PeopleSoft Changes for X-ray Producing Devices

Requestors please pay close attention to x-ray producing devices being ordered. For more detailed information refer to your x-ray special bulletin.

- All requestors need to ask the person initiating the request (PI(s), PAU(s), (Faculty or Researchers) if the device or equipment order is for an item that can produce x-rays. For example:
  1. Is this item an x-ray type device?
  2. Can it produce x-rays?

- If yes is given to any questions, then make sure you review your category code listing for the correct item description that you are ordering that describes the item as capable of producing x-rays. **X-ray producing category codes are listed at the right of this bulletin.**

- The requisitioning process will remain the same. Requestors will make sure that they coded an x-ray producing device correctly.

Happy Holidays
Budget Checking Errors

When a requisition has an error in the budget checking status, the requestor will need to correct the budget issue and perform a new budget check on the requisition.

To check your requisition budget checking errors, go to:

Commitment Control>Review Budget Exceptions>Purchasing & Cost Management>Requisitions

Buyers Name on a Requisition

A Buyer’s name must be inserted in Step 1 under Create Requisitions, so the requisition can be routed to the correct Buyer for approval during the workflow approval process. If you insert the Buyer’s name in Step 1, then the name will default to all the lines on a requisition.

(If this is not entered in Step 1, when you initially create the requisition, then it will not populate to all the requisition lines with the Buyer's name. You will have to go to Modify Shipping/Accounting Lines to add the Buyer to ALL lines.)

Denied E-mails

A few users have reported that they were not receiving their DENIED e-mail messages when their requisition have been Denied. We have investigated this problem, and their e-mail address was listed in their Block List in Junk Mail Handling in GroupWise.

If you are experiencing this problem, do the following:

1) In GroupWise, go to Tools > Junk Mail Handling
2) Click on the Block List tab, and look in the list of Address/Domain for your MCG email address.
3) If you see it, click on it once to highlight it, and then click on the Move to Trust button, and click OK to save this setting.
4) Repeat steps 2 & 3 for the Junk List tab.

Workflow E-mails

If you receive an e-mail from PSADMIN about a requisition request needing your attention, Please… address the issues that the e-mails have listed, as they are important factors in getting your requisitions processed in a timely manner.
Requestor Tips

- **Requisitions with 20 or more lines** will cause the system to timeout so please be aware of the number of lines on your requisitions when you create them.

- **All requisitions must be canceled to free up any pre-encumbered money** for your department. Please request Purchasing to cancel requisitions that are no longer needed.

- When you try to edit a requisition and you receive an **accounting date error message** contact Greg Woodlief (x-2213) or Regina Hull (x-2986). They can change the accounting date for you.

Financials Forms Updated

Please be aware that some financial forms have recently been updated with a revised version. So if you have an old form saved as a favorite please update your favorite with the revised form. The following forms listed below have been updated.

- Chart of Account Maintenance for Departments
- Departmental Authorization Signature Form
- SAR Form
- Vendor Request Form
MATERIALS MANAGEMENT - PURCHASING

Have you heard? MCG Health eShop is coming......

What is MCG Health eShop?

MCG Health eShop, used in conjunction with PeopleSoft, is a user-friendly online system designed to streamline the way your department purchases commonly used goods and services. The system will centralize various vendors’ electronic catalogs specific to the state of Georgia and the Medical College of Georgia. The adoption of Health eShop represents MCG’s ongoing commitment to initiatives that strategically impact the faculty’s concerns of administrative support and reduce costs without sacrificing quality. Using familiar, intuitive tools like search boxes, favorites, and shopping carts, your purchasing experience will be more convenient than ever before – all the while saving time and money.

Who can use MCG Health eShop?

MCG Health eShop is primarily used by those with PeopleSoft access, but also provides item and cart selection for Non-PeopleSoft users (i.e., Principal Investigators) as well.

How can I get access to MCG Health eShop?

It will take several months to fully implement MCG Health eShop. Project implementation has started with “go live” for a pilot group of departments in the spring of 2011.

Stay tuned for more information on the roll-out!

If you have any questions, do not hesitate to call Greg Woodlief at 1-2213 or Regina Hull at 1-2986.

Financial Information Systems and Reporting

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