

**Purchasing/Accounts Payable Forum**  
**September 16, 2008**

The KUMED Purchasing website is located at:  
<http://www2.kumc.edu/finance/purchasing/index.html>

The KUMED Accounts Payable website is located at:  
[http://www2.kumc.edu/finance/accounts\\_payable/index.html](http://www2.kumc.edu/finance/accounts_payable/index.html)

**PURCHASING**

**RECEIVING**

Do not receive in Peoplesoft until you have received the goods and know for certain that you will be keeping the items. Receiving initiates the payment process.

**SEPARATION PAPERS**

When you submit separation papers and the user is a Business Procurement Card (BPC) user, Purchasing receives that separation notice and immediately cancels the card with the bank. If separation papers are submitted in error, please notify Purchasing.

**SHI**

When obtaining a quote from SHI for software, if you want actual media, rather than a downloaded version, you must indicate to SHI that you are requesting media. If media is not available for the specific software you've requested a quote on, SHI should indicate that it is only available through downloading.

**PROTECTED VENDORS**

Protected vendors are Kansas Correctional Industries and those vendors in the State Use Catalog. This information is available on the Purchasing website. Exemptions from either of these requires a prior authorization form that the KUMC Purchasing Director submits to either KCI or the State Purchasing Director.

**DECISION TREE**

Thanks to Paula Shettleroe, Peoplesoft Trainer, there is now a Decision Tree on the Purchasing Website. By responding to questions, the system will provide you with information on the method required for purchasing the items you require. Please check it out.

**PREPARING FOR PEOPLESOFT UPGRADE**

Last date to enter requisitions, receiving, BPC transactions, and office supply orders will be noon, on Friday, September 26, 2008. Anticipated date for users to enter requisitions, receiving, BPC transactions, and office supply orders in the 8.9 version of Peoplesoft is Wednesday, October 15, 2008. This means 12 business days without Peoplesoft access.

You must PLAN, PLAN, and PLAN some more!

**Requisitions/Purchase Orders**

If possible, order in advance, and enter your transactions as soon as possible. If you anticipate having routine purchases, enter now. If the amount is unknown, indicate that it is ESTIMATED. So for those that order clinical supplies, chemicals, animals, utilities etc., estimate your usage a little high so that you will have a valid purchase order to use during the down time.

Requisitions that have not been completed into a Purchase Order by noon on September 26, and require recycling, will not be recycled through Peoplesoft. Purchasing staff will be contacting the requester by telephone or email for the required additional information or documentation the afternoon of September 26, emailing on September 27, or early morning of September 29. If the required information is not provided to Purchasing by 11:00 am on Monday, September 29, the requisition will be canceled and it will need to be re-entered when Peoplesoft 8.9 becomes available.

If an emergency purchase/service is required, that is not allowed on the BPC or is above allowed BPC limits, users may complete an electronic "U" purchase order form (similar to "E" Endowment purchase orders) from the Purchasing website, under Forms, print the form, sign and then fax to Purchasing at Ext. 81102. These emergency manual purchase orders will be reviewed by either Bob Weseloh or Peggy Davis. If approved, Purchasing will assign a "U" purchase order number, sign it and fax it back to the user. Purchasing will also fax a copy to the Receiving Dock.

After FIN 8.9 is up and open, Purchasing will enter the emergency manual "U" purchase orders in Peoplesoft. The requester's name will be entered so you will receive the email with a copy of the Peoplesoft purchase order. Remember do not place the order with the vendor again. This is for your information only so that you can see what's been entered. You will then need to receive it in Peoplesoft in order to allow the payment process to start. Remember: Bad Planning on Your Part is Not Necessarily an Emergency on Our Part.

**Change Orders and Cancel**

Requests to change existing purchase orders and canceling an entire purchase order or line(s) from purchase orders must be submitted by noon, September 26 for the change to be effective in Peoplesoft 7.5. Requests received after noon September 26, will be held and the change will be made in Peoplesoft 8.9 when available.

### Receiving

Since you will actually be receiving goods, ordered via a Purchase Order, through the Receiving Dock while the system is down, it is important that you keep track of the items that you will need to receive in Peoplesoft once it is open. This will prevent delays in the payment process. A spreadsheet will be available on the Purchasing website, under Forms, for your convenience.

### BPC

The last day of the September BPC cycle is September 22. BPC statements may be printed from the UMB website on September 23. Reconciled logs, statements and documentation are due to Purchasing by September 30. You will need to print your BPC transaction log by noon on September 26.

Users are encouraged to use their BPC for ordering, if at all possible. All users will be granted a transaction limit of \$5,000.00, which is the maximum allowed per State guidelines, to be effective only between September 26 and October 15. Purchasing will be increasing the monthly cycle limit accordingly, to be effective only between September 23 and October 22 (one complete BPC cycle). Purchasing will re-set transaction limits to pre-upgrade amounts effective October 15. Purchasing will re-set cycle limits to pre-upgrade amounts effective October 22.

A spreadsheet will be made available to assist users to allow them to track and organize their BPC transactions while the system is down. This form will be sent to all BPC users as an attachment to an email. The email is expected to go out September 26.

After FIN 8.9 is up and activated, BPC transactions may be entered. Purchasing will allow users five (5) business days to enter all BPC transactions (normal procedures are within 3 business days). If you find that 5 days is not sufficient for your increased usage, please notify Deborah Alspaugh, BPC Administrator, for guidance.

BPC purchases made from State Contracts may exceed the \$5,000.00 per transaction limit. Prior notice must be provided to Peggy Davis to request the bank to allow the transaction. Specific information must be provided, ie. Item, vendor, contract number, quantity, unit price, BPC card owner name and Quick card #.

If you require a BPC purchase, while the system is down, greater than \$5,000.00 and not from a state contract, you may contact Peggy Davis, prior to trying to make the purchase, requesting special consideration be granted for the purchase. All specific information must be provided as well. After review by Peggy Davis, a determination will be made on forwarding to the state for approval. Under no circumstances should an obligation be made to a vendor until approved by Peggy Davis and the State.

The last day of the October BPC cycle is October 22. Remember cycle limits will be adjusted back to the pre-upgrade amounts this day.

### Office Supply Orders

The Office Supply Store will remain open, for orders placed prior to noon on September 26, to be picked up. From October 1 to October 10 the store will be open for order pick-up on a limited basis. Please feel free to call the store at Ext. 80298 to verify that it will be open at the time that you wish to pick up your order.

## **ACCOUNTS PAYABLE**

The financial system upgrade will cause delay in the processing of payments. To allow for processing before the upgrade, we request the following assistance:

**Submit invoices to Accounts Payable by Wednesday, September 24, 2008**

Receive all necessary PO lines on the invoices submitted

Provide all necessary documentation to process invoices

Approve all invoices in the Imaging System

Invoices not having the required information and approvals will be processed in the new system.

### Travel

Completed travel (reimbursement vouchers) should be received in Travel Audit by Wednesday, September 24, 2008, to facilitate processing before the upgrade interruption.

Travelers should anticipate travel needs for the first half of October, when Peoplesoft services will not be available, and submit Travel Requests (and requests for airfare to be charged to the University) online by noon Friday, September 26, 2008.

A form for requesting Air Fare from Short's Travel, during the upgrade interruption, can be found after September 26 at:

[http://www2.kumc.edu/finance/travel\\_audit/forms.html](http://www2.kumc.edu/finance/travel_audit/forms.html)