# SRS Purchasing Smartsheet Instructions

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*Overview*

Purchasing smartsheets are used for all SRS requests for purchases, payments and chargebacks. New smartsheets are created each fiscal year. There is one smartsheet for the entire unit.

The smartsheet contains conditional formatting that highlights required next actions, if requests are entered correctly. Failure to enter all the required information will likely result in the requested action being delayed.

SRS employees have different roles in the purchasing smartsheets:

 *Editors* can be either *Requesters* or *Approvers* (and sometimes both).

 *Administrators* are also *Purchasers*.

Editors can enter and edit the data in any field that is not locked. The system records each entry/edit with a UserID/date/time stamp. Anyone can view this by right-clicking on the cell and selecting *view cell history*. Editors cannot edit the overall format of the smartsheet.

Appendix A lists the naming convention for attachments.

Appendix B is a complete list of each field in the Smartsheet and how they should be used. This can be used as a quick reference guide.

To Request a Purchase



[Group]

The first column is for administrator use only to group items if necessary.

[Row-ID]

This column is an auto number; it is sequentially assigned by the system. Users cannot edit it. It will never change. It is a reliable way to refer to a specific item.

[Unit]

This is a drop-down field identifying which office is making the request.

[Requester]

Enter your name; or select from the drop down list. (If you are merely entering the data for another person, fill-in the true Requester’s name.)

[Request Date]

Fill-in the date you are entering the request.

*Shortcuts*: Just type “t” and smartsheet will enter the current date, or type the date and smartsheet will assume the current month and year for you.

[Approval Status]

Select the drop-down status of **requested**. This will turn the cell red indicating that an action is required by the Approver, and will automatically put the request on the Open Items Report for the Approver. Failure to select the **requested** status will likely result in your request being over looked.

If later you decide to cancel the purchase request, select **cancelled**. This will strike-through the entire row.

The Approver will need to set the *Approval Status* to **approved** before the purchase can be made. This will turn the *Order Placed Date* cell red indicating an action is required, and add it to the Open Items Report. The User ID/date/time stamp will be checked prior to the order being placed.

[Approver]

Enter the name, from the drop down list, of the person who has responsibility for the index that will pay for the purchase.

[Index]

Select the “index” to which the cost should be charged from the drop-down list of all SRS indexes. When appropriate, non-SRS indexes and/or activity codes may be entered; they will display in red typeface, this is okay.

[Vendor]

Enter the name of the vendor with whom the purchase should be placed.

[Item Description]

Enter item name and any additional detail (such as vendor part number) necessary to enable the Purchaser to purchase the correct item. Additional information or web links can be added to the *Comments* (dialogue bubble icon) column. Or any relevant documents may be added to the row in the *Attachment* (paperclip icon) column.



*Suggestion*: If you expect to charge-back the item to another department, consider entering “Charge-back of …” in the next row at this time.



[Pcard]

If the Purchaser determines that the invoice should be paid for with a Pcard, this check-box will be checked.

[Qty]

Enter the quantity of the item, if appropriate.

[Total Price]

Enter the total cost of the item. Typically [unit price] x [qty], but may vary from this formula if there are additional costs, such as shipping. Do not enter the dollar sign, the cell is pre-formatted to display as dollars and cents.

[Unit Price]

Enter the unit price of the item, if appropriate. Do not enter the dollar sign, the cell is pre-formatted to display as dollars and cents.

NEXT STEPS

After the above fields have been populated by the Requester, the Approver must approve before the Purchaser may place the order. When the order has been placed, the Purchaser will enter the date of the order in the *Order Placed* column and his/her name in the *Ordered by* column. If a PO is generated it will be attached to the row.

To Request Payment of an Invoice

Invoices are typically entered into smartsheet by the person first receiving the invoice. Invoices are also defined as internal UO charges such as Catering, Telecom, or Science Stores.

*Policy Reminder:* UO policy states that before an invoice can be paid two things must have happened: (i) we must have the invoice, and (ii) the product must be received, or the service completed to our satisfaction.

If you are entering an invoice for a purchase that is already on the smartsheet, skip down to the [*Order Rec’d/Complete*](#OrderCompleteField) instructions below.

If you are entering an invoice for an item that is not already on the smartsheet proceed from here …

[Group]

The first column is for administrator use only to group items if necessary.

[Row-ID]

This column is an auto number; it is sequentially assigned by the system. Users cannot edit it. It will never change. It is a reliable way to refer to a specific item.

[Unit]

This is a drop-down field identifying which office is making the request.

[Requester]

Enter your name; or select from the drop down list. (If you are merely entering the data for another person, fill-in the true Requester’s name.)

[Request Date]

Fill-in the date you are entering the request.

*Shortcuts*: Just type “T” and smartsheet will enter the current day’s date, or type the date and smartsheet will assume the current month and year for you.

[Approval Status]

Select the drop-down status of **requested**. This will turn the cell red indicating that an action is required by the Approver, and will automatically put the request on the Open Item Report for the approver. Failure to select the **requested** status will most likely result in your request being overlooked.

If later you decide to cancel the invoice request (for example, the invoice is incorrect) select **cancelled**. This will strike-through the entire row.

Before the invoice can be paid, the Approver will need to set the *Approval Status* to **approved**. The User ID/date/time stamp will be checked prior to the invoice being paid.

[Approver]

Enter the name, from the drop down list, of the person who has responsibility for the index that will pay the invoice.

[Index]

Select the “index” to which the cost should be charged from the drop-down list of all SRS indexes. When appropriate, non-SRS indexes and/or activity codes may be entered; they will display in red typeface, this is okay. Why the invoice is being charged to another unit should be explained in the *Comments* column.

[Vendor]

Enter the name of the vendor from whom the invoice was received.

[Item Description]

Enter item name or description. Additional information or web links can be added to the *Comments* (dialogue bubble icon) column. Or any relevant documents may be added to the row in the *Attachment* (paperclip icon) column.



*Suggestion*: If you expect to charge-back the item to another department, consider entering “Charge-back of …” in the next row at this time.



[Pcard]

If the Purchaser determines that the invoice should be paid for with a Pcard, this check-box will be checked.

[Qty]

Enter the quantity of the item, if appropriate.

[Total Price]

Enter the total cost of the item. Typically [unit price] x [qty], but may vary from this formula if there are additional costs, such as shipping. Do not enter the dollar sign, the cell is pre-formatted to display as dollars and cents.

[Unit Price]

Enter the unit price of the item, if appropriate. Do not enter the dollar sign, the cell is pre-formatted to display as dollars and cents.

[Order Placed Date]

The smartsheet administrator will enter NA.

[Ordered By]

The smartsheet administrator will enter NA.

[Order Rec’d/Complete]

This is one of the most important fields on the smartsheet, as it indicates whether or not the invoice should be paid.

Typically, this column is filled-in by the Requester, since he/she is the one most likely to know if the item has been received, or the service completed to his/her satisfaction. However, some simple purchases (such as OfficeMax) may be filled-in by the person who actually received the shipped package.

Select **yes**, **no** or **partial** from the drop-down to indicate whether the purchase has been completely received and the invoice should be paid. When this column is “yes” and the *Invoice Nbr* column is filled-in, the *Invoice Paid Date* cell will highlight in red, indicating to the administrator that the invoice should to be paid.

[Invoice Nbr]

Enter the invoice number as printed on the vendor’s invoice.

[Invoice Paid Date]

The smartsheet administrator will enter the date the invoice (or charge-back journal entry) is entered into Banner for payment. This is not necessarily the date the check is printed and mailed.

Banner automatically defaults the check print date to 25 days after the invoice date. Checks are printed and mailed out every Tuesday and Friday.

[Banner Doc Nbr]

The smartsheet administrator will enter the Banner document number. Banner invoice documents begin with an “I”, journal entries with a “J”. Anyone with Banner access can use the document number to look-up the document and check its status.

[Complete]

The smartsheet administrator will check-box this column when purchasing and payment actions for the row are completed.

Ignore all other columns after the Complete column.

To Request a Charge-back

Charge-backs are entered similarly to entering an invoice for payment, except several of the fields are not applicable, (and are not listed below). The smartsheet administrator will enter NA in those fields.

[Row-ID]

The column is an auto number; it is sequentially assigned by the system. Users cannot edit it. It will never change. It is a reliable way to refer to a specific item.

[Requester]

Enter your name; or select from the drop down list. (If you are merely entering the data for another person, fill-in the true Requester’s name.)

[Request Date]

Fill-in the date you are entering the request.

*Shortcuts*: Just type “T” and smartsheet will enter the current day’s date, or type the date and smartsheet will assume the current month and year for you.

[Approval Status]

Select the drop-down status of **requested**. This will turn the cell red indicating that an action is required by the Approver

If later you decide to cancel the charge-back request, select **cancelled**. This will strike-through the entire row.

Before the charge-back can be posted, the Approver will need to set the *Approval Status* to **approved**. The User ID/date/time stamp will be checked prior to the journal entry being posted.

[Approver]

Enter the name, from the drop down list, of the person who has responsibility for the index.

[Index]

Enter the “index/activity code” provided by the unit being charged-back. This will not be an SRS index; it will display in red typeface, this is okay. If there are numerous indexes to charge-back to, enter “various” then attach a document with the indexes and amounts.

Provide documentation as to who in the other unit provided the “index/activity code” in either the *Attachments* or the *Comments* columns.



[Vendor]

Enter the name of the vendor whose costs are being charged-back.

[Item Description]

Enter “Charge-back of <item name or description>.

*Suggestion*: If you reserved the row beneath the initial purchase for the charge-back, it will look something like this …



[Total Price]

Enter the total amount of the charge-back as a *negative*. Do not enter the dollar sign, the cell is pre-formatted to display as dollars and cents.

[Invoice Paid Date]

The smartsheet administrator will enter the date the charge-back journal entry is entered into Banner for payment.

[Banner Doc Nbr]

The smartsheet administrator will enter the Banner document number. Journal entries begin with a “J”. Anyone with Banner access can use the document number to look-up the document and check its status.

[Complete]

The smartsheet administrator will check-box this column when purchasing and payment actions for the row are completed.

Ignore all other columns after the Complete column.

Travel and/or Training

Travel Requests and/or Travel Reimbursements do NOT belong in the Purchasing Smartsheet. Travel has its own unique rules and procedures, and is handled by FASS.

***However*** … training courses without any travel, should be input to the Smartsheet, and will be paid by the SRS Business Office.

Employee Reimbursements

Employee reimbursement requests are entered on smartsheet no differently than any purchasing or invoice request. The ***original*** receipts must be sent to the SRS Business Office along with the signed SRS Out of Pocket Reimbursement form.

Appendix A – Attachment Naming Convention

**Invoices** should be named as:

 INV–VendorName–InvoiceNumber

 INV-OfficeMax-65115875213 (for example)

**Packing Slips** / **Bills of Lading** should be named as:

 BOL–VendorName–ReceivedDate(yyyymmdd)

 BOL-OfficeMax-20150315 (for example)

**Vendor Quotes** should be named as:

 QUOTE–VendorName–Date or Quote#

 QUOTE-PerkinElmer-123456 (for example)

Appendix B – Field List / Quick Reference

