

Year End Training FY 2015

Purchasing
& Contracts
Department



Agenda

- Different Account Types
- Cut Off Dates
- Quote Requirements
- Open End Purchase Orders
- Open Purchase Order Reports
- State Funded Open Purchase Order Reports
- Fiscal Year 2015 Purchase Orders
- Supplier Registration
- PCard Information
- Office Supply Desktop Ordering
- Purchasing Year End Priorities
- Contact Information



Different Account Types

State Funds	Soft Money/University Accounts
<p>Accounts whose Fund begins with 21.</p> <ul style="list-style-type: none"> ■ Example: 2101-217-1710 	<p>Accounts whose fund begins with 22.</p> <ul style="list-style-type: none"> ■ Example: 2221-217-1726
<p>This money is provided by the state and any money not expensed by the end of the fiscal year must be returned to the state.</p>	<p>These accounts are generally self-supporting and roll from fiscal year to fiscal year.</p>
<p>This money is known as "Use it or Lose it" money.</p>	<p>Other account types include:</p> <ul style="list-style-type: none"> 23XX Grant Accounts (which may have their own time lines) 2457 Auxiliary Services Accounts 288X Plant Funds (Planning & Constr.)

Regardless of account type, it is extremely important to **include appropriate Object and Sub-Object codes** on all Purchasing documentation. A list of FY 2015 Object and Sub-Object codes is available in Financial Data Warehouse or call Purchasing at 895-3521.



Different Account Types

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

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

Object Codes (Expense Categories)

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

Change Fiscal Year: 2015 Change Year

EXCEL Extract

Object	Sub Object	Object Name	SubObject Name	Fiscal Year
10		LETTERS OF APPOINTMENT		2015
	10 - 00	LETTERS OF APPOINTMENT	CONTROL	2015
11		PROFESSIONAL SALARIES		2015
	11 - 00	PROFESSIONAL SALARIES	CONTROL	2015
	11 - 01	PROFESSIONAL SALARIES	PROFESSIONAL CONTRACT W/RETIRE	2015
	11 - 02	PROFESSIONAL SALARIES	PROFESSIONAL CONTRACT W/O RET	2015



Cut Off Dates

April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Requisitions using state funds

Purchase requisitions for **\$50,000** or more must be submitted **April 10th, 2015** by 5:00 PM to allow sufficient time for the bidding process.

All Purchase Requisitions under the bid threshold must be received **April 30th, 2015** by 5:00 PM to ensure processing of POs in time to receive goods and services by **June 30th, 2015**.



Quote Requirements

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

***Invitation to Quote Form**



Open End Purchase Orders

- ❑ Open-end purchase orders may be issued for less than \$25,000 for the current fiscal year. After that, they are subject to the quote requirements found on the previous page. (Note: Open-end POs can not extend into the next fiscal year.)
- ❑ If you anticipate you will require \$25,000 or more in goods and/or services from a specific vendor, contact Purchasing to arrange to process a bid, get additional quotes or to process a competitive exception if applicable.
- ❑ Open-end purchase orders **will not** be modified to go over the \$25,000 threshold during the course of the year without the appropriate bids, quotes or competitive exceptions.
- ❑ Open-end purchase orders that are not cancelled or closed prior to the end of the current fiscal year, will expire on June 30th. However, Purchasing will not close them until the following month to allow time for invoice processing (through the 13th accounting period).



Open Purchase Order Reports

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

UNLV
UNIVERSITY OF NEVADA LAS VEGAS

Business Information and Decision Support System

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

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

Document Look-up
Vendor Look-up
Fixed Assets
Purchasing ▾ Open Purchase Orders
Travel ▾ Vendor Open Invoices
Reports Receiving Report Account Expense Trends

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

Two new reports are now available on the Financial Data Warehouse. These reports are the Open Purchase Orders and Vendor Open Invoices reports. To navigate to these new reports from the menu bar select Reports -> Financial Reports -> Account Revenue Trend

These new reports provide the same functionality as the current 'Account Trend Analysis' report with several additional features:

- Go to Business information
- Purchasing
- Open Purchase Orders

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



Open Purchase Order Reports

Open Purchase Order Report

Select the Fiscal Year

2015

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

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

Select Fund(s)

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

Select Agency(s)

- 213 - OFFICE OF THE CONTROLLER
- 214 - MANAGEMENT SERVICES
- 215 - HUMAN RESOURCES
- 216 - FACILITIES MANAGEMENT
- 217 - PURCHASING

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

Select Object(s)

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

Select Purchase Order Code(s)

PO - Base Purchase Order

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

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

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

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

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

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

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



Open Purchase Order Reports

UNLV UNIVERSITY OF NEVADA LAS VEGAS Business Information and Decision Support System

Data current through March 12, 2015 --- Nevada System of Higher Education --- March 13, 2015

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

Open Purchase Order Report

Total number of rows returned: **2**

[EXCEL Extract](#)

Acct Line	Fund	Agency	Org	Object	Subobject	Original Encumbrance	Expended Amount	Open Amount
FY: 2015 PO #: PO 21501239 PO Date: 08-06-2014 PO Amount: \$500.00								
Vendor: HORIZON INVESTMENT (# M0000058820)								
01	2101	217	1710	30	13	250.00	171.03	78.97
FY: 2015 PO #: PO 21500776 PO Date: 07-23-2014 PO Amount: \$4,500.00								
Vendor: STEPHENS MEDIA LLC (# M0000044200)								
01	2101	217	1710	30	41	4,500.00	2,999.11	1,500.89

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



State Funded Open Purchase Order Reports

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

Cabinet Area	PO NUMBER	LINE NUM	FUND	AGENCY	ORG	OBJECT	SUBJECT	VENDOR NAME	PO DATE	PO AMOUNT	PO EXPENSE	OPEN AMOUNT
DIR ATHLETICS	21403442	03	2101	202	044H	30	23	EBERHARD SOUTHWEST ROOFING INC	6/17/2014	\$3,554.35	\$562.35	\$2,992.00
DIR ATHLETICS	21500024	02	2101	202	044H	30	56	BRADY INDUSTRIES OF NEVADA, LL	7/2/2014	\$6,000.00	\$5,790.69	\$209.31
DIR ATHLETICS	21500025	02	2101	202	044H	30	90	REPUBLIC SILVER STATE DISPOSAL	7/2/2014	\$7,000.00	\$5,943.55	\$1,056.45
DIR ATHLETICS	21500030	03	2101	202	044H	30	23	ADVANCE PERSONNEL SERVICES	7/2/2014	\$1,000.00	\$290.25	\$709.75
DIR ATHLETICS	21500035	04	2101	202	044H	30	87	NEVADA POWER COMPANY	7/2/2014	\$179,000.00	\$101,960.90	\$77,039.10
DIR ATHLETICS	21500103	02	2101	202	044H	30	54	VEGAS VALLEY LOCKING SYSTEMS,	7/2/2014	\$3,000.00	\$1,195.00	\$1,805.00
DIR ATHLETICS	21500119	02	2101	202	044H	30	58	SAFE ELECTRONICS, INC.	7/3/2014	\$1,000.00	\$625.00	\$375.00
DIR ATHLETICS	21500188	04	2101	202	044H	30	89	SOUTHWEST GAS CO	7/9/2014	\$22,000.00	\$13,639.71	\$8,360.29
DIR ATHLETICS	21500209	02	2101	202	044H	30	57	SUNSTATE COMPANIES, INC.	7/7/2014	\$3,500.00	\$1,750.00	\$1,750.00
DIR ATHLETICS	21500212	02	2101	202	044H	30	58	SUBURBAN ELEVATOR OF NEVADA	7/7/2014	\$500.00	\$0.00	\$500.00

- Account Managers must review these reports and communicate with your buyer or call the Purchasing office at x5-3521.
- This process can return expendable money to your account as well as expedite the Fiscal Year End process for the Purchasing Department.
- Updates should be sent to Purchasing as soon as possible.



FY 2015 Purchase Orders

- You will **NOT** be able to enter **FY15 requisitions** to the system **after Friday June 5th, 2015.**
You will need to contact Purchasing for assistance.
- You may begin processing your Fiscal Year 2016 Purchase Requests **on Thursday, June 11th, 2015**



Supplier Registration

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

Email: supplier.registration@unlv.edu

Phone: (702) 895-3521



Supplier Registration

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

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

SUPPLIER REGISTRATION

SUPPLIER REGISTRATION HOME

Helpful Links

- » Registration Checklist
- » Frequently Asked Questions
- » Definitions

UNLV Purchasing & Contracts

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

Other Helpful Links

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

Find a Supplier

- Registered Supplier Search

Welcome

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

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

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

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

[Login / Register »](#)

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Supplier Only Login



Supplier Registration

Public Supplier Search

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SUPPLIER REGISTRATION

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Registered Supplier Search

Find A Supplier

Company Name

City/Province

State

Zip/Post Code

Commodity Type

Minority Business Enterprise (MBE) Women-Owned Business Enterprise (WBE)

Physically Challenged Business Enterprise (PBE) Veteran Business Enterprise (VBE)

Disabled Veteran Business Enterprise (DVBE) Small Business Enterprise (SBE)

Local Business Enterprise (LBE)

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Supplier Registration

☐ Supplier has NOT registered online

Vendor Sourcing Notes

Print On PO Import

Requisition Entry - Munis [TEST DATABASE Mar 10 2014] > Vendor Sourcing Notes

Note

Requisition 2014 91403806

Date/Time 2014-04-01 10:23 Print on PO.

Created By cruzadod

NEW SUPPLIER

SUPPLIER NAME:

PHONE #:

EMAIL:

CONTACT PERSON:

DATE OF EMAIL TO SUPPLIER REQUESTING

ONLINE REGISTRATION:

1 of 1

Requisition Entry - Munis [TEST DATABASE Mar 10 2014]

Main Terms/Miscellaneous

Main Information

Dept/Loc 217 PURCHASING & CONTRACTS

Fiscal year 2014 Current Next

Requisition number 91403806

General commodity 0874 SERVICES, CONSULTING MISC.

General description SERVICES, CONSULTING MISC.

Status 2 Created

Needed by 04/01/2014

Entered 04/01/2014 By cruzadod

Vendor Information

Vendor Committed

Name

PO mailing 0

Delivery Method Print Fax E-Mail

Remit 0

Vendor/Sourcing Notes

Shipping Information

Ship to UNL

RECEIVING DEPARTMENT/UNLV

4505 MARYLAND PARKWAY

DELIVERY HRS: 8AM-4PM MON-FRI

LAS VEGAS NV 8915

Email

Reference

Line Items

Line	Qty	Description	Unit Price	Freight	Disc %	Credit	Lin
1	1.00	CONSULTING SERVICES		.00000	0.00	0.00	0.00

Total Amount .00

Workflow

My Approvals Approve Reject Forward Hold Approvers

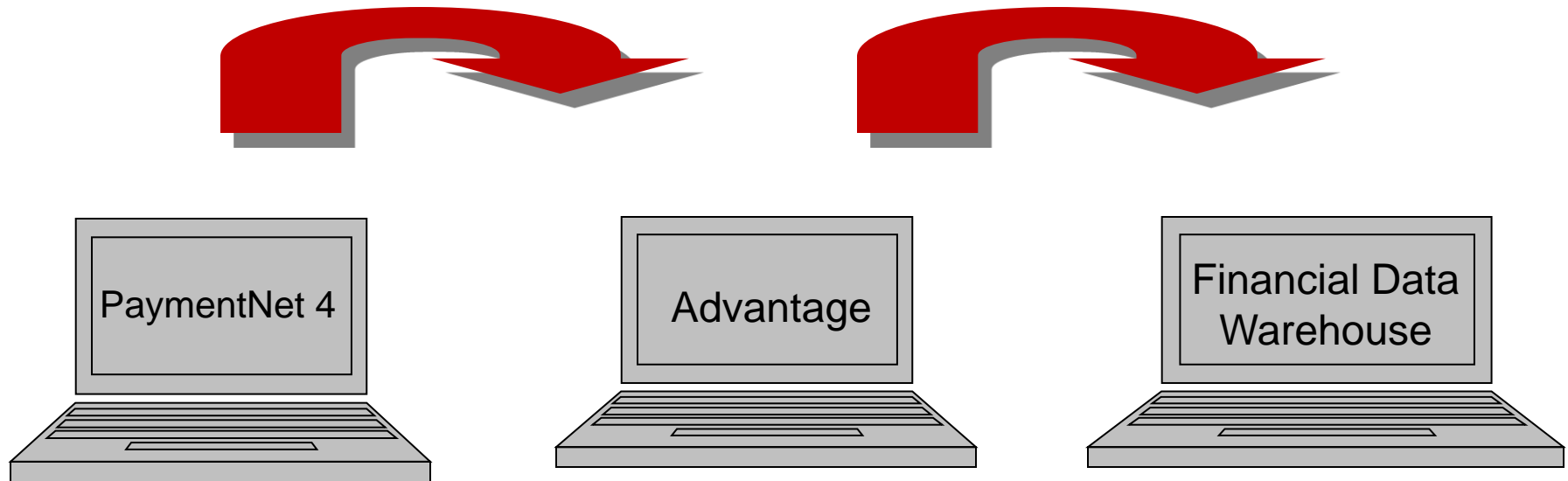
1 of 1 Attachments (0)



P-Card Information

Year End P-Card Processing

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



P-Card Extra Posting Period during June

June 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 10, 2015 - Last day to place orders using 2101 accounts and **FIRST posting of charges for June**

June 22, 2015 - All transactions must be reconciled in PaymentNet by Close of Business

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



Year End P-Card Reconciliation

- Usually card holders are given 7 working days to complete reconciliations
- No grace periods in June
- Cardholders are encouraged to reconcile daily. During the last month of the fiscal year, there will be two closings. Unlike other months, there will be no grace period. The first close will be **6/10** and the last close will be **6/22**.
- Any purchases using state funds should be placed by **6/10** to ensure these transactions are captured in the current fiscal year. Gets departments' charges posted to their accounts quicker to avoid loss of state funds
- Please reconcile information in PaymentNet daily!!! 😊



Office Supply Desktop Orders



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

- HOWEVER -

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

- You will be able to purchase items throughout the entire year; However, you will not be able to use state funds if the transactions do not appear in PaymentNet prior to June 22nd, 2015.
- Those that do not post must be processed the next reconciliation period using non-state funds.



Purchasing Year End Priorities

Purchasing will process documents submitted using the following priority schedule:

- Processing documents referencing a State account (21XX) for Fiscal Year 2015
- Processing documents referencing all other accounts for Fiscal Year 2015
- Reviewing/working Fiscal Year 2016 purchase requests for execution after July 1st



Contact Information



Purchasing Phone Extension: 53521



Purchasing Fax Number: 53859



Purchasing Email: PurchasingUnlv@unlv.edu

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

MUNIS Questions: Your buyer or main extension x 53521

PCard Questions: x 42273 (4CARD)



Questions



Thank you!

**Purchasing
& Contracts
Department**

