

Glossary for E-Procurement through self service

- **Approval Routing**- Set up in Colleague: based on improvement of current approval routing
Create a flow chart for each area-Melaine suggested using dept flow charts created for middle states that have recently updated
- **Approver:** individual responsible for reviewing budget line accuracy, a copy of the invoice or quote, appropriate vendor and no sales tax. The self service system assigns the next approver
 - **QUICK TIP:** You can download multiple PDF files to your download drive, go to the drive, select them all and right click to open all at once.
- **Attachments (pdf, jpg, png, gif, bmp, bm, tif, tiff)**
 - **PDF:**
 - Preferred method
 - Prefer on file if possible
 - We do not expect you to print documents just so they can be scanned as 1
 - If you are able to combine the file in adobe, please do
 - Multiple small receipts should be attached to 8 ½ X 11 page, all in one direction (Avoid putting tape over descriptions & amount)
 - Reimbursements can have a top page summarizing the individual receipts attached
 - Receipts
 - Scans
 - No scanner-
 - Clear photo Jpeg
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 - Website links
 - Minimal amounts of paperwork - only relevant pages
- **Blanket Purchase Order:** this is for multiple payments to one vendor over a period of time or course of the fiscal year.
A requisition is created for the estimated amount of the purchases during the period.
 - **Must note in internal comments on requisition that**
 - No PO or ordering are necessary/ create a BLANKET PO
 - A copy of a contract may suffice
 - You may not have an attachment- but must have detailed information
 - When the invoice comes in, the item does not have to be received.
 - AP creates a voucher and pays the invoice
 - Everything was pre-approved at the requisition level
- **Confirmation Emails:**
Anyone who prepares a payment request or requisition will get an email showing what they input. If they want someone else to receive a copy of the input, they can add the name(s) to the box separated by a comma.
 - It will show in red as an error until a full, valid email address in input
- **Credit Card statements:** Still need to create expense reports in Centresuite
Individual card holders will use the same process
- **Credit Card purchases through the Purchasing Department**
A requisition will be required for all purchases
The **INITIATOR** is the person who will end up accepting the item in Self-Service procurement
 - Director of purchasing will review all PO's tied to her credit card and make sure all have been accepted before sending up for AP data entry.
 - They will accept any open items
 - Attach invoices and packing slips to CC statement to be scanned.

- Business office will only have to review items that come in on the old PR until all office are converted
 - All others will have been routed through the approval process prior to converting the requisition to a purchase order in Colleague.
- **Dates:**
 - Due Date:** Date it will be paid by AP: Business office will determine this date.
 - Invoice Date:** date on the invoice: Please input the invoice date on the payment request
For payments that do not have an invoice, the business affairs offices will provide details for departments that have frequent payment like these:
 - Game Day workers: **MVB4/4/25**
 - Preceptors: **Smith 4/3-5/3** If it all doesn't fit, put in as much as will fit and then - put the dates in the description as well ex: Preceptor Fee 4/3-5/3
 - Guest lecturers: What they lectured for and date ex: **PA526 4/4/25**
 - Enterprise Invoice number on the Invoice. **In the description they want the Rental agreement #, name, and dates: ex: 7VSTR5 J Smith 4/11-4/13**
 - Employee reimbursements:
 - REIM (Receipt start date-receipt end date of receipts) **REIM 4/6-4/29/25**
 - Request Date:** Date initiator creates request- This is the Voucher date and the date the system uses for charging to a specific month (fiscal year)
 - Voucher Date:** This is the date the system uses for charging to a specific month or fiscal year
 - To be included in the prior fiscal year, MUST use 5/31 as the request date
 - The business office can move the date forward, but **cannot** backdate an item once input into the system
 - The business office may return an item due to an invalid date. In this case if it is charged to the wrong fiscal year
 - The request must be voided
 - Must be re-entered with a date of 5/31
 - Items requested for the next fiscal year and to be paid in the current year must be charged to a PREPAID expense account
 - 1-000000-12001
 - If you do not have access to this account contact the business affairs office
 - Indicate in the comment section the GL code that it should be charged to next year.
- **Employee**
 - Continue to use current process until we have a new system in place.**
 - Awards Camp Counselors Stipends
 - Employee list- can this be public: use the employee directory
 - Quali to route payments to employees
 - GL codes will route to employee engagement? (50120, 50121)
 - Orientation workers: Per Eden most of these are on payroll now
 - Stipends: put on initiators and dept to determine employee
 - Staff Student
- **GLUD:** General ledger user definition (by user name) GL Roles are added to the user
- **GLRD:** General ledger role definition: GL account assigned by job description
- **IT:** Software purchase must be charged to the -51536 expense line and will automatically be routed to IT for approval and logging for cyber security purposes
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- **Individuals paid:** not employees

Independent Contractor	1099
Camp Counselors	Orientation workers
Game day workers for Athletics	Guest Speaker

Preceptor: Give list of known employees to initiators of preceptor payment requests
Prizes/awards: not cash payments- track outside systems
- **Initiator** (Formerly requestor)

Payment request: the person entering the request- cannot change
Requisition: The person who will be responsible for accepting the goods in Self-service. It does not have to be the person creating the requisition.
- **Invoice:** Received from vendor for services rendered or items received
- **Invoice number:** Number on document from outside vendor- cannot be duplicated for same vendor

Invoice for services rendered- list or roster generated internally
Special naming convention will be given to departments

 - Hallmark
 - Preceptors
 - AP can change the invoice number without the approvals being re-routed
- **Missing information**

Document can be returned during the approval process with a note to add
Some items may not have a document upload- that should be noted in the comment section
- **New vendors: contact**

Business Office
716-839-8506 Business@daemen.edu
- **Payment Request**

Invoice on hand
Goods or services have been performed

 - A prior REQUISITION or PO has NOT been created
 - Payment to individual for service rendered-
 - Not a Daemen employee
 - there won't be an invoice, but the description should include dates of service and last 4 of social security to confirm the identity of the recipient
 - Employee reimbursement
 - Preceptor (not employed by Daemen)
 - Game day workers
 - Guest lecturers
 - Prizes
 - scholarships
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- **Purchase Order:** or PO is a document created by the purchasing department from a requisition created in procurement.

Back up is a quote or link to website with information on ordering
- **Receiving:** If you create a requisition, you will have to accept the goods and services when received or completed.
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- **Recurring Purchase Order:**

Recurring Purchase Order: weekly, monthly, qtrly invoices that require approval.			
This will encumber the funds for the whole year (period)			
Used for monthly invoices that do not change, but approval or acceptance is needed			
Input one line item			
QTY: 12	Monthly invoices	\$1,000	\$12,000
MUST accept the invoice every month in order to process payment when invoice comes in			
A copy of the contract should be attached or other relevant documentation must be attached for approval reference			
A copy of the invoice will be uploaded at the time of payment			
In the event the monthly invoice changes, the outstanding purchase order can be updated.			

- **Reimbursement:** request for reimbursement of expenses paid personally
 - Driving log attached
 - Scanned receipts
 - Travel or event must have already occurred
- **RETURN:** A payment request or requisition will be returned for a wrong budget number, wrong request date (this will only occur at fiscal year end)
 - Returns will include a note indicating why the item was returned and guide the initiator to Void the transaction and start over, or edit where possible.
- **Re-approval:** The process the Payment request or requisition must go through if it is returned..
- **Requisition:** Created in online procurement system
 - Quote
 - Item **not** received/ service **not** performed
 - Link to website with item and cost
 - Goes through approval process BEFORE purchasing creates a Purchase Order (PO)
 - When invoice comes in, it is applied to the open PO
 - To split a payment to multiple departments for which you do not have approval access over
 - Notify department of their share of an invoice.
 - Include a copy of the invoice and note 1 of 3, 2 of 3 or 3 of 3, etc. on the requisition so purchasing knows to combine all requisitions into one document.
 - Note in the comment section that a PO and order are not required
 - If a requisition is submitted instead of a Payment request, the invoice can be approved through the requisition process.
 - Purchasing will create a PO and accept it immediately,
 - AP will create a voucher for payment from that PO
 - This is an added step, but it is not necessary to return the requisition
 - Will be used for charges to multiple departments from same invoice
- **Travel arrangements**
 - One requisition for conference registration
 - One requisition for hotel reservations
 - One requisition for Flights.

- Processed with Flight information through approval system
 - Purchasing will reach out to travelers for personal information.
 - Personal information should not be included through online procurement system
- **Uploads/attachments:** (pdf, jpg, png, gif, bmp, bm, tif, tiff)

If you save before attaching, you can go back and edit the document and add the attachment

 - Quote
 - Invoice
 - Approval to enter into a contract
 - Receipts
 - Mileage log, etc
- **Vendor:** company or person to whom the payment is made

A list of frequently used vendors with their number will be provided to each department

The payment types are associated with each vendor, you do not have to complete this.

What are the advantages of Blanket Purchase Orders & Recurring Purchase Orders

The benefits of these types of requisitions:

They only need to be approved one time

They only have to be input once

AP and purchasing do not need to contact the initiator for payment processing when the invoice comes in

If you want to approve prior to payment then you would use a purchase order that uses the acceptance tile

Blanket Purchase Order (BPO)

This will encumber the funds for the whole year (period)

Used for input of an annual amount where the amounts could vary (could be any number of payments)

Used for weekly, monthly, quarterly, etc. invoices that do not change and no further approval or acceptance are required

No additional acceptance required, goes directly to AP for payment when invoice comes in

Recurring Purchase Order: weekly, monthly, qtrly invoices that require approval.

This will encumber the funds for the whole year (period)

Used for monthly invoices that do not change, but approval or acceptance is needed

Input one line item

QTY: 12	Monthly invoices
\$1,000	\$12,000

A copy of the contract should be attached or other relevant documentation must be attached for approval reference

MUST accept the invoice every month in order to process payment when invoice comes in

A copy of the invoice will be uploaded at the time of payment

A copy of the contract should be attached or other relevant documentation must be attached for approval reference

If you choose this method, indicate that you would like a Blanket Purchase order created for the recurring payments related to this requisition request in the INTERNAL COMMENT SECTION of the requisition.

A copy of the invoice will be uploaded at the time of payment

In the event the monthly invoice changes, the outstanding purchase order can be updated.

If the amount is not sufficient, an additional requisition can be added to procurement at a later date to make up the difference. A note will have to be included to add to the existing Blanket Purchase Order (BPO)

