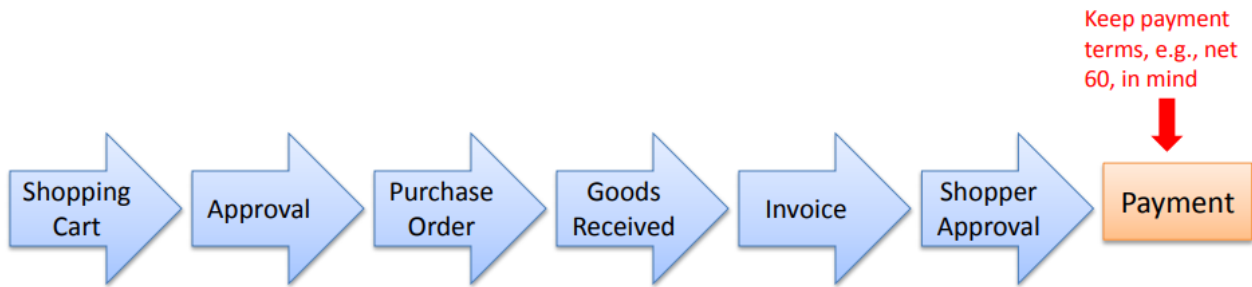


Onboarding: Procurement and Payment Training

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

Shopping Cart	Disbursement	P-Card	Travel Card
<i>*Preferred method*</i>	<i>Used when a PO is not required</i>	<i>Low dollar transactions</i>	<i>Travel and meetings</i>
Materials and supplies	Honoraria	<\$1,000	Travel
Contracted services	Awards	Books	Accommodations
Chartered buses	Performers	Advertising	Meals
Any contract or agreement			Taxis
			Membership fees

Activity: Determine best payment method

My department expenses

Payment method

Notes:

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 gstadmin@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