Paper Workflow Interviews for Purchasing/AP Pilot

1. Annette Perez, Eric Olaque & Pam Grey in Purchasing
    a. Purchase Requisition (PR) is created by the end user in either
        i. SSB most user (Joe L to determine addition of Add/View doc buttons for SSB) Multi-line PRs are difficult to create in SSB because SSB only allow 5 line items.
        ii. INB. – used by 10 to 12 super users.
        iii. PR # is assigned by system when PR created.
        iv. PR is approved and then appears in buyer's in box FPAABUX
        v. PR causes funds to be reserved for purchase
    b. End user sends by interoffice mail or e-mail back up documentation consisting of:
        i. Contracts (provided by vendor)
        ii. Quotes
        iii. Agreements (FHDA provided)
        iv. Leases
        v. Specifications (can include drawings)
        vi. Board Doc (items that are approved by the Board of Trustees)
        vii. Bid-RFQ-RFQ
        viii. Signed PO
        ix. Vendor Invoice
    c. Buyer/Agent can request any missing documentation from end user and/or vendor
    d. Once buyer/agent is satisfied that all approvals and backup is in order, he/she generates the Purchase Order (PO).
        i. Several PRs can be combined into one PO
        ii. One PR can be split into several POs
        iii. System used form fusion to print PO which is signed by Director of Purchasing
        iv. Buyer/Agent send executed copy of PO to vendor.
        v. PO causes funds to be encumbered and no longer reserved
    e. To pay invoice:
        i. 3 way match = PO/Receiver/Invoice (shipping & receiving generates receiver)
        ii. 2 way match = PO/Invoice (end user states that item/service received)
    f. Change Order to an existing PO

        i. End user created PR for change order and sends backup documents to Purchasing
        ii. PO is modified and PR is deleted
        iii. Lease will result in yearly PR, unless paid in full upfront
        iv. Standing Order
            1. One agreement
            2. Separate PO for each department
            3. Each PO would refer to the same agreement.
        v. Contract Extension - All backup is copied or referred to by original PR & PO and the new PR & PO.
    g. The ability to add electronic signature to POs would speed up process.
    h. Technical issues:
        i. Tie same document to multiple POs & PRs
        ii. Add BDM button to SSB screens
        iii. PO created by Form Fusion
        iv. PO electronic signature
2. Measure C Processing – Tonette Torres & Esperanza Contreras
    a. Discussion focused on Technology, Equipment and Furniture purchases.
    b. All PR with Measure C FOAP must be approved by Tonette or Esperanza to validate that all requirements are met. If they find a problem PR is sent back to originator.
    c. Each campus handles Measure C Purchas Request differently
        i. All Foothill orders are created by Asha Harris in x Office
        ii. De Anza's F&E is having the Division Admins and Faculty Assistants create the PR for all measure C funded items.
    d. Some PRs may contain line items that are not Measure C . In these cases each line item will have a different FOAP.
    e. Multi-line PRs are difficult to create in SSB because they only allow 5 line items.
    f. Measure C conditions must be satisfied before a PR is routed through the automated approval process.
3. Accounts Payable (AP) – Ellen Lyons
    a. Setting up a new vendor ID –requires W-9 from vendor
        i. End user can send W-9 to AP for set up of vendor id
        ii. Purchasing can also send W-9 to AP Purchase Requisition is missing a vendor Id #
        iii. Occasionally the <u>Vendor Information Form</u> will accompany the <u>W-9</u>
        iv. AP sends the vendor ID # to Purchasing
        v. AP used INB form GOMATCH when setting up a vendor to determine if they are already in our system.

- vi. Sometimes the vendor is assigned two ID #s
  1. One is tied to the name that should be on the checks.
  2. The other is name that should be used when sending out 1099 forms
  3. The second, 1099 id, is the one that should be used on PR & PO

b. There are two types of invoices
- i. The Banner Invoice is created in INB when ??? and by AP
- ii. It is entered into the Document ID field when indexing or querying
- iii. The INB form FAAINVE also contains the Vendor invoice #
- iv. The Vendor Invoice is called Invoice for Document Type field.

c. Both End User and Purchasing can search for an existing Vendor ID in SSB & INB

d. Vendor documents that need to be stored in BDMS:
- i. Vendor’s invoice – will added to BDMS the voucher is created
- ii. W-9 – will be added to BDMS when received by AP
- iii. Vendor Information Form - will be added to BDMS when received by AP
- iv. Non-Profit letter - will be added to BDMS when received by AP

e. Payment Processing
- i. Cannot pay without a PO
- ii. Direct pays
  1. Mileage reports, Travel report, Trip reports, Contractors and Student stipends
  2. Use the employee or student ID as the Vendor ID.
  3. New contractors need to be set up with a Vendor ID
  4. A PO is created prior to payment
- iii. There are issues when item and/or invoices are shipped directly to the end user rather than going through the receiving process.
  1. AP may need to contact end user if invoice is sent to AP and product shipped to end user.
  2. This also happens with Direct Pays

Purchasing Workflow - Version 2

INB Form	Form Name	Contracts	Quotes	Agreements	Leases	Specifications	Signed PO?	Packing List/Bill of Ladings	W-9	Vendor Info Form	Board Doc	Bid/RFP/ RFQ	Vendor Invoice
FPAREQN	Requisition	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes Yes	Yes Yes	Yes	Yes	yes
FPIREQN	Requisition Query	Yes	Yes	Yes	Yes	Yes			Yes Yes	Yes Yes	Yes	Yes	Yes
FPAPURR	Purchase Order	Yes	Yes	Yes	Yes	Yes			Yes Yes	Yes Yes	Yes	Yes	Yes
FPIPURR	Purchase/Blanket/Change Order Query	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes
FPARCVD	Receiving Goods						Yes	Yes					
FPIRCVD	Receiving Good Query						Yes	Yes					
FTMVEND	Vendor Maintenance								Yes Yes	Yes Yes			yes
FAIVNDH	Vendor Detail History								Yes	Yes			yes
FAAINVE	Invoice/Credit Memo	Yes		Yes	Yes				Yes	Yes			yes
FAIINVE	Invoice/Credit Memo Query	yes		yes	yes				yes	yes			yes

Yellow indicates answers from Purchasing.

Blue indicates answers from Accounts Payable

Will the answers be different from other user (AP, Measure C and End User).

This table will be used to determine which documents need to be viewable from each INB form listed.