

Wednesday, August 15, 2007

Good day!

As you've probably seen through various emails of recent, we have a significant upgrade to our MarkView imaging with a [go-live date of Monday, August 27th](#). We wanted to pass along some important information as to some of the changes you'll see in the upgraded software, new fax numbers for sending documents to Accounts Payable and Contract & Procurement Services for processing, some training sessions we'll offer, etc.

Desktops

With the new MarkView software, campus users will no longer need a java plug-in installed on their desktop in order to view invoice and purchase order images and to place markups accordingly (the java plug-in that Oracle applications uses, however, is still required). So the good news here is that if you need to approve an invoice for payment or you want to print out a copy of a purchase order, all you'll need for interacting with MarkView is a certified browser (and no new plug-in).

Note: certified browsers for use with Oracle Applications and MarkView imaging at this time are as follows –

- Microsoft Internet Explorer v6.0.x
- Netscape Navigator v7.2 ONLY (8.x is not certified)

Improved Visibility

You'll also note that in the case of reviewing invoice images with the new software, there will be a yellow "information" box directly above the invoice image that will tell you some great information, including exactly what is needed from you (i.e. "coding" for the invoice – telling AP what account number should be charged to pay the invoice, or "approval" of the invoice authorizing AP to pay). If the AP technician makes a notation to you, that notation will also be displayed in the yellow information box. We hope that you'll find an overall improvement in your user experience with the software.

Faxing documents to Accounts Payable or Contract & Procurement Management:

We'll also be rolling out the ability for you to generate a barcode cover page whenever you want to send documents to Accounts Payable or Contract & Procurement Management. These barcodes instruct the 170 software as to what type of document you're faxing into the system – some examples include the following:

- Purchase order invoice
- Non-purchase order invoice
- Invoice follow-up
- Purchase order follow-up
- Requisition follow-up

Fax numbers used for faxing in the above document types will be changing... it will change from many to just one! [Effective Monday, August 27th, the new fax number you'll want to make note of is 619-594-1283](#). That one fax number, along with your printing out and including the appropriate barcode with your document(s) when faxed will allow MarkView to expeditiously route your documents appropriately for processing by either Accounts Payable or Contract & Procurement Management.

Invoice Approvals

Approvals for non-PO invoices are based upon the same Fiscal Authorization Hierarchy as used for Oracle purchase requisitions. A new change you'll see with the MarkView upgrade is that you'll now directly enter the Oracle account# you would like the non-PO invoice paid against. After entering the account string, you'll place the Approved markup, which indicates your approval for payment of the invoice. **By**

placing the “approved” markup, you are also indicating to Accounts Payable that the good or service has been received.

Training/Information Sessions

We are offering short training sessions next week for campus business users – however, if you’re already familiar with using MarkView imaging, our hope is that you’ll find it pretty intuitive. We’re working to set up some information/training sessions the week before our go-live and will publish those dates/times with locations to you shortly.

Physical Upgrade Weekend

Last, just a couple housekeeping items regarding the actual upgrade weekend:

- All faxing to or from MarkView will be offline beginning Friday, August 24th at 12:00 Noon.
- Production, Reports and MarkView will be offline immediately on Friday August 24th at 4:30 p.m. for the weekend while we perform the upgrade.
- It’s anticipated we’ll have Production, Reports and MarkView available on Monday morning.

We’re excited about this upgrade and the improved software, and we look forward to hearing your feedback. If you’ve any questions or concerns, please feel free to contact the Business Information Systems Helpdesk at extension 40899 or email bis@mail.sdsu.edu.