



# Understanding the Purchasing Process

## UGA Financial Management System

### Purchasing



**OneSource**  
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## Objectives

- By the end of this training, you will be able to:
  - Understand how UGAmart interacts with the UGA Financial Management System
  - Understand Purchase Request workflow
  - Enter chartstring information in UGAmart
  - Adjust PO chartstring information

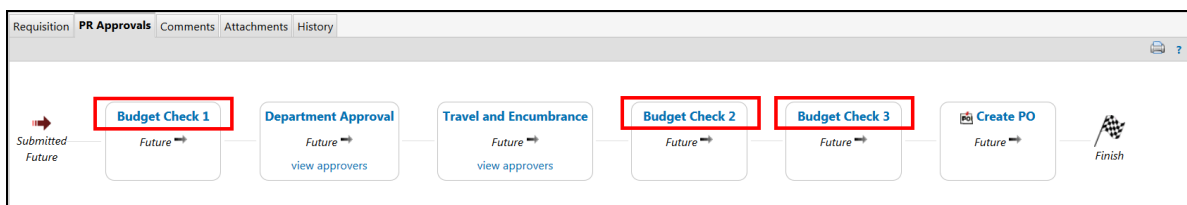
## UGAmart and the UGA Financial Management System

UGA will use UGAmart for all purchase order related actions. This includes:

- Purchase requests (PRs)
- PR workflow/approval
- Purchase orders (POs)
- Receipts for POs
- Invoices for POs

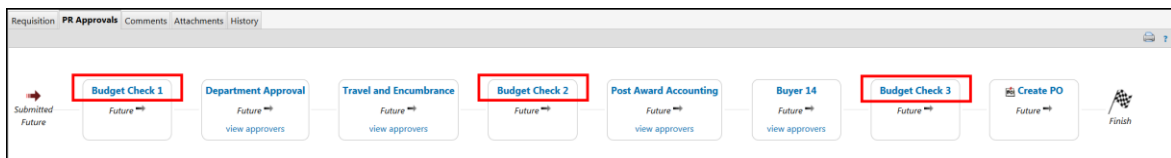
## Workflow for Purchasing

- UGAmart purchase request (PR) workflow has three budget checks
  - One at the beginning of PR workflow
  - One after Travel and Encumbrance approval
  - One at the end of PR workflow
- Example of UGAmart's most basic PR workflow



## Budget Checking for Purchasing

- Budget Checking is done in UGAmart against data stored in the UGA Financial Management System
- Additional steps may be performed when triggered. Examples of these include:
  - Item Classification (Non-Catalog vs Hosted Catalog or Punchout Catalog)
  - Vendor selection
  - Total amount of purchase request

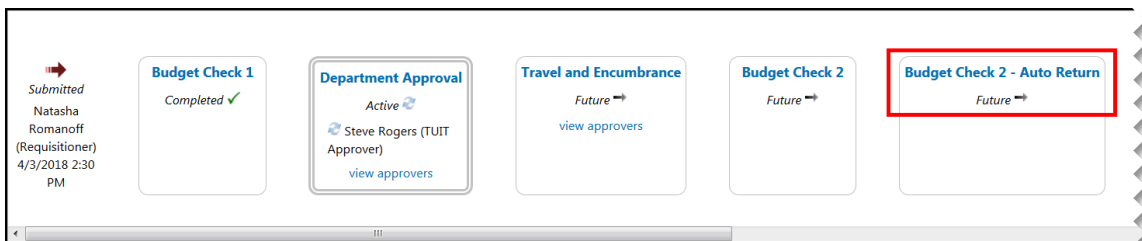


## Budget Check 1

- This is a soft budget check in UGAmart
- Performed upon submission of UGAmart cart
- Checks to make sure there is money in the budget
- Passes on to department approval then to Travel and Encumbrance

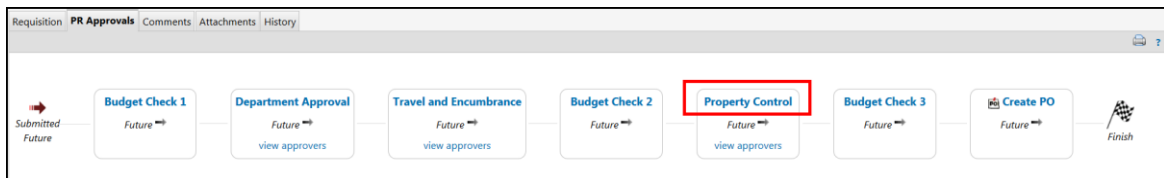
## Budget Check 2 (New Functionality)

- Hard check in UGAmart
- Workflow has an Auto-Return step if this step fails (New Functionality)
  - Sends purchase requisition back to Requisitioner's draft cart location
  - Requisitioner must edit and resubmit



## Property Control Approval (New Step)

- Property Control is a new workflow step for UGAmart
- This is triggered when assets are being requested



## Budget Check 3 and Exception Management (New Step)

- Before the PR is sent to purchase order status, one more budget check is run
- UGAmart does a hard check
  - It must pass this level of check before moving into Purchase Order processing and workflow/approvals
  - If it fails, it goes to Exception Management

Requisition: PR Approvals | Comments | Attachments | History

Submitted: Natasha Romanoff (Requisitioner) On behalf of: Luke Skywalker (Shopper) 4/4/2018 3:57 PM

Budget Check 1: Completed ✓

Department Approval: Approved ✓ Steve Rogers (TUIT Approver)

Travel and Encumbrance: Approved ✓ Edwin Jarvis (Approver T&E)

Budget Check 2: Completed ✓

Property Control: Approved ✓ Craig Matthews

Post Award Accounting: Approved ✓ Leia Organa (Approver Post Award)

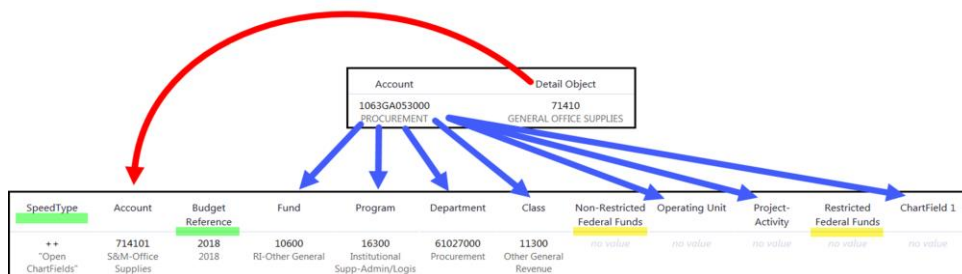
Budget Check 3: Completed ✓

**Exception Management: Active** [view approvers](#)

Create PO: Future

## SpeedTypes

- SpeedTypes are a shortcut to enter a group of ChartFields all at once
  - The Account (formerly object code) will still need to be entered



## SpeedTypes

- UGAmart provides a place to enter the SpeedType which will automatically enter the ChartFields that it contains (similar to UGAmart Code Favorites)
- Can use both SpeedTypes and UGAmart Code Favorites together.

**Accounting Codes**

Select from your code favorites A Procure

SpeedType Account Budget Reference Fund Program Department

714101 2018 10600 16300 61027000

Select from profile values... Select from all values... Select from profile values... Select from all values... Select from all values... Select from all values... Select from profile values... Select from all values...

## UGAmart Accounting Codes

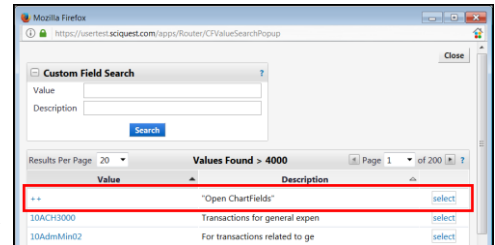
- The Account Codes area of UGAmart is where you enter the PeopleSoft chartstring values
- At first use the Accounting Codes area will appear to be locked down and un-editable

Accounting Codes											
SpeedType	Account	Budget Reference	Fund	Program	Department	Class	Non-Restricted Federal Funds	Operating Unit	Project-Activity	Restricted Federal Funds	ChartField 1
no value	no value Required field	no value Required field	no value Required field	no value Required field	no value Required field	no value Required field	no value	no value	no value	no value	no value

- There is a special speedtype to select that unlocks the PeopleSoft chartfields for editing

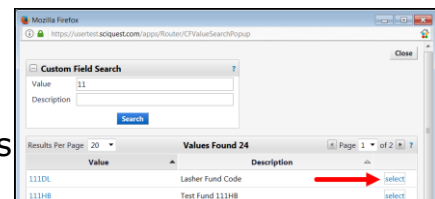
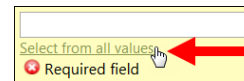
## UGAmart Accounting Codes

- The first speedtype found in UGAmart is the key to unlock the chartfields for editing
- Once the “++” “Open Chartfields” speedtype has been selected the chartstring is unlocked and editable



## UGAmart Accounting Codes

- Values should not be typed directly into the open fields
- Values should be selected from all values
- Next, conduct a partial or full search on value and/or description and then select the value from the results
- If any changes are made to the chartstring click “recalculate / validate values”



## Budget Reference Field

- The Budget Reference field in the PeopleSoft chartstring is taking over the function that the UGAmart Account Date field previously provided
- Charges to a future year will be governed by the use of a future year Budget Reference value

Accounting Codes											
SpeedType	Account	Budget Reference	Fund	Program	Department	Class	Non-Restricted Federal Funds	Operating Unit	Project-Activity	Restricted Federal Funds	ChartField 1
++ "Open ChartFields"	714101 S&M-Office Supplies	2019 2019	10000 RI-State Appropriations	11100 General Academic Instruction	14001202 Honors Day	11600 Technology Fees	no value	no value	COUA17032-BND Business Service Renov / GO Bond Funds	N No	GC00084757 CVOIG - MDP Training

<b>Travel and Encumbrance</b> Approved ✓ ✓ Edwin Jarvis (Approver, &E)	<b>Budget Check 2</b> Completed ✓	<b>Buyer 14</b> Approved ✓ ✓ Lando Calrissian (Pro-Spec)	<b>Budget Check 3</b> Completed ✓	<b>Future FY Orders</b> Active ➡ <a href="#">view approvers</a>	<b>Processed FY Orders</b> Future ➡ <a href="#">view approvers</a>	<b>Create PO</b> Future ➡
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## Freight and Delivery Charges

- Anytime there are freight and delivery charges they should be entered as a line item

Line Item Status											
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Vendor	Receiving	Invoicing	Matching		
1 Lab Gloves <a href="#">more info...</a>		EA	125.25	200 EA	25,050.00 USD	Sent To Vendor	Fully Received	Fully Invoiced	Fully Matched		
2 Rubber Stoppers <a href="#">more info...</a>		EA	15.36	1,200 EA	18,432.00 USD	Sent To Vendor	Fully Received	Fully Invoiced	Fully Matched		
3 Glass Beaker <a href="#">more info...</a>		EA	114.59	800 EA	91,672.00 USD	Sent To Vendor	Fully Received	Fully Invoiced	Fully Matched		
4 Pipet Tips <a href="#">more info...</a>		EA	112.25	120 EA	13,470.00 USD	Sent To Vendor	Fully Received	Fully Invoiced	Fully Matched		
5 Shipping <a href="#">more info...</a>		EA	1,376.00	1 EA	1,376.00 USD	Sent To Vendor	Fully Received	Fully Invoiced	Fully Matched		
Shipping and Handling charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals. If the vendor quoted shipping and handling, then the invoice cannot exceed the quote. Vendors that offer free shipping do so at the standard ground service level and this does not include things like: dry ice, hazmat, overnight, or other express shipping options. These and other special handling requirements require additional charges.										<b>Subtotal</b>	<b>150,000.00</b>
										Shipping	0.00
										Handling	0.00
										<b>Total</b>	<b>150,000.00 USD</b>

- The Shipping and Handling area should only be used by Punchout vendors that return values to this location from their online ordering systems (referred to as UGAmart Punchouts)





## Suppliers

- The UGA Financial Management System is the official storage place for all supplier records
  - Will replace the Unified Vendor Database (UVDB)
- Accounts Payable will be responsible for approving and creating all supplier records
- Purchasing will review the suppliers that have agreed to accept purchase orders
  - Will update to reflect purchase order acceptance
  - Will sync supplier information to UGAmart



## Purchase Orders

- After approval of the Purchase Request in UGAmart, the Purchase Order will be created and sent to the supplier
- UGAmart exports the Purchase Order to staging tables in the UGA Financial Management System
- An automated process runs every 15 minutes and loads the purchase order to the appropriate tables in the UGA Management System where it can be used for
  - Reporting
  - Invoicing
  - Other downstream processing



## Purchase Order (PO) Budget Check

- When the PO is loaded into the UGA Financial Management System, it is budget checked
- The encumbrance is then loaded into the appropriate budget



## Purchase Order Change Orders

- Will continue to be processed in UGA mart
- They are then exported to the staging tables and processed and budget-checked every 15 minutes
- **Important Note:** ChartField only changes will not be processed between UGA mart and the UGA Financial Management System. The user will need to wait for payment and create a journal voucher in AP to update the chartstring that needs to be changed.

## Invoices Against Purchase Orders

- Will be created in UGAmart and exported to the UGA Financial Management System for check processing after approval in UGAmart
- These exported invoices are called vouchers and will be loaded, budget checked and paid nightly
- As vouchers are processed, the PO encumbrance balance is reduced.

## Invoices Against Purchase Orders

- An additional number is added to the UGAmart invoice to record the corresponding Voucher Number assigned by the UGA Financial Management System
- The UGAmart invoice will still reflect the Check Number and the Check Date

Payment Information ?	
Accounting Date	4/12/2018
F.O.B.	Destination
Payment Method	Check
Check Number	5000000026
Check Date	4/12/2018
PS Voucher Number	10000436





## Summary

- In this training, you have learned how to:
  - Understand how UGAmart interacts with the UGA Financial Management System
  - Understand Purchase Request workflow
  - Enter chartstring information in UGAmart
  - Adjust PO chartstring information



## Resources

- [OneSource website Resources page](#)
- [OneSource Training Library](#)
  - Additional training on “Creating a Journal Voucher” (which can be used to adjust a PO chartstring) can be found in the Accounts Payable section of the Library

# Contact Us

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The screenshot shows the OneSource website for the University of Georgia. At the top, it says "UNIVERSITY OF GEORGIA" and "OneSource". There is a search bar with the text "search by keyword". Below this, a banner for "Training: May - June 2018" states "Registration is now open and available for May - June 2018 training courses." and includes a "Learn more" link. To the right, a "Training Information" box highlights "May - June 2018" and provides the contact email "onesource@uga.edu". Below the banner, there are six navigation buttons: "UGA Budget Management System", "UGA Financial Management System", "OneUSG Connect System", "Data Analysis and Reporting", "Resources", and "Help". On the right side, a "Highlights" section lists several items: "UGA Budget Management System", "HCM Business Process Review and Forum: April 30, May 1, and May 3", "Monthly Status Call - May 17", "Readiness Kit", "Spring 2018 Key Messages", and "Learn about who is your Change Champion Project Coordinator".



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