ULFS - University Libraries Financial System - DRAFT 1

The University Libraries Financial System is an order-entry, receiving, purchasing, and reconciling of most financial processes of the library. Any money oriented system of the library will be somehow linked to ULFS to allow the Business Services department and other users to track funds used by the libraries.

- All ordering of any kind will be integrated within ULFS
- All receiving of any kind will also be interfaced
- The Business Services department will pay and track all invoices
- Reconciling of invoices
- Balance accounts and keep track of what is encumbered and what has been actually expended
- Report on receiving of items by department
- Interface with the University's BANNER System
- Complete Users access to financial information, through the purchasing process
- Data entry, tracking, and reconciling of wage funds and balances

Logging on

After obtaining a password from the ULFS Administrator (Brenda Reed), you should be able to login to ULFS. Your userid will be your PID and the password will be what you requested through the administrator. A successful login will place you at the MAIN MENU for "pid" . Notice that ULFS is a secure server. Your browser should show a key in the bottom left hand corner, indicating that all transmissions from this point on are secured.

USERS

I. MAIN MENU

Your default MAIN MENU will show the functions that you have access and clearance through your supervisor and according to how the Administrator has set your account up to view.

Most users will only have three menu items to choose from on their MAIN MENU. The ACCOUNTS, ITEMS, and ORDERER menus are standard for users that will order items and just the first two are valid for all users of the library.

II. ITEMS MENU

The ITEMS MENU contains functions for ordering items through ULFS. Without this function no items can be entered to process. The user that performs this and subsequent functions must have an awareness of the purchasing process as defined by Business Services department. There is one main function and two sub-functions to ordering items. The ITEMS MENU is a standard reporting menu. Here you will be able to choose a number of functions that will tell you the status of your orders. Menu functions are:

- **Order a New Item** - Display a form to enter new items.

Ordering Items.
When you invoke the **Order an item** button, only the department and the associated DISPCODEs for your view will appear with the Insert a new Item form. If the user has responsibility for more than one department, then the order from screen will display with a list of valid departments for that user. When a department is chosen the Insert a new item screen will display, ready for entry of a new order.

Enter all the information available to you for this order, taking notice to all starred (*) fields. These fields are required and will prevent you from submitting an order unless they contain valid information.

Required:

- LIBDEPTNUM - the user's valid department number. A default is provided.
- DISPCODE - library code for the disbursement fund paid out. A default is provided, along with a valid lists of codes.
- VENDOR - the name of the vendor where the product will be purchased. A default of <NONE> is provided.
- UACCOUNT - University Account number from where this item will be appropriated. Most users will take the default.
- ITEM - a description of the item.
- QUANTITY - how many to order of the item

Optional:

- TREC/LSA Ref#
- UNIT - the per item group (ea., box., lb., lot, etc.).
- LISTPRICE - the per unit item price (NOT THE QUANTITY * LISTPRICE).
- LOCATION - where the item will be delivered or used.
- NOTES - any user notes about this item.

Business Services use only:

- ITEMNUM - system supplied item number.
- INVNUM - the invoice number from the supplier.
- FORMNUM - the University form number (SPO, PO, AV, ISR, etc.) on which this item is ordered and paid.
- ACTLPRICE - the actual cost of the item as represented by the invoice.
- OBJCODE - the actual disbursement code used by University Accounting in tracking expenditures of certain items.
- STATUS - the status of the item. S- submitted. The item is ready to be approved by the approver. A- approved. The item is ready to be ordered. D- deferred. The approver has deferred approval pending investigation. N- not approved. The approver has refused the item. O- ordered. The item has been placed on a form for purchasing. R- received. The item has been received to the purchasing office. P- paid. The item has been received on an invoice and an expenditure has occurred. PP- prepaid. The item has been S,A,O, and P through the Business Services department. DR- department received. The item has been received by the ordering department personnel. L- locked. The item has received disbursement from the University Accounting office and is represented on their system as PAID.
- ENDUSER - the department who receives the benefit of the ordered item. Used in tracking library wide expenditures.
- SUBDATE - the date the item was submitted.
- SUBWHO - the PID of the user who submitted the item.
- APPDATE - the date the item was approved.
- APPWHO - the PID of the user who approved the item.
- RECDATE - the date the item was received into the BS dept.
- RECWHO - the PID of the user who received the item.

There are two(2) buttons that activate this form. The INSERT button will submit the item to be approved/ordered. The RESET button will clear the screen for reentry of the fields.

The STATUS TRACKING area at the bottom of the screen gives default status information based on first time orders. However, if you have an approval limit on the account on which you are ordering the status will be Submitted and Approved by the user according to the limit set. A successful order will return you to the Item Detail screen where you may choose to enter another item.

- **Approve Items** – This link only appears if the user has approver responsibilities over an account. By selecting the link the system will display all items that have been submitted by orderers' waiting to be approved by their supervisors. Each item has three options represented by the radio buttons located in the last column of the table of items. The Approver can: App – approve the item. Dny - deny the item. Or, Def –

defer the item to be approved or denied after some investigation. After selecting the appropriate action for each of the items the approver then clicks the UPDATE ITEM(S) button to send the actions to the database.

- **Receive Items** – The Receive Items link is used by the Receiver Role and is available to mark items after they have been ordered and have now physically been received by the purchasing office. The user will enter the form number of the item ordered. This will display a table of the items on that form. Check the receive check box to update the item as received.

- **Search Items** - here a user will be able to query on a number of parameters represented in the Items table to search on orders. This is a user-constructed query on the database and will yield excellent results based on what the user is looking for. There are three sections to the form. The first section displays all the statuses available for each item. The default selections are those marked with a 'check'. By clicking on check boxes you can 'OR' the statuses of Items table. The Second section has a little more functionality by allowing you to enter any number of fields on which to narrow your results. The third section will display only the departments you have specific privileges for or all departments in the system, display only. The fourth section adds functionality for those users who have the capability of receiving and/or approving orders. These modes will display the results with the added function.

BUTTONS: There are two buttons in the next section, the 'Search' button will do just that, invoke the table for results, and the 'Reset' button will clear the form of any data that was entered.

RESULTS: The Search Items Results screen differs for each mode. The default mode is the Order Update Mode, it will display the search list with the ability for the user to change any item that they have responsibility for. The Approver mode adds the ability to approve, defer, or deny a submitted item. The Receiver mode adds the ability to receive an ordered item. In each mode the user will have access to the detail of the items, where they may make changes to an item before submitting. After an item is ordered it can only be changed by those with privileges of PURCHASER or higher. See Order an Item for details on updating orders.

ANCHORS: There are four types of anchors that exists in the result display. In the heading there are anchors for DISP CODES and DEPARTMENTS, these will appear highlighted according to how you have your browser configured for color. Clicking on either of these will give you a list from that particular table. The other two anchors are most important. If you wish only to view a detail of the item information, click the ITEM anchor. To update the item information, click the UPDATE anchor.

ITEM DETAIL: The item detail displays all information available for that item. The first section contains the detail display of the item. The **update this item** link provides a function to go to the update form for this item when needed. The second section shows a complete history of this particular item. The PID anchor will provide a mail pop up for sending notification or clarifications to the orderer, approver, or receiver of the item. The **print this screen** link will do just that.

UPDATE THIS ITEM: This form provides a way to change the information of an item. All modifiable data is represented in the blocks next to the labels. There are a few drop down lists and anchors also. The drop down lists are invoked by simply clicking the field or down arrow and selecting from the list. The Library Department drop-down is linked to the dispcode drop-down for valid accounts used by the user. Notice two buttons, 'UPDATE' and 'RESET'. The update button, sends the information to be updated to the database and the reset button clears all information from the form. The update button will also return you to the UPDATE THIS ITEM screen with the modified information for verification. You also have a status tracking display at the bottom so that you are informed completely of the status of the item.

The next three functions use the Search Item function to query the database for SUBMITTED, ORDERED, and RECEIVED orders. These functions will have the order update mode display.

- **View Submitted Items** - View only the submitted items of the user.
- **View Ordered Items** - View only the ordered items of the user.
- **View Received Items** - View only the received items of the user.

III. **ACCOUNTS MENU**

The ACCOUNTS MENU is where the user may go to receive information concerning their particular accounts. Users are setup by the administrator to access only valid accounts per the department head or supervisors' requests. This structure will help keep privacy and data security and integrity from becoming unmanageable.

There are two functions under this menu:

- **View All Accounts** – View Only of all the accounts for the system. No budget information is displayed with this option.

- **View Account Balances** - gives the user a list of all valid account balances assigned by the administrator for the user. There are two drop down menu choices. You can view your account balances by specific department number or by specific dispcode. Simply select from the pull down menus what options you wish.

PURCHASER

I. **FORMS MENU**

The purchasing and paying process begins the functions whose responsibilities are the Business Services Department. All functions here after are performed by Business Services personnel, solely. The menu consists of these functions.

- **New Form** - Create a new form for purchasing items.

The FORMNUMS table consist of these items. There is only one required field that the purchaser and payer are required to enter., however two fields are needed to make a valid form:

Required:

- FORMNUM - the form number, whether AV, SPO, PO, ISR, etc.
- VENDOR - the vendor from whom the items were ordered.

Database use:

- AMOUNT - the total amount as represented by the (QUANTITY*LISTPRICE or ACTLPRICE) of the items on the form.
- STATUS - the status of the form. P- partial, the form is open. The form has items that have been paid for and/or items that have not been paid. F- full, the form is closed. The form is paid in full. All items on the form have been paid.
- ORDERDATE - the date the items were attached to a form for ordering by the purchaser.
- ORDERWHO - the PID of the purchaser who created the form.

Enter the new form number on the NEW FORM screen and submit the entry. A list of all approved items will be displayed in sections by VENDOR, sorted by department (LIBDEPTNUM) and disbursement code (DISPCODE). A checkbox will appear to the right of each order ready to be added to the current form. A valid item must be added to a form. In order for an item to be valid it must contain an OBJCODE. These object codes will be supplied by the purchaser, so the user will not have to be concerned when ordering.

NOTE: At this point, no form is actually created. This is the process by which a form will be created. A form creation confirmation will be the displayed form, which can be accessed by the **Pay Form** query menu item. After choosing the items to be purchased on this form, click the 'Add Items to Form and Change Status' button and the form is created, with those items attached. There will be a check for valid items. A valid item is one that contains all required information and more importantly at this point an OBJCODE. If items are valid the form display screen will appear. The OBJCODE may be updated by this form. The purchaser will enter the valid object codes (OBJCODE) and submit the updates, and then the form will be created, for further modifications if needed.

- **New BOISE Form** - Create a new supplies PO form.

This allows for submission of supplies to one PO. The new form number will be the "BOSUPPLYNUM" parameter, set in the GLOBAL options, concatenated with the order date, concatenated with the department number. For example, TS01600-010724-900. This allows for only one order of supplies per department per day.

If an order is incomplete for that day, more items can be added to that days order, by choosing **Update Form**. However, if an order has been sent out (printed) and more items need to be ordered, the purchaser must either recall the order sent or give a new order date to the new items to create a new form.

- **Update Form** - Choosing the UPDATE FORM menu item will display the Enter a Form Number entry screen.

Enter the known, form number, and the system will display the form for updating. Here, the purchaser can update LISTPRICES or change any item information necessary to make a valid order. The purchaser should check the OBJCODE, LISTPRICE, QUANTITY, UACCOUNT, DISPCODE, ENDUSER, and the CATNUM, if available. The purchaser will make the necessary changes and submit the order for processing the updates. NOTE: There is a sub-menu available for the next series of form displays. This will provide an easier way to redisplaying the screens that were executed to maintain updates. So, if you went to an update screen from the form screen, after updates, you should go BACK to Update Form. If you went to do updates from the UPDATE FORM screen, then you should go BACK to Pay Form. These buttons are placed to better manuever in the browser.

ANCHORS: The Item anchor will display the item detail to be updated. The Update anchor will display the item detail to be updated. The Status anchor will display a set of statuses that the item may be changed. BUTTONS: There is one button, discussed in previous sections. The RESET button. The Pay Form button will display the form ready to receive invoice information. The Update Form button will display the form in update mode. The Order An Item button will display a new Item Insert Form. The Add Items will display additional valid items to be added to this form. The delete form button will present a delete confirmation and proceed to delete the form if there are no associated items and/or invoices. The print form button will display the print form menu. The Update List Prices button will update all listprices change for any item on the form.

SUB-MENUS: The submenu of the detail screens have been discussed in early sections. Remember these menus are available to improve the browser flow with the system.

- **Pay Form** - Query the forms table for a specific form to pay or update. The PAYER is where all forms are updated with pay information. Usually this is the attaching of an invoice number, actual prices and object codes to forms and items. There are three selections from this display. The first option is to enter a form number and allow the system to search. The second option is a list of already ‘open’ forms that the user may choose from. The third option is a search by vendor name or number, displaying all form by that vendor.

  All options will display a form containing a list of all open forms and vendors that have open forms. Two fields are a pull down list of selections and a third field is an enter form number field, so it may take a few seconds to build depending on the number of forms that meet the criteria. The payer will choose the form or vendor, or enter a form number to prepare to pay. Depending on your entry there may be more pull down lists as you narrow your searches. The **Pay Form** screen will display, ready for data entry.

- **Paying a form**

A form may have many invoices paying for a selected item/s with varying object codes. However, for now, each invoice will be represented only by one object code on a form.

On the **Pay Form** screen there are several input sections. The first input section is the ACTLPRICE field for each item. The LISTPRICE of each item has been transferred over to the ACTLPRICE for each item. The payer will update the ACTLPRICE to reflect what the invoice states, only for the items that will be paid by that invoice. The second input section is the list of check boxes for each item. Click the checkbox for the items that the invoice has been ordered and received on this form. If all the items are being paid by the invoice the user may click the Add All check box. The third input section is where the invoice information is added to the form. Updating this information and submitting the form will act as a “paying” transaction to the database. This function will debit and credit accounts and update any balances represented by those accounts and items. Once an item has been paid it is not an easy process to reverse. So we emphasize extreme caution in paying and suggest that the payer/s have the utmost training and confidence in the information added.

When entering invoice information in the new invoice input section, please take note that to have a successful entry these fields are required:

Required:

- INVNUM - the invoice number from the vendor for that particular form.
- FORMNUM - the form number as representative of the items on the invoice.
- OBJCODE - the University Accounting object code for the disbursement as tracked by the accounting system. A default is provided.
- VENDOR - the vendor number to where the form was sent.

Optional:

- INVDATE - the invoice date from the vendor's invoice.
- DUEDATE - the date the payment is due for the invoice.
- NOTES - any notes as supplied by the payer, pertaining to the form, invoice or items.

Database use:

- AMOUNT - the total amount of the form from the items ACTLPRICE * QUANTITY.
- VCHRDATE - the date the form was paid.
- STATUS - the status of the invoice, used for printing. T – to be printed. W – waiting to be printed. P – printed.
- PUSERID - the payer printing the invoice form.
- FRSDATE - the BANNER date received for reconciling.
- FRSCODE - the BANNER code received for reconciling, items against the University Accounting system.

ANCHORS: The Item anchor work the same as on other forms. The Add Item anchor will display the item detail screen to add another item to this form. See "ORDERER" for details for entering items. The Print anchor will display the PRINT FORM MENU. See "PRINT FORM MENU" section for details on how to print.

BUTTONS: The Update button will add a new invoice to the current form, and close the form - set the status to 'F', if all the items are represented by that invoice. The RESET button clears the contents of all fields on the form. The DELETE FORM button will delete the form from the FORMNUMS table, only if there are no invoices and/or items attached.

RESULTS: After adding an invoice the **Pay Form** screen will display. Here the payer will be able to Change Form Number, Change Form Vendor, and Check Wage Entries, of an existing form.

- **Editing an invoice**

On the INVOICE DETAIL screen the payer can make changes, such as, manipulate the invoice number and date, add reconcile information, or add notes to the invoice record. Please take notice of the list of required fields listed above. The amount field cannot be changed here, due to the policy and financial integrity of this system. The amount field can only be manipulated at the item level. Likewise for the vendor and object code, these fields help keep the database sound. This will insure that all other totals will always be up-to-date and accurate. Failing to provide required information will result in erroneous transaction.

The buttons here function like those on all detail screens. Return to the place where the INVOICE DETAIL screen was invoked by clicking the submenu item.

- **Change Form Status** – In order to manipulate the contents of a form, the form must be in an 'open' state. Or have the status variable of 'P', for partial. This menu item will allow the user to enter a form and change its state to 'open'.

- **Direct Pay**

Enter item, form, and invoice information at once. This method of paying is for items that have been ordered through another system or items that are ordered once and periodic payments are made.

The Direct Pay form has four sections. Section one provides for a vendor search and selection. The vendor is one of the important elements in making payments. The payer must know the exact vendor to which to make a payment. The vendor field is a selection list of vendors in your MyVendors list. Section two, contains the Item Detail. Enter at least the required information. The third section is the Form Detail. Enter the required information. You may choose to close the form at this time. The fourth section is the Invoice Detail and should be filled out completely, except for the BANNER fields. After inserting a screen will display with two anchors, one asking to display the form Pay Form.

- **Search Invoices** – Search for a particular invoice and display a table of matching results.

- Create a new form

by searching for a valid Vendor and/or by entering a new Form Number.

The VENDORS QUERY form contains two(2) fields where information my be entered. This is a slow methodical procedure to adding a new form to purchase items. Entering any field will display to the purchaser a list of vendors and the new form number to be created. The form number will be a blank field, if not entered. WARNING: If you enter a blank vendor the system will attempt to retrieve all available vendors to the system. (This will take a while.) The ADD FORM screen will display. A vendor selection with a required field for a new form number are the main components of this screen. After making your selection, click the [Get Items To Purchase] button. The next display is a list of all items with the selected Vendor, ready for ordering. Clicking the check boxes of items will add the selected items to the new form.

ANCHORS: The ITEMS FOR ORDER screen contains four new anchors. The Vendor anchor will display detail information for the vendor. The Object code anchor will display that vendors items for OBJCODE updates. The ItemNum anchor will display the item detail. The purchaser my elect to modify and/or verify items by editing from the ITEMS FOR ORDER screen. The Change? anchor will display the item for update. The UPDATE ITEM screen for the purchaser contains a sub-menu. From this sub-menu the user may scroll through the list of items for a vendor by the UPDATE ITEM screen, making whatever changes necessary to a group of items before adding them to a form.

BUTTONS: The button, [Add Items to the Form and Change Status], will submit only selected items of the vendor section where the button was invoked, to the new or existing form. At this time the status of the item will be updated to ordered status.

- **Print Form**

The PRINT FORM button is an ORACLE REPORTS form launcher.
A list of available forms will appear. Simply choose the form desired and then answer any questions that follow. Currently available forms are: ACCOUNTING VOUCHER, pages 1 and 2, and the ACCOUNTING VOUCHER CONTINUATION FORM. SPEED PURCHASE ORDER, pages 1 and 2. BOISE PURCHASE ORDER, pages 1 and 2.

RECEIVER

RECEIVE ITEMS

The receiver chooses this function to list the items of a particular form, for receiving. The RECEIVING screen displays an entry field for the form number. Enter the submit button to display available items to be received from the form you entered.

PAYER

I. **PAYER MENU**

- [Show Accounts] - gives a list of all valid accounts on the system.
- [Show Roles] - gives a list of what user functions are operating for the user.
- [Change Password] - allows the user to enter a new password for their account.

ORDERER

I. **ORDERER MENU**

- [Vendors Query] - Because of the vast quantity of ordering possibilities of this system, the VENDORS associated with different ordering areas are a large number, over 2500. So to attain better browser response times for users, and to help in the efficient use of the VENDORS table, this system was built with the ability for users to customize the VENDORS list to their ordering pleasure. All users are given a default list of vendors as defined by the Purchasing unit of the Business Services Department. If this list is not sufficient for your ordering you will have to search the larger list and obtain a valid VENDOR or simply choose <NONE> and the purchaser will choose one for you. The VENDORS QUERY Form provides a way to search the VENDORS table and then add whatever vendors you choose to your customized list. By choosing the [Add to MyVendors] anchor achieves this. The anchor on the vendor number will display the detail information of the vendor.

- [Show MyVendors] - Get a list of vendors that are in my customized list.

I. ADD NEW USERS
II. SHOW USERS
III. MANAGE ACCOUNTS
IV. MANAGE VENDORS
V. MANAGE DISPCODES
VI. MANAGE DEPARTMENTS
VII. MANAGE ALLOCATIONS