

# Introduction to IMOs (Intramural Orders) – Buyers

Last updated March 17, 2006

## Overview

Intramural Orders (IMO's) are for a single, one-time purchase. An IMO should be used for the purchase of goods or services provided by University service centers.

---

**Departmental Approvals:** The approver must be an authorized signer (Fill out the FRS/CIS/FRS data warehouse application and the SIGNATURE AUTHORIZATION APPLICATION and send to Business & Financial Services)

**Official Functions (Hospitality)/Recruitment:** Any document using the Official Function (4820), Recruitment sub codes (4430 or 4440) or Alcohol subcode (4830) will require the additional approval of an official function authorized signature. To be able to approve Official Function expenses, you must submit an application for Official Function Signature Authorization. Be sure to use subcode 4820 when making an official function purchase. Alcoholic beverages for official functions can only be purchased using gift funds (64 fund 643000-649999) or auxiliary funds (62 funds 260200-279999) and sub code 4830.

**Central Office Approvals:** After your document has been approved within your department, depending on the accounts and subcodes used on the document, it may then go on to a central office for additional approvals. The central offices are:

Entries over \$1000 on 1x, 21-29 or 99 funds	Financial Reporting & Analysis
21& 22 funds with 8xxx sub codes (equipment)	Self Funded Accounting
All funds using the 8000 equipment sub codes	Property Management
All entries to 53, 64, 65 or 88 funds	Sponsored Programs
All entries to 77 funds	Plant Funds Accounting
All Funds using sub code 3900 (radioactive materials)	Environmental Health Services

**CSU IMO Suppliers:** A listing of units accepting electronic CIS IMO's can be found by going to FINANCIAL, DOCUMENTS, CREATE DOCUMENTS, IMO CREATE, then tab through until you get to the Supplier Name field. A new window will open displaying the IMO Suppliers on campus.

Currently, only two major areas do not accept CIS IMO's: Software Cellar and Facilities Management. Transportation Services and Facilities Event Planning (for events/room rentals) do accept CIS IMO's.

# Introduction to IMOs (Intramural Orders) – Buyers

Last updated March 17, 2006

## Creating an IMO

### CIS Training Module

Username: train1

Password: student

Database: training

From the menu select: Financial, Documents, Create Documents, IMO Create

The screenshot shows the 'Create POS IMO' window in the CIS system. The window title is 'CAMPUS INFORMATION SYSTEM' and the user is logged in as 'TRAIN1'. The date and time are '11/15/2005 03:50 PM'. The window contains the following information:

- Doc #:** [Empty field]
- Date Created:** 11/15/2005 03:50:40
- Status:** [Empty field]
- Prepared by:**
  - Name: TRAIN1
  - Dept: 8023 TRAINING DEPT 122
  - Phone: (970)491-5916
- Ordered by:**
  - Name: CMACNAUGHTON
  - Dept: 6003 TRAINING DEPT 235
  - Phone: (970)491-2099
- Supplier:**
  - Name: BOOKSTORE TEST
  - Contact Person: FRAN WILSON
  - Phone: (970)491-1234
- Delivery status:** Not delivered [Deliver to information button]
- Tolerance:** 20.0000
- Start Date:** 11/15/2005
- Verify?**
- Priority?**
- Comments?**

At the bottom of the window, there are buttons for 'Enter Comments' and 'Page 2'.

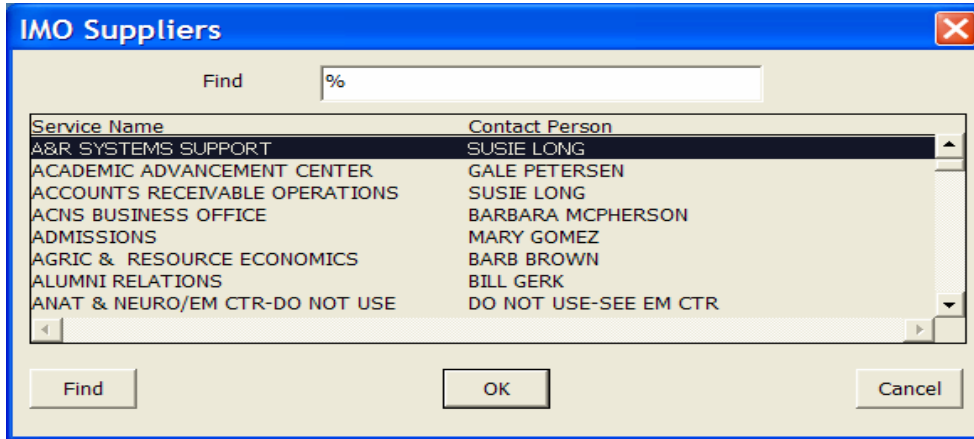
**Prepared By:** is fed by the login information used when first logging into CIS (information can't be changed).

**Ordered By:** the ordered by name, department and phone number will default (as you TAB through them) to your name, department and phone. If this is not the correct information, use your mouse to click in these fields and change the information as appropriate. A drop down list can be used for the Ordered by Name, click in the field then click on the blue down arrow in the menu bar. In the CSU Employees popup, enter the first few letters of the person's last name and the % sign, Find, then highlight the name and OK. Tab through the Ordered By fields to fill in the information for the new Ordered By person.

# Introduction to IMOs (Intramural Orders) – Buyers

Last updated March 17, 2006

**Supplier:** tab or mouse click in the supplier name field. A popup box of available IMO suppliers will appear. Highlight your supplier, click OK.



**Deliver To Information:** the default for this document is not delivered. If you need your order delivered to you, click on the Deliver to Information button and input a delivery name and address.

**Tolerance:** allows the supplier to go over the cost that is specified by the tolerance percentage (based on document total, not per line). CIS defaults to 20%, but, it may be changed to anything from 0% or 99.99%. You may want to watch this closely if your account is set to close soon or if it is overspent.

\*\*\*\*\***Note**\*\*\*\*\*

If the supplier goes over your tolerance, they will receive a message that they are going over tolerance. The document will return to your act on pending documents screen, to be re-approved before being processed to FRS. Changes cannot be made to the document; it can only be sent back into the approval loop. (See notes on page 6).

\*\*\*\*\*

**Start Date:** this is the effective date of the document. It defaults to today's date. Changing the default date means you will not receive the goods/service or be charged for this IMO until this date. The supplier will not receive their revenues until this date.

**Verify:** if this box is checked, after the supplier fills the order, the document is returned to your act on pending documents screen to notify you that the document has been processed. This does not mean that you are able to "cancel" the order. Verify only allows you to view the supplied order, nothing more. The supplier will get paid whether or not the department verifies the IMO.

# Introduction to IMOs (Intramural Orders) – Buyers

Last updated March 17, 2006

## Ordered Goods and Funding

Click the Page 2 button to enter your order and funding information.

Input your account number and subcode, quantities, unit of measure, description and unit price.

**For this exercise use:**

**Account/sub code: 13555-3410**

**Quantity: 5**

**Unit of measure: EA (to get a list, click in the field, then click on the blue down arrow at the top of the screen)**

**Description: books**

**Unit price: \$10.00**

**Ordering/supplier stock number: blank**

**Ordering stock number:** this optional field allows you to enter a number that is applicable to your department, such as an inventory control number.

**Supplier stock number:** if you know the stock number or catalog number that the supplier uses, input it in this field, otherwise, leave it blank.

CAMPUS INFORMATION SYSTEM

Action Edit Query Block Record Field Help Window

TRAINI 11/15/2005 03:15 PM

Create POS IMO

FMISF053 Financial Management Information System Page 2 of 2

Doc #:  Total Cost:

IMO Order Items

Item #	Order Acct #	Sub code	Qty	UOM	Item Description	Unit Price	Extension
<input type="checkbox"/>	135555	3410	5.00	EA	books	10.0000	50.00
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Send into Approval Process Enter Comments Page 1

# Introduction to IMOs (Intramural Orders) – Buyers

Last updated March 17, 2006

## Approve Document

Once you are satisfied with all the parts of your document and are ready to place the order with the supplier, click the Send into the Approval Process button. This completes document creation. The document will now flow to the approver.

**For this class, we are the approvers. Click on Send into Approval Process, write down the IMO number then click on OK. When a screen pops up and asks if you want to approve your document now, click on Yes. In the white box, click on Yes to approve document. Ok. Exit.**

### Approve at a later time:

- Go to FINANCIAL, DOCUMENTS AVAILABLE FOR APPROVAL
- Click on the POS IMO tab
- Find your document and click on the APPROVE DOCUMENT button
- **To approve**, click on the YES button for each line item
- Save and exit your document.
- **To deny**, click on the NO button and exit. You will be prompted to input a reason; input a comment, and press the SAVE/CONTINUE key.

**Attention to Details:** Once your document has been approved, it will appear on the supplier's screen. But...does the supplier need something additional from you before they can process your order?? Don't forget to send them whatever they require to complete the IMO!! For example you may need to include a sample of a print order for Printing and Publications, or a soil sample for the Soil, Water and Plant Testing Lab. Always reference the document number when sending something to the seller.

## Other Issues

**Act on Pending Documents – Buyer:** Don't forget to click on the POS IMO tab!! An approver may have denied your document. All documents that are in process will appear on this screen.

**Verify – Buyer:** Documents needing your verification appear on the act on pending documents screen (POS IMO tab) with a status of "Order Needs Verification". Double click on your document. After reviewing your document, click on the ORDER VERIFIED button to release the document from act on pending OR click on the ORDER NOT VERIFIED HOLD button to retain the document on the act on pending screen.

**Cancel an IMO - Supplier Can't Fill Line or Entire Order:** For documents where the supplier can't fill a line or the entire order, you must clear the document from the system! If a vendor cannot supply an order they need to supply the order at 0 and the unit price at 0.00 or else it will land in the act on pending area.

- From the Act on Pending Documents screen (POS IMO tab), select your document and press the CANCEL IMO OR LINES button.

## Introduction to IMOs (Intramural Orders) – Buyers

Last updated March 17, 2006

- **To cancel a line item(s)** – click on the CANCEL? Box for each line you want to cancel, then press the PROCESS LINE CANCELLATION(S) button
- **To cancel the entire IMO** – click on the CANCEL ENTIRE IMO button – there is no need to cancel each line item.

**Over tolerance – buyer:** Both the buyer and the seller have access to the IMO on the Act on Pending screen. The seller can reduce the price so that the document is no longer over tolerance or the buyer can follow the instructions below.

**To accept the over tolerance,** from Act on Pending (POS IMO tab):

1. Click on the VIEW DOCUMENT button (these documents will have an OVER TOLERANCE status)
2. Review the document
3. SEND INTO THE APPROVAL PROCESS to be re-approved
4. If you are an authorized signer, you can approve the document from Act on Pending; otherwise, your departmental approver will need to re-approve the document from their approval screen.

**To reject the over tolerance** – you have 2 choices:

1. Do nothing within the CIS system, **BUT**, please call the supplier and work things out with them over the phone. They are able to change the selling price to match your order or change it to another amount that you agree on.
2. Follow the steps to approve, except the departmental approver will need to reject the document from their approval screen. Add a comment for the supplier when rejecting the document.

### Complete Document

\*\* Ask your Suppliers to provide you with a cheat sheet listing any specific information that they require on an IMO when ordering from them. \*\*

# Introduction to IMOs (Intramural Orders) – Buyers

Last updated March 17, 2006

## Inquiry

Go to FINANCIAL, DOCUMENTS, INQUIRY/PRINT...DOCUMENTS, IMO Inquiry

From this screen you can inquire on IMOs by entering information into the boxes in the top portion, checking on or more of the boxes below, then clicking the Process Selections Button.

FMISF068 Financial Management Information System Page 1 of 1

**IMO Search Criteria**

Document Number:

Account #:

Date Created:  ↓ to  ↓

Dept #:

Ordered By:

Prepared By:

Deliver To:

Supplier Name:

**Inquire About**

Approval History  Document Comments

Approvals Pending  Print Document

Document  Status History

From this screen you can inquire on:

**View Approval History** – see who approved an IMO and when

**View Approvals Pending** – see a listing of people who can approve an IMO

**View Document** – see a copy of an IMO

**Document Comments** – see comments or add comments to an IMO To add a comment, start a new line.

**Print Document**

**Status History** – see who created, approved, or filled an IMO