INITIATING AN ORDER

- To initiate a purchase, the Principal Investigator (PI) or faculty member sends an email to the coporder@ulm.edu mailbox.
    - If your order has special requirements, or you have spoken with the Business Office Manager or someone from purchasing, please include those details in the body of the email.
- A completed Pharmacy Internal Purchase Requisition Form, which can be found at: http://www.ulm.edu/pharmacy/business.html should be included as an attachment to the email.
    - The internal purchase requisition shall contain the catalog number and description of items to be purchased, the preferred vendor, and the fund to be used.
    - *Please limit one Pharmacy Internal Purchase Requisition form to each email.*
- Incomplete requisitions will be returned to the faculty member.

ORDER PROCESSING (currently handled by the Administrative Assistant in Baton Rouge)

All purchases, travel authorizations, check requests, etc. that are to be paid from a General Fund account shall have the account number initialed by the Associate Dean of Assessment prior to processing.

The designated employee will log in to the School of Pharmacy, Business Office bizmail account (coporder@ulm.edu) to retrieve purchase requests.

Finalizing the requisition:

Log in to vendor website if necessary, with log in information provided.

Verify the information provided by the requestor via the vendor website.

From vendor website, copy and paste catalog # and description onto the requisition form sent by the requestor, to be used as a reference in the business office along with the purchase order and subsequent invoices.

Add any additional freight and/or handling fees.

Add any shipping information specific to the vendor, such as shipping and billing information, state contract numbers, etc.

Verify the information provided by the requestor via the vendor website.

Generating the ULM Purchase Requistion in BANNER:

Go to INB.ULM.EDU

Click on Production [PROD]

Log in with username and password

Click on FINANCE SYSTEM MENU – PURCHASING AND PROCUREMENT – REQUEST PROCESSING – REQUISITION

Click on "Next Block" icon

Enter a delivery date

"Next Block"

Enter organization code

"Next Block"

Enter "Ship To:" code

At this point, click on the "options" icon – "document text" to enter any information specific to the vendor, such as shipping and billing information, state contract numbers, etc.

SAVE

"Next Block"

Vendor Information – drop the box – click on the "search" option

Move cursor to "Last Name" block – type vendor name, followed by % - click on the "search query" icon for a list of vendors

Double click on the ID number for the selected vendor – the system will fill in the vendor information

"Next Block"

System will provide requisition number - add requisition number to requisition form for reference

Commodity/Accounting – tab to "Description" block

Copy and paste from requisition form, which has been copied and pasted from the vendor website, to the description block

Tab to "U/M" – Unit of Measure – pk, box, cse, etc.

Tab to "Quantity" – enter the quantity requested

Tab to "Unit Price" – enter the price per unit – the system will configure the extended price

Repeat this process for each item requested, including shipping and handling

"Next Block"

Balancing/Completion

Tab to "Index" – enter the index information for accounting, provided by the requestor, system will fill in Fund, Orgn – enter the accounting code provided by the university

System will fill in the rest of the accounting information

"Next Block"

Completed – verify totals

Click on the "completed" icon!

Final steps:

Forward the completed internal purchasing requisition form to Business Office Manager, who will notify requestor of pending approval status.

Log completed internal purchasing requisition information into the tracking spreadsheet located at: https://docs.google.com/spreadsheet/ccc?key=0AqIOhpaO0Y98dEljejFNSVdza2NQSEl4VFFQY0dQUkE&usp=sharing. This allows the faculty member to track the progress of their request.

ORDER APPROVAL (Currently handled by the Business Office Manager)

The Business Office Manager will notify the requestor via email that requisition in BANNER is complete and ready for approval.

The Business Office Manager forwards any additional documentation, such as quotes or new vendor information, to Purchasing.

The Business Office Manager posts the purchase information to the pending page of the appropriate Excel spreadsheet.

ORDER RECEIPT (Currently handled by the Accounting Coordinator)

The ULM purchasing office will post the purchase forward the yellow copy of the Purchase Order (PO) to the Business Office Manager, who will enter the PO# in the appropriate blank on the pending page of the Excel spreadsheet and on the original requisition.

The PO will then be placed in a box for the Accounting Coordinator.

The Accounting Coordinator will add the PO number to the tracking spreadsheet and then file the PO.

The Accounting Coordinator may follow-up with vendors to ensure that they received the order or to verify ship dates.

Upon receipt of the items, the Accounting Coordinator will match the packing slip with the matching PO, verifying the item descriptions and quantities.

The Accounting Coordinator will mark the items received on the PO by placing a small checkmark next to the description.

The Accounting Coordinator will contact the faculty member or his designee to retrieve the items.

The person accepting the items will sign the packing slip.

If there is not a purchase order in the file to match the packing slip use these steps:

> Go to Banner production; view document; select purchase order and enter purchase order number.

> A screen with the purchase order appears, scroll to bottom and a "requisition number" will be referenced.

> Write that number down and open up Purchase requisitions in the Budget spreadsheet file.

Select that purchase requisition number and print.

Use this requisition to reference items received and professor name until a purchase order is received.

PAYMENT (Currently handled by the Accounting Coordinator)

Invoices are received by the Business Manager from ULM Accounts Payable, vendor website or email.

The BM matches the invoice to the purchase order.

If all invoices for that PO have been received, the BM then puts the PO in the Accounting Coordinator's mailbox for completion in Banner.

The Accounting Coordinator matches the invoice totals to the purchase order amounts.

If amounts do not match, the correct amount is penciled in on the purchase order.

If incorrect amount is more than $50.00, a change order must be done.

Change order forms are available on ULM website under Purchasing.

After a change order is completed and with appropriate signatures, it is forwarded to purchasing.

A copy of the change order and the original PO is filed in change order file located in the Business Manager's office.

After Purchasing corrects the PO, a copy will be sent to the Business Manager.

The PO it is ready to be received in Banner for payment.

Completed purchase orders (in BANNER).

ID code for AP receiving is **FPARCVD (See attached sheets)**

Step 1. Receiver Document Code Block, type in the word NEXT. Click Next block.

Step 2. A"Y" number will be populated. It automatically generates the date and Received by name. Packing slip number is always 123456. This is a code I use. Write this "Y" number in the bottom left hand corner of the yellow purchase order with the date and your initials.

Step 3. Purchase Order number is entered. Click Options and select Receive all purchase order items. Name of Vendor is populated. Click Next block.

Step 4. A Description of item and quantity on the purchase order is populated. Click Next box.

Step 5. If everything is correct, click Complete box. In the bottom left hand corner it will say (Example) Y0016916 has been completed.

Partial Purchase orders (in BANNER).

> **Step 1**. Receiver Document Code Block, type in the word NEXT. Click Next block.
>
> **Step 2**. A"Y" number will be populated. It automatically generates the date and Received by name. Packing slip number is always 123456. This is a code I use. Write this "Y" number in the bottom left hand corner of the yellow purchase order with the date and your initials.
>
> **Step 3**. Purchase Order number is entered. Click Options and click on Select Purchase Order items and a detailed screen will be populated (**See attached Step 6**) Items can be selected by double clicking in the Add Item column. Click big black "X" and it will return to Step 4. A box will appear beside the Quantity that you can add a number or an amount to be paid. Then complete Steps 4 and 5.
>
> **Step 4**. A Description of item and quantity on the purchase order is populated. Click Next box.
>
> **Step 5**. If everything is correct, click Complete box. In the bottom left hand corner it will say (Example) Y0016916 has been completed.

*NOTE: There is an option to select "in progress" rather than "complete". "In progress" should be selected if there is any question as to the accuracy of the receiving report. A receiving report can be deleted if it is "in progress" but purchasing will have to delete any completed report that is incorrect.

RECONCILING THE SOP EXPENSE SPREADSHEET (Currently handled by the Accounting Coordinator)

All regular accounts are reconciled at least monthly by the Accounting Coordinator.

The account is opened in our Budget year. I sign in Banner self- service. The Main Menu screen appears. Choose Finance (Create or review financial documents, budget information, approvals.) Another screen appears and you choose Budget Queries.

> **Step 1.** (see attached for Step 1-5) Click on Create Query and the next screen will open.
>
> **Step 2.** The selections that are checked on the attached sheet are correct for reconciliations. Click continue.
>
> **Step 3.** The selections on this page are already populated from the last entry made. The Fiscal year here can be changed to any year. (**2014** is this year's fiscal year) Fiscal period is always **14**. Comparison is **None**, Comparison Fiscal period is **None**, commitment Type is **All** and Chart of Accounts is **M**. These will be the same for the fiscal year you are working in. The only blocks to be changed are **Fund** and **Organization**. Then click Submit Query.
>
> **Step 4.** This populated the account with Account, Budget, Expenses, Encumbrances, Available balance etc. (Budget Status Report) the column labeled Year to Date is Expenses. This sheet is then copied and pasted to our expense sheet labeled Worksheet.
>
> **Step 5.** The only numbers that have summaries are those colored blue. Clicking on the blue numbers under Year to date will provide a summary of expenses for that particular account number. Every line item should match the internal spreadsheet paid page.

If an expense has paid in Banner, it is moved from the Pending page to the Paid page of the internal spreadsheet and the paid date is entered. If the amount paid is from a Blanket purchase order, it will not be on pending. That amount can be confirmed on the Blanket page of the internal spreadsheet.

If an expense cannot be located on the internal spreadsheet, verify that expense with the BM by phone or email.

If a Budget revision (or Transfer) has been done, that amount with the date is entered on the Budget Transfer page of our spreadsheet. Normally the BM will provide the Accounting Coordinator a copy of the Budget revision.

If an amount has been on the internal spreadsheet Pending page for an extended period of time (about a month) a copy of the entry is emailed to the Business Manager to indicate that the travel/check request has not been paid.

After all amounts are verified a date of the reconciliation is put on the left hand side of the Report page.

MONTHLY REPORTS ON ALL GRANT ACCOUNTS AND THE INDIRECTS ACCOUNT

At the end of each month, the Accounting Coordinator a copy of the purchases and current balance will be sent to each PI.

TRAVEL REQUESTS (Currently handled by the Business Office Manager)

Travel authorizations are received in the Business Office.

The Business Office Manager obtains the necessary signatures and posts the amount to the appropriate spreadsheet.

At the conclusion of travel, the Expense Report is submitted to the Business Office Manager, who obtains the necessary signatures.

The signed Expense Report is forwarded for the appropriate signatures.

> For Reserve Special account: The Chief Business Officer must sign and then forward the request to the VP for Academic Affairs. The Vice President's office will forward the signed Expense Report to the Controller's Office and will send a scanned copy back to the Business Office Manager.

 Checks are sent to the Business Office Manager, who makes a copy of the check and matches it with the copy of the Expense Report.

Faculty are notified to pick up their check.

CHECK REQUESTS (Currently handled by Business Office Manager)

The completed Check Request form and appropriate receipts is received in the Business Office.

The Business Office Manager posts the amount to the appropriate Excel spreadsheet.

The check request is forwarded to the appropriate office:

      Controller's Office for general fund accounts

      Assistant Controller Restricted (Ann Cox) for grant accounts

      Budget Office/Investment Manager (Gail Parker) for reserve special accounts.