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Fund Tracking

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Fund Tracking

'QuikTips' offers a user-friendly, systematic guide to familiarize purchasing professionals and Administrators on the use of the following **Fund Tracking** topics including:

- Initiating a Fund Tracking Request
- How to create a new Fund
- Editing an existing Fund
- Closing or reopening a Fund
- Placing orders using an established Fund
- Reviewing Fund history (activity) and reporting

What is Fund Tracking?

Fund Tracking is a **real-time** e-commerce tool that ensures allocated Funds are expended in accordance with your organization's requirements and provides a detailed reconciliation of all transactions associated with it. Once enabled, you will be empowered with the versatility to create a Fund online, assign users, and track purchases made by the assigned users against the Fund (i.e.: corporate spend, reserve accounts, etc…) and enhance communication via automated email.

Where Do I Begin?

To set up the Fund Tracking feature, you will first need to complete the **Fund Tracking Request Form** and submit to Fisher (steps below). Upon receipt, the Fund Tracking feature is activated and all of the functions and features of Fund Tracking become available. If you need assistance, contact Web Support at **1-877-885-2081**.

Who Can Use Fund Tracking?

Both **Administrators** and assigned **SuperUsers** can use Fund Tracking to create, edit, and manage funds however each will access the functionality in different ways. This feature has to be set up by Fisher and authorized by your organization before it's available for use.

When Will I Use Fund Tracking?

Once the Fund Tracking function is activated, you can facilitate budgetary compliance of assigned users based on defined rules such as Fund Total, start and end dates, and release and item limits. Depending on your level of access….

- **Administrators/SuperUsers** can use Fund Tracking to create, edit, close or reopen a Fund; review Fund history (activity); place orders against an established Fund; and request reconciliation reports.

- **Users** can place orders against established Funds to which their *Administrator* and/or *SuperUser* has assigned them. In addition, they can review Fund history (activity), and are provided a list of available Funds to select from during the checkout process.

Initiating a Fund Tracking Request

Administrators/SupersUsers Only

1. Click **My Funds** after logging in.

My Funds Link

Note: Alt: Click **Manage Users > Fund Tracking**

2. Click the **Fund Tracking Request Form** link.

Fund Tracking Request Form Link

3. Enter your **name, email address, phone, company name** and **fax number** in the designated fields denoted by an asterisk *.
4. Choose one of the **Fund Management options** by clicking in the respective radio button.
5. *(Optional)* If you have a comment, enter the information in the **Comments** text field.
6. Click **Submit**

Note: If you choose the last radio **button "I'm not sure",** it is recommended you indicate your concern with a comment in the **Comments** text field so we may answer your question(s).

It appears that the company profile assigned to your login is not set up to use Fund Tracking. Please complete this form to request access.

* **Required Fields**

Name* Phillip Martin
first last
Username pmartin
Account Number(s) 123456-007, 066958-001
Email* heather.lavery@fishersci.com
Phone* 412-490-8092 (aaa) xxx-yyyy
Company Name* Fisher Scientific
Fax Number* 412-490-5708 (aaa) xxx-yyyy

Fund Management options:
- I want to manage my own funds
- I want to manage funds for all of the users who use the fisher accounts above
- I want to manage funds for only the users I list in the comments section below
- Allow someone else (specify username in comments below) to manage funds for all of the users who use the fisher accounts above
- Allow someone else (specify username in comments below) to manage funds for only the users I list in the comments section below
- I'm not sure (contact me to discuss my options)

Comments:

Submit

Fund Tracking Form Completed

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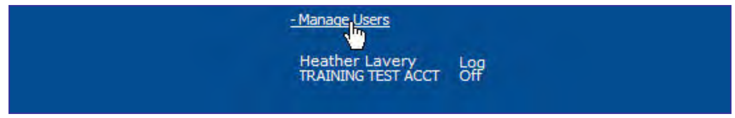
How to Create a New Fund

1. Click on **Manage Users** at the top of the page.

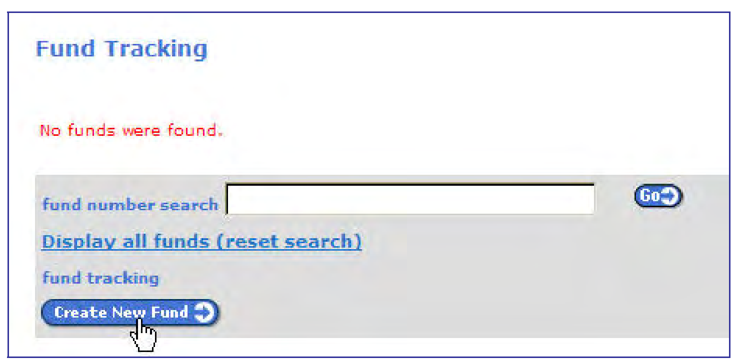


Manage Users Link

2. Click on **Fund Tracking** found on the left.

Fund Tracking Link

3. Click on **Create New Fund**.

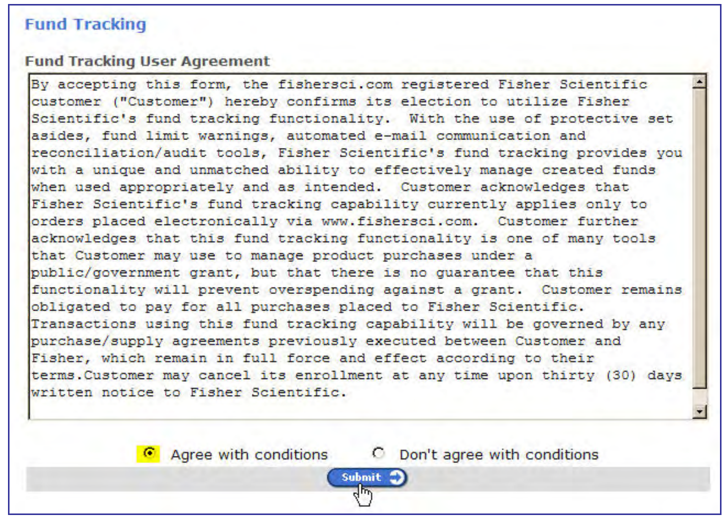


Create New Fund Link

4. Click on the **Agree with conditions** radio button if you agree with the terms.
5. Click **Submit**

Congratulations!

You are now the "Fund Owner"!

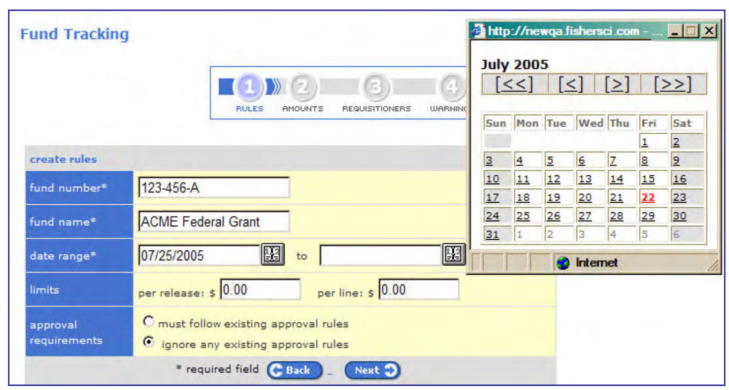


Fund Tracking Terms and Conditions

The **Create Rules** page within the **5 Step Wizard** will allow you to set parameters (define rules) for this Fund.

6. Type the Fund Number in the **Fund Number*** field (i.e.: 123456AB). **Hint:** This can be up to 34 characters in length, alpha/numeric and will be the P.O. number for the release.
7. Click on the **calendar icons** to select a start and end date or simply type in the dates in the **Date Range*** fields.

Tip: Double-check to make sure your end date does not end on a fiscal holiday or fall short of your deadline.



Create Rules Page

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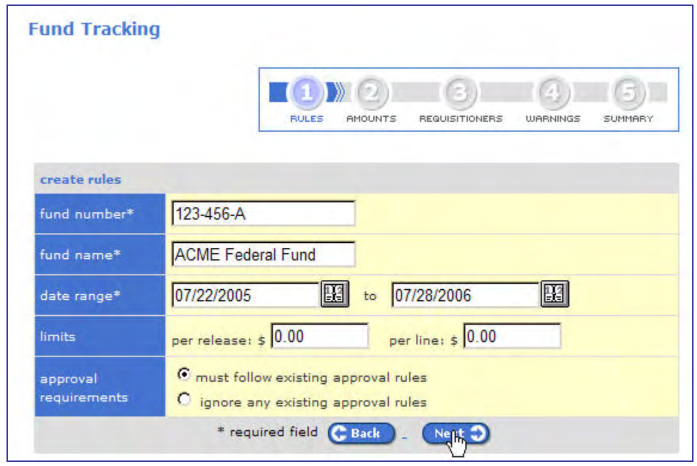
8. Type in the dollar amounts in the **per release** and **per line limits** field(s). If you don't want any limits, leave the zeros in the fields.
9. Click on the radio button next to **must follow existing approval rules** or **ignore any existing approval rules** for approval requirements.
10. Click **Next** to save and advance to Step 2 or **Amounts** in the Wizard.

ⓘ **Important Note**: Approval Requirements ensure that requisitions placed against this Fund are processed based on your pre-defined approval rules for each user.

ⓘ **Important Note**:" **Per release" Limits** is the total product release amount that cannot be exceeded. **"Per line" Limits** is the item unit price that cannot be exceeded in any release. A shopping cart that exceeds either of these values will prevent the user from selecting the Fund during checkout.

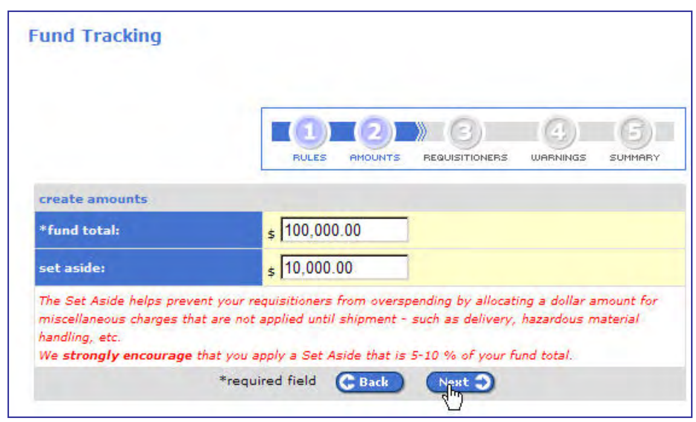


Click Next to Save Rules

11. Enter the total dollar amount of the fund in the ***fund total** field.
12. Type an amount in **set aside** field as an option to safeguard against overspending (i.e.: shipping, ice charges, Haz Mat).
13. Click **Next** to save the information and advance to the **Available Requisitioners** page

ⓘ **Important Note**: We *strongly encourage* that you apply a Set Aside that is **5–10%** of your **Fund total**. You can allocate a portion of the total value of the Fund to the **Set Aside**. Once the available balance is zero, the Fund is frozen; the additional charges on existing orders will allocate from the Set Aside. When you are sure all charges are accounted for, you can release the Set Aside for further purchases. The Set Aside amount is subtracted from the Fund and reflected in the current available balance to ensure that total orders (with shipping charges) do not exceed the total available.

Note: Additional order charges are debited from the appropriate fund as they are assessed to a shipment and not at the time of order placement.



Create Amounts Page

14. To assign requisitioners to the new fund, Highlight the name of the user(s) who will be able to place requisitions against the new Fund, then click on the **>>** button to move them to the **Assigned Requisitioners** field. To remove Assigned Users from the list, simply highlight the name(s) and use the **<<** button respectively.

Tip: You can move all users at the same time using the **Select All** button.

15. When you are finished assigning users, click **Next** to save and advance to the **email warnings** page.

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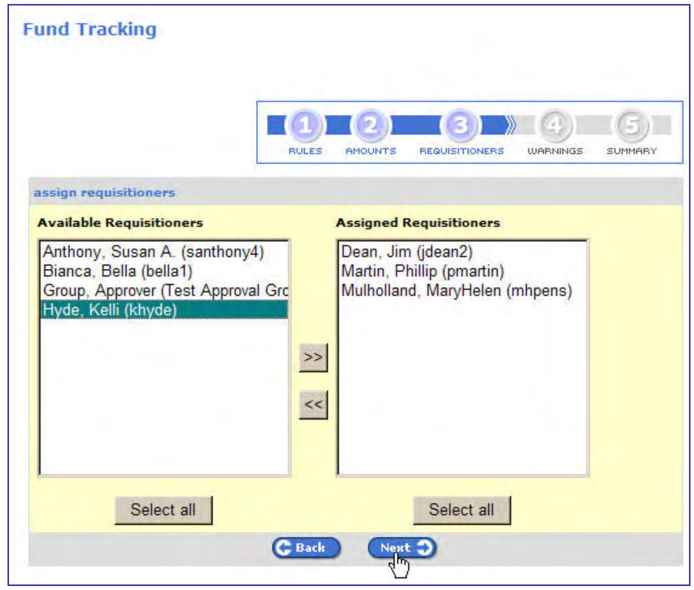
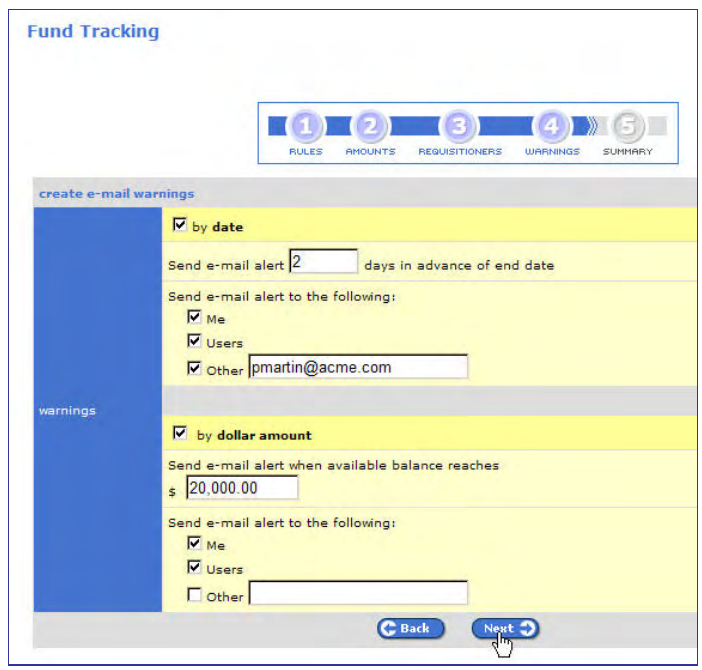


Assign Requisitioners Page

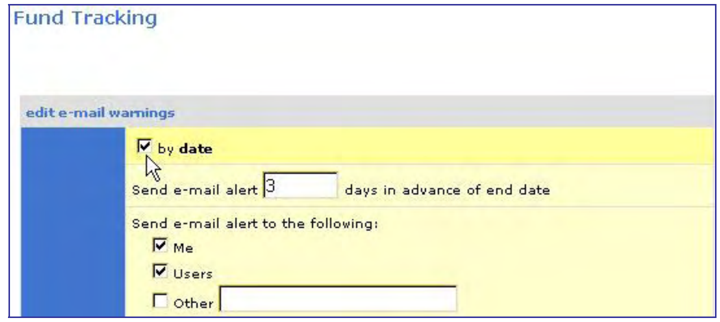
16. *(Optional)* Create e-mail warnings by clicking in the desired check boxes to receive or send notification by e-mail on the designated days prior to the Fund end date and/or when the current available balance reaches a level you specify. You may also enter an alternate email address in the **Other** text field(s) provided where indicated.

Note: This is an optional feature, so none of the fields is required. If you don't want e- mail notifications, leave this screen blank.



Email Warnings Page

17. To receive notification by date, simply click the **by date** check box.
18. Enter the number of days before the end date that you want to be notified in the **Send e-mail alert** text field.
19. Click the **Me, Users** and **Other** check boxes to indicate all assigned users you want to notify. Enter multiple e-mail addresses by separating them with a semicolon (i.e.: jane.doe@abc.com;john.brown@acme.com).



Edit Email Warnings By Date

20. To receive notification by dollar amount, click the **by dollar amount** check box.
21. Enter the available balance that must be reached to trigger notification in the **numeric** field.
22. Click the **Me, Users** and **Other** check boxes to indicate all assigned users you want to notify and type their e-mail addresses in the space provided.
23. Click **Next** to save and/or advance to the summary page.

Notifications by Dollar Amount

Note: If you fill out both date and dollar amount notifications, you'll receive e-mails for both occurrences.

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Note: *(Optional)* You can change any entries by clicking on the **edit** link. You will return to the page you originally completed where you can make whatever changes are necessary

24. Click **Submit** to save those changes.

Review Fund Summary Page

25. When you are satisfied with your entries, click **Create Fund** to save your Fund and advance to the main **Fund Tracking** page.

Click Create Fund Button

Congratulations!

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All established Funds, including the one you just created will be displayed along with a message **"Fund Account Created Successfully!"** on the upper left.

Note: When creating additional funds within your company, the system will not allow for duplication of Fund numbers.

Fund Account Created Successfully

How to Edit an Existing Fund

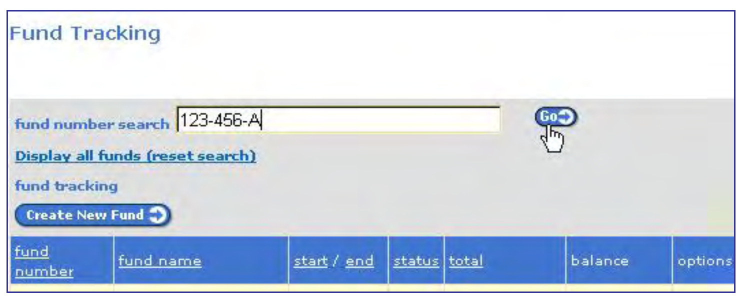
1. Click on **Manage Users**

Manage Users Link

2. Click on **Fund Tracking**. This will take you to the Review **Fund Summary** page for that Fund.

Fund Tracking Link

3. *(Optional steps 3-4)* Enter the Fund Number in the **fund number search** field if you know the number
4. Click **Go**

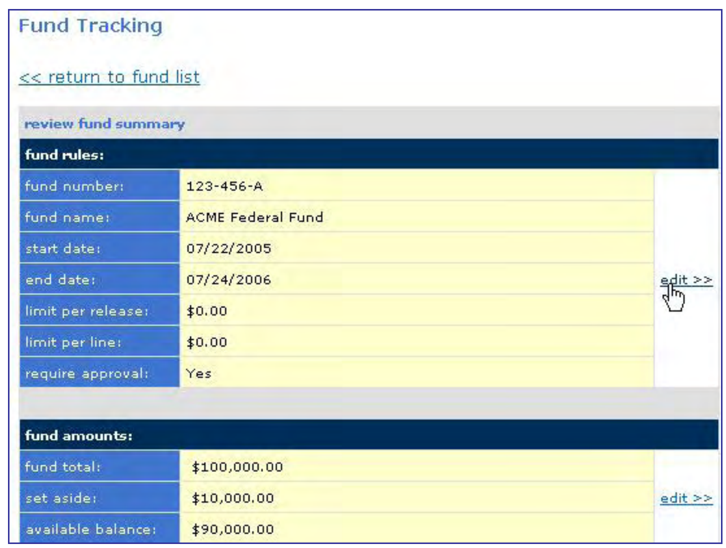


Fund Number Search Field

5. Click **Edit** for the Fund you want to revise.

Click Edit Link under Options Column

6. Under **fund rules**: click the **edit >>** link to advance to the **edit rules** page.

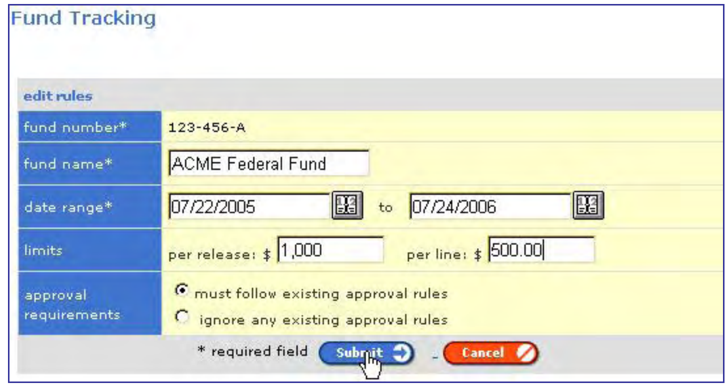


Click Edit Under Fund Rules

7. Click in the **Fund Name*** field to modify the fund name
8. Click on either **calendar icon** to change the start or end date.
9. Click in the **limit per release** or **limit per line** numeric fields to edit the amounts.
10. Change the rules by clicking in the desired **approval requirements** radio button.
11. Click **Submit,** when finished to return to the **Review Fund** Summary page.

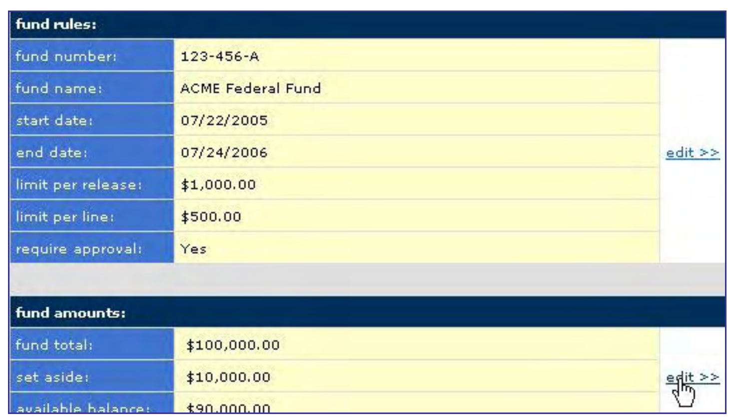
Note: You cannot change a Fund Number, but you can change its name and/or any of the rules in the fields provided.

Warning: DO NOT click **Close this Fund** at this time while in edit mode unless you want to close your Fund. See page 19 on the correct use of this feature.



Edit Fund Rules Page

1. Click on **Manage Users > Fund Tracking** *(steps 1 & 2 illustrated previously).*
2. Click **Edit >>** for the Fund you want to revise. This will take you to the **Review Fund** Summary page for that Fund.



Edit Fund Amounts Link

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3. Choose **Subtract (-)** or **Add (+)** in the drop-down field provided.
4. Enter a dollar amount to be adjusted in the **numeric** field.
5. Click in the radio button next to **Fund Total, Set Aside,** or **Manual Transaction Adjustment** to change your selection.

Note: Changing parameters in edit amounts allow for an increase or decrease to the **Fund Total**, which will increase or decrease the **available balance**; increase or decrease the **set aside**, which will increase or decrease the **available balance**. You can also enter a positive or negative **manual transaction** that will increase or decrease the **available balance**.

Edit Amounts Page

6. (Optional) Type free form text in the **Comments** field for notes relevant to the change you've just made.

Tip: comments will appear in **Fund History**.

7. Click **Submit** to save all changes
8. Click **Finished** and return to the review fund summary page *(illustrated previously).*

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Click Submit to Save

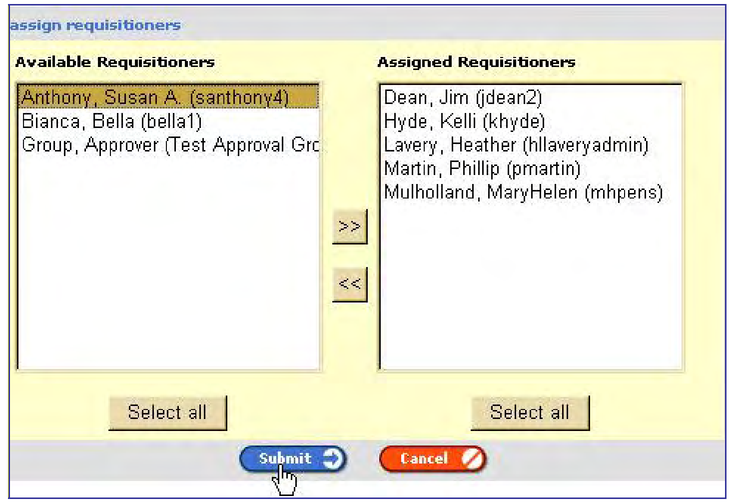
1. Click on **Manage Users > Fund Tracking** *(steps 1 & 2 illustrated previously).*
2. Click **Edit >>** for the Fund you want to revise. This will take you to the Review Fund Summary page for that Fund.
3. Under fund users click **edit >>** to advance to the fund users page.

Fund Users Link

4. To move them to the **Assigned Requisitioners** field, highlight the name of the user(s) who you would like to assign to the fund and click the **>>** button.

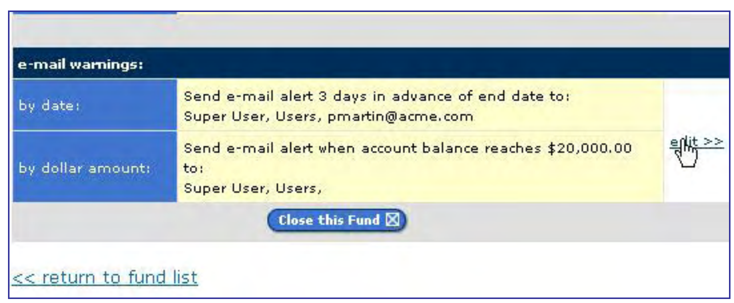
Tip: You can move all users at the same time by using the **Select All** button, then clicking on the **<<** or **>>** buttons. You can individually select names to be assigned by clicking on one, pressing and holding Ctrl, then clicking the rest of the user names.

5. When you are finished click **Submit** to save your changes and return to the review **Fund Summary** page.



Edit Assign Requisitioners

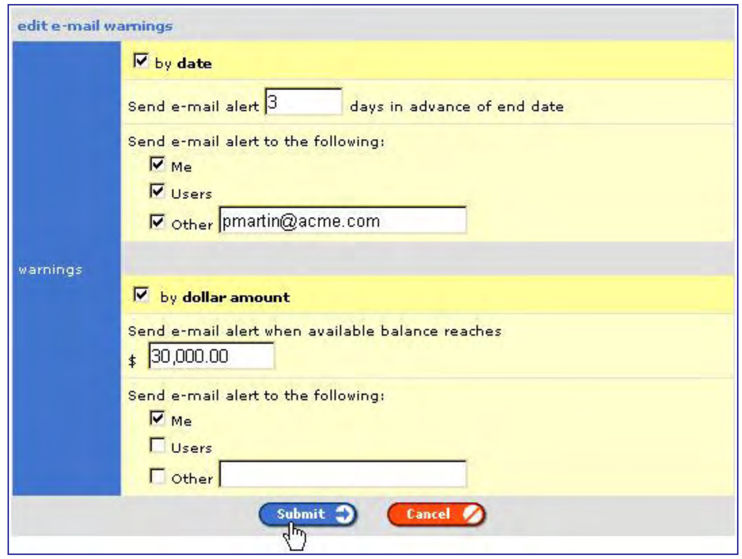
1. Click on **Manage Users > Fund Tracking** *(steps 1 & 2 illustrated previously).*
2. Click **Edit** for the Fund you want to revise. This will take you to the **Review Fund Summary** page for that Fund.



Edit Link under Email Warnings

3. Under e-mail warnings: click **edit >>** to advance to the e-mail warnings page.
4. **Select** or **deselect** any **checkbox** as desired and revise any entry in the text fields provided.
5. Click **Submit** to save and return to the **Review Fund Summary** page *(illustrated previously).*

Tip: You can click **Cancel** at any time if you want to abandon the editing process.



Edit E-mail Warnings Page

Note: To validate changes at any time, click on **<<return to fund list** and return to the **Fund Tracking page.**

Return To Fund List Link

Closing and Reopening an Existing Fund

1. Click **Manage Users > Fund Tracking** *(steps 1 & 2 illustrated previously).*
2. Click **Edit >>** for the Fund you want to close or reopen. This will take you to the **Review Fund Summary** page for that Fund.
3. **To close an open Fund**: click **Close this Fund** at the bottom of the page to prevent any additional activity on the Fund.

Close This Fund Link

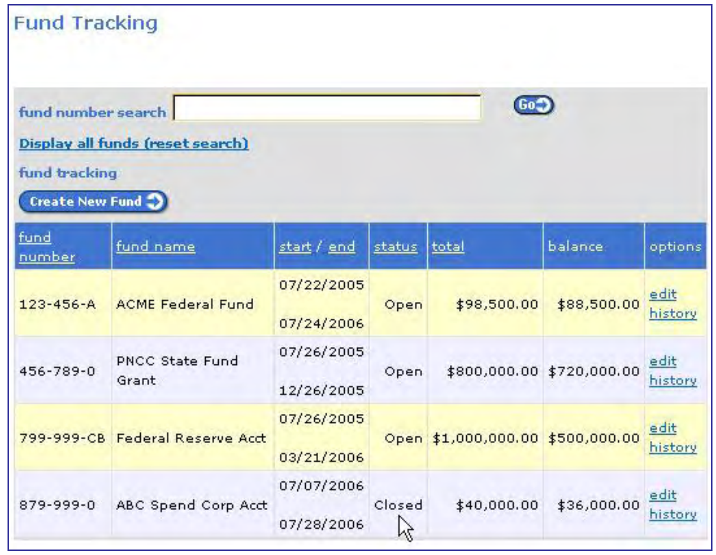
4. **To reopen a closed Fund**: follow **steps 1 & 2**, then click **Reopen this Fund** at the bottom of the page to allow additional activity on the Fund.
5. Click **return to fund list** to return to the Fund Tracking Page *(illustrated previously).*

Note: You can reopen a Fund up to 30 days after closing it. The Fund will be purged 90 days after it is closed.

Reopen This Fund Link

Note: When you open or close a Fund and return to the **Fund Tracking** page, the status for that Fund will reflect your change under the **status** column.

Note: You can Reopen a Fund in the Closed status up until the assigned end date.



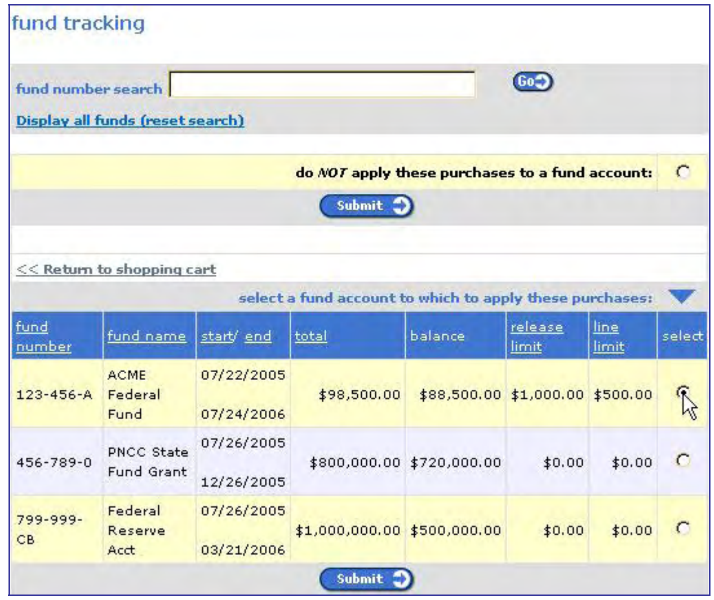
Fund Reflecting A Closed Status

Placing Orders Using an Established Fund

1. Build a Shopping Cart using any ordering tool.
2. Click **Checkout** when complete.

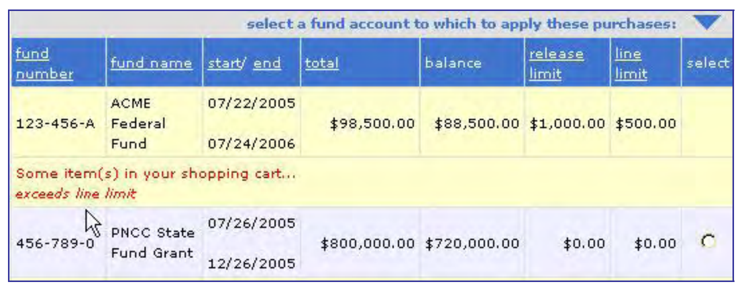
Note: You will advance to a page of available Funds to select if Funds have been established and you are assigned to any that are active. Otherwise, you'll go directly to the Checkout page.

3. Click in the radio button next to the **Fund** you want to select to which you can charge this order.
4. Click **Submit** to continue the usual Checkout process.



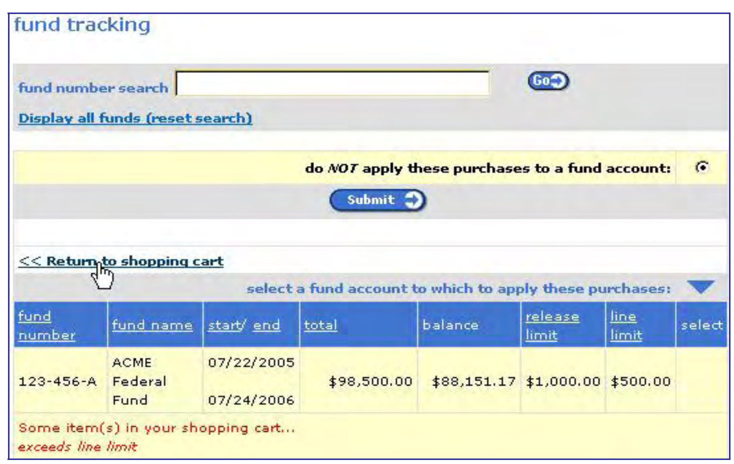
Fund Account Selected

Note: If your order exceeds any Fund limits set by the Administrator, a warning is displayed and you won't be able to select that Fund.



Exceeds Line Limit Message

Note: If you need to edit your shopping cart, click **<< Return to shopping cart.**



Return to Shopping Cart Link

…If everything is in order, then continue with the checkout process as you normally would.

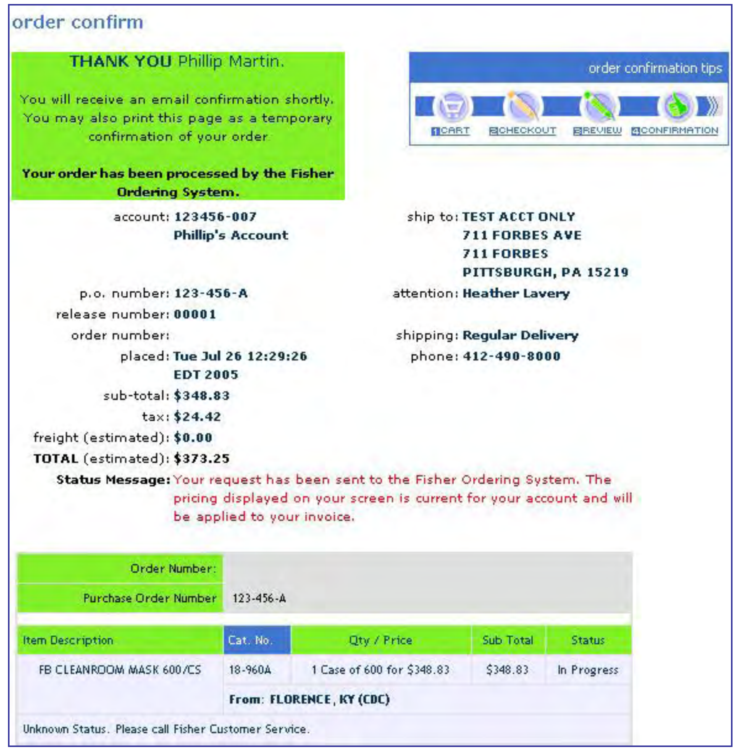
5. Click **Submit.**

Click Submit to Checkout

Note: The Fund number you selected is displayed in the **purchase order number** field.

Send Order Button

Note: Once the order is placed, the dollar total for the products is deducted from the available Fund balance. The amount deducted will be adjusted based on changes made during the approval process (if one exists), charges assessed to the order as it is shipped and billed, and/or credits issued against the order.



Order Confirmation Page

Note: If you are established with a Fund and want to make a purchase <u>without applying</u> to the account, click the **do NOT apply these purchases to a fund account** radio button at the **Fund Tracking** page during the Checkout Process.

Not Applying Purchases to Funds

Fund History (Activity) and Reporting

This module will address steps for both **Users** and **Administrator/SuperUsers**. Both groups can review **Fund History**; however will access the Fund Tracking page from a different menu.

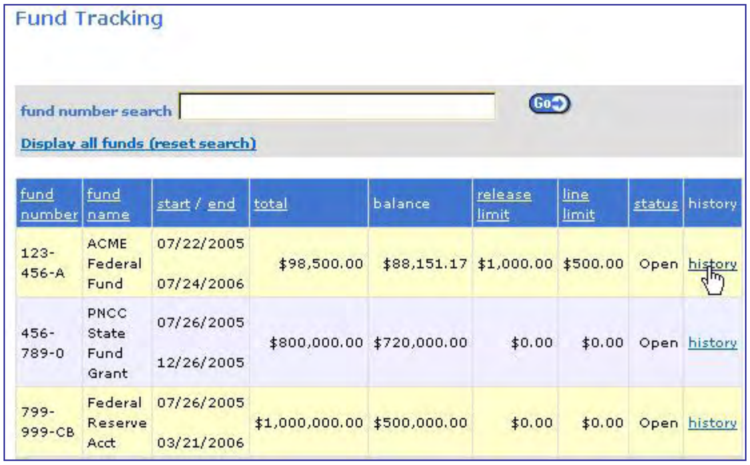
1. **(Users)** Click **My Funds**
2. Click **history** next to the Fund you want to review.

My Funds Link (User View)

3. Review the **fund history** page that will display Fund parameters as well as any releases that have been made against the Fund to date.

Note: Adjustments to the **Fund Total** and **Set Aside amounts**, as well as **manual transactions**, are included in **the Fund history**. A **Request Reconciliation Report** link is accessible only to Administrator/SuperUsers.

Note: The **edit** and **Create New Fund** links display only to Administrator/SuperUsers


Fund Tracking

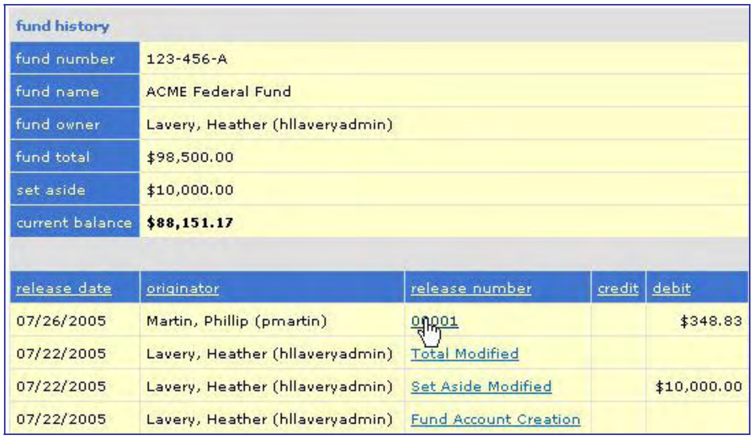
fund number search [Go]

Display all funds (reset search)

fund number	fund name	start / end	total	balance	release limit	line limit	status	history
123-456-A	ACME Federal Fund	07/22/2005 07/24/2006	$98,500.00	$88,151.17	$1,000.00	$500.00	Open	history
456-789-0	PNCC State Fund Grant	07/26/2005 12/26/2005	$800,000.00	$720,000.00	$0.00	$0.00	Open	history
799-999-CB	Federal Reserve Acct	07/26/2005 03/21/2006	$1,000,000.00	$500,000.00	$0.00	$0.00	Open	history

History Link (User View)

4. To **review a specific release**, click the **release number link** for details about a specific requisition. The next screen displays the **release history.**

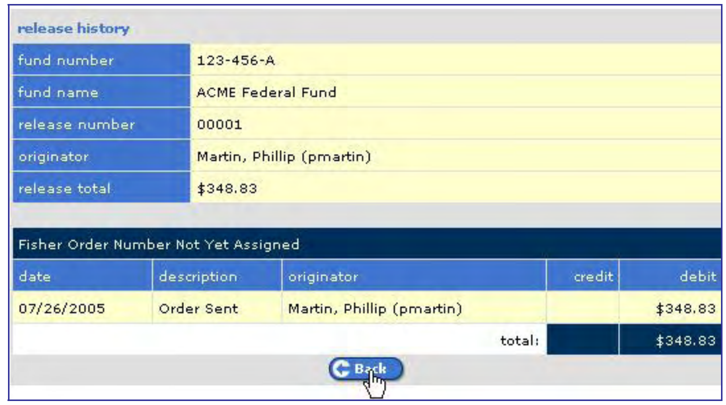

fund history

fund number	123-456-A
fund name	ACME Federal Fund
fund owner	Lavery, Heather (hllaveryadmin)
fund total	$98,500.00
set aside	$10,000.00
current balance	**$88,151.17**

release date	originator	release number	credit	debit
07/26/2005	Martin, Phillip (pmartin)	00001		$348.83
07/22/2005	Lavery, Heather (hllaveryadmin)	Total Modified		
07/22/2005	Lavery, Heather (hllaveryadmin)	Set Aside Modified		$10,000.00
07/22/2005	Lavery, Heather (hllaveryadmin)	Fund Account Creation		

Release Number Link (User View)

5. Click **Back** at the bottom to return to the **Fund History** page.
6. Click the **Set Aside, Total**, or **Fund Account Creation** links to view detail on how the Fund was modified. (Repeat step 5).



Click Back to return to Fund History

7. Click **<< return to fund list** to return to the **Fund Tracking** page.

Click Return To Fund List

Administrators/SuperUsers will follow the same step(s) 4 - 7 for **Users** (pgs. 18-19) once at **Fund History** with the exception of the following:

1. Go to: **Manage Users > Fund Tracking**
2. Click **History** next to the Fund you want to review.

Note: The **edit** and **Create New Fund** links display only to Administrator/SuperUsers

Click on History Link (Admin/SuperUser View)

3. Click **Request Reconciliation Report** to go to the **reconciliation report request** page.

Note: The **Request Reconciliation Report** link displays only to Administrator/SuperUsers.

Request Reconciliation Report Link

4. *(Optional)* Click the **calendar icons** and change the date ranges if desired.
5. Type the e-mail address in the **email address** field of those who should receive the Reconciliation Report. Separate each e-mail address with a semicolon.
6. Click **Submit**

Note: Expect to receive the report within 24 hours.

Tip: Use the Reconciliation Report in conjunction with **Manual Transaction Adjustments** to ensure your funds reflect accurate balances!

Reconciliation Report Request Page

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