SALT LAKE COMMUNITY COLLEGE

SLCCBuy MANUAL

Version 1 – Sept. 2023

Contents

Section 1: Getting Started

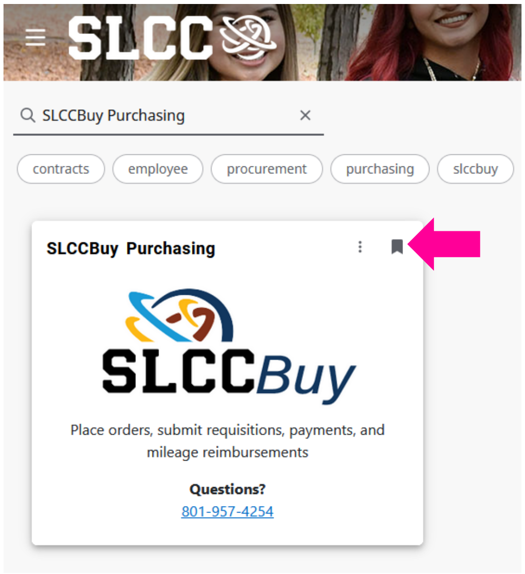
Introduction

SLCCBuy is the College's electronic Procure-2-Pay system. SLCCBuy is used to place orders with contracted vendors and to submit requisitions (non-catalog items), payment requests, and mileage reimbursements. SLCCBuy is not used for travel (see the Chrome River Manual). SLCCBuy is used to request procurement and non-procurement contracts and is the repository for contracts.

SLCCBuy provides a fully electronic solution for purchasing and payment services. It has a built-in electronic workflow for order and document review and approval. SLCCBuy has a marketplace of vendors who are on contract and from whom products can be purchased directly. These catalogs, or punch-outs, allow users to shop on a vendor's website and checkout in SLCCBuy.

Logging in

To log into SLCCBuy, navigate to Experience (MySLCC) and click the link located on the SLCCBuy Purchasing card. If you don't see the card, you can search for it by scrolling to the bottom of the page and clicking the "Discover More" button OR clicking the menu button and selecting Discover. On the search screen type "SLCCBuy" in the search box. If you would like to add the card to your home page, click the flag in the upper-right corner of the card.



You can also locate a link to SLCCBuy on the Purchasing Systems & Resources page of the Purchasing and Accounts Payable website.

SLCCBuy uses Single Sign On (SSO); if prompted, you will use your SLCC credentials to login.

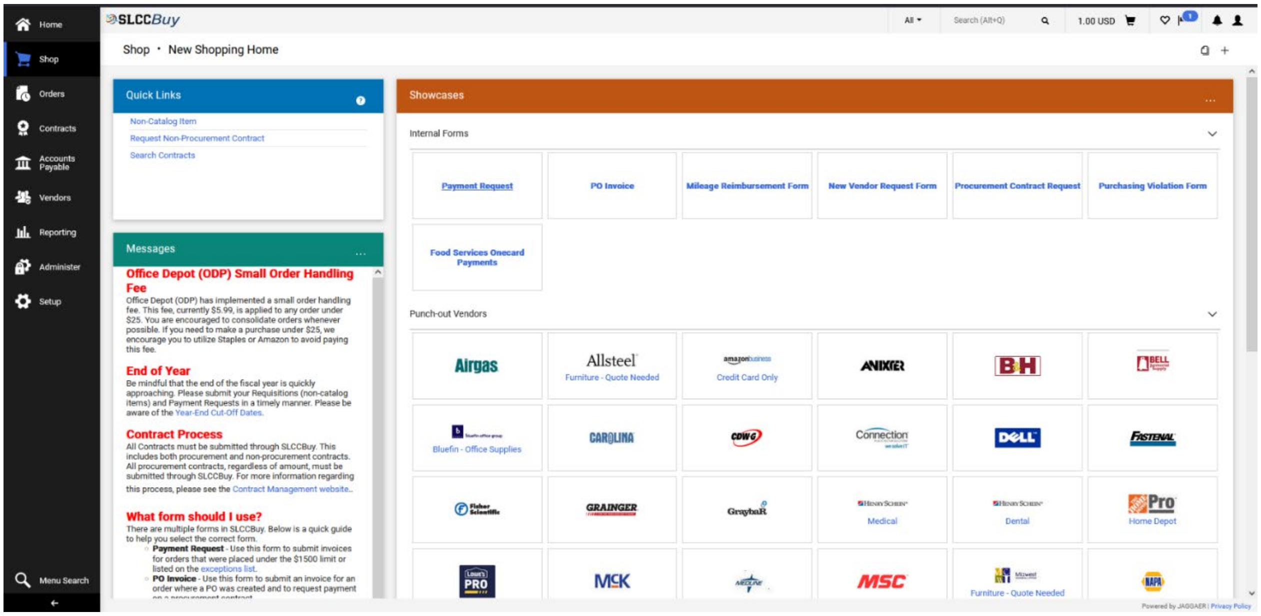
Creating a Bookmark Link

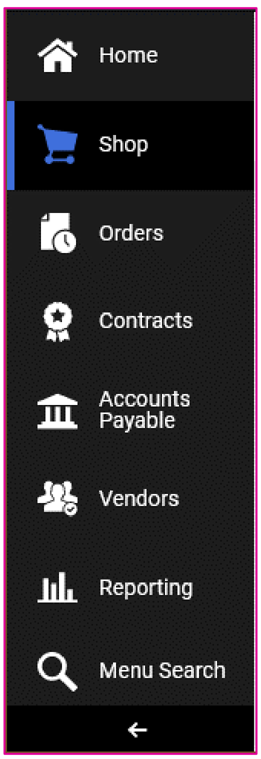
SLCCBuy uses single sign on (SSO). Therefore, you cannot simply create a bookmark link by clicking the star icon in your browser when on the SLCCBuy page. You will need to manually create the bookmark. The steps may differ depending on your browser.

1. Navigate to the Purchasing and Accounts Payable website and click on the Purchasing Systems & Resources link.
2. Right-click on the SLCCBuy logo and select Bookmark Link.
    a. If the Bookmark Link option is not available, choose Copy Link.
        i. In your browser, navigate to your Bookmark Manager
        ii. Select the option to add a link.
        iii. Enter a name for the bookmark.
        iv. Paste the URL in the appropriate field.
        v. Save.

Basic SLCCBuy Navigation

The default homepage for all users is the **Shopping Dashboard**.





Global Menu

On the left you will see the **global menu**. This houses the different modules SLCCBuy has. Depending on your assigned roles, you may see different icons. Standard icons include:

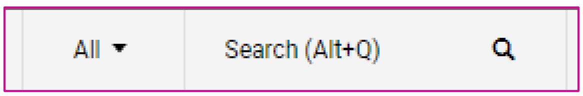
1. **Home** – Returns you to the home page.
2. **Shop** – Allows you to manage your shopping carts and create orders.
3. **Orders** – Allows you to search and view your requisitions, purchase orders, and invoices.
4. **Contracts** – Allows you to search contracts you have access to and request new non-procurement contracts to be created.
5. **Accounts Payable** – Allows you to view invoices.
6. **Vendors** – Allows you to search for vendors
7. **Reporting –** Allows you to generate reports, if enabled.
8. **Menu Search** – Allows you to search for a menu item, not a document.
9. The arrow at the bottom will switch between showing icons with names and icons only.

Action Bar

Across the top of the page, is the **action bar**. This gives you quick access to various functions and will always be at the top.

Search Bar

The **search bar** allows you to quickly search for documents using a document number or name. For the best results use the drop down to select which type of document you are looking for.

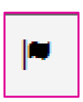


Shopping Cart

The **shopping cart** will give you a quick total of your current transaction. You can save shopping carts for later use. See the **Cart Management** section for more information and best practices.

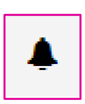
Action Items

Action items are flagged and will give you quick access to items you need to approve or take other action on. If you have action items, a small bubble will display with the number of outstanding action items over the flag.



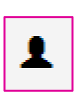
Notifications

The **notifications** bell will give you important status updates. If you have unread notifications, a small bubble with the number of unread notifications will be displayed over the bell.



Profile

Your **profile** gives you access to various quick settings and recently completed documents.



SLCCBuy Cart Submission Access

All employees have access to SLCCBuy. When an employee logs into SLCCBuy for the first time, the system will automatically create a user profile. Note that even though all employees have access to SLCCBuy, not all employees have access to submit carts. In order to submit carts, a user must have Banner Finance access. If a user submits a cart and does not have Banner Finance Access or does not have access to the Index used, the cart will be returned.

Not all employees are eligible to have Banner Finance access. This access is reserved for BCMs, Administrative Assistants, Secretaries, and other similar positions with the responsibility to monitor or manage a budget. Access is managed by the Controller’s Office.

Users that do not have Banner Finance Access will need to assign carts to an individual in their department to submit carts on their behalf. See **Default Cart Assignees** for more information.

To request Banner Finance access, complete the Banner Access Form on the Helpdesk website. The form is routed to IT and the Controller’s Office for processing.

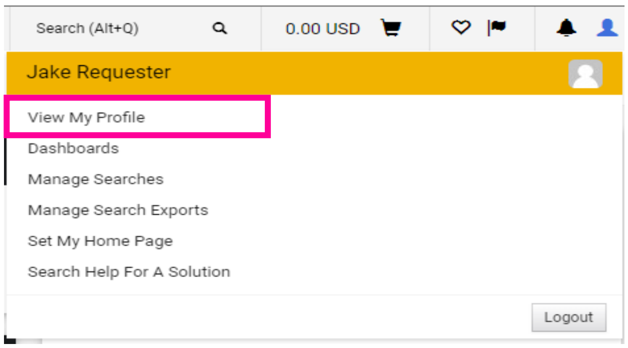
Note that all users can submit the following **without** having Banner Finance access:

1) All P-Card holders can submit p-card orders utilizing those punch-out catalogs that accept p-cards, e.g., Amazon and Staples.
2) All users can submit **PO Invoice** and **New Vendor Request** forms.
3) All users can submit non-procurement contracts.

SLCCBuy User Profile and Default Settings

New users will need to complete their profile before they can submit carts. To access your SLCCBuy user profile, click the **profile icon** in the upper right of the screen.

After clicking on the profile icon, you will see the option to "**View My Profile.**" Select this option to set your profile's default options.

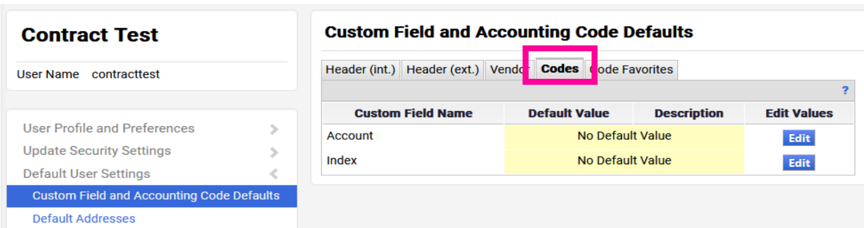


Default and Favorite Accounting Codes

Users are not required to set default or favorite accounting codes. However, it is strongly encouraged.

Select "**Custom Field and Accounting Code Defaults**" from the **Default User Settings** sub-menu on the profile page.

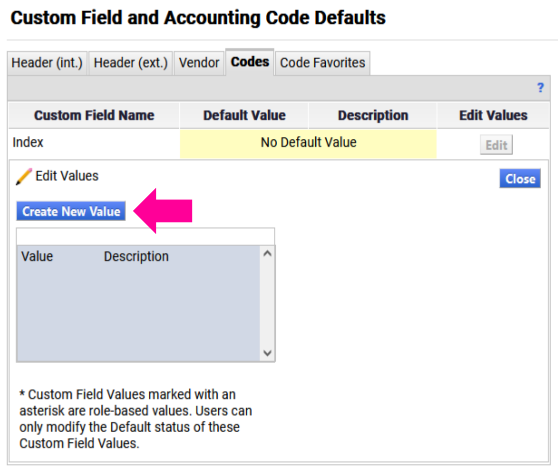
Select the "**Codes**" tab.



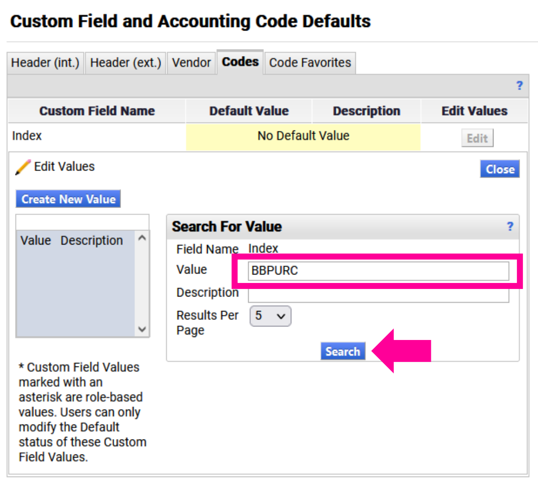
Here you can select specific Indexes to add to a favorite list and even select a default Index.

To add/edit an Index to your list, click the **"Edit"** button.

Select "**Create New Value**." *This does NOT create a new Index – but will allow you to search indexes to add to your favorites list.*

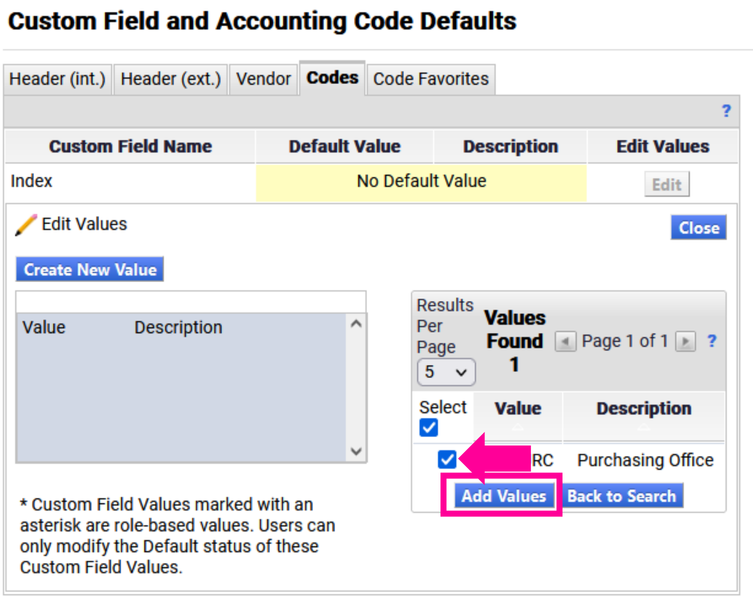


Search for your Index by typing your index in the "**Value**" field and selecting **Search**.

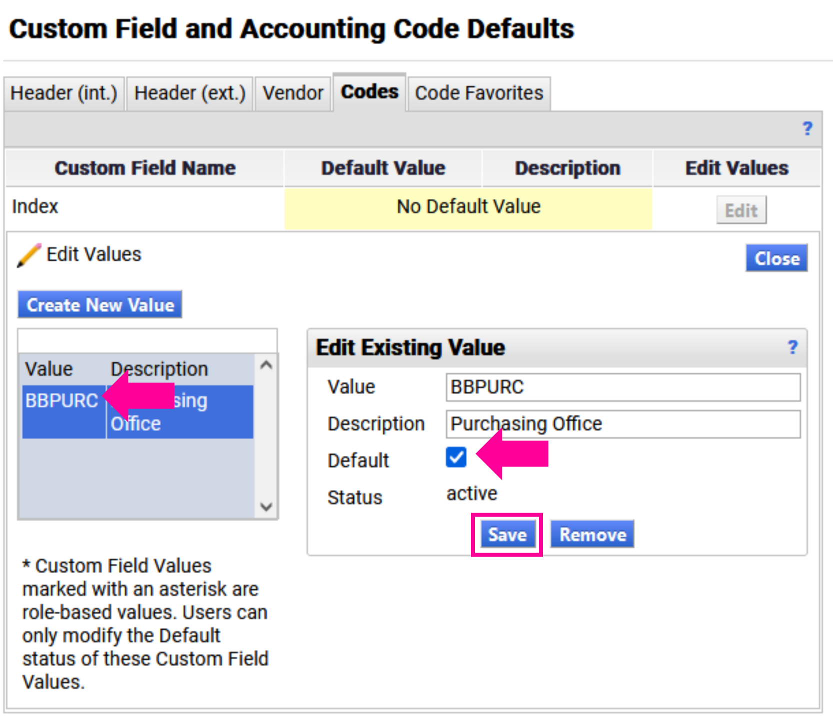


Once you find your index, mark the **checkbox** and select "**Add Values**."

You can repeat these steps to add additional indexes.



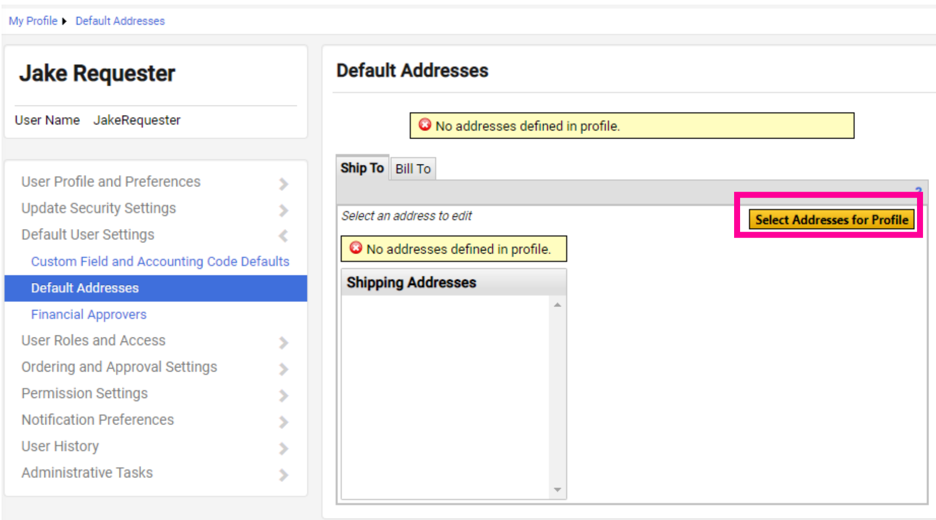
If you only use a single index and do not use a p-card to place orders, you can set a default Index. First click on the Index from the list. Check the "**Default**" box and click "**Save**." Note that a default Index will automatically be added to **ALL** requisitions, including those for which a p-card will be used, so we recommend only setting a default index if you do not use a p-card to place orders and only use a single index.



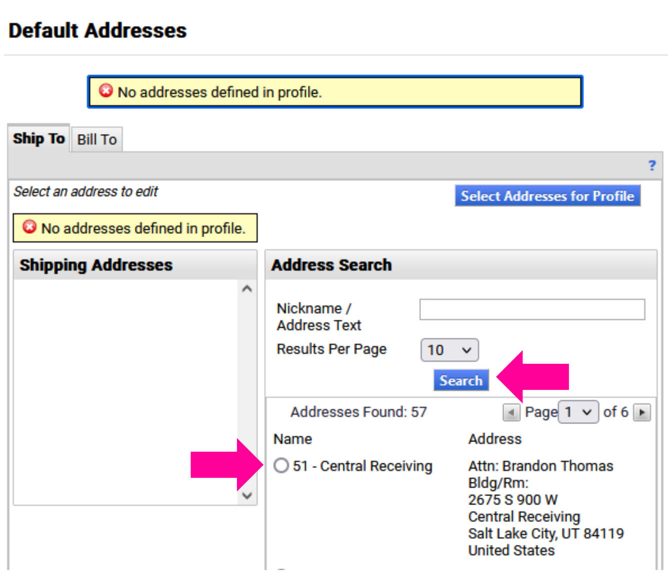
Default Addresses

First-time users will need to set their default addresses before they can submit carts. To set your default addresses, navigate to your profile and select "**Default Addresses**" under the **Default User Settings** menu. All orders should be shipped to Central Receiving. Therefore, your default Ship To address should be "**51 – Central Receiving**". You should not use any other address unless directed to do so by Purchasing and Accounts Payable.

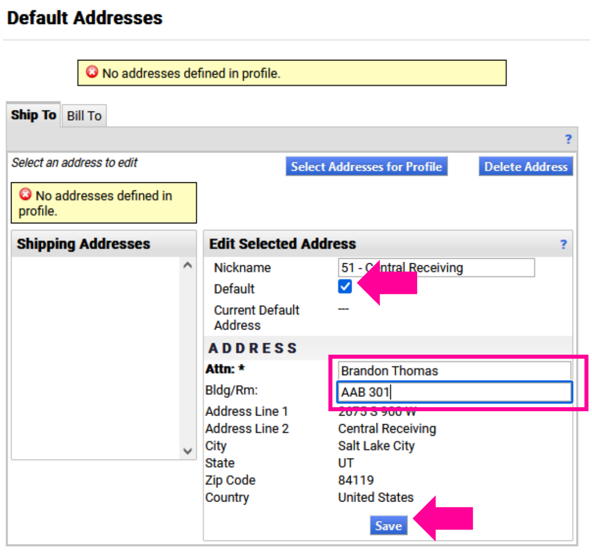
If no address is listed, or if a different address is listed, you can add the default address by clicking "**Select Addresses for Profile**".



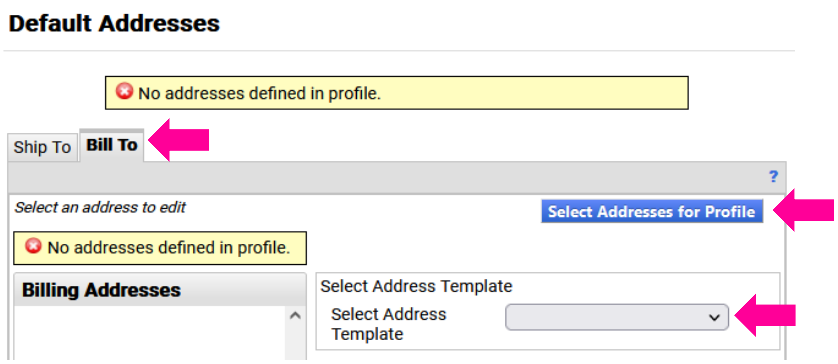
To list all addresses, click the "**Search**" button. Select "51 – Central Receiving".



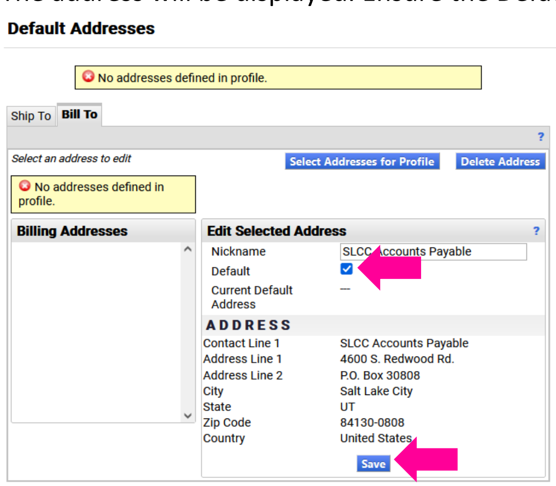
Make sure that the **Default** box is checked. Your name should auto-populate in the **Attn** field. Enter your Building and Room number in the **Bldg/Rm** field. Then click the **Save** button.



To set your default Bill To address, select the Bill To tab. Then select the Addresses for Profile. A dropdown menu will appear. Select "SLCC Accounts Payable" from the list.



The address will be displayed. Ensure the Default box is checked and click the Save button.

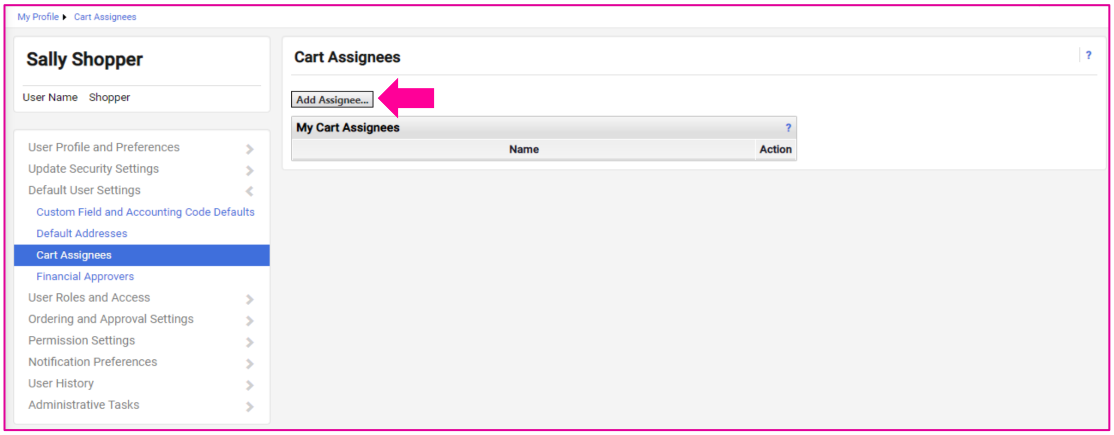


Default Cart Assignees

A carts assignee is an individual who has Banner Finance Access and will submit carts on your behalf. This is typically your department administrative assistant or secretary. BCMs should **NOT** be set as an assignee. An assignee is **NOT** an approver. It is highly recommended for any user who does not have Banner Finance access to set a default cart assignee.

Shoppers can designate favorite or default (preferred) cart assignees by selecting **Default User Settings > Cart Assignees**.

Select **Add Assignee…** and search/select from the list.



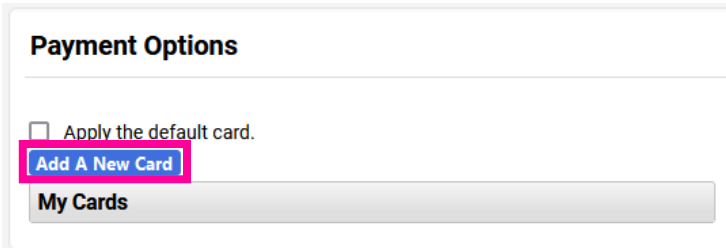
To set an individual as your default assignee, select **Set as Preferred**.

If an individual cannot be found in search, e-mail the SLCCBuy Administrator and they will add them for you.

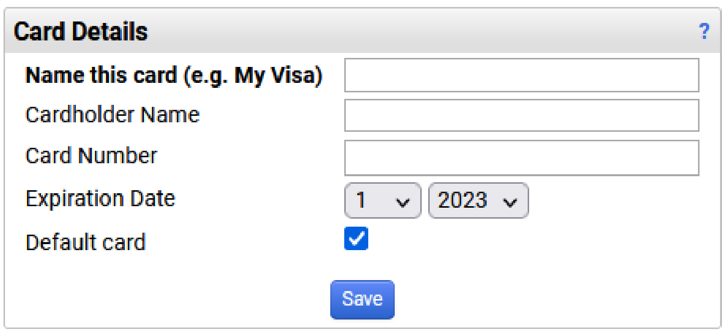
Enter P-card Information

To add your p-card to SLCCBuy, navigate to the Default User Settings > Payment Options in your profile.

Click the Add a New Card button.

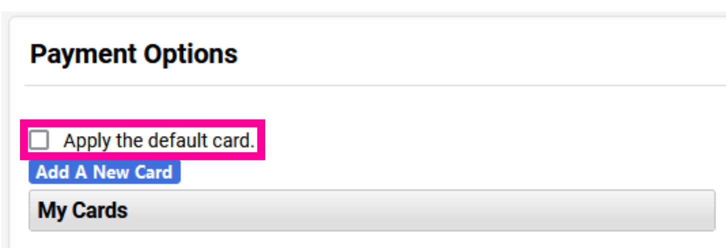


Enter your p-card information and click Save.



When your p-card expiration date is updated or your card is replaced, you will need to come back here and update the information.

If you will only be placing orders with your p-card, check the "Apply the default card" box. This will add your p-card to **ALL** orders.

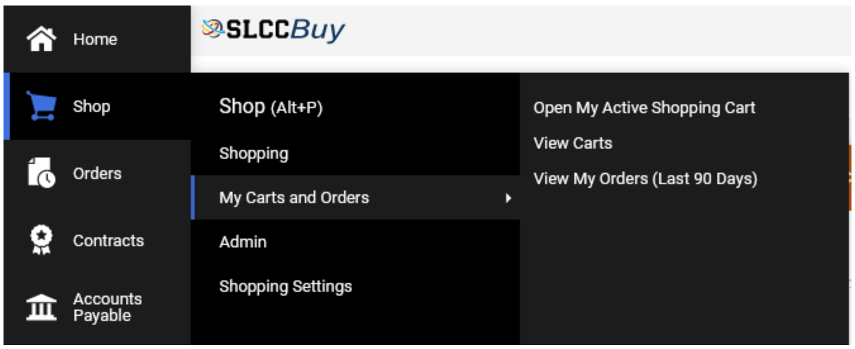


Managing Carts

Typically, a user will have only one cart at a time. However, users can have multiple draft carts at the same time. They can also have multiple assigned carts.

To view a list of your draft and assigned carts, select **Shop > My Carts and Orders > …**

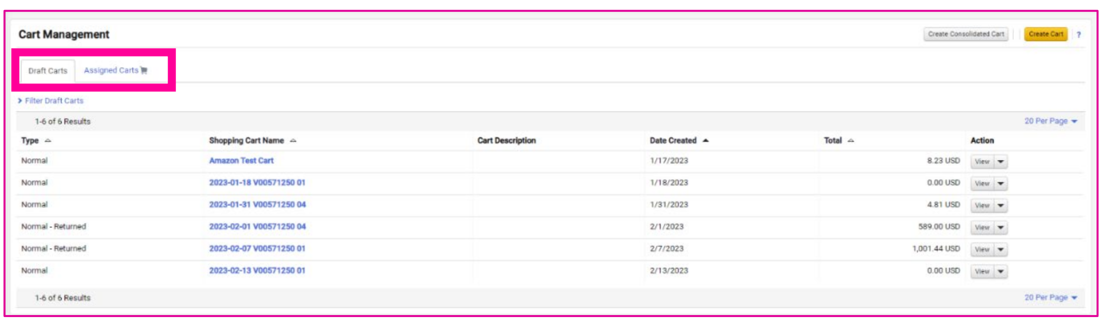
- **Open My Active Shopping Cart** – will show your currently active cart.
- **View Carts** – will display both *unsubmitted/returned carts* and *assigned carts.*
- **View My Orders** – will display carts you have submitted in the last 90 days.



View Carts

Select **Shop > My Carts and Orders > View Carts**.

Users can have more than one draft cart at a time. On this page you can see both your draft carts, including returned carts, and carts you have created that are assigned to others for submission. You can switch between the different types by clicking the associated tab.



To select a specific cart, click the **View** button. This will make the cart your current active cart.

To delete a cart, select the down arrow next to **View** and select **Delete**. Note when a cart is deleted, it is completely removed from the system.

If you have created a cart, but are not ready to submit it, you can create a new cart by clicking the **Create Cart** button in the top right. This will allow you to submit other carts until you are ready to submit the first cart. To return to your previous cart, navigate back to this page and select the cart by clicking the **View** button.

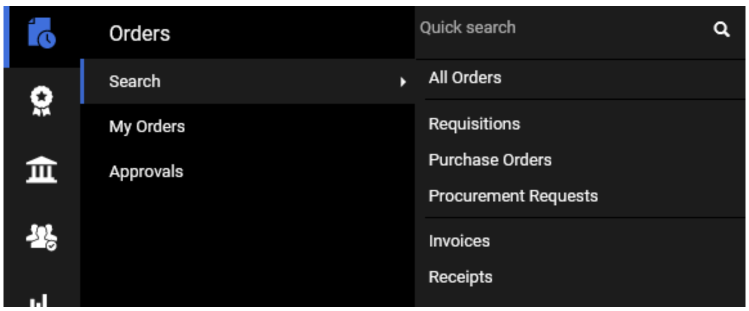
Documents Search

Users have access to view all documents under their department. Access is based on the department listed in Active Directory, which can be viewed in Outlook. An individual can also see any document they submitted or approved, regardless of the department listed on the document.

Some individuals need access to documents for multiple departments. This can be setup by the SLCCBuy Administrator. To request this access, send an email to the SLCCBuy Administrator.

General Document Search

To search for documents (requisitions, POs, Procurement Requests, Invoices, and Receipts), click **Orders > Search**. This search will show all documents you have access to.



Requisitions = Requests. Approvals occur during the requisition stage.

Purchase Orders = After being approved, requisitions are turned into purchasing orders (POs). POs that start with a “P” are regular PO orders and create an encumbrance in Banner. POs that start with a “Q” are p-card orders. POs that have only numbers are created from Payment Requests, Mileage Reimbursements, and Purchasing Violations.

Procurement Requests = These are forms that are not submitted as carts. This includes the PO Invoice and New Vendor Request forms.

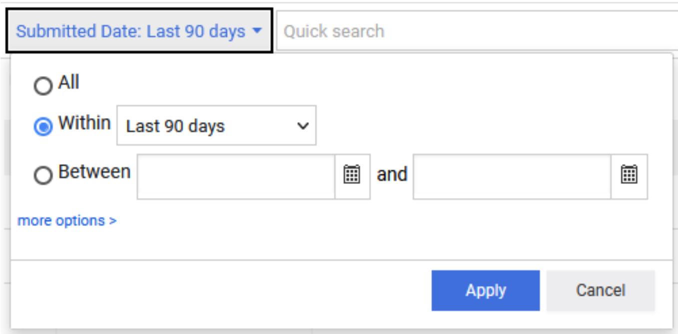
Invoices = POs that are all numbers auto generate an invoice that is sent to Accounts Payable (A/P) for review and approval. Invoices for POs that start with a “P” are either submitted by vendors electronically directly into the system or are manually entered by the A/P team.

Receipts = Receiving. Most items on POs that start with a “P” must be received before an invoice can pay. This includes POs for both goods and services. These documents are typically entered by Central Receiving. Some are entered by Purchasing & Accounts Payable. Departments can also enter receiving when appropriate. See **Entering Receiving**.

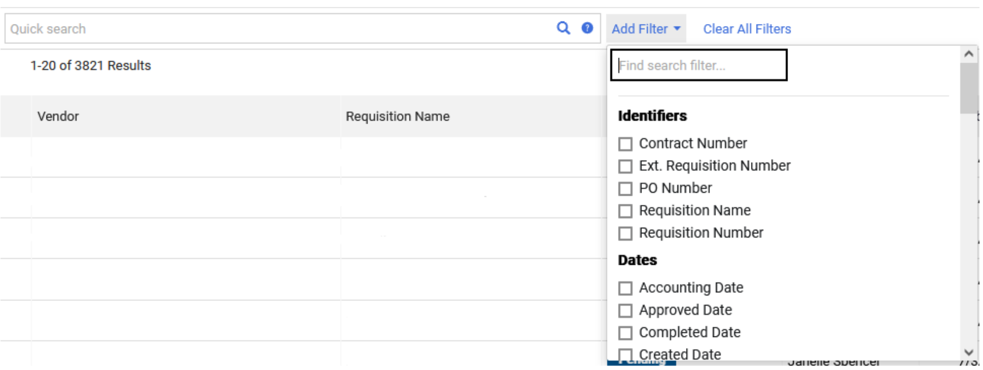
All Orders = This will show all requisitions, POs, and Invoices. It is recommended to use the search for the specific document you are looking for rather than All Orders as the results and filters are more robust.

To see only documents you have submitted, go to My Orders.

By default, the system will only display the last 90 days of documents. To change the time frame, click the Submitted Date field and enter the desired time frame.

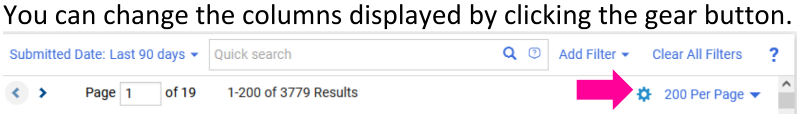


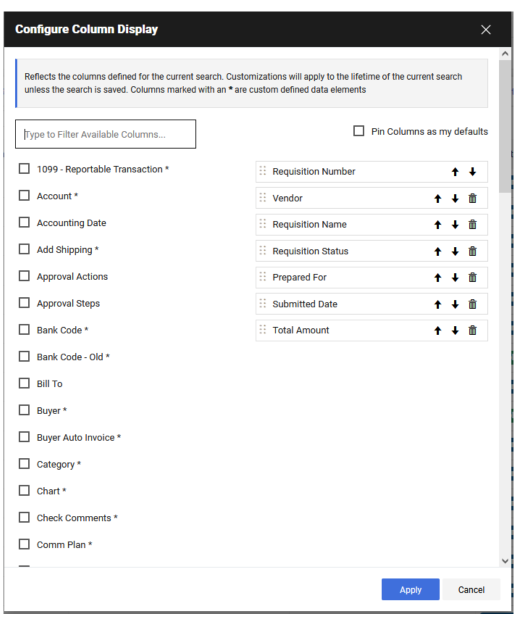
You can also enter keywords in the search field and/or utilize filters. You can use the Quick Filters on the left or add your own filters.



You can see basic information including the status of each document in the results.

You can change the columns displayed by clicking the gear button.



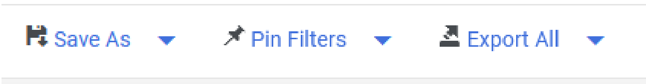


Check the box for the column you would like to add.

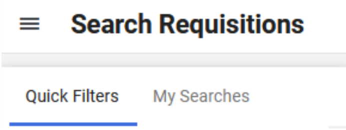
The columns that will be displayed are listed on the right. You can move them around to change the order.

To permenantly add the columns selected, click the **Pin Columns as my defaults** box.

You can save this search, pin the filters, or export the results to Excel by clicking the associated buttons at the top of the search page. If you pin your filters, the system will remember all of your filters and apply them everytime you load the search screen.



To view a previously saved search, click the My Searches in the Left Panel.

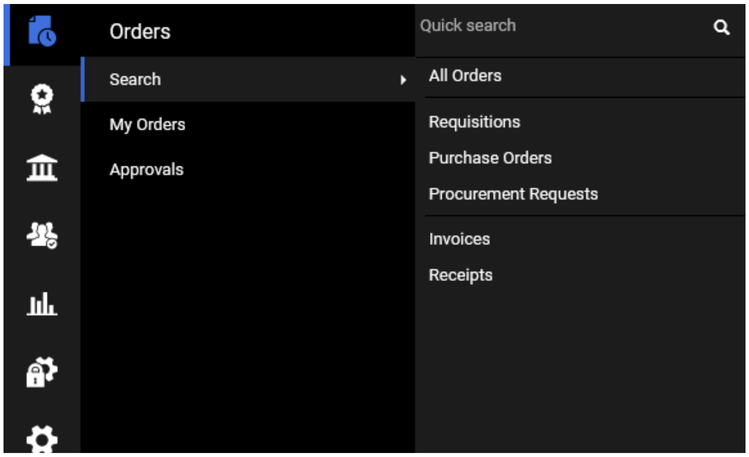


Example Search - Open Purchase Order Search

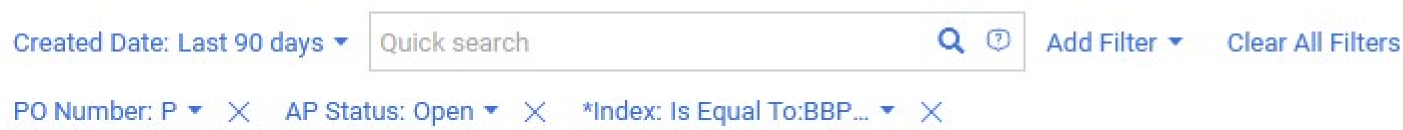
This is an example of a report you can create using purchase order search. It is recommended that you create and save this search.

To view a list of Open Purchase Orders in SLCCBuy, do the following:

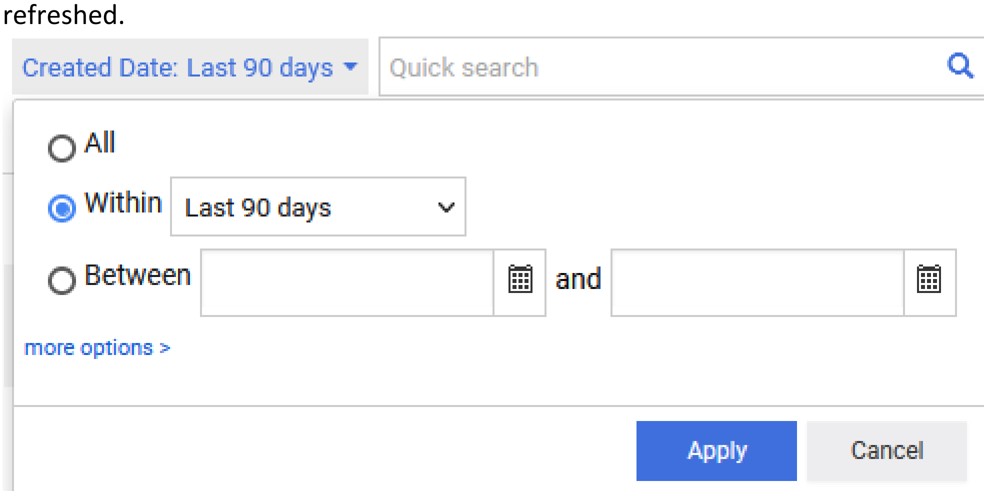
1. Click on the document icon on the left side of the window.
2. Hover over Search and select Purchase Orders.



3. Click on Add Filter and select PO Number.
4. Enter “P” in the box (no quotes) and click Apply. The displayed list will update to show only POs that start with a P.
5. Click on Add Filter and select AP Status.
6. Click Open and then Apply. The displayed list will update to show only POs that are currently open.
7. If you would like to filter the list to specific Indexes, click on Add Filter and select Index. Enter the indexes separated by commas and click Apply. The list will be refreshed.



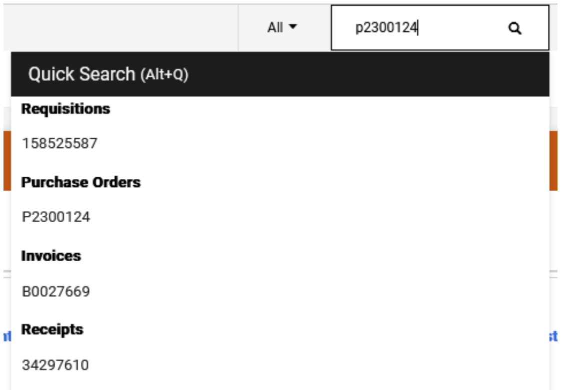
8. Note that by default the system displays POs created within the last 90 days. To change the time frame, click on Created Date next to the Quick Search box. Select the appropriate time frame and click Apply. The list will be refreshed.



9. To view details for a specific Purchase Order, click on the associated PO Number.

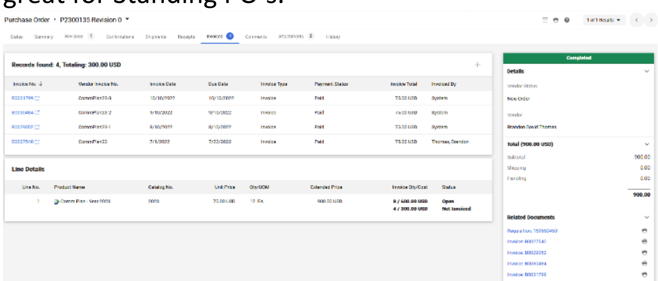
Direct access

You can access a document directly by typing the number into the Quick Search box at the top of the window and hitting Enter. All documents related to the document number will be displayed. Click on the document number to see details.



Viewing Invoices paid against POs

To view all invoices that have been paid against a Purchase Order, you must first access the PO either through search or direct access. On the Purchase Order screen, click the Invoice tab. All of the invoices that have been paid against this PO will be listed. You can scroll down to review each line item on the PO and the Open amount and Invoiced amount. This is great for Standing PO's.



Section 2: eProcurement and invoices

Ordering Rules

According to Purchasing Policy and Guidelines, departments are authorized to place orders under the small-dollar purchase limit using their p-card or on terms. Orders placed on terms mean that the vendor will provide the product or service and then provide an invoice for payment. See Purchasing Policy and Guidelines on the Purchasing and Accounts Payable website for more information.

Punch-out Vendors

What is a Punch-out Vendor?

A Punch-out vendor is integrated into SLCCBuy and connects directly to the vendor's website. It will look and behave like you are shopping directly on Amazon, Office Depot, Staples, etc.

Punch-out Vendor Benefits

Punch-out vendors have negotiated and discounted contracts with the college, and you can benefit from the extra purchasing power of cooperative purchasing organizations. Orders placed from Punch-out Vendors will not require a bid, and most will not need to be reviewed by Purchasing before being sent to the vendor.

Most of our punch-out vendors transmit invoices directly into SLCCBuy and are automatically matched to the appropriate Purchase Order, reducing the paperwork and time needed to reconcile transactions.

Which vendors have a Punch-out?

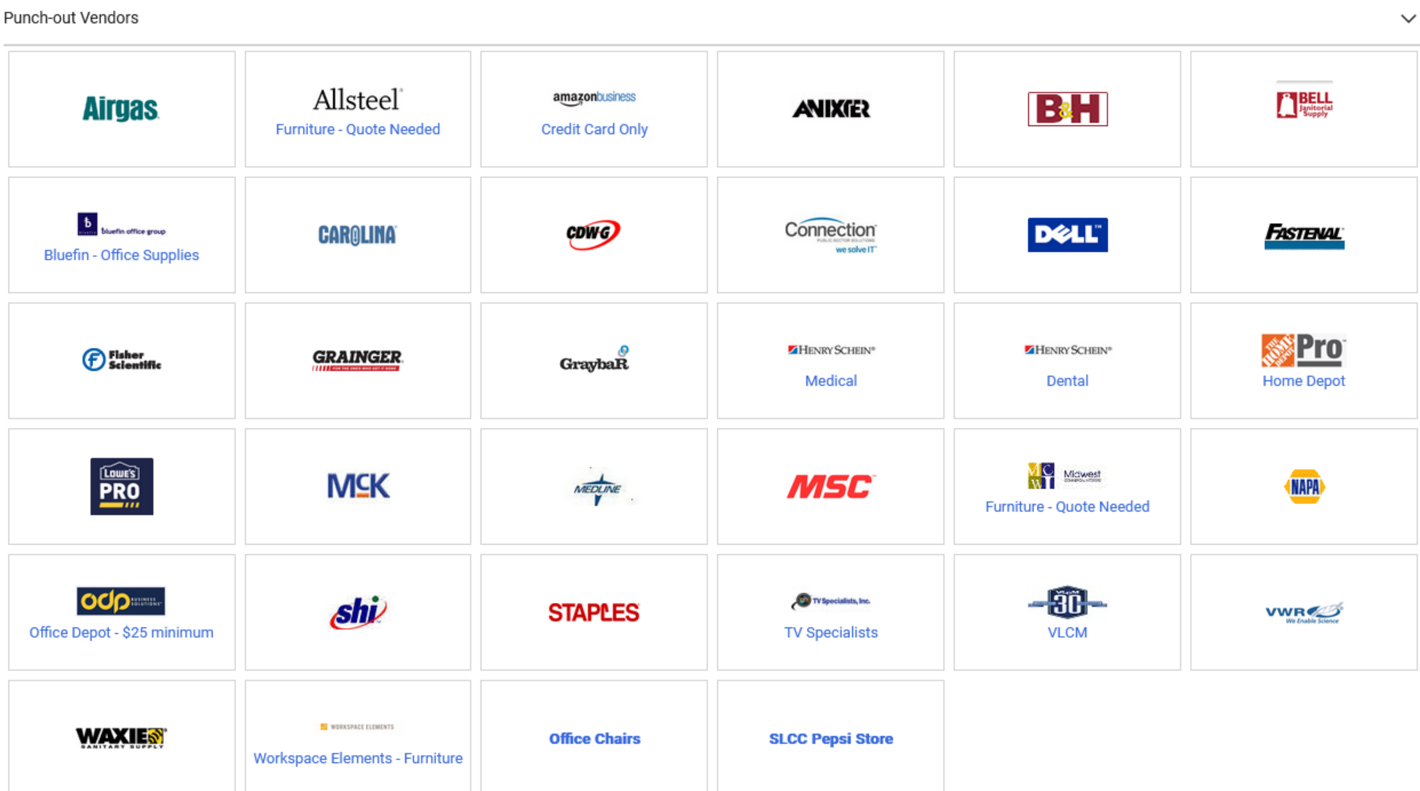
- **Airgas**
  - Cylinder gases and welding supplies
- **Amazon Business**
- **America to Go**
  - Catering and Food Trucks
- **Anixter**
  - Wire and cable, networking, security and power supplies
- **B&H Photo/Video**
  - Digital cameras, photography equipment, TVs, audio-visual supplies
- **Bell Janitorial Supply**
- **Bluefin Office Supplies**
- **Brady Industries**
  - Janitorial Supplies
- **Carolina Biological**
  - Life Science products
- **CDW-G**
  - Technology and software
- **Connection**
  - Technology and software
- **Dell**
  - Computers
- **Fastenal**
  - Industrial supplies/MRO
- **Fisher Scientific**
  - Lab equipment and supplies
- **Grainger**
  - Industrial supplies and safety products/MRO
- **Graybar**
  - Lighting and electrical supplies
- **Henry Schein Medical**
  - Medical products
- **Henry Schein Dental**
  - Dental products
- **Home Depot Pro**
- **Lawson Products**
  - Industrial supplies/MRO
- **Lowe's Pro**
- **McKesson**
  - Medical supplies
- **Medline**
  - Medical supplies
- **MSC**
  - Industrial supplies
- **Midwest**
  - Furniture
- **NAPA**
  - Auto Parts
- **ODP Office Solutions (Office Depot)**
  - Office supplies
- **SHI**
  - Software
- **Staples**
  - Office supplies
- **TV Specialists**
  - Audio/visual equipment and supplies
- **VLCM**
  - IT equipment and supplies
- **VWR**
  - Life science products
- **Waxie Janitorial Supply**
- **Workspace Elements**
  - Furniture

There are also two internally managed catalogs, Office Chairs and SLCC Pepsi Store.

Additional punch-outs will be added as needed.

Placing a Punch-out Order

To place an order through a Punch-out vendor, visit the Punch-out section of the shopping dashboard. To Punch-out, click on the vendor with whom you want to shop.



Since each Punch-out is managed by the respective vendor, each one looks and functions differently. Use the vendor website to shop for the items you need and add them to your cart. When you are done, proceed with the checkout process on the vendor website. At the conclusion of the checkout process on the vendor website, you will be returned to SLCCBuy to complete the checkout process in SLCCBuy. See **Cart Checkout**.

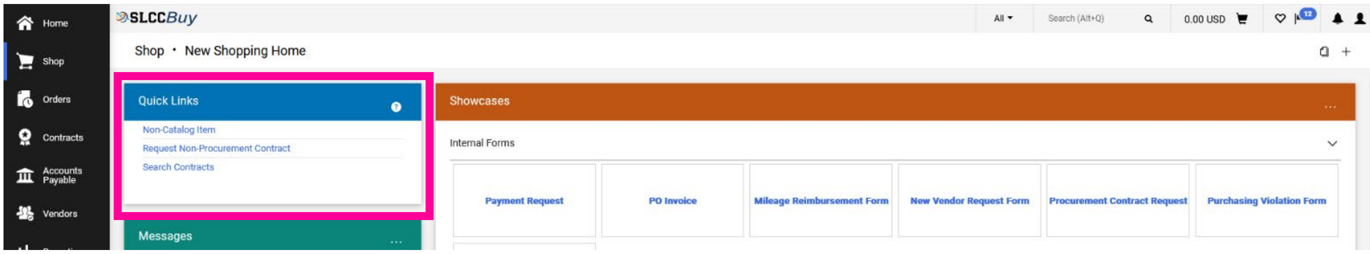
Punch-Out Vendor – P-Card

The following punch-out vendors will accept a purchasing card as a form of payment.

- Amazon – Required
- Office Depot – Optional/encouraged
- Staples – Optional/encouraged

Creating a Non-Catalog Requisition

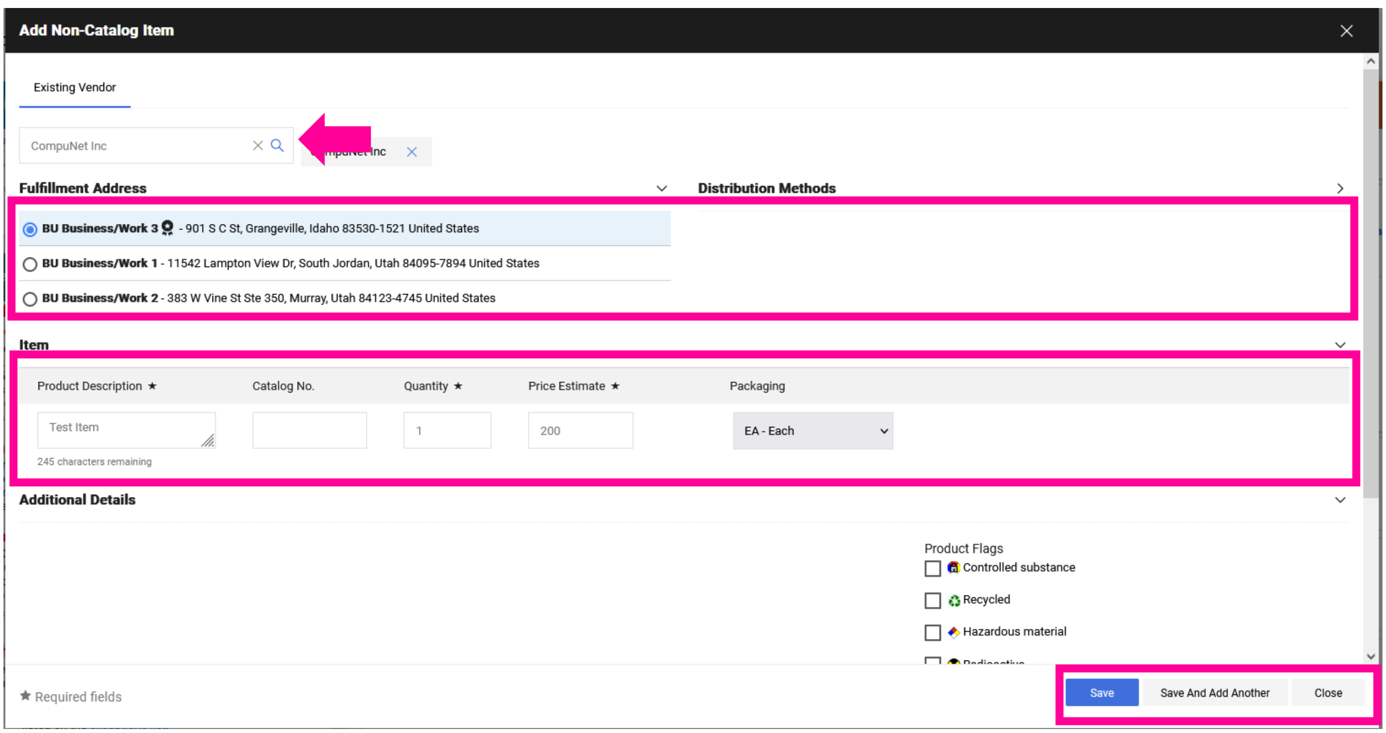
A non-catalog requisition is used to request a PO for a vendor that does not have a punch-out. To start the requisition, select "**Non-Catalog Item**" from the "**Quick Links**" section of the Shopping Dashboard.



The Add Non-Catalog Item dialog box will appear. You will need to first enter your vendor. *If the vendor is not found, they will need to be added to the system. Refer to the instructions for the New Vendor Request Form. Once they have been added to the system, you can proceed with entering your requisition.*

Once you select a vendor, you will see their fulfillment address and distribution method.

Type the description of the item, along with the quantity and price (adjust the packaging as needed; default is EA (each)).



Once you have added your item, you can either save your cart, or add another item from the vendor.

When you have added all needed items, click on the cart on the **Action Bar** to see your cart and complete the checkout process. See **Cart Checkout**.

Forms

There are two types of forms, **requisition forms**, which are added to carts and **procurement requests** or general forms, which are not added to carts.

What form should I use?

There are multiple forms in SLCCBuy. Below is a quick guide to help you select the correct form. Most forms are requisition forms and are added to a cart. Procurement request forms that are not added to a cart are indicated with an * and are covered in the Procurement Request Form section.

- **Payment Request** - Use this form to submit invoices for orders that were placed under the small dollar purchase limit or listed on the exceptions list in the Payment Request Guidelines.
- **PO Invoice*** - Use this form to submit an invoice for an order where a PO was created and to request payment on a procurement contract.
- **Mileage Reimbursement Form** - Use this form to request reimbursement for local mileage. (Mileage related to a travel event must be submitted in Chrome River.)
- **Create New Vendor Request Form*** - Use this form to request a new vendor be set up in SLCCBuy.
- **Procurement Contract Request** - Use this form to request a procurement contract. A procurement contract is any contract that includes the expenditure of funds (e.g., independent contractors, consultants, professional services, software agreements).
- **Purchasing Violation Form** - Use this form to submit an invoice for an order that was placed without following purchasing rules, such as orders over the small dollar purchase limit, without a PO. (See Purchasing Violation Guidelines for more information)
- **Non-Catalog Item** - This form is located in the Quick Links section. Use this form to request non-catalog items that need to be ordered using a Purchase Order. Catalog items are purchased using the punch-out vendor catalogs.

Requisition Forms

Payment Request Form

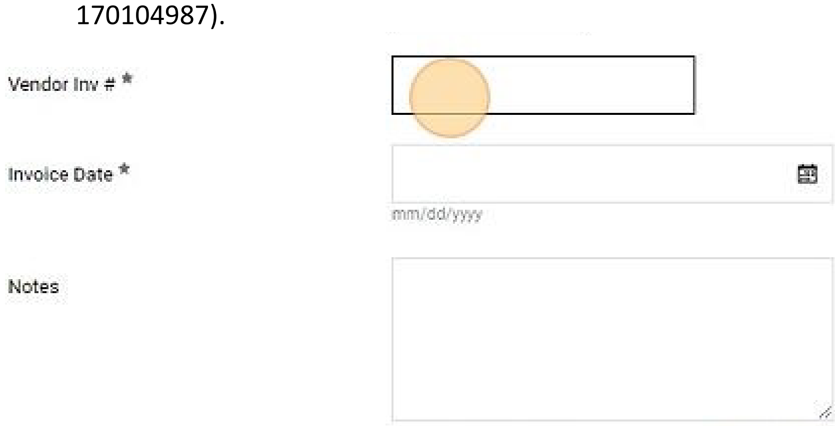
1. Click "Payment Request"

2. Type the vendor's name in the “Enter Vendor” field. As you type, the system will search for the vendor. When it is displayed, click on it.

3. In the “Product Description” field, type a description for the payment.

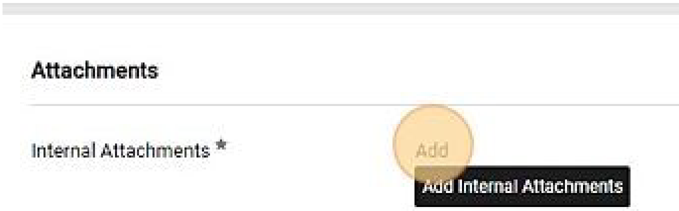
4. In the “Check Amount” field, type the amount needing to be paid.

5. In the “Vendor Inv #” field, type the vendor's invoice number exactly as it is listed on the invoice. If there is no vendor invoice number, enter the date as yymmdd and amount, including cents, with no decimal. (i.e., 170104987).

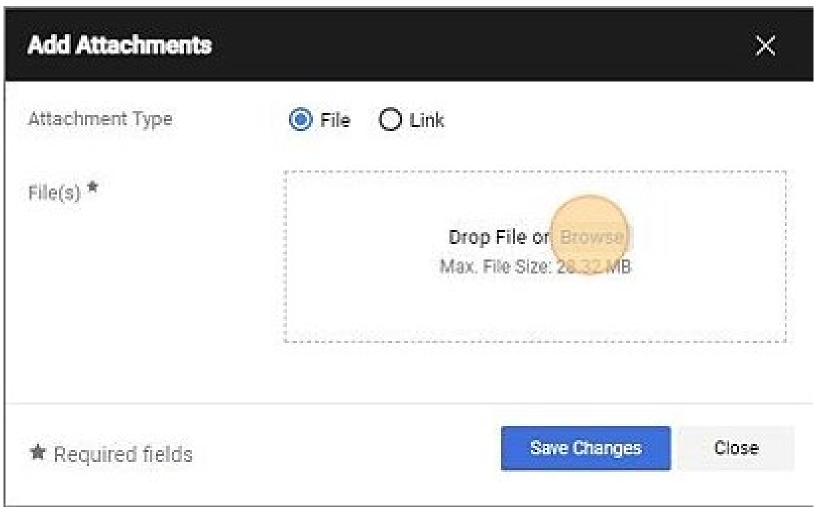


6. Enter the invoice date or select the date picker.

7. In the “Notes” field, type any applicable notes. This is not a required field and can be left blank.
8. Scroll down to the Attachments section and click "Add".



9. Drag and drop the applicable file, such as an invoice, or click Browse to search your computer files. Once the file has been uploaded, click "Save Changes."



10. Click "Add And Go To Cart" at the top of the form.

11. You will be taken to your cart where you can complete the checkout process. See **Cart Checkout**.

Mileage Reimbursement Form

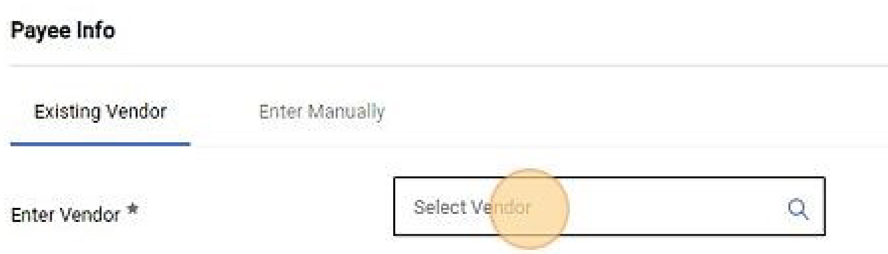
1. Click "Mileage Reimbursement Form"

2. Review the Account Number Guide to determine which account code to use during checkout.

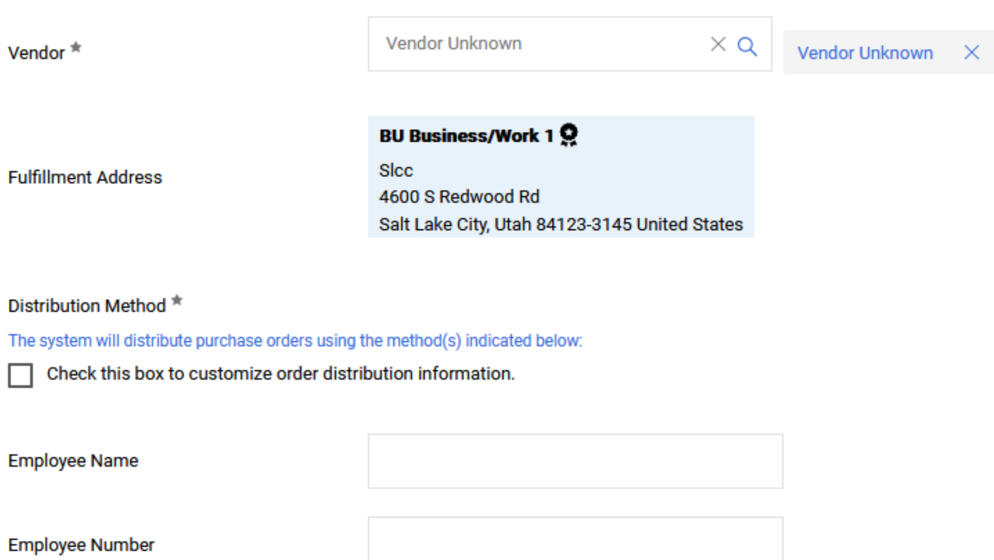
Use the following Account Number guide:

STAFF	FACULTY	BUDGET CENTER MANAGER	RECRUITMENT
In-State Dev - 90010	In-State Dev - 90020	In-State Dev - 90025	In-State Dev - 90050
In-State Other - 90030	In-State Other - 90040	In-State Other - 90045	Out-State Dev - 90150
Out-State Dev - 90110	Out-State Dev - 90120	Out-State Dev - 90125	
Out-State Other - 90130	Out-State Other - 90140	Out-State Other - 90145	

3. Enter the name of the employee in the Vendor field and select them when they pop up.



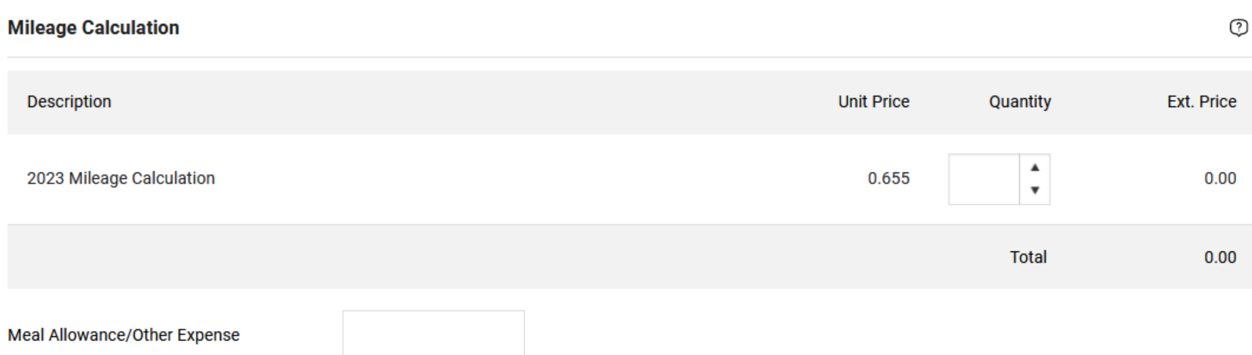
4. If the employee is not listed, enter Vendor Unknown in the "Enter Vendor" field, then type the Employee Name and Employee S Number in the fields below.



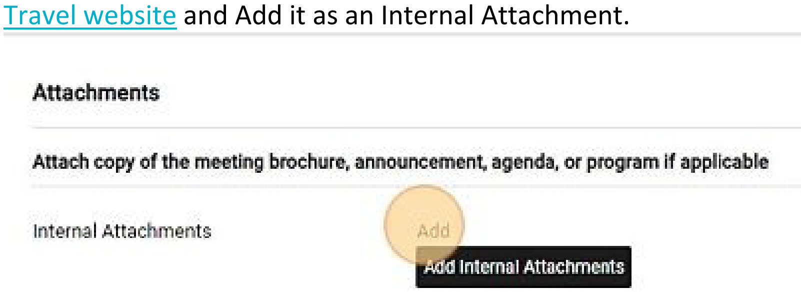
5. Enter the Beginning date and Ending date.

6. If there is a single destination, enter it. If there are multiple destinations, enter "Multiple" or "See Attached". Enter the purpose for the travel. If multiple, enter "Multiple" or "See attached".

7. Enter the total number of miles in the applicable Quantity field and hit tab. The total amount will automatically be calculated.



8. If there are other applicable expenses, such as parking, enter it in the meal allowance/other expense field.
9. If there were multiple destinations or trips, you must complete the [Mileage Reimbursement form](#) found on the [Travel website](#) and Add it as an Internal Attachment.



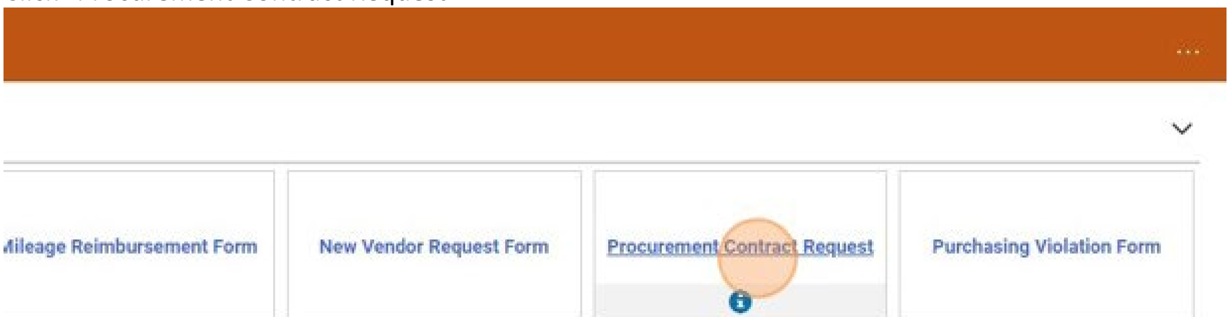
10. Click "Add And Go To Cart" at the top of the form.

11. You will be taken to your cart where you can complete the checkout process. See **Cart Checkout**.

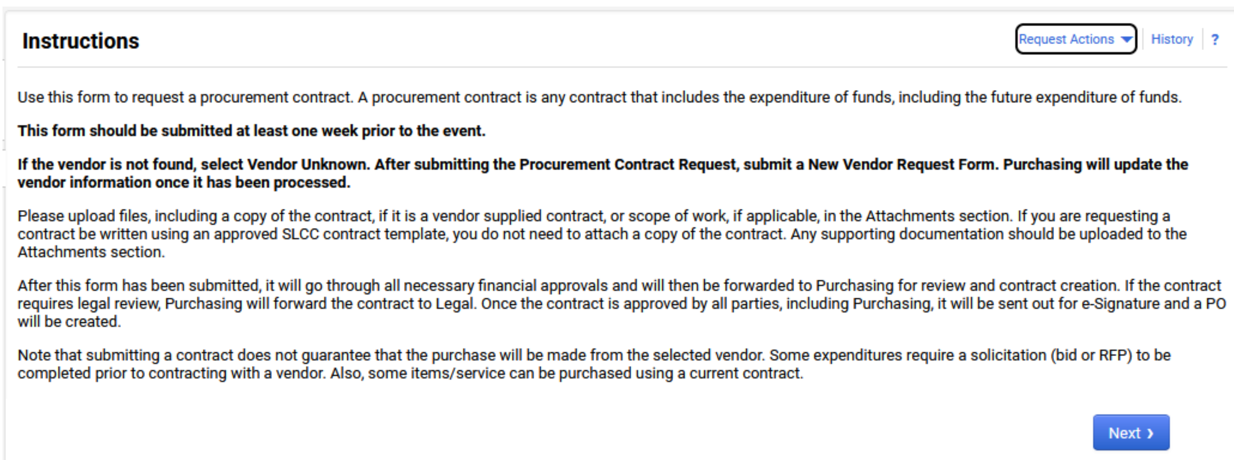
Procurement Contract Request

A procurement Contract Request form should be entered whenever there is a contract to purchase something, except for those purchases allowed under the Simple Service Contract Guidelines. A procurement contract includes any contract that includes the expenditure of funds. If the contract does not include the expenditure of funds, please enter the contract as a Non-Procurement Contract.

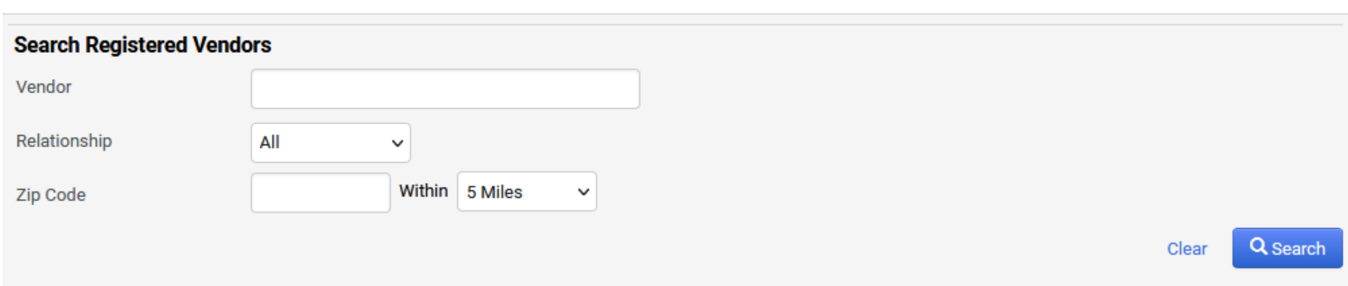
1. Click "Procurement Contract Request"



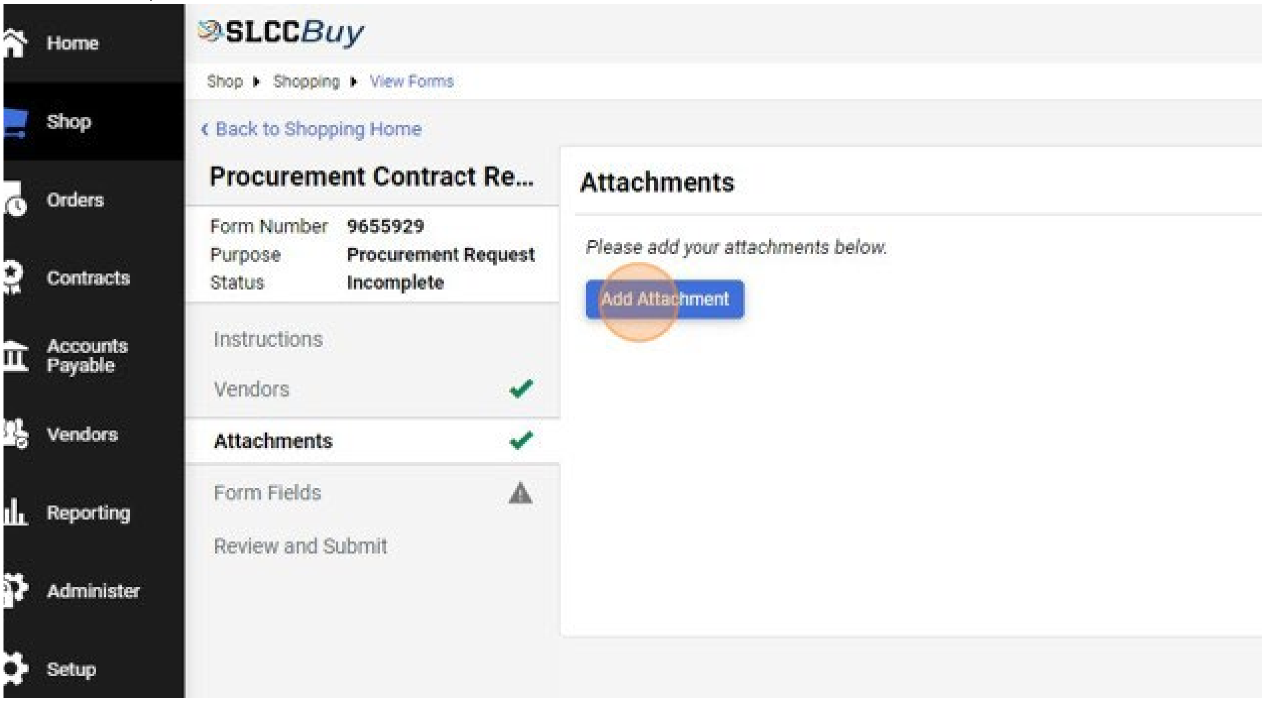
2. Read the Instructions and click “Next”



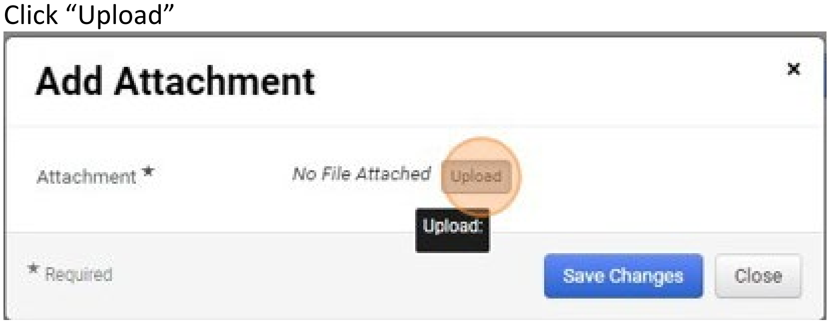
3. Search for the Vendor and select the appropriate address. Note that the system will automatically select the default address. If the vendor is not found, search for and select “Vendor Unknown” as the vendor. After submitting the request, you will need to complete the New Vendor Request Form to request the vendor be added to the system. Once the vendor is selected, click “Next”.



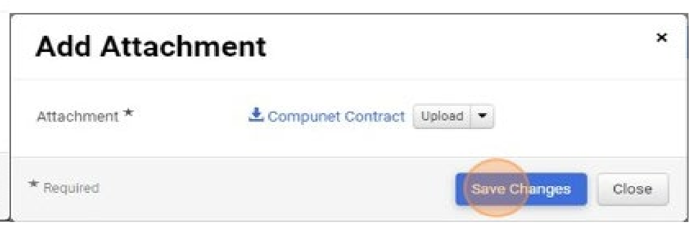
4. If you have an attachment, click on “Add Attachment”. Applicable attachments include: scope of work, if using an SLCC template; a copy of a vendor supplied contract, preferably in Word format; other documents supporting the contract, such as order forms.



5. Click “Upload”



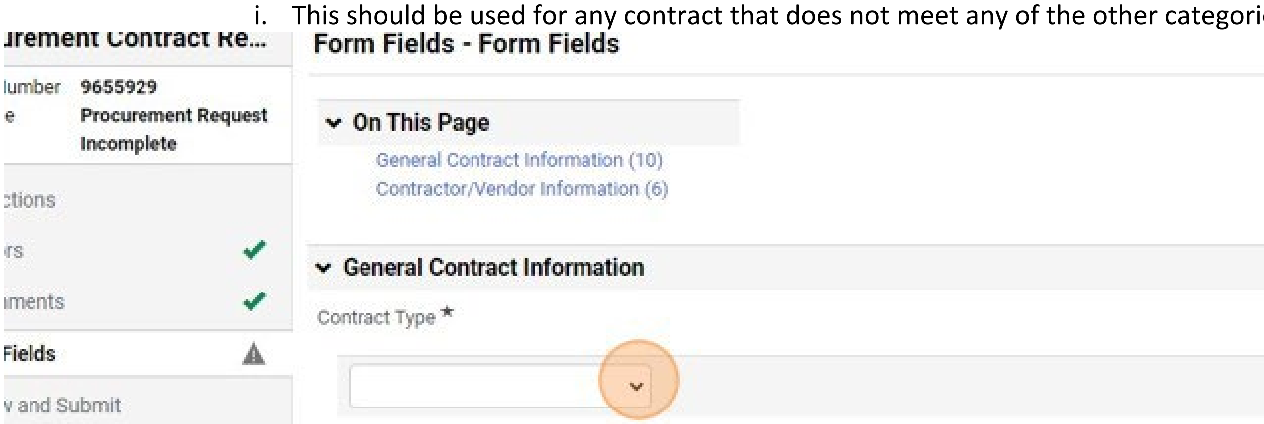
6. Type a name for the attachment and click “Choose File” select the file you want to attach then click “Save Changes” twice, then “Next.”



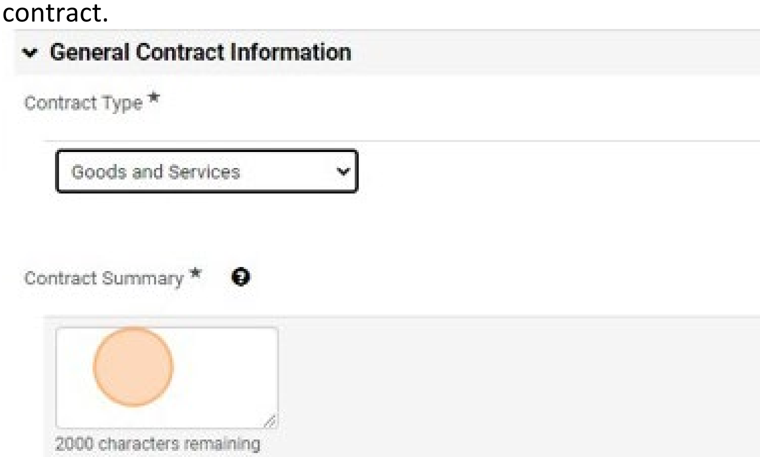
7. Select a “Contract Type”. Some contract types will have additional questions that will need to be answered. Below is a list of choices and a short explanation of when to select each type.
   a. Entertainment and Workshop
      i. Any contract related to an entertainment or workshop event. If we are contracting with an individual, select Independent Contractor.
   b. Goods and Services
      i. Use when purchase equipment, supplies, or services that do not meet any other category.
   c. Independent Contractor
      i. This is for individuals performing a service. This should be used when we are paying an individual directly for services. If a company will be paid, select a different type, e.g.,

Professional Services or Goods and Services. Note that you will be required to attest that the individual meets the requirements of an independent contractor by completing a series of questions. Make sure to read the page and questions carefully.

d. Licenses (not software)
    i. This is for licensing agreements, such as music licensing. This does not include subscriptions or software.
e. Maintenance/Service
    i. This is for maintenance agreements for equipment. This does not include ongoing software maintenance.
f. Professional Services
    i. This is for companies performing professional services. Professional service means a service that requires a high degree of specialized knowledge and discretion in the performance of the service. See the Purchasing Thresholds document for more information. This should not be used if we are paying an individual (use Independent Contractor). If the service being performed does not meet the professional service definition, use Goods and Services.
g. Rental/Leases
    i. This should be used when renting or leasing equipment
h. Software
    i. This should be used for all software agreements, both initial purchases and renewals.
i. Subscriptions
    i. This should be used for subscriptions. This should not be used for software subscriptions. Subscriptions include access to online content libraries.
j. Other
    i. This should be used for any contract that does not meet any of the other categories.

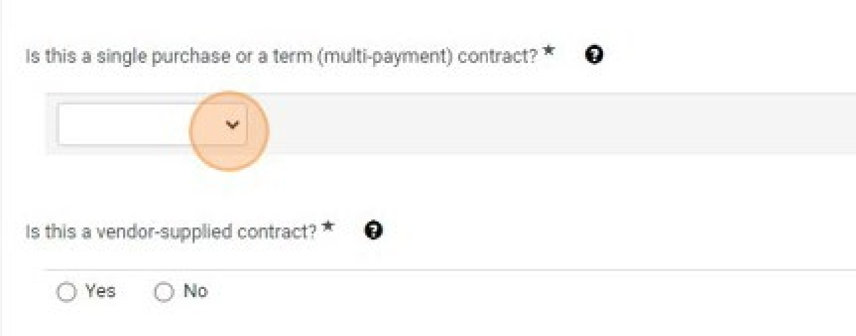


8. Enter a summary for the contract in the "Contract Summary" field. This summary should outline what the contract is for and allow a person who is unfamiliar with the summary to understand the purpose of the contract.

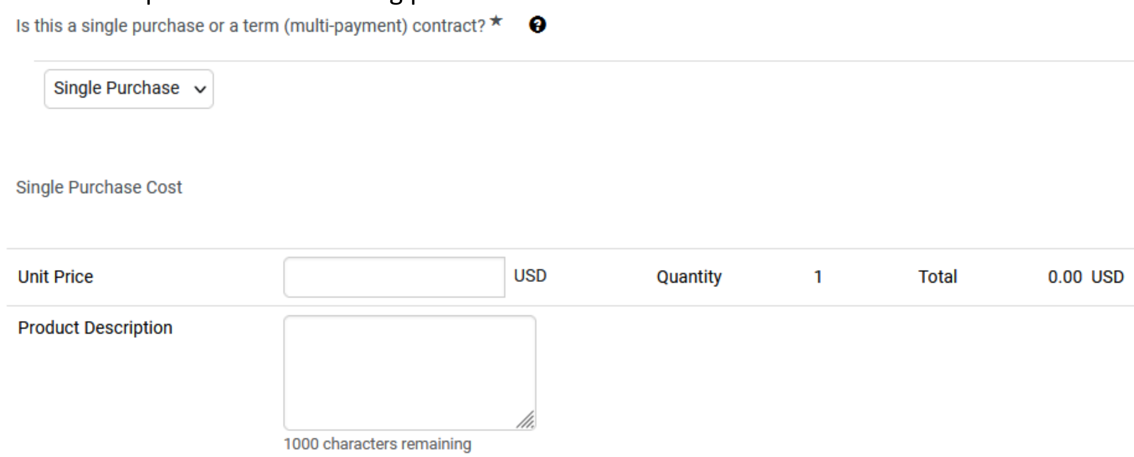


9. If this contract will have only a single payment, select "Single Purchase" from the drop down. This includes purchasing equipment that has multiple payments, such as a down payment. If the contract includes multiple

payments over a period of time, including monthly or yearly payments, select “Term Contract.”



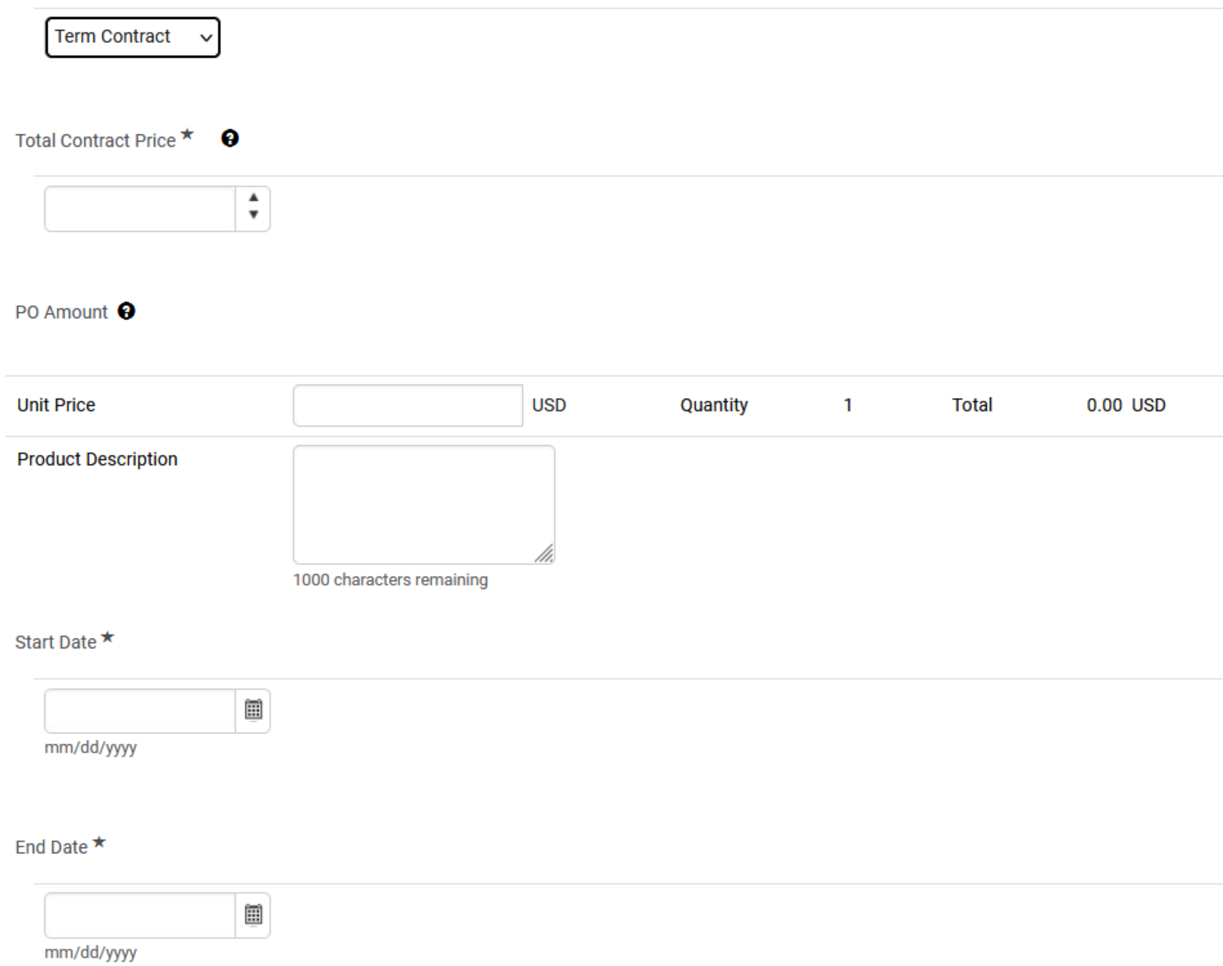
a. If you select Single Purchase, you will be prompted to enter a Unit Price. Please enter the total amount that will need to be paid. If this purchase includes a down payment and a final payment, including the total of both payments. You will also be prompted to enter a Product Description. This will be printed on the Purchase Order that will be sent to the vendor along with the completed contract. Please enter a short description of what is being purchased.



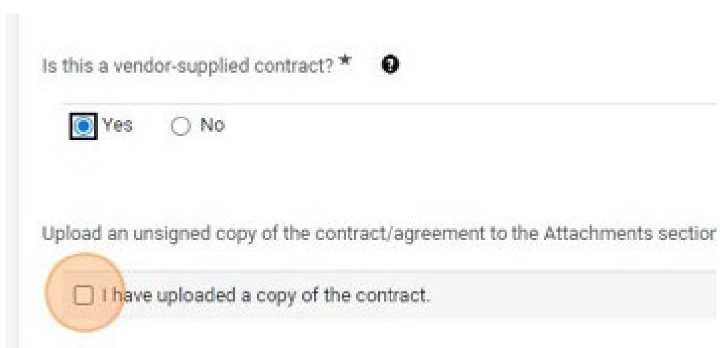
b. If you select Term Contract, you will be prompted to enter the Total Contract Price. Please enter the total amount that will be paid over the initial contract period. For example, if the initial period is 3 years, enter the total amount that will be paid over the three-year period. Do not include renewal periods.

Under the Total Contract Price field, you will see a PO Amount section prompting for a Unit Price and Product Description. Enter the amount that will need to be encumbered on the initial PO in the Unit Price field. For example, for a new software subscription that has an initial term of three years and implementation cost, you should enter the total amount of the year 1 plus the implementation cost. In the Product Description field, enter a simple explanation such as, “Software subscription for 07/01/2023-06/30/2024 and initial implementation.”

You will also be prompted to enter a start date and end date. These dates should cover the entire initial contract period. For example, for a three year contract the dates may be 07/01/2023 and 06/30/2026.

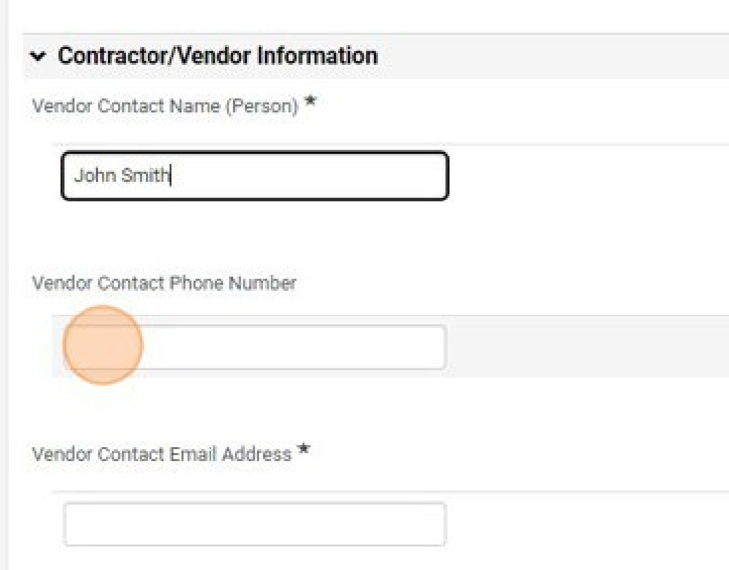


10. If the vendor provided the contract, select “Yes” to the next question. You will be prompted to acknowledge that you have uploaded a copy of the vendor-supplied contract. Note that a Word version of the contract is preferred. If you were provided with a pdf, please request a Word version from the vendor.



    a. If the vendor did not supply a contract, such as for an independent contractor agreement, we will utilize an SLCC standard template. Select “No” to the question and continue to the Contractor/Vendor Information section.

11. Enter the name, phone number, and email address of the individual who is the main contact for the vendor.



12. If the individual entered will sign the contract on behalf of the vendor, click “Yes” to the next question. If a different individual will sign the contract, click “No” and enter the name and email address of the individual who will sign for the vendor.

13. Click “Next”.

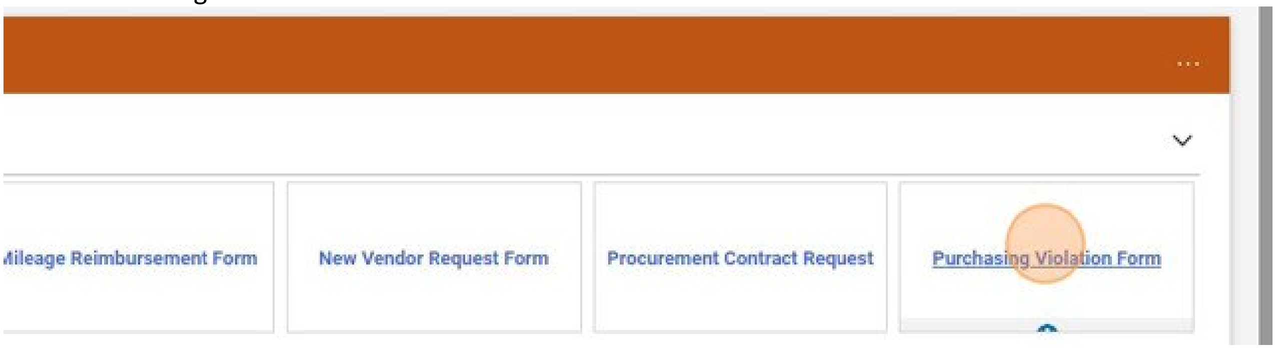
14. If the contract requires additional information based on your answers to the previous questions, an additional page or pages of questions will be displayed. Review each question and provide an answer. Questions marked with an * are required. If you need additional information regarding what information should be entered, click the help button . When you have finished answering all questions on the additional pages, click “Next.”

15. When you have reached the Review and Submit section, click the “Add and Go to Cart” button. You will be taken to your cart where you can complete the checkout process. See **Cart Checkout**.

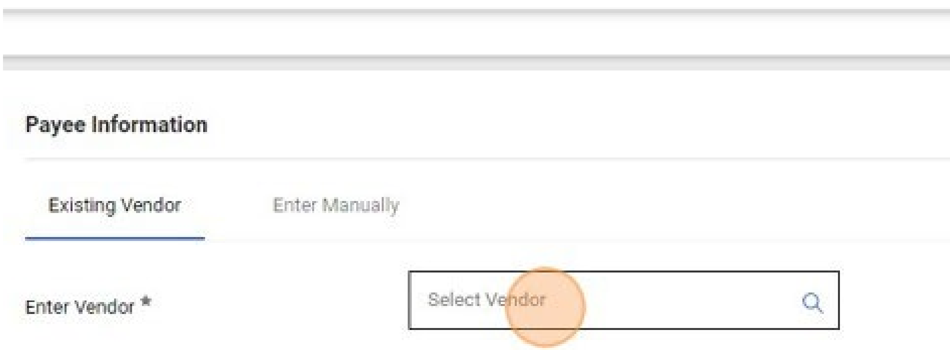
Purchasing Violation Form

This form should be completed whenever an order has been placed in violation of Purchasing policies and rules. See the [Purchasing Violation Guidelines]() for more information.

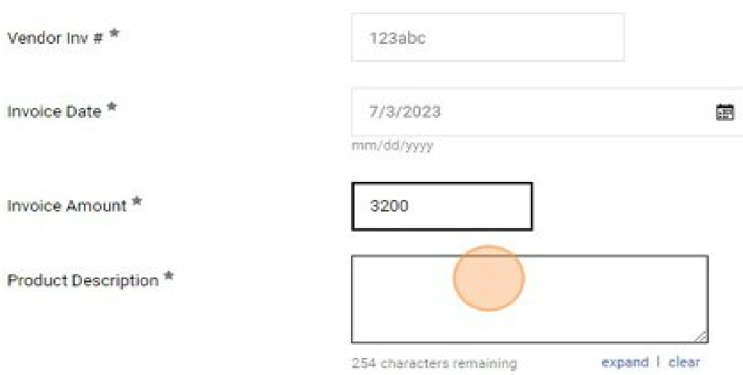
1. Click "Purchasing Violation Form".



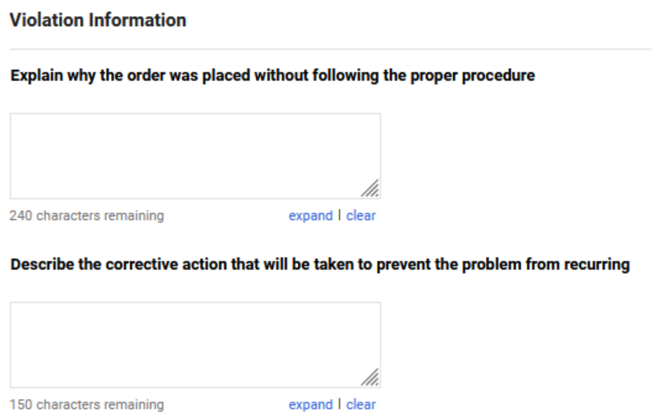
2. Enter the Vendor.



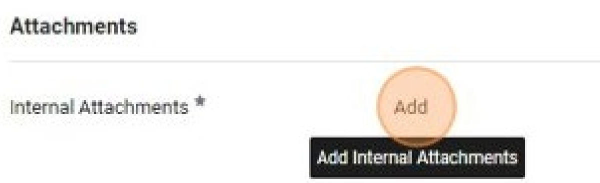
3. Enter the Vendor Invoice Number, Invoice Date, Invoice Amount, and Product Description.



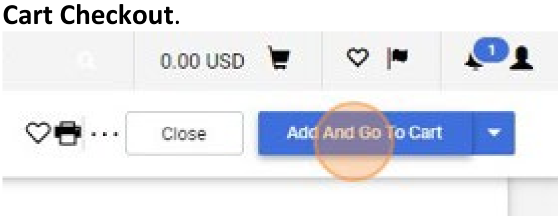
4. Provide an explanation for not following policy by answering the two questions under Violation Information. These questions should be answered by the individual who violated policy, even if they are not completing the form. Include the name of the individual who violated policy. Note that this form will be reviewed by the head of the department and the VP/Provost over the area.



5. Attach a copy of the invoice and/or other documents related to this transaction by clicking "Add" next to Internal Attachments.



6. Click "Add and go to Cart". You will be taken to your cart where you can complete the checkout process. See **Cart Checkout**.

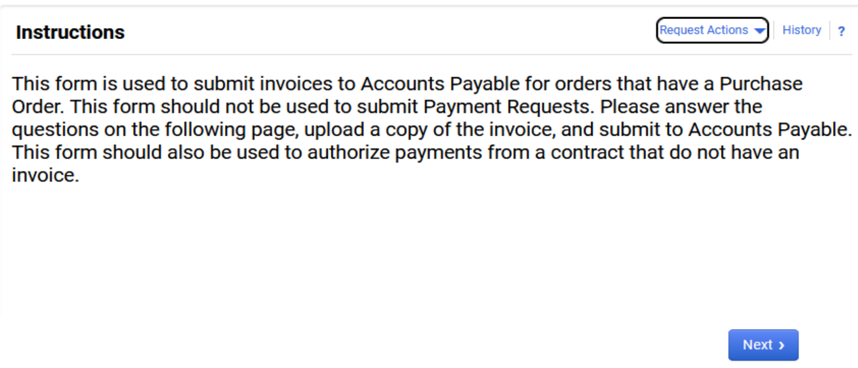


Procurement Request / General Forms

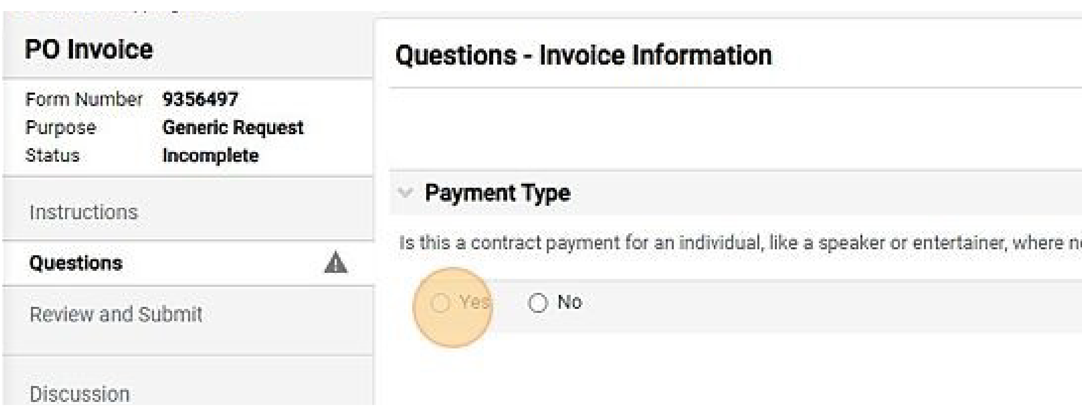
PO Invoice

1. Click "PO Invoice"

2. Review the instructions and click "Next."

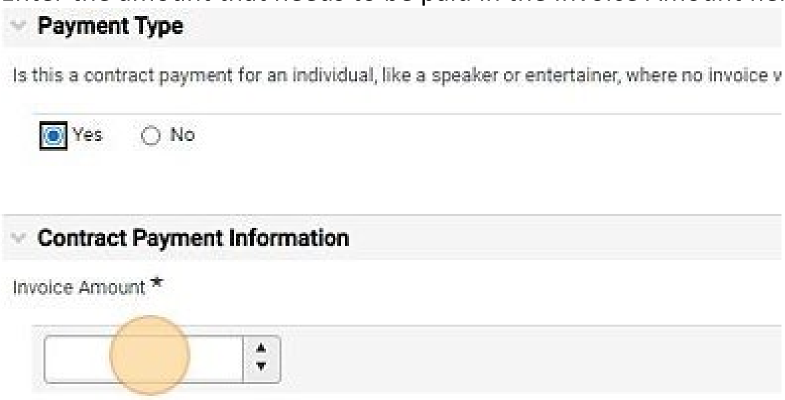


3. If this payment is a contract payment for an individual where no invoice will be provided, click "Yes". If an invoice was provided, click "No" and go to Step 10. (The questions are different based on the answer to this question. Steps 4-9 apply to "Yes" and Steps 10-20 apply to "No".



"Yes"

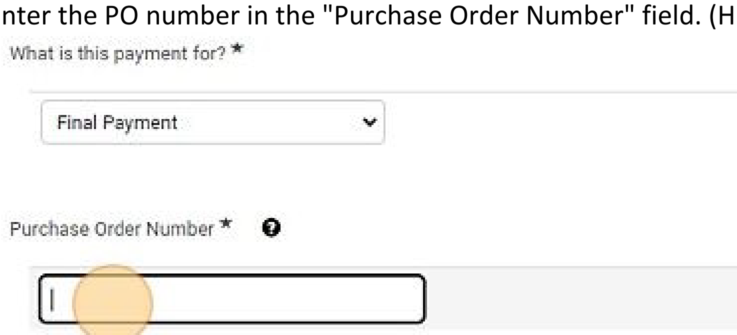
4. Enter the amount that needs to be paid in the Invoice Amount field.



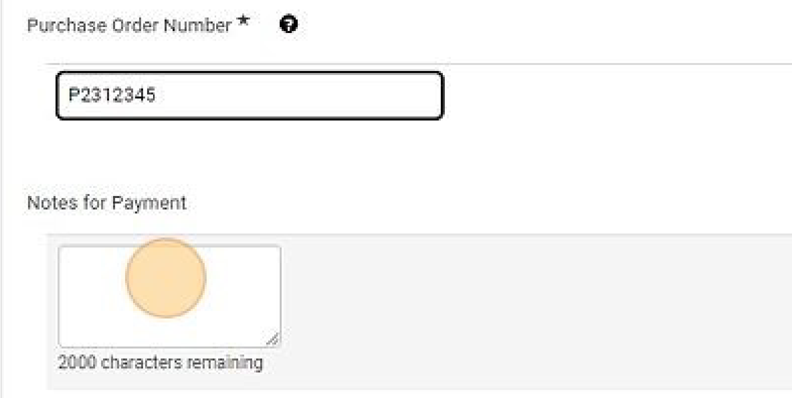
5. Enter the date the payment should be made by typing it into the Payment Date field or using the date picker.

6. Select the reason for the Payment from the dropdown box. Reasons include: Down Payment, Progress Payment, Other Payment, Final Payment.

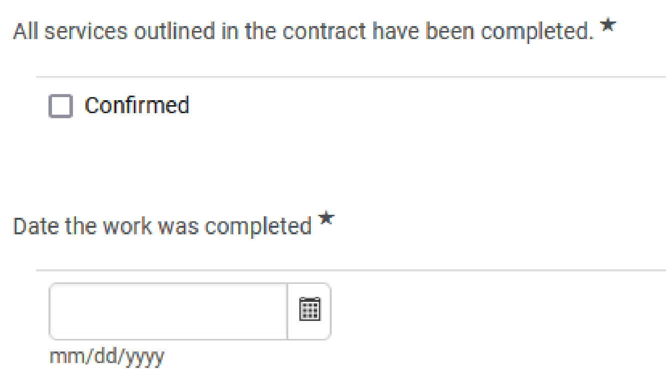
7. Enter the PO number in the "Purchase Order Number" field. (Hint. The PO Number will start with a “P”.)



8. Enter any applicable notes regarding this payment.

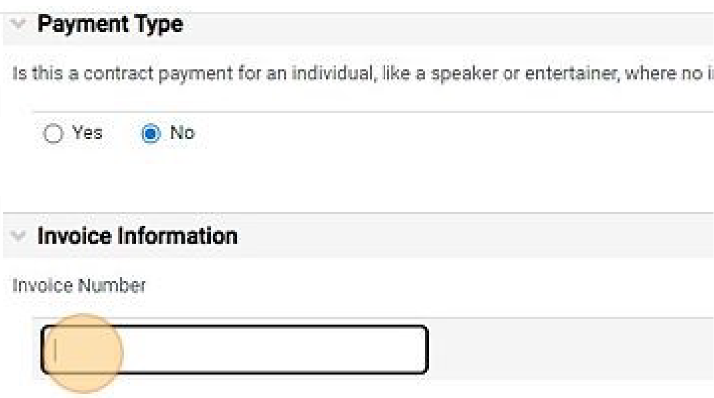


9. If the type of payment is “Final Payment”, verify that all services related to this payment that are outlined in the contract have been completed by checking the "Confirmed" box. And enter the date the work was completed. If the services have not been completed, we cannot make payment. Do not submit the form until the services have been rendered.



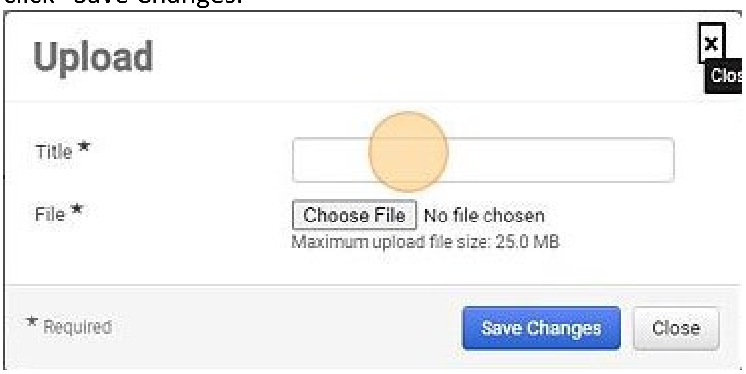
"No"

10. Enter the Vendor Invoice Number.



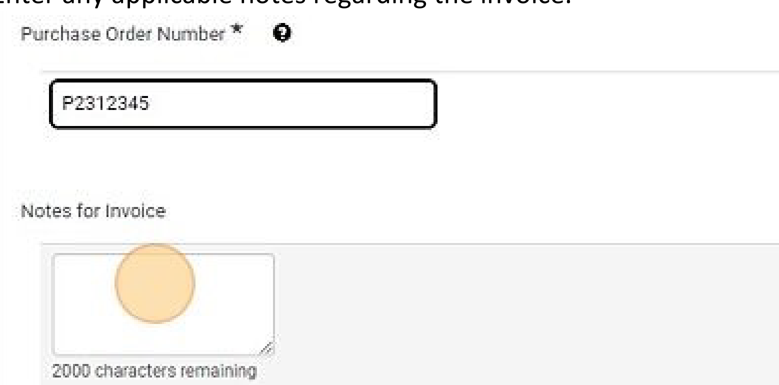
11. Upload a copy of the invoice by clicking the Upload button.

12. Name the file in the "Title" field and click “Choose File.” Select the appropriate file from your computer. And click “Save Changes.”



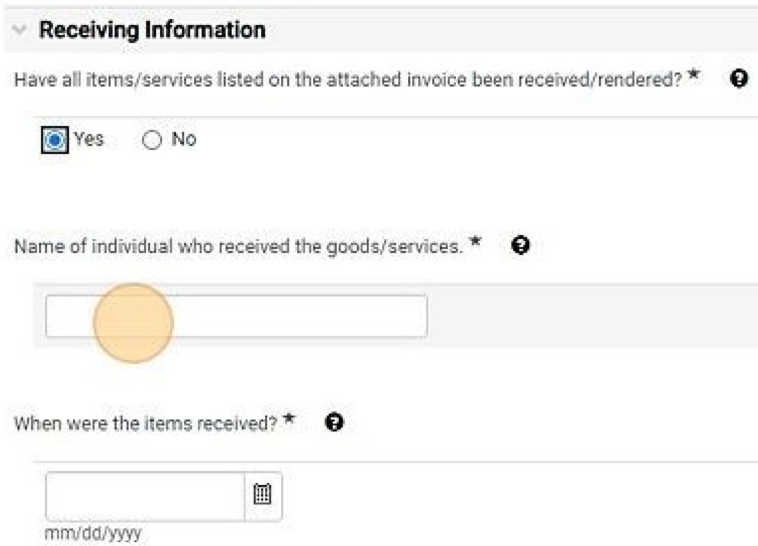
13. Enter the Purchase Order Number.

14. Enter any applicable notes regarding the invoice.

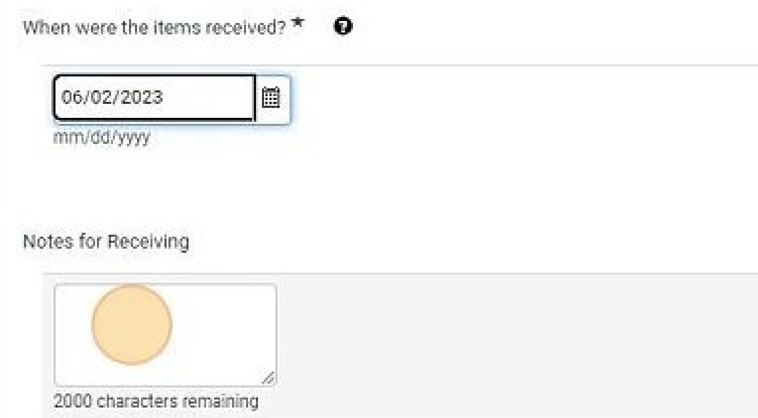


15. If all of the items/services listed on the invoice have been received, click "Yes". If they have not, click "No".

16. Enter the name of the individual who received the goods/services. Enter the date the items were received. If they were received on multiple dates, select the most recent date.



17. Enter any applicable notes regarding receiving. If you selected "No" to the receiving question above, list the items that have been received, including qtys.

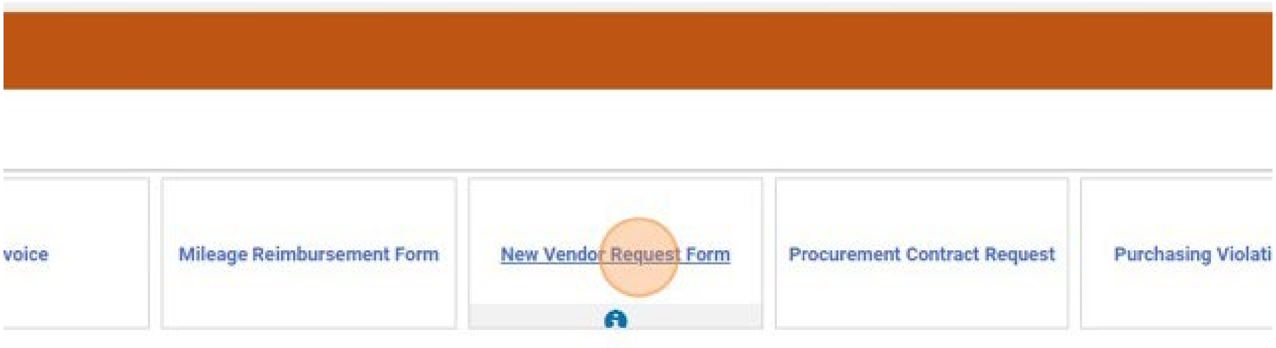


Complete and Submit

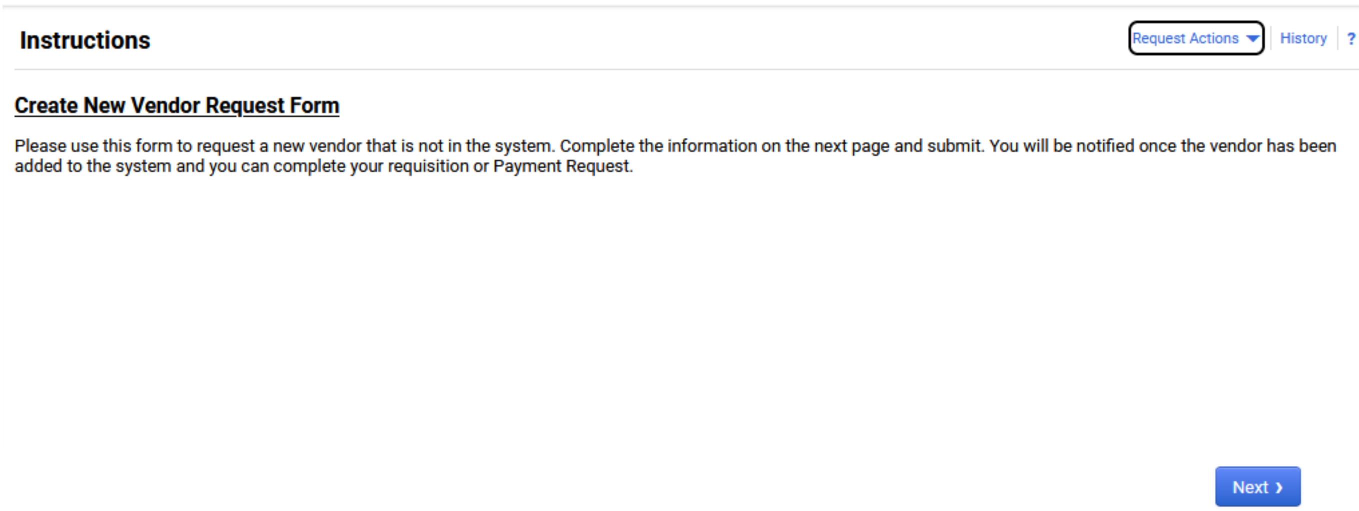
18. Click "Next"
19. Click "Submit"
20. Click "Yes"

New Vendor Request Form

1. Click the “New Vendor Request Form”

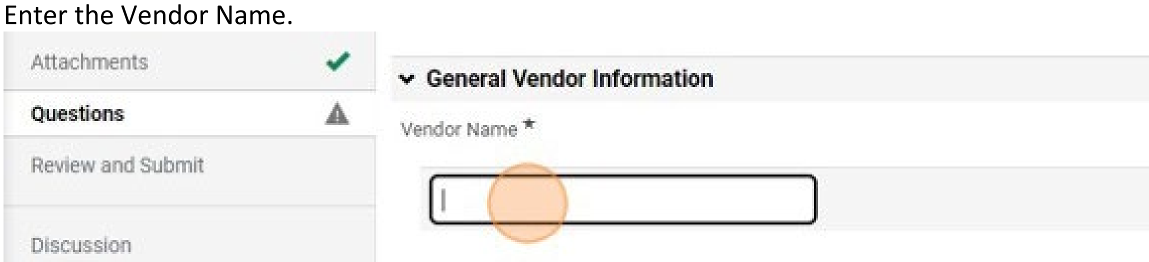


2. Review the instructions and Click “Next”.

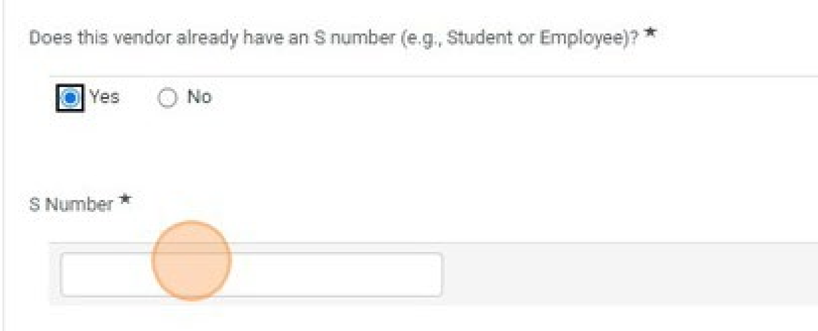


3. If you have a completed Vendor Registration Form, a copy of a vendor’s W9, or other documents, attach them in the Attachments section. When you are done attaching document, click “Next”

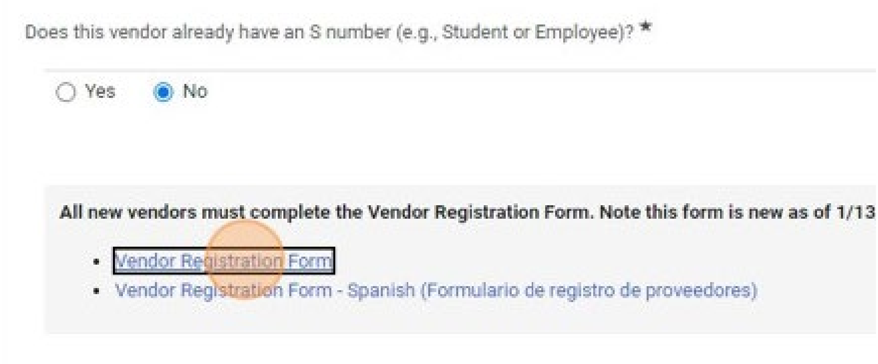
4. Enter the Vendor Name.



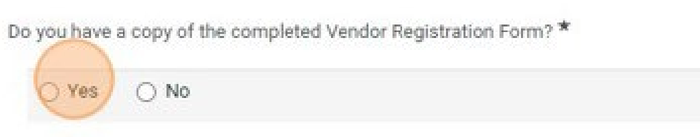
5. If the individual is an employee, student, or other individual who has already been issued an S number, click "Yes" and enter the S Number.



6. For all other requests, click "No". A link to the Vendor Registration Form will be displayed. Departments can provide the Vendor Registration Form to vendors for completion and then attach them to this form.



   a. If you have a copy of the completed Vendor Registration Form, click "Yes". You will need to confirm that you have attached a copy in the Attachment section.

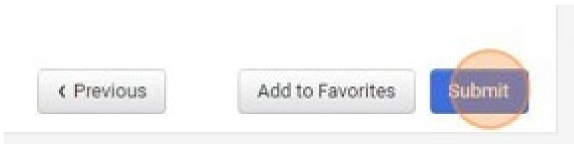


   b. If you would like Purchasing and Accounts Payable to obtain the form, click "No". Complete the vendor contact information. Purchasing and Accounts Payable will use this information to contact the vendor to obtain the necessary information.

7. Select the purpose for needing the vendor created.
   a. Company Payment (non-individual)
   b. Independent Contractor
   c. Reimbursement
   d. Stipend/Award/Gift
   e. Other (explain in Notes field)

8. Enter any notes related to this request and click “Next”

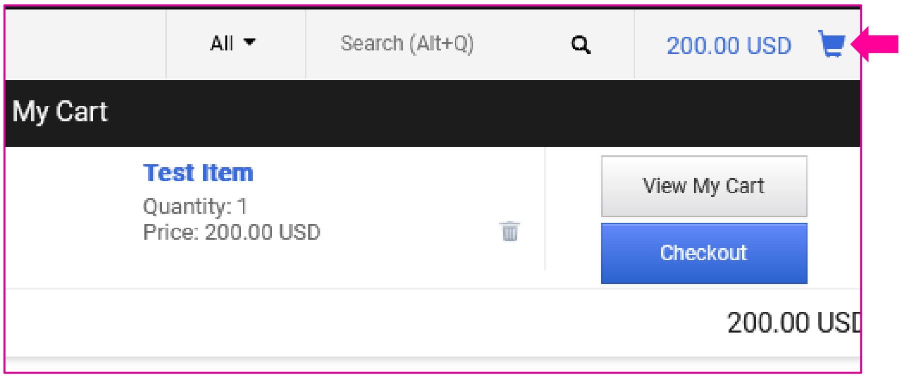
9. Confirm that there are green checkmarks under Progress and click Submit and Yes. The form will be forwarded to Purchasing and Accounts Payable for processing.



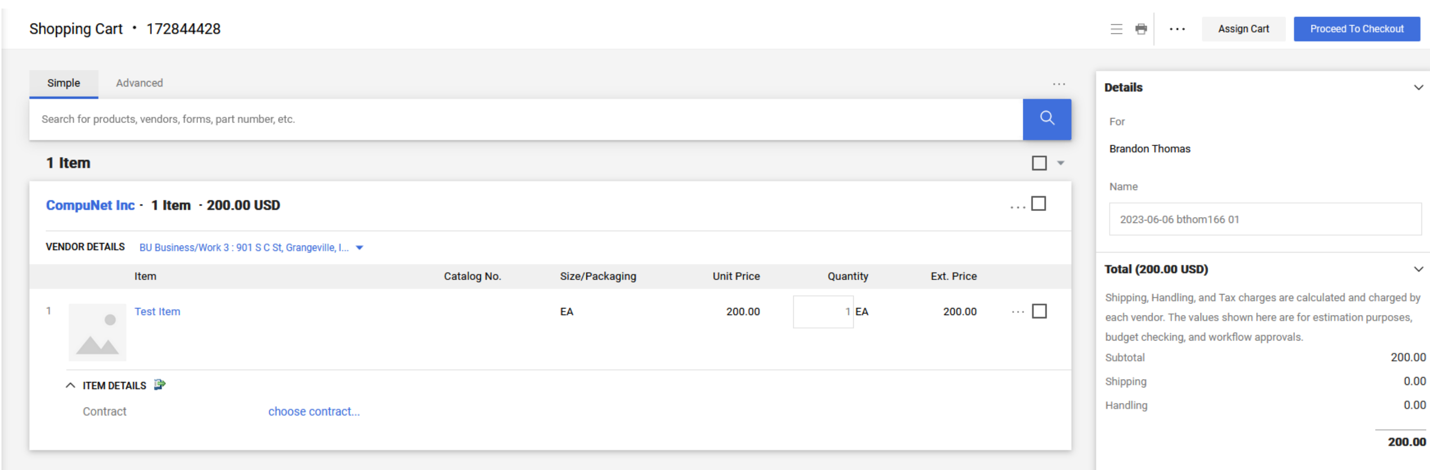
Cart Checkout

Note: You cannot mix forms in the same requisition. You can add multiple forms of the same type to the same requisition. However, it is recommended that you submit a separate requisition for each vendor/form.

Once all of your items have been added to your cart, you can proceed to check out. Click on the cart on the Action Bar at the top of the screen. You can select **View My Cart** or **Checkout**.

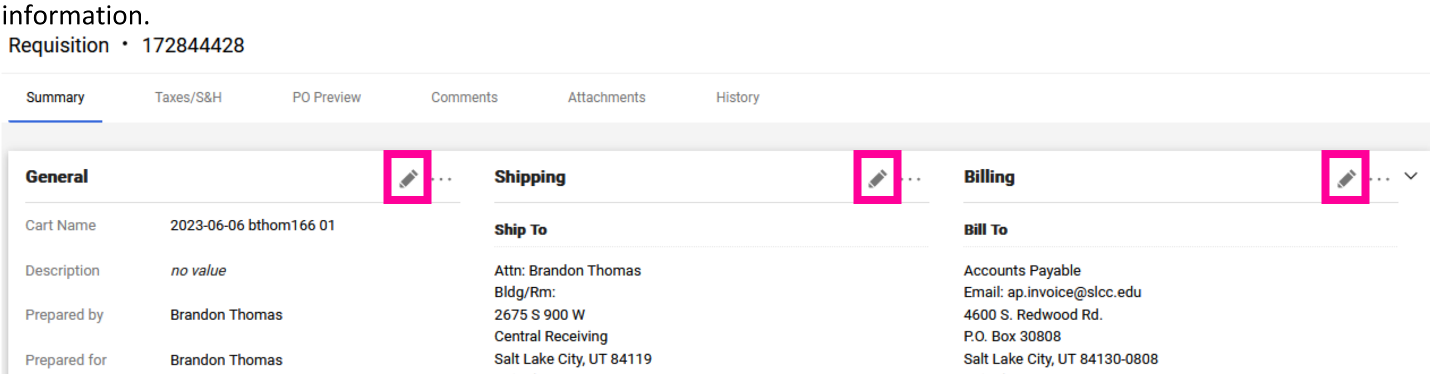


If you select View My Cart, you will be able to review the items in your cart before proceeding to checkout.



After proceeding to checkout, you will need to enter any applicable notes and add accounting codes.

The checkout screen is broken into sections. You can edit fields in the different sections by clicking on the pencil icon in the upper right corner of that section. Below are some of the fields you will encounter and may need to enter information.



General

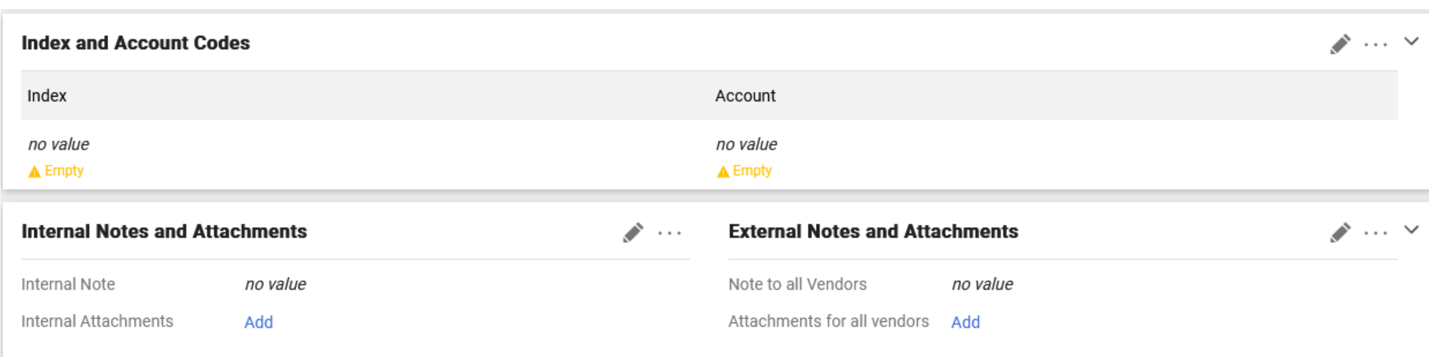
- Cart Name – You can name your cart if you would like. This can be used to search for carts. The system will automatically assign a cart name, "Date username cart number".
- Description – You can use this field to write notes about this order. These notes are internal only and will not be sent to a vendor.
- Prepared for – You can enter the name of the person for whom this order is entered. This is not required. The individual listed in this field will have access to the requisition.
- New Year PO – This box is only available at the end of a fiscal year. It is used to indicate that the order should be held until July.
- Old Year – This box is only available in July and is used to mark Payment Requests as old year. This box should not be used for non-catalog or punch-out orders.

Shipping

- Attn – Enter the name of the individual who should receive the items. This will default to your name.
- Bldg/Rm – Enter the building and room number for the delivery. This will be used by Central Receiving to deliver the items.

Billing

- Credit Card Info – If you are using a p-card for this order, select your credit card. If a credit card should be removed, it can be removed in this section. Note that a p-card can only be used for punch-out vendors listed under Punch-Out Vendor-P-card. When using a P-Card **DO NOT** enter an Index and Account. A p-card cannot be used for non-catalog item requisitions or form requisitions.



Index and Account Codes

- Index – Select the Index number from which funds will be used.
- Account – Enter the Account number for this transaction. You can search for the account number either by number or description.
- If you are using a P-Card **DO NOT** enter an Index and Account. You will allocate the transaction in Chrome River when doing your p-card expense report.
- Note that the Index and Account entered will be used for all lines.
  - If the total amount needs to be split among multiple Indexes, you can add multiple Index-Account strings and split by percent or amount. To add additional accounting strings, click the + button when on the enter codes screen. You must have Banner Access to all Indexes entered in order to submit the requisition. If you do not, you will need to assign the cart to a member of Purchasing and Accounts Payable to submit on your behalf.
  - If a specific line item needs a different accounting string (Index and/or Account) you can enter a different string on the line item. Scroll to the line item. Click on the 3 dots (…) and select Index and Account Codes. Change the applicable code(s) and click save. You will see the new accounting string under the line item. Accounting Codes entered on a line item will override the accounting entered on

the header for that line only.

Internal Notes and Attachments

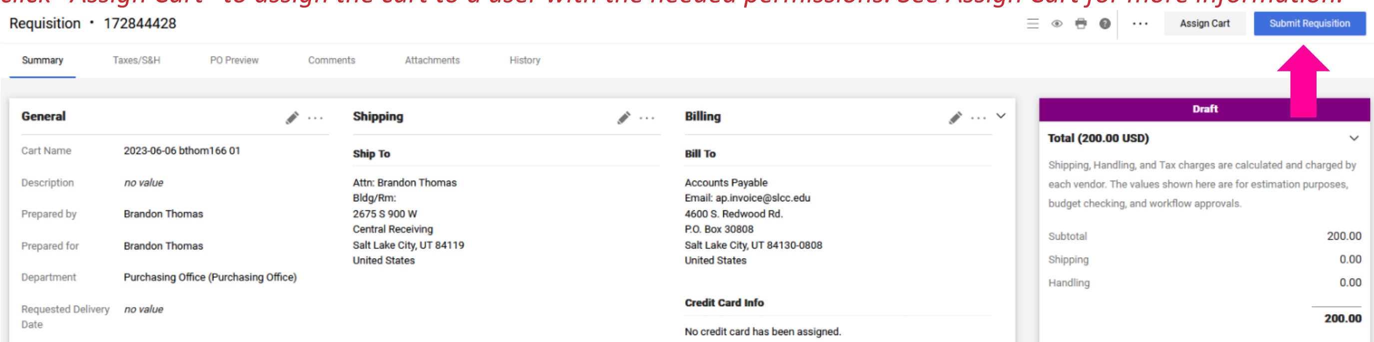
- Internal Note – Enter notes for internal use. This includes notes to approvers or buyers. These notes will not be sent to a vendor.
- Internal Attachments – Upload quotes, supplemental documentation, email chains, etc. These documents will be viewed internally only.

External Notes and Attachments

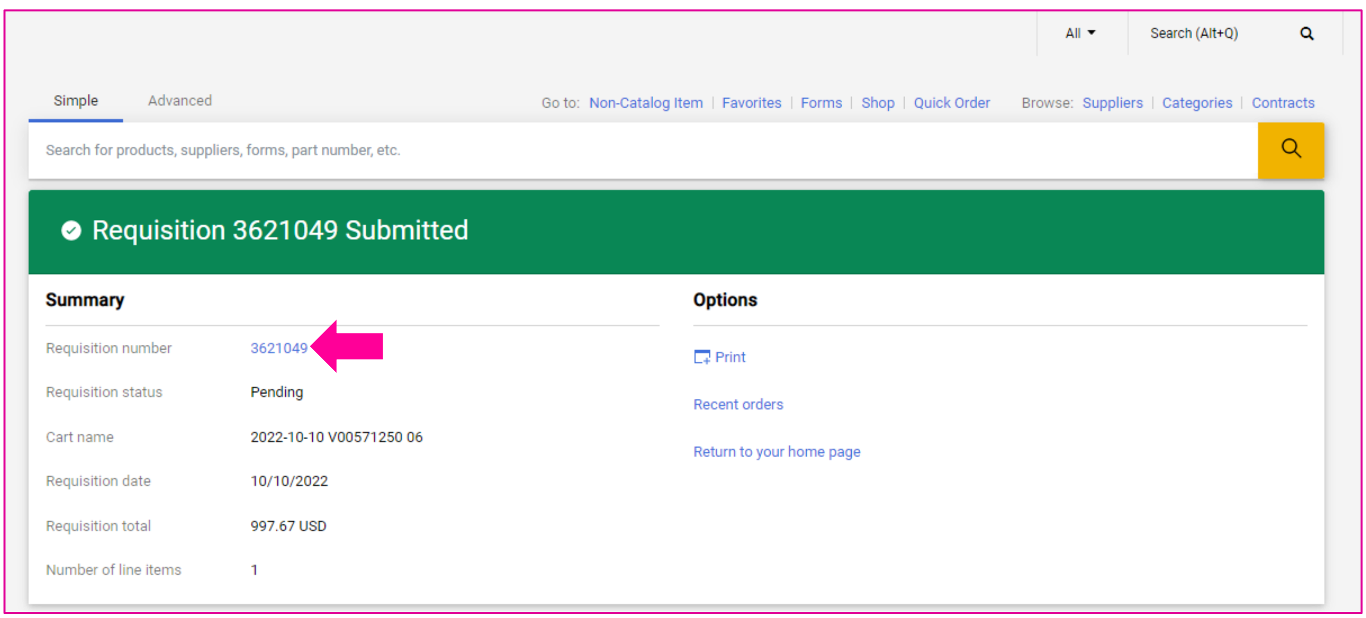
- Note to all Vendors – Enter notes to be sent to vendors with the PO. Note that some punch-out vendors are set to not receive these notes as their system cannot handle them. The system will display a warning if this is the case.
- Attachments for all vendors – Attach vendor quotes or other documentation that needs to be sent to the vendor with the Purchase Order. Note that most punch-out vendors are set to not receive external attachments.

Once you have updated all of the applicable fields, added accounting codes, and uploaded documentation, you can submit the requisition for approval by clicking "**Submit Requisition**." This step will submit the requisition into workflow.

***NOTE:** A user must have Banner Finance permissions for the Index(es) selected when submitting the requisition. If the user does not have this permission, the requisition will be returned. If a user does not have permission, they will need to click "Assign Cart" to assign the cart to a user with the needed permissions. See Assign Cart for more information.*



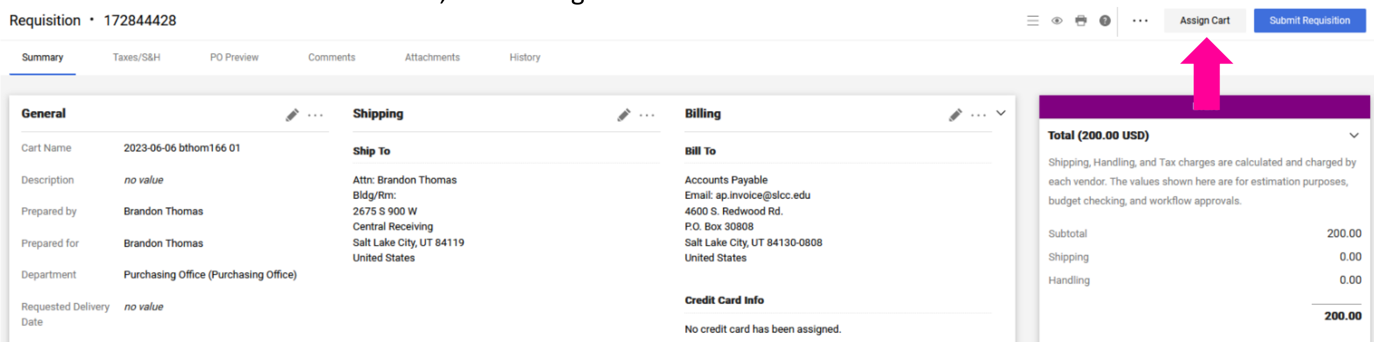
Once the Requisition is submitted, you can click on the requisition number to view the status of the requisition.



Assign Cart

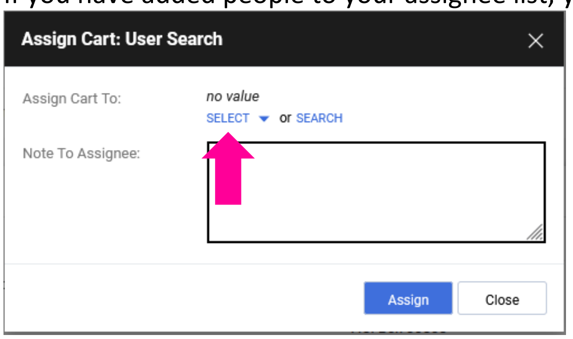
If you do not have Banner Finance permissions to the Index(es) entered, you will need to Assign the cart to a user that has the needed permission, usually an administrative assistant.

On the View Cart or Checkout screen, click “Assign Cart”

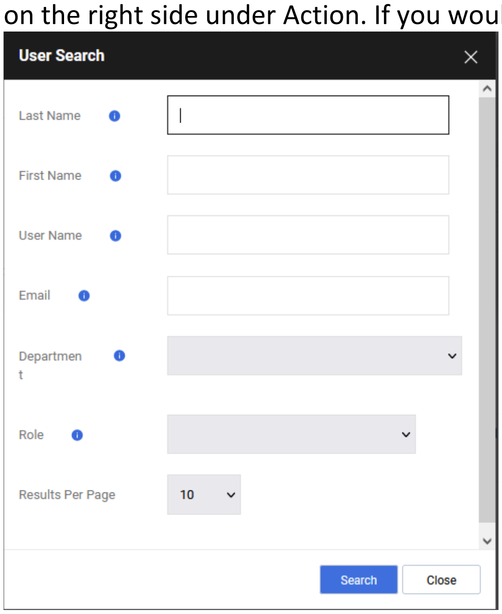


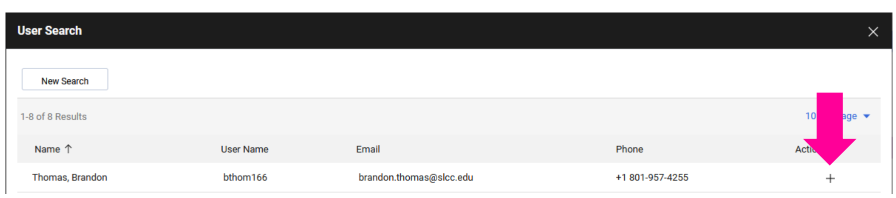
If a default Assignee has been entered on your profile, they will automatically be selected.

If you have added people to your assignee list, you will see a select drop down. Click “SELECT” and select the individual.



If you need to select a person not on your list, click the Search link. Search for the individual. To select them, click the + on the right side under Action. If you would like to add the person to your list, check the Add to Profile box.

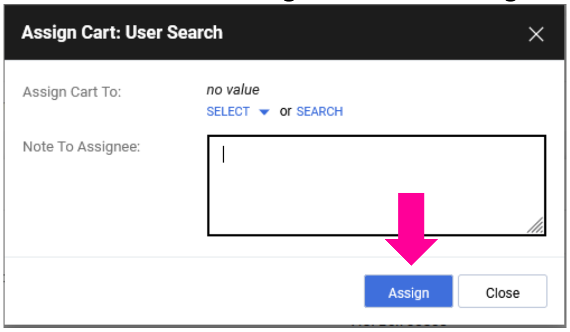




If the person you need cannot be found, send an email to Purchasing and Accounts Payable and they will add them to your profile.

If you are assigning the cart to Purchasing & A/P, make sure you have entered the Index/Account on the checkout page before assigning the cart.

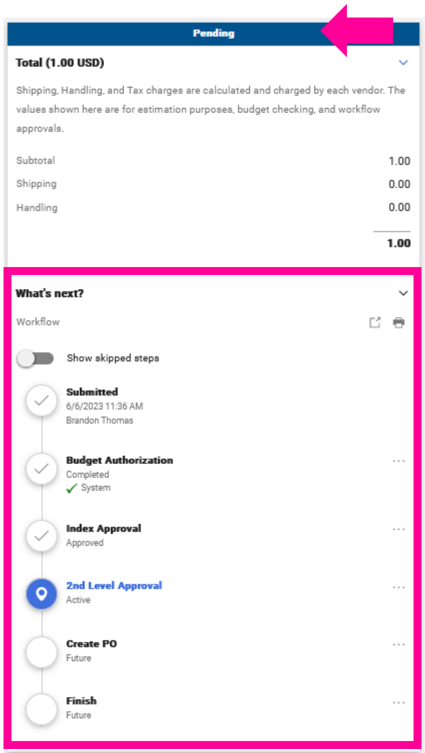
Enter a note to the Assignee and click Assign.



Requisition Workflow - Status

Once a requisition has been submitted, you can view the status. See **Searching for a Document**.

The status and workflow is displayed on the right.

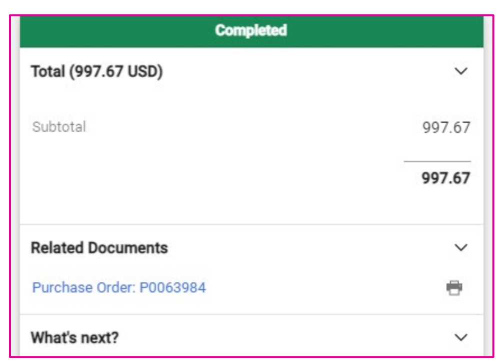


The status bar will be a different color based on the status: purple for draft, blue for pending, and green for complete.

Different workflow steps will be displayed based on a number of factors. You can click on a step to see who the approver will be. Some steps may list multiple potential approvers. Below is a list of workflow steps that may appear.

- Budget Authorization – This is an automated step. SLCCBuy checks with Banner to ensure the submitter is authorized to use the Index listed and that there is sufficient budget for the transaction.
- Pre-approval – This step may appear if the item being purchased requires review before it is sent to the BCM. This occurs for Independent Contractors.
- Index Approval – This step is for budget center manager (BCM) approval.
- 2nd Level Approval – This step is for the BCM's supervisor. This applies to any requisition where the BCM is the vendor (reimbursement) or the BCM is the submitter as a person cannot submit and approve the same document.
- Grant Approval – This step appears if the Index being used is a grant index. A Grant Accountant will review and approve.
- Account Number Approval – This step appears for certain account codes for additional approval, such as IT for computer software and hardware orders.
- 25k Approval – This step appears if the requisition exceeds $25,000 or if it contains a purchasing violation form. These requisitions require V.P./Provost approval.
- 50k Approval – This step appears if the requisition exceeds $50,000. These requisitions require approval from the V.P. of Administration and Finance.
- 100k Approval – This step appears if the requisition exceeds $100,000. These requisitions require Presidential approval.
- Purchasing Approval – This step appears if the requisition exceeds the small dollar purchase threshold. A buyer will review the requisition, perform any needed procurement process, and award a PO or contract.
- CapEx Notification – This step appears if capital equipment is being ordered. The Fixed Asset Accountant will review and approve.
- Purchasing Director Approval – This step appears if the requisition requires the approval of the Director of Purchasing and Accounts Payable.
- Create PO – This is an automated step that creates the purchase order.

Once the requisition has been completed, SLCCBuy will populate a PO number and the status bar will turn green.



You can access the PO directly from the **Related Documents** section of the status menu by clicking on the number.

NOTE: *You will see a temporary placeholder PO number while SLCCBuy receives a number from Banner. – Banner PO numbers begin with a P. (This does not apply to payment requests, mileage reimbursements, or purchasing violations. These do not encumber funds.)*

Purchase Order Workflow - Status

Once a requisition has been completed, you can view the status of the Purchase Order (PO).

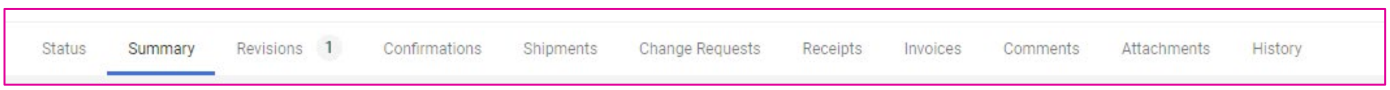
You can find recent Purchase Orders by using the global left-hand menu. Go to **Orders** > **My Orders** > **My Purchase Orders** to see a recent list of orders you own. You can also use document search to find a purchase order.

NOTE: *You will see a temporary placeholder PO number while SLCCBuy receives a number from Banner. – Banner PO numbers begin with a P. (This does not apply to payment requests, mileage reimbursements, or purchasing violations. These do not encumber funds.)*

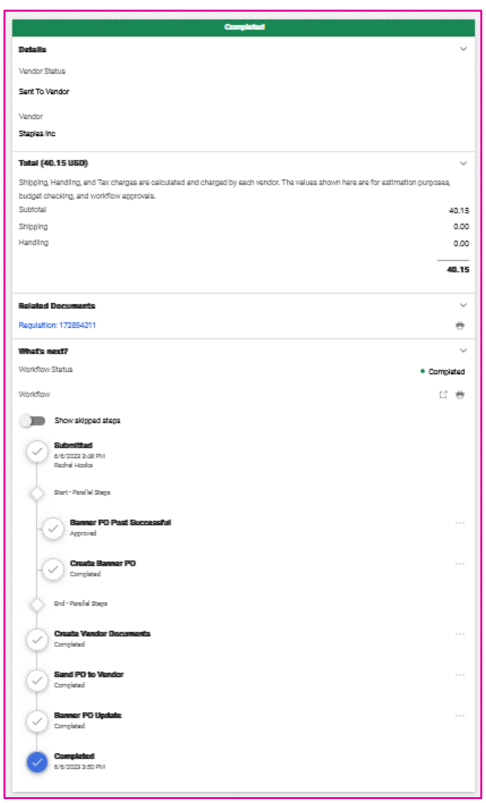
On the Purchase Order screen, you will see the status bar to the right with the next steps, much like requisitions. Across the top, you will see a ribbon of options such as Status, Summary, Revisions, etc.

You can view all of the receipts (receiving documents) and invoices that have been entered.

Purchase Order Ribbon example:



Some punch-out vendors provide order confirmations and/or advanced shipment notifications in SLCCBuy in addition to sending an email. You can view these on the Confirmations and Shipments tabs respectively.

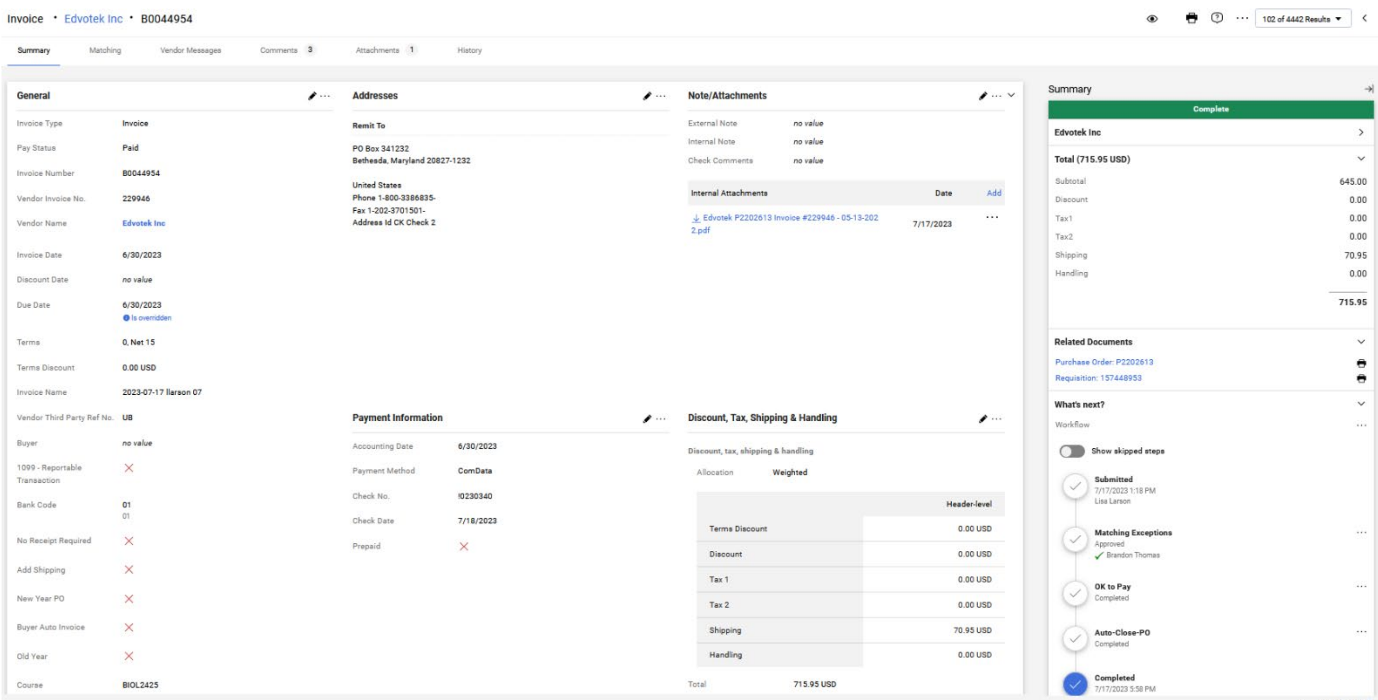


(RIGHT) Here we can see that the Purchase Order has been completed and sent to the vendor.

Invoice Workflow - Status

Payment Requests and Mileage Reimbursements automatically generate an invoice which is routed to Accounts Payable for processing. Invoices that are paid against POs are either sent directly into SLCCBuy by the vendor, if a punch-out, or manually entered by Accounts Payable. Once the invoice has been generated, you can view the status.

You can find Invoices using the global left-hand menu. Go to **Orders** > **My Orders** > **My Invoices** to see a recent list of invoices for POs you own. You can also use document search to find a document. Note that you can also find the invoices by looking in the Related Document section of a requisition or purchase order or the Invoices tab on the Purchase Order.



On the Invoice screen, you will see the status bar to the right with the next steps, much like requisitions and purchase orders. Across the top, you will see a ribbon of options such as Summary, Matching, Vendor Messages, Comments, etc.

Below is a list of workflow steps that may appear.

- Special Approvals – This step is used for Accounts Payable to approve Payment Requests, Mileage Reimbursements, and Purchasing Violations.
- Non PO Approval – This step will only appear on invoices that were created without a Purchase Order or Requisition. These invoices are created when payments need to be reissued, there are technical issues, or other exceptional circumstances.
- Hold for Receiving – This is an automated step. Invoices for POs that require receiving (Most regular POs require receiving. Standing POs do not.). The invoice will remain in the step until receiving has been entered or it is 10 days before the Invoice due date.
- Matching Exceptions – Invoices that do not match the amount or qty listed on a PO AND those invoices that have items that have not been received in the system go to this step for review. Purchasing and Accounts Payable review these invoices and reach out to the department and the vendor to ensure receipt. Once receipt is confirmed, receiving is entered and the invoice is approved.
- OK to Pay, Auto-Close-PO, and Completed are all automated steps that prepare the invoice for export to Banner for payment.

Once an invoice has completed workflow, it is exported to Banner and the Pay status is updated to “Payable”. The invoice will be held in Banner until the due date. On the due date, the payment will be made to the vendor using the payment method they have selected. After payment is made, the Payment Information section will be updated with the Payment Method, Payment/Check Number, and Check Date.

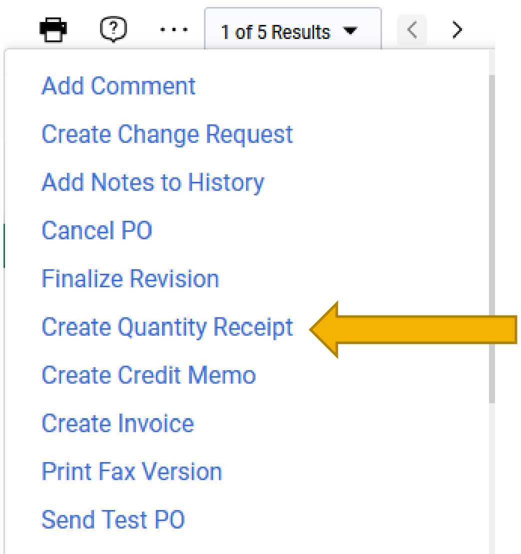
Vendors can be paid with one of three options.

- Check – Payment by paper check mailed to their address.
- ACH – Payment by direct deposit to their bank account.
- ComData – Payment by MasterCard. A single use credit card is sent the vendor’s Accounts Receivable department to process the payment.

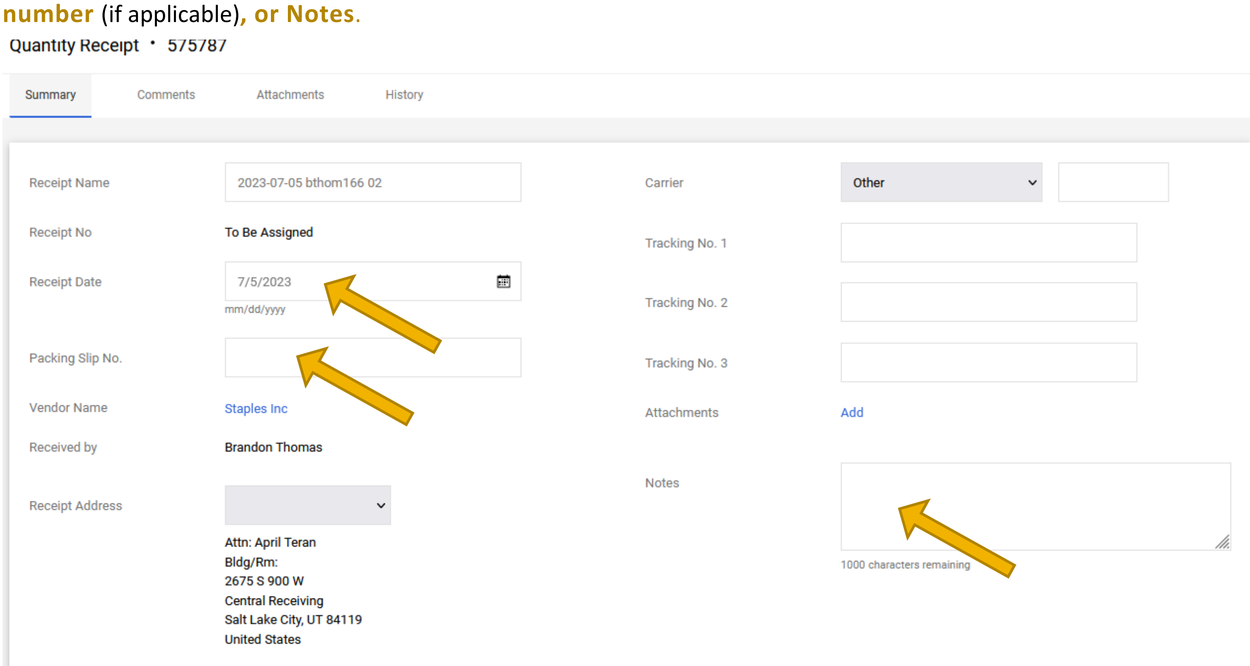
Entering Receiving

For items that are not delivered through Central Receiving and for services that are rendered, departments can enter receiving by creating a receipt. Remember that when you create a receipt, you are attesting to the fact the item is here or the service has been rendered.

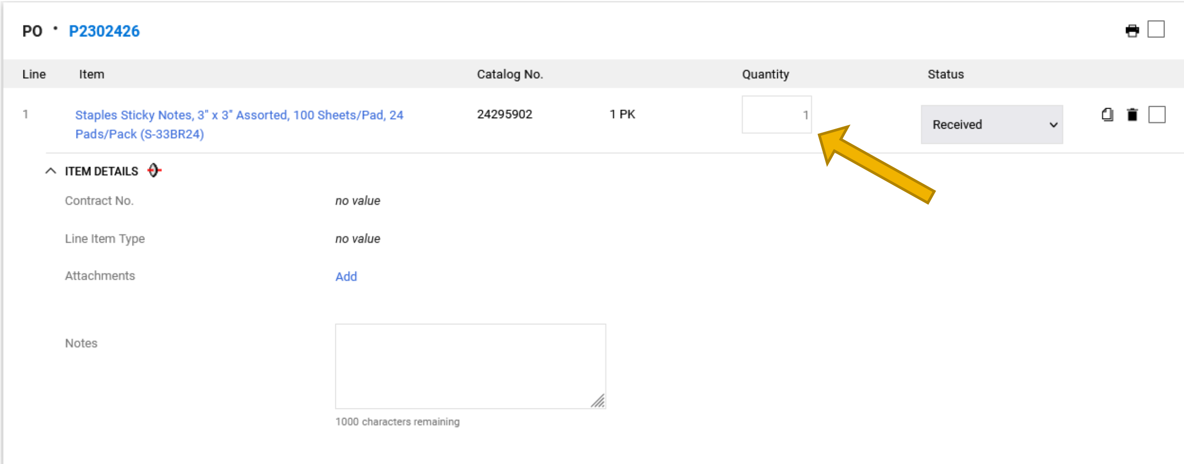
1. Access the PO that is associated with the goods or services being received. It is associated with your requisition. You can do this either through Direct Access using the search bar at the top of the screen or by using Document Search.
2. Open the purchase order by selecting the **PO number**.
3. From the … drop-down menu, select **Create Quantity Receipt.**



4. The receipt will be automatically populated with the PO information, including the remaining number of items to be received.
5. Add any additional information, such as **Receipt Date** (date the items were received/services were completed)**, Packing Slip number** (if applicable)**, or Notes**.

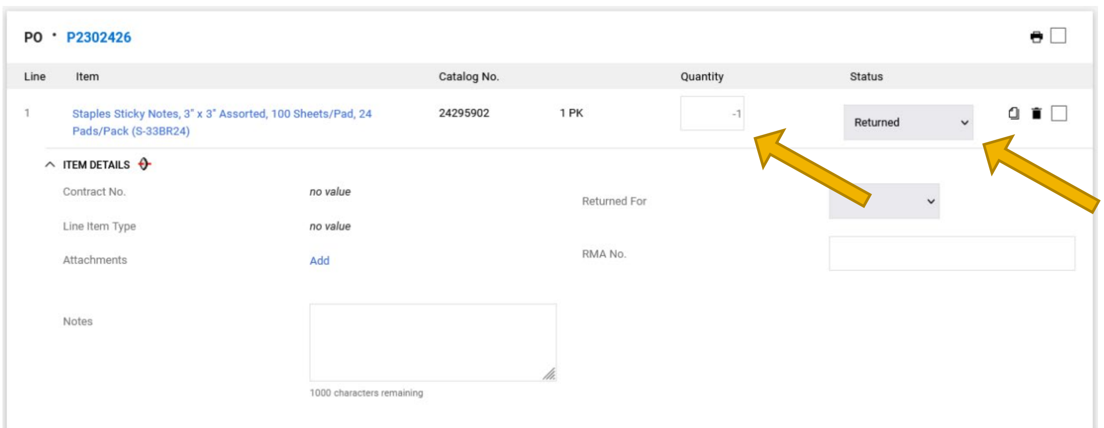


6. Scroll down and **review** the line level data. Enter the quantity received in the **Quantity** field for each line. Note that the quantity remaining will be entered into this field by default.



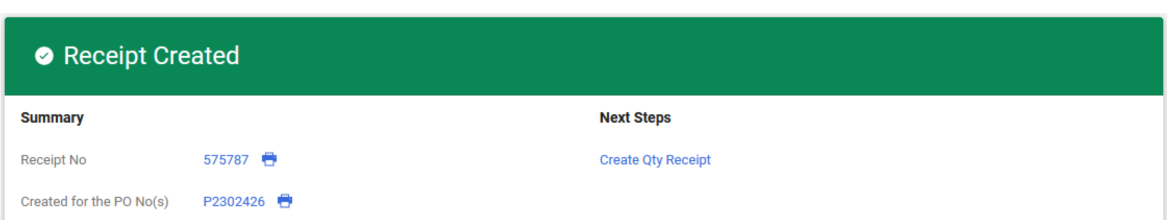
   a. To remove a line from the receipt, click the **Garbage Can icon** for the item.

   b. To **Return an Item** enter the quantity as a **Negative Number (Example: -2)** and select **Returned** from the **Line Status** dropdown. You can also select a reason for the return and enter the RMA No, if applicable.



7. Click **Complete** in the upper right corner.

8. The **Receipt Number** displays on the screen. Once a receipt is created, the receipt date is saved, which indicates the date the goods or services were actually received and the receipt complete date, which indicates when the receipt was entered in the system.

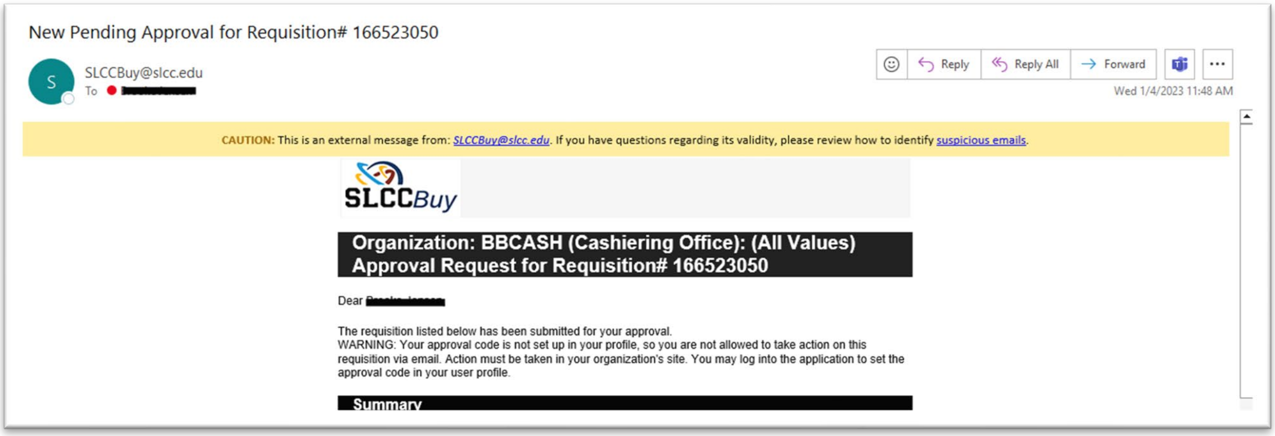


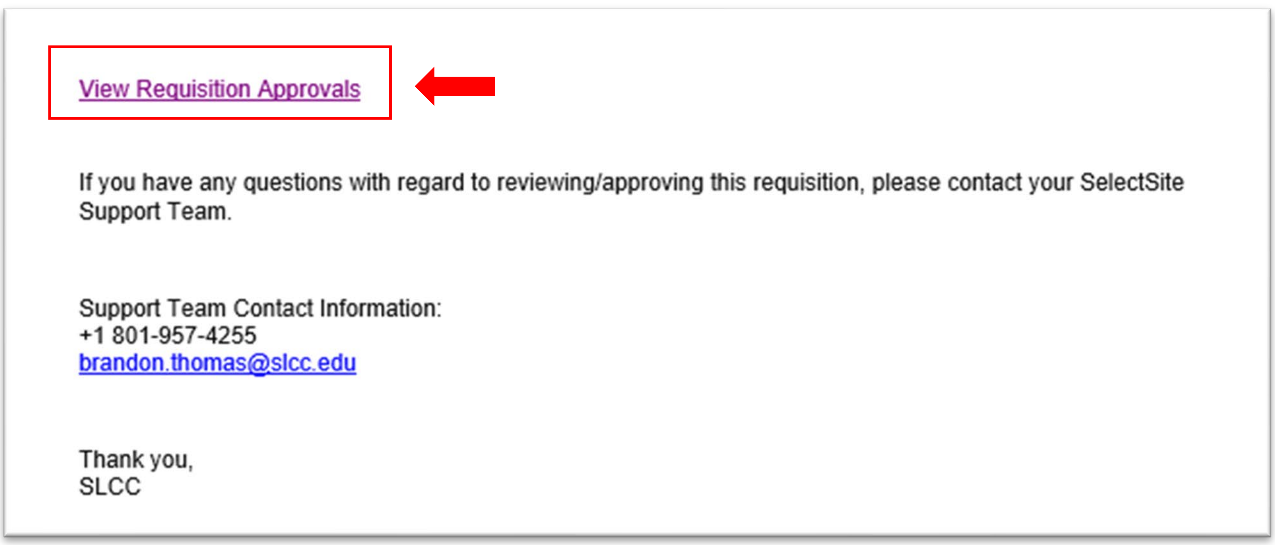
Section 3: Approvals

Requisition Approval

SLCCBuy Email notifications:

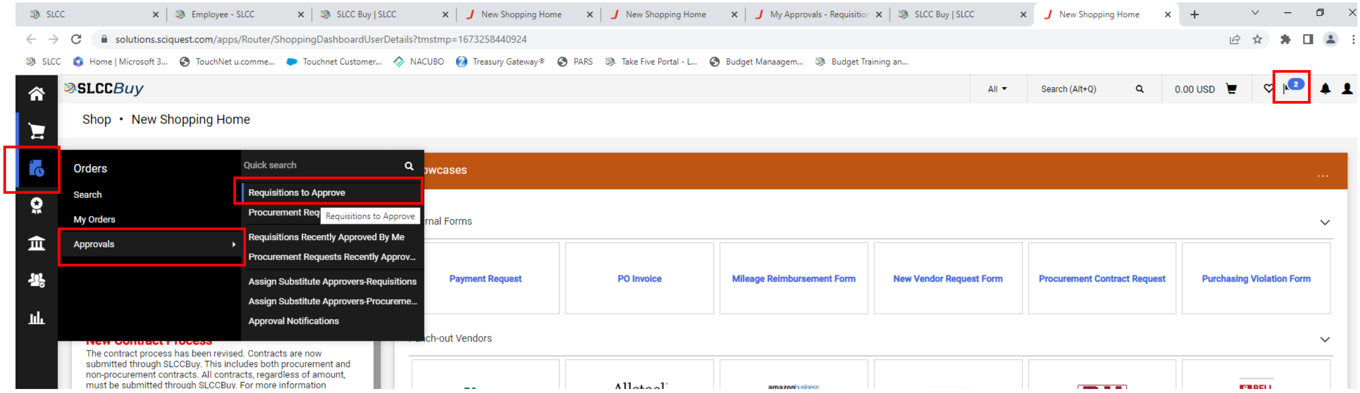
- Approvers (Budget Center Manager (BCM)) will receive email notification to their SLCC issued email notifying them of a pending requisition. Subject "New Pending Approval for Requisition#" from SLCCBuy@slcc.edu. The email will include all important information for initial review, including who submitted it, the description of the item, quantity, cost, and index/account.
- At the end of the email, there is a link that will take you directly to the Requisition by clicking the "View Requisition Approvals". If you have setup an e-mail approval code, you will see a "Take Action" button.



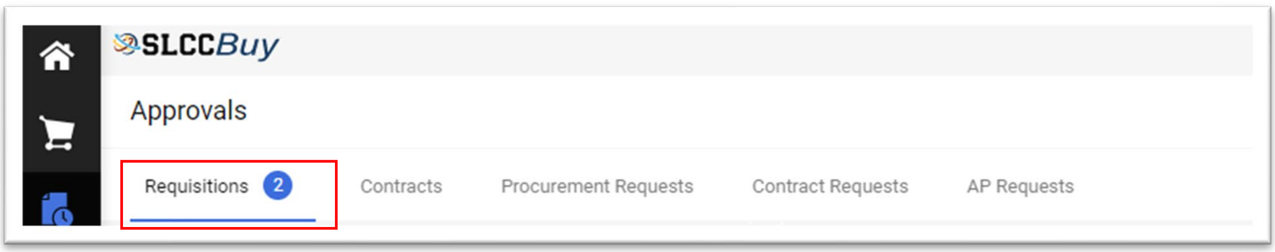


You can also access your approval queue in SLCCBuy by doing the following:

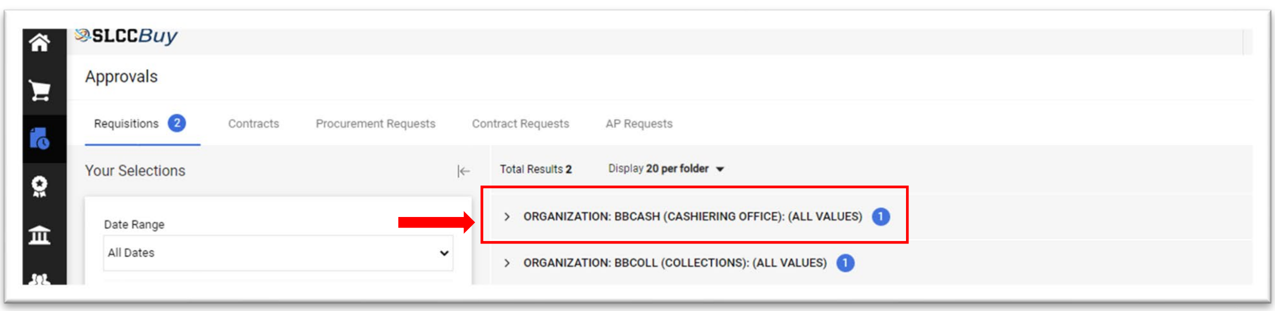
1. Click the “Flag” on the Action Bar and select Requisitions
   OR
2. Click “Orders” > “Approvals” > “Requistions to Approve”



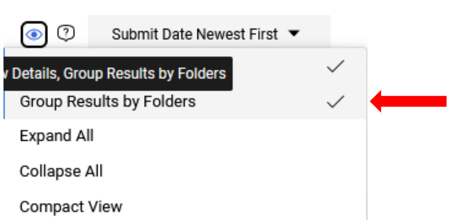
- This will bring you to the “Approvals” page. In example below, there are 2 pending requisitions needing review and approval.



- The default view is Folder View. You will see a folder for each Org that has documents to approve. To view the pending requisitions, click the arrow or name to expand the folder.

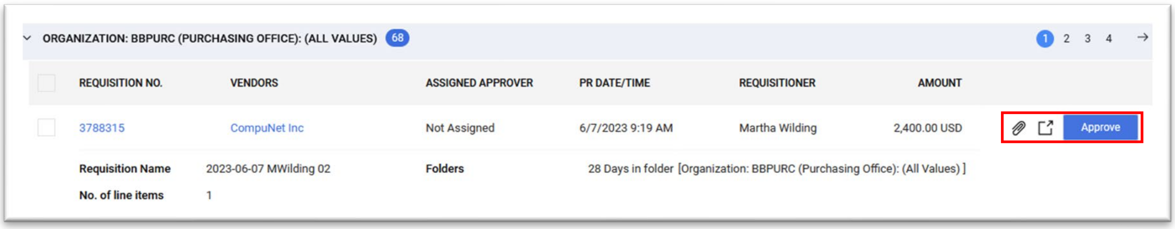


- You can change your approval queue from Folder view to list view. This will eliminate the folders that require you to click the > icon. To do that, on the approval screen, click the eyeball and deselect “group results by folders”.



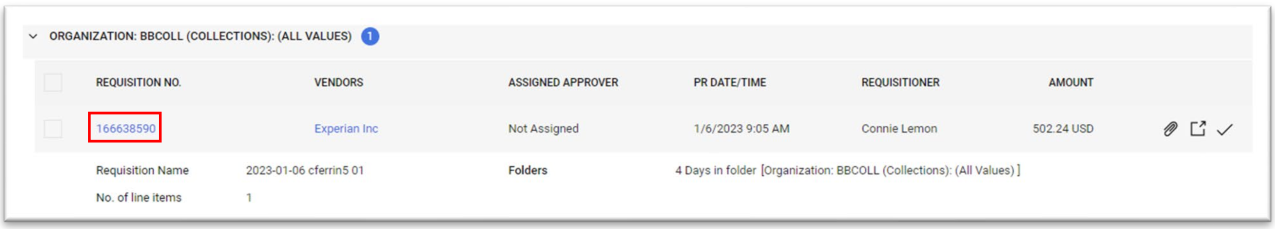
- On the far-right side of the requisition, you will see three icons:
  - Paperclip – View attachments. Clicking this will take you to the attachments page

- Square with arrow - Quick view of requisition. Clicking this will pop up a summary of information entered for the requisition.
- Approve - Quick approval. Clicking this will immediately approve the requisition. STOP: Do <u>NOT</u> click this until you have fully reviewed any attachment(s) and requisition details. SEE NEXT SECTION!



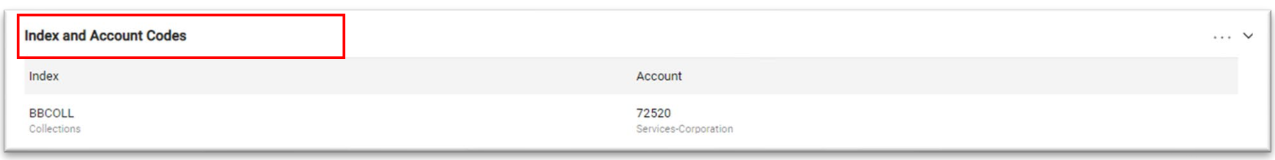
- **<u>Review the requisition and attachments:</u> Confirm the following prior to approval**

  Review the requisition by clicking the “Requistion No.” in blue.



To view the form that was submitted, Click the blue “Item” description located on the bottom of the Requisition. This will open the form and allow you to review it. When you have reviewed the form, click Close.

Ensure that the correct index and account have been entered.

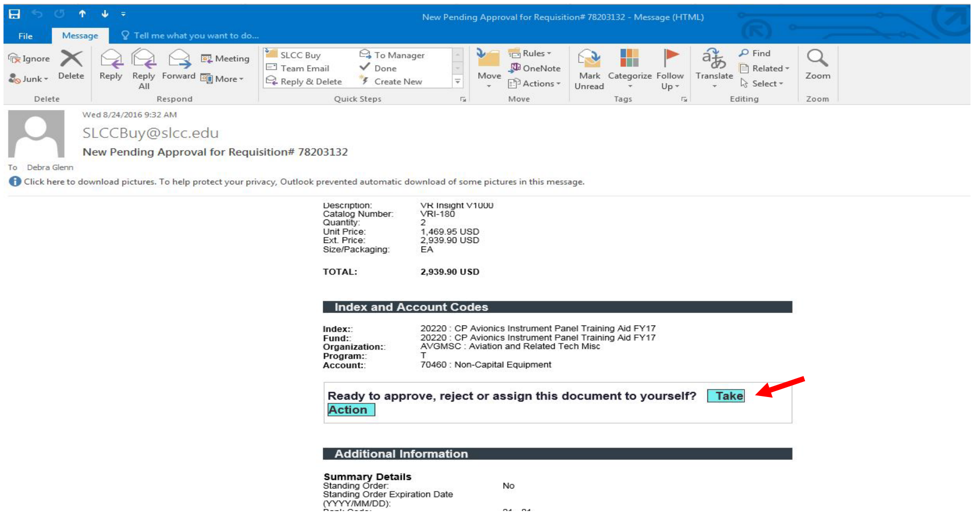


When you have completed your review, click the blue menu button next to **Assign To Myself** and select **Approve**. If you select **Approve & Next**, the current requisition will be approved and the next requisition in your queue will be displayed.

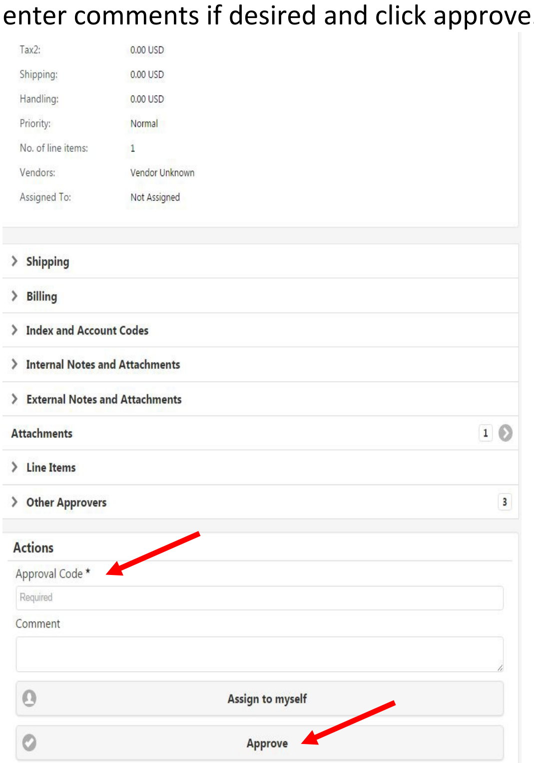
Approving Requisitions Via Email

In order to approve via email, users must first set up a unique approval code (similar to a password) in SLCCBuy (See Email Approval Code section).

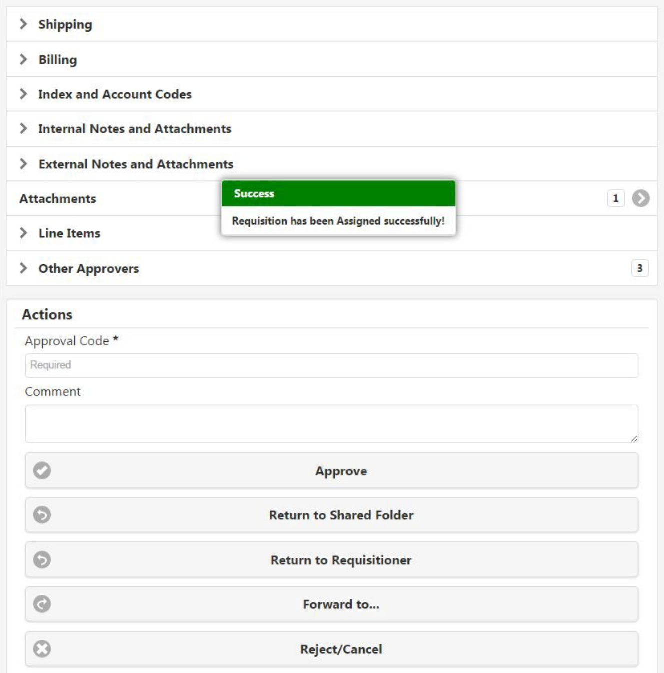
Once the email approval code has been created, the approver will now have a “Take Action” button in the email approval notification.



When the approver clicks the “Take Action” button, the approver will be redirected to the following screen. The approver should review the requisition. Once the review is complete enter your approval code in the appropriate box, enter comments if desired and click approve.



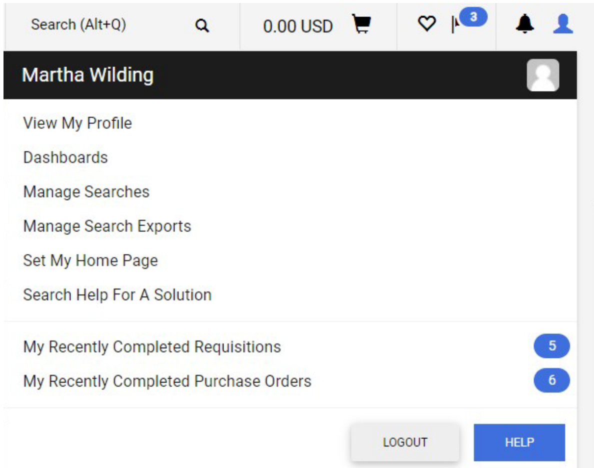
When an approver would prefer to reject a requisition or return it to the requestor for changes, the approver must still enter the approval code and click the “Assign to Myself” button, and the screen will refresh with additional options. The approver must again enter the approval code and click the appropriate option.



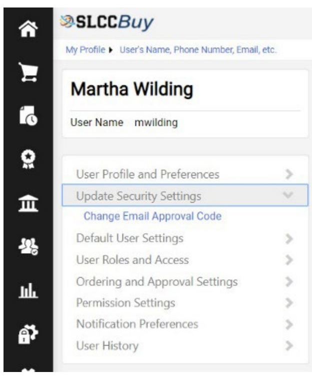
Email Approval Code

To help with the approval process, Approvers can setup an approval code allowing them to approve a requisition from their e-mail without having to login to SLCCBuy. This makes it possible to approve using a mobile device.

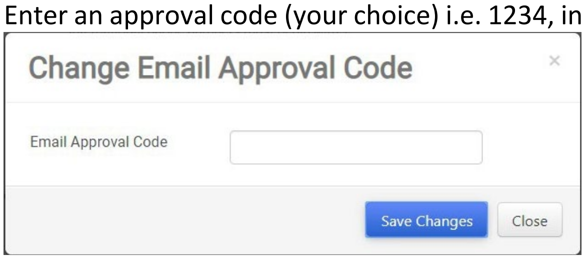
In SLCCBuy, click on the User Icon on the Action Bar and then on "View My Profile"



Click on "Update Security Settings" (on the left side) then on "Change Email Approval Code"



Enter an approval code (your choice) i.e. 1234, in the "Email Approval Code" box and "Save Changes"



Your code is now setup and can be used for all SLCCBuy documents requiring your approval going forward.

Section 4: Contracts

Overview

The purpose this section is to provide instructions on how to use the contracts module of SLCCBuy to begin, manage, sign, and search for a contract.

Additional Resources

i. **Contract Review and Signatory Authority Rules**: Provides detailed information on defining a procurement versus non-procurement contract and authorized approvers.
ii. Contract Review and Signatory Authority Policy: Provides SLCC rules and regulations.
iii. **Risk Management Office:** For additional questions not answered through the rules, policy or training resource, email contracts@slcc.edu.

How to Submit a Procurement Contract Request

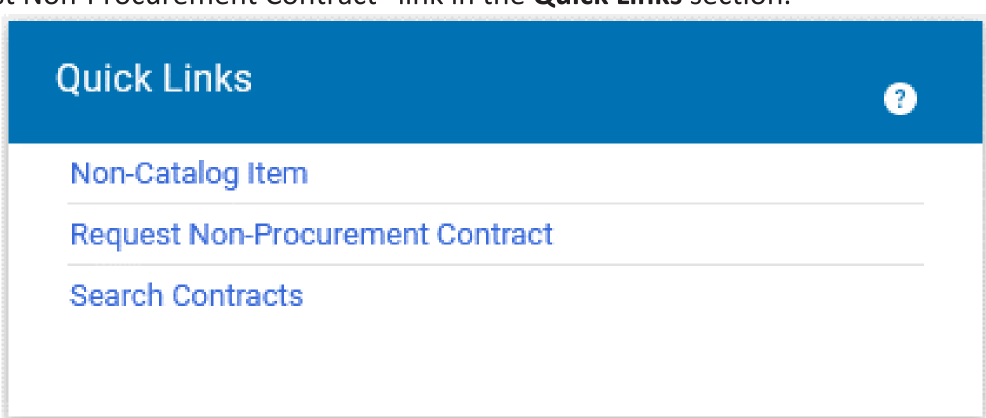
A procurement contract requires an expenditure of SLCC funds, regardless of amount.

See the **Procurement Contract Request** section under Forms in Section 2.

How to Submit a Non-Procurement Contract Request

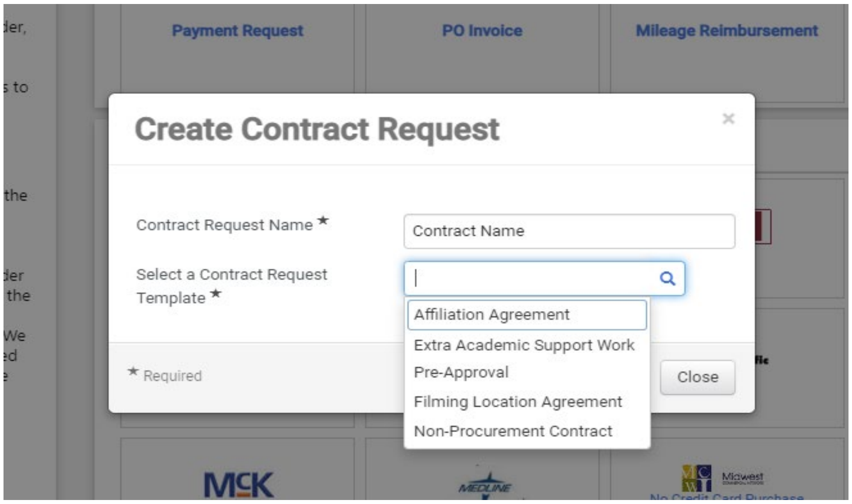
A non-procurement contract doesn't require the expenditure of SLCC funds. Some examples are MOUs, NDAs, Affiliation Agreements, Filming Location Agreements, etc.

Click the "Request Non-Procurement Contract" link in the **Quick Links** section.



A box titled "Create Contract request" will pop up. Fill in the "Contract Request Name" and choose the appropriate "Contract Request Template" from the drop-down menu. Click "Submit" to go to the next page.

Note, the “Contract Request Name” should match the legal name of the contractor.

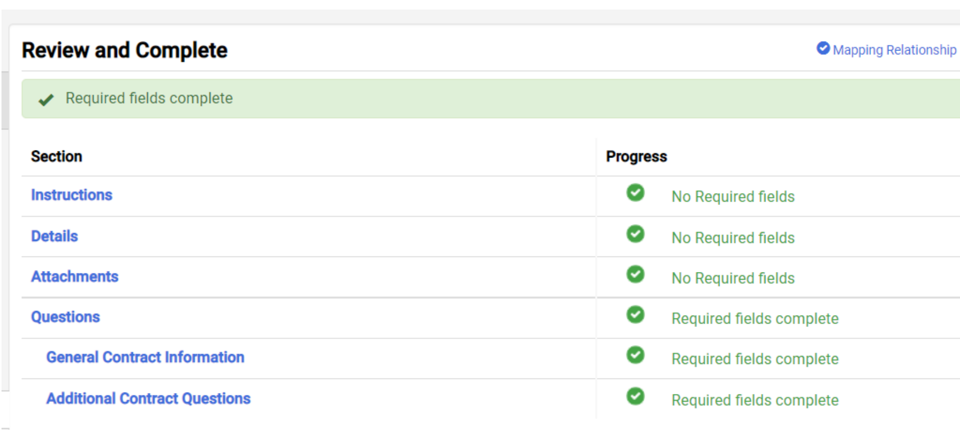


Read the instructions carefully. Click “Next” to move on.

If applicable, use the attachments section to upload documents, such as vendor supplied contracts. Otherwise click “Next” to skip.

In the “Questions” section, complete the information as prompted. Click “Next” to go to the final page.

In the “Review and Submit” section, you will see if all fields have been answered. If you missed any required questions, you will be notified here.



To submit the contract request, click “Complete Request”.

How to Approve a Non-Procurement Contract

A. **Non-Procurement contracts** require approval from the appropriate executive cabinet member.

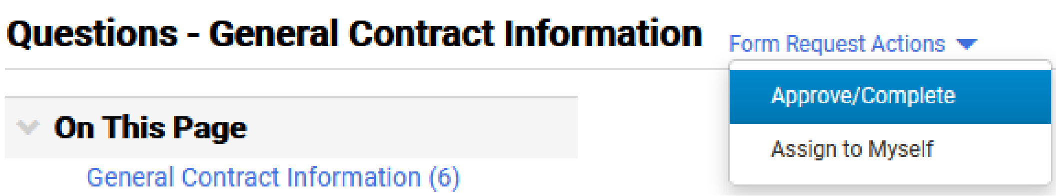
After the contract request originator has answered the required fields in the form and clicks submit, the approver (applicable VP or Provost) will receive a notification email from SLCCBuy.

Step 1. Click the link in the email to view the contract request. The contract request can also be found in SLCCBuy by clicking on the flag icon in the upper right corner and selecting "Contract Request Approvals".

Step 2. Once in the contract request form, review the sections prior to approval.

- **a. "Attachments" Section**
  - **i.** Not every request will have attachments. Requests for contracts that utilize a standard SLCC template may not have an attachment. A contract using the approved template will be created by the Contract Coordinator in Risk Management after obtaining approval.
- **b. "Questions" Section**
  - **i.** This section contains the content that will be used to populate the final contract.
  - **ii.** If there are questions on the answers provided by the originator, you may comment directly in the request, connect with the originator, or cancel the request and have the originator resubmit.

Step 3. To approve the contract, select "Approve/Complete" button from the "Form Request Actions" menu located at the top of the form.



To return or reject the contract, first select **Assign to Myself** from the **Form Request Actions**. Then click the **Form Request Actions** menu again. Additional choices will be listed. Select the appropriate option. Note that a rejected request cannot be resubmitted.

How to Check the status of a non-procurement contract request

Click the “Contracts” icon on the side menu. Navigate to “Requests” and click “My Contract Requests”.

A list of all contract requests will be displayed. You can filter the displayed requests by their status by clicking the “Filter Contract Requests” link. It is recommended that you set your filter to include all statuses. The status and the workflow step will be displayed for each request.

- **a.** “Approved” means the request has completed approval workflow and is awaiting contract creation by Risk Management.
- **b.** “Incomplete” means the request has not been completed and submitted.
- **c.** “Rejected” means the request has been rejected by an approver.
- **d.** “Returned” means the request has been returned by an approver.
- **e.** “Under Review” means the request is in approval workflow.
- **f.** “Completed” means the request has been approved and a contract has been created by Risk Management. Click the “Contract Request Name” to check the status of the contract and proceed to Step 3.

Click on the “Contract” number on the left side. The status of the contract will be displayed at the top.

- **a.** “Draft” means the contract has been created by Risk Management and is being prepared for review.
- **b.** “Internal Review” means the contract is being reviewed internally by Legal, Risk, or other SLCC department.
- **c.** “External Review” means the contract is being reviewed by the contractor.
- **d.** “Pending Signature” means the contract has been sent out for signature.
- **e.** “Executed” means the contract has been signed by all parties.

How to Sign a Contract

The signer will receive an email from “Contracts <adobesign@adobesign.com>” when a contract is pending signature.

Click the “Review and Sign" link in the email.

Complete the fields as prompted.

To complete signing, hit the “Click to Sign” button.

The signer(s) will receive a copy of the fully executed contract by email.

How to Search for a Contract

This applies to both procurement and non-procurement contracts.

Step 1. Click the “Search Contracts” link in the Quick Links section.
Step 2. Enter the search criteria. Note that procurement contracts will be Active for Shopping and non-procurement contracts will be inactive. You can switch between Advanced and Simple Search by clicking on the link on top right.
Step 3. Click Search at the bottom.
Step 4. A list of contracts that meet your criteria will be displayed. The contract status will also be displayed. The possible statuses are as follows:

- **a.** “Complete” means the contract has reached its end date and is expired. The contract can be re-executed or extended.
- **b.** “Draft” means the contract has been created by Risk Management and is being prepared for review.
- **c.** “Expired” means the contract has reached its end date and is expired.
- **d.** “Executed – In Effect” means the contract is currently active.
- **e.** “Executed – Future” means the contract has been signed, but the start date is in the future.
- **f.** “Internal Review” means the contract is being reviewed internally by Legal, Risk, or other SLCC department.
- **g.** “External Review” means the contract is being reviewed by the contractor.
- **h.** “Pending Signature” means the contract has been sent out for signature.
- **i.** “Superseded” means the contract has been replaced with a new version.
- **j.** “Terminated” means the contract has been stopped before the scheduled end date.

Section 5: Banner

Banner Encumbrances

Encumbrances - General Information

What is an encumbrance?

- An encumbrance is a reservation or commitment of funds for future payments. An encumbrance sets aside budget for a specific purpose. This helps prevent overspending a budget/Index.

When is an encumbrance created?

- Encumbrances are created by SLCCBuy for non-catalog items and punch-out orders where a p-card is not used. Encumbrances are also created for Procurement Contract Requests. Encumbrances are created as part of the PO creation process, which happens after a requisition has been fully approved and completed workflow.
    - POs that start with a "**P**" are encumbered.
    - POs that start with a "**Q**" are created for P-Card orders. These are **NOT** Encumbered.
    - POs that are all numbers are created for Payment Requests and Mileage Reimbursements. These are **NOT** Encumbered.
- Encumbrances are created by Chrome River for Travel Pre-Approvals (T numbers). Encumbrances are created during a nightly process after a pre-approval has completed workflow.

When is an encumbrance liquidated/reduced or closed?

- Encumbrances are liquidated or reduced as payments are made.
- At the end of the year, encumbrances are reviewed by Purchasing & A/P. Unneeded encumbrances are closed.
- If an encumbrance is no long needed (e.g., order/item was canceled, the final amount was less than estimate, etc.) a department can submit a request by email to Purchasing & A/P to review the encumbrance for liquidation/closure

Encumbrances – Banner - FGITRND

An individual with Banner access can see all transactions for an Index on the FGITRND form.

When reviewing FGITRND, encumbrance activity will be displayed on multiple lines. Below is a summary of TYPE codes you will see for entries with FIELD "ENC".

- PORD – Original Purchase Order
- CORD – Change Order made to Purchase Order
- E100 – Original Travel Pre-Approval
- E020 – Change to Travel Pre-Approval
- POCL/POBC – Closure/liquidation of a Purchase Order
- E032/E037 – Closure/liquidation of an Encumbrance
- INEI – Liquidation of Encumbrance by an Invoice paid against an Encumbrance.

Note that for each invoice, there are two INEI entries. One for FIELD "ENC" which reduces/liquidates the encumbrance (displayed as a negative number), and one for FIELD "YTD" which reduces your year-to-date balance (displayed as a positive number). The amounts of these two entries may be different.

Detail Transaction Activity FGITRND 9.3.22 (SLCC)

COA: C **Fiscal Year:** 23 **Index:** BBPURC **Fund:** 10000 **Organization:** BBPURC **Account:** **Program:** N **Activity:** **Location:** **Period:** **Commit Type:** B

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *
70750	BBPURC	N	ENC	-75.00	-	INEI	B0030484	09/10/2022	09/12/2022
70750	BBPURC	N	YTD	75.00	+	INEI	B0030484	09/10/2022	09/12/2022
70750	BBPURC	N	ENC	-75.00	-	INEI	B0029052	08/10/2022	08/10/2022
70750	BBPURC	N	YTD	75.00	+	INEI	B0029052	08/10/2022	08/10/2022
70750	BBPURC	N	ENC	-75.00	-	INEI	B0027540	07/01/2022	07/21/2022
70750	BBPURC	N	YTD	75.00	+	INEI	B0027540	07/01/2022	07/21/2022
70750	BBPURC	N	ENC	900.00	+	PORD	P2300135	07/01/2022	07/01/2022

Viewing Current Encumbrances in Banner

To see all current encumbrances for a given INDEX, navigate to the **FGIOENC** form in Banner. This form can be reached using Direct Access or through the **Options** menu on **FGIBDST**.

The **Chart** and **Fiscal Year** fields will auto-populate.

Enter the **Index** number and **Next Block**. If you navigated to this form from FGIBDST, the **Index** field will auto-populate.

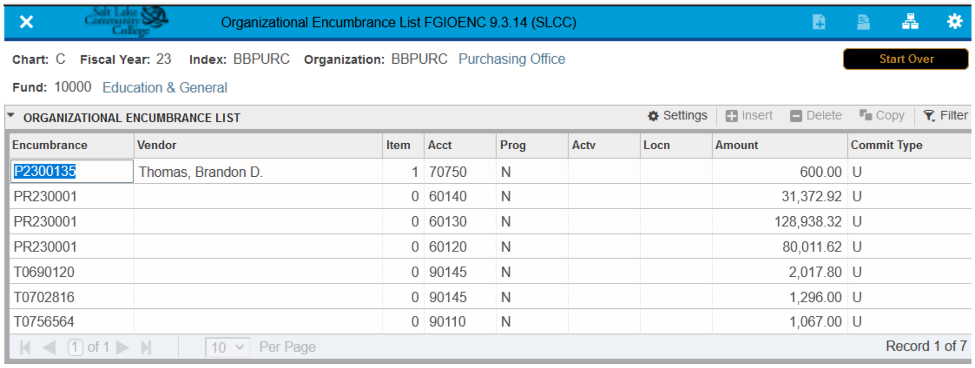

Organizational Encumbrance List FGIOENC 9.3.14 (SLCC)

Chart: C Fiscal Year: 23 Index: BBPURC Organization: BBPURC Purchasing Office Start Over

Fund: 10000 Education & General

ORGANIZATIONAL ENCUMBRANCE LIST Settings Insert Delete Copy Filter

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P2300135	Thomas, Brandon D.	1	70750	N			600.00	U
PR230001		0	60140	N			31,372.92	U
PR230001		0	60130	N			128,938.32	U
PR230001		0	60120	N			80,011.62	U
T0690120		0	90145	N			2,017.80	U
T0702816		0	90145	N			1,296.00	U
T0756564		0	90110	N			1,067.00	U

1 of 1 10 Per Page Record 1 of 7

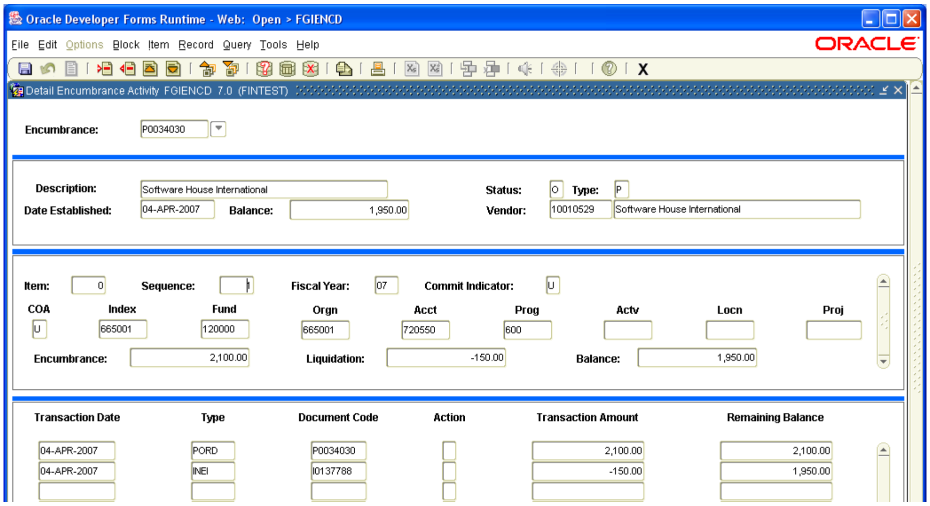
A list of all current encumbrances will be listed. The **Amount** field displays the current amount of the Encumbrance (original amount less the liquidated/paid amount).

There are three types of encumbrances, distinguished by the starting letters.

- P - Purchase Orders. Additional information can be found in SLCCBuy.
- T – Travel. Additional information can be found in Chrome River.
- PR – Payroll.

For more detailed information on a specific encumbrance, navigate to the **FGIENCD** form through the **Related** menu on FGIOENC or through direct access.

If you navigate to **FGIENCD** through direct access, you will need to enter the encumbrance number and **Next Block**. If you use the **Related** menu on FGIOENC, the encumbrance number will auto-populate.

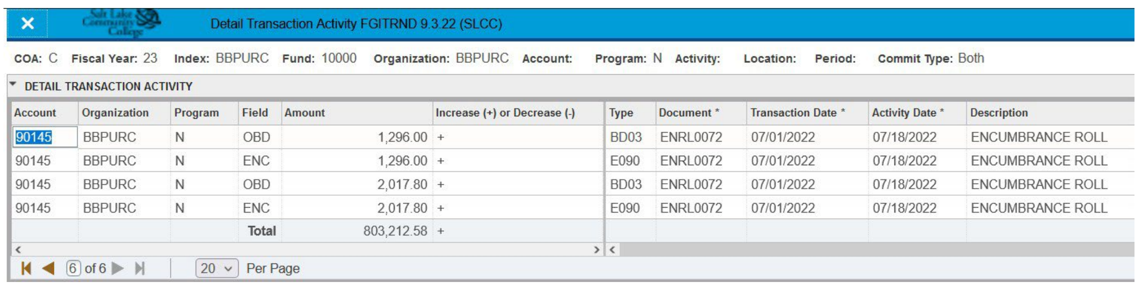


The **Encumbrance** field is the original amount of the encumbrance. The **Liquidation** field shows the amount spent, and the **Balance** field shows the remaining funds.

Each transaction effecting the encumbrance is listed at the bottom of the form, including adjustments and invoices/payments. Note there may be multiple lines/items on a single encumbrance. If a single line item is split among multiple Indexes, each Index for each line item will be listed separately. You can scroll through each item by using the arrow keys on the keyboard.

Encumbrance Roll

- What is the Encumbrance Roll?
  - The encumbrance roll is a process that "rolls" an encumbrance from one fiscal year to the next.
- What Encumbrances are affected by the Encumbrance Roll?
  - Encumbrances created in one FY that will not be paid until the next FY. This includes both Purchase Orders and Travel Pre-Approvals.
- What happens to the budget?
  - Both the encumbrance and the budget is rolled.
- When does this occur?
  - Occurs around July 15th each year.
- How are rolled encumbrances displayed on FGITRND
  - Each encumbrance rolled will have two entries. The Encumbrance will have a Type of E090 and the Budget will have a Type of BD03. The encumbrance number is not listed on FGITRND. While the encumbrance is open, it can be viewed on FGIOENC.



Detail Transaction Activity FGITRND 9.3.22 (SLCC)

COA: C Fiscal Year: 23 Index: BBPURC Fund: 10000 Organization: BBPURC Account: Program: N Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
90145	BBPURC	N	OBD	1,296.00	+	BD03	ENRL0072	07/01/2022	07/18/2022	ENCUMBRANCE ROLL
90145	BBPURC	N	ENC	1,296.00	+	E090	ENRL0072	07/01/2022	07/18/2022	ENCUMBRANCE ROLL
90145	BBPURC	N	OBD	2,017.80	+	BD03	ENRL0072	07/01/2022	07/18/2022	ENCUMBRANCE ROLL
90145	BBPURC	N	ENC	2,017.80	+	E090	ENRL0072	07/01/2022	07/18/2022	ENCUMBRANCE ROLL
			Total	803,212.58	+					

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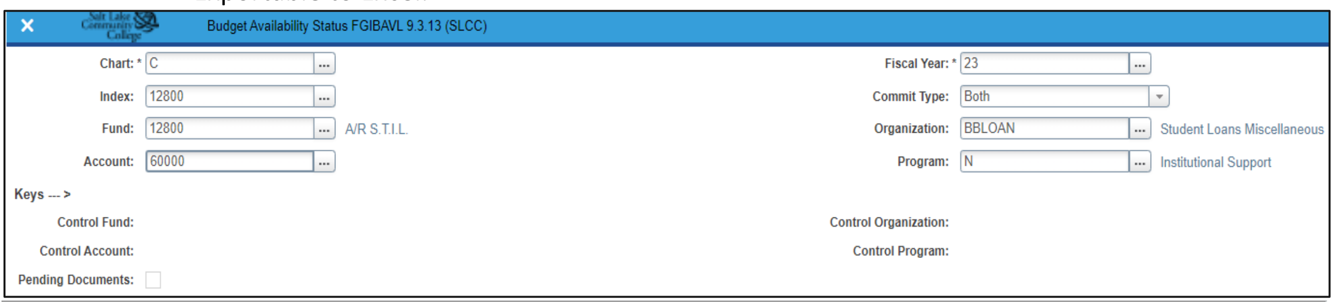
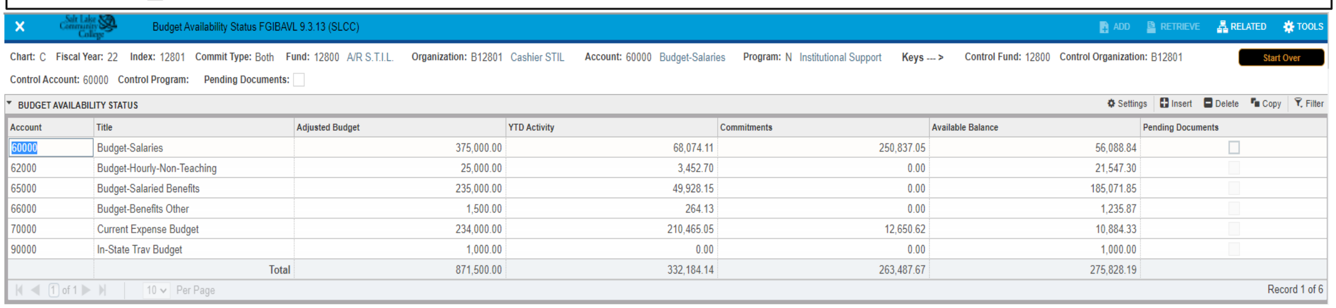
Budget

This section includes excerpts from the Budget Office and Controller's Office. See their website materials for more information.

How to see my budget

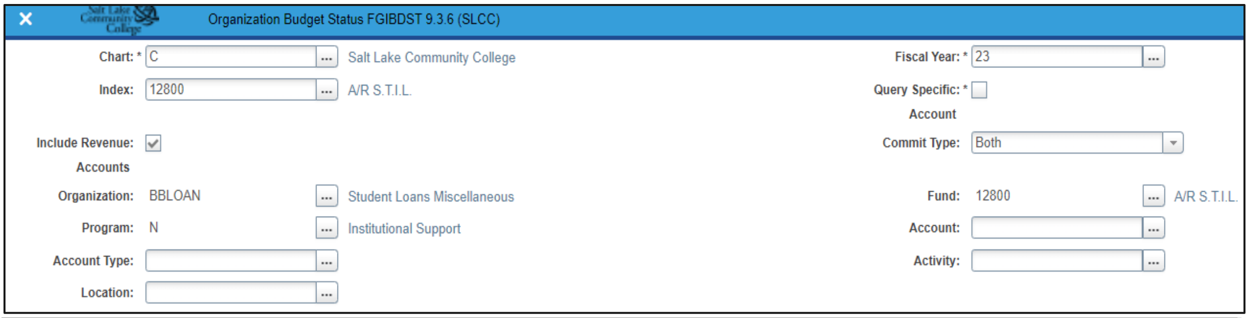
- **FGIBAVL (Budget Availability Status Form)**
  - Displays the following information by budget category:
    - Budget amounts (for expense categories only)
    - YTD activity (posted transactions)
    - Commitments (encumbrances)
    - Available balances
  - **When to use it**: When you need a high-level overview of how much of each expense budget you have available to spend from an index.
  - **Form-specific things to remember**:
    - Enter 600 in the Account parameter.
    - Positive available balances are good; Negative available balances are BAD!
    - Exportable to Excel.





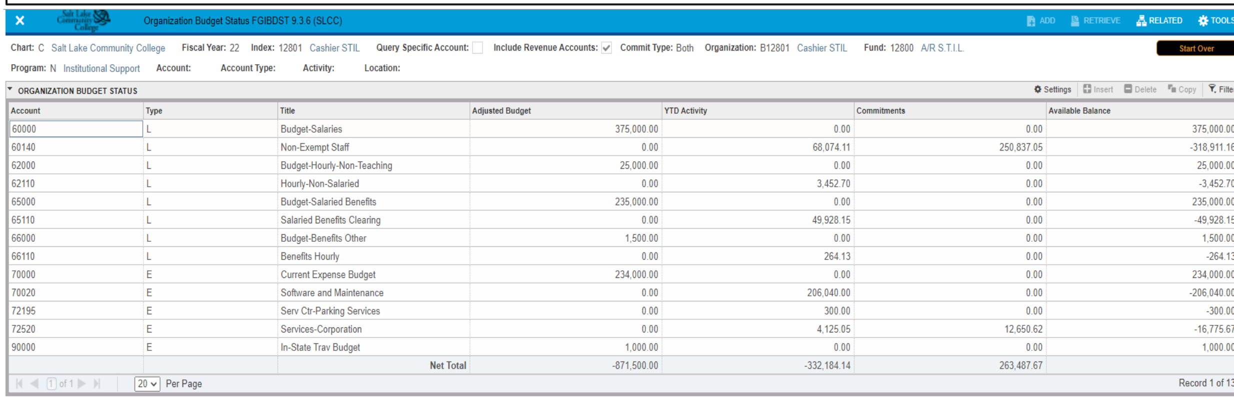
Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
60000	Budget-Salaries	375,000.00	68,074.11	250,837.05	56,088.84	
62000	Budget-Hourly-Non-Teaching	25,000.00	3,452.70	0.00	21,547.30	
65000	Budget-Salaried Benefits	235,000.00	49,928.15	0.00	185,071.85	
66000	Budget-Benefits Other	1,500.00	264.13	0.00	1,235.87	
70000	Current Expense Budget	234,000.00	210,465.05	12,650.62	10,884.33	
90000	In-State Trav Budget	1,000.00	0.00	0.00	1,000.00	
	Total	871,500.00	332,184.14	263,487.67	275,828.19	

- **FGIBDST (Organizational Budget Status Form)**
  - Displays the following information:
    - Budget category amounts (for revenue & expense categories)
    - YTD activity (posted transactions) by account
    - Commitments (encumbrances) by account
    - Available balances (by summing the account amounts to their corresponding budget amounts)
  - **When to use it**: When you need a high-level overview of how much of each revenue and expense budget you have available to spend from an index.
  - **Form-specific things to remember**:
    - After you sum the account amounts to their corresponding budget amounts, positive available balances are good; Negative available balances are BAD!
    - Exportable to Excel.



Organization Budget Status FGIBDST 9.3.6 (SLCC)

Chart: * C — Salt Lake Community College
Fiscal Year: * 23
Index: 12800 — A/R S.T.I.L.
Query Specific Account: *
Include Revenue Accounts: ✓
Commit Type: Both
Organization: BBLOAN — Student Loans Miscellaneous
Fund: 12800 — A/R S.T.I.L.
Program: N — Institutional Support
Account:
Account Type:
Activity:
Location:



Organization Budget Status FGIBDST 9.3.6 (SLCC)

Chart: C Salt Lake Community College Fiscal Year: 22 Index: 12801 Cashier STIL Query Specific Account: Include Revenue Accounts: ✓ Commit Type: Both Organization: B12801 Cashier STIL Fund: 12800 A/R S.T.I.L. Start Over

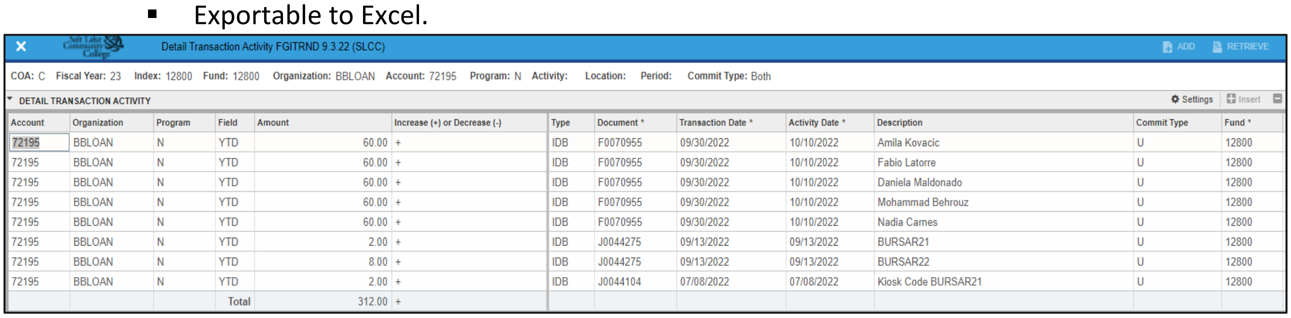
Program: N Institutional Support Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
60000	L	Budget-Salaries	375,000.00	0.00	0.00	375,000.00
60140	L	Non-Exempt Staff	0.00	68,074.11	250,837.05	-318,911.16
62000	L	Budget-Hourly-Non-Teaching	25,000.00	0.00	0.00	25,000.00
62110	L	Hourly-Non-Salaried	0.00	3,452.70	0.00	-3,452.70
65000	L	Budget-Salaried Benefits	235,000.00	0.00	0.00	235,000.00
65110	L	Salaried Benefits Clearing	0.00	49,928.15	0.00	-49,928.15
66000	L	Budget-Benefits Other	1,500.00	0.00	0.00	1,500.00
66110	L	Benefits Hourly	0.00	264.13	0.00	-264.13
70000	E	Current Expense Budget	234,000.00	0.00	0.00	234,000.00
70020	E	Software and Maintenance	0.00	206,040.00	0.00	-206,040.00
72195	E	Serv Ctr-Parking Services	0.00	300.00	0.00	-300.00
72520	E	Services-Corporation	0.00	4,125.05	12,650.62	-16,775.67
90000	E	In-State Trav Budget	1,000.00	0.00	0.00	1,000.00
		Net Total	-871,500.00	-332,184.14	263,487.67	

1 of 1 20 Per Page Record 1 of 13

- **<u>FGITRND (Detail Transaction Activity)</u>**
  - Displays transaction details such as: amount, transaction date, description, etc.
  - **When to use it**: When you need more details to research the amounts from FGIBDST in each account.
  - **Form-specific things to remember**:
    - Access FGITRND by F3 from BDST or BAVL
    - Transactions that cause revenue or expenses to grow display as increases (+) to their corresponding accounts. However, an increase in expenses reduces your budgeted expenses.
    - Field column
      - YTD = Posted transactions
      - OBD = Budget carryforwards
      - ENC = Encumbrances (Unposted transactions)
    - Exportable to Excel.



Detail Transaction Activity FGITRND 9.3.22 (SLCC)

COA: C Fiscal Year: 23 Index: 12800 Fund: 12800 Organization: BBLOAN Account: 72195 Program: N Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *
72195	BBLOAN	N	YTD	60.00	+	IDB	F0070955	09/30/2022	10/10/2022	Amila Kovacic	U	12800
72195	BBLOAN	N	YTD	60.00	+	IDB	F0070955	09/30/2022	10/10/2022	Fabio Latorre	U	12800
72195	BBLOAN	N	YTD	60.00	+	IDB	F0070955	09/30/2022	10/10/2022	Daniela Maldonado	U	12800
72195	BBLOAN	N	YTD	60.00	+	IDB	F0070955	09/30/2022	10/10/2022	Mohammad Behrouz	U	12800
72195	BBLOAN	N	YTD	60.00	+	IDB	F0070955	09/30/2022	10/10/2022	Nadia Carnes	U	12800
72195	BBLOAN	N	YTD	2.00	+	IDB	J0044275	09/13/2022	09/13/2022	BURSAR21	U	12800
72195	BBLOAN	N	YTD	8.00	+	IDB	J0044275	09/13/2022	09/13/2022	BURSAR22	U	12800
72195	BBLOAN	N	YTD	2.00	+	IDB	J0044104	07/08/2022	07/08/2022	Kiosk Code BURSAR21	U	12800
			Total	312.00	+							

Moving budget vs. moving expenses vs. moving an encumbrance

- If you need to transfer funds from one index to another to cover a future expense, you need to complete a temporary budget transfer by completing the eTrieve form. These are processed by the Budget Office.
- If you need to permanently transfer funds from one index to another, you need to complete a permanent budget transfer form in eTrieve. These are processed by the Budget Office
- If you want to move/transfer an expense that has already occurred and shows as a YTD line item on FGITRND, you do NOT need to move budget/money. Instead, you will move the expense from one Index to another. You will need to send an email to the Controller's Office, askacontroller@slcc.edu. Include in the email the transaction details for the expense that needs to be moved and the Index to which it should be moved. We recommend either extracting the data from FGITRND into Excel and copying the transaction line from the spreadsheet into the email or taking a screenshot and attaching it to the email. Enter "Request to Move an

Expense" in the subject line.

- If you need to move an encumbrance, a PO or Travel Pre-approval, that has not been paid, send an email to purchoff@slcc.edu with the encumbrance information and the Index to which it needs to be moved.

How do I change a BCM?

A budget center manager is assigned to an Org code. An Org code may be attached to multiple Indexes. To change the BCM, either temporarily or permanently, send an email to askacontroller@slcc.edu with the information. For temporary changes, include a date range. Enter "Change BCM" in the subject line.

How do I setup a new Index?

Complete the appropriate Index/Budget Authorization form on the Controller's website. For Grants, complete the Request for Grant Index/Budget Authorization form. For all other Indexes complete the Request for Index/Budget Authorization form. Email the completed form to askacontroller@slcc.edu. Enter "New Index Request" in the subject line.