Lincoln University

User’s Training Guide
For Colleague Finance

Administration and Controller’s Office

Revised October 2010

Contents

CHAPTER 1: NAVIGATING IN DATATEL

LOGGING IN TO DATATEL

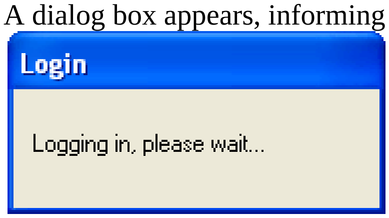
Double-click the Datatel icon on your desktop.

At the Datatel Login prompt: enter your **User ID** in lower case (Example: shri6748). The User ID will be provided by ERP.

At the **Password** prompt, enter your Datatel password**.** Your initial password will be provided by ERP**. It is recommended that before beginning work in Datatel, to first change your password. See Chapter 2: Changing your login password in this manual for more details.**

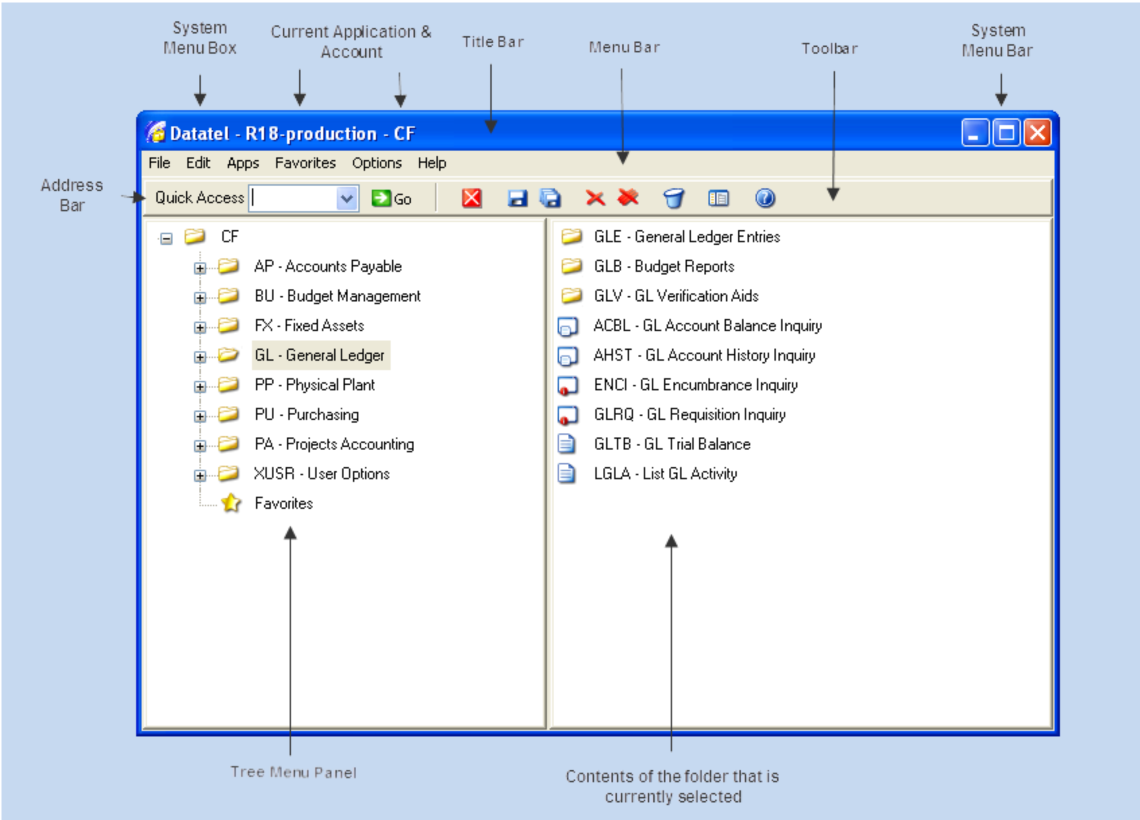
PASSWORD NOTES: Passwords are case sensitive.

Database prompt: Make sure that your database says R18-production. If it does not, please contact ERP.
Click "OK"
A dialog box appears, informing you that the User Interface is loading the application files.



An Alert message will appear regarding the disclosure statement as follows. Click "OK".

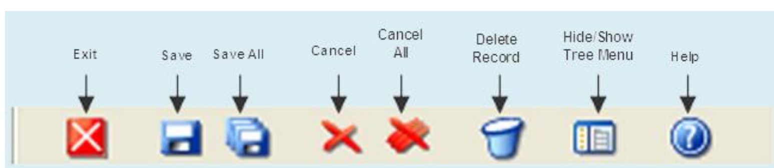
APPLICATION WORKSPACE



MENU BAR

Each option on the Menu Bar has options behind it. This enables you to:
Perform routine tasks, such as save your work or cut and paste items
Choose an application with which to work: i.e. the Financial System or Human Resource System
Choose a form in which to work
Define your preferences in which to work
Access online help

TOOLBAR



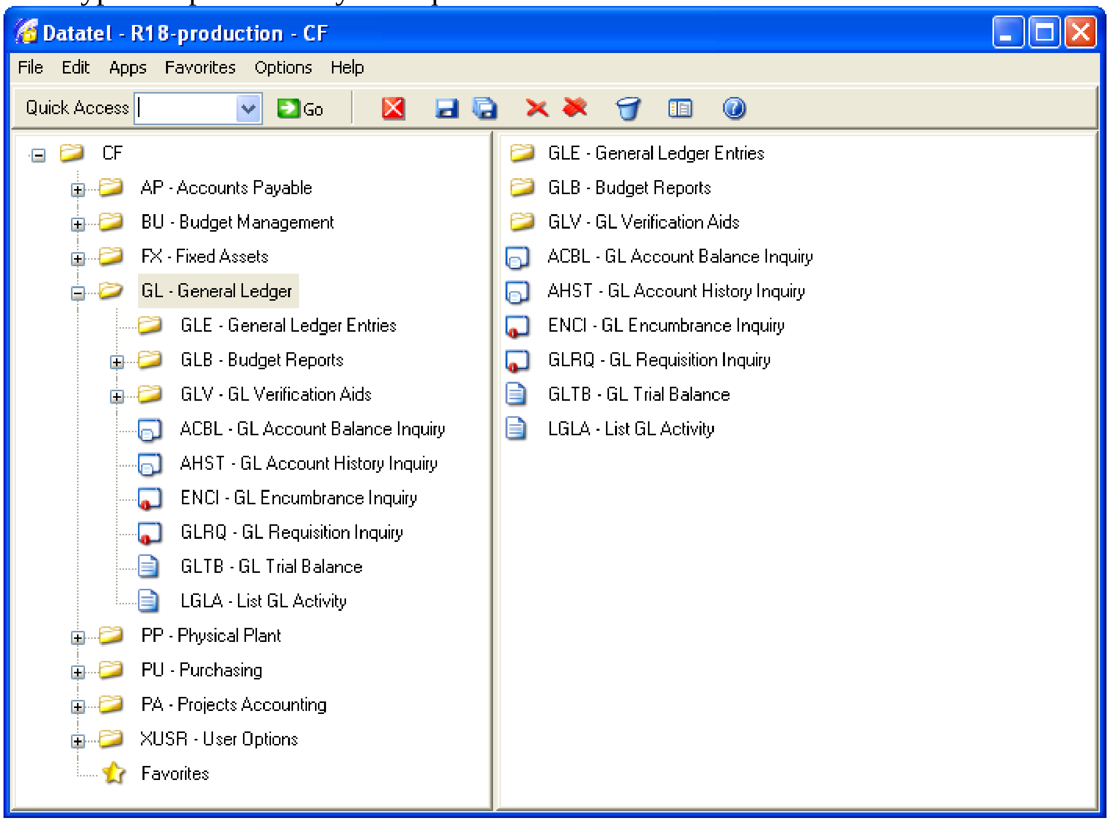
The Toolbar provides easy access to common functions, such as saving your work, canceling changes, and accessing online help.

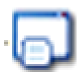
ADDRESS BAR

The address bar enables you to access any form directly by entering its mnemonic, or by using the drop-down menu button to select a previously used mnemonic. Press **Enter** or click the Go button to display the selected form.

ACCESSING FORMS

Most of your work in Colleague is done through forms. There are four types of forms in Datatel. Each type is represented by a unique icon.

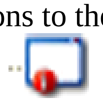


Maintenance: 

Maintenance forms, represented by the Maintenance icon, allow you to enter and change data that is permanently recorded in your database; for example, a person's name and address.

Processing: 

Processing forms, represented by the Processing icon, allow you to start a program that manipulates a record or group of records behind the scenes; for example, posting a group of transactions to the general ledger.

Inquiry: 

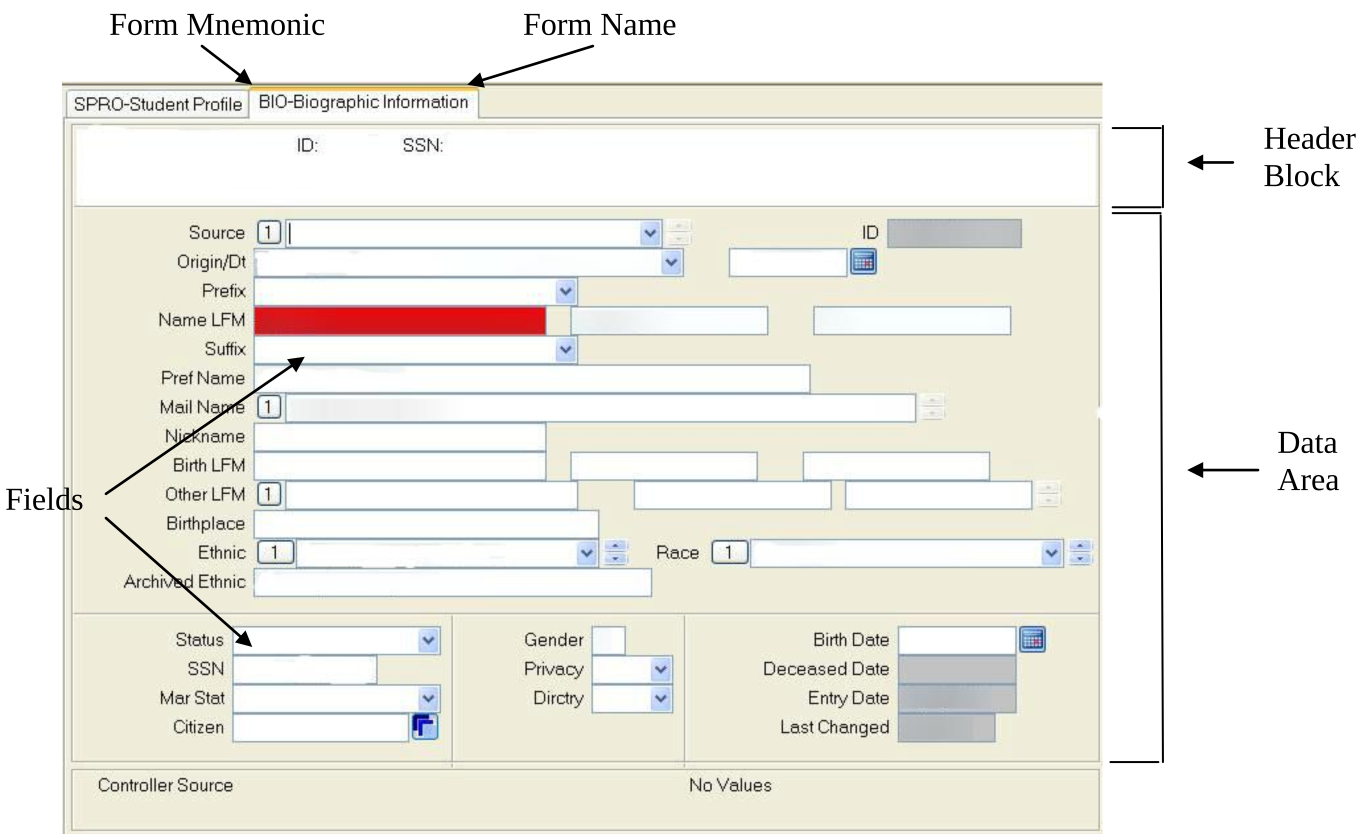
Inquiry forms, represented by the Inquiry icon, allow you to view information without changing it.

Reporting: 

Reporting forms, represented by the Reporting icon, allow you to generate a particular report according to your specifications.

SAMPLE FORM

Access a form by following the application menu. Each form has a corresponding mnemonic. Following is a sample form in the application workspace.



When you select a form, it appears in the right panel of the application workspace with its name and mnemonic displayed on a tab.

Form Tab
The form tab displays the form mnemonic and the form name. When more than one form is open, the tab furthest to the right represents the active form.

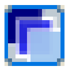
Header Block
The header block displays data that identifies the item with which you are working. For example, in this sample form the header block displays a student's name and ID.

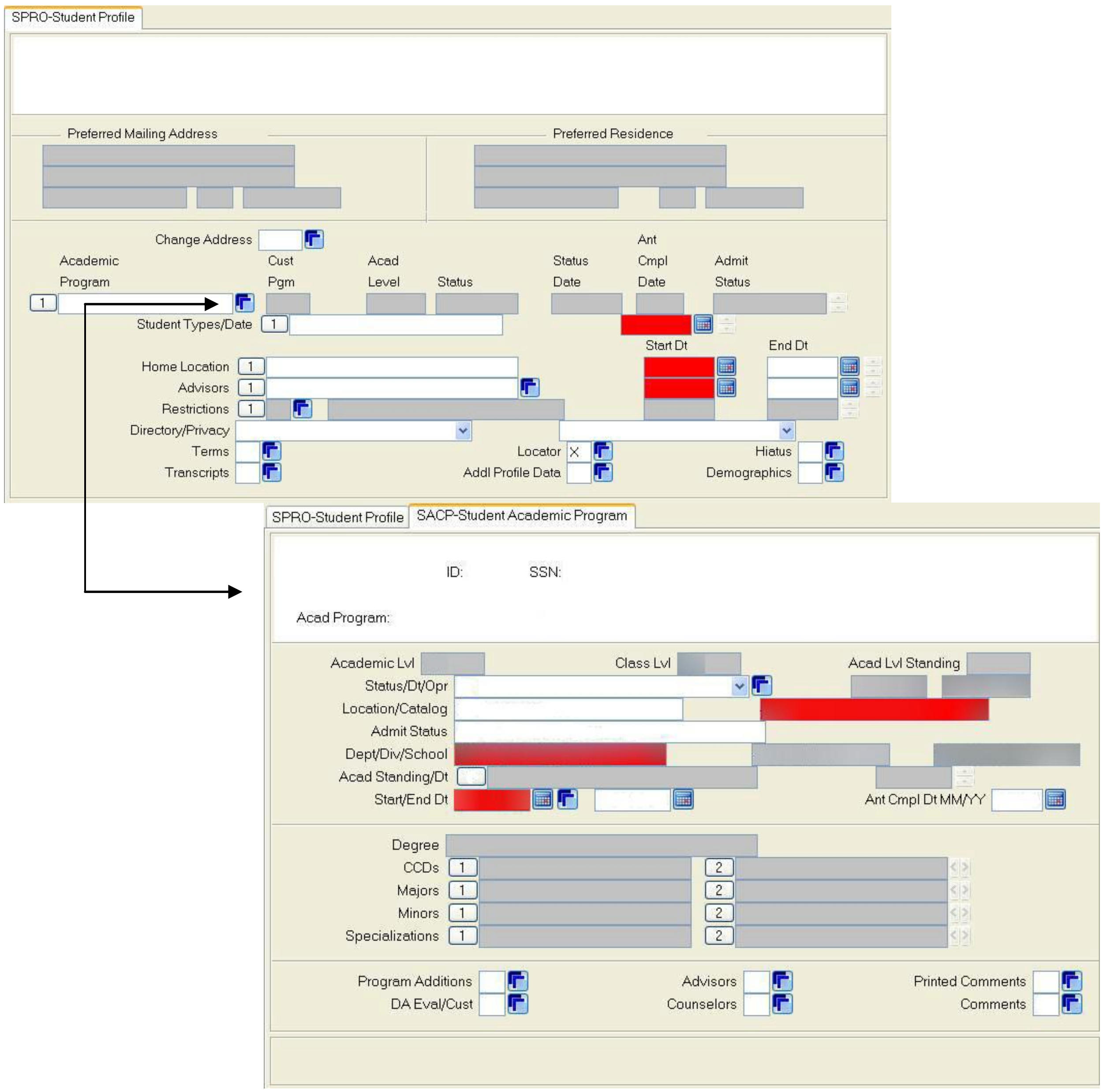
Data Area
The contents of the data area differ depending on the form with which you are working. In general, the data area consists of various types of fields.

Fields
A field is any place on the form where data is displayed or where you enter data. In most cases, each field is accompanied by a field label that indicates the kind of data that belongs in the field.

DETAIL FORMS

Some forms only give you limited information about a certain item, but provide you with the capability of moving to another form. This form, which is known as a detail form, provides more complete information on that item. To the right of the field is a detail button, which allows you to detail to another form.

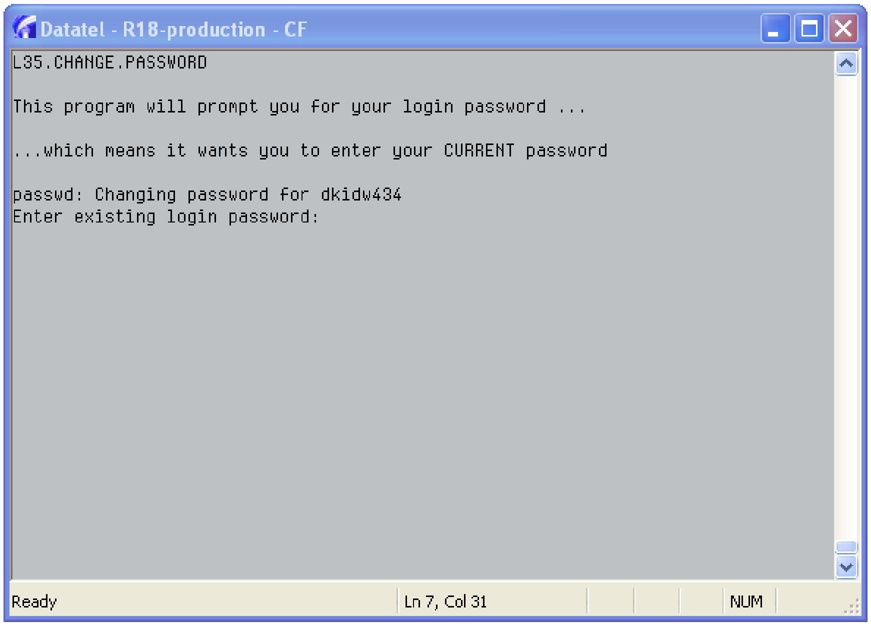




CHAPTER 2: CHANGING YOUR LOGIN PASSWORD

After you have completed your Datatel User Access Form, the ERP department will assign you a login ID and a user password. It is very important that prior to beginning any work in Datatel that you change your user password.

To change your user password, type XPWD in the quick access box.



You will be asked to enter your login password. Enter your password assigned to you by ERP. Hit enter.
Note that as you enter on this screen your cursor will not move, but it is accepting your entry.

You will be asked to enter your new password. Your password should be between 6-10 characters and alpha-numeric. Hit enter.

You will be asked to re-enter your password. Hit enter.

You should get a message letting you know that your password has been successfully changed.

At the prompt: Hit (NL) to continue: Enter NL and hit enter.

CHAPTER 3: ACCOUNT NUMBER STRUCTURE

1	310	26010	66101	11
A	B	C	D	E

Section A: Fund

- The first digit indicates the fund group
  - 1= General
  - 2= Auxiliary
  - 3= Restricted
  - 4= Plant
  - 5= Endowment

Section B: Source

- The first digit indicates the management source
  - 1= President
  - 2= Not currently used
  - 3= VP Academic Affairs
  - 4= VP Administration
  - 5= VP Student Affairs
  - 6= VP Advancement
  - 7= Director of Athletics
  - 8= Not currently used

Section C: Department

- A five digit number assigned by the University to indicate the department

Section D: Object Code

- The first digit indicates the GL class
  - 1= Asset
  - 2= Liability
  - 3= Fund Balance
  - 4= Revenues
  - 5= Revenues
  - 6= Expenses

- The last four digits will be the object codes (See Object Code Listing, Appendix A)
  - 1XXX = Salaries
  - 2XXX = Benefits
  - 3XXX = Equipment Purchase
  - 4XXX = Contractual Services
  - 5XXX = Travel
  - 6XXX = Consumable Supplies
  - 7XXX = Other Costs
  - 8XXX = Utilities/Communications
  - 9XXX = Student Aid

Section E: Function

- The first digit indicates the primary function
  - 1= Instruction
  - 2= Research
  - 3= Public Service
  - 4= Academic Support
  - 5= Student Services
  - 6= Institutional Support
  - 7= Operation & Mtn of Physical Plant
  - 8= Scholarships/Fellowships
  - 9= Transfers

- The second digit indicates the specific function

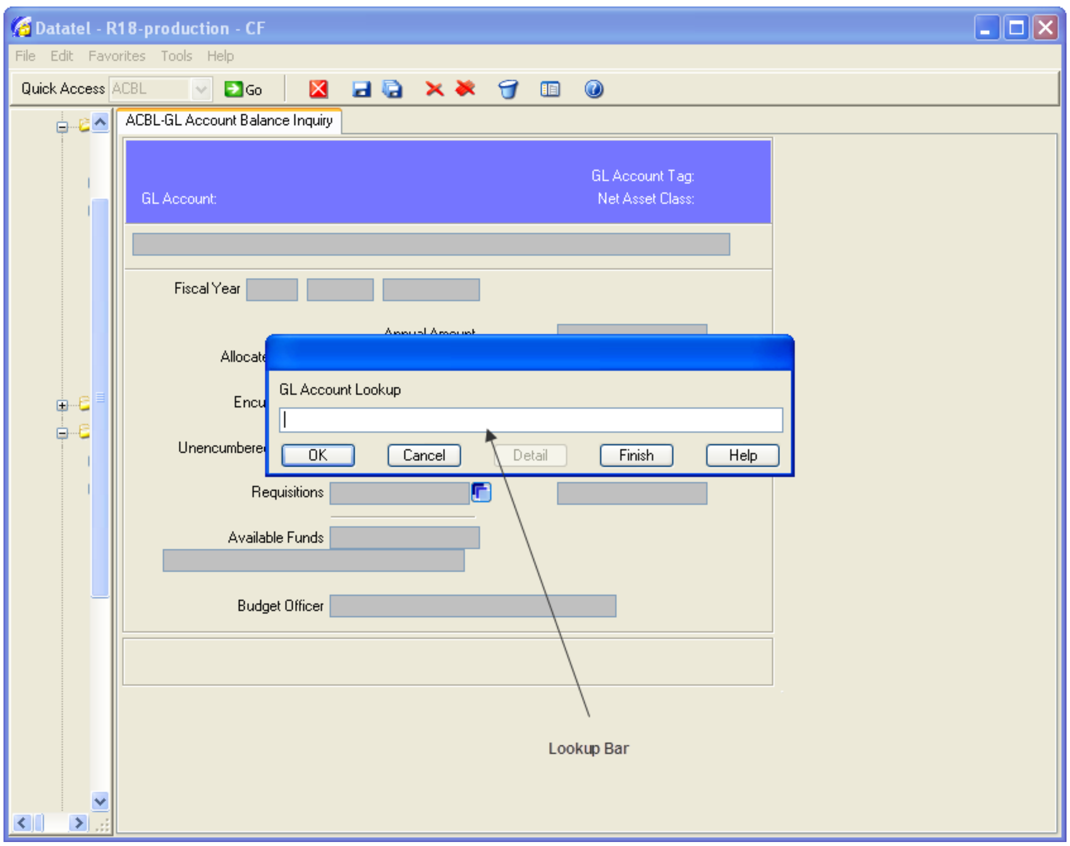
CHAPTER 4: ACCOUNT BALANCES / FUNDS AVAILABILITY

Prior to entering any requisition, it is a good idea to know the amount of available funds. This can be determined by looking at the ACBL screen. For any open fiscal year, the ACBL screen will tell you the …

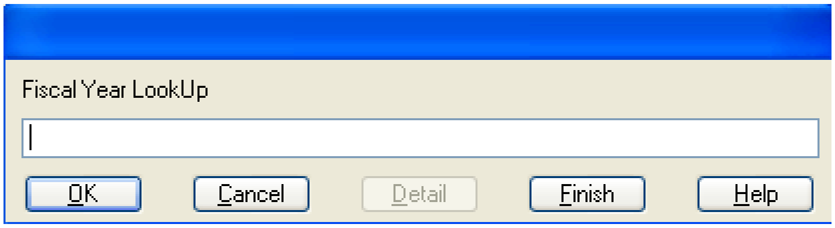
- Current Allocated Budget
- Actual Expenditures
- Outstanding Encumbrances
- Outstanding Requisitions
- Available Balance

To access the ACBL screen, enter ACBL in the quick access box.

ACBL (GL Account Balance Inquiry)



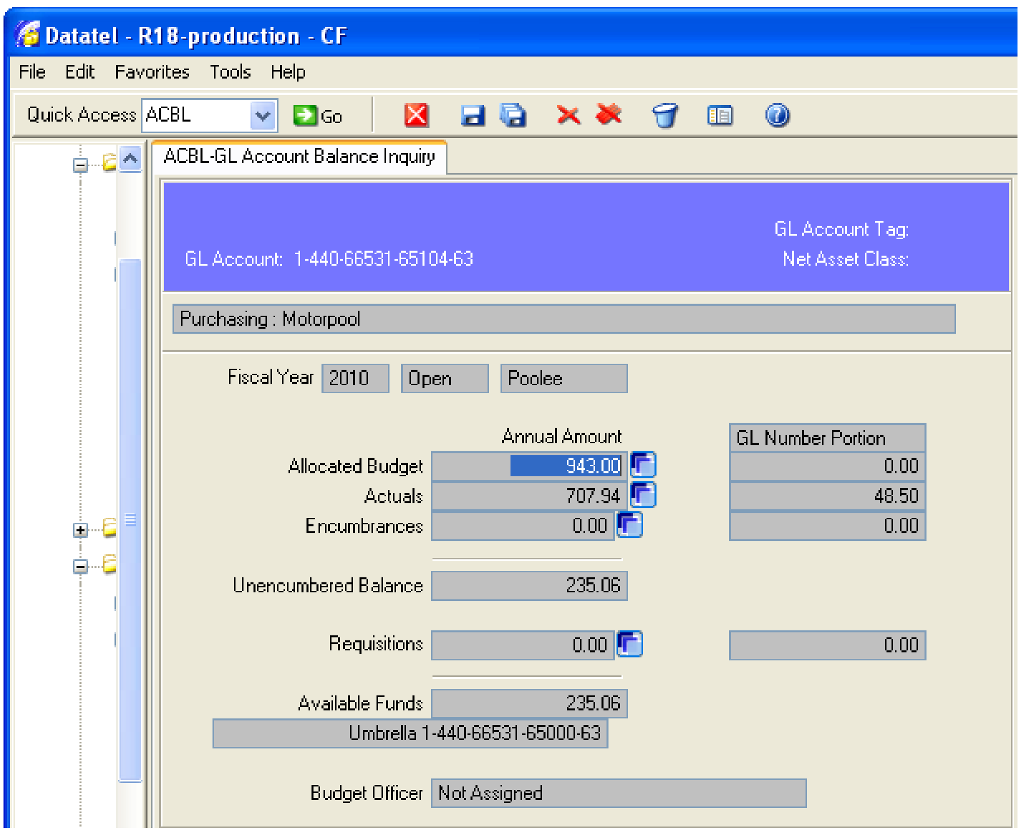
At the lookup bar, enter the complete 16 digit GL account number you are inquiring about or do a GL Account Lookup by entering "…your department number…" to pull up your authorized general ledger accounts. Select the GL account number you want to view.



Fiscal Year LookUp: Enter the fiscal year you want to view. By pressing "Enter", it will default to the oldest open fiscal year.

NOTE: There will be a transition period in the months of July and November before the previous fiscal year is closed by the Controller's Office. You will have to enter the year you wish to look at. For example, enter 2011 during the months of July and November because 2010 will still be the default until it is closed.

NOTE: Once a fiscal year is closed, you will no longer be able to access that year's information via the ACBL screen.



Annual Amount Column: This column gives the allocated budget, actual expenditures, outstanding encumbrances, outstanding requisitions and net available funds for the Umbrella Account. In the above example, the actual expenditures for the travel umbrella (65000) category totals $707.94. This means that in all of the poolee/detail travel object codes (65101, 65102, 65103, etc.), you have expended $707.94.

GL Number Portion Column: This column gives the actual expenditures, outstanding encumbrances, and outstanding requisition amounts for the poolee/detail account. In the above example, of the total actual expenditures of $707.94, only $48.50 is tied to the detail account with the object code 65104.

If you are viewing an umbrella account, you will not be able to drill down and get any detail information on Actuals, Encumbrances, or Requisitions. This is because no transactions are posted directly to the umbrella account. The umbrella accounts are used specifically to house the budget. If you want to look at what budget changes have taken place, detail in the allocated budget field.

If you are viewing a poolee/detail account, you can drill down on the Actuals, Encumbrances, or Requisitions fields to see detail information. In the above example, by drilling into the detail for the Actuals of $48.50, you will see all of the transactions that make up the $45.

Allocated Budget: This field shows the current budget for the umbrella category chosen. The current budget is derived from the beginning approved budget plus or minus any budget revisions. Budget information will only appear in the Annual Amount Column.

Actuals: These fields show the current actual expenditures. The first column shows the total expenditures for the umbrella category as a whole. The second column shows the total expenditures for the detail account. If there is an amount in the second column, you may drill down to get a list of all the transactions that make up this total. From this list of transactions, you can drill down further to get details of when or if a check was issued and get the check information.

Encumbrances: These fields show the total outstanding encumbrances (purchase orders). The first column shows the total outstanding encumbrances for the umbrella category as a whole. The second column shows the total outstanding encumbrances for the detail account. If there is an amount in the second column, you may drill down to get a list of all outstanding encumbrances that make up this total. From this list of encumbrances, you could continue to drill down on each encumbrance to get more detail information.

Unencumbered Balance: This field is a calculated field - Allocated Budget, less Actuals, less Encumbrances. If this balance is zero or negative you do not have available funds. If this is negative, you must do a budget revision to eliminate the negative status.

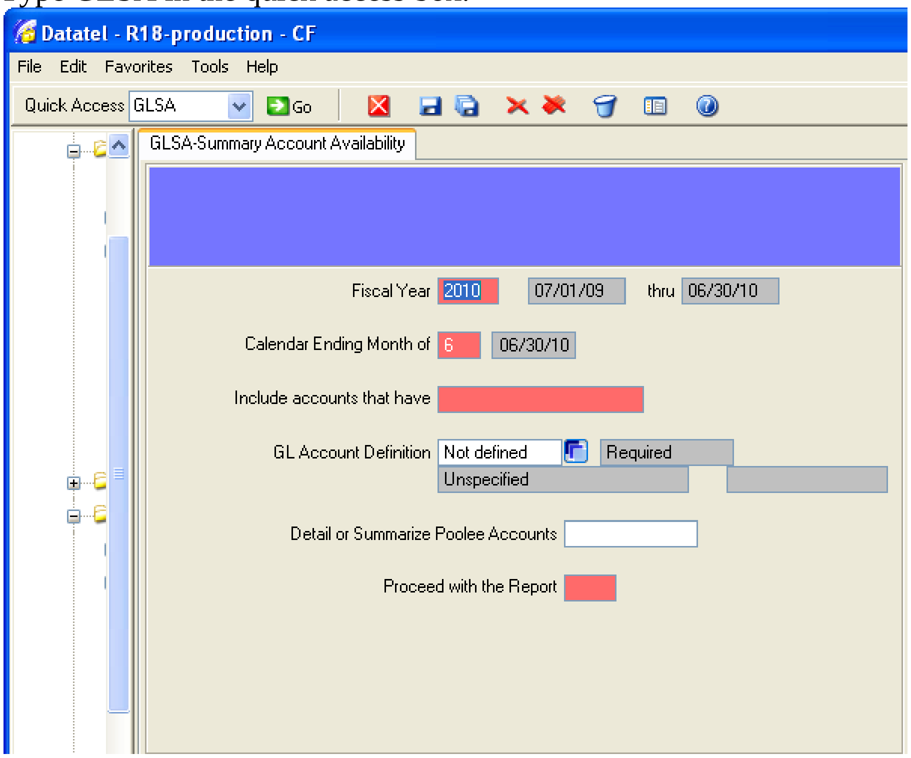
Requisitions: These fields show only <u>finished</u> requisitions. It is important to remember that any requisition that is still in an In-Progress status will not appear in these fields. As soon as Purchasing issues a purchase order on an outstanding requisition, the requisition will no longer appear in this field, it will move to the Encumbrance fields.

Available Funds: This field is a calculated field – Unencumbered Balance less Requisitions (Finished). If this balance is zero or negative you do not have available funds. **<u>If this is negative, you must do a budget revision to eliminate the negative status.</u>**

GLSA – Summary Account Availability Report

This report will allow you to view the status of an account or a group of accounts. The report will show the current allocated budget, actual expenditures, encumbrances, and available balance. The GLSA report can be run for an entire fiscal year or through a particular month.

Type GLSA in the quick access box.

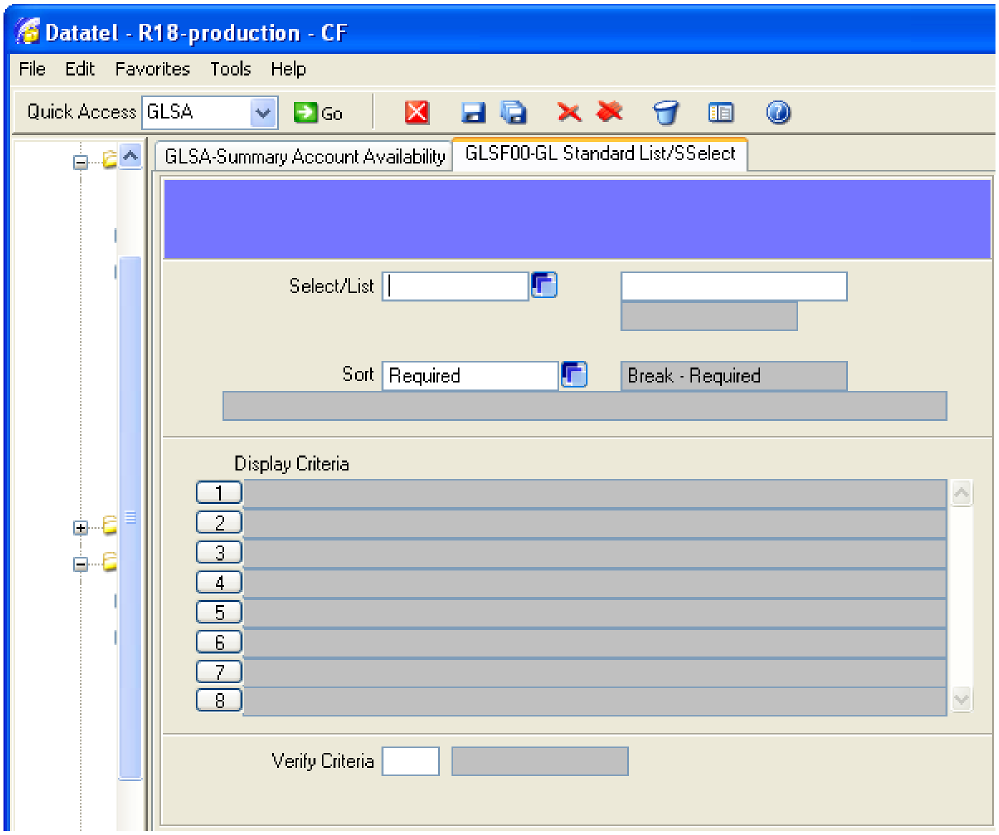


FISCAL YEAR: Select the fiscal year you wish to report on.

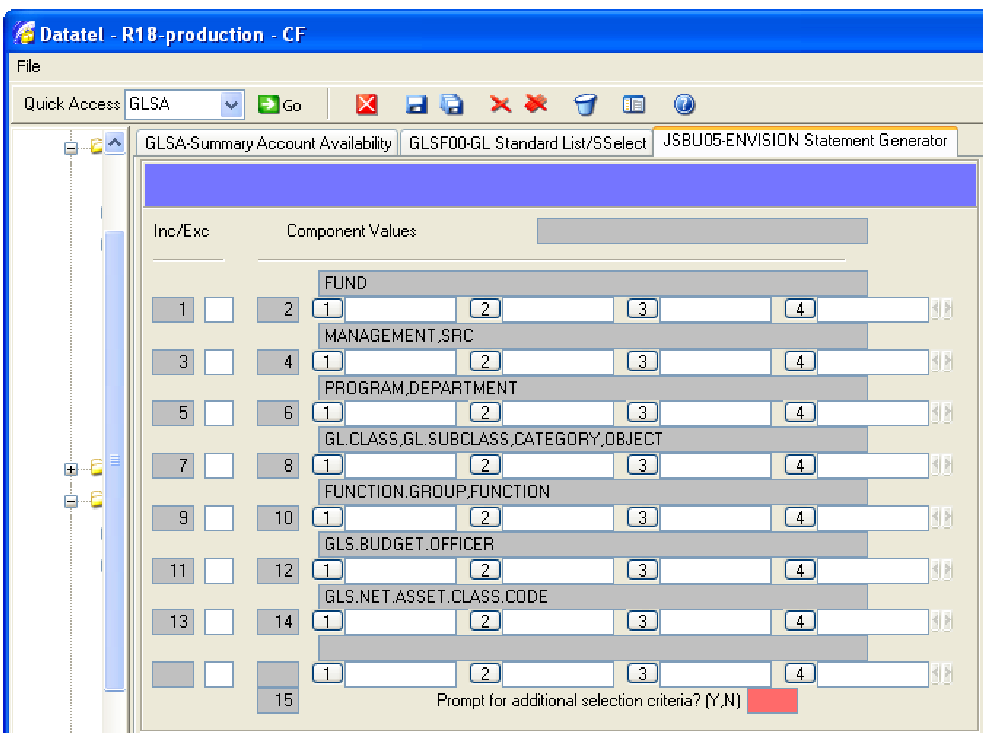
CALENDAR ENDING MONTH OF: Select the appropriate calendar month. By entering a 6 (June), you will always get the current up to date information.

INCLUDE ACCOUNTS THAT HAVE: It is recommended to run this report for all account statuses. To do this, enter an A in this field. This will allow you to view all of the accounts regardless of their account status. If you want very specific information, use the ? icon or Help on the top Menu to find out more about the other codes available. For example, by entering an E, the report will show all accounts that have exceeded the allocated budget.

GL ACCOUNT DEFINITION: This field allows you to define the account number(s) you wish to run a report on. To define the account numbers, hit F2 or use the drill down. This will take you to the FLSF00-GL Standard List/S Select screen shown below.



SELECT/LIST: To select the account(s) that you wish to be listed on your report, hit F2 or use the drill down. This will take you to the following screen.



INC/ENC COLUMN: In the first column you must decide whether you will be including or excluding specific GL component values for your report. Enter an I to include or an E to exclude a component value.

COMPONENT VALUE: Enter the component value for each category.

There are 5 GL component categories; fund, source, department, object, and function. They are listed in the exact order as they appear in your GL accounts. Each main GL component may have more than one subcomponent. For example, the second GL component is made up of two subcomponents (Management and Source).

Example reports:
To get a report of the Controller's Office (department 66011) and in fund 1, enter the following:

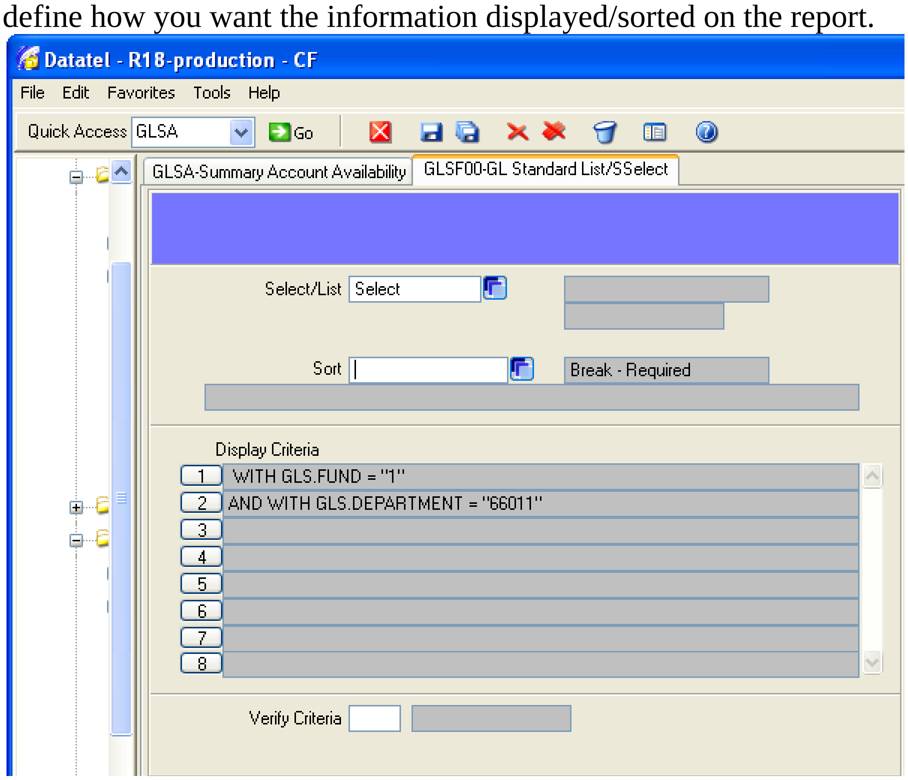
Enter an I in field 1 to include the fund component.
Enter the number 1 in field 2 to define the Fund Component Value.
Enter an I in field 5 to include the department component.
Enter the number 66011 in field 6 to define the Department Component Value.

To get a report of all accounts that have a source code beginning with a 4.

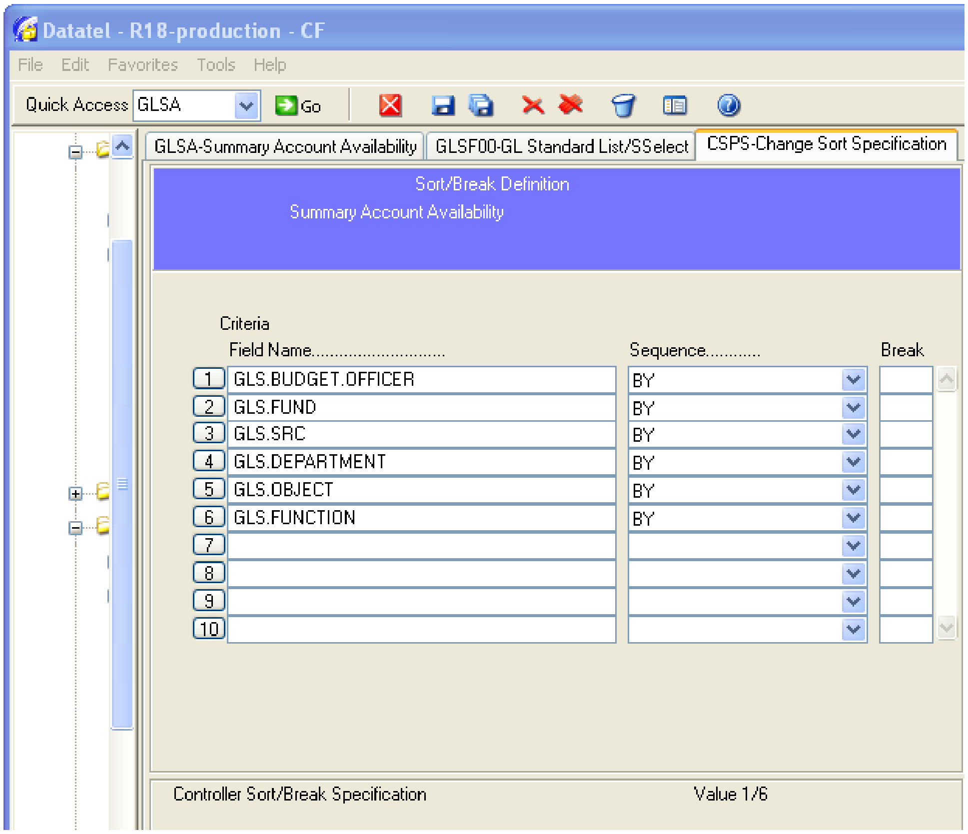
Enter an I in field 3 to include the source component.
Enter the number 4 in field 4 to define the Source Component Value.

PROMPT FOR ADDITIONAL SELECTION CRITERIA: Enter "n".

Then save and update this screen. This will take you back to the previous screen so you can define how you want the information displayed/sorted on the report.



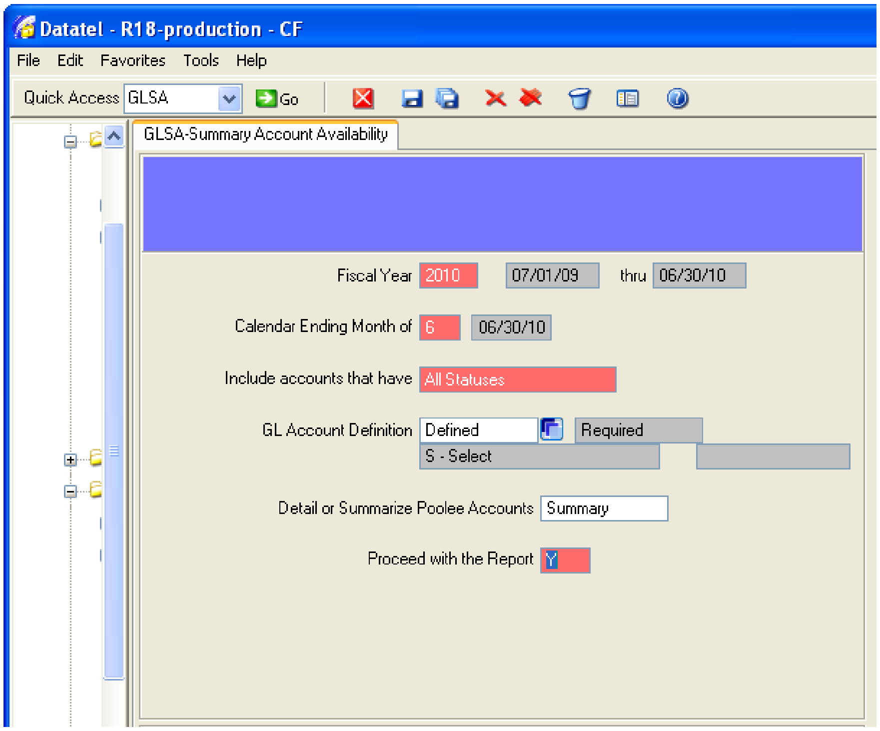
SORT: You must define sort criteria. To define how you want the report to be sorted hit F2 or use the drill down.



Reports can be sorted by any GL component value. It is generally recommended to sort by department or by source depending on your selection criteria. To select the GL component to sort by, enter a Y in the field next to the GL component. You can select more than one GL component.

Save and Update the sort criteria. This takes you back to the GLSFOO-GL Standard List/Select screen.

Save and Update again. This will take you back to the GLSA-Summary Account Availability screen.

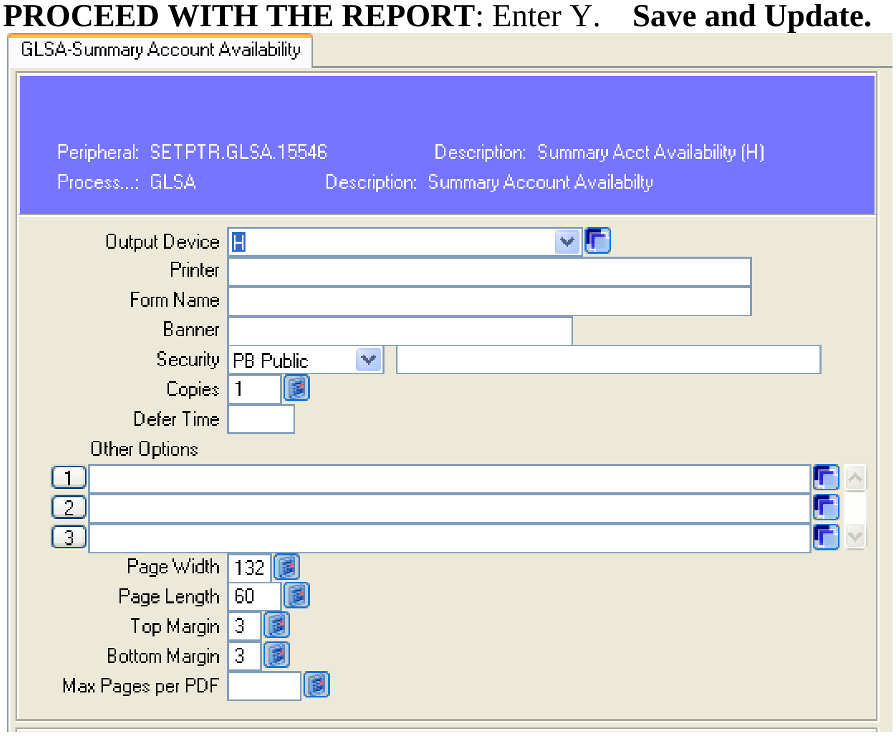


DETAIL OR SUMMARIZE POOLEE ACCOUNTS: Enter D to run the report in detail or enter S to run the report in summary.

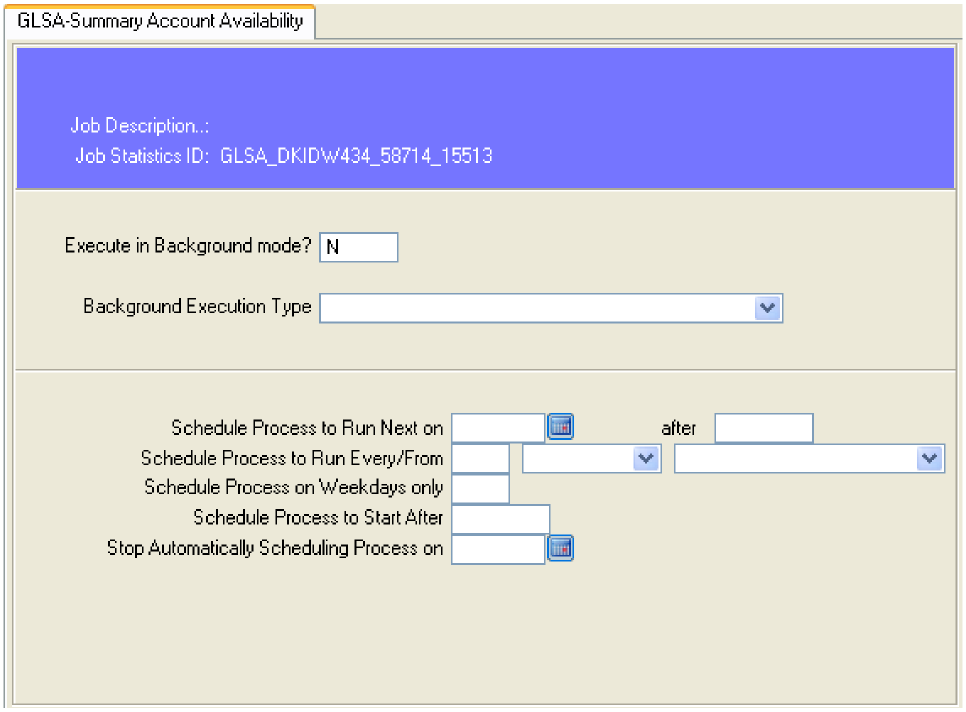
Detail – A detail report will show totals for each poolee account.

Summary – A summary report shows totals for each umbrella account.

PROCEED WITH THE REPORT: Enter Y. **Save and Update.**

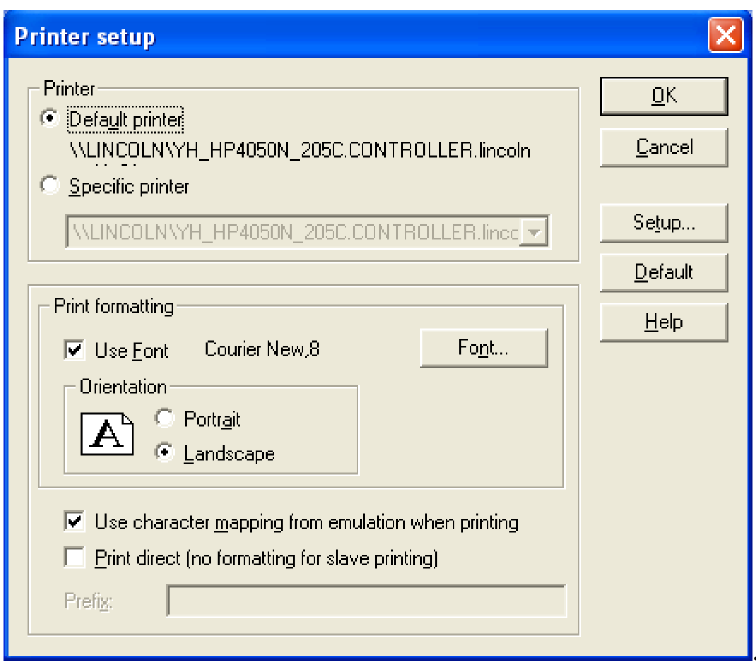


Enter H as the **output device** to view the report on-screen. **Save and Update**.



EXECUTE IN BACKGROUND MODE: Leave this as N. **Save and update**.

The report should be displayed on screen. To print the report, use the printer icon at the top of the screen. Be sure to select landscape and use font fields under the printer setup as shown below.



To get the report to print correctly, you must select the printer formatting as shown here.

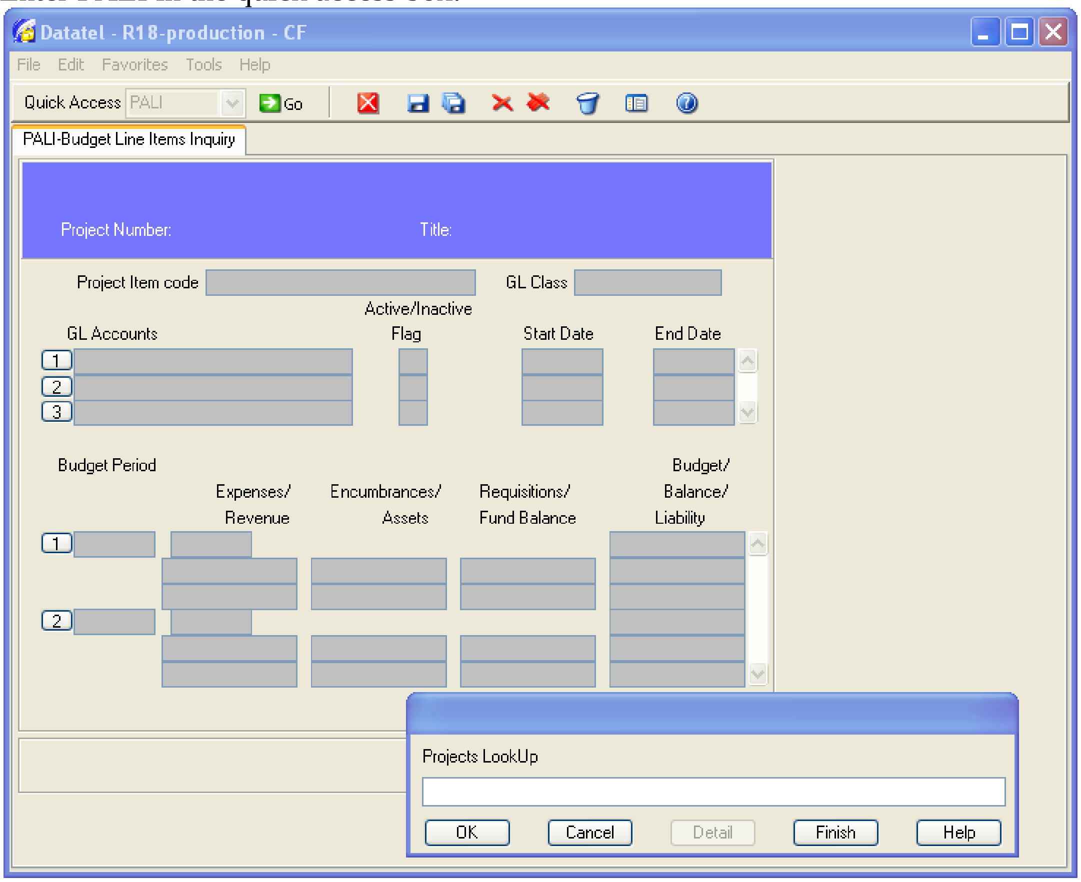
Use the red X icon to close the window if you do not want to print the report, or if you are finished printing the report.

PROJECT BUDGET INQUIRY

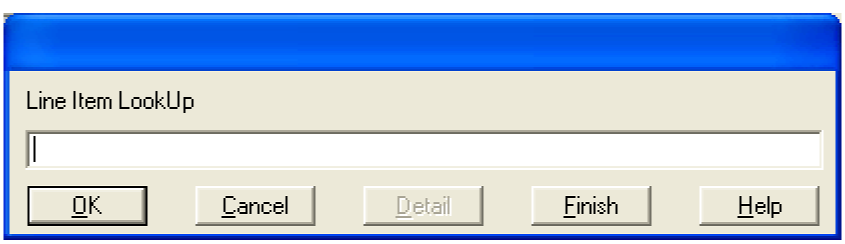
PALI – (Budget Line Item Inquiry).

The PALI report shows the project budget for each line item code for a specific project.

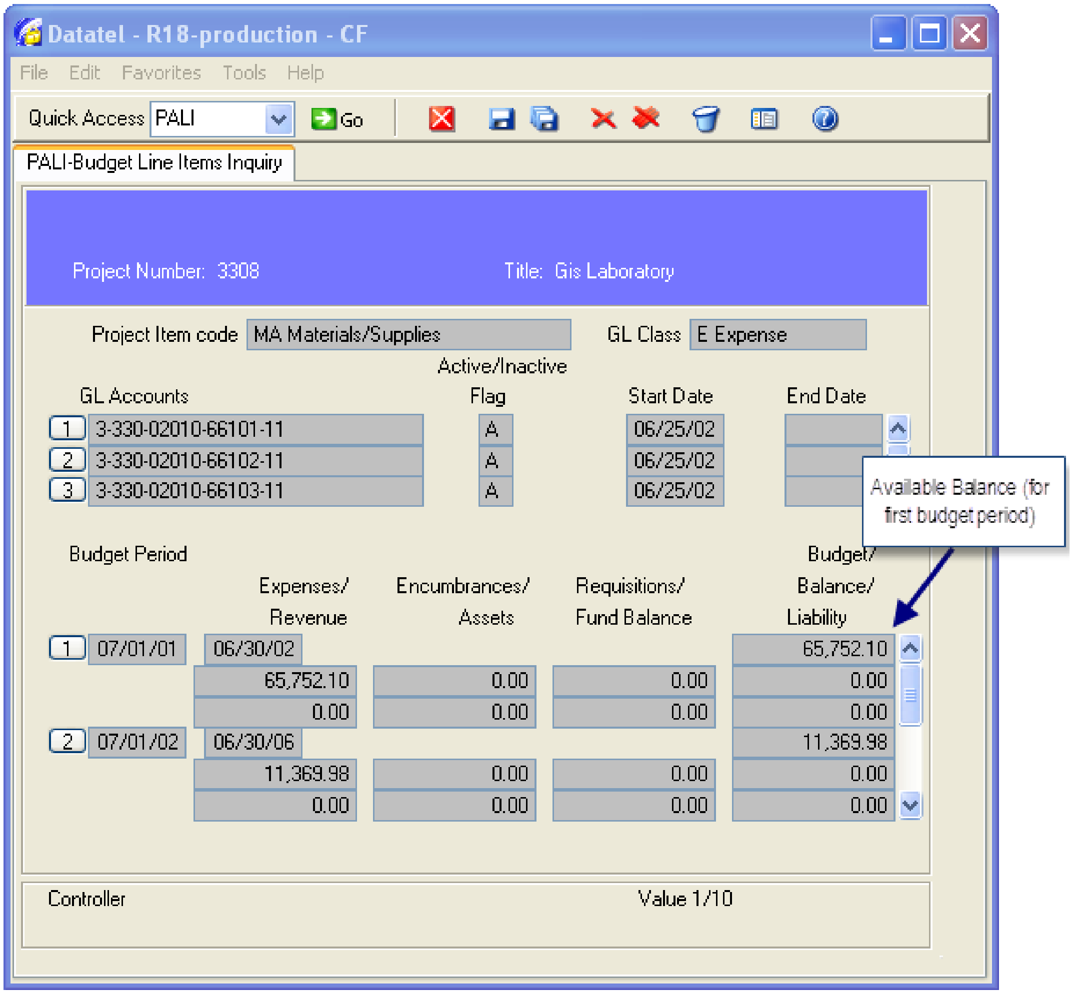
Enter PALI in the quick access box.



PROJECTS LOOKUP: Enter the project number that you wish to review or enter "…" to select from a resolution screen.



LINE ITEM LOOKUP: Enter the line item code that you want to review or enter "…" to select from a resolution screen. (Example of a line item code is EQ for equipment).



Project Item Code: The project item code is similar to the umbrella/control account in the general fund.

GL Class: Identifies the type of accounts that are tied to the Project Item Code.

GL Accounts: This section lists all of the accounts tied to the Project Item Code you selected.

Active/Inactive Flag: Displays whether the account number is active (available for use) or has been inactivated.

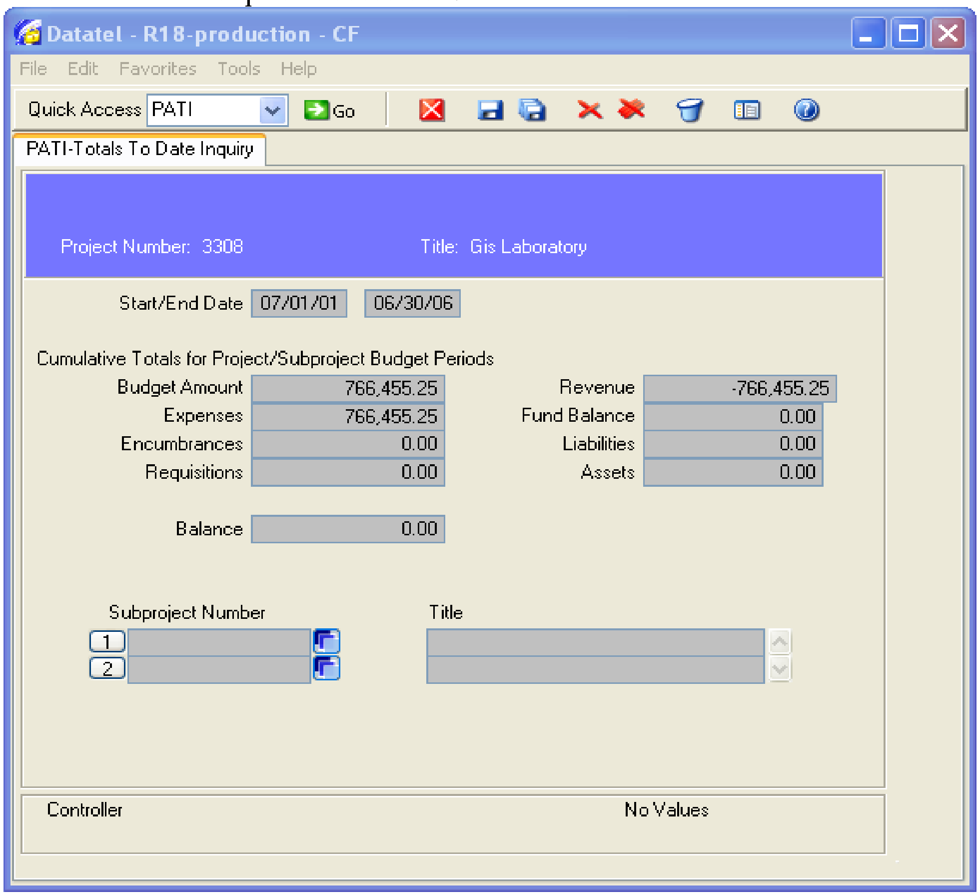
Start and End Dates: The start and end dates relate to the date at which the account became active/inactive.

For each budget period the following are given
Row 1: Budget Period Begin and End Dates and Budget Available
Row 2: Expenses, Encumbrances, Requisitions, and Available Balance
Row 3: Revenue, Assets, Fund Balance, and Liability.

If the available budget is negative for the current budget period, you must submit an approved budget revision to the Grant Accounting Office.

PATI – (Totals To Date Inquiry)
This screen gives the total available budget, expenses, encumbrances, outstanding requisitions and the available balance for the entire project to date.

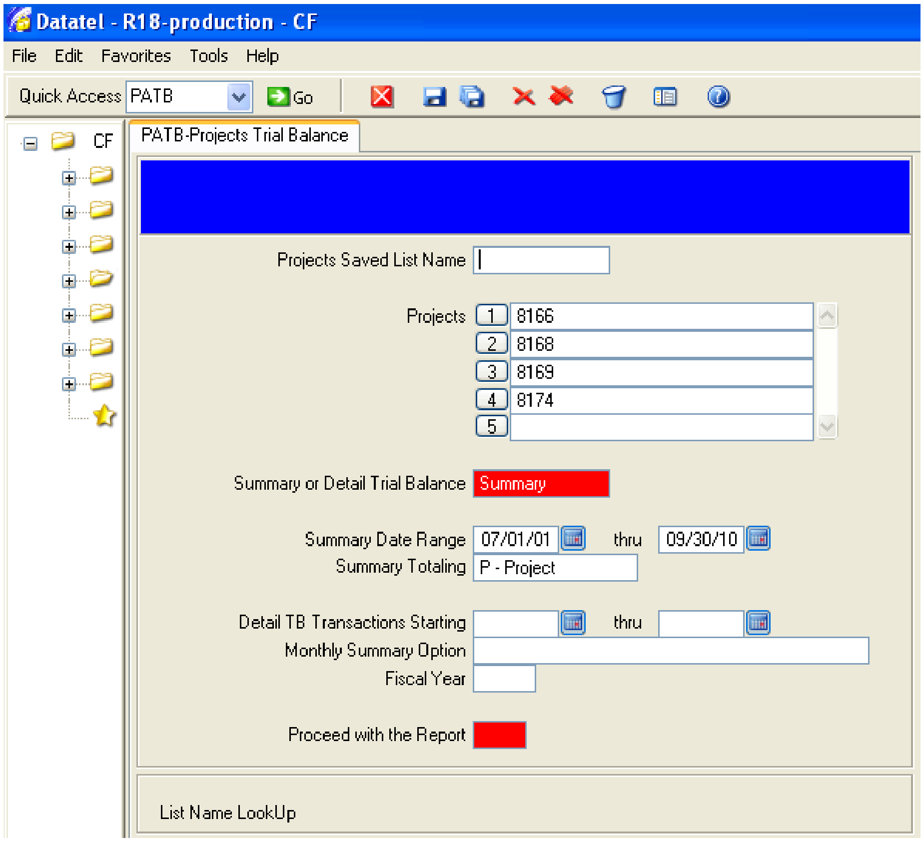
Enter PATI in the quick access box.



PROJECTS LOOKUP: Enter the project number you want to review or enter "…" to choose your project from a resolution screen.

PATB - (Project Trial Balance)
This is a report that can be run in detail or summary for one or many projects for a specific period of time. It includes the receivable balance, deferred revenue, revenue, and expenditures by line item code.

Enter PATB in the quick access box.



Projects: Enter project numbers.

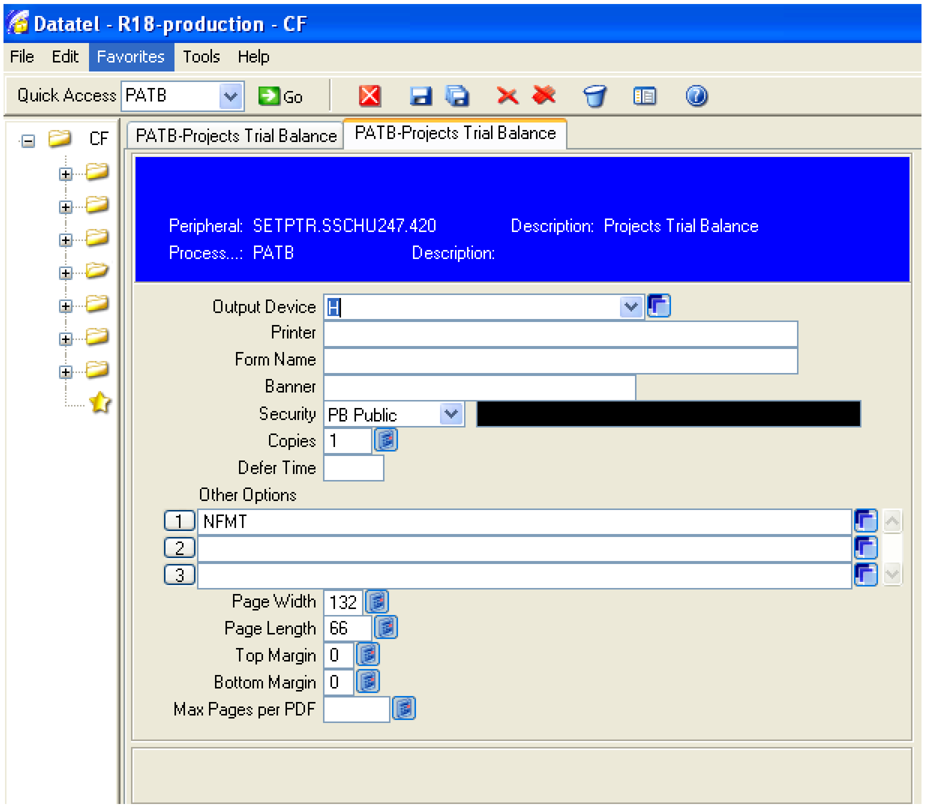
Summary or Detail Trial Balance:

Summary Date Range: Enter the date range
Summary Totaling: You can run this with a summary by
P- Project
M-Month
F-Fiscal year

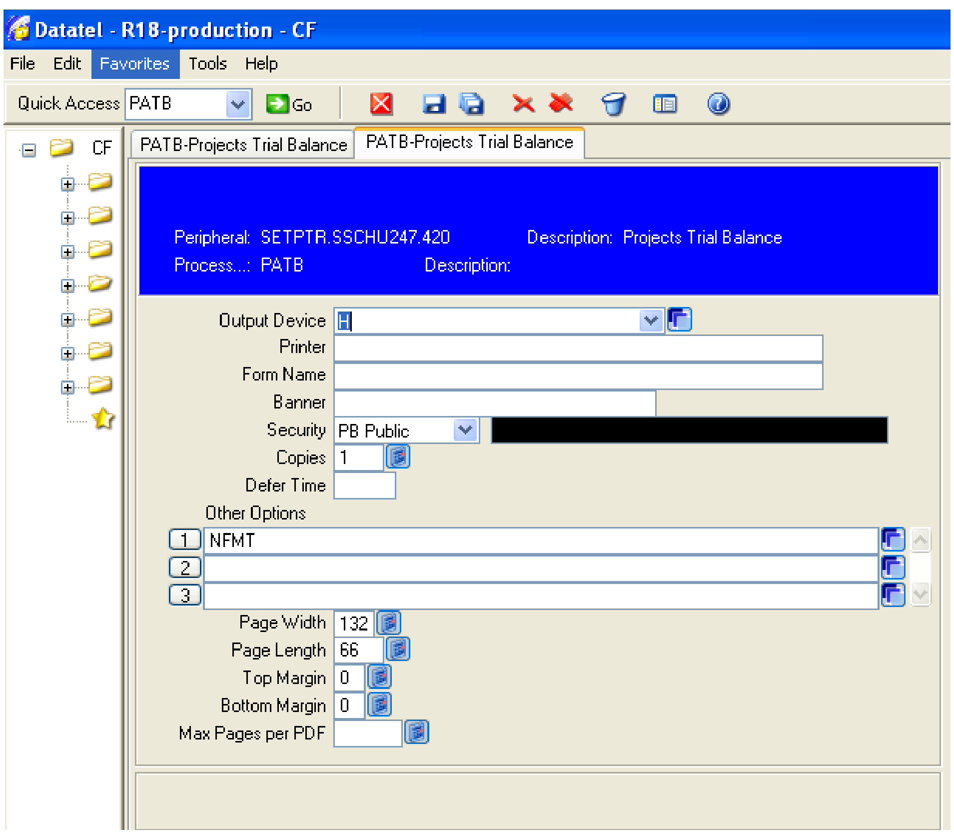
Detail TB Transactions Starting: Enter the date range
Monthly Summary Option: You can run this by
S- Summaries only
N-No monthly summaries
P- Prior month summaries

Fiscal Year: Optional – you can enter a fiscal year here if the date range entered above is in a state fiscal year (July 1-June 30).

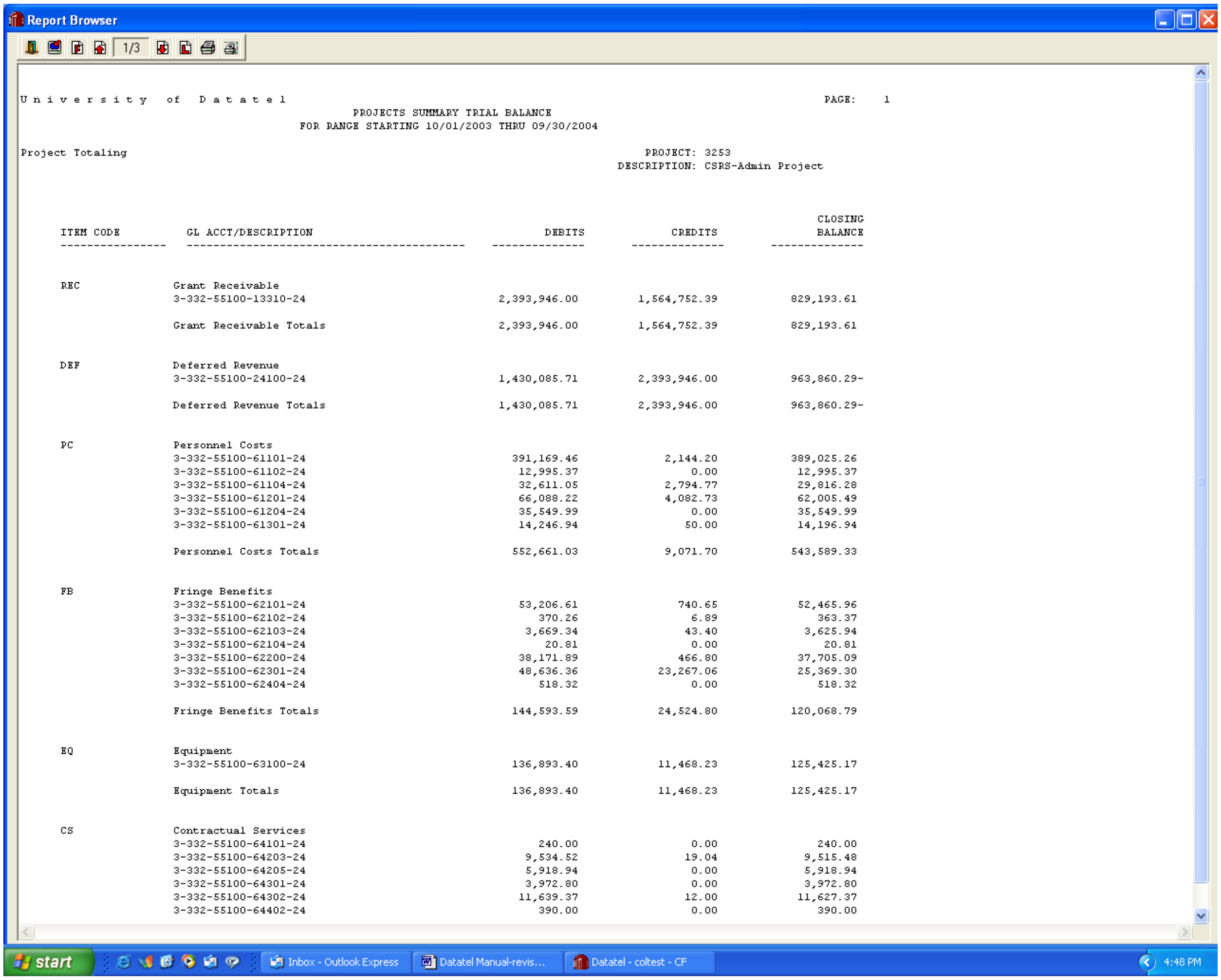
Proceed with the Report: Enter Y if you are ready to run the report. **Save and Update**



Output Device: Make sure that this is set to H (hold). **Save and Update**



Save and Update. Your report will be processing and will show the following type of report.



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PROJECTS SUMMARY TRIAL BALANCE
FOR RANGE STARTING 10/01/2003 THRU 09/30/2004

Project Totaling

PROJECT: 3253
DESCRIPTION: CSRS-Admin Project

ITEM CODE	GL ACCT/DESCRIPTION	DEBITS	CREDITS	CLOSING BALANCE
REC	Grant Receivable			
	3-332-55100-13310-24	2,393,946.00	1,564,752.39	829,193.61
	Grant Receivable Totals	2,393,946.00	1,564,752.39	829,193.61
DEF	Deferred Revenue			
	3-332-55100-24100-24	1,430,085.71	2,393,946.00	963,860.29-
	Deferred Revenue Totals	1,430,085.71	2,393,946.00	963,860.29-
PC	Personnel Costs			
	3-332-55100-61101-24	391,169.46	2,144.20	389,025.26
	3-332-55100-61102-24	12,995.37	0.00	12,995.37
	3-332-55100-61104-24	32,611.05	2,794.77	29,816.28
	3-332-55100-61201-24	66,088.22	4,082.73	62,005.49
	3-332-55100-61204-24	35,549.99	0.00	35,549.99
	3-332-55100-61301-24	14,246.94	50.00	14,196.94
	Personnel Costs Totals	552,661.03	9,071.70	543,589.33
FB	Fringe Benefits			
	3-332-55100-62101-24	53,206.61	740.65	52,465.96
	3-332-55100-62102-24	370.26	6.89	363.37
	3-332-55100-62103-24	3,669.34	43.40	3,625.94
	3-332-55100-62104-24	20.81	0.00	20.81
	3-332-55100-62200-24	38,171.89	466.80	37,705.09
	3-332-55100-62301-24	48,636.36	23,267.06	25,369.30
	3-332-55100-62404-24	518.32	0.00	518.32
	Fringe Benefits Totals	144,593.59	24,524.80	120,068.79
EQ	Equipment			
	3-332-55100-63100-24	136,893.40	11,468.23	125,425.17
	Equipment Totals	136,893.40	11,468.23	125,425.17
CS	Contractual Services			
	3-332-55100-64101-24	240.00	0.00	240.00
	3-332-55100-64203-24	9,534.52	19.04	9,515.48
	3-332-55100-64205-24	5,918.94	0.00	5,918.94
	3-332-55100-64301-24	3,972.80	0.00	3,972.80
	3-332-55100-64302-24	11,639.37	12.00	11,627.37
	3-332-55100-64402-24	390.00	0.00	390.00

You have the option to print the report or page through the report on the screen. This report can be run as often as needed.

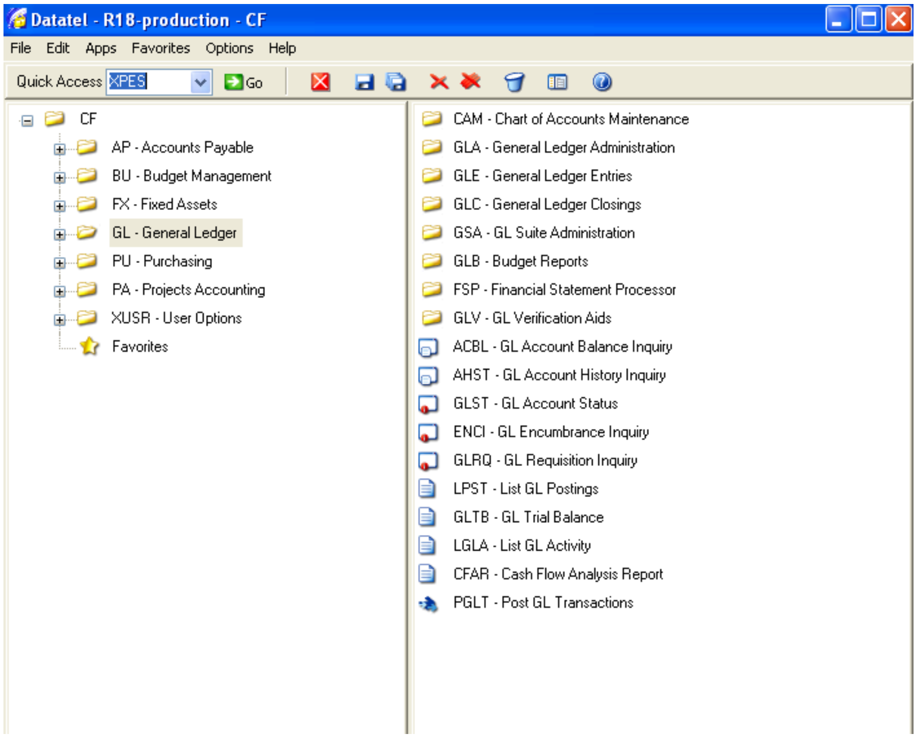
To exit the report, use the red X icon.

XPES – (Project Expenditure Summary Report)

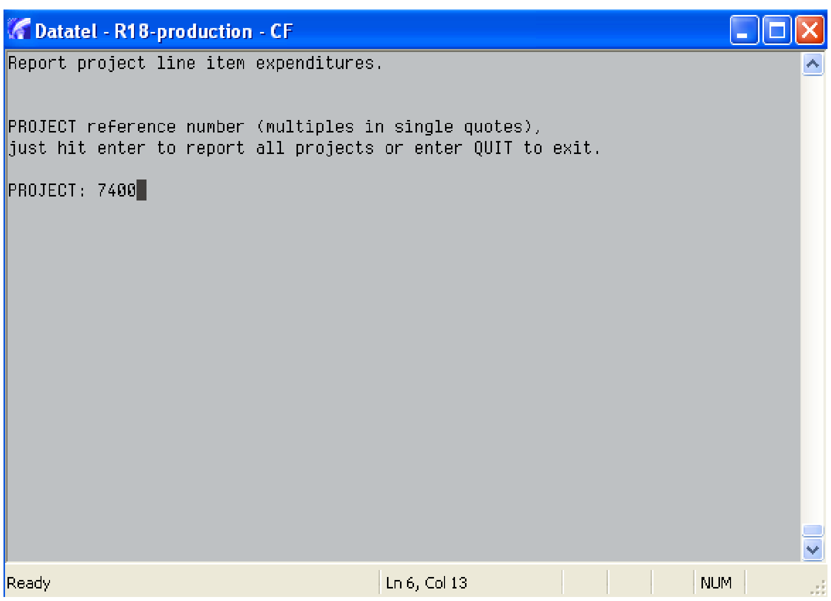
This is a report that can be run quickly to give you summary budget information for the entire project period. Please note that it will not break down by budget period.
It includes the following information for each line item:

- Current Budget
- Expenses
- Encumbrances
- Requisitions
- Balance Available

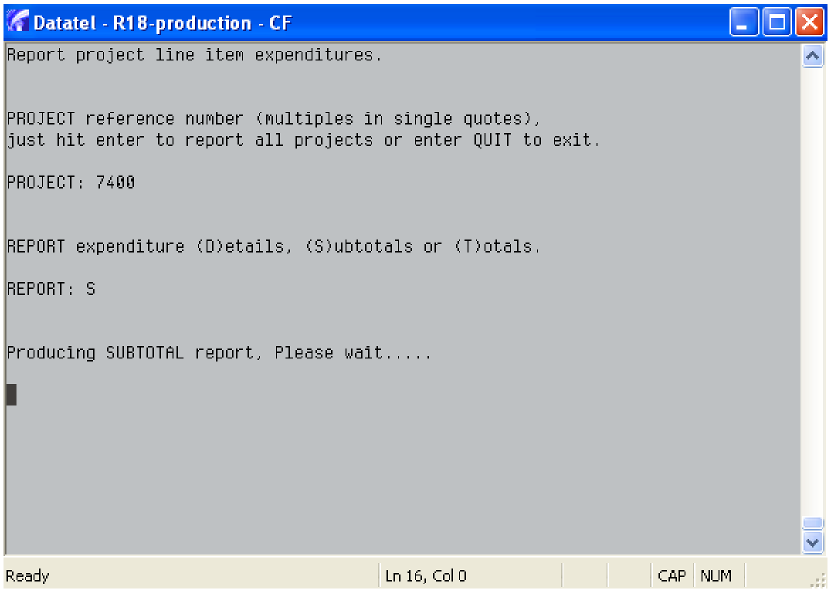
Enter XPES into the quick access box.



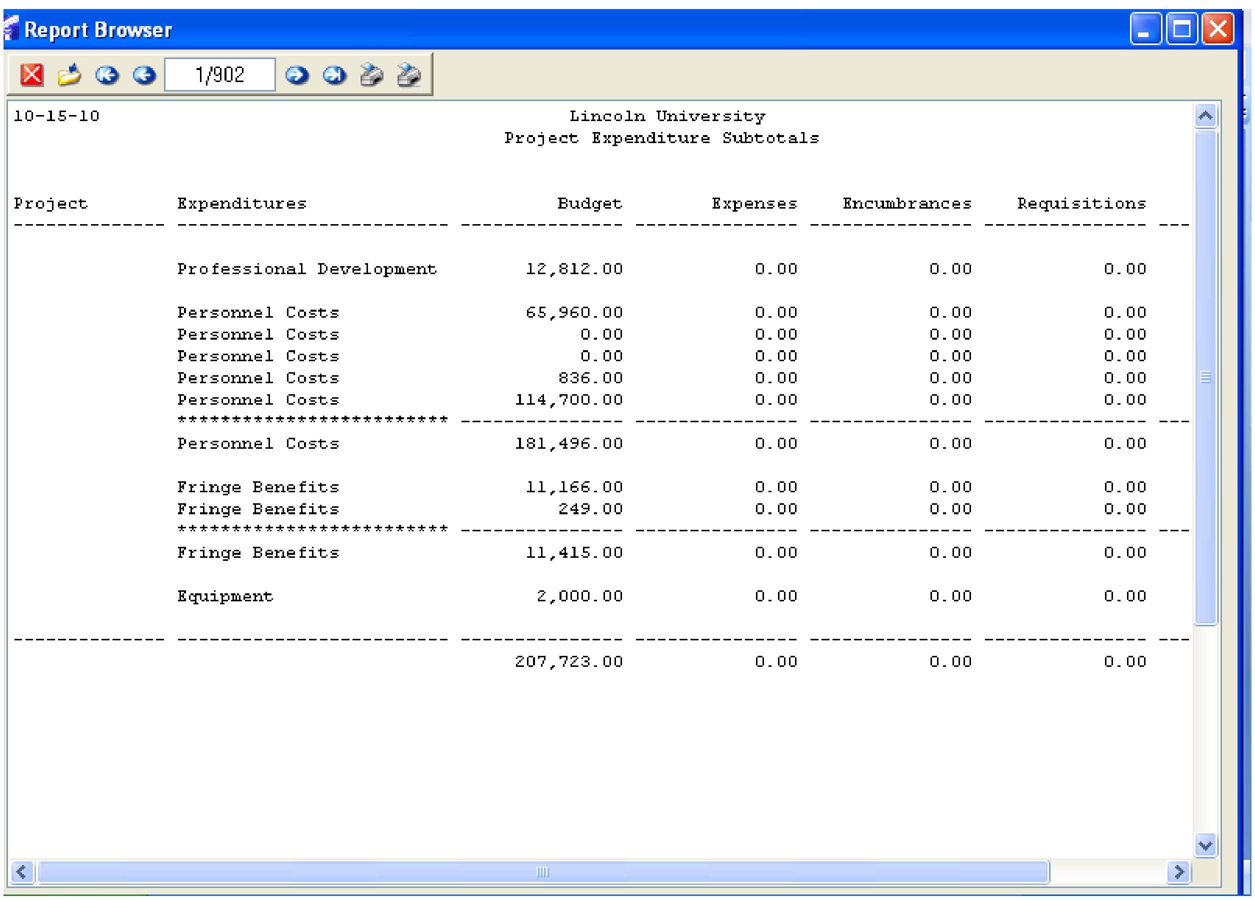
A gray box will then pop up. Type in your Project Number then hit enter.



For REPORT: Type in S (for subtotal) then hit enter.



Then your report will pop up on the screen ready to print.



CHAPTER 5: REQUISITIONS

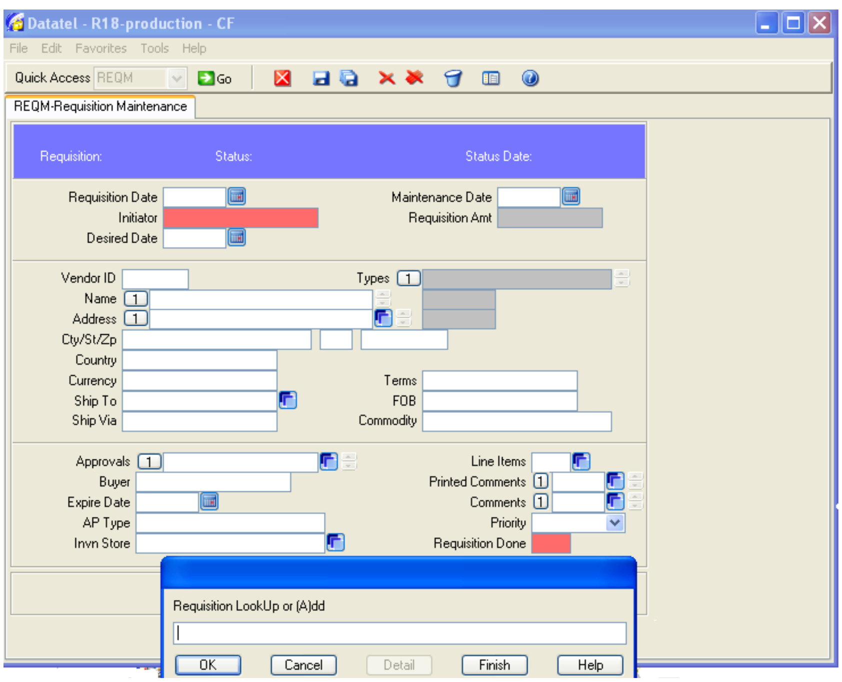
Requisitions are the means by which departments enter purchasing requests. Lincoln University requires online approval of all requisitions as defined by general ledger account structure and by individual authority within the institution.

The requisitioning process is made up of two steps: checking for available budget and creation of a requisition. The following are the screens that will be used to accomplish the requisitioning process.

REQM	**Requisition Maintenance**	General information applicable to the entire order (requisitioner fills in the information)
RQIL	**Requisition Item List**	summary screen listing all items on the requisition (this is an auto-fill screen, requisitioners do not enter anything on this screen)
RQIM	**Requisition Item Maintenance**	Where one (1) item description is listed, as well as the general ledger account number to which this item is to be charged

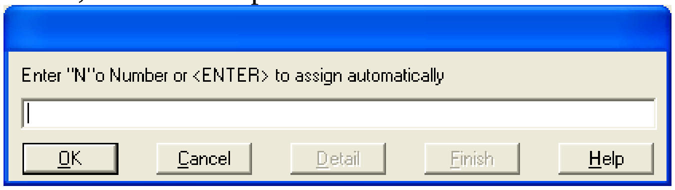
REQM (REQUISITION MAINTENANCE)

To create a requisition, type REQM in the quick access box and hit enter.

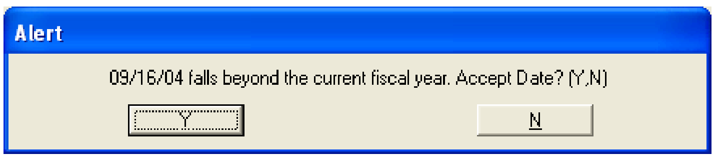


At the **lookup bar**, enter "A" to add a requisition or enter a lookup search string to review a pending requisition (See requisition lookup shortcuts in the Requisition Inquiry Section). Click OK.

Colleague is set to assign requisition numbers automatically. At the next two prompts as shown below, click OK to proceed.

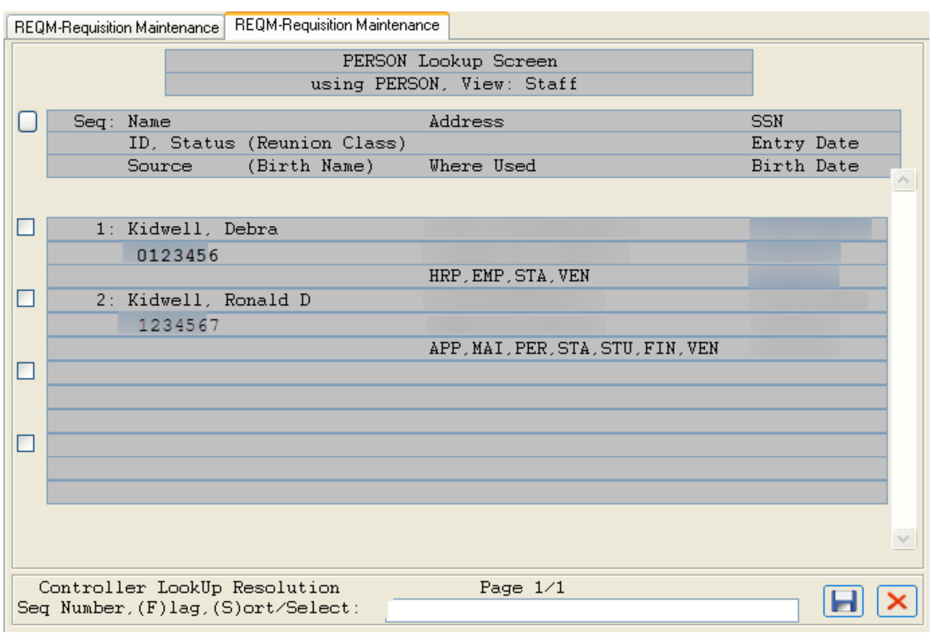


You may also get an Alert message regarding the date. If the prior month has not been closed, this message will appear. Click Y to continue.



REQUISITION DATE: This is the date the requisition is added to the system. Always leave this as the current date unless instructed otherwise by Purchasing or Accounting.

INITIATOR: Enter your user ID. If you do not know what your user ID is, type your name in this field and hit enter. This will take you to a resolution screen listing all individuals that match what has been typed in. Select your name from the list. Your user ID is the number directly under your name on the resolution list.



DESIRED DATE: The date materials are needed. This information will print on the PO so please use a realistic date to allow sufficient time for your requisition to be approved and for Purchasing to process your order. You may leave this field blank.

VENDOR ID:
If you know the Vendor number, type the number into the Vendor ID field. The name, address, city, state, and zip code fields will automatically populate based on information in the vendor file.

If you do not know the Vendor number, you may look up the Vendor using the Vendor Lookup Shortcuts listed below. Enter one of these shortcuts into the Vendor ID field. You will get a resolution screen. From this resolution screen, choose the vendor you wish to use. This will automatically populate the name, address, city, state, and zip code fields.

- If the vendor you wish to use is found, but the address is not correct, use the drill down feature next to the address field. Many vendors have multiple addresses.

- If the vendor you wish to use cannot be found or does not have a vendor number assigned, type the vendor name, address, city, state, and zip code in the appropriate fields provided. If available, include a web address, phone number and/or tax number in the comments field.

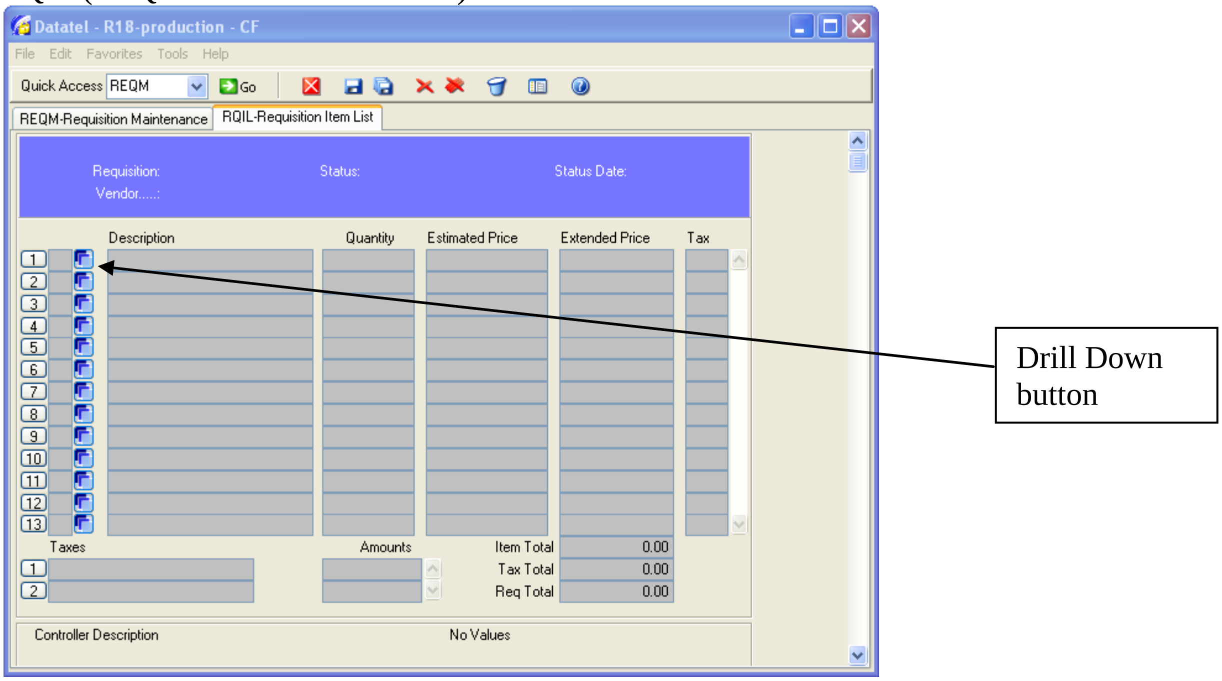
VENDOR LOOKUP SHORTCUTS

To select a vendor by Vendor ID# or Datatel ID#	81099
To search by Vendors Complete Name	DATA COMM
To search by part of vendor's name (min of 2 letters)	DA
To search by person's name	JOE SMITH or SMITH,JOE

SHIP TO: Always verify the Ship To Code. The default is set to Shipping and Receiving - Main Campus. If appropriate, select another ship to code by entering "…" in this field.

LINE ITEMS: To enter your first item, click on the Drill Down button or hit (F2) to get to the RQIL screen.

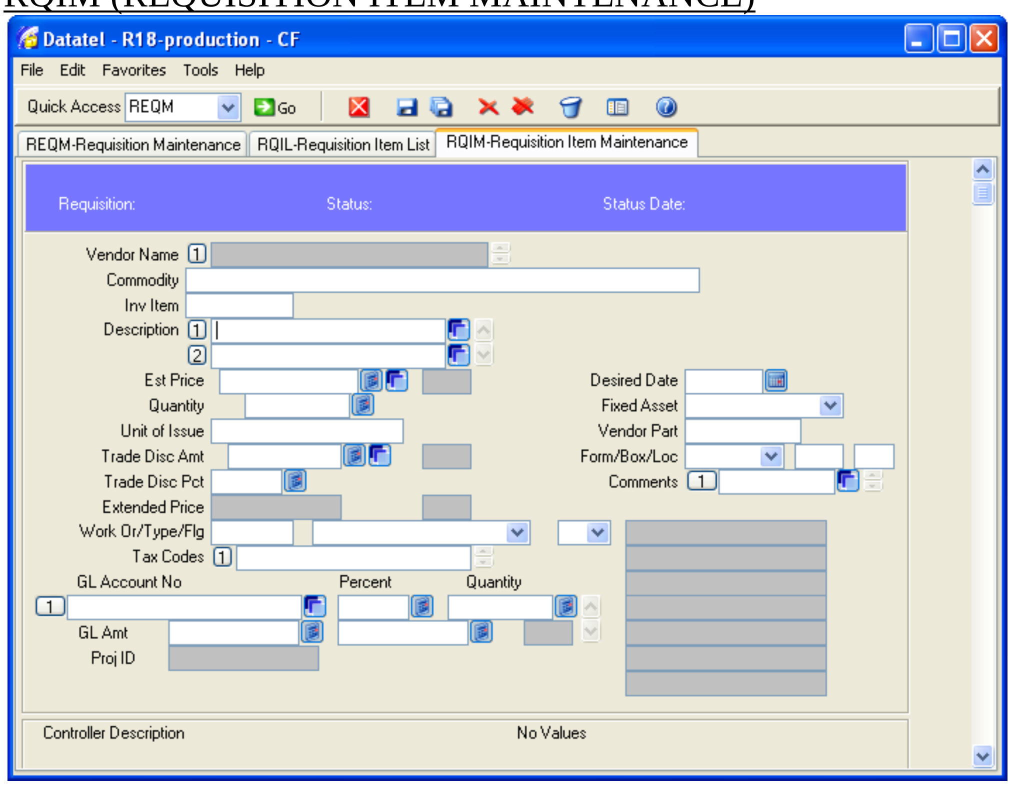
RQIL (REQUISITION ITEM LIST)



This is a summary screen listing all items on the requisition. **This is an auto-fill screen.** You <u>do not</u> enter any information on this screen.

To enter your first item, click on the Drill Down button on line 1 or hit (F2). This will take you to the RQIM screen to enter your first item.

<u>RQIM (REQUISITION ITEM MAINTENANCE)</u>



DESCRIPTION:

Use this field to enter a description of the item being ordered. Only one item can be entered per RQIM screen. For extended descriptions that will not fit on the first line, drill down to open a larger description box. **Recommended descriptions for supply orders, travel reimbursements, registrations, lodging, etc. are provided later in this document.**

If you are requesting a Blanket Purchase Order, "BPO" or "Blanket Purchase Order" should be included in the description. Use the remaining lines to describe the purpose of the Blanket Purchase Order in as much detail as possible. Purchasing will determine whether or not a BPO is appropriate for the situation.

If you have attachments that need to go with the requisition you are entering, please e-mail those attachments to purchasing@lincolnu.edu with the Requisition number and Vendor on the subject line. This includes, but is not limited to, quotes, contracts, registrations, and memberships.

EST. PRICE: Enter the UNIT price of the item.

QUANTITY: Enter the number of items to order.

UNIT OF ISSUE: Enter the Unit of Issue code such as BX for box in this field. To get a comprehensive list of all Unit of Issue codes, type "…" in this field. Then choose the appropriate Unit of Issue code from the resolution screen.

EXTENDED PRICE: This is a calculated field.

GL ACCOUNT: Enter the 16-digit account number to charge this item to. If you do not know the full account number, you can enter "…department # …" to pull up your authorized general ledger accounts. Select the proper GL account number from the resolution screen to charge the item to.

DO NOT USE ACCOUNTS WITH A DESCRIPTION BEGINNING WITH THE WORD "UMBRELLA…" The umbrella accounts are specifically used to house the budget only. You cannot process a requisition against an umbrella account. Datatel has been configured in a manner that these requisitions will never be in an outstanding status and therefore will never be processed by Purchasing into a purchase order.

NOTE: Lincoln University's capitalization policy says that physical items costing $1,000 or greater are to be considered equipment. If the physical item that you are purchasing will cost $1,000 or more, use an object code in the Equipment category. These object codes begin with the numbers 63. If the item is less than $1000, use object codes beginning in 66 for consumable supplies.

NOTE: If the account number on your requisition relates to a project or grant and begins with a 3, you will be prompted to select the project or grant to charge the expense to. You must select a project number from the resolution screen. This project number will then *appear in the Proj ID field on the requisition. Failure to select a project number will result in improper posting of accounting transactions.*

NOTE: A shortcut for multiple item requisitions: If you want to charge item 2, for example, to the same general ledger account number as item 1, insert the @ symbol in the "GL Account No" field. The @ symbol always brings up the last entry in that field.

NOTE: If an account number that you would like to use is not listed or is not available, please contact the Accounting Office to have this object code added.

NOTE: If an account number that you would like to use shows a negative balance, save all of the work that you have done without using an account number. You must then do a budget revision. When funds are available, return to the requisition and complete it.

PERCENT/QUANTITY/GL AMT: These fields will default to 100% of the extended price if you hit enter. However, if a line item is to be distributed to multiple GL account numbers, fill in the appropriate amount in the percent, quantity, or GL amount field for each line. NOTE: The total distribution of all of the GL numbers must total 100%.

FORM/BOX/LOC: This field is used to designate 1099-MISC tax information. If you are requested to complete this information use the following as a guide. If you are still unsure, please contact the Accounting Office to determine what to enter.
Enter a 7 in the box field if this is a payment on contractual services, stipend, or honorarium.

IF YOU WOULD LIKE TO ENTER ANOTHER LINE ITEM …
Hit F10 or Click save and update.
This will give you another blank RQIM screen to enter your second item.

IF THIS IS THE ONLY ITEM YOU WISH TO ORDER …
Hit F9 or Click save and update. (This will give you another blank RQIM screen. Use the single X to close this screen).
This will take you back to the RQIL screen. Review the RQIL for accuracy.
If correct, Hit F9 or click save and update to get back to the RQIM screen.
If a line is incorrect, drill down on the line item you wish to change, make the change, and save and update.

PRINTED COMMENTS: This field is used primarily by Purchasing. These comments will print on the purchase order. Items that could be entered here include the quote number and contact, a contract reference, or information that needs to be conveyed to the vendor.

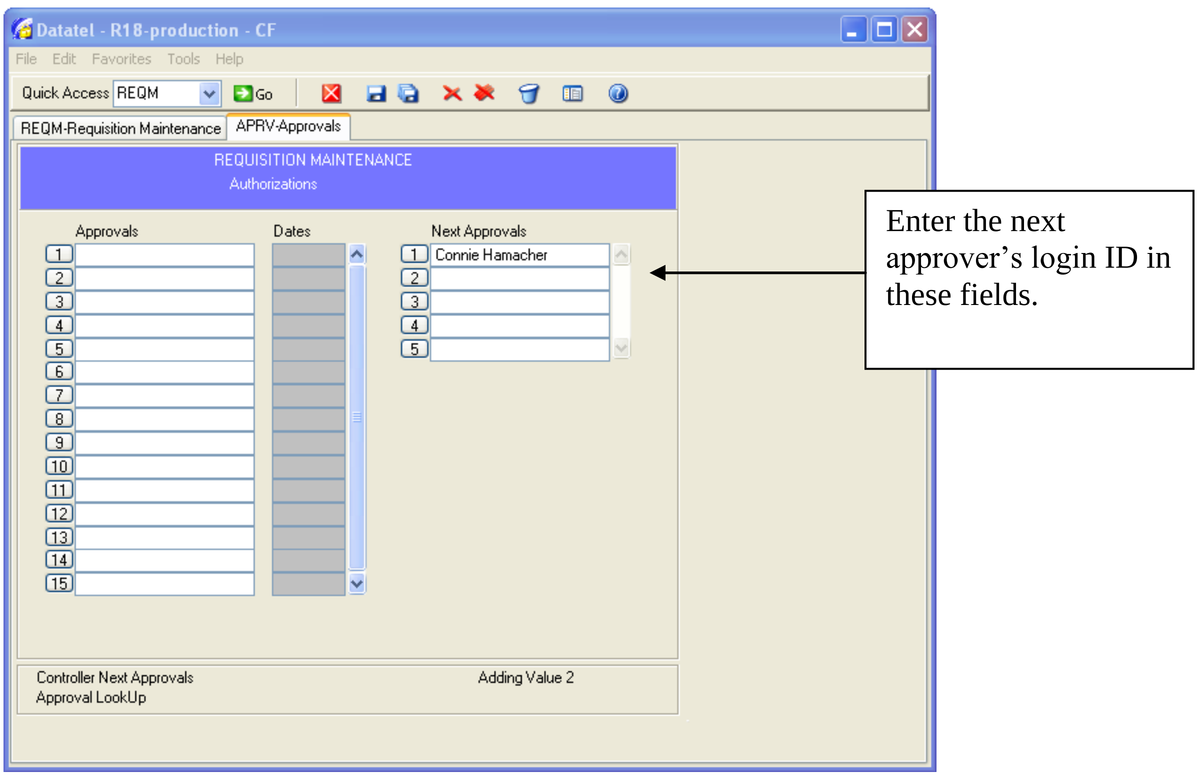
COMMENTS: The comments field is used to convey information to Purchasing and/or the Requisition approvers. Comments include items such as:

- Where the items are to be delivered to (name, campus phone #, campus address)
- Information regarding the item being purchased
- Special order specifications
- Notes to Purchasing (i.e. "…item has already been received. Please do not reorder")
- Notes about attachments/supporting documentation (e-mail attachments to purchasing@lincolnu.edu with the Requisition number and Vendor on the subject line).
- Justifications if required

If you are finished entering all of the line items necessary and are ready to complete the requisition, there are two final steps: 1) Entering the approvals and 2) Marking the requisition as done.

If however, you want to continue entering line items at a later time or day, DO NOT enter any approvals or mark the requisition as done, simply save and update from this screen and get your requisition number. You may bring this requisition up at a later time and complete it.

APPROVALS: DO NOT put approvals in until you are sure that you have completely finished the requisition. To enter approvals, detail (F2) in the Approvals field on the REQM screen. This will bring you to the APRV screen as shown below.



In the Next Approvals section enter the login ID of the GL class approver. The GL class approval is based on dollar amount and account number security. If you do not know the login ID of the next approver, you can enter "…". Select the appropriate approver from the resolution screen. You must enter at least one GL Class Approval for every requisition. If no approver is entered, the requisition will not get approved and will not be turned into a purchase order. Entering an approver sends the document to the approvers APRN screen so that the next approver will be notified of requisitions pending their approval.

If your requisition is related to any of the following purchases, you must also enter a Policy Class Approval. A Policy Class Approval is based on the type of item being purchased or the object code used. This is in addition to the GL Class approval login ID set up for each department. Your requisition will not be processed into a purchase order if this step is not completed.

- Computer Equipment, Software, & Supplies
- Airline Travel/CC
- Scholarships
- Capital or Building Improvements
- Projects/Grants & Contracts

Please see Appendix C for a detailed listing policy classes, object codes, and the associated approver.

You must enter at least one GL class approver (i.e. your Director or Department Head) and if appropriate a Policy class approver (i.e. CAMP0358 for computer equipment). We do not recommend entering more than one GL class approver. It should be the Next Approver's responsibility to enter another GL class approver if it is required.

REQUISITION DONE: YOU MUST ENTER APPROVALS BEFORE YOU MARK THIS FIELD "Y" FOR DONE. THIS FIELD MUST BE MARKED "Y" BEFORE THE REQUISITION CAN BE PROCESSED INTO A PURCHASE ORDER.

You are now finished entering your requisition, click save and update or hit F9. Datatel will then assign your requisition a number. There are various ways in which to retrieve your requisition number and information. See the section on Requisition Inquiry for more details.

SUGGESTED DESCRIPTIONS FOR REQUISITIONS

Listed below is suggested language for the Description lines on a requisition. By following these guidelines, Purchasing, Shipping & Receiving, Accounts Payable and the vendor will be able to process your request more efficiently.

Supply order:	Item or catalog number Brief description Color selections, Sizes and other appropriate details
Travel Reimb:	Travel Reimbursement Date of travel Destination of travel
Cash Advance:	Cash Advance Date of travel Purpose of cash advance
Registrations:	Name of event Date of event Brief Description Last, First name of registrant
Lodging:	Date of lodging – Last, First name of lodger Specifically what is covered (Room only) Purpose of lodging Confirmation number (if available)
Stipends:	Period covered by stipend (e.g. Fall 2010) Name of stipend being received
Honorariums:	Date or Period Purpose of honorarium
Vehicle Rental:	Pickup and Return Dates Brief description of purpose for travel Type of Vehicle to be rented (Van, compact car, etc) Drivers Name (Must be an LU employee)

CREATING TRAVEL REQUISITIONS

Creating a requisition for travel expenses is much the same as entering a requisition for office supplies. A travel reimbursement requisition must be initiated and approved prior to the traveler leaving. This travel requisition serves as your request for travel.

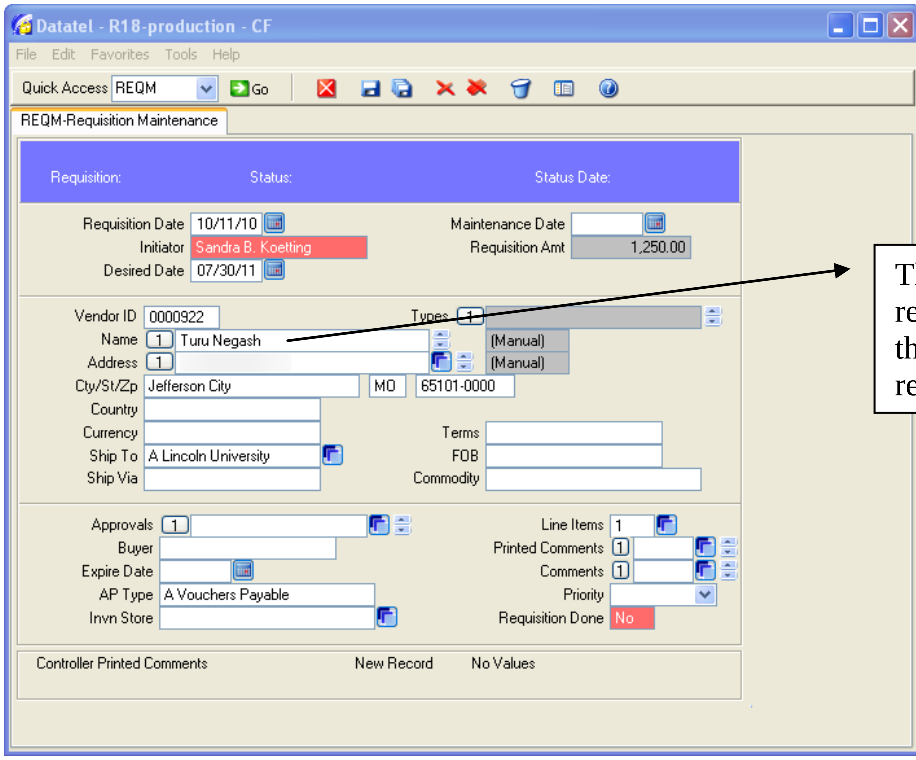
TRAVEL REQUISITION EXAMPLE:
Data for the example:
Turu Negash will be attending a NACUBO conference on 7/21-7/25/11 in Dallas, TX. Registration costs for the conference are $450.00 and will be sent in advance. She has made reservations with the hotel for accommodations and has made airline arrangements with the travel agency (currently Midwest Travel). All other costs will be reimbursed to Turu upon her return from her trip. These costs include mileage to and from the airport, meals not paid for by the registration, taxi or shuttle services, etc.

Step 1: Enter a requisition for the registration costs. Be sure to include registrant's names along with the date and name of the conference. You will need to submit a Request for Check form (See Appendix B or http://www.lincolnu.edu/files/Request_Check_Form.pdf) along with the registration form(s) to Accounts Payable. Without these forms Accounts Payable will not know to write the check.

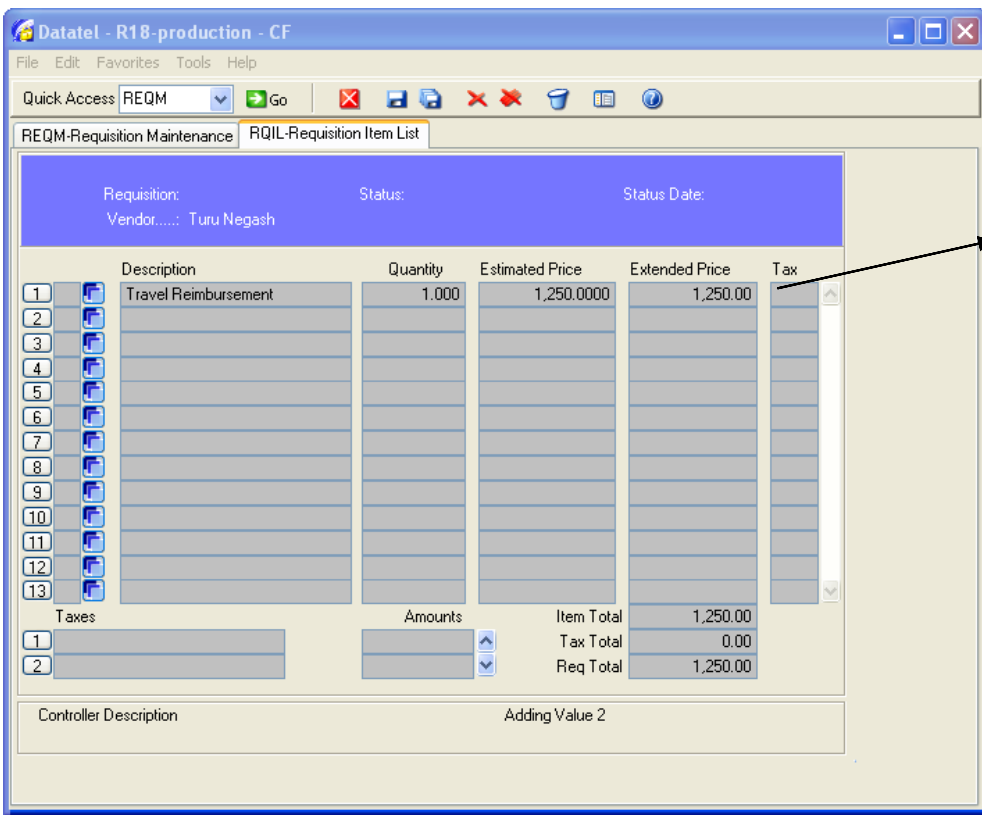
Step 2: Enter a requisition for the hotel costs. Be sure to include the name of the participant along with the dates of travel. You will need to submit a Request for Check form to Accounts Payable. Without this form Accounts Payable will not know to write the check.

Step 3: After getting a travel itinerary from the travel agency (Midwest Travel), enter a requisition and fax a copy of the itinerary with the requisition number written at the top to the University Travel Liaison (currently Becki Rockers). Remember that requisitions for airline travel must be approved by BROCK025.

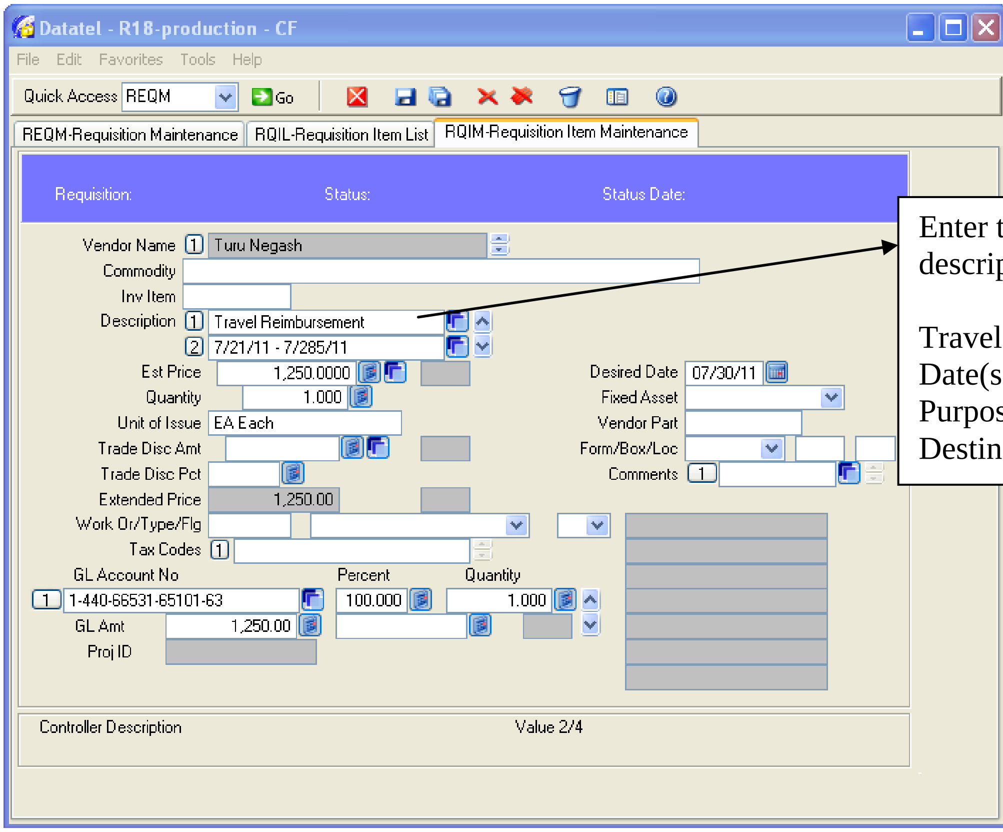
Step 4: Enter a requisition to reimburse the traveler for any costs not paid in advance. Below is a detailed example of what to enter on your requisition.



The vendor for this requisition will be the traveler seeking reimbursement.



Quick Note: Enter all of the information on one line of the requisition.



Enter the following as a description:

Travel Reimbursement
Date(s) of travel
Purpose of travel
Destination of travel

DESCRIPTION: See insert above

EST PRICE: The estimated price should be the total to be reimbursed to the traveler. This includes meals, mileage, incidentals, etc.

QUANTITY: Enter a quantity of 1.

UNIT OF ISSUE: Enter EA

GL ACCOUNT NUMBER: Enter the GL account numbers that apply to what will be reimbursed to the traveler. From our example Turu was going to pay out of pocket for mileage, meals, and shuttle services.

- On the first line of the GL number: enter the account number for mileage (object 65101) and the total estimated mileage reimbursement.
- On the second line of the GL number: enter the account number for meals (object 65300) and the total estimated meal costs.
- On the third line of the GL number: enter the account number for incidentals (object 65400) and the estimated costs.
- If there are other costs such as hotel, registrations, or car rental that are paid out of pocket, enter them on the next available lines along with their associated costs.

<u>The sum of all GL account number lines must equal the amount entered in the Extended Price field.</u>

TRAVEL POLICIES AND PROCEDURES

1. Complete separate Requisitions for each of the following that apply to your trip. See the section on Suggested Descriptions for Requisitions in this manual.

Conference Registration
Hotel/Lodging
Airline Tickets
Reimbursable Expenses to the Traveler

Conference Registration Requisitions – If paying in advance, submit to Purchasing a copy of your registration information with the requisition number on the top. If this is to be prepaid, **you must complete the 'Request for Check Form'** and send it along with the Registration form to Accounts Payable.

Hotel/Lodging – If this is to be prepaid, **you must complete the 'Request for Check Form'** and send or fax to Accounts Payable. On your return to campus, please submit to Accounts Payable the itemized receipt from the hotel.

Airline – All requisitions should be made to DINERS CLUB. The description for the requisition should include the name of the traveler, departure date and the final destination. Submit a travel itinerary/schedule to Becki Rockers, Travel Liaison, to finalize the ticket. Include the requisition number on the travel itinerary/schedule.
PLEASE NOTE: You must always list Becki Rockers, travel liaison, as a next approver if you use the object code 65102.

Reimbursable Expenses to the Traveler – The vendor on this requisition will always be the traveler. The description should include the date and destination of travel (see 'Suggested descriptions for requisitions'. Include ANY possible account numbers that will be needed for reimbursable expenses for that trip with their respective expense amounts. This requisition must be completed prior to going on the trip.

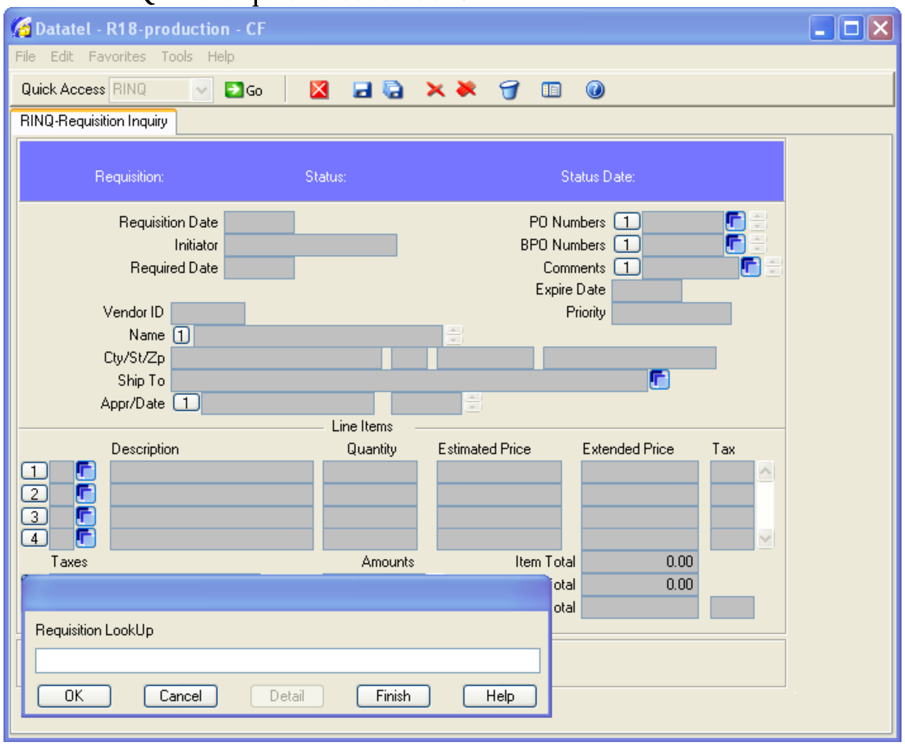
When the traveler returns from their trip, he/she will fill out a Travel Expense Voucher (TEV) with the requisition number and/or purchase order number for the trip noted on it. The approved TEV, along with the original receipts, should be sent directly to Accounts Payable. Be sure to also include receipts for advance payments such as registration and an itemized hotel receipt, if applicable.

If your actual expenses exceed the amount on the original requisition, submit another requisition to increase the amount for the trip. Be sure to include the "increase BPO#…" on the first line of the description on the new requisition.

REQUISITION STATUS

At any point in time, you are able to follow the status of your requisition. It is recommended to continually check on the status of your requisition until it is in Approved status. To check on the status of your requisition, use the RINQ screen.

Enter RINQ in the quick access box.



In the screen header of the RINQ screen you will see where the requisition number, requisition status and status date displayed. There are 4 requisition statuses as defined below.

Requisition Status – Unfinished/In-Progress (U) - A requisition has been initiated but has not been completed. If the requisition has a status of In-Progress, you have not changed the Requisition Done field to "Y". Make the necessary change and save and update.

Requisition Status – Not Approved (N) - A requisition has been initiated, but has not been approved by all required approvers or is using an umbrella object code. Ensure that all GL approvers and Policy class approvers have been entered. The RINQ screen will show all approvers that have approved this requisition by using the arrow keys to the right of the approvals field. The REQM screen will list approvers that have not yet approved the requisition.

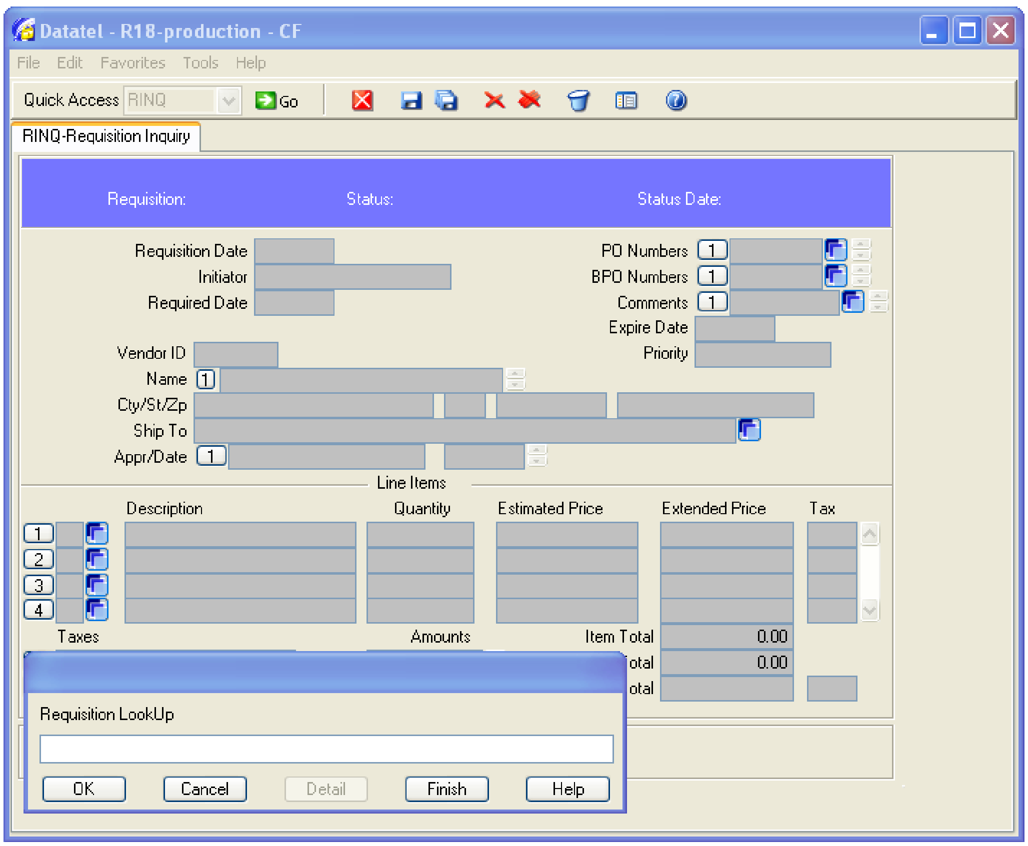
Requisition Status – Outstanding (O) – A requisition has been initiated, finished and approved by all required approvers. Purchasing will now have this requisition on their worklist.

Requisition Status – Purchase Order Created (P) - A purchase order has been created and sent to the vendor if appropriate. Once a purchase order has a status of PO Created, you can no longer make any changes to your requisition. If a changes is needed, contact the Purchasing Department or enter an addendum requisition (see section on making changes to a requisition).

<u>REQUISITION INQUIRY (RINQ)</u>

To look up a requisition that has been entered, use the RINQ inquiry screen. It is used to:

- Check the status of the requisition.
- To see who has approved the requisition.
- To see the Purchase Order or Blanket Purchase Order number assigned to the requisition.
- To check to see what the status of the Purchase Order is.
- To see if a voucher/check has been issued. If yes, you can get the check number, date, and amount of payment.



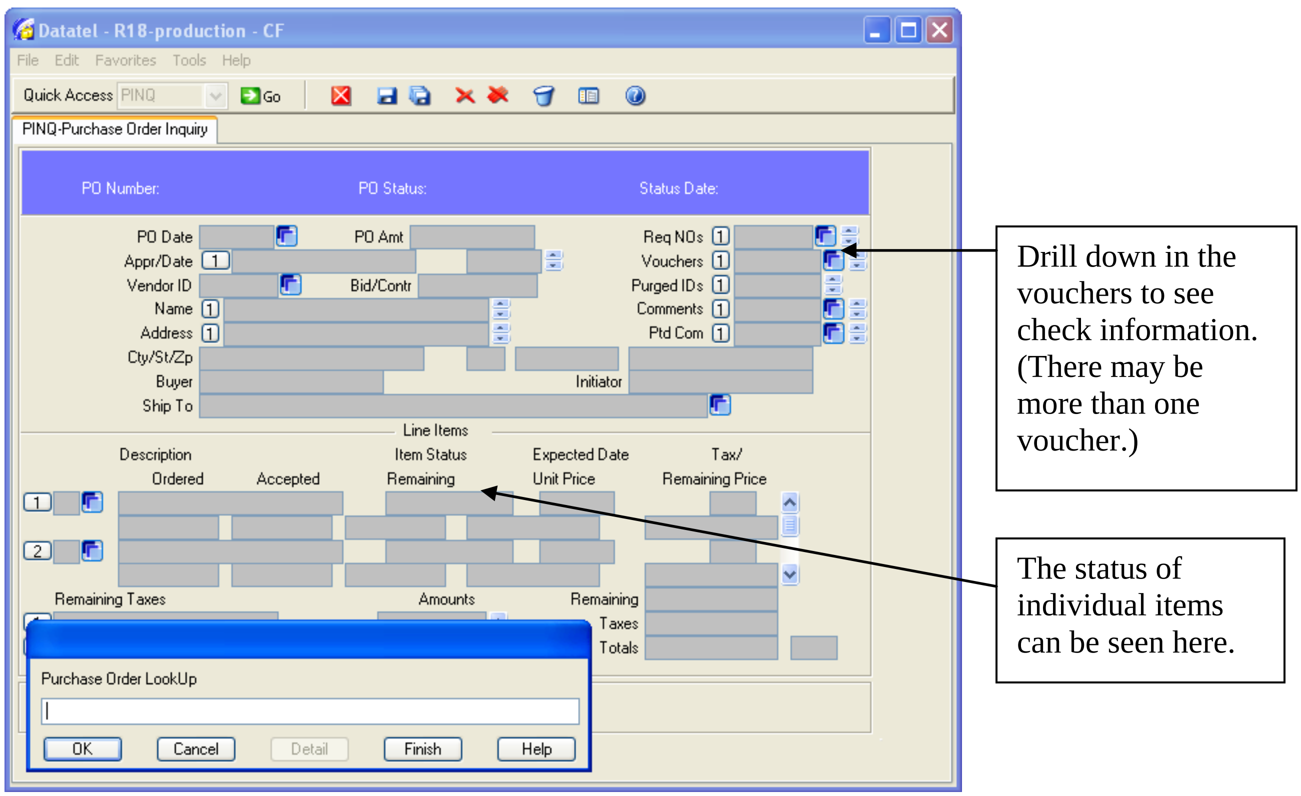
To look up a requisition, enter the requisition number in the lookup bar or use one of following Requisition Lookup Shortcuts.

To search by:	Enter:
Initiator of the Requisition (John Smith)	;in John Smith
Vendor Name (Schriefers)	Schriefers
Vendor ID# (786)	;V 786
Requisition status (U, N, O, or P)	;S O
Requisition date	;DA 07/15/02
To bring up last requisition	@

PURCHASE ORDER INQUIRY (PINQ)

To look up a purchase order, use the PINQ inquiry screen. It is used to:

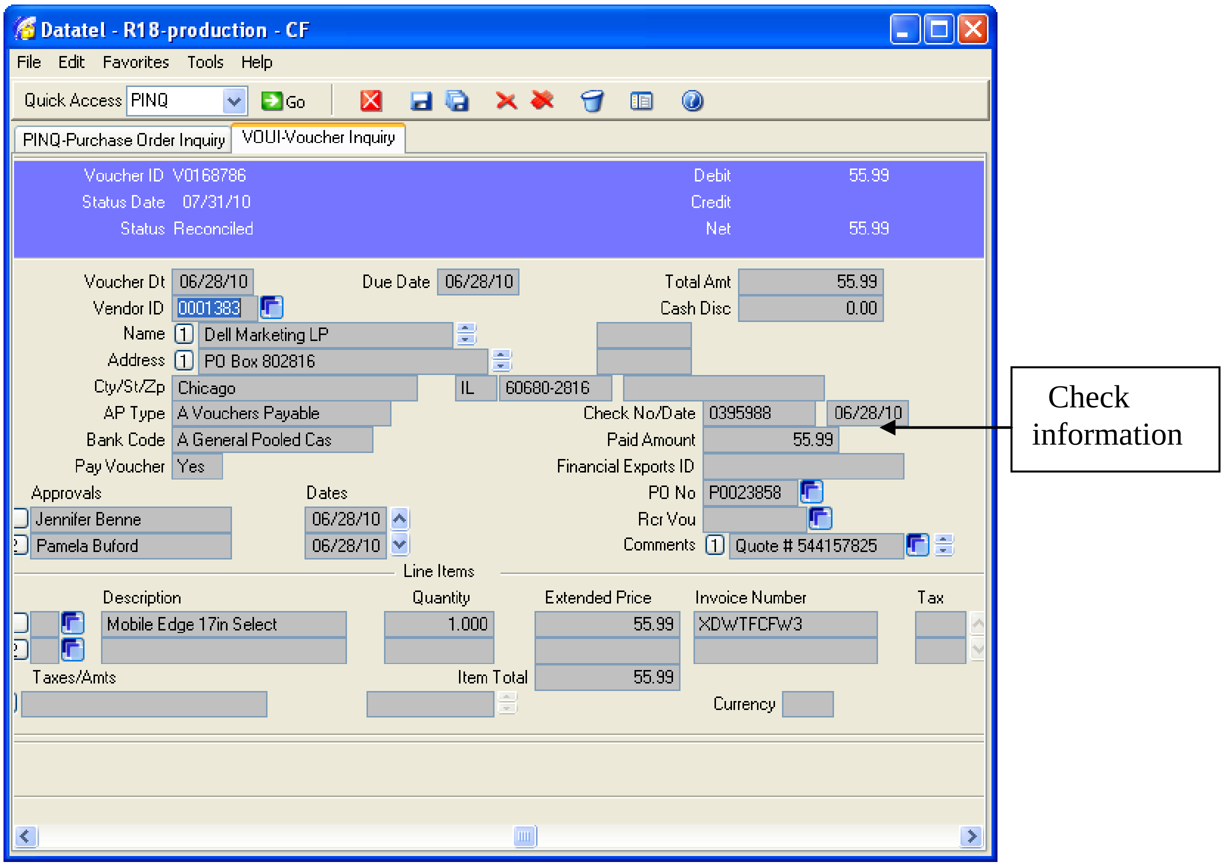
- Check the status of the Purchase Order.
- Check to see if a voucher/check has been created. If yes, you can get the check number, date, and amount of the payment.



To check the status of the Purchase Order look at the individual line items. Purchase order statuses are defined below:

- **OUTSTANDING** – The item has been ordered but has not been delivered by the vendor.
- **ACCEPTED** – The item ordered has been received in the Shipping & Receiving Department and will be delivered to the requisitioning department. . You may need to contact Shipping & Receiving to schedule a delivery time for certain items.
- **BACKORDERED** – The item ordered is on backorder.
- **INVOICED** – An invoice has been received from the vendor, but a check has not yet been issued.
- **PAID** – A check has been issued to pay for the requisitioned item.
- **RECONCILED** – The check issued for the requisitioned item has been cashed by the vendor.
- **CLOSED –** The line item is either no longer available or has not been shipped within 90 days. Be sure to check with Purchasing, you may need to reorder this item or select another vendor.
- **VOIDED –** The purchase order has been voided.

To check to see if a voucher/check has been issued for a purchase order, click on the drill down next to the voucher field at the top of the PINQ screen. This will take you to the VOUI screen. In the middle of this screen, you will see the check number, check date, and the check amount. If these fields are blank, the check has not been issued yet. If you have questions about the expected date of the payment, contact the Accounts Payable Office.

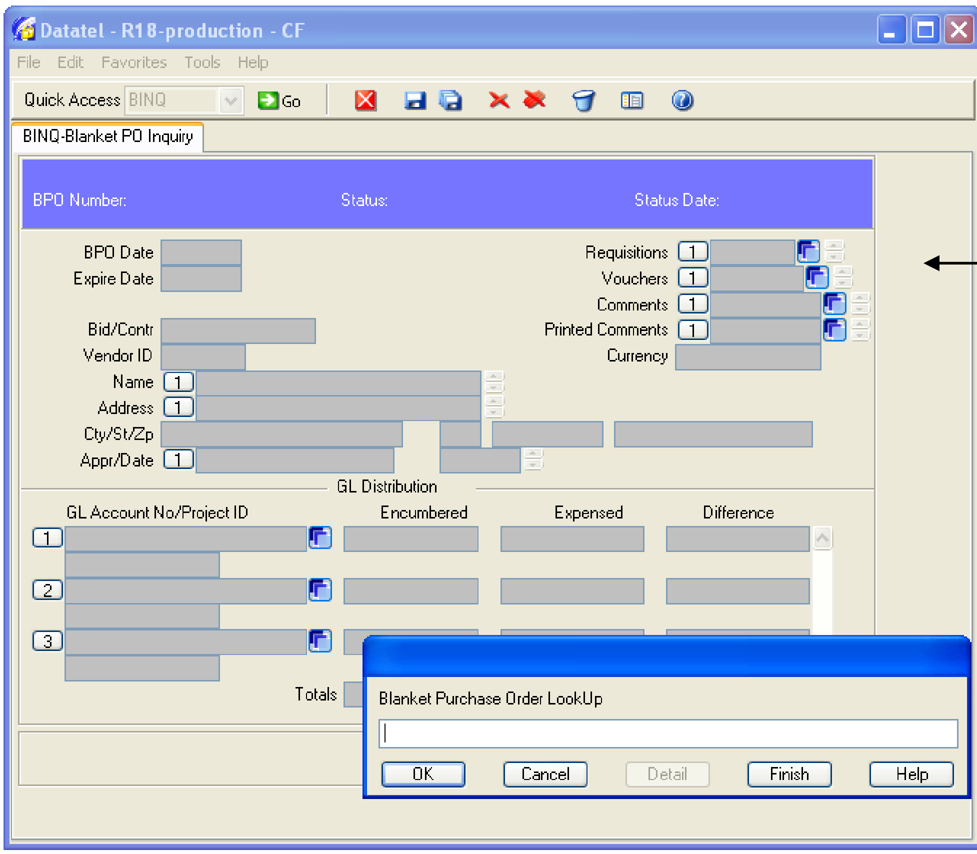


BLANKET PURCHASE ORDER INQUIRY (BINQ)

A blanket purchase order is used by Purchasing to encumber funds for items such as registrations, memberships, contractual agreements, travel reimbursements, lodging accommodations, and some maintenance agreements.

To look up a blanket purchase order, use the BINQ inquiry screen. It is used to:

- Check the status of the Blanket Purchase Order.
- Check for remaining funds on the Blanket Purchase Order.
- To see if a voucher/check has been created. If yes, you can get the check number, date, and amount of the payment.



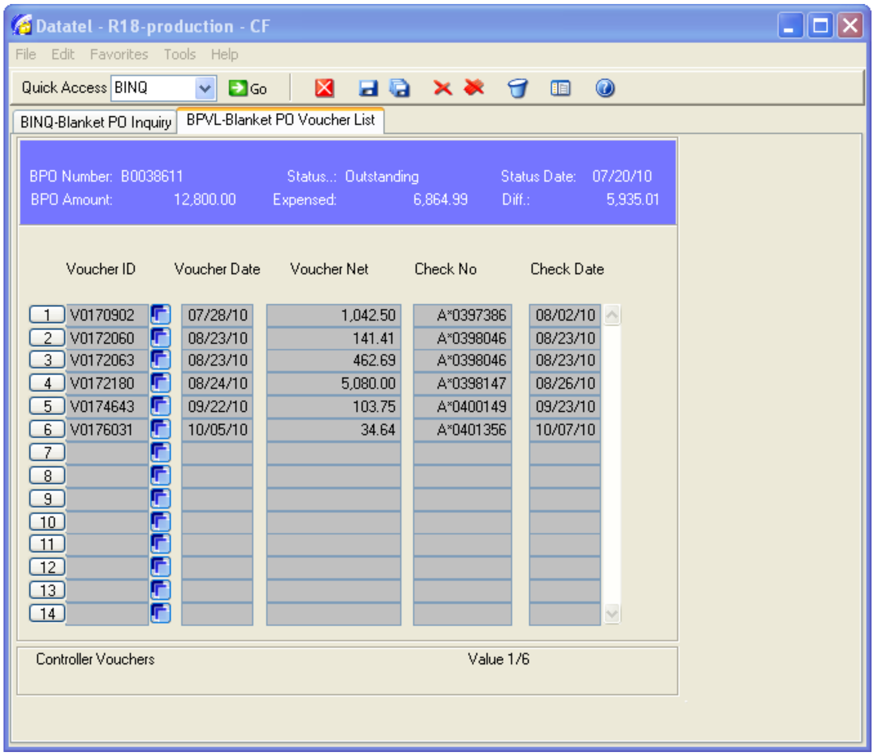
Drill down in the vouchers to see check information.

In the screen header of the BINQ screen, you will see the status of the BPO. There are 3 blanket purchase order statuses as defined below:

- **OUTSTANDING** – The BPO is available for use.
- **CLOSED –** The BPO is no longer available for use. BPOs are closed by Accounting when an event is completed – for example, a travel BPO will be closed once the reimbursement of expenses is completed.
- **VOIDED –** The BPO order has been voided.

If you see that your blanket purchase order is low on available funds, you may increase the BPO by initiating another requisition. See the section for Making Changes to Requisition for details.

To check to see if a voucher/check has been issued on this blanket purchase order, click on the drill down next to the voucher field at the top of the BINQ screen. This will take you to a screen listing all vouchers/checks written from the BPO. If there is a voucher but not a check number, a check has not yet been issued for this item. If you have questions about the expected date of the payment, contact the Accounts Payable Office.



MAKING CHANGES TO A REQUISITION

You may be requested to do an addendum or make changes to an existing requisition. Below are some of the reasons why you may be asked to do an addendum.

- Travel Expenses were greater than originally anticipated.
- An existing Blanket Purchase Order is low on available funds.
- Additional charges such as shipping were not included on your original requisition.
- More people attended a function than expected.
- Incorrect use of object codes.
- Items were not itemized

If you are requested to make a change to an existing requisition, it is important to first note the status.

If the status of the requisition is Purchase Order Created (P)…
You cannot make changes to a requisition that has a status of "P" PO created. Instead, you must request an addendum to your original requisition.

An addendum to the original requisition is done the same as any other requisition with one exception. In the first line of the description on your new requisition, you must enter a phrase such as "increase to … " and list either the Purchase Order or Blanket Purchase Order number. Do not forget to include a brief description of the reason the increase is needed. Purchasing will usually amend your original purchase order and the new requisition will be deleted. Once the increase is completed, you will no longer be able to reference your new requisition number. If the change you are requesting does not involve an increase in funds, you may request an addendum by sending an e-mail to purchasing@lincolnu.edu explaining what is needed.

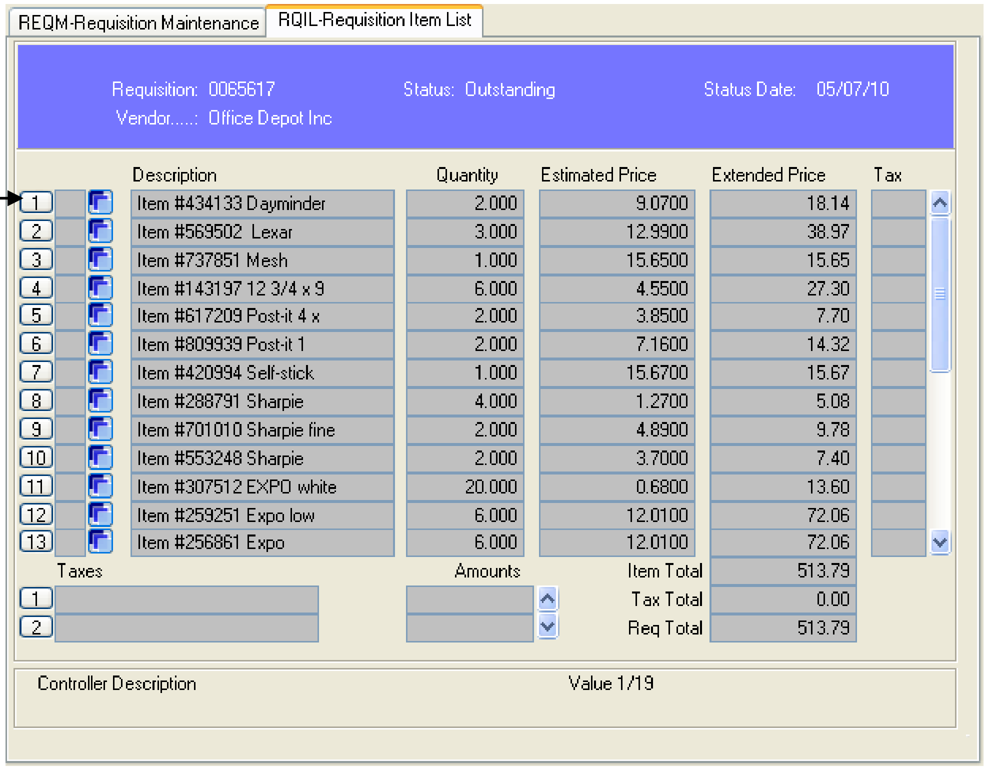
If the status of the requisition is Approved (A)…
To make changes to an Approved requisition, you must first delete all of the approvals. Save and update this change. Then go back to the requisition and make any changes necessary. The requisition must go through the approval process again.

If the status of the requisition is Unfinished (U) or Not Approved (N)…
With a requisition status of Unfinished or Not Approved you can make any changes necessary. Remember to make sure that the requisition is marked as finished by putting a Y in the Requisition done field.

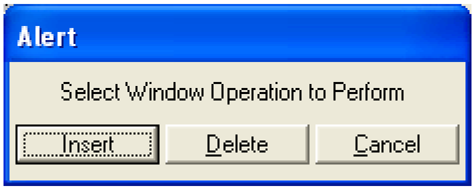
Deleting a line item on a requisition

If you find that you entered a line item on your requisition that is incorrect or the item(s) are no longer needed, you can delete that line item as shown below.

To delete a line item, you must have your cursor on top of the number box, not in the gray field next to the number.



From the REQM screen, drill down into the line items (RQIL screen), select the line item you wish to delete by placing your cursor on the line item number you wish to delete. Left click on the number. You will receive the following Alert message:



Select DELETE if you wish to delete the line item.

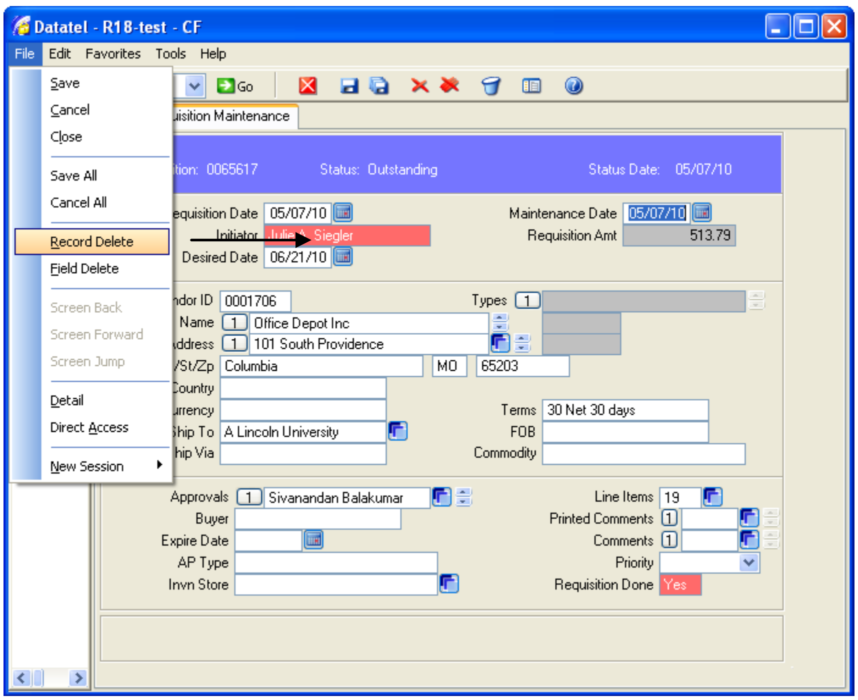
Select DELETE. This will delete the line item.
Be sure to **save and update** any changes you make.

Deleting an entire requisition

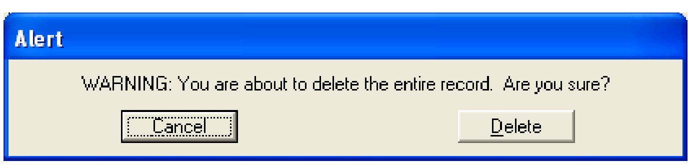
If you have entered a requisition and find that it is no longer needed, you can delete it from the system.

In order to delete the requisition, you must first check the status.

If the status of the requisition is In-Progress, Not Approved, or Outstanding, you may delete it. To delete a requisition, go to the REQM screen and pull up the requisition that you wish to delete. When you have the requisition on the screen, go the FILE drop down menu from the tool bar. Select Record Delete.



After selecting Record Delete, you will receive an ALERT message shown below.



Before selecting Delete from the Alert message, be sure that you really want to delete the requisition. Once you hit delete, you will no longer be able to reference it in Datatel. To continue with the deletion, select the DELETE button.

If the status of the requisition is PO Created, you <u>will not</u> be able to delete the requisition. Contact Purchasing to make any necessary changes.

APPROVALS

Lincoln University requires that requisitions be approved via the Datatel system. Datatel approvals are defined by each individual's approval authority, components of the GL account number, and an approval hierarchy. The following is a general guideline for approval hierarchy.

Approver	Requisition total
Department Head/Director	$1 – $2,999.99
Vice President/Dean	$3,000 – $24,999.99
President	$25,000 - $99,999.99
Board of Curators	$100,000 and above

There will be certain requisitions that will require additional approval. These would be defined as policy classes. This allows approval of a requisition based on the item being purchased rather than the dollar amount of the purchase. The following are Lincoln University's policy classes.

Computer Equipment, Software, and Supplies
Airline Travel/Common Carrier
Scholarships
Building Improvements
Grants and Contracts

These items must be approved by an individual in these respective departments. This is accomplished by entering their login ID into the next approval column in the requisition screen. If this step is not completed for the above policy classes, the requisition will not be turned into a purchase order.

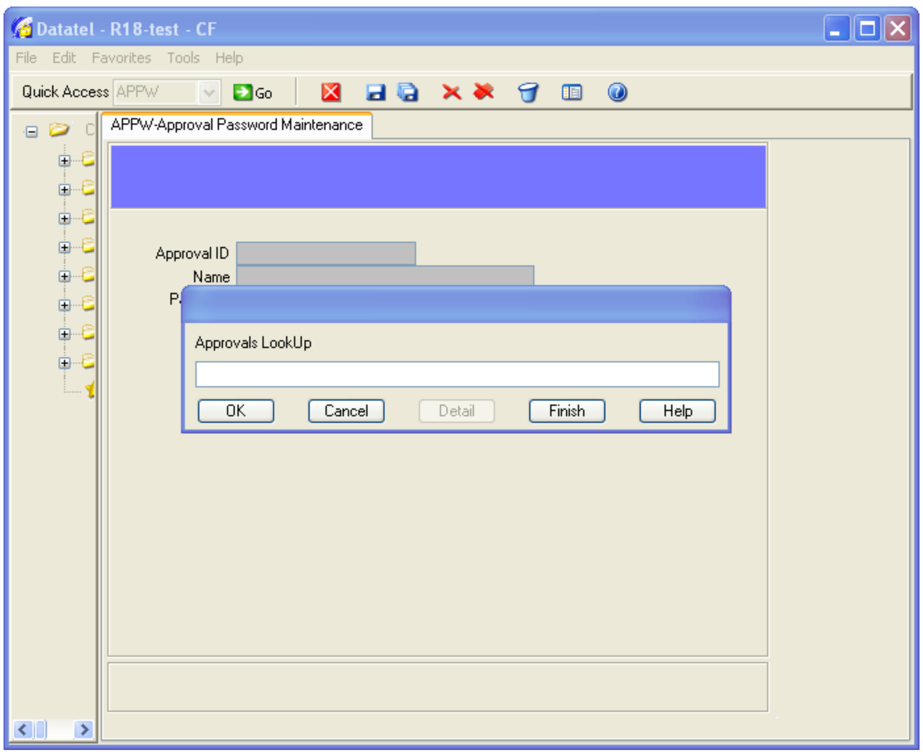
SETTING UP AN APPROVAL PASSWORD

(FOR REQUISITION APPROVERS ONLY)

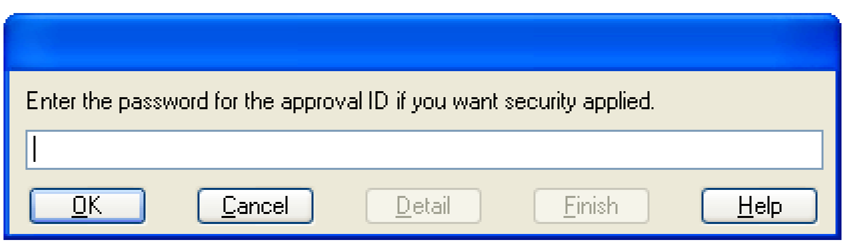
All approvers must set up an approval password. This password is different from your login password. It can be changed as often as you like. It should be 6-10 characters and alpha-numeric. **THIS PASSWORD IS NOT TO BE SHARED WITH ANYONE AS IT IS TREATED WITH ALL THE RIGHTS AND PRIVILEGES AS YOUR SIGNATURE.**

It is very important to create a password. Failure to create a password would allow anyone to enter your login ID into the approvals field on a requisition, hence approving purchases without your knowledge.

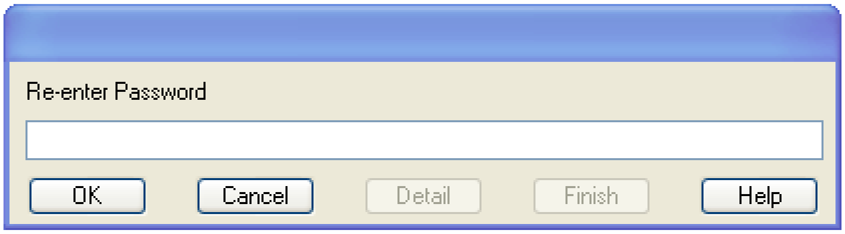
To assign yourself a password, enter APPW in the quick access box.



At the Approvals LookUp prompt, you will enter your login ID. The following prompt will appear.



You will type your password into this field and hit OK. You will then get the following prompt.



Re-enter the same password and hit OK. Then, hit the F9 key or click save and update, to save your password.

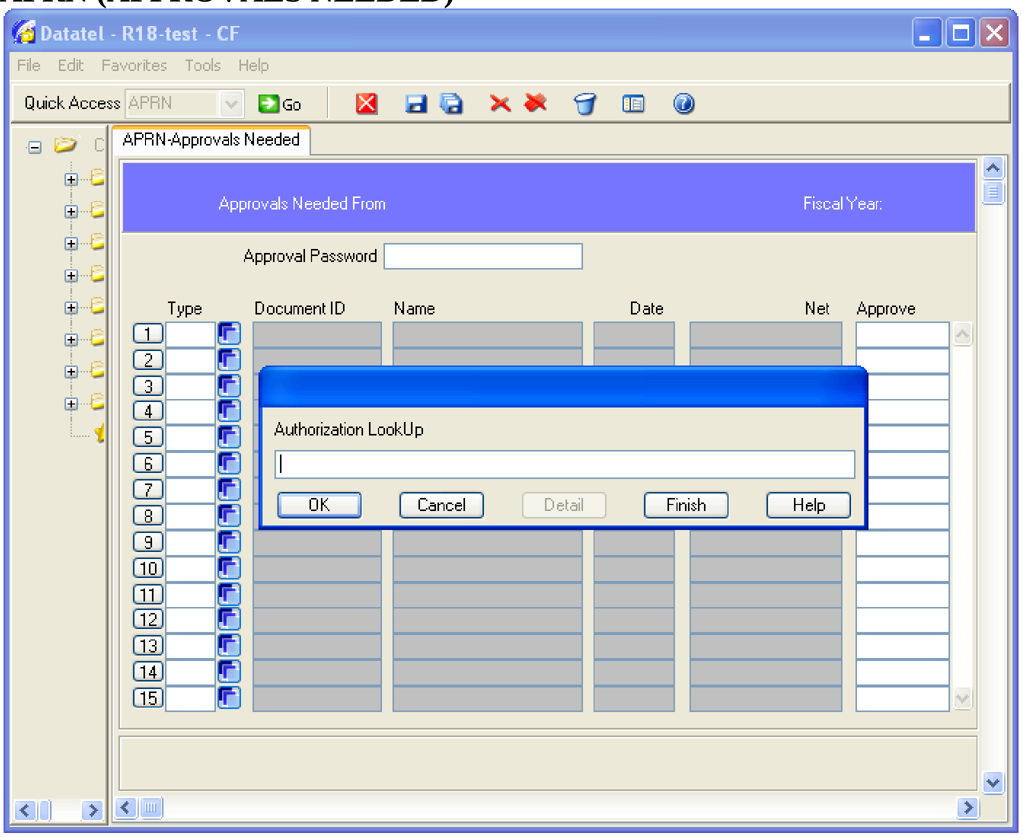
At no time is the password displayed on the screen. Write down the password and keep it in a SAFE place. If you forget your password, you must enter a new password.

APPROVING A REQUISITION

Once a requisitioner saves and updates a requisition that has your login ID in the next approver section, the requisition will appear as a pending requisition on your APRN screen. To see all of the requisitions pending your approval, enter APRN in the quick access box.

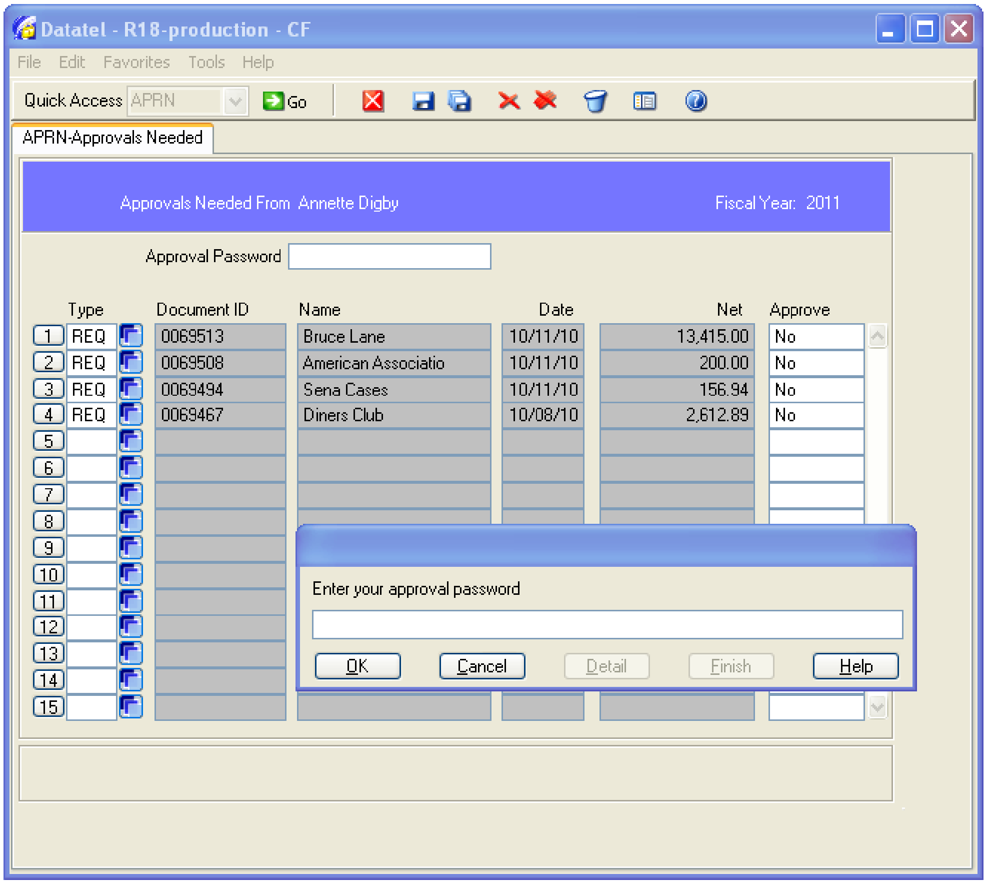
In order to maintain an efficient on line purchasing process, it is recommended that approvers check the APRN screen at least one time per day.

APRN (APPROVALS NEEDED)



At the lookup bar, enter your login ID.

You will also be asked to enter the fiscal year.

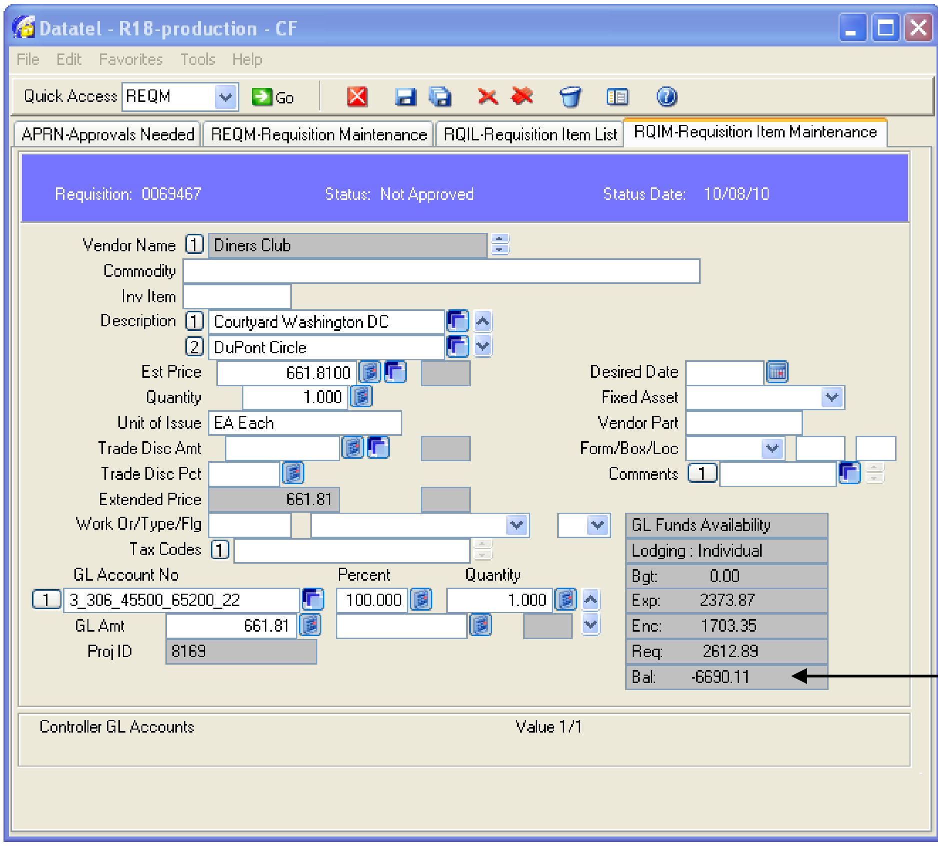


You will be asked to enter your approval password.
If you want to approve all requisitions at one time enter the password. However, you will still have to drill into each requisition to review the information.

If you only want to review one requisition, hit cancel. This will allow you to look at a specific requisition. You will have to put in the approval information in the Approval section on the REQM screen as indicated below.

To review and approve the requisitions pending your approval, detail or F2 in the Requisition ID field. This will bring up all of the details of this requisition.

It is recommended that approvers verify the accuracy of the account number used on each requisition as well as verify the availability of funds. To verify these, drill down into the line items by hitting the F2 or drill down button in the line item field. The RQIM screen will show the account number used. By putting the cursor in the account number field, you can determine the current status of this account. The box to the left will show the available balance. If the available balance is negative, do not approve the requisition. This will create an over expenditure. You must do a budget revision to clear any deficit.

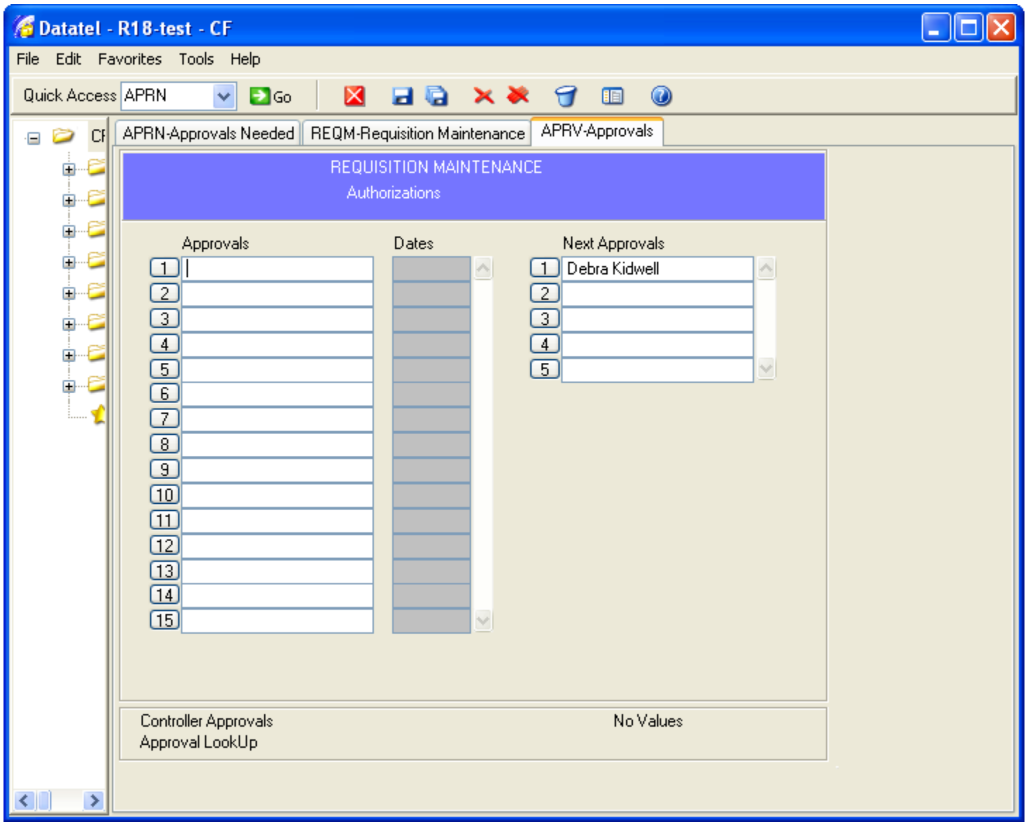


Make sure there are available funds.

If the Balance is negative, do not approve the requisition. You must do a budget revision first.

If you do not want to approve the requisition, you may enter any comments regarding the disapproval in the Comments field on the requisition screen. If you do not approve the requisition, notification should be made to the requisitioner so that they can make any corrections and send it through again or have the requisition deleted. Such notification must be done verbally or via email, Datatel does not allow direct notification of disapproval back to the requisitioner.

If you wish to approve this requisition as it appears, detail or F2 on the Approvals field on the requisition. This brings you to the APRV screen.



To approve the requisition, enter your login ID in the Approvals section and hit enter. Do not enter your login ID over another individual's approval.

You will be asked to enter your password. **THIS PASSWORD IS NOT TO BE SHARED WITH ANYONE AS IT IS TREATED WITH ALL THE RIGHTS AND PRIVILEGES AS YOUR SIGNATURE.**

If this requisition will require additional signatures, enter the login ID for the next approver in the Next Approvals section. If you do not know the login ID number of the next approver, enter "…" in the next approver field. This will give you a resolution screen from which to select the next approver. If you do not enter the next approver when necessary, the requisition will not get approved and will not be processed into a purchase order.

After entering your approval and any next approvers, hit F10 or save and update. This will bring you back to the REQM screen.

At the REQM screen, hit save and update again. This will bring you back to the APRN screen to review any other requisitions pending your approval.

APPENDIX A: EXPENSE OBJECT CODE LISTING

EXPENSE OBJECT CODES

61000 - SALARIES UMBRELLA

Administrative Wages

61101	Wages-monthly salaried employees	
61102	Wages-hourly paid employees	
61103	Wages-overtime for hourly employees	
61104	Wages-temporary or casual pay	

Faculty Salaries

61201	Professor	
61202	Associate Professor	
61203	Assistant Professor	
61204	Instructor	
61205	Assistant Instructor	
61206	Adjunct Faculty/Overload	
61207	Miscellaneous Instructors	

Student Labor

61301	Departmental Student Labor	
61302	College Workstudy Student Labor	
61303	CWS-Community Service Labor	

62000 - BENEFITS UMBRELLA

62101	Health Insurance	
62102	Disability Insurance	
62103	Life Insurance	
62104	Accidental Health and Dismemberment	
62105	Workmens Compensation	
62200	Payroll Taxes	
62301	Retirement Contributions	
62302	Annuities	
62401	Compensated Absences	
62402	Employee Tuition-Undergraduate	
62403	Employee Tuition-Graduate	
62404	Unemployment Insurance	

63000 - CAPITAL EXPENDITURES - To use these object codes, the cost of the individual item (plus shipping and installation) must be $1000 or greater. If the item is less than $1000, see the Consumable Supplies category

63100	Equipment	Furniture purchases
63200	Computer/Copier Equipment	Printers, copiers, computers (if using this object code, you will need to add Ruth Campbell or someone from ERP
63301	HVAC	If using this object code you will need to add GASS6876 (Sheila Gassner) as next approver.
63302	Building Improvements	If using this object code you will need to add GASS6876 (Sheila Gassner) as next approver.
63303	Telecommunications	If using this object code you will need to add GASS6876 (Sheila Gassner) as next approver.
63304	Buildings	If using this object code you will need to add GASS6876 (Sheila Gassner) as next approver.
63401	Land Purchase	If using this object code you will need to add GASS6876 (Sheila Gassner) as next approver.
63402	Land Improvements	If using this object code you will need to add GASS6876 (Sheila Gassner) as next approver.

64000 - CONTRACTUAL SERVICES

Professional Contractual Services-For payments greater than $2000, you must have a completed contract submitted. However, in lieu of a contract, an invoice must be submitted to Accounts Payable.

64101	Catering	On-campus services by Sodexho, Off-campus catering for events
64102	Outsourced Temporary Services	Manpower and C&S Business Services
64104	Entertainment	Homecoming, Springfest, Spring Bling entertainers
64105	Medical	Physicals, Veterinarian, Vaccinations, Health Center Physicians
64201	Honorarium	Volunteer speakers, cooperating teachers (student teaching)
64203	Professional	Consultants, Speakers, ACT/Cbase test scoring and grading

64204	Stipends	SGA stipends - (definition - A stipend is a form of payment such as for an internship or apprenticeship. Stipends are usually lower than what would be expected as a permanent salary for similar work.
64205	Technical	Constuction, Telecommications, Electrical Contracts
64207	Miscellaneous Professional Services	
Maintenance Contracts - Regular Monthly or Annual Costs		
64301	Office/Instructional/Scientific Equipment Mtn	Copier Mtn, Fax Mtn, and Printer Mtn
64302	Building/Machinery Maintenance	Elevator Mtn
64303	Computer/Video Equipment Maintenance	Datatel and other Software Mtn & license renewals (if using this object code, you will need to add CAMP0358 (Ruth Campbell as next approver)
Equipment Repair		
64401	Office/Instructional/Scientific Equipment Repair	repair of lab equipment
64405	Vehicle/Machinery Repair	Oil changes, tune up, tire rotation, repairs (see 66505 for purchase of tires)
64407	HVAC Repair	Repairs to heating and cooling systems (ie Harold Butzer)
64409	Other Equipment Repair	
Lease and Rentals		
64501	Equipment or Machinery Lease/Rental	Copier lease, Culligan water, tank rentals (ie Airgas), portable toilets (ie Handy Jon), tables, chairs, decoration and entertainment (popcorn machine, snow cone maker)
64503	Building/Office/Space Lease/Rental	Hotel conference rooms, storage space, office space off campus,student housing overflow at the beginning of the semesters
64504	Land Rental	
64506	Uniform/Clothing rental	Tuxedo rental, Physical Plant/Purchasing uniforms, lab coats

65000 - TRAVEL		
65101	Mileage	Use of personal vehicle
65102	Common Carrier	Airfare, train (if booked by travel agency), bus (You will need to add BROCK025 (Becki Rockers) to the next
65103	Vehicle Rental	Rental of vehicle for University business (ie Enterprise Rent A Car)
65104	Motor Pool	Use of University owned vehicles - Contact Physical Plant to reserve a vehicle
65105	Gasoline	Gas for rental cars or personal vehicle (in lieu of mileage per diem (not to exceed per diem))
65200	Lodging	Lodging at hotel or motel
65300	Meals	Meals for employees and students while traveling off campus on University Business
65400	Incidentals	Taxi, shuttles, toll charges, approved telecommunication costs
65500	Cash Advance	Athletic Team Travel, Students on University Business or International Travel, change funds

66000 - CONSUMABLE SUPPLIES		
66101	Office Supplies	Pens, folders, office furniture under $1000, calculators, toner cartridges
66103	Computer Supplies/Peripherals	Computers and printers under $1000, keyboards, external harddrives, USB ports (if using this object code, you will need to add CAMP0358 (Ruth Campbell as next approver)
66104	Computer Software	Software for computers such as Photoshop, Adobe Acrobat (if using this object code, you will need to add CAMP0358 (Ruth Campbell as next approver)
66201	Athletic and Physical Education Supplies	Team uniforms, bats, balls, athletic supplies,
66202	Instructional Supplies	Items used for classroom instruction, books, videos,
66300	Building Maintenance Supplies	Custodial cleaning supplies, plumbing and electrical supplies, carpentry supplies
66401	Farm and Field Supplies	Feed, repair parts for farm equipment
66402	Livestock and Research Animals	Cattle, sheep, mice, fish
66501	Medical Supplies	First aid kits, athletic training supplies
66503	Book Purchases (new or used)	New or used books
66505	Other Consumable Supplies	prizes, awards, flowers, tires
66506	Lab Supplies	Supplies used in Research labs (chemicals, beekers, etc)
66507	Food Purchases-non travel related	grocery food items not travel related

67000 - OTHER COSTS		
67004	Diplomas	
67005	Employee Tuition (external)	Reimbursement for classes taken at institutions other than Lincoln
67006	Medical Expenses - Student Athletes Only	Used by Athletics Dept only for coverage of deductibles
67007	Printing and Duplicating	On-campus Printshop, Kinkos, Staples, or OA State Printing, publication printing, athletic programs printing
67008	Postage and Freight	University mailroom, UPS, Federal Express, shipping on supply orders
67009	Advertising	Job Advertisement, Bid Advertisements, Billboards, Radio Ads (promotional items with LU logo printed on them - see 66505)
67011	Registration and Related Fees	conference registration, exhibit fees, ACT applications or registrations, admissions for entertainment such as movies, theme parks, museums, sporting events)
67012	Professional Dues/Memberships/Subscriptions	dues for professional organizations, subscriptions for magazines
67014	Insurance	Athletic insurance premiums, vehicle and property insurance, liability insurance for youth attending LU sponsored events
67015	Laundry and Dry Cleaning	laundry and dry cleaning of uniforms
67016	Security Monitoring	security services for office space (ie Sonitrol or ADT Services)
67018	Taxes and Licenses	propery taxes
67020	Computing Database: Subscriptions/Purchase	Library database subscriptions
67023	Other Miscellaneous Costs	Game Guarantees

68000 - UTILITIES/COMMUNICATIONS		
Utilities		
68101	Electricity	
68102	Gas	
68103	Fuel Oil/Propane	
68104	Water	
68105	Fire Hydrants	
68106	Sewer and Drain Services	
68107	Trash Services	
68108	Cable Television	
Communications		
68201	Long Distance Telecommunications	long distance phone cards
68202	Base Cost Telecommunications	
68203	Cell Phone/Pager Services	
68204	Internet Services	Off-campus internet services

69000 - STUDENT AID		
69004	Scholarships	(You will need to add Alfred Robinson or someone from Financial Aid Office to the list of next approvers)
69006	Graduate Assistantship	

APPENDIX B: REQUEST FOR CHECK FORM

http://www.lincolnu.edu/files/Request_Check_Form.pdf

Accounts Payable
Request for Check Form

[ ] Travel Advance [ ] Lodging [ ] Registration* [ ] Vendor requires prepayment

*Registration forms must be attached

Contact Person: ______________________________ Phone# ___________________

Date Needed: ____________________ Req# ______________ PO# _______
(if available)

Payable to: ____

Account Number: ____

Amount of Check: _______________ Check is to be:

[ ] Mailed

[ ] Picked up by _______________________

Other Instructions: ____

____

____

For example: Please call John Smith at x1234 when check is ready to pick up.
PO total is $300 for registration for John Smith and Jane Doe. At this time, please cut check for only $150 to cover Jane's registration.

Processing Policies:

- The deadline for receipt of this form is 1:00 p.m. on check printing day (MW during summer hours, MTh during fall/spring semesters). If request is received after that time, the check will not be processed until the following check printing day.
- Checks will be mailed or available to pick up from the Cashier's Office after 3:00 p.m. the day after checks are printed. (This allows the Business Office adequate time to obtain the proper signatures and verify the accuracy of your check.)

Please contact the following individuals if you have questions:

- Sandy Koetting, Accounts Payable Supervisor x5058 koetting@lincolnu.edu
- Stephanie Fields, Accounts Payable Clerk x5061 fieldss@lincolnu.edu
- Melissa Schellman, Accounts Payable ClerkII x5064 schellmanm@lincolnu.edu

APPENDIX C: POLICY CLASS APPROVALS

Item Purchased	Object Codes	Login ID
Computer Equipment, Software, & Supplies	63200, 64303, 66103, 66104	CAMP0358
Airline Travel/CC	65102	BROCK025
Scholarships	69004	ROBI7898
Capital or Building Improvements	63301-63304, 63401-63402	GASS6876
Projects/Grants & Contracts	Fund = 3	SSCHU247
Effective December 1, 2010		