

Identify Current Hot Issues

(March 10, 2005 meeting)

Issue (forwarded to ERP Team)	Action
<p>Accounts Payable issues –</p> <p>a) The Employee/Student/Study Participant Request (ESSPR) form prints out on 2 pages. This seems to be a waste of paper since the second page is just instructions. It would be helpful if the document was on a single page.</p> <p>b) Regarding check requests, the submitter needs to enter the same information over and over when requesting a check. It would be so much better if the user's information would be populated when he/she logs on. (Could this information come up as a default for the person who is logging on?) – requested in 12/04 hot issues, please update on status</p> <p>c) Once a payment request or travel payment has been "Transferred" (assumption being AP has the paperwork), does the status change from "Transferred to something else? If it is paid, what is an easy way to find the check date & number. Also is there a way to see a payment "due date".</p>	<p>a) Since this is an Excel spreadsheet, users have the option to highlight and only print the first section. The instructions are an important part of the form and cannot be removed. Accounts Payable is looking at a Word version of the form submitted through this committee for possible use.</p> <p>b) This is still on our 'to-do' list. This is not a system critical change, rather it is an enhancement and has been prioritized as such. As soon as we have a developer available, we will begin working on this request.</p> <p>c) A Payment Request starts as "NEW" and when approved by AP is changed to "TRANSFERRED". There are no other status changes after "Transferred". To view payment status go to: Accounts Payable Review Vouchers Voucher Inquiry You can then enter the Payment Request number in the invoice field and hit the "Search" key, or enter the voucher number in the "Voucher ID" and then hit the "Search" key or you can try entering the vendor short name in the "Vendor Short Name" field. Scroll down to look at the results. There are several ICONS that you can click to get further information. A line item icon, payment icon and schedule payment icon (when payment has not been issued).</p>
<p>E-procurement issues –</p> <p>a) Please explain the process regarding canceling a purchase order as it relates to "releasing" the monies that are encumbered. When a PO is cancelled does it automatically release the dollars previously associated with its encumbrance? Does the requestor need to do anything within PeopleSoft – other than notifying the buyer? We had a situation where the buyer cancelled the PO (indicated under the PO status). However, "manage requisitions" did not indicate that the order had been cancelled unless you drilled down through the screens; the "status" choice under "manage requisitions" still indicated "PO Dispatched." So there are really several questions here – i.e., how to release the encumbered funds and how to update the information displayed on the manage requisition screen.</p> <p>b) When I go into the circle of life and click on the Order icon, I can view the PO number assigned and some other information. I would also like to see the actual</p>	<p>a) No additional steps need to be taken by the end user unless they continue to see an encumbrance appear on their expense statement. The buyers need to budget check the PO after canceling it to properly relieve the encumbrance. If a user sees an encumbrance on their statement that they cancelled, they need to contact the Purchasing department to let them know.</p> <p>If you find any exceptions to the above, please contact the purchasing department or help desk with specific information (requisition and/or PO number) and they will be looked at on a case by case basis.</p> <p>b) An enhancement to allow users to see more PO information is on our to-do list, but this information will not</p>

<p>dollar amount that Purchasing agreed to with the vendor, since it may be different than the requested amount. Also, an approximate date of delivery (including if an item is on back order), and if freight will be added to the invoice for us to pay would be helpful to view. Is there a way to see this information?</p>	<p>be available directly from the circle of life. In the meantime, running a current expense statement should display the correct committed amount in the encumbrance section for recently created PO's.</p>
<p>General Ledger issues – a)</p>	
<p>Reports issues – a) Regarding the Report Distribution System – There is a problem with Acrobat 7 and the online reports. Unless you set Acrobat to open in a browser window (which means you have to enter your speedtype every time you want a new report), you are unable to view the reports. The application starts to open the report but then closes itself. b)</p>	<p>a) This appears to be an Acrobat issue. Try clearing your Internet Explorer cache, set your temporary internet files setting to check for new versions on every visit to a page and turn off fast-viewing inside of Acrobat. This works in some, but not all cases. We are continuing to troubleshoot. Please watch the web site for future updates on this item.</p>
<p>General issues – a)</p>	
<p>HCM (payroll processing) issues – a)</p>	
<p>HCM (time & attendance tracking) issues – a) It would be helpful to have the monthly or pay period hours totals for each TRC and/or speedtype charged. Ideally, we would have the option to see an entire month at one time—just like the old timesheets. We could then get totals by speedtype and TRC—i.e., total vacation, sick, and holiday hours; total hours charged to each speedtype. This information would be available on the time entry screen itself; both the employee and the approver would have access. b) When an employee has 2 part-time jobs they get 2 exemption time sheets. Both have to be completed but the sick and vacation time only appears on the 1st time sheet. How should the vacation and sick time be handled? c) What is the process for recording an employee's exception time when they are leaving the University? They have regular salary whether it is exempt or non-exempt + 20 or so vacation days due? I understand that the termination form contains information but the other step used to be for non-exempt employees was to submit/process their time sheet to reflect the payouts to regular and vacation pay. This process adjusted/updated the HVA report.</p>	<p>a) Where (what page?) would this be helpful? A report? We're currently working on something to add to the Time Entry and Time Approval screen. b) We are looking into this. c) The process of recording an employee's exception time when they are leaving the University has not changed. The supervisor will still need to enter the regular/vacation hours that the employee is getting paid for. This process not only ensures that the HVA balances are zeroed out in the system, but it also distributes the non-exempt employee's pay received for regular hours for non-UGEN departments.</p>
<p>HCM (personal benefits) issues – a) There have been some problems with the transfer of direct deposit information to the new system. It would be helpful if an e-mail were sent out advising people of the need to check the deposit information. One of my employees just found out that his car payment, which was supposed to go directly to his credit union loan account, had not been sent since the new system went</p>	<p>a) The conversion of the direct deposit information to the new system has been researched. There have been no problems with this. After researching this individual's information, it turned out that the error was on his banking institution and not with PeopleSoft HCM.</p>

into effect.	
HCM (salary distribution) issues – a) It would be helpful to show the month and year at the top of the salary distribution screen.	a) You are always adjusting for the current period / date. If it's before the cutoff, it will get in for the previous month.