Budget Management Reports
What you need to review

Please run and review some or all of the following reports as needed in WebI on a regular basis. You are expected to monitor your budget and transactions.

These reports are found in the following WebI location:

- **Documents/Folders/Public Folders/PSU Custom Reports/PSU Public Reports/Budget Management Reports/**

- **PSU 10000 – Budget, Fund Balance & Position**
  - Summary – This report has multiple tabs with information on your budget, activity, commitments, available remaining budget, fund balances, and positions.

- **FIN2070 – Custom PSU – Revenue & Expenditure**
  - Detail Transactions – FOAPAL Prompts – This report provides detailed information with descriptions of your individual transactions.

- **UNH 20810 – Custom PSU – Transactions Summarized by Vendor**
  - This report provides a summary of your transactions by vendor and also has a detail by vendor transaction tab.

- **FIN6020 – Custom PSU – Open Commitments Report**
  - FOAPAL Prompts – This report provides detail on all your open purchase orders and the remaining commitment balances on them.

- **FIN6090 – Custom PSU – Purchasing Card Activity Report**
  - FOAPAL Prompts – This report provides detail on all of your PCard transactions.

**WebI Tips:**

- **Pin the reports** you run regularly in WebI to the bar next to Home Documents tabs for easy access. Just click on the push pin next to the report name after you run it the first time and it will be there for the next time.

**Webi Training Materials** are located on Enterprise Gateway under Documentation/Webintelligence/Business Objects/Training Materials/ (one to check out is Webi report Reader Quick Guide).

In this issue:

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- Multi-Function Device Info

Capital Equipment Purchases UShop

Capital Equipment/vehicle purchases are individual item purchases $5,000 or greater.

For **items less than $35,000**, two quotes are required. For **items $35,000 or greater please enter a Sourcing Initiation Request via the Procurement Team Dynamix website**.

Once you have received the quotes or bid, enter the purchase request in UShop using the **Non Catalog Item Form** as you normally would, but before proceeding to checkout open the **Capital Equipment Form** in UShop and complete this form. When you submit this form it adds it to your cart where your order is waiting. Now when you proceed to checkout and submit to your requester, the two forms are combined and your order can be processed through the approval queue.

**FISCAL YEAR-END**

Reminder that fiscal year-end is quickly approaching

- **Goods or services must be received by June 30 to be expensed in FY21** (regardless of payment method – pcard or invoice). **Invoices must be received and paid no later than July 9.**

- **Submit any completed FY21 personal reimbursement forms and associated backup documentation to your FSC no later than June 24th in order for the payment to be processed by July 9.**
Below is a reminder of the process for obtaining supplies for your multi-function printer.

- **MFD Paper Orders:**
  - Place your order with WB Mason through UshopNH.
  - When ordering paper for your MFD or local printer, you must order
    - **WB Mason item # CSE5101 (Rolland Envirot White Laser Bond, 5000/CT)**
    - If special paper is required, indicate why in business purpose
  - In the comment box of UShopNH, include the MFD ID number located on the Conway Office Solution sticker on your device

- **MFD Toner:**
  - Toner usage will be monitored electronically by Conway Technologies
  - When the toner cartridge in your machine reaches a certain level, the necessary cartridge will be automatically shipped to the MFD location
  - If for some reason you do not receive a toner cartridge in advance and you are critically low on a toner color, you may request a replacement cartridge via email to COP-Supplies@xerox.com
    - Include MFD ID number located on the Conway Office Solution sticker
    - Include what you need shipped (toner color)

- **MFD Waste Container Orders:**
  - Waste containers are not monitored by Conway Technologies
  - When your machine gives you a warning about the need to replace your waste container soon, place your order with Conway Technologies via email to COP-Supplies@xerox.com
    - Include MFD ID number located on the Conway Office Solution sticker
    - Include what you need shipped (waste container)

- **MFD Service:**
  - Using the direct link [https://conwayoffice.com/service-request/] contact Conway Office for service
  - Conway will call you or send a technician out to service the machine

- **MFD Networking issues**
  - If you are having problems with network connectivity with your MFD, please enter a helpdesk ticket via email helpdesk@plymouth.edu

- If you have any questions, please reach out to Tom Weeks at thomasw@plymouth.edu