Requisition Processing for Banner and iBuy / Codes Used for Purchasing

Workshop Presenters

- Daniel Wesley
  Business Administrative Associate
  UIC Purchasing
  wesley12@uic.edu

- Jason Bane

  Sr. Business & Financial Coordinator

  University Accounting & Financial Reporting

  jabane@uillinois.edu

Please…

- Turn off cell phones.

- Avoid side conversations.

- Ask questions at any time.

- Sign the attendance roster.

- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Compare and contrast the Banner and iBuy purchasing systems

- Determine whether to use Banner or iBuy for your purchases

- Reinforce the appropriate Banner Account codes to use when making purchases

Topics

- Purchasing Options
- iBuy Vs. Banner
- iBuy Requisition processing
- Banner Requisition Processing
- Payments

Purchasing Options at UIC

- Purchase Order
- P-Card
- T-Card
- TEM
- Reimbursement (Use the University's money first if possible)

P-Card/T-Card/TEM Resources

- Payment Cards
- https://www.obfs.uillinois.edu/card-services/

- TEM Processing
- https://www.obfs.uillinois.edu/tem-resources/

- Direct Pay Exceptions
- https://www.obfs.uillinois.edu/payments-vendors-students/vendor-invoice-payment-process/non-po-invoices

iBuy Vs. Banner

- iBuy is the requisition system for UIC

  o For all requisitions with standard net 30 payment terms, or deposits
  o 69,000 FY17 POs created by UIC in iBuy, 2500 in Banner

- Banner must still be used in certain situations

  o Non-Net 30 payment terms e.g. Net 10
  o 100% Prepayment (Different from a Deposit)
  o Non-conforming orders are handled in Banner
    - These require special coding by Purchasing to allow payment

- Banner remains the current system of record for Encumbrances/Payments, etc.

iBuy - Forms

- Catalog
  - Hosted
  - Punchout

- Non-Catalog
  - Non-Catalog Form
  - Route to Purchasing Form
  - Standing Order Request Form

iBuy - Forms

- ## Non-Catalog Form

  o Use the Non-Catalog form when product is not available through Punchout or Hosted Catalog

  o Make sure to read the instructions in case use is prohibited

  o Purchases under $5k on this form do not go to Purchasing for approval

  o Deposits can be paid, it requires a separate line item with product description "Deposit" (Don't embellish)

iBuy - Forms

- Route to Purchasing Form

  o Used when Initiating a competitive solicitation
    - Solicitation Information Form (SIF) is attached to internal documents
    - "iBuy Bid Vendor" is selected as supplier

  o Used when the procurement involves a contract process
    - Any document containing Terms & Conditions that must be signed is a contract
    - Completed Contract/Approval Routing Form (CARF) is attached to internal documents with the contract

  o Used when the purchase is prohibited on the Non-Catalog form
    - E.g. Furniture, Charter Buses

iBuy - Forms

- ## Standing Order Request Form

  - Quantity field = Total dollar amount of Standing Order
    - Quantity and Price are 'flipped'
    - Unit Price is locked at 1.00

  - Single line item can not exceed $999,999
    - Contact UIC Purchasing for assistance

  - Dates are important
    - Start Date = Accounting Date
    - PO does not become active until this date
   - End Date = Delivery Date

Banner - Forms

- FZAREQN – Create a Requisition

- Many of the fields are searchable/drop down, just use the arrow

- Unless you want to do a Receiving report make sure to select "No Receipt Required"!
  - Purchasing cannot override this selection.

Vendor & Accounting Information

- At this point of the process there are several important Fields to double check in your requisition

- Verify the correct Vender ID is being used

- If purchasing equipment items, unselect Document Level Accounting box

- Verify that you are using the correct C-FOAP

- After the PO has been created these fields cannot be altered, even by Purchasing

iBuy - Routing

- Routing is determined by your iBuy role and the Org/Program used
  - Shopper Vs. Requestor
  - It may have to go through your Department Account Coder
- You can track your requisition through the approval process
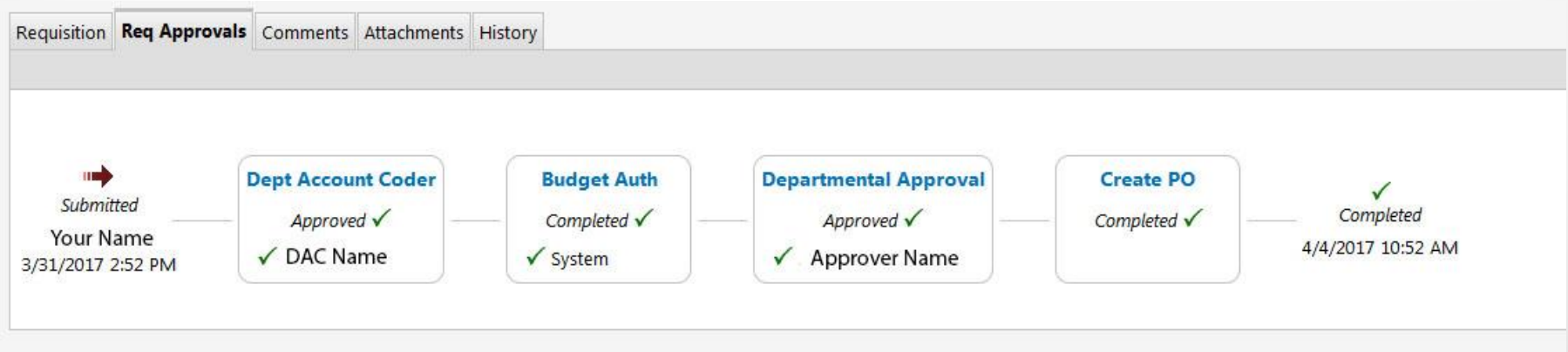
- POs are distributed by the method indicated by the vendor
  - Your choice of Fulfillment Center will effect this
  - iBuy Production Support can resend your PO, they have a request form on the front page of iBuy
  - If the vendor does not receive it, they may need to update their information with a Vendor Information Form

Document Status		?
Workflow	✓ Completed (4/4/2017 10:55 AM)	
Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: Email (Plain Text): oms@newark.com	view
Distribution Date/Time	4/4/2017 10:54 AM	
Supplier	Sent To Supplier	view

iBuy - Shipping

- Do not add Shipping cost line items to iBuy requisitions (Unless the vendor requires it to be on the PO)

- Payables will pay 'reasonable' shipping on iBuy POs

- Adding a line item makes it subject to 10% line item or $150 tolerance on invoice

- If tolerances are exceeded, Payables will hold the invoice

iBuy - Shipping

- You can choose any shipping address at the university. You just need the Ship-to-Address code.

- Best Carrier-Best Way is the default Shipping term, but this can be edited

Banner - Routing

- FOAAINP – View your Requisition's Approval queue

- Make sure your unit has at least 2 Approvers for each CFOAP

- Purchasing cannot process until after Departmental Approval

- Distribution is a manual process carried out by Purchasing (PO Print)

- Addresses other than those on the vendor file can be used

- Non-Conforming POs do not distribute to the vendor

- PO can be viewed in BDM

Banner - Payment Terms

- Terms are changed with the "Discount" box on the Vendor Information Screen

- Regularly used Payment Terms
  - NET 30 = VT
  - NET = 32
  - Prepaid = 34

Payment

- Payment Terms
  - NET 30 – 30 days from date of invoice
  - NET – Payment on receipt of invoices

- Deposits/Prepayment
  - Both require a Special Payment Request form be sent to Payables
  - https://www.obfs.uillinois.edu/payments-vendors-students/special-payment-requests/

- Price Discrepancies
  - Tolerance limits are 10%/$150
  - This is per line item not on the value of the invoice total

Payment

- Why has my Vendor not been paid?
  - o Order was received before PO transaction date
  - o PO is out of Money
  - o Price is different/item not on PO has been invoiced

- In most cases Payables will require you to contact Purchasing to resolve
  - o uicpurchasing@uillinois.edu

Purchasing Equipment

- Equipment cost thresholds & Account code
  - 126xxx NC $100 to $499
  - 127xxx Controlled $500 to $4,999
  - 163xxx Capitalized $5,000 and up

- Equipment costs include:
  - Shipping
  - Installation
  - Not maintenance or warranties

Purchasing Equipment

- Fabricated Equipment
  - 128xxx for "in process" purchases
  - Unit JV to 127xxx or 163xxx when fabrication is complete

- Furniture
  - Tagged at the component level

Equipment Resources

- <u>Determine the Value of Equipment or Property</u>
- Account Code Search
  - https://www.obfs.uillinois.edu/accounting-financial-reporting/banner-account-codes/
  - <u>Job Aids</u>
- https://www.obfs.uillinois.edu/bfpp/section-12-property-accounting/
- https://www.obfs.uillinois.edu/equipment-management/

Workshop Summary

- Compared Banner and iBuy purchasing systems

- Determined whether to use Banner or iBuy for your purchases

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Questions / Concerns?