The BuyLine

Procurement and Campus Services Department

July/August 2013
Volume 5, Issue 4

Training Dates

Procard:
Procard User training is available through an online training module. A link to this training will be made available upon receipt of the Procard application. Please submit your Procard application or contact Holly Lankowski by phone: 545-1748 or via E-Mail: lankowski@admin.umass.edu

BuyWays:
To register for a Buyways Training, please visit the Workplace Learning & Development website for our current session. http://www.umass.edu/wld/

Procard Reallocation:
Training is arranged on request. Contact Holly Lankowski – Phone: 545-1748 / E-Mail: lankowski@admin.umass.edu

BuyWays Q&A

What do I do if a vendor says they never received the PO?
Check to see if the PO was a Confirming Order-these do not get sent to the vendor. Then look at the History tab in the PO to see where the PO was sent-confirm with the vendor that this is correct. They may have forgotten it no longer comes in the US mail. If you still need to send them a copy of the PO, go to the Available Actions dropdown (upper right of the screen) and select Print/Fax Version. You can mail/email/fax the PO to them yourself.

I know the vendor I am using is a contract vendor, but the contract is not showing up when I am doing my requisition. Where is it?
Not all vendor contracts were loaded during the migration from Peoplesoft to BuyWays. Contact Carol Thurlow cthurlow@admin.umass.edu or Alex Therkelsen atherkel@admin.umass.edu in Procurement and they can add the contract to Buyways.

I need to fix something on my requisition but I can’t access it. Where is it?
Once you assign or submit your requisition into workflow, you cannot make changes to it unless you have it returned back to you. Look at the PR Approvals tab to see where the requisition is sitting. The box with the double outline shows where the requisition is awaiting approval. Click on the View Approvers link to see who has the access and contact them to return the requisition to you.

I am having a problem deciding on what Commodity Code to assign to my requisition.
On the Procurement website, select Buyways Procurement Workflow & Commodity Code to Account Crosswalk, then SAVE IT TO YOUR DESKTOP for future reference. This document shows the Account Codes with suggested Commodity Codes for each, plus which Buyers in Procurement are responsible for reviewing requisitions with that Commodity.

I scanned my attachment but it won’t fit in the requisition.
The space for Internal & External attachments is limited, however there is enough space for most Procurement required documents. Check the scanner settings. Certain settings may provide a higher resolution but result in a larger space requirement. Also ask your IT person to see if a setting for basic black & white document scan is an option. Most scanners on Xerox copiers provide sufficient document size without attachment size issues.

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BuyWays Training for Requisitioners

There will be one more BuyWays requisitioner training class held during the month on August. It will be held on Wednesday, August 21st. You can register for this class by going to the Workplace Learning and Development web site, select the Workshops option and then select Working at UMass. Your final step will be to select the Workshop Title for the class that you want to attend.

In addition, if you are a new requisitioner and have never attended a purchasing policy class, please contact Gary Duggan at gsduuggan@admin.umass.edu to make arrangements to attend one of these classes.

Free Ink Cartridges!

There are four ink cartridges available for anyone interested and able to use them.

They are for the following copier model: HP Color Laser Jet 3550

Ink cartridges:
Yellow/ Q2673A; Pink/ Q2673A; Blue/ Q2671A; Black/Q2670A

If interested, please contact Glenda Pons at: gpons@ehs.umass.edu

BuyWays Job Aids and FAQs

As some of you are already aware, the University has a new Office of A&F Administrative Systems website.

You can find all Job Aids and FAQs posted on this new site:
http://www.umass.edu/afs systems (Home Page)
http://www.umass.edu/afs systems/basic-page/umass-buyways/91 (Application Support)

Distribution Services forging into “Green” territory

Dan Yip, Microbiology major, is a summer intern working for Distribution Services.

Dan works part time and delivers parcels and small packages to campus departments using a bicycle. We are excited to have Dan on the team as we venture into the “carbon friendly” zone while providing service and meeting the needs of the campus.
PROCARD SOFTWARE PURCHASING POLICY

Purchases of software on the Procard are allowable up to $200 for software or “apps” that are purchased off the shelf or downloadable from an online site for installation on University owned IT equipment including, but not limited to, desktops, laptops, tablets, and cell phones.

This does not include any software that will provide a service, require a monthly subscription, or interact with credit cards or sensitive data in any way. It is the responsibility of the cardholder to determine that the software purchase is appropriate under this policy.

In order to purchase the software on Procard, cardholders must insure that answers to all of the following questions are “NO”.

- Will the software purchase store, transmit, or process sensitive data (PCI, FERPA, HIPAA, SSN, etc.) or have the capability to do so in the future?
- Will the software purchase process credit card transactions or have the capability to do so in the future?
- Will the software purchase be hosted by the vendor?
- Will the software purchase require a data interface between SPIRE, HR, Finance, or any other enterprise data source?
- Will the software purchase be required for critical business processes?
- Will the software purchase require access to authentication resources such as LDAP or Active Directory?
- Is the purchase a service? (Ex. - Access to training videos for an ongoing period of time)
- If any of the answers are “YES” then the software cannot be purchased with a Procard.

Note: When reallocating, this type of purchase falls under Account Code - 734800 – Software & IT Licenses.

HP PRINTER, SCANNER AND FAX MACHINES

The UMass – Amherst campus belongs to a program called “HP Purchase Edge” that is sponsored by Hewlett Packard. Basically, we collect points for every dollar we spend on HP products and supplies. Our enrollment in this program is through our University - Office Supply contract with W.B. Mason. Through this program, our campus is able to redeem points earned to obtain printer, scanner and fax machines for campus departments at no cost. Most of the models available are considered desktop models for individual or small work-group needs.

With our campus conversion to BuyWays (our purchasing system), office supply purchasing for W.B. Mason is done largely through a catalog punch-out. The catalog available for UMass purchasing does not include printers. Any need for an HP printer should be referred to Holly Lankowski – lankowski@admin.umass.edu to see if one can be obtained through the HP rewards program. When you email Holly, please include a first and second choice HP model. If the HP Purchase Edge program cannot meet your needs, any printer ordered through W.B. Mason will need to be done through a description only purchase order.

Our campus continues to accumulate points and where possible, we will work to support your department needs.

NEW UPS CONTACT

Please be advised that the campus has new UPS contact information.

Brett Castellano has moved onto a new opportunity and a new field rep will be assigned in the upcoming weeks. For now, internal rep Joey Holtzclaw will be covering the campus for new accounts.

His contact is as follows:

Joey Holtzclaw
jholtzclaw@ups.com
(800) 550-2611 Option “0” Ext. 3708

All Procard updates, additions, changes etc. should be done through our secure contact:

Hector De Leon
hdeleon@ups.com
(855) 350-2446 Ext. 5201
Please remember that the CTS Account Reconciliation Process must be followed to reconcile CITI CTS bank statements and document travel expenses in compliance with the University Travel and Business Expense Policy. The full guide for this process is now distributed to Department TravelCard holders during the Travel Card Training Session. You can also request the full guide by contacting Jayne Krause in the Controller’s Office jayne@admin.umass.edu. Departments with activity during a bank cycle are required to reallocate transactions in PeopleSoft. After reallocation they should follow the reconciliation process. Approved statements with proper documentation should be sent to Accounts Payable no later than 45 days following the end of the bank cycle. The following is a summarized version of the Reconciliation Process:

⇒ Access CITI direct to check for activity: https://home.cards.citidirect.com/CommercialCard/Cards.html
⇒ Make sure you have selected University of Massachusetts One Card – US
⇒ Choose the correct month then click download to PDF and then print.

After the statement has been printed you should review the expenses in PeopleSoft to ensure they've been reallocated and approved. If you reallocate the expenses after printing the statement you will need to wait a couple of days to perform the reconciliation process because it takes a couple of days for the transactions to post in PeopleSoft.

⇒ Access query reviewer in PeopleSoft reporting and run the query named “PO_PCD_UMAMH_TRANS_BY_STMT”
⇒ How to run a query - click on the link below for the job aid: http://www.umass.edu/af/systems/files/jobaids/reporting_running_queries_v1.pdf
⇒ Run the query to excel and enter the appropriate criteria in the prompts.
⇒ Export the query results to excel.

Please note: if no voucher numbers are returned in the query results this means your expenses have not been reallocated or approved in PeopleSoft. Access PeopleSoft to allocate/approve the transactions and wait a couple of days to rerun the query to reconcile the account. You could get everything in order and rerun the query to include voucher numbers in a couple of days.

⇒ Label column "L" BUSINESS PURPOSE Label column "M" TRAVELER.
⇒ Obtain all the receipts for transactions on the report and then input the business purpose and traveler name on spreadsheet exported from PeopleSoft.
⇒ Subtotal the amount and add signature lines.
⇒ Under the Header/Footer Tab add a Title-MAR 15, 2012(Statement Date) and Card Ending: XXXX.
⇒ Print the spreadsheet and attach to the bank statement with all original receipts.
⇒ Cardholder must sign off on spreadsheet for their approval.
⇒ Obtain department head approval signature.

Please note: moving posted transactions- departments must process a journal entry to move expenses to another chart string.

⇒ FINAL STEP ***IMPORTANT: ONCE YOU HAVE YOUR FINAL SPREADSHEET(NEEDS TWO SIGNATURES) PRINTED, ATTACH YOUR SIGNED CITI BANK STATEMENT(NEEDS TWO SIGNATURES) AND ALL ORIGINAL RECEIPTS SEND TO JAYNE KRAUSE, ACCOUNTS PAYABLE, CONTROLLER’S OFFICE, 405 GOODELL BLDG. FOR FINAL COMPLIANCE CHECK.