Business Services Newsletter

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

Banner Purchasing Module Goes Live Sep 26

The Banner Purchasing module goes live September 26th for Requisition entry for Purchase Orders to be issued against 2005/2006 fiscal year funds. This date will accommodate those departments that establish Blanket Purchase Orders for the new fiscal year. Departments will also enter Requisitions for goods or services that will be received and paid after October 1st.

Departments will enter and approve Requisitions in Self Service Banner. **All Requisitions must be submitted electronically. Paper Requisitions will no longer be accepted.** Departmental copies of Requisitions and Purchase Orders may be printed at the end user's desk.

Requisitions must have all appropriate electronic approvals prior to being forwarded to Purchasing.

No Purchase Orders or Requisitions will be brought forward from FRS into Banner due to the program complexity and the number of tables, sequences, and history involved. All payments from fiscal year 2005/2006 funding will be issued in Banner; therefore, it will be necessary to complete all Purchase Orders and payments in FRS if payment is to be issued from 2004/2005 funds. Only submit Requisitions in FRS if the Purchase Orders and payments will be issued prior to September 30th.

Review your budget statement for outstanding balances. To complete all possible Purchase Order and Requisition encumbrances prior to September 30th:

- Contact the appropriate Buyer for assistance with expediting outstanding orders.

- Submit Change Orders prior to September 30th for processing.

- When authorizing final payments against Blanket Purchase Orders, mark the Memorandum Receiving Report complete, which will authorize Accounts Payable to finalize the Purchase Order.

Effective October 1st, outstanding invoices against Purchase Orders issued in FRS will require a Requisition to be submitted in Banner for payment to be issued.

Limited Purchase Orders do not encumber funds and will not be affected by this process other than for payment processing.

Business Services wishes to extend a warm welcome to all the new and returning faculty and staff at UAH. Please remember that Business Services is here to assist you.

Banner, *Continued from page 1*

Training

As the move to Banner comes closer, the Business Services staff has been busy providing instructional training to the University community. While classes have been and will continue to be offered for Requisition Entry in Self Service, additional classes are now being offered for Requisition Approval in Self Service.

Requisition Entry in Self Service provides users the knowledge to enter, approve, and view Requisitions.

Requisition Approval in Self Service provides users the knowledge to view and approve previously entered Requisitions.

A training schedule for the Banner Purchasing module and other Banner modules is listed on the website http://www.uah.edu/admin/banner_training. To register for user access and the specific class you wish to attend visit http://cns-training.vbrh.uah.edu.

When you successfully register for a class, a pop-up will appear which will contain your confirmation number. If you would like to review the classes in which you are enrolled, click on the option entitled "My Courses." All classes for purchasing training are limited to 20 participants. We encourage you to visit this site often, as it will be updated frequently to include new classes and other related features.

Transaction Date

Change the "Transaction Date" to October 1 when submitting Banner Requisitions from September 26th through September 30th. This will ensure funds are encumbered in the upcoming 2005/2006 fiscal year.

New Petty Cash Voucher

The Petty Cash Voucher has been redesigned to accommodate the Banner purchasing module. However, we will continue to honor existing Petty Cash Voucher forms. To complete this form insert the appropriate "Index Code" in the "Account No" field and include the "Account Code" in the "Subcode" field. The new form is available through the UAH Copy Center.

Contract Funded Equipment

When purchasing equipment from contract or grant funds, the applicable agency with whom the title will vest must be entered in Document Text. 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

Requisition Changes

To notify Purchasing of minor Banner Requisition changes or to remove a cancelled Requisition once the document has been disapproved, email the appropriate Buyer or Purchasing Services at the following addresses:

Purchasing Services	purch@uah.edu
Alice Gilley	gilleya@uah.edu
Candace Townley	townleyc@uah.edu
Keshia Askew	askewkc@uah.edu
Maureen Curran	curranm@uah.edu
Renata Limmer	limmerr@uah.edu
Terence Haley	haleyt@uah.edu

Limited Purchase Orders

When completing Limited Purchase Orders that will have a payment issued after October 1, insert the appropriate "Index Code" in the "Account No" field and insert the "Account Code" in the "Subcode" field.

Express Mail

When completing an airbill slip for an express mail delivery, include the appropriate "Index Code" and the Account Code "7158" in the **internal billing reference line** for the appropriate account to be charged.
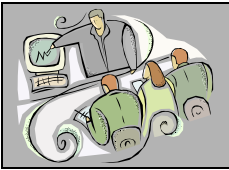
Miscellaneous Vouchers

Payments to contractors, subcontractors, stipends, and honorariums will **no longer be processed** using the Miscellaneous Voucher form. Payments will be processed by Electronic Issue Check Requisition/Purchase Order or Memorandum Receiving Report, if a Blanket Purchase Order (Funds Encumbered) was issued.

Miscellaneous Voucher reimbursements should be used only when the normal purchasing process cannot be followed. One example of the appropriate use of a Miscellaneous Voucher is to obtain reimbursement of meal expenses for entertaining official guests or invited speakers or for recruiting employees. Even in these situations, alcohol purchases are not reimbursable.

Miscellaneous voucher reimbursements require complete documentation, including who, what, when, and why one of the normal purchasing processes could not be followed. Receipts must indicate that payment was made and the form of payment.

Insurance:
Crimes against Property (Burglary)

Over the last couple of months, the campus has endured burglaries and vandalism to office equipment in different buildings. **It is important to report immediately to campus police when a theft has occurred.** Also, contact Business Services at 824-6485 to obtain a Property Loss Notice form.

According to the Risk Management handbook: "Office thefts cost employers and employees millions of dollars each year. The real cost in time lost to replace stolen items, disruption of work, and personal stress associated with the violation of one's security, is immeasurable. Everyone must work harder to become the eyes and ears that will help keep our work environment crime free.

"Just in case, make sure to keep a photographic or video record of your belongings. Also, make sure to engrave an identification number on valuable items. Both steps will help you in the identification of your recovered property should it be stolen. Your record will also assist you in making any insurance claims."

Requisition Approval

To gain access to approve a Requisition in the Banner purchasing module, users must attend a Requisition Entry in Self Service or Requisition Approval in Self Service class.

Your User ID will default when accessing the Approve Document Form, which allows a user to approve or disapprove a Requisition online. Only an authorized person can approve a Requisition after it has been entered. Depending on your department or funding, the Requisition may require several levels of approval.

Implicit approval rules have been established in Banner so if you have approval authorization and are entering a Requisition, the document will automatically receive your level of approval when completed.

Departmental approvals are available at the following levels: $500, $2000, $5000, and Unlimited.

Select "All documents which you may approve" to see all Requisitions in your organization that require approval. If you approve the Requisition and the total of the document is below your approval dollar limitation, it will receive final approval or be forwarded to the next level of approvals as determined by University policy (Contracts & Grants Accounting, Office of Sponsored Programs, etc.). If the Requisition is above your approval limitation, you may still grant your approval but additional approvals within your organization will be required in order for a Requisition to receive final organization approval.

After all electronic approvals are complete; the Requisition is ready for processing by Purchasing.

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Equipment Asset Tracking

Effective October 1, 2005 the capitalization limit for fixed assets increases to $5000. Inventory Control will continue to maintain asset records for many items with a purchase price between $2000 and $4999. The list of non-capital items to be recorded includes:

- Computer Equipment and Peripherals
- Audio/Visual Equipment
- Laboratory Equipment

These items will be given a special property tag that will readily identify the equipment as a recorded asset.

Account Codes for these items priced between $2000 and $4999 will be available in Banner. These codes should be used when Requisitions for these items are created.

Procedures for disposing of or declaring these tagged items as surplus will be the same as with capital assets. Please refer to the Inventory Control section of the *Business Services Policies and Procedures* manual for specific instructions on disposing of assets.

Account Codes for equipment are:

8101	Movable Equipment
8103	Internal Enhancements over $5,000
8105	Equipment Special PR (when buying equipment to attach to existing equipment)
8107	Vehicles

Account Codes that have been established to accommodate equipment purchases between $2,000 and $4,999 are:

7450	Computer and Peripheral Equipment
7451	Lab Equipment
7452	Audio Visual Equipment
7453	Internal Enhancements
7454	Other Equipment

Use of the Banner fixed assets module for inventory of equipment/property requires that separate Purchase Orders be issued for equipment expenditures. The Banner system will reflect this policy change.

Equipment is defined as tangible personal property with a life expectancy greater than one year and having a unit cost of $5,000 or more.

Cannibalizing Fixed Assets

We would like to remind staff and faculty of recent changes made to the University's policy regarding cannibalization of capital assets. Only a representative of Inventory Control can cannibalize a fixed asset. 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 are not authorized 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

Please contact Inventory Control at 824-6315 should you have any questions.

Mail Services: Special Services

Special services offered by the United States Postal Service (USPS) include the following special categories of mail: Certified, Registered, Insured, and Express. Mail Services offers all special services offered by the USPS, except the sale of money orders. To obtain a special service on articles of official University mail, write or type the name of the special service desired (e.g., "REGISTERED") in the upper right-hand corner of the envelope face. Place the mail in the receptacle marked "ON CAMPUS MAIL" in the nearest mail drop area.

NOTE: Mail Services is unable to process **personal** special services mail (i.e., Certified, Registered, Insured, Delivery Confirmation, Signature Confirmation, and Air Mail). Personal shipments requiring tracking and/or insurance may be shipped through the University Book Store via UPS or through a local U. S. Postal Service branch. Mail Services will continue to provide regular stamped and metered personal domestic mail service.

Automated Attendants:
What are they and how do I get one?

Automated Attendants do what their name implies—they answer the phone for us! They can take many forms. For example, they can serve as a "directory" or menu for your department, directing calls, as in the following example: "For Dr. Smith press 1," "For Dr. Jones press 2," etc.; the call is then transferred accordingly. Providing a simple menu like this one can increase a department's overall call-handling ability by off-loading a large percentage of calls from a single receptionist.

Provide Information

Automated Attendants are equipped to provide information only. Some restaurants use them to give their weekly menus or store specials. Routine questions can be answered via the automated system, freeing up employees to answer more detailed questions.

Are your callers constantly asking to be transferred to the same person? Are they asking the same questions over and over? Do they demand 24-hour access to your organization? Do they require information presented in different languages? Does your staff spend valuable time transferring calls and answering routine questions?

Automated Attendants do the work of a receptionist without the associated challenges. This automated receptionist does not get paid, never gets sick, never takes time off, does not sleep, never complains, never has a bad day, and never takes a message incorrectly.

In the past everyone disliked calling a business to hear an Automated Attendant answer. Times have changed. Now people actually prefer Automated Attendants, because they can transfer themselves more quickly.

Other Advantages

We can customize the Automated Attendant based on your specifications. You have control over recording and changing the greetings, prompts, and announcements.

Voice Mail and Automated Attendant systems offer tremendous flexibility. When callers reach the voice mail of a person or department, they know their message is being taken precisely. Even their emotions will be conveyed to the called party when replaying the message.

Automated Attendants can be used to keep costs down and increase efficiency.

The monthly cost for an Automated Attendant is $4; setup fees typically fall within the $30-$90 price range. However, costs may vary depending on the type of setup required. For exact cost estimates, submit a written script to Telecommunications.

Need More Memory?

The Telecommunications Department currently has additional telephone voice mail memory for faculty and staff who wish to increase their voice mail message time. The current configuration allows for messages up to one minute. With additional memory, you can increase message time to 10 minutes. Additional memory is available on a first come, first serve basis.

There is no installation or additional monthly fee for more memory.

Request Auto-Logon

Tired of inputting your mailbox and password every time you retrieve a message? Send in your request for the auto-logon feature. With this feature you do not have to enter your voice mail box number and password every time you access voice mail from your office phone. Request this feature now!

There is no installation or additional monthly fee for the auto-logon feature.

To request any of the above mentioned features, email Mary Jane Blackwell at blackwem@email.uah.edu. Be sure to request specific features, and we **MUST** have the 4-digit extension being updated.

A GREAT TEAM…
The University of Alabama in Huntsville and the Document Company XEROX

The UAH Copy Center is the internal resource for all your copying requirements. We are located in the Business Services Building. A dedicated team of professionals from Xerox Services manages your product from start to finish. Our objective is to ensure customer satisfaction and delivery of quality products, on time and below industry costs. If you need an extensive documentation package, business cards, letterhead, envelopes, invitations, paper, or color copies, the UAH Copy Center is your one stop shop. **We deliver on campus.** Jackie Hankins and staff will be glad to serve you.

Banner & Copy Center Billing

The procedures for printing requests and billing will remain the same under Banner. Please continue to ensure that your Index Code (formerly Account Number) is legibly printed in the Account Number box and all printing requests have authorization signatures.

If your Index Code is due to expire and you would like to pre-pay for a printing job, please contact Grace Lymas at 824-6484 or lymasg@uah.edu for further information.

FAX SERVICES:
Receiving/Sending (Local & Long Distance)

PAPER: Variety of Colors & Weights
Purchase by: Ream, Case, or Skid

OTHER SERVICES: Theses/Dissertations, 1& 2 Sided Copies, Transparencies, Carbonless, Booklets, Labels/Tabs, Form/Certificates, CD Burning, Digital Document Publishing, Electronic Document Storage/ Retrieval, Flyers/Brochures, Programs/Tent Cards, Numbering, Notepads, Document Scanning, Church Bulletins, Covers, Typesetting, Flowcharts, Routing Slips, Resumes, Personalized Address Labels, Nametags, Templates.

FINISHING: GBC Binding, Stapling, Padding, Tape Binding, Scoring/Drilling, Folding/Cutting, Shrink Wrapping, Banding, Perforating, Custom Finishing.

Banner Implementation Reflects Policy Changes

A new section being introduced in this issue highlights recent changes in policy. This section will cover changes in areas both inside and outside Business Services. It is our hope that providing access to this important information in a convenient format will better serve our customers.

A number of policy changes are going into effect in September and October due to the new Banner Purchasing module going online. For more detailed information refer to the articles on pages 1 and 4.

- Paper Requisitions will not be accepted with Banner. Requisitions must be submitted electronically.

- The capital equipment threshold increases to $5000 effective October 1.

- Separate Purchase Orders must be issued for equipment expenditures.

- Inventory Control must supervise all fixed asset cannibalization. Departments are not authorized to cannibalize, scrap, or trash University property.

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@uah.edu.