement Processor application (PDP) to show disbursement status
- o Ability for AP and Fiscal Officers to place a PREQ on hold so it will not be extracted for payment (and can also remove hold)
- o Ability for AP to cancel a PREQ
- o Ability to identify any special handling details for the payment and to override remit address
- o Ability to add notes
- o System calculates pay date and terms discount, but AP can override
- o PREQ's under a certain dollar limit are automatically approved after 10 days in the approver's action list if they have not been manually approved.
- o E-invoicing functionality exists to receive CXML invoice files from vendors in batch and have them automatically create PREQ documents.

Workflow Routing:

Level	Required?	User access
Sub account	N (departments determine whether they want to use this level)	Approver can change accounting distribution, can set the PREQ to be on "hold" status, or can request that AP cancel it.
Fiscal Officer	Y (always required)	Approver can change accounting distribution, can set the PREQ to be on "hold" status, or can request that AP cancel it.
Base Review	N (departments determine whether they want to use this level)	Approver can only approve/disapprove – cannot change content

5. Credit Memo processing**Key functionality:**

- o Users can process a credit memo against either a specific invoice (PREQ), a specific PO, or a specific vendor
- o Data from appropriate document is copied over to the CM and the processor completes the amount being credited (and the accounting information if the CM is against a vendor)
- o Only staff identified as "AP" users can initiate this document
- o GL encumbrances and liabilities are reversed as necessary upon AP approval
- o Interfaces with Pre-Disbursement Processor application (PDP) to show disbursement status
- o Ability for AP to place a CM on hold so it will not be extracted for payment (can also remove the hold)
- o Ability for AP to cancel a CM
- o Ability to add notes
- o System checks for duplicate credit memos

Workflow Routing:

Level	Required?	User access
Fiscal Officer	Y	Approver can only acknowledge; cannot change content or disapprove

6. PO Amendment processing

Key functionality:

- o Allows purchasing staff to update data on Purchases orders (vendor detail, delivery detail, item and accounting detail, etc.)
- o Complex rules exist related to what types of data can be changed based on the type of PO (B2B vs. standard) and the state of the PO (has it been partially paid, etc.)
- o Ability to add notes
- o Upon approval, GL encumbrances are adjusted if unit cost or quantities have changed or if new items have been added to the PO.

Workflow Routing: Not currently routed.

7. Other miscellaneous functionality

- Extract to PDP for payment: PREQ's and CM's are bundled together and sent to PDP daily for payment processing. If CM's exist for a vendor, payments to that vendor will not be extracted until the total amount of all unpaid PREQ's to that vendor exceeds the CM amount (to eliminate the possibility of negative payments).
- Batch jobs are executed twice daily to send payments flagged as "immediate pay" to PDP for processing
- Maintenance tables. There are maintenance, lookup, and inquiry screens for approximately 35 small maintenance tables used in the system.
- There are several customized searches for Purchasing/AP that will be migrated into Workflow search functionality in Kualii Phase 2a.
- Currently there is a CAMS document that is used when purchasing assets so departments can document key information about the asset (such as location, manufacturer, etc.). This document will be migrated and completed as part of the CAMS subsystem development in Kualii Phase 2b.
- Currently a small receiving system (for bulk receiving) exists in the application, but it will be rewritten and enhanced to include line item receiving as part of Kualii Phase 2b.