Youngstown
STATE UNIVERSITY

eCUBE Quick Reference Guide

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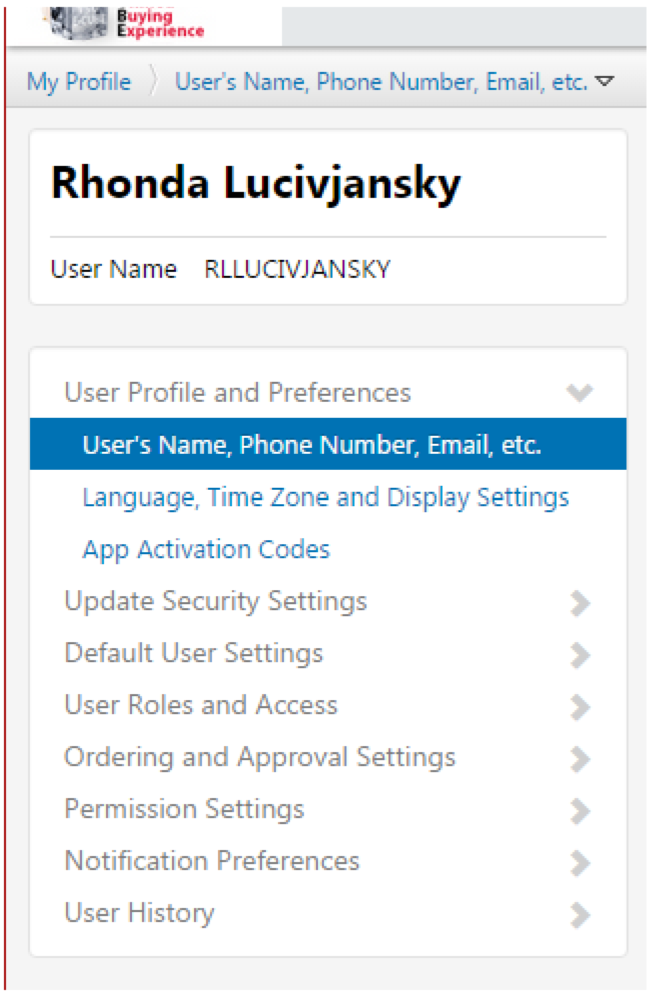
Setting up or updating your Profile

- Click the pull-down arrow (located next to your name in the upper right corner of screen).
- Click the first link "**View My Profile".** The navigation screen opens on the left- side of the screen.
- Click "Default User Settings" in order to add "Custom Field and Accounting Code Defaults" or "Default Addresses".
- Click on "Notification Preferences" to update email notices.



Note: When an option appears for selecting a field as a default, the data will appear on the Requisition screen every time.

Requesting a new vendor

- When a search on eCUBE identifies a vendor is not in the system, a form must be sent to the vendor for their completion. Completed documents are returned to YSU Procurement Services for data entry into Banner which will immediately sync into eCUBE.
- Go to the Procurement Services Forms New Vendor Information and click on the Vendor Information and Substitute IRS W-9 form.
- Forward the Vendor Information form to the supplier for completion. Once completed the vendor should upload it to the Secure Upload link: https://ysd.ysu.edu/newvendor.
- Procurement Services staff will review the document for completeness prior to entry into the system and contact either the department or the vendor for missing information.
- The department working with the vendor will be contacted when the vendor is available in eCUBE.
- The Requisition can then be created in the system.

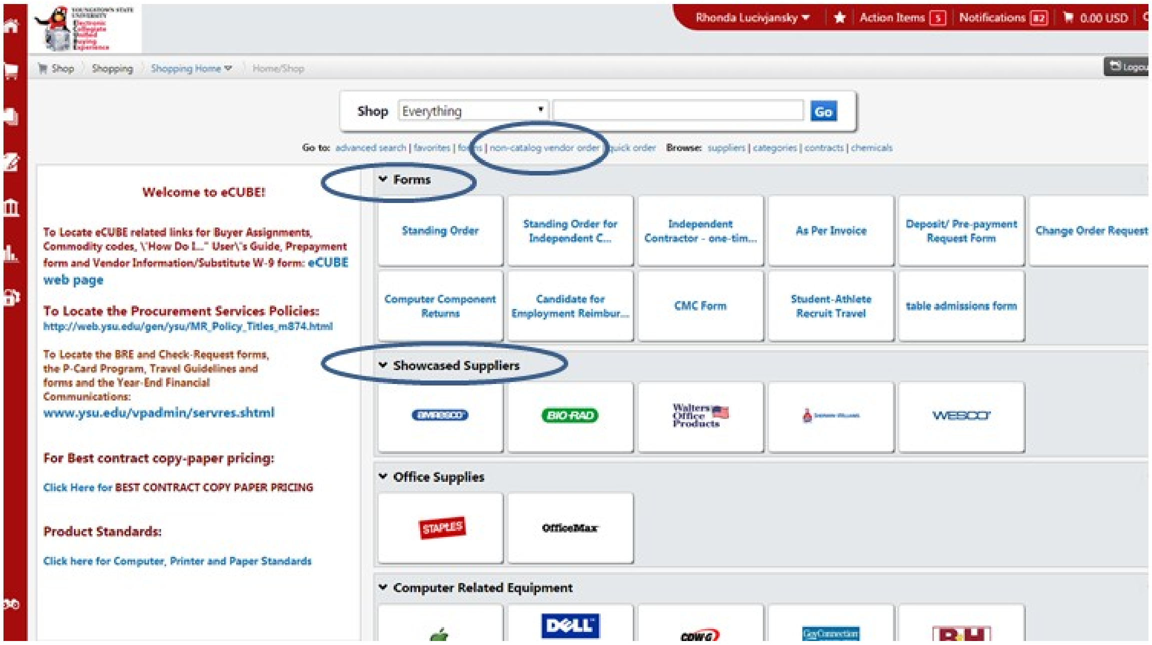
Updating a vendor's information in eCUBE – Address/Phone/Fax/Email

- See the New Vendor Information page for instructions for changes to an existing vendor. The change will be made in Banner which will also sync into eCUBE.
- The originator of the request will be contacted when this task is complete.
- The Requisition can then be created in the system.

Creating a shopping cart

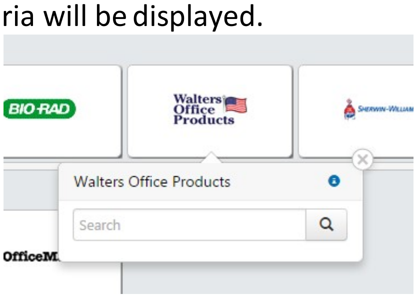
Home Shop page

- Navigate to the Home Shop page by clicking on the small house symbol next to Pete on the left-side of the screen. (Note: to set the Home Shopping Page as your home/page, use the pull-down menu from your name tab, with the Home Shopping selected, click on the Current Page option and then the Save button).
- You can create a Requisition from a hosted or punch-out catalog (such as Staples or Office Depot), non-catalog vendor order, or a specialized form.
- See the Purchasing Guidelines for the difference between the forms and which forms to use in which circumstances.



Hosted catalog or Punch-Out catalog Requisition

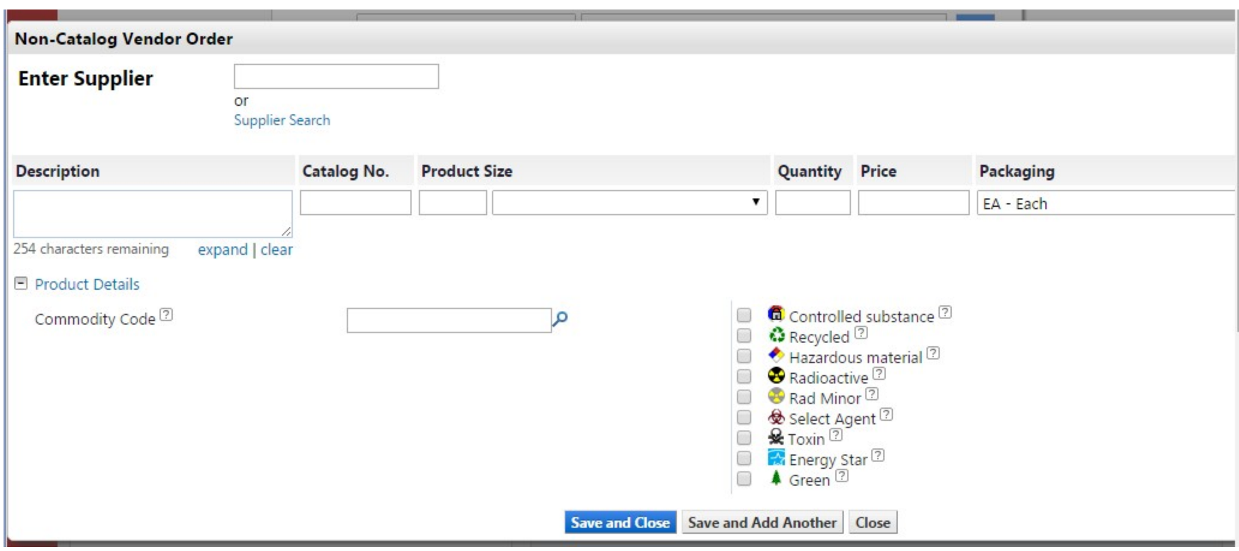
- Take advantage of contracted discount pricing by using showcased/punchout/hosted suppliers displayed on the home page. Pricing is determined by contract, membership, or educational discounts. Click on the vendor catalog to initiate the order.
- If the catalog is a hosted catalog such as Walter's Office Supplies a search box will appear when you click on the catalog. If you click on the search magnifying glass then all products will appear in the next window. If you type in the search box, then only the items meeting your criteria will be displayed.



- Select your items and "Add to Cart".
- If the catalog is a punch-out catalog such as Staples, you will be directed to the vendor's website.
- Choose the items you wish to purchase. Add to the cart in the punch-out and follow the vendor's directions to bring your shopping cart back into eCUBE.
- Do not add non-catalog items to your cart with catalog orders.

Non-catalog vendor order

- A non-catalog vendor order is used for Requisitions for goods and services to be ordered that are not on a catalog or require the use of a specialized form (see below for list).
- Click on non-catalog vendor order. Enter the vendor name. If the vendor name does not appear below the vendor box for choosing, then follow the directions above for requesting a new vendor.
- Enter the description of the item being ordered, catalog number, quantity, price, and commodity code. The commodity code has search capability by clicking on the magnifying glass.
- If you have questions about a particular commodity or need help identifying the correct commodity code, email procure@ysu.edu.
- If you are only entering 1 item – click the "Save and Close" button.
- If you have additional line items to enter – click the "Save and Add Another" button.
- When you have entered all of your line items you can click – "Save and Close" or "Close" to add the non-catalog vendor order to a shopping cart.
- Important- if you enter a quantity of 1, only one invoice can be accepted in the system against the line item.



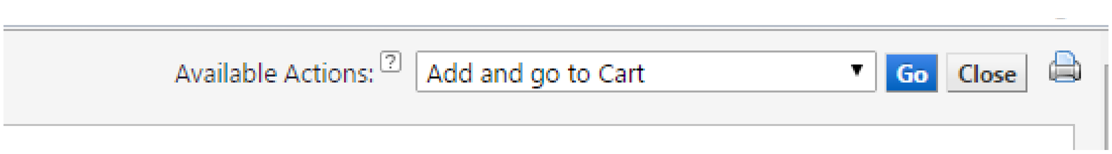
Specialized Forms

- Forms are used to collect specific, related data necessary to create a Requisition.
- Only one form is allowed in the shopping cart, no additional items can be added (such as a punch-out or non-catalog item) to the cart.
- Forms are either order form or request form types. An order type form will create a Purchase Order (PO). A request type form will create a request to initiate an action such as change an existing order, return computer components, etc.

Forms Available:

- **Standing Order**, use this form if multiple payments are going to be made against a purchase order for goods and/or services over the fiscal year. (Order form)
- **Standing Order for Independent Contractors**, use this form if multiple payments are going to be made to an Independent Contractor. (Order form)
- **Independent Contractor One-Time Payment,** use this form when one payment is required to an Independent Contractor. (Order form)
- **Deposit/Pre-payment Request Form**, use this form when a supplier requires pre-payment or a deposit for goods or services. (Order form)
- **As-Per-Invoice**, use this form to enter an 'As Per Invoice Requisition' to pay an existing invoice which must be attached to the form. (Order form)
- **Change Order Request**, use this form to request a change to an existing purchase order (cannot change a FOAP). (Request form)
- **Bond/State Funded Purchase Order**, used by Facilities only to create a Bond/State Fund Purchase Order. (Order form)
- **Chemical Management Center (CMC),** use this form to request the acquisition of hazardous chemical items in accordance with threshold limits. (Order form)
- **Student Athletic Recruit Travel**, used by Athletics for student athlete recruitment travel expenses. (Order form)
- **Undergraduate Admissions Table Fees**, used by Undergraduate Admissions only to enter table fees. (Order form)
- **Software License/Renewal Form,** use this form to enter a requisition for software licenses, subscriptions, maintenance agreements, renewals etc. (Order form)

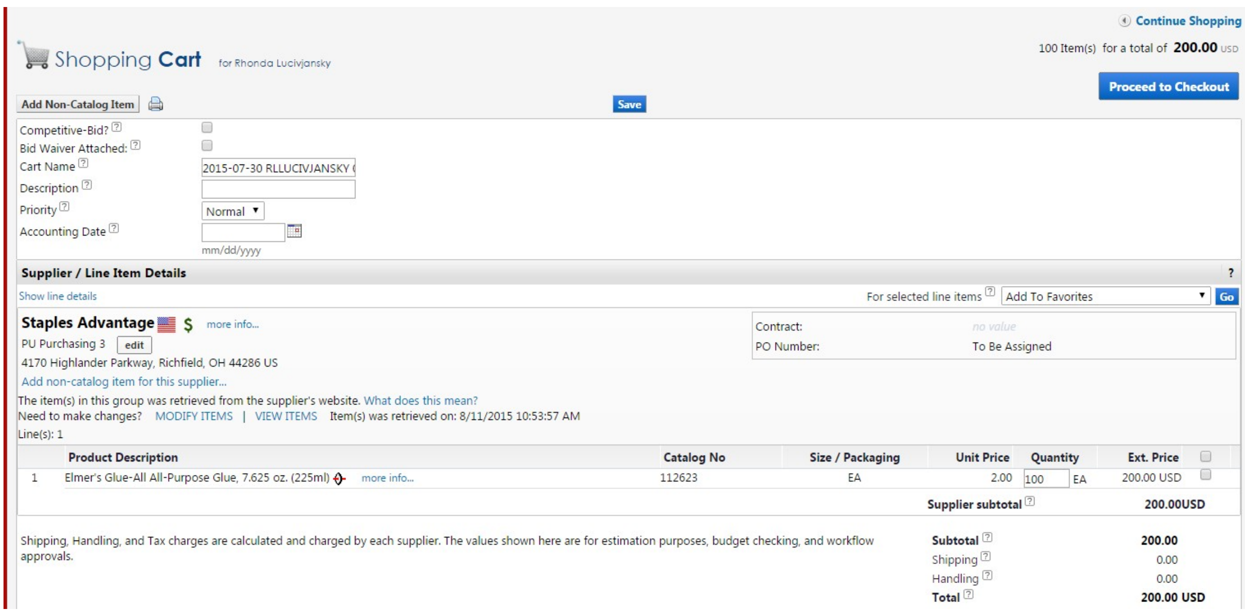
- Click on the correct form to open it up.
- For order type forms - all forms require a vendor. Start typing the vendor name for it to appear and choose or click on "Supplier Search" to search for the vendor. (For request type forms – enter the required information.)
- Complete the additional information on the order form. Some forms have information hard-coded such as the commodity code on the independent contractor forms.
- Once all of the information is entered on the form (order or request), go up to the right-hand corner to the Available Actions: drop-down menu and make sure "Add and go to Cart" is defaulted and click on the "Go" button to add the form to a shopping cart.



Updating the Shopping Cart

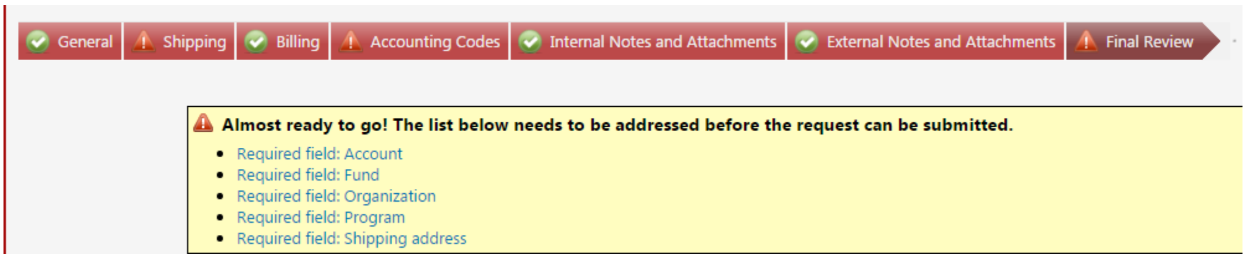
- Whether you order through a punch-out or hosted catalog, non-vendor order, or specialized form, all will end up in a shopping cart in eCUBE. You can locate your shopping cart at the top right-hand side of your screen.

- Click on the shopping cart in order to proceed with your Requisition. If you order from a punch-out catalog and return your cart to eCUBE, you will automatically be on the Shopping Cart review screen.
- Once you open your cart, you will be on the Shopping Cart review screen. You can change the cart name to something unique to distinguish the document and make it easier to find at a later date. Enter a description or a person on whose behalf you are placing the order.
- To modify any items, on the right-side of the screen is a menu with options – “For selected line items”. You would need to check the box beside the line item, choose the desired action from the menu, and click on the “Go” button in order to initiate that action.
- The accounting date will automatically default to the current date, do not change it.
- If all looks well, click on the “Proceed to Checkout” button on the upper right-hand side.



Completing the Requisition

- Click on the "Final Review" button at the end of the arrow ribbon at the top of the screen to see the entire Requisition.



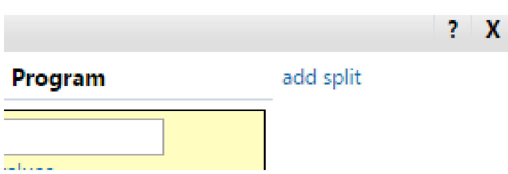
- A list of items that need completed will appear.
- Click on the "edit" button in each section block to open that section and add information.

Shipping Information

- If you set a default shipping address in your profile, your default address will appear. If not click on the "edit" button. All YSU addresses will appear. Click on the one you want to use. You can also set a default shipping address from this screen. If you click a new address, you will need to enter the Attn: and Dept: fields. Click the "Use" button. This will add this address to the shipping block and return you to the Requisition.

Accounting Codes

- See Operating Expense Account Code Descriptions on the General Accounting website for additional guidance or email procure@ysu.edu.
- If you set up default accounting codes in your profile, they will populate the fields. We recommend that you only set up a default for Fund, Organization, and Program code since the Accounting code will change depending on the item(s) being ordered. Click on the "edit" button in order to open up the block and access any fields that need changed or added. You can also search for codes by clicking on the "Select from profile values" or "Select from all values" buttons below the fields or to the left-hand side. When completed, click the "Save" button.
- In the edit block, you also have the option of adding additional FOAPs based on a percentage or dollar split. Click on the "add split" in the right-hand corner.



- A drop-down appears in the right-hand corner as to the type of split requested. The default is % of price. Drop-down the menu to change the option. Type in the Fund, Org, Account, and Program and percentage of split. When completed, click the "Save" button.

Internal/External notes

- Enter any internal or external notes. External notes will print out on the PO that is sent to the vendor while internal notes will not go to the vendor. YSU staff and reviewers can see both internal and external notes so there is no need to enter them in both places.

Internal and External Attachments

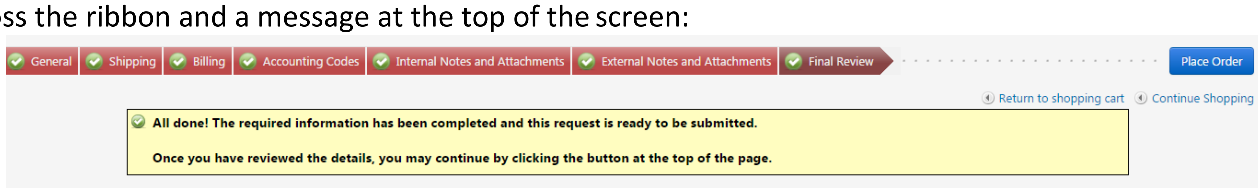
- Attach internal and external attachments as required. External attachments will accompany the PO that is sent to the vendor in most cases (does not for catalog orders that are transmitted electronically). YSU staff and reviewers can see both internal and external comments so there is no need to enter them in both places.
- Once you submit the Requisition, you can attach documents via the comments section.
- Also see Attaching Files in eCUBE on the eCUBE page of Procurement Services.

Commodity Codes

- Commodity codes help purchasing determine what is being purchased for reporting purposes. The commodity codes are based on the United Nations Standard Products and Services Code (UNSPSC) hierarchy convention that is used to classify all products and services.
- For a complete listing of the commodity codes that are used and the buyer assigned to that commodity code – see Commodity Codes/Descriptions/Buyer Assignment on the eCUBE page of Procurement Services.

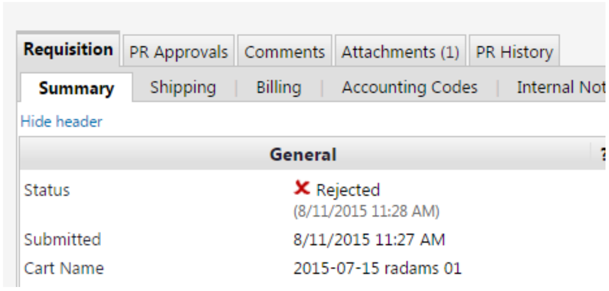
Submitting the Requisition

- Once all required information is entered on the Requisition, you will see green checkmarks across the ribbon and a message at the top of the screen:



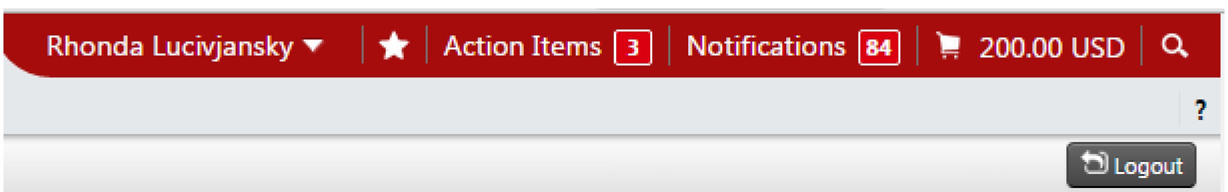
- Scroll down through the Requisition to make sure everything is accurate. Once your final review is done, click on the "Place Order" button at the right-hand side of the screen.
- Once you place the order, you will be taken to the Requisition Information screen.
- Click on the Requisition number to access it to be sure it has passed the Banner budget check and advanced to the Financial Manager approval screen. If you receive a red x in the status field in the General block – left-hand side of the screen – click on the "PR History" tab to determine why the Requisition was rejected. Make corrections and/or budgetary adjustments as needed and Copy the Cart to a new Requisition.

- To Copy to a new cart, the Requisition has to be open on the screen. Go to the Available Actions drop-down and choose "Copy to a New Cart" from the menu. You will be back at the Updating Shopping Cart step with a new Requisition number. Do not copy catalog orders, go back to the catalog to create the order.

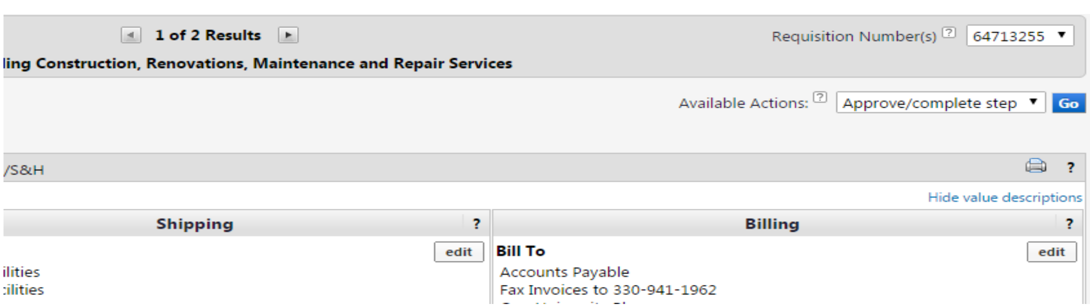


Approving the Requisition

- There is now a mobile app that can be used by approvers to review and approve Requisitions and Invoices. See Instructions for Setting up the mobile app for approvers on the eCUBE page of Procurement Services.
- The Financial Manager will receive an email notification to approve the Requisition if email preferences are set-up to do so.
- Logon to eCUBE. Click on "Action Items" on the right-hand corner of the screen.



- An Action Item menu opens up and lists the number of Requisitions and/or Invoices that require approval (on the mobile app – you will click on Action Items).
- Click on "Requisitions" to open the Requisition folder. You will see a list of Requisitions to approve. Click on the Requisition number to open the Requisition.
- Review the Requisition for correct FOAP, commodity code, information, and any attached documentation. If correct, under the Available Actions menu on the right-hand side, drop-down the menu, click on "Approve/complete step" and click on the "Go" button to approve the Requisition.

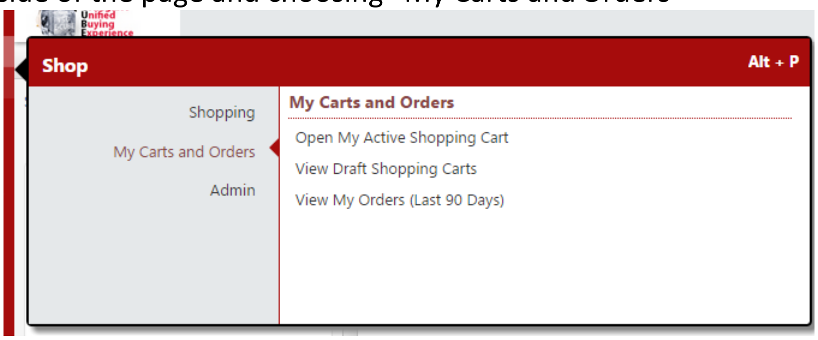


Editing the Requisition

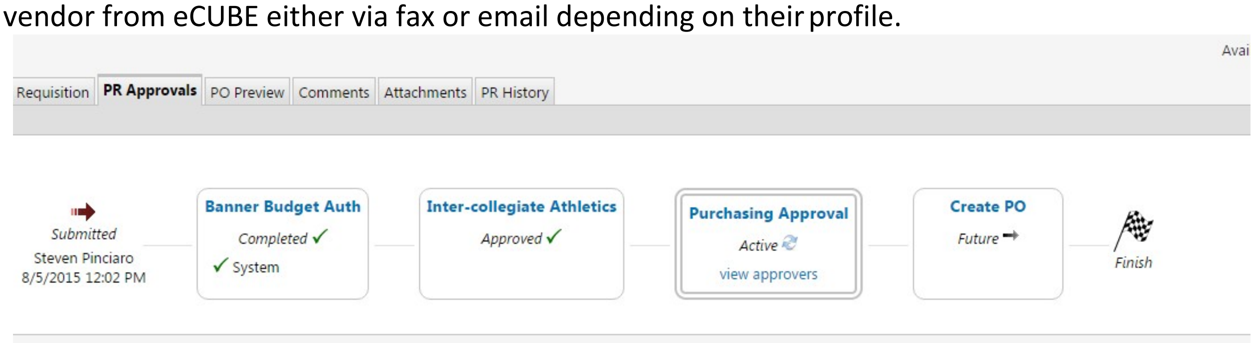
- To make corrections or add additional items, under the Available Actions menu choose "Assign to myself" and click the "Go" button.
- This will access the Requisition in edit mode and an edit button will appear beside all of the Requisition blocks. To edit any block click on the "edit" button. Make the changes and click on the "Save" button.
- Once changed, under Available Actions drop-down on the right-hand side, choose "Approve/complete step" and click on the "Go" button to approve the Requisition.

Tracking the Requisition

- You can view your shopping carts or Requisitions by clicking on the Shopping cart icon on the left-side of the page and choosing "My Carts and Orders"



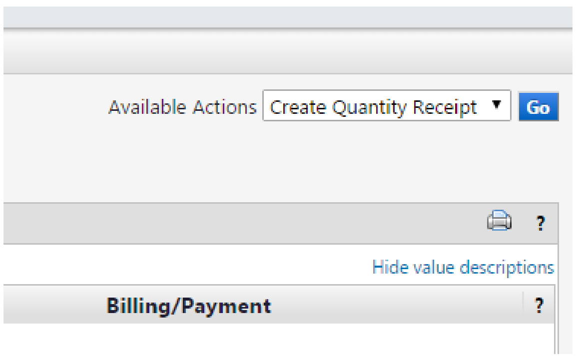
- Click on "View My Orders (Last 90 days)".
- This will show you all Requisitions you have initiated in the last 90 days. To expand your search click on the "Date Range" drop-down on the left-hand side to expand or change your parameters.
- Click on the Requisition number to open the Requisition.
- Click on the PR approvals tab to see what step the Requisition is in the process and who future approvers are by clicking on the "view approvers" under the approval step.
- If green checkmarks appear for each step, a PO has been created and will be transmitted to the vendor from eCUBE either via fax or email depending on their profile.



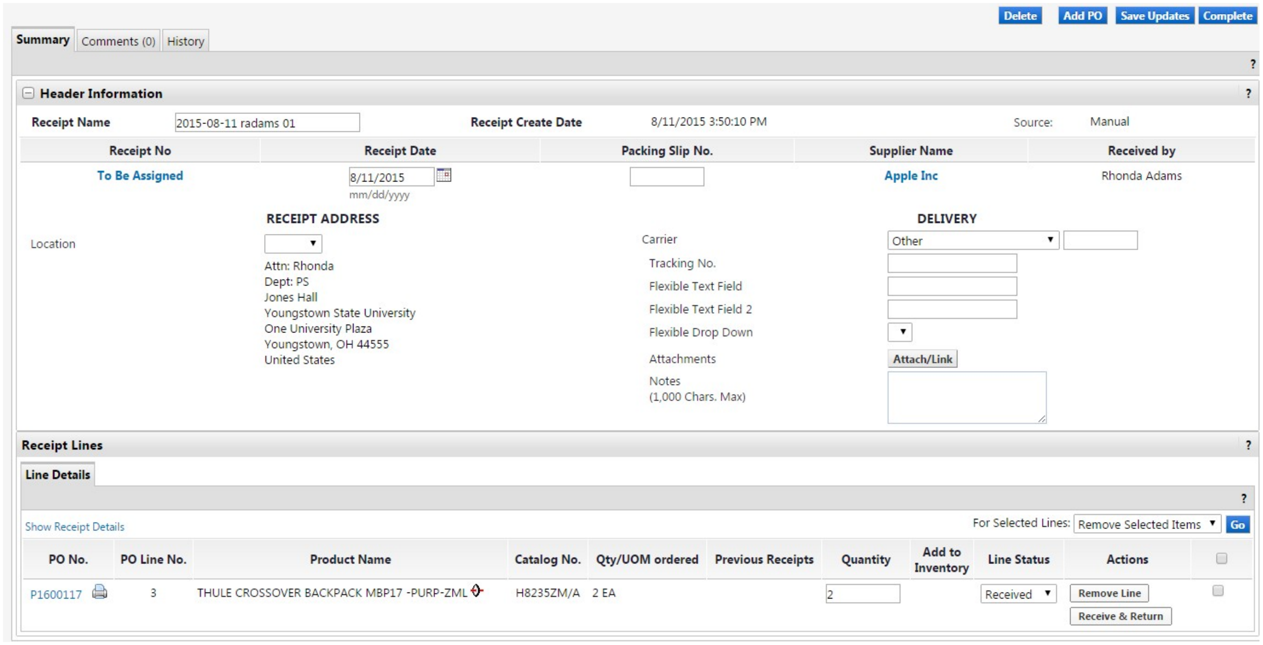
Entering a Receipt

- When an order is a 3 way match (PO, Invoice and Receipt), a Receipt will be required once an invoice is entered against the order. Certain orders do not require a receipt (such as Standing Orders, As-Per-Invoice and office supply orders). These are considered a 2 way match.

- When the materials ordered arrive at the Central Receiving loading dock, the receipt will be entered at that location. If the Receiving department receives the materials but does not enter a receipt, the department should enter the receipt.
- When an order is delivered directly to the department, and the order is a three-way- match, a receipt must be entered by the department.
- If the order is for services and is on a non-catalog order, the department will need to enter a receipt when the services are complete.
- The Requestor can enter the quantity receipt.
- Lookup the Requisition/PO by following the step above or using Document Search.
- Click on the PO to access it or click on the Requisition and once in the Requisition, click on the PO number.
- Go up to the "Available Actions" menu drop-down and choose "Create Quantity Receipt" and click the "Go" button.



- The Receipt page will appear. The upper portion of the screen is PO/Header information while the line item information is presented at the bottom.
- If all items have been received or services performed then click on the "Complete" button at the top or bottom of the screen to finalize the receipt.
- If only a portion of the order has been received, locate the items that were <u>not</u> received, click the "Remove Line" button beside the line item or change the quantity if it was partially received. Click the "Complete" button at the top or bottom of the screen to finalize the receipt.

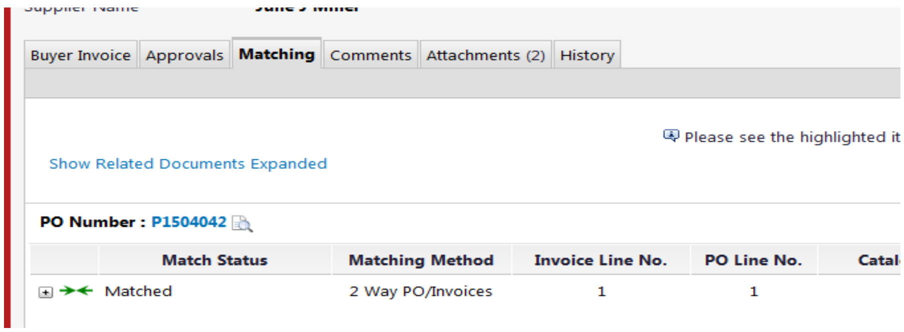


- Once the matching rules are satisfied, the payment will be sent to the vendor within net 30 terms from the vendor's invoice date.
- If a Receipt is not entered timely or the invoice is past due, the invoice will route to the Financial Manager for approval. The Financial Manager should not approve the invoice if the items/services have not been received or performed.

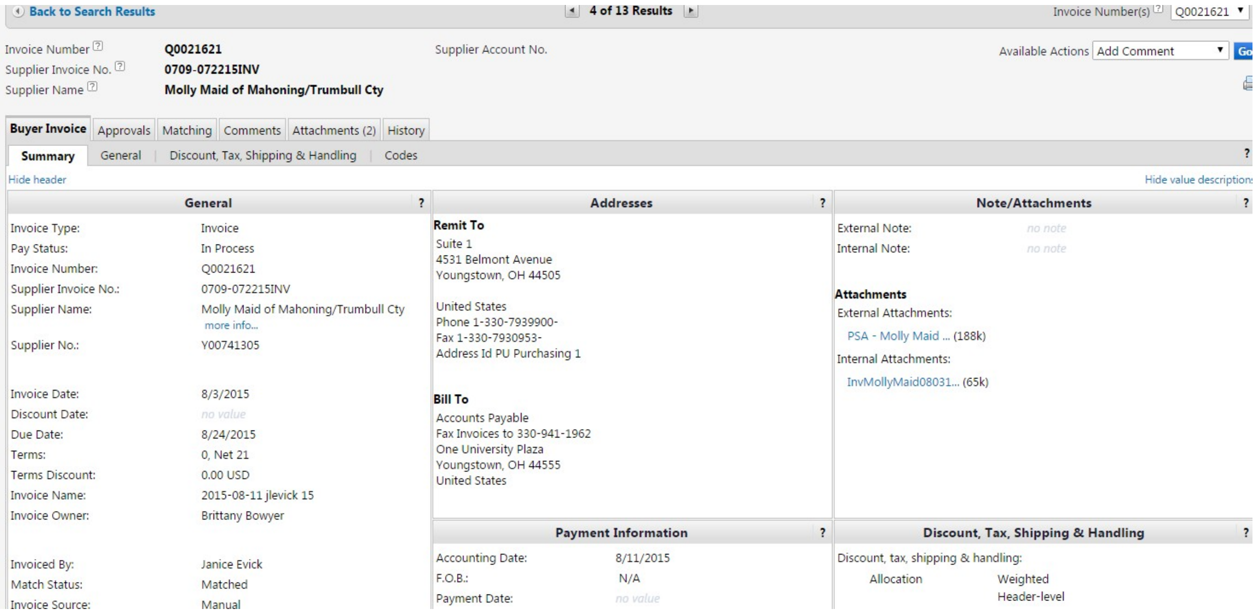
Approving the Invoice

- Invoices are transferred electronically from certain catalog vendors into the system. Office supply orders from catalog vendors do not require a Receipt be entered so once the Invoice enters the system and matches up with the PO, it is sent to Banner to initiate payment to the vendor. The Financial Manager will only receive these type of Invoices for approval if the invoice is different than the PO. Other catalog vendors require a receipt be entered in the system to verify items/services were received/performed and typically the Financial Manager will not need to approve these type of invoices unless the invoice is different than the purchase order or no receipt was entered by the Requestor.
- When the Requestor uses an invoice flip form such as the "As Per Invoice" form, "Deposit/Prepay" form or the "One-Time payment to Independent Contractor" form, once the Requisition is approved, the system will generate a PO and then create an automatic Invoice. The "As Per Invoice" or "Deposit/Prepay" forms will not require an invoice approval by the Financial Manager.
- The "One-Time payment to an Independent Contractor" invoice **does require** a final invoice approval. It is imperative that the Financial Manager waits until **AFTER** the services have been performed before approving the Invoice. This is the verification that the services have been performed and payment to the vendor is approved. Payment will be generated within 30 days of the end date of service.

- All other order types require that the vendor submit an invoice to Accounts Payable (AP) via USPS or email at acctspay@ysu.edu in order to be entered into the system by AP staff. A system generated Q number will be assigned and the vendor's invoice is attached by AP to the Q document as an internal attachment to be viewed by the Financial Manager by clicking on the document to open it up.
- Invoices entered against a Standing Order do not require a Receipt be entered but will always route to the Financial Manager for approval.
- The Financial Manager will receive an email notification that an Invoice needs approved if email preferences are set-up to do so.
- Click on the "Action Items" in the upper right-hand corner and choose Invoices.
- Click on the folder to expand it if there is more than 1 invoice.
- Click on the Invoice number you wish to review.
- Navigate through the tabs at the top of Invoice.

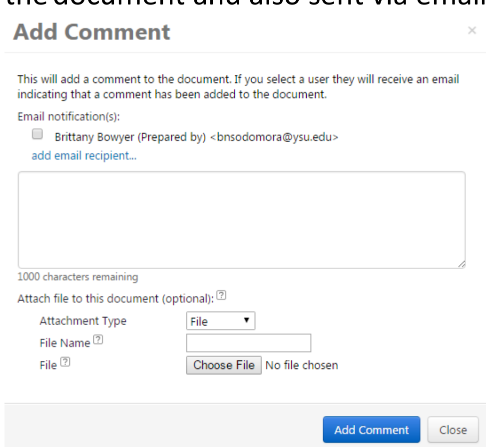


- Click on the "Approvals" tab to see why the invoice requires your approval. It may be for a Match exception which means a Receipt has not been entered in the system, the invoice is outside of the threshold tolerance of the PO, or for an Independent Contractor payment approval.
- Click on the "Matching" tab to see if the matching rules have been satisfied by looking at the Match status.
- Review the Invoice and invoice document (if one is attached) by clicking on the "Buyer Invoice" tab. If you are ready to approve, click on the Available Actions drop-down menu and choose "Assign &Approve/Complete and Match" (or variation of this verbiage depending on the type of Purchase Order) to approve the Invoice.
- Once payment has been made in Banner, Banner will return the payment information to the electronic invoice with the payment date, and Banner Check # in the Payment Information block in the middle of the Invoice. This allows the Requestor and/or the Financial Manager to respond to a vendor inquiry.

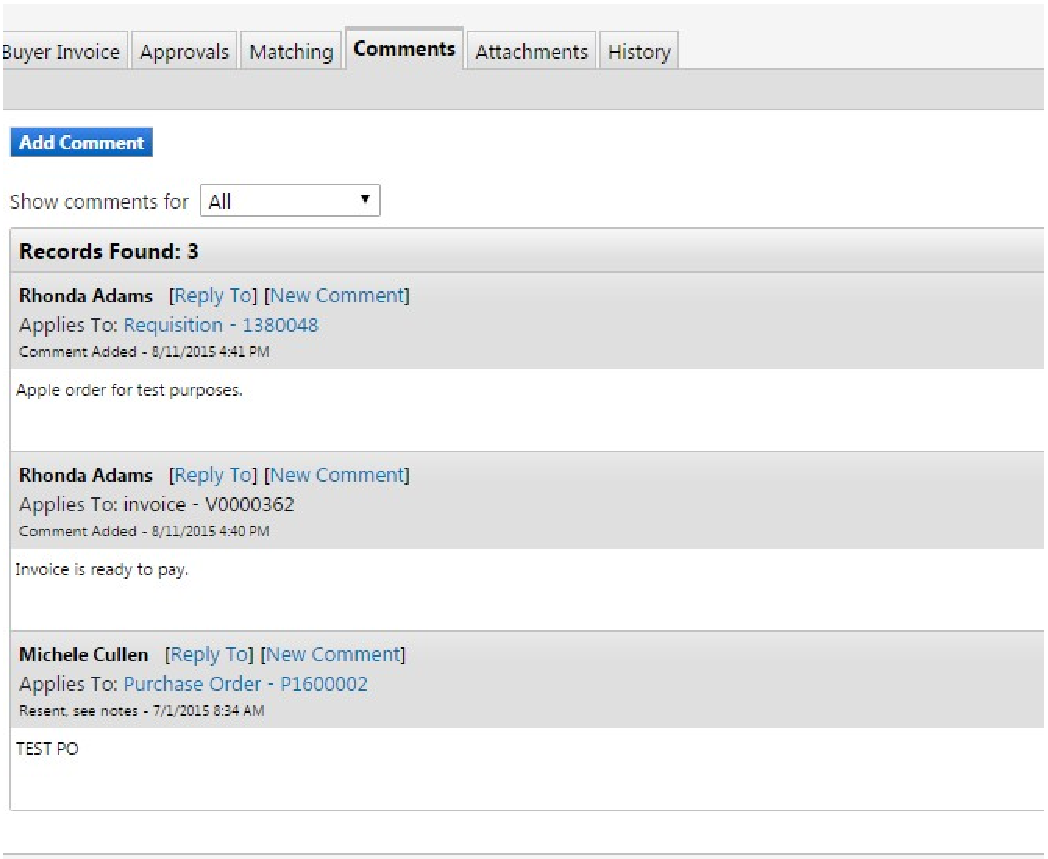


Comments

- Comments can be entered on the Requisition, PO, Receipt, or Invoice by clicking on the "Available Actions" drop-down menu and choosing "Add Comment" and clicking the "Go" button or clicking on the "Comments" tab. Comments are extremely helpful and are encouraged to document correspondence about the order.
- The comments screen opens up and the Requestor's name appears, you must click the box beside the Requestor in order to send them an email notification of the comment. You can also click "add email recipient" to choose any active user in the system to include on the email.
- Type the email in the box. Search and choose the user.
- You can also choose to upload a file (must be pdf). You must type a comment in the description box before you attach the file or the file will not attach. For further instruction see Attaching Files in eCUBE.
- Once your comment is complete, click on "Add Comment". Your comment will be added to the document and also sent via email to the users you chose.

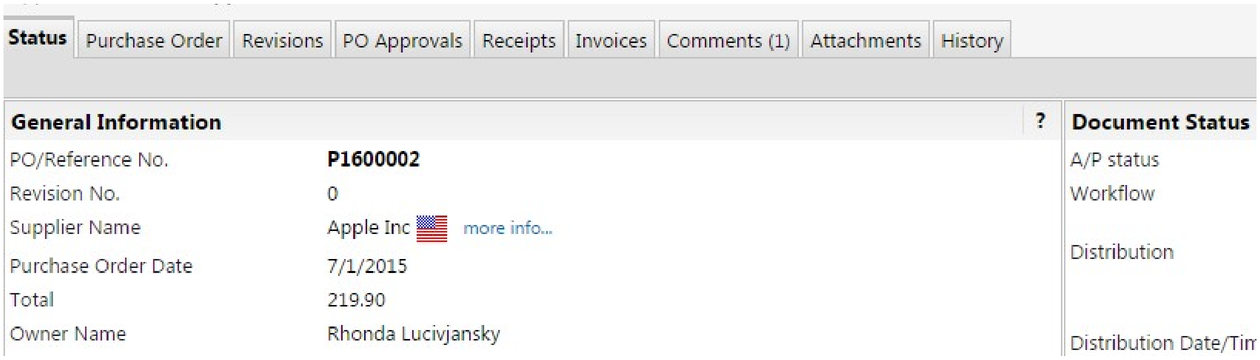


- When a document is open, click on the “Comments” tab in order to see all comments associated with a document by dropping down the “Show comments for” drop-down and choosing “All”. You will see the comment(s) and the document each applies to (Requisition/receiver/purchase order/invoice).



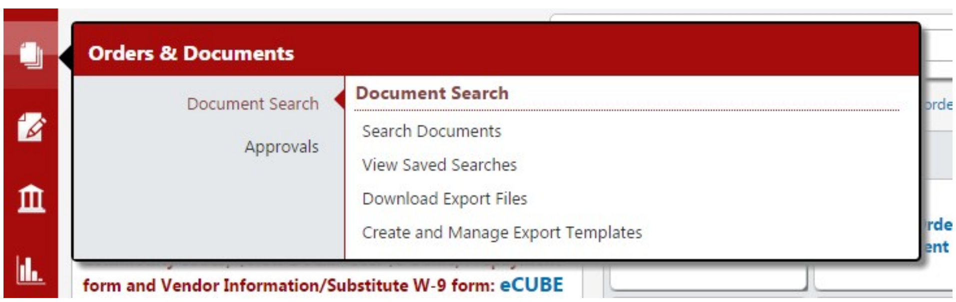
Navigating around a document

- You can navigate around a single document by clicking on the tabs at the top of the document.
- If the document is rejected or cancelled always click on the “History” tab to determine the reason why.
- You can also navigate from the Requisition to the PO by clicking on the PO number of the document under the General block on the Requisition.
- Once you click on the Purchase Order number, you can click on the “Receipts” tab or “Invoices” tab in order to see the list of Receipts or Invoices associated with the PO.
- Click on the document you wish to review.

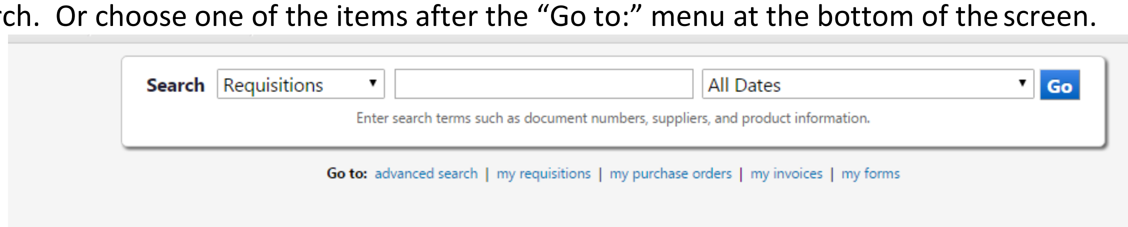


Document Search

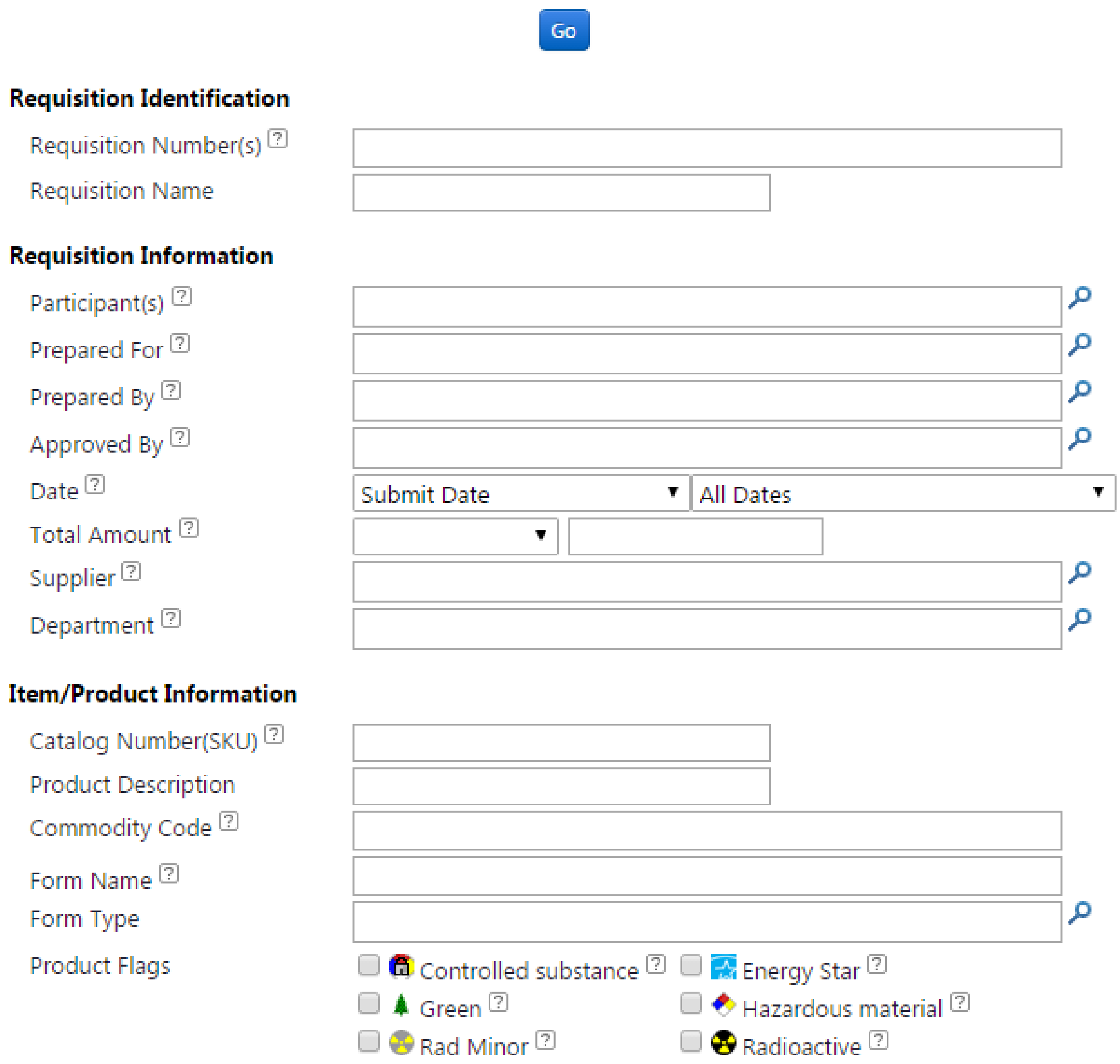
- Click on the stack of papers icon on the left-hand side of the screen to access the Orders & Documents menu. Click on Search Documents to open up the Search feature.



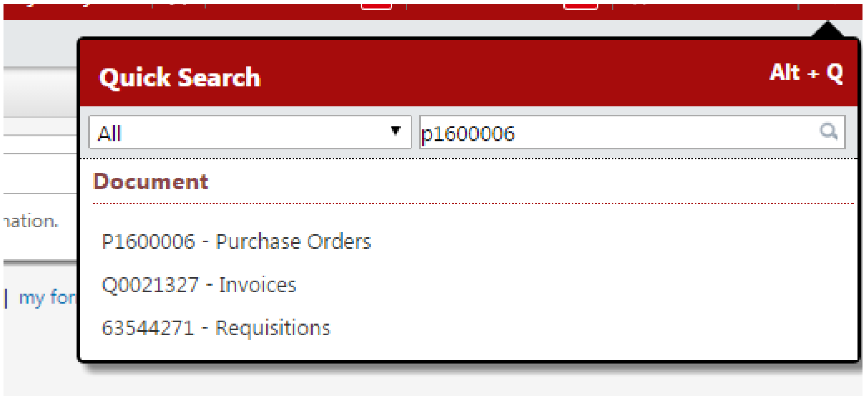
- Move your cursor over to Search Documents. If in your previous search you used "**Simple Search**" that screen will open up. You can change the type of document you are looking for, from the drop-down menu and enter your criteria. Click on the "Go" button to initiate the search. Or choose one of the items after the "Go to:" menu at the bottom of the screen.



- If you need more options, choose the "**Advanced Search**" beside the "Go to:" menu on the main selection screen. The advanced search allows you to search by document type as well as many other options including but not limited to Dates, Supplier, Commodity Code, Form Type, Account, Fund, etc.
- Once you enter the parameters, click on "Go" button at the top or bottom of the screen.



- There is also a "**Quick Search**" box in the upper right-hand corner at all times in the main selection menu. To access, click on the search magnifying glass. (This is a good way to locate a PO that needs a Receipt entered.) Enter the number of the document and press the "Enter" key on your keyboard. If you choose the "All" option for the type of search, all documents you have permission to view that are associated with the document you requested will appear. Click on the document you want to review.



Change Order Request

- Change order requests are initiated through the Change Order form and are generally made to Standing Orders. Keep in mind, due to system constraints a FOAP cannot be changed on an order once the PO is issued. For this type of change, the existing order must be cancelled and re-entered by the Department.
- All information must be completed on the form and the budget must be sufficient in Banner in order for a change to be made.
- Once the Requestor completes the form, it is routed to the Financial Manager for approval and then to Purchasing.
- The change will be initiated by Purchasing in Banner and in eCUBE and a revised PO is sent to the vendor.
- The change order request is then approved by Purchasing so the department knows that the change order has been completed.

Close/Cancel PO

- Close/Cancel requests, when necessary, particularly for Standing Orders, should be made by entering a Comment on the PO and choosing the Accounts Payable email address – acctspay@ysu.edu.
- The request to close or cancel a PO should be made by the Financial Manager.