PeopleSoft Tips

➢ Procurement Compliance & Quality Assurance Program

➢ Track financial transactions

➢ Analyzing Business Practices
Procurement Compliance & Quality Assurance Program

- University community

- Comply with:
  - State of South Carolina Procurement Code and Regulations
  - University’s Policies and Procedures

- Maximize time and effort

- Minimize costs
Find a useful page in PeopleSoft
Add it to your Favorites
Manage Requisitions

Main Menu > eProcurement > Manage Requisitions

- Create requisitions
- Use the Lifespan
  - Requisition status
  - Approvals
  - Purchase order number and buyer
  - Payments
Purchase Order Inquiry
Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

• Encumbrance Balance
• Activity Summary
• Use the Actions drop down to see:
  o Activity Comments from the buyer
  o Voucher Totals – all vouchers for that purchase order
Payment Request Center

Main Menu > Employee-Self Service > Payment Request Center

• Create a payment request
  ➢ See pending approvals
• Use the Voucher ID number to get payment information on the
  • Voucher Inquiry page
  ➢ Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
Quality Assurance

Use Queries to improve business practices
Queries
Use existing data to create reports to analyze purchasing practices

Purchasing Department
Helps with solutions
Use Queries as Reporting Tools
Main Menu > Reporting Tools > Query > Query Viewer

Download results to Excel Spreadsheet

Use the Sort and Filter Tools to analyze the data
Use Queries as Reporting Tools
Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

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

*Search By

Query Name

begins with

Search

Advanced Search
Use Queries as Reporting Tools
Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

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

*Search By

Description ▼

begins with

Search

Advanced Search
How are you spending your time and money?
Purchase Orders

Query Name: SC_PO_ACTIVITY

Description: PO Dept/Fund Activity
Query Name: SC_PO_ACTIVITY
Description: PO Dept/Fund Activity
Run to HTML

1. Enter either Dept ID or Oper Unit
2. Narrow your search using:
   - Fund Code
   - GL Account
   - Date Range
   - Category Code
   - PO Status
   - Supplier ID

3. Download results into Excel Spreadsheet
4. Sort and Filter results as needed
Query Viewer

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

*Search By

Query Name ▼ begins with SC_PO_ACTIVITY

Search

Advanced Search

Search Results

*Folder View

-- All Folders -- ▼
### Analyze Business Practices

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Owner</th>
<th>Folder</th>
<th>Run to HTML</th>
<th>Run to Excel</th>
<th>Run to XML</th>
<th>Schedule</th>
<th>Definitional References</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC_PO_ACTIVITY</td>
<td>PO Dept/Fund Activity</td>
<td>Public</td>
<td>PURCHASING</td>
<td>HTML</td>
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<td>PURCHASING</td>
<td>HTML</td>
<td>Excel</td>
<td>XML</td>
<td>Schedule</td>
<td>Lookup References</td>
<td>Favorite</td>
</tr>
</tbody>
</table>
Analyze Business Practices

SC_PO_ACTIVITY - PO Dept/Fund Activity

- Fund Code
- Department ID
- GL Account
- PO Status
- PO Date From: 07/01/2017
- PO Date To: 03/13/2019
- Category Code
- Supplier ID
- Oper Unit
- Project

View Results
### SC_PO_ACTIVITY - PO Dept/Fund Activity

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Fund Code</td>
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<td>Department ID</td>
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<td>GL Account</td>
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<td>PO Status</td>
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<tr>
<td>PO Date From</td>
<td>07/01/2018</td>
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<td>PO Date To</td>
<td>03/08/2019</td>
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<td>Category Code</td>
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<tr>
<td>Supplier ID</td>
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<td>Project</td>
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</table>

View Results
Analyze Business Practices

SC_PO_ACTIVITY - PO Dept/Fund Activity

- Fund Code
- Department ID
- GL Account 53005
- PO Status Dispatched
- PO Date From 07/01/2018
- PO Date To 03/08/2019
- Category Code
- Supplier ID
- Oper Unit CL008
- Project

View Results

Download results in: Excel Spreadsheet, CSV Text File, XML File (354 kb)
Payment Requests

Query Name: SC_AP_PAYMENT_REQUEST_DETAIL

Description: Payment Request Detail
Query Name: SC_AP_PAYMENT_REQUEST_DETAIL
Description: Payment Request Detail

Run to HTML
Defaults Request Status as Vouchered

1. Narrow your search using
   - Date Range
   - Account* (Range or Duplicate Code)
   - Supplier ID
   - Oper Unit
   - Dept ID
   - Fund Code
   *Use the same GL Account Code in both boxes for one code

2. Download results in Excel Spreadsheet
3. Sort and Filter results as needed
### SC_AP_PAYMENT_REQUEST_DETAIL - Payment Request Detail

<table>
<thead>
<tr>
<th>Request Status</th>
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<tr>
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<td>Entered To</td>
<td>03/08/2019</td>
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<td>Account From</td>
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<td>Fund Code</td>
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<tr>
<td>Project</td>
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</tr>
</tbody>
</table>

**Download results in:** Excel Spreadsheet, CSV Text File, XML File (868 kb)
Purchasing Cards

Query Name: SC_EX_PCARD_TRANS

Description: P-card Transactions by User
Query Name: SC_EX_PCARD_TRANS
Description: P-card Transactions by User

Run to HTML

1. Narrow your search using
   - Cardholder Name
   - Dept ID
   - Project ID
   - GL Account
   - Oper Unit
   - Trans Date Range

2. Download results in Excel SpreadSheet
3. Sort and Filter results as needed
   (Supplier Name, Cardholder, etc.)
Analyze Business Practices

Projects & Grants
Search by Project ID

Query Name: SC_PO_ACTIVITY
Description: PO Dept/Fund Activity

Query Name: SC_AP_PAYMENT_REQUEST_DETAIL
Description: Payment Request Detail

Query Name: SC_EX_PCARD_TRANS or
Description: P-card Transactions by User

Analyze Business Practices
QUERY RESULTS IDENTIFY:

✓ Potential Blanket Purchase Orders
✓ Equitable Supplier Use
✓ Potential P-Card Purchases
Blanket Purchase Orders

*Reduce Workload*

Query: SC_PO_ACTIVITY (PO Dept/Fund Activity)
Date Range: July 1, 2018 – March 8, 2019
Oper Unit: CL008 (Student Affairs)
GL Account: 53005
Results: 345 Purchase Orders

Duplicate Supplier ID’s removed in Excel spreadsheet
➢ 38 Unique Supplier ID values remain

Conclusion
Potentially 38 Purchase Orders vs. 345 Purchase Orders
Query: SC_AP_PAYMENT_REQUEST_DETAIL (Payment Request Detail)

Date Range: July 1, 2018 – March 8, 2019

Oper Unit: CL008 (Student Affairs)

GL Account: 53005

Results: 1176 Payment Requests

Duplicate Supplier ID’s removed in Excel spreadsheet

- 302 Unique Supplier ID values remain
- 28 match potential Blanket PO’s (617 transactions)

Conclusion

Potentially 559 Payment Requests vs. 1176 Payment Requests
Date Range: July 1, 2018 – March 8, 2019
Oper Unit: CL008 (Student Affairs)
GL Account: 53005
Actual: 1521 Transactions (PO’s + PR’s)
Potential: 597 Transactions

Conclusion
Save time by not creating 924 Purchase Orders and Payment Requests, which result in 924 additional electronic approval workflow routings
Blanket Orders

- Reduce PeopleSoft transactions
- Simplifies ordering and receiving process
- One Chartfield Distribution, per purpose order line
Journal Vouchers

➢ Correct Chartfield Details
➢ Reference:
  • Purchase order
  • PeopleSoft receipt number
➢ Attach copy of invoice
Journal Voucher eForm
Main Menu > USC Finance eForms > Journal Voucher eForm

Search by:

Voucher ID Begins With

Search Clear

Track Financial Transactions
Journal Voucher eForm

Main Menu > USC Finance eForms > Journal Voucher eForm

Search by:

Voucher ID Begins With 01605601

Search Clear
Track Financial Transactions

Journal Voucher: Distribution Details

Transaction Information

Supplier ID: 0000033285  STAPLES BUSINESS ADVANTAGE

From Voucher ID: 01605600

*Effective Date: 03/13/2019

Invoice Number: 01605600 JV

Requested By: FOUNTAI3  Tracy Fountain

Current Distribution

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<th>Class Field</th>
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New Distribution

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Justification

*More Information

File Attachments

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Queries identify:

a) Need for blanket orders
b) Fair and equitable purchasing
c) Need for term contracts
d) Methods of procurement for individual reimbursements
e) Identify split purchases or non-compliance