

## New FMS-Based Procurement Card Application Going Live This Week (6/16)

The legacy, mid-90's, procurement card application that the PCard buyers have used to date is being replaced by a new application in FMS. This will largely be transparent to requester's except for reporting.

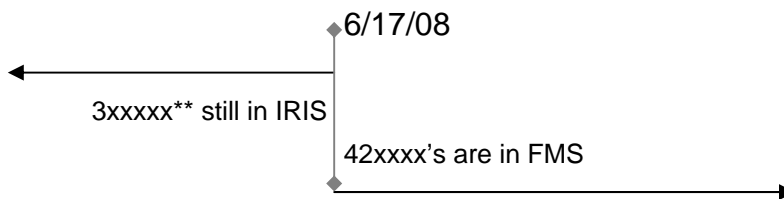
The primary driver is that the legacy PCard application is at its end of life and at risk of serious failure. The secondary driver is integration with the Lab's primary procurement system along with labor saving enhancements that will aid buyers and General Accounting.

In a nutshell, what the divisions need to know is...

- The go-live date for the buyers to switch over to the new system is June 17th.
- Orders that the buyers place after June 16th will go in the new system.
- There will not be a conversion of the old PCard data into the new system.
- Rather, the old system will be sunseted and soon made read-only for reporting purposes.

Reporting Impact:

- Order numbers in the new FMS system will start out with "42".
- Hardcopy printouts of PCard orders for pre-42 PCard orders will still be out of IRIS (A.K.A. PC2ORD).
- Hardcopy printouts of PCard orders for order number starting with 42 will be out of either BRS [BLIS Reporting System at <http://brs.lbl.gov>] or FMS (PCard Order Inquiry page).
- The IRIS Cost Browser order-summary drill-down and PCard "quick PCard report" are the only two reporting mechanisms that will integrate the old and new sets of information. See page 3, Figure1 for navigation.



\*\*and some orders starting with "40"

- Going forward, there will be three portals or vehicles for PCard reports:
  - ◆ IRIS – (see Figure 1 – IRIS, next page)
    - Legacy printed PCard order (PC2ORD, Reports, upper left of menu).
    - Quick Order PCard report (right hand side of IRIS main menu) (see Figure 1 – IRIS, next page).
    - Transaction Summary Report (PC2TS) for legacy system orders.
    - Other IRIS reports created primarily for PCard buyers.
  - ◆ BRS – will have a show-me-everything-about-this-order report (replacing the IRIS PC2ORD report). Users will need to know to look for at the first two digits of the order number ("42"=new) before choosing IRIS or BRS.
  - ◆ FMS –
    - The Transactions Matched Order report\* - While this report is intended for the buyers, its legacy counterpart (Transaction Summary Report, PC2TS) showed some division usage. The report was renamed to a more meaningful name. (\*Menu path: eProcurement - LBNL PCard Reports - Txn Matched to order report – see figures 2&3)
    - The PCard Order Inquiry page will have a printer icon that will display a printer-friendly version of the order contents on the screen. (Figures 4, 5 & 6)

Other Information:

- Both systems will use six-digit order numbers.
- Reporting to general ledger will have a new journal ID of "PCARD" and a journal source [feeder code] of "PP3".
- Activity for the new system will start appearing in July's general ledger. Legacy PCard activity (the PP2 feeder) will drop sharply, with backorder activity posting a small amount of cost in August and September.
- Project ID splits can now be at the line level, rather than having to be applied equally to the entire order.

IRIS.v2 Cost Browser

Go Project: 302550 Drill Down: 1 - Project and children rollup costs FY: 2008

Project Path: LBNL -> IC -> KINST -> KISS -> KISSOVHD -> 3025 -> 3025FMS -> 302550

Project ID	Project Title	Resource Category	FY
302550	Financial Systems	26000 Procurement Card	
[302550]	Financial Systems	26000 Procurement Card	

rows 1 - 2

Cost Browser "drill down" to Pcard order details will work for orders originating from either system.

IRIS.v2 Cost Browser

Go Project: 302550 Drill Down: 2 - Project rollup by Resource Category FY: 2008

Project Path: LBNL -> IC -> KINST -> KISS -> KISSOVHD -> 3025 -> 3025FMS -> 302550

Resource Category : 26000 Procurement Card

Accounting Period : 2 - NOV- FY2008

Drill down to Pcard order details...

Line Description	FiscalYear	Mon	Amount	ToOrg	FromOrg	Trans Date	Feeder	JournalId	PO Number
AMAZON.COM/MARQUEZ	2008	NOV	44.95	IC		10/19/2007 PP2		APS1712092	388395

rows 1 - 1

Figure 1 – IRIS Lookup by clicking on order number or “Pcard2 Order” on main menu is unchanged.

Transaction Matched to Order

**Business Unit** LBNL

**Buyer**

**Order Number** 401300

**Bank Post Date From**

**Bank Post Date To**

Run report

Figure 2 – Transactions Matched Order report parameter page in FMS

Buyer: Gilbert,Carol L

Card ID: 1002

Order Number: 401300

Order Status:	F (Finished)	Order Source:	S (System Generated Order)
Placed Date:	10/30/2007	Project:	303123
Est Order Amount:	288.00	Vendor:	LBNL TEMPORARY VENDOR (0000000001)

Merchant Order Date	Bank Post Date	Merchant Name	Bank Reference #	Transaction Amounts
10/30/2007	10/31/2007	BOOKHAM - NEW FOCUS	024493987303014809596270	288.00
<b>Total Transaction Amounts:</b>				<b>288.00</b>

Figure 3 - Transactions Matched Order report (Note: development system orders started with four)

**PCard Order Inquiry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

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Business Unit: =

Order Number: begins with

Order Status: =

Requisition ID: begins with

Order Date: =

Buyer Name: begins with

Vendor Name: begins with

Placed Date: =


Corrective Action: =

Requester Name: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Figure 4 – PCard Order Inquiry parameter page

**Business Unit:** LBNL      **Order No:** 400390      **Order Status:** Finished      

**Card ID:** 1002      **Gilbert, Carol L**      **Requisition ID:** 0000843468

**Header**




**Vendor Name:** FISHER SCIENTI      **DOE Tag**       **Dept ID:** IC  
**Requester:** JTANAMAC      Tanamachi, Jane      **Location:** 006-2108      **Project ID:** 302501  
**Attention To:** TANAMACHI, JANE/006-2108      [Comments](#)

**Vendor Details**

**Phone No:** 800/123-4567    **Ext:** 12    **Fax No:** 800/123-4569  
**Website:** fishersci.com  
**Email ID:** jdoe@fishersci.com  
**Confirmation No:** 3245193  
**Contact:** John Doe

Amount summary		Various Dates	
<b>Total Amount:</b>	339.980	<b>Order:</b>	02/08/2008
<b>Posted Total:</b>	343.000	<b>Placed:</b>	02/08/2008
<b>Diff Amount:</b>	-3.020	<b>Expected:</b>	12/18/2007
		<b>Received:</b>	02/11/2008

**Documentation Check List**      **Corrective Action**

**Lines**      [Customize](#) | [Find](#) |       First  1 of 1  Last



Line	Item Description	Category	UOM	Quantity	Unit Price	Total	Recycle	Dist
1	MATCHED PAIR Athlon MP 2800+ AMD CPU AMSN2800DUT4C	COMPH	PR	2.0000	169.9900	339.980	<input type="checkbox"/>	 

Figure 5 – Pcard Order Inquiry page -- printer icon produces printer-friendly version. – Bottom right icon shows distributions

Figure 6 – Printer-friendly version of order. BRS version is very similar in format.

**Buyer Name: Gilbert,Carol L**

**Card ID: 1002**

<b>Order Number:</b>	<b>400390</b>	<b>Order Status:</b>	Finished
<b>Project:</b>	302501	<b>Req ID:</b>	0000843468
<b>Requester Name:</b>	Tanamachi,Jane	<b>Placed Date:</b>	02/08/2008
<b>Created Date:</b>	2008-02-08	<b>Received Date:</b>	02/11/2008
<b>Order Source:</b>	Online Order		
<b>Est Order Amount:</b>	339.98		
<b>GL Posted Amount:</b>	343.00		
<b>Reconciled but not sent to GL:</b>			
<b>Difference:</b>	-3.02		
<b>Vendor Name:</b>	FISHER SCIENTIFIC CO LLC	<b>Vendor Phone Extn:</b>	12
<b>Vendor Phone:</b>	800/123-4567		

**Comments**  
 Transaction summary report posted enhancements -- add the category, add the vendor report format should use page protection. The buyer parameter should be a poplist.

Line	Description	Category	Order Qty	UOM	Unit Price	Line Total	Order Line Distributions			
							#	Project	PCT	Merchandise Amt
1	MATCHED PAIR Athlon MP 2800+ AMD CPU AMSN2800DUT4C	COMPH	2	PR	169.99	339.98				
							1	302520	50.00	169.99
							2	302501	50.00	169.99