

FORT HAYS STATE UNIVERSITY

STATE ACCOUNTS

IFAS Instructions

Personnel:

Accounts Payable:

Darlene 5948
Kristal 5948
Nicole 5948

Purchasing:

Sandi 4250
Kaleen 4463
Kathy 4251

Business Office:

Barb 4460
Terry 4166

IFAS Committee:

Anna 4445
Judy 4459
Mike 4464
Phil 4250
Rachel 4454

Guidelines:

1. PRs can be submitted for an estimated amount and should be approved prior to making purchases.
2. For payments to vendors that accept credit cards, the P-card must be used. Do NOT submit a PR on IFAS for P-card purchases!
3. IFAS access is only granted through a Lotus Notes Account Changes New form.
4. Website Information is available at <http://www.fhsu.edu/purchasing>, <http://www.fhsu.edu/bus-off>, and <http://www.fhsu.edu/sfs>.

FAQs:

1. All non-travel purchasing questions (i.e., what can be purchased according to purchasing guidelines) should be referred to the Purchasing Office.
2. Travel policy questions should be directed to Accounts Payable, or visit the State of Kansas Travel website at <http://da.state.ks.us/ar/employee/travel>
3. Object Codes will be entered by Accounts Payable, default is 000000.
4. For changes to the P-card (i.e., new card, denied transaction, higher transaction limit (less than \$5000)), submit the Lotus Notes Workflow P-card Request form.
5. Questions on the status of a payment should be directed to Barb Bieker in the Business Office. The status is shown on the PR in the Status box: PR is Requisition, PO is Purchase Order approved by all approvers, PP is Partially Paid, CA is Cancelled, and FP is Fully Paid.
6. Questions about IFAS login and password clearances should be directed to Rachel Depenbusch in the Business Office. Complete the Lotus Notes Workflow Account Changes New form for any updates.

Log on Procedures

1. Log on to Internet Explorer and type in the web address sg1 or sg1.fhsu.edu
2. Enter assigned IFAS User ID and IFAS Password.
3. Select the folders PO, UP, PR or type in the Mask "POUPPR" in the Command box. The POUPPR screen is split into two parts: Parent record (top) and Child record (bottom).

Submit Procedures

Search for the vendor in FIND Mode (Cntrl+F/Binoculars) before beginning a PR. If the vendor is found, hit the Escape key, and follow the steps below to begin your PR. If the vendor was not found in the lookup, submit the Lotus Notes Workflow Vendor form (Payment to Vendors from the state accounting system require a W-9). After receiving the email notification that the vendor has been added, the PR may be created.

Step 1. Click on Add (plus sign) in the tool bar menu of the Parent Record.

Step 2. Choose the PR Seed by clicking on 3-dot button then selecting Auto.

Step 3. The Sec Cd (Security Code) should always correspond with the ORG Key (Ex. Faculty Senate: "611081" is "FASE"). When more than one department needs to view the PR, change the Sec Cd to "MULT". Reminder: All IFAS users will be able view these PRs. The remainder of the boxes (PO, Status, Aprv, Next) should NOT be altered by the submitter.

Step 4. Go to the **Vendor** tab to select the vendor.

- A. Click on the 3-dot button then choose Lookup (CTRL+L/Binoculars). This brings up the PE (Person Entity) data lookup screen.
- B. Type in the vendor name in the 3rd Filter Box on this screen. You can use the wild card "*" (Ex. ***ELECTRIC*** can be used to search for STANION ELECTRIC COMPANY or any vendor that has ELECTRIC in its name.)
- C. Click Apply or hit Enter to search for the vendor.
- D. Select the correct vendor and address (bottom of screen). Click OK.

Notes:

1. Vendor is FHSU Activity Account (0000037587) for Cash Box.
2. Vendor is FHSU Activity Account (0000037587) for payments to any Student Activity Group.
3. Vendor is Fort Hays State University (0000016825-15) to reimburse the Imprest Fund.
4. Vendor is Fort Hays State University (0000059716-01) for Scholarship.
5. Vendor is BID when the purchase requires the Purchasing Office to bid (purchase/project > \$25,000).

Step 5. Go to **Ship To** tab and **TYPE** in either: (Must be typed exactly as appears below.)
WAREHOUSE Vendor items that will be shipped to the University, PO needs to be faxed.
NOSHIP No shipping required (Ex: travel, membership, subscriptions, etc).

Step 6. Hit Enter or Shift Enter to save the Parent record. The "Record Accepted" message should appear with a green check mark.

Step 7. **Reqst'd** Tab. Your name and today's date will automatically fill in. The date defaults to the current date, and should not be changed.

Step 8. **Details** Tab (If submitting more than one PR at a time, some fields retain previous information. Delete this information if necessary.)

- A. Account #: Enter the vendor account number or customer number, if known. This field will print on the check.
- B. Bid #: Leave blank (for Purchasing use only)
- C. PO Type:
 - B**=Blanket Order: Available with Purchasing permission (See Blanket Template).
 - C**=Contract: Used when the purchase requires a bid. (Will auto fill when "BID" is in the Vendor Name)
 - P**=Standard PO (Default)
- D. Contract #: Fill in State contract number, if known.
- E. Terms:
 - For Cash Box PRs, type "BX".
 - For SFS Credit Card PRs, type "CC".
 - For PRs that have to be processed by a specific date, type "DATED".

F. End Use:

- When Ship To is Warehouse, type the person who the items will be delivered to.
- For SFS Credit Card PRs, type in the name of the person who will pick up the card.
- For Cash Box PRs, type in the name of the person who is to pick up the cash box.
- For Construction Contract PRs, type in the project name (must match previous).

Step 9. Blanket/Dates Tab (For Blanket PRs ONLY)

- A. Expiration Date: Length of time this PR can remain open (optional).
- B. Amount: Amount authorized for this PR (required).

Step 10. Req Codes Tab

- A. If Ship To is WAREHOUSE, "FN" will automatically show in Req Code Box 2. In case of an emergency when an order has to be placed by phone, please change "FN" in Req Code Box 2 to "PH". Also, Req Code Box 9 will automatically show "RR" (Receiving Required).
- B. Box 10 should be used for most travel PRs. A "TV" will send the PR to the Dean, Vice President, or Director of the Org Key, based on the third digit. An email notification will be sent from sgwfp@fhsu.edu. Example: 1180112035 will go to Liane Connelly as budget authority, then Jeff Briggs as Dean. If the account paying the expense is not from the traveler's college – it may be necessary to forward or reassign rather than enter "TV". When paying a Dean, Vice President, or Director the PR must be forwarded or reassigned to the Dean, Vice President, or Director's supervisor.

- 0 Dean, College of Business
- 1 President
- 2 Provost
- 3 VP Administration and Finance
- 4 VP Administration and Finance
- 5 VP Student Affairs
- 6 Dean, College of Arts & Sciences
- 7 Dean, College of Education and Technology
- 8 Dean, College of Health and Life Sciences
- 9 Director, Virtual College
- F Faculty Development
- G Dean, Graduate School

- C. If paying from Fee Account, with permission, type Bank ID=FE in Print After Notes
- D. Other codes can be used in Req Code Boxes 6 and/or 7. These are available for Terms, FOB, Sole Source, etc.
- E. In Req Code Box 8 type "P5" for any (including travel) PR with a total greater than \$5,000.00. This will direct the PR to purchasing for approval.

Step 11. Items Tab (child record)

- A. Quantity
- B. Units
- C. Description: Limit to only 30 characters, if possible (See Templates for required formats).
- D. Amount per item
- E. Account Number (ORG Key {Department number followed by the fund} and object code)

1. If the department # and fund # (ORG Key) are known, type it in. If unknown, use the lookup for account #. Put cursor in key field, click on 3-dot button and click on "Lookup ORG KEY". A list of ORG Keys available will be shown.
 - a. Official Hospitality is allowed from fund 2035, 2510, 5102, and 5103.
 - b. All other non-payroll expenses for department numbers ending with a "1" will be fund 2035.
 - c. Department numbers ending with a "2" will use the fund listed that is NOT 3034.
 - d. SGA Allocation accounts will have "SGA" appear in front of the account name.
2. If you do not have access to an Org Key, use all 8's (10) and type the correct Org Key in the Print After Notes along with the amount to be charged.
3. For Account Splits (the drop down menu split option should not be used):
Please enter each Account Number on a separate line.
Use 8's on a separate line for each Account Number that you do not have security for.
i.e.
 1 LT Nashville, TN 06/15/09 \$ 25.00 1180112035
 1 LT Nashville, TN 06/15/09 \$100.00 1180422510
 1 LT Nashville, TN 06/15/09 \$100.00 8888888888 (Print After Acct #63F0912035)
 1 LT Nashville, TN 06/15/09 \$ 50.00 8888888888 (Print After Acct #6340312035)
- F. Object Code will default to all 0's. Accounts Payable will enter the correct object code when paying an invoice.
- G. Hit Enter or Shift Enter to get the "Record Accepted". This will save Line 1. You will now be on Line 2 to add another item (child record), if applicable. The monies are now encumbered in that account until the PO is paid or cancelled.
- H. If you start a child record and do not require the line – it can be deleted. Click on the line you would like to delete, click on the Options Box below the child records. Click on Delete, it should give you a box to be sure you want to delete click yes. If you have problems with this option contact the Purchasing Office at 4250 or 4463.

Step 12. Notes Tab:

- A. Print After: **Limited to 40 Characters per line**
 1. Add the following statement when processing a bid PR: "Emailed state bid information". Email the state bid information to kherrman@fhsu.edu.
 2. Anything that is needed to be communicated with Purchasing (such as quote coming through campus mail, accounts to be charged, etc.).
 3. When you do not have access to an Org Key, use all 8's in the Items tab and type in the Print After Notes the correct Org Key along with the amount to be charged.
 4. See IFAS Templates for specific information to include in the Print After Notes.
 5. Resale
 6. Record purpose of purchase (Ex: Classroom Supplies to be used in LAB101)
 7. Note that vendor would like to receive payment electronically. The department should check with the Business Office at 4166 to see that the vendor is designated to receive checks electronically prior to adding this note.
 8. Type "Mail with Check" when documentation needs to be included with payment (send the documentation with the invoice to Accounts Payable).
 9. When DATED is used in the Terms box, type the justification and date the check is needed.
 10. When a check needs to be picked up, type the name and phone number of the individual who will pick up the check (Only if stated in a signed contract, a copy of the contract must be provided to Accounts Payable).

11. Anything that needs to print on the PO after the description of the items. (Ex. FHSU contact person, justifications, etc.)
12. Anything that is "information only" and not required to print on the PO should be in the PR Notes.

Step 13. Hit Enter or Shift Enter while in the Notes tabs to save the PR and get "Record Accepted".

Step 14. Attachments: Can be forwarded to Purchasing via email (purchasing@fhsu.edu) or fax to Purchasing at 4046.

Step 15. Submit the PR

- A. Click on the Double Arrows at the far left.
- B. Click on the Workflow bar.
- C. If any additional approvers are needed (i.e. "TV" in box 10 will not get the PR to the payees supervisor/dean) - go to the instructions on how to forward or reassign a PR at <http://www.fhsu.edu/purchasing/Reassign>. **Travel PRs:** Reassign the PR if the supervisor is not the budget authority, Dean or Vice President. **PRs for Payment to the Budget Authority:** Reassign to the Budget Authority's supervisor.
- D. Click on the Green Check Mark by the submitter's name.
- E. A Comment box will appear to allow messages. Only 250 characters and no punctuation are allowed or the PR will not submit.
- F. Click on the Submit button.
- G. The PR will automatically go to the budget authority for approval. The order will be processed (Ex. Faxed to the vendor, etc., if applicable) and a Purchase Order (PO) number is assigned.
- H. An email notification that the PO has been approved or denied will be sent from sgwfp@fhsu.edu (See example below).

Purchase Request Information
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PO Number : P31169
PR Number : N61348

Vendor ID: V00107557
PR Total : 75.00

| Qty/ Org Key | Unit/ Object | Description/ Amount |
|-----------------------|-----------------|--------------------------------------|
| 1 6230112035 52581 | EA | HERRMAN, KATHY-REGISTRATION 75.00 |

Approval History

| Approver/ Comments | Role | Status | Date |
|-----------------------|---------------|--------|----------------------|
| AGREGG | | Y | 8/24/2005 9:08:53 AM |
| MDREES | WDIRBUSOFF_B1 | Y | 8/24/2005 9:38:32 AM |
| AGREGG | WFA01 | D | 12:00:00 AM |

- I. If a PO needs to be cancelled, complete the PR/PO Cancellation form on Lotus Notes.
- J. All departments are responsible for tracking PRs through the payment stage by using the STATUS field. If you notice that the STATUS has not changed:
PR = Purchase Requisition (Contact Purchasing)
PO = Purchase Order (Contact Barbara Bieker)

PP = Blanket Orders (Contact Barbara Bieker)

FP = Fully Paid (CDD Report will provide the check number and date of payment)

CA = Cancelled (Contact Purchasing if the funds are still encumbered)

Entity List

To view PRs/POs in POUPPR, go to Find (binoculars) and enter the search criteria using any of the fields on the screen and hit Enter. The left side of the screen under Workflow Option Bar will give the history of the approval cycle for the selected PR. The Entity List in the Options Bar will only show the first 100 records. To view the next 100 PRs, use the ">" sign (Ex. >N61000).

Log Off Procedures

1. When the submitter is ready to log off of IFAS, close the POUPPR screen by clicking on the "X".
2. At the "Home – SunGard Bi-Tech" screen, click on Logoff at the far right of the command line.
3. Once you receive the message that you are logged out of the system, you can close the screen with the X.

