

	GENERAL ISSUES	ISSUE REPORTED BY	
Line #			Comments
1	Polk County must have the ability to configure user menus, user interfaces and screens based on user access authority/security.	ALL	
2	The system should present the left menu links in a logical sequence based on the process flow. Currently Blanket order process is its own entity. Since it is a type of requisition it should logically be under requisition. All Quote and PO functions should be grouped in a logical sequence.	ALL	Example: All requisition related functions should be under requisition. REQ -> Quote -> Purchasing
3	This system must be able to present a workflow for the purchasing process from start to end, guiding the users through the process. The flow should be logical and user friendly. Appropriate status and email notifications capabilities need to be present.	ALL	The menu and the forms should contain only relevant data elements and functions.
4	This system must have the ability to provide a consistent and accurate way of balancing and reconciling PO's. The system should be able to provide common screens for reviewing and balancing PO's.	ALL	
5	Documentation is required that will depict the relationship between various reports, inquiry screens and tables used.	ALL	
6	The approach for cleaning / purging current Purchasing related data needs to be reviewed.	ALL	
7	<i>Vendors within the system needs to be further categorized based on the products or services provided. Currently, all vendors are under search V type.</i>	GS Purchasing	How much customization would be required?
8	The approach/ process for how to correct a wrong vendor on a PO, a wrong amount on purchase orders, canceling lines, adding new lines, adding negative lines (discounts), wrong account coding needs to be reviewed.	ALL	Questions: Should stock items be on the commitment inquiry screen? Are stock items on Commitment Integrity report? We think its only J type. OT documents – GA's are not included. Should they be? Do we need any controls on OT (GA's)?
9	The statuses in the purchasing module need to be reviewed and simplified.	ALL	
10	Unit of Measure 'CA' should be removed. CS is used for case instead of CA.	ALL	

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11	Fields that aren't used in Req,Quote, PO Applications need to be removed.	ALL	Make the screens easier to use
12	Simplified screens with less data entry(steps) for all processes.	ALL	Example: Create Power form applications or use new self service applications.
13	The roles, responsibilities and rights associated with various department users needs to be reviewed. A streamlined, well-documented purchasing process needs to be developed that highlights who gets to do what and how it is done.	ALL	
Requisition Process			
14	The requisition process needs to be simplified. Currently, the users have to go through various steps in order to create a requisition.	ALL	
15	<i>The requisition process needs to be simplified. Currently, the system present two data entry tabs where the users have to enter details before a requisition is created. The users would like to see if these two tabs can be combined into one data entry screen.</i>	GS Purchasing / Sheriff	
16	<i>Requisition Approval process currently allows the user to approve/deny one requisition at a time. The user would want the ability to approve/deny multiple requisitions at a time.</i>	GS Purchasing	
17	<i>Currently, the users have to print the requisition in order for the requisition be available to the purchasing staff for approval/denial. The system should be able to notify purchasing staff via email when a requisition is created and save without having to print the requisition.</i>	ALL	
18	<i>The system needs to have the ability to email requisition approval requests to approver(s) from within the department or the purchasing department.</i>	ALL	
19	<i>Creating new Requisition: The system needs to have the ability to set default values for Business Unit, Requisitioner and Ship To at a department level.</i>	Sheriff	
20	<i>The system must have the ability to tie a vendor type at a item level in order to group the items within a single requisition by vendor type.</i>	GS Purchasing	This ability would allow Purchasing user to create multiple quotes from a single requisition.

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21	The System must have a dashboard view for a "Requisition Approver", where all open requisitions are shown by default. Currently, the users have to enter selection criteria in order to get to all open requisitions awaiting approval/denial.	GS Purchasing	
22	The system requires report code 1, but Public works needs the codes in report code 3 to be a requirement in their requisition process.	Public Works	
23	In Create New Requisition, Business Unit and Requisitioner fields need to be flagged as required.	GS Purchasing	
24	The system needs to be configured to present only certain fields that are required in creating the requisition. Currently, there are number of additional fields that are not being used. The users would prefer a more concise requisition form.	ALL	
	Blanket Order Process		
25	The Blanket Order process would need to be simplified/streamlined.	GS Purchasing	
26	<u>Add New Blanket Order:</u> The system must have the ability to allow users to import from excel all items that need to be present in a blanket order.	GS Purchasing	
27	The system should have the ability to email a PO to a vendor directly from the PO Generation screen.	ALL	
28	The system should have the ability to print a PO directly with one-click without having to go through multiple clicks to submit and then print the PDF.	ALL	
29	When releasing items from the blanket order, the system needs to display the item number and/or description.	ALL	
30	The system needs to be setup with more individualized approval processes for each department.	ALL	
31	The system must provide the person authorized to release items from a blanket order, the ability to update the available quantities within the master blanket order.	Sheriff	
32	Blanket PO's sometime become corrupt for unknown reasons. The system needs to be configured to prevent corrupting of blanket orders.	Central Accounting	Purchase orders released from blanket orders are showing up in commitment inquiry screen whether or not the acct coding is changed. This only happens on 'J' line type.
	Quote Process		
33	The Quote generation process needs to be simplified.		

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34	<i>The system must have the ability to generate multiple quotes from a requisition based on the item/vendor category. Currently, it creates one PDF which needs manual intervention to split and send to multiple vendors for quotes.</i>	GS Purchasing	
35	<i>The system needs to have the ability to email quote PDF document to the user generating the quote and/or to a generic email address.</i>	GS Purchasing	
36	<i>The system needs to simplify the printing option. Currently the printing process involves around 16 clicks from initiation to opening the PDF document.</i>	GS Purchasing	
Purchase Order Process			
37	The purchasing process needs to be simplified. Currently, the users have to go through various steps in order to create purchase order.	ALL	
38	<i>Currently, the users have to print the purchase order in order for the status to be updated.</i>	ALL	
39	<i>Creating new Purchase Order: The system needs to have the ability to set default values for Business Unit, Requisitioner and Ship To at a department level.</i>	Sheriff	
40	<i>In Create New Purchase Order, Business Unit, supplier, and Ship to fields need to be flagged as required.</i>	GS Purchasing	
41	<i>The system must have the ability within the payment match process to change the Supplier number and account coding as deemed necessary.</i>	Central Accounting	
42	<i>The system needs to be configured to present only certain fields that are required in creating the purchase order. Currently, there are a number of additional fields that are not being used. The users would prefer a more concise purchase form.</i>	ALL	
Central Store Process			
43	The Central Store Inventory Request and Issue process needs to be evaluated and automated. Currently, the department users provide an excel spread sheet to central store. The CS user uploads the excel data into JDE for issue. This process needs to be reviewed. The new process should provide the requesting department user(s) the ability to directly make the requests to Central Store using the purchasing system.	ALL	

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44	Central Store inventory request process should be automated using a workflow. Appropriate status and email notifications capabilities need to be present.	ALL	
45	Departments need to be able to track the items ordered through central stores to know when it will be delivered.	ALL	
46	When ordering items, departments don't know if something is backordered and have to re-order the items.	ALL	
47	Stock items are currently setup to be in multiple locations. Currently, CS has consolidated all locations into one(1). The stock items need to reflect the change.	GS Purchasing	
48	Currently, prices do not adjust automatically when quantities are adjusted on a stock item. The system picks the 'last in' price.	ALL	Darren will send more information from emails - ex: Paulette)
	Stock Items		
49	Currently, the item adjustment screen does not include items on hand. The user would like to have current amount in the same screen rather than going to a different screen to check quantity on hand.	General Services	
	General Services - Pick Purchasing Process		
50	Currently, the building services division of General Services department use a manual process called the "PICK" purchasing process. See workflow for detailed process. This process would need to be reviewed and possibly automated.	General Services	
	Conservation - Spreadsheet 'Claim sheet process'		
51	Currently, the Conservation department uses a manual process with a spreadsheet outside JDE purchasing. See workflow for detailed process. This process would need to be reviewed and automated.	Conservation	
	Public Works - 'Requisition process'		
52	Currently, Public Works uses an access database outside JDE purchasing. See workflow for detailed process. This process would need to be reviewed and implemented in JDE.	Public Works	
	Receiving Process		
53	The receiving process with regards to open receivers need to be reviewed and configured for error handling. The system must be able to identify open receivers and be able to use workflows to navigate through the reversing process.	Central Accounting	
54	<i>PO's become corrupt if the amount is changed on the line instead of canceling the line and creating a new one.</i>	Central Accounting	

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55	<i>PO's become corrupt if they are rolled over at the end of the year and the amount is changed in the new year.</i>	Central Accounting	There are also problems related to purchase orders that related to encumbrance rollover at year-end. If a rollover purchase order is cancelled, reversed or the amount is changed it causes commitment integrity problems and commitment inquiry screen problems.
56	<i>The system must have the ability to adjust prices on Stock items at time of receiving if the prices do not match.</i>	Sheriff	
Central Accounting Processes			
57	The system must be able to reconcile and prevent integration errors within the PO process and General Ledger. Some of the prevalent issues are outlined below:	Central Accounting	
58	<i>The PO lines currently shows variances between the 4 main inquiry screens/reports. These are Open Orders, A103 Budget Expense report, Commitment Inquiry Screen and the Financial Drill Down. Most of these variances are not shown on the Commitment Integrity report.</i>	Central Accounting	These screens/reports are used by all departments that have outstanding purchase orders.
59	<i>PO's that were still open on the F4311 related to negative discount lines but were closed on other tables.</i>	Central Accounting	
60	<i>PO's that had blank period and a wrong fiscal year. The records had a FY of "0" instead of the proper fiscal year based on the G/L Date.</i>	Central Accounting	
61	<i>PO's that have a blank century field</i>	Central Accounting	
62	<i>Period 13 PO's that could not trace to proper information. The system must have the ability to flag period 13 open PO's and also be able to prevent creation on new PO's in this period.</i>	Central Accounting	
63	<i>The encumbrance amount showing on the financial drilldown does not match to open orders. Some of these are small variances (less than \$2.00). We don't know what is causing them. Purge and rebuild cleans it up.</i>	Central Accounting	Oracle is looking into what might be causing this issue.
64	<i>The system must be able update the encumbrance accrual field in the financial drill down(job status inquiry) in real time based on data from the purchasing tables.</i>	Central Accounting	Look into alternate ways of getting data.

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65	<i>F0902 reads beginning balance incorrectly. This is impacting integrity reports and balances within the financial drill down inquiry.</i>	Central Accounting	The beginning balances are included in the Financial drilldown and the financial drilldown information is available in A103 report.
66	<i>A103 report does not include Stock Items. Stock items need to be included in the A103 report.</i>	Central Accounting	
67	<i>The process to void a check needs to be reviewed and reconfigured. Currently, the number of steps needed to void a check requires multiple posting steps causing commitment integrity issues.</i>	Central Accounting	
68	<i>Benefit analysis needs to be performed regarding two way and three way matches.</i>	Central Accounting	
69	<i>The system must allow for a tolerance when paying a receiver for Stock items. The configuration would need to be reviewed and adjusted accordingly.</i>	Central Accounting	Example: If a stock item received has a price that is different from the PO, the difference in the price prevents CA staff to issue payment vouchers.
	Purchasing Reports		
70	Reports within the purchasing module need to be reviewed and modified.	ALL	
71	The system needs to be able to generate a report with item information on usage to determine future needs.	ALL	
72	The system needs to be able to generate a report with accurate, simplified information for item availability.	ALL	
	Year End Processing		
73	The system must have the capability to rollover open PO's from one fiscal to another and continue to maintain the commitment integrity.	Central Accounting / General Services	The stock items are currently deleted on open PO's and reentered in the new fiscal.
74	Year end PO rollover needs evaluated.	Central Accounting / General Services	If a rollover purchase order is cancelled, reversed or the amount is changed it causes commitment integrity problems.
	Integrity Issues		
75	<i>The system needs to be able to reconcile purchasing tables and financial tables in the reports and screens provided.</i>	ALL	

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76	<i>The commitment integrity report shows small variances of \$1 or less when the match is done for less or more of the amount.</i>	ALL	What causes these variances? Can we program the system to ignore variances of a certain value or less.
77	<i>Provide custom documentation on the integrity report(R40910).</i>	ALL	
78	<i>What procedures can be done to ensure all information in PO tables are accurate and balance to other related PO tables/reports/inquiry screens?</i>	ALL	The county only runs the R40910 commitment integrity report. Are there others that can be run to identify errors?
79	<i>Closed PO's cause some issues with integrity. The process needs to be evaluated to ensure accuracy.</i>	ALL	