MIDWESTERN STATE UNIVERSITY

Account Managers Group

mwsu.edu

Welcome

Marilyn Fowlé

Account Managers Group

New Purchasing Procedures

Steve Shelley

PAPERLESS REQUISITIONS

Banner Requisition & Document Management System and The Approval Module

- Mandatory Training
  - For Requisitions
  - For approval of Requisitions

- Sign up by calling Steve Shelley or Lori Case

- Training Manual can be found on the Purchasing website.

PURCHASING

- **FUTURE WEB PAGES**
  - Preferred Vendors
    - Hotels
    - MRO
    - Toner & Ink cartridges
    - Office Supplies
    - Furniture
    - Plus more

DPV PAYMENT VOUCHERS

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- In the future, DPV's <u>cannot</u> be used for the following:
  - Fees for Guest Lecturers, Performers, Entertainers
  - Bus Charters
  - Printed Publications

- A Purchase Requisition will need to be completed

- This will help ensure that Contracts are completed for these types of purchases

- Purchase Requisitions allow for better tracking through Banner

SHRED DAY

- Scheduled Dates:
  - July 14, 2015
  - October 13, 2015

- Documents must be sent to central warehouse prior to these dates

- No Cost To Your Department

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On-Line Budget Transfers

Valarie Maxwell and
Debbie Vaughn

On-line Budget Transfers

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- Transfers are done in Self Service Banner.
- Allows you to make transfers between certain budget pools without the need to contact the Business or Budget Offices.
  - 6200 – Graduate Assistants
  - 6300 – Student Assistants
  - 6400 – Non-student Part Time Wages and Allowances
  - 7000 – Travel
  - 7200 – Maintenance & Operations (M&O)
- Your will only have access to the Funds and Orgs within your areas.
- You will not be able to make transfers between different funds.

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Web Time Entry Update

Kathy Rice

Web-Time Entry Update MIDWESTERN STATE UNIVERSITY

- Go-Live Dates:
  - May
    - Administrative Assistants
    - Secretaries
    - Information Technology
    - Clark Student Center
    - Housing
    - Wellness Center

  - June
    - Facilities Services
    - Police Department

# **Web-Time Entry Update**

- Those who will be training in <u>May</u> will be entering their <u>April</u> hours into production during their training.

- Those who have training in <u>June</u> will be entering their <u>May</u> hours into production.

- <u>Bring to training</u> :
  - M#
  - PIN #
  - Timesheet information (list of days taken for vacation, sick, etc)

- If someone doesn't know their M# or PIN, we can help them during the training session.

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Software Tip of the Month

Terry Ortiz

Word --- Calculator Function
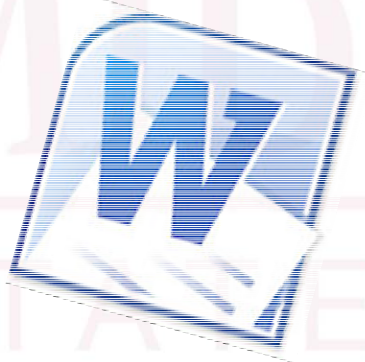
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Next meetings:

- ✓ June 25, 2015 – Dillard 189
- ✓ September 24, 2015

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Open For
Questions and Answers