EIS Upgrade to 9.2 - ePro

ePro Coordinator Training

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Senior Buyers, Business Support Services

Why are we here today?

To train on the EIS upgrade to version 9.2 for ePro. As part of the EIS upgrade, the chart of accounts (COA) is being redesigned. The chart of accounts is the foundation of how we transact, record and report financial information.

Significant changes and benefits :

WHERE?
WHO?
WHAT?
HOW?
WHY?
WHEN?

- **Detailed Reporting** – Facilitates an increase in fiscal responsibility.
- **Legislative Changes** - Responsible for transparency in Procurement.
- **Consistency & Accuracy** - Ensure that the (sub ledger) requisition is equivalent to the actual expense (purchase order).

What is Today's Learning Objective?

Review the Basics of the Procurement Process
and
Demonstrate a Requisition in Enterprise Information System (EIS) 9.2

Changes to ePro processing are minimal.

The most significant changes are related to data required for the new Chart of Accounts.

Agenda

Part One

Basics of the Purchasing Process

- Purchasing Methods
- Contracts & Agreements
- Bid Requirements
- Exceptions to Bid Requirements
- Federal Grant Requirements
- Obtaining Quotes
- Historically Underutilized Business (HUB) Program

Agenda

Part Two

Requisition Process in Enterprise Information System (EIS) 9.2

- What's Changing?
- CAP-IT
- Demonstration
  - Set up
  - Create
  - Review
  - Submit
- Best Practices

Purchasing Methods

Purchase Order

👍 Created, signed, and issued by delegated Buyer in Procurement Services

Purchasing Card

👍 Departmental or Buyer in Procurement Services

After-the-Fact

👎 ***AKA: Confirming order***
Created after goods/services have been ordered, received, or invoiced.

Contracts & Agreements

- A contract is a **legally binding** document.
- Business Support Services is responsible for securing required signatures.
- Only authorized individuals can enter into a contract.

- Purchase orders must reflect the terms of the contract.

- Purchase orders are not issued until all contract documents are signed and fully executed.

Responsibilities:

Ordering Department

- Understand all aspects of the contract.
- Understand and resolve any conflicts of business terms.
- Check for completeness, including exhibits and schedules.

Responsibilities:

Contract Processing Area

- Check for conflicting terms and conditions.
- Resolve any conflicts in legal terms.

For more information, refer to the contract checklist found at:
http://www.untsystem.edu/generalcounsel/contracts/contract-checklist.htm.

Bid Requirements

All Funds (Total Amount)	Procurement Method	Bid Requirements	Estimated Processing Time for Purchase Order
$0 to $5,000.00	One (1) verbal or written bid/quote	Department selects the best value. Price comparisons are encouraged.	3-5 business days
$5,000.01 to $25,000.00	Three (3) informal written bids/quotes	Department solicits at least 3 written informal bids/quotes, including at least 2 Historically Underutilized Business (HUB) vendors. These should be entered on the bid tab. All bids/quotes must be attached to the ePro requisition. Documentation must be included when HUB vendors are not available or "No bid" quotes are received.	3-5 business days
$25,000.01 and over	Formal bid	Procurement Services completes formal bidding process. A completed Formal Solicitation form must be attached to the requisition.	Varies, up to 60 days, based on type of purchase.
$100,000.01 and over	All methods	In addition to the formal bid process, Historically Underutilized Business (HUB) Subcontracting Plans are required.	Add 7 business days to estimated processing time listed above.

*****Utilize HUB vendors when possible*****

Exceptions to Bid Requirements

Sole Source: Supplier is the only source of good/service due to patent, licensing restrictions, contract restrictions, or lack of competitor(s).

Proprietary: Supplier has exclusive rights to trade information OR consistent, continued use of supplier's goods/services is required to maintain integrity of UNT System research, etc.

Co-operative Contract: Supplier is quoting from one of the co-operatives of which UNT System is a member. Quote must list the name of the co-operative and contract number.

State or UNT System Contract: Supplier is quoting from an existing state contract, or there is a UNT System-negotiated contract already in place.

Federal Grant Requirements

When using these types of funds be aware that they have additional restriction and review requirements.

- Purchases using Federal Grant Funds will be routed to an additional approver from the Grants Department.
- Category Code selection is even more important when using Grant Funds.
- Purchasing will review and verify that the selected supplier is not listed on Federal Governments Excluded Parties List (EPLS).

Obtaining Quotes

How - To

- ➢ Identify yourself as representing a UNT System institution; advise vendor of tax-exempt status.
- ➢ Request higher-ed, cooperative, or government pricing; include all charges.
- ➢ Obtain a copy of the quote (pdf-format preferred).
- ➢ Note full name, full phone#, and full email address for person with whom you spoke.

Best Value

- ➢ Price does not always equate to best value.
- ➢ Consider factors like lead time, shipping, warranty, shelf-life, compatibility, HUB utilization, etc.
- ➢ There is benefit in obtaining multiple quotes.

Terms and Conditions

- ➢ UNT System terms and conditions prevail.
- ➢ UNT System standard purchase order terms and conditions can be viewed on the BSC website: http://bsc.untsystem.edu/sites/default/files/TermsAndConditions.pdf

Centralized Masters Bidder's List (CMBL) Search

- ➢ The CMBL is a master vendor database used by State of Texas purchasing entities, and is located at https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp.

Building Relationships.

Creating Opportunity.

Advancing Diversity.

HUB PROGRAM

UNT | SYSTEM™

Historically Underutilized Business (HUB) Program

A HUB is a for-profit entity that:

- has not exceeded the size standards prescribed by the Texas Administrative Code,(34 TAC §20.23)
- has its principal place of business in Texas, **and**
- is at least 51% owned by an
    - Asian Pacific American,
    - African American,
    - Hispanic American,
    - Native American,
    - American woman
    - and/or Service Disabled Veteran (minimum of 20% disability rating).

Owners must reside in Texas and actively participate in the control, operations and management of the entity's affairs.

The UNT System HUB Area works to meet and achieve the State's goals for utilization of HUB vendors.

Requirements

All informal bids ($5,000.01 – $25,000.00) require 2 quotes from HUB vendors before submitting a requisition

How To Find HUB Vendors

Option 1
Contact the UNT System HUB Area at hub@untsystem.edu with the description of the items for purchase. The HUB Area will review networks of HUB vendors, including the Centralized Master Bidders List (CMBL), and provide you with bids from HUB vendors or will put you in direct contact with the HUB vendors.

Option 2
Conduct a search of the CMBL using the step-by-step instructions found here:
https://bsc.untsystem.edu/sites/default/files/CMBL.pdf

Requisition Process in EIS 9.2

What’s Changing: Chart of Accounts

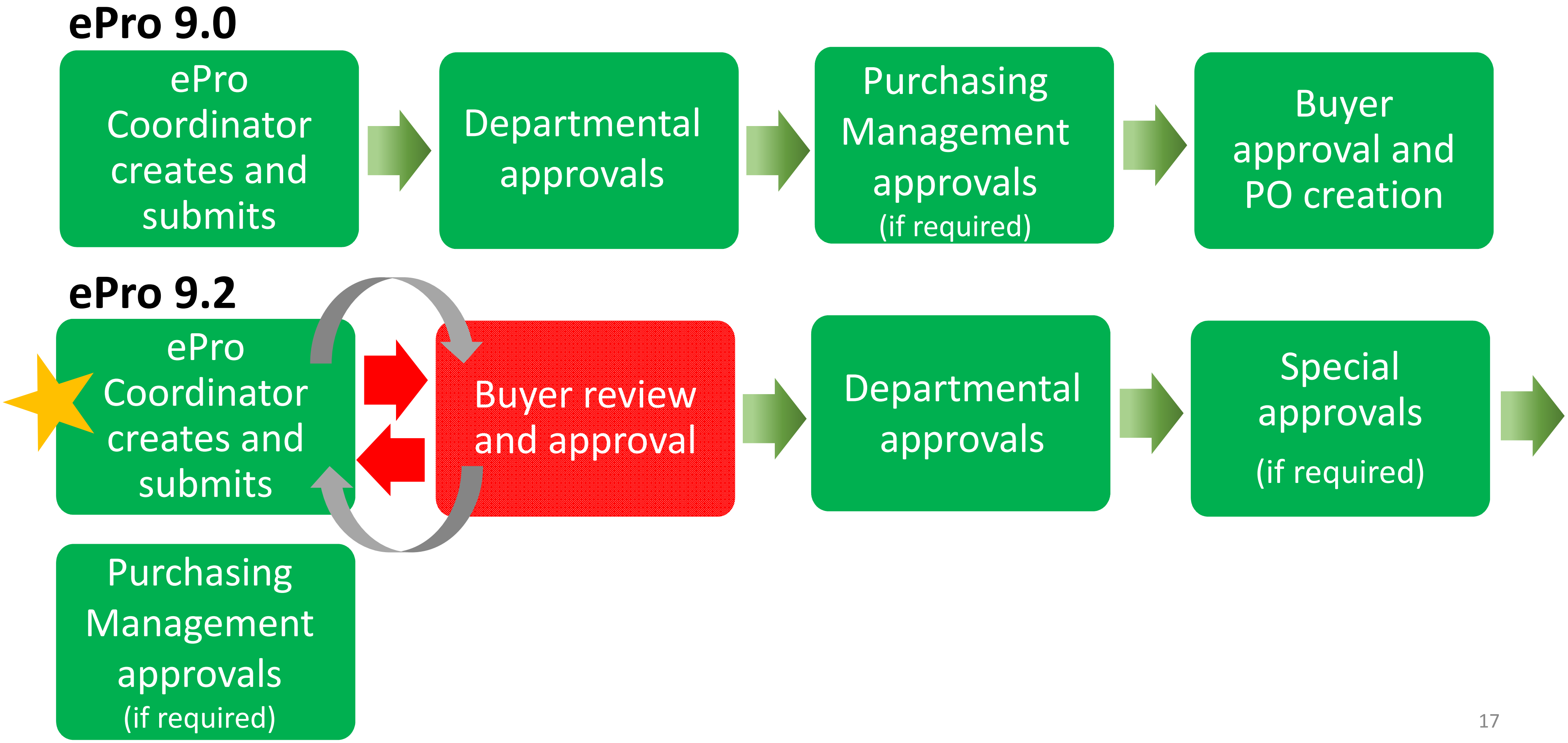
Chart of Accounts in ePro 9.0

- Account
- Fund
- Department ID
- Item Type
- Class
- Source
- Project ID

Chart of Accounts in ePro 9.2

- Account
- Organization/ Department
- Fund Category
- Fund
- Function
- Project
- Program
- Purpose
- Site

What’s Changing: Requisition Routing



ePro 9.0

- ePro Coordinator creates and submits
- Departmental approvals
- Purchasing Management approvals (if required)
- Buyer approval and PO creation

ePro 9.2

- ePro Coordinator creates and submits
- Buyer review and approval
- Departmental approvals
- Special approvals (if required)

Purchasing Management approvals (if required)

A requisition should tell . . .

Who-What-When-Where

Code using category code best describing the purchase.

Attach all documents.

Purpose statement should define how purchase will benefit the institution.

Information in the Justification Comments must include:

- ✓Department contact full name, full phone number & email.
- ✓Vendor contact full name, full phone number & email.
- ✓Any special requirements or handling requests (ex. Where to email order)
- ✓Service dates and/or date needed.
- ✓Reference full name and contract number of any Co-operative contracts, if applicable.
- ✓Note if sole source, proprietary justification, and/or bid tab is included, if applicable.

Track order using ***Manage Requisitions***.

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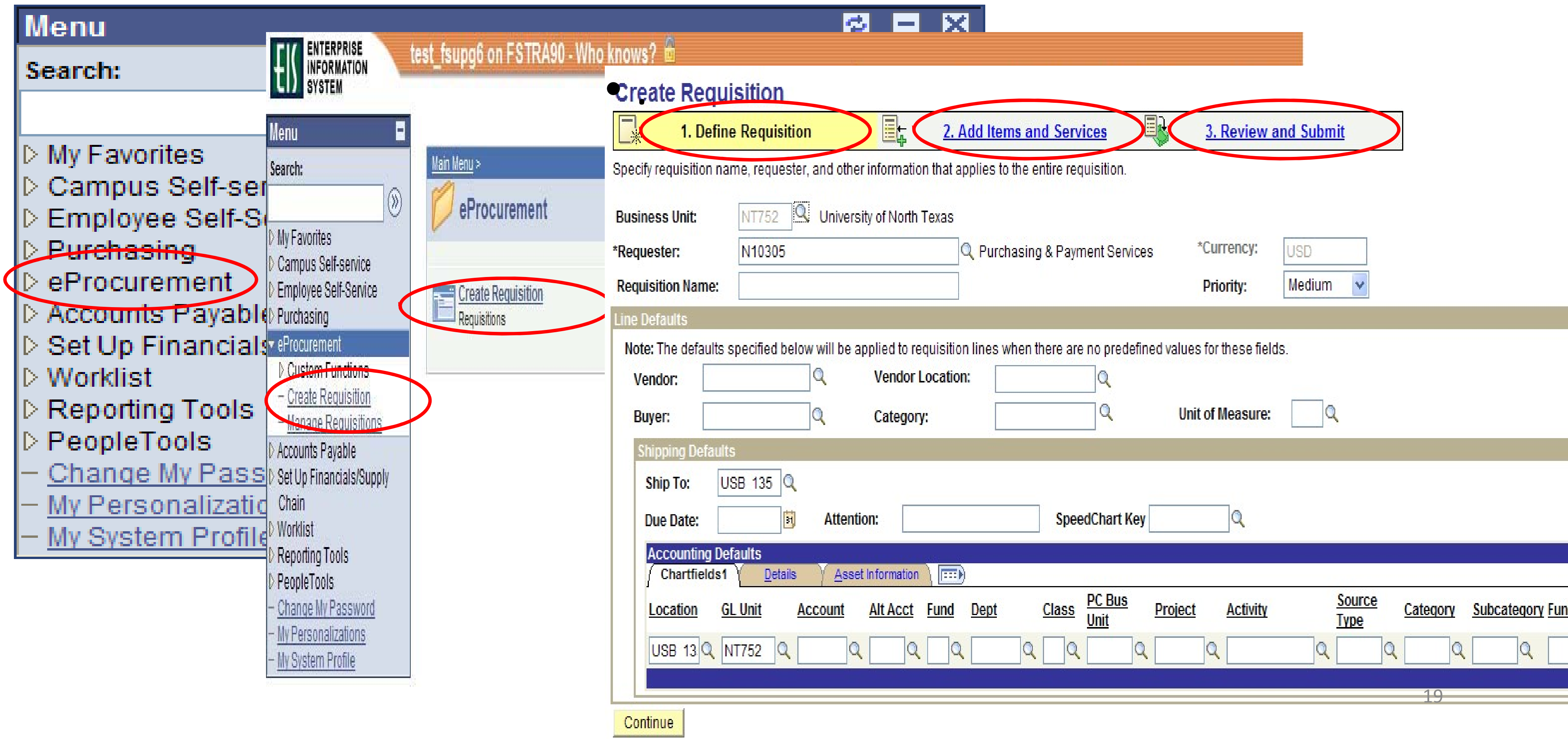
Navigation in 9.0


Menu
Search:
My Favorites
Campus Self-ser
Employee Self-S
Purchasing
eProcurement
Accounts Payable
Set Up Financials
Worklist
Reporting Tools
PeopleTools
Change My Pass
My Personalizatio
My System Profile
ENTERPRISE INFORMATION SYSTEM
test_fsupg6 on FSTRA90 - Who knows?
Menu
Search:
My Favorites
Campus Self-service
Employee Self-Service
Purchasing
eProcurement
Custom Functions
Create Requisition
Manage Requisitions
Accounts Payable
Set Up Financials/Supply Chain
Worklist
Reporting Tools
PeopleTools
Change My Password
My Personalizations
My System Profile
Main Menu >
eProcurement
Create Requisition
Requisitions

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: NT752 University of North Texas
*Requester: N10305 Purchasing & Payment Services
*Currency: USD
Requisition Name:
Priority: Medium

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor:
Vendor Location:
Buyer:
Category:
Unit of Measure:

Shipping Defaults

Ship To: USB 135
Due Date:
Attention:
SpeedChart Key

Accounting Defaults

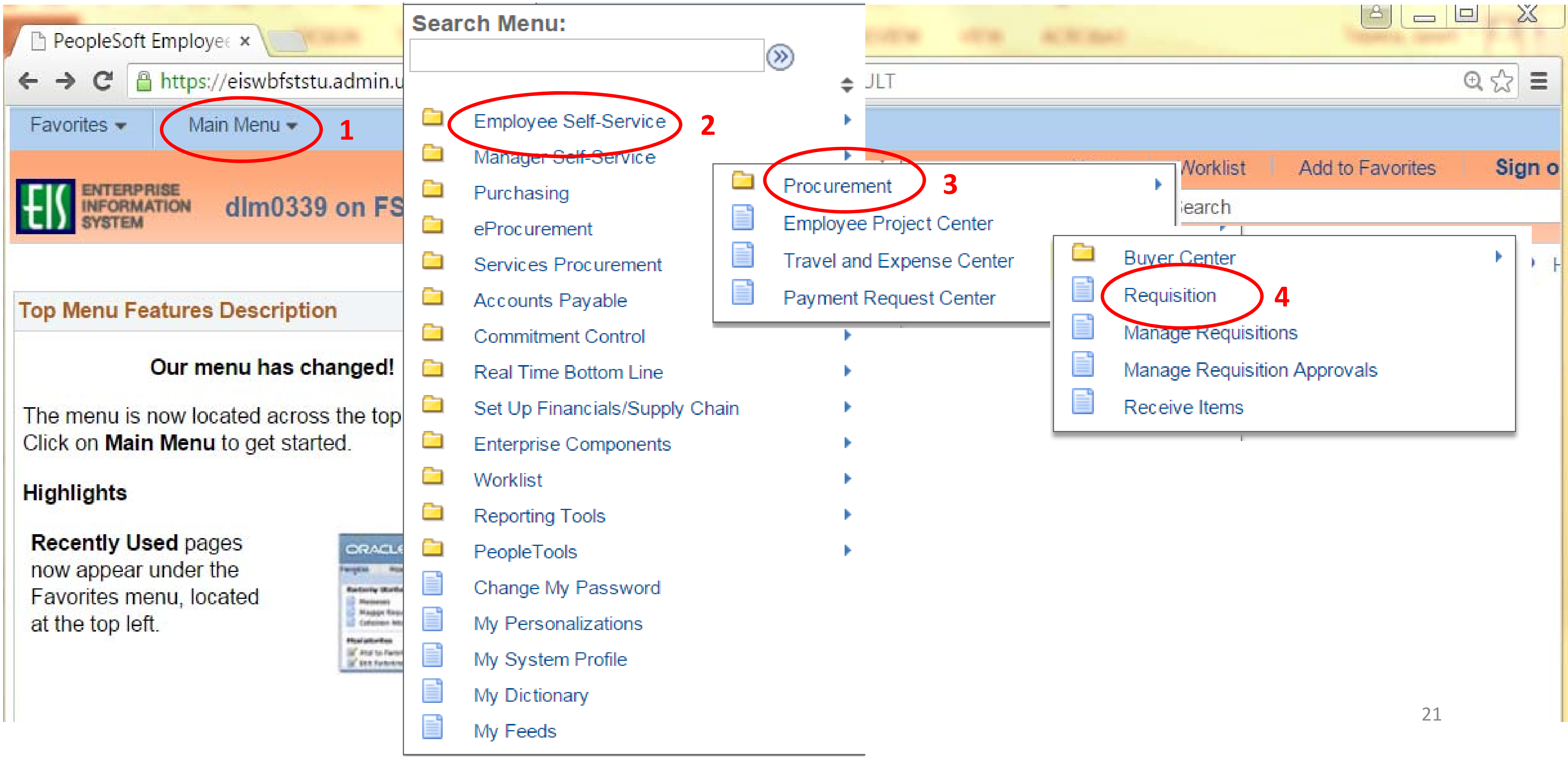
Chartfields1 | Details | Asset Information

Location	GL Unit	Account	Alt Acct	Fund	Dept	Class	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Fun
USB 13	NT752												

Continue

DEMONSTRATION

Navigation in 9.2


PeopleSoft Employee
https://eiswbfststu.admin.u
Favorites
Main Menu
1
ENTERPRISE INFORMATION SYSTEM
dlm0339 on FS
Search Menu:
Employee Self-Service
2
Manager Self-Service
Purchasing
eProcurement
Services Procurement
Accounts Payable
Commitment Control
Real Time Bottom Line
Set Up Financials/Supply Chain
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
My Personalizations
My System Profile
My Dictionary
My Feeds
Procurement
3
Employee Project Center
Travel and Expense Center
Payment Request Center
Buyer Center
Requisition
4
Manage Requisitions
Manage Requisition Approvals
Receive Items
Worklist
Add to Favorites
Sign o
earch
ORACLE

Top Menu Features Description

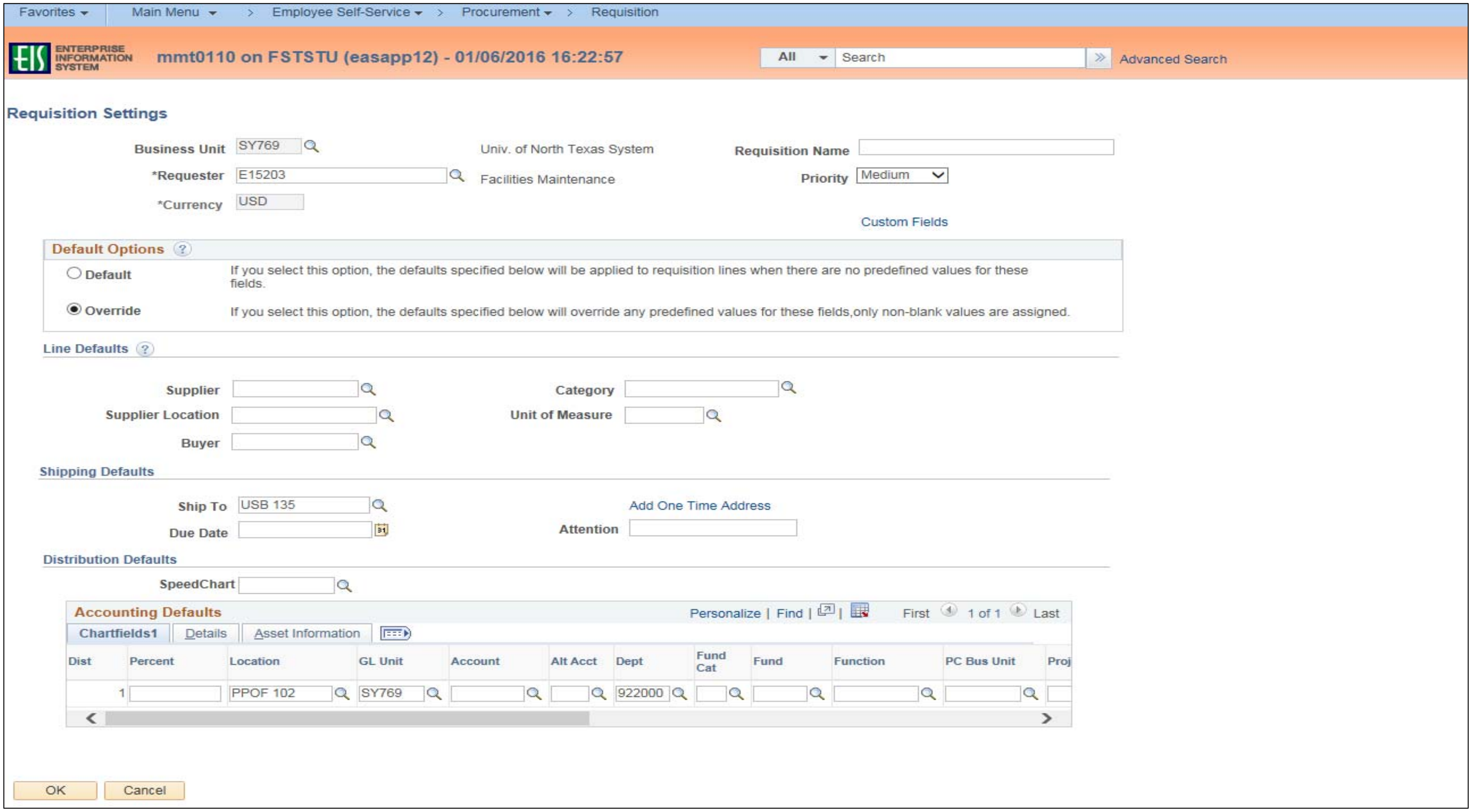
Our menu has changed!

The menu is now located across the top

Click on **Main Menu** to get started.

Highlights

Recently Used pages now appear under the Favorites menu, located at the top left.


Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search
Custom Fields
Add One Time Address
Personalize | Find |
First 1 of 1 Last
Chartfields1
Details
Asset Information
OK
Cancel

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Requisition Settings

Business Unit SY769 Univ. of North Texas System
***Requester** E15203 Facilities Maintenance
***Currency** USD
Requisition Name
Priority Medium

Default Options

○ **Default** If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

● **Override** If you select this option, the defaults specified below will override any predefined values for these fields,only non-blank values are assigned.

Line Defaults

Supplier
Supplier Location
Buyer
Category
Unit of Measure

Shipping Defaults

Ship To USB 135
Due Date
Attention

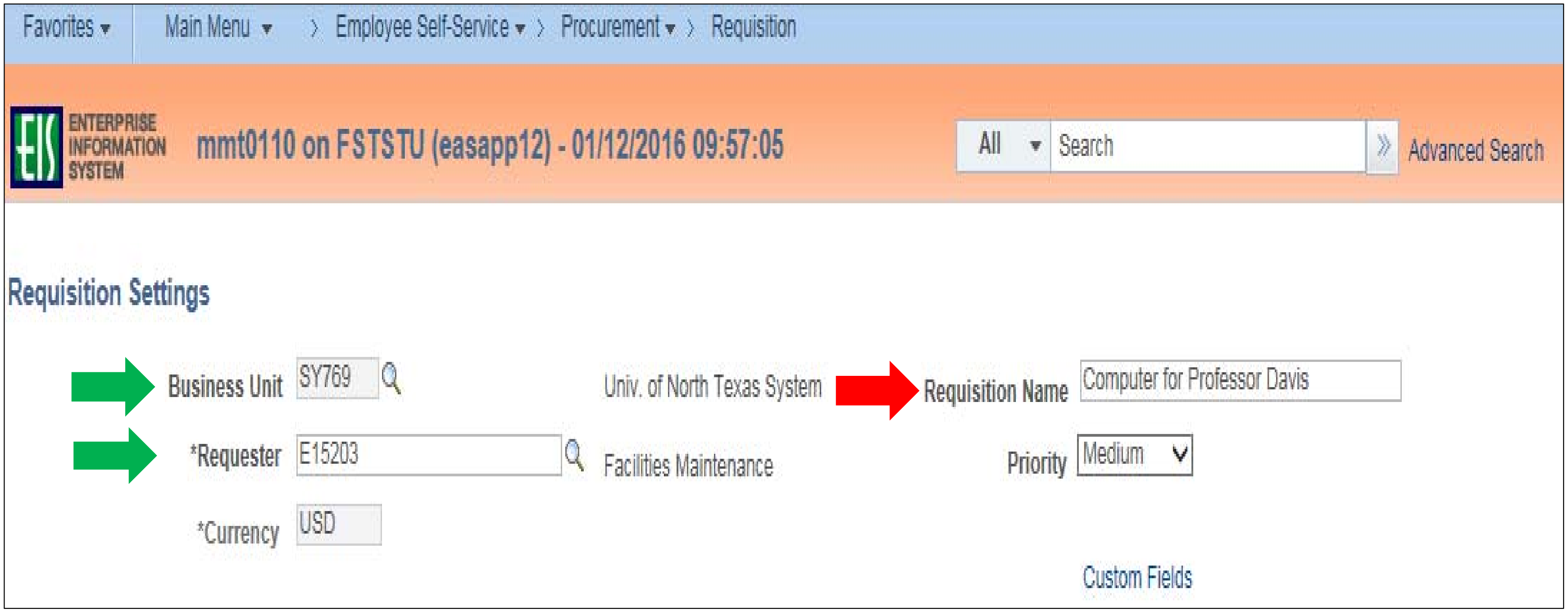
Distribution Defaults

SpeedChart

Accounting Defaults

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		PPOF 102	SY769			922000					

Settings


Favorites ▾
Main Menu ▾
Employee Self-Service ▾
Procurement ▾
Requisition
ENTERPRISE INFORMATION SYSTEM
All ▾
Search
Advanced Search
Custom Fields

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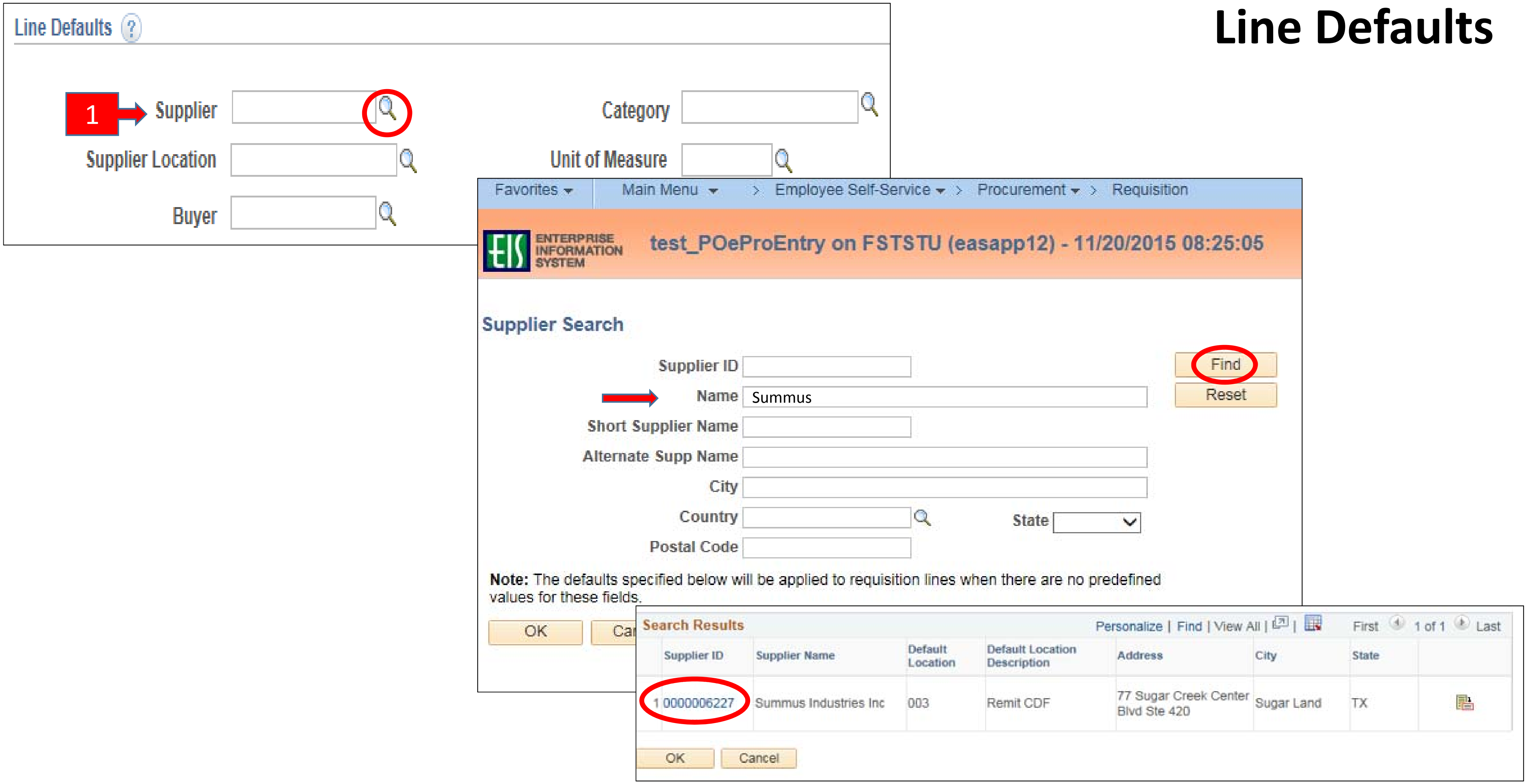
Requisition Settings

Business Unit	SY769	Univ. of North Texas System	Requisition Name	Computer for Professor Davis
*Requester	E15203	Facilities Maintenance	Priority	Medium
*Currency	USD			

Line Defaults



Line Defaults
1
Supplier
Supplier Location
Buyer
Category
Unit of Measure
Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM
OK
Can
Find
Reset
Personalize | Find | View All |
First
1 of 1
Last
OK
Cancel

test_POeProEntry on FSTSTU (easapp12) - 11/20/2015 08:25:05

Supplier Search

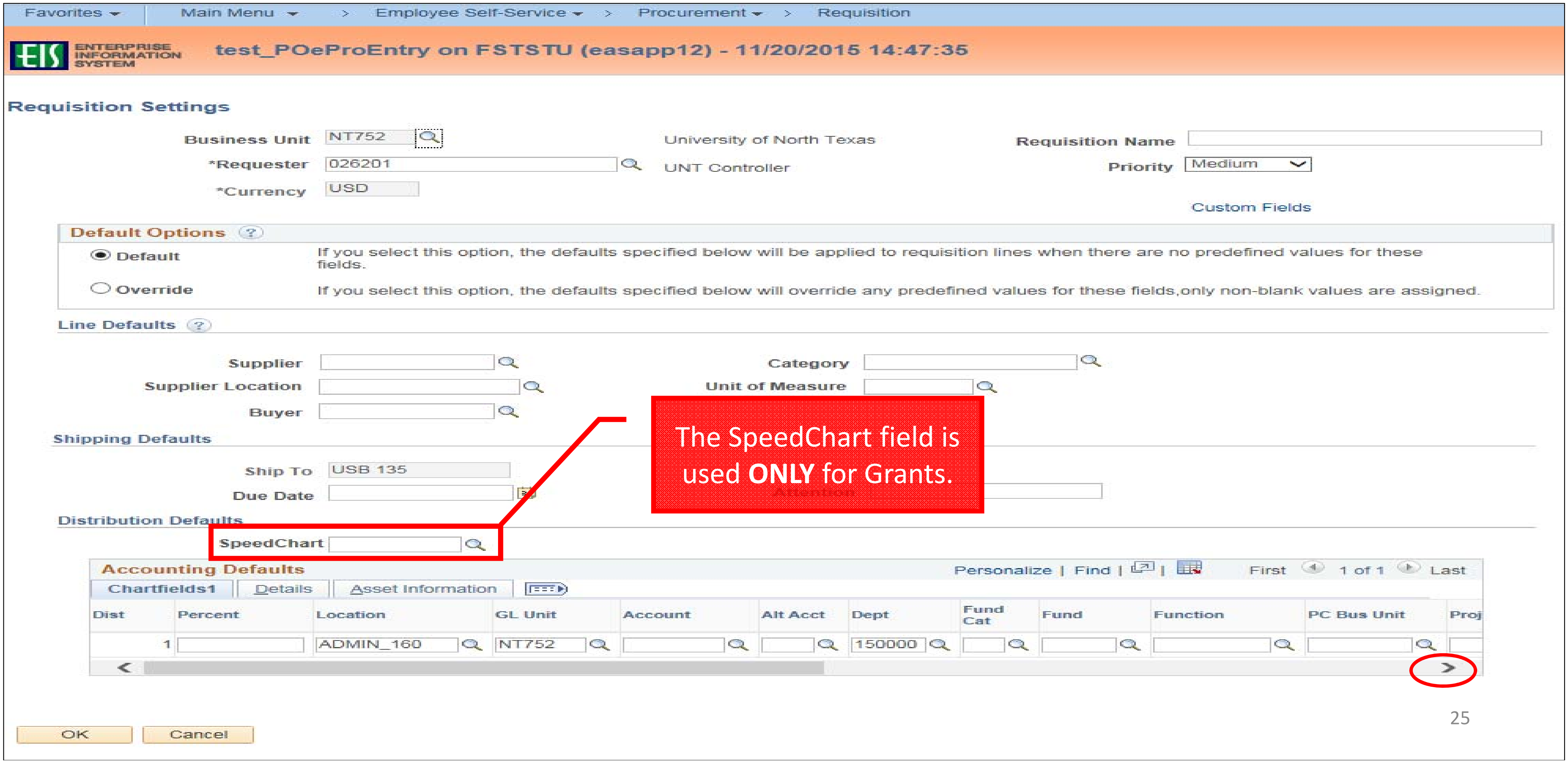
Supplier ID	
Name	Summus
Short Supplier Name	
Alternate Supp Name	
City	
Country	
State	
Postal Code	

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Search Results

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State
1	0000006227	Summus Industries Inc	003	Remit CDF	77 Sugar Creek Center Blvd Ste 420	Sugar Land	TX

Distribution Defaults


Favorites
Main Menu
> Employee Self-Service
> Procurement
> Requisition
ENTERPRISE INFORMATION SYSTEM
Custom Fields
Personalize | Find | First 1 of 1 Last
Chartfields1
Details
Asset Information
OK
Cancel

test_POeProEntry on FSTSTU (easapp12) - 11/20/2015 14:47:35

Requisition Settings

Business Unit: NT752 — University of North Texas
*Requester: 026201 — UNT Controller
*Currency: USD
Requisition Name:
Priority: Medium

Default Options

● Default — If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

○ Override — If you select this option, the defaults specified below will override any predefined values for these fields,only non-blank values are assigned.

Line Defaults

Supplier:
Supplier Location:
Buyer:
Category:
Unit of Measure:

Shipping Defaults

Ship To: USB 135
Due Date:
Attention:

Distribution Defaults

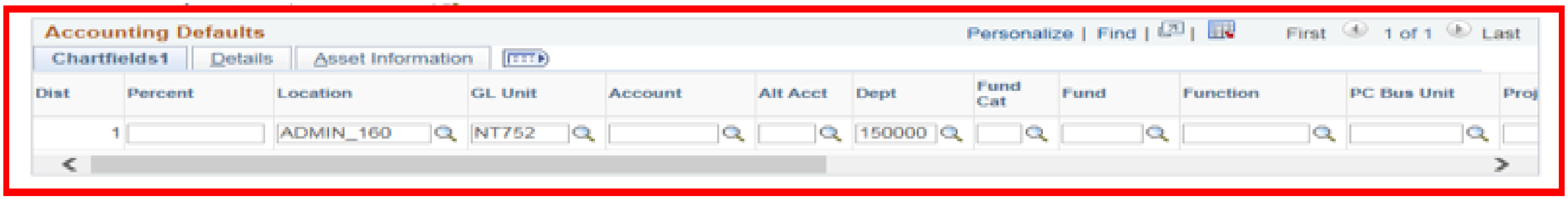
SpeedChart:

The SpeedChart field is used **ONLY** for Grants.

Accounting Defaults

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		ADMIN_160	NT752			150000					

Accounting Defaults


Accounting Defaults
Personalize | Find |
First 1 of 1 Last
Chartfields1
Details
Asset Information

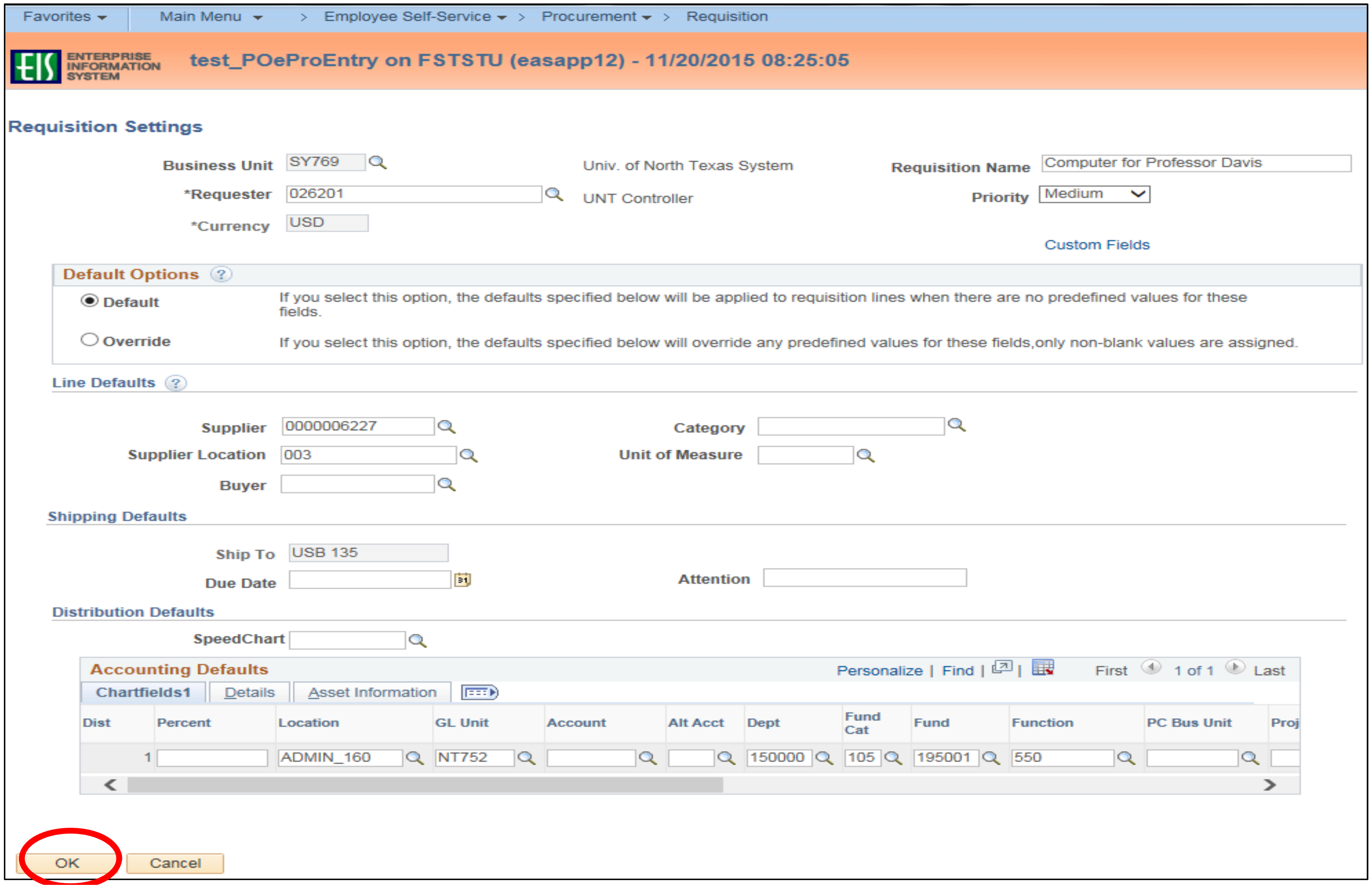
Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		ADMIN_160	NT752			150000					

- ❖ The ePro Coordinator must ensure the Chart of Accounts and category code information is correct.
- ❖ The Buyer will confirm that the correct category code is used.
- ❖ Performing these steps will ensure that it’s done right the first time.

Once a requisition has made it all the way through the approval process and a purchase order has been created, no COA changes can be made.

FFOAPPS

Completed Requisition Settings



test_POeProEntry on FSTSTU (easapp12) - 11/20/2015 08:25:05

Requisition Settings

Business Unit SY769 Univ. of North Texas System
Requisition Name Computer for Professor Davis
***Requester** 026201 UNT Controller
Priority Medium
***Currency** USD

Custom Fields

Default Options

● **Default** If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

○ **Override** If you select this option, the defaults specified below will override any predefined values for these fields,only non-blank values are assigned.

Line Defaults

Supplier 0000006227
Category
Supplier Location 003
Unit of Measure
Buyer

Shipping Defaults

Ship To USB 135
Due Date
Attention

Distribution Defaults

SpeedChart

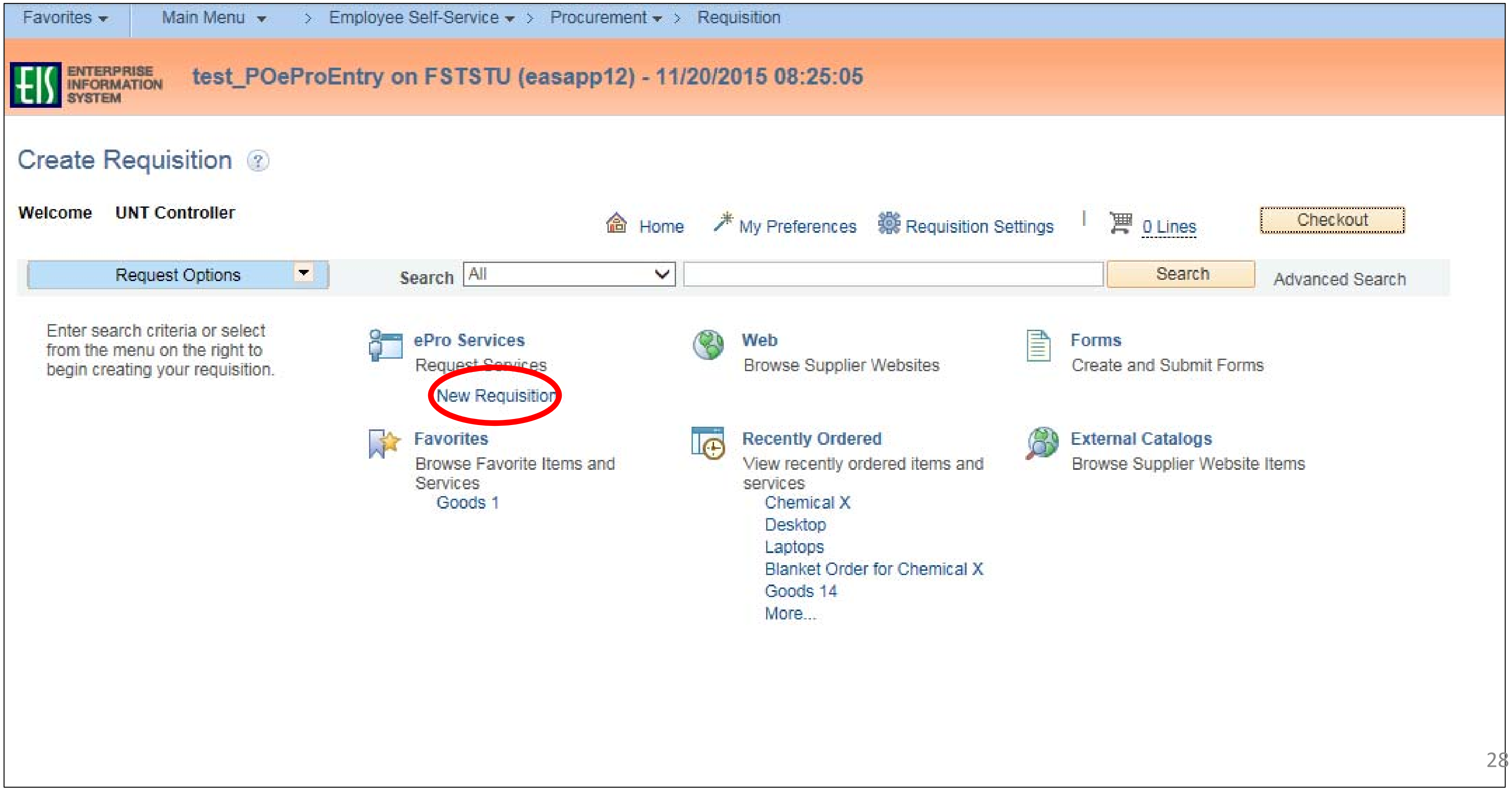
Accounting Defaults

Personalize | Find | First 1 of 1 Last

Chartfields1 | Details | Asset Information

Dist	Percent	Location	GL Unit	Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Proj
1		ADMIN_160	NT752			150000	105	195001	550		

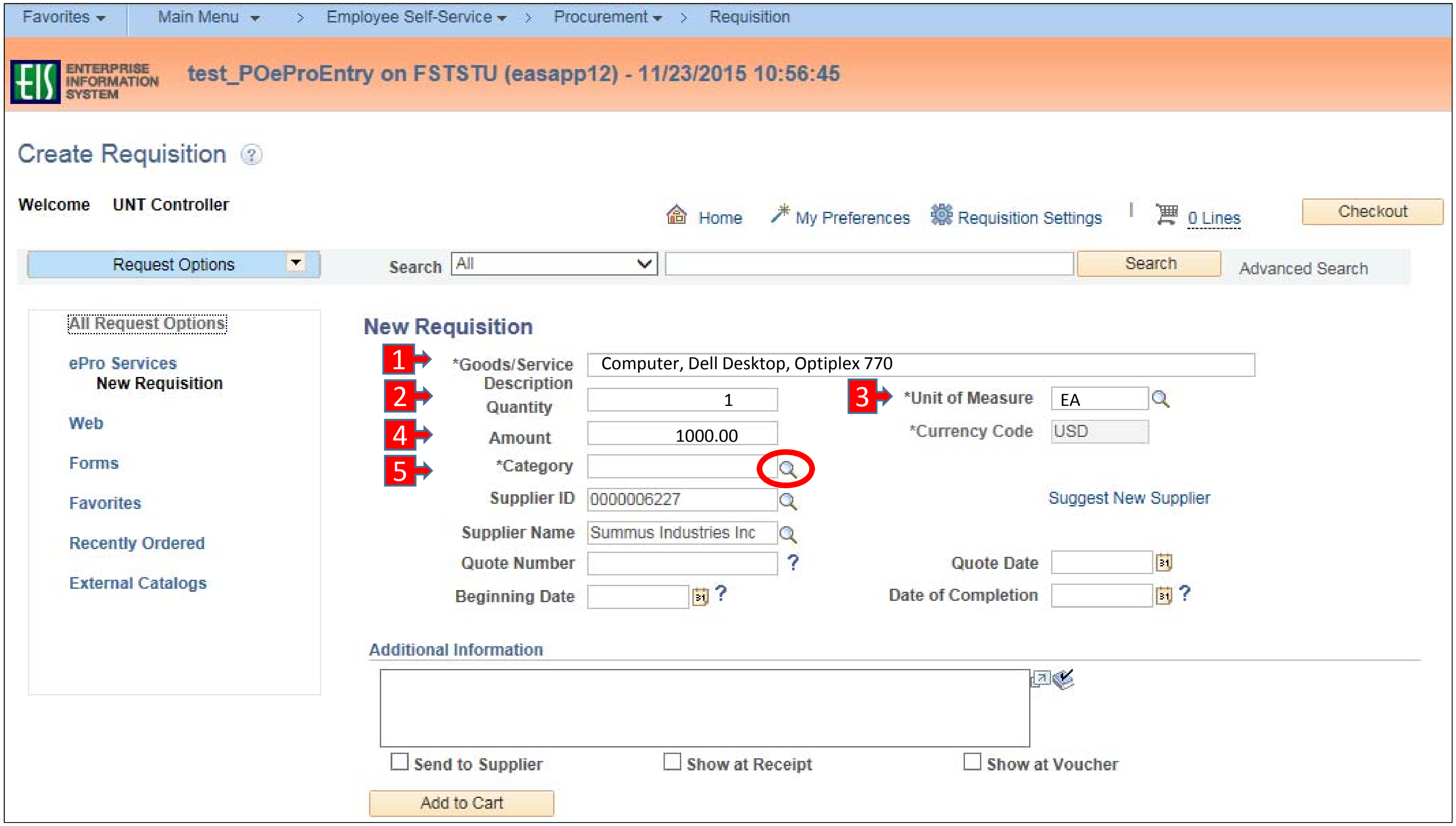
Create Requisition



Favorites
Main Menu
> Employee Self-Service
> Procurement
> Requisition
ENTERPRISE INFORMATION SYSTEM
test_POeProEntry on FSTSTU (easapp12) - 11/20/2015 08:25:05
Create Requisition
Welcome UNT Controller
Home
My Preferences
Requisition Settings
0 Lines
Checkout
Request Options
Search
All
Search
Advanced Search
ePro Services
Request Services
New Requisition
Web
Browse Supplier Websites
Forms
Create and Submit Forms
Favorites
Browse Favorite Items and Services
Goods 1
Recently Ordered
View recently ordered items and services
Chemical X
Desktop
Laptops
Blanket Order for Chemical X
Goods 14
More...
External Catalogs
Browse Supplier Website Items

Enter search criteria or select from the menu on the right to begin creating your requisition.

Create Requisition


Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM
test_POeProEntry on FSTSTU (easapp12) - 11/23/2015 10:56:45
Create Requisition
Home
My Preferences
Requisition Settings
0 Lines
Checkout
Request Options
Search
Advanced Search
All Request Options
ePro Services
New Requisition
Web
Forms
Favorites
Recently Ordered
External Catalogs
New Requisition
Suggest New Supplier
Additional Information
Add to Cart

Welcome UNT Controller

Search: All

1 *Goods/Service Description: Computer, Dell Desktop, Optiplex 770

2 Quantity: 1

3 *Unit of Measure: EA

*Currency Code: USD

4 Amount: 1000.00

5 *Category:

Supplier ID: 0000006227

Supplier Name: Summus Industries Inc

Quote Number:

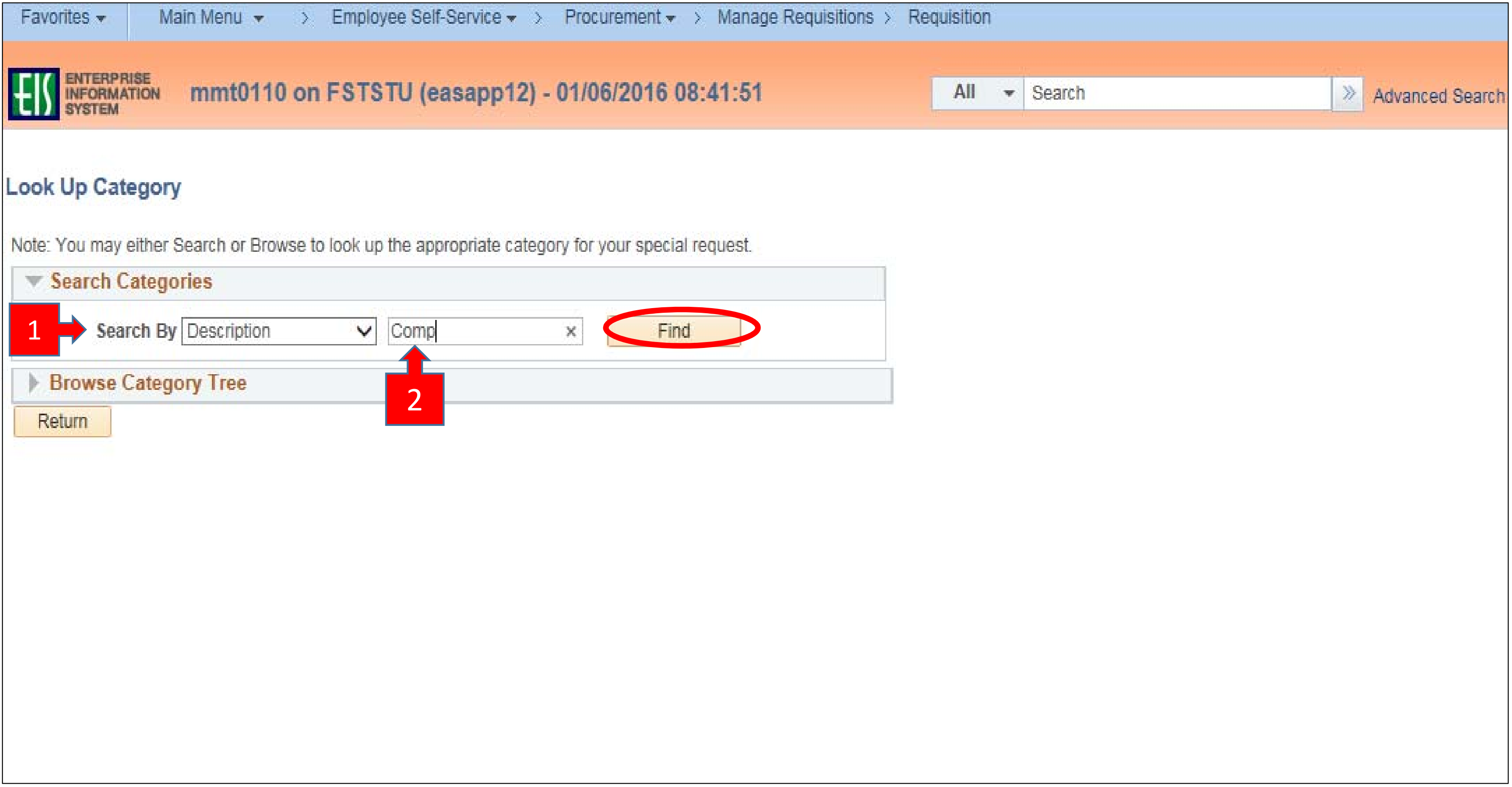
Quote Date:

Beginning Date:

Date of Completion:

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

Find Category Code How-To


Favorites
Main Menu
Employee Self-Service
Procurement
Manage Requisitions
Requisition
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search
Search Categories
Find
Browse Category Tree
Return

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Look Up Category

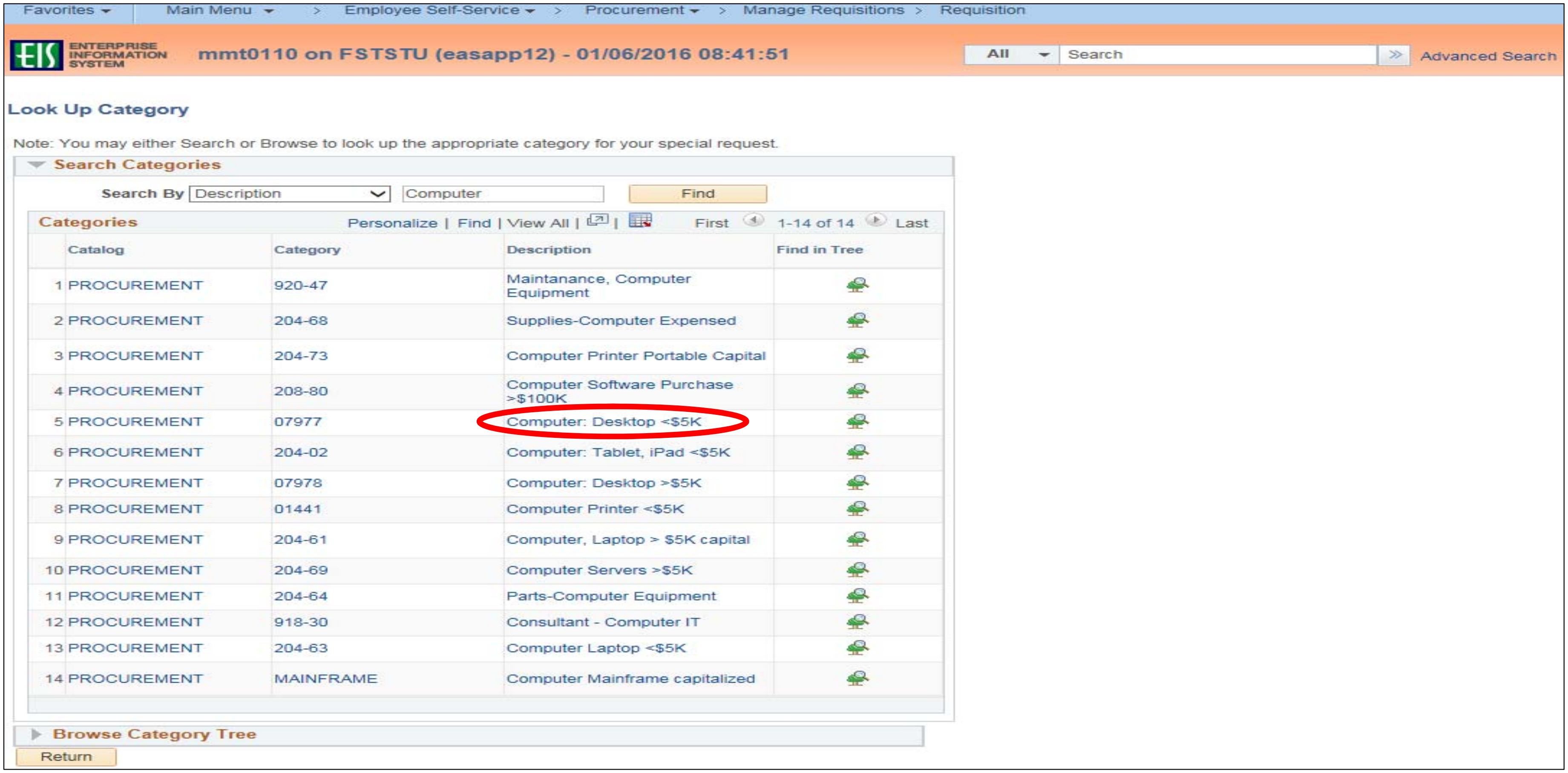
Note: You may either Search or Browse to look up the appropriate category for your special request.

1 Search By Description

2 Comp

CAP-IT

Search Category Code



Favorites
Main Menu
Employee Self-Service
Procurement
Manage Requisitions
Requisition
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search
Personalize | Find | View All
First
1-14 of 14
Last
Find
Browse Category Tree
Return

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Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

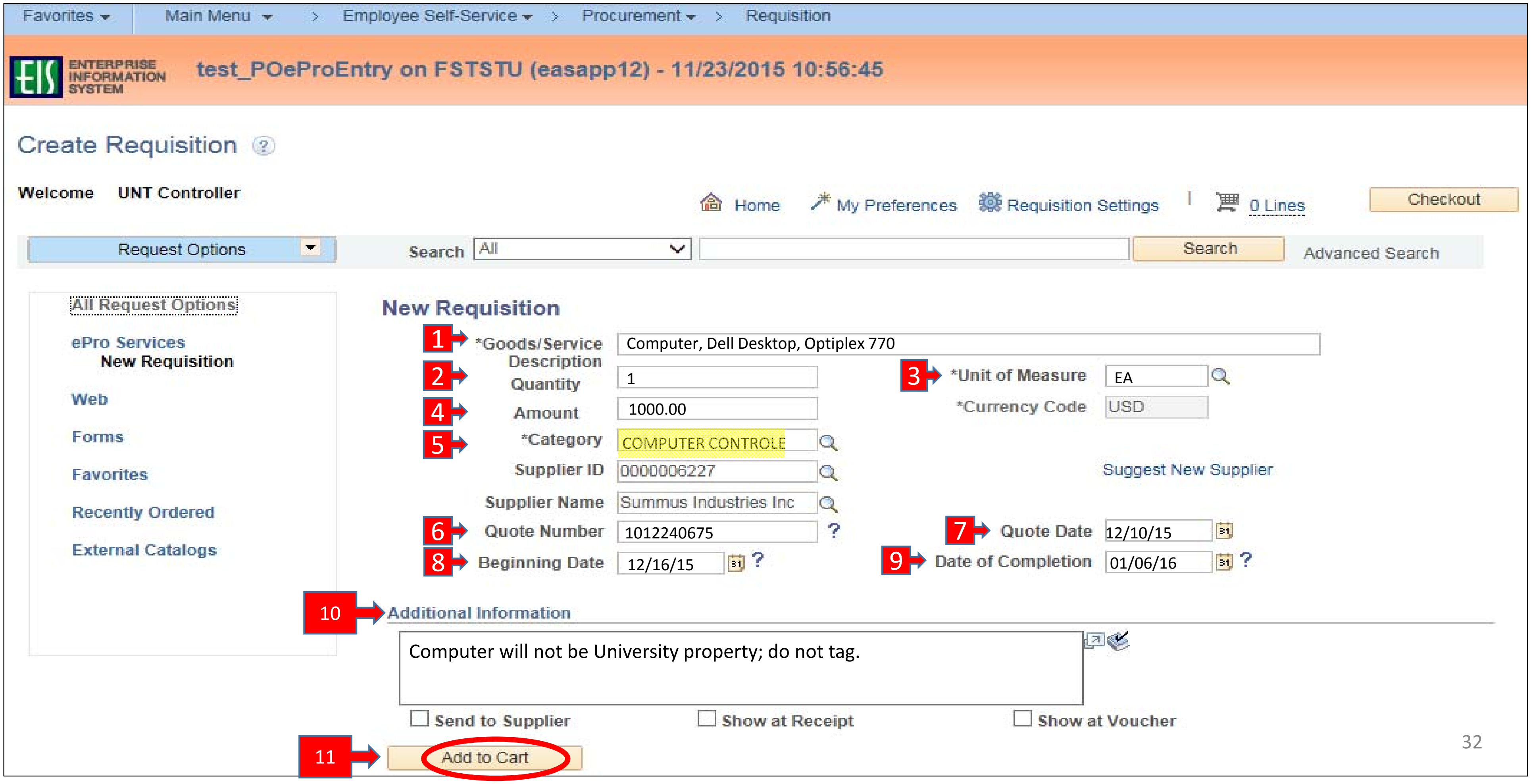
Search Categories

Search By: Description — Computer

Categories

	Catalog	Category	Description	Find in Tree
1	PROCUREMENT	920-47	Maintanance, Computer Equipment	
2	PROCUREMENT	204-68	Supplies-Computer Expensed	
3	PROCUREMENT	204-73	Computer Printer Portable Capital	
4	PROCUREMENT	208-80	Computer Software Purchase >$100K	
5	PROCUREMENT	07977	Computer: Desktop <$5K	
6	PROCUREMENT	204-02	Computer: Tablet, iPad <$5K	
7	PROCUREMENT	07978	Computer: Desktop >$5K	
8	PROCUREMENT	01441	Computer Printer <$5K	
9	PROCUREMENT	204-61	Computer, Laptop > $5K capital	
10	PROCUREMENT	204-69	Computer Servers >$5K	
11	PROCUREMENT	204-64	Parts-Computer Equipment	
12	PROCUREMENT	918-30	Consultant - Computer IT	
13	PROCUREMENT	204-63	Computer Laptop <$5K	
14	PROCUREMENT	MAINFRAME	Computer Mainframe capitalized	

Create Requisition


Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM

test_POeProEntry on FSTSTU (easapp12) - 11/23/2015 10:56:45

Create Requisition

Welcome UNT Controller

Home
My Preferences
Requisition Settings
0 Lines
Checkout
Request Options
Search
All
Search
Advanced Search
All Request Options
ePro Services
New Requisition
Web
Forms
Favorites
Recently Ordered
External Catalogs
Suggest New Supplier

New Requisition

1. *Goods/Service Description: Computer, Dell Desktop, Optiplex 770
2. Quantity: 1
3. *Unit of Measure: EA
4. Amount: 1000.00

*Currency Code: USD

5. *Category: COMPUTER CONTROLE

Supplier ID: 0000006227

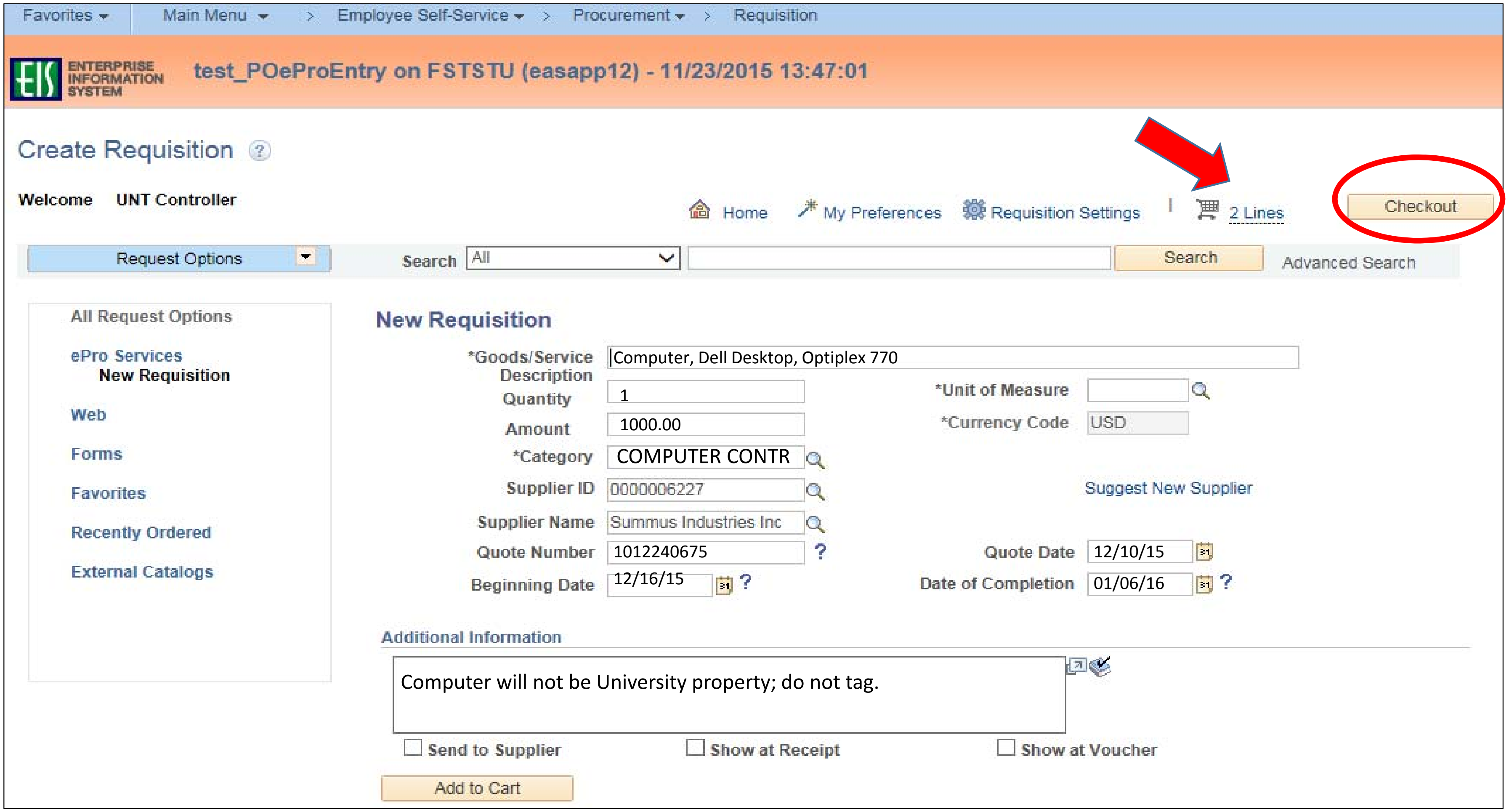
Supplier Name: Summus Industries Inc

6. Quote Number: 1012240675
7. Quote Date: 12/10/15
8. Beginning Date: 12/16/15
9. Date of Completion: 01/06/16
10. Additional Information: Computer will not be University property; do not tag.

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

11. Add to Cart

Checkout



Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM
Home
My Preferences
Requisition Settings
2 Lines
Checkout
Request Options
Search
Advanced Search
All Request Options
ePro Services
New Requisition
Web
Forms
Favorites
Recently Ordered
External Catalogs
Suggest New Supplier
Add to Cart

test_POeProEntry on FSTSTU (easapp12) - 11/23/2015 13:47:01

Create Requisition

Welcome **UNT Controller**

Search: All

New Requisition

*Goods/Service Description: Computer, Dell Desktop, Optiplex 770

Quantity: 1

*Unit of Measure:

Amount: 1000.00

*Currency Code: USD

*Category: COMPUTER CONTR

Supplier ID: 0000006227

Supplier Name: Summus Industries Inc

Quote Number: 1012240675

Quote Date: 12/10/15

Beginning Date: 12/16/15

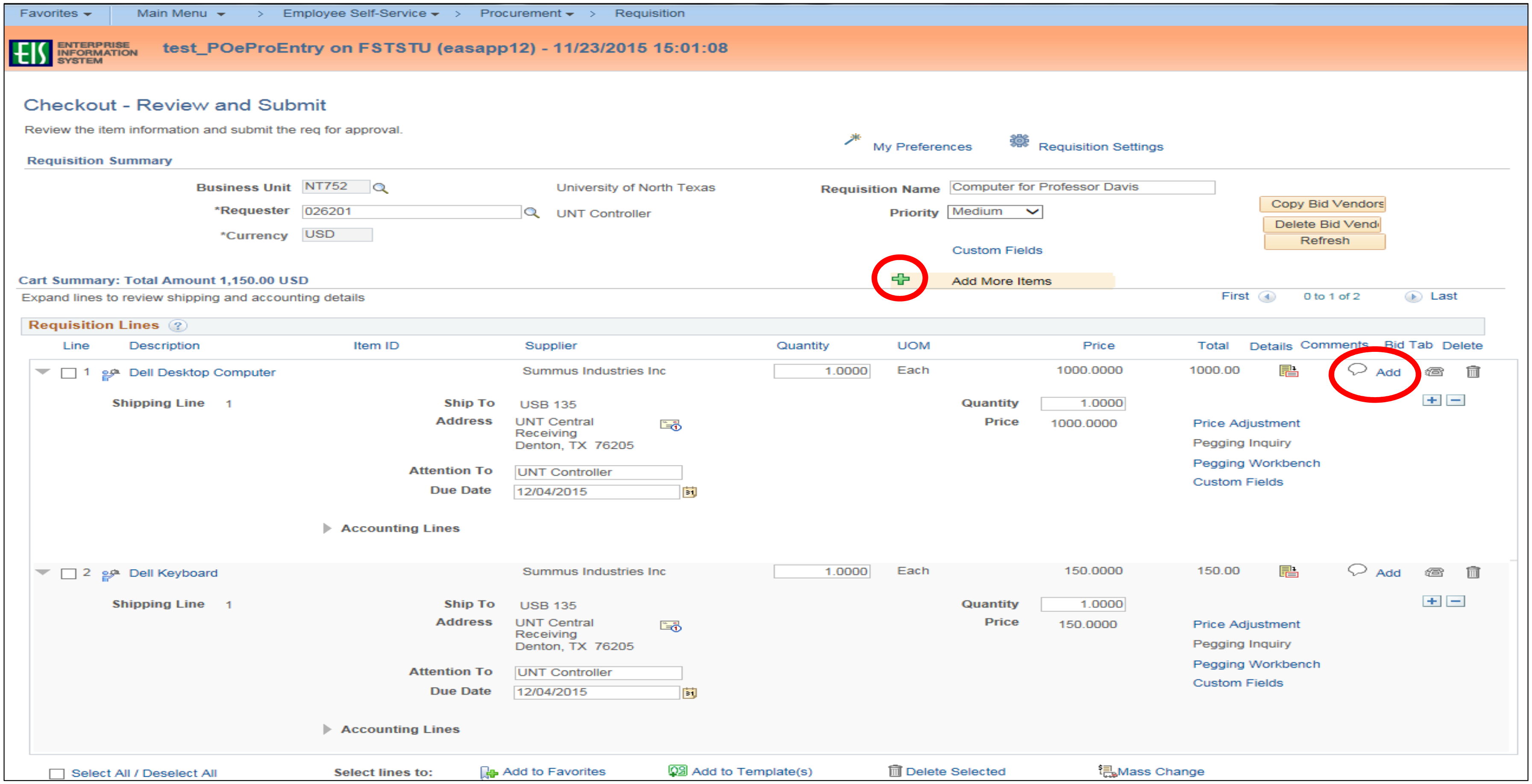
Date of Completion: 01/06/16

Additional Information

Computer will not be University property; do not tag.

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

Review the Requisition


Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM
My Preferences
Requisition Settings
Copy Bid Vendors
Delete Bid Vend
Refresh
Custom Fields
Add More Items
First
0 to 1 of 2
Last
Price Adjustment
Pegging Inquiry
Pegging Workbench
Custom Fields
☐ Select All / Deselect All
Select lines to:
Add to Favorites
Add to Template(s)
Delete Selected
Mass Change

test_POeProEntry on FSTSTU (easapp12) - 11/23/2015 15:01:08

Checkout - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit NT752 University of North Texas
***Requester** 026201 UNT Controller
***Currency** USD
Requisition Name Computer for Professor Davis
Priority Medium

Cart Summary: Total Amount 1,150.00 USD

Expand lines to review shipping and accounting details

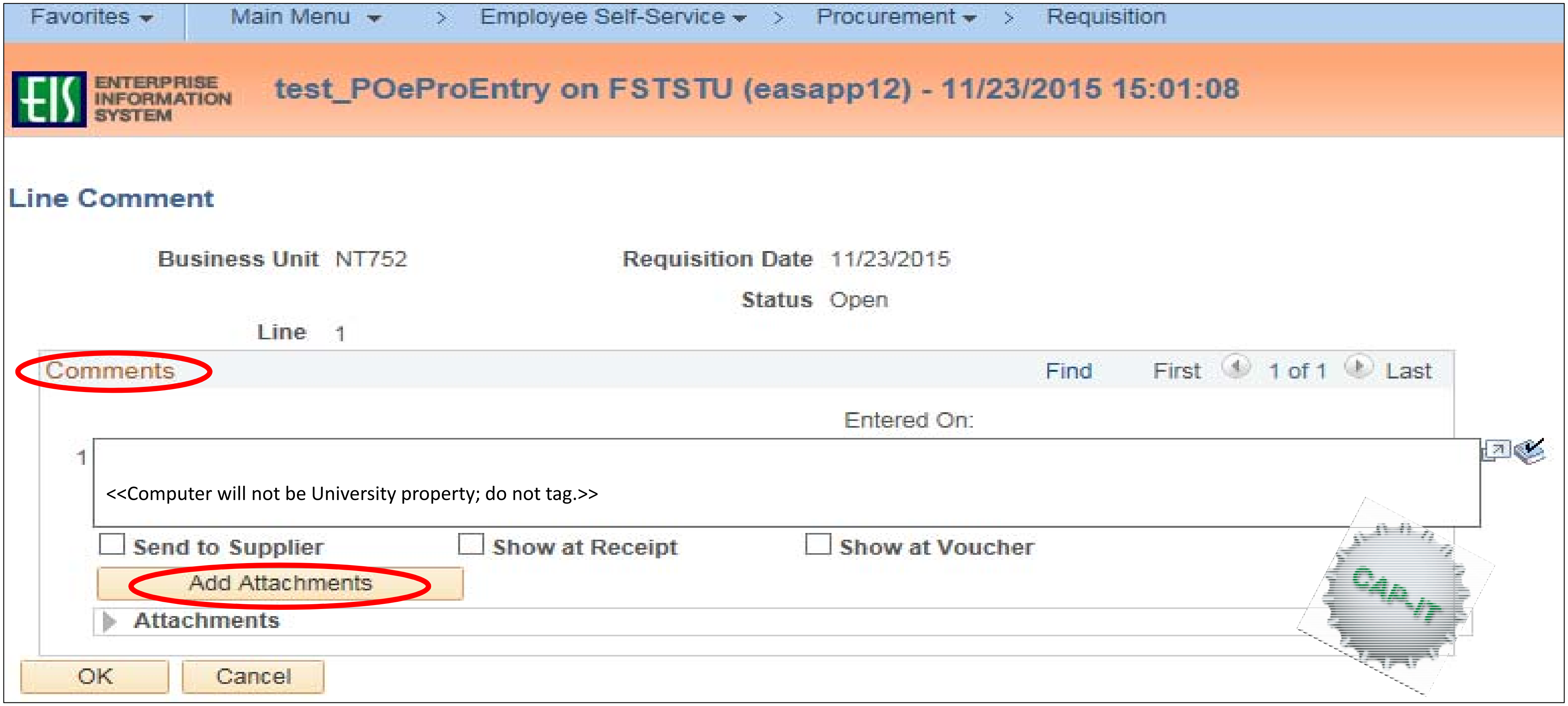
Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
☐ 1	Dell Desktop Computer		Summus Industries Inc	1.0000	Each	1000.0000	1000.00		Add		
☐ 2	Dell Keyboard		Summus Industries Inc	1.0000	Each	150.0000	150.00		Add		

Line 1:
Shipping Line 1
Ship To USB 135
Address UNT Central Receiving
Denton, TX 76205
Attention To UNT Controller
Due Date 12/04/2015
Quantity 1.0000
Price 1000.0000
Accounting Lines

Line 2:
Shipping Line 1
Ship To USB 135
Address UNT Central Receiving
Denton, TX 76205
Attention To UNT Controller
Due Date 12/04/2015
Quantity 1.0000
Price 150.0000
Accounting Lines

Add Attachments & Edit/Add Line Comments


Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM
test_POeProEntry on FSTSTU (easapp12) - 11/23/2015 15:01:08

Line Comment

Business Unit NT752

Requisition Date 11/23/2015

Status Open

Line 1

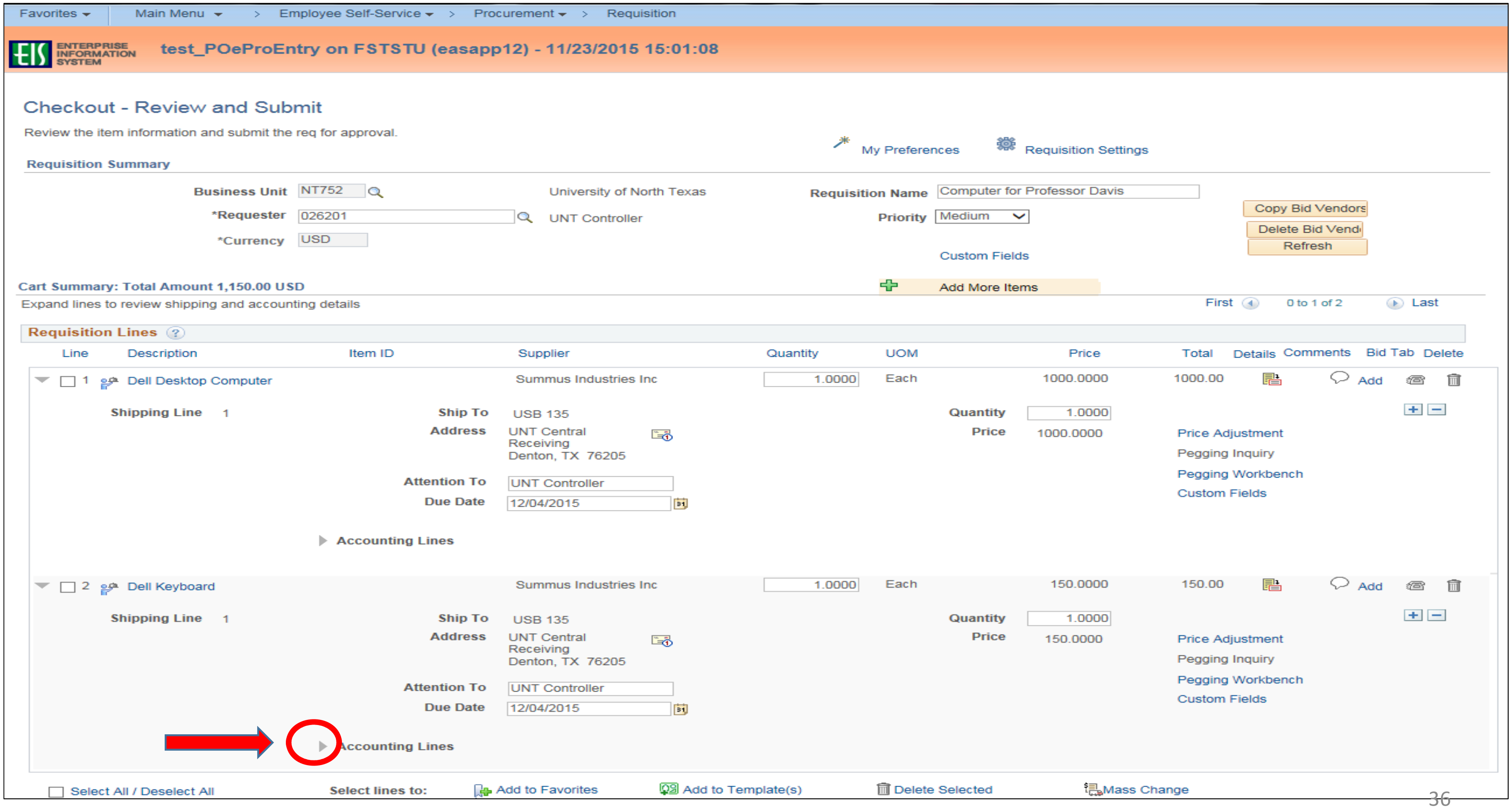
Comments
Find
First
1 of 1
Last
Entered On:
1

<<Computer will not be University property; do not tag.>>

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

Add Attachments
Attachments
OK
Cancel
CAP-IT

Review Accounting Lines


Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM

test_POeProEntry on FSTSTU (easapp12) - 11/23/2015 15:01:08

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences
Requisition Settings

Requisition Summary

Business Unit NT752 University of North Texas

***Requester** 026201 UNT Controller

***Currency** USD

Requisition Name Computer for Professor Davis

Priority Medium

Copy Bid Vendors
Delete Bid Vendi
Refresh
Custom Fields
Add More Items
First
0 to 1 of 2
Last

Cart Summary: Total Amount 1,150.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
☐ 1	Dell Desktop Computer		Summus Industries Inc	1.0000	Each	1000.0000	1000.00		Add		
☐ 2	Dell Keyboard		Summus Industries Inc	1.0000	Each	150.0000	150.00		Add		

Line 1:

Shipping Line 1

Ship To USB 135

Address UNT Central Receiving
Denton, TX 76205

Attention To UNT Controller

Due Date 12/04/2015

Quantity 1.0000

Price 1000.0000

Price Adjustment
Pegging Inquiry
Pegging Workbench
Custom Fields

▸ **Accounting Lines**

Line 2:

Shipping Line 1

Ship To USB 135

Address UNT Central Receiving
Denton, TX 76205

Attention To UNT Controller

Due Date 12/04/2015

Quantity 1.0000

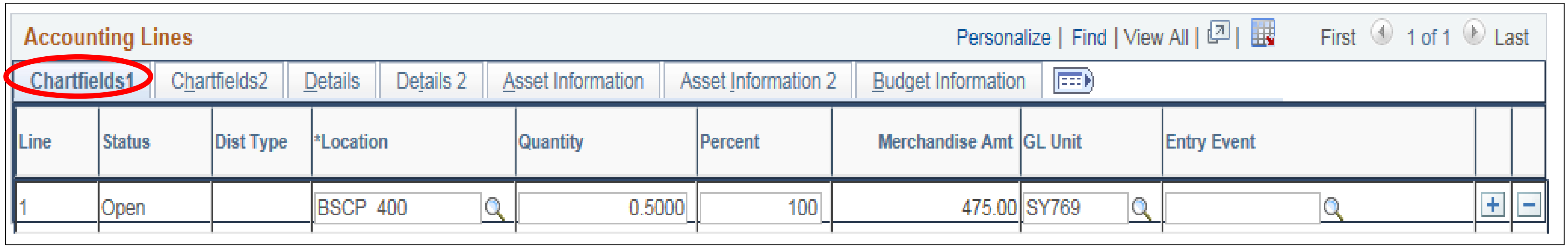
Price 150.0000

Price Adjustment
Pegging Inquiry
Pegging Workbench
Custom Fields

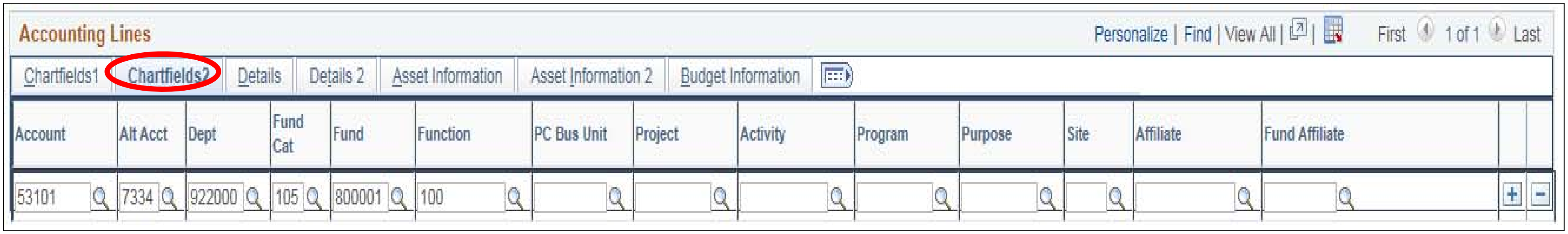
▸ **Accounting Lines**

☐ Select All / Deselect All
Select lines to:
Add to Favorites
Add to Template(s)
Delete Selected
Mass Change

Review Accounting Lines


Accounting Lines
Personalize | Find | View All |
First 1 of 1 Last
Chartfields1
Chartfields2
Details
Details 2
Asset Information
Asset Information 2
Budget Information

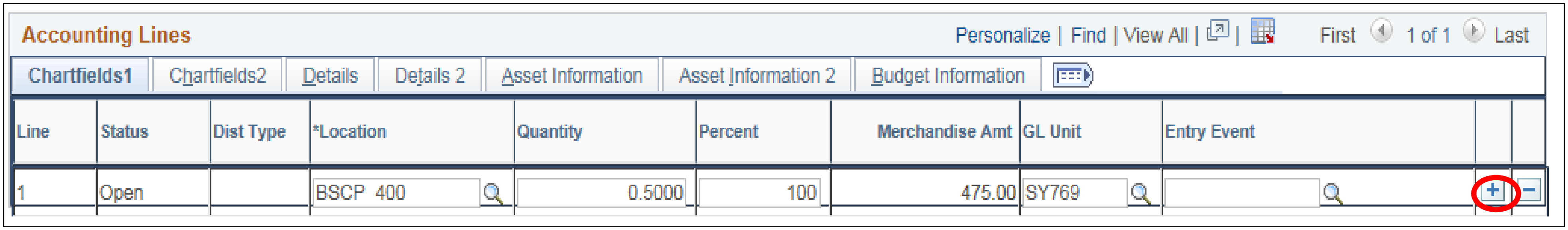
Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		BSCP 400	0.5000	100	475.00	SY769	


Accounting Lines
Personalize | Find | View All |
First 1 of 1 Last
Chartfields1
Chartfields2
Details
Details 2
Asset Information
Asset Information 2
Budget Information

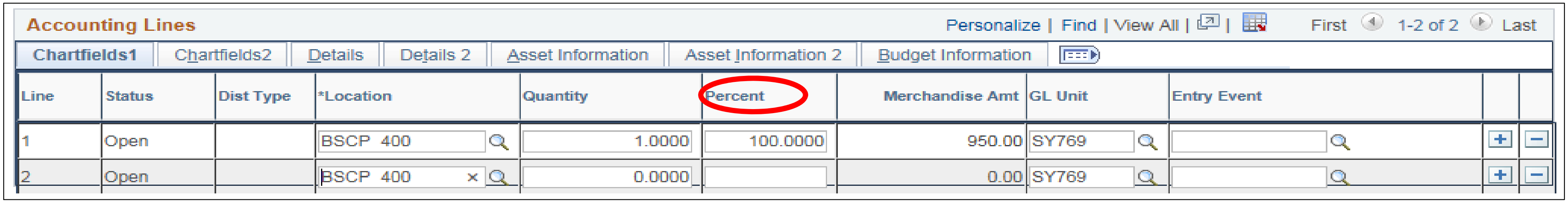
Account	Alt Acct	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site	Affiliate	Fund Affiliate
53101	7334	922000	105	800001	100								

UNT | SYSTEM

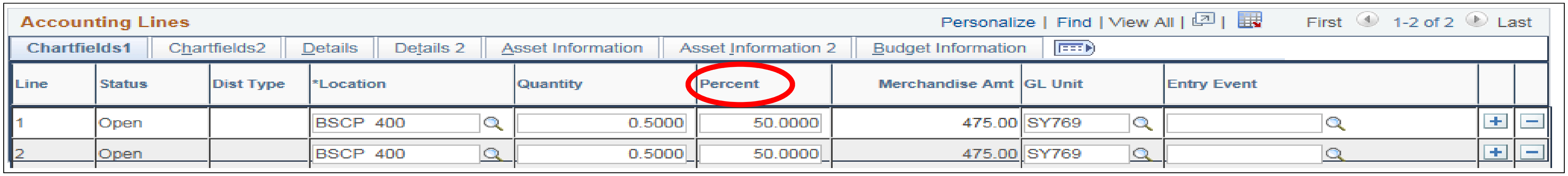
Adding Accounting Lines


Accounting Lines
Personalize | Find | View All |
First 1 of 1 Last
Chartfields1
Chartfields2
Details
Details 2
Asset Information
Asset Information 2
Budget Information

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		BSCP 400	0.5000	100	475.00	SY769	


Accounting Lines
Personalize | Find | View All |
First 1-2 of 2 Last
Chartfields1
Chartfields2
Details
Details 2
Asset Information
Asset Information 2
Budget Information

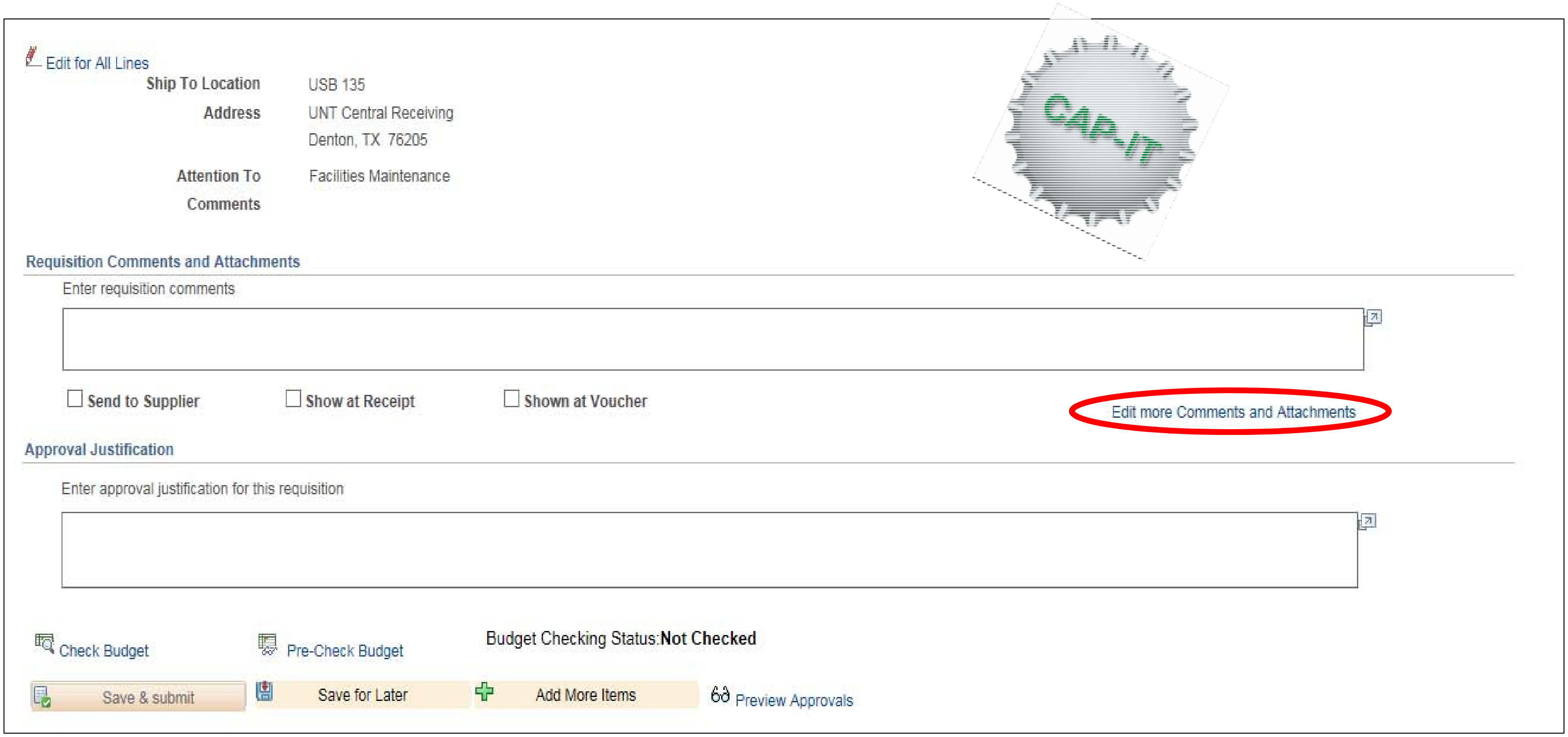
Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		BSCP 400	1.0000	100.0000	950.00	SY769	
2	Open		BSCP 400	0.0000		0.00	SY769	


Accounting Lines
Personalize | Find | View All |
First 1-2 of 2 Last
Chartfields1
Chartfields2
Details
Details 2
Asset Information
Asset Information 2
Budget Information

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		BSCP 400	0.5000	50.0000	475.00	SY769	
2	Open		BSCP 400	0.5000	50.0000	475.00	SY769	

UNT | SYSTEM

Comments



Edit for All Lines

Ship To Location USB 135

Address UNT Central Receiving
Denton, TX 76205

Attention To Facilities Maintenance

Comments

Requisition Comments and Attachments

Enter requisition comments

☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

Edit more Comments and Attachments

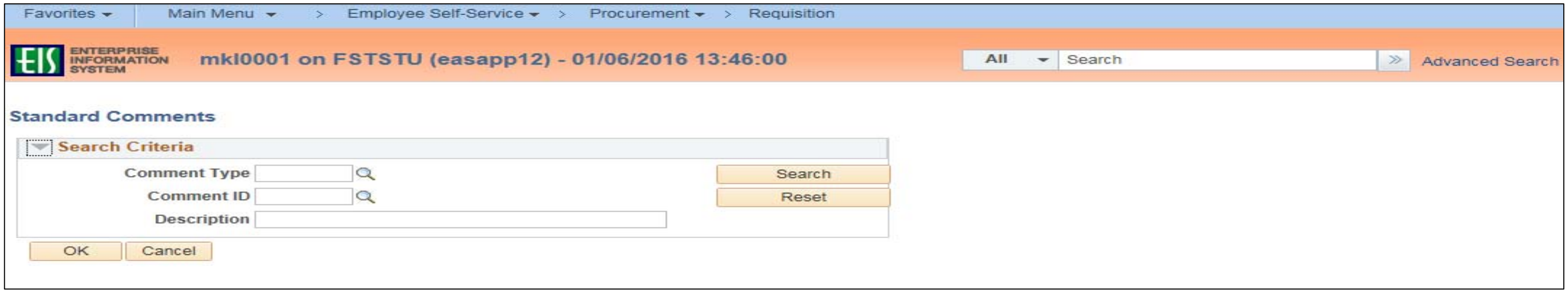
Approval Justification

Enter approval justification for this requisition

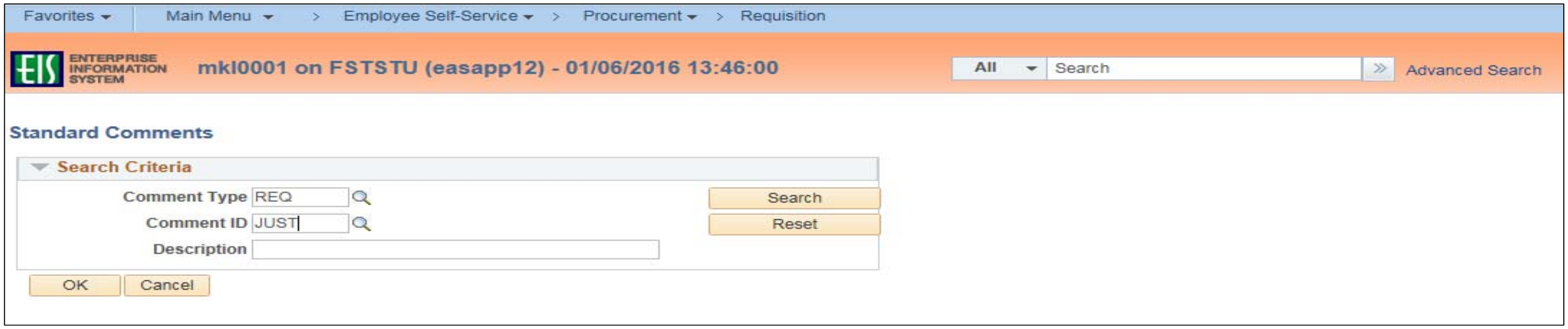
Budget Checking Status:**Not Checked**

CAP-IT
Check Budget
Pre-Check Budget
Save & submit
Save for Later
Add More Items
Preview Approvals

Standardized Comments


Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search
Standard Comments
Search Criteria
Comment Type
Comment ID
Description
Search
Reset
OK
Cancel

mkl0001 on FSTSTU (easapp12) - 01/06/2016 13:46:00

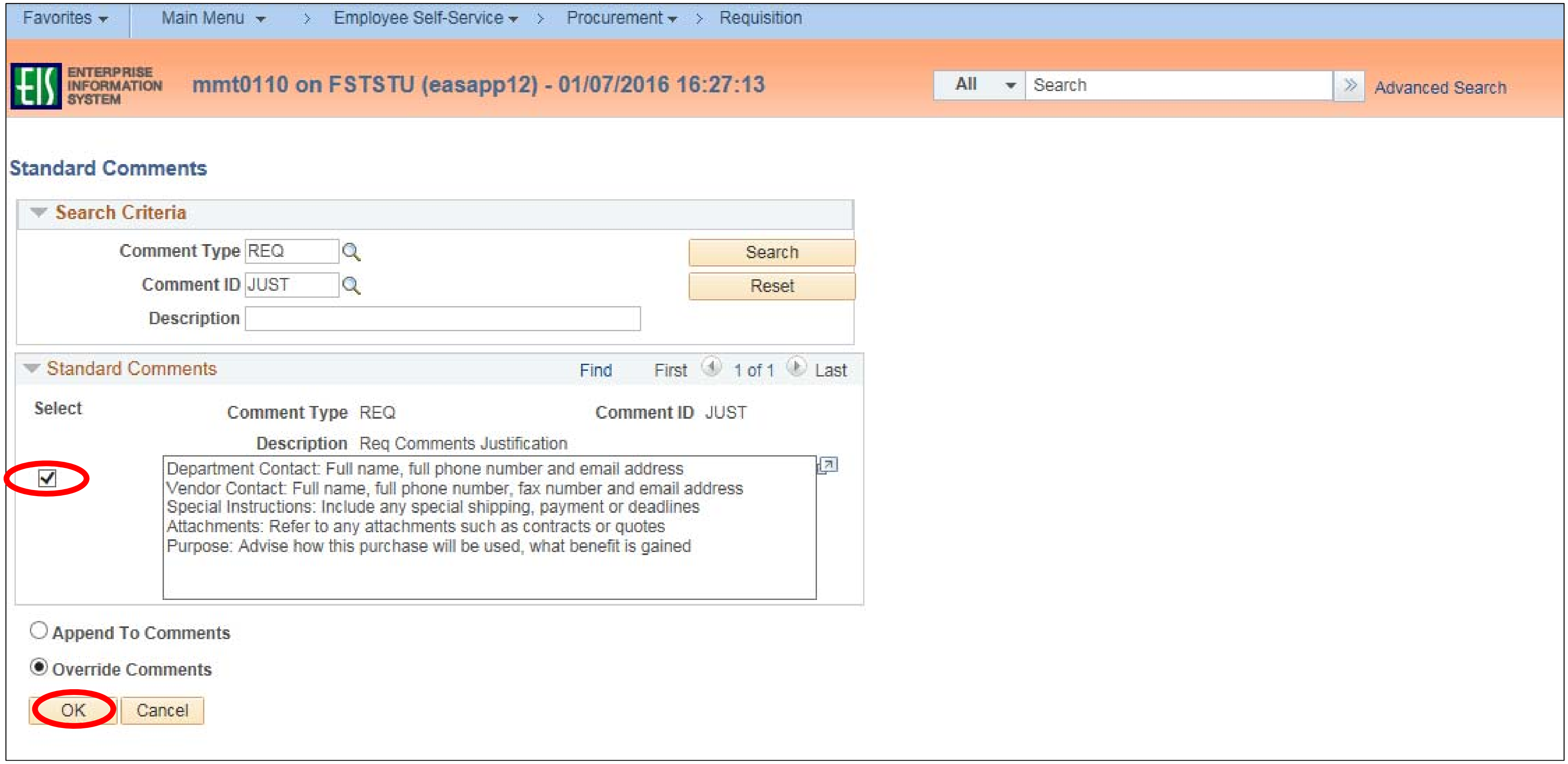

Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search
Standard Comments
Search Criteria
Description
Search
Reset
OK
Cancel

mkl0001 on FSTSTU (easapp12) - 01/06/2016 13:46:00

Comment Type REQ

Comment ID JUST

Standardized Comments (Continued)


Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search
Search
Reset
Find
First
1 of 1
Last
OK
Cancel

mmt0110 on FSTSTU (easapp12) - 01/07/2016 16:27:13

Standard Comments

Search Criteria

Comment Type: REQ

Comment ID: JUST

Description:

Standard Comments

Select ☑

Comment Type: REQ

Comment ID: JUST

Description: Req Comments Justification

Department Contact: Full name, full phone number and email address
Vendor Contact: Full name, full phone number, fax number and email address
Special Instructions: Include any special shipping, payment or deadlines
Attachments: Refer to any attachments such as contracts or quotes
Purpose: Advise how this purchase will be used, what benefit is gained

○ Append To Comments

● Override Comments

Comments

EXAMPLE FOR PURCHASE OF GOODS

Dept. contact: Jane Smith, 940-565-1111, jane.smith@unt.edu
Vendor contact: John Adams, 777-555-1212, jadams@somewhere.com; send orders to orders@somewhere.com

Quote# XJ-666
E&I contract# EI2310
Must arrive no later than 2/25/16

Central Receiving: deliver to DP Lab 122
This is computer will be part of the lab start-up for Dr. Davis, per Grant requirement.

EXAMPLE FOR PURCHASE OF SERVICES

Dept. contact: Katie Peters, 817-735-2222, Katie.peters@unthsc.edu
Vendor contact: Nash Parker, 302-555-3333, nparker@somewhere.com

Invoice 200432 attached, to be paid upon completion of work.

This is for graphic design service for flyer, beginning 3/15/16 and to end 5/1/16.

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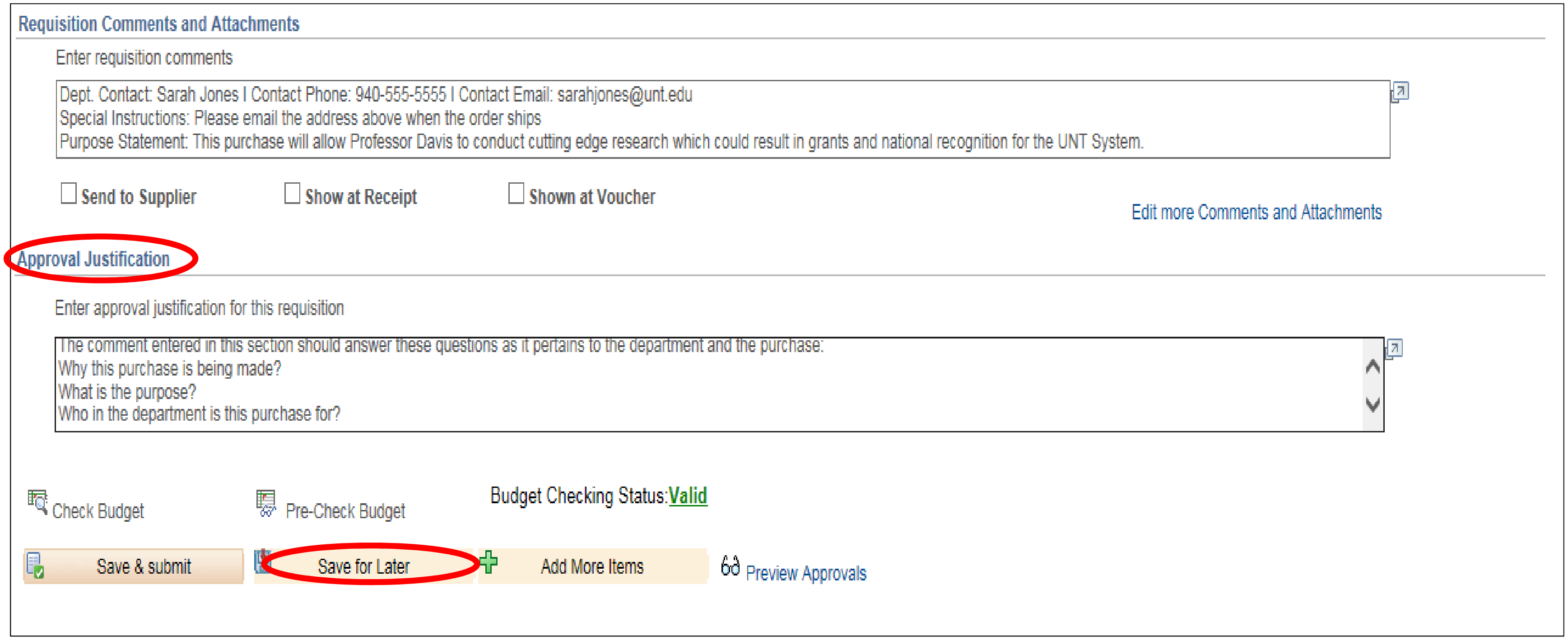
Approval Justification



Requisition Comments and Attachments

Enter requisition comments

Dept. Contact: Sarah Jones I Contact Phone: 940-555-5555 I Contact Email: sarahjones@unt.edu
Special Instructions: Please email the address above when the order ships
Purpose Statement: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.

☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

Approval Justification

Enter approval justification for this requisition

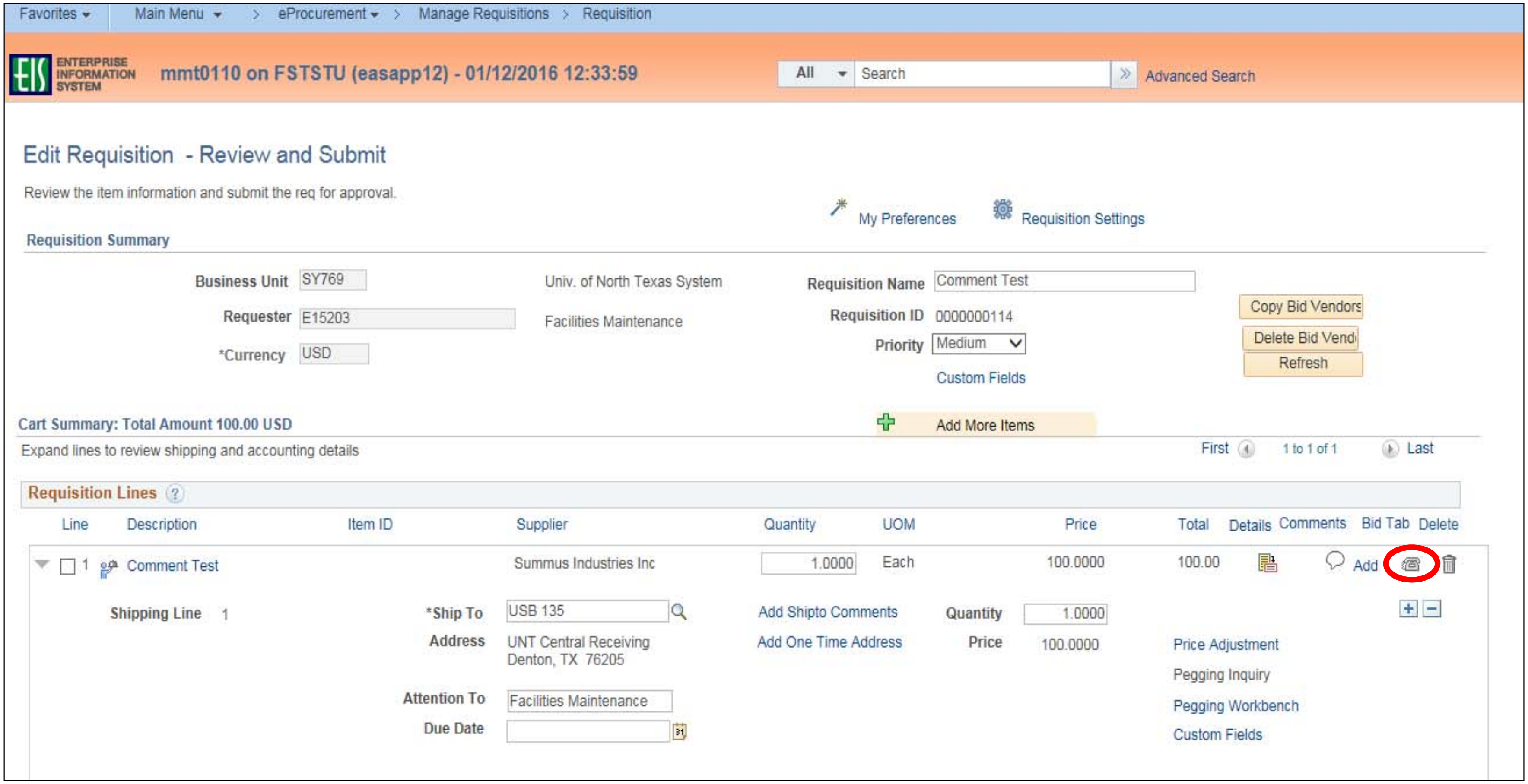
The comment entered in this section should answer these questions as it pertains to the department and the purchase:
Why this purchase is being made?
What is the purpose?
Who in the department is this purchase for?

Budget Checking Status: Valid

Edit more Comments and Attachments
Check Budget
Pre-Check Budget
Save & submit
Save for Later
Add More Items
Preview Approvals

UNT | SYSTEM

Create Bid Tab


Favorites
Main Menu
eProcurement
Manage Requisitions
Requisition
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search
My Preferences
Requisition Settings
Copy Bid Vendors
Delete Bid Vend
Refresh
Custom Fields
Add More Items
First
1 to 1 of 1
Last
Add
Add Shipto Comments
Add One Time Address
Price Adjustment
Pegging Inquiry
Pegging Workbench
Custom Fields

mmt0110 on FSTSTU (easapp12) - 01/12/2016 12:33:59

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

Requisition Summary

Business Unit SY769 Univ. of North Texas System

Requester E15203 Facilities Maintenance

***Currency** USD

Requisition Name Comment Test

Requisition ID 0000000114

Priority Medium

Cart Summary: Total Amount 100.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
☐ 1	Comment Test		Summus Industries Inc	1.0000	Each	100.0000	100.00		Add		

Shipping Line 1

***Ship To** USB 135

Address UNT Central Receiving
Denton, TX 76205

Attention To Facilities Maintenance

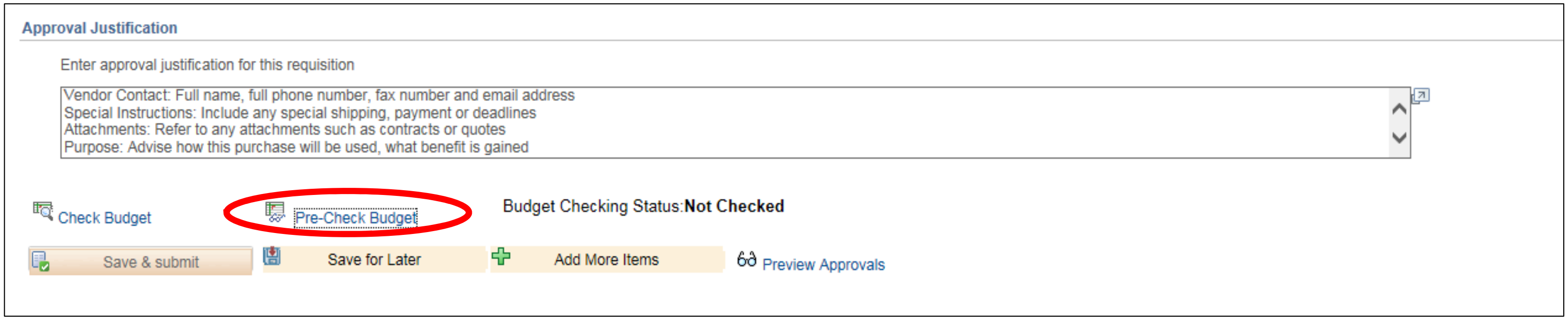
Due Date

Quantity 1.0000

Price 100.0000

UNT | SYSTEM

Pre-Check Budget



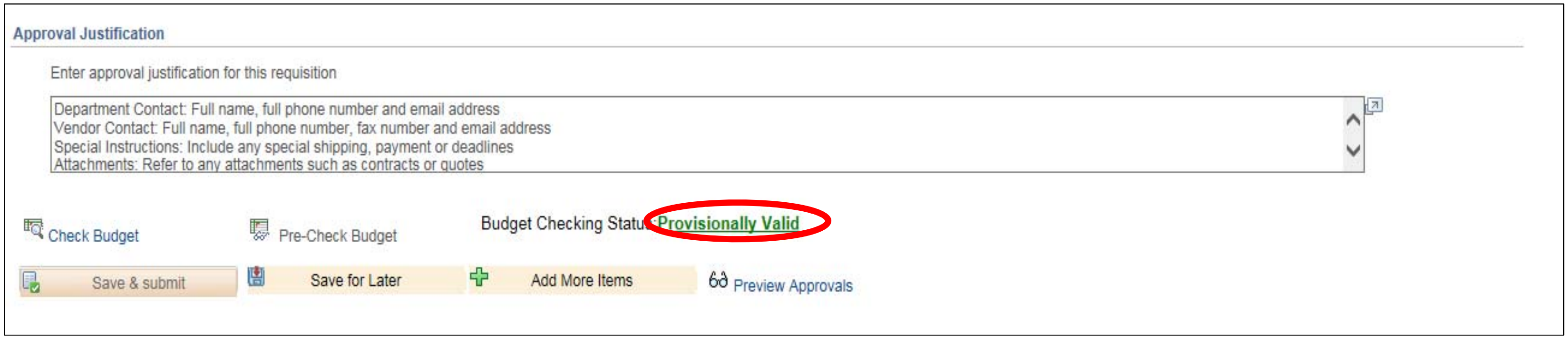
Approval Justification

Enter approval justification for this requisition

Vendor Contact: Full name, full phone number, fax number and email address
Special Instructions: Include any special shipping, payment or deadlines
Attachments: Refer to any attachments such as contracts or quotes
Purpose: Advise how this purchase will be used, what benefit is gained

Budget Checking Status:**Not Checked**

Check Budget
Pre-Check Budget
Save & submit
Save for Later
Add More Items
Preview Approvals



Approval Justification

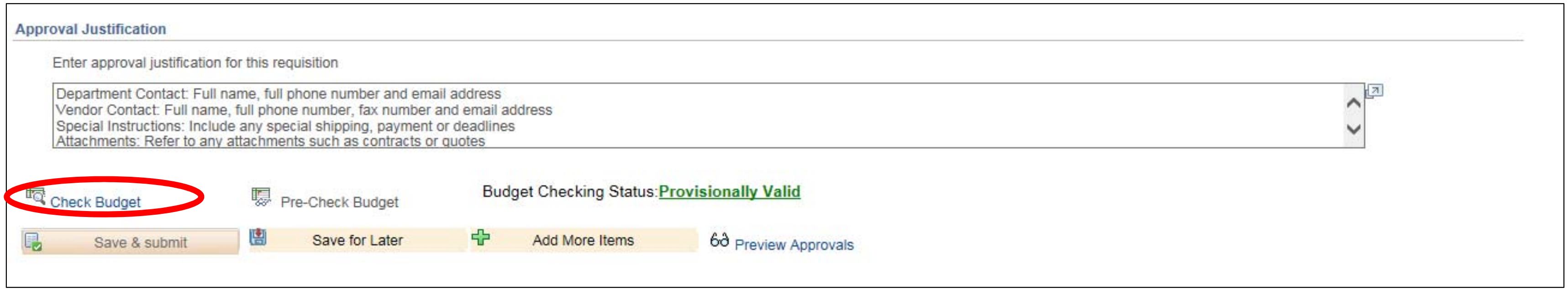
Enter approval justification for this requisition

Department Contact: Full name, full phone number and email address
Vendor Contact: Full name, full phone number, fax number and email address
Special Instructions: Include any special shipping, payment or deadlines
Attachments: Refer to any attachments such as contracts or quotes

Budget Checking Status:Provisionally Valid

Check Budget
Pre-Check Budget
Save & submit
Save for Later
Add More Items
Preview Approvals

Budget Check



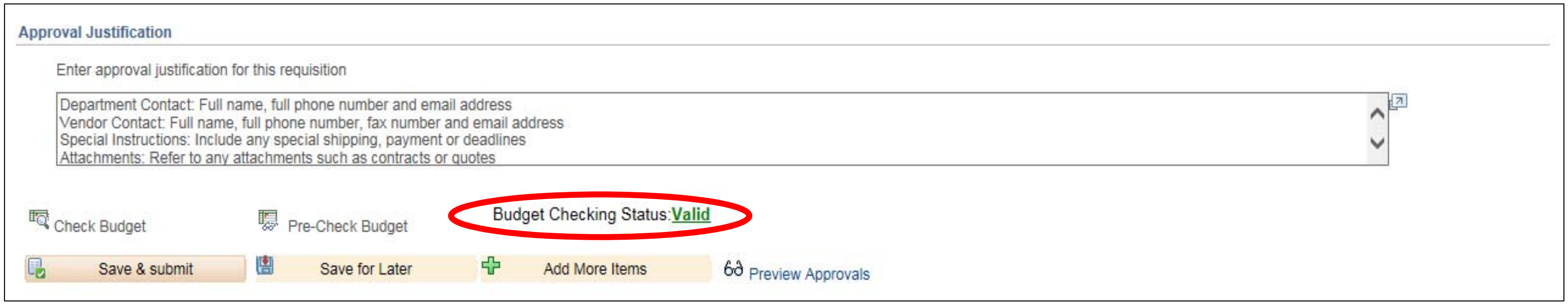
Approval Justification

Enter approval justification for this requisition

Department Contact: Full name, full phone number and email address
Vendor Contact: Full name, full phone number, fax number and email address
Special Instructions: Include any special shipping, payment or deadlines
Attachments: Refer to any attachments such as contracts or quotes

Budget Checking Status: Provisionally Valid

Check Budget
Pre-Check Budget
Save & submit
Save for Later
Add More Items
Preview Approvals



Approval Justification

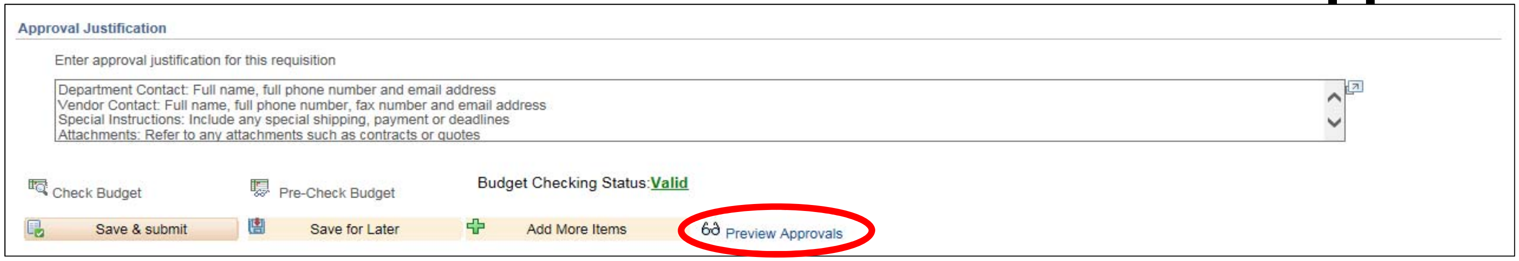
Enter approval justification for this requisition

Department Contact: Full name, full phone number and email address
Vendor Contact: Full name, full phone number, fax number and email address
Special Instructions: Include any special shipping, payment or deadlines
Attachments: Refer to any attachments such as contracts or quotes

Budget Checking Status: Valid

Check Budget
Pre-Check Budget
Save & submit
Save for Later
Add More Items
Preview Approvals

Preview Approvals



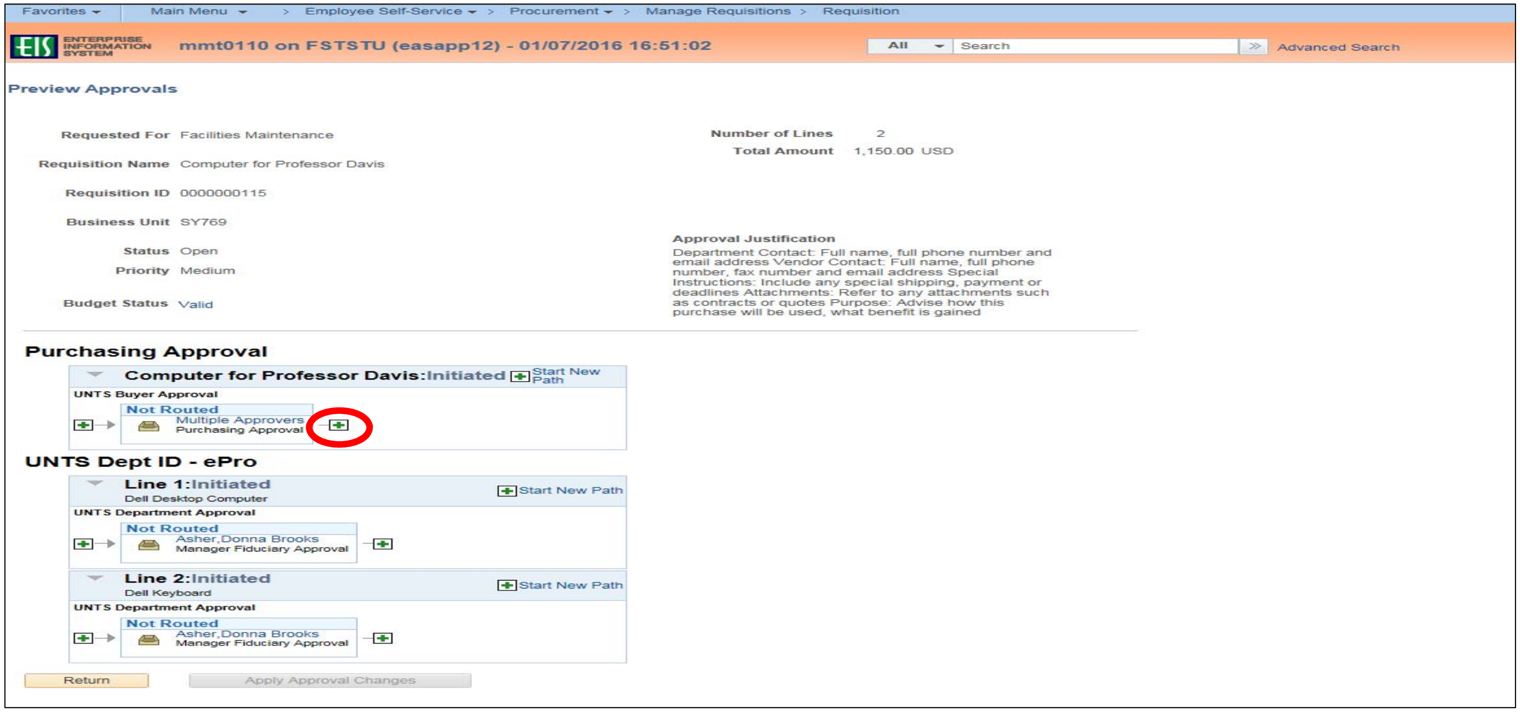
Approval Justification

Enter approval justification for this requisition

Department Contact: Full name, full phone number and email address
Vendor Contact: Full name, full phone number, fax number and email address
Special Instructions: Include any special shipping, payment or deadlines
Attachments: Refer to any attachments such as contracts or quotes

Budget Checking Status: Valid

Check Budget
Pre-Check Budget
Save & submit
Save for Later
Add More Items
Preview Approvals



Favorites
Main Menu
> Employee Self-Service > Procurement > Manage Requisitions > Requisition
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search

mmt0110 on FSTSTU (easapp12) - 01/07/2016 16:51:02

Preview Approvals

Requested For: Facilities Maintenance
Requisition Name: Computer for Professor Davis
Requisition ID: 0000000115
Business Unit: SY769
Status: Open
Priority: Medium
Budget Status: Valid

Number of Lines: 2
Total Amount: 1,150.00 USD

Approval Justification

Department Contact: Full name, full phone number and email address Vendor Contact: Full name, full phone number, fax number and email address Special Instructions: Include any special shipping, payment or deadlines Attachments: Refer to any attachments such as contracts or quotes Purpose: Advise how this purchase will be used, what benefit is gained

Purchasing Approval

Computer for Professor Davis:Initiated
UNTS Buyer Approval
Not Routed
Multiple Approvers
Purchasing Approval

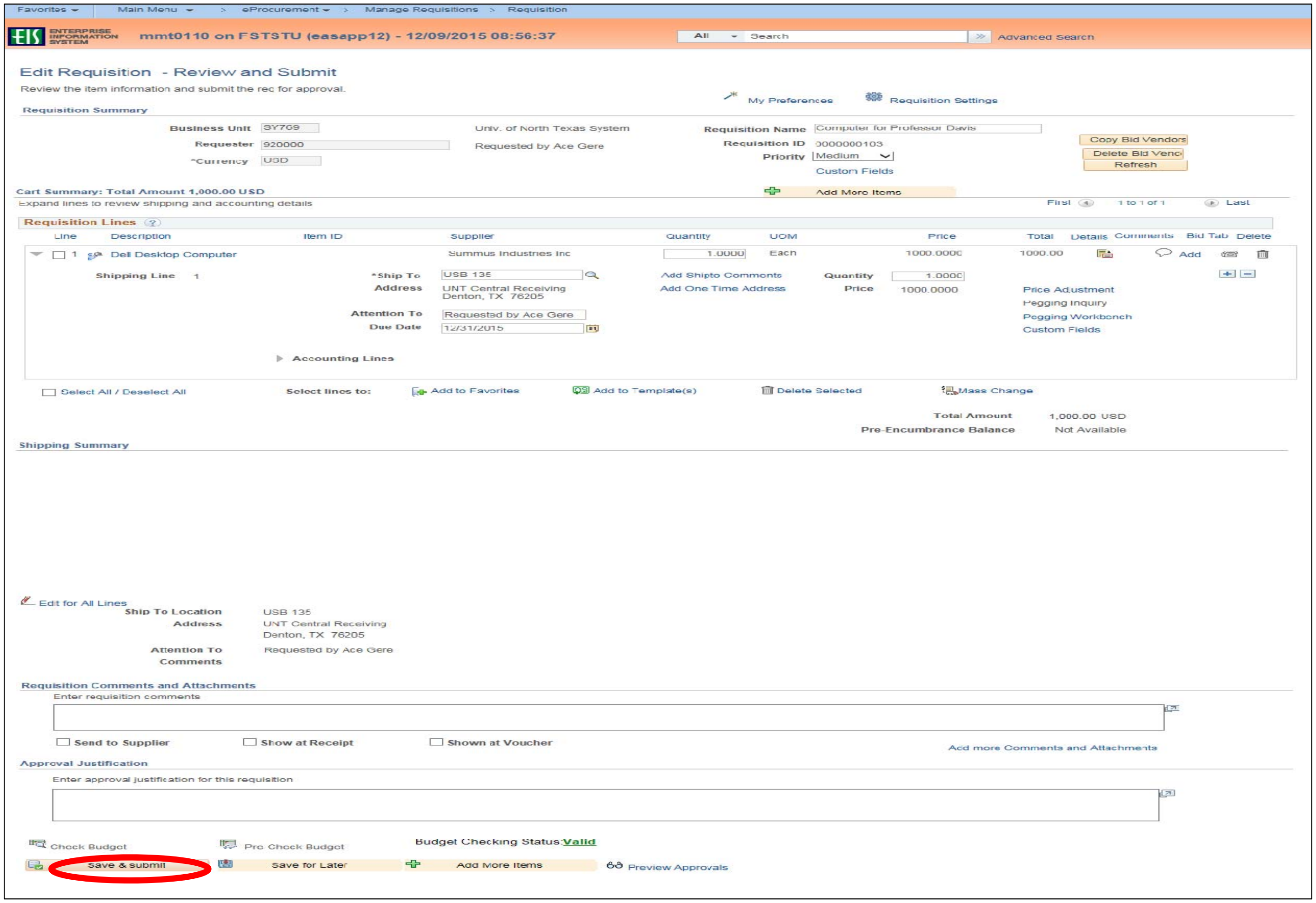
UNTS Dept ID - ePro

Line 1:Initiated
Dell Desktop Computer
UNTS Department Approval
Not Routed
Asher,Donna Brooks
Manager Fiduciary Approval

Line 2:Initiated
Dell Keyboard
UNTS Department Approval
Not Routed
Asher,Donna Brooks
Manager Fiduciary Approval

Start New Path
Start New Path
Start New Path
Return
Apply Approval Changes

Save and Submit


Favorites
Main Menu
eProcurement
Manage Requisitions
Requisition
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search
My Preferences
Requisition Settings
Copy Bid Vendors
Delete Bid Vendo
Refresh
Custom Fields
Add More Items
First
1 to 1 of 1
Last
Add Shipto Comments
Add One Time Address
Price Adjustment
Pegging Inquiry
Pegging Workbench
Custom Fields
Accounting Lines
Select All / Deselect All
Select lines to:
Add to Favorites
Add to Template(s)
Delete Selected
Mass Change
Edit for All Lines
Add more Comments and Attachments
Check Budget
Pre Check Budget
Save & submit
Save for Later
Add More Items
Preview Approvals

mmt0110 on FSTSTU (easapp12) - 12/09/2015 08:56:37

Edit Requisition - Review and Submit

Review the item information and submit the rec for approval.

Requisition Summary

Business Unit SY709 Univ. of North Texas System

Requester 920000 Requested by Ace Gere

***Currency** USD

Requisition Name Computer for Professor Davis

Requisition ID 0000000103

Priority Medium

Cart Summary: Total Amount 1,000.00 USD

Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
☐ 1	Dell Desktop Computer		Summus Industries Inc	1.0000	Each	1000.0000	1000.00		Add		

Shipping Line 1

***Ship To** USB 135

Address UNT Central Receiving
Denton, TX 76205

Attention To Requested by Ace Gere

Due Date 12/31/2015

Quantity 1.0000

Price 1000.0000

Total Amount 1,000.00 USD

Pre-Encumbrance Balance Not Available

Shipping Summary

Ship To Location USB 135

Address UNT Central Receiving
Denton, TX 76205

Attention To Requested by Ace Gere

Comments

Requisition Comments and Attachments

Enter requisition comments

☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

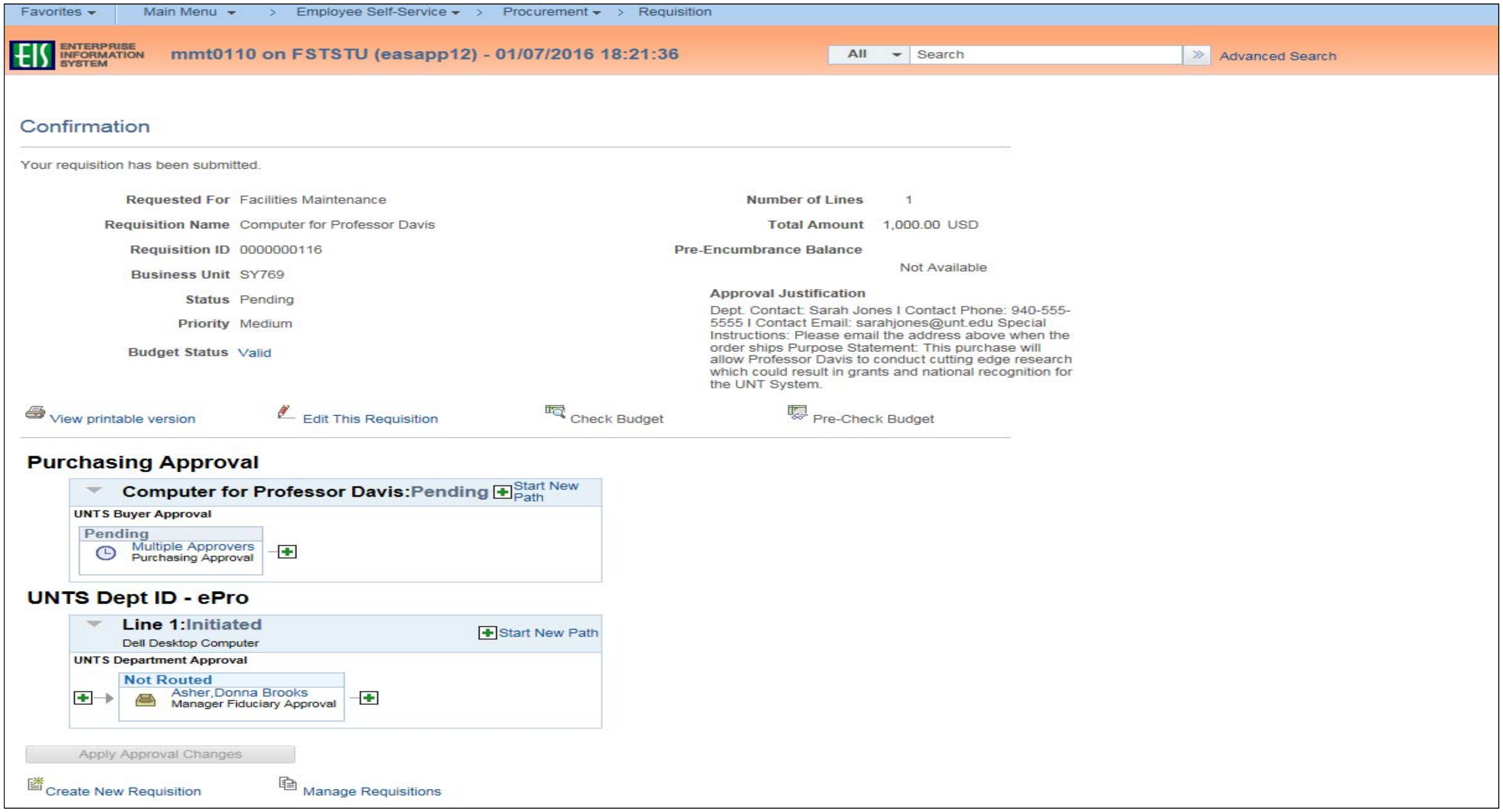
Approval Justification

Enter approval justification for this requisition

Budget Checking Status: Valid

UNT | SYSTEM

Routed Requisition Confirmation


Favorites
Main Menu
Employee Self-Service
Procurement
Requisition
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search

mmt0110 on FSTSTU (easapp12) - 01/07/2016 18:21:36

Confirmation

Your requisition has been submitted.

Requested For Facilities Maintenance
Requisition Name Computer for Professor Davis
Requisition ID 0000000116
Business Unit SY769
Status Pending
Priority Medium
Budget Status Valid

Number of Lines 1
Total Amount 1,000.00 USD
Pre-Encumbrance Balance Not Available

Approval Justification
Dept. Contact: Sarah Jones I Contact Phone: 940-555-5555 I Contact Email: sarahjones@unt.edu Special Instructions: Please email the address above when the order ships Purpose Statement: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.

View printable version
Edit This Requisition
Check Budget
Pre-Check Budget

Purchasing Approval

Computer for Professor Davis:Pending
UNTS Buyer Approval
Pending
Multiple Approvers
Purchasing Approval

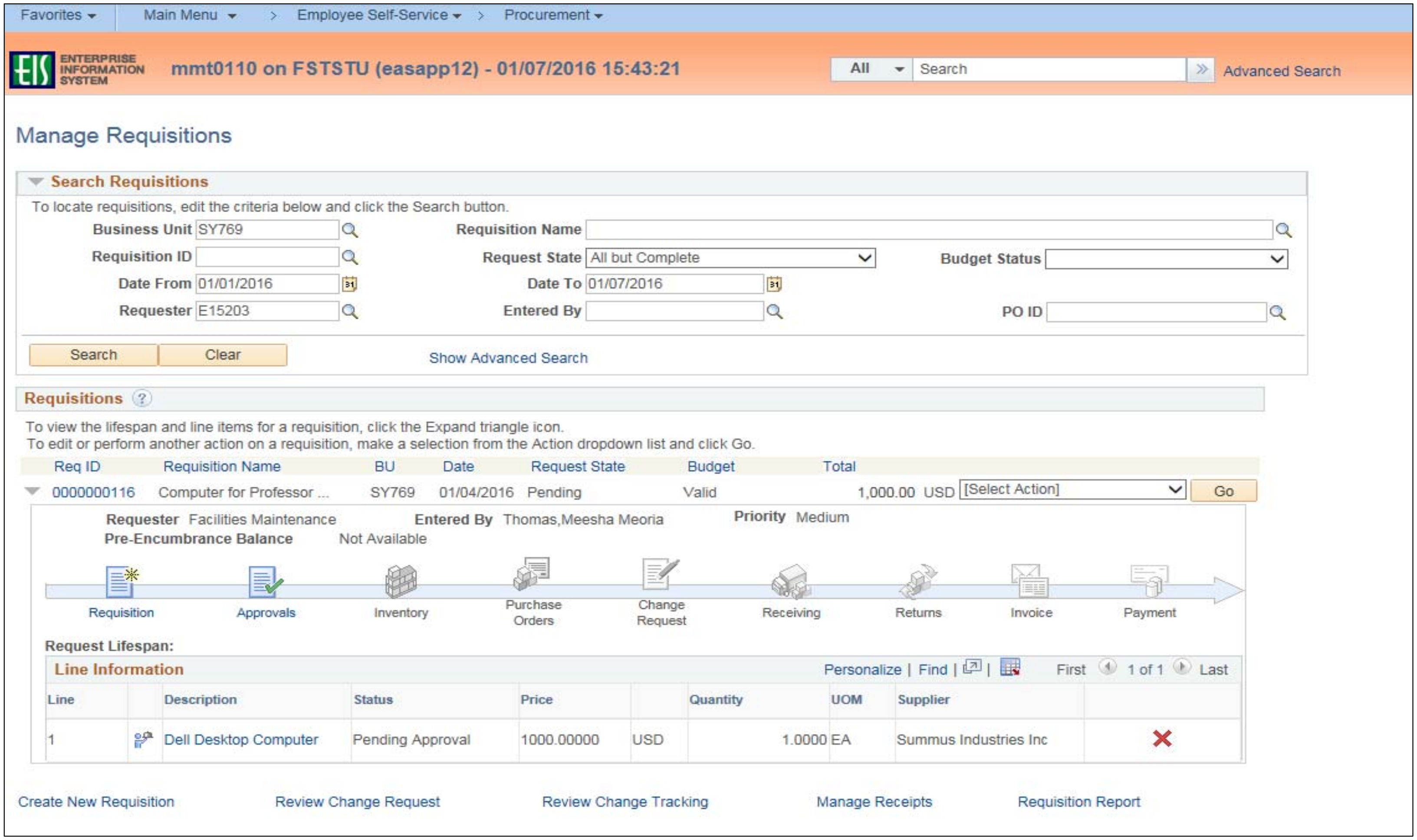
Start New Path

UNTS Dept ID - ePro

Line 1:Initiated
Dell Desktop Computer
UNTS Department Approval
Not Routed
Asher,Donna Brooks
Manager Fiduciary Approval

Start New Path
Apply Approval Changes
Create New Requisition
Manage Requisitions

Requisition Lifespan


Favorites
Main Menu
Employee Self-Service
Procurement
ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search

mmt0110 on FSTSTU (easapp12) - 01/07/2016 15:43:21

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit SY769
Requisition Name
Requisition ID
Request State All but Complete
Budget Status
Date From 01/01/2016
Date To 01/07/2016
Requester E15203
Entered By
PO ID

Search
Clear
Show Advanced Search

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
0000000116	Computer for Professor ...	SY769	01/04/2016	Pending	Valid	1,000.00 USD	[Select Action]	Go

Requester Facilities Maintenance
Entered By Thomas,Meesha Meoria
Priority Medium
Pre-Encumbrance Balance Not Available

Requisition
Approvals
Inventory
Purchase Orders
Change Request
Receiving
Returns
Invoice
Payment

Request Lifespan:

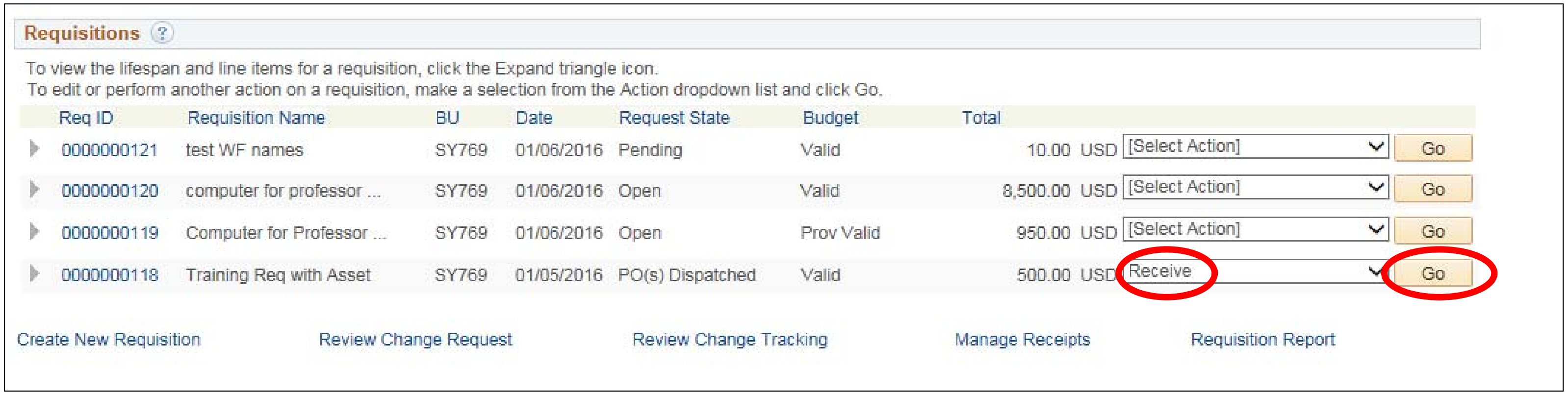
Line Information

Personalize | Find | First 1 of 1 Last

Line		Description	Status	Price		Quantity	UOM	Supplier	
1		Dell Desktop Computer	Pending Approval	1000.00000	USD	1.0000	EA	Summus Industries Inc	✕

Create New Requisition
Review Change Request
Review Change Tracking
Manage Receipts
Requisition Report

Desktop Receiving

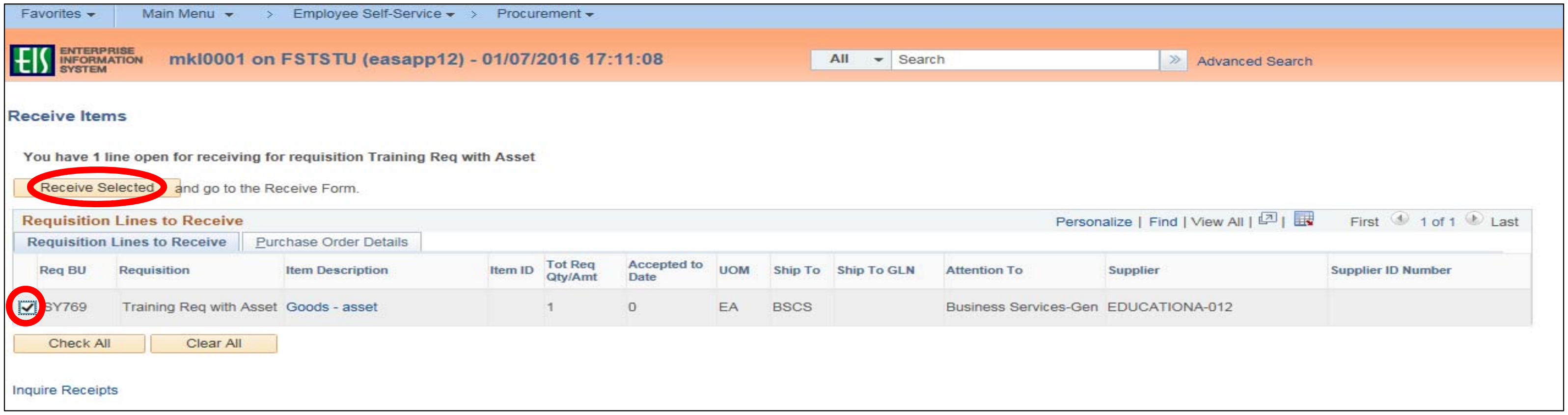


Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

	Req ID	Requisition Name	BU	Date	Request State	Budget	Total		
▶	0000000121	test WF names	SY769	01/06/2016	Pending	Valid	10.00 USD	[Select Action]	Go
▶	0000000120	computer for professor ...	SY769	01/06/2016	Open	Valid	8,500.00 USD	[Select Action]	Go
▶	0000000119	Computer for Professor ...	SY769	01/06/2016	Open	Prov Valid	950.00 USD	[Select Action]	Go
▶	0000000118	Training Req with Asset	SY769	01/05/2016	PO(s) Dispatched	Valid	500.00 USD	Receive	Go

Create New Requisition   Review Change Request   Review Change Tracking   Manage Receipts   Requisition Report



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Receive Items

You have 1 line open for receiving for requisition Training Req with Asset

Receive Selected and go to the Receive Form.

Requisition Lines to Receive   Personalize | Find | View All | First 1 of 1 Last

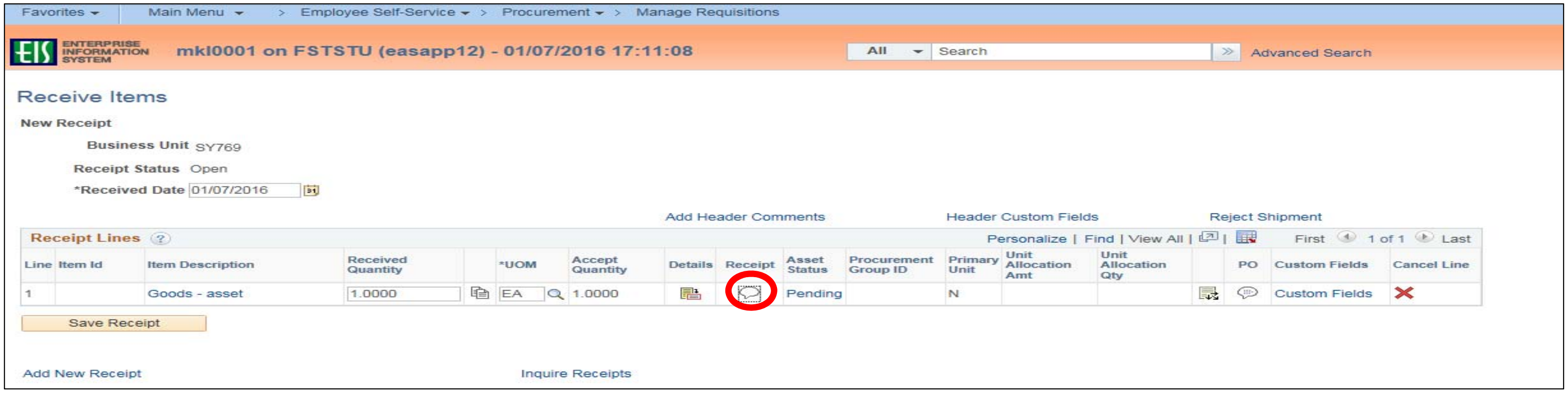
Requisition Lines to Receive | Purchase Order Details

	Req BU	Requisition	Item Description	Item ID	Tot Req Qty/Amt	Accepted to Date	UOM	Ship To	Ship To GLN	Attention To	Supplier	Supplier ID Number
☑	SY769	Training Req with Asset	Goods - asset		1	0	EA	BSCS		Business Services-Gen	EDUCATIONA-012	

Check All   Clear All

Inquire Receipts

Desktop Receiving (Continued)


Favorites
Main Menu
Employee Self-Service
Procurement
Manage Requisitions
EIS ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search
Add Header Comments
Header Custom Fields
Reject Shipment
Personalize | Find | View All
First
1 of 1
Last
Save Receipt
Add New Receipt
Inquire Receipts

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Receive Items

New Receipt

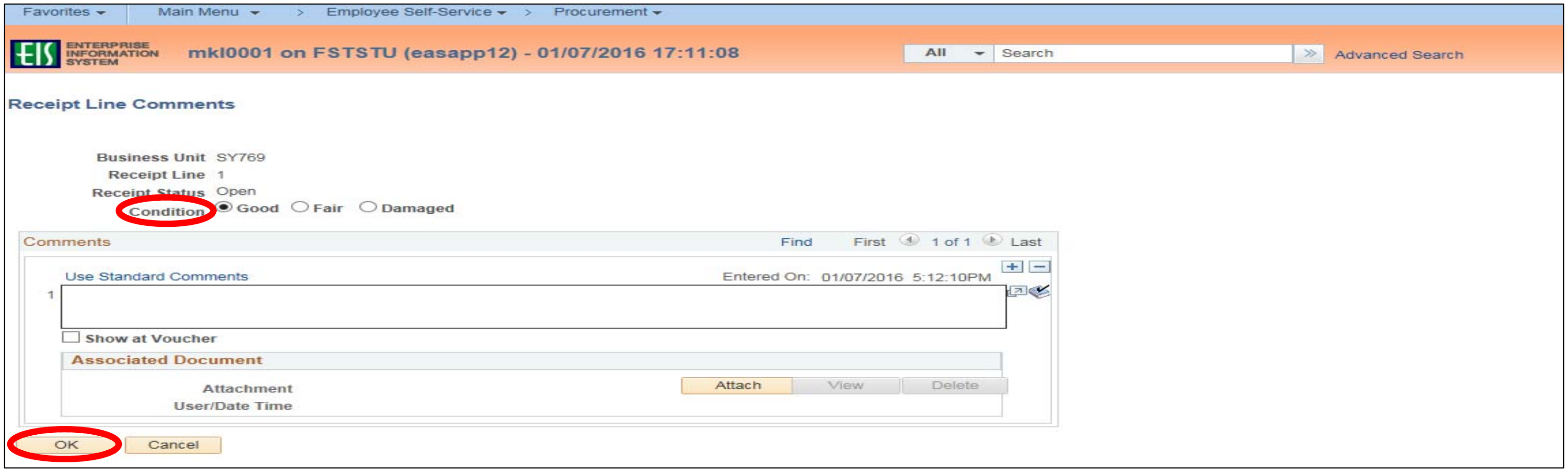
Business Unit SY769

Receipt Status Open

***Received Date** 01/07/2016

Receipt Lines

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Asset Status	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Custom Fields	Cancel Line
1		Goods - asset	1.0000	EA	1.0000			Pending		N				Custom Fields	✗


Favorites
Main Menu
Employee Self-Service
Procurement
EIS ENTERPRISE INFORMATION SYSTEM
All
Search
Advanced Search
Find
First
1 of 1
Last
Use Standard Comments
Attach
View
Delete
OK
Cancel

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Receipt Line Comments

Business Unit SY769

Receipt Line 1

Receipt Status Open

Condition ● Good ○ Fair ○ Damaged

Comments

Entered On: 01/07/2016 5:12:10PM

1

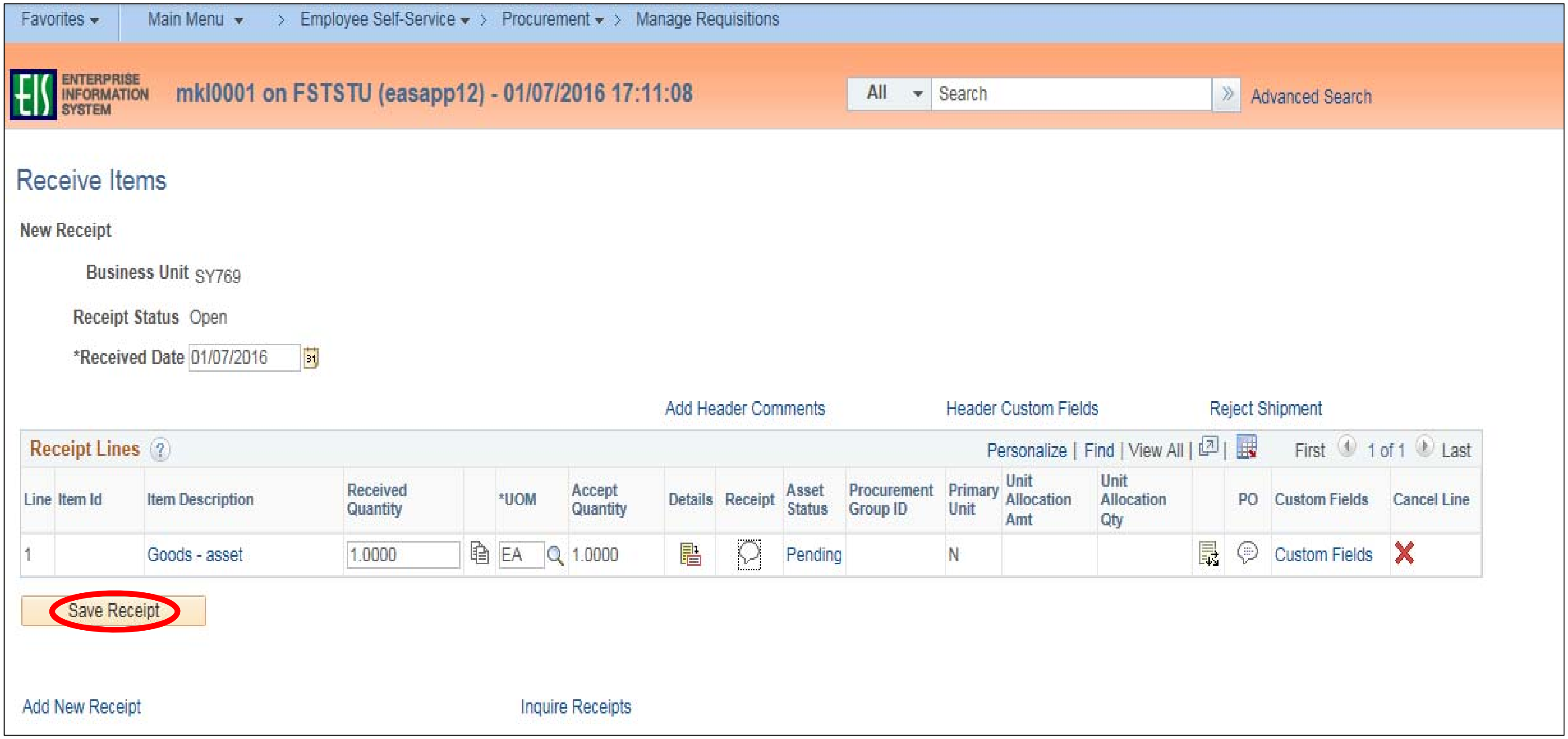
☐ Show at Voucher

Associated Document

Attachment

User/Date Time

Desktop Receiving (Continued)



Favorites
Main Menu
Employee Self-Service
Procurement
Manage Requisitions
ENTERPRISE INFORMATION SYSTEM

mkl0001 on FSTSTU (easapp12) - 01/07/2016 17:11:08

All
Search
Advanced Search

Receive Items

New Receipt

Business Unit SY769

Receipt Status Open

*Received Date 01/07/2016

Add Header Comments
Header Custom Fields
Reject Shipment
Receipt Lines
Personalize | Find | View All |
First 1 of 1 Last

Line	Item Id	Item Description	Received Quantity	*UOM	Accept Quantity	Details	Receipt	Asset Status	Procurement Group ID	Primary Unit	Unit Allocation Amt	Unit Allocation Qty	PO	Custom Fields	Cancel Line
1		Goods - asset	1.0000	EA	1.0000			Pending		N				Custom Fields	✗

Save Receipt
Add New Receipt
Inquire Receipts

Toggle back to slide show

UNT | SYSTEM

To Ensure Smooth Processing

Buyers will confirm…

- ✓ Requisition comments
- ✓ Quote dates
- ✓ Beginning/ending dates
- ✓ Bid tab completion
- ✓ Attachments
- ✓ Item Category Code
- ✓ Allowable Funds
- ✓ Approval routing

ePro Coordinators will ensure…

- ✓ Follow CAP-IT guidelines
- ✓ Track requisition through *Track and Manage.*
- ✓ Support HUB Program.
- ✓ Save often!

Contact the Buyer first!

Best Practices

- ✓Follow CAP-IT guidelines.
- ✓Ensure all requisition elements are complete and accurate for review by Procurement Services.
- ✓Obtain quote(s) and attach to requisition.
- ✓Check for accuracy of Chart of Accounts.
- ✓Check the approvals routing; insert as needed.
- ✓Pre-check the budget.
- ✓Save often!

ePro Cut-off/Black-out Periods

Date	Description	Comments
Friday, 2/12/2016	Requisition submission cut-off	All requisitions should be submitted for approval
Tuesday, 2/16/2016	Requisition approval cut-off	All submitted requisitions should be approved/denied. Any outstanding will be denied and must be resubmitted after 9.2 go-live
Wednesday, 2/17/16	Security access removed to submit and approve requisitions	Removed to ensure no new transactions can be processed; black-out period begins
Monday, 2/22/2016	Purchase Order (PO) dispatch cut-off Receiving and **invoice cut-off**	
Friday, 2/26/2016	Last pay-cycle run in FS 9.0	Final payment processed to all vendors

UNT SYSTEM

Helpful Information

Resources	Web Address
BSC Website	http://bsc.untsystem.edu/
Procurement Guide	https://bsc.untsystem.edu/purchasing-guide
Forms Library	https://bsc.untsystem.edu/Forms-Library
Co-operative Information	http://bsc.untsystem.edu/contract-pricing
UNTS - Negotiated Contracts	http://bsc.untsystem.edu/contract-pricing
State of Texas Comptroller’s Office	http://comptroller.texas.gov/procurement/prog/txmas/
CMBL Search	https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp
State Funds Restricted Expenditures	https://fmx.cpa.state.tx.us/fm/pubs/purchase/restricted/index.php
HUB Website	https://bsc.untsystem.edu/historically-underutilized-business-hub-program
Directions for Using the CMBL	https://bsc.untsystem.edu/sites/default/files/CMBL.pdf
ITSS Computer Standardization Website	https://itss.untsystem.edu/itss_divisions/personal-and-tablet-computer-standardization

Support and Available Resources

Chart of Account Support – Contact your designated Budget Office

Organization	Contact Information
UNT	UNT Budget Office Email: Budget.Office@unt.edu Phone: 940-565-3231
UNT HSC	HSC Budget Office Email: HSCBudgetOffice@unthsc.edu Phone: 817-735-2630
UNT Dallas	Dallas Budget Office April Barnes April.Barnes@untdallas.edu 972-338-1095
UNT System Administration	UNT System Office Carol Gagnon & Donna Asher bsc@untsystem.edu 940-369-5500

QUESTIONS