

CIS-AFE Exercises

Last Modified March 17, 2006

Exercise 1: Header Funded AFE

Header Funded – funding is for the document as a whole and applies to all ordered items. You can use **up to six** account and sub code combinations, splitting payments by dollar amount or percentages.

A professor in your department purchased some lesson supplies and needs to be reimbursed. The professor gives you a receipt from Jerry's Artarama for \$122.13. Since this personal reimbursement is less than \$1000 (the limit set for reimbursements to individuals) you can create an AFE document.

From the menu select: Financial, Documents, Create Documents, AFE Header Funding Create

AFE HEADER FUNDING CREATION

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Doc #: Date Requested: 11/17/2005

Ordered by
Name: TRAIN1 Dept: 2029 TRAINING DEPT 122 Phone: (970)491-5916

Deliver to
Name: TRAIN1 Dept: 2029 TRAINING DEPT 122 Room: 639B
Building: UNIV SERVICES CENTER Override Ship to Address

Prepared by
Name: TRAIN1 Dept: 8023 TRAINING DEPT 285 Phone: (970)491-5916

Vendor Information
ID: F0000127430 Name: ALLEN ANGELINE J
Addr 1: ADMISSIONS 1020 Addr 2: !
Addr 3: Addr 4:
City: FORT COLLINS State: CO ZIP: 805231020 Country: USA

Receivable? Prepay? Comments? Priority?

Enter Comments (Save First!) Page 2

1. **Ordered by:** Press the TAB key and the ordered by name, department and phone will fill in with your information. (When in the Training Module, the training information will fill in). For today, change the Ordered by Name to your name so that you can find your document later.
2. **Deliver to:** The deliver to name, department and address will also fill in with "training" information as you TAB past them. Change this to the professor's name (make up a name).
3. **Prepared by:** This information is fed from your CIS login and can't be changed.
4. **Vendor:** The vendor name and address should be filled in with the professor's information since you are reimbursing him/her for the supplies that were bought at Jerry's Artarama (**the vendor should NOT be Jerry's Artarama since they were paid by the professor**)
5. **Prepay:** The prepay field should be left blank.
6. **Priority:** The priority field should be left blank.

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Click on the Page 2 button

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Doc #: Vendor Name:

Document Detail						
Item #	Qty	UOM	Description	Unit Price	Extension	User Field
<input type="text"/>	1.00	LOT	lesson supplies	22.1300	22.1300	<input type="text"/>
<input type="text"/>	1.00	EA	art software	100.0000	100.0000	<input type="text"/>
<input type="text"/>						<input type="text"/>
<input type="text"/>						<input type="text"/>
Total:					122.1300	

Header Level Funding				
#	Account	Subcode	Percent	Amount
<input type="text"/>	135555	3410		22.13
<input type="text"/>	135555	3810		75.00
<input type="text"/>	135555	3410	100.0000	
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
Total:			100.0000	97.13

You are required to choose an exception reason when the document total is >= \$3,000.01

Reason...


Enter Comments (Save First!)

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ORDERED GOODS AND FUNDING

Document Detail Section:

Line 1: Qty = 1

UOM (Unit of Measure) = LOT (can use the list key  to find the correct unit of measure)
 Description = lesson supplies
 Unit Price = 22.13
 User Field (optional 10 character field) = leave blank

Line 2: Qty = 1

UOM (Unit of Measure) = EA (can use the list key  to find the correct unit of measure)
 Description = art software
 Unit Price = 100.00
 User Field (optional 10 character field) = leave blank

*******Note*******

The **User Field** is an optional 10-character field. It allows you to input information that is pertinent to your department. For example, if you are ordering for different labs on the same document, you could input the name of the lab. The User field information doesn't flow to FRS.

Header Level Funding Section:

Account = 135555
 Sub code = 3410
 Dollar = 22.13
 Percent = leave blank

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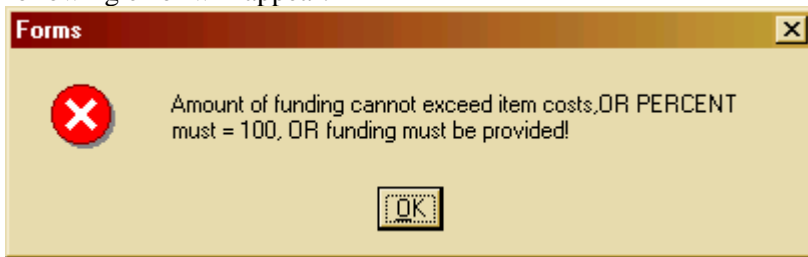
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Account = 135555
Sub code = 3810
Dollar = 75.00
Percent = leave blank

Account = 135555
Sub code = 3410
Dollar = leave blank
Percent = 100

*******Note*******

In the Header Level Funding section, the percent total must equal 100% otherwise a Pop Up screen with the following error will appear.



Complete Document:

Once you are satisfied with all parts of the document, click on the Send into the Approval Process button. A Pop up Box with your document number will appear. (for this class, write down the number). The document will now flow to the approver. A Pop up Box appears asking "Do you wish to approve your document?" Click No.



Approval:

For today, we will approve our own documents. This may or may not be the case with a real document.

*******Notes*******

- If you have approver roles for CIS, you will be able to approve documents in your department for up to \$1000.00. If your document is over \$1000.00 and you try to approve it, a Pop up Screen will appear stating "This document must be approved by someone other than the creator."
- If a document hasn't been approved in three days, an email reminder will be sent to the approver(s).


To Approve a Document Later:

1. Go to Financial, Documents Available for Approval
2. Find and click on your document.
3. Click on the approve document button.
4. In the Document Approval window, click YES for each line to approve your document.
5. If you're successful at approving your document, the APPROVED column will say YES.
6. Exit your document.  key or Exit button.
7. Exit the approve screen.  key or Exit button.

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Waive Printing:

For a reimbursement you don't need to print an Official copy of your document unless you need one for your file. From the main CIS screen select Financial, Documents, Inquire/Print/Report on Documents, Print Documents, Official Copy, click in the Official Copy field if a copy is needed, then click on the Process Selection(s) button. If a copy is not needed, click in the Waive Printing field, then click on the Process Selection(s) button. This action removes this document from the print official copy screen. Go back to the CIS main menu, using the Exit  key.


*******Note*******

Accounts Payable requires a hard copy of the documentation (always reference the document #) such as a receipt, an invoice, a registration form, magazine subscription card, or memo of justification for all documents.

Exercise 2: Line Funded AFE

Line Funded – funding is applied to each ordered item/line. You must use line funded if using **more than six** account and sub-code combinations.

From the menu select: Financial, Documents, Create Documents, AFE Line Funding Create.

1. **Ordered by:** Press the TAB key and the ordered by name, department and phone will fill in with training information. When not in the Training Module, this will be your information. For today, change the Ordered by Name to your name so that you can find your document later.
2. **Deliver to:** The deliver to name, department and address will also fill in with “training” information as you TAB past them.
3. **Prepared by:** **This information is fed from your CIS login and can't be changed.**
4. **Vendor:** Tab or mouse click in the vendor name field. The list key  should **always** be used on the vendor field when choosing your vendor. Press the list key; when the "Enter Reduction Criteria" box comes up, input 1- 4 letters to search on.

Vendor List Columns

Name	ID	Type	ACARD	Addr1	Addr	City	Stat
ALSCO	V0000000030	R	Y	317 S THIRD ST		LARAMIE	WY
ALSCO	V0000000030	O	Y	317 S 3RD ST		LARAMIE	WY
ALSCO	V0000000030	R	Y	702 S 9TH		GRAND JCT	CO
ALSCO	V0000000030	O	Y	P O BOX 370		GRAND JCT	CO
ALSCO	V0000000030	O	Y	100 N LINK LANE		FORT COLLIP	CO

In the picture above, note the TYPE and ACARD columns.

- The TYPE column describes whether the address listed to the right is a Remittance address (R) or an Order address (O). When creating an AFE, it is preferred that you use the Remittance address. When creating a Requisition, use the Order address.
 - The ACARD column indicator is either blank or a Y. If there is a Y in the ACARD field indicating that the vendor accepts ACARD, you will be unable to create an AFE to the vendor.
5. **Prepay:** The prepay field should be blank.
 6. **Priority:** The priority field should be blank.

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Click on the Page 2 Button.

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Doc #: Vendor Name:

Document Detail

Item #	Qty	UOM	Description	Unit Price	Extension	Acct	Subcd	User
<input type="text"/>	5.00	EA	notebooks	3.4000	17.0000	135555	3410	<input type="text"/>
<input type="text"/>	10.00	EA	pens	1.0000	10.0000	135555	3411	<input type="text"/>
<input type="text"/>		T	enter information for the vendor, as this					<input type="text"/>
<input type="text"/>		T	will print on the Official Copy					<input type="text"/>
Total:					27.0000			

You are required to choose an exception reason when the document total is >= \$3,000.01

Reason...

Send into Approval Process

Enter Comments (Save First!)

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ORDERED GOODS AND FUNDING

Document Detail Section:

Line 1: Qty = 5

UOM (Unit of Measure) = EA (The can be used to search for valid units of measure)
 Description = Notebooks
 Unit Price = 3.40
 Acct = 135555
 Subcd = 3410

Line 2: Qty = 10

UOM (Unit of Measure) = EA (The can be used to search for valid units of measure)
 Description = Pens
 Unit Price = 1.00
 Acct = 135555
 Subcd = 3411


Line 3: Qty = blank

UOM (Unit of Measure) = T
 Description = **enter information for the vendor, as this will print on the Official Copy**
 Unit Price = blank
 Acct = blank
 Subcd = blank



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*******Note*******
The **User** field is an optional 10-character field. It allows you to input information that is pertinent to your department. For example, if you are ordering for different labs on the same document, you could input the name of the lab. The User field information doesn't flow to FRS.

Comments: Comments should contain information that **Central Receiving, Accounts Payable or Purchasing** would need to know. Save your document by clicking on , then click on the Enter Comments button. Type in your comments, save and close comments.

Complete Document: Once you are satisfied with all the parts of your document, click the Send into the Approval Process button. You will see a Popup Box with your document number. The document will now flow automatically to the approver. A Popup Box appears asking "Do you wish to approve your document?" Click on "Yes" and follow the instructions under **APPROVAL**.

Approval: For today, you will approve your own document. This may, or may not be the case with a real document. In the Document Approval window, click YES to approve each line in your document. If you're successful at approving your document, the APPROVED column will say YES. Go back to the CIS main menu, either by using the  key or using the Exit button, then the  or Exit button again.

Printing: Generally, you would print an official copy of this AFE on plain paper, if the vendor requires one. From the main menu, select Financial, Documents, Inquire/Print/Report on Documents, Print Documents, Official Copy, click in the Official Copy field, then click on the Process Selection(s) button. If a copy is not needed, click in the Waive Printing field, then click on the Process Selection(s) button. Go back to the CIS main menu, using the Exit button or the  key.

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AFE's > \$3000

For APPROVED EXCEPTIONS only, users may create an AFE for orders over \$3000. Some of the exceptions are advertising, membership dues, moving expenses and registration fees. On page 2 of the document, the user will select the reason the document is over \$3000 from a popup box. After the departmental approval has been obtained, these documents will flow to Accounts Payable for approval. If necessary, the document will flow to the appropriate Central Office for additional approvals.

If you have an exception that is not on this list, contact Frank Krappes in Purchasing at 491-6204 to determine course of action.

