

UNIVERSITY OF CONNECTICUT

FRS ON-LINE EXPENDITURE APPROVAL MANUAL

**NOT FOR REGULAR OR STANDING ORDERS
(RO/SO)**

Accounts Payable Department

3 N. Hillside Road, Unit 6080

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- *Mission*

- *Accounts Payables desire to provide better customer service to the Uconn community and its Vendors, has encouraged the development of the on-line expenditure approval process. Presently, this method can be used only for two-way match purchase orders that have been encumbered and invoiced in FRS.*

■ *Prerequisite*

- Departments must have a current Signature Approval form on file in Purchasing, This form can be obtained on the Purchasing Web site.
- Departments must have on-line receiving privileges and have been trained in its use by the Accounts Payable Department. The individuals in the department must have a basic knowledge of all the FRS modules. (Accounting, Accounts Payable, and Purchasing).
 - A basic knowledge can be interpreted as the ability to identify and track a given transaction through all the above mentioned modules.
- Once the above criteria has been met, submit the FRS request for Access form to Bruce Gerber, System Administrator, Accounting Department, U2072,(Tel: 486-3778). See form on FRS web site: <http://www.frs.uconn.edu/html/forms.html>)
- Once approved, you can call Accounts Payable to set up a training session.

■ *Vocabulary*

- **FRS**- *Financial Record System.*
- **Two-Way Match Purchase Order**- *FRS system compares data on each invoice line to the data on the associated purchase order line. The receiving data does not have to be entered into the system in order to process the payment. However, for audit and control purposes, the actual date the goods/services are received must be entered in the on-line system. (Rec Date-2-Way: field).*
- **Encumbered**-*Funds that have been allocated from the departments budget balance available to cover an authorized purchase order.*
- **Operator Identification Number**- *Number assigned by the FRS System Administrator allowing access to the FRS System. This number is recorded in the FRS value based security system, uniquely identifying the operator/s FRS access.*
- **Authorized Signature** - *Dean, Director, Department Head or Designated Individual in the department that has a *signature form on file with the Office of Finance, identifying expenditure approval authority.*
- **Negative Receiving Procedure**- *Invoices from the following vendors will pay 30 days from the date of the invoice or per vendor discount terms unless Accounts Payable is advised otherwise. Copies of blanket order invoices will be mailed to you for your review and approval. Copies of invoices for regular and standing orders will not be sent to departments. If you have any questions regarding the invoices or would like to hold up payment, please contact the Accounts Payable Claims Examiner responsible for the payment. As of 9/15/08 invoices \$50,000.00 or more are exempt from the Negative Receiving process.*

Negative Receiving Vendors

CHECK A/P WEB SITE FOR MOST CURRENT VENDORS

- V0000050390 A & A Office Sys. Inc.
- V0000639990 Agilent Technologies
- V0000001050 Airborne Express (DHL)
- V0000555830 Airgas East
- V0000048150 Allied Electronics
- V0000990400 All Waste
- V0000510500 Alta Genetics USA
- V0000002602 Amersham Bioscience Corp.
- V0000031870 AMS Imaging Inc.
- V0000017672 Applied Biosystems
- V0000003470 Arrow Line
- V0000170170 B & J Electric Motor Repair
- V0000000820 Beckman Coulter
- V0000692050 Bio-Orthopaedic
- V0000001340 Bio-Rad
- V0000318110 Braman
- V0000002180 Brand-Nu Lab
- V0000984960 Brickman Group
- V0000004001 Capp
- V0000170861 Cargill
- V0000004202 Carolina Biological Supply.
- V0000360500 City Carting
- V0000730470 Color Print & Envelope
- V0000177700 Columbia Ford
- V0000006101 Connecticut Business Sys.
- V0000005962 Connecticut Community Providers
- V000005962 Connecticut Valve & Fitting
- V000006420 Constitution Coach
- V0000510790 Copy Run
- V0000644441 D & R Communications
- V0000595920 DC Sports Inc.
- V0000005580 Dell Computer
- V0000005850 Desiato Sand & Gravel Co.
- V0000005952 DHL Express
- V0000272460 Dime Oil
- V0000770630 Direct Link Worldwide
- V0000007391 East River Energy
- V0000008011 Edmund Industrial Optics
- V0000008351 Electrical Wholesalers
- V0000009240 Esquire Gas Products Co.
- V0000007770 Federal Express
- V0000300590 Fiber Instruments
- V0000008132 Fisher Scientific
- V0000096531 Fleetpride, Inc.
- V0000326411 Flo-Tech
- V0000033590 Fowler & Hunter
- V0000020450 G. Merritt Thompson
- V0000076350 Gates GMC
- V0000009180 Gaylord Brothers
- V0000241630 Geoprobe
- V0000008063 GCR Truck Tire Centers
- V0000292750 Gillig Corp.
- V0000006754 Global Computer Supplies
- V0000763060 Global Synergies
- V0000034145 Goodyear Commercial Tire
- V0000034140 Goodyear Tire & Rubber
- V0000010052 Grainger
- V0000010571 Gross, John
- V0000010132 Harlan
- V0000010131 Harlan Tekad
- V0000010830 HB Communications
- V0000893720 Hillson Nut
- V0000579701 Ikon Office
- V0000011160 Information Builders
- V0000330020 Intergrated DNA Tech.
- V0000040370 Invitrogen
- V0000103993 IOS Capital
- V0000011720 J & S Radio Sales
- V0000549320 John Mini Distinctive Landscapes

Negative Receiving Vendors Cont.

- V0000012500 Kamco Supply
- V0000871750 Kauffman's Animal Health
- V0000012620 Lab Safety Supply
- V0000013420 Liberty Glass & Metal
- V0000014120 Mansfield Supply
- V0000014820 MCM Electronics
- V0000014840 McMaster-Carr
- V0000017280 MCS Industrial Supply
- V0000025360 Media Recover
- V0000015320 Merriam-Graves Corp.
- V0000015622 Micro Bio-Medics
- V0000016181 Millipore
- V0000016480 Molecular Probes
- V0000016631 Moore Medical
- V0000700540 MWG Bio Tech
- V0000014200 Nasco Fort Atkinson
- V0000036380 Nassiff's
- V0000053791 National Instruments
- V0000205050 Nationwide Advertising
- V0000014440 NCAA Publishing
- V0000016150 Nefco
- V0000015110 New England Biolabs
- V0000719010 New England Feeds
- V0000015310 New England Mechanical Services
- V0000015701 Newark Electronics
- V0000015742 Newport Corp.
- V0000191550 Nortech
- V0000839960 Northeast Graphics
- V0000400130 Northeast Labs
- V0000961020 Northeast Printing Network
- V0000478480 Numega Resonance Labs
- V0000026140 Old Mother Hubbard
- V0000050560 Oticon
- V0000017790 Pharmacal Research Labs
- V0000036560 Phonak
- V0000319500 Plaza Laundromat
- V0000018220 Poland Springs
- V0000128310 Port Supply
- V0000435022 Physician Sales & Services
- V0000065610 Qiagen
- V0000041250 R H Equipment Co.
- V0000022760 Residence Life Cinema
- V0000201410 Ricoh Corp.
- V0000001855 Roche Diagnostics Corp.
- V0000019410 Ryan Business Systems,
- V0000020140 Sears
- V0000484711 Sigma
- V0000102220 Siperstein's
- V0000102421 Swiss Cleaners
- V0000052161 Trugreen Chemlawn
- V0000004910 Uconn Cooperative Corp.
- V0000019150 Unisource Worldwide
- V0000044071 United Parcel Service
- V0000022120 USA Scientific, Inc.
- V0000102400 Widex Hearing Aid

■ *Topic One*

- Departments will assume responsibility for maintaining, in organized files, a copy of the invoice properly authorized for disbursement. The invoice files should be readily accessible to Finance and Audit personnel.

▪ *Topic Two*

- **Exceptions to On-Line Expenditure Approval Procedure, sign & return invoice to Accounts Payable.**
 - When the Original invoice is received by the department prior to A/P entering it into FRS.
 - When the P.O. is a Print Order (PT or PR type) and the Purchase Order is for \$10,000.00 or more. And if the P.O. is Federal grant money and the P.O total is \$2,500.00 or more.
 - If the Vendor is a Negative Receiving Vendor (list attached & also on A/P's web site).
 - In all the above you will have to sign the invoice and return to A/P
- **Use On-Line Receiving Process(screen 230) for the following Purchase Order Types:**
 - RO - Regular Orders
 - SO - Standing Orders

■ *Topic Three*

- Accounts Payable will send a copy of the original vendors invoice to the department for approval. Once the invoice is authorized for disbursement the department can enter the required data on FRS screen 24H.
- Required Data:
 - Rec Date-2-Way: i.e..(MMDDYYYY). Goods/Services actually received, not the data entry date.
 - Hold Payment: i.e..(S)The existing character must be erased to effectively release the invoice.
 - OP_ID field: Individuals FRS operator code.
- Complete the process by making sure the “Approval Stamp” on the invoice copy is signed and dated by an authorized signer. Retain file copy in department. This process should be completed within (3) working days after receipt of invoice copy(s).
- You must notify Accounts Payable of any Invoice that cannot be released. i.e.. (Goods returned or invoice does not belong to your department).
- Accounts Payable will monitor daily a listing of payables on ‘hold’ and will notify departments that have not released invoices older than 30 days.

Entering Receiving Data-Screen 24H

Step 1: To release payment on a 2-way match P.O you must have:

- Copy of the invoice, which comes from Accounts Payable.
- Approval stamp on invoice must be signed by authorized signer.
- Date the goods/services were actually received.

If the invoice can't be released for one reason or another you must notify the Claims Examiner in A/P that handles your vendor.

Step 2: Input P.O number and invoice number on action context line of screen 24H, press enter.

Compare the invoice information in with the system, if there is a problem with the entry call the Claims Examiner.

Input the following information in the highlighted fields;

- **2Way match dates;** should be the date goods actually received (mmdyyy)
- **Hold Code;** remove the "S" hold in this field by pressing the space bar.
- If the hold letter is anything other than an "S" don't release invoice, call the Claims Examiner for direction.
- **OPID;** enter your operator ID number (4digits) which shows on your FRS access request form you received from Bruce Gerber.
- **Hit the enter key;** when all of the above is enter, file the invoice in your files. Accounts Payable doesn't need the invoice back.

EXAMPLE OF HOW SCREEN WILL LOOK PRIOR TO RELEASING HOLD

2 - FRS (UCONNVM.UCONN.EDU)

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

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24H  P0 Invoice Header Create/Modify          ROCKLAND
(UC)                                         PO BOX 326
Screen:  █ Vend: V0000335230 PO: D804407 Inv: 141667      Line: 001

PO Date: 07-01-07      Type: B0      Pay Terms: N 30
Ref No.: D712536      Byr/Phone: 004      Currency:
Start Dt: 07-01-07      End Dt: 06-30-08      FOB/Rte: DA
TAX HOLD: .....

Remit-to Address      Invoice Dt: 11-30-2007
ROCKLAND              Voucher No: 2819872
PO BOX 326            Amount: 155.00
                      REC DATE 2-WAY: 00000000
                      ENTER THE DATE GOODS/SERVICES
                      WERE ACTUALLY RECEIVED BY UCONN
GILBERTSVILLE        PA
19525                Hold Payment: S
                      ENTER A BLANK (SPACE BAR) TO
Contact: P EVANS/PKE  APPROVE PAYMENT.
                      OPID:
PO TOTAL:             5,100.00      ENTER YOUR OPERATOR CODE
Total with Tax:       5,100.00      Description:
Total Invoiced:       4,500.00
  
```

2 Sess-4 137.99.26.3 4/10

▪ *HELP PAGE*

- **If invoice information does not show up on screen 24H**
 - **Invoice number is not being enter the same as A/P entered it.**
 - Accounts payable doesn't enter leading zeros on an invoice number unless it's a date.
 - Go to screen 249 to view how the invoice# was entered. You must designate the line# you want to view, (ie: 001 or 002) If Accounts Payable entered the invoice # wrong please call, so we can correct it.
 - You *don't* have access to screen 24H (contact Bruce Gerber @ 486-3778 to get access)
 - **The FRS# is not accessible by you.** If the FRS# belongs to another department they must release the invoice.
 - **The invoice has not been entered by Accounts Payable.** If you got the original invoice from the Vendor, please stamp and sign with the blanket order stamp and mail the original invoice to A/P @ U-6080.
- **Want to make sure your OP-ID# took?**
 - Go to screen 248 with the invoice number you want to review and you will see your OP-ID# appear on the top right side of the screen.
 - **If you need further assistant please call**
 - **Terri Richard @ 486-1643**