End User Manual

GA, GRA & PhD Payment Process

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Keyword Definitions

- GA: Graduate Assistant
- GRA: Graduate Research Assistant
- PhD: Doctor of Philosophy
- PO: Purchase Order
- Supplier: Profile created on Oracle for individuals and companies who receive payments
GA, GRA & PhD Process Overview

**Major steps of GA, GRA & PhD payment process:**

1. Students apply for GA, GRA or PhD
2. Students sign the contract at the Dean’s office along with the FINANCIAL IDENTIFICATION FORM (IBAN)
3. The department places a request on Oracle I Procurement per student per period as per contract preferable after Drop/Add period
4. Financial Officer issues one PO with several lines per period to match the request on Oracle
5. The department (preparer) receives the quantity per month on I Procurement and sends the requisition details printout to Financial Officer.
6. Financial officer validates received forms at the end of each period and forward for payment to Comptroller’s Office 10 days prior to payment date (FO Signature). In addition, financial officer extracts report from OBIEE which shows list of all GA/GRA/PhD students for each month (ordered and received quantity)
7. Comptroller’s Office processes the received amounts and issues the monthly payments to GA, GRA & PhD
Flowchart:

GA, GRA and PhD Process

Student
- Student applies for GA, GRA or PhD

User/Department
- Create a Procurement Requisition for the period of GA or PhD
- Approve Requisition Regularity based on Direct Pay Category
- Preparer receives automated notification
- Receive quantity or a Procurement per month
- Print Requisition details screen and send to Financial Officers

Faculty Dean's Office
- Student signs the contract
- Student fills in Bank Account Form - IBAN
- Specify selected student name in a list
- Approve Requisition - AUB Financial Incentive
- Supplier Creation Interaction from Banner
- Issue Create PO
- Approve PO
- Validate & approve account information on requisition details panel
- Get necessary and issue payments for students

Office of the Comptroller
- Receive and extract form along with a copy of contract
- Approve Requisition - AUB Financial Incentive
- Approve PO
- Send PO notification

IT
- Sends PO notification
Requesting GA, GRA & PhD on I Procurement

Create I Procurement Requisition

After logging to oracle page
Press on AUB I Procurement

Press Non Catalogue Request
GA, GRA & PhD Payment Process

Choose the type of category to use that starts with Direct Pay for %GA% or %GRA% or %PHD%

Quantity: is 1

Unit Price: the payment due for the month

Currency: LBP

Insert supplier name

This page needs to be added to cart four times

Each time after changing the name of the month without changing the following fields:

Category
Quantity
Supplier name

Each time you add to cart a line is added in the view cart and checkout

Once the four lines are added press view cart and checkout
**Inventory item**: determines if the item is purchasable from the store of AUB or from outside vendors

*Usually when you are doing a direct pay the inventory item is **NO** put the inventory item no on each line then press checkout*
Make sure the deliver to location Starts with **DP-?** Ex: DP-IT OR DP-FHS OR DP-FEA OR DP-MC ...

If the requisition is to be charged on the department, keep “Billing” fields blank.

Click on “Submit”

**If a requisition is charged on an award:**

Fill the “Billing” fields (Project, Task, Award, Expenditure Type and Expenditure Organization)

Click on “Submit”
If a requisition is charged on a Gift:

- Click on “Edit Lines”
- Click on the “Accounts” tab
- Click on the charge account link

If a requisition is charged on an operating fund and Gift:

Click on “Edit Lines”

Click on “Accounts” tab

Click on Split
Approvals: people who will approve your requisition

Note to buyer: use it in case you need to stress anything on the buyer

Add attachment: you definitely need to add the contract

Press Next

Approval in case the requisition is charged on Department
After getting the summary and checking if the requisition is as needed press **Submit**
Requisition Number and Confirmation it has been submitted to multiple approvers.
Financial Officer’s Role

- The Financial Officer (Faculty’s Buyer) creates the PO for the GA, GRA & PHD requisitions

1. Click the "AUB Purchasing Direct Pay" responsibility

2. Click Autocreate
3. Click "Find"

4. A list of the approved requisition will appear
   Select the requisition that you need to create the PO for
   And click "Automatic"
5. Click Create

6. Click "Approve"
7. Click "OK"

Click "Save"

- The PO approval goes to the office of the Comptroller Executive Officer.
- The PO number appears on the I Procurement Requisition as an active blue link once approved.
Processing the monthly payments

- Departments receive on I Procurement the required quantity (Quantity = 1) for the month per student (Request/PO)
- Print “Requisition Details” page that shows the Receipt, PO number, quantity and amount and send it to financial officer for review and approval
- Financial officer verifies and sends the document to Accounts Payable section to process the received amount and pay students accordingly

1. On I Procurement: Select the “Receiving tab”
2. Click on “Receive” next to the requisition related to GA, GRA or PHD

3. Select items: receive the required quantity for the month

- Check the requisition box
- Select the “Receipt Quantity” and type the actual amount for the amount
- Click Next
4. Receipt Information: Add Date and Comment (Optional) and PRESS NEXT
5. Review and Submit

6. Confirmation and Receipt number appear on the screen
7. Print Requisition Details page and send to Financial Officer
Important Notes

The GA GRA and PHD payment is a **Direct Pay** requisition i.e.

1. The category should start with direct pay
2. A supplier name should be added
3. The deliver to location starts with DP-?
4. There should be an attachment

### What is specific to the GA GRA and PHD process of payment?

1. The requisition of the GA GRA and PHD is a multiple line requisition each line corresponding to one month of the semester.
2. The requisition should always be in Lebanese pounds (LBP)
3. The categories for GA, GRA and PHD are:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECT PAY-GA</td>
<td>55405 DIRECT PAY-GA</td>
</tr>
<tr>
<td>DIRECT PAY-GRA</td>
<td>55410 DIRECT PAY-GRA</td>
</tr>
<tr>
<td>DIRECT PAY-PHD</td>
<td>55407 DIRECT PAY-PHD</td>
</tr>
</tbody>
</table>

4. The attachment should be the contract on the level of the requisition and level of the PO
5. Receiving the required quantity for the month on I Procurement is a fundamental prerequisite for monthly GA, GRA and PHD payment
6. The printout of the requisition details page replaces the current GA, GRA and PhD payment voucher thus, sending it to the financial officer at the end of each month with the preset dates (Calendar) is necessary to initiate the payment process for the student at the Comptroller’s office. Then, financial officer sends the approved received printout to comptroller’s office in order to initiate the payment.

7. Financial officers run OBIEE Report (to be created) which shows list of GA, GRA & PhD students for each faculty as per received quantity per month.
8. In case of contract termination, the department must notify business officer to cancel the remaining PO lines and close the PO.
9. In case of missing or incorrect IBAN account, Comptroller’s office will coordinate with the faculties financial officers to provide them with the correct one otherwise the payment won’t be issued.
10. I Procurement process (Submitting Request, PO and receiving) and sending the required documents to Comptroller’s office should be before 10 days of the payment date as per the set calendar.