

Business Services Newsletter

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

Banner for Purchasing Arrives Soon!

The Business Services staff is excited about the implementation of Banner! We are taking the opportunity in this issue to introduce the campus community to the Banner purchasing module, and provide a brief overview of the functions within Banner.

First, Banner is user-friendly and easily accessed within your computer's browser, just as you would access the internet. Second, Banner will replace the current Financial Reporting System. Banner will bring the changes needed to assist the University in becoming more efficient at conducting business with the university community.

Components of the Banner for Finance module include the chart of accounts, accounts payable, accounts receivable, approvals, purchasing, research accounting, and fixed assets. Most capabilities in FRS will be carried forward to Banner.

Highlights of Banner for Purchasing

- Banner is a web-based relational database management system with access to Purchasing through Self-Service Banner (SSB) or Internet Native Banner (INB).
- All Requisitions must be submitted electronically. Paper Requisitions will no longer be accepted.
- Requisitions will be submitted through the electronic approval process. All Requisitions must receive the appropriate

electronic approval prior to being forwarded to Purchasing.

- Walk-thru Requisitions will be identified easily using a commodity code "RUSH," and change order requests will use a "CHANGE" commodity code.
- All Requisitions require an Account Number, referred to as a FOAPAL, which consists of a Fund, Organization, Account, and Program code.
- Manual will be provided for training.
- Electronic Requisitions can be submitted 24/7.

Self-Service Banner Highlights

Departments will enter and approve Requisitions in Self-Service Banner. A Requisition may be entered; however, budget funds must be available.

- A one page scroll-down screen simplifies the entry process.
- Provides the use of templates for repetitive requests.
- Limits Requisition to 5-line item entry.
- Provides for document text, such as delivery or special handling requirements, to print on the Purchase Order. Also provides for non-printing text to be used for internal notes and comments.
- Departmental copies of Requisitions and Purchase Orders may be printed.

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Banner, continued

Internet Native Banner Highlights

Power users of INB can:

- Enter more detailed or complex Requisitions.
- Enter an unlimited number of items.
- Perform a requisition-to-requisition copy from a previously entered Requisition.
- Use standard phrases or “clauses.”
- Leave a Requisition pending only to return to complete the document at a later time.
- Access forms that are the equivalent of screens in the current FRS system.

Training

Access to the Banner modules is granted as users complete instructional training. Training is based on the employee’s responsibilities in his or her department. These classes will provide you with the procedural knowledge you need to use Banner. Hands-on training will be offered for Requisition Entry in Self Service, Requisition Approval in Self Service, and Requisition Entry in Internet Native Banner. Purchasing classes will tentatively start the week of August 1st for Requisition Entry and Approval in Self Service. Registration will begin two weeks prior to classes.

A training schedule for the Banner Purchasing module, as well as other Banner modules, is listed on the Banner Brigade website <http://www.uah.edu/banner>. We encourage you to visit this site often, as it will be updated frequently to include new classes and other related features.

We look forward to the enhancements offered by Banner and are here to assist you through the transition period.

Banner training begins week of Aug. 1st. Visit the Banner Brigade website for details.

Purchasing Alabama Surplus Property

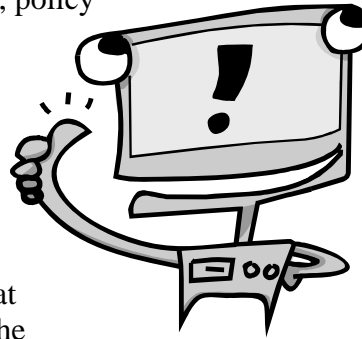
Authorization is required when purchasing items from the State of Alabama Surplus Property Division. The authorization is obtained by completing the UAH FIN 85 Form and submitting it to the Associate Vice President, Business Services. The form is available in the Purchasing Services office. The following guidelines must be met and followed:

1. Surplus property must be used in an authorized program.
2. Personal use of surplus property is not allowed.
3. Permission must be obtained before selling, trading, or cannibalizing surplus property.
4. Misuse of donated property is a serious offense and subject to prosecution.
5. All items of property shall be placed in use for the purposes for which they are acquired within one year of receipt and shall be continued in use for such purposes for one year from the date the property was placed in use; or the Donee shall immediately notify the State Agency and at the Donee’s expense return such property to the State Agency or otherwise make the property available for transfer or other disposal by the State Agency, provided the property is still usable as determined by the State Agency.

NOTE: *No items of office furnishings and equipment, office machinery, and automotive equipment may be purchased without specific advance authorization.*

Web Reminders

We invite you to visit our website at www.uah.edu/admin/purchasing for up-to-date purchasing information, policy changes, Open Bids, previous *Business Services Newsletter* issues, many of our forms, and other information.

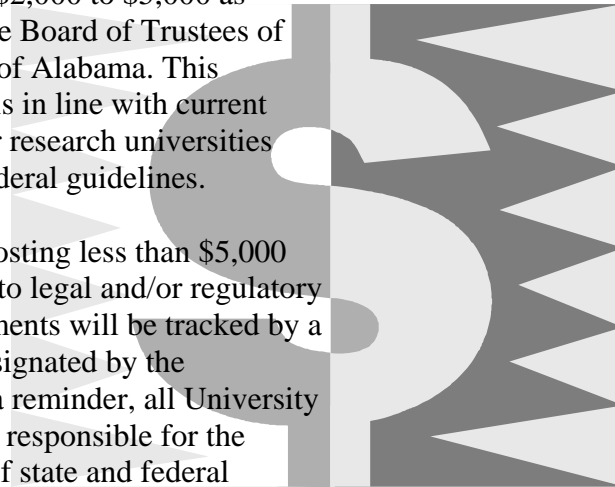


Recently posted is the current *Business Services Policies and Procedures Manual*. The format includes separate sections for the Introduction, Organizational Chart, Purchasing Services, Central Receiving, Inventory Control, Mail Services, UAH Copy Center, Copying Services, and Telecommunications.

Capital Asset Value Increases

Effective October 1, 2005 the dollar threshold for capital assets shall be increased from \$2,000 to \$5,000 as approved by The Board of Trustees of The University of Alabama. This threshold level is in line with current practice at other research universities and matches Federal guidelines.

Capital assets costing less than \$5,000 that are subject to legal and/or regulatory control requirements will be tracked by a special code designated by the University. As a reminder, all University departments are responsible for the accountability of state and federal property under their supervision. Refer to the Inventory Control section of the *Policies and Procedures Manual* for additional information.



UPS Shipping Tips

Central Receiving can arrange shipment for all official University packages and priority letters through United Parcel Service (UPS). Domestic and international shipment options are available.

Departmental pick-up service is available. Call Central Receiving at 824-6315 and give your location, number of packages, and shipment priority (Ground, Next Day, 2nd Day Air, etc.).

For all priority shipments (Next Day and 2nd Day Air), call us before 1:00 p.m. to allow time for pick-up and processing before the scheduled 3:00 p.m. UPS pick-up time.

International shipments have special requirements and conditions which vary depending on the destination country. Contact Central Receiving and Shipping for additional requirements for international shipments.

Convenient tracking updates for all outgoing UPS shipments are also available. Carrier pick-up and delivery notifications can be sent via campus email to you at no additional cost. This optional service will provide delivery confirmation of your package. Simply provide your email address when preparing your sender's information.

When sending a package through UPS include the following information so that shipments may be properly processed:

- **University budget account number for shipping costs**
- Receiver's company name
- Receiver's contact/department name
- RMA number (if product return)
- Receiver's phone number
- Receiver's address (no PO box, must be a street address) with **ZIP** code
- Sender's name/department name
- Sender's phone number
- Sender's University email address and contact name for pick-up and delivery notification (optional)

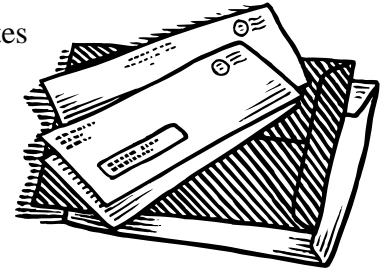
This information, except for the email address, will appear on the shipping label and will help the recipient properly identify the shipment. The information also ensures that shipping charges are properly assigned to each department. The budget account number is necessary to ensure proper recording of charges.

UPS Ground rates are much less expensive than air express charges (e.g., Next Day, 2nd Day, FedEx, DHL). In addition, UPS currently provides overnight Ground service from Huntsville to Montgomery, Alabama. With this service, a 2-pound package can ship to Montgomery for approximately \$6 to \$8, versus \$15 to \$17 for air express service.

Services through other carriers, freight forwarders, and trucking companies can also be arranged when required.

Campus Mail Reminder

Every building on campus has a mail drop area for the delivery of the United States Postal Service and campus mail for each department in that building. The mail is then collected by each department's office personnel and redistributed to the appropriate faculty and staff. To avoid delivery errors, when you address campus mail simply put the receiver's name and his or her department on the envelope. It is not necessary to include the receiver's office location, building, and room number. If you have any questions about campus mail call 824-6116.



The Staff of Central Receiving and Shipping, Inventory Control, and Mail Services

Personnel:	Title:	Email Address:
Robert Perry	Director, Mail Services/Central Receiving & Shipping	perryr@uah.edu
Kevin Bennett	Manager, Material Control & Property Inventory	bennetkl@uah.edu
Oliver Reynolds	Senior Inventory Assistant	reynolo@uah.edu
George Wells	Senior Material Control Assistant	wellsg@uah.edu
Kenny Williams	Material Control/Inventory Assistant	williakr@uah.edu
Demetrius Castleberry	Material Control Assistant	castled@uah.edu
Kerry Baker	Manager, Mail Services	bakerk@uah.edu
Laurie Elliff	Senior Mail Courier	elliff@uah.edu
Reyna Coleman	Mail Clerk II	colemard@uah.edu
Nicholas Reichardt	Mail Clerk I	reichan@uah.edu
Lisa Hughes	Student Assistant	hughesl@uah.edu

The Staff of the Central Receiving Building is dedicated to providing the University of Alabama in Huntsville the most accurate and expedited mail, package, and freight service possible. Maintaining a nucleus of highly trained and experienced personnel has been the key to our success. We continually seek new methods to streamline mail processing and delivery, and we incorporate technology developments and organizational skills to improve accuracy, speed, and efficiency.

To help us maintain our desired level of excellence, we welcome the comments, questions, and concerns of our University customers. Do not hesitate to contact any of our staff by email or phone: Central Receiving and Shipping (256-824-6315) or Mail Services (256-824-6116).

Featured Features

Three features available on your UAH telephone set that you may not know about are the automatic redial key, the last pick-up key, and the audible reminder of held call.

Automatic Redial Key

The little green button on your telephone next to your primary phone number is also a redial key. Just press it twice and it will redial the last number you dialed on your phone. If it doesn't work, send Mary Jane an email and she'll add it to your phone.

Last Pick-Up Key

If you have a multi-line telephone that has multiple numbers on it, do you get tired of picking up the handset and having to press the key of the ringing line? If so, this feature is for you. Just let us know how far up the display you want us to program it and we'll set it up.

Audible Reminder of Held Call

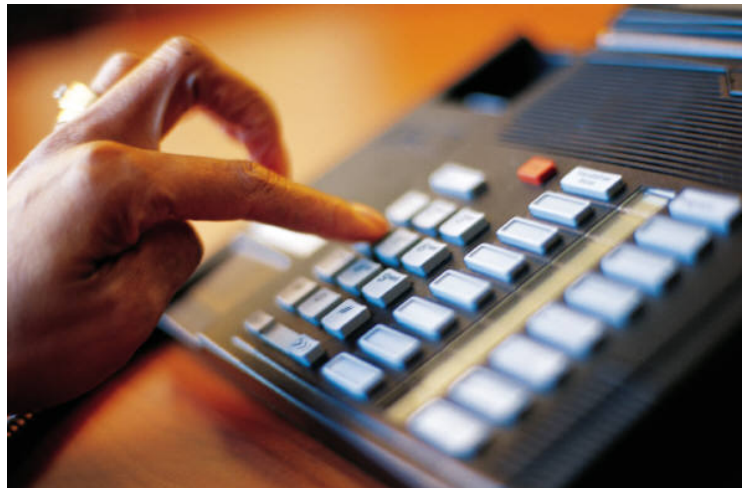
With this feature any time you put somebody on hold an internal timer begins ticking away. After one minute your telephone set emits a small ring to let you know the caller has been on hold for one minute. It emits a ring every minute until you either pick up the call again or the caller hangs up.

Ok, time for an encore...

Extended Voice Mail Rings

By default, all telephones which have voice mail allow four rings before going into voice mail. If you need the number of rings extended to either five or six, send us an email and we'll be glad to upgrade it for you.

Until December 15, 2005 there will be no installation charge to add any of the above features. There is **no additional monthly** charge for any of the above features.



Need More Office Space? Store Documents on CDs

The UAH Copy Center and Xerox continue to strive towards a better understanding of our customers' needs. As a result, we have added some valuable resources in recent weeks to better serve our customers. One new resource is the ability to scan your manuals and documents from hardcopy and burn them to a CD. Archiving your documents to CDs improves the organization of your office and protection of your documents.

The Copy Center still provides all your copying needs and carries a full line of paper, three ring binders, and other similar products. Please call the Copy Center for price quotes on these items.

Xerox is dedicated to providing the best service to the UAH community. We have copy machines all over campus for your convenience. If you have trouble with the machines, call us and we will be glad to assist you.

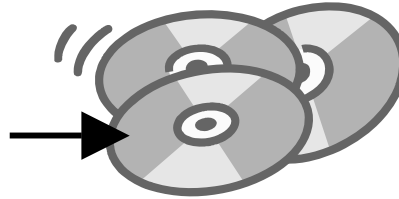
Training is available for anyone who would like to learn more about the Xerox machines and their many functions.

The Copy Center is located in the Business Services Building on John Wright Drive. If you who would like to look at some samples or just see what we can do, feel free to stop by. We look forward to serving the UAH community in the future.

Jackie Hankins: Account Manager (hankinsj@email.uah.edu)
Trish Tanner: DocuTech
Marie Knox: Customer Service and DocuTech
Lee Brannan: Press
Audley Crayton: Support and Delivery
Copy Center email: printsvc@email.uah.edu



BEFORE



AFTER

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. 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 Candy Townley at townleyc@email.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