Recap of Spectrum User Group Meeting: Friday, May 31, 2013 | GSU

Spectrum User Group Meeting
Friday, May 31, 2013
10:00 AM – 12:00 PM
102 Library South

Topic: Disbursements Updates

Presenter: Jean Pearson

Receipts:

- Receipts must be entered into Panther Mart for all Non-Catalog, Hosted or Punch-Out Purchase Orders. Disbursements cannot pay any invoices on these transactions until the department has entered the proper receipts.
- Currently, there are approximately 382 POs that have been fully invoiced but are missing receipts. Please enter receipt so that invoice can be paid.
- Currently there are approximately 478 POs that are fully received but do not have invoices. If departments receive invoices for PO purchases, please scan the invoice and email to Disbursements, accountspayable@gsu.edu. If you do not have the invoice, contact the vendor to send an invoice.
- Receipts are not required for Forms (i.e. Payment Request or Travel)

Purchase Orders:

- **Delete Unused Purchase Orders** - Cancelling a Purchase Order that is not valid, prior to year-end, is critical! If a Purchase Order is cancelled early this creates available funds. Contact Purchasing with your PO cancellation/ adjustment request - email purchasing@gsu.edu or call 3-3150.
- Ensure Purchase Orders have a valid budget check and are reported in Spectrum by 6/30/2013 in order for PO to be encumbered against FY2013 funds.
- Change Orders can only be done on Non-Catalog, Hosted and Punch-Out purchase orders.
- Change Orders should not be done on Travel or Payment Request Forms.
- Before a Department requests Purchasing to close a PO, ensure all payments have been made against the PO first.

Important Dates:

- June 3 - 7:
  - Submit FINAL requests for payment
- June 14, 2013: by 5:00 PM
  - Last day to create and/or update purchase orders and vouchers in Spectrum.
  - Last day to process transactions for any type of payment to ensure payment by 6/28/2013.
  - Last day Workflow approval must be completed (with a valid budget check) to ensure payment by 6/28/2013.
  - Spectrum documents must be stamped received by Disbursements by 6/14/2013 in order to ensure payment by 6/28/2013.
  - Continue to process FY13 expenditures after this deadline. All FY13 expenditures need to be entered into system by early July 2013 to avoid a misstatement on the Annual Financial Report.
Hand-Outs:

Please find listed below links to hand-outs given out in meeting.

- Fiscal Year-End Cut-Off Dates, [http://www2.gsu.edu/~wwwspc/Forms/YearEndProcessing.pdf](http://www2.gsu.edu/~wwwspc/Forms/YearEndProcessing.pdf)
- Updated Travel Expense Statement, [http://www2.gsu.edu/~wwwspc/Forms/TravelExpenseStatement_Eff010113.xls](http://www2.gsu.edu/~wwwspc/Forms/TravelExpenseStatement_Eff010113.xls)

**Topic: Spectrum Updates**

**Presenter: Mary Franklin**

**ITPR Form:**

- An ITPR form must be attached to computer/software purchases (single item purchases equal to or greater than $5,000).
- The form should be completed by the person who is requesting the purchase or is familiar with how the purchase will be used.
- Questions concerning completing the form should be directed to Bill Paraska, bparaska@gsu.edu.
- **To attach a form to a cart**
  - Open Cart
  - Click on Forms
  - Click View Form next to Board of Regents Information Technology Procurement Review
  - Complete Form
  - Go to top of page, select Add and go to Cart and press Go

**Returned Requisitions:**

- Resolve any problems with Returned Requisitions. POs will not get created until issues are resolved.
- Refer to “Returned Cart Errors” document to assist with resolving issues.

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**Action Items**

- **My Orders**
  - **Requisitions**
    - Returned (2)
    - Recently Completed (4)
  - **Purchase Orders**
    - Recently Completed (2)
- **Administrative Items**
• If you no longer need to purchase items, click the Withdraw button under My Returned Requisitions.

Document Searches and Exports:

• 14 Generic Saved Searches have been created for Users to assist with Year End Close
• These generic saved searches can be filtered and saved to your personal folder.  
  - Change Orders in Pending WF Status
  - Credit Memos in Pending WF Status
  - Fully Invoiced POs Missing Receipts
  - Fully Received POs No Invoices
  - Non-Catalog Forms in Pending WF Status
  - Paid Vouchers
  - Payment Request Reqs in Pending WF Status
  - POs in Pending WF Status
  - Requisitions in Pending Workflow Status
  - Requisitions Missing WF Approvals
  - Travel Auth in Pending WF Status
  - Unpaid Payment Request Vouchers
  - Unpaid Vouchers
  - Vouchers in Pending WF Status

• Training Material for Document Searches and Exports
  - Panther Mart Document Search and Export Guide attached

**Topic: Grants Update  Presenter: Tonia Greenway-Davis**

The Spring PERS will be available June 7th (tentative) and the deadline for certification will be July 8th. Department should process any payroll adjustments immediately especially those utilizing departmental funds. Please review your projects especially those ending during FY13 for cost overruns and adjustments. All adjustments to projects requiring departmental funds must be completed by June 30th. Adjustments after the fiscal year close attempting to utilize prior year departmental funds will not be processed. A query is available to assist departments with managing sponsored projects by providing a listing of all sponsored projects for a particular department displaying the cumulative budget, expenses and balance, URS_SPON_KEY_AMTS_DEPT. Spectrum Grants has also developed a report that allows the
users to review the submitted proposal and awarded projects by PI, College or Department within a specified date parameter. The directions on how to run it are attached.

**Important Notes:**

- The category code for Payment Request Forms defaults to 200000, please DO NOT CHANGE. Ensure account is correct.
- Any service for payment provided to the University by an employee should be processed using a Fee Based Payment Form which can be obtained from the Payroll Office (not a Payment Request Form). First question you should ask, “Is this person being paid on payroll?” Employee Vendor numbers begin with the prefix: 001, 002 or 005. Verify with Payroll. Always ensure employees are terminated in a timely manner.
- Many Payment Request Forms processed should be processed using the Non-Catalog Order. If you are paying a vendor more than $25,000, then a non-catalog order should be used. You cannot split orders to avoid the $25,000 bid limit. If you know you will need more of the same items in a close proximity of time and the amount exceeds $25,000, the items must be combined and sent out for bid. Purchasing can bid contracts over $25,000, acquire an Agency Contract, and renew these contracts each year up to five years.
- The deadline for all Prior Period Adjustments is July 8th and anything after that needs to come to B&P, Mary Renfroe, to be processed/reviewed. Also, the last 5 days for bi-weekly payroll for June will be charged to the University budget in FY2013 and will hit the individual budgets in FY2014.

**Questions and Answers:**

**Q1.** When running an actuals drill down, it shows a total amount encumbered for an account. Is there a way to see a breakdown of those encumbrances— an itemized list of what the total encumbrance is comprised of?

**A1.** Yes, you can either run the Budgets Overview Inquiry or Budget Progress Reports or Project Budget Progress Report in Spectrum.
  - Navigation for Budget Overview Inquiry: Commitment Control > Review Budget Activities > Budgets Overview
  - Navigation for Budget Progress Report: GSU > GSU Reports > Budget Progress Report or Project Budget Progress Report

**Q2.** How do you connect or match a PO to its associated vouchers?

**A2.** In Spectrum, you can find this information using Document Status for the PO or Voucher.
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In PantherMart, use Document Search to find this information.

- Document Search
- Search All Documents
- Enter PO or Voucher # in text box and Press Go

**Search Results**

- Click on Voucher # and Select Buyer Voucher > Summary
- Go to Payment Information section to see if Voucher has been paid. Refer to illustration on next page.
Q3. Is there a preferred way to request a Change Order?
A3. No, Purchasing will accept an email or a Change Order form.

Q4. What should a user do to fix an over invoiced travel authorization?
A4. A travel authorization is an estimate, so most times it will not agree with the expense statement. In this situation, user should just submit the travel expense statement to Disbursements. Any overages are charged to the current year budget.

Q5. Is there a Document Search Query for Open POs?
A5. No there is not a document search query for Open POs. You will need to use the query, GSU_PO_OPEN_ENC_BY_DEPT_RANGE in Spectrum.

Q6. When will departments get copy charges for April?
A6. 3rd week of month. The schedule for Ricoh is the 3rd week of the month.

Q7. If overages are on a travel authorization that is split between a project and state funds, how does Disbursements determine where the overage will be charged?
A7. The Department would need to tell Disbursements how to charge the overage.

Q8. A non-catalog item purchase for goods was sent to Vendor/Supplier. The Department received part of the goods and a partial receipt was entered in Panther Mart. Department
received an invoice for goods received. What does the Department need to do to get Vendor paid?

A8. Scan the invoice and send to Disbursements by email, accountspayable@gsu.edu. Disbursements will determine the amount to pay vendor based upon the invoice amount and receiving.

Q9. How do you process a travel authorization that is split between 3 speedcharts and is charged to 2 accounts?

A9. The speedcharts and accounts must be entered at the line level and not the header level. See illustrations below.