PeopleSoft Financials is your working guide to get the job done. Please REPORT any problem or error, and send screen shots of your error so we can REVIEW what you are experiencing and help RESOLVE your problem or find a better solution to fit your needs.

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Health eShop

Please make sure you have completed a security form for one of the following access:
Health eShop Requester
Health eShop Shopper

If you need more information please contact Regina Hull x-2986 or Greg Woodlief x-2213.

PeopleSoft Financials Training
Training Available from HR

PeopleSoft Basic Navigation: -HS-1151
- September 21, 2011
- October 19, 2011
  At 8:30-10:30AM

Requisition Training: -HS-1151
- September 21, 2011
- October 19, 2011
  At 10:30AM-Noon

Tools for Sponsored Project Management-HS-1151
- September 21, 2011
- October 19, 2011
  At 1:00-2:00PM

Reports and Inquires Training –HS-1151
- October 11, 2011
  At 2:00-4:00PM
How to Receive items in eProcurement

1. Go to eProcurement > Receive Items
2. This will list all your open Requisitions lines that haven’t been received.
3. Put a check mark in front of each box before the line that was received. If all lines have been received, then you can click on the Check All box at the bottom of the page.
4. Once you have check marked the boxes to be received, then click on the Receive Selected box at the top of the page.
5. The next pages will allow you to adjust the quantities received if there is a partial shipment. For example, you may have ordered qty 5 of line #10 (StaplesRTM Insertable), but you only received 4. You can change the number received in the Received Qty box to 4.
6. Click on Save Receipt at the bottom of the page.
7. You have completed the receipting process.

To Print a Requisition from Edit Requisition before Submitting for Approval

1. From Step #3, Review and Submit...
2. Click the Save & preview approvals button.
3. Click the View printable version link.
4. Click the Show Distribution Information option
5. Click the Print Requisition button.
6. Click the Print button.

If you need more detailed information on Printing Requisitions you can click the following link:

http://www.georgiahealth.edu/finance/peoplesoft/ps_v89_training_docs.html

Printing requisition information is located under the eProcurement Requisition Documentation link.
Common Health eShop Security Information

If you are a requester in PeopleSoft Financials currently, then you will be able to be a Health eShop Requester. (When you complete the training and fill out the Health eShop Requester security form.)

If you currently do not have any PeopleSoft access then you may be a shopper. (If your department decides to request this access a Shopper security form is also needed.)

Common Requisition Error's

1. Please check all CFC information to avoid budget checking errors.

2. Please cancel all requisitions that are no longer needed by contacting Greg Woodlief at 1-2213.

3. Please deny all requisition lines if you are an approver, regardless if the other lines on a requisition have no errors.

4. Please remember to attach your computer quote for all computers you order to avoid them for being denied.

Health eShop Requesters

Please remember to complete these 8 steps so that your Health eShop Shoppers will be able to assign a shopping cart to you - You MUST perform the following steps BEFORE the Shoppers can see you as a cart assignee.

1) Log into PeopleSoft Financials

2) Click on eProcurement > Create Requisition. (Note: you will not save the requisition.)

3) Type in 0000003784 in the Vendor box.

4) In the Attention field, type in your room # / name. For example, HS-B221 / Janice

5) Click on the Continue button at the bottom of the screen.

6) Click on the Health eShop link, and click on the Cancel button to continue.

7) You will then see the Health eShop menu link, click on it and you will go to the Health eShop homepage.

8) You do not need to search or build a cart; therefore, you can either click on Home at the top of the PeopleSoft Financials universal navigation bar, or Sign out.
Reminder:

When choosing purchasing category codes for your requisitions, **DO NOT USE** codes that end in “00”. These are class header codes. You should only use the detail codes that have two numbers at the end of the code that is not zeros.

**For example**, if you are buying a computer **DO NOT** choose 20400 - COMPUTER HARDWARE AND PERIPHER as the category code. Instead use the detail code of: 20453 – Microcomputers Desktop or Tower.