



Statewide Financial System Program Agenda/Minutes

Date:	5/21/2014	Time:	1:00-2:00
Subject:	Requisition Selection/Buyer Workbench Demo	Location:	Statewide Financial System (SFS) Training Room D
Meeting Facilitator:	Barbara-Jean Heinbach	Minutes Prepared by:	Barbara-Jean Heinbach
Objective:	Demonstration of 9.2 functionality		
Presentation/Handouts:	Requisition Selection and Sourcing Workbench Demo		

Attendees:					
Mike Cousins	X	Tim Agar	X	Barbara-Jean Heinbach	X
Bhagya Thirumuru	X	Adam Brown - BSC	X	Katelyn Klein	X
Patricia Schapp	X	Kim Miller	X	Dolores Tuthill	X
Paul Kalinowski	X	Roz Yezzi	X	Leanne Vriesema	X
Kim Martin	X	Jim Schumacher	X	Sarmistha Bhowmick	X

Agenda:

What	Who	Time
PowerPoint slides	Mike Cousins	10 min
Demonstration in test environment	Mike Cousins	50 min

OLD Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #
From a business process standpoint – identify current issues, mistakes, inconsistencies in data provided for Requisitions or Purchase Orders (POs); seeing from agencies that we need to look at and identify the best use of the Business Services Center (BSC) process to cover our risk of working information provided by agencies. Identify best practices to address risks and controls.	Mike Cousins/BSC (Roz/Adam)			
Work with BSC to identify a standard PO format.	Mike Cousins/BSC (Roz/Adam)			
Work with BSC team to determine the best way to deal with and manage Requisitions; replacing the current business process using workflow, with workbench. Also identify how to track transactions.	Mike Cousins/BSC (Roz/Adam)			
Provide a demo of workbench for BSC and Bonnie Gold. Include Roz Yezzi, Adam Brown, and Kim Miller in the demo.	Mike Cousins	Completed 5/21/2014		



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NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #
N/A				

The Following Decision(s) Have Been Made
Decision: N/A

The Following Decision(s) Are Pending
Decision: Staff Assigned (first and last name): Due Date: N/A

Notes:

SFS demonstrated the functionality that is delivered in 9.2 workbench. There are other options that are available related to Pcard and contract sourcing.

The old action items were read to stakeholders.

The workbench page is after the requisition page.

Identifying Sourcing errors could be a big help; this shows how they get corrected. View source transaction, from the workbench page.

Requisition page

Q. How is this customized?

A. There is not too much to customize, but it could be if needed.

The supplier must be entered at this stage, or the requisition will not be picked up for sourcing until they are identified. Then sourcing runs.

If you want all the criteria, as displayed on the Requisition Selection page to go to the PO click “define PO” and check “item check” boxes.

Q. How can you tell if the Requisition is approved?

A. It has to be approved and budget checked before it can be staged and viewable on the Stage page.

If a Procurement card was used on the transaction, the number is blacked out, click on it and you can see the Pcard information, otherwise a Pcard was not used.

Q. Is the Pcard criteria an item that can be searched? This could be a requirement for agencies.

A. If this meets your needs, we need to know.

Q. They would want to auto source, once they are sourced they wouldn't be available?

A. Yes, you would need to go to the sourcing page.

Q. Can you override a Supplier ID that was already entered?

A. Yes.

Q. On the contract version, would requisitions be coming through associated to contracts?

A. Probably not.

Q. What if we go the different route, would the contract version update?

A. If we would show the most current approved version.

The only time this would come into play, would be to source something from a contract, not to initiate a change in the contract. This is a sourcing action. (NOT amendment to a contract)

Q. Will there be a way to distinguish between the MarketPlace requisitions?

A. No, MarketPlace will be auto sourced automatically. MarketPlace has a process for approvals.

SFS - things that do not need to be touched because there is a procurement vehicle in place, no human intervention needed.

Q. Is there a need for manual intervention?

A. As this process evolves we can leverage the contract line to build auto source line.

Q. For a contract already in place, is there a need to intervene with that process?

A. No, leveraging contract lines to build auto source rule would allow for expanding auto sourcing.

Q. What would you see?

A. For a requisition that is partially sourced you would look at the requisition line to determine, Source Status = Partially Sourced.

Q. Once sourced to a PO, then what is the process?

A. You can specify how you want the system to build the process, Pcard will go right to approve and will pass budget check.

Blue lines under the field indicates a clickable link that you can drill back to the requisition.

Q. Is the specific field where the search criteria can be used defined? Many agencies may want to search on different criteria.

A. Criteria listed is delivered, but with minor enhancement, additional search fields can be added.

Q. What is the process for down the line, once it gets sourced to PO where does it go?

A. To approver work list or where ever the agency decides the workflow goes, there are different batch processes that can be set up.

Q. PO's for Marketplace and Pcard do not need to be approved?

A. They could go through to the final approval (based on community or amount, based on agency); there are many scenarios that could be applied. Auto sourcing is supposed to help free up the BSC.