



# 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.

A large, stylized graphic of the year '2015' in a purple, 3D font.



### 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)!

### 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 14<sup>th</sup> 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 12<sup>th</sup>.

Our next **Advanced Requesters' Class** is March 19<sup>th</sup>. 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 29<sup>th</sup>



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 Replish # 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](http://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](#).