The Manual for BGSU Construction and Campus Operations Office Assistants

Preface

Welcome to the Manual for BGSU Construction and Campus Operations Office Assistants!

Your job is to help the BGSU Finance Specialist and Manager make sure that all Campus and Construction project- related documents are paid and logged. Although this may not sound that exciting at first, your job allows you a firsthand look at how BGSU operates and what projects are happening all around campus! Plus, you also get to help facilitate payments for massive BGSU projects, and make sure that everything runs smoothly. This manual will teach you how to complete all of the tasks necessary to be a Campus Operations Office Assistant and a Construction Office Assistant. Sometime these tasks do overlap, so it is important to be familiar with both. Let's begin!

Table of Contents

Construction

Below are the instructions to complete Construction Office Assistant tasks. These include handling invoices, receipts, change orders/ fee amendments, requisitions, and payment summaries. Although this may sound overwhelming at first, most of it is simple data entry with steps that overlap.

Invoices

A huge part of the Office Assistant role for BGSU Construction is logging invoices. An **invoice** is a bill from a vendor, detailing the cost for products and services used in a project. Your job as the office assistant is to make sure these invoices are sent to the right people so that they can get paid and logged.

There are two types of invoices that you will be working with— contractor invoices and architect engineer invoices. It can be hard to catch the distinction, so pay careful attention.

Architect engineer invoices will be clearly labeled at the top as a **"professional services payment request**" or "**architect engineer payment request**". They are handled as **non-bid invoices**, or Non- Prevailing Wage Requests.

Contractor invoices can either be handled as **bid invoices** or **non-bid invoices. Bid invoices** for contractor invoices are invoices where the total on the invoice is $75,000 or more. They are also called Prevailing Wage Requests. They require review from multiple people and are also handled by Purchasing Operations. **Non-bid invoices** for contractor invoices are bids that had a total of less than $75,000 and are sent straight to the project manager. When handling invoices you will always have to differentiate between the two so that you can handle each with proper care.

Where to Access Construction Invoices

To get started on invoices, you need to know where to access them. Invoices can be accessed in the email address constructiondocs@bgsu.edu, and can be accessed through Outlook. You will need to receive access to this email, as it is not available normally to students and the public. To gain access to the email, you can ask Vannon (Van) Heater, who is the Finance Manager of Planning, Construction, and Campus Operations.

Tools Needed to Handle Construction Invoices

There are a few tools that you'll be using regularly to handle invoices:

1. Adobe Sign

   A huge part of dealing with invoices is using Adobe Sign. Project managers are required to sign all invoices. Adobe Sign allows you to add fill-in-the-blanks on invoice pdfs for signatures and send them to the project managers. If you are a BGSU student, you have free access to the Adobe Sign app itself. If you are not a student, see Van Heater to receive access so that you don't have to pay for Adobe. Whether you are a student or not, you will still need to receive access from Van to the construction workflows in Adobe.

2. Outlook

As stated before, you will need access to BGSU's Construction email to manage invoices. Note that invoices are not the only type of email that you will receive in Outlook. To find an invoice, the either of the following will occur:

a) Van will send Construction an email with an invoice. You will be able to tell that the email contains an invoice because Van will include the title of the project and the project manager of the invoice.

b) You must find the invoice yourself. This can be done by looking through all the emails the Construction email receives. If the email discusses requests, wages, proposals, templates, or does not have any attachments, ignore it. If the attachment is an invoice it will say "Invoice" on the header when you open it. Below is **Figure 1**, which is an example of an invoice header.


WEST ROOFING SYSTEMS, INC.
PO BOX 505
LAGRANGE, OH 44050-0505
PHONE: (440) 355-9929
FAX: (440) 355-9925

INVOICE

INVOICE NO:
TERMS: NET30
DATE: 4/14/2023

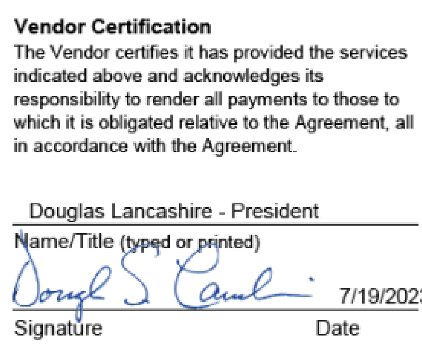
Figure 1: An example of an invoice

Information You'll Need to Handle Construction Invoices

The last thing you need to know before you start handling invoices is what information you'll need to have when sending them to the project managers. Below is the information required:

1. Who the project manager of the invoice is
2. Invoice number
3. Vendor (company providing the invoice)
4. Architect engineer signature

   You will sometimes need an architect engineer signature for a non-bid titled "professional service payment request". If this is the case, **you will still choose the "Non-Prevailing Wage Request" workflow in Adobe** and add the A/E signature under the "Vendor Certification" section of the invoice.


Vendor Certification
The Vendor certifies it has provided the services indicated above and acknowledges its responsibility to render all payments to those to which it is obligated relative to the Agreement, all in accordance with the Agreement.

Douglas Lancashire - President
Name/Title (typed or printed)

7/19/2023
Signature Date

How to Handle Invoices

Now that you know all about invoices you can finally begin to handle them. Recall that there are two types of invoices: Bid invoices and non-bid invoices. Both are handled differently, therefore within this manual there will be different steps for each.

How to Handle Non-Bid Invoices with no Additional Paperwork

Below are the steps on how to handle non-bid invoices with no additional paperwork (this means that you only receive an invoice in an email and nothing else):

1. Open up Outlook and Adobe Sign.

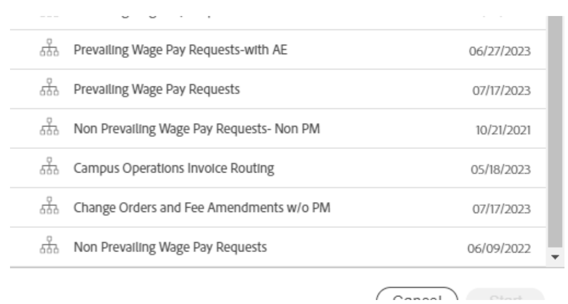
2. Find an invoice in Outlook and the information listed in the **Information You'll Need to Handle Invoices** section.

3. Save the invoice to your computer.
   You can name the file whatever you want. To keep easy track of the file, it's best to name it by the product mentioned in the invoice.

4. Go to Adobe Sign and click "Start from library".

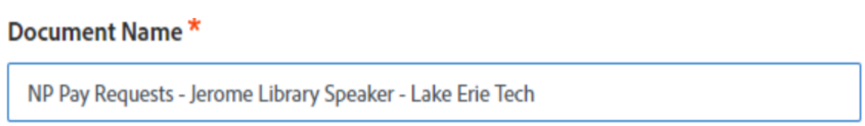
5. Click "Workflows" under "Library".

6. Click "Non-Prevailing Wage Pay Request" and then click "Start" at the bottom.
   This will take you to a new page where you will need to enter in more information.



7. Record the project manager by their email in the "Project Manager" section.

8. Record the document name.
   The format for this is Type – Title of Project – Vendor. The type is pre-recoded in Adobe Sign.

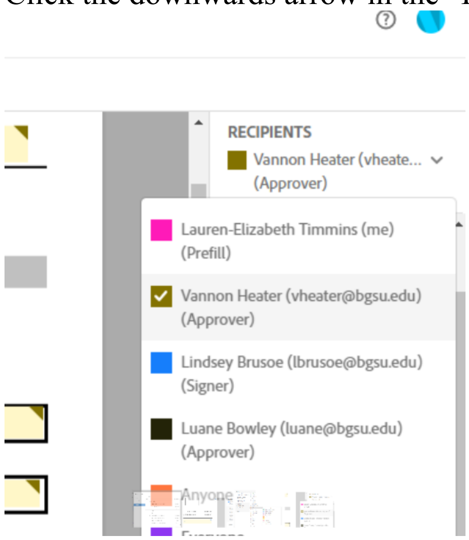


9. Add the invoice in the files section.

10. Hit “next”.

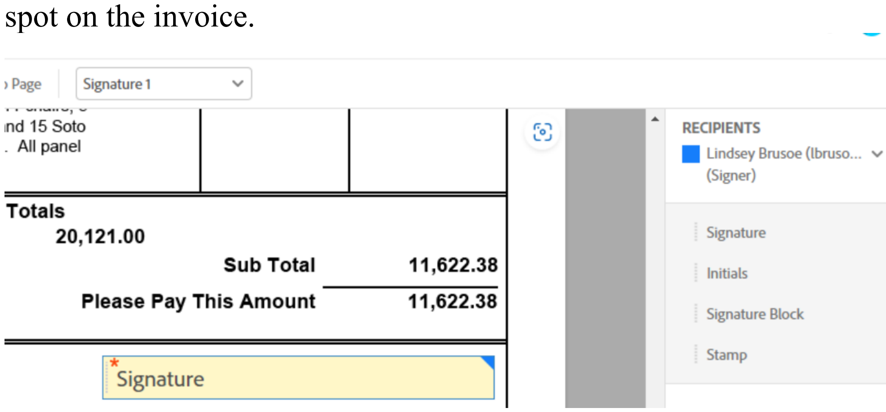
    This will take you to the actual invoice where you can add signature boxes and other data entry boxes.

11. Click the downwards arrow in the “Recipients” category on the upper righthand corner.

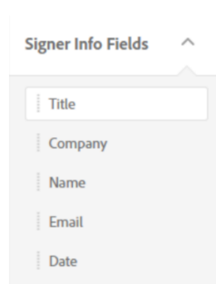


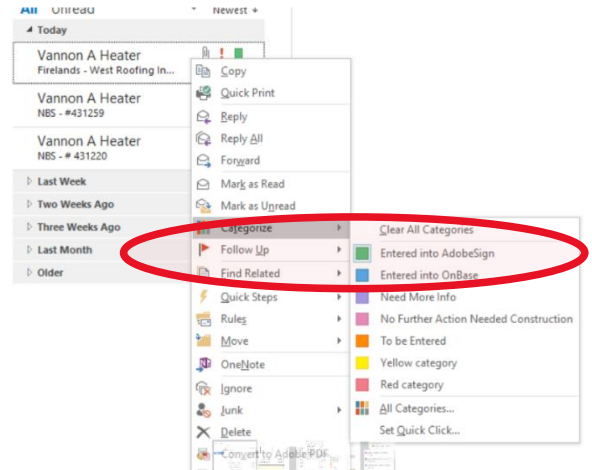
12. Click the name of the project manager.

13. Click “Signature” under the “Recipients” tab and drag the box under the total amount spot on the invoice.



14. Click “Signer Info Fields” and drag a “Date” box under the signature.





15. Click “Send”

    The invoice will be sent to the project manager and Van (who approves it).

16. Go back to Outlook.

17. Right click on the mouse next to the email where the invoice came from.

18. Click “Categorize”

19. Click the green button that says, “Entered into Adobe Sign”.

    This reminds you and anyone else in the BGSU Construction email that the invoice was sent to the right people to review.

20. Drag the email into the “Pay Requests/ Invoices” section under the inbox tab.

    After this you are done!

How to Handle Bid Invoices

As mentioned before, bid invoices are contractor invoices (also called “Contractor Payment Requests”) that have an amount of more than $75,000 and therefore need to be overseen and signed by more than one person. They therefore require a different workflow in Adobe Sign than non-bids. Below are the steps on how to handle a bid:

1. Save the invoice to your computer.

2. Go to Adobe Sign

3. Click on the “Start from Library”.

4. Click “Workflows” under “Library”.

5. Look at the invoice and find out who needs to sign the bid.

Before you can choose the workflow, you need to find what signatures are missing from the invoice. Each completed bid invoice will have a contractor signature, an architect engineer or A/E signature, a project manager signature, and a business operations signature. Typically, when you get a bid invoice in Outlook it is sent from the contractor who has already signed it. But this is not always the case. Depending on what signatures you need, you'll need to find out who will sign the bid and what their email is. **Note** that you will always know the email for business operations, as it is already formatted in any bid workflow in Adobe. The following are options of what you can do to find the name and email of the contractor, architect engineer, and the project manager if you are missing that information:

a) Project Manager

Typically, the name of the project manager will be included in the body of the email containing the invoice, as Van will make a comment about it. If not, you can look up the project in the R-Drive. The steps to do this are in the section titled "**What if I am Missing Information for Invoices and Receipts?**".

b) Architect Engineer

The email of the architect engineer who needs to sign the bid can be found in the section titled "A/E name and Address" on the bid.


A/E Name & Address

RCM Architects

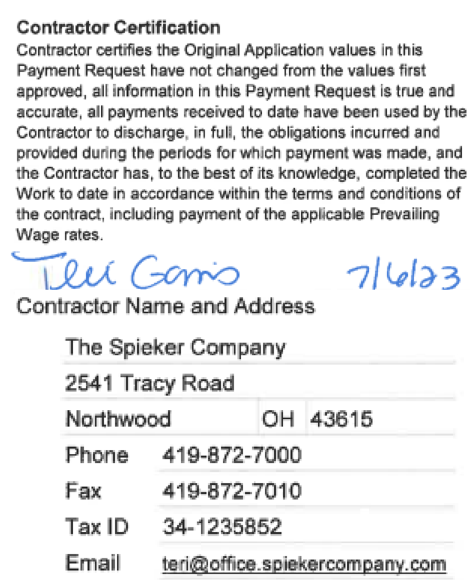
322 S. Main St, Findlay, OH

mwork@arcmarchitects.com

CM / Owner Agent Name & Address

c) Contractor

As mentioned before, typically the contractor is the one who sends the bid to the Construction email with their signature on the bid. Their signature will be in the section titled "Contractor Certification". If you are missing the signature, their email will be in the section titled "Contractor Name and Address".


Contractor Certification

Contractor certifies the Original Application values in this Payment Request have not changed from the values first approved, all information in this Payment Request is true and accurate, all payments received to date have been used by the Contractor to discharge, in full, the obligations incurred and provided during the periods for which payment was made, and the Contractor has, to the best of its knowledge, completed the Work to date in accordance within the terms and conditions of the contract, including payment of the applicable Prevailing Wage rates.

Teri Garris 7/6/23

Contractor Name and Address

The Spieker Company		
2541 Tracy Road		
Northwood	OH	43615
Phone	419-872-7000	
Fax	419-872-7010	
Tax ID	34-1235852	
Email	teri@office.spiekercompany.com	

Note: If you can't figure out what the emails are for the contractor or the architect engineer, you can always as the project manager or Van. They all work in the same office, so they are pretty easy to find.

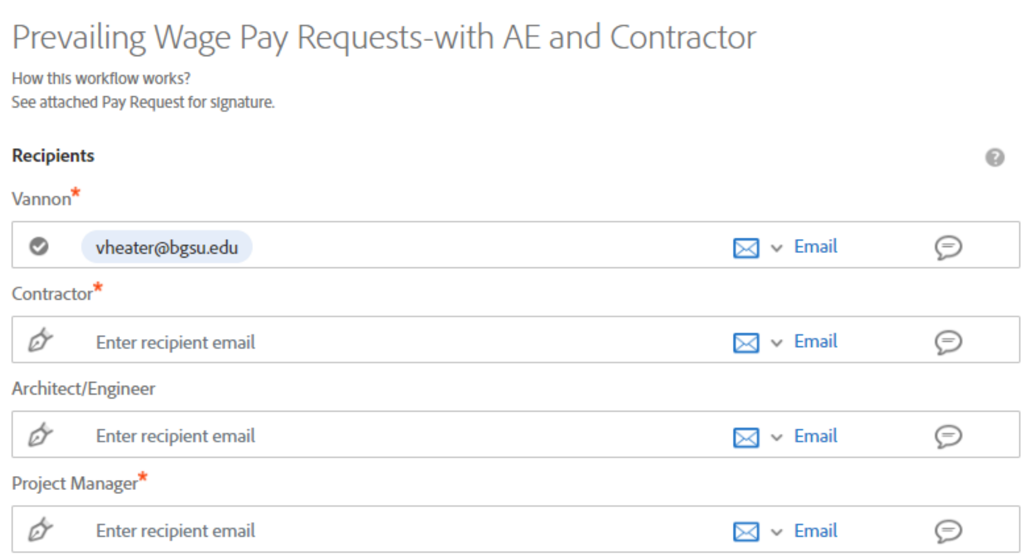
6. Go back to Adobe Sign and choose the correct workflow.
   The following are Adobe Sign workflow options depending on the signature you need:

   a) Prevailing Pay Wage Request- With A/E and Contractor
   This kind of workflow would be used if you need the signature of a contractor, architect engineer, business operations, and a project manager on a bid.

   b) Prevailing Pay Wage Request- With A/E
   This kind of workflow would be used if you have the signature of a contactor, but still need the signature of an architect engineer, business operations, and a project manager.

   c) Prevailing Pay Wage Request
   This kind of invoice would be used if you only need the signature of a project manager and business operations.

7. Click "Start" after you click on the workflow you need.
   After this step, you will be taken to a new page:



8. Enter in the emails of whoever needs to sign the bid by doing one or more of the following:
   a) If you need the signature of the contractor, enter their email in the box under the title “Contractor”.
   b) If you need the signature of the architect engineer, enter their email in the box under the title “Architect/Engineer”.

   c) If you need the signature of the project manager, enter their email in the box under the title “Project Manager”.

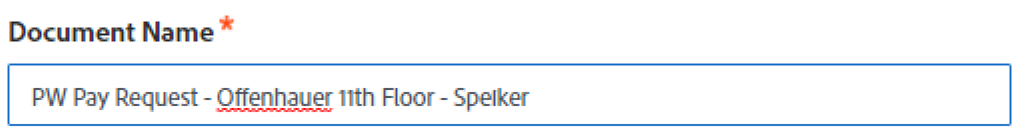
9. Enter “PE” in the “Enter group name” spot under “Purchase Entry Group.”

10. Enter in the email of the Procurement Specialist in the “Enter recipient name” spot under “Purchase Entry Group” and “Prevailing Wage Approval Group”.

11. Enter “PW” in the “Enter group name” spot under “Prevailing Wage Group”.

12. Enter “BO” in the “Enter group name” spot under “Business Operations Approver”.

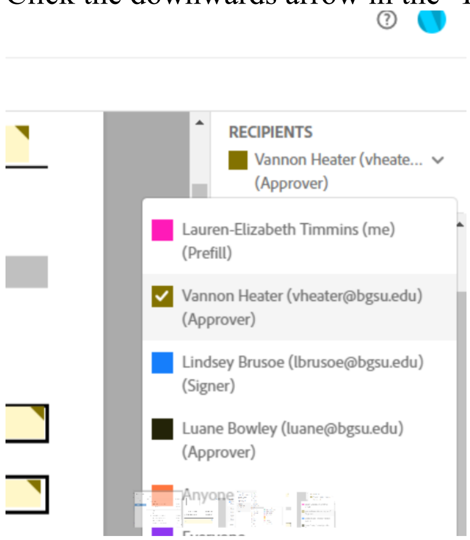
13. Name the document in the box under the title “Document Name”.
    The format for this will be PW Pay Request – Title of Project – Vendor.



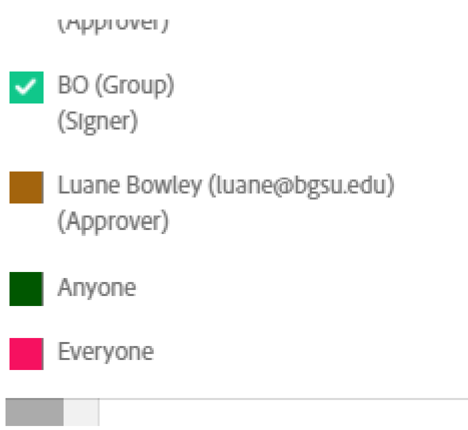
14. Add the invoice in the files section.

15. Hit “next”.
    This will take you to the actual invoice where you can add signature boxes and other data entry boxes.

16. Click the downwards arrow in the “Recipients” category on the upper righthand corner.



17. Click the “BO (Group)” under the “Recipients’ tab.



18. Click “Signature” under the “Signature Fields” tab and drag the box under the section titled “Owner Approvals” at the bottom of the invoice. Then do the same with the “Date” box under the “Signature Info Fields” tab.

19. Click the name of the project manager under the “Recipients” tab.

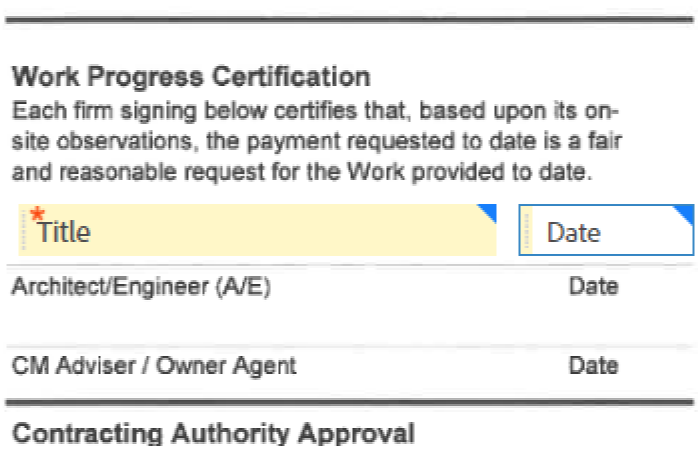
20. Click “Signature” under the “Signature Fields” tab and drag the box under the section titled “Owner Approvals” at the bottom of the invoice. Then do the same with the “Date” box under the “Signature Info Fields” tab.


Owner Approvals
Signature | Date | *Signature | Date
Authorized signature | Date | Authorized signature | Date
2015-SEP | Section A - Summary, Page 1 of 1

If you don’t need the signature of the architect engineer or the contractor, you now can click “Send” at the bottom and you are finished. If you need to add the architect engineer signature, follow the steps below:

1. Click the name of the architect engineer under the “Recipients” tab.

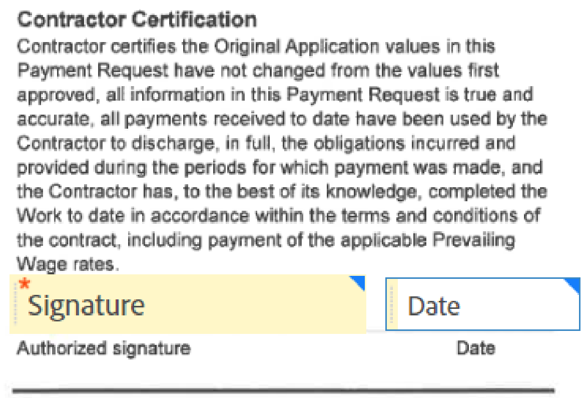
2. Click “Signature” under the “Signature Info Fields” tab and drag the box under the section titled “Work Progress Certification” on the “Architect Engineer” line. Then do the same with the “Date” box under the “Signature Info Fields” tab.


Work Progress Certification
Each firm signing below certifies that, based upon its on-site observations, the payment requested to date is a fair and reasonable request for the Work provided to date.
*Title | Date
Architect/Engineer (A/E) | Date
CM Adviser / Owner Agent | Date
Contracting Authority Approval

If you don't need the signature of the contractor, you can click "Send" at the bottom and you are done. If you need the signature of the contractor, follow the steps below:

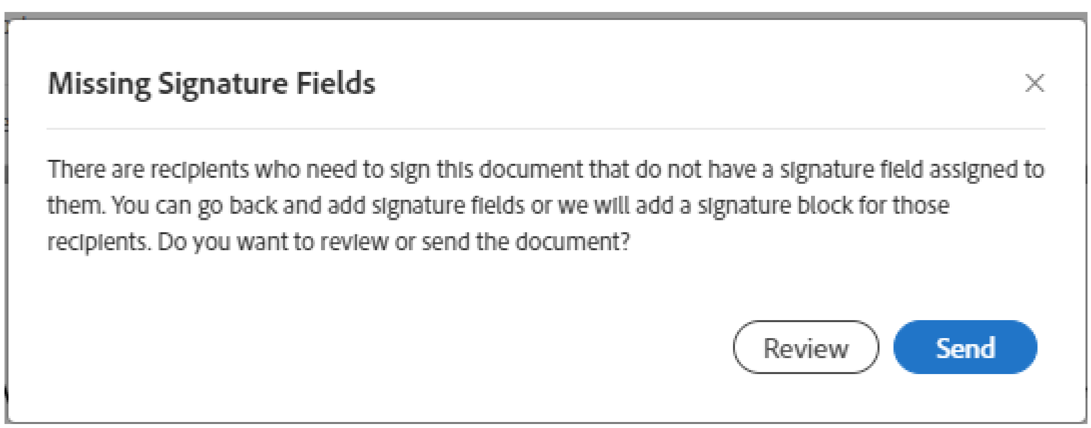
1. Click the name of the contractor under the "Recipients" tab.

2. Click "Signature" under the "Signature Info Fields" tab and drag the box under the section titled "Contractor Certification" on the "Authorized Signature" line. Then do the same with the "Date" box under the "Signature Info Fields" tab.



After this you are done, and you can click "Send" at the bottom.

Note: Sometimes after you click "Send" a box will pop up saying "Missing Signature Fields". If you have put all of the necessary signatures on the bid, you can just ignore the notice and click "Send" again. If you feel unsure if you remembered everything, feel free to check before ignoring the box.



Receipts

Another job of the Construction Office Assistant it to handle receipts. This is crucial because the University will work on multiple projects at once but pay service and product companies in portions instead of all at one time. It is your job to add and update when payments are made and for how much. Note that receipts are not their own documents, but rather just a number on an invoice, in FMS, or Falcon's Purch.

Tools Needed to Handle Construction Receipts

There are a few tools that you'll be using regularly to handle receipts:

1. Adobe Sign

   For more information on Adobe Sign see the section titled "**Tools Needed to Handle Construction Invoices"**.
2. FMS
3. Falcon's Purch

As of May of 2023, BGSU Campus Construction is working on moving all receipts and their handling to Falcon's Purch instead of FMS. The same information is kept, but it's just different software. You'll need to know both software programs because some old projects in FMS are still being processed and completed. To access these software programs, see the sections "**How to Add Receipts in FMS"** and **"Adding Receipts from Adobe Sign into Falcon's Purch"**.

How to Handle Non-Bid Invoices with Additional Paperwork

Sometimes an email containing a non-bid invoice will also contain an Excel document. If this is the case, the Excel document needs to be included with the invoice in Adobe Sign a one complete document. Below are the steps to handle the Excel document alongside the invoice:

1. Open up Outlook and Adobe Sign.

2. Find an invoice in Outlook and the information listed in the **Information You'll Need to Handle Construction Invoices** section.

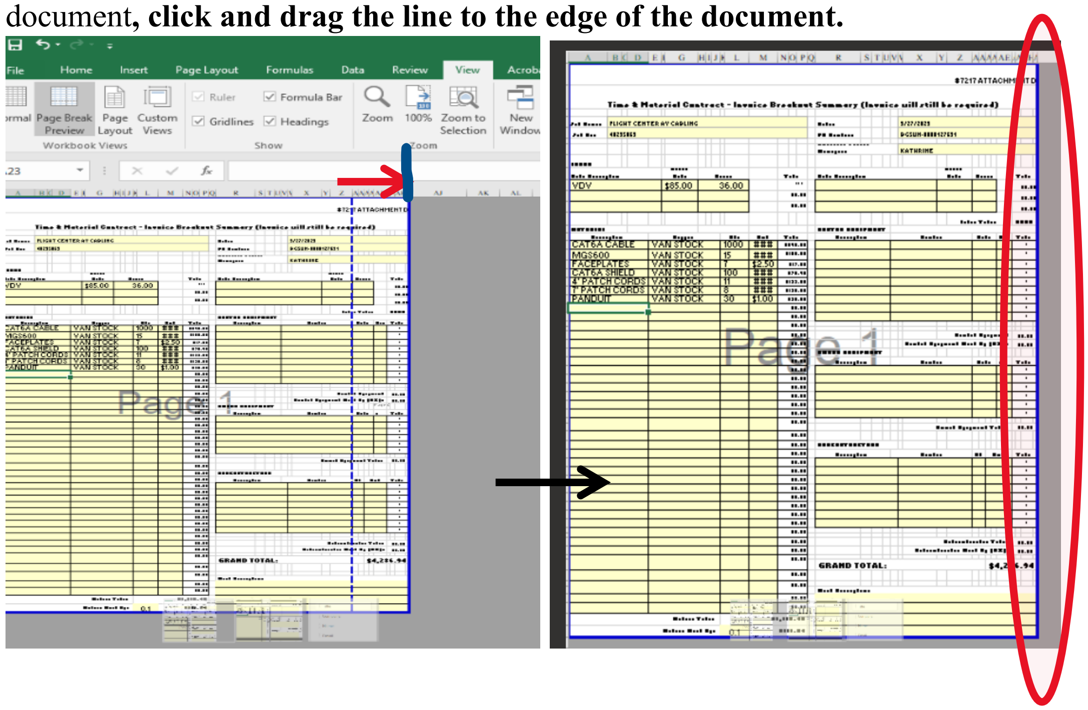
3. Save the invoice to your computer.

4. Click on the Excel attachment.

5. Click the "View" tab up at the top.

6. Click “Page Break Review” in the lefthand corner.

   This will change the way you view the sheet. It will look a document framed around Excel cells. If you see a blue dashed line that vertically cuts off part of the document**, click and drag the line to the edge of the document.**



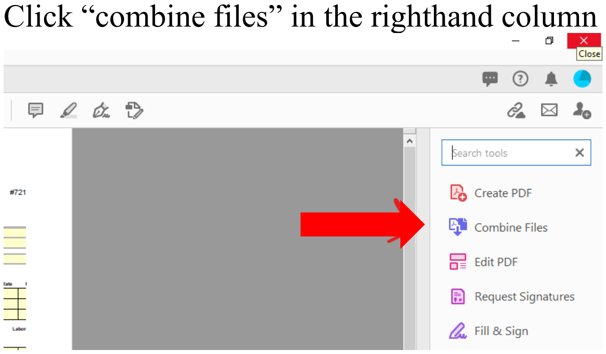
7. Go to “File” in the left-hand corner.

8. Click “Save as Adobe PDF” to save the Excel sheet to your computer.

9. Go to your files and open up both the invoice and the PDF of the Excel sheet that you just made.

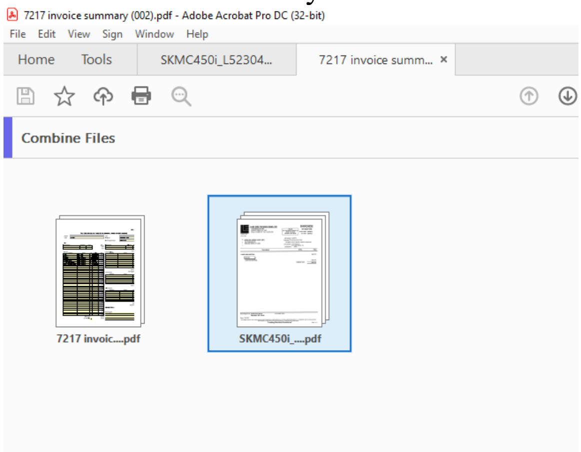
   This will take you to Adobe Acrobat.

10. Click “combine files” in the righthand column of Adobe Acrobat.



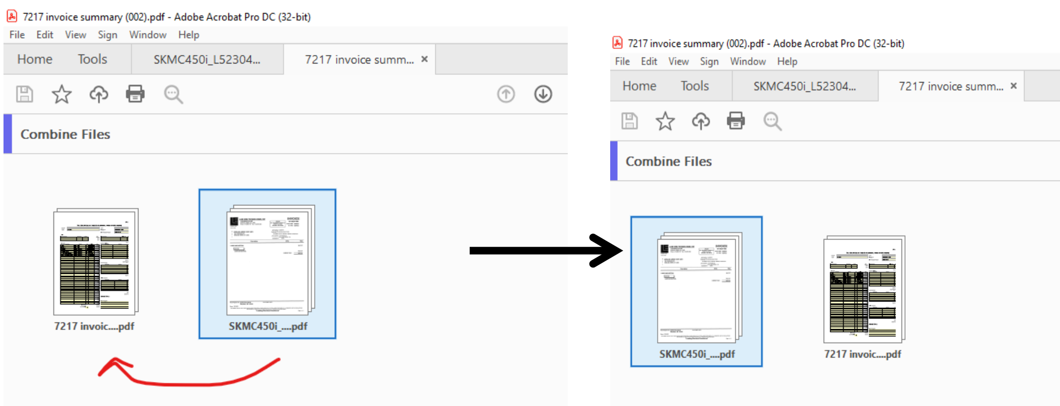
11. Click “Add Open Files” and “Add Files”

This is done so that eventually the invoice and the Excel sheet will be combined into one document that you can save.



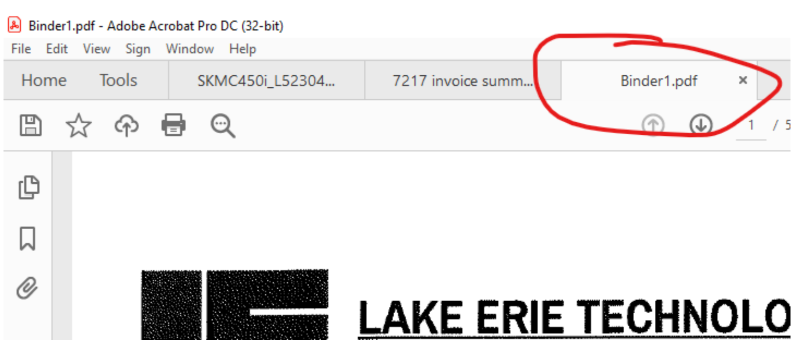
12. Drag the invoice so that it is on the left and the Excel sheet is on the right.

This is to ensure that the invoice is first seen in the document.



13. Click “Combine” in the righthand corner.

What will pop up is the new combine document, labeled “Binder” in Adobe Acrobat.



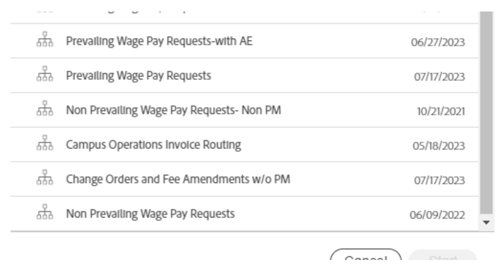
14. Save the binder to your computer.

15. Go to Adobe Sign and click “Start from library”.

16. Click “Workflows” under “Library”.

17. Click “Non-Prevailing Wage Pay Request” and then click “Start” at the bottom.

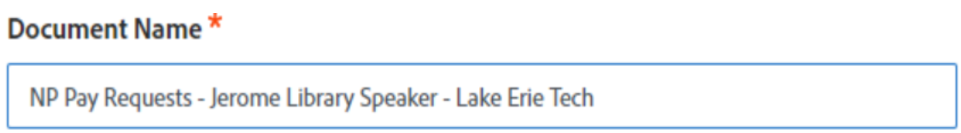
    This will take you to a new page where you will need to enter in more information.



18. Record the project manager by their email in the “Project Manager” section.

19. Record the document name.

    The format for this is Type – Title of Project – Vendor. The type is pre-recoded in Adobe Sign.

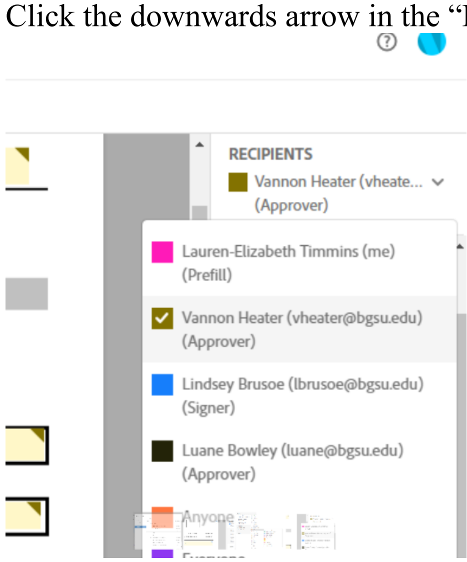


20. Add the invoice in the files section.

21. Hit “next”.

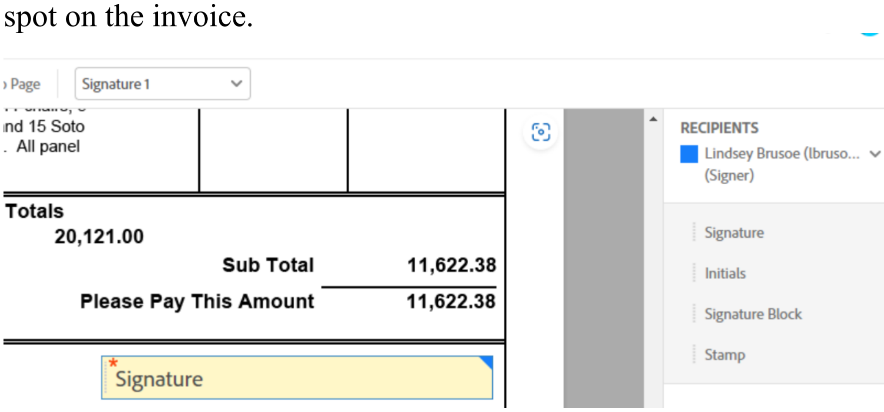
    This will take you to the actual invoice where you can add signature boxes and other data entry boxes.

22. Click the downwards arrow in the “Recipients” category on the upper righthand corner.

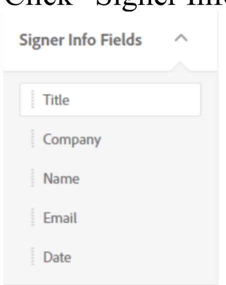


23. Click the name of the project manager.

24. Click “Signature” under the “Recipients” tab and drag the box under the total amount spot on the invoice.



25. Click “Signer Info Fields” and drag a “Date” box under the signature.



26. Click “Send”

The invoice will be sent to the project manager and Van (who approves it).

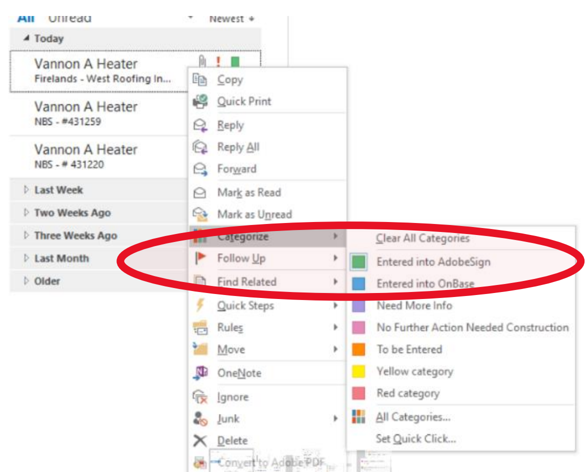
27. Go back to Outlook.

28. Right click on the mouse next to the email where the invoice came from.

29. Click “Categorize”

30. Click the green button that says, “Entered into Adobe Sign”.

This reminds you and anyone else in the BGSU Construction email that the invoice was sent to the right people to review.



31. Drag the email into the “Pay Requests/ Invoices” section under the inbox tab.

After this you are done!

Information You'll Need to Handle Receipts

1. PO number.
   A **PO number** identifies the kind of work a contractor does on a project. It is different than a project number. Typically, Van will send it to you through Teams.
2. Receipt Number
   When updating receipts in FMS, you will need to know the receipt number in order to access the receipt. This will be elaborated on later in the manual.
3. Price
   When generating receipts, you will need to know the price. Typically, Van will send this to you via Teams.

If you are missing any of this information, or any other information regarding the project your receipt pertains to, either ask Van, or follow the steps in the section titled "**What if I am Missing Information Needed for Invoices"**.

Updating and Adding Receipts in FMS

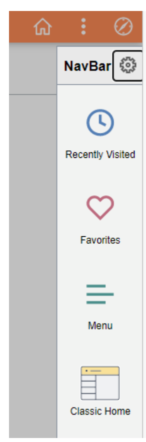
In FMS you will either update a receipt that has already been generated or generate a receipt. Below are the instructions to do both.

How to Add Receipts in FMS

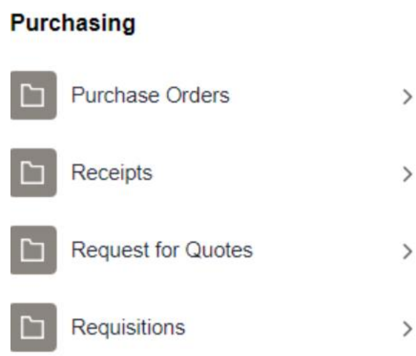
You don't touch receipts often, but when it comes time to add a receipt Van will send you a Teams message with a PO number and an amount (price) to add to the receipt. Below is how to add a receipt:

1. Go to FMS.
   The URL for FMS is fms.bgsu.edu.

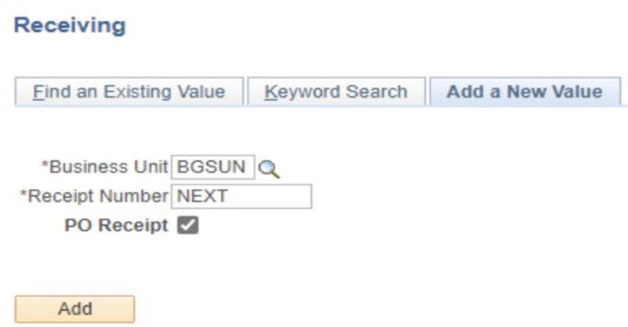
2. Click the compass button on the righthand corner and under that column click "Menu".



3. Go to “Purchasing” and click “Receipts”.

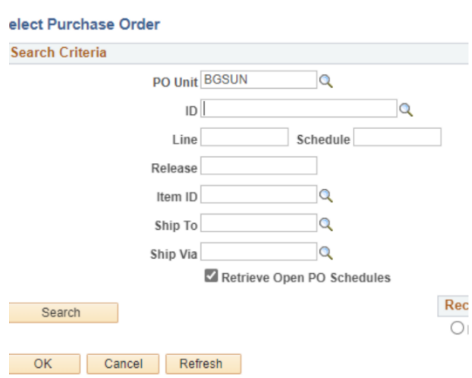


4. Click “Add/Update Receipts”.
   A new page will open up titled “Receiving”.



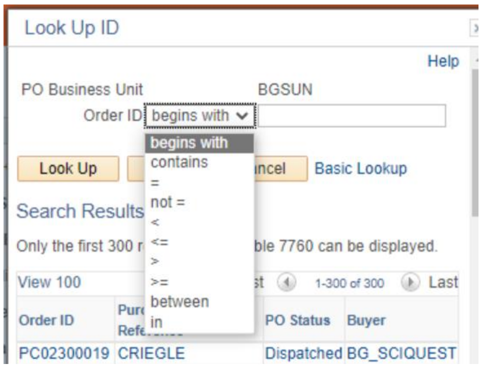
5. Click the “Add a New Value” tab and click “Add”,
   A new page will open up titled “Select Purchase Order”.

6. Enter the PO number in the “ID” section and click the magnifying glass.
   A new box will pop up in the middle of your screen titled “Look Up ID”.



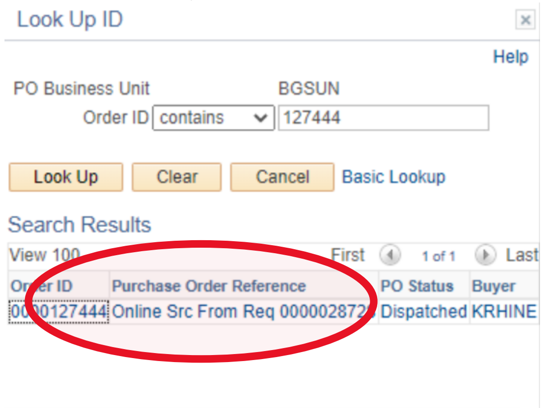
7. Click the tab that says, “begins with” next to the “order ID” text and click “contains”.

    A box will pop up under “Search Results”.



8. Click the blue text under “Purchase Order Reference”.

    This will take you back to the “Select Purchase Order” page.

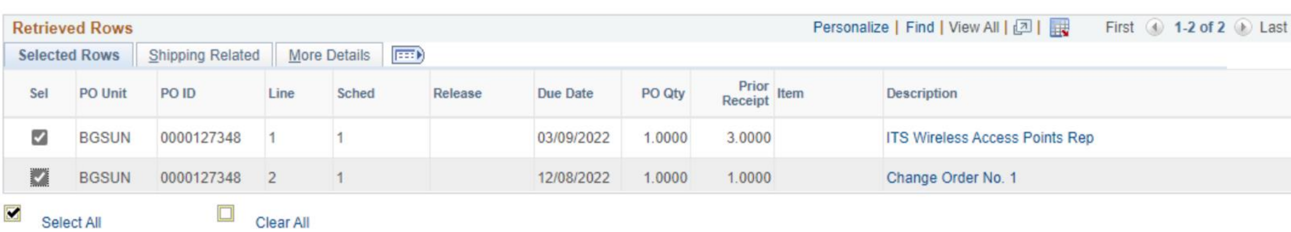


9. Click the “Search” button.

    This will make a box called “Retrieved Rows.”

10. Click the box to make a check mark under the “Selected Rows” tab of the “Retrieved Rows” box.

    If there is more than one box, click both boxes.

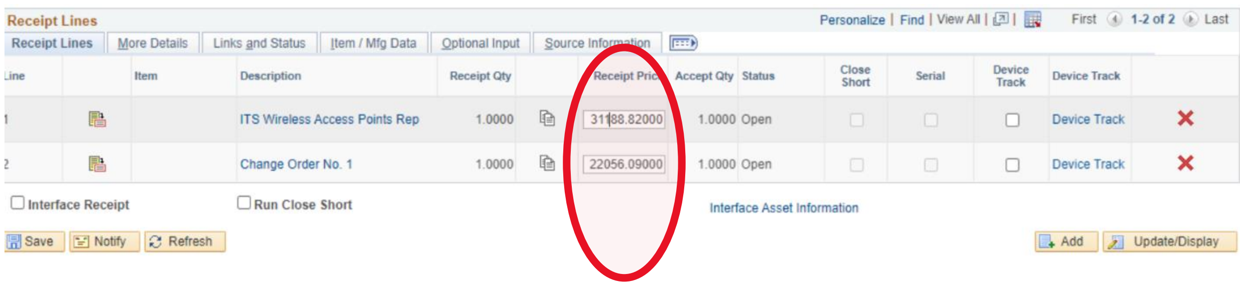


11. Click “OK” under the box.

    This will take you to a “Maintain Receipts” page.

12. Update the price in the box under the “Receipt Price” category of the “Receipt Lines” box.

    The price is something that Van will send you when he sends you the PO number. If there is more than one line and he doesn’t specify which price to change and generate a receipt for, ask him.

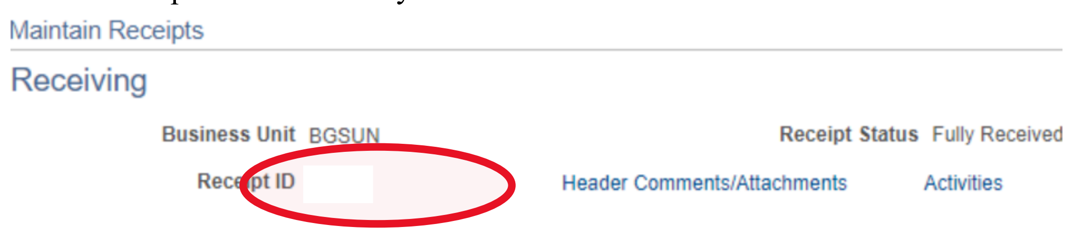


13. Click “Save”.

    This will update the “Maintain Receipts” page.

14. Send the receipt ID to Van.

    The receipt ID can be found under the “Receiving” header next to the line titled “Receipt ID”. After this you are done!



How to Update Receipts in FMS

On a very rare occasion you will have to update receipts. The only difference between updating and adding receipts is that the process to add receipts generates a receipt number and when you update a receipt you already have a receipt number. When you update a receipt you either can cancel it or change the price.

Below are the steps on how to update a receipt:

1. Go to FMS.

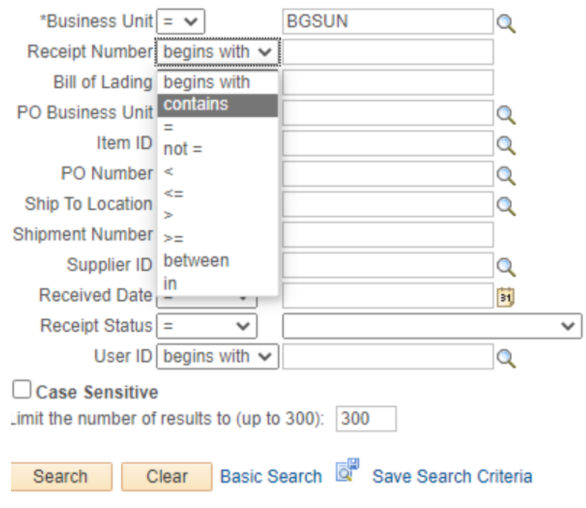
2. Click the compass button on the righthand corner and under that column click “Menu”.

3. Go to “Purchasing” and click “Receipts”.

4. Click “Add/Update Receipts”.
   A new page will open titled “Receiving”.

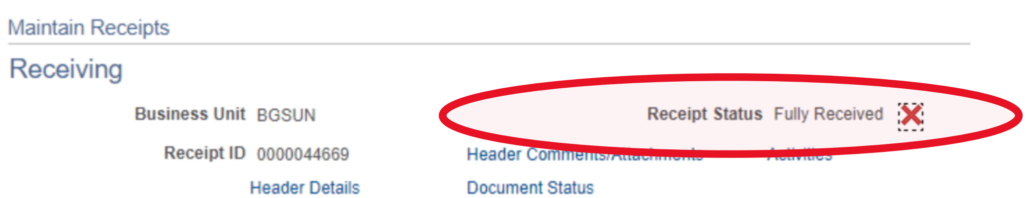
5. Click the “Find an Existing Value” tab and click “Add”,
   After this step a log will pop up.

6. Click the “begins with” tab next to “Receipt Number” and click “contains”.



7. Enter the receipt number and click “Search”.
   A box will pop up under the search results.

8. Click the receipt number under the “Receipt Number” section of the box.
   This will take you to the “Maintaining Receipts- Receiving” page. From here on you have the ability to do one of the following depending on your need:
   a) Cancel the receipt. This is done when a mistake was made and needs to be erased. You can do this by clicking the red X on your screen.



   b) Update the price. This is a case where multiple payments are made for a project.
      To do this go to the price section on the “Maintaining Receipts- Receiving”, edit the price, and then click “Save” in the bottom righthand corner.

Adding Receipts from Adobe Sign into Falcon’s Purch

For receipts for Falcon’s Purch, you’ll need a PO number. You can find them on an invoice in the “Waiting for You” section of Adobe Sign. You’ll be able to recognize the PO number because it’ll say “PO” next to the number on the invoice. Below are the steps on how to add receipts to Falcon’s Purch:

1. Open up the invoice in Adobe Sign and find the PO number.

2. Go to Falcon’s Purch.

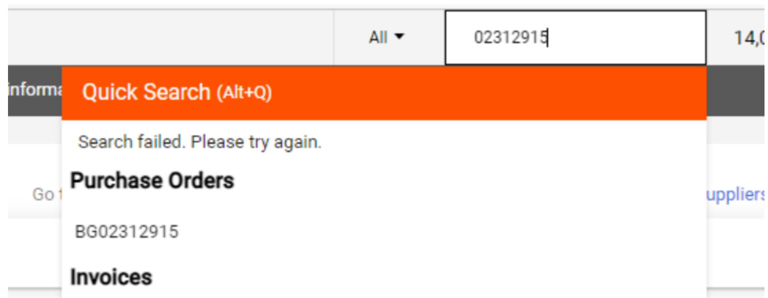
   If you don’t know how to do this, you can reference the “**How to Do a Requisition”** section of this manual. You can also go to https://solutions.sciquest.com/apps/Router/Home?tmstmp=1689668455379

3. Look up the PO number in the search box next to your shopping card.

   When you do this a box titled “Quick Search” will pop up.

4. Find your PO number under the “Purchase Orders” heading and click on it.

   This will take you to a page titled “Purchase Order”. Even though this is labeled as a purchase order, it is still a receipt, so don’t be confused if you see that heading.

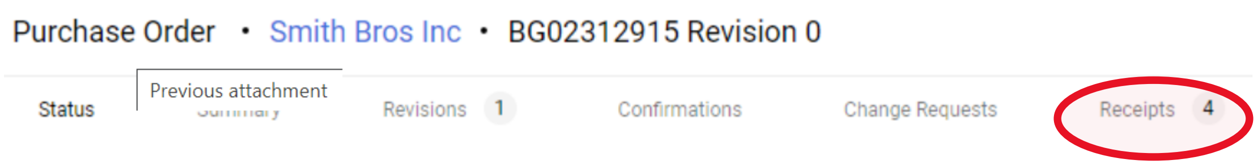


5. Check to see if the supplier information is correct in the “General Information” section of the page.

   If it isn’t let Van know.

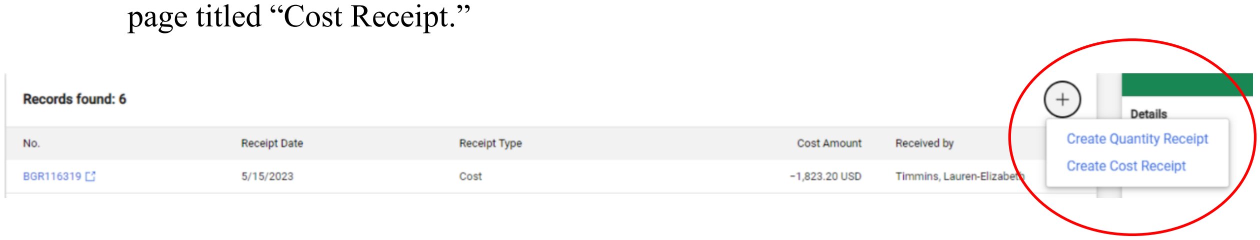
6. Click on the “Receipts” tab.

   This can be found under the page header “Purchase Order”.



7. Go to the “Records found” section of the page and click the plus sign in the right-hand corner.

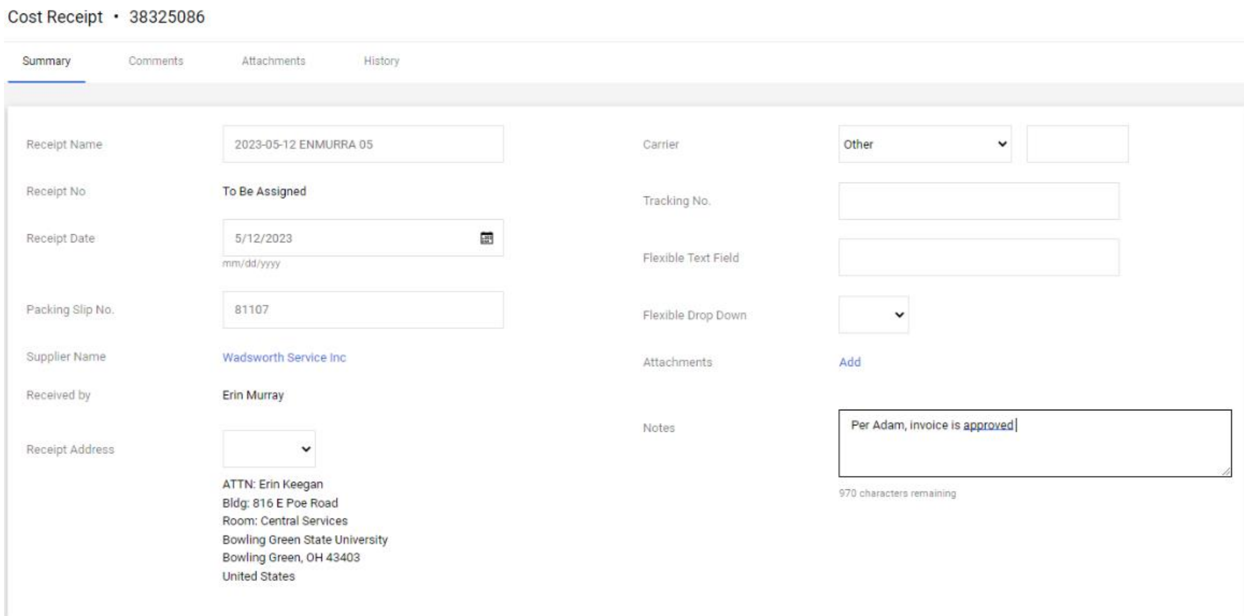
   A dropdown menu will appear. Click “Cost Receipt”. This will take you to a new page titled “Cost Receipt.”



8. Enter the invoice number in the box next to the title “Packing Slip No.”

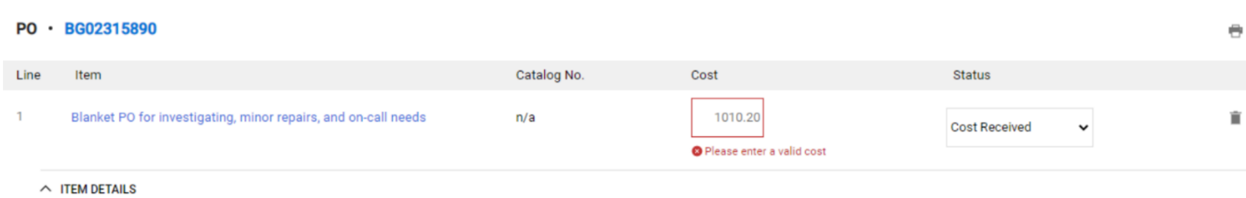
9. Enter “Per and the name of the person who signed the receipt, invoice is approved.”

   An example of steps 8-9 can be seen in the picture below:

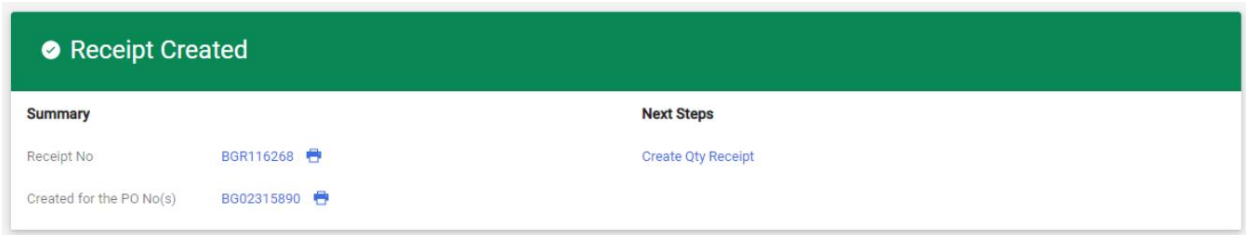


10. Scroll down to the section title “PO” and enter the cost of the receipt in the box under the title “Cost”.

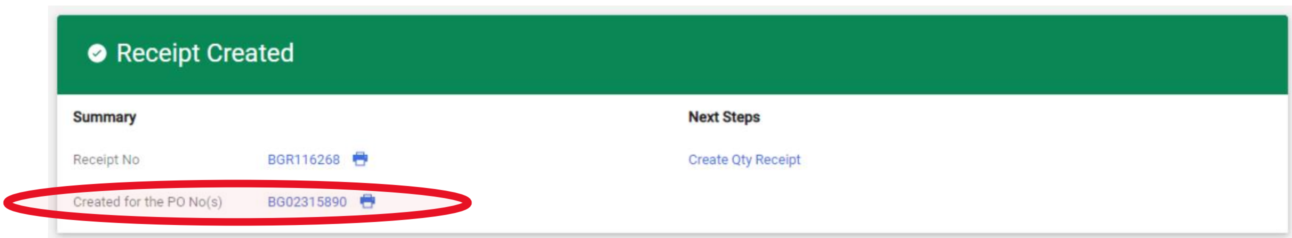
    Note that sometimes when you look at the invoice it will say something like “Receipt Line 1” next to the PO number. Sometimes a receipt in Falcon’s Purch will have multiple invoices for multiple lines, and you’ll have to enter them all in separately. So, once you get to this step, if the email has told you to enter the cost of one specific line **delete all the other lines and only enter the line the email has told you to enter**.



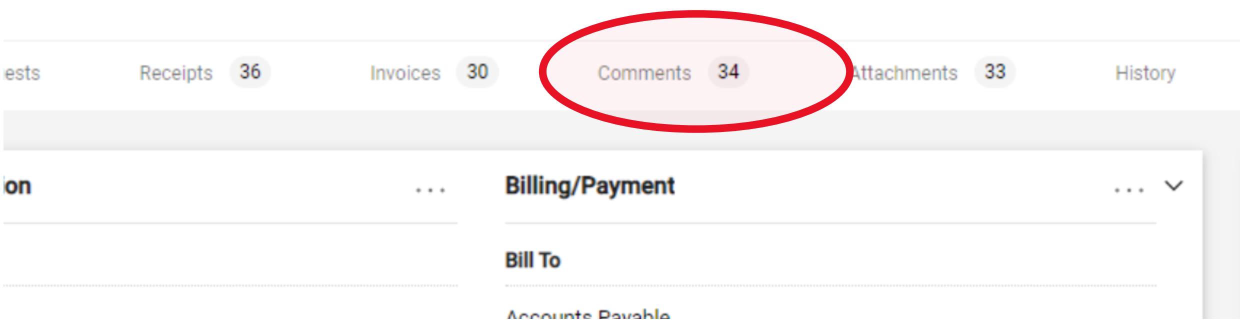
11. Click the blue button labeled “Complete” in the right-hand corner of the page.
    After this step a green box will pop up titled “Receipt Created.” Write down the receipt number somewhere, as you will need it for a later step.



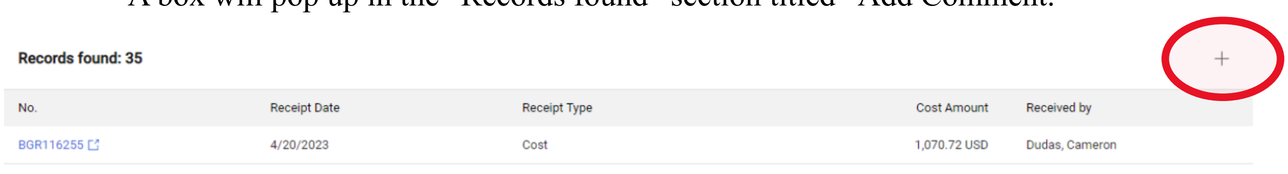
12. Click the blue text next to the title “Created for the PO No(s).”
    This will take you back to the “Purchase Order” tab.



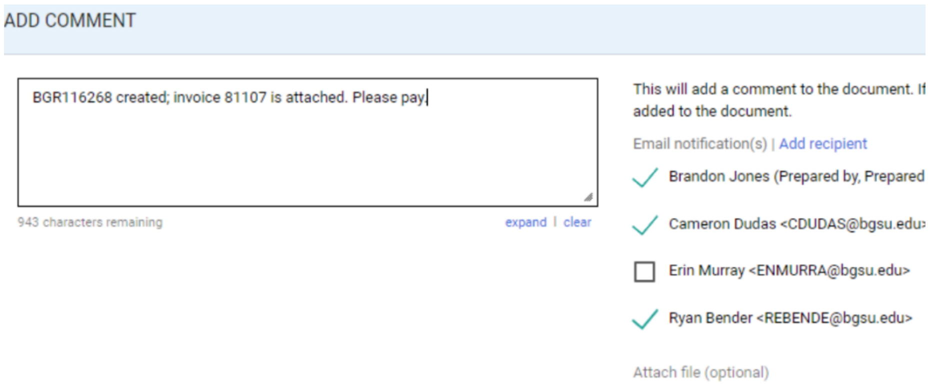
13. Go to the “Comments” tab under the heading “Purchase Order”.



14. Click the plus sign in the right-hand corner of the section titled “Records found.”
    A box will pop up in the “Records found” section titled “Add Comment.”



15. Enter “Receipt # (put in the number) created; invoice # (put in the number) is attached. Please pay” in the text box under the “Add Comment” header.

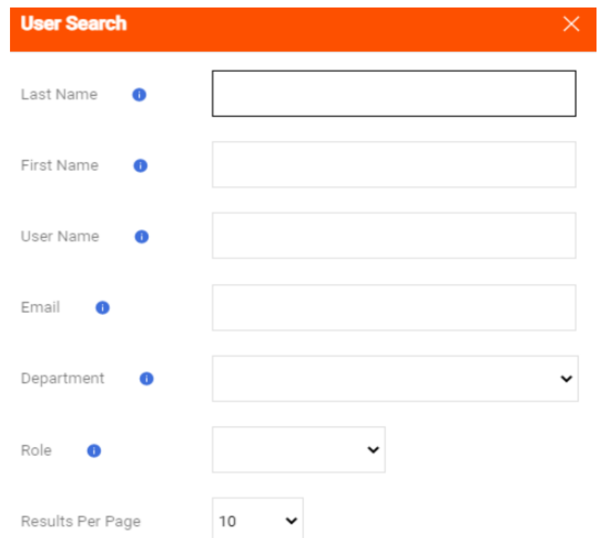


16. Uncheck all the names under the “Email notification(s)” title.

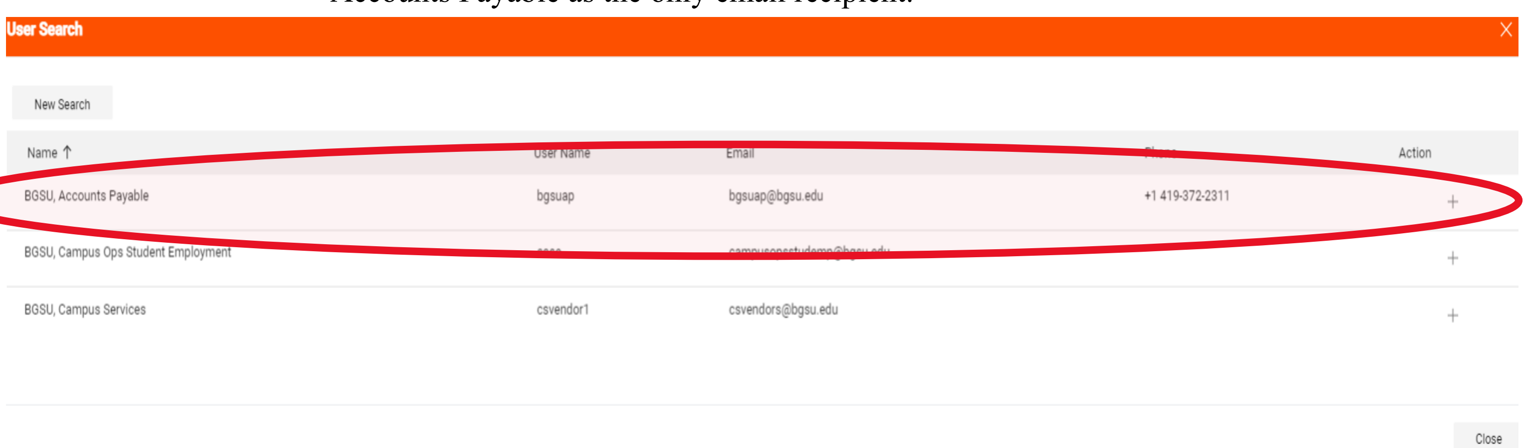
17. Click the blue text next to “Email notification(s)” labeled “Add recipient.”

A box will pop up titled “User Search”.

18. Look up “BG” in the box next to the title “Last Name” and click the blue button labeled “Search.” The “User Search” box will change and list results.



19. Click the plus sign, located under the “Action” header, for “BGSU, Accounts Payable.” This will take you back to the blue “Add Comment” box, and check BGSU Accounts Payable as the only email recipient.

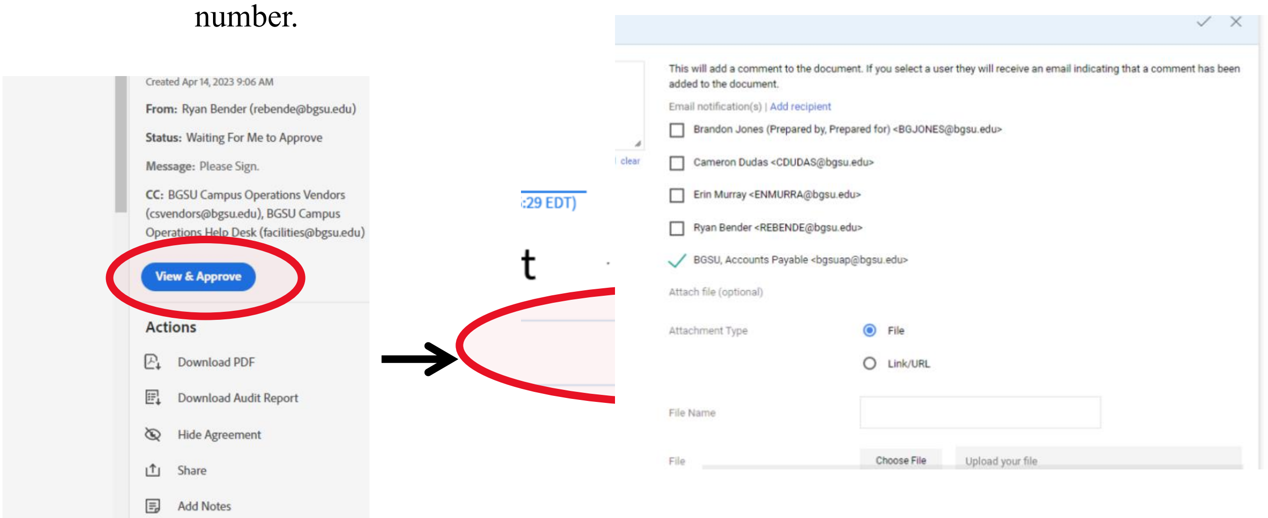


20. Click the button titled “Choose File” and find and click the receipt in your saved files.
    This will attach the file.

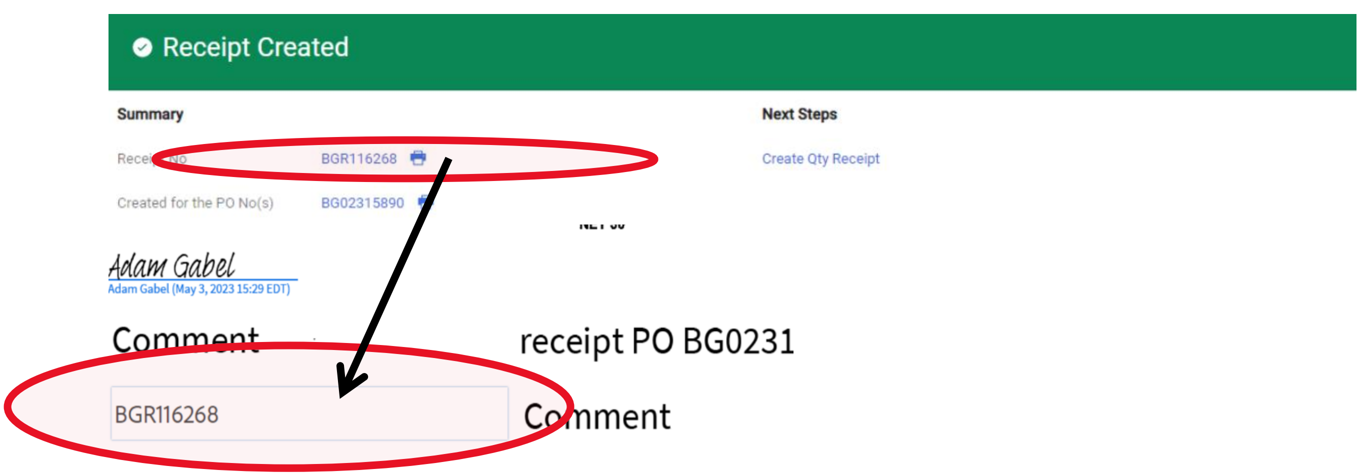
21. Click the checkmark at the top of the right-hand corner of the “Add Comment” box.

22. Go to Adobe Sign and open up your receipt if you haven’t yet. If don’t remember how, read the paragraph at the beginning of this section.

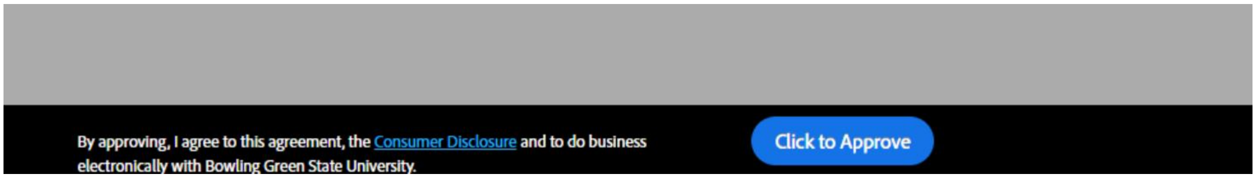
23. Click the blue button labeled “View and Approve” on the righthand side.
    This will open up the invoice and take you to a textbox near the receipt PO number.



24. Enter the receipt number that was generated when you handled the receipt in Falcon’s Purch.
    This was in the green box labeled “Receipt Created”, the receipt number is the blue text next to the title “Receipt No.”



25. Scroll down to the bottom of the Adobe page and click the blue button at the bottom labeled “Click to Approve”.
    After this you are done!



What If I am Missing Information Needed for Invoices and Receipts?

Sometimes you will receive an invoice missing information that you need to generate or update receipts. This can include the PO number, receipt number, etc. Sometimes you will also receive and invoice and have no idea who the project manager is. Thankfully, there is a way to find this information! Below are the instructions to do so:

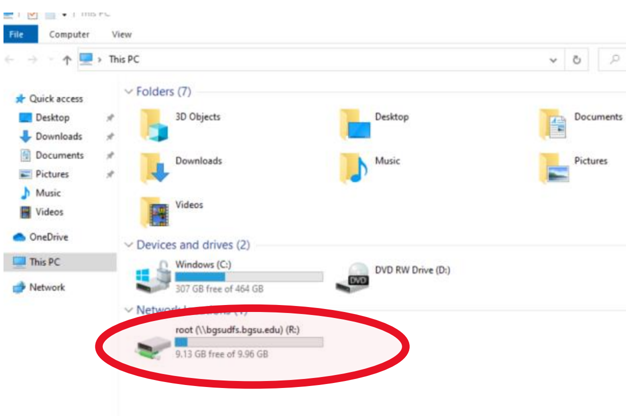
How to Access Project Information with Knowledge of the Project Number

If you cannot find information on the project manager, or any other project information, you will need to access it through your computer through your R-Drive. This is something that Van must request access to.

Once you have access to it, here are the steps to look up project information:

1. Go to the files tab on your computer.

2. Click the "root (//bgsudfs.bgsu.edu)(R:)" file under "Network locations (1)".



3. Click "ODC".

4. Click "Project Budgets".

5. Click "Active Projects".

6. Place the project number search bar.

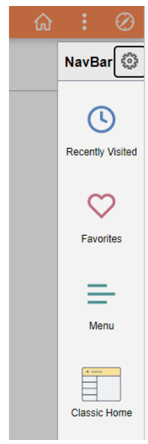
   Note that the R-Drive can be very picky when it comes to the name of the project. You may need to try a couple of different tiles and word combinations to find the project, so don't give up too easily. Once your project pops up, click on it. This will take you an Excel sheet that will contain the name of the project manager and other information. It usually doesn't have the PO number or any receipt numbers.

How to Access Other Information without Knowledge of the Project Number

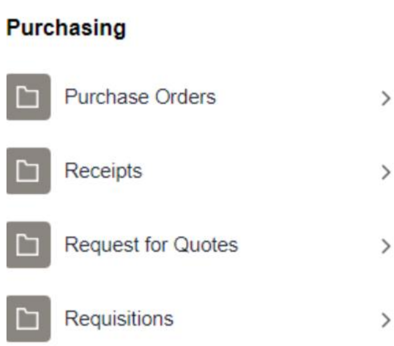
Sometimes you will not have knowledge of a project number alongside other information like receipt numbers. If that is the case, you can look up the project name in the R-Drive. If nothing comes up, you can look up the missing information using a PO number.

Unlike with a project number, you look up project information with a PO number on FMS. Below are the steps to access project information using a PO number on FMS.

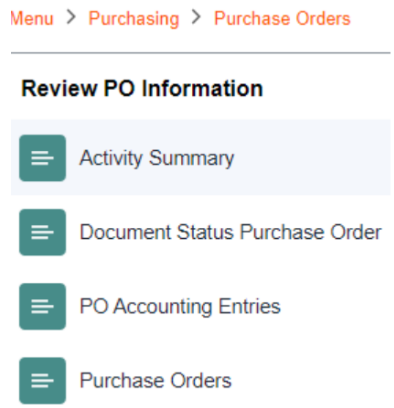
1. Go to FMS at fms.bgsu.edu.
2. Click the compass button on the righthand corner and under that column click "Menu".



3. Scroll down to find "Purchasing" and click on it.
4. Click on "Purchase Orders".



5. Click on “Review PO Information”.

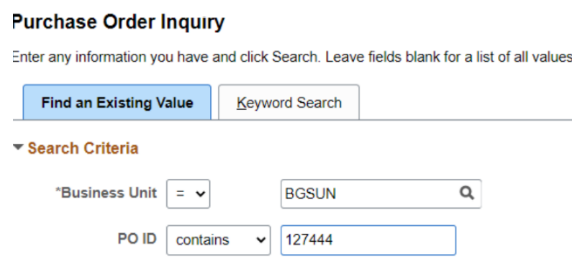


6. Click on “Purchase Orders”.

   This will take you to a new page titled “Purchase Order Inquiry” with a list of sections to enter data in.

7. Click on the “Find an Existing Value” tab.

8. Click the downward arrow on the tab next to “PO ID” and click “contains”.



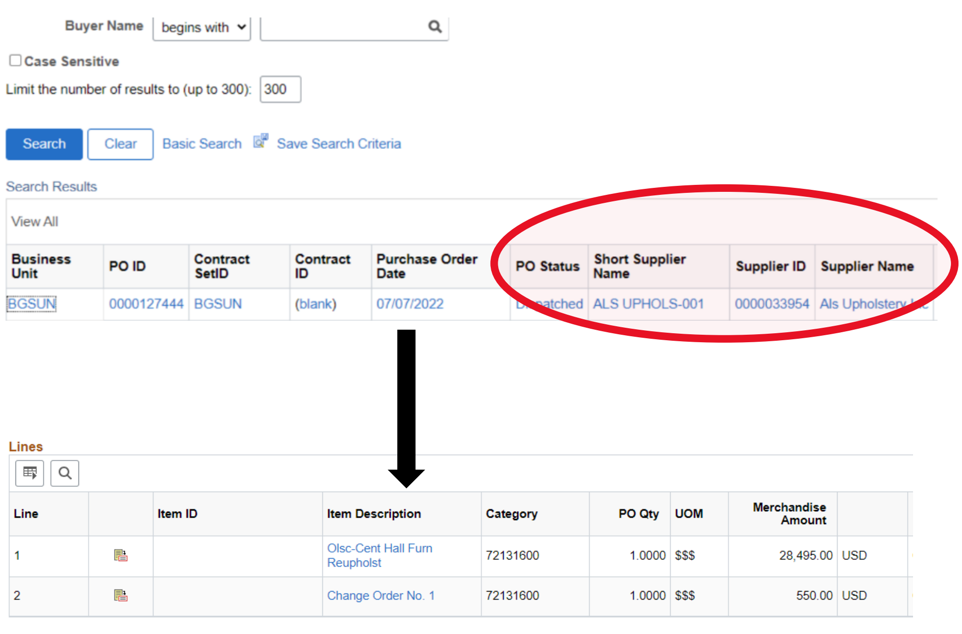
9. Type the PO number in the blank box next the tab that says “contains.”

10. Scroll down to the bottom of the page and click “Search”.

    After this step a box will pop up at the bottom of the page under “Search Results”.

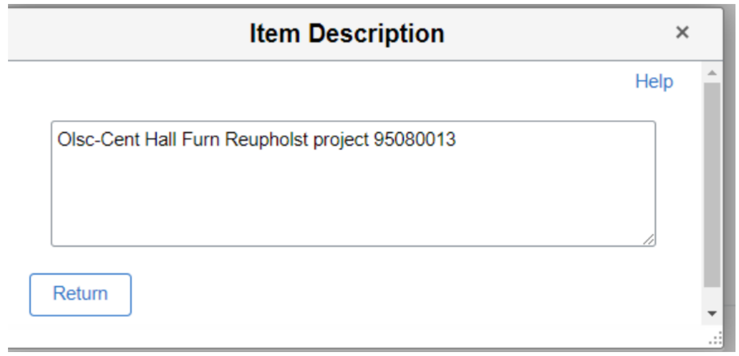
11. Click the blue text under the “Short Supplier Name” section of the box.

    A new screen titled “Purchase Order Inquiry” will pop up with more information on the project. A box under the header titled “Lines” is where your focus should be for the next step.



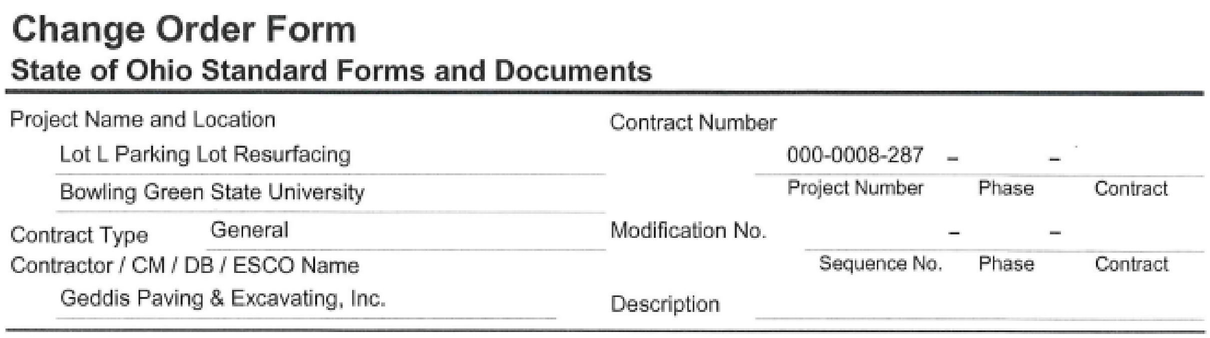
12. Click the blue text under the “Item Description” section of the box under the “Line” header.

    A box titled “Item Description” will pop up and within that box is the project number.



How to Handle Change Orders/ Fee Amendments

Another responsibility of a Construction Office Assistant is to complete **change orders**, also known as **fee amendments**. They can easily be identified because they will typically be multiple pages and **will be titled as an amendment or a change order** on the document.


Change Order Form
State of Ohio Standard Forms and Documents

Project Name and Location
Lot L Parking Lot Resurfacing
Bowling Green State University
Contract Type General
Contractor / CM / DB / ESCO Name
Geddis Paving & Excavating, Inc.

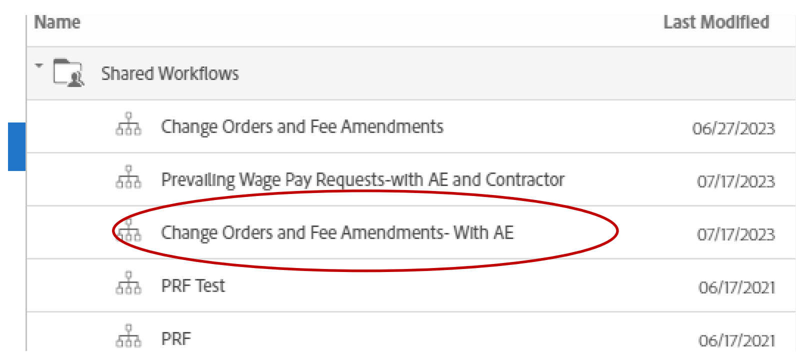
Contract Number
000-0008-287 – –
Project Number Phase Contract
Modification No. – –
Sequence No. Phase Contract
Description

Change orders are handled quite similarly to invoices, as they both go through Adobe Sign. Below are the steps on how to handle change orders:

1. Open up “Adobe Sign” and click “Start from Library”.

2. Click on “Workflows”.

3. Check the change order and see who has already signed it.
   If it is missing the Architect Engineer signature, click “Change Orders and Fee Amendments – With AE”. If it is not missing the Architect Engineer signature or if you don’t need one, click “Change Orders and Fee Amendments”. One you choose a workflow, click “Start”, and you will be taken to a new page.



4. Log the email of the Architect Engineer if needed. Otherwise log the email of the project manager.

5. Enter “PE” in the “Enter group name” spot under “Purchasing Entry Group”.

6. Enter “PW” in the “Enter group name” spot under “Prevailing wage Group.”

7. Delete the contractor@bgsu.edu email in the box under the title “Cc”.

8. Write the document name in the "Document Name" section of the workflow.
   Like invoices you title change orders in the same order: Change Order/ Fee Amendment (AE will be auto filled if you need it) - Project Title – Vendor.

9. Attach a saved file of the change order in the "Files" section of the workflow and click the blue button labeled "Next" at the bottom.

10. On the change order, add signature and date boxes for the project manager and any other people (like the architect engineer) that you need. If you don't remember how to do this, see the **How to Handle Non-Bids with No Additional Paperwork** section of this manual.

11. Click "send"

12. Go to Outlook and mark the email with the green tag in the categorize section of Outlook. If you don't remember how to do this, see the **How to Handle Non-Bids with No Additional Paperwork** section of this manual.

1. Go to Outlook and mark the email with the green tag in the categorize section of Outlook. Then drag the email into the "Change Orders/ Fee Amendments" section on the lefthand side under "Inbox". If you don't remember how to do this, see the **How to Handle Non-Bids with No Additional Paperwork** section of this manual.

How to Handle a Requisition

A **requisition** according to the Oxford Dictionary is “an official order laying claim to the use of property or materials”. Construction and Campus Ops Office Assistants oversee them and log them in **Falcon’s Purch**, a software used by Campus, Construction, and Purchasing Operations at BGSU. You can access requisitions through the Construction email in Outlook. Van will usually send them to you.

Below are the steps to complete a requisition:

1. Go to Falcon’s Purch.

   This can be done by doing the following:

   1.1 Go to your MyBGSU page.

   1.2 Click “employees” on the lefthand side.

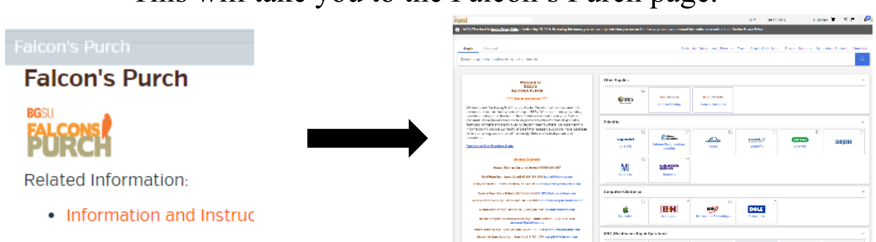
   This will take you to the employee’s page.

   1.3 Click “purchasing” from the employee’s tab at the top of the page.

   This takes you to the purchasing page where Flacon’s Purch can be found.

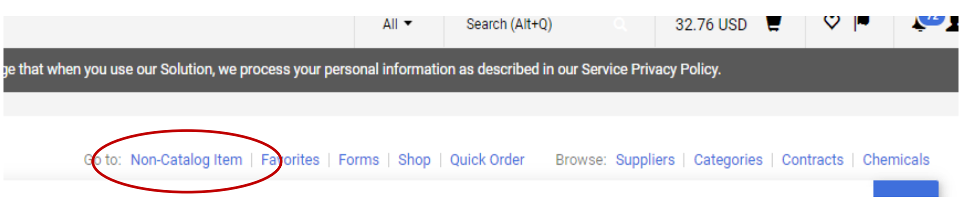
   1.4 Click on the Falcon’s Purch Icon.

   This will take you to the Falcon’s Purch page.



2. Click “Non-Catalog Item” in blue text at the top.

   A box will pop up titled “Add Non-Catalog Item”.



3. Look up the supplier (or the company) in the search bar.

   A dropdown menu will appear with a list of suppliers. Click the correct one.

4. Enter a product description in the box under the title “Product Description” by completing the following steps:
    4a. Enter the project name and number.
    4b. Enter in the contract name (the kind of requisition) and number. This is given to you in the email that contains the requisition. An example would be “T&M 82000P” or “Bid 20004.
    4c. Enter the price by entering “does not exceed to” and then the price.

5. Enter “N/A” in the box under the title “Catalog No.”.

6. Leave the boxes under the title “Product Size” blank.

7. Enter 1 into the box under the title “Quantity”.

8. Enter the price or the total of the requisition in the box under the title “Price Estimate”.

9. Select the box under the title “UOM” and select the line “USD".

10. Search the commodity code in the box next to the title “Commodity Code” under the Additional Details section.
    If the invoice or quote is for construction (or goods) your commodity code will be 10030000; if your invoice or quote is for a architecture or engineers, your commodity code will be 10030001.

11. Click save.
    The results of steps 3-11 can be seen in **Figure 2.**

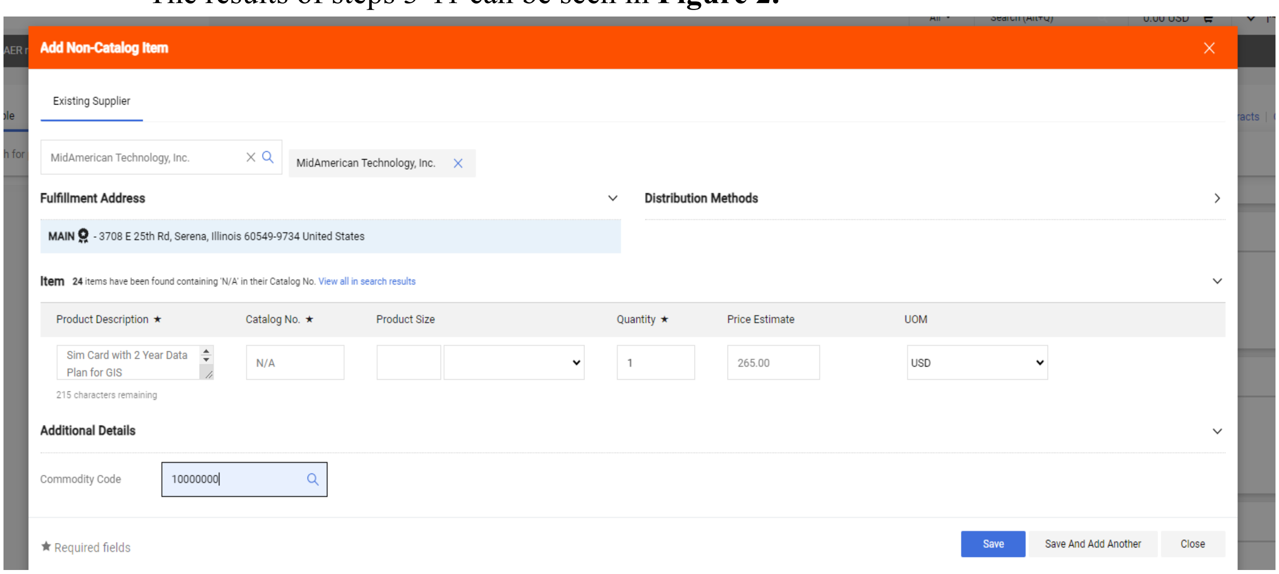


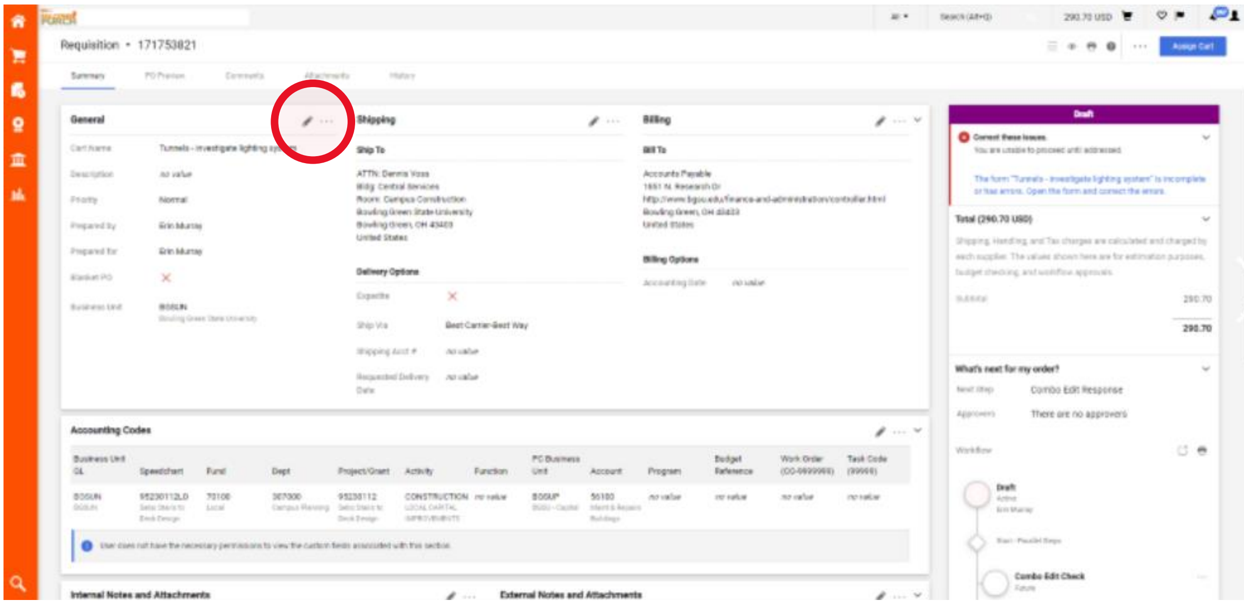
Figure 2: An example of steps 3-11

12. Go to the top of the page and click the shopping cart.

    A box titled “My Cart” will pop up. Click “Checkout”. This will take you to a page titled “Requisition”

13. Go to the section titled “General” and click the pencil in the righthand corner.

    A box called “Edit General” will pop up.



14. Enter a product description in both the “cart name” and the “description” box.

    They can be the same description.

15. Check the box next to the title “Blanket PO” and click save.

    This should create a green checkmark next to the title “Blanket PO” in the “General” section.

16. Click “Save”.

    The results from steps 13-16 are reflected in **Figure 3**. After you click “Save” you will be returned to the Requisition page.

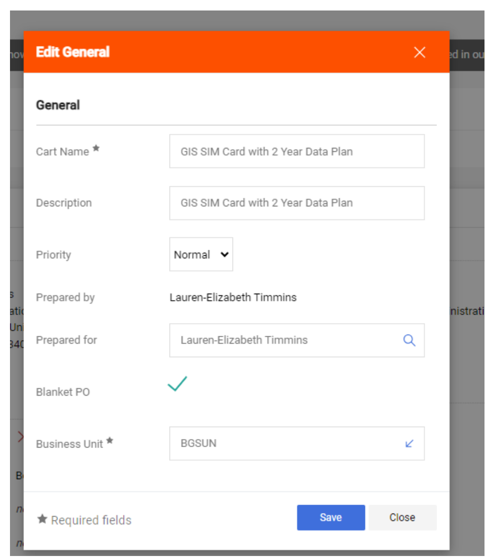


Figure 3: An example of steps 13-16.

17. Go to the “Shipping” section and click the pencil in the right-hand corner.
    A box will pop up titled “Shipping”.

18. Enter the name of whoever signed the invoice (or whomever Van tells you it needs to go to) in the box next to the title “ATTN:”.
    If no one has signed the invoice write “Campus Operations”.

19. Enter “Central Services” in the box next to the title “Bldg”.

20. Enter the name of the room in the box next to the title “Room:” and click save at the bottom.
    Van will tell you this information. If you don’t know the room just enter “Campus Operations”.

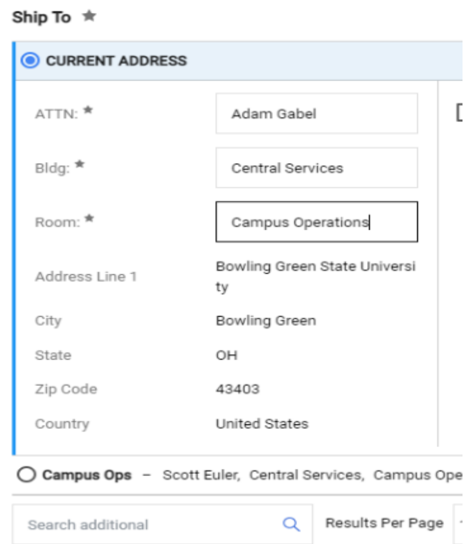


Figure 4: An example of steps 17-21.

21. Click “save”.
    The results of steps 17-21 are reflected in **Figure 4**.

22. Scroll down to the “Accounting Codes” section and click on the pencil in the righthand corner.
    A box will pop up titled “Edit Accounting Codes”.

NOTE: For the next few steps you will need an **accounting string**: a group of three numbers separated by dashes. This will always be provided to you through an email. The first number is the **speed chart**, the second number is the **account number**, and the third number is the **program code**. These numbers will be entered into separate places later, so it is important to remember this detail. Below in **Figure 5** is an example of an accounting strip, circled in red. As you are doing steps 23-26, reference **Figure 6**.

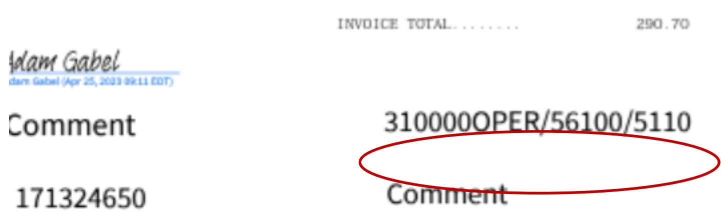


Figure 5: An example of an accounting strip.

23. Enter the speed chart number in the box titled “Speedchart.”

24. Enter the account number in the box titled "Account".

    Remember that the account number is the second number of the accounting strip on the invoice.

25. Enter the program code in the box titled "Program" and click save.

    Remember that the program code is the third number of the accounting strip on the invoice

26. Click "save"

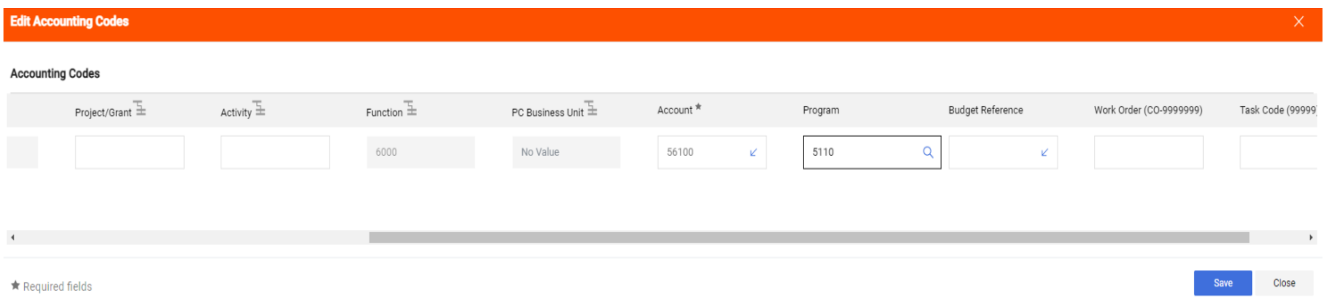


Figure 6: A reference guide to steps 23-26.

27. Scroll down to the section titled "External Notes and Attachments" and click the blue text in the section titled "add".

    A box titled "Add Attachments" will pop up.

28. Click the blue text labeled "browse".

29. Find the quote or invoice in your computer files and click on it.

30. Click "Save changes".

31. Click the blue box titled "Assign Cart".

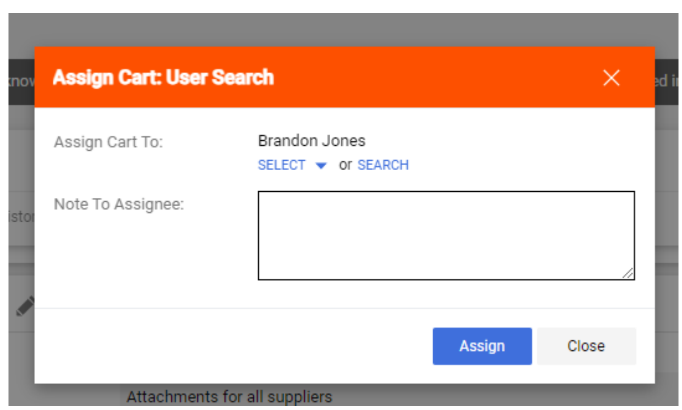
    A box will pop up titled "Assign Cart" User Search.

32. Click the blue text titled "search".

    A new box titled "User Search" will pop up.

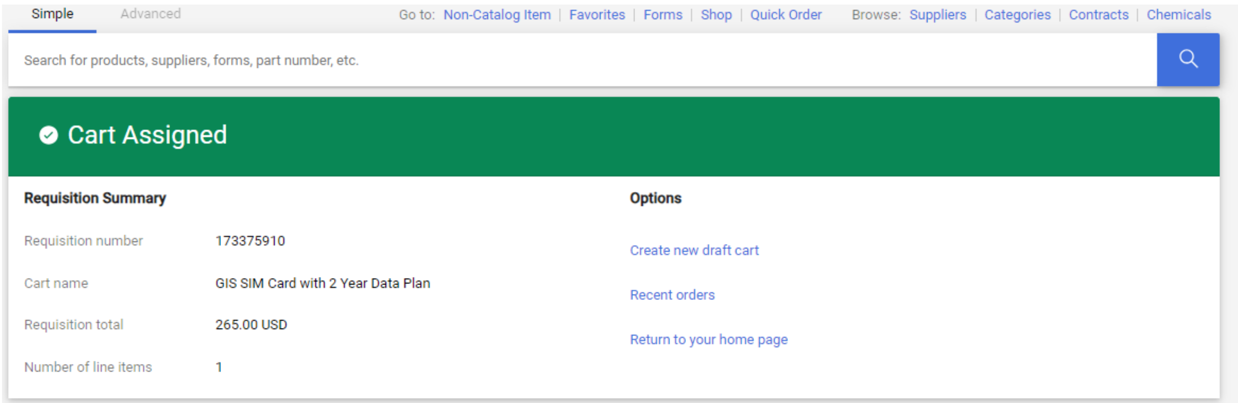
33. Look up Brandon Jones and hit the blue button titled "Search".

    A list of names will pop up.



34. Find Brandon’s and click on the plus sign in the line that his name is in.
    This will take you back to the original “User Sign” box.

35. Click the blue button labeled “Assign”
    This will take you to a confirmation page. You are now done!



How to Update Payment Summaries

Updating payment summaries is another responsibility of the Construction Office Assistant. BGSU Construction usually has several huge projects going on, which have large budgets that are paid off in stages. Typically, when updating a payment summary, you will only be logging the date of when it was signed. Van does most of the work, but you still have this responsibility.

You'll know when to update a payment summary when you receive an email like the **Figure 7 below.**

NP Pay Requests - Offenhauer West Tower Residence Hall-11th Floor Renovation Project - BHI - signed.pdf
205 KB

NP Pay Requests - Offenhauer West Tower Residence Hall-11th Floor Renovation Project - BHI between Bowling Green State University and Craig Riegle is Signed and Filed!

Figure 7: An example of a Payment Summary email.

Attached to the email is an invoice that you will be looking at. Below are the steps on how to update a payment summary:

1. Go to the "Active Projects" section of the R Drive.
   If you don't remember how to do this reference the **How to Access this Information with Knowledge of a Project Number** section of this manual.

2. Look up the project number on the invoice in the search bar and hit enter.
   Typically, you will find the project number on the invoice under the project manager's name.

TO Purchasing: Kristina Rhine
Date: 05/15/2023
TO Accounts Payable: Lu Bowley
FROM: Van Heater
Project Manager: Craig Riegle
RE: Offenhauer West-11th Floor
95230034

3. Click on the project that pops up in the search results of the "Active Projects" section of the R Drive.

    This will take you to an Excel sheet with multiple tabs on it.

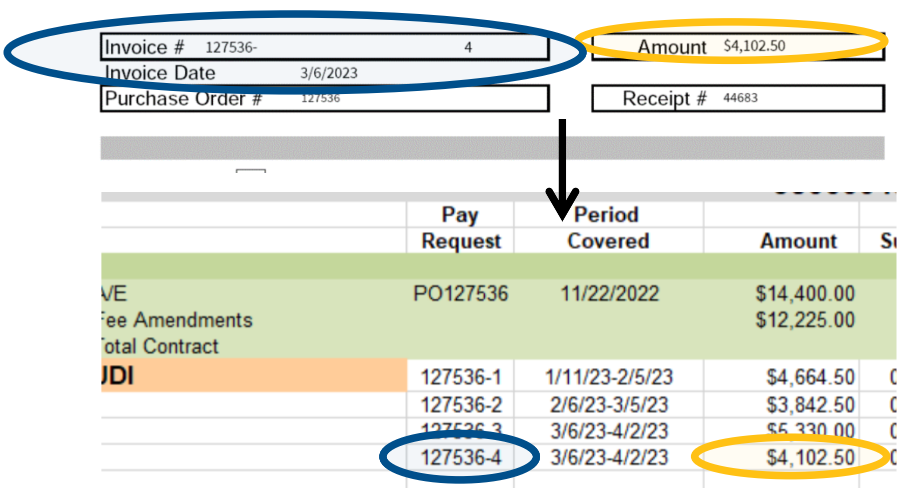
4. Find the "Payment Summary" tab at the bottom of the Excel sheet.

5. Find the right vendor section (the vendor of the invoice) of the Excel sheet.

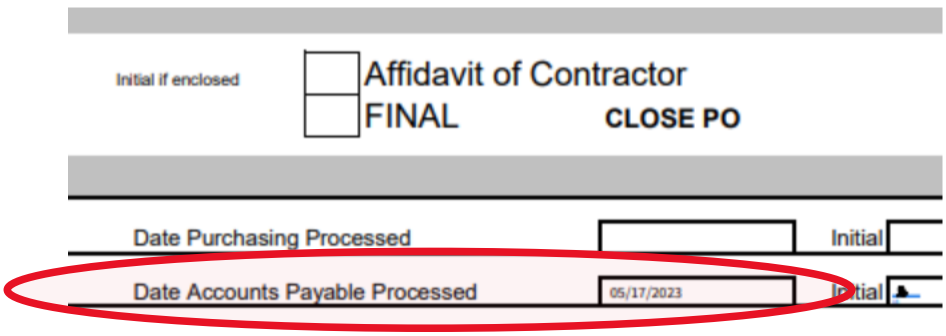
    The project will have many different vendors, so it is important to find the right one.

6. Find the right invoice number and price on the Excel sheet for the vendor.

    This step involves matching the invoice number and price on the invoice you received to the invoice number and price for the right vendor in the Excel sheet. The invoice number will be under the "Pay Request" column of the Excel sheet.



7. Enter the date that the invoice was signed into the section titled "Processed Business Office" for the right invoice.
   The date that the invoice was signed can be found in a box on the invoice next to the title "Date Accounts Payable Processed". The date will be in really small print.


Initial if enclosed
Affidavit of Contractor
FINAL
CLOSE PO
Date Purchasing Processed
Initial
Date Accounts Payable Processed
05/17/2023
Initial

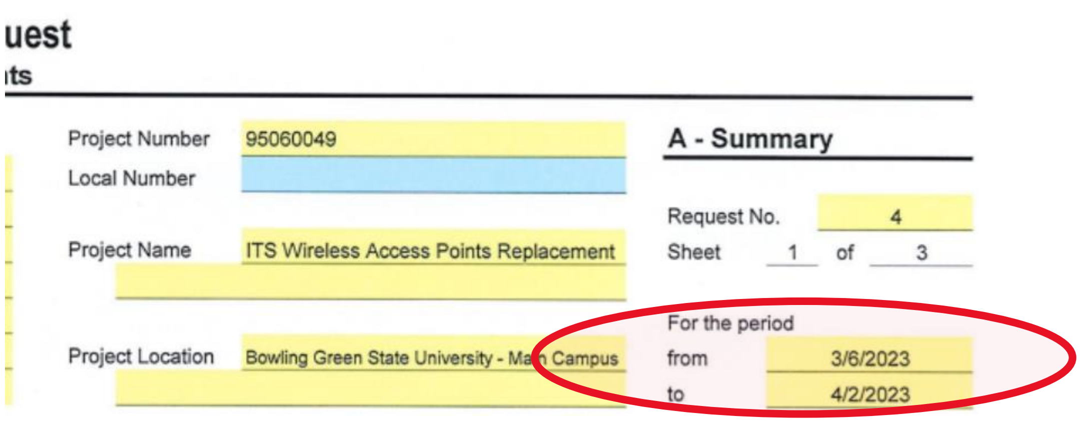
8. Click save on the Excel sheet.
   After this you are done!

What if There is Missing Information When I Go to Log the Date in a Payment Summary?

If you can't find the invoice number, payment period, or any other vendor information in the Excel sheet for the invoice you have been sent, you need to log it yourself. The following are directions to follow depending on what you're missing:

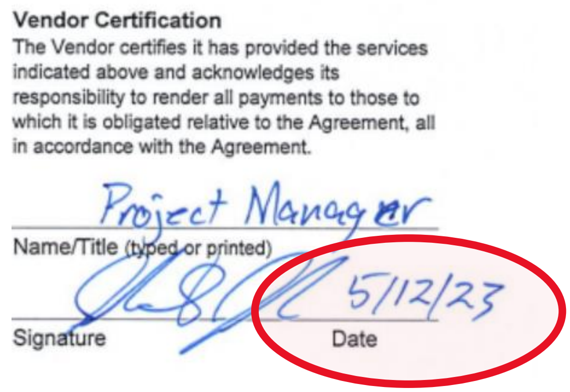
a) **If you are missing the invoice number**, log it. If you don't remember where to find it reference the section above.

b) **If you are missing the "Period Covered" or the payment period**, find it on the invoice and log it. It is usually labeled "For the Period" on page two of the invoice, and the dates will be below.


uest
its
Project Number 95060049
Local Number
Project Name ITS Wireless Access Points Replacement
Project Location Bowling Green State University - Main Campus
A - Summary
Request No. 4
Sheet 1 of 3
For the period
from 3/6/2023
to 4/2/2023

c) **If you are missing the price,** log it. If you don't remember where to find it reference the section above.

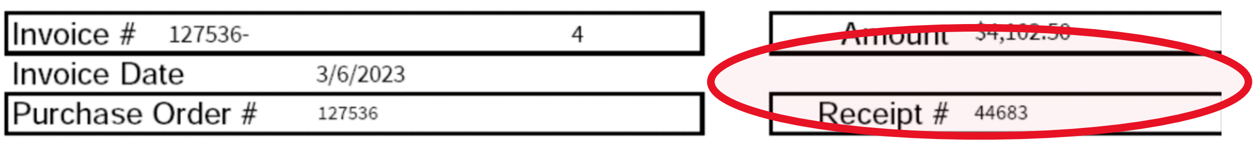
d) **If you are missing the date the invoice was submitted,** it is on the invoice as the date the vendor signed it. Once you find it you can log it under the "Date Submitted" column of the Excel sheet.


Vendor Certification
The Vendor certifies it has provided the services indicated above and acknowledges its responsibility to render all payments to those to which it is obligated relative to the Agreement, all in accordance with the Agreement.

Project Manager
Name/Title (typed or printed)

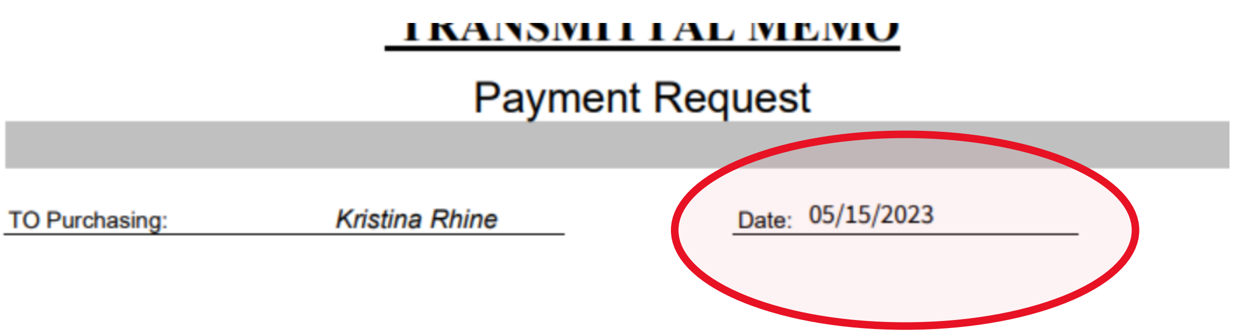
Signature 5/12/23
Date

e) **If you are missing the receipt number**, find it on the invoice and log it under the "FMS Receipt Number" column of the Excel sheet. The receipt number is labeled on the invoice.



Invoice #	127536- 4	Amount	$4,102.50
Invoice Date	3/6/2023		
Purchase Order #	127536	Receipt #	44683

f) **If you are missing the "Date in DocuSign" information**, it is on the invoice as the "Date" on the first page under the "Payment Request" heading at the top of the page. After you find it, you can log it under the column "Date in DocuSign".


TRANSMITTAL MEMO

Payment Request

TO Purchasing: *Kristina Rhine*   Date: 05/15/2023

Campus Operations

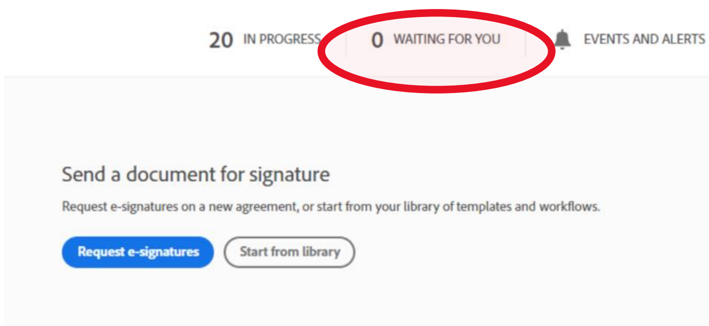
Below are the instructions to complete Campus Operations Office Assistant tasks. These include handling payment requests and invoices. The Campus Operations job is much lighter than Construction, however, both jobs use Adobe and Falcon's Purch. Below are the instructions to handle payment requests and invoices for Campus Operations.

Payment Requests

Payment requests are one of the main responsibilities of a Campus Operations office assistant. A **payment request** is a form sent to purchasing requesting the payment of an invoice. This is done through Adobe Sign and **Falcon's Purch**, a software used by Campus, Construction, and Purchasing Operations at BGSU. Completing a payment request requires a lot of work, so be sure to pay attention.

Typically, you will find a payment request in either of the two following places:

- An email sent by Brandon Jones, the Financial Specialist for Campus Operations.
- In Adobe Sign. They can be found by clicking on the "Waiting for You" category of Adobe Sign.



IMPORTANT NOTE: Payment requests look a lot like invoices. The only difference between the two is that payment requests contain an **accounting string**: a group of three numbers separated by dashes. The first number is the **speed chart**, the second number is the **account number**, and the third number is the **program code**. These numbers will be entered into separate places later, so it is important to remember this detail. Below in Figure 8 is an example of an accounting strip, circled in red.

Figure 8: An example of an accounting strip.

Sometimes documents will be labeled as a payment request and look like **Figure 9**. But **if they don't have an accounting strip it is not a payment request** and needs to be filed like an invoice.

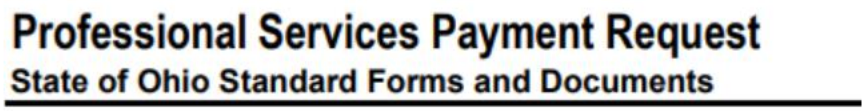
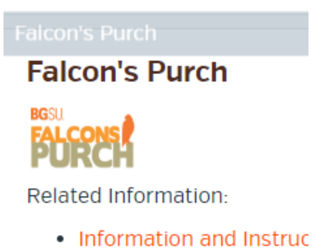
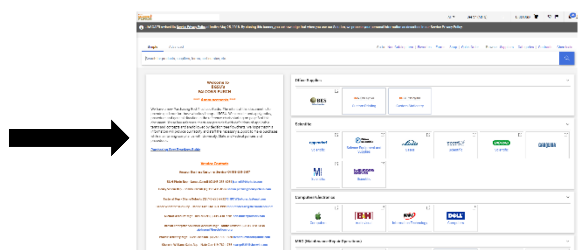

Professional Services Payment Request
State of Ohio Standard Forms and Documents

Figure 9: An example of a Campus Operations Payment Request. Do not get this confused with a Construction "Professional Services Payment Request". That is an invoice and will be found in the Construction email.

Below are the steps to complete a payment request:

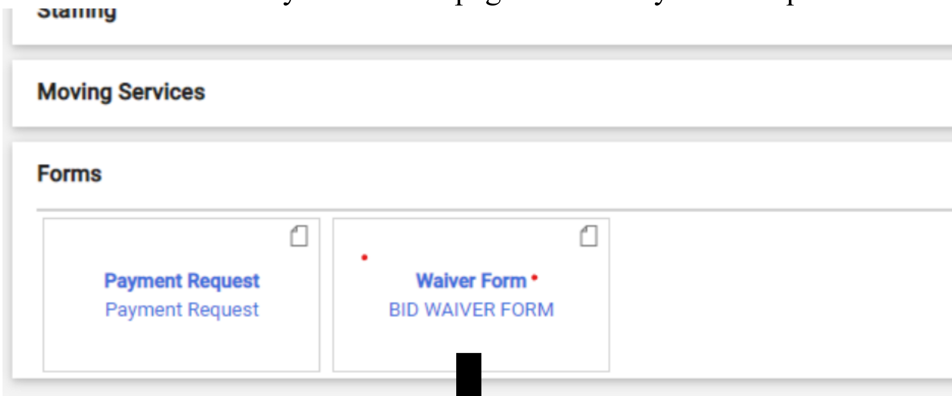
1. Go to Falcon's Purch.
   This can be done by doing the following:
   1.1 Go to your MyBGSU page.
   1.2 Click "employees" on the lefthand side.
   This will take you to the employee's page.
   1.3 Click "purchasing" from the employee's tab at the top of the page.
   This takes you to the purchasing page where Flacon's Purch can be found.
   1.4 Click on the Falcon's Purch Icon.
   This will take you to the Falcon's Purch page.

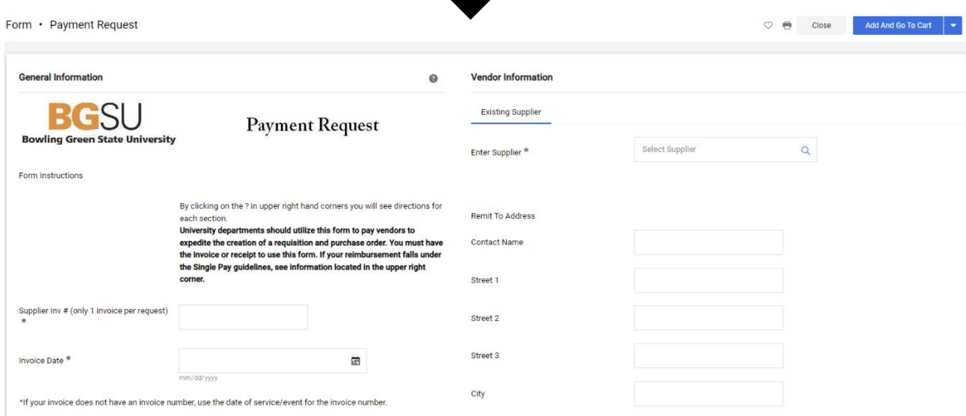




2. Scroll to the bottom of the page on Falcon's Purch and click on "Payment Request" under forms.

   This will take you to a new page called "Payment Request".





3. Enter the invoice number in the box next to the text "Supplier Inv # (only one invoice per request)".

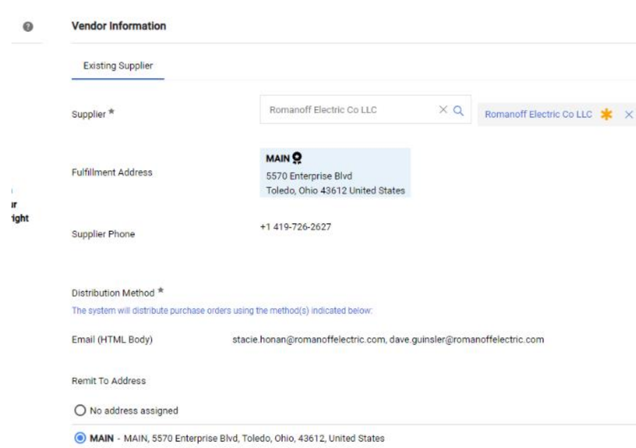
4. Enter the invoice date in the box next to the text "Invoice Date".

5. Look up the supplier in the search box next to the text "Enter Supplier".

   A drop-down menu will appear with the supplier that you are looking for.

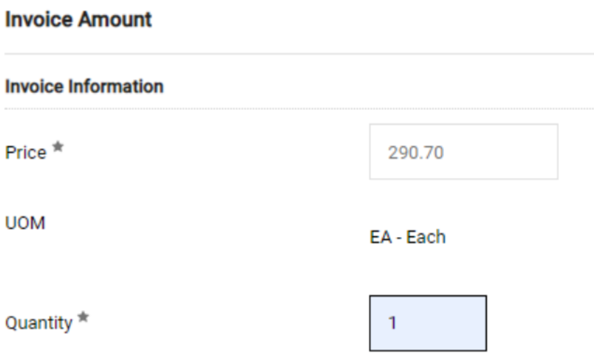
6. Click the right supplier and double check that you have the correct address.

   This will autofill the rest of the "Vendor Information" section.



7. Scroll down the page to the section titled “Invoice Amount”.

8. Type in the price and enter “1” in the box next to the text “Quantity”.


Invoice Amount

Invoice Information

Price * 290.70

UOM EA - Each

Quantity * 1

9. Scroll down the page to the section titled “Type of Payment” and select the type of payment.

   The type of payment will either be Goods or Services. You can determine this by looking at the invoice. See **Figure 10** for an example.

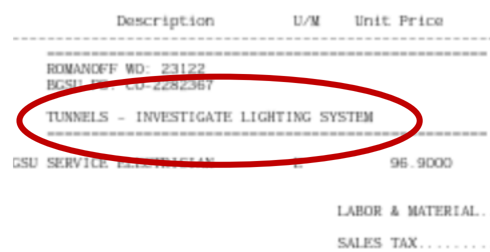
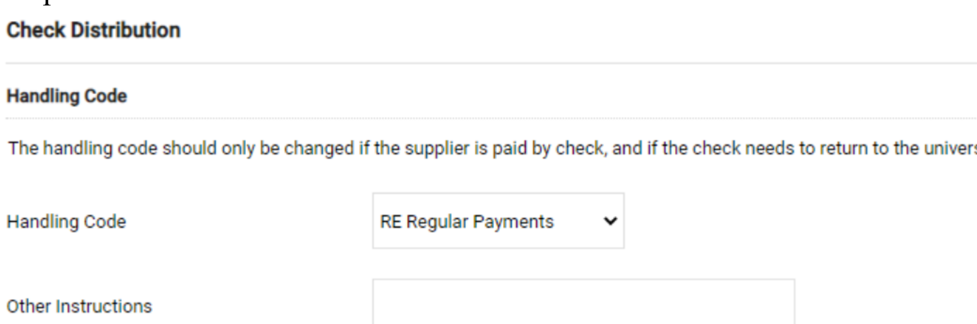


Figure 10: In this picture the invoice describes a service, as it uses the verb "Investigate". You therefore would mark it as a service in Falcon's Purch.

10. Go to the next section titled “Check Distribution” and select “Regular Payments” in the drop-down menu. Leave the box next to the title “Other Instructions” blank.


Check Distribution

Handling Code

The handling code should only be changed if the supplier is paid by check, and if the check needs to return to the univers

Handling Code RE Regular Payments

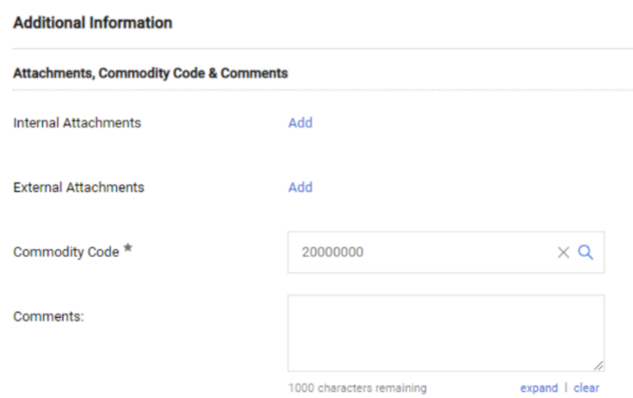
Other Instructions

11. Scroll down the page to the section titled “Business Purpose (Required)”.

12. Enter a description of the project or a project title in the box next to the title "Product Description".

13. Go to the next section titled "Additional Information" and search the commodity code in the box next to the title "Commodity Code".

    Enter a "2" if the type of payment is services and a "1" if the type of payment is goods. A drop-down menu will appear the number you entered next to a group of zeros. Click on that number.

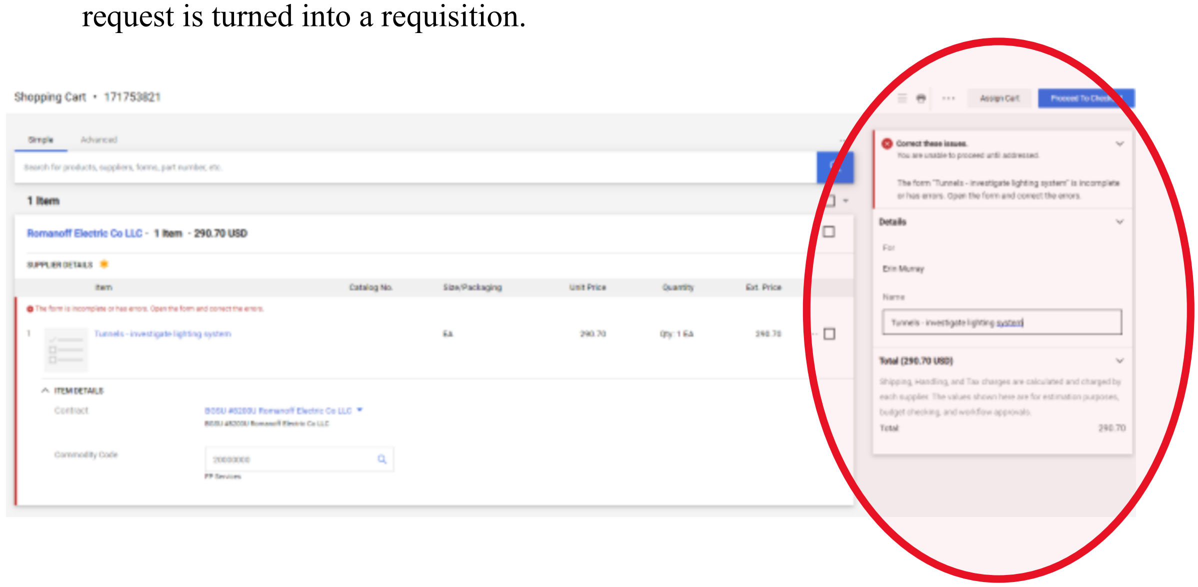


14. Go back to the top of the page and click the blue button labeled "Add and Go To Cart".

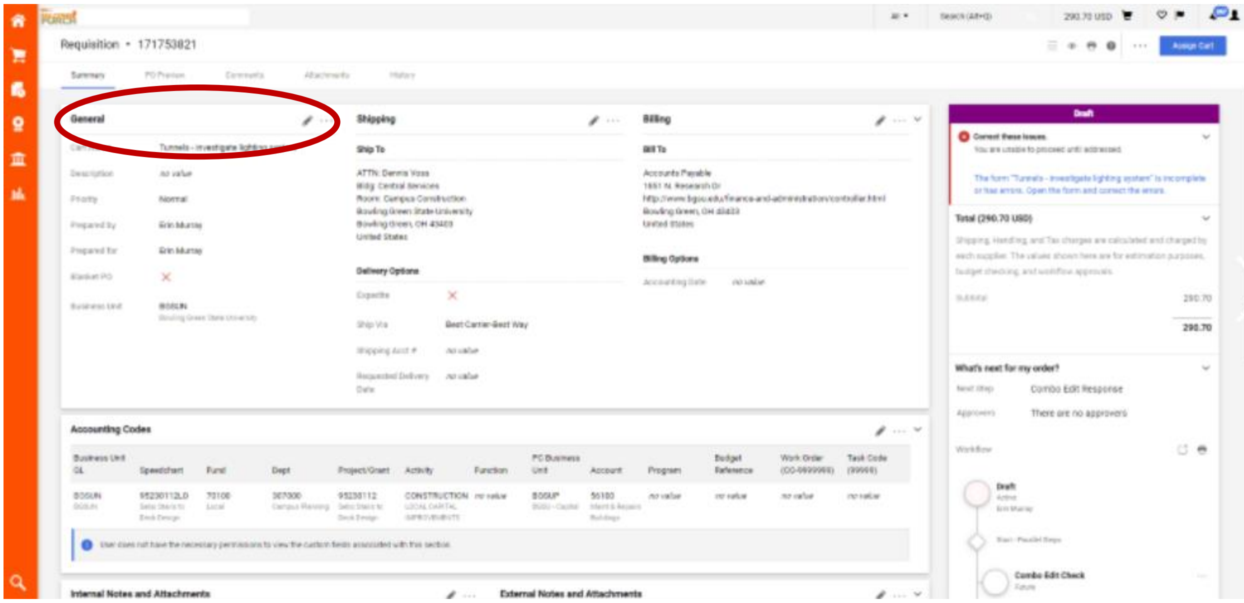
    This will take you to a page titled "Shopping Cart".

15. Enter the project description in the "Details" section in the box under the title "Name" and click the blue button in the righthand corner labeled "Proceed to Checkout".

    This will take you to a page titled "Requisition". You may be familiar with this term. Part of the process of completing a payment request is that in the process the request is turned into a requisition.

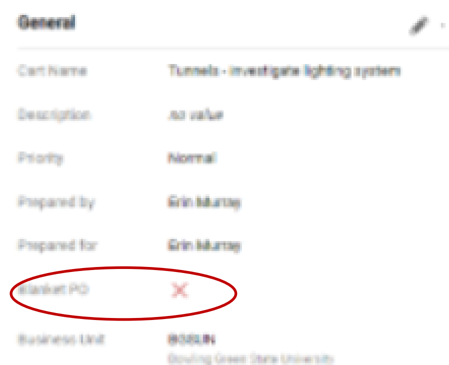


16. Go to the section titled “General” and click the pencil in the righthand corner.



17. Uncheck the box next to the title “Blanket PO” and click save.

    This should create a red X next to the title “Blanket PO” in the “General” section.



18. Go to the “Shipping” section and click the pencil in the righthand corner.

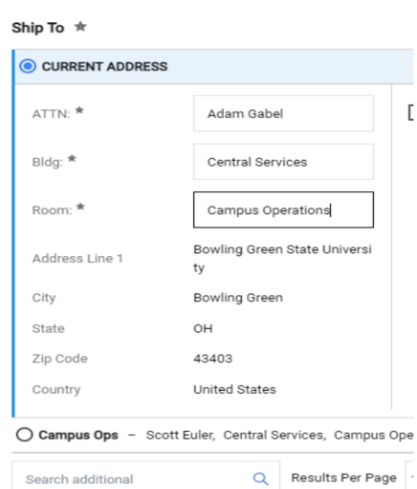
    A box will pop up titled “Shipping”.

19. Enter the name of whoever signed the invoice in the box next to the title “ATTN:”.

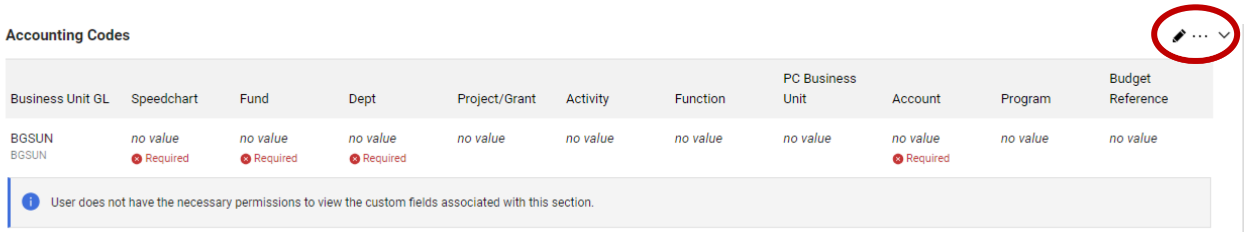
    If no one has signed the invoice write “Campus Operations”.

20. Enter “Campus Operations” in the box next to the title “Room:” and click save at the bottom.

    This will take you back to the “Requisitions” page.



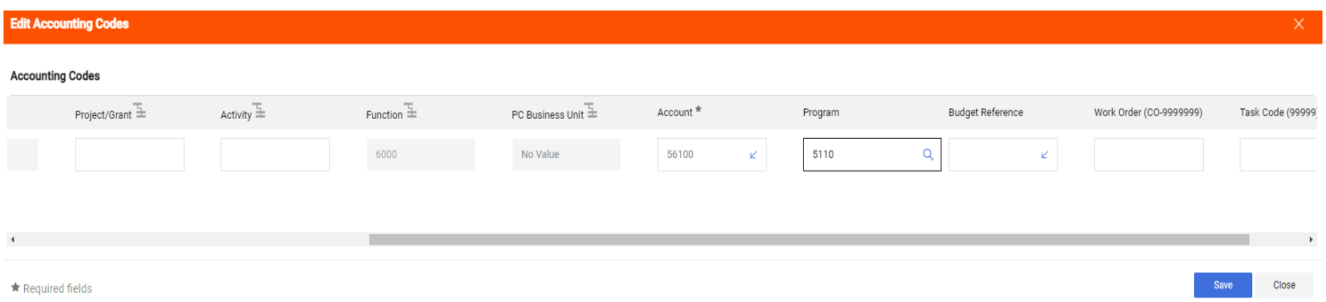
21. Scroll down “Accounting Codes” section and click on the pencil in the righthand corner.
    A box will pop up titled “Edit Accounting Codes”.



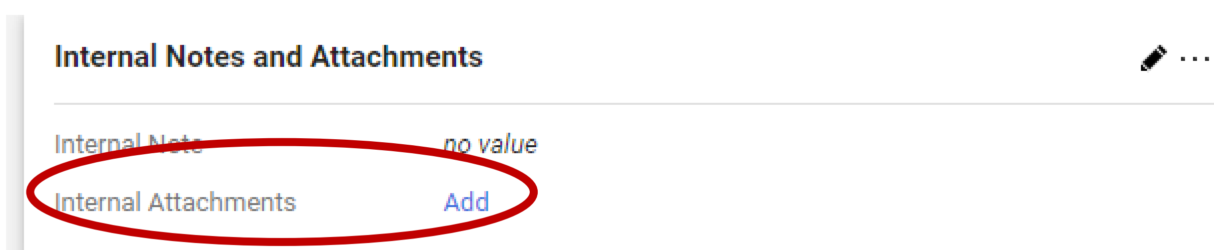
22. Enter the speed chart number drop down

23. Enter the account number in the box titled “Account”.
    Remember that the account number is the second number of the accounting strip on the invoice.

24. Enter the program code in the box titled “Program” and click save.
    Remember that the program code is the third number of the accounting strip on the invoice. After you complete this step, you will be returned to the “Requisition” page.



25. Scroll down to “Internal Notes and Attachments” and add the saved file of the invoice.



26. Scroll to the top of the “Requisitions” page and click the blue button labeled “Assign Cart”.
    This will take you to a confirmation page where you will be given a requisition number. You’ll need to remember that number.

27. Go back to your invoice on Adobe Sign.

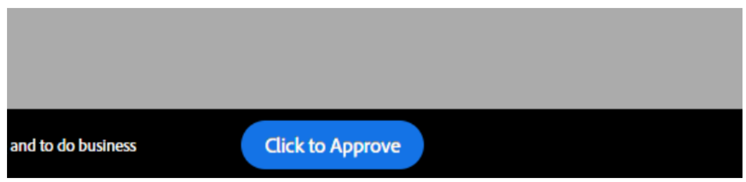
28. Click “View and Approve” on the righthand side.

    This will take you to a small yellow box on the invoice where you will time the requisition number that you generated.

29. Type the requisition number in the yellow box.

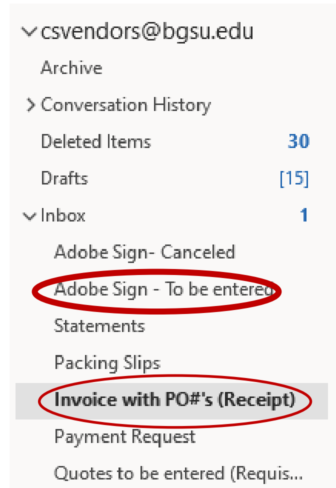
30. Scroll down to the bottom of the Adobe page and click the blue button at the bottom labeled “Click to Approve”.

    After this you are done!



Invoices

Campus Operations have their own invoices that a Campus Operations Office Assistant has to handle. Campus Operations has two kinds of invoices: invoices with a PO number and invoices without a PO number.



Where to Access Invoices for Campus Operations

Brandon Jones, Financial Specialist of Purchasing, Construction, and Campus Operations will send these invoices in the Campus Operations email. Like the Construction email, you will need special access to the Campus Ops email. Invoices with a PO number will be found in the "Invoices with PO#'s (Receipt)" section under the invoice tab. Invoices without a PO number will be in the "Adobe Sign- To be entered" section under the invoice tab.

Tools Needed for Campus Operation Invoices

There are a few tools that you'll be using regularly to handle invoices:

1. Adobe Sign

   A huge part of dealing with invoices is using Adobe Sign. If you are a BGSU student, you have free access to Adobe Sign itself. If you are not a student, see Van Heater to receive access. Whether you are a student or not, you will need to receive access from Van to the Adobe Sign Campus Operations workflow.
2. Outlook

   As mentioned before, you will need access to the Campus Operations email to access invoices.

3. Falcon's Purch

Information You'll Need to Handle Campus Operation Invoices

The last thing you need to know before you start handling invoices is what information you'll need to have when sending them to the operations manager. Below is the information required:

1. Who the operations manager of the invoice is (Brandon will tell you)
2. People who oversee accounting (Brandon and Van)
3. Vendor (company providing the invoice)
4. Invoice number (found at the top of the invoice)
5. PO number IF the invoice has one.

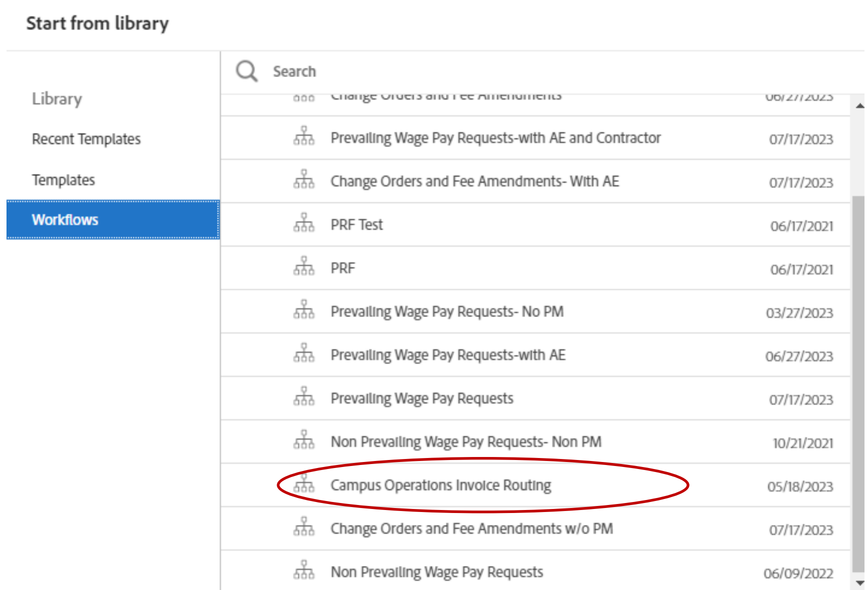
How to Handle Campus Operation Invoices that Don't Have a PO Number

Below are the steps on how to handle Campus Operation invoices:

1. Open up Outlook and Adobe Sign

2. Find an invoice in Outlook and the information listed in the **Information You'll Need to Handle Campus Operations Invoices** section.

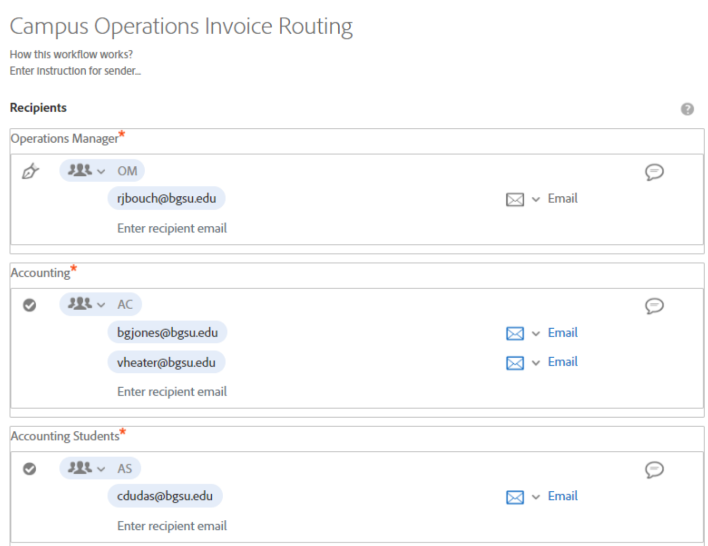
3. Save the invoice to your computer.
   You can name the file whatever you want. To keep easy track of the file, it's best to name it by the product mentioned in the invoice.



4. Go to Adobe Sign and click "Start from library".

5. Click "Workflows" under "Library"

6. Click "Campus Operations Invoice Routing."
   This will take you to a new page.



7. Enter "OM" in the "Enter group name" spot under "Operations Manager."

8. Enter the email of the operations manager in the "Operations Manager" box in the "Enter recipient email" section.
   Brandon will tell you the name of the operations manager when he sends you the invoice.

9. Enter "AC" in the "Enter group name" spot under "Accounting."

10. Enter Van and Brandon's email in the "Accounting" box in the "Enter recipient email" section.

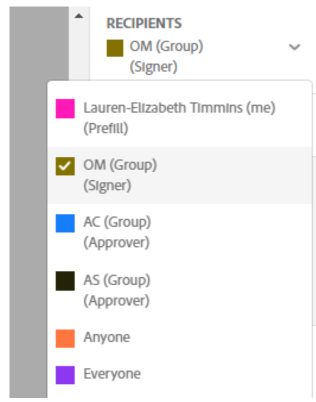
11. Enter “AS” in the “Enter group name” spot under “Accounting Students.”

12. Enter the emails of the office assistants in the “Accounting Students” box in the “Enter recipient email” section.
13. Enter the document name in the “Document Name” section of the workflow.
    This can be done by doing the following steps:
    13.1. Delete the “New Workflow” text.
    13.2. Enter the vendor’s name.
    13.3. Enter the invoice number.
    13.4. Enter the receipt number if you have it by adding a dash and the receipt number after the vendor.

13. Add the invoice in the files section and click next.

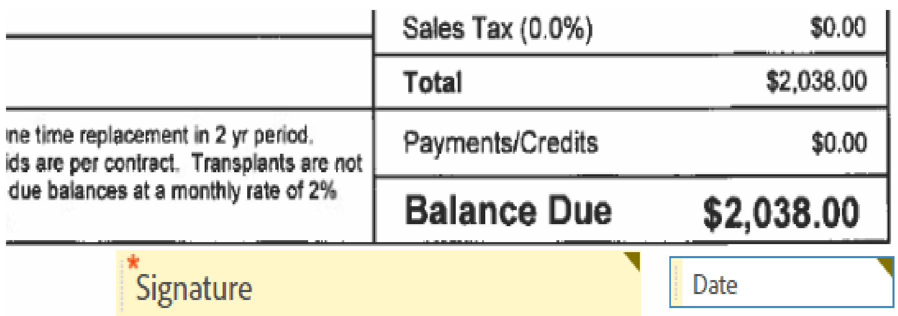
14. Click the downwards arrow in the “Recipients” category on the upper righthand corner.

15. Click the name of the operations manager.

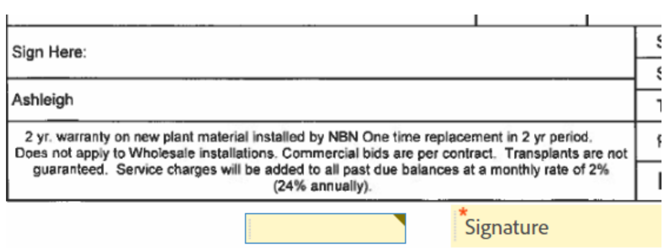


16. Click “Signature” under the “Recipients” tab and drag the box under the total amount spot on the invoice.

17. Click “Signer Info Fields” and drag a “Date” box under the signature.

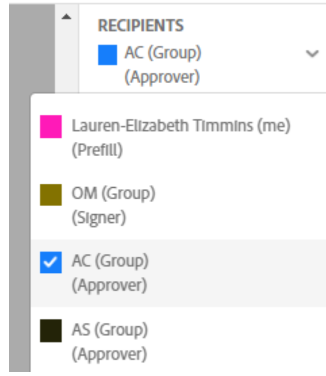


18. Click the downwards arrow in the “Data Fields” category and drag a “Text Input” box in the white space of the invoice under the total.

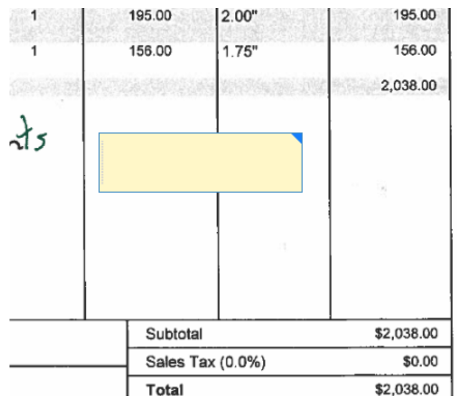


19.Click the downwards arrow in the "Recipients" category on the upper righthand corner.

20. Click on the Accounting group or "AC."

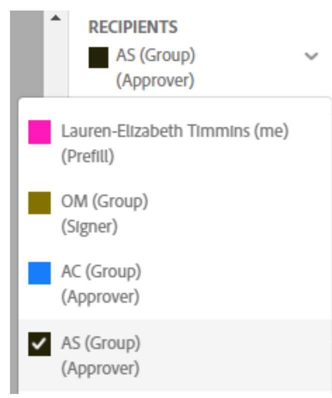


21. Click the downwards arrow in the "Data Fields" category and drag a "Text Input" box in the white space of the invoice under the total, or in any other space that you can find.

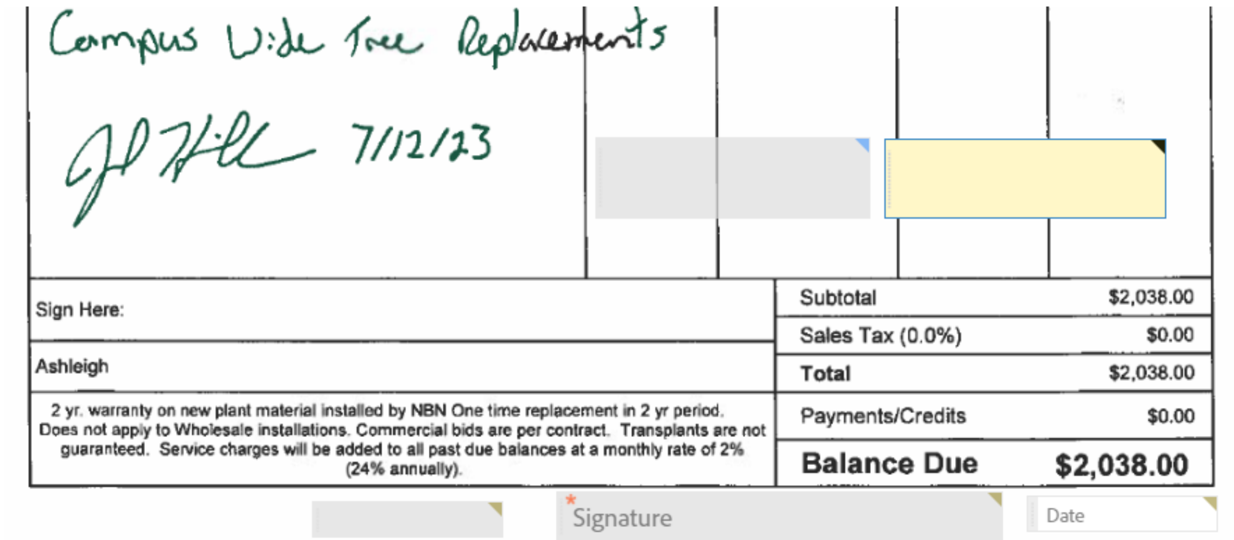


22. Click the downwards arrow in the "Recipients" category on the upper righthand corner.

23. Click on the Accounting Students group or "AS."



24. Click the downwards arrow in the "Data Fields" category and drag a "Text Input" box in the white space of the invoice under the total.
    The results of steps 17-27 are reflected in **Figure 11** below.


Campus Wide Tree Replacements

7/12/23

Sign Here:	
Ashleigh	
2 yr. warranty on new plant material installed by NBN One time replacement in 2 yr period. Does not apply to Wholesale installations. Commercial bids are per contract. Transplants are not guaranteed. Service charges will be added to all past due balances at a monthly rate of 2% (24% annually).	

Subtotal	$2,038.00
Sales Tax (0.0%)	$0.00
Total	$2,038.00
Payments/Credits	$0.00
Balance Due	**$2,038.00**

*Signature

Date

Figure 11: An example of a finished Campus Operations invoice.

25. Click "send"

26. Go to Outlook and mark the email with the purple tag in the categorize section of Outlook. Then drag the email into the "Adobe Sign to be Entered" section on the lefthand side under "Inbox" if the invoice isn't already there. After this you are done!

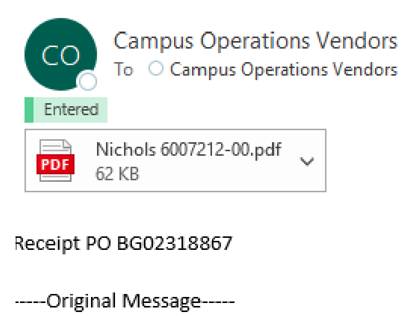
How to Handle Campus Operation Invoices that Have a PO Number

Handling Campus Operation Invoices that have a PO number are like handling receipts for Construction. The only difference is that the invoices come from different emails. Below are the steps to handle this kind of Campus Ops invoice:

1. Go to Outlook and the Campus Ops email (also known as csvendors).

2. Go to the "Invoices with PO#'s(Receipt) section under the inbox tab.

3. Find the invoice you need and save it to your computer.
    Note that within the email with the invoice will be a PO receipt number.



4. Go to Falcon's Purch.

    This can be done by doing the following:

    4.1 Go to your MyBGSU page.

    4.2 Click "employees" on the lefthand side.

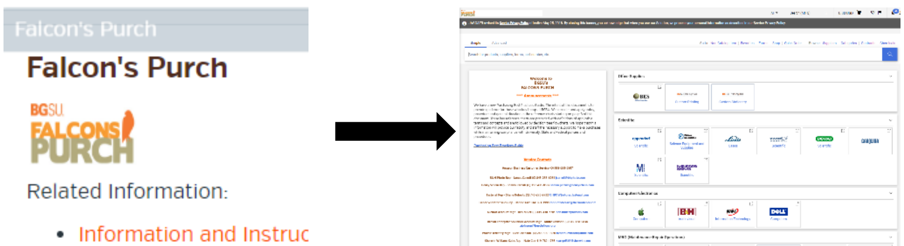
    This will take you to the employee's page.

    4.3 Click "purchasing" from the employee's tab at the top of the page.

    This takes you to the purchasing page where Flacon's Purch can be found.

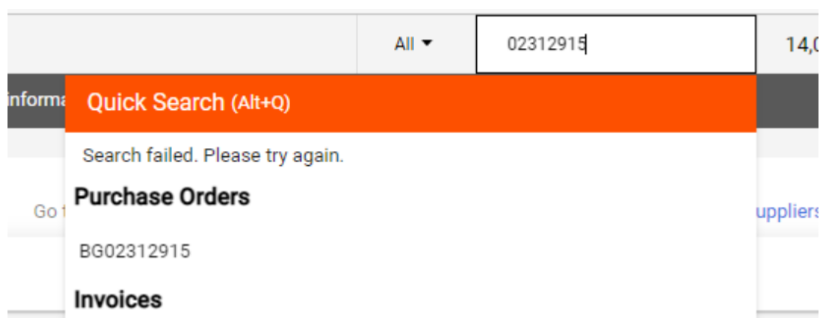
    4.4 Click on the Falcon's Purch Icon.

    This will take you to the Falcon's Purch page.



5. Look up the PO number in the search box next to your shopping card.

    When you do this a box titled "Quick Search" will pop up.



6. Find your PO number under the "Purchase Orders" heading and click on it.

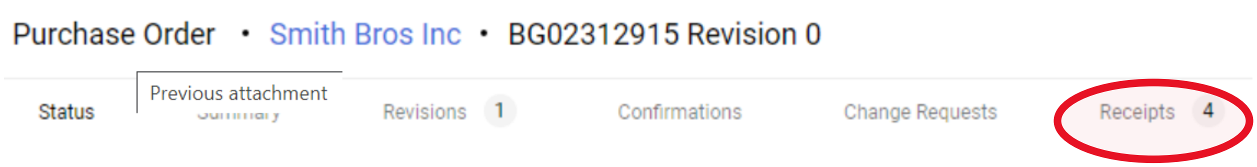
    This will take you to a page titled "Purchase Order". Even though this is labeled as a purchase order, it is still a receipt, so don't be confused if you see that heading.

7. Check to see if the supplier information is correct in the "General Information" section of the page.

    If it isn't let Van know.

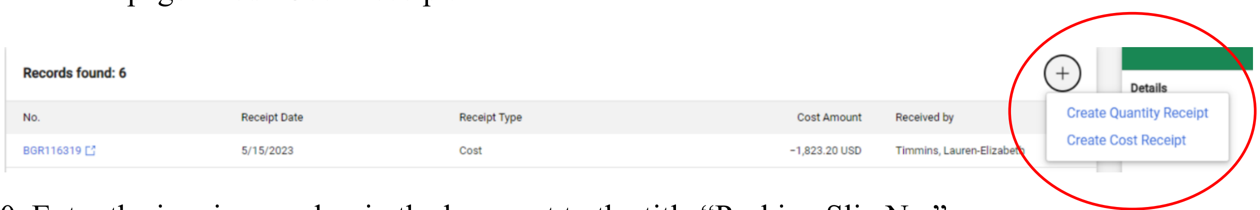
8. Click on the “Receipts” tab.

    This can be found under the page header “Purchase Order”.



9. Go to the “Records found” section of the page and click the plus sign in the right-hand corner.

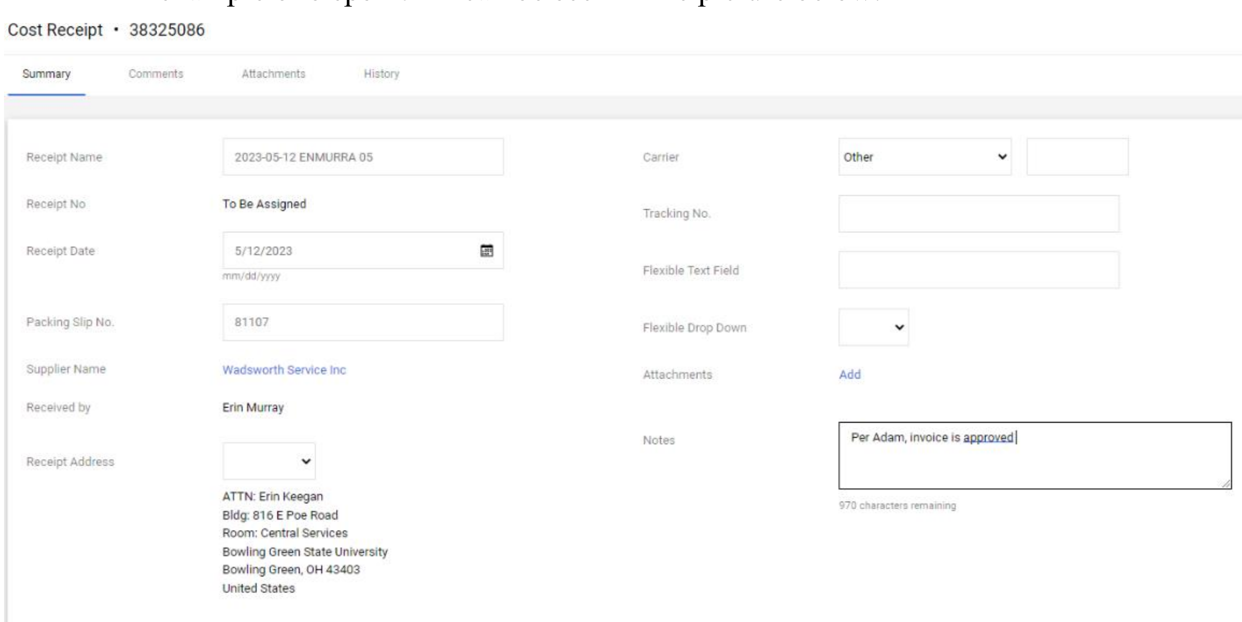
    A dropdown menu will appear. Click “Cost Receipt”. This will take you to a new page titled “Cost Receipt.”



10. Enter the invoice number in the box next to the title “Packing Slip No.”

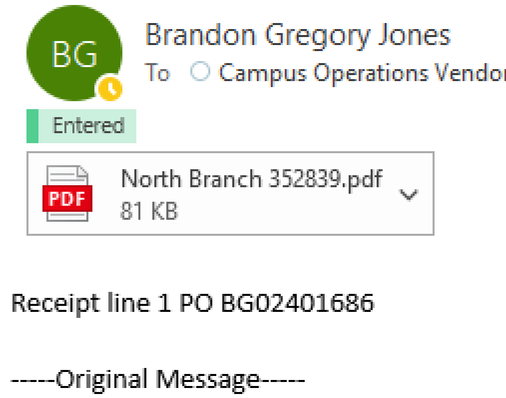
11. Enter “Per and the name of the person who signed the receipt, invoice is approved.”

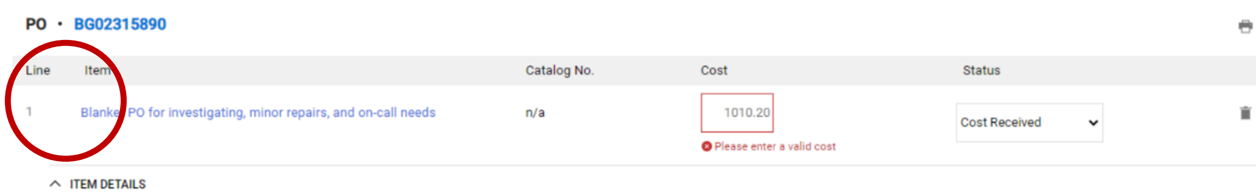
    An example of steps 10-11 can be seen in the picture below:



12. Scroll down to the section title “PO” and enter the cost of the receipt in the box under the title “Cost”.

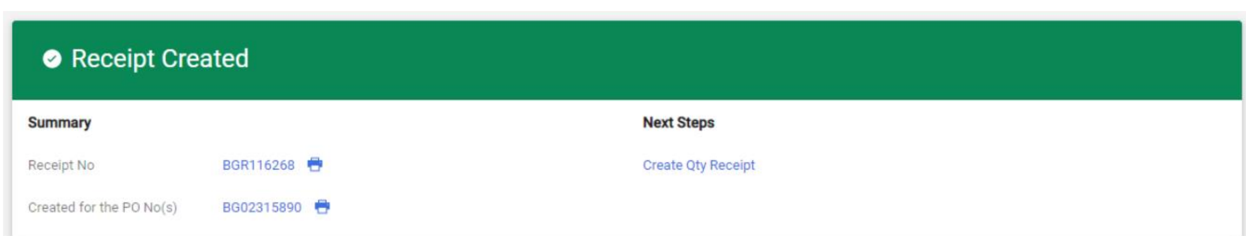
    Note that sometimes when you look at the email with the invoice it’s say something like “Receipt Line 1” next to the PO number. Sometimes a receipt in Falcon’s Purch will have multiple invoices for multiple lines, and you’ll have to enter them all in separately. So, once you get to this step, if the email has told you to enter the cost of one specific line **delete all the other lines and only enter the line the email has told you to enter**.





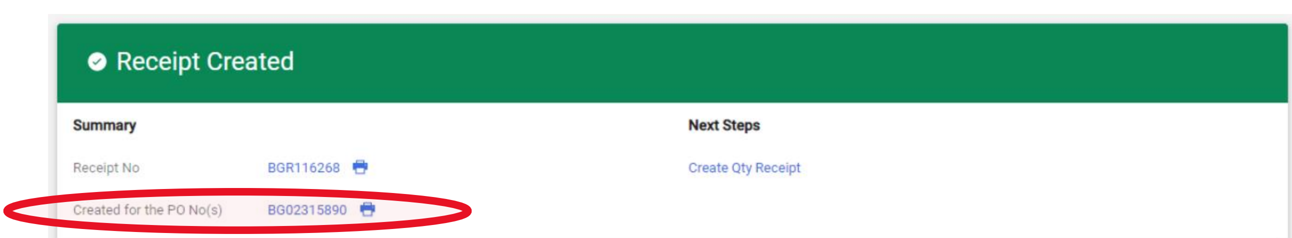
13. Click the blue button labeled “Complete” in the right-hand corner of the page.

    After this step a green box will pop up titled “Receipt Created.” Write down the receipt number somewhere, as you will need it for a later step.

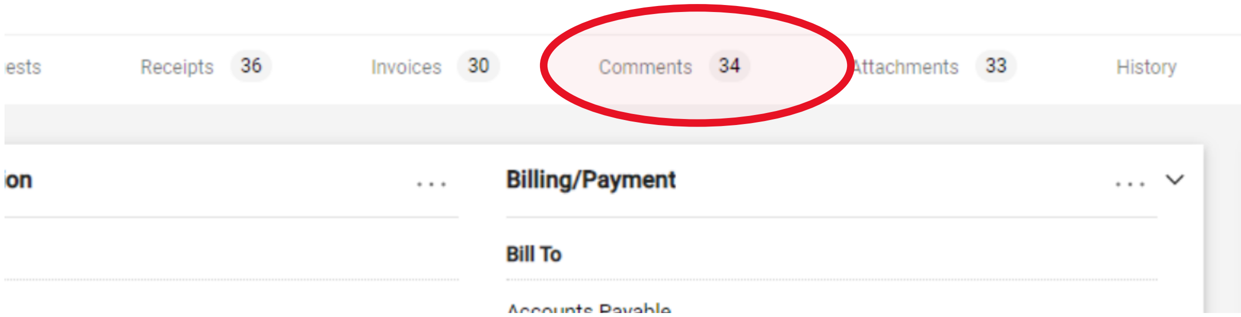


14. Click the blue text next to the title “Created for the PO No(s).”

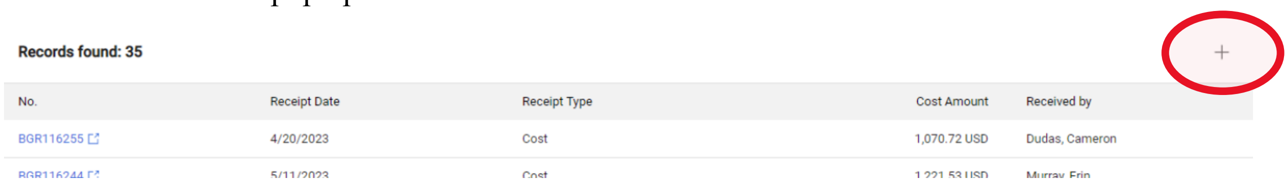
    This will take you back to the “Purchase Order” tab.



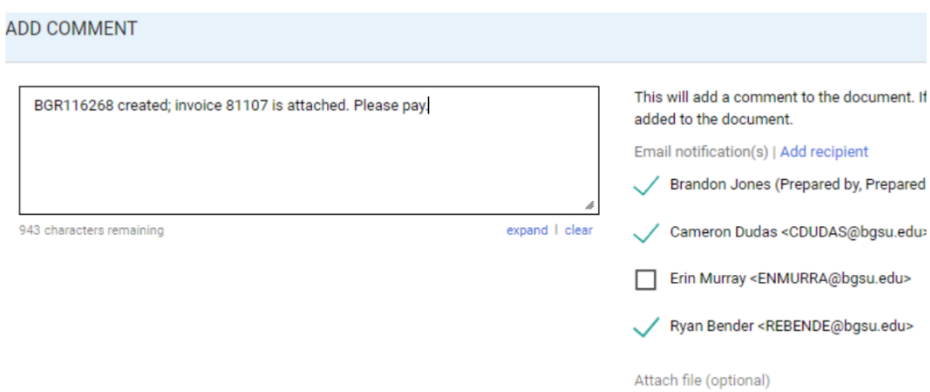
15. Go to the “Comments” tab under the heading “Purchase Order”.



16. Click the plus sign in the right-hand corner of the section titled “Records found.”
A box will pop up in the “Records found” section titled “Add Comment.”



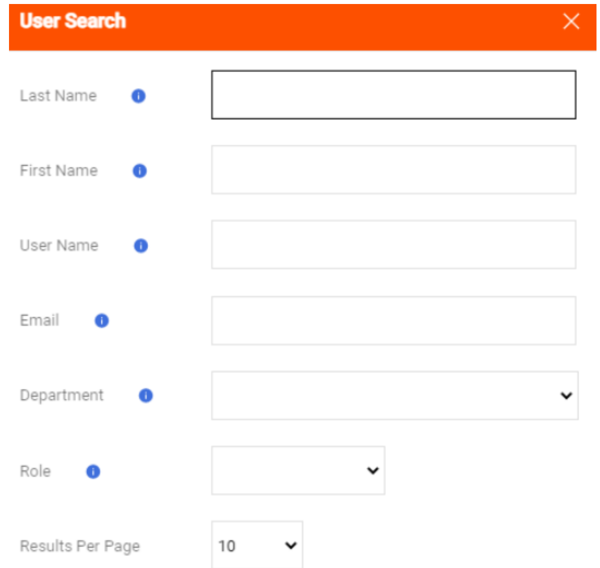
17. Enter “Receipt # (put in the number) created; invoice # (put in the number) is attached. Please pay” in the text box under the “Add Comment” header.



18. Uncheck all the names under the “Email notification(s)” title.

19. Click the blue text next to “Email notification(s)” labeled “Add recipient.”

    A box will pop up titled “User Search”.

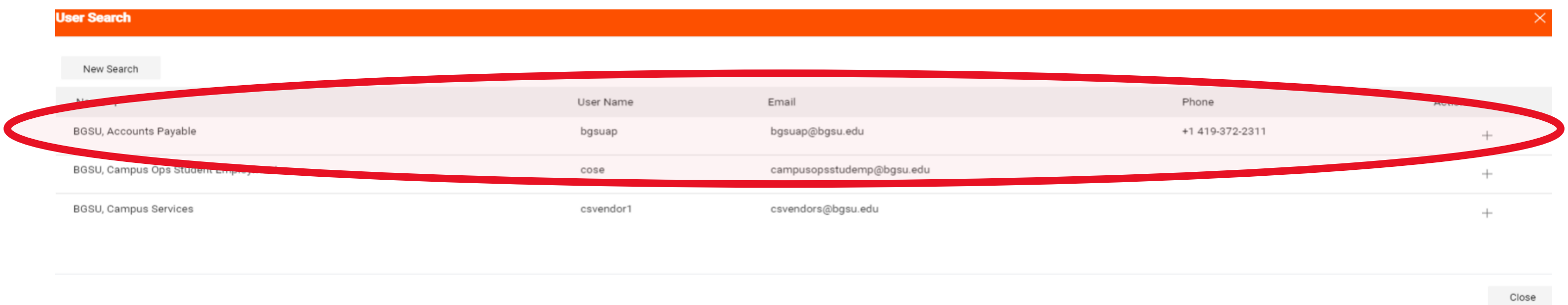


20. Look up “BG” in the box next to the title “Last Name” and click the blue button labeled “Search.”

    The “User Search” box will change and list results.

21. Click the plus sign, located under the “Action” header, for “BGSU, Accounts Payable.”

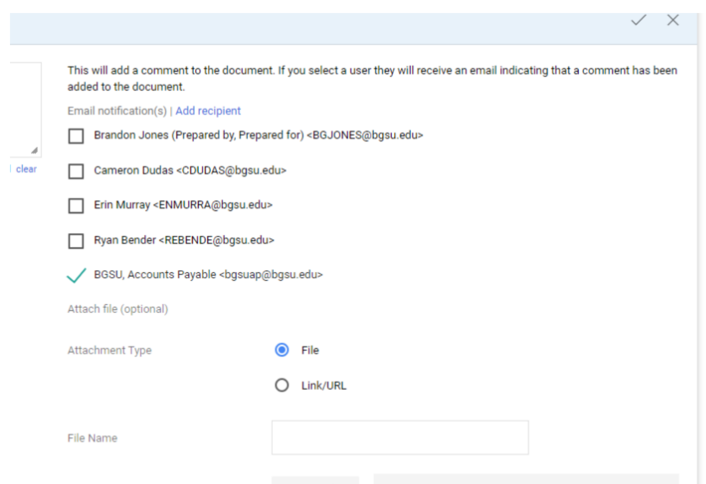
    This will take you back to the blue “Add Comment” box, and check BGSU Accounts Payable as the only email recipient

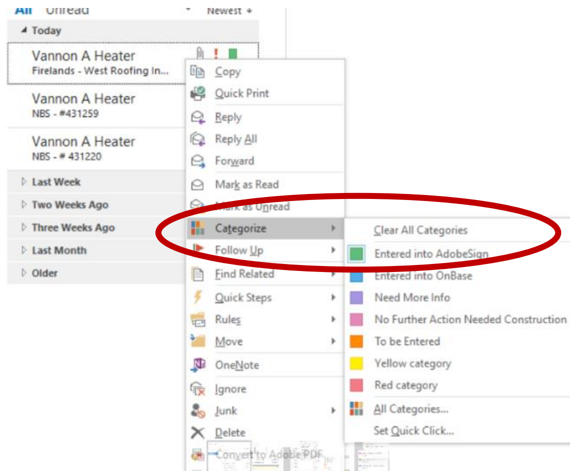


22. Click the button titled “Choose File” and find and click the receipt in your saved files.

    This will attach the file.

23. Click the checkmark at the top of the right-hand corner of the “Add Comment” box





24. Go back to the invoice email in Outlook.

25. Right click on the mouse next to the email where the invoice came from.

26. Click “Categorize”

27. Click the green button that says, “Entered into Adobe Sign”.

28. Drag the email into the “Invoice with PO#’s (Receipt)” section under the inbox tab if the email wasn’t already there.

After this you are done!