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# Business Services Newsletter

Business Services is composed of Purchasing Services, Telecommunications, Central Receiving & Shipping/Inventory Control, Mail Services and UAH Copy Center

## It was a Banner Year for Banner!

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Wow! We've completed our first year of learning the ins and outs of using Banner. Thank you all for your assistance and cooperation during the transition from SCT IA-Plus to SCT Banner. As we increase our understanding of Banner, we will discover new ways to assist you. In this issue, we're sharing some new tips as well as a few reminders.

### Viewing and Disapproving Documents

In the Self-Service Banner Finance Menu you'll find the option to View Documents. To display the details of a Requisition or Purchase Order, go to "Choose type" and select Requisition or Purchase Order. Enter the document number by the block labeled "Document Number" and click "View document." To find the Purchase Order (PO) number associated with a Requisition, simply view the Requisition; the Purchase Order number will appear at the bottom under Related Documents. Information on Invoice, Check Disbursement, and other activities are available here as well.

To display approval history for a Requisition, choose the Requisition type, enter the document number, and select "Approval history." Approval history will show what approvals have been granted and those approvals still required. If a document is disapproved, it will also identify the individual who disapproved the document.

If your Requisition is disapproved by the Office of Sponsored Programs (OSP) or Contracts and Grants Accounting (C&GA), these offices will notify you regarding the transaction and advise you of any necessary action to take.

If your Requisition was disapproved in error and the record has not been removed from the system, notify Purchasing at [purch@uah.edu](mailto:purch@uah.edu) to complete the Requisition. The Requisition will be available then for approval. The approval process must continue until all required approvals are posted to the Requisition. After all electronic approvals are completed, the Requisition is ready for processing by Purchasing Services.

Requisitions denied by any approver are automatically removed every month from the system by Purchasing Services.

### LPOs Using C&G Codes

Limited Purchase Orders which use a contract or grant research organization code must now be routed through the Office of Sponsored Programs (OSP) for review. The yellow Accounting/Receiving copy will no longer be reviewed by Contracts and Grants Accounting. OSP will forward the LPO to Accounts Payable for payment.

Enter your organization number, or Index Code, in the Index field. Do not change the Fund, Organization, and Program fields.

Enter a separate organization number for each FOAPAL up to five entries. Enter each FOAPAL with an account code and dollar amount only once to avoid problems with the PO.

Refer to your Finance Self-Service Requisitioning Workbook for account codes.

Submit only one copy of your Requisition attachments to Purchasing by fax, campus mail, or hand delivery.

## Entering Index Codes

All Requisitions use document level accounting and require an account number, called a FOAPAL. The FOAPAL consists of a Fund, Organization, Account Code, and Program. The FOAPAL is linked by the Index Code to a predefined set of accounting elements. Enter your organization number, or Index Code, in the “Index” field. Click “Validate” to complete the Requisition, and the Fund, Organization, and Program fields will be populated automatically.

If using another FOAPAL on the Requisition, be sure to enter the correct organization number in the “Index” field so accurate accounting elements are used. An error message “Organization code is not active or no data entry allowed” may appear for incorrect accounting elements.

Enter each FOAPAL with an account code (formerly the subcode) and dollar amount only once to avoid problems in the processing of the Purchase Order. A zero (\$0.00) dollar amount entry will create errors when transferred to a Purchase Order. As a result, you may have to cancel and reenter your Requisition.

## Submitting Attachments

Requisition attachments may include a price quote from a vendor, registration form, copy of an approved travel authorization, *Sole Source Justification Form*, *OSP Equipment and Computer Products Purchase Approval Form*, or other supporting documentation to help the Purchasing staff process your request. Do not submit a copy of the Requisition. Indicate the Requisition number on all attachments and deliver/send by hand, campus mail, or fax to Purchasing. Submit attachments only once (e.g., don’t fax and mail copies of the same documents) to avoid duplicates in Purchasing.

## Include Equipment Title

When purchasing equipment from contract or grant funds, you must include the applicable agency with whom the title will vest in the Document Text of the Requisition. This information will be supplied by the Office of Sponsored Programs prior to Requisition entry. Statements to be included are as follows:

- Title will vest with Government NASA
- Title will vest with Government DOD
- Title will vest with Government EPA
- Title will vest with State
- Title will vest with Commercial Entity

This information enables Inventory Control to properly record the government title for the asset.

## Account Code Changes

When purchasing Audio/Video equipment use the unit cost for each item to determine the correct account code to use. These account codes have been changed to reflect new amounts:

- 7461 for purchases under \$500
- 7452 for purchases from \$500 – \$4,999
- 8101 for purchases of \$5,000 or more

While account code 7461 and 7452 items are tagged as UAH non-capital assets, account code 8101 items are tagged and recorded as capital assets. Separate Purchase Orders are issued for these Fixed Asset items if combined with other non-equipment items on the same Requisition.

## Banner Helps Chemical Inventories

The Office of Environmental Health and Safety (OEHS) has the annual task of ensuring that all hazardous materials, radioactive materials, and select agents are reported to the appropriate local, state, and federal agencies. Government regulations require employers to provide a material safety data sheet to employees for each hazardous chemical they are using. Regulations also require agencies and businesses to provide annual reports based on hazardous chemical waste generation, select agent use, hazardous material releases into the environment, and emergency planning. These regulations can be daunting for users of regulated materials and for the OEHS.

The Banner system can be used to assist the OEHS in getting the material safety data sheets to those using hazardous materials. Banner can also be used to create chemical inventories for specific laboratories. To use Banner for this purpose, enter the following information on each Requisition created for chemical, biological, or radiological materials or gas cylinders:

1. In the Comments field, enter the department name and the building address where the chemical will be shipped, followed by a slash and the location where the chemical will be stored (e.g., Chem MSB203C / MSB330).
2. In the Attention To field, enter the user's name, a slash, and the requester's name (e.g., Jen Roe / Jon Doe).
3. Be sure to order chemicals using the appropriate account code. Typically one of the following codes will be used:
  - a. 7430 – Chemicals
  - b. 7431 – Radioactive Materials
  - c. 7440 – Hazardous Materials  
Requiring Special Handling

This information must be added to Requisitions for chemical, biological, and radiological materials and gas cylinders.

Following these steps will allow for the creation of a report through the Banner System. The OEHS can manipulate the report to produce an annual chemical inventory for specific locations. The annual inventory will be submitted to the person in charge of the location where the chemicals are stored. The responsible person will be asked to add or delete items from the list.

## Processing Multiple Requisitions

After entering a Requisition and receiving a Requisition number, you will see two options or boxes. The first box is an option to process "Another Requisition, Same Vendor." Click on this box to start a new Requisition using the same vendor.

If you need to change vendors, the second box, "Another Requisition, New Vendor" **does not** work. If you need to change vendors, scroll to the bottom of the screen and click on "Requisition" to start a new Requisition.

## Training Classes

Registration for all training offered by Purchasing Services is handled through the Computer & Network Services website, Training for Faculty and Staff:

[http://kiosk.uah.edu/cns\\_training/index.cfm/4,393,98,32.html](http://kiosk.uah.edu/cns_training/index.cfm/4,393,98,32.html)

If you encounter problems with your registration or do not receive a registration confirmation, contact Computer & Network Services at [cns-training@uah.edu](mailto:cns-training@uah.edu) or at extension 2644 or 2633, Monday–Friday 8:15 a.m.–12:00 p.m. and 1:00–5:00 p.m.



## Approving Requisitions in Banner

Once a Requisition has been completed, it must be posted and approved. Only an authorized person can approve a Requisition. The Requisition may require several levels of approvals based on department, funding, dollar amount, and/or account code of item(s) being purchased.

**Approval Limits:** Approval limits are determined within each department. The dollar limits for departmental signatures are \$500; \$2,000; \$5,000; and Unlimited. If the person entering the Requisition has approval authority, then the Requisition will receive his or her approval automatically when the Requisition is completed. If the person entering the Requisition does not have approval authority or the total dollar amount exceeds his or her approval, then an authorized person with higher approval authority must approve the Requisition. Once all departmental approvals have been obtained, the Requisition is electronically routed to the next area for approval. If no additional approvals are required, then the Requisition is routed directly to Purchasing Services.

**Contracts and Grants:** Entering a Contracts and Grants organization code automatically requires approval from Contracts & Grants Accounting and/or Office of Sponsored Programs.

**VP Approval:** Vice Presidential approval on a Requisition is required when the purchase cost equals or exceeds \$25,000. An alternate approver is listed with each Vice President. If you contact the alternate to approve your Requisition, do not contact the VP, and vice versa.

**Other Approvals:** Requisitions for radioactive supplies must be approved by Environmental Health and Safety. Requisitions for the purchase or lease of vehicles must be approved by Facilities and Operations.

Reminder: Sole Source Requisitions cannot be walked-thru. You must demonstrate the uniqueness of the item and how it is important to your research.

Entering a Contracts and Grants organization code automatically requires approval from Contracts & Grants Accounting and/or Office of Sponsored Programs.

**Approval History:** When your Requisition has gone through the posting process, you can view the approval history to see who has signed or who still needs to sign your Requisition. Refer to the article (“Viewing and Disapproving Documents”) on page one for more details on Approval History. If you have problems viewing the Approval History, contact Terence Haley (ext. 6674) or Keshia Askew (ext. 6491) for assistance.

## Requesting Sole Sources

Sole Source Requisitions cannot be processed as walk-thru requests, due to the verification process involved. Remember when completing your *Sole Source Justification Form* that cost and delivery are not factors in classifying an item as sole source. Instead, focus on the uniqueness of the equipment and how important that uniqueness is to your research. To ensure clarity of your requirements, provide detailed, specific explanations in place of broad, general statements. Clear and concise documentation is essential to support your Requisition.

## Don't Use “Discount Amount”

Do not use the “Discount Amount” field when entering Requisitions. If you use Discount Amount, this amount will be held in reservation against your budget, which may not allow other necessary expenditures to be processed. Instead, use “Item Text” to explain the cost and discount amount for that item and enter the actual cost in the “Unit Price” field.



### Printed Purchase Order Changed Got your new Portraits?

If you haven't submitted a Requisition through Purchasing Services lately, you may not be aware that our Purchase Order form has been redesigned with you in mind. Various members of the UAH Community had asked if we would add some items to the Purchase Order. We listened, and after revising, fine-tuning, tweaking, and re-revising, the adjustment process is complete.

The most noticeable difference in the new Purchase Order is the change in orientation from landscape to portrait. You will also be happy to know that the Certification of Compliance statement, which caused most of the landscape-oriented Purchase Orders to be two pages, is now printed on the back of the portrait-oriented version. Another improvement is the printing of the FOAPAL information and Requisition numbers on the Departmental copy of the Purchase Order. Furthermore, the Purchasing contact information is now printed in the header information.

With these adjustments, many of you have found that the number of pages for your Purchase Order has decreased, saving paper and file storage space, which benefits everyone. So far, user response to the new Purchase Order has been very positive. As always, we value your opinions and strive to incorporate your suggestions to improve the quality of our service to you.

**UAH** PURCHASE ORDER SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS  
 THE UNIVERSITY OF ALABAMA IN HUNTSVILLE DATE 03/28/07 Page 1  
 PURCHASING SERVICES HUNTSVILLE, AL 35899  
 PHONE (256) 824-6494 FAX (256) 824-6151

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, CORRESPONDENCE, SHIPPING PAPERS, CONTAINERS, AND PACKING LISTS.

PURCHASE ORDER P0010930 R0013682  
 FOAPAL 15000-305001-7428-60

VENDOR NUMBER A25083593

XYZ Company  
 123 Furniture Drive  
 Anywhere AL 35899

FOAPAL

Req. Number

Contact Info

SHIP TO:  
 UAH Central Receiving Bldg  
 301 Sparkman Drive  
 Huntsville AL 35899  
 ATTN: P0010930/John R. Doe I

MAIL ORIGINAL AND DUPLICATE COPIES OF INVOICE TO:  
 THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
 ACCOUNTS PAYABLE  
 HUNTSVILLE, AL 35899

TERMS Net 30 days  
 FOB Delivered/Installed  
 PURCHASING CONTACT Terence Haley  
 PHONE 256-824-6674  
 ESTIMATED DELIVERY 03/28/07

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	1.00	EA	Desk, Steelcase Model 66x36, with executive return	1,500.0000	1,500.00
2	1.00	EA	Chair, Herman Miller #36, blue fabric #28, with high back	575.8600	575.86

DISCOUNT: .00  
 ADDL CHARGES: .00  
 TOTAL TAXES: .00  
 TOTAL: 2,075.86

Original Copy Signed  
 UAH AUTHORIZED PURCHASING OFFICIAL SIGNATURE

DEPARTMENT COPY An Affirmative Action/Equal Opportunity Institution

New Purchase Order with portrait orientation and Certification statement on the back

The Certification statement, which caused most of the landscape Purchase Orders to go to two pages, is now being printed on the back. This change alone should save large quantities of paper and file storage space.



## HOLD YOUR HORSES!

### *Wait for the Call on a RUSH PO*

Whoa! Just because you peeked into Banner Self-Service and saw that a Purchase Order number has been assigned to your RUSH/Walk-thru Requisition, don't race off to the Business Services Office to retrieve it just yet; it still might not be ready. Although the Purchasing Services Buyer may have processed it as far as assigning it a number, the PO has a few more steps to go in the process before a "hard copy" is ready for pick-up.

First, the Purchase Order must be keyed to print from Banner. Second, because one or two other people on campus might have requested POs at about the same time, the printed copies must be matched up with their accompanying Requisitions and supporting documentation.

Finally, the Purchase Order packet must be routed for approval signatures. This step usually doesn't take too long, unless the designated approver happens to be in the middle of a meeting, a telephone conference, or trying to resolve some departmental crisis—or all three at once. However, once the PO has been signed, the Buyer races to the phone to notify you that your RUSH PO is ready. Then it's OK (as in Corral) to "saddle up" and mosey on over to BSB 101-C to sign for and pick up your RUSH PO.

## Canceling Purchase Orders

To cancel an item, a remaining balance, or an entire Purchase Order, you must issue a Requisition with a "one-cent" expenditure requesting the cancellation. This Requisition must be completed and processed through approvals, and then it will be canceled when the Purchase Order is canceled. Enter the one-cent amount (\$0.01) in the Unit Price field.

When Standing Purchase Orders are issued to encumber funds for acquisitions to a particular vendor, they cannot be issued beyond the current fiscal year. To issue a final payment, be sure to mark "complete" on your Memorandum Receiving Report. To cancel the balance on a Standing Purchase Order that was not closed with a final payment, you must issue a Requisition requesting the cancellation. Otherwise, Purchasing will automatically close the order after the end of the fiscal year.

## Submitting Memorandum Receiving Reports

A Memorandum Receiving Report (MRR) is required to authorize payment for merchandise or services not received against a Purchase Order through Central Receiving and Shipping. Submit an MRR for merchandise received against **all** Standing Purchase Orders, regardless of manner received. Forward the MRR to Accounts Payable in Shelbie King Hall, room 241.

## Traveling in a Personal Car

The current mileage rate paid to persons traveling in privately owned vehicles on official state business is 48.5 cents per mile. Current travel forms and policies may be reviewed at these two websites:

- <http://www.uah.edu/admin/Finance/TRAVEL%20POLICY%202009-08-05.pdf>
- <http://www.uah.edu/admin/Finance/forms.html>



## Cannibalizing Fixed Asset Equipment

All departments should be aware of recent changes to the University's policy regarding cannibalization of capital assets. A representative of Inventory Control must supervise Fixed Asset cannibalization. If a department plans to cannibalize, scrap, or otherwise dispose of University property, the department must first notify Inventory Control (IC). Our personnel will visit the department and inspect the item. If IC determines the asset has no value, IC will remove the barcode property label and dispose of the item. The department will be required to complete and sign the *UAH Property Disposition Form*.

Please note that departments do not have authority to cannibalize, scrap, or trash University property. Only Inventory Control is approved to perform this function.

The current Inventory Control forms are available on the UAH Business Services website, or you may link directly at:

[http://www.uah.edu/admin/purchasing/bs\\_forms.htm](http://www.uah.edu/admin/purchasing/bs_forms.htm).

Please contact Inventory Control at extension 6315 with any questions.

## Surplusing Capitalized or Inventoried Equipment

When a department desires to surplus capitalized equipment or any equipment bearing a UAH property tag, you must complete both a *UAH Inventory Property Relocation Form* and a *Facilities Move Request Form*. Check the "Surplus" box on the *Facilities Move Request Form*, and forward the signed document to Purchasing Services. For auditing purposes, we are required to obtain documentation of both the surplus declaration and the movement or relocation of inventoried assets.

The *Facilities Move Request Form* is available at this website:

<http://www.uah.edu/admin/Fac/MoveForm1.html>.

The *Inventory Property Relocation Form* is available on the Business Services website:

<http://www.uah.edu/admin/purchasing/Documents/Forms/FORM010.pdf>

Please remember that equipment intended to be cannibalized by the department should not be deemed surplus property and should be handled according to the cannibalization procedures described in the previous article.



## UAH Official Business Mailing Addresses



Use this address for all incoming USPS mail and all packages and freight received and processed through Central Receiving. Do not include Central Receiving in the address.

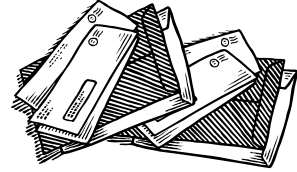
The official United States Postal Service (USPS) business mailing address for all incoming mail to the University is:

**The University of Alabama in  
Huntsville  
Attn: Receiver, Department, and PO/  
LPO # (if applicable)  
301 Sparkman Dr.  
Huntsville, AL 35899**

This address should be used for all incoming USPS mail and all packages and freight intended to be received and processed for campus delivery by Central Receiving. Please note that “Central Receiving” does not need to be in the address; “301 Sparkman Drive” and “35899” are sufficient. Always include the receiver’s name and Purchase Order number. Please see the example below:

The University of Alabama in Huntsville  
Attn: Jane Doe, Chemistry, LPO # 58150  
301 Sparkman Dr.  
Huntsville, AL 35899

## Campus Mail Reminder



UAH Mail Services is dedicated to delivering your USPS and campus mail as accurately and as quickly as possible. To achieve this goal we need your help. Every building on campus has a mail drop area where the USPS and campus mail for each department in that building is delivered. Departmental personnel then collect the mail and redistribute it to the appropriate faculty and staff.

When you address an envelope for campus mail, all you need are the receiver’s name and his or her department. Because all campus mail is sorted by department, you do not need the receiver’s office location, building, or room number. If you have any questions about campus mail or any of the other services we provide, please call extension 6116.



## Need More Rings?



Can't quite make it to the phone before voice mail picks up? Tired of getting your exercise by running down the hall to beat your voice mail message? We can help! We are pleased to announce that an option comes with voice mail to extend the number of rings before voice mail picks up.

First, here's a brief explanation: Phones in this country generally have a two-second ring and a four-second pause. Therefore, our standard voice mail pick-up time of four rings is about twenty seconds. Ring, pause, ring, pause, ring, pause, ring—and then go to voice mail. We can extend this time on the UAH telephone system by one or two rings for a total of four, five, or six rings before voice mail picks up. The result is having a more leisurely 26 to 32 seconds to answer instead of about 20 seconds. Bear in mind that the caller must wait for an additional six to twelve seconds before getting an answer.

When you think about it, if you call someone and let the phone ring ten times, you're only giving them one minute (56 seconds to be exact) to answer the phone—not a long time.



For the next 90 days, Telecommunications will install the extended ringing cycle option on any faculty or staff phone free of charge, with no additional monthly cost or fee.

Please email Mary Jane at [blackwem@email.uah.edu](mailto:blackwem@email.uah.edu) with the four-digit extension number you wish to upgrade. Make sure you tell her how many rings you need. Please note that the only options available are four, five, or six rings, no more and no less.

## Voice Mail without the Password?

Tired of entering your mailbox and password every time you retrieve a voice mail message? Send us your request for the Auto-Logon feature. With this feature you do not have to enter your voice mailbox number and password every time you access voice mail from your office phone.

The Auto-Logon feature carries no installation or additional monthly fee.

If you would like these features, email Mary Jane at [blackwem@email.uah.edu](mailto:blackwem@email.uah.edu). Remember to include the four-digit extension number to be upgraded.

# UAH Copy Center

SOMETIMES THE SIMPLEST WAY TO GET SOMETHING DONE  
IS TO HAVE SOMEONE ELSE DO IT!

The UAH Copy Center is a FULL service facility, located on campus for your convenience. We offer fax services, full color copies, black & white reprographics, printing press, finishing, and scanning, and we also sell paper in a variety of colors and weights. In addition, we are open to students as well as to the faculty and staff of the University Community. Please come by and let us do your work for you.

## UAH is Blue

On March 7<sup>th</sup>, 2007, pantone 293 became the official UAH blue. You will notice a difference in the color when you order your business cards, letterhead, and envelopes. This pantone 293 is the same color that the University used a few years ago, so you will remember the color when you see it.

We will do everything we can to make a smooth transition back. If you have any questions, please contact Jackie Hankins (ext. 6383).

## Submission Web Page Coming

The UAH Copy Center is in the beginning stages of implementing an online job submission web page. This web page will allow you to order your jobs online and give you the convenience of desktop service. Jackie Hankins will be setting up a training schedule soon. We will keep you informed as more details become available.

**Thank you for your continued support. We look forward to serving you.**



**This publication was printed by the UAH Copy Center.**

## LPO Routing Changed



Limited Purchase Order (LPO) users should be aware of a recent policy change requiring that the yellow Accounting/Receiving Copy (copy # 3) of the LPO now be routed or distributed to Office of Sponsored Programs, instead of Contracts and Grants Accounting, when using a Contract and Grant research organization code.

The LPO instructions for the Accounting/Receiving copy now read:

Complete the bottom section of the LPO and **attach all pertinent documents** (e.g., invoices, packing slip). Forward to Accounts Payable after receiving merchandise, except on Contract & Grant and cost sharing companion accounts. Merchandise received against Contract & Grant and cost sharing companion accounts must be sent to the Office of Sponsored Programs (OSP) for review. OSP then will forward the LPO to Accounts Payable for payment.

### Business Services Newsletter

This newsletter is distributed by Business Services as an informational guide to the University Community. This issue provides information from Purchasing Services, Telecommunications, Central Receiving & Shipping/Inventory Control, Mail Services, and the UAH Copy Center. Our goal is to provide helpful information for doing business with the various units of Business Services. Take a moment to review this issue. If we can assist you, please don't hesitate to contact us.

You can read the current *Business Services Newsletter* as well as previous issues online at [www.uah.edu/admin/purchasing](http://www.uah.edu/admin/purchasing). Scroll down and click on the graphic of the man holding the key and then click on "Newsletter."

If you have any comments or suggestions for future articles please contact Terence Haley at [haleyt@uah.edu](mailto:haleyt@uah.edu).





*Business Services Newsletter* is a newsletter to the UAH Community.  
We welcome your comments and suggestions for improvement and for future articles.  
An Affirmative Action/Equal Opportunity Institution