KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

How To

Get to the GeorgiaFIRST Marketplace

KSU uses the University System of Georgia's administered application of PeopleSoft. That means multiple universities use the same application – so some modules will be active for some universities and deactivated for others. If you run into an error when issuing a GFM requisition, you have likely followed an incorrect path. Please follow the instruction below, and contact https://kennesaw.service-now.com/ofs *with any questions.*

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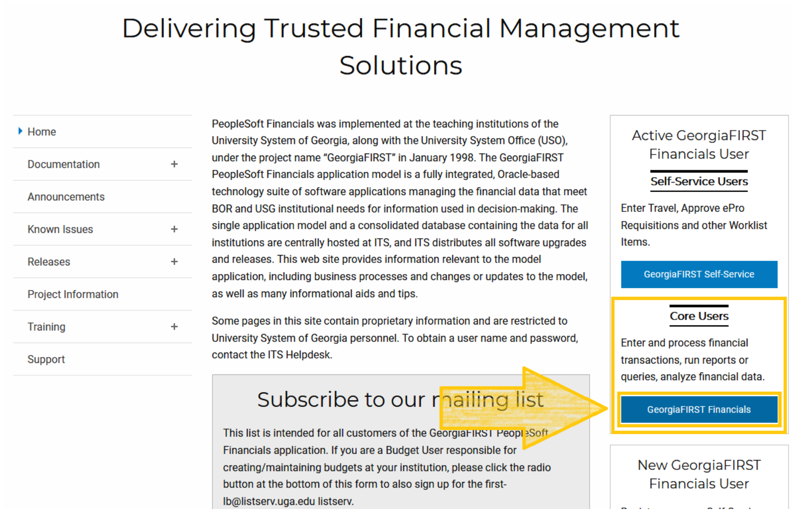
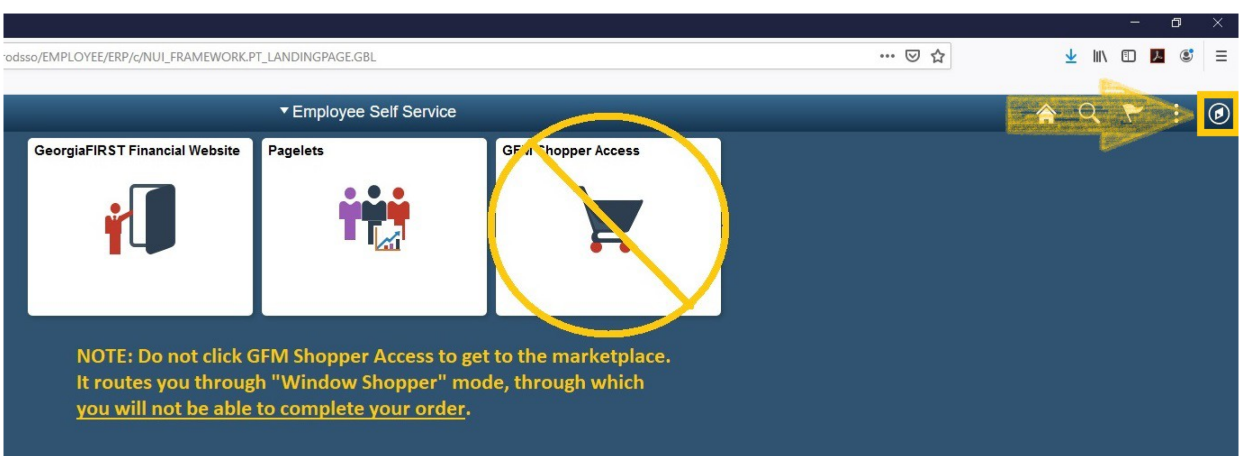
1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking **GeorgiaFIRST Financials** under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.

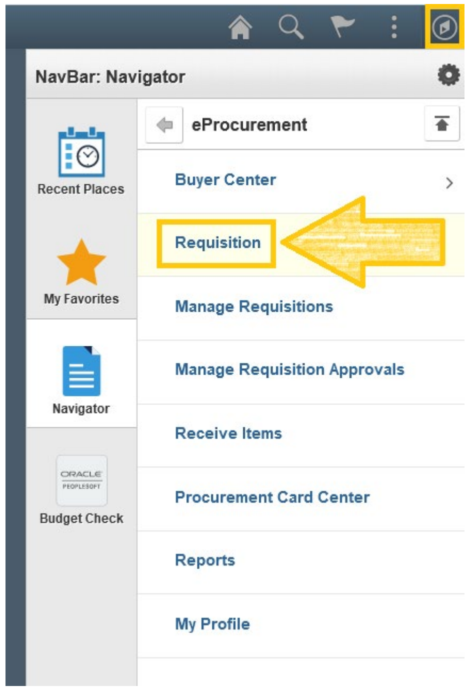


2. When in PeopleSoft, click the compass icon at the top right of the page. This opens the **NavBar menu**.
   a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to

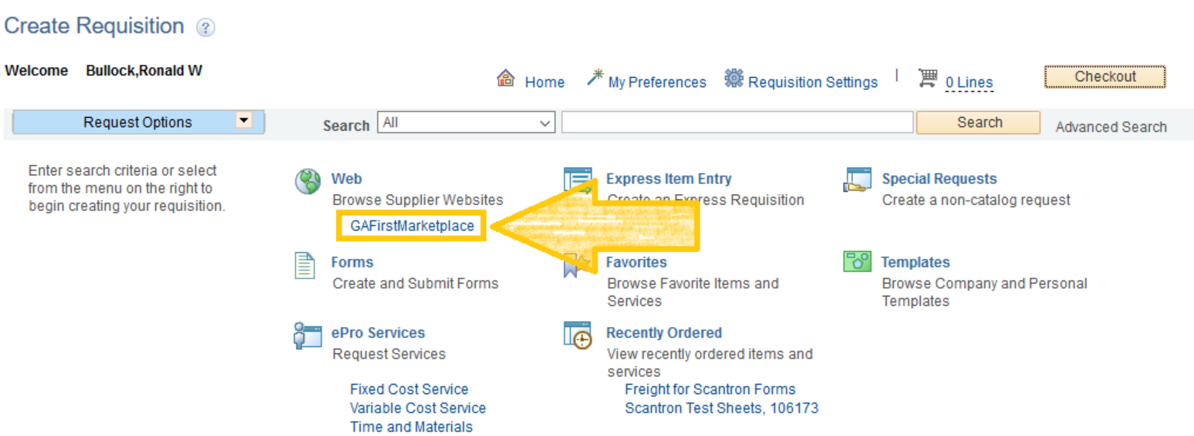


complete your order.

3. In the NavBar menu, click **Navigator** > **eProcurement** > **Requisition**.



4. On the new page, click **GAFirstMarketplace** under **Web**. From here you will be able to proceed with issuing a requisition.



KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

HOW TO

Purchase Items via the GeorgiaFIRST Marketplace

This job aid will go through the steps on how to purchase goods from the GeorgiaFIRST Marketplace; an online shopping tool created by the University System of Georgia to make purchasing through agency contract vendors efficient and easy. If you are unable to find the item(s) you want to buy in the marketplace, see the ***How to Create a Special Requisition*** *job aid.*

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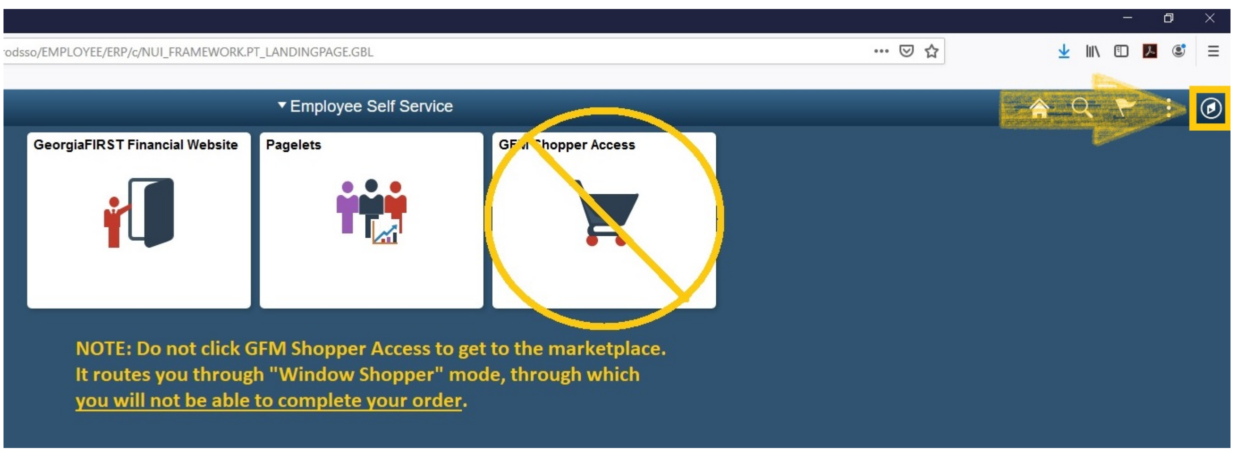
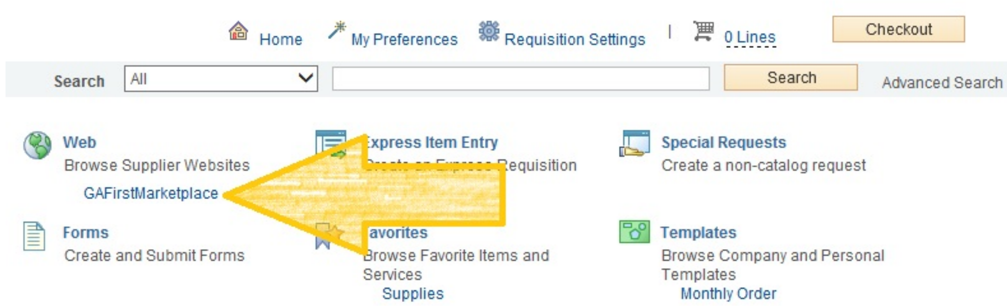
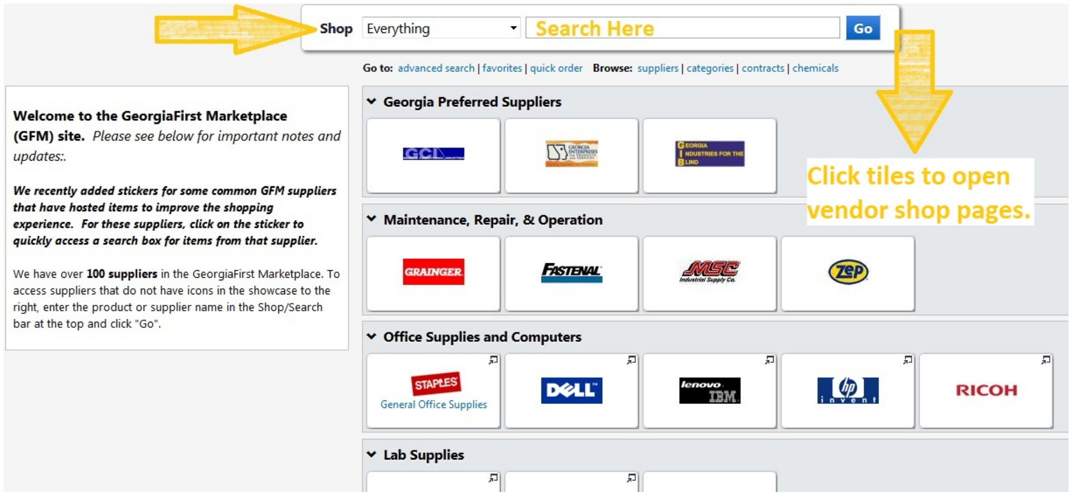
1. Log in to **PeopleSoft** via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
   a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.



3. On the NavBar menu, click **Navigator** > **eProcurement** > **Requisition.**
4. On this new page, under **Web**, select the **GeorgiaFIRST Marketplace** link.



5. Build your **shopping cart** by using the Punch-Out catalogs (i.e. Staples, Fisher Scientific, Dell) **OR** by searching the hosted catalogs by using the **Shop** search field.



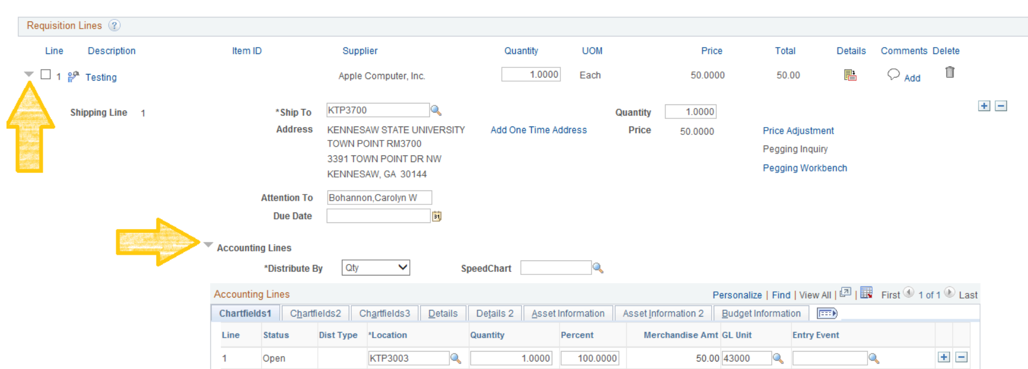
6. Once you are finished adding items to your cart, select **Checkout.**
7. Review your cart for accuracy, then click **Submit > Proceed to Checkout > Issue Requisition.** You will be redirected to make any edits *(if necessary)*, to add supporting documentation, and to submit your requisition into the approval process.
8. Enter a name for your requisition in the **Requisition Name** field in the upper right.
9. You can update the distribution/accounting information, using one of two methods below ***(Individual Lines or Mutiple Lines)***:

   NOTE: When using either option for accounting allocation changes:

   - If you use the SpeedChart function, you must also populate the **BudRef** field on the **Chartfields 2** tab.
   - If you manually enter the allocation, you must first populate the **GL Unit** field on the **Chartfields 1** tab in addition to populating the BudRef on the Chartfields 2 tab.

To Update Accounting Allocation on Individual lines:

Click the **Expand** buttons (triangles) and make necessary updates for each line.



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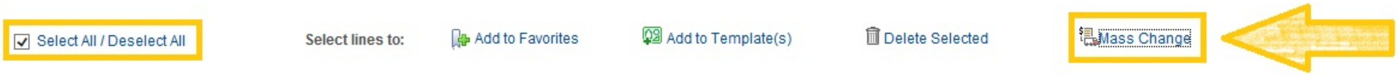
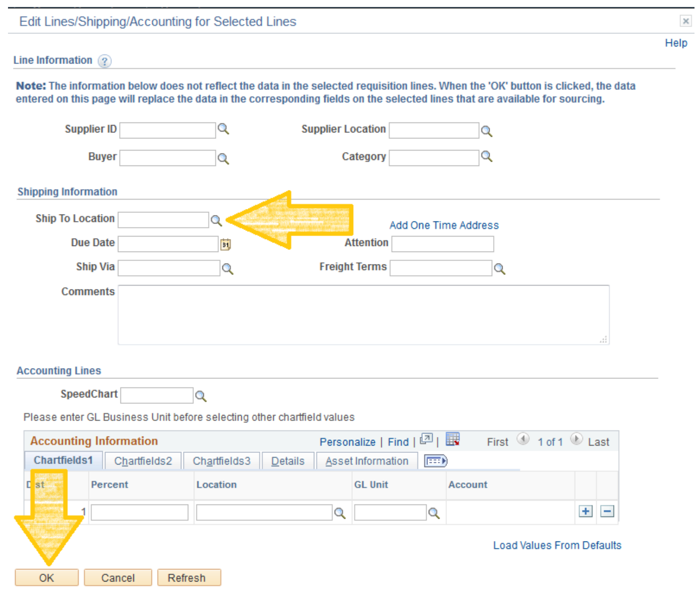
OFFICE OF FISCAL SERVICES

To Update Accounting Allocation on Multiple lines simultaneously:

Select the line checkboxes of all the lines you need to update, then select the **Mass Change** link.



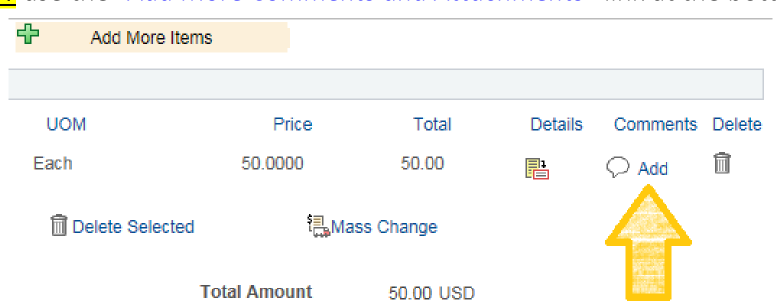
-Update the **Ship To Location** if necessary.



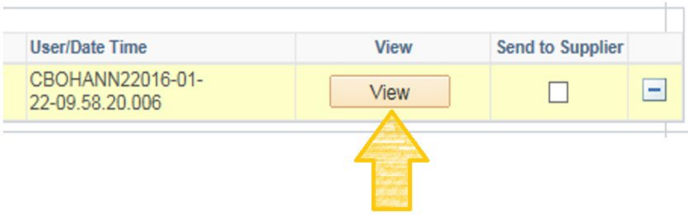
-Click **OK.**

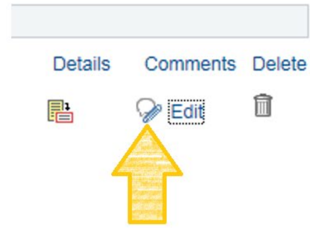
-Click **OK** for **All Distribution Lines** to apply to all selected lines.

10. To add supporting documentation, click on the **Comments** bubble <u>or</u> the **Add** link at the end of the first line of your requisition; <u>DO NOT</u> use the *"Add More Comments and Attachments"* link at the bottom of the screen.

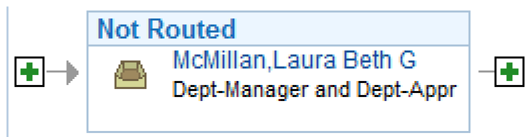


   a. On the next screen click **Add Attachments** and **Browse** for the saved scanned documents on your computer.
   b. Once located, click on the file you want to upload and click **Open > Upload > OK.**
   c. To verify you have attached your document(s), you will be able to see a **View** button on the screen where you added the document; and you will see a paperclip attached to your comment bubble when you return to the **Review and Submit** screen.





11. Enter the business purpose or any comments necessary in the **Approval Justification** field (**NOTE:** Do not include any slashes **(This: /)** in your comments).
12. Select checkboxes for **Show at Receipt** and **Shown at Voucher.**
13. *To insert any additional approvers (if requested or required)*, click **Save for Later,** then the **Preview Approvals** link. Click on a green plus sign to search for the **User ID** of the Approver you would like to insert, when entered click **Insert.**



14. Click the **Apply Approval Changes** button.
15. Click **Save & Submit** to submit the requisition lines into the approval workflow.

KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

HOW TO

Create a Special Request Requisition

*This job aid will go through the steps on how to create a **Special Requisition**. Special Requisitions are created to purchase items not found on the GeorgiaFIRST Marketplace, and the Office of Procurement's buyer team members handle these purchases. If you have not checked if the items you would like to purchase are on the marketplace, please review the **How to Purchase Items via the GeorgiaFIRST Marketplace** job aid.*

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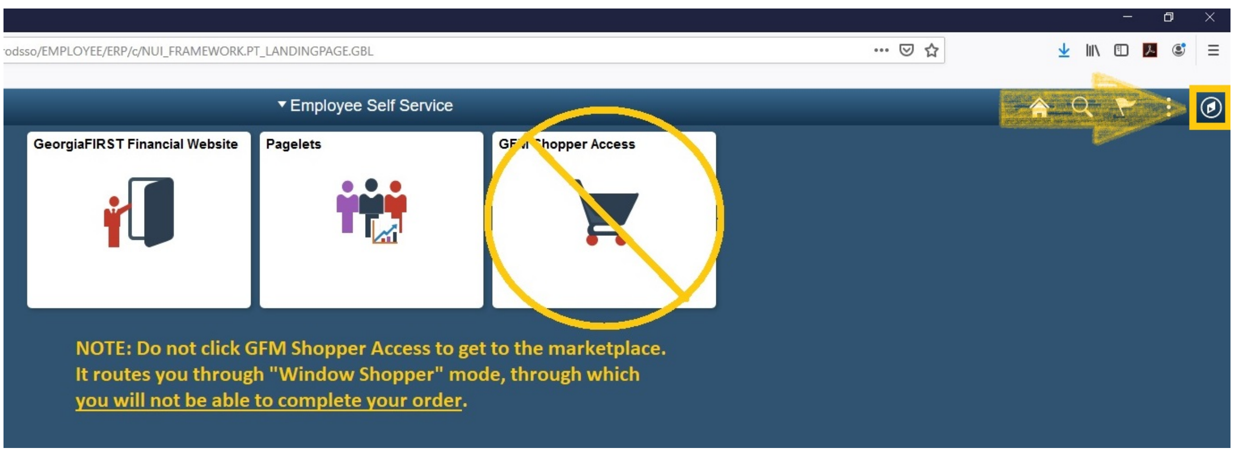
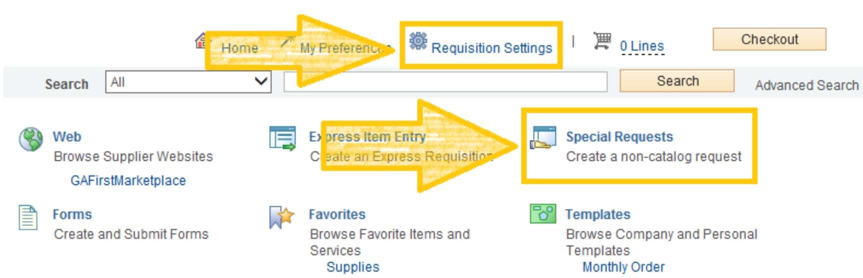
1. Log in to **PeopleSoft** via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
    a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.



3. On the NavBar menu, click **Navigator** > **eProcurement** > **Requisition.**
4. On the new page, click **Special Requests**.



    a. To Note: **Requisition Settings** can be used to enter default settings/data; a timesaving option when creating multi-line requisitions. To do so, click the link prior to selecting **Special Request**. Please only use this function for the **Supplier, Unit of Measure** and **Category Code**. These fields will populate as the default information on every line of your requisition.

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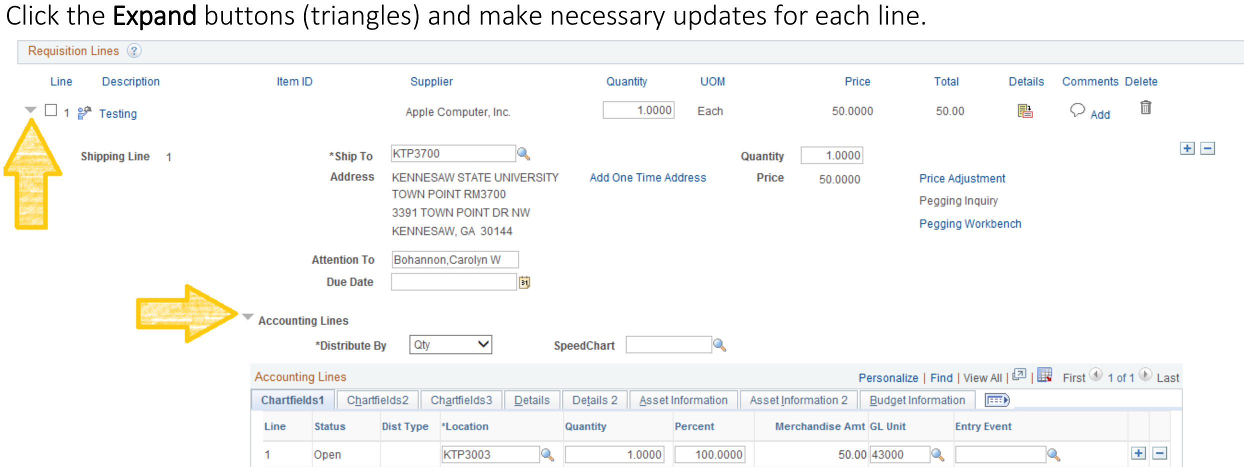
5. If you did not use **Requisition Settings,** complete the steps below for each line/item you need to enter – including credit lines and shipping/freight:
    a. Enter an **Item Description.**
    b. Enter the **Price** of the item.
    c. Enter the **Quantity** requested.
    d. Enter or select the **Unit of Measure** (most common is EA and JOB) .
    e. Enter the NIGP/Category code in the **Category** field using the Category Code Reference sheet – found on Fiscal Services website in the job aids section. *(It is not recommended to use the search function for this field)*
    f. Enter the **Supplier ID** or the **Supplier Name.**
    g. If you have any information associated with the line, enter it in the **Additional Information** field.
    h. Check the **Show at Receipt** and **Show at Voucher** checkboxes.
    i. Select the **Add to Cart** button.
    j. The following fields will remain blank: Due Date, Supplier Item ID, Mfg ID, and Mfg Item ID.

6. Confirm the Shopping Cart updated with your requisition line(s) in the upper right corner.
7. Select the **Checkout** button located beside the Shopping Cart.
8. Enter a name for your requisition in the **Requisition Name** field.
9. You can update the distribution/accounting information, using one of two methods below *(Individual Lines or Multiple Lines)*:
    a. **NOTE: When using either option for accounting allocation changes:**
        i. If you use the SpeedChart function, you must populate the **BudRef** field on the **Chartfields 2** tab.
        ii. If you manually enter the allocation, you must first populate the **GL Unit** field on the **Chartfields 1** tab in addition to populating the **BudRef** on the **Chartfields 2** tab.

SPECIAL NOTE for UITS related CAPITAL Purchases

To Update Accounting Allocation on Individual lines:

Click the **Expand** buttons (triangles) and make necessary updates for each line.



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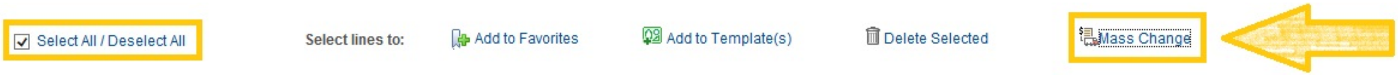
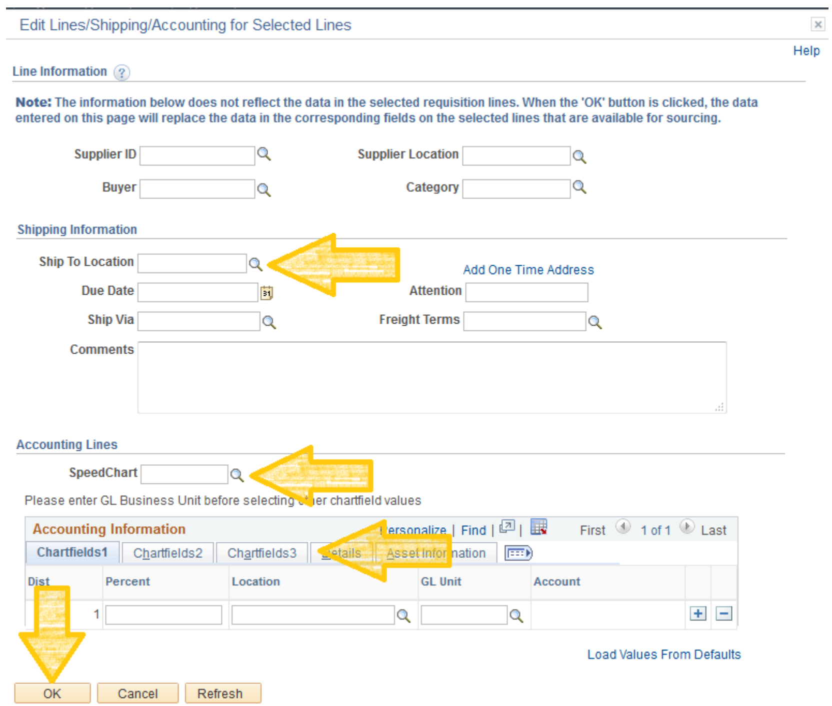
To Update Accounting Allocation on Multiple lines simultaneously:

Select the line checkboxes of all the lines you need to update, then select the **Mass Change** link



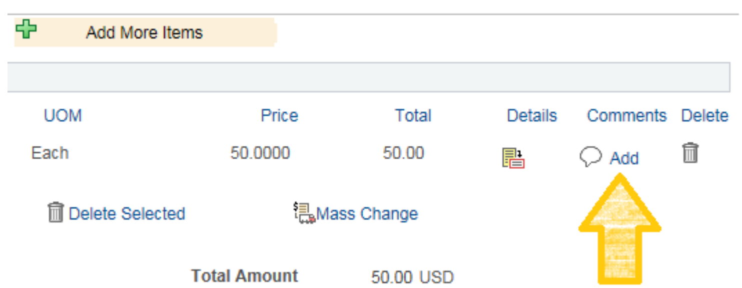
-Update the accounting allocation by populating the information in the **Chartfields 1 – 3** tabs, or by using the **SpeedChart** field.

-Update the **Ship To Location** if necessary.



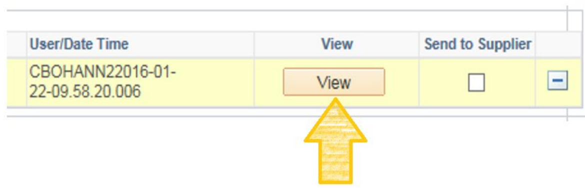
-Click **OK**, and then click **OK** for **All Distribution Lines** to apply changes to all the selected lines.

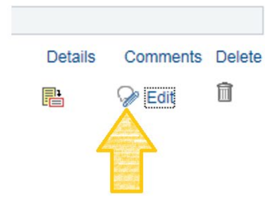
10. To add supporting documentation, click on the comment bubble **or** **Add** at the end of the first line of your requisition; **DO NOT** use the *"Add More Comments and Attachments"* link at the bottom of the screen.



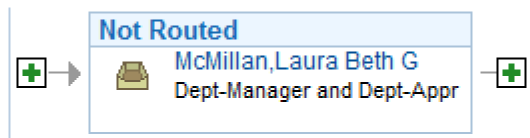
11. Click **Add Attachments** and **Browse** for the saved scanned documents.
12. Once located, click on your file and click **Open.**
13. Click **Upload** and then **OK.**

14. To verify you have attached your document(s), you will be able to see a **View** button; and when you return to the **review and submit** screen, you will see a paperclip attached to the comments bubble on the line you added it to.





15. Enter the business purpose or comments in the **Approval Justification** field (**NOTE:** Do not include any slashes (**this: /**) in your comments)
16. Select the checkboxes for **Show at Receipt** and **Shown at Voucher.**
17. *To insert any additional approvers (if requested or required),* click **Save for Later** then the **Preview Approvals** link.
    a. Click on a green plus sign to search for the **User ID** of the Approver you would like to insert, click **Insert.**



    b. Click the **Apply Approval Changes** button.
18. Click **Save & Submit** to submit the requisition lines into the approval workflow.

SPECIAL NOTE: Assets and Small Value Property

If the purchase is for an item that is classified as **Small Value Property** (cost including delivery and set-up is between $3,000 and $4,999.99), please use the following account codes:

743200 – general equipment
743230 – computer equipment
743500 – furniture
744200 – IT equipment (NOT computers)

If the purchase is for an item that is classified as an **Asset** (cost including delivery and set-up is equal to or greater than $5,000), please use the following account codes:

843100 – general equipment
843300 – computer purchases
843320 – computer hardware
843390 – other IT purchases
841100 – vehicles

If you have a question regarding if an item is an asset or not, please contact the Office of Finance and Accounting (x6214) – Asset Management department resource account (assetman@kennesaw.edu) .

How To
Approve a Requisition

The following steps will show approvers how to find and approve requisitions pending their approval in PeopleSoft. To sign in as an approver, users must [have access to PeopleSoft's ePro module](#)*.*

Note: Purchases are made using taxpayer dollars and grant funding, so approvers are set in place to make sure all purchases are properly submitted, necessary, and allowable.

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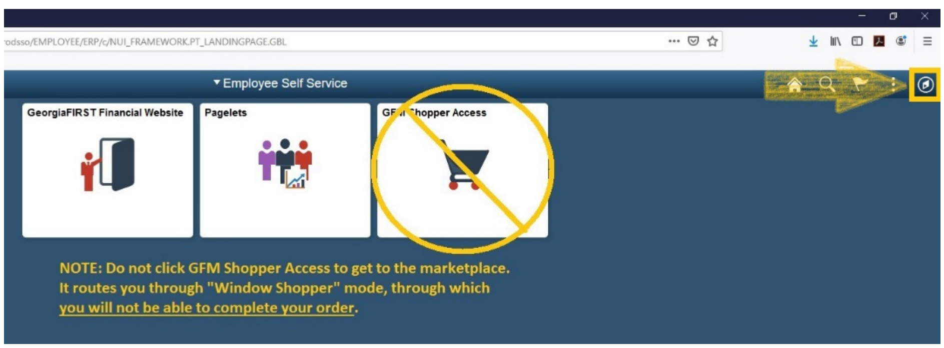
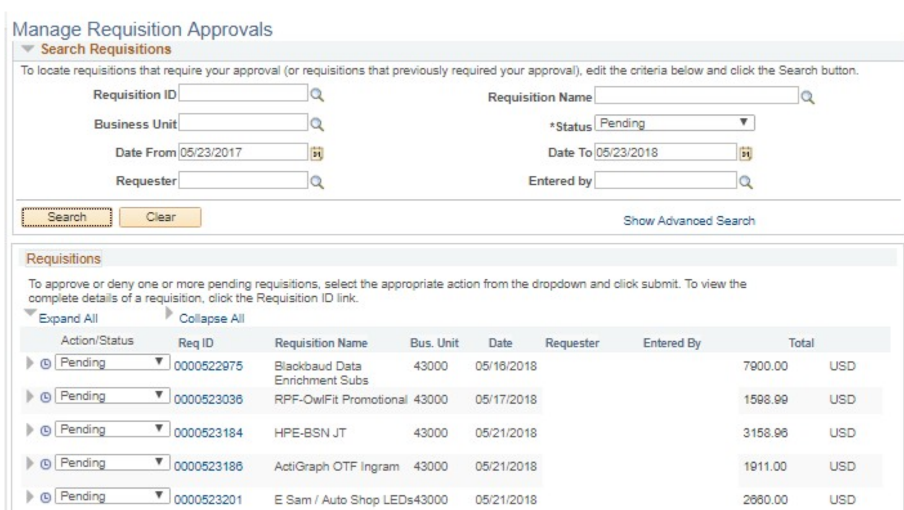
1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
    a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.

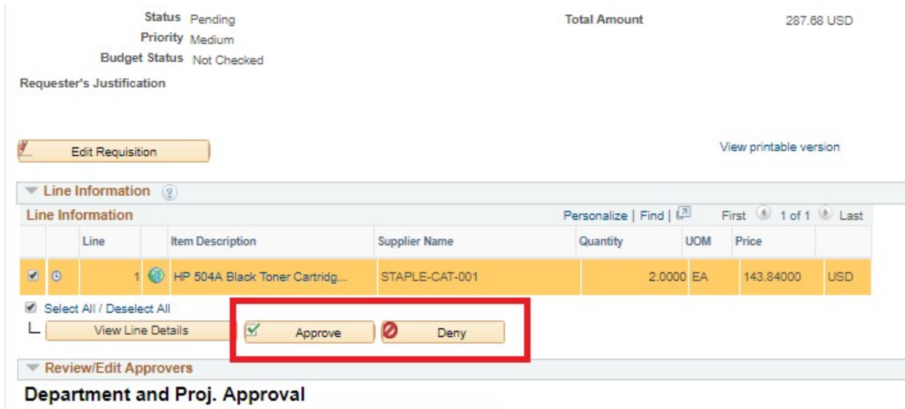


3. In the NavBar menu, click Navigator > eProcurement > Manage Requisition Approvals.
4. On the next page, click Search (you do not need to clear out any of the values). Any requisitions pending your approval will appear (as shown below).



5. Click on a requisition ID to bring up more information about that requisition. Upon review, you can approve or deny it*.

    **If you are denying a requisition, you must leave a comment noting why (missing documentation, not an allowable purchase, etc.).*



6. Once you select an action, you will be redirected to a page that confirms your selection. If you have more requisitions to review, scroll to the bottom of page and click Return to Approve Requisitions or Previous/Next in List.

If you have any questions, please contact https://kennesaw.service-now.com/ofs

KENNESAW STATE UNIVERSITY
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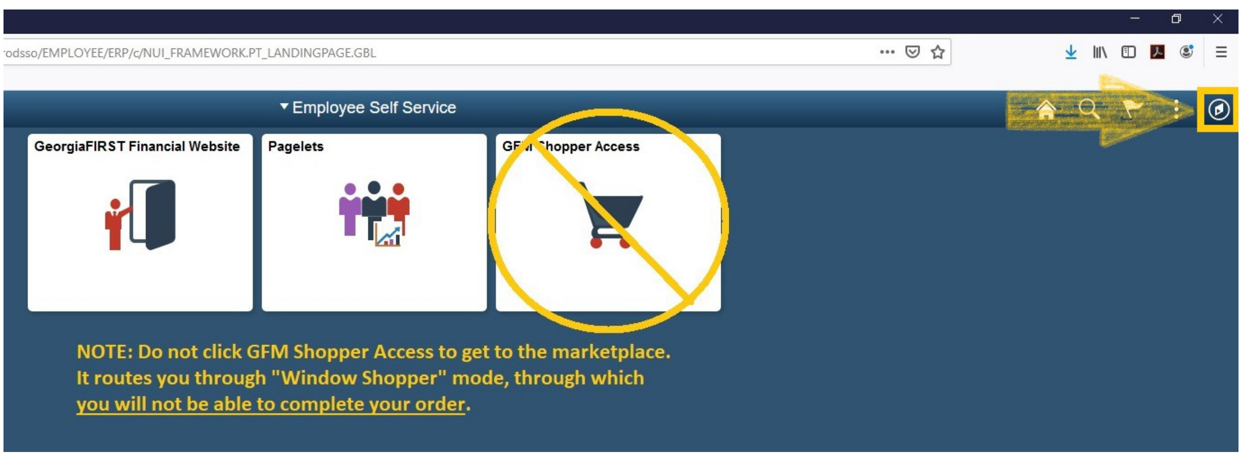
How To
Add Lines to a Submitted Requisition

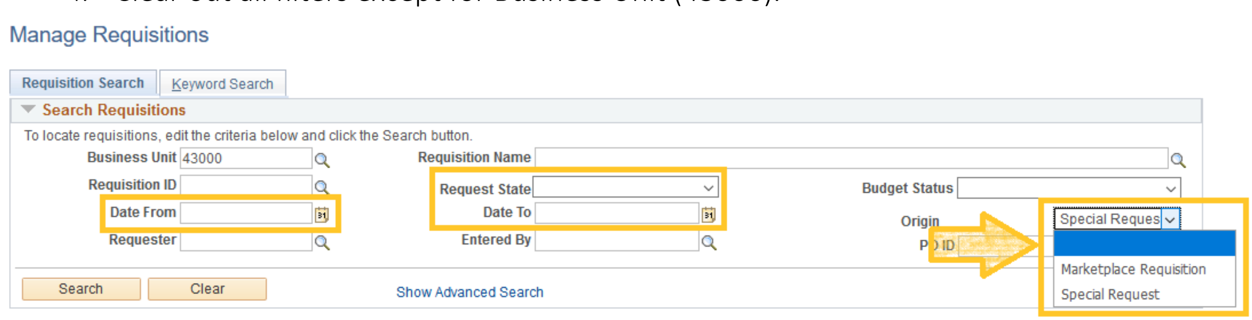
If you need to add lines to a requisition you have submitted, this will walk you through the steps to do so. Typically, this occurs if a requester has forgotten to add an item. Please contact https://kennesaw.service-now.com/ofs with any questions.

---

1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking **GeorgiaFIRST Financials** under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.
2. Click the compass icon at the top right of the page. This opens the **NavBar** menu.
   a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.

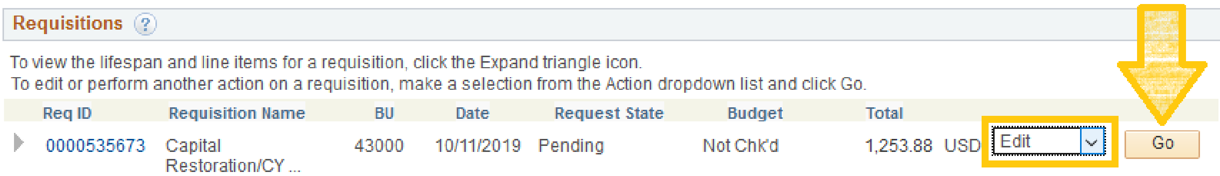


3. On the NavBar menu, click **Navigator** > **eProcurement** > **Manage Requisitions**.
4. Clear out all filters except for Business Unit (43000).

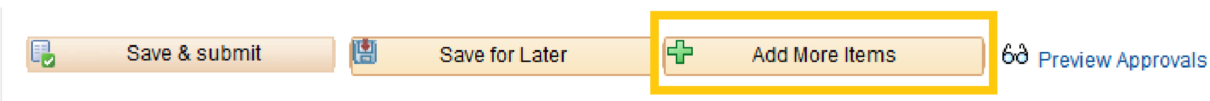


5. Enter the **Requisition ID** and press **Search**.

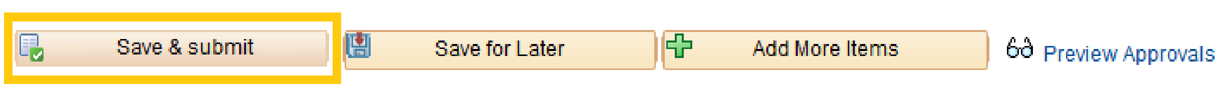
6. The requisition will show up below. Click the dropdown menu on the right side of the listing, select **Edit**, and press **Go**.



7. A message will pop up saying the requisition is pending approval and the edits may reinitialize the approval process. **Press OK**.
8. At the bottom of the page you'll find an **Add More Items** button, click it.



9. You'll be brought to a separate page similar to the requisition homepage, click **Special Requests**.
10. You'll be brought to the **Item Details** page; enter the needed information and click **Add to Cart** to add the item (line) to the requisition. Repeat if necessary.
11. When you're done adding lines, click **Checkout** at the top right of the Item Details page.
12. You will be brought to the Edit Requisition page where you can finalize the changes by clicking **Save and Submit** at the bottom of the page. This will send the requisition back through the approval process.



KENNESAW STATE UNIVERSITY
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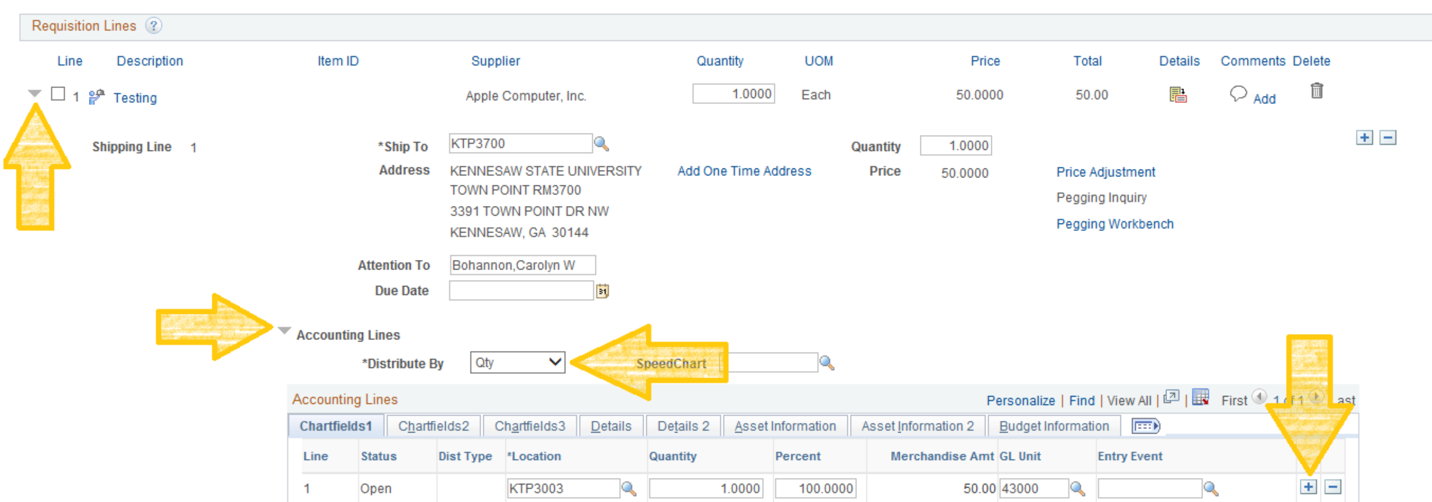
HOW TO

Split Distributions/Allocations

This job aid is designed to help a requester perform split accounting allocations between two or more departments—when creating a Special Request or GeorgiaFIRST Marketplace requisition.

Please reference the ***How to Purchase Items via the GeorgiaFIRST Marketplace*** and/or ***How to Create a Special Requisition*** job aid if you are not already at the below step!

1. After adding items to the requisition, ensure you are on the **Checkout - Review and Submit** screen.
2. Expand to view chartfields by clicking on the **expand section triangle** located to the left of the line's checkbox.
    a. Expand the **Accounting Lines** by clicking on its **Expand Section** triangle to the left.
    b. In the **"*Distribute By"** field, select **Quantity** or **Amount** by using the drop down function.
    c. At the end of the line under the **Chartfields1** tab, click the **Add a New Row** button (+) for the amount of distributions lines necessary.



3. Use <u>one</u> of the following two methods *(Qty or Amt)*:
    a. If distributing by <u>Quantity:</u>
        i. In the original distribution line (Line 1), edit the **quantity** for the revised distribution.
            1. **Click Tab** to tab out of the **Quantity** field; the **Percent** field will adjust accordingly.
        ii. In the new distribution line(s) (Lines 2+), enter the **quantity** for the second Chartstring.
            1. **Tab** out of the **Quantity** field; the **Percent** field will adjust accordingly.
        iii. Add the necessary allocations to the second (split) string of the **Chartfields 1** and **Chartfields 2** tabs *(You will only be able to use the **SpeedChart** function for Line 1; the other line(s) will need to be keyed in manually)*

b. If distributing by **Amount:**
   i. In the original distribution line (Line 1), edit the **amount** for the revised distribution.
      1. **Click tab** to tab out of the **Amount** field; the **Percent** field will adjust accordingly.
   ii. In the new distribution line(s) (Lines 2+), enter the **amount** for the second Chartstring.
      1. **Tab** out of the **Amount** field; the **Percent** field will adjust accordingly.
   iii. Add the necessary allocations to the second string of the **Chartfields 1** and **Chartfields 2** tabs. *(You will only be able to use the **SpeedChart** function for Line 1; the other line(s) will need to be keyed in manually)*

4. Make any other necessary changes/edits to the Requisition; select **Save and Submit** for final processing.

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How To

Search for a Requisition

If you are a requester or an approver, you will be able to search for requisitions you have submitted or approved – so long as they are under your department coding. These steps will show you how to search for single requisitions, or view all requisitions under your purview. If you have any questions, please email https://kennesaw.service-now.com/ofs.

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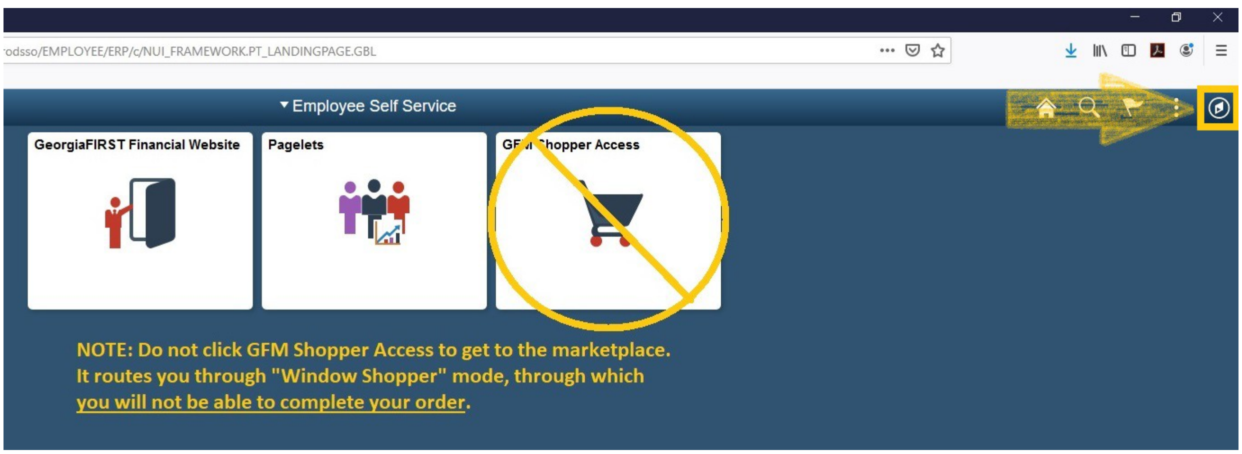
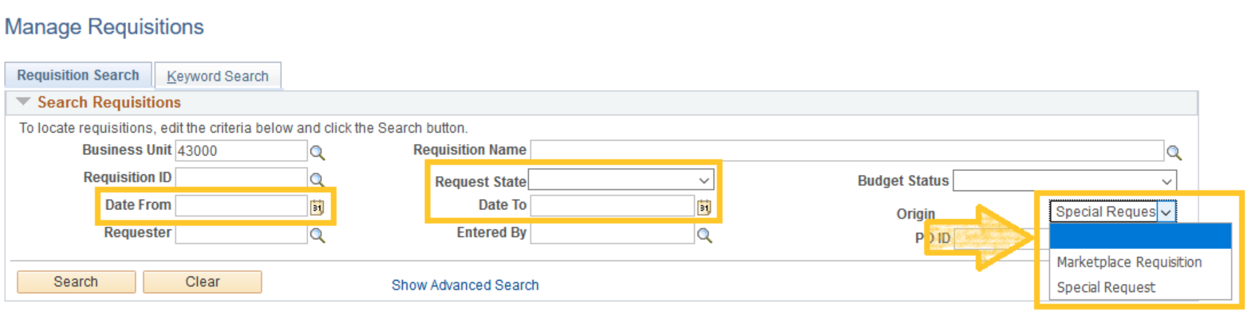
1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
    a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, where you will not be able to complete your order.



3. On the NavBar menu, click **Navigator** > **eProcurement** > **Manage Requisitions**.
4. Clear out all filters except the Business Unit (43000).



5. If you'd like to search for a single requisition, enter the **Requisition ID** and press **Search**. If you'd like to view all requisitions under your purview, press search with only the Business Unit filled in. The requisition(s) will show up below.

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How To
Edit a Submitted Requisition

If you have submitted a requisition and need to make additional edits, the steps below will show you where and how to do so. You will be shown how to change Chartfield codes, product/service amounts, and add more attachments.

Edits cannot be made if a purchase order has been issued from the requisition – in that case, please reach out to your buyer partner or email https://kennesaw.service-now.com/ofs for assistance.

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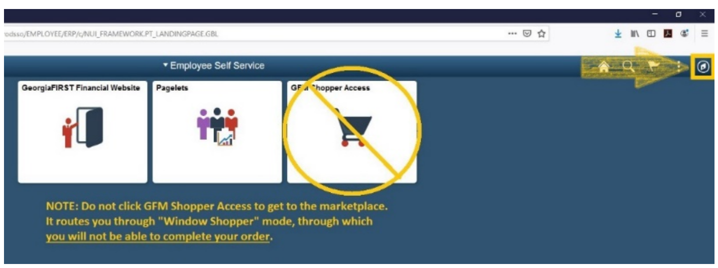
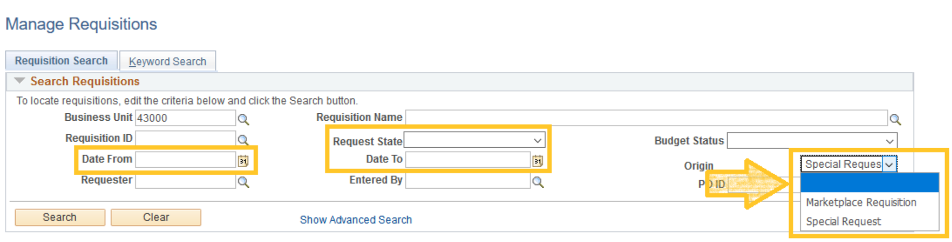
1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
    a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.

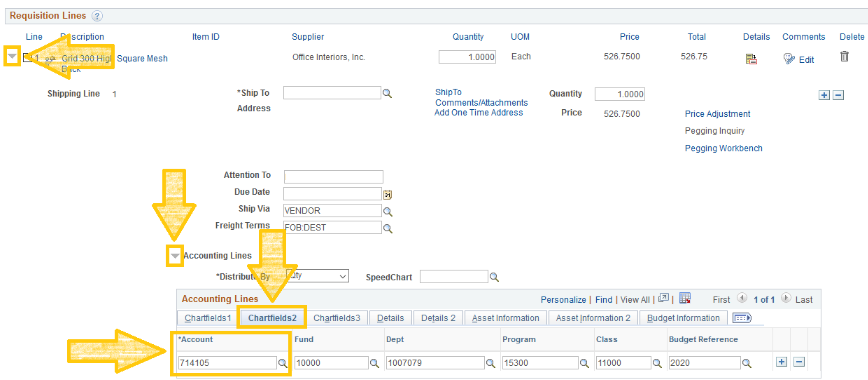


3. In the NavBar menu, click Navigator > eProcurement > Manage Requisitions.
4. On the new page, clear out **Date To**/**From**, **Request State**, and **Origin**.

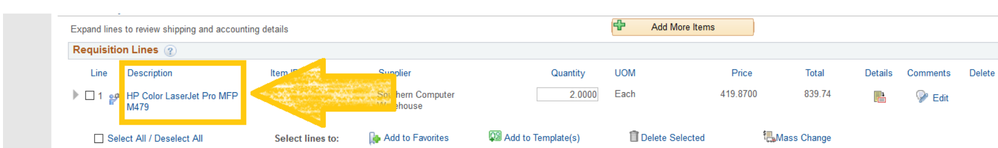


5. Enter the **Requisition ID** of the requisition you need to edit and press **Search**. The requisition information will show up below.
6. At the right of the requisition listing, there is a dropdown menu. Click it and select **Edit**, then press **Go**. You will get a message about the requisition pending approval, press **OK**.

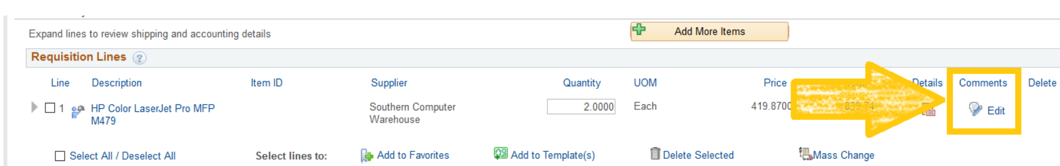
7. For the three most common types of edits, follow the below instructions:
   a. Edits to **Chartfield information**:
      i. To change codes (Account, Fund, Dept, etc.), click the grey triangle next to the line item (you'll be able to change the **Ship To code** in this dropdown area). Next, click the grey triangle next to Accounting Lines.



      ii. Click the **Chartfields2** tab to edit account codes and the budget reference (fiscal year). Click the **Chartfields3** tab to edit the project code.
   b. Edits to **amount**:
      i. To change the amount of the requisition, please confirm a Purchase Order has not yet been issued. If the requisition is still in the approvals stage, you can edit it.
      ii. Instead of clicking the grey triangle, you will click the description of the line under **Description**. This will bring you to a familiar screen, in which you can edit the amount, supplier information, additional information, etc.



   c. Add **attachments**:
      i. On line one, click the comments chat bubble to add more comments/attachments.



8. When you've completed your edits, click **Save & Submit**.

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How To

Restart a Denied Requisition

Following these instructions are vital to properly resubmitting a denied requisition. If not followed, the requisition will not show up in the queue of the Procurement Office – preventing it from being processed.

*When denied, PeopleSoft has a quirk that requires a requisition to have **something changed on each line item, then changed back, to properly resubmit it**. This job aid will show you the best methods of doing so. If you have any questions, please contact https://kennesaw.service-now.com/ofs.*

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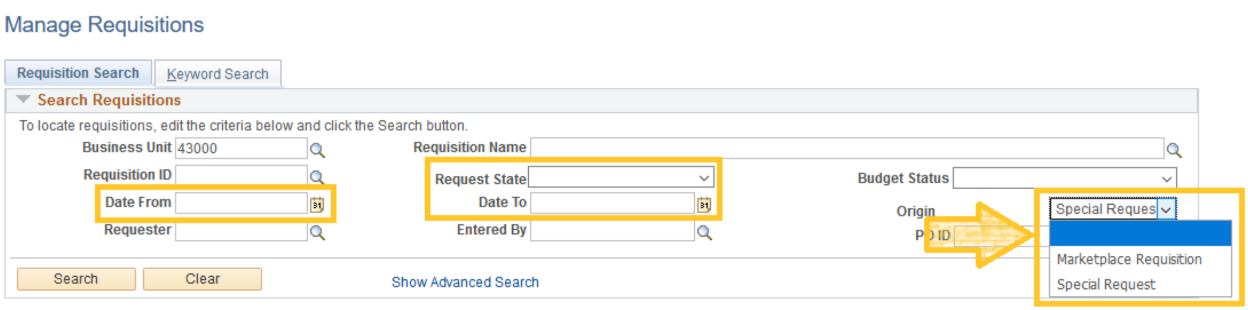
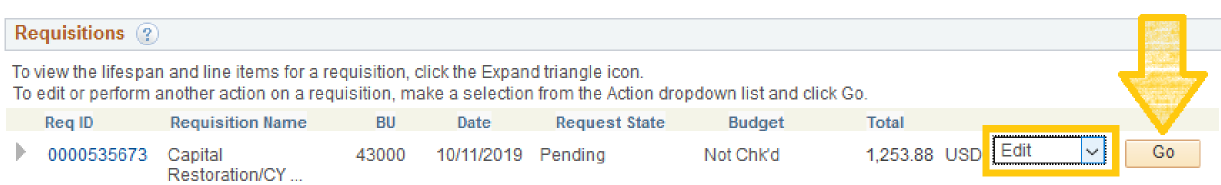
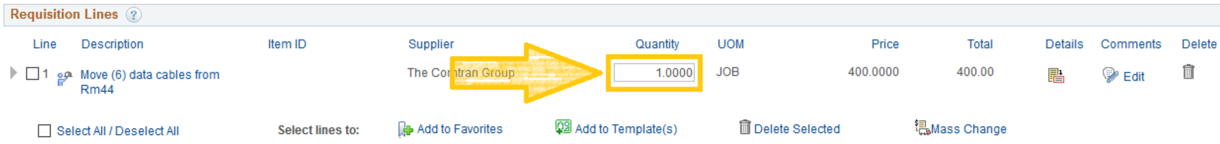
1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. In the NavBar menu, click **Navigator** > **eProcurement** > **Manage Requisitions**.
3. On the new page, clear out **Date From/To**, **Request State**, and **Origin**.



4. Enter the requisition number next to **Requisition ID** and press **Search**. The requisition will show up below.
5. At the right of the listing, click the dropdown menu and select **Edit**. Then press **Go**. Select **OK** for the message that pops up about the requisition pending approval.



6. From here you have a few options. Each will require you to change something on each line, click **Save for Later**, change it all back, then click **Save & Submit**. This will start the approval process over.
7. If your requisition has **one** line:
   a. **Change the Quantity** – If the quantity box is active for editing, this is the easiest method to use.



i. Change the quantity by adding one (i.e. if the quantity is 1.0000, change it to 2.0000).

ii. **Press Tab** for the change to load.

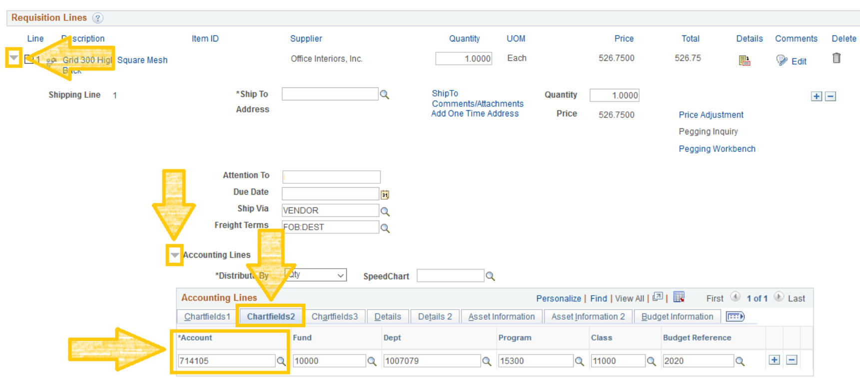
iii. Click **Save for Later**.

iv. <u>Change the line item back to its previous quantity</u> (i.e. if you changed 1.0000 to 2.0000, you would change it back to 1.0000).

v. Complete the requested changes to the requisition (per the reason it was denied).

vi. Click **Save & Submit**. Approvals will restart.

b. **Change the Account Code** – <u>If the quantity cannot be edited</u>, we recommend changing the account code.



i. Click the grey triangle on the left of the line's listing. Information for the accounting lines will drop down.

ii. In the dropdown information, click the grey triangle next to **Accounting Lines**. This drops down the chartfield entry area.

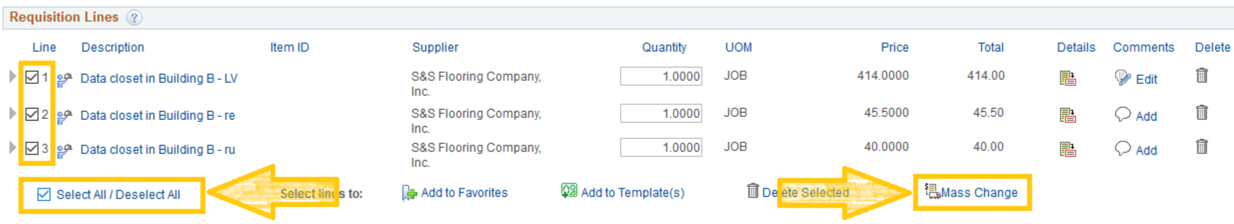
iii. Click the **Chartfield2** tab.

iv. Take note of your account code, you will need to remember it. Change the account code to something else, then click **Save for Later** at the bottom of the page.

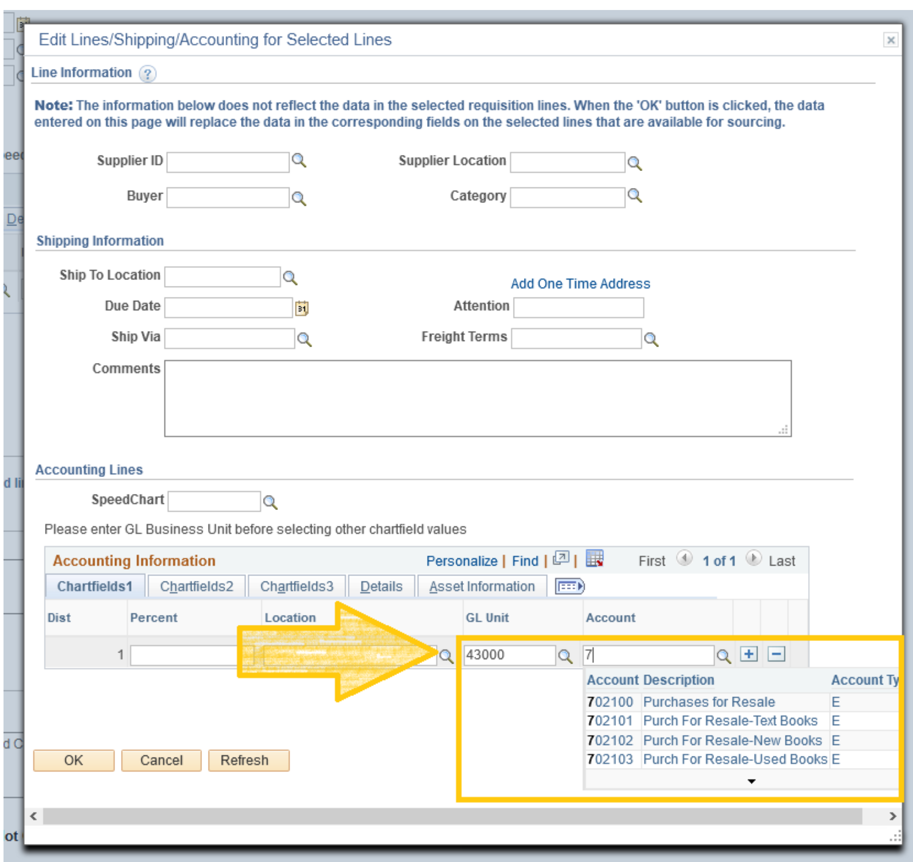
v. Change the account code back to the correct one, then complete the requested changes to the requisition (per the reason it was denied).

vi. Click **Save & Submit**. Approvals will restart.

8. If your requisition has multiple lines:
   a. **Change the Quantity** – If you have a reasonable amount of lines to manually edit, this option is still the best method to use. Follow the above instructions, <u>making sure to change each line before clicking Save for Later</u>.
   b. **Mass Change** – This option allows you to change multiple lines with one command – we recommend changing the **Account code**.



      i. Take note of what account code or codes are used for each line. Write down which lines use which codes. You can follow the steps above (#7, step b, Change the Account Code) to view them.
      ii. At the bottom of the Requisition Lines list there is an option to **Select All/Deselect All**. Click the check box to select all lines, then click **Mass Change**. A popup will appear.



iii. Enter the **GL Unit** of **43000** and **press Tab**. This will activate the account code box.
iv. Enter an account code that is not being used for this requisition (if you're unsure what to use, enter a number and a list of numbers will pop up).
v. Click **OK**. A message will pop up, choose "All Distribution Lines" and click **OK** to only change the account number.
vi. Click **Save for Later**.
vii. If all lines had the same account number, you can use Mass Change to change them all back. If there were different account codes, make sure to select the individual lines to edit before using Mass Change – or manually edit them each.
viii. Complete the requested changes to the requisition (per the reason it was denied).
ix. Click **Save & Submit**.

9. There have been a few instances where a denied requisition is still "invisible" to the Procurement Office despite being resubmitted properly. Please keep an eye on any requisitions that have been denied – and let us know if the requisition has been pending **Buyer Approval** for more than two days at purchasing@kennesaw.edu.

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How To
Fix a Budget Reference Error

If you receive a BUDGET_REF error, it means the wrong fiscal year is being referenced in the requisition. These steps will show you how to edit the requisition to the proper year. Please reach out to https://kennesaw.service-now.com/ofs with any questions.

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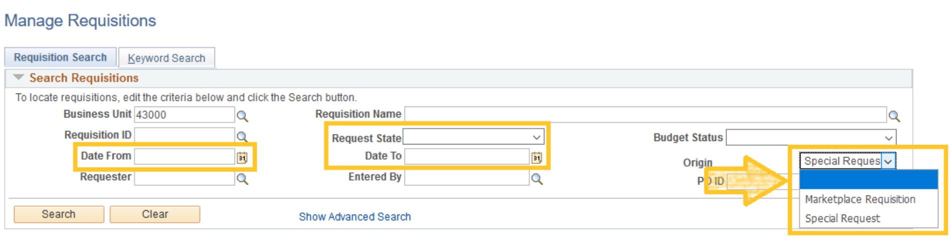
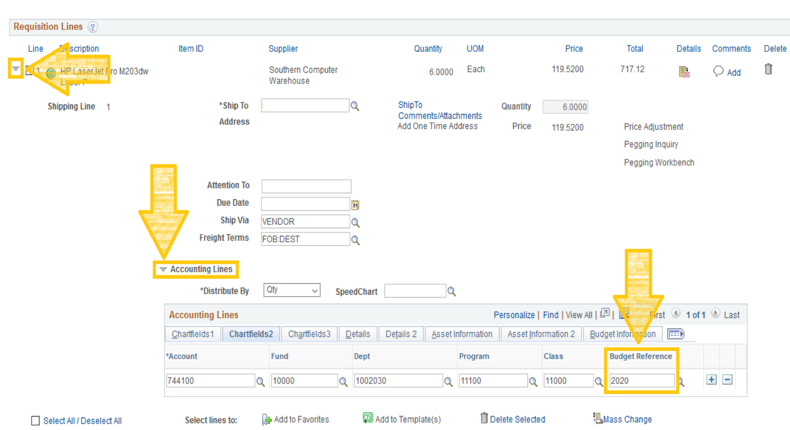
1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. In the NavBar menu, click **Navigator** > **eProcurement** > **Manage Requisitions**.
3. On the new page, clear out **Date To**/**From**, **Request State**, and **Origin**.



4. Enter the **Requisition ID** and press **Search**. The requisition information will show up below.
5. At the right of the requisition listing, there is a dropdown menu. Click it and select **Edit**, then press **Go**. You will get a message about the requisition pending approval, press **OK**.

6. On the Edit Requisition page, click the grey triangle next to the line items. This will drop down shipping information – below that information are the words **Accounting Lines** with another grey triangle next to them, click that one too.
7. Click the **Chartfields2** tab.
8. **Budget Reference** is the right-most cell. Edit the year to the current fiscal year – you will have to do this for each line.
9. Click Save & Submit.



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How To
Fix Item Unavailable/Add to Cart Error

If you receive an error when adding an item to your cart for a Special Request, it is likely due to KSU Accounting Codes being used instead of Category (NIGP) Codes. Please follow these steps to potentially clear the error. If you have any questions, please contact https://kennesaw.service-now.com/ofs.

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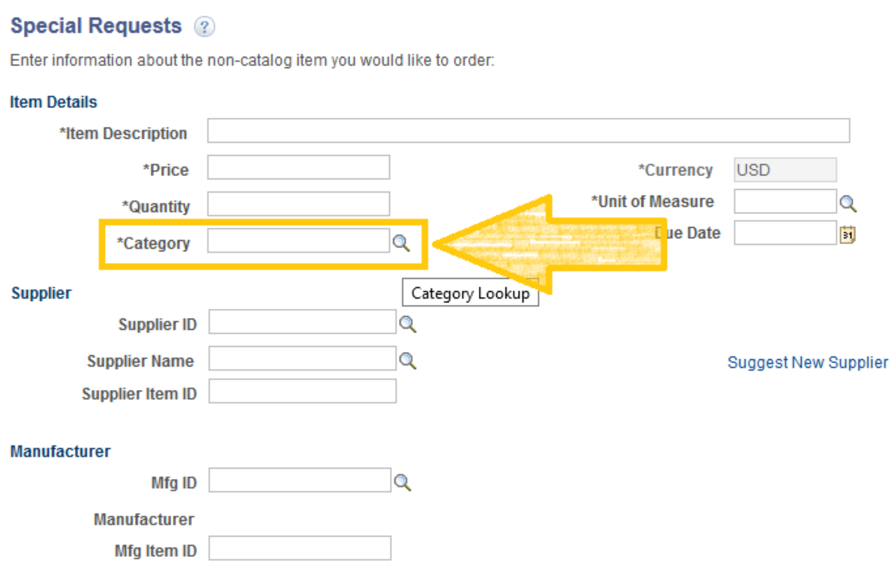
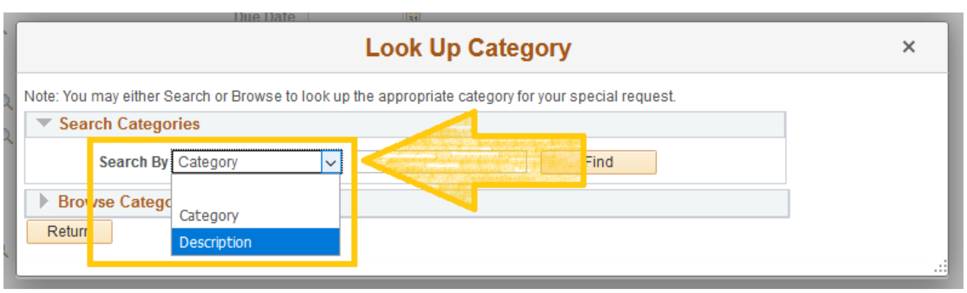
1. On the Special Requests requisition creation page, click on the **magnifying glass** next to the **Category** field.



2. In the popup, change the **Search By** field to **Description** and search for the item. Choose the corresponding code.



3. A list of Category (NIGP) codes can also be found on the job aids page on the Office of Fiscal Services' procurement website.

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How To
Change the Ship To Location

If you need to change the shipping location for a requisition, these steps will show you how. If you have any questions, please reach out to https://kennesaw.service-now.com/ofs.

****Until the Campus Addressing Project is complete, all Marietta Campus Ship To Locations will need to be set to MCR (Marietta Central Receiving). If this is a Special Request, you can note the correct shipping location in the comments section. If it's a GA First Marketplace order, it will have to be shipped to Marietta Central Receiving.*

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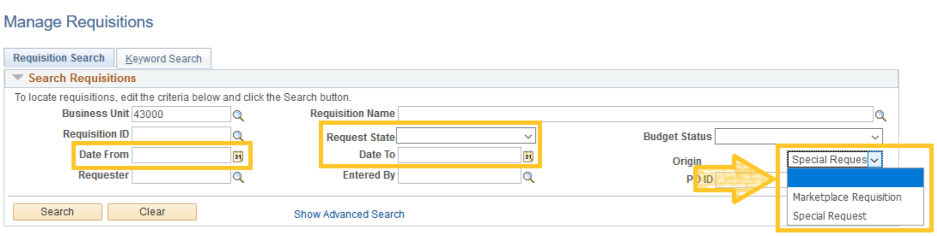
1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. In the NavBar menu, click **Navigator** > **eProcurement** > **Manage Requisitions**.
3. On the new page, click clear out **Date To**/**From**, **Request State**, and **Origins**.



4. Enter the **Requisition ID** and press **Search**. The requisition will show up below.
5. To the right of the requisition's listing, there is a dropdown menu. Click it and select **Edit**, then press **Go**. A message will pop up about the requisition pending approval, press **OK**.
6. There are two methods to change the location.
    a. A Mass Change:
        i. At the bottom of the Requisition Lines list, there is a checkbox to **Select All/Deselect All**, click it. Once each line has a check next to it, click **Mass Change**.

        ii. In the popup screen, you'll see under Shipping Information a data entry box for the **Ship To Location**. Enter the change and press **OK** and again to apply the new location to all lines.
        iii. Click **Save & Submit** at the bottom of the page.

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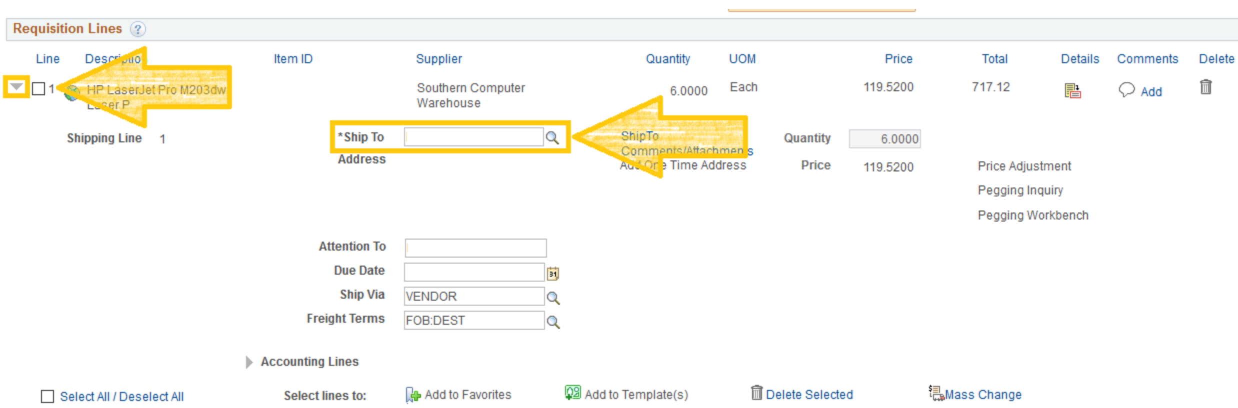
b. An Individual Line Change:

i. For the line(s) you need to change, click the grey triangle next to the line number/check box. This will drop down the shipping information. You can change the **Ship To** code from there.



ii. Click **Save & Submit** at the bottom of the page.

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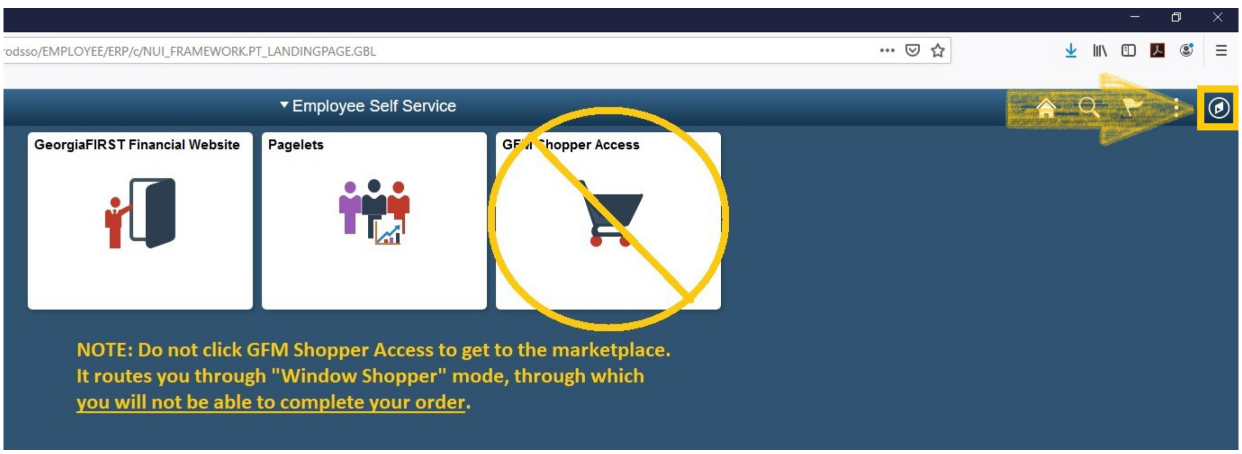
How To
Check a Requisition or Purchase Order's Status

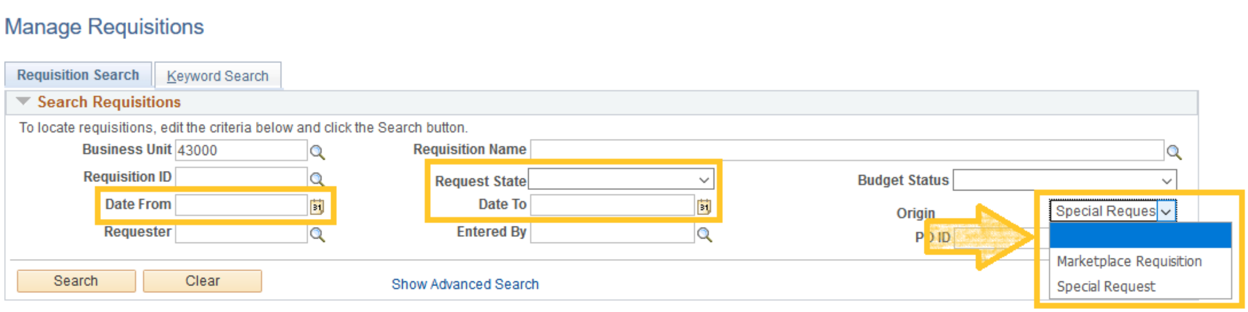
*The following steps will show a requester/approver how to review the status of a requisition/purchase order (PO). ***Please note, if an approver was included in a requisition approval chain that is not from their department – they may not be able to pull up that requisition to review it after they have approved it.** Please contact **https://kennesaw.service-now.com/ofs** with any questions.*

---

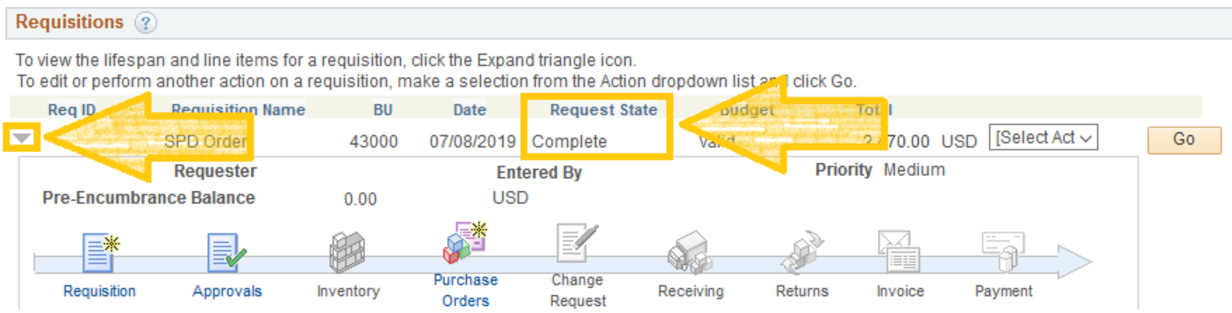
1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
    a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.



3. In the NavBar menu, click **Navigator** > **eProcurement** > **Manage Requisitions**.
4. On the new page, clear out **Date From/To**, **Requisition Status**, and **Origin**.



5. Enter the **Requisition ID** or **PO ID** and press **Search**.
6. The requisition information will pop up below. **Request State** will indicate where in the process the Purchase Order (PO) is. Click the grey triangle to view the cycle status.



7. What each Request State status means:
    a. Pending
        i. The requisition is still in the approval process and a purchase order has not been created.
        ii. The remaining approvals can be viewed by clicking on the Approvals icon (second from the left icon in the above picture).
    b. Open
        i. The requisition has not been fully submitted for approval. It cannot proceed to a purchase order until the requisition has been saved and submitted.
    c. Denied
        i. The requisition has been denied by one or more approvers in the approval chain and must be resubmitted properly (see our job aids page for instructions) or canceled.
    d. SeeLines
        i. The edited requisition has not gone back through the approval process. To fix this, follow the How To Resubmit a Denied Requisition job aid on our job aids page.
    e. PO(s)Created
        i. A purchase order has been created.
            - The status will change to PO(s) Dispatched when the purchase order processing has been completed by the KSU Procurement Office.
            - Dispatched *usually* means the PO has been sent to the vendor.
        ii. The PO Number can be viewed by clicking on the Purchase Orders icon (fourth from the left icon in the above picture).
    f. Complete
        i. The PO has been closed.
            - If the PO was created in the current fiscal year, any unused encumbered funds will be released back. If the PO is from a previous fiscal year, contact **https://kennesaw.service-now.com/ofs** to ask how to proceed.

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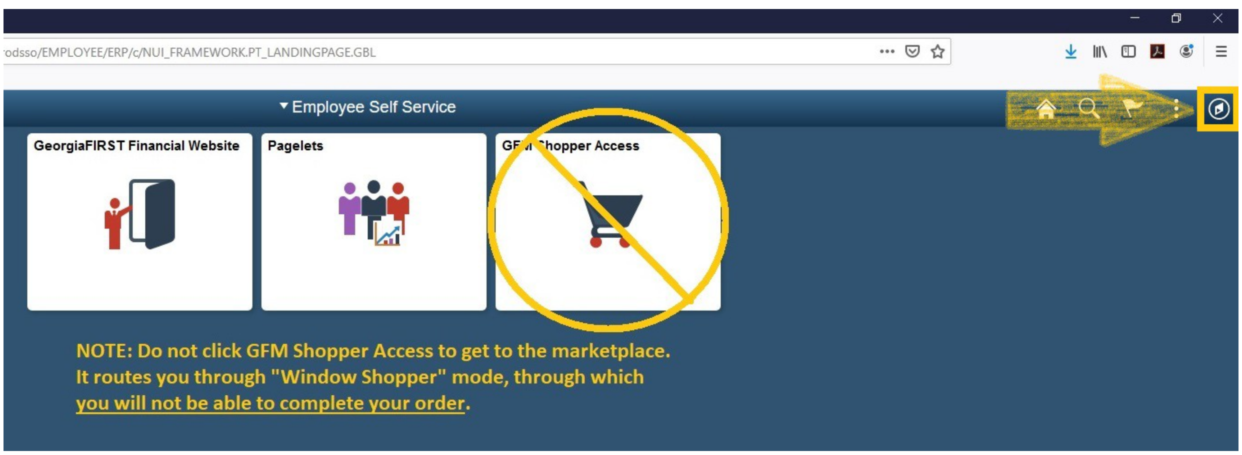
How To
Cancel a Requisition

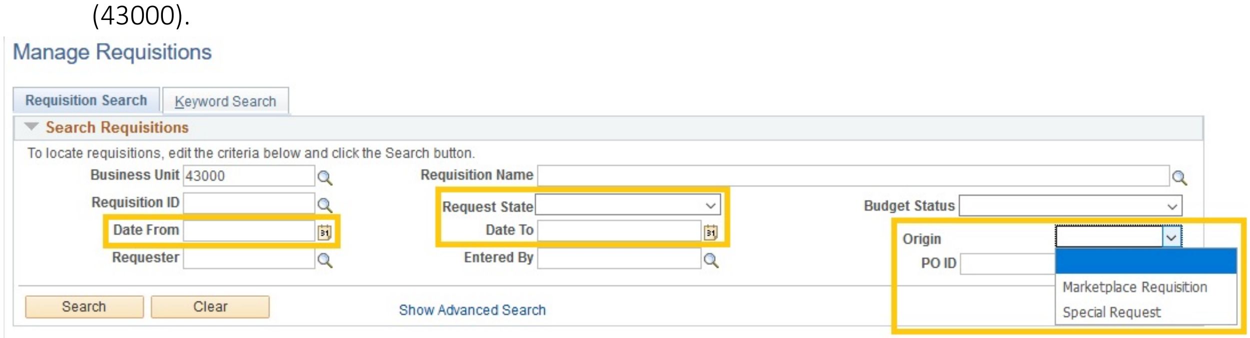
*If a requisition is in Pending, Open, or Approved status, requesters can cancel it. Cancellations are usually performed If a requisition is no longer needed - **before** a Purchase Order is created. If a Purchase Order has been created but you need to cancel it, please contact your buyer partner.*

---

1. Log in to PeopleSoft via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under Core Users on the right of the page. You will be prompted to log in using Duo.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
    a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.

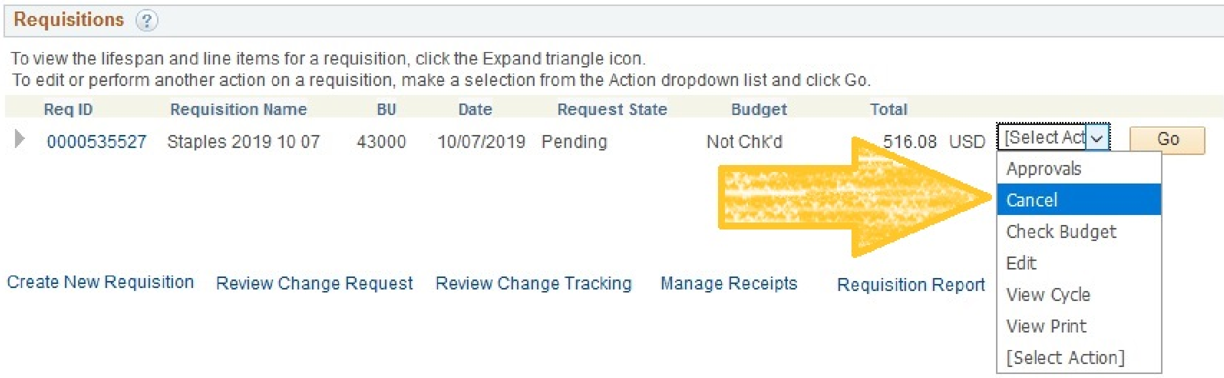


3. On the NavBar menu, click Navigator > eProcurement > Manage Requisitions.
4. Clear out "Date From", "Date To", Request State, and Origin. Keep the Business Unit entry (43000).



5. Enter the requisition number into the Requisition ID field. It should have four zeros and six numbers (i.e. 0000516255). Press search.

6. The requisition will appear below. It will have a few information fields; the option to cancel the requisition is in the dropdown menu all the way to the right. Select Cancel and press the Go button next to the menu.



7. You'll be asked if you want to cancel the requisition again, press Cancel Requisition.

If the cancellation is performed incorrectly or it's decided the requisition shouldn't have been canceled:

1. Follow the same steps listed here to bring up the requisition in Manage Requisitions.
2. In the dropdown menu, select Undo-Cancel.

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HOW TO

Request Dell Computers & Related Items

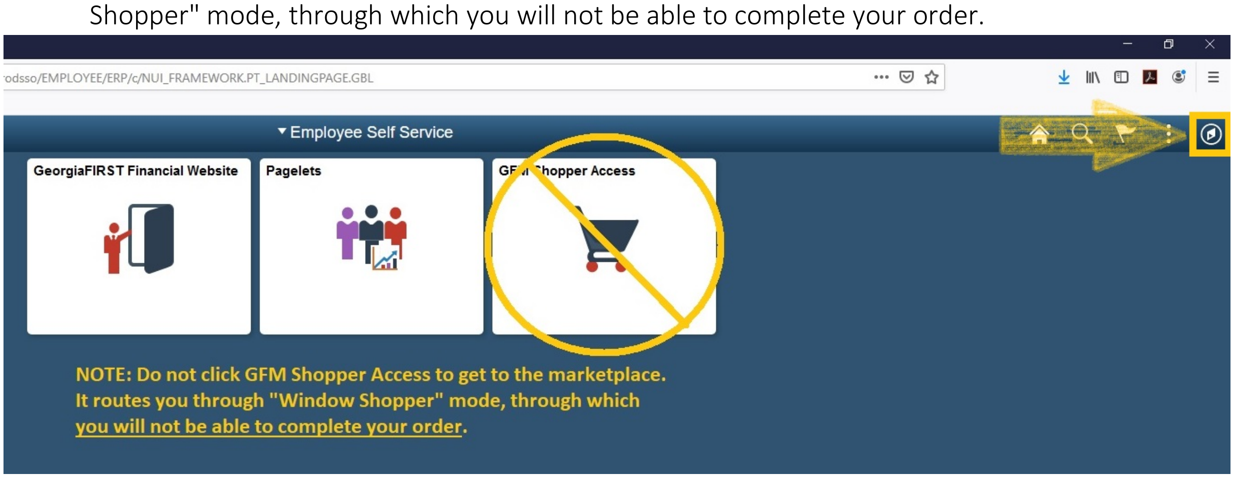
This job aid will go through the steps on how to request a Dell computer and/or related items using UITS eQuotes through the GeorgiaFIRST Marketplace.

Obtaining an eQuote from UITS

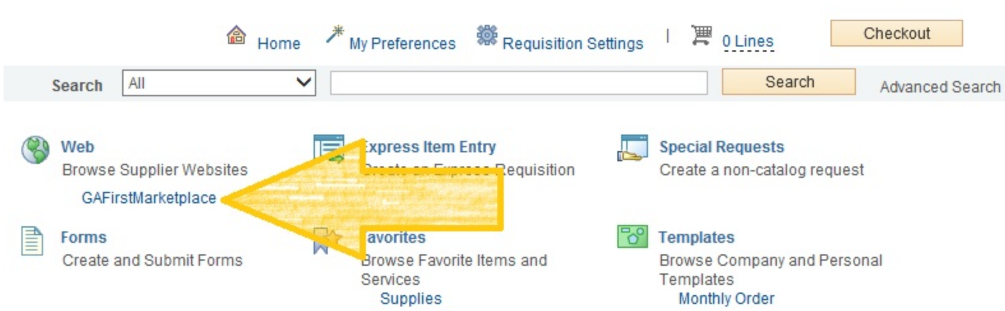
1. Visit the Technology Purchases website at http://www.kennesaw.edu/techpurchases/; or, from the KSU Intranet, select **University Information Technology Services** > **Request Forms** > **Technology Purchases** > **Computers, Server & Peripheral Purchases**.
2. Click on the link that best describes your proposed technology purchase and complete the request form.
3. Click **Submit** once you have reviewed the information entered on the form.
4. Once reviewed and approved, UITS will email a **Dell eQuote** number, which is linked with the requested equipment; this eQuote number will be used to build the order for the requested item(s).

Ordering via the GeorgiaFIRST Marketplace

1. Log in to **PeopleSoft** via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
    a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.



3. On the NavBar menu, click **Navigator** > **eProcurement** > **Requisition.**
4. On this new page, under **Web**, select the **GeorgiaFIRST Marketplace** link.



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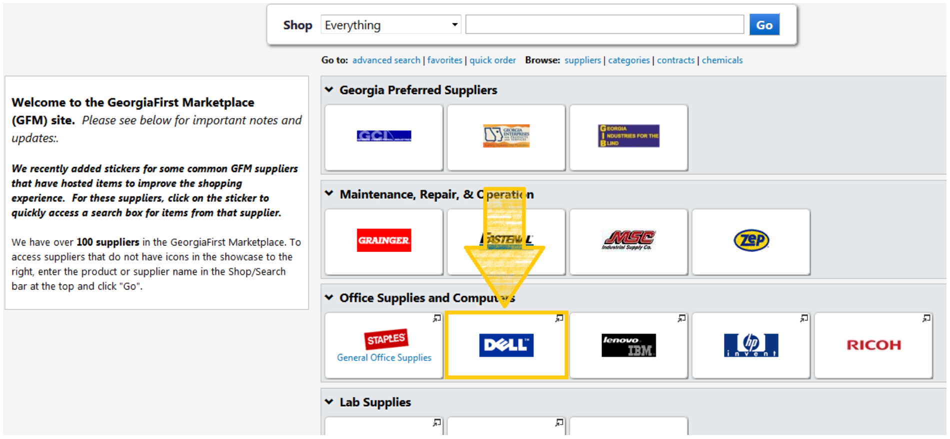
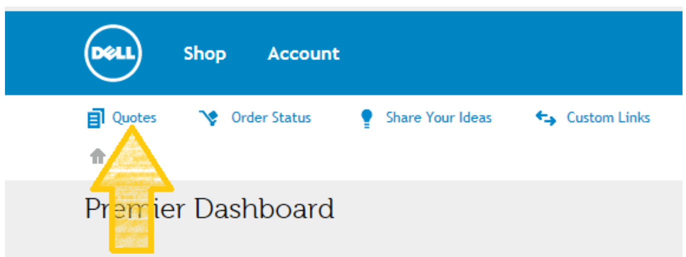
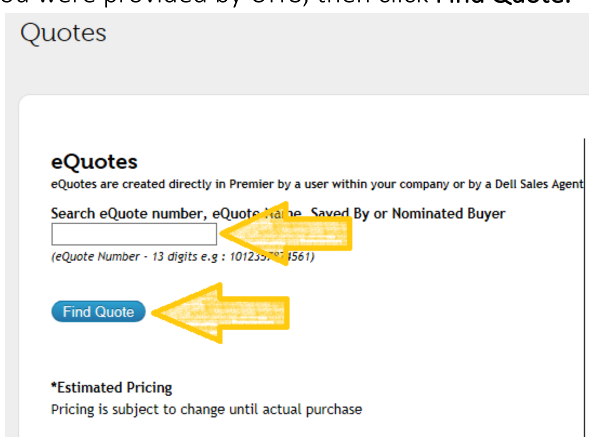
5. Select the **Dell** punch-out.



6. Click the **Quotes** link.



7. Enter the eQuote number you were provided by UITS, then click **Find Quote.**



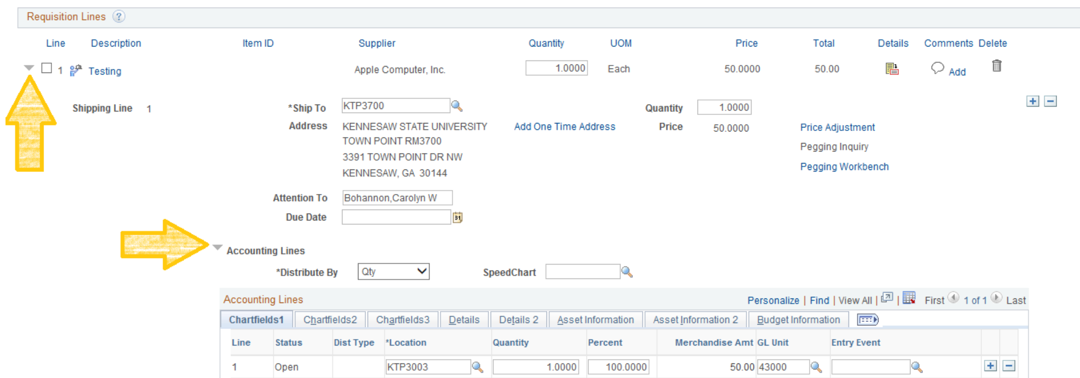
8. When your eQuote is retrieved, review the information and then click **Create Order Requisition** on the right side of the screen.
9. On the next screen, select the Delivery Option of "**No Charge Delivery - $0.00"** ***and*** select the **Trade Compliance** of "**No, I will not be exporting".**
10. Click **Continue.**

11. Verify/review your order and click **Submit Order Requisition**, then **Proceed to Checkout.**
12. Click **"Issue Requisition"** in the upper right of your screen to pull your order out of the Marketplace and into an ePro requisition. You will be re-directed back into ePro to make any edits *(if necessary)*, to add supporting documentation, and to submit your Requisition into the approval process.
13. Enter a name for your requisition in the **Requisition Name** field, in the upper right *(see UITS email for preferences).*

14. You can update the distribution/accounting information, using one of two methods below *(Individual Lines or Mutiple Lines)*:
    a. **NOTE: When using either option for accounting allocation changes:**
        i. If you use the SpeedChart function, you must also populate the **BudRef** field on the **Chartfields 2** tab.
        ii. If you manually enter the allocation, you must first populate the **GL Unit** field on the **Chartfields 1** tab in addition to populating the BudRef on the Chartfields 2 tab.

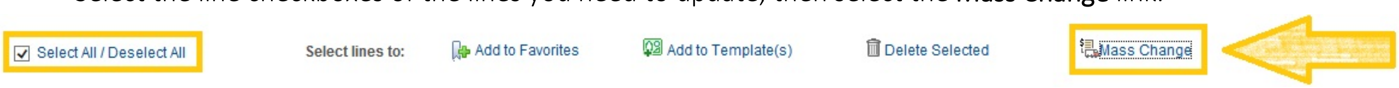
To Update Accounting Allocation on Individual lines:

Click the **Expand** buttons (triangles) and make necessary updates for each line.



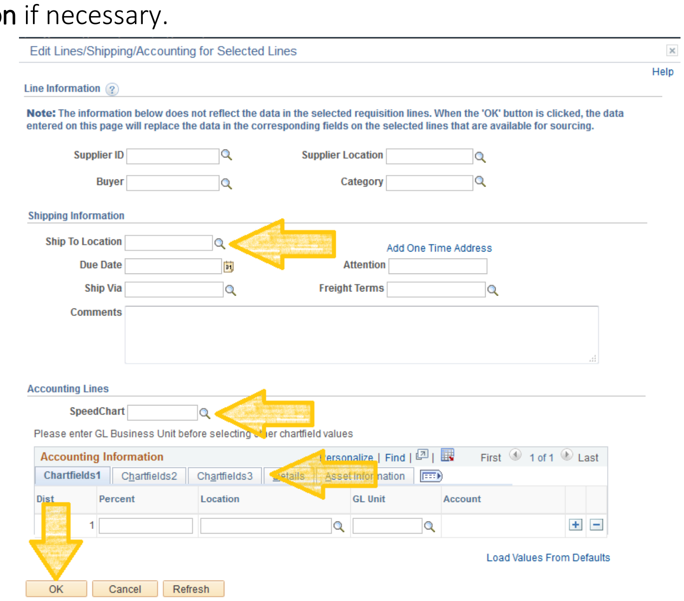
To Update Accounting Allocation on Multiple lines simultaneously:

Select the line checkboxes of the lines you need to update, then select the **Mass Change** link.



-Update the accounting allocation by manually populating the information on the **Chartfields 1 – 3** tabs, or by using the **SpeedChart** field.

-Update the **Ship To Location** if necessary.



- Click **OK**, and then click **OK** for **All Distribution Lines** to apply changes to all the selected lines.

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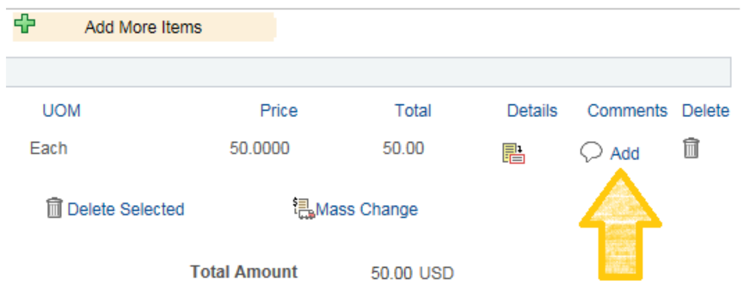
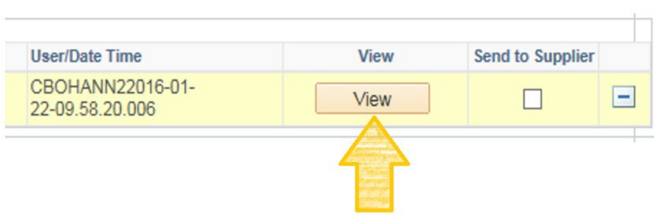
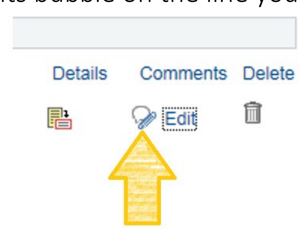
Special Notes From & For UITS

1. For all computer/technology/audio-visual purchases, the **Ship To** code must be **KCP109** *(unless stated otherwise in the email quote from UITS).*
2. Populate the correct account number for your request; the specific account codes to use for your purchase will probably be one of the following unless an Asset:
    a. **714114 –** main equipment
    b. **714100** – accessories
    c. **715100** – maintenance
3. In order to process your request in a timely manner, the following information is required and used by UITS for any computer related purchases. This information aids in checking accuracy and expediting delivery. This should be added in the **Approval Justification** field:
    a. Entire & complete **quote/proposal number**
    b. **Recipient's name, location/room number, and extension.**
    c. Any **other notes** as needed or requested by UITS, a Business Manager, or Department head.
4. To add supporting documentation, click on the Comments bubble or the Add link at the end of the first line of your requisition; **DO NOT** use the *"Add More Comments and Attachments"* link at the bottom of the screen.



5. Click **Add Attachments** and then **Browse** for the saved scanned documents on your computer.
6. Once located click on the file, click **Open**, then click **Upload** and **OK.**
7. To verify you have attached your document(s), you will be able to see a **View** button; and when you return to the **review and submit** screen, you will see a paperclip attached to the comments bubble on the line you added it to.





(Supporting documentation should include any approval emails, specifications and a copy of the quote/proposal obtained from UITS.)

8. To insert any additional approvers *(if requested or required)*, click **Save for Later** then the **Preview Approvals** link.
    a. Click on a green plus sign to search for the **User ID** of the Approver you would like to insert, click **Insert.**
    b. Click **Apply Approval Changes** button
9. Click **Save & Submit** to submit the requisition lines into the approval workflow.

*****Note: The items will be shipped to and received in the KSU Distribution Center. Once received, the item(s) will be tagged in UITS. You will then be contacted by UITS to schedule an appointment for delivery & installation.***

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HOW TO

Request Computers & Technology Related Items

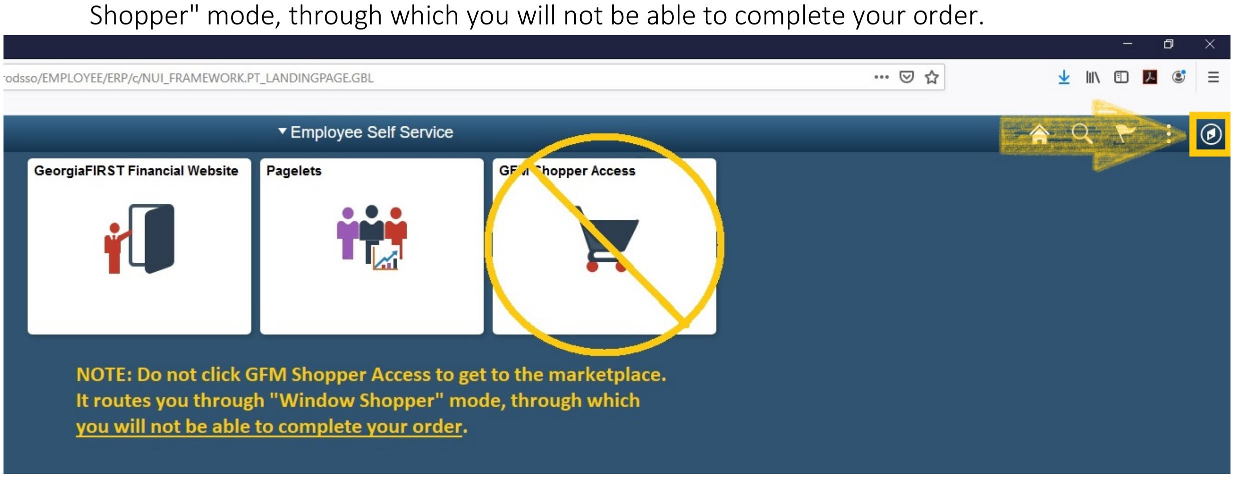
*This job aid is designed to help a requester purchase computers and technology related items using UITS Quotes & Proposals via a Special Request Requisition. (If your purchase includes **Dell** items, please reference the job aid How To Request Dell Computers & Technology Related Items instead.)*

Obtaining a Quote from UITS

1. Visit the Technology Purchases website at http://www.kennesaw.edu/techpurchases/; or, from the KSU Intranet, select **University Information Technology Services** > **Request Forms** > **Technology Purchases** > **Computers, Server & Peripheral Purchases**.
2. Click on the link that best describes your proposed technology purchase and complete the request form.
3. Click **Submit** once you have reviewed the information entered on the form.
4. Once reviewed and approved, UITS will email an approval with a vendor quote for the requested item(s); this quote will be used to create the requisition and place the order in eProcurement.

Ordering With a Special Request

1. Log in to **PeopleSoft** via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
    a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.



3. On the NavBar menu, click **Navigator** > **eProcurement** > **Requisition.**
4. On the new page, click **Special Requests**.

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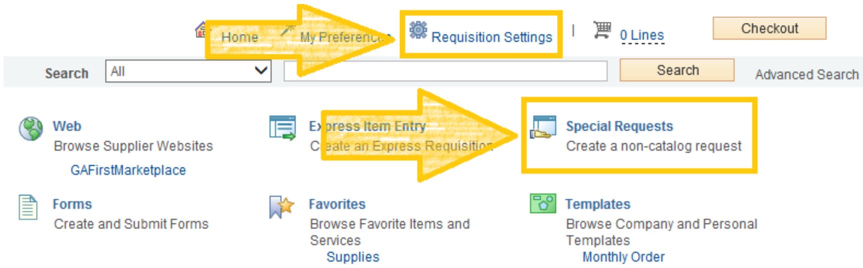

a. To Note: **Requisition Settings** can be used to enter default settings/data; a timesaving option when creating multi-line requisitions. To do so, click the link **prior** to selecting **Special Request**. Please only use this function for the **Supplier, Unit of Measure** and **Category Code**. These fields will populate as the default information on every line of your requisition.

5. If you did not use **Requisition Settings,** complete the steps below **for each line/item you need to enter** – including credit lines and shipping/freight**:**
   a. Enter an **Item Description.**
   b. Enter the **Price** of the item.
   c. Enter the **Quantity** requested.
   d. Enter or select the **Unit of Measure** (most common is EA and JOB) .
   e. Enter the NIGP/Category code in the **Category** field using the Category Code Reference sheet – found on Fiscal Services website in the job aids section. *(It is not recommended to use the search function for this field)*
   f. Enter the **Supplier ID** or the **Supplier Name.**
   g. If you have any information associated with the line, enter it in the **Additional Information** field.
   h. Check the **Show at Receipt** and **Show at Voucher** checkboxes.
   i. Select the **Add to Cart** button.
   j. The following fields will remain blank: Due Date, Supplier Item ID, Mfg ID, and Mfg Item ID.

6. Confirm the Shopping Cart updated with your requisition line(s) in the upper right corner.
7. Select the **Checkout** button located beside the Shopping Cart.
8. Enter a name for your requisition in the **Requisition Name** field.
9. You can update the distribution/accounting information, using one of two methods below ***(Individual Lines or Multiple Lines)***:
   a. **NOTE: When using either option for accounting allocation changes:**
      i. If you use the SpeedChart function, you must populate the **BudRef** field on the **Chartfields 2** tab.
      ii. If you manually enter the allocation, you must first populate the **GL Unit** field on the **Chartfields 1** tab in addition to populating the **BudRef** on the **Chartfields 2** tab.

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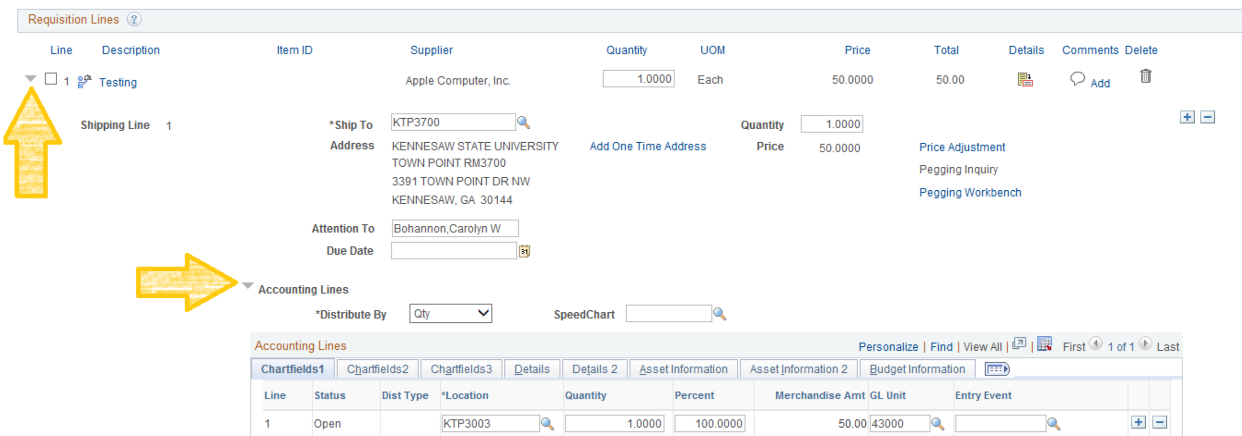
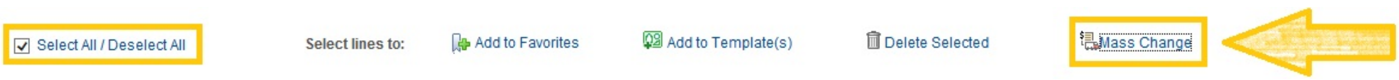
To Update Accounting Allocation on Individual lines:

Click the **Expand** buttons (triangles) and make necessary updates for each line.



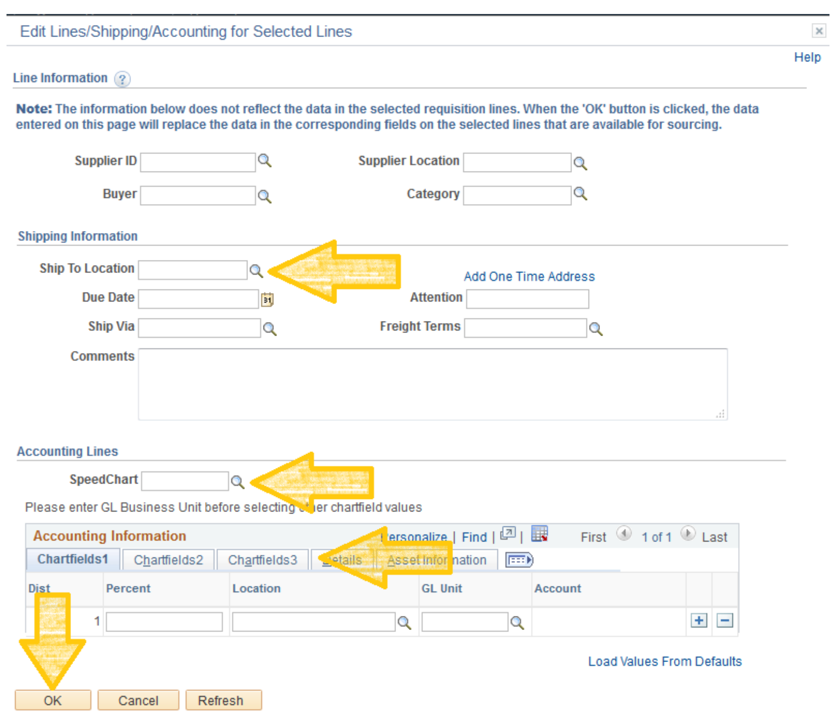
To Update Accounting Allocation on Multiple lines simultaneously:

Select the line checkboxes of all the lines you need to update, then select the **Mass Change** link



-Update the accounting allocation by populating the information in the **Chartfields 1 – 3** tabs, or by using the **SpeedChart** field.

-Update the **Ship To Location** if necessary.



-Click **OK**, and then click **OK** for **All Distribution Lines** to apply changes to all the selected lines.

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Special Notes From & For UITS

1. For all computer/technology/audio-visual purchases, the **Ship To** code must be **KCP109** *(unless stated otherwise in the email quote from UITS).*
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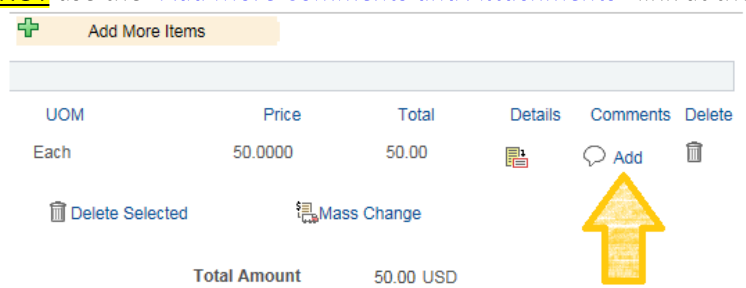
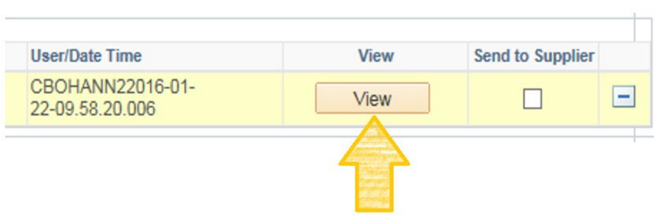
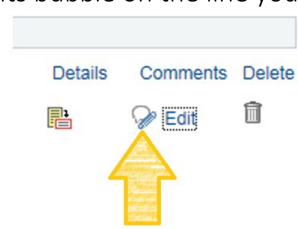
   c. Any **other notes** as needed or requested by UITS, a Business Manager, or Department head.
4. To add supporting documentation, click on the Comments bubble or the Add link at the end of the first line of your requisition; DO NOT use the *"Add More Comments and Attachments"* link at the bottom of the screen.



5. Click **Add Attachments** and then **Browse** for the saved scanned documents on your computer.
6. Once located click on the file, click **Open**, then click **Upload** and **OK.**
7. To verify you have attached your document(s), you will be able to see a **View** button; and when you return to the **review and submit** screen, you will see a paperclip attached to the comments bubble on the line you added it to.





(Supporting documentation should include any approval emails, specifications and a copy of the quote/proposal obtained from UITS.)

8. To insert any additional approvers *(if requested or required)*, click **Save for Later** then the **Preview Approvals** link.
   a. Click on a green plus sign to search for the **User ID** of the Approver you would like to insert, click **Insert.**
   b. Click **Apply Approval Changes** button
9. Click **Save & Submit** to submit the requisition lines into the approval workflow.

****Note: The items will be shipped to and received in the KSU Distribution Center. Once received, the item(s) will be tagged in UITS. You will then be contacted by UITS to schedule an appointment for delivery & installation.***

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HOW TO

Receive Orders as Requester (Qty or Amt)

*This job aid is designed to aid requesters receiving for orders they submitted themselves, either by **quantity** or by **amount**, for **non-asset items**, that were ordered/purchased through the GeorgiaFIRST Marketplace or by Special Requisition.*

- *All **assets** must be received through PeopleSoft in the Purchasing Menu, and cannot be received using this job aid. **Please see the Receiving Assets job aid for those instructions.***

Log in to **PeopleSoft** via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.

Desktop Receiving can be accomplished by selecting one of the following two options from the navigation menu:

I.) Using Receive Items

- Select the **NavBar icon** > **click Navigator** > **eProcurement** > **Receive Items**
- Locate the **Requisition Line** you need to receive
- Select the line(s) you need to receive by checking the **Select** checkbox(es)
- Click the **Receive Selected** button above the line
- Change the **Received Date** to the current date if not populated
- Update the **Received Amount** or the **Received Quantity** fields to match the amount or quantity of the invoice in-hand. *(This will be based on how the PO was dispatched; by Qty or Amt.)* If the qty/amt you need to receive is the qty/amt populated, you will not need to edit.

  Note: Do not receive more than is stated
- Click the **Save Receipt** button
- **Receipt Saved Successfully** and the **Receipt Number** will be listed at the top of the page

II.) Using Manage Requisitions

- Select the **NavBar icon** > **click Navigator** > **eProcurement** > **Manage Requisitions**
- Search for the **Requisition** number you need to receive
- In the **Select Action** drop-down box on the right-end of the requisition line, select **Receive**
- Click **Go**
- Select the line(s) by checking the **Select** checkbox(es) on the left-end of the line(s)
- Click the **Receive Selected** button above the line
- Change the **Received Date** to the current date if not populated
- Update the **Received Amount** or the **Received Quantity** fields to match the amount or quantity of the invoice in-hand. *(This will be based on how the PO was dispatched; by Qty or Amt.)* If the qty/amt you need to receive is the qty/amt populated, you will not need to edit.

  Note: Do not receive more than is stated
- Click the **Save Receipt** button
- **Receipt Saved Successfully** and the **Receipt Number** will be listed at the top of the page

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HOW TO

Receive as Non-Requester

*This job aid provides information to assist users in receiving items through the **Purchasing module** in PeopleSoft. This method is typically used by those who were not the original requester, but need to receive the item for the department; or when the items received **cannot** be marked as such using ePro Desktop Receiving, Asset Receiving; or if a line was added to the Purchase Order that was not submitted on the original ePro Requisition.*

---

1. Log in to **PeopleSoft** via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.
2. Select the **NavBar icon** > **click Navigator** > **Purchasing** > **Receipts** > **Add/Update Receipts**
3. On the **Add a New Value** tab, confirm the following settings:
   a. Business Unit = **43000**
   b. Receipt Number = **NEXT**
   c. PO Receipt checkbox **is checked**
4. Click **Add.**
5. Delete the data that will automatically populate for **Days +/- Today**, **Start Date** and **End Date.**
   a. Confirm **43000** is populated in the **PO Unit** field.
   b. Enter the **PO Number** in the **ID** field.
   c. Confirm the radio button for **PO Remaining Qty** is selected.
   d. Check the **Retrieve Open PO Schedules** checkbox, if not already checked.
   e. Click **Search.**
6. All of the open lines associated with the purchase order will appear under **Retrieved Rows.**
7. Check the **Sel** check box next to the desired purchase order line.
8. Adjust the **QTY** if necessary. (The **Receipt Qty** field automatically populates to the original quantity sourced on the PO; if the PO is set to **AMT**, you will be able to adjust the amount to receive on the next screen.)
9. Click **OK.**
10. Adjust the **AMT** if necessary *(if PO is set for amount rather than quantity).*
11. Click **Save.**
12. The system will generate a **Receipt ID** and the **Receipt Status** will change to **Received.**

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HOW TO

Receive Assets

*This job aid provides information for Users to receive items that are assets. Asset receiving is completed in the PeopleSoft Financials **Purchasing** module; and cannot be completed in the **eProcurement** module.*

---

1. Log in to **PeopleSoft** via https://www.usg.edu/gafirst-fin/ by clicking GeorgiaFIRST Financials under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.
2. **Identify the Requisition and Purchase Order Number –** If you don't know those numbers, follow the steps below:
    a. Select the compass icon at the top right of the page to open the NavBar menu – click **Navigator** > **eProcurement** > **Manage Requisitions**
    b. Under **Search Requisitions** click the **Clear** button
    c. In the **Business Unit** field enter **43000**
    d. Enter the **ReqID#** in the **Requisition ID** field
    e. Click the **Search** button
    f. Click on the expansion triangle to the left of the **Req ID**
    g. Click on the **Purchase Order icon** to reveal the purchase order information
    h. Note the **PO Number** for future steps in this process
2. **If an asset tag has not been provided to you, please contact the Office of Finance and Accounting to obtain an Asset Tag and note the Asset Tag number (for step 3.o.ii below)**

Contact:
Lyra Pennington, Accounting Professional II, Asset Management
Ext: 470-578-4447
Email: lpennin1@kennesaw.edu

3. **Receiving the Asset:**
    a. In PeopleSoft, select the compass icon at the top right of the page to open the NavBar menu – click **Navigator** > **Purchasing** > **Receipts** > **Add/Update Receipts**
    b. On the **Add a New Value** tab, confirm the following settings:
        i. Business Unit = **43000**
        ii. Receipt Number = **NEXT**
        iii. PO Receipt checkbox **is checked**
    c. Click **Add**
    d. Delete the data that will automatically populate for **Days +/- Today**, **Start Date** and **End Date**
    e. Confirm **43000** is populated in the **PO Unit** field
    f. Enter the **PO Number** in the **ID** field
    g. Confirm the radio button for **PO Remaining Qty** is selected
    h. Click **Search**
    i. Check the **Sel** check box next to the purchase order under **Retrieved Rows** to pull the row into your receipt
    j. Click **OK**
    k. On the **Receipt Lines** tab:

i. Adjust the **Receipt Qty** field if necessary (**Note:** this field automatically populates to the quantity listed on the PO.)
ii. Check the **Serial** check box
iii. Click the **Pending** link under **AM Status** (the receipt has an **AM Status** indicating it is an asset)

l. On the **Maintain Receipts** screen, enter the following information:
   i. Enter the asset **Serial ID** (the serial number provided on the item from the Supplier); for any asset without a serial ID enter '9999999'
   ii. Enter the asset **Tag Number** (identified in **Step 2**)
   iii. Click **OK**

m. Click **Save**

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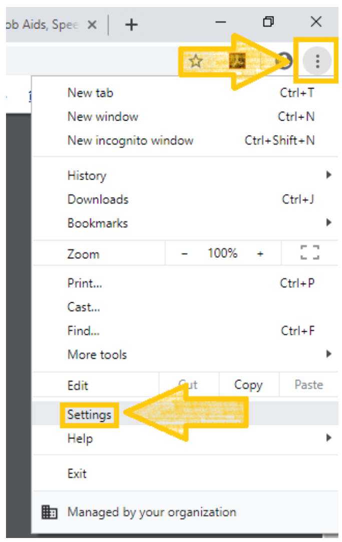
How To
Clear Your Browser's Cache

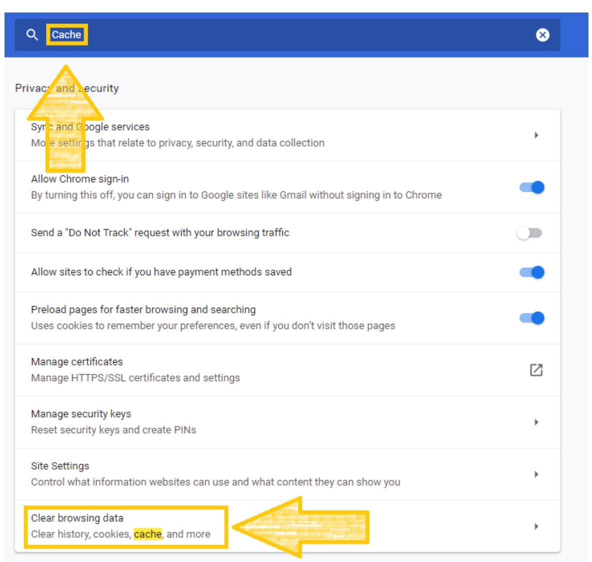
If you're running into odd errors or unable to log in, clearing your browser's cache may clear up the issue. Internet Explorer and Microsoft Edge do not run PeopleSoft/ePro well, please make sure to use either Chrome or Firefox. If you have any question, please contact https://kennesaw.service-now.com/ofs.

Chrome

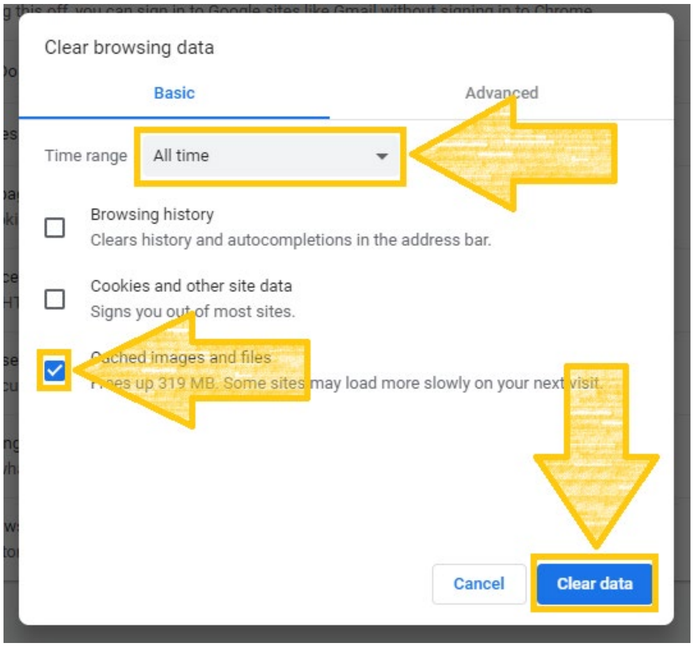
1. At the top right of your Chrome browser, click the **three vertical dots** and select **Settings**.



2. Search **Cache** in the settings search function. Under **Clear browsing data** you'll see **cache** highlighted, click that tab.

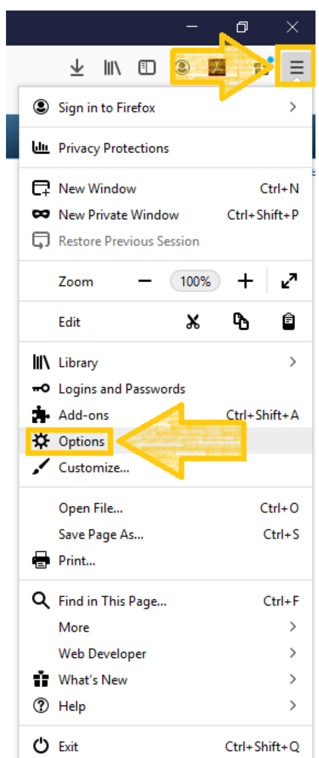


3. Select **All time** for the time range, check off **Cached images and files**, and click **Clear data**.

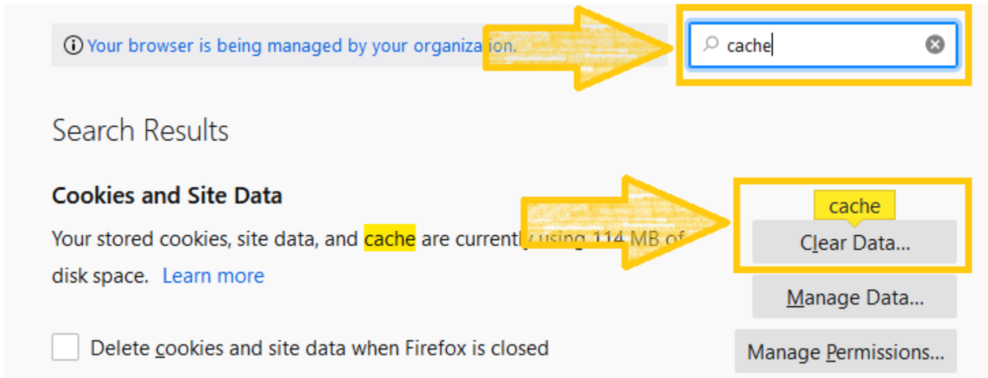


Firefox

1. At the top right of your Firefox browser, click the **three horizontal lines** and select **Options**.



2. Search **Cache** in the settings search function. Cache will be notated on the **Clear Data…** button that pops up, click the button.



3. Check off **Cached Web Content** only and click **Clear**.