

Centralized Requests for Goods and Services

Note: If you do not have Payment type “Central Request”: Please, add it in your SETTINGS!

The centralized purchasing of goods and services can be initiated from Program coordinators with creation of PRs (marked as advance) from the one of the following payment types:

TRAVEL and VISA
DHL
EQUIPMENT
MASTER-CARD
SALARY AGREEMENTS

After approval of PRs, their further processing is a task of the respective OSI Officer responsible for Central Goods who deals with the respective operation listed above.

Two cases are possible:

A. Advance Payment to a Vendor initiated on the base of a corporate contract:

A Non-Grant Advance Payment Request (PR) should be initiated by the Technical department. It should be funded by the Activity, which is specially created for this purpose e.g. Central Equipment Purchasing, Air tickets with a budget estimated from the list of all requests approved. After receiving an invoice from the Vendor e.g. for Air tickets, the Technical department officer (who initiated the PR-Advance) should go to Financials -> Advance reports module:

1. After the payment initiated under case A the system generates Advance Report (type: Non- Grant; in status DRAFT).
2. Based on an invoice, received from the Vendor, the Technical Department Officer should either DELETE the Draft Advance Report in case the invoice amount is equal to the AR Advance Report amount; or Reduce the amount of the Draft Advance Report by the amount remaining as advance (Total Advance – Invoice Amount)

In FINANCIALS-> Approved Payments -> Accounting screen:

3. For the PR's included in the invoice correction of the necessary data is made.
4. The Accountant generates a Transfer, adding to it all PR's processed under (3) and checks the accounting entries under Pre-Posting report before Sending to Sun, which are:
Dr Expenses
Cr Transfer Account

B. Payment to a Vendor after receiving the Goods and Services

After either Grant or NON-Grant PR is completed by the Program Coordinator the Technical Department or the Accountant should go to the following menu option:

1. FINANCIALS ->Approved Payments ->PRs with Payment Type as mentioned above
2. The following corrections are made in the Accounting Screen: Beneficiary ; Requested Amount ; Transfer Account ; Payment type – i.e. Bank in local currency
3. Further the Accountant generates the Transfer, adding all PRs processed above, proceeding with Bank/ Cash Payment to the selected Vendor.

For Analysis you should go to Reports-> GMS Reports -> Approved by Payment Type (ONLY Approved/Accepted)