Requisition Processing for Banner and iBuy / Codes Used for Purchasing
Workshop Presenters

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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
  o Hosted
  o Punchout

• Non-Catalog
  o Non-Catalog Form
  o Route to Purchasing Form
  o 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
• **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”!
  o Purchasing cannot override this selection.
At this point of the process there are several important Fields to double check in your requisition:

- Verify the correct Vendor 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
iBuy - Distribution

- 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](image)
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
• 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
  o NET 30 = VT
  o NET = 32
  o Prepaid = 34
Payment

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

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

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

- Determine the Value of Equipment or Property
- Account Code Search
  - Job Aids
  - 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
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Questions / Concerns?