

Quick Reference Guides for End-Users of the Berkeley Financial System (PeopleSoft)

- **For Preparers** – Double-sided, tri-fold guide, steps out all tasks for staff who prepare purchase orders
- **For Reviewers** – Double-sided, folded guide, steps out tasks for managers and staff who review purchase orders.
- **For Approvers** – Double-sided, folded guide, steps out tasks for staff who approve payments to vendors.

Task

- **Problem:** During initial training, end-users were given a 450-page manual that did not have an index. Staff had to flip through many pages to complete even simple tasks.
- **Solution:** Create one-page, two-sided references for the different roles: Preparers, Reviewers, Approvers.

Audience

- Managers
- Administrative Assistants

Tools Used

- PageMaker

Development Time

- Two weeks.

Quick Reference Guide

for Preparers

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Inquiry on a Payment

Multi Invoice Inquiry

1. From the **Go (Alt+G)** menu: **A**dminister Procurement, **E**nter Voucher Information.
2. From the **Inquire** menu: Multi Invoice Inquiry.
3. Click on **Select** button.
4. Type in Name I or Vendor ID.
5. Type in other search criteria. The more information entered, the narrower the search. Press **Enter**.
6. Click check box beside the invoice you want to inquire about.
7.
 - a. Click on **Voucher** button to bring up voucher inquiry. Click on payment button (at bottom left) to see payment information.
 - b. Click on **PO** button to bring up PO inquiry.
 - c. Click on **Match Err** button to see Match Exception Log.
 - d. Click on **Summary** button to see PO Activity Summary. Click on **Sparky** to display Receipt/Invoice/Match details.

To return to the Multi Invoice list, click the menu button at the bottom of the screen..

Inquiring for PO Information

Purchase Orders by Processing Unit

1. From the **Go (Alt+G)** menu: **A**dminister Procurement, **M**anage Purchase Orders.
2. From **Inquire** menu: Purchase Orders by Proc Unit, **H**eder.
3. Type in Business Unit or accept default.
4. Type in search criteria. The more information entered, the narrower the search. Press **Enter**.
5. Use arrow keys to highlight the purchase order you want to inquire about. Press **Enter**.











Use F9 or Shift+F9 to go to next or previous in list.

Inquiring for Requisition Information

Requisition to PO Cross Reference

1. From the **Go (Alt+G)** menu: **R**eports.
2. From **Reports** menu: Req to PO Crossreference.
3. Type in Requisition number. Press **Enter**.
4. To go to PO Inquiry, check box next to line and click on **PO Details** button.

• Keyboard Shortcuts •

F2		Next Panel.
F4		Display Valid Values for the field.
Shift+F4		Display Valid Values beginning with the <i>character</i> in the field.
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Shift+F6		Previous Panel. On first panel will move to previous panel group.
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F9		Next in List.
Shift+F9		Previous in List.
Ctrl+F9		View List.
Alt + underlined letter in menu		Open menu. (Ex: <u>S</u> tart)
ESC		Clear out of a displayed list without selecting an item. OR: Cancel a panel.
Enter		Save/Edit OR Select a value from a drop down list.
Tab		Advance to the next field.
Shift + Tab		Return to previous field.
Spacebar		Turn on check boxes. Select highlighted buttons.
Left Arrow		Move left. Turn on radio buttons.
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End		Move to the bottom of a list.
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Quick Reference Guide

For
Department
PREPARERS

REVISED

For in-depth information refer to the BFS
Purchasing and Accounts Payable
Department Training Manual.

03/10/2000

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Entering Requisitions

1. From the **Go (Alt+G)** menu: Administer Procurement, Requisition Items.
2. From the **Use** menu: Requisitions, Requisition Form, Add. Press **Enter** to accept the Requisition ID NEXT.
3. Type in Requester, Phone and Processing Unit.
4. Type in Item Description, Quantity, UOM, Price, Category, Ship To Location, Due Date and Vendor Name. Add additional description if necessary.
5. Click on the **Line Distribution** button (at bottom of panel).
6. Type in Deliver to Location, Account, Fund, Sub, and Object fields.
7. *Optional:* For multiple distributions, change Quantity/Amount accordingly. Press **F7** to add a line. Type in or change Account and Fund fields.
8. Click on the **Return** button (at bottom of panel).
9. Press **F2** to advance to the Instructions panel.
10. If appropriate, type in Proposed Reviewer, Title Vest, Agency Approval, Equipment Order and/or Special Instructions.
11. Click **Submit for Review** button.

Copying Requisitions

1. From the **Go (Alt+G)** menu: Administer Procurement, Requisition Items.
2. From the **Use** menu: Requisitions, Requisition Form, Add. Press **Enter** to accept the Requisition ID NEXT.
3. Click on **Copy** button (next to **Soft Lien** button).
4. Type in Requisition ID. Press **Enter**.
5. Type in Requester, Phone and Processing Unit.
6. Click check box in front of line number.
7. Make edits to fields and line distributions as necessary for your new order.
8. Submit for review.

Viewing Denied Requisitions

This process is similar to "Viewing Denied Purchase Orders." Can you do it? If you need help, see Chapter 5, "Viewing Comments on a Denied Requisition."

TAB! TAB! TAB! TAB TO NEXT FIELD!

Creating Purchase Orders

1. From the **Go (Alt+G)** menu: Administer Procurement, Manage Purchase Orders.
2. From the **Use** menu: Purchase Order, PO Form, Add. Press **Enter** to accept the Purchase Order ID NEXT.
3. Type in Processing Unit or accept default.
4. Type in Vendor Name, PO Type, Reference, Proposed Reviewer, Contact Name, Contact Phone, and Comment.
5. *Optional:* Press **Shift+F6** to move to Defaults panel. Complete Ship To, Deliver To, Due Date, Ship by, Freight Terms, Category, Account, Fund, Sub and Object.
6. Press **F2** to advance to Lines panel. Type in Item Description, Order Quantity, UOM, Price, Category, and other info as required.
7. Click on **Double Arrow** button. Type in or change Freight Terms and Ship Via fields.
8. Click on **Distrib** button. Type in or change Deliver to Location, Account, Fund, Sub and Object.
9. *Optional:* For multiple distributions, change Quantity/Amount accordingly. Press **F7** to add a line. Type in or change Account and Fund fields.
10. Press Enter twice to return to Lines panel. Press **Shift+F6** to move to PO Form panel.
11. Click **Submit for Review** button.

Copying Purchase Orders

1. From the **Go (Alt+G)** menu: Administer Procurement, Manage Purchase Orders.
2. From the **Use** menu: Purchase Order, PO Form, Add. Press **Enter** to accept the Purchase Order ID NEXT.
3. Select Copy Template type or accept default.
4. Click on **Copy** button (next to Copy Template field).
5. Type in Purchase Order ID or press **F4** and select a purchase order. Press **Enter**.
6. Type in Processing Unit or accept default.
7. Type in PO Type.
8. Make edits to each panel as necessary for your new order. Check all dates and reselect Vendor if necessary.
9. Submit for review.

TAB! TAB! TAB! TAB TO NEXT FIELD!

Viewing Denied Purchase Orders

1. From the **Go (Alt+G)** menu: Administer Procurement, Manage Purchase Orders.
2. From the **Use** menu: Purchase Order, Review Comments, Uppdate/Display.
3. Type in Business Unit or accept default.
4. Type in search criteria (Processing Unit, Prepared by, PO Status of "Denied," etc.). Press **Enter**.
5. Use arrow keys to highlight the Purchase Order you want to view. Press **Enter**.
6.
 - **To change & resubmit:** Make changes. Go to PO Form panel. Click **Submit for Review** button.
 - **To cancel:** From the **Use** menu: PO WorkBench. (For this process, see Chapter 6, "Canceling a Purchase Order.")

Adding Vendors











1. From the **Go (Alt+G)** menu: Administer Procurement, Maintain Vendors.
2. From the **Use** menu: Departmental Vending, Identifying Information, Add. Press **Enter** to accept Vendor ID NEXT.
3. Type in Name 1.
4. Select TIN Type and type in Tax ID Number. (For US vendors only.)
5. Press **F2** to move to the Location panel. In Deser field, type "REMIT."
6. Enter at least one address line, city, state, postal code and phone number.
7. Press **Enter** to save the vendor.
Vendors remain unapproved until Disbursements approves them.

Vendor Search

1. From the **Go (Alt+G)** menu: Administer Procurement, Maintain Vendors.
2. From the **Use** menu: Vendor Search, Identifying Information.
3. Type in search criteria. The more information entered, the narrower the search. Press **Enter**.
4. Use arrow keys to highlight the vendor you want to inquire about. Press **Enter**.
Use F9 or Shift+F9 to go to next or previous in list.

Quick Reference Guide for Reviewers

• Keyboard Shortcuts •

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Ctrl+F9		View List.
Alt + underlined letter in menu		Open menu. (Ex: <u>S</u> tart)
ESC		Clear out of a displayed list without selecting an item. OR: Cancel a panel.
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Spacebar		Turn on check boxes. Select highlighted buttons.
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BERKELEY FINANCIAL SYSTEM

Front and back of handout

Quick Reference Guide

For
Department
REVIEWERS

REVISED

For in-depth information refer to the BFS
Purchasing and Accounts Payable
Department Training Manual.

03/10/2000

Reviewing Purchase Orders

1. From the **Go (Alt+G)** menu: Administer Procurement, Manage Purchase Orders.
2. From the **Use** menu: Department Review.
3. Type in Business Unit or accept default.
4. Enter search criteria (a PO number, Processing Unit, Prepared by, Proposed Reviewer, etc.). Press **Enter**.
5. Use arrow keys to highlight the purchase order you want to review. Press **Enter**.
6. *Optional:* For detailed information about the purchase order, click the **Inquiry** button. To return to the Review panel, press **Alt+F4** and click the menu button (at the bottom of the screen).
7. Change status from “Pending Review” to “Denied” or “Reviewed.”
8. Enter comments if necessary. For denied purchase orders, enter reason for denial and instructions for follow-up. Tab out.
9. If you entered comments, press **Enter** to save.
10. Press **F9** to display next purchase order to review.

Reviewing Requisitions

1. From the **Go (Alt+G)** menu: Administer Procurement, Requisition Items.
2. From the **Use** menu: Department Review.
3. Type in Business Unit or accept default.
4. Enter search criteria (a Requisition number, Processing Unit, Prepared by, Proposed Reviewer, etc.). Press **Enter**.
5. Use arrow keys to highlight the requisition you want to review. Press **Enter**.
6. *Optional:* For detailed information about the requisition, click the **Inquiry** button. To return to the Review panel, press **Alt+F4** and click the menu button (at the bottom of the screen).
7. Change status from “Pending for Review” to “Reviewed,” “Denied” or “Canceled.”
8. Enter comments if necessary. For denied or canceled requisitions, enter reason for denial or cancellation and instructions for follow-up. Tab out.
9. If you entered comments, press **Enter** to save.
10. Press **F9** to display next requisition to review.

Inquiring for PO Activity**PO Activity Summary**

1. From the **Go (Alt+G)** menu: Administer Procurement, Manage Purchase Orders.
2. From the **Inquire** menu: PO Activity Summary.
3. Type in Business Unit or accept default.
4. Type in search criteria. The more information entered, the narrower the search. Press **Enter**.
5. Use arrow keys to highlight the purchase order you want to inquire about. Press **Enter**.
6. Use the scrollbar to display the purchase order lines.
7. Click **Sparky** to retrieve Receipt/Invoice/Matched detail for each line.
8. For **Receipt** detail:
 - a. Click the **Receipt** button to display receipt information for the line.
 - b. For more detail, check the box next to the line and click the **Go To Receipt** button (at the bottom).
 - c. To return to the Activity Summary panel, press **Alt +F4**, and click the menu button at the bottom of the screen.
9. For **Voucher** detail:
 - a. Click the **Invoice** button to display voucher information for the line.
 - b. For more detail, check the box next to the line and click the **Go To Voucher** button (at the bottom).
 - c. To return to the Activity Summary panel, press **Alt +F4** and click the menu button at the bottom of the screen.
10. For **Matching** detail:
 - a. Click the **Matched** button to display matching information for the line.
 - b. To return to the Activity Summary panel, press **Alt +F4** and click the menu button at the bottom of the screen.

Requisition to PO Cross Reference











1. From the **Go (Alt+G)** menu: Reports.
2. From **Reports** menu: Req to PO Crossreference.
3. Type in Requisition number. Press **Enter**.
4. To go to PO Inquiry, check box next to line and click on **PO Details** button.

Inside pages of handout

Quick Reference Guide

for Approvers

• Keyboard Shortcuts •

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Quick Reference Guide

For
Department
APPROVERS

REVISED

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Purchasing and Accounts Payable
Department Training Manual.

03/10/2000

Front and back of handout

BERKELEY FINANCIAL SYSTEM

TAB! TAB! TAB! Remember Enter=Save

Approving Vouchers for Payment

1. From the **Go (Alt+G)** menu: **A**dminister Procurement, **E**nter Voucher Information.
2. From the **Use** menu: **D**epartment Approval.
3. Type in Business Unit or accept default.
4. Enter either a specific Voucher ID, Processing Unit, PO Reviewer, or other search criteria. Press **Enter**.
5. Use arrow keys to highlight the voucher you want to approve. Press **Enter** to select.
6. *Optional:* To see receiving detail, click **Receiving** button (at bottom right of panel). To return to Approval panel, press **Alt+F4** click the menu button at the bottom of the screen.
7. *Optional:* To see voucher detail, click **Inquiry** button (at top right of panel). To return to Approval panel, press **Alt+F4** click the menu button at the bottom of the screen.
8. Change status from "Pending Approval" to "Approved" or "Denied."
9. Enter comments if necessary. For denied vouchers, enter reason for denial and instructions for follow up. Tab out.
10. If you entered comments, press **Enter** to save.
11. Press **F9** to display next voucher to approve.

Matching (Points to Remember)

- All voucher lines must pass a nightly Matching process before they are available for approval.
- Matching means that the amount of each line on the voucher cannot exceed the amount of the line on the PO within tolerance of 20% or \$1,000, whichever is lower.
- If any line fails Matching, the entire voucher fails.
- Failed vouchers remain in "Open" status.
- Matching values displayed in the Approver's worklist are:
 - 1) N/A (not applicable).
 - 2) Passed.
 - 3) Failed.

Reasons for Failed Matches

- The vendor invoice is for more than the amount on the Purchase Order line.
- No more money is left on the Purchase Order line because the line has been vouchered previously (e.g. for a Blanket PO or partial receipt on an order).
- The voucher preparer has made an error.

TAB! TAB! TAB! Remember Enter=Save

Researching Failed Matches

1. From the **Go (Alt+G)** menu: **A**dminister Procurement, **E**nter Voucher Information.
2. From the **Inquire** menu: **M**atch Exceptions, **E**xception Log.
3. Enter search criteria. The more information entered, the narrower the search. Press **Enter**.
4. Use arrow keys to highlight the voucher you want to inquire about. Press **Enter**.
5. Press **F2** to move to Exception Detail panel.
6. Use scrollbar to find lines with Match Exceptions.
7. To see why match failed, compare **Price** and **Quantity** in Voucher section with **Price** and **Quantity** in Purchase Order section.

If PO & Voucher Price and Quantity are equivalent, the match may have failed because the line was vouchered previously. Go to step 8 for further information.
8. From the **Go (Alt+G)** menu: **A**dminister Procurement, **M**anage **P**urchase Orders.
9. From the **Inquire** menu: **P**O **A**ctivity Summary.
10. Type in PO number of the failed match. Press **Enter**.
11. Scroll to the failed line.
12. Click **Sparky** to display Receipt/Invoice/Match details.
13. To see if line has been vouchered previously, compare Quantity/Amount Invoiced with Quantity/Amount of the PO line.

Taking Action on Failed Matches

It is the Department's responsibility to take action on vouchers that fail matching.

1. ● **If the vendor's invoice is correct:** the Department initiates a change order, changing the PO to match the voucher line.

For information on how to change a PO see the manual, Chapter 6 "Change Orders".
- **If the PO is correct:** the Department contacts Disbursements and requests that the voucher be paid per the PO. Disbursements will then make the necessary change to the voucher so it will pass Matching.
2. After the voucher passes matching, it appears again in the Approver's listbox and is available for Approval Action.

Inside pages of handout