Staff/Faculty Handbook for Making Purchases

Colleague/Self Service is the University of Science and Arts of Oklahoma's, Enterprise Resource Planning (ERP) system that is used for procurement, accounting, planning, budgeting and compliance with state laws.

This is your all-in-one platform to create requisition requests for Purchase Orders, Blanket Purchase Orders, Payment Requests, and Travel requisitions.

–

It is the University's position that all non-P-card purchases should be encumbered as far in advance as is reasonably possible via a Requisition for a Purchase Order (PO), or Blanket Purchase Order (BPO).

Blanket Purchase Orders & Purchase Orders - what's the difference?
PO – One-time unique purchase/service from one vendor.
BPO – Consistent routine purchases, multiple payments, long duration contracts from one vendor.

When should a Requisition be made? - As soon as you have all of the information needed; Vendor name, Quote or Statement of Work (SOW), Dates, SOF, W-9 if vendor has not been on-boarded.

Under $5,000 - use sound business practices & do price comparisons.
Between $5,000 and $50,000 - gather 3 quotes and submit them with your requisition.
Over $50,000 - reach out to the Business Office for assistance.

Step 1,

Open - selfservice.usao.edu/student
* If you do not have access to Self Service, ask your supervisor to email ITHelp Desk@usao.edu, requesting access.

Financial Management – Page opens to Financial Management Overview.
Procurement - The page opens up to your "view" page, where you can see all of your Requisitions, Purchase Orders, Payment Requests & all of your historical data.

To create a new Requisition - Click on "**Create**" tab.

***Step 2**

***Start first with Vendor ID** - Type in the vendors name.
If the vendor does not exist, you must reach out to the vendor & acquire a W9, then forward the W9 to the Business Office, so that the vendor can be created in Colleague. You will be informed when completed & you can start the requisition process.

***You may also want to start with GL Account** – to insure the needed GL code exists for you. If it does not, you will need to contact the Business Office to create one.

The New – Colleague/Self Service

Go to - Document Type -
Requisition – this option should be used for the majority of requests.
Payment Request – for travel reimbursement and payments for invoices that did not have a PO, or BPO created in advance.

Initiator – will default to your name. - **Ship To** - Choose one, will default to campus.

Vendor ID – type in the vendors name or vendor# if known.

AP Type – will default with the vendor chosen, most of the time it will be 290

Requisition Date - defaults to the current date - **Confirmation Email Address** – Defaults to your email.

Desired Date – date for receipt of goods or services.

Next Approvers – do not enter names here - will auto-populate when the requisition is saved.

Printed Comments – vendor will see this & will print on PO, this is also good info for receiving.
Ex.: Deliver to rm 218, notify Jeff D when received, keep refrigerated, etc.

Internal Comments – info that you don't necessarily want or need, printed on the PO.
Ex.: "This is for the Field Door project".
<u>Important!</u> - this is also where you would give notice that the requisition is for a <u>BPO</u>.
Ex.: "FYXX Amazon BPO request".

Now that all of the Requisition setup steps have been entered, enter information about the actual item/service.

Items – click on "**Add Item**"

Description – whatever you type here will print on the PO – be specific.

Vendor Part – include the vendors part # here - helps to identify the item for the receiving dept.

Qty – enter qty - **Unit** – choose what's appropriate - **Price** – enter price per unit choice.

GL Account – you can type in (1020 for example) or type in a word (office) & choose the appropriate account. It is critical that the correct GL account is used – please see below, what to do if;

Under GL Account, you can appropriate payment from different GL Accounts, by either qty, % or a dollar amount. (when using %, please note that the quantities may be capricious).
Your remaining GL balance will display on the right.

Project – not currently used – may be used for project accounting in the future – not used for now.

Save or Save and Attach – attach quotes, signed contracts, W9's – must be in PDF format.
Clicking on the pencil icon will allow you to modify the requisition.

Once saved, the Requisition request will route through the appropriate approval channels, depending on the department, item type & dollar amount of the requisition.

What happens next?

The Requisitioner will receive an email stating that the Requisition is created & out for approvals.
The approvers will receive an email notification informing them that there is a requisition awaiting their approval. That person will need to log into the system to view & approve/reject the requisition.

Approving Requisition/Payment Requests;
In Self Service, click on “Financial Management” tile.
Select "Approve Documents" tile. Requisitions waiting your approval will appear here.
You can click on the requisition number in blue to show the details.
When the Requisition Detail screen pops up, you can look at the line items, attachments, etc.
On the left side of the screen, you can either click the box to approve, or the back arrow to reject.
If you choose to reject, you will be able to enter comments that the original requester will see.

Once approved, the Requisition is converted into a PO, or a BPO and the requester will see the PO number in Self-Service Procurement under the "view" tab.

Invoices & Payments to vendors/contractors;
Once the item(s) have been received, or the services rendered, forward the invoice to the Business Office at accountspayable@usao.edu so that payment may be initiated. You may also drop them off at the Business Office. It is important to include the BPO, or PO#.

What to do if;

- Vendor does not exist in Colleague – acquire W9 & send to Business Office.
- An employee is not listed as a vendor in Colleague for the purposes of a Payment Request or reimbursement - email the Business Office, requesting the individual receive vendor status.
- The correct Object Code does not exist – reach out to Business Office.
- Budget overspent or not loaded – will need to speak with your VP.
- Requisition returned – locate and select the offending requisition in Self Service, the details will display on the right side of page. Click the edit icon and make any corrections/additions necessary & save or save and attach. The requisition will be channeled back to the rejector for their approval.

Other circumstances;

- **Travel Reimbursement –** Will be entered as a Payment Request.
  Under Document Type, choose **Payment Request**, then click on **Reimburse Myself**.
- **Personal Reimbursements –**
  - Under **Document Type**, choose **Payment Request**, then click on **Reimburse Myself**.
- **Notification warning** - "Warning, all line items on this document have been populated with default tax information" - Ignore this notification.

Additional training resource*https://training.ellucian.com/learn/course/1235/play/10888:5217/colleague-procurement-self-service- demo

*you will need to request access with ITHelpDesk@usao.edu

General Information -

Our general ledger holds our chart of accounts. The chart of accounts represents parts of the University. If you are reading this, you are represented in the chart of accounts. Our coding system is made up of parts, or buckets. Here is an example of a code.

XXX.	XX	XXX	XXXX.	XX	XXXXXX
Fund	**Location**	**Sub.Activity**	**Dept**	**Source**	**Object**
290	00	110	1020	00	536140

Fund - designates where the money is coming from. For example, 290 is our operating budget.
Location – always 00
Sub.Activity – Your function. 110 is instructional units.
Department - designates who is spending the funds. 1020 is the Humanities Dept account.
Source – Always 00
Object – **5** is an expense, **5**36140 is Office Supplies **-** Expendable

How to Create a Blanket Purchase Order:

The process to create a requisition for a Blanket Purchase Order, is very similar to that of a regular Purchase Order.

- In Self Service, start a Requisition.
- In the Printed Comments box, please type **FYXX BPO for……**
- In the Internal Comments box, please type BPO request.
- In the New Item Description, you will enter a brief summary of the types of items, or services.
- The Quantity will be 1.
- The Unit will be none.
- Calculate the total amount you think you will spend off the GL code for the remaining FY & enter that in the Price box.
- Enter the correct GL code – if it does not exist, reach out to the Business Office to create.

If it's a BPO requisition for a speaker for example, and that person will be making multiple engagements that you want paid off of the same BPO, you would need to also upload a quote, or statement of work, or memorandum of understanding. (and a state contract, if over $1,000!)
If it's a BPO requisition for Amazon for example, that you would be making multiple purchases from, there would not be a quote to upload.
Blanket Purchase Orders & Purchase Orders - what's the difference?
BPO – Consistent routine purchases, multiple payments, long duration contracts, to ONE vendor.
PO – One-time unique purchase/service.

Receiving Services Process;

For all Purchase Orders that do not get shipped to & checked in by the Department, such as for goods and services, subscriptions, fees, catering, etc.,

The requisitioner will need to notate the work as completed in Self Service on the requisition comments.
This should be done as soon as the service has been rendered complete.
This must be completed, in order for the vendor to get paid.
It's super easy!

- Click on Financial Management tile.
- Click on Receive Goods and Services tile.
- Locate the appropriate PO.
- Enter the correct qty, in Qty Accepted.
- Ignore the MSDS Rcvd box.
- Click on Submit on the bottom right of the screen.

No need to notify anyone that this has been completed.

For goods and services, subscriptions, fees, catering, etc., the individual Requisitioner will need to complete these steps.
This process is for Purchase Orders only.

Blanket PO's only require you to submit the invoice & the BPO# to the Business Office