Year End Training
FY 2014
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 Registration
- Fiscal Year 2014 Purchase Orders
- Purchasing Year End Priorities
- Contact Information
## State Funds
Accounts whose Fund begins with 21.
- Example: 2101-217-1710

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.

This money is known as “Use it or Lose it” money.

## Soft Money/University Accounts
Accounts whose fund begins with 22.
- Example: 2221-217-1726

These accounts are generally self-supporting and roll from fiscal year to fiscal year.

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 2014 Object and Sub-Object codes is available in Financial Data Warehouse or call Purchasing at 895-3521.
If you do not have access to the Data Warehouse please go to the OIT Website to obtain an access form.
Cut Off Dates

Purchase requisitions for $50,000 or more must be submitted April 4th, 2014 by 5:00 PM to allow sufficient time for the bidding process.

All Purchase Requisitions under the bid threshold must be received April 25th, 2014 by 5:00 PM to ensure processing of POs in time to receive goods and services by June 30th, 2014.
## Quote Requirements

### Commodity and Services Purchases

<table>
<thead>
<tr>
<th>Amount</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $25,000</td>
<td>One Written Quote</td>
</tr>
<tr>
<td>$25,000 or more, but less than $50,000</td>
<td>Minimum of Two Written Quotes</td>
</tr>
<tr>
<td>$50,000 or more</td>
<td>Must be Competitively Bid by the Purchasing Department</td>
</tr>
</tbody>
</table>

### Personal, Professional and Consultant Services

<table>
<thead>
<tr>
<th>Amount</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $25,000</td>
<td>One Informal Proposal</td>
</tr>
<tr>
<td>$25,000 or more, but less than $50,000</td>
<td>Two Competitive Informal Proposals</td>
</tr>
<tr>
<td>$50,000 or more, but less than $75,000</td>
<td>Three Competitive Informal Proposals</td>
</tr>
<tr>
<td>$75,000 or more</td>
<td>Formal Solicitation Processed by the Purchasing Department</td>
</tr>
</tbody>
</table>

### Construction Projects

<table>
<thead>
<tr>
<th>Amount</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $25,000</td>
<td>One Written Quote *</td>
</tr>
<tr>
<td>$25,000 or more, but less than $100,000</td>
<td>Three Written Quotes *</td>
</tr>
<tr>
<td>$100,000 or more</td>
<td>Formal Solicitation Processed by the Purchasing Department</td>
</tr>
</tbody>
</table>

*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 30th. 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.

- 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

- **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.
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.

<table>
<thead>
<tr>
<th>Acct Line</th>
<th>Fund</th>
<th>Agency</th>
<th>Org</th>
<th>Object</th>
<th>Subobject</th>
<th>Original Encumbrance</th>
<th>Expended Amount</th>
<th>Open Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2014</td>
<td>PO # PO.0603100</td>
<td>Vendor: CONVENTIONS SPORTS &amp; L (#M0086190330)</td>
<td>PO Date: 03-28-2014</td>
<td>PO Amount: $325,900.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 2221</td>
<td>361</td>
<td>8000</td>
<td>30</td>
<td>23</td>
<td>325,000.00</td>
<td>53,236.58</td>
<td>271,763.22</td>
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<tr>
<td>FY 2014</td>
<td>PO # PO.21CA13117</td>
<td>Vendor: KURRUS, JEFFREY E (#M0086097488)</td>
<td>PO Date: 03-01-2013</td>
<td>PO Amount: $10,750.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 2377</td>
<td>257</td>
<td>7088</td>
<td>30</td>
<td>21</td>
<td>4,000.00</td>
<td>0.00</td>
<td>4,000.00</td>
<td></td>
</tr>
<tr>
<td>02 2220</td>
<td>257</td>
<td>551M</td>
<td>30</td>
<td>21</td>
<td>6,750.00</td>
<td>4,525.00</td>
<td>2,225.00</td>
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<tr>
<td>FY 2014</td>
<td>PO # PO.21CA13186</td>
<td>Vendor: BROOKS, FRED (#1000000718)</td>
<td>PO Date: 07-30-2013</td>
<td>PO Amount: $8,507.50</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 2161</td>
<td>257</td>
<td>5521</td>
<td>30</td>
<td>21</td>
<td>2,500.00</td>
<td>822.50</td>
<td>1,677.50</td>
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<tr>
<td>02 2221</td>
<td>257</td>
<td>551Y</td>
<td>30</td>
<td>21</td>
<td>2,500.00</td>
<td>446.00</td>
<td>2,060.00</td>
<td></td>
</tr>
<tr>
<td>03 2220</td>
<td>257</td>
<td>551J</td>
<td>30</td>
<td>21</td>
<td>3,030.00</td>
<td>2,168.00</td>
<td>862.00</td>
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<tr>
<td>FY 2014</td>
<td>PO # PO.21SP203077</td>
<td>Vendor: NGUYEN, BRYANT (#100000322)</td>
<td>PO Date: 04-11-2013</td>
<td>PO Amount: $550.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 2457</td>
<td>235</td>
<td>2504</td>
<td>30</td>
<td>21</td>
<td>500.00</td>
<td>160.00</td>
<td>340.00</td>
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<tr>
<td>FY 2014</td>
<td>PO # PO.21SP203176</td>
<td>Vendor: LONG, JULIE B (#M000196239)</td>
<td>PO Date: 06-20-2013</td>
<td>PO Amount: $4,650.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>01 2350</td>
<td>258</td>
<td>745L</td>
<td>30</td>
<td>21</td>
<td>4,000.00</td>
<td>2,179.80</td>
<td>1,820.20</td>
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<tr>
<td>FY 2014</td>
<td>PO # PO.21SP204135</td>
<td>Vendor: LONG, JULIE B (#M000196239)</td>
<td>PO Date: 11-05-2013</td>
<td>PO Amount: $58,990.00</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cabinet Members will be receiving reports of all their departments’ open purchase orders:

- Account Managers must review these reports and communicate with your buyer or call the Purchasing office at x5-3521.

- 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.

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

- PaymentNet 4 is **NOT** integrated with Advantage or Financial Data Warehouse.
June 2014

- **June 11, 2014** - Last day to place orders using 2101 accounts and FIRST posting of charges for June
- **June 23, 2014** - All transactions must be reconciled in PaymentNet by Close of Business

- Remember that transactions may take several days to post in PaymentNet.
- 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 PaymentNet by **June 23rd**, 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 P-Card Reconciliation

- 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 PaymentNet daily

Reconcile all transactions PRIOR to the June 11 and June 23 postings
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 PaymentNet prior to June 23rd, 2014.

- Those that do not post must be processed the next reconciliation period using non-state funds.
Webpage: https://supplierregistration.purchasing.unlv.edu/

Supplier Registration

Welcome

Welcome to the University of Nevada Las Vegas (UNLV) Purchasing and Contracts Department Online Self Service Supplier 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 account.

The UNLV Self Service 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://purchasing.unlv.edu/purchasing/solicitations). We encourage you to visit the websites 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.
Public Supplier Search
Supplier has NOT registered online
Important Deadline: **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 2015 Purchase Orders

- You may begin processing your Fiscal Year 2015 Purchase Requests on Thursday, June 12th, 2014

- You will NOT be able to enter FY14 requisitions to the system after Friday June 6th, 2014. You will need to contact Purchasing for assistance.
Purchasing will process documents submitted using the following priority schedule:

- Processing documents referencing a State account (21XX) for Fiscal Year 2014
- Processing documents referencing all other accounts for Fiscal Year 2014
- Reviewing/working Fiscal Year 2015 purchase requests for execution after July 1st
Contact Information

- 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 TBD x 53521
- MUNIS Questions: Your buyer or main extension x 53521
- PCard Questions: x 42273 (4CARD)
Questions
Thank you!