

**BEFORE LOGGING IN TO COLLEAGUE:**

- Please have all support documents for the requisition, personal reimbursement or check request saved on your desktop as a single scan PDF file **\*\*\*\*PLEASE NOTE – the On-Line Check Request Form will be taken down, please use the paper version. All other documents remain the SAME.**
- If you are not sure if the individual or entity is in the new Colleague system, please call Purchasing FIRST
- The documents required to enter a new vendor in the system are the same as before – Vendor ID Form, W9 and proof of insurance. A TIN match may be conducted by and may add time to the check request process
- A document’s “status” indicates where it is in the processing:

In progress	document is saved and in an incomplete state
Not Approved	document is complete and out for approvals
Outstanding	document is available for next processing step
Accepted	items have been received and voucher can be created

**Creating a Requisition in the Self-Service Portal:**

Select FINANCIAL MANAGEMENT

Select PROCUREMENT

At this point the screen is the dashboard of transactions that are pending with the status

Select CREATE

Under “DOCUMENT TYPE” choose REQUISITION

“INITIATOR LOOKUP” Your name will autopopulate

“VENDOR ID” Enter the Vendor ID (enter the first few letters and choose from the list)

**\*\*\*\* If you cannot find a vendors’ name, please STOP and contact Purchasing for assistance\*\*\*\***

“CONFIRMATION EMAIL ADDRESS” enter email address to receive confirmations; multiple email addresses can be added by separating email addresses with commas

“DESIRED DATE” Enter desired date in this format MM/DD/YYYY

NOTE: This date could change once the order has been placed with the vendor

Select **"ADD ITEM"**

In the **"DETAILED DESCRIPTION"** field include colors, sizes, and all other item information, etc.

In the **"VENDOR PART #"** field enter the vendor part # or sku# associated with the item in  
**DETAILED DESCRIPTION - THIS FIELD IS REQUIRED IF THERE ARE PART#'s or SKU#'s associated with the item purchase (11 digits max)**

In the **"QTY"** field – enter the quantity of the item being purchased

In the **"UNIT"** field – enter the UNIT OF MEASURE (Ex. Box, each, dozen, hours, etc.)

In the **"PRICE"** field – enter the unit price

The **"EXTENDED PRICE"** will be calculated automatically

GL ACCOUNT – Enter the G/L Account(s) the purchase will be charged to

**NOTE: New Feature: The requisition can be split charged between multiple G/L accounts. The exact amount to be charged to each G/L account must be entered MANUALLY and the TOTAL must equal the extended price (Unit price x qty).**

The **"PROJECT"** pulldown is only used for Capital Project G/L Accounts

The **"AMOUNT"** field will be automatically calculated, unless entering specific amounts for each G/L account#. If there are multiple G/L accounts associated with the requisition, the total amount(s) must equal the UNIT PRICE x QTY.

**"GL REMAINING BALANCE"** – shows money left in the G/L Account #. **If there is an amount in red, the account has insufficient funds.** The requisition will **NOT** move forward until the account has sufficient balance for the purchase.

#### **Notes:**

Purchases must be itemized if there are multiple items being ordered

**DO NOT CLICK ON THE "SAVE" BUTTON IF YOU HAVE ATTACHMENTS (quotes, CPAS, bids, other documentation) to add to the requisition, use "SAVE AND ATTACH".** This will allow upload a PDF of the back-up (it is preferred there is one PDF with all pages of documentation and must be in one of the following formats: .pdf, .jpg, png, gif, bmp, bm, tif, tiff format).

#### **Edit an existing item on a Requisition:**

Select FINANCIAL MANAGEMENT

Select PROCUREMENT

This screen is the dashboard for Procurement items created and processed

Select **"VIEW"**

Requisitions created will appear in list format

Choose **"FILTER"** to narrow the criteria by document type, vendor, amount, date range, or status

Select the Requisition # to be edited

The requisition must be in **"NOT APPROVED", "OUTSTANDING" or "IN PROGRESS" status** to be modified

If a requisition is in **"PO CREATED"** status, the requisition cannot be modified.

Within **"REQUISITION DETAILS"** select the **Pencil icon** next to the Requisition #

Make the change to the **"ADD A LINE"** or **"UPDATE ITEM"**

Choose **"SAVE"** to save your changes and return to the dashboard. **Deleting a line item on a**

**Requisition:**

Select FINANCIAL MANAGEMENT

Select PROCUREMENT

Select the Requisition # to be edited

Within “REQUISITION DETAILS” select the **Pencil icon** next to the Requisition #

To “DELETE” a requisition line item, **select the red minus sign** to the far right of that line item

A “CONFIRM” warning will appear confirming cancellation of the line item

Select “YES” to delete the line item or “NO” to cancel the delete request

Select “SAVE” to save the change and return to the dashboard

**Deleting an entire Requisition:**

Select FINANCIAL MANAGEMENT

Select PROCUREMENT

Select the Requisition # you would like to delete

Under “REQUISITION DETAILS” next to the **Pencil icon** select “DELETE”

A “DELETE REQUISITION” warning window opens asking for a confirmation email address (multiple email addresses can be added separated by a comma)

Select “DELETE REQUISITION” to delete the entire requisition

If the requisition should NOT be deleted, select “CANCEL”

**Viewing a Requisition’s status:**

Select FINANCIAL MANAGEMENT

Select PROCUREMENT

Select “VIEW”

Select the requisition #

VIEW THE STATUS of the requisition

**Notes:**

When a requisition is created and approved, Purchasing will receive the requisition, validate the vendor, pricing and process the requisition into a Purchase order and place order.

Any discrepancies Purchasing finds in pricing, shipping costs, etc. may require re-approval of the requisition from the department prior to placing the order

**Receiving goods in the Self-Service portal:**

Select FINANCIAL MANAGEMENT

Select RECEIVE GOODS AND SERVICES

Enter the VENDOR name and/or PO NUMBER to find the correct Purchase Order

Once the PO is found, under PACKING SLIP, enter YES or NO

ARRIVED VIA – enter how the package arrived: FX: Fed Ex, PU Pickup, UP: UPS, US (Postal service) VT: VENDOR TRUCK, etc.

ACCEPT ALL: If every item on the PO has been received and matches the PACKING SLIP, ACCEPT ALL will receive all items in full on the PO. **BE CAREFUL WITH THIS SELECTION.**

Or for each LINE ITEM, enter the QTY ACCEPTED. Only receive line items that are physically received and checked against the packing slip.

MSDS Rcvd: Applies only to items with a Material Safety Data Sheet – if applicable, check.

REJECT/RETURN: Select each applicable line item to be rejected/returned. A pop up window opens and complete the following:

- REJECT QTY
- RETURN VIA – select method of returning the item
- RETURN DATE
- RETURN AUTHORIZATION NUMBER – this needs to come from the vendor to complete a return (call the vendor and request a RA#)
- RETURN REASON – select the reason for the return (Ex. Broken, bent, crushed, etc.)
- RETURN COMMENTS
- CONFIRMATION EMAIL ADDRESS
- Select SUBMIT

Once you have completed accepting all applicable quantities/returns, select SUBMIT.

Select FINANCIAL MANAGEMENT to return to the menu list.

**Alternate way to Receive Goods and Services:**

Select FINANCIAL MANAGEMENT

Select PROCUREMENT

Use the FILTER to find the PO#, VENDOR, AMOUNT, DATE RANGE, etc.

NOTE: A Purchase Order must be in OUTSTANDING or BACKORDERED status for items to be received.

Select the Purchase Order number from the list.

Once selected, next to the PO# in the upper righthand corner, select RECEIVE.

Line item quantities can now be accepted or rejected/returned from this screen.

Select SUBMIT once all applicable items are accepted.

**Creating a Check Request in the Self-Service Portal:**

**Steps:**

**\*\*\* Have all documents scanned in advance including the check request form**

**\*\*\* Please obtain and scan in advance the person's W9 form**

Select FINANCIAL MANAGEMENT

Select PROCUREMENT

Select CREATE

In the first pulldown menu "**Document Request**", select PAYMENT REQUEST

In the "**Request Date**" box, please put the date the Check Request is entered. Formatted as MM/DD/YYYY.

In the Internal Comments, enter all required notes for the Purchasing department. These are internal comments only and will NOT be sent to the vendor.

In the **“Needed by Date”** box, please enter the date the check is needed by  
In the **“Confirmation Email Address”** box please add any other LOYNO email addresses required for this Check Request; NO external email addresses are permitted  
In the **“Vendor ID”** box, enter the first few letters of the name or entity. **If the address does NOT appear – STOP, please call Purchasing. The vendor may not be in the system. NO check requests can be entered without the vendor being in Colleague.**  
In the **“Invoice Number”** box, enter the invoice number from the entity or person. **If the entity or individual has not provided an invoice #**, please use the following:  
CRDDMMYYYY – CR and the date you enter the check request  
**If there is an invoice #, please enter as follows:**  
CR123456 – CR and the actual invoice number from the entity or individual  
In the **“Invoice Date”** box, enter the date on the invoice provided by the vendor or individual. If there is no date, use the date the check request is being entered.  
In the **“AP Type”** pulldown field, select AP-VENDOR PAYMENT  
To add the description and request information, select ADD ITEM  
Please complete the following fields:  
DESCRIPTION  
QUANTITY  
PRICE – should be the TOTAL of the check request  
Select the appropriate GL ACCOUNT NUMBER

**\*\*\*NEW FEATURE\*\*\* - if this transaction needs to be split charged between accounts:**

**As a sample:**

If the Total check request is for \$1000 (amount in the PRICE field above) and 2 accounts are splitting the cost:

Select the GL account, tab over and in the Amount field, enter what would be half the total cost (\$500)

Select **“ADD GL ACCOUNT”**, select the appropriate account, enter the other \$500 in the Amount field

**Additional notes:**

EXTENDED PRICE does not need to be calculated, the system will do that

PROJECT defaults to NONE, in most cases that is how it will stay

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**DO NOT CLICK ON THE SAVE BUTTON!**

Select **“Save and Attach”**

Select **“Upload”** and attach back-up file (only file formats permitted:

.png,.pdf,.jpg,.gif,.bmp,.bm,.tif,.tiff)

Select **“Close”** (bottom bar of window)

Attachments should now be attached in the top right of the primary screen

Select **“Save”**

## Creating a Reimbursement Request in the Self-Service Portal:

### BEFORE LOGGING IN TO COLLEAGUE:

- Please have all support documents for the reimbursement saved on your desktop as a single scan PDF file
- Reimbursement supporting documentation has **NOT** changed – receipts are required for all items over \$50, as per current University policy
- **THIS PROCESS CAN NOT BE USED TO PROCESS TRANSACTIONS ON THE UNIVERSITY CREDIT CARD – CONCUR MUST BE USED FOR UNIVERSITY CREDIT CARD TRANSACTIONS**
- Please advise “**approvers**” in your areas - - they can not put on their own reimbursements. This will need to be done by someone else who has access to the charging account.
- If you are seeking to submit reimbursement for travel, it must be done by expense code – so airline ticket is on one line, meals on another, car rental on another – with receipts attached to the reimbursement for all items.

### Steps:

Select FINANCIAL MANAGEMENT

Select PROCUREMENT

Select CREATE

In the first pulldown box “**Document Request**”, select PAYMENT REQUEST

In the “**Request Date**” box, please put the date the Reimbursement is entered. Formatted as MM/DD/YYYY.

In the Internal Comments, enter all required notes for the Purchasing department.

In the “**Needed by Date**” box, please enter the date the reimbursement is entered into Colleague

In the “**Confirmation Email Address**” box please add any other LOYNO email addresses required for reimbursement; NO external email addresses are permitted

Click In the “**Reimburse Myself**” box – the Colleague ID# should appear of the person being reimbursed and the home address should appear in the “**Address**” field

In the Invoice Number Field: Personal reimbursements with no invoice number use the following format to create an invoice number: **PRDDMMYYYY; example PR01142022**

In the “**Invoice Date**” box, enter the date the reimbursement is being entered

In the “**AP Type**” pulldown field, select AP-VENDOR PAYMENT

To add the description and request information, select ADD ITEM

Please complete the following fields:

DESCRIPTION

QUANTITY

PRICE – should be the TOTAL of the reimbursement

Select the appropriate GL ACCOUNT NUMBER

**\*\*\*NEW FEATURE\*\*\* - if this reimbursement needs to be split charged between accounts:**

**As a sample:**

If the Total reimbursement is for \$1000 (amount in the PRICE field above) and 2 accounts are splitting the cost:

Select the GL account, tab over and in the Amount field, enter what would be half the total cost (\$500)

Select **"ADD GL ACCOUNT"**, select the appropriate account, enter the other \$500 in the Amount field

**Additional notes:**

EXTENDED PRICE does not need to be calculated, the system will do that

PROJECT defaults to NONE, in most cases that is how it will stay

**DO NOT CLICK ON THE SAVE BUTTON!**

Select **"Save and Attach"**

Select **"Upload"** and attach back-up file (only file formats permitted:

.png,.pdf,.jpg,.gif,.bmp,.bm,.tif,.tiff)

Select **"Close"** (bottom bar of window)

Attachments should now be attached in the top right of the primary screen

Select **"Save"**