

FIT ANALYSIS RESULTS Purchasing

03-Oct								
University of Houston System						Type		
Process/Activity	Navigation	Process Analysis Ref #	R1-RQ #	Description	Met (Y/N)	Type	Issue ID	Solution/Comments
Define Options for Installation	Define Business Rules— Define General Options— Use E-P— Installation Options		1	Determine PeopleSoft Financials (Purchasing) processing options.	Y	S	370	As delivered – need to identify UH's definitions
Define Preferences for your operators	Define Business Rules— Define General Options— Use E-P— Operator Preferences		2	Determine PeopleSoft Operator Preferences (Defaults)	Y	S		As delivered – need to identify UH's definitions
Set up Locations	Define Business Rules— Define General Options— Use E-P— Location		3	Determine Business Unit Locations, Project Locations, Activity Locations, Asset Locations as needed.	N	S	372, 373, 374	Separate Location table for each Campus; need to coordinate table set up with SA module (Facility and Location tables).
Set up Countries	Define Business Rules— Define General Options— Use A-D— Country		4	PeopleSoft delivered "Country" table; United States applicable for UH.	Y	S		DECISION: Will accept as delivered.
Set up States	Define Business Rules— Define General Options— Use R-Z— State		5	PeopleSoft delivered "State" table; all States in the U.S. are applicable for UH.	Y	S		DECISION: Will accept as delivered.
Set up Currency Codes	Define Business Rules— Define General Options— Use A-D— Currency Code		6	PeopleSoft delivered "Currency Codes" table; \$US are applicable for UH.	Y	S		DECISION: Will accept as delivered.
Define Accounting Entry Definition	Define Business Rules— Define General Options— Use A-D— Acctg Entry Defn		7	Enter PeopleSoft accounting entry mappings, application references and field names.	Y	S		As delivered – will use same definitions for UH SetID as are under UNIV SetID.
Define Accounting Entry Template	Define Business Rules— Define General Options— Use A-D— Acctg Entry Templt		8	Identify account numbers for posting from Purchasing to GL.	Y	S		As delivered – need to identify UH's definitions
Define a Business Unit for Purchasing	Define Business Rules— Establish Business Uns— Use N-Z— Purchasing Defn		9	Set up Business Unit for Purchasing; will use same BU values as used in GL.	Y	S	375, 376, 377, 378	Purch BU1 Panel - may use D&B Number field to reference State ID number; Purch BU2 Panel - review use of Receipt Date Adj and Sourcing % Unit Price Tolerance; need final decision re: multicurrency
Set up Carriers	Define Business Rules— Define General Options— Use A-D— Carrier Table		10	Define the various carriers used by UH to move freight.	Y	S		As delivered – need to identify UH's definitions; UNIV SetID has values DHL, FEDEX, INTERNAL, TRUCK and UPS.

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Set up Distribution Networks	Define Business Rules— Define General Options— Use A-D— Distribution Network		11	Not applicable to UH; this control table requires the Inventory module to be installed.	Y	S		DECISION: Not applicable to UH.
Set up Executable Locations	Define Business Rules— Define General Options— Use E-P— Executable Locations		12	Direct the System to executable files for multimedia attachments.	Y	S		As delivered – will use entries under MODEL SetID as a guide to set up UH SetID.
Set up File Locations	Define Business Rules— Define General Options— Use E-P— File Locations		13	Specify where to store your multimedia attachments – images, spreadsheets, EDI files, etc.; and to specify locations of directories.	Y	S		As delivered – will use entries under MODEL SetID as a guide to set up UH SetID.
Define Freight Terms	Define Business Rules— Define General Options— Use E-P— Freight Terms		14	Freight Terms that are used to determine when title passes for shipments.	Y	S		As delivered – need to identify UH's definitions; UNIV SetID has values DES (Destination), DEST (FOB Destination, Frt Prepaid), and ORIGIN (Origination).
Set up Ship Via Codes	Define Business Rules— Define General Options— Use R-Z— Ship Via Codes		15	Define how shipments should be made.	Y	S		As delivered – need to identify UH's definitions
Set up Units of Measure	Define Business Rules— Define General Options— Use R-Z— Units of Measure		16	As delivered – PeopleSoft delivered tables; can also ADD new values. SEE ALSO REQ# 66	Y	S	387	DECISION: Will accept as delivered.
Define Business Calendars	Define Business Rules— Define General Options— Use A-D— Business Calendar		17	Set up calendars identifying campus Holidays during the year.	Y	S		Campuses may have different Holiday schedules.
Define Change Order Templates	Define Business Rules— Structure Proc Options— Use A-I— Change Order Tmpl		18	To define which field(s) will trigger a Change Order thru the online PO Panels if they are changed on dispatched PO's.	Y	S		As delivered – PeopleSoft delivered table; can also ADD definitions for UH.
Set up Conversation Keywords	Define Business Rules— Structure Proc Options— Use A-I— Conversation Kywds		19	Set up Conversation Keywords (Available, 1099, Back Order, etc.); these are used to categorize the conversations with vendors.	Y	S		As delivered – will use entries under MODEL SetID as a guide to set up UH SetID.
Set up Dispatch PO Configuration	Define Business Rules— Structure Proc Options— Use A-I— Dispatch PO Config		20	Set up EDI File Extension and Fax Server fields.	Y	S		As delivered – will use entries under MODEL SetID as a guide to set up UH SetID.

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Set up Fax Cover Letters	Define Business Rules— Structure Proc Options— Use A-I— Fax Cover Letters		21	Identify fax cover sheets in the System with their file names and descriptions.	Y	S		As delivered – will use entries under MODEL SetID as a guide to set up UH SetID.
Define Fax Locations	Define Business Rules— Structure Proc Options— Use A-I— Fax Locations		22	Identify fax line setup and fax number in System.	Y	S		As delivered – will use entries under MODEL SetID as a guide to set up UH SetID.
Define Inspections	Define Business Rules— Structure Proc Options— Use A-I— Inspection Routings		23	Set up inspection routings (electronic parts, standard receipts, etc.); these are assigned to specific items for use by receiving persons.	Y	S		(1) Prompt payment dependent upon final inspection
Set up Manufacturers	Define Business Rules— Structure Proc Options— Use J-R— Manufacturer		24	Not applicable to UH; this is a table of manufacturers' names.	Y	S		DECISION: Not applicable to UH.
Set up Payment Terms Timing	Define Business Rules— Structure Proc Options— Use J-R— Payment Terms Tmg		25	Set up Payment Terms timing (30 days, 10 days, end of month, etc.); use one table for all campuses.	Y	S	379, 380	(1) Coordination of payment terms between PO and AP
Set up Payment Terms	Define Business Rules— Structure Proc Options— Use J-R— Payment Terms		26	Set up Payment Terms (net 30 days, 2% discount, 10 days, etc.); use one table for all campuses	Y	S		Same issue as above
Set up PO Origins	Define Business Rules— Structure Proc Options— Use J-R— PO Origin Codes		27	Set up PO Origins (Online, Dept., etc.); these identify where transactions originate.	Y	S		As delivered – need to identify UH's definitions
Set up Sales and Use Tax Authority	Define Business Rules— Define General Options— Use R-Z— Sales/Use Tax Auth		28	Not applicable to UH; UH is sales tax exempt.	Y	S		DECISION: Not applicable to UH.
Set up Sales and Use Tax Code	Define Business Rules— Define General Options— Use R-Z— Sales/Use Tax Code		29	Not applicable to UH; UH is sales tax exempt.	Y	S		DECISION: Not applicable to UH.

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Define Ship To Locations	Define Business Rules— Structure Proc Options— Use S-Z— Ship To Locations		30	This table is directly linked to the Location table – see page 1. You must set up the Location table before setting up this table.	Y	S		As delivered – need to identify UH's definitions; see also the Location table on page 1.
Set up Buyers	Define Business Rules— Structure Proc Options— Use A-I— Buyer Setup		31	Set up table of UH Buyers at each campus.	Y	S		As delivered – need to identify UH's definitions
Define Ship To Sales and Use Tax	Define Business Rules— Structure Proc Options— Use S-Z— Ship To Sls/Use Tx		32	Not applicable to UH; UH is sales tax exempt.	Y	S		DECISION: Not applicable to UH.
Define Set Controls – Contracts	Define Business Rules— Structure Proc Options— Use S-Z— Set Ctrl- Contracts		33	Determine numbering and other defaults for Contracts processing.	Y	S		As delivered – need to identify UH's definitions
Define Set Controls – Vendors	Define Business Rules— Structure Proc Options— Use S-Z— Set Ctrl- Vendors		34	Determine numbering and other defaults for Vendor processing.	Y	S		As delivered – need to identify UH's definitions
Define SpeedCharts	Define Business Rules— Structure Proc Options— Use S-Z— SpeedChart		35	Set up pre-determined account distributions for repetitive purchases; you can group together and name unlimited # of CF comb.	Y	S		As delivered – need to identify UH's definitions
Set up Standard Industry Codes	Define Business Rules— Define General Options— Use R-Z— Std Industry Codes		36	As delivered – PeopleSoft delivered tables	Y	S		DECISION: Will accept as delivered.
Define Standard Comment Type	Define Business Rules— Structure Proc Options— Use S-Z— Std Comment Type		37	Set up Standard Comments Types (Delivery, Shipping, etc.)	Y	S		(1) Boilerplate varies according to Fund/\$\$; how to attach?
Define Standard Comments	Define Business Rules— Structure Proc Options— Use S-Z— Standard Comments		38	Set up Standard Comments Types (Delivery, Shipping, etc.)	Y	S		Same issue as above
Set up Item Categories	Maintain Items— Define Item Controls— Use A- M— Item Categories		39	Categorize items (Office Supplies, Computers, etc.); THIS IS A REQUIRED TABLE.	Y	S	423, 424	UH will probably use on a limited basis to start (computer options and other common items)

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Define Item Catalogs	PeopleTools— Tree Manager— File— New		40	As delivered – need to identify UH's definitions.	Y	S		UH will probably use on a limited basis to start (computer options and other common items)
Define Req/PO Load Defaults	Define Business Rules— Structure Proc Options— Use J-R— REQ/PO Load Deflts		41	As delivered – PeopleSoft delivered tables; set up default values for loading req's and PO's from external systems.	Y	P		DECISION: Will accept as delivered.
Set up Requesters	Define Business Rules— Structure Proc Options— Use J-R— Requester Setup		42	As delivered – need to identify UH's definitions.	Y	S	389	Will start with limited number of requesters.
Specify Options for a Purchasing Business Unit	Define Business Rules— Establish Business Units— Use N-Z— Purchasing Options		43	Determine purchasing processing options and defaults for each Business Unit (separate one for each campus).	Y	S		As delivered – need to identify UH's definitions
Define Vendors	Administer Procurement— Maintain Vendors— Use— Vendor Information		44	Set up/Convert Vendor file(s). Need to identify owner(s) of Vendor Table. See Process Analysis Results. UH will probably share responsibility and ownership.	N	S	382, 383, 384, 385	(1) ShortName naming convention; (2) GSC Vendor Certification; (3) UH Account Number reference; (4) Additional vendor classifications.
Define Vendor Contacts	Administer Procurement— Maintain Vendors— Use— Vendor Information— Contacts		45	Set up table of vendors' contacts.	Y	S	386	(1) Associate conversations with the vendor contact in terms of specific req's, PO's, etc.
Log Conversations with Vendors	Administer Procurement— Maintain Vendors— Use— Conversations		46	Panel that enables tracking of conversations with vendors' contacts.	N	S		Same issue as above
Specify Hazard/Disposal Codes	Maintain Items— Define Item Controls— Use A-M— Hazard/Disposal Cds		47	Enables assignment of a hazard or disposal routine to an inventory item; not applicable at UH.	Y	S		DECISION: Not applicable to UH.
Define Families of Items	Maintain Items— Define Item Controls— Use A-M— Item Families		48	Used to further classify an item group; NOT A REQUIRED TABLE.	Y	S		As delivered – need to identify UH's definitions

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Define Groupings for Items	Maintain Items— Define Item Controls— Use A-M— Item Groups		49	Enables grouping items together; NOT A REQUIRED TABLE.	Y	S		As delivered – need to identify UH's definitions
Define Controls for Item Numbering	Maintain Items— Define Item Controls— Use A-M— Item Number Ctrl		50	Establish item numbering control (automatic numbering?)	Y	S		As delivered – need to identify UH's definitions
Define Item Attributes by Unit	Maintain Items— Define Items— Use— Item Attrbts by Unit		51	This is used with PeopleSoft Inventory module; not applicable at UH.	Y	S		DECISION: Not applicable to UH.
Define Items	Maintain Items— Define Items— Use— Item Definition		52	Set up specific items in catalog.	Y	S		As delivered – need to identify UH's definitions
Define Purchasing Kits	Maintain Items— Define Items— Use— Purch Kit Defn		53	Set up Purchasing Kits (select groups of related items).	Y	S		As delivered – need to identify UH's definitions
Define Ship To Locations for an Item	Maintain Items— Define Items— Use— Item Ship To Loc		54	Set up Ship To Locations for items; this is used with PeopleSoft Inventory module; not applicable at UH.	Y	S		DECISION: Not applicable to UH.
Define Vendor Price Adjustments	Maintain Items— Define Items— Use— Price Adjustments		55	This is used with PeopleSoft Inventory module; not applicable at UH.	Y	S		DECISION: Not applicable to UH.
Define Purchasing Attributes	Maintain Items— Define Items— Use— Purch Attributes		56	This is used with PeopleSoft Inventory module; not applicable at UH.	Y	S		DECISION: Not applicable to UH.
Set up Master Contracts	Administer Procurement— Administer Contracts— Use— Master Contract		57	Set up table of Master Contracts. This is used to coordinate multiple smaller contracts under one Master Contract.	Y	S	431	As delivered – need to identify UH's definitions
Define Vendor Contracts	Administer Procurement— Administer Contracts— Use— Vendor Contracts		58	As delivered – need to identify UH's definitions.	Y	S		Need to define "Contracts" in terms of how UH uses them vs. how UH uses certain PO's (Blanket PO's?)

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Set up Contract Release Defaults	Administer Procurement— Administer Contracts— Use— Setup Release Dflts		59	Set up selected Vendor Contracts.	Y	S		As delivered – need to identify UH's definitions
Set up Vendor Contract Releases	Administer Procurement— Administer Contracts— Use— Release Vendor Con		60	These defaults are used for specific PO's against a particular contract.	Y	S		As delivered – need to identify UH's definitions
Define Vendor Quote Groups	Administer Procurement— Manage Req for Quotes— Use— Vendor Quote Group		61	Set up groups of Vendors for bidding purposes.	Y	S		As delivered – need to identify UH's definitions
Define Procurement Controls	Administer Procurement— Procurement Analysis— Use— Define Proc Ctrl		62	How to configure reporting entities.	Y	S		As delivered – need to identify UH's definitions
Set up Field Candidates	Administer Procurement— Procurement Analysis— Use— Field Cand Setup		63	Select the fields you want to retrieve for reporting entities.	Y	S		As delivered – need to identify UH's definitions
Set up Inquiry Profiles	Administer Procurement— Procurement Analysis— Use— Inquiry Profile Setup		64	Define an unlimited number of Operator ID's within each Profile ID; can define and store up to six Inquiry Profiles per Operator ID.	Y	S		As delivered – need to identify UH's definitions
Set up View Candidates	Administer Procurement— Procurement Analysis— Use— View Cand Setup		65	Create views of procurement data that will be used in the inquiry functions.	Y	S		As delivered – need to identify UH's definitions
Requisition Entry	Administer Procurement— Requisition Items— Use— Requisitions		66	Panels to enter/copy requisitions.	Y	P	381, 388, 390	(1) Standardize UOM with UHS/State; (2) Acctg dist to mult cc by \$ amount and %; (3) Use of Requester field; (4) Long description (>254)

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Requisition Load	Administer Procurement— Requisition Items— Use— Requisition Load Request		67	Panel to load requisitions; UHV may need this to load req's from library AP/PO systems	Y	P	371	As delivered – need to identify UH's definitions.
Req Amount Approval	Administer Procurement— Requisition Items— Use— Amount Approval		68	Panels to enable approvals of requisition amounts.	Y	P		As delivered – need to identify UH's definitions.
Req ChartField Approval	Administer Procurement— Requisition Items— Use— ChartField Approval		69	Panels to enable approval of requisition ChartField distributions.	Y	P		As delivered – need to identify UH's definitions.
PO Entry	Administer Procurement— Manage Purch Orders— Use— Purchase Order		70	Panels to enter/copy purchase orders.	Y	P	391, 392, 393, 394	(1) Use of dept PO in lieu of dept vchers; (2) PO Hdr - add PO Type field; (3) State PO No. on PO ref field on PO Hdr panel; (4) PCC required on all State PO's & vouchers
PO Create from Req Selection	Administer Procurement— Manage Purch Orders— Use— Requisition Selection		71	Selecting requisitions for purchase order creation.	Y	P	430	As delivered – need to identify UH's definitions.
PO Amount Approval	Administer Procurement— Manage Purch Orders— Use— Amount Approval		72	Panels to enable approval of PO amounts.	Y	P		As delivered – need to identify UH's definitions.
PO ChartField Approval	Administer Procurement— Manage Purch Orders— Use— ChartField Approval		73	Panels to enable approval of PO ChartField distributions.	Y	P		As delivered – need to identify UH's definitions.
Change Order	Administer Procurement— Manage Purch Orders— Use— Change Order Regsts		74	Panels to enter change orders with reference to the PO being changed.	Y	P		As delivered – need to identify UH's definitions.
RFQ Entry	Administer Procurement— Manage Req for Quotes— Use— Request Quote		75	Identify individual bid category.	Y	P	395	Use of Boiler Plate documents (Word attachments).
Matching	Define Business Rules— Structure Proc Options— Use J-R— Match Rules		76	Set up matching rules for UH.	Y	P	396	Match to be exclusive of freight charges (usually not known until invoice is received).

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Procurement Card	Administer Procurement— Manage Proc Cards— Use— Employee Profile		77	Administer and track procurement cards.	Y	P	429	As delivered – need to identify UH's definitions.
Receiving	Administer Procurement— Manage Shipments— Use— Receive w/PO		78	Create and maintain receivers.	Y	P	421	As delivered – need to identify UH's definitions.