

# Year End Training FY 2017

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
- ☐ Fiscal Year 2017 Purchase Orders
- ☐ Supplier Registration
- ☐ P-Card Information
- ☐ Office Supply Desktop Ordering
- ☐ Purchasing Year End Priorities
- ☐ Contact Information



# Different Account Types

| State Funds   | Soft Money/University Accounts   |
|---|--|
| Accounts whose Fund begins with 21.<br>■ Example: 2101-217-1710   | Accounts whose fund begins with 22.<br>■ 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:<br>23XX Grant Accounts (which may have their own time lines)<br>2457 Auxiliary Services Accounts<br>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.



# Different Account Types

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, ELIZABETH EKLUND

--- Nevada System of Higher Education ---

April 01, 2014

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 for the Nevada System of Higher Education (NSHE). This financial data warehouse is utilizing Oracle 11g, Oracle Corporation's database management system, and is maintained by NSHE System Computing Services.

Save data extract as Favorite

For a description of this financial data warehouse, click on the "Help" link.

A few usage notes to keep in mind:

- When data is displayed, the data is updated at midnight each business day.
- You can view and/or access all menu items using the [Site Map](#) or by navigating the menu system for an item.
- Menu categories are as follows:
  - Business Information: Information about documents, vendors, fixed assets, purchasing and travel.
  - Chart of Accounts: Lists and context drilldown sublists for funds, agencies, organizations, signature authority and revenue source codes.
  - Data Extracts: Allows you to custom filter information from budget and general ledgers, with the option to download the data to an Excel spreadsheet on your desktop.
  - Reports: Commonly requested data in standardized format, such as year-to-date organization balances.

After logging in, you may change your password at any time using the "Change Password" link in the upper right corner, or by contacting the SCS support center (southern help desk: 702-720-3300 or northern help desk: 775-784-4357), or by email at [scs@unlv.edu](#).

UNLV Reports | 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: 2017

| Object | Sub Object | Object Name            | SubObject Name                 | Fiscal Year |
|--------|------------|------------------------|--------------------------------|-------------|
| 10     |            | LETTERS OF APPOINTMENT |                                | 2017        |
|        | 10 - 00    | LETTERS OF APPOINTMENT | CONTROL                        | 2017        |
| 11     |            | PROFESSIONAL SALARIES  |                                | 2017        |
|        | 11 - 00    | PROFESSIONAL SALARIES  | CONTROL                        | 2017        |
|        | 11 - 01    | PROFESSIONAL SALARIES  | PROFESSIONAL CONTRACT W/RETIRE | 2017        |
|        | 11 - 02    | PROFESSIONAL SALARIES  | PROFESSIONAL CONTRACT W/O RET  | 2017        |



# Cut Off Dates

April 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        | 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     |        |         |           |          |        |          |

**Requisitions using state funds**

Purchase requisitions for **\$50,000** or more must be submitted **April 7<sup>th</sup>** by 5:00 PM to allow sufficient time for the bidding process.

All Purchase Requisitions under the bid threshold must be received **April 21<sup>th</sup>** by 5:00 PM to ensure processing of POs in time to receive goods and services by **June 30<sup>th</sup>**.



# 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

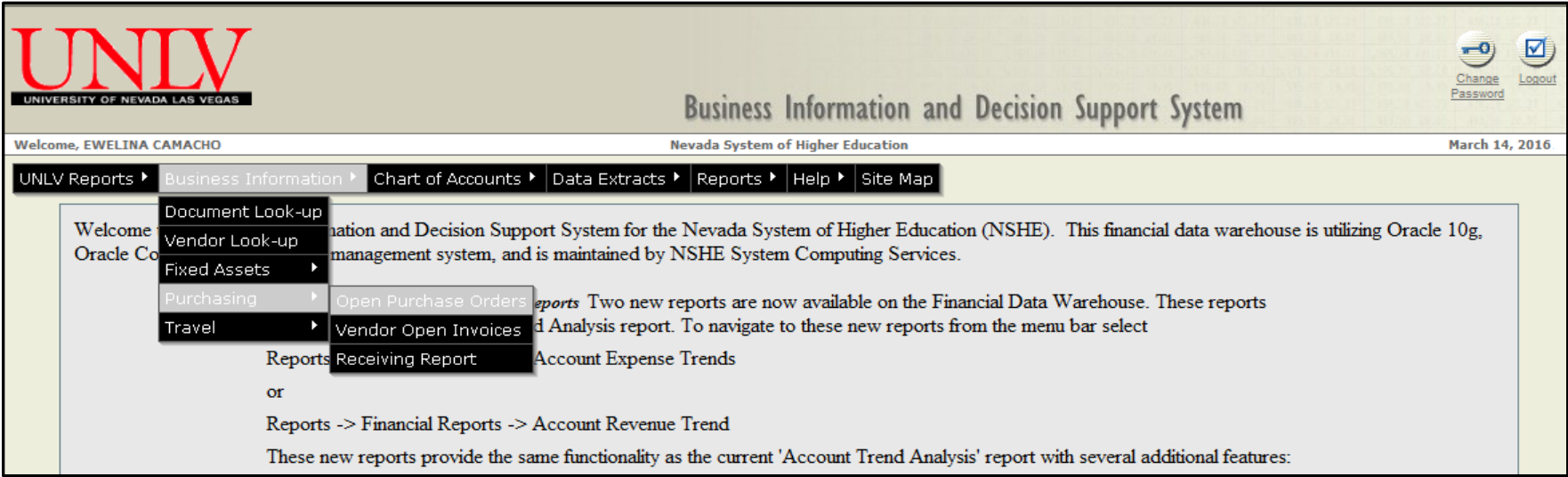
- ❑ Open-end purchase orders may be issued for less than \$25,000 for the current fiscal year. After that, they are subject to the quote requirements found on the previous page. (Note: Open-end POs can not extend into the next fiscal year.)
- ❑ If you anticipate you will require \$25,000 or more in goods 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 30<sup>th</sup>. 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

Open Purchase Order Report

Reset

Continue

Select the Fiscal Year

2017

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):


Reset

Continue

- ☐ 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



UNIVERSITY OF NEVADA LAS VEGAS

Business Information and Decision Support System

Home

Change Password

Logout

Help

Data current through February 13, 2017

--- Nevada System of Higher Education ---

February 14, 2017

UNLV Reports

Business Information

Chart of Accounts

Data Extracts

Reports

Help

Site Map

Open Purchase Order Report

Total number of rows returned: 13

EXCEL Extract

| Acct Line                                      | Fund | Agency | Org  | Object | Subobject | Original Encumbrance | Expended Amount | Open Amount |
|--|------|--------|--|--------|-----------|----------------------|-----------------|-------------|
| FY: 2017 PO #: <a href="#">PO 21703062</a>     |      |        | PO Date: 01-17-2017 PO Amount: \$5,000.00  |        |           |                      |                 |             |
| Vendor: AMERICAN SIGN LANGUAGE (# M0000161170) |      |        |  |        |           |                      |                 |             |
| 01   | 2101 | 201    | 0004                                       | 30     | TR        | 5,000.00             | 1,404.00        | 3,596.00    |
| FY: 2017 PO #: <a href="#">PO 21703094</a>     |      |        | PO Date: 01-20-2017 PO Amount: \$1,000.00  |        |           |                      |                 |             |
| Vendor: EXTRA EXPRESS (LAS VEG (# M0000202870) |      |        |  |        |           |                      |                 |             |
| 01   | 2101 | 201    | 0004                                       | 30     | 31        | 1,000.00             | 347.05          | 652.95      |
| FY: 2017 PO #: <a href="#">PO 21700266</a>     |      |        | PO Date: 07-07-2016 PO Amount: \$72,000.00 |        |           |                      |                 |             |
| Vendor: THE ROGICH COMMUNICATI (# M0000174530) |      |        |  |        |           |                      |                 |             |
| 02   | 2221 | 201    | 0007                                       | 30     | 08        | 36,000.00            | 21,000.00       | 15,000.00   |
| FY: 2017 PO #: <a href="#">PO 21701525</a>     |      |        | PO Date: 08-12-2016 PO Amount: \$550.00    |        |           |                      |                 |             |
| Vendor: 1SOURCE INTERNATIONAL, (# M0000140480) |      |        |  |        |           |                      |                 |             |
| 01   | 2305 | 201    | 0084                                       | 30     | 23        | 550.00               | 240.09          | 309.91      |

- ❑ 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 (using a state funded account number) starting the first week of May.**

| PO NUMBER | LINE NUM | FUND | AGENCY | ORG  | OBJECT | SUB OBJECT | VENDOR NUM  | VENDOR NAME                   | PO DATE   | PO AMOUNT   | PO EXPENSE | OPEN AMOUNT | CABINET       | DEPT |
|-----------|----------|------|--------|------|--------|------------|-------------|-------------------------------|-----------|-------------|------------|-------------|---------------|------|
| 21700045  | 2        | 2101 | 203    | 685  | 30     | 57         | M0000139910 | G2 GREEN DISTRIBUTING LLC.    | 12-Jul-16 | \$12,300.00 | \$3,850.00 | \$8,450.00  | DIR ATHLETICS | 204  |
| 21700047  | 4        | 2101 | 202    | 044H | 30     | 23         | M0000061500 | MARATHON STAFFING GROUP       | 7-Jul-16  | \$8,000.00  | \$0.00     | \$8,000.00  | DIR ATHLETICS | 2032 |
| 21700060  | 2        | 2101 | 203    | 685  | 30     | 23         | M0000028180 | CENTURYLINK TELEPHONE COMPANY | 21-Jul-16 | \$8,000.00  | \$7,320.87 | \$679.13    | DIR ATHLETICS | 2032 |
| 21700065  | 2        | 2101 | 202    | 044H | 30     | 58         | M0000161230 | CUMMINS ROCKY MOUNTAIN, LLC   | 12-Jul-16 | \$1,076.00  | \$165.00   | \$911.00    | DIR ATHLETICS | 2032 |
| 21700065  | 3        | 2101 | 203    | 685  | 30     | 58         | M0000161230 | CUMMINS ROCKY MOUNTAIN, LLC   | 12-Jul-16 | \$1,927.80  | \$794.80   | \$1,133.00  | DIR ATHLETICS | 2032 |
| 21700066  | 2        | 2101 | 203    | 685  | 30     | 58         | M0000184520 | AJ INDUSTRIES WEST, INC.      | 12-Jul-16 | \$100.00    | \$0.00     | \$100.00    | DIR ATHLETICS | 204  |

- ☐ 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.



# FY 2016 Purchase Orders

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- You will **NOT** be able to enter **FY17 requisitions** into the system **after Friday June 2<sup>nd</sup>.**  
You will need to contact Purchasing for assistance.
- You may begin processing your FY18 requisitions **on Monday, June 5<sup>th</sup>.**



# Supplier Registration

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- ☐ **ALL** suppliers to whom UNLV issues purchase orders are required to register in the online Supplier Registration System.
- ☐ Contact Information

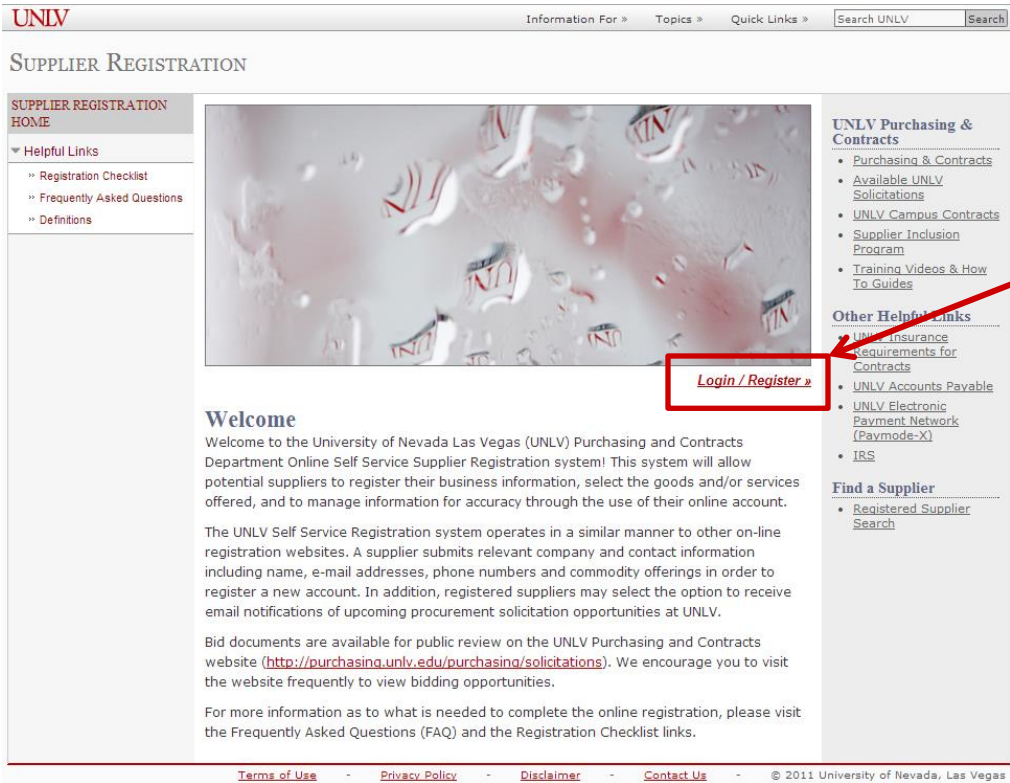
Email: [supplier.registration@unlv.edu](mailto:supplier.registration@unlv.edu)

Phone: (702) 895-3521



# Supplier Registration

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



Supplier Only Login





# Supplier Registration

## ❑ Public Supplier Search

UNLV

Information For » Topics » Quick Links » Search UNLV Search

SUPPLIER REGISTRATION

SUPPLIER REGISTRATION HOME

Helpful Links

- Registration Checklist
- Frequently Asked Questions
- Definitions

[Login / Register »](#)

### 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 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, 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 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.

UNLV Purchasing & Contracts

- Purchasing & Contracts
- Available UNLV Solicitations
- UNLV Campus Contracts
- Supplier Inclusion Program
- Training Videos & How To Guides

Other Helpful Links

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

**Find a Supplier**

- Registered Supplier Search

UNLV

Information For » Topics » Quick Links » Search UNLV Search

SUPPLIER REGISTRATION

SUPPLIER REGISTRATION HOME

Helpful Links

- Registration Checklist
- Frequently Asked Questions
- Definitions

## Registered Supplier Search

[Login / Register »](#)

Find A Supplier

Company Name

City/Province

State

Zip/Post Code

Commodity Type

☐ Minority Business Enterprise (MBE)

☐ Women-Owned Business Enterprise (WBE)

☐ Physically Challenged Business Enterprise (PBE)

☐ Veteran Business Enterprise (VBE)

☐ Disabled Veteran Business Enterprise (DVBE)

☐ Small Business Enterprise (SBE)

☐ Local Business Enterprise (LBE)

Search

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Purchasing & Contracts Department

# Supplier Registration

❖ Supplier has NOT registered online

Home

Accept Cancel Search Advanced Add Update Delete Global Print PDF Excel Word Email Attachments Notify Alerts

Requisition Entry - Munis [TRAIN DATABASE Jan 26 2016]

Main Terms/Miscellaneous

Main Information

Dept/Loc 217 PURCHASING & CONTRACTS

Fiscal year 2016 Current Next

Requisition number 91603854

General commodity 0874 SERVICES, CONSULTING MISC.

General description SERVICES, CONSULTING MISC.

General Notes

Vendor Information

Vendor 0 Committed

Name

PO mailing 0

Delivery Method Print Fax E-Mail

Remit 0

Vendor/Sourcing Notes

Vendor Quotes (0)

Shipping Information

Ship to UNL RECEIVING DEPARTMENT 4505 MARYLAND PARKW DELIVERY HRS: 8AM-4PM LAS VEGAS

Email

Reference

Requisition Entry

Home

Accept Cancel Search Advanced Add Update Delete Global Print PDF Excel Word Email Attachments Notify Alerts

Requisition Entry - Munis [TRAIN DATABASE Jan 26 2016] > Vendor Sourcing Notes

Note

Requisition 2016 91603854

Date/Time 2016-03-14 10:52 Print on PO.

Created By gonza359

NEW SUPPLIER

SUPPLIER NAME:

PHONE #:

EMAIL:

CONTACT PERSON:

DATE OF EMAIL TO SUPPLIER REQUESTING ONLINE REGISTRATION:

Vendor Sourcing Notes

Import

Vendor Sourcing Notes

- Import → New Supplier

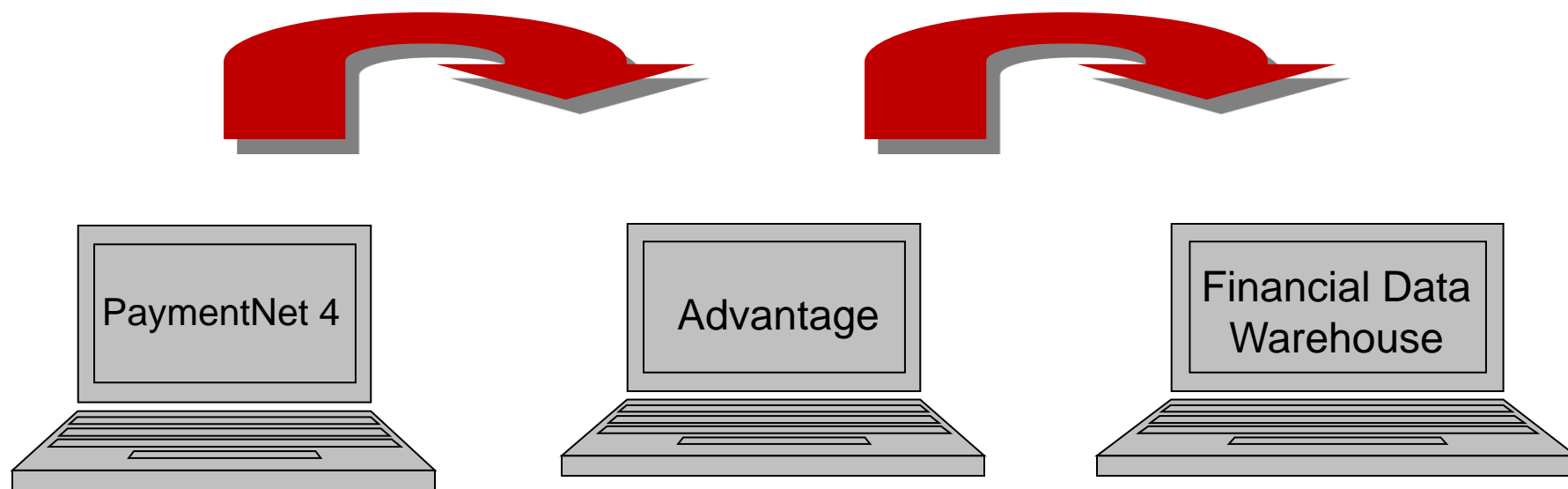


# P-Card Information

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## Year End P-Card Processing

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



# Year End P-Card Reconciliation

June 2017

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           | 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 9<sup>th</sup>** - Last day to place orders using 2101 accounts

**Reconcile every day 6/5 – 6/26**

- ❑ 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 25<sup>th</sup>**, 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.



# Year End P-Card Reconciliation

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- ☐ 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 **6/9** to guarantee these transactions are captured in the current fiscal year.



# 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 PaymentNet by June 25<sup>th</sup>.**
- ☐ Those that do not post must be processed the next reconciliation period using non-state funds.





# 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 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 1<sup>st</sup>



# Contact Information

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☐ Purchasing Phone Extension: x53521



☐ Purchasing Fax Number: x53859



☐ Purchasing Email: [PurchasingUnlv@unlv.edu](mailto:PurchasingUnlv@unlv.edu)

☐ Location: Campus Services Bldg Rm #235 M/S 1033

☐ MUNIS Questions: Your buyer or main extension x53521

☐ PCard Questions: x42273 (4CARD)



# Questions

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Thank you!

