Business & Statewide Procurement User Group

September 9th, 2010
8:30 AM

NEBRASKA AdministrativeServices

Agenda Items

- Pass – Through Commodities to Agencies
- Favorites Menus & Customized Grids
- Address Book – New Screens & Search Types
- Using "Next" for Fixed Assets Updates
- Tips & Tricks for Inquiries
- New Manager Menu
- Year End Review – Accounting & Procurement
- Fixed Assets – Review of Surplus Procedure & Required Docs - Scanning

Announcements

Introduction of Michael Keays (Brian Svik)

Old Business Unit Error (Sharon Zimmerman)

If you receive an AAI Distribution error, it means the Business Unit was inactivated in the system. Contact State Accounting via the Help Desk and ask for the Business Unit to be temporarily re-activated.

Definition of Automatic Accounting Instruction (AAI) **- A code that points to an account in the chart of accounts (COA). AAIs define rules for programs that automatically generate journal entries. This includes interfaces between Accounts Payable, Accounts Receivable, and Financial Reporting and the General Accounting system. Each system that interfaces with the General Accounting system has AAIs. For example, AAIs can direct the Post to General Ledger program to post a debit to a certain expense account and an automatic credit to a certain accounts payable account.**

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Enhancement to NIGP Lookup (Sharon Zimmerman)

After the September production build you will notice a change when looking up NIGP numbers from Order Entry. In the past the system was programmed to display ten numbers at a time. The system has been enhanced to display 50 numbers. This improvement will reduce the time it takes to find a NIGP number and provide a broader visual display of the item number(s) /description(s).

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Requests To Update User Defined Tables (Julie Perez)

Pass – Through Commodities to Agencies

Julie Perez

Pass-Through Commodities to Agencies

- The Office of the Chief Information Officer coordinates technical projects with state agencies. Occasionally, the OCIO may purchase IT equipment which qualifies as a Fixed Asset on behalf of the Agencies participating in the project. To coordinate and streamline the process of these purchases, the OCIO will purchase the equipment. The supplier will ship the equipment directly to the Agency. Once items and invoice are received, OCIO will re-bill the agency through the OCIO IMServices IBT.
- The purchases made on behalf of the Agency are limited to IT Equipment where the OCIO is rebilling the receiving Agency for the actual cost of the equipment. There are no additional fees included in this process.

Pass-Through - Responsibilities

- OCIO Technical coordinate with Agency to determine IT Equipment needs
- OCIO Technical staff initiate purchase with Procurement team
- Agency physically receives items
- OCIO Procurement team receives against PO in EnterpriseOne, E1
- OCIO Procurement team initiates rebilling against Job Code/Work Order
- AS Central Services completes billing process
- Agency is responsible for: Creating Fixed Asset record, Coding Accounts Payable transaction for paying the IBT to a Capital Outlay object code (i.e. 583300), Posting cost to FA

Favorites Menus & Customized Grids

Julie Perez

Favorites Menus & Customized Grids

- Menu Favorite can be used to make regularly used programs readily available
- Customized Grids can be used to reformat grids to view specific details and reduce scrolling to the right
- Training Guide: System Basics

If you encounter issues using either Favorites or an application with a Customized Grid, access the application through the appropriate menu path and/or delete the customized grid.

Address Book – New Screens & Search Types

Julie Perez

Address Book – New Screens & Search Types

Address Book Record Definitions (Excerpt)

Search Type	Description
V – Vendor	Create a Purchase Order Send payment to the vendor (if Supplier accounts receivable department has the same mailing address as the PO Department)
PP – Payee	Send Vendor Payments if different than PO or Supplier Address All ACH/Electronic Fund Transfers (excluding Search Type "VP") payments
N – Non-Employee	Board or Commission Member – Reimbursements made through the Accounts Payable module System User (requires E1 User ID through E1 Security), includes consultants and contractors
E – Employee	Individuals employed by the State of Nebraska Employee Master exists and payment through Payroll

Address Book Record Definitions

- Training Guide: Address Book
- Address Book Search Type Descriptions

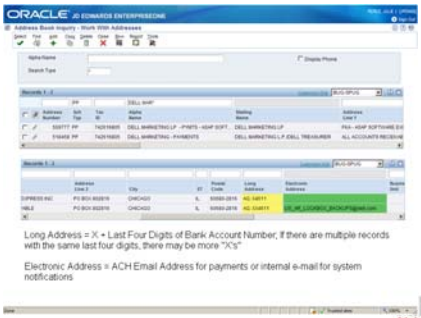
N Address Book Record Definition

- Board & Commission Members
  - Defined as any board or commission member not reimbursed through payroll serving the State of Nebraska.
  - Regardless of statutory definition this will always be a Search Type N in EnterpriseOne.
  - Direct Deposit Information Form must be completed.
- Existing PP address book records will be need to be "cleaned up" and migrated to N records.

Address Book Clean Up

- All Search Types are being reviewed
- AS Accounting, EnterpriseOne and State Treasurer's Officer are currently reviewing Address Book records to eliminate duplication due to duplicate bank account numbers
- Bank Account – Last four digits in the Long Address Number
- If multiple records with same Bank Account Number, notation during Voucher Entry will determine the recipient

Address Book Inquiry



Address Book Request/Change

- Address Book Request/Change - TABS
  - Requestor Information
    - Can be revised
  - Search Type (Request Only)
    - Must be selected prior to entering "Address Information"
    - Defines requirements in Address Information
  - Address Information
    - www.usps.com – standardized information
- Complete entering all information before click "OK" button

Using "Next" for Fixed Asset Updates

Julie Perez

Using “Next” for FA Updates

- Asset Master Information – Work with Assets
- Training Guide: Fixed Assets – Revise Asset Master(s)
- This function is also available in other areas of the system

Using “Next” for FA Updates

- Multiple records can be “checked” at from the Grid.
- End User can:
  - Access an Asset Master
  - Update field(s)
  - “OK” the change to update the record
  - Select “Next” to access the next record for update

Tips & Tricks for Inquiries

Sharon Zimmerman

Tips & Tricks for Inquiries

Entering information in the QBE line? – press Enter on your keyboard rather than clicking Find with the mouse

If entering information in the Header, clicking Find with the mouse is necessary

Need to further sort information? – export to Excel

Import/Export instructions may be found in the Training Guides at:

http://www.das.state.ne.us/nis/training_manuals/sys_bscs/L2_006_Working_with_Grids/Training%20Guide/Working%2with%20Grids_TRAIN.pdf

Tips & Tricks for Inquiries

Need to see attachments?

use All Attachment Inquiry for quick access to header attachments

use All Document Inquiry for quick access to line information and attachments

Need to search for documents while in PO or Contract menu

Use the Work With form – this is the same form as used in All Order Inquiry

Tips & Tricks for Inquiries

Use the following symbols to maximize your search abilities.

Asterisk * or Percent sign % = wildcard:

if you only know some of the information, use the wildcard to expand the search.

EX: "*Materiel" might bring up AS-Materiel

"Materiel*"might bring up Materiel Purchasing

"*Materiel*" might bring up AS-Materiel Purchasing

The following symbols may be used with dates to assist with searching

Greater Than >

Less Than <

Equal To =

Not Equal To !

Greater Than or Equal To >=

Less Than or Equal To <=

New Manager Menu

Mike Hoover

Year End Review – Accounting & Procurement

Sharon Zimmerman & Bruce Snyder

Year End POs & Contracts Compared to Last Year

	FY08	FY09
Com & Service Pos OP, OG, O6, OU, O9, Z8, OH, Z4, ZP, ZG, ZO	65,776	64,691
Service PO's	24,834	24,382
Service Contracts	4,710	4,079

Fixed Assets – Review of Surplus Procedure & Required Docs - Scanning

Kim Johanns & Steve Sulek

Fixed Assets/Surplus Property

- Scanning/Annual Inventory
- Surplus Procedures
- Adjustment Process

Scanning/Annual Inventory

- Annual Inventory Reporting period just passed on August 31. If you have not submitted your agency's report, please do so immediately.
- There are 759,957 items in the EnterpriseOne system.
- To make scanning/reporting easier for next year, make sure that your data is consistent throughout the system (ie: location/asset description fields are consistent)

Surplus Procedures

- Tips to make your work with Surplus Property go more smoothly:
  - Call ahead and schedule a time that works for both Surplus Property staff and your agency.
  - Have all paperwork ready ahead of time.
  - Double check before delivery to make sure that all items are labeled correctly.

Adjustment Process

An item for adjustment must be in one of the following Equipment Statuses:

- PA: Pending Adjustment – Reason for adjustment must be documented in a memorandum to AS Materiel Division Administrator. Adjustment requests include, but are not limited to: removal of duplicate records; dollar value is less than state threshold; item no longer meets Fixed Asset criteria.
- PL: Pending Lost – Item cannot be found and all efforts to find it have been exhausted.
- PX: Pending Stolen – Item was stolen. A police report must be included with request to adjust the Fixed Asset in the system.

To request an adjustment:

- The equipment status must be changed from WK (working) to one of the statuses in the previous slide.
- SPN number assigned to the asset(s). All assets on the SPN must have the same equipment status.
- Memo to the Materiel Administrator requesting that the items be removed.
  - This should be on letterhead, signed and send to Surplus Property. It is best to cc someone in an authority position. Hard copy is preferred over email.
  - Identify the SPN number
  - Identify the reason for the request (lost, stolen, threshold changed, etc)
- Send all of this paperwork to the Materiel Administrator

Trade-In

- Trade-Ins need to be approved by the Materiel Administrator PRIOR to any action being taken by the agency.

Examples of Good Reasons for Adjustments in the System

- Transfer: your agency has combined with another agency or has split into 2 because of statute.
- Unable to Locate (UL): the cover letter states the steps that have been taken to search for the asset.
- Stolen (PX): the cover letter states what happened and the steps to taken to prevent this from happening in the future. A law enforcement report is included.
- Adjustment (PA): your agency threshold changes from below $1,500 to $1,500 and you need all items below the threshold removed.
- Trade-Ins: allow sufficient time to for this process to occur.

Examples of Reasons for Adjustments in the System that Need Help

- Transfer: you no longer want/need the asset but another agency does.
- Unable to Locate (UL): the cover letter states that the asset has been in this status for the last 2 years and you need it removed.
- Stolen (PX): the cover letter states that you think this was stolen from somewhere. No law enforcement report is included.
- Adjustment (PA): your agency purchased many new items and you just added them all in without checking/knowing what your agency threshold is. Now you found out that you added most of them in error because they were below the threshold.
- Trade-Ins: Surplus Property/Materiel Administrator finds out about the transaction after it has occurred.