



October 2002

PRP USERS GROUP

Notes

Berkeley Lab Procurement-Receiving-Payables

First Meeting of Berkeley Lab Users Group

The first meeting of PUG, LBNL's PRP Users Group, was held in Perseverance Hall on Thursday, October 31, from 10am-12pm.

Welcome Remarks by Jeff Weiner

Jeff Weiner provided opening remarks and welcomed all attendees to this first meeting of PUG. He expressed his desire that PUG members work together collaboratively on making PRP a better product for the Laboratory.

PUG Mission

John Speros gave a presentation on PUG's mission, went over PRP's scope & status, discussed current issues, and solicited comments on additional areas of interest to PUG members. A copy of the presentation (with notes) is on the PRP Web site at: <http://procurement.lbl.gov/PRP/PugNews/0210/First%20PUG%20Meeting.ppt>

There was discussion of areas that PUG should explore. Management Information System (MIS) and reports was another requested area.

PUG Special Interest Groups (SIGs)

The following PRP "Special Interest Groups" are being formed to work on specific PRP areas:

- PUG Priorities
- PRP Accounting Issues
- Certification Process
- Contracts
- Requisition / PO Processes
- Reports & Management Information

To volunteer, send an email to PRP@lbl.gov.

Late PRP News

From Laretta Corsair:

- Liens: AP has cleaned-up many liens (encumbrances) for September and October. We programmatically cleaned up as much as we can and are also working on them on a case-by-case basis. Bring inaccurate liens to Laretta's attention. We will conduct a future education session on how encumbrances work in PRP.
- Contracts: We will be working on implementing PeopleSoft Purchasing's "Contracts" functionality. Contracts are a vendor agreement with a dollar limit and individual PO releases are made as invoices arrive. We will assess the need to view contract/PO numbers in IRIS.
- Receipt Accruals: In the old system, when receipts were made, they booked to the GL immediately. In PRP, only receipts without invoices are booked to GL at month-end. The accrual is then reversed out at the beginning of the next month.
- Other Accruals: Send requests for IUT and other accruals to Aurora Pecoraro at APecoraro@lbl.gov.
- Queries: AP is putting together a list of PeopleSoft "Queries" that will answer many of the frequently asked questions.

From Jim Bettencourt:

- PO Project/Certifier Changes: Send requests for changes to PO Project IDs and Certifiers to Jim Bettencourt at JJBettencourt@lbl.gov. He needs to know the old project and new one that will replace it. Procurement can move encumbrances but costs need to be moved using a resource adjustment.
- Close/Cancel/Reduce/Increase PO Amount: Contact the buyer if you want to close, cancel, or reduce/increase the PO amount. The buyer will issue a change order to do this.
- Procurement Burden: Budget maintains a list of POs over \$500,000 that are exempt from the Procurement Burden.