



**Purchasing
in
Colleague**

USER MANUAL

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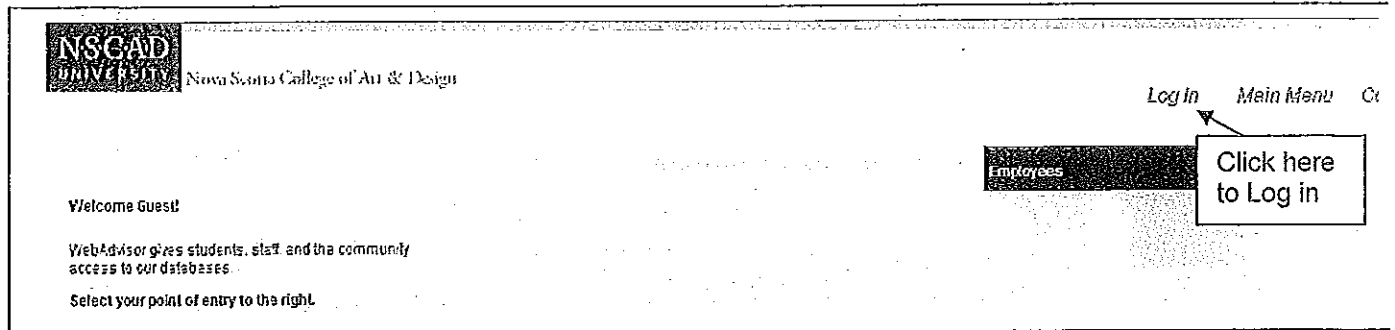
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Getting Started

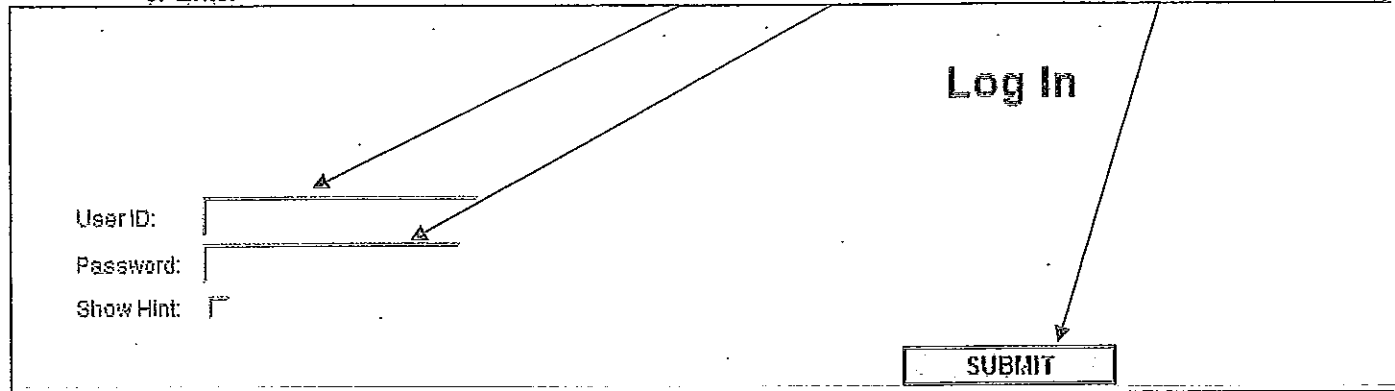
Logging into Colleague

To log into Web Advisor Colleague:

- ❖ Click the link at the top right of the NSCAD website "WebAdvisor" OR
- ❖ Open an internet browser and enter the following url is <http://nscad.ca/webadvisor>
- ❖ Click on LOGIN.

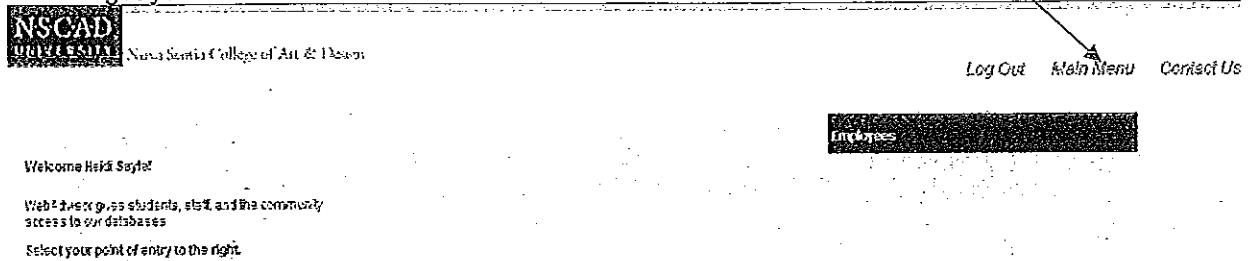


This will bring you to the Log In Screen, enter your name and password and hit Enter or click Submit or Enter



Navigating in Colleague

The first screen you see in Web Advisor gives you options for your entry point, as this is for an Employee Purpose please select Employee. In any future screen clicking on MAIN MENU will get you back to this screen



- ❖ Individual user's menu/tree will differ according to security granted. These are opened by clicking on them. Under the Financial Information you have the possible options of:
 - Budget Selection
 - Approve Documents
 - Enter a Purchase Order
 - View/Modify/Void Purchase Order

In any future screen clicking on EMPLOYEE MENU will get you back to this screen

NSCAD UNIVERSITY Nova Scotia College of Art & Design

Log Out Main Menu Employees Menu Contact Us

Employees - WebAdvisor for Employees Menu Welcome! Help Support

The following links may display confidential information.

Employee Profile

- Position Summary
- Leave Plan Summary
- My Expenses
- Pay Advice

Financial Information

- Budget selection
- Approve Documents
- Enter a Purchase Order
- View/Modify/Void Purchase Orders

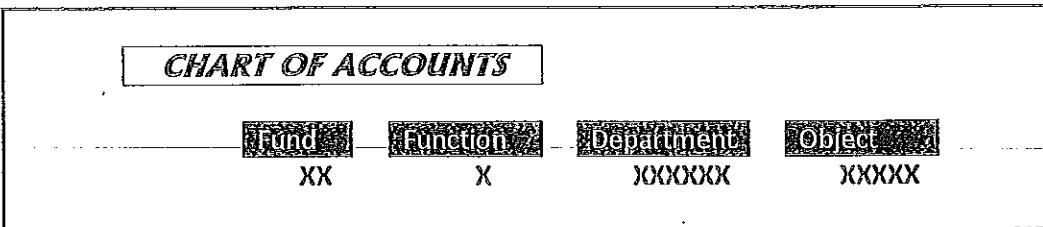
Menu tree will differ according to security granted

Overview

Approval limits

Dollar Value	Number of Signatures required	Next Approver Needed	Notes
Up to \$4,999.99	One	Approver of Department codes, see Signing Authority list created by VP Academic under the "O" Drive "Finance Documents and Forms"	
Over \$5000.00	Two	Approver of Department Codes, see Signing Authority list created by VP Academic under the "O" Drive "Finance Documents and Forms"	
		VP Finance and Admin	
Additional Approvals Required (per policy requirements)			
Technology/Non Space	Two	Director of Technology & VP Academic	Objects codes = 66105, 66110
Non-Space	One	VP Academics	Object codes = 66105, 66110, 66115, 66120, 66125
PDA/PDR	One	VP Academics for Academic department	Object codes = 51550, 52550, 53550

Chart of accounts logic



Object starting with: 1 = Asset 2 = Liability 3 = Fund Balance 4 = Revenue
 5= Salaries and Benefits 6= Operating 7= Facilities 8 = Other

Username for Approvers

The Initiator and approvers must be aware of the various approvers' usernames. Most usernames are the 1st initial and the last name of the employee however some usernames are not that simple. To find the user name please go to O Drive under "Finance Documents and Forms"

Commonly required current Usernames (Winter 2011)

VP Academic ~~JSMOY~~ K Honeychurch

VP Finance and Admin BSANDS, after July SLEGERE

Director of Computer Services ~~SSMITH~~ T MACINNES

Need assistance?



Issue	Contact
Technical Can't log into Colleague Forgot Colleague login or password	Computer Services
Procedural Can't approve on new GL account. Don't have the right access. How do I search for a vendor? How do I know what approver I need?	Finance Office
Purchasing Do I need quotes, Tenders? How do I select the vendor? Do I have to choose the lowest bid? Can you get some quotes for me? What fields do I need to complete?	Finance Office



Creating Purchase Orders (PO)

Purchase Order

In the Employee Menu click on "Enter a Purchase Order"

Financial Information

- Budget selection
- Approve Documents
- Enter a Purchase Order
- View/Modify/Void Purchase Orders

Vendor Look up

The 1st step is to enter the vendor. A Vendor MUST be added at this stage,

Log Out Main Menu Employees Menu

Employees

Enter a Purchase Order

Vendor ID or Name

I do not wish to perform a Vendor LookUp

To search for a vendor you need to know part of the vendor name, for example if you want to find "Kent Building Supplies" you can input any part of that name. In the screen shot below I entered the word "Supplies" and clicked Submit

Vendor LookUp Results

Click Radio button to choose vendor

Choose One	Vendor ID	Vendor Name	Vendor Address
<input checked="" type="radio"/>	0000093	Kent Building Supplies	PO Box 1200 300 Union St St John NB E2L 4C3
<input type="radio"/>	0000489	Ink4U and Sign Supplies Ltd	308 Cobequid Rd Lower Sackville NS B4C 4C5
<input type="radio"/>	0000499	Tucker's Pottery Supplies	715 West Pearce St Richmond Hill ON L4B 1H6
<input type="radio"/>	0007653	Cabot Shipping Supplies	106 Burbridge Ave Dartmouth NS B3B 0G7

This gives a listing of all vendors with the word "Supplies" in the title. To choose Kent click the radio button so there is a dot in it and click **SUBMIT**

If the desired Vendor is not in the System please contact the Accounts Payable Clerk to add the supplier prior to completing the purchase order

Employees

Vendor LookUp Results

Choose One	Vendor ID	Vendor Name	Vendor Address
☎	0000093	Kent Building Supplies	PO Box 1200 300 Union St St. John NB E2L 4C3

Please Wait

At this point, it might take a few seconds to get to the next screen. Those employees with access to many account numbers may have to wait longer.

Purchase Order Entry

The Purchase order entry screen looks like this(only part of screen):

Nova Scotia College of Art & Design
Log Out Main Menu Employees Menu Help Contact Us

Employees
Vendor LookUp Results

Enter a Purchase Order

View Budget

Purchase Order Date*

Initiator*

Confirmation E-Mail Address*

Vendor ID or Name*

Person Vendor

AP Type*

Ship to*

Commodity Code

Item Description*	Vendor Item	Quantity*	Unit of Issue	Price	Cost Center	Object C
			✓			✓
			✓			✓
			✓			✓

Default information includes the date (you cannot change the date to an earlier date), the initiator (enterer's) name and e-mail address, the vendor ID, AP type and Ship to code (the drop down gives you the option to change the ship to code to Port Campus or Academy Building).

To create a Purchase order you must enter the following:

- ❖ **Item Description** – something the Vendor will understand, (be descriptive)
- ❖ **Vendor Item** – this field can be left blank, but if the vendor has an item number such as catalog number it is useful so as to ensure the vendor delivers the correct item

Next Approver



When you **SUBMIT** a PO with the next approver name they will receive an e-mail (discussed later), If you are not ready for the PO to be approved, yet you want to get out of the PO do not put the

next approver name in and hit **SUBMIT**. You can go back into the PO via **MODIFY** (Discussed later)

Next Approver

This is for the initiator (enterer) to type the username of the approver. The approver may be the same person as the enterer if they have signing authority over that account. 2 important points:

- 1) You must know the username of the approver. This is normally is the 1st initial and last name of the person **BUT NOT IN ALL CASES**. A list of Usernames is on the O Drive under "Financial Documents and forms"
- 2) You must know who has signing authority over the accounts. Only those people can approve. The system will not allow someone without authority to approve the PO. The PO will end up in Limbo until such time as the enterer changes the approver to the correct username. The Authorities must happen in the hierarchal order Please see the Authority List in the O Drive under "Financial Documents and forms" for example:
 - a. **Always** the approver of the department must approve 1st
 - b. Then the Director of Computer Services (if accounts 66105 or 66110)
 - c. Then the VP Academic (if non-space or other as applicable)
 - d. Then the VP Finance and Admin (if PO greater than \$5,000)

Purchase Order

Purchase Order was successfully created
 10-1-105200-63310 is over budget by \$34.93

PO number is created

Purchase Order Number P0000014
 Purchase Order Total 5585.17
 Vendor ID and/or Name 0000093 Kent Building Supplies

Purchase Order Status Not Approved AP Type GN General Accounts Payable
 Purchase Order Date 01/31/11 Status Date 01/31/11 Maintenance Date Expected Delivery Date
 Requestor Name Heidi C. Sayle Initiator Heidi C. Sayle
 Ship to GR NSCAD University Commodity Code

**Created from Requisitions
 Vouchers Created**

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Tax Codes	Expected Delivery Date	Fixed Asset	Tax Info	Comment
Wall Board	12345678910	20.000	EA Each	15.0000	300.00	10-1-105200-63310 FINE ARTS - PRINTMAKING INSTRUCTIONAL MATERIALS	H				
Pepsi		7.000	CS Case	4.9900	34.93	10-1-105200-63310 FINE ARTS - PRINTMAKING : MEETING EXPENSES	H				

Printed Comments

This comment will Print on the PO for the Vendor
 and all to see

Comments

This comment will only be seen by those who have
 access to the PO such as the Approver and AP

Approval Date

Next Approval

Heidi Sayle

OK

At this point both the initiator and the next approver will receive an automatic e-mail from the e-mail address ITOWER@NSCAD.CA. Do not respond to this e-mail it is just a notification that the PO is submitted and/or requesting approval

Notification of Approvals Needed

Email notification

Upon completion of a Purchase Order an email notification is sent to the initiator and approvers listed in the "Next Approvals" field. Email example seen on next page

Next Approval

Heidi Sayle

Below is an example of the message that would be received in the Approvers mailbox. The "From" is the name of the person who is the AP clerk.

Inbox

Click here to enable Instant Search

From	Subject	Received	Size	Categories
Irene Tower	Approval needed for Purchase Order P0000014	Mon 1/31/2011 ...	8 KB	
Irene Tower	Purchase Order Confirmation	Mon 1/31/2011 ...	5 KB	

E-mail to the Approver

E-mail to the initiator

Below is an example of the header and body of the email message that is received:

- ❖ The "From" will have the name of the AP Clerk (do not reply to this e-mail)
- ❖ The "To" will have the names of the people whose names are listed in the "Next Approvals" field.

Extra line breaks in this message were removed.
From: Ders To, er
To: Heidi Sayle
Cc:
Subject: Approval needed for Purchase Order PO000014

WARNINGS: 10-1-105200-63310 is over budget by \$34.93
Purchase Order Number P0000014
Purchase Order Status Not Approved
Requestor Name Heidi C. Sayle
Initiator Name Heidi C. Sayle

Purchase Order Date 01/31/11
Vendor ID and/or Name 0000093 Kent Building Supplies
AP Type 6H General Accounts Payable
Purchase Order Total \$385.17
Ship to ER NSCAD University

Item 1
Item Description Wall Board
Vendor Item 12345678910
Quantity 20.000
Unit of Issue EA Each
Price 15.0000
Extended Price 300.00
GL Account Number 10-1-105200-63005 FINE ARTS - PRINTMAKING : INSTRUCTIONAL MATERIALS
Project ID
Commodity Code
Tax Codes H

Item 2
Item Description Pepsi
Vendor Item
Quantity 7.000
Unit of Issue CS Case
Price 4.9000
Extended Price 34.93
GL Account Number 10-1-105200-63310 FINE ARTS - PRINTMAKING : MEETING EXPENSES
Project ID
Commodity Code
Tax Codes H

Printed Comments
This comment will print on the PO for the Vendor
and all to see

Comments
This comment will only be seen by those who have
access to the PO such as the Approver and AP

This is where the approver can see any private comments that were typed in the comments section

Approval _____ Date _____

Next Approval
HSAYLE

Approvals notice of Change

If there is a name in the next approver section and the PO is modified and submitted again, it will be required to obtain another approval for the PO. The approver will receive a 2nd e-mail notification that a PO needs approval.

Approvals

Once a PO has been completed, it must be approved. Approval authorizations are assigned to designated people in a unit with a maximum line item amount they can approve and the G/L account numbers they are authorized to approve.

Approval Authorization is set based on the Vice President of Academics Signing Authority Document. Finance will take instruction and change the approval set up based on their request



If one PO is being completed for two different departments who have 2 different Signing Authority this is not a problem; however, both the approvers will have to approve the PO before the PO will be moved forward

Approvals

Log In to WebAdvisor and go to the Employees Menu

NSCAD UNIVERSITY Nova Scotia College of Art & Design

Log Out Main Menu Employees Menu Contact Us

Employees - WebAdvisor for Employees Menu Welcome Heat Sells

The following links may display confidential information.

Employee Profile

- Position Summary
- Leave Plan Summary
- My Expenses
- Pay Advice

Financial Information

- Budget selection
- Approve Documents
- Enter a Purchase Order
- View My Open Purchase Orders

In the Employee Menu click on Approve Documents under the Financial Information

- ❖ At the "Approve Documents" form click on the "Approve" box for each document to be approved.

Employees Welcome Haza Saye

Approve Documents

Approve	Next Approval	Doc Type	Document Number	Name	Date	Total Amount	Over Budget Amount	Override Budget?
<input type="checkbox"/>		PO	F0000012	Kent Building Supplies	01/25/11	3,450.00	3,000.00	<input type="checkbox"/>
<input type="checkbox"/>		PO	F0000014	Kent Building	01/23/11	305.17	34.93	<input type="checkbox"/>
<input type="checkbox"/>		PO	F0000015			689.99	599.99	<input type="checkbox"/>
<input type="checkbox"/>		PO	F0000004			5.74	4.89	<input type="checkbox"/>

If a 2nd approver is necessary, enter username here

If the document needs a second/third approval (such as Non-space and PO's over \$5,000) the current approver must then enter the username of the next approver on this screen. **It is everyone's responsibility to know when a next approver is required and who that approver is.** You can see the list of approvers on the O drive under "Finance Documents and Forms"

- ❖ Click on submit to add approval.

Approvals Results

- ❖ The "Approval Results" form indicates the status of the approval process. See examples below of possible results:
 - Approval was successfully added to document and a PO was created

Approval Confirmation

The following documents were updated or created

Doc Type	Document Number	Messages
PO	P0000012	

The following documents were not updated

Doc Type	Document Number	Reason
----------	-----------------	--------

- ❖ This PO was for an amount over \$5,000. This PO requires the approval of the VP Finance and Admin. The message received when the PO approved requires additional approvals:

Employees

Approval Confirmation

The following documents were updated or created:

Doc Type	Document Number	Messages
PO	P0000015	Additional approvals are required.

The following documents were not updated

Doc Type	Document Number	Reason
----------	-----------------	--------

When a PO is approved but further approvals are necessary, this message is received

At this point, either the approver or the initiator can go back into the PO via MODIFY and input the appropriate Next Approver

- ❖ If you try to approve a document without clicking on the approve button, you will receive this error

Approve Documents

You must indicate your approval for one or more documents.

Approve	Next Approval	Doc Type	Document Number	Name	Date
<input type="checkbox"/>	<input type="text"/>	PO	P0000014	Kent Building Supplies	01/31/11
<input type="checkbox"/>	<input type="text"/>	PO	P0000015	Kent Building Supplies	01/31/11
<input type="checkbox"/>	<input type="text"/>	PO	P0000004	Kent Building Supplies	01/26/11

SUBMIT

- ❖ On the Approval Confirmation screen click on OK and remember to log out.

Nova Scotia College of Art & Design

[Log Out](#)
[Main Menu](#)
[Employees Menu](#)

Employees - WebAdvisor for Employees Menu

The following links may display confidential information.

Employee Profile

- Position Summary
- Leaves Plan Summary
- My Expenses
- Pay Address

Financial Information

- Budget selection
- Approve Documents
- Enter a Purchase Order
- View/Modify/void Purchase Orders

View/Modify/Void Purchase Orders

View/Modify/Void Purchase Order main screen

A PO can be modified as long as no item on the PO has been "received" in the system (SEE PAGE 29 FOR RECEIVING). On the Employee Menu click on view/modify/void a Purchase Order

NSCAD UNIVERSITY Nova Scotia College of Art & Design

Log Out Main Menu Employees Menu

Employees - WebAdvisor for Employees Menu

The following links may display confidential information.

Employee Profile

Position Summary
Leave Plan Summary
My Stipends
Pay Advice

Financial Information

Budget selection
Approve Documents
Enter a Purchase Order
View/Modify/Void Purchase Orders

Click here to view, modify or void a PO

View/Modify/Void Purchase Orders

Requestor and Initiator are the same person

Purchase Order Number	Purchase Order Date	Status	Created from Requisitions	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount	Receive	Modify	Void
P0000015	02/03/11	Not Approved		Heidi C. Sayle	Heidi C. Sayle	0007653	Cabot Shipping Supplies	41,860.00	Receive	Modify	Void
P0000016	01/31/11	Not Approved		Heidi C. Sayle	Heidi C. Sayle	0000093	Kent Building Supplies	689.99	Receive	Modify	Void
P0000014	01/31/11	Not Approved		Heidi C. Sayle	Heidi C. Sayle	0000093	Kent Building Supplies	385.17	Receive	Modify	Void
P0000013	01/28/11	Outstanding		Heidi C. Sayle	Heidi C. Sayle	0000093	Kent Building Supplies	4.80	Receive	Modify	Void
P0000010	01/26/11	In Progress (unfinished)		Heidi C. Sayle	Heidi C. Sayle	0000093	Kent Building Supplies	34.50	Receive	Modify	Void
P0000009	01/26/11	Not Approved		Heidi C. Sayle	Heidi C. Sayle	0000093	Kent Building Supplies	23.00	Receive	Modify	Void
P0000007	01/26/11	Outstanding		Heidi C. Sayle	Heidi C. Sayle	0000093	Kent Building Supplies	1,148.85	Receive	Modify	Void
P0000008	01/26/11	Outstanding		Heidi C. Sayle	Heidi C. Sayle	0000093	Kent Building Supplies	67.50	Receive	Modify	Void
P0000005	01/28/11	Not Approved		Heidi C. Sayle	Heidi C. Sayle	0000093	Kent Building Supplies	115.00	Receive	Modify	Void

On this screen you can see all your Purchase Orders and their Status. This is where you maintain your purchase orders.



NOTE: Here you can see if the PO has been approved by the final approver. If it has not and you think it should be this is the point when you must think about the approver on the PO and if it is the correct one. Maybe the 1st approver did not add the 2nd approver as necessary.



NOTE: It is the Initiator's responsibility to see a Purchase Order through to the very end.

Purchase Order Status Possibilities:

PURCHASE ORDERS / ITEMS	
U	In Progress/Unfinished
N	Not Approved
O	Outstanding
A	Accepted
B	Backordered (after partial receipt of goods)
H	Hold on Voucher
I	Invoiced/Vouchered
P	Paid (after cheque issued)
R	Reconciled
C	Closed (close the balance)
V	Voided (Reverse PO & Cancel)

U is not a status we can have in our process

- **U = In Progress** – this is a PO which is being worked on but the enterer is not ready to send to for approvals. This is not possible for webadvisor PO's. For this result you can just not put an approvers name in the approval area.
- **N = Not Approved** – the PO is either being worked on but the enterer is not ready to send to for approvals or it is completed by the enterer and is in the system to be approved but the approver has not approved it yet.
- **O = Outstanding** – The PO is approved, but items not received yet (this is when it hits the encumbrances)
- **A = Accepted** – The PO is received (Still in the encumbrances and has not hit the "Actuals" yet)
- **B = Backordered** - If there are more than one thing on the PO and only part of them are received
- **I = Invoiced** – The PO has been invoiced (this is when it hits the actuals and comes out of the encumbrances)
- **P = Paid** – The PO is paid
- **R = Reconciled** – the cheque paying the PO has been cashed
- **H = Hold on Voucher** – The voucher (Invoice) is put on hold and will not be paid at this time
- **C = Closed** – The whole transaction is completed and a process is run(in finance) to archive the transaction
- **V = Voided** – The PO has been voided, it cannot be received or paid.

On this **View/Modify/Void Purchase Orders** screen you can do various things

View

View/Modify/Void Purchase Orders

Purchase Order Number	Purchase Order Date	Status	Created from Requisitions	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount	Receive	Modify	Void
P0000016	02/03/11	Not Approved		Heidi C Sayle	Heidi C Sayle	0007653	Cabot Shipping Supplies	41,860.00			

Click here to view PO

To View the PO, click on the PO number in the 1st column. This gives you the details of the purchase order

Purchase Order

Purchase Order Number P0000016
 Purchase Order Total \$41,860.00
 Vendor ID and/or Name 0007653 Cabot Shipping Supplies

Purchase Order Status Not Approved AP Type GN General Accounts Payable
 Purchase Order Date 02/03/11 Status Date 02/03/11 Maintenance Date Expected Delivery Date
 Requestor Name Heidi C. Sayle Initiator Heidi C. Sayle
 Ship to GR NSCAD University Commodity Code

Created from Requisitions
 Vouchers Created

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Tax Codes	Expect Deliver Date
cardboard	12456	7.000	EA Each	5,200.0000	36,400.00	10-1-105300-61115 FINE ARTS - SCULPTURE - CONFERENCE REGISTRATION	H	

Printed Comments
 Comments
 Approval Date
 Heidi Sayle: 02/03/11
 Next Approval

Note this PO is not approved, but there is no next approver, it needs to be modified or it will stay here forever.

CLOSE WINDOW

Modify

When we modify a PO after it has first been created and completed (E-Mail PDF) the new PO is not printed in finance but it is sent as a new PDF to the initiator.

View/Modify/Void Purchase Orders											
Purchase Order Number	Purchase Order Date	Status	Created from Requisitions	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount	Receive	Modify	Void
P000016	02/03/11	Not Approved		Heidi C. Sayle	Heidi C. Sayle	0007653	Cabot Shipping Supplies	11859.00		4	

Click here to go into the PO and modify it

To Modify the PO (can only be done prior to Receiving items on the PO) Click on "Modify" in the 2nd last column

Modify a Purchase Order

* = Required

View Budget

Purchase Order Number P000016 Purchase Order Date 02/03/11 Status Not Approved Status Date 02/03/11

Initiator Heidi C. Sayle Expected Delivery Date

Commodity Code

Confirmation E-Mail Address*

Ship to

Vendor ID or Name*

Cabot Shipping Supplies

Person Vendor

AP Type*

Created from Requisitions

Modify	Delete	Item Description	Vendor Item	Quantity*	Unit of Issue	Price
<input type="checkbox"/>	<input type="checkbox"/>	cardboard	12456	7.000	EA Each	5,200.0000

Number of Line Items to Add

Printed Comments

Comments

Next Approval

Here you can do the following:

- ❖ Modify or Delete an existing line
- ❖ Add Lines if you want to add a new item to this PO
- ❖ Change the Vendor. Change the Vendor ID to the desired vendor, after you hit SUBMIT it will ask you to verify the change
- ❖ Add a printed comment to the PO
- ❖ Add a private comment to the PO
- ❖ Add a next approver (Username)



NOTE: A method to find an alternative vendor ID is to start a new PO process and perform a vendor look up as is documented on Page 7


Modify existing Line – Click on the Modify radio button and click SUBMIT (which is at the bottom of the screen, not shown here). You can change or add any information as required. In this example I changed the price from \$5,200.00 per unit to \$52.00 per unit. Then Click SUBMIT which is at the bottom of the screen (not shown here)

Purchase Order Line Item

* = Required

Purchase Order Number: P0000015
 Initiator: Heidi G. Sayls
 Expected Delivery Date: _____
 Commodity Code: _____
 Item Description: cardboard
 Vendor Item: 12456
 Quantity: 7.000
 Unit of Issue: EA Each
 Price: 52.00
 Trade Disc Pct: _____ Trade Disc Amt: _____
 Fixed Asset: _____

Cost Center	Object Code	Project ID	Amount
10-1-105300 OPERATING FUND - INSTRN & NON SPONSOR	61115 CONFERENCE REGISTRATION		35,400.00

Once SUBMIT  is clicked, the modified PO requires the re-approval and will go to the approval screen of the NEXT APPROVER. All changes to a PO will start the PO approval process from the beginning

Approve Documents

Approve	Next Approval	Doc Type	Document Number	Name	Date	Total Amount	Over Budget Amount	Override Budget?
<input type="checkbox"/>		PO	P0000015	Kent Building Supplies	01/31/11	599.99	599.99	<input type="checkbox"/>
<input type="checkbox"/>		PO	P0000015	Kent Building Supplies	02/21/11	418.60	355.00	<input type="checkbox"/>

Add Lines – put a number into the ADD LINES
and click SUBMIT

Number of Line Items to Add

SUBMIT

Purchase Order Line Item

* = Required

Purchase Order Number
 Initiator
 Expected Delivery Date
 Commodity Code
 Item Description*
 Vendor Item
 Quantity*
 Unit of Issue
 Price
 Trade Disc Pct Trade Disc Amt
 Fixed Asset

Cost Center	Object Code	Project ID	Amount
<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>

Tax Code(s)

<input type="text" value="HST"/>	<input type="text" value="v"/>
<input type="text"/>	<input type="text" value="v"/>

Void a Purchase Order

Caution: Pressing Submit will Void this Purchase Order

* = Required

Purchase Order Number P0000012
 Purchase Order Total \$425.49
 Vendor ID and/or Name 0000993 Kent Building Supplies
 Confirmation E-Mail Address → hsayle@nscad.ca

Purchase Order Status Not Approved AP Type GN General Accounts Payable
 Purchase Order Date 02/03/11 Status Date Maintenance Date Expected Delivery Date
 Requester Name Heidi C. Sayle Initiator Name Heidi C. Sayle
 Ship to GR NSCAD University Commodity Code

Created from Requisitions

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Tax Codes	Expected Delivery Date	Fixed Asset	Tax Info	Comments
cardboard	12455	7.000	EAEsch	52.0000	364.00	10-1-105300-61115 FINE ARTS - SCULPTURE : CONFERENCE REGISTRATION	H				
A new item added to this		1.000	EA Each	5.9900	5.99	10-1-115000-63005 CRAFTS - GENERAL : INSTRUCTIONAL MATERIALS	H				

Printed Comments

I added a Printed Comment at the Modify Stage

I added a Private Comment at the Modify stage

Comments

Purchase Order Document

The Purchase Order Document MUST be created prior to the purchase!!!

The actual physical Purchaser Order Document is created at the time the appropriate Approvals are in the system. A sample document can be seen in Appendix A.

A Purchase Order is a legal contract between NSCAD University and the Vendor. It requires NSCAD to pay the value of the PO once the vendor provides the good and/or service requested. It is protection for both NSCAD University and the Vendor to enter into this contract prior to the good and/or service being created.

Once the proper approvals are in the system, a program runs behind the scenes, this programs runs on an hourly basis. On the next cycle of this program, a PO is created in PDF format and will be e-mailed to the initiator of the PO. This can then be e-mailed to the vendor or printed and faxed/mailed/walked to the vendor.

A paper PO is automatically printed in the Finance Office at this time and will be filed by the Accounts Payable Clerk.



If a PO has been printed at the finance office once it will not be printed again, thus a modified PO which had the original approvals completed, will not go to finance. Finance can find the PO on the system when the invoice comes in.

Receiving Goods and Services

Goods and services received must be recorded in Colleague to enable accounts payable to process vendor payments. The individual who initiated the Purchase Order is responsible to complete this process. Packing slips or bills of lading **WITH THE PO NUMBER ON THEM** are to be forwarded to Finance as they may be required for audit purposes.



NOTE: Importance of Receiving – this step tells Accounts Payable that it is ok to pay for this purchase. This is your approval to pay the invoice. No further approval will be requested. This is a very important step for you as the purchaser to control the payment of your vendor.

Purchase order receiving

There are 2 methods to Receive in Webadvisor:

Method 1

Log into WebAdvisor and go to the Employee Menu

Employees - WebAdvisor for Employees Menu Welcome Heidi Saylor

The following links may display confidential information.

Employee Profile

- Position Summary
- Leave Plan Summary
- My Stipends
- Pay Address

Financial Information

- Budget selection
- Approve Documents
- Enter a Purchase Order
- View/Modify/Void Purchase Orders
- Receive Goods and Services

Click on Receive Goods and Services

Go to Procedure step

Method 2

Log into WebAdvisor and go to the Employee Menu

Employees - WebAdvisor for Employees Menu Welcome Heidi Saylor

The following links may display confidential information.

Employee Profile

- Position Summary
- Leave Plan Summary
- My Stipends
- Pay Address

Financial Information

- Budget selection
- Approve Documents
- Enter a Purchase Order
- View/Modify/Void Purchase Orders
- Receive Goods and Services

In the Employee Menu go to View/Modify/Void Purchase Order to get to the receiving screens

View/Modify/Void Purchase Orders

Purchase Order Number	Purchase Order Date	Status	Created from Requisitions	Requestor Name	Initiator Name	Vendor ID	Vendor Name	Total Amount	Receive	Modify	Void
PO000015	01/13/11	Not Approved		Held C. Sayle	Held C. Sayle	0000093	Kent Building Supplies	689.89	Receive	Modify	Void
PO000014	01/13/11	Not Approved		Held C. Sayle	Held C. Sayle	0000093	Kent Building Supplies	365.17	Receive	Modify	Void
PO000013	01/26/11	Outstanding		Held C. Sayle	Held C. Sayle	0000093	Kent Building Supplies	4.90	Receive	Modify	Void

Click on Receive for the Po you want to receive

Only Purchase Orders with the status of OUTSTANDING can be received

Click on "Receive"

Procedure

This will bring you to a Receive Goods and Services Screen

Receive Goods and Services

Choose a Vendor and/or PO to filter lines shown

Vendor:

Purchase Order Number:

Accept All Help: Check here to accept all lines shown

The following apply to all lines received:

Packing Slip:

Arrived Via:

Vendor	PO Number	Vendor Item	Item Description	Qty Ordered	Unit of Issue	Qty Accepted	Qty Rejected	MSDS Rcvd
Kent Building Supplies (0000093)	PO000007		trying a diff confirm e-m	1.000	CS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Kent Building Supplies (0000093)	PO000006		held approve acct allow	26.000	EA	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Kent Building Supplies (0000093)	PO000013		trying e-mail	2.000	CS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If there are a lot of PO's to be received you have the ability to reduce them by inputting the vendor name that you want to show up or the PO number

- ❖ Enter the Packing Slip number if applicable
- ❖ Under the Quantity Accepted you can enter the quantity and click SUBMIT.
- ❖ If you have received the MSDS please indicate so. This is quality documents for specialized



NOTE: Enter the actual quantity received/quantity you are willing to pay for.

Log Out Main Menu Employee Home Help Contact

Employees Welcome Lisa

View Receiving Confirmation

Packing Slip
Arrived Via

The following items were accepted:

Vendor	PO Number	Item Description	Qty Ordered	Qty Accepted	MSDS Rcvd
Kent Building Supplies (00000993)	PO000007	tryng a d3 confirm s-m	1.000	1.000	

The following items were rejected:

Vendor	PO Number	Item Description	Qty Ordered	Qty Rejected	Return Date	Return Via	Rtn Auth No	Return Reason	Reordered	Return Comments
<input type="button" value="OK"/>										

Click OK

At this point the Vendor should send the Invoice WITH THE PO NUMBER ON IT directly to the Accounts Payable Department.



NOTE: *If the vendor only sends part of the order you only receive what you have physically received or the service completed. If the invoice comes in with the complete order on it AP will not be able to enter the invoice (which is a good thing) and thus they will not be able to pay the vendor for the full order, only the amount received. At this point AP will likely call the initiator to determine if this is the desired result.*

GL EFFECTS (Account)

Easy R

	Period Budget	Period Actuals	Committed	Variance
<input type="checkbox"/> 61105 TRAVEL & ACCOMMODATIONS	\$7,000.00	\$2,123.56	\$0.00	\$4,876.44
<input type="checkbox"/> 61115 CONFERENCE REGISTRATION	\$3,000.00	\$1,500.00	\$0.00	\$1,500.00
<input type="checkbox"/> 61310 VISITORS APARTMENT	\$1,875.00	\$3,375.00	\$0.00	(\$1,500.00)



EasyR updates overnight, any activity in Colleague today will be reflected in EasyR tomorrow

In EasyR there are 4 areas which pull information from Colleague

- 1) Period Budget
- 2) Period Actuals
- 3) Committed
- 4) Variance = Budget – Actuals – Committed

BUDGET

The Budget is entered at the beginning of the year and is the **Full Year Budget** for each line item in each department. The departments are expected to plan their spending based on this budget

PERIOD ACTUALS

This is the actual expenditures to date, from April 1 of the year to the current date. The number in this column reflects the invoices received and entered into the system.

COMMITTED

The amount in the committed column is driven by the purchase orders. The Committed amount is recognized at the point where a Purchase Order is approved. The amount does not come out of the Committed column until such time as the invoice is entered into the system for that Purchase Order.

Common Issues

Common Issues:

	<u>Common Issues</u>	<u>Solutions</u>
1	A Purchase Order is prepared and then an invoice is received without a Purchase Order number on it and is entered as an invoice. Then you have double the amount reflected in the system	All Invoices are to have Purchase Order Numbers on them or they will be sent back to the Vendor
2	An invoice cannot be entered attached to the PO	It is likely that the item has not been received. The initiator is responsible to receive the Purchase Order at the time the good and/or Service is complete and they wish to have the vendor paid
3	A Purchase Order has not been approved	The Next Approver has not approved it. Go to Modify screen to determine if this is the case
4	A Purchase Order has not been approved and the next approver has approved the PO	The Next approver was not an the final approver required for the account code. Refer to the Signing authority list to determine the correct approval. If it seems correct, contact Finance

NSCAD Finance Forms

All forms are on the O drive:
O/Finance Documents and Forms/NAME

NSCAD VISA

- Encourage to use Visa for as much as possible keeping in mind your monthly limit
- NO Purchase order if using Visa, this is approved after the fact, if non-space account please obtain e-mail approval prior to purchase
- NSCAD travel, flights, meals, hotels
- Any type of purchase
- Small amounts

Petty Cash

- It costs NSCAD \$20 to cut a cheque, thus NSCAD does not cut cheques for small amounts
- anything under \$25 for which you could not use NSCAD visa
- Petty cash replenishment is to be on the Petty cash replenishment form

PO

- To be prepared PRIOR to purchase. If you have to call the vendor to order/get price etc, then you should be using a PO (if not using Visa)
- Any purchase where NSCAD pays supplier
- Services

Honorarium Form

- All Honorariums

Cheque Requisition

- | | | |
|-------------------------|---|--|
| ◦ Repetitive bills | ◦ Courier, fed ex. (<i>send the slip to AP with code when you send a courier</i>) | ◦ Employee Replenishments (non travel related) |
| ◦ Telephone | | |
| ◦ Meter reads for Xerox | | |
| ◦ Leases for Copiers | ◦ Postage | |
| ◦ Utilities | ◦ Brokerage fees | |
| | ◦ Customs Fees | |

Travel Claim

- All travel which must be reimbursed to traveler.
- If paid for by NSCAD visa do NOT put on Travel claim form
- Visitor travel
- Per Diem

PDA/PDR Form

- For cash reimbursements for PDA/PDR