

Year End Training FY 2012

Purchasing
& Contracts
Department



Agenda

- ☐ Different Account Types
- ☐ Cut Off Dates
- ☐ Quote Requirements
- ☐ Open End Purchase Orders
- ☐ Open Purchase Order Reports
- ☐ State Funded Open Purchase Order Reports
- ☐ PCard Information
- ☐ PCard Extra posting period during June
- ☐ Office Supply Desktop Ordering
- ☐ Supplier Self Service & Registration
- ☐ Fiscal Year 2013 Purchase Orders
- ☐ Purchasing Year End Priorities
- ☐ Contact Information



Different Account Types

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State Funds	Soft Money/University Accounts
Accounts whose Fund begins with 21. ■ Example: 2101-217-1710	Accounts whose fund begins with 22. ■ Example: 2221-217-1726
This money is provided by the state and any money not expensed by the end of the fiscal year must be returned to the state.	These accounts are generally self-supporting and roll from fiscal year to fiscal year.
This money is known as "Use it or Lose it" money.	Other account types include: 23XX Grant Accounts (which may have their own time lines) 2457 Auxiliary Services Accounts 288X Plant Funds (Planning & Constr.)

Regardless of account type, it is extremely important to **include appropriate Object and Sub-Object codes** on all Purchasing documentation. A list of FY 2012 Object and Sub-Object codes is available in Financial Data Warehouse or call Purchasing at 895-3521.



Different Account Types

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If you do not have access to the Data Warehouse please go to the OIT Website to obtain an access form.

UNLV
UNIVERSITY OF NEVADA LAS VEGAS

Business Information and Decision Support System

Welcome, EWELINA CAMACHO Nevada System of Higher Education 03/22/2011

UNLV Reports ▾ Business Information ▾ **Chart of Accounts ▾** Data Extracts ▾ Reports ▾ Help ▾ Site Map

Account Access Authority
Chart of Accounts
Funds
Agencies
Organizations
Accounts by Organization Manager
Accounts by Signature Authority
Object Codes (Expense Categories)
Revenue Source Codes

Welcome to the Business Information and Decision Support System (BIDS) Nevada System of Higher Education (NSHE). This financial data warehouse is utilizing Oracle 10g, and the NSHE System Computing Services.

03-2009: Accounts are now available on the Financial Data Warehouse. These reports replace the current reports. To navigate to these new reports from the menu bar select Reports -> Object Codes (Expense Categories) Trend

These new reports provide the same functionality as the current 'Accounts' reports.

- Expenses/Revenues for time periods (annual, quarterly, or monthly) multiple years. (The current report only allows for viewing one year.)

Business Information ▾ **Chart of Accounts ▾** Data Extracts ▾ Reports ▾ Help ▾ Site Map

Object Codes (Expense Categories)

Search by partial/full SubObject name (Example COMPUT):

Change Fiscal Year: 2012

Object	Sub Object	Object Name	SubObject Name	Fiscal Year
10		LETTERS OF APPOINTMENT		2012
10 -	00	LETTERS OF APPOINTMENT	CONTROL	2012
11		PROFESSIONAL SALARIES		2012
11 -	00	PROFESSIONAL SALARIES	CONTROL	2012

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Cut Off Dates

APRIL 2012						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Purchase requisitions for **\$50,000** or more must be submitted by 5:00 PM to allow sufficient time for the bidding process.

All Purchase Requisitions under the bid threshold must be received by 5:00 PM to ensure processing of POs in time to receive goods and services by **June 29th, 2012.**



Quote Requirements

Commodity and Services Purchases	
Less than \$25,000	One Written Quote
\$25,000 or more, but less than \$50,000	Minimum of Two Written Quotes
\$50,000 or more	Must be Competitively Bid by the Purchasing Department
Personal, Professional and Consultant Services	
Less than \$25,000	One Informal Proposal
\$25,000 or more, but less than \$50,000	Two Competitive Informal Proposals
\$50,000 or more, but less than \$75,000	Three Competitive Informal Proposals
\$75,000 or more	Formal Solicitation Processed by the Purchasing Department
Construction Projects	
Less than \$25,000	One Written Quote *
\$25,000 or more, but less than \$100,000	Three Written Quotes *
\$100,000 or more	Formal Solicitation Processed by the Purchasing Department

* Invitation to Quote Form



Open End Purchase Orders

- ☐ Open-end purchase orders may be issued for less than \$25,000 for the current fiscal year. After that, they are subject to the quote requirements found on the previous page. (Note: Open-end POs can not extend into the next fiscal year.)
- ☐ If you anticipate you will require \$25,000 or more in goods and/or services from a specific vendor, contact Purchasing to arrange to process a bid, get additional quotes or to process a competitive exception if applicable.
- ☐ Open-end purchase orders **will not** be modified to go over the \$25,000 threshold during the course of the year without the appropriate bids, quotes or competitive exceptions.
- ☐ Open-end purchase orders that are not cancelled or closed prior to the end of the current fiscal year, will expire on June 29th. However, Purchasing will not close them until the following month to allow time for invoice processing (through the 13th accounting period).



Open Purchase Order Reports

You may review your open purchase orders by going to Financial Data Warehouse

The screenshot shows the UNLV Business Information and Decision Support System interface. The header includes the UNLV logo, the system name, and user information (Welcome, EWELINA CAMACHO). The main menu bar contains links to UNLV Reports, Business Information, Chart of Accounts, Data Extracts, Reports, Help, and Site Map. A dropdown menu is open under 'Business Information', showing options like Document Look-up, Vendor Look-up, Fixed Assets, Purchasing, and Travel. The 'Purchasing' option is highlighted, and a sub-menu is visible showing 'Open Purchase Orders', 'Vendor Open Invoices', and 'Receiving Report'. The main content area displays a welcome message and information about the system, including a mention of Oracle 10g and the Nevada System of Higher Education (NSHE).

- ☐ Go to Business information
- ☐ Purchasing
- ☐ Open Purchase Orders

If you do not have access to the Data Warehouse please go to the OIT Website to obtain an access form.



Open Purchase Order Reports

Open Purchase Order Report

Select the Fiscal Year

2012

Enter one to three account numbers (FUND+AGENCY+ORG) below.
Example: (0101030B440,93349254500,91019154610)

* Entries in this box will override individual Fund, Agency, or Org items selected below. *

Select Fund(s)

- 2101 - UNLV GENERAL FUND
- 2102 - ICA STATE
- 2104 - STATEWIDE
- 2105 - BCS STATE
- 2106 - RADIATION

Select Agency(s)

- 200 - PRESIDENT
- 201 - PRESIDENT'S OFFICE
- 202 - INTERCOLLEGIATE ATHLETIC
- 203 - THOMAS & MACK CENTER
- 204 - SAM BOYD SILVER BOWL

Enter an Organization or a list of Organizations
(Use spaces or commas to separate. Leave blank for All.)

Select Object(s)

- 10 - LETTERS OF APPOINTMENT
- 11 - PROFESSIONAL SALARIES
- 12 - GRADUATE SALARIES
- 13 - TECHNICAL SALARIES
- 14 - CLASSIFIED SALARIES

Select Purchase Order Code(s)

PO - Base Purchase Order

Enter as many characters as you want of the Purchase Order Number you wish to select:

Enter as many characters as you want of the Vendor Code you wish to select:

Enter as many characters as you want of the Vendor Name you wish to select:

Enter as many characters as you want of the Building/Room you wish to select:
(Applicable for PC, PD, and SC type purchase orders only.)

Enter the beginning and ending Delivery Date range (yyyymmdd):
(Applicable for PC, PD, and SC type purchase orders only.)

Enter the beginning and ending PO Date range (yyyymmdd):

- ❑ Search criteria include:
fiscal year, fund, agency, organization, object code, purchase order types, purchase order numbers, vendor code, vendor name, beginning and ending delivery date, or PO date range.
- ❑ You may choose to enter any combination of search criteria or none at all, in which case the report will include all open purchase orders.



Open Purchase Order Reports

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Business Information and Decision Support System

Data current through March 21, 2011 Nevada System of Higher Education 03/22/2011

UNLV Reports ▾ Business Information ▾ Chart of Accounts ▾ Data Extracts ▾ Reports ▾ Help ▾ Site Map ▾

Open Purchase Order Report

Total number of rows returned: 7

EXCEL Extract

Acct Line	Fund	Agency	Org	Object	Subobject	Original Encumbrance	Expended Amount	Open Amount
FY: 2011 PO #: PO 21100878								
Vendor: ACTION MESSENGER SVCS (# M0000060760)								
01	2101	201	0004	30	23	1,000.00	813.20	186.80
FY: 2011 PO #: PO 21102746								
Vendor: FEDERAL EXPRESS (# M0000044161)								
01	2101	201	0004	30	44	50.00	.00	50.00
FY: 2011 PO #: PO 21100525								
Vendor: PROFNET INC (# M0000007620)								
01	2101	201	0071	30	18	1,105.00	1,050.00	55.00
FY: 2011 PO #: PO 21100656								
Vendor: XEROX CORP (# M0000009040)								
01	2101	201	0071	30	69	2,000.00	607.97	1,392.03
FY: 2011 PO #: PO 21101882								
Vendor: ALLEY ZOOM PRODUCTIONS (# M0000151020)								
04	2101	201	0071	30	51	7,215.00	7,200.00	15.00
05	2101	201	0071	30	51	8,000.00	.00	8,000.00

- ❑ After entering various search criteria, a report is generated listing all open purchase orders.
- ❑ The report provides a drill-down capability on the purchase order number. The drill-down provides a cross-reference listing of all transactions processed referencing the specific number.
- ❑ From the cross-reference listing you can drill-down to view detail on many of the transactions and also to download the report to EXCEL.



State Funded Open Purchase Order Reports

Cabinet Members will be receiving reports of all their departments' open purchase orders:

Cabinet Area	PO NUMBER	LINE NUM	FUND	AGENCY	ORG	OBJECT	SUBJECT	VENDOR	VENDOR NAME	PO DATE	PO AMOUNT	PO EXPENSE	OPEN AMOUNT
PROVOST	PO 21200159	01	2101	251	4030	30	49	M0000052990	CAPITOL NO AMER VAN LINES	07/14/11	\$25,000.00	\$6,577.18	\$18,422.82
PROVOST	PO 21201569	02	2101	251	4030	30	32	M0000003462	USA TODAY	09/14/11	\$10,000.00	\$3,933.00	\$6,067.00
PROVOST	PO 21201605	01	2101	251	4030	30	23	M0000159820	ECHOSTAR BROADCASTING CORPORATI	10/04/11	\$64,346.84	\$41,484.60	\$22,862.24
PROVOST	PO 21202064	01	2101	251	4030	30	16	M0000161150	OFFICEMAX INCORPORATED	11/17/11	\$8,908.68	\$8,773.70	\$134.98
PROVOST	PO 21202441	01	2101	251	4030	30	ML	M0000060710	VEGAS VALLEY LOCKING SYS	01/04/12	\$4,843.60	\$0.00	\$4,843.60
PROVOST	PO 21202441	02	2101	251	4030	30	ML	M0000060710	VEGAS VALLEY LOCKING SYS	01/04/12	\$2,955.15	\$0.00	\$2,955.15

- ☐ Account Managers must review these reports and communicate with your buyer or Pauline Gonzales at x 53523.
- ☐ This process can return expendable money to your account as well as expedite the Fiscal Year End process for the Purchasing Department.
- ☐ Updates should be sent to Purchasing as soon as possible.

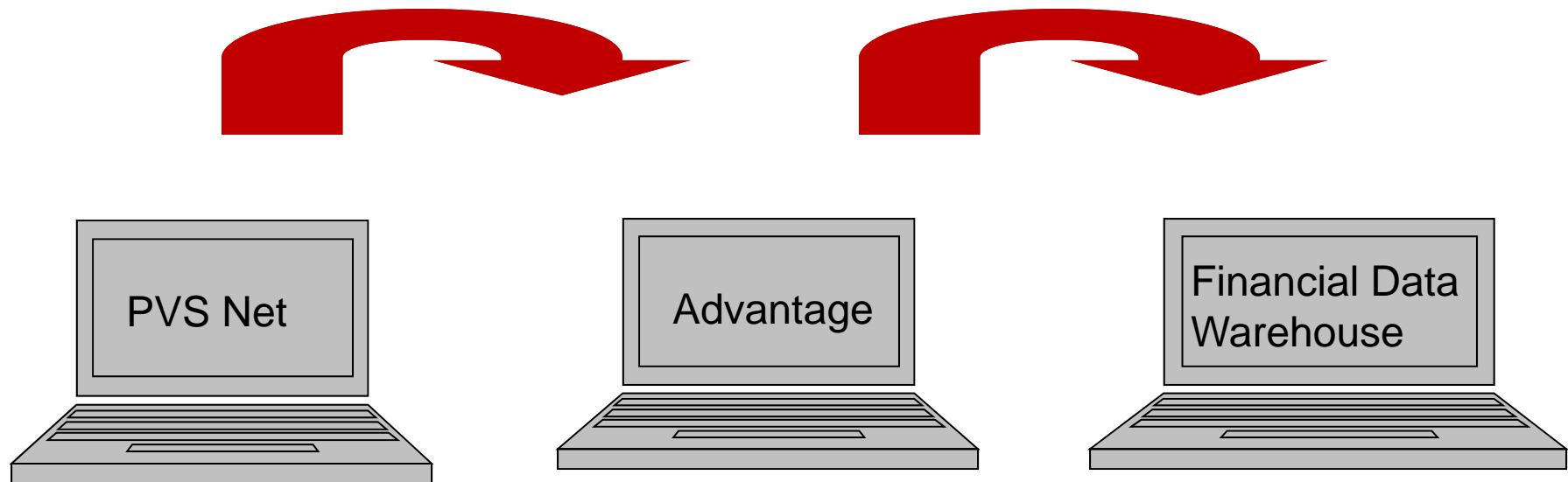


PCard Information

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Year End PCard Processing

- ❑ PVS Net is **NOT** integrated with Advantage or Financial Data Warehouse.



PCard Extra Posting Period during June

JUNE 2012						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 12, 2012 - Last day to place orders using 2101 accounts and **FIRST posting of charges for June**

June 22, 2012 - All transactions must be reconciled in PVS Net by Close of Business

- ☐ Remember that transactions may take several days to post in PVS Net
- ☐ P-Card transactions are subject to the length of time a vendor takes to process the credit card information. If a transaction is **not posted** by the bank into PVS Net **by June 22nd**, a soft money account must be used when reconciled.
- ☐ There will be no restrictions on normal P-Card transactions only on the type of account used



Year End PCard Reconciliation

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- ❑ Usually card holders are given 7 working days to complete reconciliations
- ❑ No grace periods in June
- ❑ **Remember 2 postings will be done in June**
 - Gets departments' charges posted to their accounts quicker to avoid loss of state funds
 - Success of this extra posting rests solely on the departments cooperation in providing information in PVS Net daily

Reconcile all transactions PRIOR to the June 12 and June 22 postings

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Office Supply Desktop Orders

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Departments can continue using the desktop delivery system with no cut off dates.

- HOWEVER -

Remember use of the P-Card is mandatory and
The P-Card time line must be followed

- ☐ You will be able to purchase items throughout the entire year; However, you will not be able to use state funds if the transactions do not appear in PVS Net prior to June 22nd, 2012.
- ☐ Those that do not post must be processed the next reconciliation period using non-state funds.

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Supplier Self Service & Registration

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❑ Webpage: <https://supplierregistration.purchasing.unlv.edu/>

UNLV Information For » Topics » Quick Links » Search UNLV Search

SUPPLIER SELF SERVICE & REGISTRATION

SUPPLIER REGISTRATION HOME

▼ Helpful Links

- Registration Checklist
- Frequently Asked Questions
- Definitions

UNLV Purchasing & Contracts

- Purchasing & Contracts
- Available UNLV Solicitations
- UNLV Campus Contracts
- Supplier Inclusion Program

Other Helpful Links

- UNLV Insurance Requirements for Contracts
- UNLV Accounts Payable
- UNLV Electronic Payment Network (Paymode-X)
- IRS

Find a Supplier

- Public Supplier Search

Welcome

Welcome to the University of Nevada Las Vegas (UNLV) Purchasing and Contracts Department Online Supplier Self Service and Registration system! This system will allow potential suppliers to register their business information, select the goods and/or services offered, and to manage information for accuracy through the use of their online account.

The UNLV Self Service and Registration system operates in a similar manner to other on-line registration websites. A supplier submits relevant company and contact information including name, e-mail addresses, phone numbers and commodity offerings in order to register a new account. In addition, registered suppliers may select the option to receive email notifications of upcoming procurement solicitation opportunities at UNLV.

Bid documents are available for public review on the UNLV Purchasing and Contracts website (<http://go.unlv.edu/purchasing/solicitations/>). We encourage you to visit the website frequently to view bidding opportunities.

For more information as to what is needed to complete the online registration, please visit the Frequently Asked Questions (FAQ) and the Registration Checklist links.

[Login / Register >](#)

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Supplier Only Login

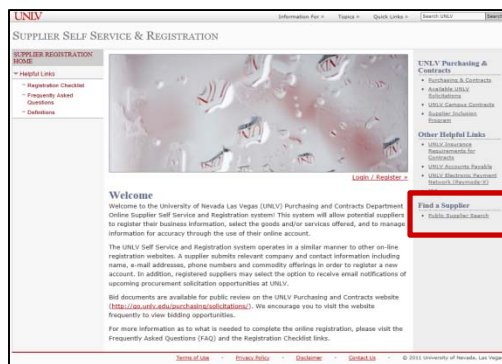
Purchasing
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Supplier Self Service & Registration

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❑ Public Supplier Search



SUPPLIER SELF SERVICE & REGISTRATION

SUPPLIER REGISTRATION HOME

- Administrator
 - Manage Users
 - Manage Commodities
 - Manage FAQ
- Purchasing
 - Review Applications
 - Supplier Search
 - Review Users
 - Upload/Export
 - Instructions
- My Website Profile
 - Update My Information
 - Change My Email
 - Change My Password
 - Change My Security Q&A
- Helpful Links
 - Feedback
 - Registration Checklist
 - Frequently Asked Questions
 - Definitions

Registered Supplier Search

[Logout »](#)

Find A Supplier

Company Name

City/Province

State

Zip/Post Code

[Search](#)

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**Purchasing
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Supplier Self Service & Registration

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- ❑ Supplier has NOT registered online

General Notes

My File Edit Tools Help

Print On PO

Import

Requisition 2012 95121774

Date/Time 2011-11-16 09:19

Created By munis

NEW SUPPLIER

SUPPLIER NAME:

PHONE #:

EMAIL:

CONTACT PERSON:

DATE OF EMAIL TO SUPPLIER REQUESTING

ONLINE REGISTRATION:

2 of 2

You are currently at the beginning of the record set.

Requisition Entry - Munis [LIVE Data Base]

My File Edit Tools Help

Switch Form

Main Terms/Miscellaneous

Dept/Loc 513 VP FIN&ADMIN

Fiscal year 2012 Current Next

Requisition number 95121774

General commodity 0888

General description SERVICES, INTERPRETER

Status 2 Created

Needed by 07/26/2011

Entered 10/18/2011 By nsc-oldsp

General Notes

Vendor Information

Vendor

Name

PO mailing 0

Remit 0

Vendor/Sourcing Notes

Vendor Quotes (0)

Shipping Information

Ship to NSC

NV STATE COLLEGE

1125 NEVADA STATE DR

DELIVERY HRS: 8AM-4PM MON-FRI

HENDERSON NV 89002

Email

Reference CHARMAINE KEMP 702-992-2103

Line Qty Description Unit Price Freight Disc % Credit Line Tr

Total Amount .00

Workflow

My Approvals Approve Reject Forward Hold Approvers

1 of 173

Attachments (0)



Supplier Self Service & Registration

- ❑ **Important Deadline:** Prior to end of Fiscal Year 2012 **ALL** suppliers to whom UNLV issues purchase orders are required to register in the online Supplier Registration system.

- ❑ Contact Information

Email: supplier.registration@unlv.edu

Phone: (702) 895-3521



FY 2013 Purchase Orders

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- ❑ You may begin processing your Fiscal Year 13 Purchase Requests **on June 11th, 2012**
- ❑ You will not be able to enter FY12 requisitions to the system **after June 8th, 2012**. You will need to contact Purchasing for assistance.

Requisition Entry - Munis [LIVE Data Base]

My File Edit Tools Help

Switch Form

Main Terms/Miscellaneous

Line Detail

Release

Activate

Allocate

Notes

Copy

GL Allocations

GL Summary

Training Course

Dept/Loc 217 PURCHASING & CONTRACTS

Fiscal year 2012 @ Current Next

Requisition number 91200479

General commodity 0568

General description MEDICAL, SUPPLIES

Status 0 Converted

Needed by 06/30/2010

Entered 06/29/2011 By gonza359

General Notes

Vendor Information

Vendor 5882 ZEE MEDICAL SVC CO

Name ZEE MEDICAL SVC CO

PO mailing 0 1618 W OAKLEY BLVD

LAS VEGAS NV 89102-2612

Remit 0

Vendor/Sourcing Notes

Vendor Quotes (0)

Shipping Information

Ship to UNL RECEIVING DEPARTMENT/UNLV

4505 MARYLAND PARKWAY

DELIVERY HRS: 8AM-4PM MON-FRI

LAS VEGAS NV 89154

Email

Reference PAULINE GONZALES, 702-895-3523

Line	Qty	Description	Unit Price	Freight	Disc %	Credit	Line Total
1	1.00	OPEN END PURCHASE ORDER FOR DELIVERY OF MEDICA...	300.00000	0.00	0.00	0.00	300.00

Total Amount 600.00

Workflow

My Approvals Approve Reject Forward Hold Approvers

3 of 5 Attachments (4)

OVR

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Purchasing Year End Priorities

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Purchasing will process documents submitted using the following priority schedule:

- ☐ Processing documents referencing a State account (21XX) for Fiscal Year 2012
- ☐ Processing documents referencing all other accounts for Fiscal Year 2012
- ☐ Reviewing/working Fiscal Year 2013 purchase requests for execution after July 1st



Contact Information

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- ☐ Purchasing Phone Extension: 53521 
- ☐ Purchasing Fax Number: 53859 
- ☐ Purchasing Email: PurchasingUnlv@unlv.edu
- ☐ Location: Campus Services Bldg Rm #235 M/S 1033
- ☐ Year End Contact Person  Pauline Gonzales x 53523
- ☐ MUNIS Questions: Your buyer or main extension x 53521
- ☐ PCard Questions: Rose Lentz x 42273



Questions



Thank you!

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