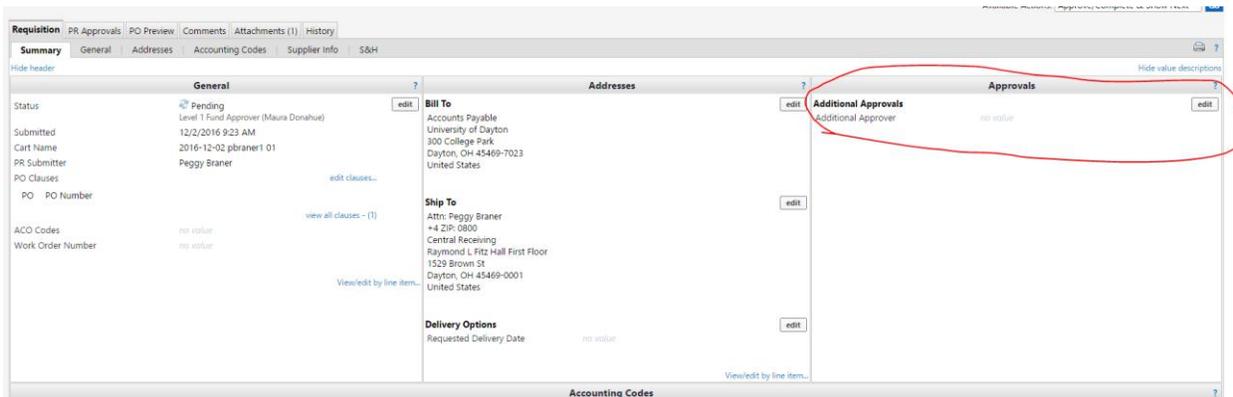


## Runway Tips and FAQs for College of Arts & Sciences Requesters

Date: December 2, 2016

1. Talk to your chair to find out how much they want to see; that is, do they want you to add them as an additional approver on every purchase greater than a set limit (such as \$500, or \$2,000, for example)? Ask whether they want to be in the loop on purchases from faculty funds accounts, too. Then, to loop your chair in on a particular PR, add them as an additional approver. Click the “edit” button and search for your chair’s name. Then save.



The screenshot displays the Runway system interface for a requisition. The 'Approvals' tab is active, showing a table with columns for 'Additional Approver' and 'no value'. The 'Additional Approver' field is highlighted with a red circle. The interface includes tabs for 'Summary', 'General', 'Addresses', 'Accounting Codes', 'Supplier Info', and 'S&H'. The 'General' tab is selected, showing details such as 'Status: Pending', 'Submitted: 12/2/2016 9:23 AM', and 'PR Submitter: Peggy Braner'. The 'Bill To' and 'Ship To' sections are also visible, providing contact information for the University of Dayton.

### 2. Employee Reimbursements:

- Search in Supplier Management to see which of your faculty members and staff are already set up as vendors for Employee Reimbursements. Be sure to submit supplier requests for those faculty and staff who you anticipate will be needing reimbursements in the near future. (You may not need to set everyone up at this point.)
- Remind your chair that faculty members can watch the video to learn how to complete the employee reimbursement form. Shoppers would then assign the cart to the department’s requester. Requesters should be sure to watch this video, too. Departments must keep ORIGINAL receipt for employee reimbursements. Scanned copies are uploaded as attachments into Runway as part of the employee reimbursement request form. If the faculty member initiated their own reimbursement form, be sure to ask that person for the hard copy original receipt. Anyone can initiate an employee reimbursement. Then they assign the cart to the requester. NOTE: ALL EMPLOYEE REIMBURSEMENTS REQUIRE A LEVEL 1 APPROVER.

3. Campus Speakers: Talk to your chair about what external speakers may be coming to campus each semester and will be receiving a stipend/honorarium. Go into supplier management and fill out the

form to request that they be added as a supplier, so that UD can pay them. (They will not get paid unless you do this!)

4. Note that all Payment requests require a level 1 approver. You may need to remind your chair to do the approval.

5. Some suppliers will take electronic POs. Some will not. If your desired supplier does not accept electronic POs, but will take a PO number over the phone, you need to generate a purchase requisition (shopping cart) in Runway, which, after approvals are in place, will create a PO number that you can give to the vendor. They should put that PO number on the invoice that they send to UD.

6. Important point about Suppliers: When searching for a supplier, remember to filter (on the left) by “ACTIVE” suppliers. Remember that in Runway, all 40,000 suppliers that Syquest has ever done business with at any of its client universities are a part of the master supplier database. *Only a portion of them are approved for UD use. Be sure you are using an active supplier.* If you do not see your supplier listed, request them as a new supplier. In the example below, I searched on “Jones.” There are only 5 “Jones” active suppliers. When you click on the filter for “active” you would see only those 5.

The screenshot shows the Runway Suppliers search interface. The left sidebar contains various filters, with 'Shopping/AP Status' selected and 'Active (5)' highlighted. The main area displays a list of 5 search results for 'Jones & Bartlett Learning LLC' and other suppliers. The results are as follows:

Supplier Name	Registration Status	Type	Diversity Classifications
✓ Jones & Bartlett Learning LLC	Invited		None
✗ Jones and Bartlett Learning LLC (DBA Fisclap)	None		None
✗ Jones Brothers Trucking (Jones Brothers Trucking, Inc.)	None		None
✗ Jones Chromatography	None		None
✗ Jones Covey Group, Inc.	None		SBE
✗ Jones Lang LaSalle Americas Inc	None		LBE
✗ Jones LeFae (Escape From Babylon)	None		None
✗ Jones Mercantile	None		None
✗ JONES MOTOR CO INC (JONES MOTOR CO INC)	None		None
✗ Jones Signs	None		None
✗ Jones, Ana Marie (Ana-Marie Jones)	None		None
✗ Jones, Brian (Brian Jones)	None		None
✗ Jones, Bruce	None		None

7. When working on a cart/requisition, be sure to edit these important fields:

Cart name; Invoice Owner; Work Order Number.

You find them in the "General" box of the "Summary" tab of the "Requisition" tab (see picture, below). You have to own the cart (either have originated it or have it "assigned" to you) in order to see these fields. You will not see them until you have attempted to check out/place the order.

The screenshot shows a requisition summary page with the following data:

General		Addresses	
Status	✓ Completed (11/21/2016 11:45 AM)	<b>Bill To</b>	Accounts Payable University of Dayton 300 College Park Dayton, OH 45469-7023 United States
Submitted	11/21/2016 11:28 AM		
Cart Name	Eyler Asbestos 101927-O'Reilly 116 Abatement	<b>Ship To</b>	Attn: Rachel Bryant +4 ZIP: 2904 Central Receiving Raymond L Fitz Hall First Floor 1529 Brown St Dayton, OH 45469-0001 United States
PO/Invoice Owner	Matthew Sierschula		
PR Submitter	Maura Donahue	<b>Delivery Options</b>	Requested Delivery Date: no value
PO Clauses			
PO PO Number			
ACO Codes	no value		
Work Order Number	CAS.refurbs.depts.Mit		

To edit these three fields, click on the blue 'edit' link that is in the upper-right corner of the General box. (You can edit these fields only before the Requisition has been approved and completed. The example above shows a completed requisition.)

The screenshot shows a requisition summary page with the following data:

General		Addresses	
Status	⚙ Pending Level 1 Fund Approver (Maura Donahue)	<b>Bill To</b>	Account: Universit 300 Coll Dayton, United S
Submitted	12/1/2016 1:37 PM		
Cart Name	A-1 Piano Nov 2016	<b>Ship To</b>	Attn: Do +4 ZIP: 2 Music Raymon 1529 Brc Dayton, United S
PR Submitter	Dorothy Michalski		
PO Clauses		<b>Delivery</b>	Request
PO PO Number			
ACO Codes	no value		
Work Order Number	no value		

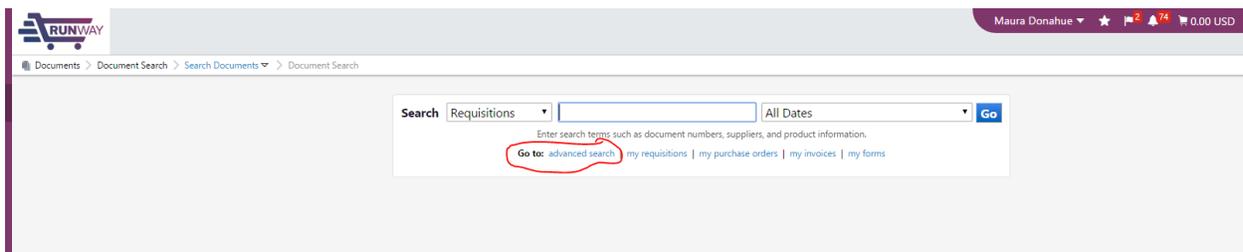
Continued on next page.....

Explanation of each of these fields and how they can help you:

1. “Cart name”. Rather self-explanatory. You can re-name your cart so that the name has more meaning, compared to the default, which is the date and shopper name.
2. “Invoice owner”. By default, the invoice owner is the person who initiated the cart in the first place. It is important to know that, any invoice that is for more than \$1,000 must be “approved” in Runway before it gets paid. Also, if the amount of any invoice from a vendor is different from the amount of the purchase order to that vendor by more than 10%, then the invoice must be “approved” by the invoice-owner in Runway before the invoice will be paid. (Any purchases less than \$1,000 do not need invoice approval to be paid.) **The College recommends that you, as the requester, change the “invoice owner” to be yourself** (instead of the default, which is the person who created the cart). This way, if an invoice would need to be approved (due to a variance, or for a purchase over \$1,000), since you are a frequent user of Runway, you will see the notification/action item that you need to approve the invoice. This, combined with naming the cart something that identifies the faculty member who needed the item, such as cart-name “Dr. Quinn’s Medicine” will make it clear that you need to check with Dr. Quinn, regarding whether she received the correct items, or in case the invoice is beyond the approved variance (more expensive), does she still want to purchase them at this higher price.
3. The “Work Order Number” field provides a handy way of tracking your purchases by categories, such as different majors (in the cases of departments with multiple majors) or big events, such as department conferences or symposia that are not being funded with a sponsored project fund number.

Be sure to talk to your chair about how you want to set up “work orders” to keep track of expenses for various programs or events. It will be helpful to start every name with the same code, such as your department name (or 3-letter code) “Music.”, so that each program name would begin with that code: “Music.Fall Symposium”, “Music.Recruitment Events”, and “Music.Auditions.” Another example would be to start it with the same number, such as the year, “FY16.Speaker Series”, or “FY16.Colloquia”. This will be important because of the limited ways in which these labels can be searched for in Runway. (The Search Boolean operators is “starts with”, rather than “contains”. *So, if you start every work order number (label name) with the same starting letter, you will be able to see all of the ones you have created in the system when you start typing in that field.*

To search based on work-order name, do the following: Go to “Documents” > “Search”. Select “Requisitions” from the drop down box, and click “advanced search.”



You will then see this:

Search Documents > Document Search

Search **Requisitions** simple search

**Requisition Identification**  
Requisition Number(s)   
Requisition Name

**Requisition Information**  
Participant(s)  Any  Me  Pick...   
Prepared For   
Prepared By   
Approved By   
Date  Submit Date  All Dates  
Total Amount   
Supplier   
Department

**Item/Product Information**  
Catalog Number(SKU)   
Product Description   
Commodity Code   
Form Name   
Form Type   
Product Flags  
 Controlled substance  Energy Star  
 Green  Hazardous material  
 Rad Minor  Radioactive  
 Recycled  Select Agent  
 Toxin

Go to: simple search | my requisitions | my purchase orders | my invoices | my forms

SCROLL DOWN to the bottom when you will see this:

Documents > Document Search > Search Documents > Document Search

Purchase Order Number(s)

**Workflow**  
Current Workflow Step

**Workflow Status**  
 Completed  Pending  
 Rejected  Withdrawn

**Status Flags**  
 With Rejected Lines  With Withdrawn Lines  
 With Errors  With Attachments

**Custom Fields**  
Account  Is Exactly  Select from all values... Clear selected value... Add another Account  
ACO Codes  Is Exactly  Add another ACO Codes  
CAS #  Is Exactly  Add another CAS #  
Enter Fund  Is Exactly  Select from all values... Clear selected value... Add another Enter Fund  
Validate Fund  Is Exactly  Select from all values... Add another Validate Fund  
Government Contract #  Is Exactly  Select from all values... Clear selected value... Add another Government Contract #  
**Work Order Number**  Is Exactly  Add another Work Order Number

Go to: simple search | my requisitions | my purchase orders | my invoices | my forms

From the drop-down box select “Starts With” and you are ready to search for all requisitions that start with whatever you type in there. (You can search POs this way, too.)

Work Order Number  Starts With

## **RUNWAY FAQs:**

**What should I do if I receive a paper invoice from a vendor?** Beginning November 14, 2016, the University expects that we will no longer do paper check requests to pay invoices, so do not do a paper check request! Instead, first determine whether your department generated a purchase order in Runway for those goods/services. (Depending on volume of purchases, you may or may not remember!) Locate the PO number on the paper invoice that you received. Perform a search in Runway to see if a corresponding Purchase Order exists. Go to the “Orders & Documents” Icon in the left purple column, then hold over “Document Search”, and click on “Search Documents”.

1. If yes, you did create the PO in Runway, send the paper invoice to Accounts Payable, +7023. They will also see that there was a PO for the items/service, and the personnel in A/P will enter the invoice into the Runway system and (a form that only A/P can originate). If the invoice is less than \$1,000 and does not vary from the PO amount by more than 10%, the payment of the invoice will be electronically matched and approved in the system. If not, then additional invoice approval will be necessary (by the “invoice owner”, who was determined at the time of the purchase requisition).

2. If your department did not generate a PO in Runway for the goods/services, but you or someone in your department did actually order these goods/services, then you need to do a “Payment Request.” Click on the Payment Request Form sticker on the Runway homepage, complete the form, upload the invoice, and put it all into a cart. Then check out.

**What if there is no PO number on the paper invoice?** Search in Runway under that supplier name to see whether you have a matching order for goods/services. If there is one, write the PO number on a sheet of paper or post-it note and send it with the invoice to A/P at +7023.

**Do I need a new log-in code?** No. Live Runway requires 2-Factor authentication with your LDAP and your second device. Once you are inside Runway, you will not have to log-in again, even if you go to a punch-out catalog like Office Depot.

**What if a person in my department wants to be reimbursed for a personal credit card expense that she incurred when she took the candidate to dinner as part of the interview?** Use a T&E form. Runway is not for T&E expenses. Be sure to use account code 7180 Job Candidates.

**Our department is hosting a guest speaker who will be receiving compensation for giving a talk. How do we pay that person their stipend?** As soon as you know the person will be coming, go to Runway and submit a “Request a new Supplier” so that person can be added to the list of suppliers. You will need some basic information (name, address, email) for that person. Then, they will get an e-mail from the Runway system that instructs them to upload their W-9, and complete their payment information, etc. They can even enter their bank account information so that they receive their speaker fee

electronically, rather than by check. After have fulfilled their service here on campus, go back into Runway and do a "Payment Request."

**Who can initiate an employee reimbursement?** Anyone. A faculty member can fill out a "cart" for to get themselves reimbursed, but then they need to assign the cart to the requester. Reimbursements also will require a Level 1 Approver.

**Does UD require a three-way match (PO, Invoice, receipt of goods) before invoices are paid?** No. We do a two-way match. UD has decided that if any invoice is for a total of less than \$1,000, and any invoice amount is within 10% of the amount of the PO, that invoice will be paid *without any approvals*.

**What if an invoice is for more than \$1,000, or if the invoice amount is out of the 10% allowable variance from the PO?** If the invoice is for more than \$1,000, it will need to be approved by the "invoice owner". The invoice owner can be identified by looking at the requisition summary page.

**Why should I bother to rename my carts?** Naming your carts is helpful, especially if you are purchasing items for many persons in your departments, or if the items are over \$1,000. If you have changed the "invoice owner" to yourself (instead of the default, which is the person who created the cart), then naming the cart something that goes with that person, such as "Dr. Quinn's Medicine" will make it clear that you need to check with Dr. Quinn, regarding whether she received the items, or in case the invoice is beyond the approved variance.

**How do I keep my chair in the loop on certain purchases?** Let's say your department chair wants to know anytime that a purchase is made for more than \$1,000, or anytime a faculty member wants to spend more than \$500 from their faculty funds account. You can **add an additional approver** (the chair) so that the chair would have to approve that purchase. When you are in the cart, go to the requisition summary page. On the right is "approvals"; click the edit box. Search for the name of the approver that you want to add; select the person, and save. The person's name should now show in the "approvals" area. (Watch the video: "Adding an additional approver.")

**How can I see if an invoice has been paid?** Search for the requisition. From the requisition, on Invoice Summary, look at "Pay Status". Can see payment information (ACH, etc.).

**How do I split funds?** When in the requisition, on the accounting codes page, click the blue "split funds" words that are in the upper right area of the fund and account codes. Keep clicking "split funds" to continue to add rows. If you are splitting across departments in the college, assign the cart to Maura Donahue after each department has added their fund number. Maura has spend authority over both funds (the requisition will "Fail" if either department tries to make the purchase or payment on their own, because neither department has access to both funds.) If you are splitting a purchase across UNITS (outside of the college), assign the cart to Sondra Harris.

**How can I keep track of expenses related to a particular event, program, or major?** Create work order numbers and add them to your requisition. You do this by editing the requisition on the Summary tab.

**When Do I use the Payment Request form?** Use the Payment Request form if you have purchased goods or services *without a PO* and you need to pay the supplier for those goods or services. An example would be to pay an honorarium to a guest speaker who gave a talk on campus. This form is not to be used for employee reimbursement. This Payment Request **WILL NOT** be sent to the supplier in Runway, but instead will be processed internally for record and payment only. Procurement Services strongly recommends to utilize this form sparingly. It is recommended that you use Runway to create a PO in advance and send it to the supplier **PRIOR** to purchasing goods or services to maximize pricing agreements, minimize risk, and ensure the University is covered with Purchasing Terms and Conditions. **If** your preferred supplier is not found in Runway, submit a "New Supplier Request" form.

**When Do I use the Non-Catalog Purchases Form (either <\$10,000 or >\$10,000)?** You have a quote for goods or services from a vendor who is not one of the vendors with a catalog (sticker) on the Runway homepage. If the vendor you wish to use is not listed in the drop down search box on the Non-Catalog Item form, you must **FIRST** complete a New Vendor Request Form to be submitted to Purchasing for approval. You must have a valid business purpose. It helps to have an advance quote (either on a quote-sheet or even in an e-mail) for a purchase less than \$10,000. For a purchase more than \$10,000, purchasing can help you obtain 3 quotes.

**What is my Shipping address?** For nearly all purchases, goods will be received at central receiving, and then delivered to your +4 zip. Be sure to enter your regular +4 zip in almost all circumstances. In the event that you need to request delivery of an extremely large or heavy piece of equipment, you may request an alternate delivery address. That is the top part of the address field.