

Introduction of Colleague Finance
and Patriot Portal for End-Users





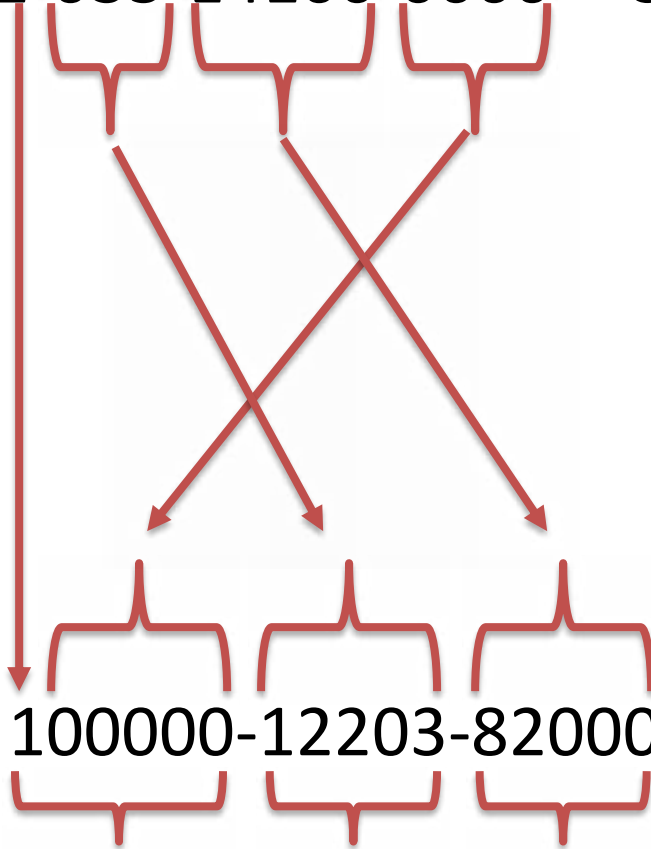
New System, New Features

- 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



Chart of Accounts Changes

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?

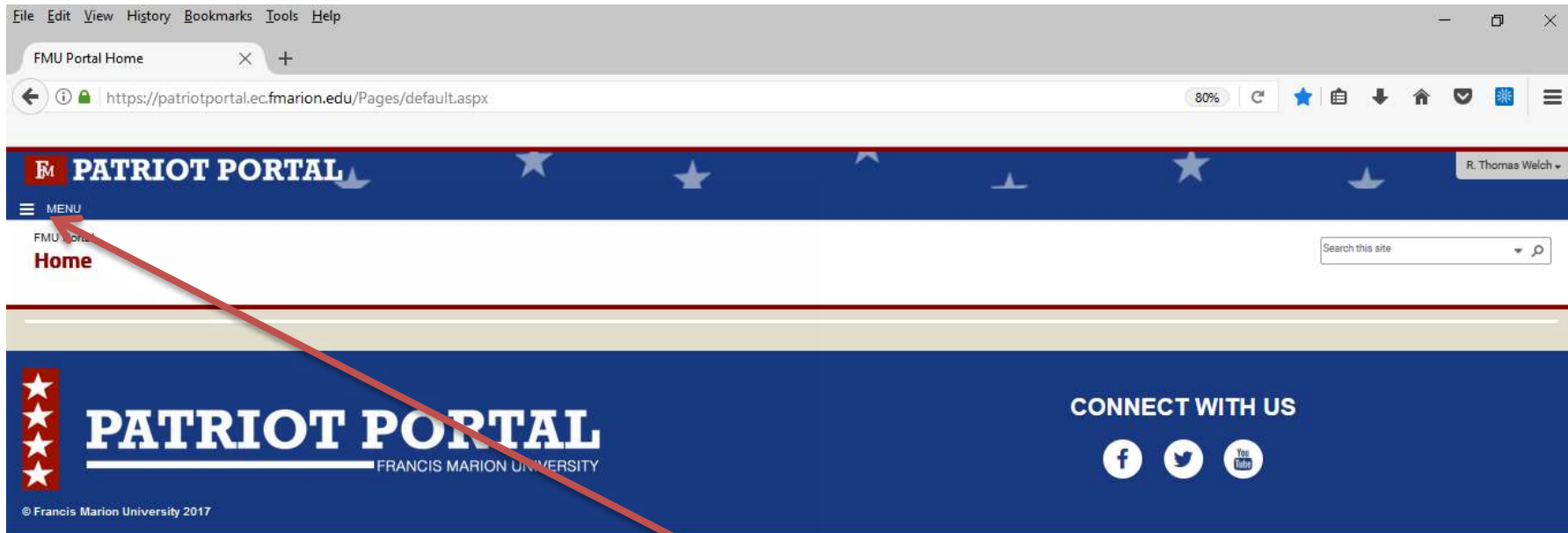
- Codes can no longer be deleted and reused.
- Fund Code
 - We consolidated the fund and smallest fund break down while adding another digit.
- Department Code
 - In order to provide better roll-up reporting by division, schools, and major departments, we added two digits to the sequence.
- Object Code
 - No more alpha digit! Sorry for those that liked it.



Your Access to Colleague

Meet Patriot Portal!

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



Once Logged in, click the menu.





Accessing Your First Screen

A screenshot of a web browser displaying the FMU Patriot Portal. The browser's address bar shows the URL https://patriotportal.ec.fmarion.edu/Pages/default.aspx. The website header includes the 'PATRIOT PORTAL' logo and the name 'R. Thomas Welch'. A dark sidebar on the left contains a search bar and a menu with 'FMU PORTAL' and 'EMPLOYEE' options. A red arrow points from the 'EMPLOYEE' option to a red-bordered box containing the text 'Click the Employee Option.' The main content area features a large 'PATRIOT PORTAL' banner with the university's name and social media links. The Windows taskbar at the bottom shows the time as 10:23 PM on 8/18/2017.

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).

Swampfox Services

FINANCIAL INFORMATION

- Budget Selection
- Budget Summary
- Approve Documents
- Requisition for Goods and Services
- View/Modify/Delete Requisitions
- Receive Goods and Services
- Request a Payment
- View/Modify/Void Requests for Payment



Budget Selection & Budget Summary

File Edit View History Bookmarks Tools Help

Employee WebAdvisor

https://patriotportal.ec.fmarion.edu/employee/Pages/WebAdvisor.aspx?title=Budget+Selection&pid=CF-WBCFI02D

80%

PATRIOT PORTAL

R. Thomas Welch

MENU

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Budget Selection

GL Component Selection

Fund			
Department			
Object			
Project			

Save GL Component Selection

Remove Previously Saved GL Component Selection

Sort by Subtotal

Sort by	Subtotal
FUND	<input checked="" type="checkbox"/>
NACUBO	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

Fiscal Year: 2018

Actuals Begin Date:

Actuals End Date:

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.

10:32 PM



Budget Selection & Budget Summary

FINANCIAL INFORMATION

Budget Selection

Budget Summary

Approve Documents

Requis

View/t

Receiv

Reque

View/t

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

Budget Summary

Go back

Help

Fiscal Year 2018

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
100000-12105-64000		General : REAL Program : Student Wages	16,208.00	0.00	0.00	0.00	16,208.00
100000-12105-80000		General : REAL Program : Travel Pool - Reg	151,249.00	0.00	0.00	0.00	151,249.00
100000-12105-80017		General : REAL Program : Foreign - Lodging	0.00	0.00	0.00	557.28	557.28
100000-12105-80018		General : REAL Program : Foreign - Meals	0.00	0.00	0.00	11.87	11.87
100000-12105-80019		General : REAL Program : Foreign - Mileage	0.00	0.00	0.00	124.12	124.12
100000-12105-80020		General : REAL Program : Foreign - Registration	0.00	0.00	0.00	375.00	375.00
100000-12105-80021		General : REAL Program : Foreign - Other Expenses	0.00	0.00	0.00	445.76	445.76
100000-12105-80501		General : REAL Program : Non-State Emp Travel	82,826.72	0.00	0.00	0.00	82,553.28
100000-12105-81000		General : REAL Program : Contractual Services	24,844.59	0.00	0.00	0.00	24,844.59
100000-12105-81007		General : REAL Program : Business Meals and Entertain	0.00	0.00	0.00	0.00	0.00
100000-12105-81016		General : REAL Program : Student Functions and Events	2,552.00	0.00	0.00	0.00	2,552.00
100000-12105-82000		General : REAL Program : General Supplies	44,059.23	0.00	635.70	0.00	43,423.53
100000-12105-82012		General : REAL Program : Postage Reimbursement	75.00	0.00	0.00	0.00	75.00
100000-12105-82013		General : REAL Program : Print Shop	761.00	0.00	0.00	0.00	761.00
Nacubo Total			322,575.54	0.00	635.70	1,787.47	320,152.37

Budget Summary



Approval of Documents (Account Disbursement Approvers Only)

Approve override of over budget accounts.

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

Approve	Next Approval	Doc Type	Document Number	Name	Date	Total Amount	Over Budget Amount	Override Budget?
<input type="checkbox"/>		WV	V0000604	Elite Hotels, LLC	08/16/17	244.16		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000605	LynnDee Home	08/16/17	425.00		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000606	Charlamane C. Suggs	08/16/17	425.00		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000607	Bescorp, Inc.	08/16/17	2,011.00		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000608	Severance Welding & Steel Fabricati	08/16/17	285.00		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000609	Severance Welding & Steel Fabricati	08/16/17	650.00		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000610	Rivers Plumbing & Electric, Inc.	08/16/17	931.50		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000612	Dr. Jeremy D. Rentsch	08/16/17	16.55	16.55	<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000634	Creative Printing, Inc.	08/17/17	117.07		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000636	Champions Sport Shop, Inc.	08/18/17	2,242.08		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000647	SC DHEC	08/18/17	439.92		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000653	Ms. Paula R. Miksa	08/18/17	1,980.00		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000654	Carolina Reel Grinding	08/18/17	450.00		<input type="checkbox"/>
<input type="checkbox"/>		WV	V0000655	Whaley Foodservice, LLC	08/18/17	160.69		<input type="checkbox"/>

Click to view the transaction information before approval.



Requisition for Goods and Services

Step 1: Vendor Lookup

PATRIOT PORTAL

R. Thomas Welch

MENU

FINANCIAL INFORMATION

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Requisition for Goods and Services

Vendor ID or Name

I do not wish to perform a Vendor LookUp

SUBMIT

Help

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/>



Requisition for Goods and Services

Step 2: Vendor Selection

PATRIOT PORTAL R. Thom

MENU

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Vendor LookUp Results

Go back

Choose One	Vendor ID	Vendor Name	Vendor Address
<input type="radio"/>	0247665	ABET	415 North Charles St. Baltimore MD 21201
<input type="radio"/>	0247666	ABW Conversions	3218 West Palmetto Street Florence SC 29501
<input type="radio"/>	0247679	American Chemical Society	1155 16th Street NW Washington DC 20036
<input type="radio"/>	0248111	Steven M. Abbott	
<input type="radio"/>	0248630	Chemical Abstract Service	L-3000 Columbus OH 43260
<input type="radio"/>	0248643	Asbestos Abatement Associates, Inc.	2036 Chesnee Highway Spartanburg SC 29303

SUBMIT

PATRIOT PORTAL
FRANCIS MARION UNIVERSITY

CONNECT WITH US

f t YouTube



Requisition for Goods and Services

STEP 3: Requisition Completion and Submission (Part 1)

FINANCIAL INFORMATION

- Budget Selection
- Budget Summary
- Approve Documents
- Requisition for Goods and Services
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Enter a Requisition for Goods and Services

Warning: 08/18/17 falls beyond the current fiscal year

Go back Help

View Budget

Requisition Date* 08/18/17

Initiator* RTW

Confirmation E-Mail Address* rwelch@fmarion.edu

Ship to* 01 Fmu - Central Receiving

Desired Date

Vendor ID or Name 0248630

Person Vendor:

AP Type AP Standard AP

Item Description*	Vendor Item	Quantity*	Unit of Issue	Price

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.

* - See shipping codes listing at <http://www.fmarion.edu/financialservices/erp/>



Requisition for Goods and Services

STEP 3: Requisition Completion and Submission (Part 2)

The screenshot shows a web browser window displaying the Patriot Portal. The browser address bar shows the URL: <https://patriotportal.ec.fmarion.edu/employee/Pages/WebAdvisor.aspx?title=Budget+Selection&pid=CF-WBCFI02D>. The page header includes the "PATRIOT PORTAL" logo and the user name "R. Thomas Welch". The main content area is a requisition form with several sections:

- Tax Codes:** Three dropdown menus. A red bracket points to this section with the annotation: "Do not fill this section out."
- Printed Comments:** A text area. A red bracket points to this section with the annotation: "If you have printed comments for the vendor enter them here."
- Comments:** A text area. A red bracket points to this section with the annotation: "If you have comments for Purchasing enter them here."
- Next Approver:** Three input fields. A red bracket points to this section with the annotation: "Approvers will auto populate based on accounts used for the purchase."

The Windows taskbar at the bottom shows the time as 11:01 PM and various application icons.

Don't forget to submit!



Receiving Goods and Services

ellucian® UNIVERSITY

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.

Enter this information from the packing slip

The following apply to all lines received:

Packing Slip

Arrived Via

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	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

SUBMIT

Enter the quantity accepted and rejected.

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

WebAdvisor 3.2
POWERED BY ellucian



Request for Payment

Step 1: Who do we need to pay?

The screenshot shows the Patriot Portal interface. The browser address bar displays the URL: <https://patriotportal.ec.fmarion.edu/employee/Pages/WebAdvisor.aspx?title=Budget+Selection&pid=CF-WBCFI02D>. The page header includes the 'PATRIOT PORTAL' logo and the user name 'R. Thomas Welch'. A navigation menu on the left lists various options, with 'Request a Payment' highlighted. The main content area is titled 'Request a Payment' and contains the following form elements:

- Request reimbursement**: A red box with an arrow pointing to the 'Request reimbursement' link in the top navigation bar.
- Reimburse Myself**: A checkbox with an arrow pointing to it.
- Pay Vendor (enter ID or Name below)**: A checkbox with an arrow pointing to it.
- Pay a vendor**: A red box with an arrow pointing to the 'Pay Vendor' checkbox.
- Search for a vendor name**: A red box with an arrow pointing to the text input field below the 'Pay Vendor' checkbox.
- SUBMIT**: A button located below the input field.

The left sidebar menu includes the following items:

- FINANCIAL INFORMATION
- Budget Selection
- Budget Summary
- Approve Documents
- Requisition for Goods and S
- View/Modify/Delete Requisitions
- Receive Goods and Services
- Request a Payment
- View/Modify/Void Requests for Payment
- FINANCIAL INFORMATION



Request for Payment

Step 2: Select a Vendor

https://patriotportal.ec.fmarion.edu/employee/Pages/WebAdvisor.aspx?title=Budget+Selection&pid=CF-WBCF102D

PATRIOT PORTAL

R. Thomas Welch

MENU

Vendor LookUp Results

back Help

FINANCIAL INFORMATION

- Budget Selection
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- Approve Documents
- Requisition for Goods and Services
- View/Modify/Delete Requisitions
- Receive Goods and Services
- Request a Payment
- View/Modify/Void Requests for Payment

Vendor ID	Vendor Name	Payment Address
<input type="radio"/> 0247665	ABET	415 North Charles St. Baltimore MD 21201
<input type="radio"/> 0247666	ABW Conversions	3218 West Palmetto Street Florence SC 29501
<input type="radio"/> 0247679	Chemical Abstracts Service	1155 16th Street NW Washington DC 20036
<input type="radio"/> 0248111	Steven M. Abbott	1309 Idalia Dr. Columbia SC 29206
<input type="radio"/> 0248630	Chemical Abstract Service	L-3000 Columbus OH 43260
<input type="radio"/> 0248643	Asbestos Abatement Associates, Inc.	2036 Chesnee Highway Spartanburg SC 29303
<input type="radio"/> Other		

SUBMIT

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.



Request for Payment

Step 3a: Requisition Preparation

The screenshot shows the Patriot Portal interface for a Request for Payment. The browser address bar displays the URL: <https://patriotportal.ec.fmarion.edu/employee/Pages/WebAdvisor.aspx?title=Budget+Selection&pid=CF-WBCFI02D>. The page header includes the FM logo and the text "PATRIOT PORTAL". A navigation menu on the left lists various options under "FINANCIAL INFORMATION". The main form area contains the following fields and information:

- Warning:** 08/19/17 falls beyond the current fiscal year. *= Required
- Request Date***: 08/19/17
- Invoice Number**: (empty)
- Invoice Date**: 08/19/17
- Confirmation E-Mail Address***: rwelch@fmarion.edu
- Vendor ID**: 0027176
- Vendor Name***: Mr. R. T. Welch
- Street Address/Apartment**: 950 Cockfield Road
- City**: Scranton
- State**: South Carolina
- Zip Code**: 295910000

Annotations with red arrows point to specific fields:

- "Automatically provided" points to the Request Date field.
- "Select the desired date for payment" points to the Invoice Date field.
- "If you received an invoice from the vendor provide the invoice number." points to the Invoice Number field.
- A large bracketed annotation on the right side states: "For vendors on file this will automatically populate. For new vendors, you will have to provide this information." This bracket encompasses the Vendor ID, Vendor Name, and Street Address/Apartment fields.



Request for Payment

Step 3b: Requisition Preparation Continued

FM PATRIOT PORTAL Thomas Welch

MENU

AP Type*

Comments

Item Description	Quantity	Price	Cost Center
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Should always be "AP Standard AP"

If you have comments for Purchasing enter them here.

1:33 PM



Request for Payment

Step 3c: Requisition Preparation Continued

FM PATRIOT PORTAL R. Thomas Welch

MENU

Tax Codes

Next Approval

Do not fill this section out.

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

Don't forget to submit!

Windows taskbar: 1:35 PM



Links to FMU Business Affairs Resources

See all ERP related training materials, forms, and other resources at

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

Questions: Thomas Welch - rwelch@fmarion.edu