BLAST

OnBase Requisitions, Purchase Orders and Invoice Processing

The Purchase Requisition Form and Miscellaneous

- Requisition Info – the **Internal Notes** should be used for items that you want only ESU personnel to see. These notes will be visible in Banner but will not go to the vendor. The only time that you would check the box **Order by Dept** is when you do NOT want purchasing to order the product. Please indicate in the **Requisition Notes** if you want Judy Conway to order a "print" project.
- Vendor Info – Please do not **Override Vendor Info** unless you have a W-9 because it is a new vendor (or you have other instructions or questions about the vendor name or address). The purchase requisition will not move out of the Purchasing queue until the vendor is set up in Banner.
- Commodity Info – the **Commodity Notes** is for information that will not fit in the **Catalog/Item # AND Commodity** box. Please put some type of commodity description in the required box as the notes are not always visible on some of the documents pushed to Banner. Also, the **Requisition Notes** should only be information that you want the vendor to see or ordering information that will show up on the Purchase Orders. If you have a discount, please do not use a separate line item. Put the amount in the **Discount Amount** box on the commodity line(s) for which it applies (the requisition will not recognize a negative number).
- Attachments – should be in pdf format unless you are attaching an image in the Image File area.

- Submit – the requisition when you are ready to send for approvals. Do not route to approvers by using the **Check if you want another user to complete the form** unless someone needs to add funding or other information. **Submit** is the best way to effectively route to approvers in the correct sequence of the approval table.
- Approvers – Reminder that employee position changes will change the approval matrix to the new person that is in that position number.
- Prior Authorizations – Currently, you can attach to the purchase requisition or you can make a note in **Internal Notes** that a prior authorization exists. We are hoping to roll out the new OnBase Prior Authorization form on July 1st.
- Locked form – Each time you click the link in your email to open OnBase, a new instance of OnBase opens. So, if you double click your link, you may get the same document opened twice and the last one will be locked (and will need closed). If you do lock a document, try rebooting your computer or call Patty or Blaine to release the doc.
- Toggle – If you have one monitor and you need to switch between two documents, use CTRL+TAB to toggle between the two forms.
- Notes – When your email refers to NOTES, click the word **Note(s)** at the bottom left of your document. If you attach a note to the document, put "see note" in the **Internal Notes** box (these are easy to miss).
- How-To Guide – from the OnBase training has been posted to the Purchasing website at http://www.emporia.edu/busaff/purchasing/other-forms-and-documents.html

(See back)

<u>Invoices and Invoice Approvals</u>

- <u>Reimbursements or Money With</u> - Reminder that you should use the Invoice process for reimbursements and “pay with” or “money with” orders.
- <u>Urgent</u> - If you are importing or sending an invoice that is urgent, please place “urgent” in the subject line of the email. If the invoice has already been imported, email Accounts Payable with the information.
- <u>Foundation Funding</u> - If you have an invoice with Foundation funding, add the funding information before sending to Accounts Payable on those that have a requisition and purchase order. For the others, the Department should add the funding once imported and sent for approval.

<u>Notes from Blaine and Patty</u>

- If you are saving a PR or invoice, and click **save for other**, etc. and you don’t click the **Approval** (for invoices) or **Route to Other** (for PRs) the user you are sending to has access to the form, but they will not get the email notification. Be sure to click either **Approval** or **Route to Other**. Once the **Approval** icon is clicked, the form is not editable and the approval process begins. So, if you passed the document to approvers using **Send to Other**, they will see it again in the approval process.

- If you click a link in email, it will take you directly to workflow. From there, you will not get to document retrieval. So, to get both options (Doc Retrieval and Workflow), enter OnBase through Buzzin.

- When entering the Index number for funding, please wait for the Fund, Orgn, Prog codes to fill in before clicking anywhere else or entering the amount. By clicking too soon we are finding that the document locks itself and you are unable to enter anything else into the form.

- On PRs, be patient with Vendor Name lookup. Enter part of a name, wait for the list of choices, select one, then choose the correct address if there is more than one address for the vendor. Don’t click or type until the vendor information is populated. If you did type a vendor name, changed something, but wanted to go back and reselect a vendor address, you would have to enter a completely different vendor (to clear it out), then rekey the original vendor name to get the address choices to come up again.

- If something in the process is not functioning like you think it should, let us know as it might be a bug ☺.

Last, but certainly not least, great job everyone! ☺