

**DMC Materials Management Transition Summary**  
**State Procurement/PO: Old Year (FY11/12) vs New Year (FY 12/13)**

1. SUNY Websystems are in shutdown until 7/5/12 while SUNY converts to FY 12/13. After 7/5, Purchasing will begin input of all FY 12/13 PO's once SUNY websystems are restored. Purchasing will notify CRec after once Purchasing is caught up will all new year PO data entry (est after 7/9/12).

2. During transition, CRec can continue to receive & internally deliver any FY 11/12 PO's. A future update will be issued once deliveries on any OLD year PO's are to be rejected by CRec.

**4. Account Payable impact:**

- Always search LAWSON for LAWSON delivery receipts
- Old FY WebPO's: search MANUAL receipts.
- New FY WebPO's: search WebSystem for delivery receipts

**5. Receiving Impact:** Documentation Process is based on **Old vs New FY** as well as **Web vs Lawson:**

**Main Campus:** Note that **All Lawson system activity continues uninterrupted (unaffected).**

<b>Main Campus</b>	<b>System</b>	<b>PO# starts with</b>	<b>Internal Delivery Documentation Prior to est 7/9/12</b>	<b>Internal Delivery Documentation after est 7/9/12</b>
<b>Old Year FY 11/12</b>	<b>Web PO</b>	Normal protocol. 1 <sup>st</sup> 2 digits = Agent <b>3<sup>rd</sup> digit = 2</b>	Internal delivery via Manual Process = send daily manual Receipts & PSlips to AP.	
	<b>Lawson</b>	209... (sequential)	All Lawson PO deliveries enter in Lawson upon receipt	
<b>New Year FY 12/13</b>	<b>Web PO</b>	Normal protocol. 1 <sup>st</sup> 2 digits = Agent <b>3<sup>rd</sup> digit = 3</b>	Internal delivery via Manual Process but <b>HOLD receiving documents @ CR</b> until Purchasing gets all new PO's entered (est after 7/9/12).	Enter WebPO deliveries in WebReceive upon receipt.
	<b>Lawson</b>	209... (sequential)	All Lawson PO deliveries enter in Lawson upon receipt	

**LICH:** Note that all new FY MMS PO's will be entered in Lawson starting 7/5 by LICH Procurement (Mario U). Ivan V will begin training LICH CRec staff on Lawson once a reasonable volume of new orders and deliveries are ready for input (est after 7/9).

<b>LICH</b>	<b>System</b>	<b>PO# starts with</b>	<b>Internal Delivery Documentation Prior to est 7/9/12</b>	<b>Internal Delivery Documentation after est 7/9/12</b>
<b>Old Year FY 11/12</b>	<b>WebPO#</b>	<b>90....</b>	Internal delivery via Manual process = Always send daily manual Receipts & PSlips to AP.	
	<b>Lawson</b>	Not Applicable- There are NO old year LICH Lawson -PO's.		
<b>New Year FY 12/13</b>	<b>WebPO#</b>	<b>93...</b> (7/2/12 Implementing 2 <sup>nd</sup> digit= FY)	Internal delivery via Manual Process but <b>HOLD receiving documents @ CR</b> until Purchasing gets all new year PO's entered (est after 7/9/12).	Enter WebPO in WebReceive upon delivery.
	<b>Lawson (only MMS)</b>	<b>6...</b> Start @ 600001 & continues sequentially.	HOLD all Lawson/MMS PSlips aside for Lawson training (est after 7/9), then input all in Lawson.	Enter Lawson PO in Lawson upon delivery.