Paperless Processing of Requisitions, Purchase Orders and Invoices

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PROJECT GOALS

- Implement Banner AP/Purchasing
  - Requisition with Approvals – SSB
  - Purchase Orders – INB
  - Invoicing
  - Checks
- Increase efficiency of current processes
- Integrate Document Imaging into process
- Paperless processing
Banner Self-Service (SSB) Requisitions

- Goals
  - User-friendly
  - As few clicks as possible
  - Ability to enter requisition quickly
SET DEFAULTS IN FOMPROF TO REDUCE ENTRY IN REQUISITION (I.E., ORGANIZATION, SHIP TO LOCATIONS)

CUSTOMIZATIONS

- Moved Searching function from bottom of the page to the top of the page
- Eliminated several fields (i.e., Discount Code)
- Eliminated need to enter Index/Account in two passes
Banner Self-Service (SSB) Requisitions

Code Lookup
Chart of Accounts Code: T
Type: account
Code Criteria
Title Criteria
Maximum rows to return: 10
Execute Query

Use Template: None
Retrieve

Transaction Date: 6 MAY 2015

Local Intranet | Protected Mode: Off
DOCUMENT IMAGING

- Application Xtender
- Created 3 new Imaging Applications:
  - Requisitions
  - Purchase Orders
  - Invoices
- Purchase Orders are linked to Requisitions
- Invoices are linked to Purchase Orders
- Created process to update index values based on the Document ID on a nightly basis
**Integrated Finance SSB and Imaging**

- Upload Attachment: Added new buttons to Banner SSB Requisition and View Document pages
- View Attachment: Added new button to the Banner SSB View Document page
- Requisitions, Purchase Orders and Invoices are linked together
- Document Types are assigned to each image (i.e., Quotation, Email, etc.)
- Custom coding developed in Microsoft .Net
**Requisition Accounting**

<table>
<thead>
<tr>
<th>Seq#</th>
<th>COA FYIndex</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Proj</th>
<th>NSF</th>
<th>Susp</th>
<th>NSF0vr</th>
<th>Susp</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>T</td>
<td>14</td>
<td>A10565</td>
<td>100000</td>
<td>105650</td>
<td>72106</td>
<td>7110</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>3,670.00</td>
</tr>
</tbody>
</table>

Total of displayed sequences: 3,670.00

**Related Documents**

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document Type</th>
<th>Document Code</th>
<th>Status Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 02, 2014</td>
<td>Purchase Order</td>
<td>P00000004</td>
<td>Approved</td>
</tr>
<tr>
<td>Jun 30, 2014</td>
<td>Invoice</td>
<td>10004365</td>
<td>Paid</td>
</tr>
<tr>
<td>Jul 17, 2014</td>
<td>Check Disbursement</td>
<td>01002911</td>
<td></td>
</tr>
</tbody>
</table>

Options to select file and Document Type

**Custom buttons**

- View Attachment(s)
- Upload Attachment

**Select a File:**

- [Z:\Acct\Payable\GeneralInt](Z:\Acct\Payable\GeneralInt)

**Document Type:**

- Quotations
Custom buttons

- Click View Attachments to see all documents related to Req, PO or Invoice

- All related documents are displayed in a list.
- Use Application Xtender module
Utilize Budget Transfer in SSB

- NSF (Non-Sufficient Funds) checks are enabled for Requisitions
- There is a “hard” stop on any Requisitions that do not have sufficient funds
- SSB Budget Transfers are enabled
- We have Approvals setup for these
- Fund-Org Security has been enabled
Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template None

Transaction Date 9 MAY 2015
Journal Type BD02 (Permanent Budget Adjustments)
Transfer Amount 100.00

Document Amount 0.00
E-mail Notifications are sent to Approvers

- Once a Requisition is Completed, an email notification is generated and sent to all Approvers in the next Queue Level
- Prevents Approvers from having to monitor a queue
- If a Requisition hasn’t been approved in 7 days, then the next Approver level is notified
  - Weekly process
- Developed with ORACLE PL/SQL Packages
Subject: Requisition Z0001937 from Andrew Massi requires your approval

Please go to Banner Self Service to approve the requisition.

Requisition: Z0001937
Total Amount: $480.00
Approval Queue: 0323 - A10567 APPROVAL QUEUE
PO Processing

- Use standard Banner INB - no customizations
- Automatically assign Buyer based on Org
- FPAPPOAS – Purchase Order Assignment
  - Turn Req into PO
- FPAPURR – Purchase Order
  - Complete Purchase Order
- FPACHAR – Change Order
  - Complete PO Change Order
PO Printing – Form Fusion

- Use standard Banner FPAPORD and FPACORD and Form Fusion to generate PO documents
  - Use Form Fusion to take Banner output and create a customized PO
  - Form Fusion sends pdf document to the Buyer automatically every ½ hour during business day
  - Buyer can generate new PO on demand if necessary
  - Buyer can customize the Remit To address by using specific line items in the Document Text
  - POs are emailed to the Vendors by the Buyers
PO PRINTING – FORM FUSION

Custom logos

Data that is mapped from FPAPORD output

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Terms</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joy Martin</td>
<td></td>
<td>Miscellaneous Parking Lot Signs</td>
<td>1.00 EA</td>
<td>3,813.0000</td>
<td>3,813.90</td>
</tr>
</tbody>
</table>

Account Number: [HIDDEN]

Buyer email address: joy.martin@utoledo.edu

The University of Toledo reserves the right to cancel this order if delivery is not made by agreement delivery date.

The University of Toledo is exempt from Ohio sales tax, federal excise tax, and transportation tax. Federal ID and tax exemption number is [HIDDEN].

VENDOR COPY
INVOICE PROCESSING

- No paper has been used yet!

- Completely changed the way that Invoices were processed

- Previous method:
  - Prep Invoices (open envelopes, determine vendor, sort by processor and put in folders)
  - Invoice Processor would process paper copy of Invoices in their folder
  - File paper copy of Invoice by Processor and Date
New Method:

- Prep Invoices (open envelopes, determine vendor, sort by processor)
- Scan batches of invoices and save into a single pdf by processor
- Processor imports next batch (pdf) in their folder in Imaging (Document Xtender)
- Invoice is processed in Banner
- Invoice is indexed in Imaging with Banner Document Number
Invoice Processing

- Requires dual monitors for efficiency in processing
- Hard copies are no longer needed
- Images are instantly available through Finance SSB to all employees that are granted access
- Images are also linked with the Requisition and PO (when applicable)
Invoice Upload Application

- Built customized website to upload a spreadsheet of Invoice information
- Use a specific template format
- Spreadsheets are created by either AP or other departments
- Only used for Direct Pay Invoices
- Used for:
  - External customers
  - Internal: Athletics, Garnishments
INVOICE UPLOAD APPLICATION

Application:
- Validates the data in the spreadsheet
- Creates and completes Invoices in Banner

After the invoices are created in Banner, the Invoice images are scanned and indexed

Custom application developed in Microsoft .Net
**Invoice Upload Application**

**Demo**

**Step 1:** Select file and enter Transaction Date

**Step 2:** Validate data

Error Count: 0  Warning Count: 7

Validation completed with warnings. Please click the "Submit" button below to save the invoices to Banner Finance.
A Crystal Report is used to verify the Invoices in the batch.
CHECK PRINTING

- If all goes well, this should be the only piece of paper that’s used throughout the process
- Checks are printed with standard Banner process and then sent to Intellicheck
- Encourage vendors to use Direct Deposit
  - Eliminate paper checks
WHAT’S NEXT?

- Encourage vendors to use Direct Deposit
  - Build email notifications for all A/P Direct Deposit transactions
- Increase use of Imaging into all A/P processes
  - Clinical invoices are entered in Lawson, and still use the old process with paper invoices
- XE – Start to plan for XE implementation
  - Modern interface that’s more intuitive
  - Eliminates 5 line limit for items and accounting lines
  - Allow for both Document and Commodity Level accounting
  - Better vendor searching functionality
TEAM EFFORT

- Project was completed over 12 month period
- Went live in April, 2014
  - Direct Pay in April, 2014
  - Requisitions and Purchase Orders in May, 2014
- Held regular meetings
- Large team effort (many, many people and departments involved)
  - Functional areas – AP, Purchasing
  - IT Development staff
  - IT DBA
  - Management
- Comments from Project Team?
QUESTIONS?

Feel free to contact me with questions at: Leslie.rhegness@utoledo.edu

Thanks for coming to the presentation!