University of Tasmania

FMIS

Release 11*i*

(Cheat Sheets)

Purchasing

Creating a Purchase Order

Only registered [Buyers] are able to enter purchase orders. If your name does not appear in the [Buyer] field you are not an authorised buyer and will not be able to enter a purchase order.

1. Log into the FMIS and choose the appropriate **[Purchasing]** responsibility.

2. Select **[Enter Purchase Order]** from the menu. The Purchase Order UTAS - New form will be displayed.

3. Enter the required details in both the Header and Line Item sections.

4. Optionally click on the [Terms] button to enter a ‘note to supplier’.

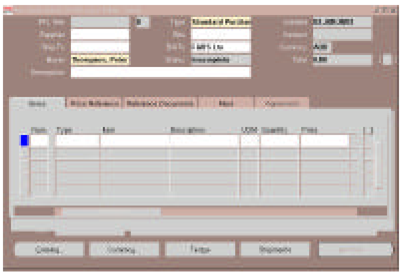
5. Click on the Shipments button and then the Distributions button to enter the **[Charge Account]**

6. Save the Purchase Order. Navigate to the first purchase order screen and note the purchase order number.

7. Click on the Approve... button to reserve the funds and forward to the appropriate authorising officer.

8. Check the [reserve] funds and [forward] to boxes, select an appropriate [approval path] and [forward to] name and optionally, a [note to supplier] prior to submitting the purchase order for approval.

9. An Oracle Workflow email will be automatically generated and forwarded to the selected authorising officer for approval.



Purchasing

Approve a Purchase Order

From the email notification, click on the HTML icon at the foot of the e-mail to action the purchase order. The email should provide sufficient details to enable the approver to determine whether the purchase order can be approved, rejected or forwarded on without having to log onto the FMIS first.

If you require further details log onto the FMIS and perform an enquiry on the relevant purchase order by following these steps:

1. Login using your normal FMIS signon and password.

2. Select the [Notifications Summary] from your Purchasing menu to display outstanding purchase orders waiting your approval.

3. Select the desired purchase order for approval/rejection.

4. Select approve, reject or forward-to option as required.

5. When completed, click on the [submit] button to complete the purchase order approval process.

6. An email notification will automatically be generated and forwarded to the originating buyer indicating the purchase order has been approved, rejected or forwarded on. If approved, the purchase order is now available for printing.

Purchasing

Receipting Goods and Services

1. Log into the FMIS and choose the appropriate **[Purchasing]** responsibility.

2. Select **[Receiving Goods]** menu option. The Find Expected Receipts form will be displayed.

3. Press the **[Enter]** key to position the cursor in the Purchase Order number field.

4. Enter the Purchase Order number and press the Find key.

5. The **[Receipts Header]** form will be displayed. Enter receipt details as appropriate.

6. Click on the **[Receipts]** form behind the Header form.

7. For each line item to be receipted check the box on the left-hand side of the form. If the full quantity is not to be receipted at this time adjust the quantity number. eg. qty 10, receipt 5, enter 5 over the qty of 10

8. Click on the to save what has been receipted.

Purchasing

Print a Purchase Order

1. Log into the FMIS and choose the appropriate **[Purchasing]** responsibility.

2. Select **[Run Report]** from the menu.

3. Select [**Single Request**]

4. Select the **[UOT Print Purchase Order (portrait)]** program from the LOV.

5. Enter the required parameters:
    - Buyer
    - Purchase Order No. From:
    - Purchase Order No. To:

6. Click on the [**Completion Option]** to select the FMIS printer and number of copies.

7. Click the **[Submit Request]** button to run your concurrent request.

8. The **[Requests]** screen will automatically appear. Click on the **[Refresh Data]** box to check the progress of the job.

9. When your job is complete, check your nominated printer for the printed and signed purchase order.

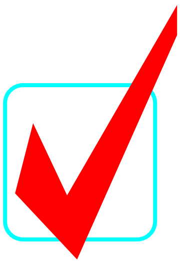
General

Printing a Report

1. Log into the FMIS and choose your desired responsibility.
2. Select the **[Submit Requests]** option from the menu.
3. Select the required report from the **[List of Values]** icon.
4. Complete the report parameters so that the report prints only the information you require.
5. Select the number of copies and printer.
6. Press the **[Submit Requests]** button.

View a Report

1. Select **[View my Requests]** from the  menu option.
2. Select the required [**View**] option. Usually accept the default **[All my requests]** to see all jobs submitted.
3. Click the Find button to get a list of the jobs selected.
4. Click on the **[View Output]** button to display the selected report.
5. To reprint the report select **[Reprint]** from the **[Special]** menu option.



Accounts Payable

Entering Unmatched Invoices

1. Navigate to Enter Invoice Batches and record Batch details. When complete select the **[Invoices**] button.

2. Enter Supplier Invoice details.

3. Click on the Distributions button to enter invoice distribution lines.

4. Save the form and exit the Distributions form.

5. Repeat these steps until all invoices for the batch are entered and saved.

6. Ensure that Batch totals agree with the Actual totals entered.

7. Apply a manual hold (unmatched invoice) to each invoice.

8. Perform funds checking against each invoice.

9. Forward original invoice with a covering ‘Authorisation for Payment’ form to the relevant Budget Centre.

10. Submit the ‘Invoice Register’ report.

Accounts Payable

Entering Matched Invoices

1. Navigate to the Enter Invoice Batches window and record Batch details. When complete select the Invoices button.
2. Enter Supplier Invoice details.
3. Click on the Match button.
4. Enter the relevant purchase order number in the Find Purchase Order to Match form and select the Find button.
5. Check the appropriate Purchase Order line displayed and enter the Quantity Invoiced (if different to that displayed).
6. Click on the Match button.
7. Repeat these steps until all invoices for the batch are entered and saved.
8. Ensure that Batch totals agree with the Actual totals entered.
9. Submit the ‘Invoice Register’ report.

Accounts Payable

Entering Prepayment Invoices

1. Navigate to Enter Invoice Payments window.

2. Enter Batch Details and click on the [Invoices] button.

3. Enter Supplier Invoice details.

4. Tab to the right of screen and select the appropriate [**Prepayment Type**] – Temporary or Permanent.

5. Select the [Distributions] button and enter distribution details.

6. Repeat these steps until all invoices for the batch are entered and saved.

7. Ensure that Batch totals agree with the Actual totals entered.

8. Perform funds checking against each invoice.

9. Submit the 'Invoice Register' report.

Accounts Payable

Applying Manual Invoice Holds

1. Query Find the invoice(s) to be put on Hold.
2. Select an invoice.
3. Click on the Holds button.
4. Apply the relevant hold from the [**List of Values**].
5. Save your work.
6. Repeat these steps until all holds are applied.

Accounts Receivable

Raising a Debtor Invoice

1. Navigate to the Transactions Enter Batches window.

2. Enter Batch Details and click on the [**Transaction Summary**] button.

3. Select the New button to display the Transactions window and enter Debtor Customer details as required.

4. Click on the Line Items button to enter details of the goods or services to bill to the Customer.

5. Select the Distributions button to enter the GL posting account(s).

6. From the Transactions window  the transaction.

7. Complete the transaction by selecting the Complete button.

8. Repeat these steps until all invoices for the batch are entered and saved.

9. Ensure that Batch totals agree with the Actual totals entered.

General Ledger

Journal Entry

1. Log into the FMIS and choose the appropriate **[General Ledger]** responsibility.

2. Select **[Journals:Enter]** from the menu. The Find Journals window will be displayed.

3. Choose **[New Batch]** to create a new batch header record.

   Enter Batch Header details including the **[Description]** and **[Control Total]** details. *Note the Batch Number from the **[Batch]** field on the Batch input form.*

4. Choose **[Journals]** to enter the first journal for the batch.

   JOURNAL HEADER details:
   - Tab to the **[Category]** field and select the correct Journal Category
   - Tab to the **[Description]** field and enter the Journal Description (use description on first journal line unless otherwise defined).
   - Tab to the **[Control Total]** field and enter the Journal Control Total.
   - *Note the Journal Number from the **[Journal]** field on the journal input form.*

   JOURNAL LINES details:
   - Enter journal line details as required.
   - The **[Description]** will default to that entered on the Journal Header. Change if necessary.
   - Use the Down Arrow Key to go to the next journal line.

5.  the journal when finished or if you have to leave the screen.

6. Enter more journals as required to complete the batch.

7. When the journals are all entered close the journal window.

8. From the [**Batch Header]** window choose **[More Actions]** and then **[Reserve Funds]**.

9. *Note the result of the Funds check on the Batch Header form.*

General Ledger

Printing a Journal Batch Report

1. Log into the FMIS and choose the appropriate **[General Ledger]** responsibility.

2. Select **[Reports:Request:Run]**

3. Select [**Single Request**].

4. In the **[Name]** field select the report **[Journals-General (132 char)]**

5. Enter the [Parameters] (CAPITALS = shortcuts to select this item)
   [Type] **L**ine
   [Posting Status] **U**nposted Journals (or choose **P**osted, **E**rror or relevant status)
   [Currency] **AUD**
   [Batch Name] %Number% - as noted on batch header

6. PRINT OPTIONS
   [Printer] = enter your required printer or select from the list
   [Copies] = 1

7. Click on the **[Submit Request]** button to run the report.

General Ledger

Opening A New General Ledger Account (Part 1)

NOTE: New General Ledger Accounts must be approved by the Head of Budget Centre. The Financial Management Accountant will approve the opening of all accounts, including endorsement of the coding. This is to ensure integrity of the Chart of Accounts.

Project

1. Navigate to Setup:Financials:Flexfields:Key:Values (shortcut ‘Key Flexfield Values’)

2. Enter fields as follows:

Application:	Oracle General Ledger
Title:	Accounting Flexfield
Structure:	University of Tasmania
Segment:	Project

   Choose [Find]

3. Click on first item in [Value] field. Choose [Query:Find] and, based on the project range allocated to the Budget Centre for the new project to be opened, enter the Values [From] and [To]. Choose 

4. This will return all projects in the selected range already allocated. Choose [Go: Last Record] from the menu to get the last number allocated. Choose [Edit:New Record]. Enter the next Project Number, Project Description and if necessary the Start and End Dates and any Descriptive Flexfields.  the changes.

5. Close the window.

General Ledger

Opening A New General Ledger Account (Part 2)

Shorthand Alias

1. Navigate to Setup:Financials:Flexfields:Key:Aliases (shortcut 'Shorthand Alias')

2. Choose [Query:Find]. Select [Oracle General Ledger]

3. Click on first existing record in Alias column. Choose [Edit:New Record] and enter:

[Alias]	The Project number
[Template]	The first four segments of the account, for example 1.10.100.10000.
[Alias Description]	The Project Description

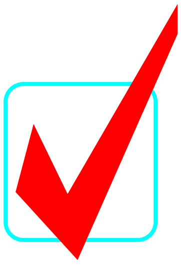
[Save] the changes.

Account Combinations

1. Navigate to Setup:Accounts:Combinations (shortcut 'GL Accounts')

2. Enter the Account Combinations. HINT: Can use [Edit:Duplicate Field Above] or standard Copy / Paste function to lessen keystrokes.

[Save] the changes.



General Ledger

Adding a New Account Combination to an Existing Project

NOTE: The Financial Management Accountant will approve the opening of all accounts, including endorsement of the coding. This is to ensure integrity of the Chart of Accounts.

Account Combinations

1. Navigate to Setup:Accounts:Combinations (shortcut 'GL Accounts')

2. Choose [Query:Find]. Enter in the Project Number of the new Account Combination. Choose Find. This will return all current Account Combinations opened for this Project.

3. Choose [Edit:New Record] and enter the new Account Combination.
HINT: Can use [Edit:Duplicate Field Above] or standard Copy / Paste function to lessen keystrokes. For any given Project, ensure new Account Combinations have the same value for Entity, Fund category and Budget Centre.

 the changes.

General Ledger

Closing Projects/Account Combinations

NOTE: The Financial Management Accountant will approve the closing of all accounts.

Projects (use if entire Project is to be closed)

1. Navigate to Setup:Financials:Key:Flexfields:Values (shortcut 'Key Flexfield Values').

2. Choose [Query:Find]. Enter in the Project Number and select 

3. Click on the [Enabled] field and remove the 'tick' – this disables the Project.

   [Save] the changes.

Combinations (use if only some Account Combinations are to be closed, not the whole Project)

1. Navigate to Setup:Accounts:Combinations (shortcut 'GL Accounts')

2. Choose [Query:Find]. Enter in the Project Number and select [Find]

3. Select the Account Combination to be disabled. Click on the [Enabled] field and remove the 'tick'.

    the changes.