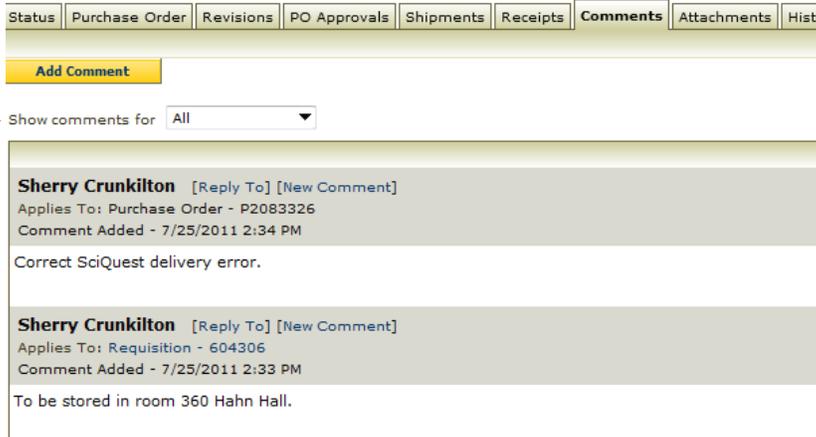


HokieMart upgrade 11.2 became effective July 24, 2010. The following are the enhancements included in this upgrade.

Viewing All Comments

User may now view all comments related to a PR, PO, and Receipt from either one of these documents. By going to the Comments Tab and selecting “Show comments for All” on either a PR, PO, or Receipt, all comments will now appear on one screen.



→ Show comments for

Comment applies to Purchase Order. →

Comment applies to Requisition. →

Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	Comments	Attachments	History
--------	----------------	-----------	--------------	-----------	----------	-----------------	-------------	---------

Add Comment

Sherry Crunkilton [Reply To] [New Comment]
Applies To: Purchase Order - P2083326
Comment Added - 7/25/2011 2:34 PM
Correct SciQuest delivery error.

Sherry Crunkilton [Reply To] [New Comment]
Applies To: Requisition - 604306
Comment Added - 7/25/2011 2:33 PM
To be stored in room 360 Hahn Hall.

Above Example: From the PO, user can view comments from the PO and the Requisition.

Accounting Code Favorites

Accounting Code Favorites allows a user to create a name for a saved combination of fund and account (and activity code if applicable). To do this:

- Click Profile
- Click Purchasing tab
- Click Custom Fields tab
- Click Code Favorites tab
- Click the Add button
- Enter the nickname for the new favorite being created.
- Enter the codes for the favorite such as fund code, account code, and activity code if applicable.
- Click the save button when complete.



The screenshot shows the 'Accounting Codes' dialog box. It has a 'Nickname' field and a 'Default' checkbox. Below these are several input fields: 'Chart' (value: U), 'Fund' (value: 121715), 'OrgWF1' (value: 047000), 'Account' (value:), 'Location' (value:), and 'Activity' (value:). Each field has a dropdown arrow and a 'Clear selected value...' link. At the bottom, there are 'Save' and 'Cancel' buttons, and a 'recalculate / validate values' button.

When entering funding in a cart, the favorite can be used. Select the favorite code from the list as indicated below which will default the saved values such as fund code, account code, and activity code.



The screenshot shows the 'Accounting Codes' dialog box with a dropdown menu open. The dropdown is titled 'Select from your code favorites' and shows 'Operating Fund-Computer' selected. Below the dropdown are the same input fields as in the previous screenshot: 'Chart' (U), 'Fund' (121623), 'OrgWF1' (044000), and 'Account' (22115). Each field has a dropdown arrow and a 'Clear selected value...' link.

This process should be very helpful when splitting the same funds and account codes on a regular basis.

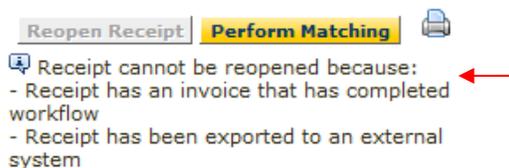
Reopen or Delete a Receipt

Many times users make a mistake on a Receipt by keying the wrong quantity or the wrong dollar amount. User may now reopen a receipt to make edits or delete the receipt. A “reopen” button will now appear on the Receipt.

Reopen Receipt

When reopening the Receipt, the user will be forced to enter a comment regarding the reason why they are reopening the Receipt. This comment will be recorded in the Receipt history. After entering the comment, the Receipt will be in draft mode and will allow the user to make edits or delete the receipt completely.

In some instances the Receipt may not be reopened if the Receipt has an invoice that has been completed against the PO or the Receipt has been **exported into Banner** (occurs each day **exactly** at 10:00 AM and 3:00 PM.)



IMPORTANT: This means that a receipt that is entered after 3 PM must be edited or deleted prior to 10AM the following morning. Also, for a receipt entered after 10 AM, it must be edited or deleted prior to 3 PM the same day.

Viewing Future Requisition Number from a Cart

User will now be able to view the future Requisition Number in the Cart – Draft Requisition. The cart number will be the future PR number. In this example cart number is 610004.



The completed PR number is PR610004:

Requisition number	610004 view
Requisition status	Pending
Cart name	2011-07-22 scrunkil 01
Requisition date	7/22/2011
Requisition total	125.00 USD
Number of line items	1

This will allow the Requestor to provide the cart number to the HokieMart support staff for any needed assistance with the cart.

Viewing Draft Carts of Other Users

The HokieMart support staff will now be able to view “read only” draft carts. This, along with the email received from HokieMart, will allow the support staff to see the user’s screen and assist with any problems with the cart.