Year End Training
FY 2016
Agenda

- Different Account Types
- Cut Off Dates
- Quote Requirements
- Open End Purchase Orders
- Open Purchase Order Reports
- State Funded Open Purchase Order Reports
- Fiscal Year 2016 Purchase Orders
- Supplier Registration
- P-Card Information
- Office Supply Desktop Ordering
- Purchasing Year End Priorities
- Contact Information
Different Account Types

### 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 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

Requisitions using state funds

Purchase requisitions for $50,000 or more must be submitted **April 8th** by 5:00 PM to allow sufficient time for the bidding process.

All Purchase Requisitions under the bid threshold must be received **April 22nd** by 5:00 PM to ensure processing of POs in time to receive goods and services by **June 30th**.
# Quote Requirements

## Commodity and Services Purchases

<table>
<thead>
<tr>
<th>Cost Range</th>
<th>Quote Requirements</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>Cost Range</th>
<th>Proposal Requirements</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>Cost Range</th>
<th>Quote Requirements</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 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).
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.
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.
Cabinet Members will be receiving reports of all their departments’ open purchase orders (using a state funded account number) starting the first week of May.

<table>
<thead>
<tr>
<th>PO NUMBER</th>
<th>LINE NUM</th>
<th>FUND</th>
<th>AGENCY</th>
<th>ORG</th>
<th>OBJECT</th>
<th>SUB OBJECT</th>
<th>VENDOR NUM</th>
<th>VENDOR NAME</th>
<th>PO DATE</th>
<th>PO AMOUNT</th>
<th>PO EXPENSE</th>
<th>OPEN AMOUNT</th>
<th>CABINET</th>
<th>DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>21500025</td>
<td>2</td>
<td>2101</td>
<td>202044H</td>
<td>30</td>
<td>90</td>
<td>M0000056890</td>
<td>REPUBLIC SILVER STATE DISPOSAL</td>
<td>7/3/2014</td>
<td>$11,500.00</td>
<td>$10,912.95</td>
<td>$587.05</td>
<td>DIR ATHLETICS 2032</td>
<td></td>
<td></td>
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<tr>
<td>21500128</td>
<td>2</td>
<td>2101</td>
<td>203685</td>
<td>30</td>
<td>56</td>
<td>M0000117810</td>
<td>WINDOW BRIGHT WINDOW CLEANING</td>
<td>7/3/2014</td>
<td>$4,370.00</td>
<td>$3,730.00</td>
<td>$640.00</td>
<td>DIR ATHLETICS 204</td>
<td></td>
<td></td>
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<tr>
<td>21500188</td>
<td>4</td>
<td>2101</td>
<td>202044H</td>
<td>30</td>
<td>89</td>
<td>M0000052800</td>
<td>SOUTHWEST GAS CO</td>
<td>7/9/2014</td>
<td>$22,000.00</td>
<td>$18,533.85</td>
<td>$3,466.15</td>
<td>DIR ATHLETICS 216</td>
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<td>21500212</td>
<td>2</td>
<td>2101</td>
<td>202044H</td>
<td>30</td>
<td>58</td>
<td>M0000078590</td>
<td>SUBURBAN ELEVATOR OF NEVADA</td>
<td>7/7/2014</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$500.00</td>
<td>DIR ATHLETICS 2032</td>
<td></td>
<td></td>
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<tr>
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<td>1</td>
<td>2101</td>
<td>202044H</td>
<td>30</td>
<td>58</td>
<td>M0000012960</td>
<td>GE BETZ, INC.</td>
<td>7/7/2014</td>
<td>$6,750.00</td>
<td>$6,673.72</td>
<td>$76.28</td>
<td>DIR ATHLETICS 2032</td>
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<td></td>
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<tr>
<td>21500215</td>
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<td>2101</td>
<td>202044H</td>
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<td>30</td>
<td>23</td>
<td>M0000044940</td>
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<td>7/7/2014</td>
<td>$2,360.00</td>
<td>$2,160.00</td>
<td>$200.00</td>
<td>DIR ATHLETICS 2032</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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.
• You will **NOT** be able to enter **FY16 requisitions** into the system **after Friday June 3rd.**
  You will need to contact Purchasing for assistance.

• You may begin processing your FY17 requisitions **on Monday, June 6th.**
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
Webpage: https://supplierregistration.purchasing.unlv.edu/

Supplier Registration

Supplier Only Login
Public Supplier Search

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 online 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, email addresses, phone numbers and business offerings in order to register an account. In addition, registered suppliers may submit the option to receive email notifications of upcoming procurement solicitations opportunities at UNLV.

Bid documents are available for public review on the UNLV Purchasing and Contracts website: [http://www.unlv.edu/purchasingContracts](http://www.unlv.edu/purchasingContracts). 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.

Registered Supplier Search

Find A Supplier
- Registered suppliers

Company Name
City/Province
State
Zip/Post Code
Commodity Type
- Minority Business Enterprise (MBE) - Women-Owned Business Enterprise (WBE)
- Physically Challenged Business Enterprise (PCBE) - Veteran Business Enterprise (VBE)
- Disabled Veteran Business Enterprise (DVBE) - Small Business Enterprise (SBE)
- Local Business Enterprise (LBE)
Supplier has NOT registered online

Vendor Sourcing Notes
- Import → New Supplier
Year End P-Card Processing

- PaymentNet 4 is **NOT** integrated with Advantage or Financial Data Warehouse.
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 25th, a soft money account must be used to reconcile the charge.

There will be no restrictions on normal P-Card transactions only on the type of account used when reconciling.

June 10, 2016 - Last day to place orders using 2101 accounts

Reconcile every day 6/6 – 6/27
Year End P-Card Reconciliation

- Usually card holders are given 7 working days to complete reconciliations.
- No grace period in June.
- **Information in PaymentNet must be reconciled daily!!! 😊** (This ensures that the departments’ charges post to their accounts quicker to avoid loss of state funds.)

**REMEMBER:** Any purchases using state funds should be placed by **6/10** to guarantee these transactions are captured in the current fiscal year.
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 25th.

- Those that do not post must be processed the next reconciliation period using non-state funds.
Purchasing will process documents submitted using the following priority schedule:

- Processing documents referencing a State account (21XX) for the current Fiscal Year.
- Processing documents referencing all other accounts for the current Fiscal Year.
- Reviewing/working next Fiscal Year 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
- MUNIS Questions: Your buyer or main extension x 53521
- PCard Questions: x 42273 (4CARD)
Questions
Thank you!