Welcome BOBCATbuyers & Travel Assistants

Please Sign-In

April 19, 2017

TEXAS STATE UNIVERSITY

The rising STAR of Texas
AGENDA

- Materials Management Updates
  - Z_MIGO
  - ZTRFASSET

- Purchasing Updates
  - New Employees
  - Comptroller’s Fraud Alert
  - RSS Feed
New Process for Replacing Goods Receipt Notification Form called: Z_MIGO

Goods Receipt Notification Form going away.

When to Process a Z_MIGO Transaction for goods:
- Merchandise is delivered to you directly from the Vendor.
- Goods are picked up by your department from the Vendor.
- Hand Receipt that should be tied to a specific PO but the vendor did not include a PO reference.

Must be referenced to a University PO:
- PO Starts with a 31000 or 45000.
Materials Management Updates

- **Z_MIGO** transaction in SAP.
  - Use this transaction ONLY if Goods are received directly to your department.
  - Enter your Department PO.
Materials Management Updates

- **Date Item Received.**
  - **Putting the correct “date items were received” date is very important, because it determines whether or not AP is paying the invoice in 30 days.**
  - **If you do not know the actual date received, use your best estimate from pkg.slip.**
Materials Management Updates

- Bill of Lading – automatically populates the drop down box. Select from one of the following Options:
  - Dept Pickup
  - FedEx
  - Mail
  - Other
  - UPS
  - Vendor Delivered
Materials Management Updates

Only select line items that need a qty. change or have not been received.

- You may change quantity received (less but not more).
- A line may also be removed if it has not been received (just select and delete).
- Click Save and the transaction (all lines and qty.'s) is posted.
A material document number is assigned to a posted transaction.
Documents MUST be attached to GR prior to submitting the notification.

- Packing Slip
- Invoice or Receipt
- Or word document stating why there is no supporting paperwork.
Materials Management Updates

- You have successfully posted a Goods Receipt in Z_MIGO!

Please select the Attachments button below to attach the Bill of Lading and any other relevant supporting documents.

**Note: You MUST select an attachment.**

<table>
<thead>
<tr>
<th>Attachment Name</th>
<th>Created By</th>
<th>Created On</th>
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<tbody>
<tr>
<td>INVOICE</td>
<td>K_A71</td>
<td>20170415</td>
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</table>

Document has been posted.
Materials Management Updates

- Once you have posted the Z_MIGO transaction the purchase order History is created. A GR is posted by YOU.
- And then AP can process an invoice and pay the P.O. because YOU have stated that YOU have received all or part of the merchandise directly at your department.
A Z_MIGO transaction is **Not** required when:

- Items are received through Central Receiving and delivered to you by Central Receiving Drivers **UNLESS** it is on a HR and not a GR if the item is from a P.O. So NOW you can post the Z_MIGO transaction. No need to contact Central Receiving with a GR Notification Form.

- Central Receiving receives shipment and your department’s PO is referenced, Central Receiving will post the GR to that PO prior to delivery.

When your PO is coded as a Service PO such as:

- Hotel Lodging
- Cleaning Services
- Beverages
- Luncheons
- Rentals
- P-Card Purchases
Who do I call?

- Materials Management at 5-2294 or Central Receiving at 5-2558.
  - If you are calling about locating a package we need
    a tracking number to help you find out if we have received it.
  - Or you can e-mail a question to our department
    - [http://www.materialsmgt.txstate.edu/](http://www.materialsmgt.txstate.edu/)
Questions and Answers
USING THE AUTOMATED ASSET TRANSFER SYSTEM WITH ZTRFASSET
STANDARD ASSET TRANSFER

Standard Asset Transfer Request

Please enter an Inventory Number OR Responsible Cost Center (add filters if necessary)

Inventory Number
177777

Responsible Cost Center
Inventory Number
Serial Number

Continue

TE: If the asset(s) above is currently in workflow, it will not be displayed on the entry screen.
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<tr>
<th>Inventory No</th>
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Select Boxes (Up to 10)
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<th>Resp CCoE</th>
<th>Account Manager</th>
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</table>

Reason for Transfer

Moved to Lab in Mitte.

Hit continue to submit your request to Materials Management. When we approve, the account managers involved will receive a notification for approval.
Please choose what type of asset transfer:

- STANDARD Dept/Location Asset Transfer Request - All inventory numbers must be listed.
- SURPLUS Equipment Pickup Request with Assets - All inventory numbers must be listed. Non-asset surplus items permitted.
- SURPLUS Non-Asset items pickup request - No computers or equipment on inventory list.
If you have surplus items for more than one responsible cost center, please split your request form by responsible cost center.

Responsible Cost Center: 1320150000
Inventory Number: ____________ to ____________
Serial Number: ____________ to ____________

Continue
## Select Boxes

(Up to 10)

### Responsible Cost Center Assets

#### Limit of 10 assets per transfer request

<table>
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<tr>
<th>Inventory No</th>
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[Continue]
Instructions for movers

Special Instructions or Additional Information:
Pick up outside storage room near loading dock.

Address of pinning location:

Contact Name:
Joe Schne

Contact Number:
5-2234

Detailed list of additional non-asset items to be picked up:
Note: Make sure anything listed here is an exact count of what should be picked up by Materials Management.

4 desks, 3 monitors, box of misc cables

Any non-tagged items can be listed here

Once submitted, Materials Mgt. receives notification for approval, as well as a work order request for pickup.
Please choose what type of asset transfer:

- STANDARD Dept/Location Asset Transfer Request - All inventory numbers must be listed.
- SURPLUS Equipment Pickup Request with Assets - All inventory numbers must be listed. Non-asset surplus items permitted.
- SURPLUS Non-Asset items pickup request - No computers or equipment on inventory list.
Requesting Pickup of Surplus Equipment

**STOP:** If your request contains at least one item with an inventory tag you **MUST** use the NEW Electronic Asset Transfer request “ZTRASSET” transaction in SAP.

If you have any questions, please contact the office of Moves and Events at 245-2569. Thank you.

---

**Today’s Date:**

**Name:**

**Email Address:**
Please call the Property Management Office at 5-2709 for more information or for additional help processing this new asset transfer document. This new transaction will need to be submitted by departments for surplus ASSET Pick ups. It generates a work order to the Materialsmgmt@txstate.edu site.

 TRANSACTION ZTRFASSET FOR ASSET TRANSFERS

 ZINVBYCC FOR DEPT. ASSET REPORT
RSS Feed

Purchasing now has an RSS feed look for an email coming this afternoon with instructions on how to subscribe.
Comptroller Fraud Alert

• Fraudulent purchase orders being send to vendors, unbeknownst to the issuing agency.

• If you get any emails or phone calls talking about an order that you did not place, please contact purchasing@txstate.edu with the phone number and name of person calling.
Questions??