Spectrum User Group Meeting

Friday, September 16, 2011

10:00 AM – 11:15 AM

COE 150

Topic: Grants Update  Presenter: Marca Gurule

Proposal express is the electronic version of our proposal routing forms. We have completed the User Acceptance sessions and the consultants are currently looking into what changes can be made to the system and which ones cannot. Guidelines will be created, with the assistance of the departments, by the time the system is ready to be rolled out for full production.

Topic: Spectrum Updates  Presenter: Mary Franklin

July is scheduled to close sometime during the week of September 19, 2011.

During year end close, we found quite a few purchase orders (POs) that did not reconcile properly. The reconciliation or close process for POs changes the status of the PO to the FINAL STATUS of COMPLETE and if there are funds remaining on the PO, the close process releases or returns these funds back to the budget. Our analysis revealed that certain conditions existed on the PO which was causing the POs not to reconcile properly.

1. POs that had zero dollar lines
2. POs that had multiple lines where some of the lines had been fully liquidated and other lines had encumbrances which had no activity

How you can help us:

1. Delete zero dollar lines on transactions (vouchers, purchase orders)
2. Delete lines on templates (STRAVEL, ETRAVEL, and CONSULTANT) that you will not use. For example: employee mileage or reimbursable expenses
3. If you have PO lines that have an encumbrance amount and you know that no activity will occur for that line, then send an email to Purchasing asking them to cancel the line.
Example: A PO was created for Professor Hayes trip to Orlando, FL.

<table>
<thead>
<tr>
<th>Line 1</th>
<th>Employee Travel Reimbursement</th>
<th>$2,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 2</td>
<td>Employee Mileage</td>
<td>200</td>
</tr>
<tr>
<td>Total</td>
<td>Travel</td>
<td>$2,700</td>
</tr>
</tbody>
</table>

Because of budget cuts, Professor Hayes was asked to carpool with Professor Grant to Orlando, FL. So Professor Hayes is not eligible for mileage reimbursement. After the trip, Professor Hayes completed a travel expense statement to get reimbursed $2,200 for total travel expenditures. Professor Hayes then forwards his receipts and travel expense statement to the business manager for review and approval. As a business manager, you would send an email to Purchasing requesting that line 2 be canceled. Once the line is canceled, the $200 will return immediately to your budget after the PO is budget checked. When reconciliation occurs, the remaining $300 from line 1 would get returned to the budget and the PO would get statused Complete.

Another issue is vendor payments that go to the wrong address. This occurs when the vendor location and the address sequence number are not the same.

Scenario: You receive an invoice from Office Max North America Incorporated; the Remit to Address is 1287 Johnson Ferry RD, Marietta, GA. The vendor number 341573735. Let’s see how this works.

In order to process a voucher for this invoice, on the menu in Spectrum, go to Accounts Payable > Vouchers > Add/Update > Regular Entry.

1. Enter in the Vendor ID field, 341573735. Notice that the Vendor Location defaults to 000001 and the Address Sequence Number defaults to 1.
2. Click on the Lookup icon (magnifying glass) next to Address Sequence Number. What address is displayed for Address Sequence Number 1? Answer: 8100 Tyler Boulevard, Mentor, OH
3. Is this the correct address that is shown on the invoice? NO
4. Find the correct address from the list of values shown. The correct address sequence number is 9 (1287 Johnson Ferry Rd, Marietta, GA)
5. Select 9
6. Go to the Vendor Location field, click on the Lookup icon (magnifying glass), select vendor location 000009.
7. To verify that the payment will get mailed to the correct address, click on the Payments tab. Look under the Payment Information section. This is the address the payment for your invoice will get mailed to.

   Remit to: 3741573735
   Location: 000009
   Address: 9
   Office Max North America Incorporated
   1287 Johnson Ferry RD, Marietta, GA 30067

Modifications to the Spectrum System:

1. Accounting Period has been added to the Budget Progress Report and is now in the production environment.

   Navigation: GSU > GSU Reports > Budget Progress Report

2. Accounting Period has been added to the Project Budget Progress Report and is being tested before it can be moved into the production environment.

3. A modification to workflow is scheduled to be moved into production the week of September 19, 2011. When a transaction (purchase order, voucher or journal) has been budget checked and is picked up and moved into the 1st Approver Worklist, the workflow will grey out. This prevents users from changing workflow once a transaction is in an Approver’s worklist.

Why should you update your Trusted Sites?

In order to work with Spectrum and ADP applications, you will need to make changes to the Internet Explorer settings. Otherwise the default security settings will prevent you from opening new windows and downloading files to your computer. This may occur when you run an nVision drilldown report and the spreadsheet will not open or if you are printing a purchase order or voucher and a new window will not open to display report.
There are two settings which need to be updated; pop-up blocker and trusted sites. Listed below are the steps to change the settings for the nVision reports and the quick reference guide link for updating your trusted sites.

You should also update your trusted sites when you change computers or install a newer version of Internet Explorer.

**nVision Drilldown Reports:**

A common problem when trying to view an nVision report through the PS report manager is that the spreadsheet will not open. Often it is possible to save the target file on your local machine and then open it but this is an inconvenient workaround. The problem can usually be resolved as follows.

**Step 1 – Internet Explorer**

Open internet explorer and navigate to TOOLS->INTERNET OPTIONS. On the security tab select the local intranet zone and ensure the security level for this zone is set no higher than “medium-low”. Again on the security tab select the trusted sites zone and ensure the security level for this zone is set no higher than “medium-low”. Click the “Sites” button and add https://reports.spectrum.gsu.edu as a trusted site. Click “OK” then “CLOSE”. Internet explorer has now been modified to open nVision files correctly.

**Step 2 – Microsoft Excel**

**Version 2007**

Open Excel and navigate to FILE->OPTIONS->TRUST CENTER. Click the “Trust Center Settings...” button. Choose “Trusted Locations” and add https://reports.spectrum.gsu.edu as a trusted location. Click “OK” then “OK”. Excel 2007 has now been modified to open nVision files correctly.

**Version 2010**

Open Excel and navigate to FILE->OPTIONS->TRUST CENTER. Click the “Trust Center Settings...” button. Choose “Trusted Documents” and ensure the “Allow documents on a network to be trusted” checkbox is marked. Click “OK” then “OK”. Excel 2010 has now been modified to open nVision files correctly.

These steps should resolve your issue but if you continue to have problems please contact the spectrum office for additional assistance.
Quick Reference Guide for Updating Your Trusted Sites:

http://www2.gsu.edu/~wwspc/Training/QR_UpdatingYourTrustedSites.pdf

Trusted Sites to add:

* .gsu.edu
* .adp.com

**Topic: Check Printing/Easy View**

Presenter: Robert Stevens

In August, we changed our check printing software from a third party software (MHC) to PeopleSoft Financials. EFT notifications will no longer be updated in Easyview. In a few months, Easyview is scheduled to be decommissioned. All EFT notifications will be generated through PeopleSoft Financials via email.

**Topic: SciQuest Project**

Presenters: Larry McCalop/Robert Stevens

GSU has purchased the SciQuest’s e-procurement application. This project will begin on September 19, 2011 and the go-live date is tentatively scheduled for April 23, 2012. This application allows you to shop online from various catalogs, create a purchase requisition, submit these requisitions for approval and acknowledge receipt of goods. The entire SciQuest power point presentation is attached and will be posted to the Spectrum User Group section of the Spectrum webpage, http://www.gsu.edu/spectrum/38221.html.

Listed below are some questions that were asked during the presentation:

**Q1:** Are there other colleges and universities that use this product?

**A1:** Yes. Georgia Tech, Board of Regents, Emory are a few institutions which have implemented the SciQuest software.

**Q2:** Will you have someone to answer questions about the new software when we go live?

**A2:** Yes, Purchasing will have a Help Desk to assist users.
Q3: If a shopper is purchasing items for multiple speedtypes (Project Investigators), how would the shopper communicate to the requestor (person assigning the chartfield information) which item is assigned to what speedtype?

A3: Comment fields should be available where the shopper can specify which line items should be charged to a particular speedtype.

Q4: With the implementation of the SciQuest software, will there be a need for the Payment Request Forms?

A4: In some cases no. It may be a department decision. The payment request form will be available if departments need it. Again, this will be determined during our business fit analysis.

Q5: How will this software integrate with Asset Management?

A5: Will not know until we configure our system and a business fit analysis is done.

Q6: Will anyone in Purchasing be able to manipulate the cart? i.e. Delete carts?

A6: We will need to look at the configuration to see if this is possible and if this is a good policy for GSU. Also, we do not know the life of the cart.

Q7: If the payment request form goes away, how will professors approve transactions? (Currently, professors sign the paper payment request form and it is filed for auditing purposes. Professors now do not have access to the Spectrum system nor do they want to have access.)

A7: The user should be able to print out the purchase requisition in SciQuest so professors can manually sign.

Q8: How will sub awards be managed in the SciQuest system?

A8: We will not know until the configuration is done in the SciQuest system.