

## PURCHASE ORDERS

1. Purchase Orders are submitted through your BOLL ACCOUNT.
2. You will be required to type in your USERNAME and PASSWORD and press ENTER. (Example: FAC\_Username and password - press ENTER.)
3. Your Department's/Division MAIN MENU will be displayed.
4. Using your arrow keys, scroll down until you highlight the BALANCE option. Press ENTER. If you are using the Skylite program, point and click on the option.
5. The FISCAL MENU will be displayed.
6. Using your arrow keys, scroll down until you highlight the REQ option. Press ENTER. If you are using the Skylite program, point and click on the option.
7. The REQUISITION ENTRY will be displayed.
8. Step by step through the Requisition Entry Form:

**Requisition #:** Press F7 or /ADD to add a new line.

**Requisition Date:** Do nothing! This data is automatically added through the Purchasing Computer Program.

**Request Type:** There are several different option. Press F9 or /LIST to see the Request Type Code Translation Menu. You may select the right request code from the menu by using your arrow keys and highlighting your option. If you are using the Skylite program, point and click on the option. If you know the code without the help of the menu you may type in the letter of the request type code you need.

**Vendor:** Type in the name of the vendor from whom you are ordering the items. There will not be enough room for the whole name, so don't panic! After you have typed in as much of the name that will fit, press ENTER. A listing for the vendor will appear. If there is only one vendor listed, press ENTER to select that vendor. If there is more than one vendor listed, scroll down the list using your arrow keys and highlight the correct vendor. If you are using the Skylite program, point and click on the option. Press ENTER. If the vender isn't listed, press F7 or /ADD to add the information into the system.

**Vendor Fax#:** If you know the fax number and want the Purchase Order faxed to the

company, type in the number without hyphens. Press ENTER.

**Message:** Press F9 or /LIST to see the Message Code Translation Menu. You may select the correct request code from the menu by using your arrow keys and highlighting your option. If you are using the Skylite program, point and click on the option. If you know the code without the help of the menu you may type in the letter of the message type code you need.

**Prepay (Y/N):** In some situations prepayments may be required for such items as association dues, registration fees, subscriptions, etc. A Y for yes or an N for no should be typed in this space. If you are unsure of whether the purchase should be prepaid, please call the Purchasing Office at ext. 1040.

**Computer Purchase (Y/N):** If you purchasing any type of computer, printer or software you are requested to type a Y for yes in this space. If not, type in an N for no. If you are unsure of whether the purchase is of a computer nature, please contact the Information Technology Office at ext. 1036.

**Vendor Contact:** If you are using a specific representative from the vendor, please type in the name in this space. If not, press ENTER..

**Requested By:** You are required to submit the name of the person requesting the Purchase Order. This may be yourself, the Director of your unit, or another authorized staff member. After typing in the name, press ENTER.

This will bring you to the body of the new document.

9. Press the F7 or /ADD to add a new line.

**G.L. Account Number:** Type in the account number that will be charged for the items.

**Item Description:** This should include size, color, type etc.

**Quantity Requested:** Number of items you are ordering.

**Unit of Measure:** How the item is packaged. (ex. pair, bottle, each, etc.)

**Cost Per Unit:** The price of one item. (ex. \$1.54 per item)

**Total Extended Cost:** No input needed. This amount will be the Quantity Requested x Cost Per Unit.

Example: 4 ea x \$1.54 = \$6.16 Total Extended Cost

10. Press Enter after completing the Total Extended Cost information.
11. Press F10 or /OUT to complete the transaction.
12. OPTIONS Menu: After completing Step 11, you may press F8 to display the options menu. At this menu you can print a copy of the request, add a comment or note, update/delete the line item, etc. Highlight or click on the option desired and follow the commands.

Note Management (7) - Use this option to add a comment or note to your request. After highlighting or clicking on #7, press F8. Choose option 2 to add a new note line. After you complete the note enter out of the option. DO NOT F10 out of the "add a note" option. Pressing F10 will erase the note line.

13. Press F10 or /OUT to close out the Purchase Order program.

## TRAVEL AUTHORIZATIONS

1. Travel Authorizations must be submitted prior to departure for any official university travel.
2. All drivers should review the University's Vehicle Safety Program and sign the VSP-1 form which authorizes the University to request a State Motor Vehicle Report. The program and forms are included in the new hire packet.
3. All out-of-state travel requires the Chancellor's signature.
4. Information on the amount of money allowed for meals and lodging may be obtained from Sage Coon (1422), [www.policyworks.gov](http://www.policyworks.gov), Per Diem Rates; 2002 Domestic Per Diem Rates; "ok"; select state needed.

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3. Using your arrow keys, scroll down until you highlight the BALANCE option. Press ENTER. If you are using the Skylite program, point and click on the option.
4. The FISCAL MENU will be displayed.
5. Using your arrow keys, scroll down until you highlight the REQ option. Press ENTER. If you are using the Skylite program, you will point and click on the option.
6. The REQUISITION ENTRY screen will be displayed.
7. Step by step through the Requisition Entry Form:

**Requisition #:** Press F7 or /ADD to add a new line.

**Requisition Date:** Do nothing! This data is automatically added through the Purchasing Computer Program.

**Request Type:** There are several different options. Press F9 or /LIST to see the Request Type Code Translation Menu. You may select the correct request code from the menu by using your arrow keys and highlighting your option. If you are using the Skylite program, point and click on the option. If you know the code without the help of the menu, you

may type in the letter of the request type code you need.

**Vendor:** Type your last name. There will not be enough room for the whole name so don't panic! After you have typed in as much of your last name that will fit, press ENTER. A listing of names will appear. If there is only one name listed and it is yours press ENTER. If there is more than one name listed, scroll down the list using your arrow keys and highlight your name. If you are using the Skylite program, point and click on your name. Press ENTER.

**Vendor Fax#:** Press ENTER.

**Message:** Press F9 or /LIST to see the Message Code Translation Menu. You may select the right request code from the menu by using your arrow keys and highlighting your option. If you are using the Skylite program, point and click on the option. If you know the code without the help of the menu, you may type in the letter of the message type code you need. Travel is Message "6".

**Prepay (Y/N):** Press ENTER.

**Computer Purchase (Y/N):** Press ENTER.

**Vendor Contact:** If you are using a specific representative from the vendor, please type in the name in this space. If not, press ENTER.

**Requested By:** In this space you are required to type in the name of the person requesting the Travel Authorization. This may be yourself, the Director of your unit, or another authorized staff member. Press ENTER.

This will bring you to the body of the new document.

F7 or /ADD to add a new line.

**G.L. Account Number:** Type in the account number that will be charged for the trip. Press ENTER.

**Trip Description:** Type of trip and for what purpose (example: To attend the XXX Conference). Press ENTER.

**Trip Destination:** What city and state you will be visiting. Press ENTER.

**Accompanied by:** If you are not taking UAM students with you, press ENTER.

**UAM Vehicle Requested:** If you are taking a UAM vehicle, enter a Y. Press ENTER. If you will be traveling in your own vehicle then you will need to look at the mileage chart to find out how much mileage is allowed for the city you will be visiting. Mileage charts may be obtained from the Office of Accounts Payable. Press ENTER.

**Leaving/Returning:** Date of your departure and return. Do not use hyphens between the numbers (example: January 2, 2001 should be inputted as 0102010). Press ENTER.

**Exceed Daily Max (Y/N):** Will you be going over the maximum amount of money allowed for a trip? If you answer **YES** here, your travel authorization will be sent to the Chancellor for approval. Press ENTER.

**Lodging:** Enter the total lodging cost. (Information on maximum lodging allowances may be obtained from Sage Coon (1422)) Press ENTER.

**Fees:** Enter cost for conference registrations, etc. Press ENTER.

**Meals:** Enter the total amount requested for meals for the duration of the trip. (Information on maximum meal allowances may be obtained from Sage Coon (1422)) Press ENTER.

**Airfare:** Type in the cost of the airfare and press ENTER.

**Miles:** Type in the mileage of your round trip. Mileage charts may be obtained from Sage Coon (1422). Press ENTER.

**Rate:** The rate will be enter in this space automatically. Press ENTER.

**Other:** Enter expected cost of taxies, parking fees, etc. Press ENTER.

**Estimated Trip Cost:** The total amount will be computed automatically.

F10 or /OUT to complete the transaction.

F10 or /OUT to close out the Travel Authorization program.