

# Procurement Roles

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<sup>1</sup>This role is centrally controlled.

# Agency Material/ Service Master Records Processor

YBC>A\_ML\_SV\_MSTR\_REC\_PROC\_\*

## **Purpose/Definition:**

The Agency Material/Service Master Records Processor is responsible for creating and maintaining agency-specific data for Material Master Records.

## **Role Mapping Rules:**

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- Inventory Display (YBC:INVENTORY\_DISP\_COPA)
- Finance Display (YBC:FINANCE\_DISP\_COPA)

## **Responsibilities:**

- Create and maintain agency-specific Material Master Data Records
- Process requests for new or changed agency-specific Material Master Records
- Coordinate changes to SAP R/3 and legacy systems Material Master Records

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of materials, including how these records guide procurement, inventory management, and invoice processes.
- Knowledge of how to gather complete, accurate Material Master data.
- Knowledge of how to submit a request for a new or changed Material/Service Record to the Central Material Service Group (CMSG).
- Knowledge of how to extend material records to the plant (agency).
- Understanding of how to enter detailed information related to materials such as: material number, short text description, unit of measure, material/service group, and material/service type.
- Ability to effectively communicate and coordinate with CMSG to submit Master/Service Basic Data Record Requests.
- Ability to analyze agency requests for extensions to determine whether a master record needs to be created/changed first.

**Tools:**

- SAP—R/3 and EB Pro

**Processes Involved In:**

- Master Data (NV0010)
  - Material/Service (NV0011)

**Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Material and Service Master Processing	TV0020	16	ILT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>28</b>	

# Agency General Purpose Line Item Reconciler

(Revised 3/20/2009)

YFC>AGY\_FI\_PO\_INV\_GP\_RCLR\_\*

## **Purpose/Definition:**

This role has the same responsibility as the Agency PO Line Item Reconciler however this general purpose role is authorized to handle work items for all fund centers within the business area. The Agency PO Line Item Reconciler receives work items for blocked invoices and are responsible for resolving those blocked invoices. Invoices can be blocked for quantity, price, Contractor Responsibility issues or manually rejected by the comptroller. This role coordinates with agency purchasing offices, receivers, Bureau of Payable Services, and with suppliers.

Agency PO Line Item Reconcilers are also responsible for analyzing open items in the GR/IR line item account (2100100) and taking appropriate action to clear items for which no further activity is expected.

## **Role Mapping Rules:**

- N/A

## **Responsibilities:**

- Receives work item (with image of invoice) in work list
- Selects items to process
- Reviews the rejection code or rejection codes
- Based on rejection code makes appropriate determination for issue resolution
- Contacts the agency receiver, purchaser, Bureau of Payable Services or supplier for issue resolution
- Reviews the invoice image
- If changes or comments to the invoice are required for processing, annotates the invoice image
- Approves the work item returning it to the Bureau of Payable Services for processing
- Saves the work item for processing at a later date
- Rejects the work item and sends the invoice return letter to the supplier if the invoice will not be processed.
- Attaches rejection letter for tracking purposes.
- Evaluate and resolve discrepancies in the GR/IR (2100100) account

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of invoicing process, including workflow, system verification (3-way match and price, quantity, & freight tolerances) and exceptions management (parks/blocks).
- Knowledge of different invoice types (XML, Market Price and Evaluated Receipt Settlement).
- Understanding of how to manage different reconciliation processes (no goods receipt, no goods receipt match, and discrepant invoice).
- Ability to evaluate GR/IR account to determine cause of discrepancies between goods receipts & invoices and resolve differences.
- Ability to effectively coordinate/communicate with the Bureau of Payable Services, purchasing agents, warehouse receivers, and vendors on correcting/reconciling invoices.

## **Tools:**

- SAP
- Universal Worklist

## **Processes & Transactions:**

- Invoicing
- Purchasing
- Contractor Responsibility Program

## **Training Prerequisites:**

The following knowledge is required before employees can enroll in training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

OB Invoice Processing Overview Course (available through E-LMS)  
Agency PO Line Item Reconciler Course

# Approver-Treasury (WF)<sup>1</sup>

YBC>APRVR\_TREASURY\_

## **Purpose/Definition:**

The Treasury Contract Approver is responsible for reviewing and approving contracts via workflow.

## **Role Mapping Rules:**

The Treasury Contract Approver role will be assigned to a few positions within Treasury.

## **Responsibilities:**

- Review and approve/disapprove contracts

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of procurement contracts and workflow.
- Knowledge of approval criteria and process for contracts (supplies and services).
- Understanding that once approve, vendor receives awarded, signed contract.
- Understanding that standard terms & conditions usage reduces number of approvals, increasing responsibility for timely, accurate review.
- Ability to use computer and Microsoft Outlook to review and approve/disapprove contracts.

## **Tools:**

- SAP—R/3

## **Processes Involved In:**

- Contracting (NV0040)
  - Outline Agreements (NV0041)
  - Approval Processing (NV0043)

## **Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

<sup>1</sup>This role is centrally controlled.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Contract Approving	TV0080	4	ILT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>12</b>	

# **BFM GR/IR Account Support Role<sup>1</sup>**

YBC>BFM\_GRIR\_SUPPORT\_

## **Purpose/Definition:**

This is a temporary year end role to be used by OB/BFM to maintain Goods Receipt / Invoice Receipt Accounts.

## **Role Mapping Rules:**

This role should only be assigned to positions within the Office of Comptroller Operations.

## **Responsibilities:**

Change purchase requisitions, orders, goods receipts, or service entry sheets, as necessary to correct and clear the GR/IR Clearing Account when old items haven't been maintained by agency staff. This responsibility is authorized to BFM staff only in order to centrally control the correction of GR/IR open items that are more than 365 days old and cannot be corrected by agency staff due to system controls, such as AVC and closed posting periods.

## **Required Knowledge, Skills, and Abilities:**

This responsibility is authorized for OB, BFM staff only because the clean up activities require an integrated knowledge of the procurement, budgetary, and financial accounting systems; and requires the BFM to work with IES to lift controls in order to correct errors in the GR/IR account. This activity is communicated with the agency originators and the respective Comptroller and is required to enable the BFM to report this account correctly on the Commonwealth's basic financial statements and individual fund, financial statements. Therefore, the individual granted this role must have a thorough understanding of SAP procurement, finance and budget functionality, as well as, governmental accounting and reporting standards.

## **Tools:**

- SAP—R/3

## **Processes & Transactions:**

- Change Purchase Order
- Change Purchase Requisition
- Goods movement
- Enter Invoice
- Service Entry Sheet
- GR/IR account maintenance
- Account Maintenance Document Display-Reversal

<sup>1</sup>This role is centrally controlled.

### **Training Prerequisites:**

If an employee who performs this role is not knowledgeable in any of the below areas, prerequisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

### **Training Requirements:**

As defined by Office of the Budget, Bureau of Financial Management.

# Central Invoice Reconciler<sup>1</sup>

YBC>CEN\_INV\_RCNCLR\_\*

## **Purpose/Definition:**

The Central Invoice Reconciler is responsible for editing and unblocking invoices within SAP R/3 and providing oversight and consulting services to the agency procurement director when open GRIR items remain for more than 60 days.

## **Role Mapping Rules:**

Office of Comptroller Operations centrally control and set limitations on this role.

By default, the role also contains the following Display roles:

- Finance Display (Procurement) (YBC:FINANCE\_DISP\_COPA)
- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)

## **Responsibilities:**

- Edit and unblock invoices in R/3
- Evaluate and resolve discrepancies in the GR/IR account
- Work with Purchasing and Comptroller Operations to resolve purchasing and invoicing discrepancies

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of invoicing process, including workflow, system verification (3-way match and price, quantity, & freight tolerances) and exceptions management (parks/blocks).
- Knowledge of different invoice types (XML and Evaluated Receipt Settlement).
- Understanding of how to manage different reconciliation processes (no goods receipt, no goods receipt match, and discrepant invoice).
- Ability to release/unblock reconciled invoice after program clears block.
- Ability to evaluate the GR/IR account to determine cause of discrepancies between goods receipts & invoices and resolve differences. Ability to effectively coordinate/communicate with Central Accounts Payable Unit (CAPU), purchasing agents, warehouse receivers, and vendors on correcting/reconciling invoices.

## **Tools:**

- SAP—R/3

<sup>1</sup>This role is centrally controlled.

## **Processes & Transactions:**

- Invoicing
  - Invoice Processing
  - Invoice Release
  - GR/IR Account Oversight
  - SAP Report Y\_DC1\_32000674
  - SAP Transaction MR11
  - SAP Transaction MR11SHOW

## **Training Prerequisites:**

If an employee who performs this role is not knowledgeable in any of the below areas, prerequisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

## **Training Requirements:**

As defined by Department of General Services Procurement or Office of the Budget Comptroller Operations. Training should include PO Line Item Reconciler course as developed by DGS.

# Central Material/Service Master Records Processor<sup>1</sup>

YBC>C\_ML\_SV\_MSTR\_REC\_PROC\_

## Purpose/Definition:

The Central Material/Service Master Records Processor is responsible for creating, maintaining, and deleting basic data for Material and Service Master Records.

## Role Mapping Rules:

Office of Comptroller Operations centrally controls and set limitations on this role. By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- Inventory Display (YBC:INVENTORY\_DISP\_COPA)
- Finance Display (YBC:FINANCE\_DISP\_COPA)

## Responsibilities:

- Create and maintain Material and Service Master Data Records (basic data) for agencies
- Process agency requests for Material/Service Master Records additions, changes, or deletions
- Review, analyze, and act on usage report
- Control material groups (different commodity groups)
- Coordinate changes to SAP R/3 from legacy systems Material Master Records

## Required Knowledge, Skills, and Abilities:

- Broad knowledge of materials/services, including how these records guide procurement, inventory management, and invoice processes.
- Understanding of criteria for creating, changing, or deleting a Central Material/Service Master Record.
- Knowledge of the following materials specifications and how to input them: material or service number, short text description, unit of measure, material/service group, and material/service type.
- Understanding of how to extend service records to the plant (agency).
- Understanding of the batch synchronization process that updates Master/Service records.
- Ability to effectively communicate and coordinate with agencies submitting Master/Service record requests.

<sup>1</sup>This role is centrally controlled.

- Ability to analyze agency requests to determine whether a record should be created or changed; ability to analyze usage reports to determine whether a record should be deleted.

**Tools:**

- SAP—R/3 and EB Pro
- Program for mass input of Material/Service changes

**Processes Involved In:**

- Master Data (NV0010)
  - Material/Service (NV0011)

**Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Material and Service Master Processing	TV0020	16	ILT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>28</b>	

# Comptroller for PO based Invoices<sup>1</sup>

(Revised 3/20/2009)

YFC>CEN\_FI\_PO\_INV\_\*

## **Purpose/Definition:**

The Bureau of Payable Services PO Invoice Entry Processor receives invoices work items for purchase order related invoices processed through the Department of Revenue's invoice processing unit. This role is responsible for reviewing, and posting invoices as well as rejecting invoices based on pre-defined rejection codes.

## **Role Mapping Rules:**

This role should only be assigned to positions within the Office of Comptroller Operations.

Role Conflicts – A position assigned this role cannot be assigned the following roles:

- SRM Requisitioner (YRR>SRM\_REQUIS\_COPA)
- SRM Agency Goods Acceptance Recipient Appr (YRR>SRM\_APR\_GOOD\_ACPT\_REC)

## **Responsibilities:**

- Receives PO work items (with attached image of the invoice) in the work list for processing from agencies.
- Completes pre-audit review of invoice data.
- Reviews PO invoice form/invoice image
- Approves and posts invoice to clear payment to treasury
- Determine issues and enters rejection codes for further processing at the Exception Processing Unit.
- Determine issues and enters rejection codes for further issue resolution with the Agencies.
- Works with Comptroller Exception Processing Unit to resolve blocks and obtain required approvals for invoices.
- Assign credit memo to invoice
- Rejects credit memos

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of invoicing process, including workflow, system verification (3-way match and price, quantity, & tolerances) and exceptions management (blocks).

<sup>1</sup>This role is centrally controlled.

- Knowledge of different transaction types (Credit Memo, Invoice, Subsequent Credit, and Subsequent Debit).
- Understanding of policy related to invoice processing.
- Ability to enter invoices manually, if required.
- Ability to evaluate invoices and determine whether to hold if required.
- Ability to effectively coordinate/communicate with agencies and vendors on resolving invoice issues.
- Knowledge of SAP master data (e.g., vendors, GL accounts, funds, cost centers) that relate to the accounts payable process.
- Knowledge of the SAP Workflow Inbox

### **Tools:**

- SAP
- Employee Portal

### **Processes & Transactions:**

- Invoicing
- Purchasing

### **Training Prerequisites:**

The following knowledge is required before employees can enroll in training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

OB Invoice Processing Overview Course (available through E-LMS)  
PO Invoice Processing Course

# Central Workflow Balancing and Monitoring<sup>1</sup>

YBC>CEN\_WRFLO\_MON\_BAL\_MASA

## **Purpose/Definition:**

The Comptroller Workflow Balancing and Monitoring role will provide access to the Invoice Tracking Report for Accounts Payable, Return Log, Workflow Monitoring and Workflow Balancing Report. Positions assigned this role will have access to route workflow work items to different Invoice Processing Units and make entries into the Return Log.

## **Role Mapping Rules:**

This role should only be assigned to positions within the Office of Comptroller Operations.

## **Responsibilities:**

- Review workload based on current workflow distribution by teams based on sequentially routing new work items in an equally distributed manner
- Utilize the *Workload Balancing Report* to understand workload distribution and backlogs
- Redistribute invoice workload based on report data in order to most efficiently process invoices (i.e., to avoid backlogs)
- Determines if additional resources are needed and recommends scheduling changes
- Select a series (or group) of invoices from a single group and assign to another processing group for workload redistribution

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of invoicing process, including workflow, system verification (3-way match and price, quantity, & tolerances) and exceptions management (blocks) for PO and non PO processing.
- Knowledge of different transaction types (Credit Memo, Invoice, Subsequent Credit, and Subsequent Debit).
- Understanding of policy related to invoice processing.
- Ability to understand invoice workflow distribution within the organization
- Ability to understand invoice complexity and workload requirements based on invoice types.
- Ability to effectively coordinate/communicate within the organization and with agencies and vendors on processing issues.
- Knowledge of SAP master data (e.g., vendors, GL accounts, funds, cost centers) that relate to the accounts payable process.
- Knowledge of the SAP Workflow Inbox

<sup>1</sup>This role is centrally controlled.

**Tools:**

- SAP
- Employee Portal

**Processes & Transactions:**

- Invoicing

**Training Prerequisites:**

The following knowledge is required before employees can enroll in training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

OB Invoice Processing Overview Course (available through E-LMS)

PO Invoice Processing Course

Non PO Invoice Processing Course

# CPA Project Creator and Maintainer

YBC>CPA\_PRJ\_CRTE\_AND\_MNT\_\*

## Purpose/Definition:

The CPA Project Creator is responsible for creating new projects within SAP Project System, setting up appropriate milestone dates for each WBS (Work Breakdown Structure) Element, assigning appropriate Fund ID(s) to the Project, and ongoing maintenance to the project structure.

## Role Mapping Rules:

By default, the role also contains the following:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- CPA Project Display (YBC:CPA\_PROJ\_DISP\_\*)

## Responsibilities:

- Determining the appropriate Project ID (A-BBBB-CCCC, where:
  - A is the “A”gency-funded or “C”apital-funded project designator for DGS-Managed projects, or the Agency ID (“E” for DEP) for Agency-Managed projects
  - BBBB is the CoPA facility ID for the construction
  - CCCC is a sequence# for projects at that facility (e.g., 0002 for a 2<sup>nd</sup> project)
- Determining the 3 character Phase# and/or Part# (within a Phase) for the project, to be used for the 1<sup>st</sup> and 2<sup>nd</sup> WBS Levels created for the project (e.g., C-1103-0002-001-003; or C-1103-0003-000-000 for a project with no Phases and Parts)
- Determining the Activity ID’s appropriate for the project, used for the WBS Level-3 identifier (e.g., “D” for Design, “C” for Construction)
- Determining the appropriate Point #'s to setup for Construction, used for the WBS Level-4 identifier – note: the entire Level-4 WBS is used on CPA Purchase Requisitions, Purchase Orders and Invoices (e.g., C-1103-0003-000-000-D-0 for Outside Design, C-1103-0003-000-000-C-2 for HVAC construction)
- Creating the Project and establishing the entire Project Structure in SAP
- Setting up appropriate Milestones for each WBS Element, using Milestone Groups as appropriate (e.g., Phase/Part-level Milestones, Design Milestones, Construction Point-level Milestones)
- Assigning the appropriate Business Area of the Requesting/Using Agency for the project within SAP (cannot be changed once the project is created!)
- Assigning appropriate Responsible Cost Center(s) and Fund ID(s) for the project within SAP
- Entering appropriate project data known at the project outset within SAP (e.g., Project Title, Region, Institution, Facility Description, etc.)
- Adding necessary comments for the project, within appropriate SAP Project System text areas

- Run reports within SAP Project Systems
- Prepare agreements, re-clearance memos, amendments, and work-orders (outside of SAP)

**Required Knowledge, Skills, and Abilities:**

- Understanding of design and construction projects
- Training in the CJ20N Project Builder transaction
- Adequate understanding of SAP Project System:
  - Creating, copying, and changing Projects and Project Structures
  - Project Definition vs. WBS Element-level data, and navigating between these levels
  - Project System reporting
  - Understanding of Funds Management for ImaginePA, how Funds Centers are derived, how Fund ID's are validated for specific WBS Elements, how Finance data entered when creating a project (e.g., Business Area, Cost Center, Fund ID's) affect the Procurement process

**Tools:**

- SAP—R/3
- Microsoft Outlook

**Processes Involved In:**

- Construction Project Administration (FE0000)
  - Project Initiation (FE0010)

**Training Pre-requisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a “To-Be” role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)
- CPA Overview (web-based training)
- CPA Maintain/Display Project Data (web-based training)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>4</b>	

# CPA Project Display

YBC>CPA\_PROJ\_DISP\_\*

## **Purpose/Definition:**

The CPA Project Display role has the ability to display and report against capital project information in SAP.

## **Role Mapping Rules:**

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)

## **Responsibilities:**

- Using information maintained in SAP Project Systems to accomplish various CPS processes or respond to requests for information
  - Viewing Project System's information display in SAP
  - Executing reports in Project Systems in SAP

## **Required Knowledge, Skills, and Abilities:**

- Understanding of design and construction projects
- Ability to work in SAP

## **Tools:**

- SAP—R/3

## **Processes Involved In:**

- Construction Project Administration (FE0000)

## **Training Pre-requisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a "To-Be" role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
CPA Business Process Overview	TE0001	4	WBT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>12</b>	

# CPA Project Maintainer

YBC>CPA\_PROJ\_MAINT\_\*

## Purpose/Definition:

The CPA Project Maintainer is responsible for maintaining project master data elements such as key project dates and costs.

## Role Mapping Rules:

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)

## Responsibilities:

- Decide whether design work will be performed In-House or outsourced
- Prepare/add commentary on Short-Listed firms (outside of SAP)
- Input and maintain project information (i.e., flag indicators whether design work will be done In-House and maintain orientation dates) in SAP Project Systems
- Run reports within SAP Project Systems
- Prepare agreements, re-clearance memos, amendments, and work-orders (outside of SAP)

## Required Knowledge, Skills, and Abilities:

- Understanding of design and construction projects
- Thorough understanding of which WBS elements to update for specific master data elements so that this information is captured on various CPA reports and interfaces
- Knowledge of standard hardware and software applications/technology, including PCs, Internet browsers, email, and fax machines
- Ability to work in SAP

## Tools:

- SAP—R/3
- Microsoft Outlook

## Processes Involved In:

- Construction Project Administration (FE0000)
  - Design Selection (FE0020)
  - DGS Managed Design Agreement (FE0030)
  - Construction Bidding (FE0050)
  - Amendments (FE0090)
  - Work Orders (FE0100)

## Training Pre-requisites:

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a "To-Be" role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
CPA Business Process Overview	TE0001	4	WBT
Construction Project Administration Change Project	TE0040	4	WBT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
	<b>Total Hours:</b>	<b>16</b>	

# CPA Purchaser

YBC>CPA\_PURCHASER\_\*

## **Purpose/Definition:**

The CPA Purchaser is responsible for creating, updating, and managing SAP Purchase Orders (POs) and Contracts for Design Agreements, Construction Contracting, Bidding, Amendments, Works Orders, and Change Orders.

## **Role Mapping Rules:**

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- CPA Project Display (YBC:CPA\_PROJ\_DISP\_\*)
- Finance Display (YBC:FINANCE\_DISP\_COPA)
- CPA Project Maintainer (YBC:CPA\_PROJ\_MAINT\_\*)
- R/3 Requisitioner (YBC:R\_3\_REQUIS\_\*)

**Role Conflicts** – A position assigned this role cannot be assigned the following roles:

- R/3 Purchase Order Approver

## **Responsibilities:**

- Evaluate vendor design agreements and bid proposals
- Create and maintain POs for Design Agreement, Design Amendments, Work Orders, Construction Contracts, and Change Orders in SAP
- Create and maintain contracts for open-ended agreements (e.g., regional cm/consultant contracts) in SAP
- Enter MBE/WBE subcontract information in SAP
- Prepare recommendations of award or rejection
- Distribute award letter to vendor

## **Required Knowledge, Skills, and Abilities:**

- Understanding of design agreement evaluation and award process, including required signatures, Contract Responsibility Program, and generation of POs
- Understanding of bid evaluation and award process, including legal restrictions, bid withdraw options, recommendation of award or rejection requirements, and procedures for preparing an award packet and creating a PO
- Knowledge of standard hardware and software applications/technology, including PCs, Internet browsers, email, Microsoft Office applications (i.e., Excel and Word), and fax machines
- Ability to work in SAP

## Tools:

- SAP—R/3
- Electronic vendor application forms on Inter/Intranet
- Microsoft Outlook, Word, and Excel

## Processes Involved In:

- Construction Project Administration (FE0000)
  - DGS Managed Design Agreement (FE0030)
  - Agency Managed Design Agreement (FE0040)
  - Construction Bidding (FE0050)
  - Construction Contracting (FE0060)
  - Amendments (FE0090)
  - Work Orders (FE0100)
  - Change Orders (FE0110)

## Training Pre-requisites:

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a “To-Be” role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
CPA Business Process Overview	TE0001	4	WBT
CPA Purchaser Course	TE0010	8	ILT
Construction Project Administration Change Project	TE0040	4	WBT
Construction Project Administration Receiving	TE0050	4	WBT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
	<b>Total Hours:</b>	<b>28</b>	

# CPA Service Acceptor

YBC>CPA\_SRVC\_ACCPT\_\*

## Purpose/Definition:

The CPA Service Acceptor is responsible for the approval and maintenance of Service Receipts, confirming services meet contract criteria.

## Role Mapping Rules:

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- CPA Project Display (YBC:CPA\_PROJ\_DISP\_\*)

## Responsibilities:

- Approve and maintain Service Receipts in SAP
  - Save and accept
  - Complete
  - Reverse

## Required Knowledge, Skills, and Abilities:

- Understanding of receiving and invoicing processes
- Ability to work in SAP

## Tools:

- SAP—R/3

## Processes Involved In:

- Construction Project Administration (FE0000)
  - Receiving (FE0070)
    - Service Receiving (FE0071)

## Training Pre-requisites:

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a “To-Be” role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
CPA Business Process Overview	TE0001	4	WBT
Construction Project Administration Receiving	TE0050	4	WBT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>16</b>	

# CPA Sourcing Coordinator

YBC>CPA\_SOURC\_COORD\_\*

## **Purpose/Definition:**

The CPA Sourcing Coordinator is responsible for creating, advertising, managing, and processing Design Applications and Construction Bids.

## **Role Mapping Rules:**

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- CPA Project Display (YBC:CPA\_PROJ\_DISP\_\*)
- R/3 Requisitioner (YBC:R\_3\_REQUIS\_\*)
- CPA Project Maintainer (YBC:CPA\_PROJ\_MAINT\_\*)

## **Responsibilities:**

- Create and post/distribute advertisements and bid packages
- Receive, open, and process applications and bid proposals
- Create RFQ's with reference to Requisition and update RFQs in SAP
- Create and modify Requisitions, and attach necessary documents (e.g., Notice to Bidders) in SAP
- Create and send e-forms (request for new vendor setup) in SAP
- Generate Bid Tabs (price comparison lists) in SAP
- Generate new collective number for tracking Design Applications for a project in SAP, likewise for Construction Bids
- Search vendor master for Design Professionals and Contractors in SAP
- Input and modify Design Application information in SAP
- Enter, maintain, and remove quotation comment codes in SAP
- Extract data from various databases (both legacy and SAP) to generate the Design Performance and Involvement History Report, and Litigation and Past Performance Report in SAP
- Generate Notice to Bidders and Rejection Letters in SAP
- Prepare and distribute Notification, Rejection, and Appointment letters, and Notice to Bidders
- Prepare special reports from legacy and SAP databases

## **Required Knowledge, Skills, and Abilities:**

- Understanding of vendor application forms and processes, including vendor master data, RFQs, Requisitions, Contract Responsibility Program, and Notification, Rejection, and Appointment letters

- Understanding of vendor bid proposals and processes, including E&A Clearance Memos, procedures for capital funded projects, MBE/WBE requirements, bid packages, mail codes, vendor master data, bulletins, Notice to Bidders, RFQs, Requisitions, and Rejection letters
- Knowledge of standard hardware and software applications/technology, including PCs, Internet browsers, email, MS Office applications (i.e., Excel and Word), and fax machines
- Ability to prepare letters and reports
- Ability to work in SAP

**Tools:**

- SAP—R/3
- Electronic vendor application forms on Inter/Intranet
- Legacy databases

**Processes Involved In:**

- Construction Project Administration (FE0000)
  - Design Selection (FE0020)
  - DGS Managed Design Agreement (FE0030)
  - Construction Bidding (FE0050)

**Training Pre-requisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a “To-Be” role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
CPA Business Process Overview	TE0001	4	WBT
Construction Project Administration Requisitions	TE0020	8	ILT
Construction Project Administration Change Project	TE0040	4	WBT
Business Warehouse Business Analyst	TW0200	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>24</b>	

# Inventory Administrator

YBC>INVNTRY\_ADMIN\_\*

## **Purpose/Definition:**

The Inventory Administrator is responsible for creating goods issues and returns, stock transfers and transport orders, and physical inventory counts and adjustments in R/3.

## **Role Mapping Rules:**

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- Finance Display (YBC:FINANCE\_DISP\_COPA)
- Inventory Display (YBC:INVENTORY\_DISP\_COPA)
- R3 Requisitioner (YBC:R\_3\_REQUIS\_\*)

**Role Conflicts** – A position assigned this role cannot be assigned the following roles:

- Inventory Issuer (YBC>INVNTRY\_ISSUER\_\*)
- R/3 Receiver (YBC>R\_3\_RCVR\_\*)
- Agency Revenue Processor with AP/AR own Bus Area (YFC>AGY\_REVPROC\_AP\_AR\_\*)
- Approver - P O Agency Head (YBC>APRVR\_PO\_AGENCY\_HEAD\_\*)
- Plant Maintenance Payroll Entry 7800 (YDC>PM\_HR\_PAYROLL\_7800)

## **Responsibilities:**

- Create goods issues/returns and stock transfers/transport orders in R/3
- Manage inventory scrapping/sampling in R/3
- Perform physical inventory adjustments in R/3

## **Required Knowledge, Skills, and Abilities:**

- Understanding of importance of accurate, timely data entry and transaction processing for effective inventory management.
- Knowledge of material requirement planning (MRP)/inventory replenishment process.
- Knowledge of how to update physical inventory (PI) Material Master data, block posting to inventory items, and generate/distribute PI document to those performing inventory count.
- Knowledge of returns, scrapping/sampling and goods & external issues, including purchasing/accounting document verification, review/approval process, and customer master record creation for external issues.
- Knowledge of stock transfer and transport order processes, including how to resolve quantity/quality discrepancies when receiving transfers and how to adjust inventory and financials in R/3.

- Ability to review MRP results and approve planning runs.
- Ability to analyze/review discrepancies between physical and book inventory, oversee inventory recount, approve results, and post remaining differences online.
- Ability to effectively coordinate/communicate with vendors and master data, purchasing, and accounting staff on managing inventory movements.

**Tools:**

- SAP—R/3

**Processes Involved In:**

- Inventory Management (NV0080)
  - Replenishment (NV0081)
  - Physical Inventory (NV0082)
  - Issues>Returns (NV0083)
  - Transfers/Transport Orders (NV0084)

**Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Inventory Administrator	TV0160	8	ILT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>20</b>	

# Inventory Issuer

YBC>INVNTRY\_ISSUER\_\*

## **Purpose/Definition:**

The Inventory Issuer is responsible for creating various goods movements within SAP R/3.

## **Role Mapping Rules:**

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- Inventory Display (YBC:INVENTORY\_DISP\_COPA)

**Role Conflicts** – A position assigned this role cannot be assigned the following roles:

- Physical Inventory Poster (YBC>PHYS\_INVNTRY\_POST\_\*)
- Inventory Administrator (YBC>INVNTRY\_ADMIN\_\*)
- Central Invoice Reconciler (YBC>CEN\_INV\_RCNCLR\_\*)

In addition:

- R/3 Purchase Order Approver
- SRM Procurement Document Approver

## **Responsibilities:**

- Create goods issues and movements in R/3
- Manage data output spools to track workflow

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of physical inventory process, including separation of duties between those performing counts and those entering adjustments.
- Knowledge of scrapping/sampling and goods issues processes, including how to identify and post goods to be scrapped or issued on the system.
- Ability to pick, pack, check, and ship material for goods issue, stock transfer, or stock transport order.
- Ability to count and recount physical inventory to support physical inventory in R/3.
- Ability to perform stock transfers within their location (1-step).
- Ability to monitor data output to track workflow.

**Tools:**

- SAP—R/3

**Processes Involved In:**

- Inventory Management (NV0080)
  - Physical Inventory (NV0082)
  - Issues (NV0083)
  - Transfers/Transport Orders (NV0084)
  - Scrapping/Sampling (n.a.)

**Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Inventory Movements	TV0150	8	ILT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>20</b>	

# Inventory Planner

YBC>INVNTRY\_PLNNR\_\*

## **Purpose/Definition:**

The Inventory Planner is responsible for creating reservations, executing MRP runs, and placing replenishment requisitions in R/3.

## **Role Mapping Rules:**

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- Finance Display (YBC:FINANCE\_DISP\_COPA)
- Inventory Display (YBC:INVENTORY\_DISP\_COPA)
- R/3 Requisitioner (YBC:R\_3\_REQUIS\_\*)

## **Responsibilities:**

- Replenish stock using material requirement planning in R/3

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of reorder points and/or replenishment planning.
- Knowledge of how MRP Material Master Data impacts agency MRP runs.
- Ability to execute planning run to identify materials requiring replenishment.
- Ability to create planned orders and convert them into requisitions based on planning run output.
- Ability to coordinate/communicate with purchasing agent to convert requisition into a purchase or stock transport order.

## **Tools:**

- SAP—R/3

## **Processes Involved In:**

- Inventory Management (NV0080)
  - Replenishment (NV0081)

## Training Prerequisites:

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, prerequisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Inventory Planning	TV0140	8	ILT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>20</b>	

# Invoice Entry Processor

YBC>INV\_ENTRY\_PROC\_\*

## Purpose/Definition:

The Invoice Entry Processor is responsible for creating and blocking invoices within SAP R/3 and validating vendor-entered invoices in EB Pro.

## Role Mapping Rules:

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- Finance Display (YBC:FINANCE\_DISP\_COPA)
- Invoice Cancellor (YBC:INV\_CANCELLED\_\*)

Role Conflicts – A position assigned this role cannot be assigned the following roles:

- Approver- Comptroller(YBC>APRVR\_COMPROLLER\_\*)
- Employee/Travel Vendor Maintenance (YPC>TRAVEL\_VENDOR\_MAINT\_\*)
- R/3 Receiver (YBC>R\_3\_RCVR\_\*)
- R/3 Central Receiver (Cross Business Areas)-(YBC>R\_3\_RCVR\_XBA\_)  
Central Invoice Reconciler (YBC>CEN\_INV\_RCNCLR\_\*)

## Responsibilities:

- Create and verify invoices in R/3
- Park invoices in R/3 that have “hard” errors (e.g., funds not available)
- Block invoices in R/3 that fall outside tolerances (e.g., price, quantity, and freight)
- Validate/approve vendor-entered invoices in EB Pro so they post
- Support Invoice Reconciler as needed

## Required Knowledge, Skills, and Abilities:

- Knowledge of invoicing process, including workflow, system verification (3-way match and price, quantity, & freight tolerances) and exceptions management (parks/blocks).
- Knowledge of different invoice types (vendor self-invoicing and Evaluated Receipt Settlement).
- Understanding of policy to block all invoices over \$5 million and how to determine whether payment is from Special or General Fund.
- Understanding of Contractor Responsibility Program (CRP) and when to manually block invoices.

- Ability to enter invoices on the system.
- Ability to evaluate invoices and determine whether to manually block or park if discrepant.
- Ability to effectively coordinate/communicate with agencies and vendors on resolving invoice issues.

**Tools:**

- SAP—R/3 and EB Pro

**Processes Involved In:**

- Invoicing (NV0070)
  - Invoice Matching (NV0071)

**Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Medias</b>
Procurement Business Process Overview	TV0001	4	WBT
Invoice Entry and Processing	TV0120	16	ILT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>28</b>	

# Invoice Entry Processor & Cancellor<sup>1</sup>

(Revised 3/20/2009)

YBC>INV\_ENTRY\_PROC\_CNCLR\_0200

## **Purpose/Definition:**

The Invoice Entry Processor and Cancellor role receives invoice work items for purchase order related invoices processed through the Department of Revenue's invoice processing unit. This role is responsible for reviewing, posting, canceling invoices as well as rejecting invoices based on pre-defined rejection codes.

## **Role Mapping Rules:**

By default, the system will automatically map the following roles to positions that receive this role. You do not need to map these roles/reports manually.

- Purchasing Display
- Finance Display (includes Invoice Tracking Report / Return Log Display / Workflow Monitoring Report)

Positions that receive the Invoice Entry Processor role cannot receive any of the following roles:

- Requisitioner
- Purchaser
- Receiver

## **Responsibilities:**

- Completes pre-audit review of invoice data.
- Reviews PO invoice form/invoice image
- Approves and posts invoice to clear payment to treasury
- Reverses invoices
- Determine issues and enters rejection codes for further processing at the Exception Processing Unit.
- Determine issues and enters rejection codes for further issue resolution with the Agencies.
- Works with Comptroller Exception Processing Unit to resolve blocks and obtain required approvals for invoices.
- Assign credit memo to invoice
- Rejects credit memos

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of invoicing process, including workflow, system verification (3-way match and price, quantity, & tolerances) and exceptions management (blocks).

<sup>1</sup>This role is centrally controlled.

- Knowledge of different transaction types (Credit Memo, Invoice, Subsequent Credit, and Subsequent Debit).
- Understanding of policy related to invoice processing.
- Ability to enter invoices manually, if required.
- Ability to reverse invoices based on error codes.
- Ability to evaluate invoices and determine whether to hold if required.
- Ability to effectively coordinate/communicate with agencies and vendors on resolving invoice issues.
- Knowledge of SAP master data (e.g., vendors, GL accounts, funds, cost centers) that relate to the accounts payable process.

**Tools:**

- SAP
- Employee Portal

**Processes & Transactions:**

- Invoicing
- Purchasing

**Training Prerequisites:**

The following knowledge is required before employees can enroll in training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

OB Invoice Processing Overview Course (available through E-LMS)

PO Invoice Processing Course

# Invoice Reconciler

YBC>INV\_RCNCLR\_\*

## **Purpose/Definition:**

The Invoice Reconciler is responsible for editing and unblocking invoices within SAP R/3.

## **Role Mapping Rules:**

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- Finance Display (YBC:FINANCE\_DISP\_COPA)

## **Responsibilities:**

- Edit and unblock invoices in R/3
- Evaluate and reconcile discrepancies in GR/IR account
- Work with Purchasing and Comptroller's Operations to resolve purchasing and invoicing discrepancies

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of invoicing process, including workflow, system verification (3-way match and price, quantity, & freight tolerances) and exceptions management (parks/blocks).
- Knowledge of different invoice types (vendor self-invoicing and Evaluated Receipt Settlement).
- Understanding of how to manage different reconciliation processes (e.g., vendor self-invoicing, no goods receipt, no goods receipt match, and discrepant invoice).
- Ability to release/unblock reconciled invoice after program clears block.
- Ability to evaluate GR/IR account to determine cause of discrepancies between goods receipts & invoices and resolve differences.
- Ability to effectively coordinate/communicate with Central Accounts Payable Unit (CAPU), purchasing agents, warehouse receivers, and vendors on correcting/reconciling invoices.

## **Tools:**

- SAP—R/3

**Processes Involved In:**

- Invoicing (NV0070)
  - Invoice Matching (NV0071)
  - Invoice Release (NV0072)
  - GR/IR (NV0073)

**Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Invoice Reconciliation	TV0125	8	ILT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>20</b>	

# **MBEWBE Correspondence Processor**

YBC>MBEWBE\_CORRES\_PROC\_COPA

## **Purpose/Definition:**

The MBEWBE Correspondence Processor is responsible for corresponding to MBEWBE vendor that their certification is going to expire.

## **Role Mapping Rules:**

The MBEWBE Correspondence Processor role will be assigned to positions within the Department of General Services.

By default, the role also contains the following Display roles:

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- Finance Display (YBC:FINANCE\_DISP\_COPA)

## **Responsibilities:**

- Execute transaction code F.66 to generate letters to the MBEWBE vendors.
- Execute SO10 to change text of letter if necessary.

## **Required Knowledge, Skills, and Abilities:**

- Understanding of transaction codes F.66 and SO10.

## **Tools:**

- SAP—R/3 – Vendor Standard Letters, SAPScript Standard Text

## **Processes Involved In:**

- Vendor Master ()

## **Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>4</b>	

# Physical Inventory Poster

YBC>PHYS\_INVNTRY\_POST\_\*

## **Purpose/Definition:**

The Physical Inventory Poster is responsible for posting of physical inventory results in R/3.

## **Role Mapping Rules:**

*By default, the role also contains the following Display roles:*

- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- Finance Display (YBC:FINANCE\_DISP\_COPA)
- Inventory Display (YBC:INVENTORY\_DISP\_COPA)

**Role Conflicts** – A position assigned this role cannot be assigned the following roles:

- Inventory Issuer (YBC>INVNTRY\_ISSUER\_\*)

## **Responsibilities:**

- Post physical inventory results in R/3

## **Required Knowledge, Skills, and Abilities:**

- Understanding of importance of accurate, timely data entry and transaction processing for effective inventory management.
- Ability to analyze/review discrepancies between physical and book inventory, oversee inventory recount, approve results, and post remaining differences online.

## **Tools:**

- SAP—R/3

## **Processes Involved In:**

- Inventory Management (NV0080)
  - Physical Inventory (NV0082)

## **Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
<b>Total Hours:</b>		<b>4</b>	

# R/3 Purchaser Agency

YBC>R\_3\_PURCH\_AGY\_\*

## Purpose/Definition:

The Purchaser is responsible for procuring materials and services either within an agency (agency purchaser) or across agencies (DGS purchaser).

## Role Mapping Rules:

By default, the role also contains the following Display roles:

- Finance Display (Procurement) (YBC>FINANCE\_DISP\_COPA)
- Inventory Display (YBC>INVENTORY\_DISP\_COPA)
- Purchasing Display (YBC>PURCHASING\_DISP\_COPA)

Role Conflicts - A position assigned this role cannot be assigned the following roles:

- SRM Requisitioner (YRR>SRM\_REQUIS\_COPA)
- SRM Receiver (YRR>SRM\_RCVR\_COPA)
- SRM Goods Acceptance Recipient (YRR>SRM\_APR\_GOOD\_ACPT\_REC)
- Employee/Travel Vendor Maintenance (YPC>TRAVEL\_VENDOR\_MAINT\_\*)

## Responsibilities:

- Create and edit RFQs, RFPs, quotations, and bid awards
- Create and edit agency or statewide contracts and purchase orders
- Create and analyze strategic and transactional procurement reports in Business Warehouse
- Display GR/IR account

## Required Knowledge, Skills, and Abilities:

- Broad knowledge of sourcing/bidding, contracting, and purchase ordering (e.g., new definitions, criteria for using different types, required conditions and approvals, and special considerations such as Socially Economically Restricted Businesses (SERBs) and certified minority- and women-owned businesses).
- Knowledge of Commonwealth procurement policies and methods (e.g., publishing formal bids on DGS website and supplier pre-qualification through OA ITQ and DGS Statewide contracts).
- Knowledge of standards and evaluation methods used to assess the quality and value of a wide variety of supplies and services.
- Knowledge of how information is referenced/carried forward into successive procurement documents without requiring data re-entry.
- Ability to use greater information to find best source and enter into more strategic supplier relationships.

- Ability to maintain material/service source lists for pre-determined sources and information records for vendor-specific conditions.
- Ability to create RFQs from approved requisitions, enter vendor quotations, and run price comparison function to award bid.
- Ability to change contracts and purchase orders, including conditions.
- Ability to use a periodic invoice plan to make lease payments, including how to adjust payments due to CPI changes.
- Ability to generate and analyze purchasing reports to track contract status, vendor spend, and improve procurement performance.
- Ability to monitor GR/IR account to identify discrepancies between goods receipts and invoices.
- Ability to establish and maintain effective working relationships with DGS, agencies, vendors, and customers, and coordinate with them online.

### **Tools:**

- SAP—R/3

### **Processes & Transactions:**

- Sourcing (NV0030)
  - RFQ/Quotation (NV0031)
- Contracting (NV0040)
  - Outline Agreements (NV0041)
  - Approvals (NV0043)
- Purchasing (NV0050)
  - Purchase Orders (NV0051)
  - Conditions (NV0053)
- Invoicing (NV0070)
  - Invoice Release (NV0072)
- Reporting (NV0090)
  - Strategic (NV0091)
  - Transactional (NV0092)

# **R/3 Purchaser (covers central/DGS)<sup>1</sup>**

YBC>R\_3\_PURCH\_CEN\_1500

## **Purpose/Definition:**

The central purchaser contracts for materials and services on a statewide level for DGS Bureau of Procurement or performs similar statewide functions as approved by the Department of General Services.

## **Role Mapping Guidance:**

This role is exclusive to the DGS Bureau of Purchases and may be mapped outside of DGS by exception only.

- Selected agencies that require this specialized contracting role as approved by DGS.

## **Role Mapping Rules:**

By default, the role also contains the following Display roles:

- Finance Display (Procurement) (YBC>FINANCE\_DISP\_COPA)
- Inventory Display (YBC>INVENTORY\_DISP\_COPA)
- Purchasing Display (YBC>PURCHASING\_DISP\_COPA)

Positions that receive the Buyer role should not receive any of the following roles:

- SRM Requisitioner
- SRM Receiver
- R/3 Requisitioner
- R/3 Receiver
- Invoice Entry Processor

## **Responsibilities:**

- Create and edit RFQs, RFPs, quotations, and bid awards related to statewide contracts
- Create and edit agency or statewide contracts and purchase orders
- Create and analyze strategic and transactional procurement reports in Business Warehouse
- Display GR/IR account

## **Required Knowledge, Skills, and Abilities:**

<sup>1</sup>This role is centrally controlled.

- Broad knowledge of sourcing/bidding, contracting, and purchase ordering (e.g., new definitions, criteria for using different types, required conditions and approvals, and special considerations such as Socially Economically Restricted Businesses (SERBs) and certified minority- and women-owned businesses).
- Knowledge of Commonwealth procurement policies and methods
- Knowledge of standards and evaluation methods used to assess the quality and value of a wide variety of supplies and services.
- Ability to use greater information to find best source and enter into more strategic supplier relationships.
- Ability to create RFQs from approved requisitions, enter vendor quotations online, and run price comparison function to award bid.
- Ability to change contracts and purchase orders, including conditions.
- Ability to generate and analyze purchasing reports to track contract status, vendor spend, and improve procurement performance.
- Ability to monitor GR/IR account to identify discrepancies between goods receipts & invoices.
- Ability to monitor data output to track workflow.
- Ability to establish and maintain effective working relationships with agencies, vendors, and customers, and coordinate with them online.

**Tools:**

- SAP—R/3 and SRM

**Processes & Transactions:**

- Sourcing (NV0030)
  - RFQ/Quotation (NV0031)
- Contracting (NV0040)
  - Outline Agreements (NV0041)
  - Approvals (NV0043)
- Purchasing (NV0050)
  - Purchase Orders (NV0051)
  - Conditions (NV0053)
- Invoicing (NV0070)
  - Invoice Release (NV0072)
- Reporting (NV0090)
  - Strategic (NV0091)
  - Transactional (NV0092)

**Training Prerequisites:**

If an employee who performs this role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

**Training Requirements:**

As defined by Department of General Services, Bureau of Procurement.

# **R/3 Central Receiver (Cross Business Areas)<sup>1</sup>**

YBC>R\_3\_RCVR\_XBA\_

## **Purpose/Definition:**

The R/3 Receiver is responsible for entering materials receipts in SAP for items that have a business process defined for central processing on behalf of all using agencies, such as Vehicles received by the Department of General Services Bureau of Vehicle Management or inventory items received by the Bureau of Supplies and Surplus Operations.

## **Role Mapping Rules:**

This role can only be mapped to positions within agencies that have authority to create receipts on behalf of all using agencies. Central approval of this role is required by Office of the Budget before assignment to a position. Positions that receive the R/3 Receiver role cannot receive any of the following roles:

- Purchasers
- Invoice Entry Processor

By default, the roles also contain the Purchasing, and Inventory Display roles.

- YBC:PURCHASING\_DISP\_COPA
- YBC:INVENTORY\_DISP\_COPA

## **Responsibilities:**

- Create materials receipts in SAP at time of delivery

## **Required Knowledge, Skills, and Abilities:**

- Knowledge of how to use computer and SAP to enter receipts in SAP.
- Knowledge of the importance of accurate, timely materials receipts to the invoicing process.
- Knowledge of how the receipts create financial postings for the account assignment maintained on the purchase order.

## **Tools:**

- SAP—R/3

## **Processes & Transactions:**

- Receiving
  - Goods Receipt

<sup>1</sup>This role is centrally controlled.

**Training Requirements:**

As defined by Department of General Services, Bureau of Procurement.

# **R/3 Contract Approver**

YBC>APRVR\_CON\_AGENCY\_HEAD\_\*  
YBC>APRVR\_CON\_AGENCY\_LEGAL\_\*

## **Purpose/Definition:**

The R/3 Contract Approver is responsible for reviewing and approving contracts within SAP R/3.

## **Role Mapping Rules:**

By default, the roles also contain the Purchasing and Finance Display roles.

- YBC: PURCHASING\_DISP\_COPA
- YBC: FINANCE\_DISP\_COPA

## **Responsibilities:**

- Review and approve/disapprove contracts in R/3

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of procurement contracts and the release strategies
- Knowledge of approval criteria and process for contracts (supplies and services).
- Understanding that once fully approved, the vendor receives the awarded, executed contract.
- Understanding that standard terms & conditions usage reduces number of approvals, increasing responsibility for timely, accurate review.
- Ability to use a computer & SAP R/3 to review and approve/disapprove contracts.

## **Tools:**

- SAP—R/3

## **Processes & Transactions:**

- Contracting (NV0040)
  - Outline Agreements (NV0041)
  - Approval Processing (NV0043)

### **Training Prerequisites:**

If an employee who performs this role is not knowledgeable in any of the below areas, prerequisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

### **Training Requirements:**

As defined by Department of General Services, Bureau of Procurement.

# **R/3 CPA Requisition Approver**

**CPA Requisition Approver - Agency Head-**

YBC>CPA\_REQ\_APRVR\_AGY\_HD\_\*

**CPA Requisition Approver - Deputy Sec DGS**

**Public Works-**

YBC>CPA\_REQ\_APRVR\_DGS\_PW\_1500

**CPA Requisition Approver - DGS Real Estate-**

YBC>CPA\_REQ\_APRVR\_DGS\_RE\_1500

## **Purpose/Definition:**

The R/3 CPA Requisition Approver is responsible for approving construction bid scope of work statements documented in SAP Requisitions.

## **Role Mapping Rules:**

By default, all three roles also contain the following Display roles:

- CPA Project Display (YBC:CPA\_PROJ\_DISP\_\*)
- Purchasing Display (YBC:PURCHASING\_DISP\_COPA)
- Finance Display (Procurement) (YBC>FINANCE\_DISP\_COPA)

## **Responsibilities:**

- Review Notice to Bidders and approve construction bid Requisitions in SAP
- Approve added Requisition line items in SAP

## **Required Knowledge, Skills, and Abilities:**

- Understanding of design and construction projects, and Requisition process
- Knowledge of standard hardware and software applications/technology, including PCs, Internet browsers, and email
- Ability to work in SAP

## **Tools:**

- SAP—R/3

## **Processes Involved In:**

- Construction Project Administration (FE0000)
  - Construction Bidding (FE0050)

## Training Pre-requisites:

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a "To-Be" role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
CPA Business Process Overview	TE0001	4	WBT
Construction Project Administration Requisitions	TE0020	8	ILT
Business Warehouse End User	TW0100	4	WBT
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
	<b>Total Hours:</b>	<b>20</b>	

# R/3 Receiver

YBC>R\_3\_RCVR\_\*

## Purpose/Definition:

The R/3 Receiver is responsible for entering materials receipts in R/3 for inventory and non-inventory items.

## Role Mapping Rules:

By default, the role also contains the following Display roles:

- Inventory Display (YBC>INVENTORY\_DISP\_COPA)
- Purchasing Display (YBC>PURCHASING\_DISP\_COPA)

Role Conflicts – A position assigned this role cannot be assigned the following roles:

- Invoice Entry Processor (YBC>INV\_ENTRY\_PROC\_\*)
- Central Invoice Reconciler (YBC>CEN\_INV\_RCNCLR\_\*)
- Inventory Administrator (YBC>INVNTY\_ADMIN\_\*)

## Responsibilities:

- Create materials receipts in R/3 at time of delivery

## Required Knowledge, Skills, and Abilities:

- Knowledge of how to use computer and inter/intranet to enter receipts in R/3 in real time.
- Knowledge of importance of accurate, timely materials receipts to inventory planning and invoicing.
- Knowledge of processes involved with materials received for inventory versus consumption, including how to manage quality inspection, over-deliveries, and R/3 inventory adjustments for p-card purchases.
- Ability to determine whether materials being received result from purchase or stock transport order (between warehouses).
- Ability to coordinate/communicate with purchasing agent on managing over-deliveries and real-time approvals.

## Tools:

- SAP—R/3

## Processes Involved In:

- Receiving (NV0060)
  - Goods Receipt (NV0061)

## Training Prerequisites:

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, prerequisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

## R3 Receiver:

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
R3 Receiving	In Development		
ImaginePA Orientation – Navigation and my.SAP workplace	TWB010	4	WBT
	<b>Total Hours:</b>	<b>12</b>	

# R/3 Requisitioner

YBC>R\_3\_REQUIS\_\*

## **Purpose/Definition:**

The R/3 Requisitioner is responsible for creating and editing purchase requisitions in R/3 for the replenishment of inventory items.

## **Role Mapping Rules:**

By default, the roles also contain the Purchasing, Finance, and Inventory Display roles.

- YBC:PURCHASING\_DISP\_COPA
- YBC:INVENTORY\_DISP\_COPA

## **Responsibilities:**

- Identify purchasing need and search sources for desired item
- Create/edit purchase requisitions for inventory items in R/3 and submit for approval

## **Required Knowledge, Skills, and Abilities:**

- Broad knowledge of how requisition information is carried forward into successive procurement documents.
- Understanding of how p-card use can impede inventory planning (e.g., automatic requisition with reorder point and material resource planning (MRP)).
- Ability to search sources (e.g., product master, stock transfer, etc.), select desired item, enter online purchase requisition, and designate additional approvers.
- Ability to effectively coordinate with requisition approvers, agency and central procurement staff, and administrative personnel on executing purchases and taking delivery.

## **Tools:**

- SAP—R/3

## **Processes & Transactions:**

- Requisitioning (NV0020)
  - Requisitioning (NV0021)

## **Training Prerequisites:**

If an employee who performs this role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

**Training Requirements:**

As defined by Department of General Services, Bureau of Procurement.

# Vendor Mass Update Processing<sup>1</sup>

YBC>VENDOR\_MASS\_UPDATE\_

## **Purpose/Definition:**

The Vendor Mass Update Role has the authority to use a mass update transaction to change, delete, and block vendor records. This role should not be assigned to all vendor master processors. The role should only be assigned to the Manager and Supervisor responsible for the Vendor Data Management Unit in the Office of the Budget Bureau of Payables.

## **Role Mapping Rules:**

The Vendor Master Records Processor role is assigned to Office of the Budget Bureau of Payables Vendor Data Management Unit only. In order to effectively use this role, this role should only be assigned to positions that already have the Vendor Master Records Processor role.

## **Responsibilities:**

- Perform mass updates when necessary

## **Required Knowledge, Skills, and Abilities:**

- Understanding of all vendor master data activities and the impact that the mass changes may have on the payment and procurement processes.

## **Tools:**

- SAP (XK99)
- Excel

## **Processes & Transactions:**

- Master Data (NV0010)
- Vendor Master (NV0012)

<sup>1</sup>This role is centrally controlled.

# Vendor Master Records Processor<sup>1</sup>

YBC>VND\_MSTR\_REC\_PROC\_

## **Purpose/Definition:**

The Vendor Master Records Processor is responsible for creating, maintaining, deleting, and blocking Vendor Master Records.

## **Role Mapping Rules:**

- The Vendor Master Records Processor role will be assigned to 10-14 positions within OB-BFM.

*By default, the system will automatically map the following roles to positions that receive this role. You do not need to map these roles manually.*

- Purchasing Display

## **Responsibilities:**

- Create, maintain, and enhance (e.g., identify MBE/WBE status) Vendor Master Data Records
- Process agency/vendor requests for new or changed Vendor Master Records
- Manage complex Vendor Master Record relationships
- Coordinate changes to SAP R/3 and legacy systems Vendor Master Records
- Review, analyze, and act on vendor reports (financial and non-financial)

## **Required Knowledge, Skills, and Abilities:**

- Understanding of vendor application forms and processes, including mail codes, account groups, reconciliation account, payment terms, partner functions, sub-ranges, vendor bank master data, and payment method.
- Understanding of how account groups organize vendors of similar type together for procurement, payment, and reporting purposes.
- Understanding of how mail codes map to material groups for sorting/tracking purposes.
- Knowledge of how to enter alternative vendor addresses and maintain their relationship to the primary vendor record.
- Knowledge of the batch synchronization process that updates Vendor Records.
- Ability to analyze vendor application forms for accuracy, enter appropriate data (specified by Management Directive 310.22), and send approved suppliers system-assigned vendor number.
- Ability to update vendor records and verify accounting and general ledger data so Comptroller's Offices can pay blocked invoices.
- Ability to effectively communicate and coordinate with agencies, Comptroller's Offices, and vendors on vendor applications.

<sup>1</sup>This role is centrally controlled.

- Ability to effectively coordinate special vendor considerations such as Minority and Women-owned businesses (MBE/WBE), One-Time Vendor, 3rd party payment interfaces and procurement/payment blocks with DGS and the Comptroller's Offices.
- Ability to perform these job duties at a high service level (e.g., 24-hour turnaround time for vendor record requests).

**Tools:**

- SAP—R/3

**Processes Involved In:**

- Master Data (NV0010)
  - Vendor Master (NV0012)

**Training Prerequisites:**

The following knowledge is required before employees can enroll in Imagine PA training. If an employee who will perform a To-Be role is not knowledgeable in any of the below areas, pre-requisite training is available through the CTC.

- PC and Windows User Fundamentals
- Microsoft Office
  - Microsoft Word (Word Processor)
  - Microsoft Excel (Spreadsheet)
  - Microsoft Outlook (Email)

<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Del. Media</b>
Procurement Business Process Overview	TV0001	4	WBT
Vendor Master Processing	TV0010	8	ILT
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<b>Total Hours:</b>		<b>20</b>	