



Contracts & PURCHASING NEWS Procurement

January 2015

Year-End Processing

Kudos to everyone for completing the year-end processing work!

Many worked extra hours to ensure that 2014 funds were encumbered with dispatched purchase orders by 12/31/14. For our first year with PeopleSoft, we created more than 14,000 requisitions and 13,500 purchase orders!

As a reminder, we have the month of January to handle any exceptions for invoices received for products ordered or services received in 2014. **Budgets for 2014 will be closed on January 31, 2015.** This will allow for paperwork and payments to be completed.



Budget (Commitment Control) Issue

Thank you for your patience and support during the recent Budget (Commitment Control) issue which impacted many of us when performing budget checks on requisitions and purchase orders. It was a long process working with PeopleSoft (Oracle) to correct. We greatly appreciate our team who worked long hours to verify that all requisitions were correct. Thank you Tony Jolley (Contracts and Procurement), Joel Sturman and Bryan Case (Information Services)!

2015

PeopleSoft Trainings for Requesters

We are continuing the Thursday Troubleshooting classes! If you are having any troubles with PeopleSoft Purchasing or Contracts come to the Thursday classes and bring your questions and/or production issues. We will work together to get them resolved! These classes are held every Thursday at 3:00 pm in the Contracts and Procurement Conference room (N4500). The purpose of this meeting is:



- Review any issue or challenge you are experiencing in PeopleSoft with Contracts and Procurement.
- Troubleshooting- bring your production issues!

Our next **New Requester Training Class** will be on January 14th at 11:00 AM in the Contracts & Procurement Conference room N4500. If you or anyone you work with would like to attend the New Requester Training Class, please [RSVP](#) by January 12th.

Our next **Advanced Requesters' Class** is March 19th. Let us know of any topics you would like discussed.

If you have Procurement or Contract questions or concerns in PeopleSoft, or for more information on the available trainings, please contact [Tony Jolley](#).

Featured Query!

[[SLC_POS_BY_CONTRACT_ID](#)]

This query is used to find all purchase orders by a contract number. You may find other useful queries under the "Requester" folder under Reporting Tools>Query>Query Viewer in PeopleSoft. For a complete list of developed Requester Queries, with a short description of each, visit the [Purchasing website](#).



PAYMENT CARD TRAINING WEDNESDAY, January 21st 11:00 AM- 12 noon

Come learn about the benefits of using a payment card for small cost purchases. If you have submitted a Payment Card Application, you will need to attend a training session before your card will be issued. Please RSVP to [Cynthia Carrington](#) to reserve a spot in the class.

SURPLUS WAREHOUSE DATES

The Warehouse will be open
January 8, 15, 22 and 29th



Hours of operation are 9:00 AM-11:00 AM, unless otherwise noted. Contact [Brian Anderson](#) for an appointment to drop off surplus items. To view available items, visit the [Purchasing Website](#).

2015 P-Card Important Dates



Payment card holders and approvers please make note of the following dates related to managing your p-cards. If you have any questions please contact [Angelina Harward-Collard](#).

Month	Statement Closing Date	Last Day to Reallocate/Approve
January	January 22nd	January 30th
February	February 23rd	March 3rd
March	March 23rd	March 31st
April	April 22nd	April 30th
May	May 22nd	May 29th
June	June 22nd	June 30th
July	July 22nd	July 30th
August	August 24th	September 1st
September	September 22nd	September 30th
October	October 22nd	October 30th
November	November 23rd	December 1st
December	December 22nd	December 30th

A Message from Mayor's Finance



Mayor's Finance and Contracts and Procurement have teamed up to promote communication to requesters, approvers and fiscal staff. Each month Mayor's Finance will be contributing to the Purchasing Newsletter with important information and tips. This month John Pectol has prepared a General Ledger tip.



When copying a journal, please remember to check the box to "Recalculate Budget Date" on the far right of the Journal Entry Copy screen.

If not checked, the new journal will retain the budget date of the old, copied journal and may cause budget checking errors, or update the Commitment Control ledger with the wrong period. If you forget to check this box during the copy process, you can update the "Budget Date" manually on each line of the new journal after has been created. Updating the Budget Date manually could become cumbersome if you have many lines on your journal.

Line	Account	Program	Journal Line Description	Amount	Bud Ref	Reference	Budget Date
1	300100 615045		Puty Cash Replenish # 3	-459.00	2014		12/31/2014
2	300000 615050	EHADD	Customer Service mtg snacks	20.46	2014		12/31/2014
3	300300 615020		iPad writing Prg Mike A.	9.99	2014		12/31/2014
4	300100 615050		Great Harvest wk lunch Mike	24.15	2014		12/31/2014
5	300100 615050		Desert Edge wk lunch Hay Group	81.90	2014		12/31/2014
6	300200 615045		Parking & Postage Nilsa	6.79	2014		12/31/2014
7	300200 615045		Certified Mail Nilsa	15.71	2014		12/31/2014
8	300200 611005		SHRM Local membership MP	150.00	2014		12/31/2014
9	300400 611005		SHRM Local membership JG	150.00	2014		12/31/2014

For more information about Journal Vouchers and other important tools please visit the [Mayor's Finance Website](#).

CONTRACT UPDATES

NEW COUNTYWIDE CONTRACTS

For a complete list of Countywide Contracts visit our [website](#)

Contract #	Vendor	Description	Expiration
MA1107	A-1 PIONEER MOVING & STORAGE	OFFICE MOVING SERVICE	10/31/2019
PD2172	WHEELER MACHINERY CO	GENERATOR PREVENTATIVE MACHINERY	12/31/2019
MA1317	MEDSOURCE INCORPORATED	WHEELCHAIR AND SCOTTER PURCHASE	06/30/2019
AR233-4	COMPUNET, INC	DATA COMMUNICATION EQUIPMENT	05/31/2019
AR626-1	COMPUNET, INC	DATA COMMUNICATION EQUIPMENT AND SERVICE	05/31/2019
MA211-1	QUALITY TIRE COMPANY	PURCHASE OF NEW TIRES	03/30/2015

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
MA1596	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/31/2016
MA2077	METRO OFFICE SOLUTIONS	OFFICE SUPPLIES	12/31/2016

EXPIRING COUNTYWIDE CONTRACTS

IF YOUR AGENCY UTILIZES AN EXPIRING CONTRACT, PLEASE CONTACT CONTRACTS & PROCUREMENT FOR AN UPDATE.

Contract #	Vendor	Description	Expiration	Additional Information
MA1875	MT WEST TRUCK CENTER	LARGE TRUCK REPAIRS/PARTS	01/31/2015	NONE
PD1800	AM SIGNAL	ASTRO-BRAC TRAFFIC SIGNAL	01/31/2015	EXPIRING- NO RENEWAL
PD2073	INTERMOUNTAIN DRUG TESTING	SUBSTANCE ABUSE TEST	01/10/2015	NEW CONTRACT EXPECTED
PD2009	PFCOMAC	PORTABLE TWO-WAY BATTERY	02/01/2015	RENEWAL SENT
MA142	OFFICE DEPOT	OFFICE SUPPLIES	01/04/2015	RENEWAL SENT

Contract information available on the [Purchasing website](#). (Click "Contract Information" & "Current Contracts")
State contracts can be viewed at: www.purchasing.utah.gov

Suggestions? We would love to hear them!

If you have any requests, ideas, questions, suggestions, and/or comments about the newsletter or its contents, please contact [Angelina Harward-Collard](#).