FRANCIS MARION UNIVERSITY

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August 2017

Introduction of Colleague Finance and Patriot Portal for End-Users
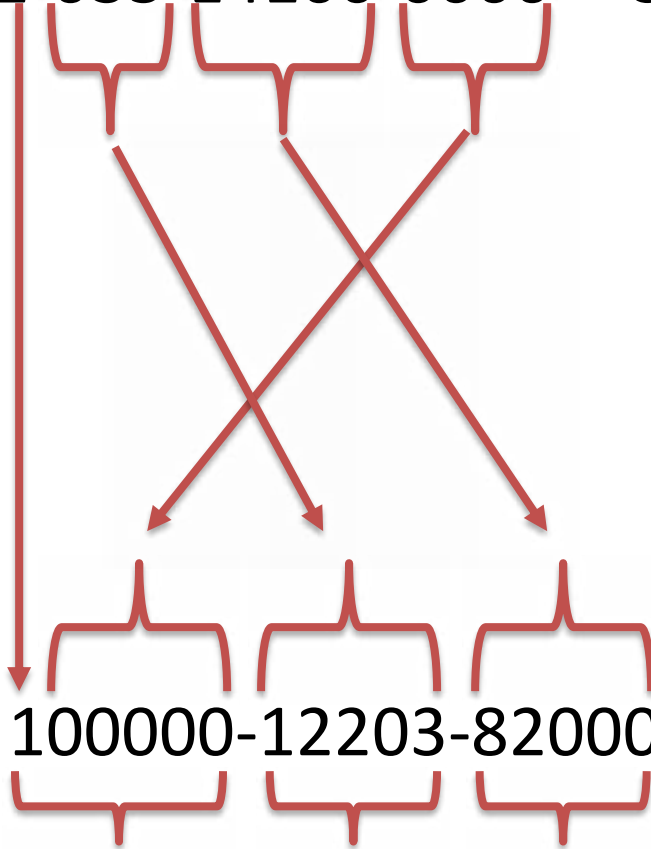
FM

New System, New Features

- Less Paper:
    - Electronic Requisitions
    - Electronic Signatures
    - Electronic Receiving Approvals
    - Budget Reports on Demand
    - Report Query Structure

- Paper still required for travel reimbursements

- New accounting code structure

Old -> 1-035-E4100-0000 = General Fund, Fine Arts, Supplies

New -> 100000-12203-82000 = General Fund, Fine Arts, Supplies

Fund - Department - Object

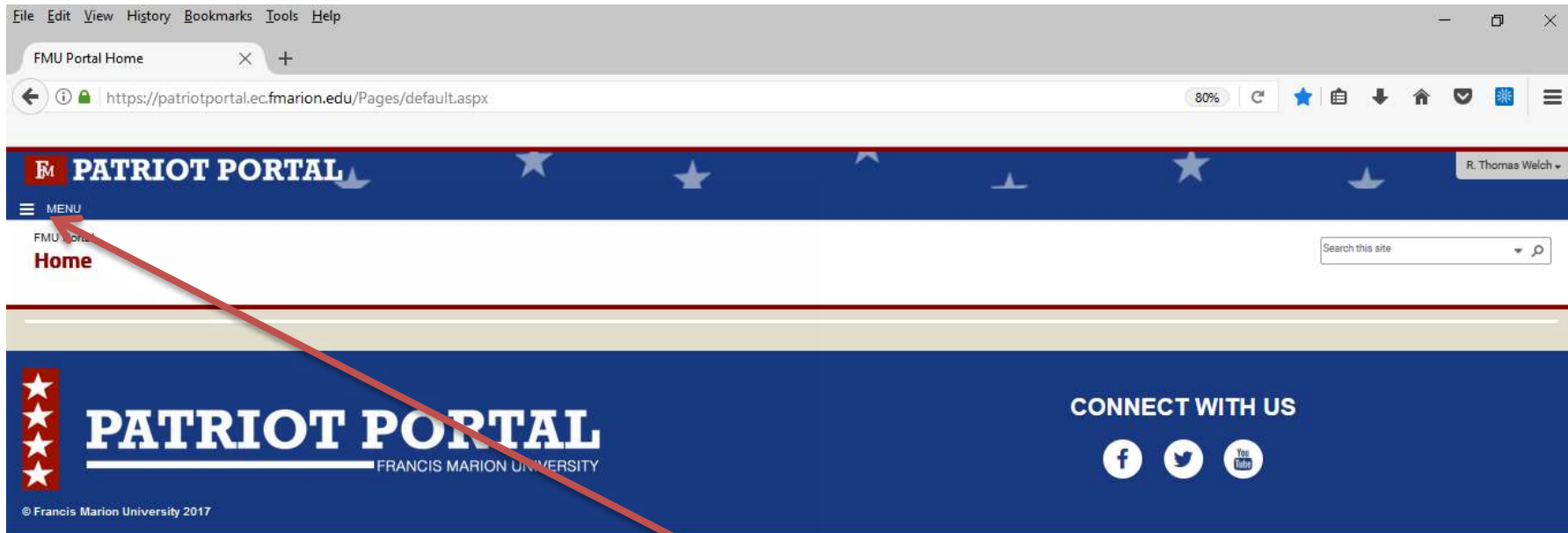# So Why Did we Change the Code?

- Codes can no longer be deleted and reused.

- Fund Code
  - We consolidated the fund and smallest fund break down while adding another digit.

- Department Code
  - In order to provide better roll-up reporting by division, schools, and major departments, we added two digits to the sequence.

- Object Code
  - No more alpha digit! Sorry for those that liked it.

Meet Patriot Portal!

http://www.fmarion.edu/financialservices/erp/

Once Logged in, click the menu.

Accessing Your First Screen

Click the Employee Option.

Your Options with Colleague Finance

Use this to query your budget anywhere, anytime in real time.

Use this to recall your last budget selection setup instantly.

Account administrators can approve requisitions electronically.

Requisition goods and services.

Report the receipt of goods and services.

Request a PTI, pay an invoice, or request reimbursement (non-travel).

Budget Selection & Budget Summary

Look up an account by entire code, or a single GL component.

Save your current search if you like it.

Decide how you want it sorted and totaled.

Pick your year or your period you want to review.

Budget Selection & Budget Summary

You can drill down into the blue cells for detail of activity all the way to the transaction detail.

One click transaction approval. No more chasing signatures!!!

Approve override of over budget accounts.

Click to view the transaction information before approval.

Requisition for Goods and Services

Step 1: Vendor Lookup

Three Options:
1. Select an existing vendor
2. Do not assign a vendor and let Purchasing find the right vendor.
3. If you have a new vendor, contact Purchasing to set the new vendor up.

Find the new vendor setup form at
http://www.fmarion.edu/financialservices/erp/

Step 2: Vendor Selection

STEP 3: Requisition Completion and Submission (Part 1)

Automatically provided

Select the correct shipping address*

Select the desired date

Should always be "AP Standard AP"

Enter a 30 character description.

If you know a vendor item number

Cost center is the fund and department number

Select the object code that best fits the item.

If the account has a project code provide it.

Receiving Goods and Services

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CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES   Welcome Paul!

Receive Goods and Services

Choose a Vendor and/or PO to filter lines shown

Vendor

Purchase Order Number

> Select the vendor or enter the purchase order you are receiving goods or services for.

Accept All ☐ Note: Check here to accept all lines shown

> Accepting all is not advised.

The following apply to all lines received:

Packing Slip

Arrived Via

> Enter this information from the packing slip

> Note any MSDS sheets received.

Vendor	PO Number	Vendor Item	Item Description	Qty Ordered	Unit of Issue	Qty Accepted	Qty Rejected	MSDS Rcvd
Bonitz Contracting Co., Inc. (0200563)	P0000077	cmt88	cement	1.000	EA			☐

SUBMIT

CHANGE PAS... | EMPLOYEES MENU | HELP | CONTACT US

> Enter the quantity accepted and rejected.

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Step 1: Who do we need to pay?

Request reimbursement

Pay a vendor

Search for a vendor name

Step 2: Select a Vendor

Pay a vendor we have on file.

Pay a vendor we don't have on file.

REMEMBER: Contact Purchasing for instructions on creating a new vendor.

Step 3a: Requisition Preparation

Automatically provided

Select the desired date for payment

If you received an invoice from the vendor provide the invoice number.

For vendors on file this will automatically populate. For new vendors, you will have to provide this information.

Step 3b: Requisition Preparation Continued

Should always be "AP Standard AP"

If you have comments for Purchasing enter them here.

Enter a 30 character description.

Cost center is the fund and department number

Select the object code that best fits the item.

If the account has a project code provide it.

Step 3c: Requisition Preparation Continued

Tax Codes

Do not fill this section out.

Next Approval

Approvers will auto populate based on accounts used for the purchase.

Don't forget to submit!

See all ERP related training materials, forms, and other resources at
http://www.fmarion.edu/financialservices/erp/

Questions: Thomas Welch - rwelch@fmarion.edu