BANNER FINANCE TRAINING

REQUISITION

REQUISITION

to

PO

to

PAYMENT

Dawn Newton  Purchasing  x5514
Valerie Gilleran  Accounts Payable  x4320

Need to Make a Purchase?

- What do you need to purchase?
- How much is your purchase?
- When do you need your purchase?
- Where is your purchase going to take place?

What do you need to Purchase?

- Is your purchase for a hard good or service?
  - Computer
  - Office Furniture
  - Office Equipment
  - Subscriptions
  - Custom Printing (get quote from Copy Shop 1st)
- Is your purchase a contracted service?
  - Campus performance
  - Guest speaker
  - Other contracted services – carpet, paint, etc.
How much is your purchase?

- **General Rule** – purchases under $995 please use Pcard.
  - Some service payments under $995 may require the use of a requisition.
- **Purchases over $995** use Requisition Process.
  - All Purchases need a detailed Requisition via Banner.
  - Purchases $1500 to $4999 need a quote.
  - Purchases over $5000 need 3 quotes.
- **Large purchases $10K or greater** would need to go through bid process via purchasing department.

When do you need your purchase?

- **Plan ahead** – REQ to Purchase Order to Check process can take between 12 to 25 business days
  - REQ to PO approximately 7 to 12 business days
  - PO (with OK to Pay data record in AP) to Check approximately 5 to 10 business days
- **Have all your back up data ready when entering the requisition**
  - Keep copies of back up data
  - 3 sets – one for Purchasing, one for Accounts Payable and one for your records
- **Know how to look up approvals queue (FOAAINP)**
  - Allows you to track progress of requisition approvals
  - Final approval queue = Purchasing

Where is your purchase taking place?

- Internet Transaction
- Order via phone with a supplier
- At a store
- Contracted Agreement
- With a person
  - Performer or Speaker
REQ Prep – Hard Goods

- Need a quote or agreement
  - Internet itemized receipt or detailed statement with costs per item
- New supplier or current supplier?
  - New Supplier – need invoice or quote with company information as well as a W9 to ensure proper payment
  - Current Supplier – invoice with current remit to (mailing address) information
  - W-9’s maybe requested for vendors with infrequent use – to update files
- Is supplier name a person’s name?
  - If yes then request a W9 and Independent Contractor Form
  - Forms are located on the Purchasing website

REQ Prep – Services

- Services – Athlete, Trainer, Entertainer, Speakers, Lecturers, Photographer, etc
- This grouping requires
  - W9
  - Independent Contractor Form
  - Agreement of service – date, location, and dollar amount
  - Quote if applicable

REQ Prep – Faculty, Staff, Student Payments for Services

- Has this person been paid via U of H payroll within last 12 months?
  - If yes proceed with Employment Roster
  - If paid hourly please contact HRD for detailed instructions
  - Due to IRS guidelines methods of payment may vary
  - Additional questions please contact Purchasing
| Section | Question | Yes | No | Blank
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Affirmative answer</td>
<td>Are you currently an employee of the University?</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>B. Compensation</td>
<td>Compensation less than $600</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>C. Relationship</td>
<td>Relationship other than employee</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>D. Service Agreement</td>
<td>Service Agreement in place</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
</tbody>
</table>

**HRD Signs Here**

Please sign to confirm receipt of this form and acknowledge the requirements.
How to enter a REQ via Banner

- FPAREQN = REQ ENTRY
  - Type Next into text box
  - Click Next Block
  - Enter Data on Requestor/Delivery Tab
  - Click Next Block
  - Enter Data on Vendor Info Tab
  - Click Next Block
  - Enter Data on Commodity/Accounting Tab
  - Click Next Block
  - Enter Data on Balancing/Completion
  - Click Completed

Vendor Tab
  - Enter Vendor #
  - Click Enter

Requestor/Delivery Tab
  - Delivery Date
  - Organization
  - Email (IMPORTANT)
  - Phone/Fax
  - Ship To
Don’t know the Vendor Number?

- Click the down arrow button next to Vendor Text Box
- Click Entity Name/ID Search (FTIIDEN)
- Click in Last Name Field
  - Enter Last Name followed by % and click F8 to execute search
  - % sign = wild card for searching
- Double Click on ID number that matches your Invoice
  - Verify via remit to address
  - If new remit to address – please enter data in Doc Text
- New Supplier – enter vendor name, address and contact info in Doc Text
- Still have questions – please contact Purchasing.

NEXT BLOCK TO GET TO ACCOUNTING SECTION

Click OPTIONS to get to Item Text or Document Text

Item Text

- Enter item specific data
- Use for multiple items within one capital asset
There are many steps before a REQ becomes a PO (Purchase Order)
- Approvals sign off process
  - FOAAINP
- Purchasing reviews REQ data and back up paperwork
  - Be sure to forward set of back up documents to Purchasing keep another set for Accounts Payable and a set for your files
- REQ sent to PO assignment queue
- Copy of PO emailed to Requestor when completed
  - Email address must be entered on REQ
No PO Email?

- Verify email address entered on REQ
- Check Approvals Queue
- If document is still in approvals please follow up with approver.
- If document is in Purchasing Queue than contact Purchasing
- If no PO email after 7 to 12 business days please check FOIDOCH

FOIDOCH

And the Check?

- Once you have a copy of the PO please forward the following to Accounts Payable
  - Copy of PO with "Ok to Pay" and authorized signature
  - Original Invoice – if copy please explain why not submitting original
  - All other back up doc’s: W9, Independent Contractor Forms, Contracts, etc.
- Invoice Processing
  - Audit of back up documents
  - Entering data
  - Matching data
Trivia Question?

- Is the Purchasing, Accounts Payable and Accounting departments one in the same?

Accounts Payable

- **Handles Invoices, Checks, Travel & Expense Vouchers, Order for Checks,**
- **Contact info:**
  - Vendors A- I = Bonnie Pepper x5107
  - Vendors J- Z = Debi Perleoni x4897
  - acctspay@hartford.edu
  - AP Supervisor – Valerie Gillerin x4320
- Questions on Unclaimed property, Entertainment Tax and 1099 please direct to Valerie

Payment to Vendor

- Checks are processed on **Tuesdays and Fridays only**
  - From date of paperwork received in AP – please allow 5 to 10 business days for check
  - Checks over $10K are reviewed by upper management – allow an additional 2 business days
- If a true emergency – Please note in large letters it needs to be paid ASAP
  - Speak with someone directly in Accounts Payable
  - Hand deliver to that person only
Entertainment REQ’s

- What is an “Entertainer”?
  - Speaker
  - Athlete
  - DJ’s
  - Musicians
  - Production Manager/ Crew
  - Lighting Manager/ Crew
  - Sound Technicians
  - Performers
  - Set Designers
  - Writers

Entertainment REQ’s

- Necessary Paperwork
  - Contract
  - W9
  - Independent Contractor Form

- Plan Ahead
  - Enter REQ with paperwork at least 3 weeks prior to event due to state withholding requirements

- Enter detailed information on REQ
  - Event description, date of event, entertainer name, etc
Entertainment Tax

- State of CT – Requires us to withhold 5% tax on out of state performers and/or performing entities
- Athlete or Entertainer Withholding Tax Statement – Form CT-592
- To Request Waiver – Form CT-590
- Any questions please contact Frank Milardo 860-297-5925

Capital Asset REQ’s - **68100**

- Equipment Purchase (“considered one unit”) over $1000
- Capital Assets are inventoried and are depreciated over time
- REQ must have **68100** entered in the “Acct” line as an identifier
- REQ must include shipping in total cost of item entered all on one line
- REQ should exclude extended warranties
- Additional Questions please contact Amy Brown in Financial Accounting

Minor Equipment - **68110**

- Equipment items $999.99 or less
- These can not be classified as capital assets
- REQ must have **68110** entered in the “Acct” line as an identifier
- Examples: cameras, shredders, printers, etc
Blanket Orders
- REQ's can be entered to cover services for an entire year
- These REQ's will roll into the next financial year
- **Blanket identifier** –
  - Delivery Date = 6-30-xxxx
  - Commodity Box = BLANKET
  - Clause Box = FY
- Yearly letter from Purchasing will alert you when Blanket Orders have rolled into FPAREQN
  - REQ already in FPAREQN – review, make any necessary changes and complete
  - Up to $14,999 without bid – over $15,000 needs a bid

Blanket Orders
- **Payment on Blanket Orders**
  - Submit Invoice with Blanket PO noted
  - Make copy of Blanket PO, mark “Partial Payment” and submit with “Ok to Pay” and authorized signature
  - The funds will draw down off the total amount of the Blanket Order
- Vendors should also reference Blanket Order # when issuing invoices, etc

IMPORTANT SCREENS TO KNOW
- FPAREQN – To create a REQ
- FPIREQN – To view a completed REQ
- FOAAINP – To check Approvals
- FOIDOCH – To view document history details
- FTIIDEN– To look up Vendors
- FAIVNDN – To look up payment info
BACK UP DOCUMENTS

- Quote
- Contract
- W9
- Independent Contractor Form
- PO (for payment processing)
- Invoice
- Other Supporting Documents

Additional Information

- Back up documents are for auditing purposes
- 3 sets of back up documents are required
  - Set to Purchasing
  - Set to Accounts Payable
  - Set for your files
- If you are unsure how to enter a REQ please call first
- Forms and training information are located on the Purchasing Website
  - http://uhaweb.hartford.edu/purchase

Thank You

Please let us know if you have any questions.............