HokieMart

HokieMart Bulletin
Upgrade 10.2

July 25, 2010

Automatic Return of Requisitions Rejected by Banner

A Banner budget authorization may fail due to an "invalid user," "invalid accounts," or "insufficient funds" resulting in a rejected PR. A new feature will now return the rejected budget authorization PRs to the Requestor in the form of a draft cart. Users can now correct and resubmit the PR without having to create a new PR.

The user will receive an automatic email notification that the PR has been returned and that action is needed. The reason that the PR is being returned is included in the email.

Sample Returned Email

```
Re: REQUISITION RETURNED FOR REQUISITION#: 420393 Cart Name: 2010-07-22 scrunkil 01
Prepared by: Sherry Crunkilton

Dear Sherry Crunkilton,

This requisition has been returned. To modify the requisition go to the "Draft
Carts", page using the URL below.To modify the requisition go to the "Draft Carts",
page using the URL provided in the email.


If you have any questions with regard to this requisition, please contact the
approver who returned the requisition or your SelectSite Support Team.

Support Team Contact Information:
+1 (540) 231-2020
HokieMart@vt.edu

Thank you,
Virginia Polytechnic Institute & State University        Reason for the Rejection

The following notes were attached to this requisition during the workflow process:
Item 1,  Sequence 1: *ERROR* User SCRUNKIL has no authority to post to fund and
organization  in chart U.
Returned by banner
```

- Make the correction.
- Click "Submit PR."

After clicking "Submit PR" again, the workflow will begin from Step 1 (Budget Authorization).

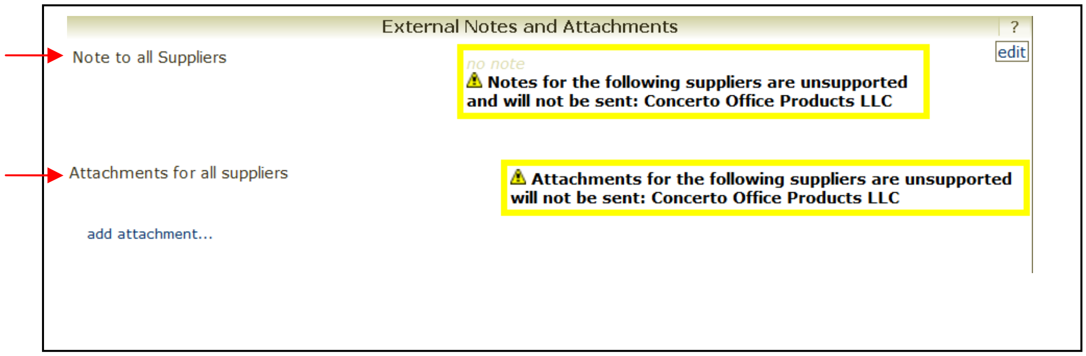
NOTE: The user must have "PR rejected/returned" checked in their email preferences to receive this automatic email.

User Identification | Personal Settings | Roles | Department Permissions | Email Preferences

Email Preference	Value	Override Role
Administration & Integration		
PR Export Failure Notification	✘	☐
Invoice Export failure notification	✘	☐
Shopping, Carts & Requisitions		
Cart Assigned Notice	✘	☐
Receive PR and PO notifications for Carts Assigned to Me	✘	☐
PR submitted into Workflow	☑	☑
PR Workflow complete / PO created	☑	☑
PR line item(s) rejected	☑	☑
PR rejected/returned	☑	☑

HokieMart Punchout Suppliers Using Electronic Delivery

A new feature in the current upgrade will alert the user when notes, attachments, or delivery options will not be transmitted electronically to the supplier. Warning messages will now appear alerting the user when these fields cannot be edited. Below are samples of the warning messages:



NOTE: Suppliers that do not use the electronic distribution method will not be affected by this upgrade. These suppliers may use either fax delivery or email delivery and will accept notes, attachments, and delivery options.

Screen Appearance

The HokieMart screens now have a new appearance. Users will now see an updated Gradient User Interface Style.