Procure to Pay
User Group
October 11, 2019
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Updates:
Capital Asset Requisitions & Workflow
Requisition Workflow: Fixed Assets

Prior Process

Requisition Initiated
Procurement Requester

Departmental Approval
FUM (+ BU/E > $10k)

Central Finance
Purchasing Team

PO to Supplier
Requisition Workflow: Fixed Assets

**Updated Process**

1. **Requisition Initiated** by Procurement Requester
2. **Departmental Approval**
   - FUM (+ BU/E > $10k)
3. **Central Finance**
   - Assets Team
4. **Central Finance**
   - Purchasing Team
5. **PO to Supplier**
Requisition Workflow: Fixed Assets

Updated Process

- All capital accounts will trigger review.
- The additional account numbers include: 1705, 1710, 1715, 1725, 1740, 1745, 1760

<table>
<thead>
<tr>
<th>Category Name per Requisition Line</th>
<th>Account Segment</th>
<th>Account Description</th>
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</thead>
<tbody>
<tr>
<td>Construction – Professional Services</td>
<td>1720</td>
<td>Construction in Progress</td>
</tr>
<tr>
<td>Construction Expense – Capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fabricated Equipment</td>
<td>1740</td>
<td>Fabrications in Progress</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture and Furnishings – Capital</td>
<td>1750</td>
<td>Equipment in Progress</td>
</tr>
<tr>
<td>IT – Equipment – Capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Equipment – Capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photo/Video/Audio Equipment – Capital</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All capital accounts will trigger review. The additional account numbers include: 1705, 1710, 1715, 1725, 1740, 1745, 1760
Purchase Requisitions: 
Additional Fields for Capital Assets
New Asset Fields when Editing

Edit Requisition: R20006279

Requisitioning BU: Vanderbilt BU

* Description: Demonstration

* Justification:

Requisition Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Additional Information Required</th>
<th>Category Name</th>
<th>* Quantity</th>
<th>UOM Name</th>
<th>Price</th>
<th>* Amount</th>
<th>Amount (USD)</th>
<th>Funds Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Capital Demonstration</td>
<td></td>
<td>Capital equipment</td>
<td>9,000.00</td>
<td>USD</td>
<td>9,015.00</td>
<td>9,015.00</td>
<td>Not reserved</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Non-Capital Demonstration</td>
<td></td>
<td>Advertising/Promo...</td>
<td>15.00</td>
<td>USD</td>
<td>15.00</td>
<td>15.00</td>
<td>Not reserved</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Total: 9,015.00

Line 1: Details

* Requester: Shook, Noah

Urgent: No

Requested Delivery Date: 10/16/19

Delivery

* Deliver-to Location Type: Internal

* Deliver-to Location: Baker Bldg 900

Deliver-to Address: 110 21st Ave S, Baker Bldg 900, Nashville, Davidson, TN, 37203, UNITED STATES

Asset Building: 185 Baker Bldg

Asset Room: 900

Asset Description: Description of the asset as you would like it to appear in the asset inventory

GUIDE ME
Update:
Invoice Rejection Comments
When **Rejecting** an invoice...

...**Requester** will be *required* to include the reason in the **Comments**.
Reminder: Document Retention