

September 3, 2020

PeopleSoft, Purchasing, and Finance Training and Tutorial Agenda



10:00 – 11:30 a.m. Division of Purchasing, Sherelle Spriggs, Director of Support Services

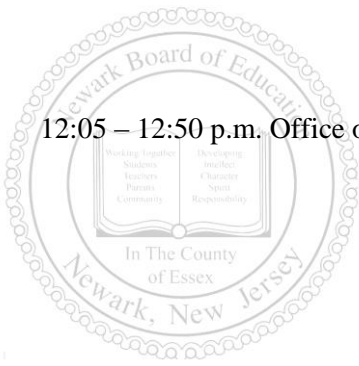
- Procurement Overview
- PeopleSoft e-Procurement Overview
 - Funding Overview/ Reviewing Budgets
 - Review Chart of Accounts
 - Review of Budget Details
 - Overview of Procurement Methods
 - Request for Quotations
 - Request for Bids
 - Request for Proposals
 - Creating Special Request Requisitions
 - Identifying Category Codes
 - Identifying Vendors
 - Creating Item Number Requisitions
 - Navigating the Manage Requisitions Queue
- Frequently Asked Questions
 - What account should I use?
 - Why was my requisition denied?
 - What category code should I use?
 - How do I create an amount only requisition?

11:30 – 11:45 a.m. Department of Accounts Payable, Atonia Russell, Supervisor of Accounts Payable

- Entering and Removing Receipts (amount only and quantity)
- Review of the Receiving Report

11:45 – 12:05 p.m. Office of Budget, Elvis Matos, Director of Budget

- Review of School Budget Reports
 - Account Analysis Report
 - Budget Report
- Budget Transfer Process
- Overview of Budget Details



12:05 – 12:50 p.m. Office of the School Business Administrator, Marixsa Castillo, Administrative Secretary

- Overview of Field Trip and Travel Regulations
- Creating a Field Trip Requisition
- Creating a Travel Requisition

Concurrent Break-Out WebEx Sessions Beginning at 1pm

Overview of Manage Requisition Queue Lead by Sherelle Spriggs, Purchasing

Creating a Special Request Requisition Lead by Susan Balbosa, Purchasing

Creating a PeopleSoft Item Number Requisition Lead by Tracey Robinson, Purchasing

Entering Receipts and Reviewing the Receiving Report Lead by Atonia Russell, Accounts Payable

Reviewing Budget Reports and Completing Transfers Lead by Elvis Matos, Budget

Creating Field Trip and Travel Requisitions lead by Marixsa Castillo, Office of School Business Admin.