

UCR

eBuy/Accounts Payable User's Group Meeting

December 14, 2017

9:30 – 11:00 am

Alumni & Visitor's Center

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)



UNIVERSITY OF CALIFORNIA, RIVERSIDE

Agenda

- July '17 User Group Survey Results
- Staffing Update
- Pro-Card Optimization Update
- UC Policy Changes (BUS 43)
- Vendor Requests
- AP Email Address
- Accounts Payable Contacts
- Q&A



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Survey Results

July 2017 User Group Meeting

Ellery Triche

Director, Procurement & Accounts Payable

July '17 Meeting Highlights

- UCOP system-wide Procurement technology enhancements
- Spend analytics
- UCR Policy & Procedures Updates

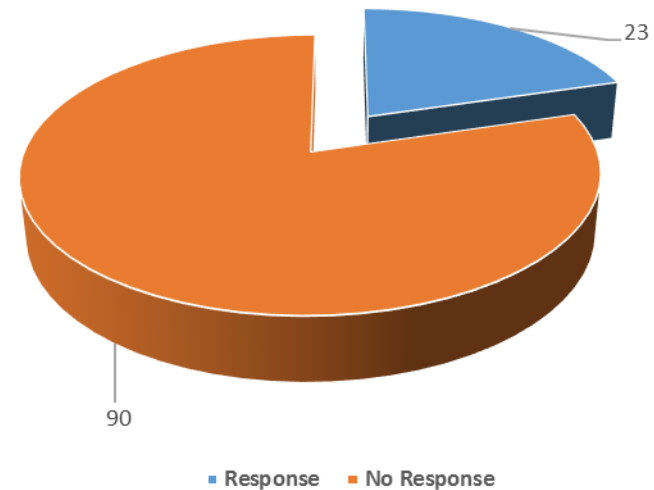
Participant Survey

Survey Questions:





1. How useful was the information presented at this specific eBuy/AP User Group meeting?
2. How likely are you to attend future eBuy/AP User Group meetings?
3. What topics would be beneficial to discuss at a future eBuy/AP User Group meeting?
4. What suggestions do you have to improve future User Group meetings?

July 2017 User Group Meeting

Attendance	113
Survey Response Rate	20%



Survey Questions – *Quality Rating*

	<u>Somewhat</u> <u>Useful</u> 5	<u>Mostly</u> <u>Useful</u> 5	<u>Useful</u> 4	<u>Very</u> <u>Useful</u> 9
1. How useful was the information presented at this specific eBuy/AP User Group meeting?				
		<u>Maybe</u> 1	<u>Likely</u> 5	<u>Very</u> <u>Likely</u> 17
2. How likely are you to attend future eBuy/AP User Group meetings?				



Attendees considered information Mostly Useful to Very Useful



Attendees are Likely to Very Likely going to attend future Meetings

Survey Questions– *Comments*

3. What topics would be beneficial to discuss at a future eBuy/AP User Group meeting?

- Training opportunities!
- University and UCR policy relating to Procurement.
- Check processing procedures--how to look up the status of a check.
- The "Selection" tab and all the different categories with examples of purchases that may apply to each category.
- PO vs Pro-card purchase. I was under the impression that AP preferred that we use Pro-card to pay for items under \$100?
- Best practices.
- Is the campus as a whole going to be getting rid of department purchasing in the near future & all purchases will be done by Buyers?
- Creating a purchase order, how it will look on the ledgers, how it will look on the encumbrance report, how to clear encumbrances.
- ePay and Pro-card process
- Pro-card allowables and process; demonstrations of common encumbrance releases; eCatalog use; demonstration of vendor agreement searches.
- The possibility of merging/combining eBuy/AP into one user-friendly system.

Survey Questions -- Comments

4. What suggestions do you have to improve future User Group meetings?

- Have more of these user group meetings in the future
- Larger meeting space
- Maybe extend the time frame of some of the meetings to 2 hours, depending on the topics being discussed, so that the presenters are not rushed and topics are discussed thoroughly.
- Larger meeting facility w/tables, many of us take notes.
- Plan ahead so we do not get an invite the day before
- Print out of slide show so we can take note per slide.
- It is good to reinforce and show where existing information is available.
- Provide hands-on training in breakout sessions to go over different scenarios.

Next Steps

- **Request feedback regularly**
- **Review responses**
- **Share results**
- **Act on recommendations**





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Staffing Update

Ellery Triche

Director, Procurement & Accounts Payable

Staffing Updates



Procurement Services

Procurement Services Manager (Vacant)

- Expecting to fill in Jan '18

Procurement Analyst IV (Vacant)

- Posted and expecting to fill in Jan '18

Accounts Payable

Accounting Assistant II (Vendor Maintenance) (Vacant)

- Posted and expecting to fill in Jan '18



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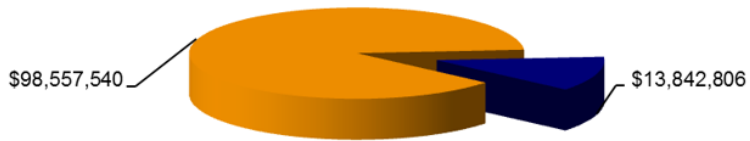


Pro-Card Optimization Update

Ellery Triche

Director, Procurement and Accounts Payable

UCR Pro-Card Program



Visa Acceptance	Amount	Transactions	% of Total Spend
Visa Accepting	\$ 98,557,540	126,812	88%
Visa Non-Accepting	\$ 13,842,806	9,655	12%
Total	\$ 112,400,346	136,467	100%

UCR Card Spend

12 mths	Total Spend	Total Transactions	Avg Spend	Act # Accts	# New Accts
Dec '15-Jan '17	\$7.4MM	24,000	300	200	50

Data covers CY2016

UCR Pro-Card Program



Benchmark Opportunity

Average Tran Size	Overall Existing Spend	Overall Existing Trans	Benchmark ¹	Benchmark Spend	Benchmark Trans
<\$2,500	\$ 39,799,919	130,001	80%	\$ 31,839,935	104,001
\$2,500 - \$10,000	\$ 22,393,708	4,862	40%	\$ 8,957,483	1,945
\$10,000 - \$100,000	\$ 37,723,560	1,543	12%	\$ 4,526,827	185
Totals	\$ 99,917,187	136,406		\$ 45,324,246	106,131

¹ RPMG 2014 Purchasing Card Benchmark Study Industry Best Practice for Universities

Net Benchmark Opportunity (Existing Programs Only)

Average Tran Size	Benchmark Spend	Benchmark Trans	Existing Card Spend	Existing Card Transactions	Net Benchmark Opportunity Spend	Net Benchmark Opportunity Trans
<\$2,500	\$ 31,839,935	104,001	\$ 5,588,747	24,212	\$ 26,251,188	79,789
\$2,500 - \$10,000	\$ 8,957,483	1,945	\$ 1,495,031	347	\$ 7,462,453	1,598
\$10,000 - \$100,000	\$ 4,526,827	185	\$ 298,971	23	\$ 4,227,856	162
Totals	\$ 45,324,246	106,131	\$ 7,382,749	24,582	\$ 37,941,497	81,549

UCR Pro-Card Program



Short Term Goal:

Increase Pro-Card utilization 50% by early '18

(\$4M in growth based on \$7.4 in CY 2016)



How are we going to get there

- Educating Departments on lost opportunities, improved efficiencies from card use
- Immediately target: suppliers that accept cards; and high impact departments
- Leverage best practices of successful programs at peer campuses

UCR Pro-Card Program



Long Term Goal:

Increase Pro-Card utilization to 40% of spend

(\$40M based on CY2016 volume)

How to Get There

- Cardholder Survey – to assess barriers and challenges
- Identify and optimize administrative functions that may be shared across other departments
- Make technological improvements
 - Access Online
 - IntelliLink
- Develop a program scorecard (and monitor progress)

UCR Pro-Card Program

An expanded card program benefits a department user by:

- Improving administrative efficiencies
 - Eliminates the need to create and encumber a purchase order
 - Eliminates the need to mark orders as received
 - Eliminates the need to clear encumbrance balances
 - Ensures vendors are promptly paid
 - Transactions are promptly recorded on departments ledgers

Note: departments will need to examine and appropriately modify their internal controls when expanding procard utilization.



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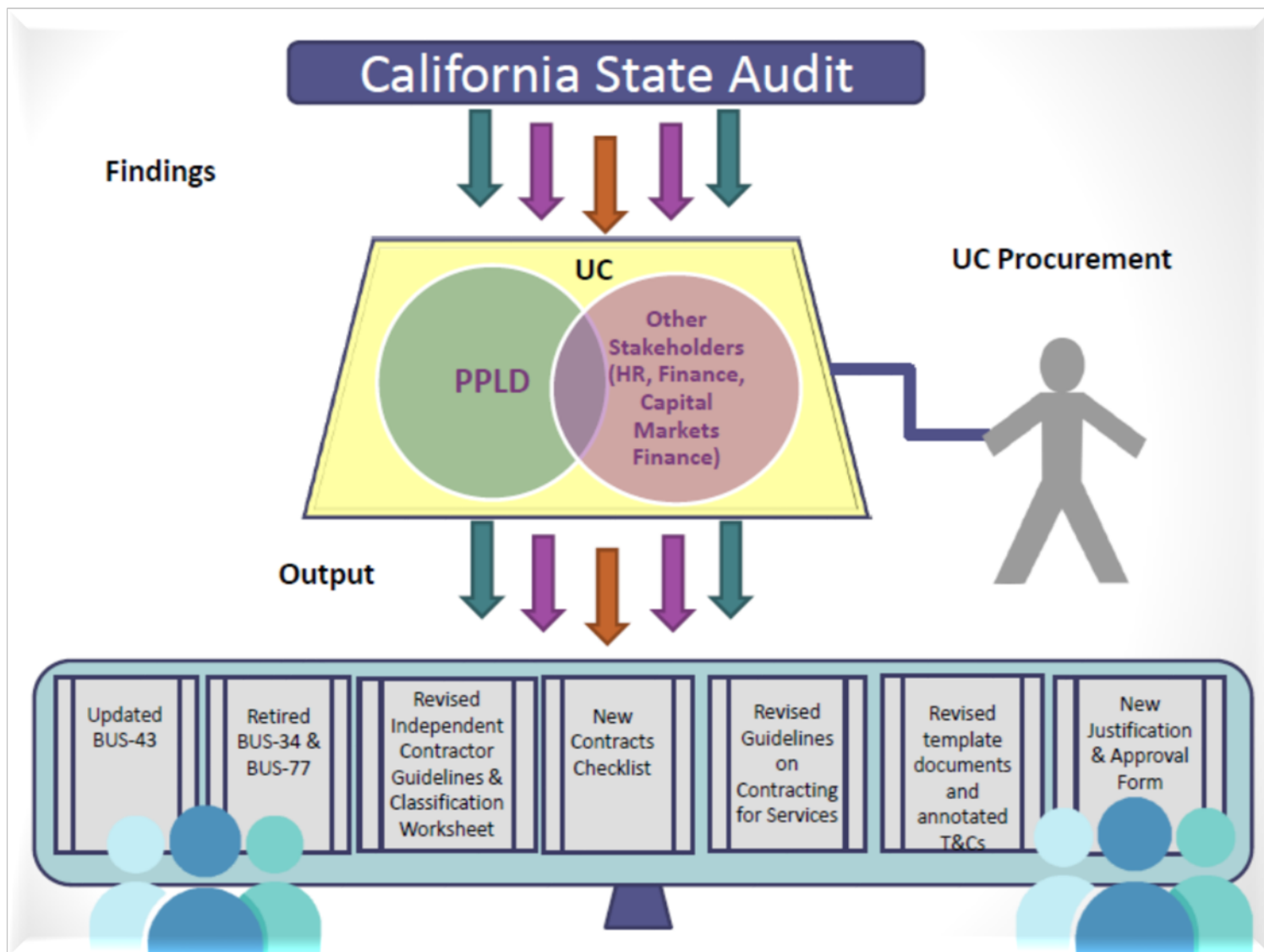
UC Policy Update

BFB-Bus-43

**Purchases of Goods and Services; Supply Chain
Management**

(Effective Date: 11/7/17)

UCOP Procurement Highlights



UCOP Procurement Highlights

Competitive Bidding

State Audit Findings

Concern that UC is not optimizing its competitive bidding

Requested UC to separately define Urgent & Compelling Circumstances (previously part of Sole Source definition)

Requested UC to review spend data to identify where spending for goods and services exceeded \$100,000



UC Responsive Actions

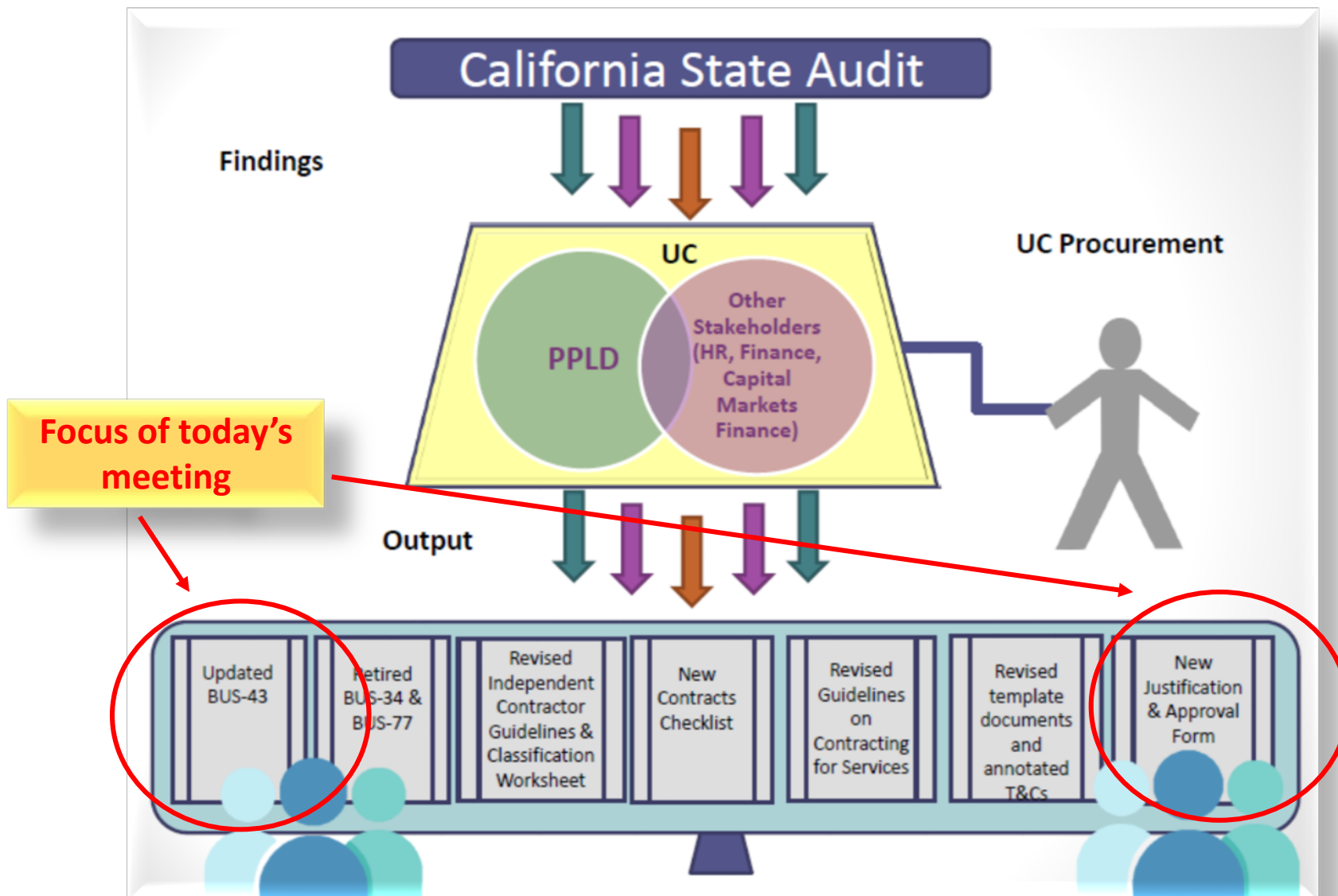
Revised definitions for competitive bidding exceptions

Encourage competitive bidding even if exception applies

Approval by Policy Exception Authority using new Justification and Approval Form

Quarterly review of spend, to identify opportunities to leverage UC's spend

UCOP Procurement Highlights



UCOP Procurement Highlights

Standard Form now prescribed to document other than competitive purchases

Competitive Bidding Justification and Approval Form



Procurement Services
SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION AND APPROVAL FORM

FOR:

NON-FEDERALLY FUNDED GOODS/COMMERCIAL SERVICES* EXCEEDING \$99,999.99

This document is to be completed by the requesting Department for all purchases on non-federal funds in excess of \$99,999.99 (excluding tax), to substantiate the appropriateness of source selection and price reasonableness. Locations are strongly encouraged to seek competition even in cases where the goods and/or services are exempt from the requirement to competitively bid.

Campus Department		Requisition #	
Justification Prepared By		Date	
Desired Supplier		Dollar Amount	

I. **SOURCE SELECTION** – **REQUIRED** - CHECK the applicable box

UC AGREEMENT/BID #	
<input type="checkbox"/>	SOLE SOURCE (Complete Sections II, III & VI, below)
<input type="checkbox"/>	PROFESSIONAL OR PERSONAL SERVICES (Complete Sections II, IV & VI below)
<input type="checkbox"/>	UNUSUAL AND COMPELLING URGENCY (Complete Sections II, V & VI below)

New Justification & Approval Form

The screenshot displays the UCR Procurement Forms website. The browser address bar shows the URL procurement.ucr.edu/procurement/forms.htm, which is circled in red. The page features a navigation menu on the left and several content sections on the right. The 'Sole Source' section is circled in red, and a red arrow points to the 'Sole Source Justification Form' link with the text 'To be replaced by the new Justification and Approval Form'.

Navigation Menu:

- Home
- Accounts Payable
- AP Disbursement & Travel
- Business Contracts
- Non-Research Business Contracts
- Procurement Services
- Campus Purchasing
 - > Fraud Prevention
 - > General Information
 - > OMB Uniform Guidance
 - > Partial Sales Tax Exemption
 - > Information for Suppliers
 - > Terms & Conditions
 - > Strategic Sourcing
 - > Sustainability
 - > Sources for Goods and Services
 - > Ordering Regulated Chemicals
 - > Procurement Card
 - > Restricted Items
 - > Forms
 - > Who Buys What
 - > Notices
 - > Debarred Vendors
 - > Procurement Services Policies
 - > Procurement Analytics
 - > UCOP Procurement Services

Content Sections:

- Unauthorized Purchase**
 - [Unauthorized Purchase Declaration Form](#)
 - [Unauthorized Purchase ePay Request Form](#)
- Independent Contractor**
 - [Independent Contractor Pre-Hire Worksheet](#)
- Conflicts of Interest**
 - [Conflict of Interest Form](#)
- Photography Agreements**

University departments have occasional need for the services of commercial photographers. Concerns relating to engagement of commercial photographers include ownership of resulting images, extent of use, liability associated with using the images, and the images accessibility to other departments.

The University has two agreements for this need. When the University engages a commercial photographer to take photographs for a fee or to other benefit, the photographer, in the absence of any agreement to the contrary, owns the copyright to those photographs, not the University. The photographer would have the right to restrain the University from using the photographs for any other reason than as described as the initial purpose. For example, if the photographer was engaged to take photographs to be shown in particular lectures or to be published in a particular University magazine, the photographer may not allow those photographs to be used for any other purpose such as, perhaps reproducing them on the Internet or in any another magazine.

It is, therefore, important to have an agreement with the photographer to ensure that the University either owns the copyright of the photograph so it can use those photographs for any purpose (Work for Hire), or at the very least that the University has an unlimited right to use the photographs (License to Use). Please choose the appropriate form, complete, and attach to your purchase requisition.

 - [Work for Hire Agreement](#)
 - [License to Use Agreement](#)
- Sole Source**
 - [Sole Source memo](#)
 - [Sole Source Justification Form](#)
- Equipment Loan**
 - [Equipment Loan Agreement](#)
- Vendor Forms**



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Vendor Requests

Aver Smith, Accounts Payable and Travel Supervisor

Vendor Requests

- All new vendor requests and current vendor changes should be initiated through eBuy, ePay, or iTravel.
- Examples of vendor changes are:
 - adding new addresses
 - vendor name changes
 - correction to existing address
- With certain exceptions, one of the below IRS Forms are required to establish a vendor:
 - *W-9: Request for Tax Payer Identification Number and Certification, or*
 - W-8 series - Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting
- A W-9 or W-8 is also required for all vendor name changes and for certain vendor address changes
 - The requesting department is responsible for obtaining the required forms

Vendor Requests – cont.

All tax forms should be faxed to the Accounting Office, fax (951) 827-3314.

- Please do not email any tax forms such as W9, W8, and Forms 587 and 590.
- W-9 and W-8 forms are not required for non-employee traveler reimbursements processed through iTravel or Refunds/Reimbursements processed through ePay.
 - When requesting a new vendor for this purpose, please note in the Comment field that the vendor is for reimbursement only.



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AP Email Address

Aver Smith, Accounts Payable & Travel Supervisor

AP Email Address

- Vendors should send invoices directly to Accounts Payable either through US Mail or via email per the instructions contained on the purchase order. Ensuring this process is followed will allow for prompt payments
- Vendor invoices should be emailed to:
apinvoice@ucr.edu
- AP email address is for receipt of vendor invoices only
- One vendor invoice per email (to assist with automation efforts).

AP Email Address – cont.

- A copy of the purchase order with a valid order number should be provided to the vendor for each purchase; the PO provides important information to the vendor about the purchase and payment process. Ensuring this process is followed will avoid payment delays and improve efficiencies.
 - Vendor invoices sent to accounting without a PO number noted will be returned to the vendor requesting a revised invoice that reference the PO number.
- Communication to AP operators should be sent to the AP operator's direct email address.
- Please remove the apinvoice@ucr.edu email address on communication email strings

Accounts Payable Contacts

Travel questions and feedback:

Service Now or

travelfeedback@ucr.edu

EPay questions and feedback:

Service Now or

epayfeedback@ucr.edu

PO Invoice Related:

Elaine Danford, Rosmery Martinez, and
Cathy Newland

Vendor Maintenance:

Pending Recruitment

Subcontracts, Travel Card, and

Other Accounts Payable inquiries:

Dottie Ford or Sandy Danford

Escalation of Accounts Payable,

iTravel or ePay issues:

Aver Smith

Director of Procurement, Business Contracts,

Accounts Payable, and Travel:

Ellery Triche

AVC Business & Financial Services:

Bobbi McCracken



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Open Discussion & Questions?

Ellery Triche

Director, Procurement & Accounts Payable



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Next eBuy/AP User Group Meeting: *March 8th, 2018*

Preliminary List of Topics

- Procurement Training 101 (Bus 43)
 - Competitive Bids & Quotes
 - Unauthorized purchases
 - Hotel Contracts
 - Select topics from (July) feedback survey
- A/P Training



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Thanks for Coming!

Survey Link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVetsbWuOrYNAo7gHdjTh-yZUOFNXWUZDUUJNWVg1RU0wUFFCU0pKTlc0Ny4u>