Onboarding: Procurement and Payment Training

Understand the procurement process, identify the correct payment method, and process transactions

Procurement Process

System view
- Shopping Cart #; workflow begins
- PO # generated and sent to vendor
- AP enters data into BUworks

Reporting view
- Commitment generated
- Commitment reduced; expense posted

Payment Methods

<table>
<thead>
<tr>
<th>Shopping Cart</th>
<th>Disbursement</th>
<th>P-Card</th>
<th>Travel Card</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Preferred method</em></td>
<td>Used when a PO is not required</td>
<td>Low dollar transactions</td>
<td>$&lt;$1,000</td>
</tr>
<tr>
<td>Materials and supplies</td>
<td>Honoraria</td>
<td>Books</td>
<td>Books</td>
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<tr>
<td>Contracted services</td>
<td>Awards</td>
<td>Advertising</td>
<td>Accomodations</td>
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<tr>
<td>Chartered buses</td>
<td>Performers</td>
<td></td>
<td>Meals</td>
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<tr>
<td>Any contract or agreement</td>
<td></td>
<td></td>
<td>Taxis</td>
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<td></td>
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<td></td>
<td>Membership fees</td>
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</tbody>
</table>

Activity: Determine best payment method

My department expenses

<table>
<thead>
<tr>
<th></th>
<th>Payment method</th>
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Notes:

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Shopping Cart

Activity: Personalization

- Set Delivery Address
- Set Default Cost Center

Activity: Create a shopping cart to order pens from Terrier Marketplace

- Open new shopping cart
- Name cart with brief description
- Update Delivery Address with Floor and Room Number (must do this for every order)
- Add Item from Terrier Marketplace
- Select W.B. Mason catalog and choose pens
- Add to shopping cart and review Account Assignment and GL
- Order
- Print shopping cart (save for future training)

Disbursement

Disbursement online form available at the Accounts Payable website

Required Information

- Payee Name and Address
- Requestor Contact Information
- GL and Cost Object; Amount
- Approver: List a Finance & Administration staff member and use email qstadmin@bu.edu
- Attachments: W-9 and Invoice (if honorarium, use memo with details of speech instead)

Internal Service Request (ISR)

Used to request Internal Services (catering, events and conferences, police detail)

Activity: ISR Form

- Open BUWorks > Procurement Tab > Internal Service Request Tab
- Select Service Provider
- Input Requestor Information
- Add Details of Order to Text Field (not notes)
- Add Cost Distribution
- Attach Event Sheet (if available)

Facilities Service Request (FSR)

Used to request and pay for Facilities Services (event set up and clean up)

Activity: FSR Form

- Open BUWorks > Procurement Tab > Internal Service Request > Facilities Service Request
- Click Event Setup/Cleanup
- Click “Express Request and Skip Estimate”
- Complete Address and Contact Information
- Add Details, including Estimated Cost, and Select Cost Object