









Staff Update

P2P Management



Vendor Maintenance

Aver Smith (Accounts Payable)



Transcepta Overview

Aver Smith (Accounts Payable)



Transcepta & eBuy Standards

Gigi Tisdom (Procurement)



eBuy | Standard Format Examples

Ana Cotton (Procurement)



User Group Meeting Dates Update

P2P Management



Staffing Updates



Procure To Pay

 Director of Procurement, Business Contracts, Accounts Payable & Travel:
 Vacant

Business Contracts

Business Contracts
Administrator:

April Blackburn

Procurement

Procurement Analyst IV – Technology:

Alan Stauffer (8/12/19)

Procurement Analyst IV – Research:

Under Recruitment

Pro-Card Administrator IV:
Vacant



Change Necessity

Campus Growth

- Increased rapidly over the last 15+ years and anticipated to continue
- Volume increasing in all areas
- Staff resources limited

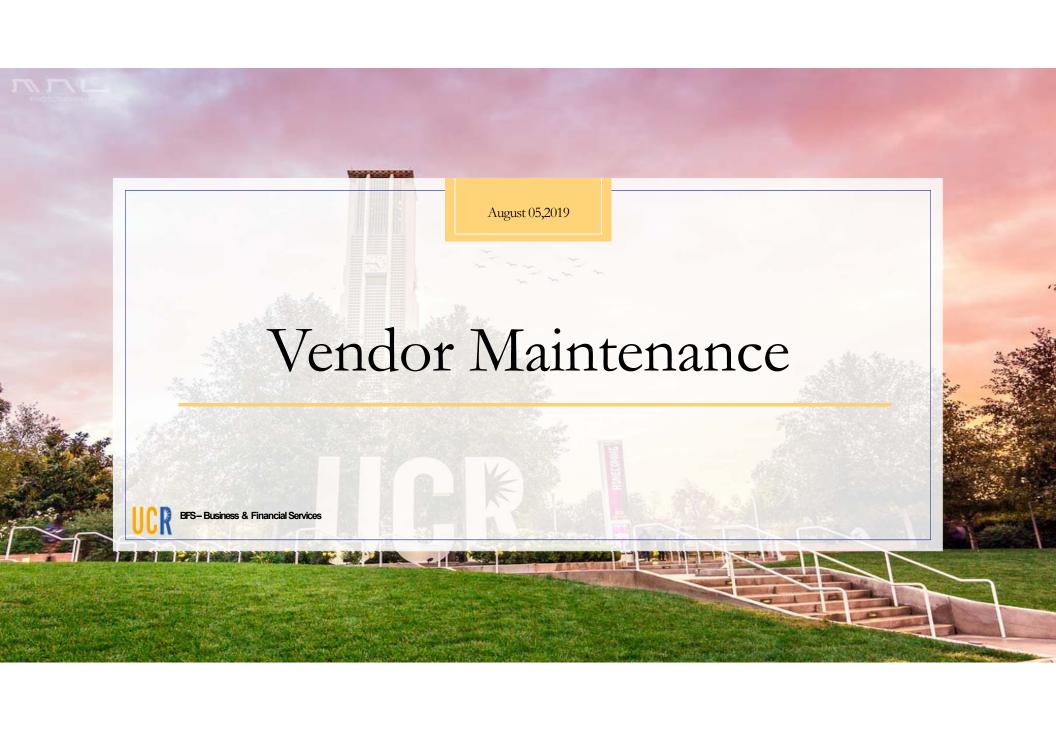
Our Systems

- Outdated and unsupported
- Highly customized/Homegrown
- Institutional knowledge diminishing with turnover

Our Controls

- Lack of standardization and too many exceptions (small campus mentality)
- Lack of accountability
- Too many touch points
- When is the last time your department reviewed and updated your control procedures?
- Increased instances of established procedures being bypassed (e.g. invoice sent to department instead of directly to AP, incomplete POs?)

Although UCR has many dedicated and hard working staff, the current processes are unsustainable





Vendor Maintenance



Many organizations are experiencing increased instances of fraud and attempted fraud, including higher education.

Similar to other institutions, additional verification procedures must be put in place to validate vendor information.



Vendor Maintenance cont'd



To ensure valid vendors are established, payments are directed to the proper location, and our vendors personal protected information is secured, the following steps will be enforced:



All requests for vendor additions and changes must be requested via the Vendor Request System



Applicable federal tax forms are required for additions or changes to information in the vendor database.

W9 – US citizens or US resident aliens

W8-BEN – Non US companies

W8-BEN-E. – Individuals that are <u>not</u> US citizens or US resident aliens



Required forms to be faxed to the Accounting Office at (951) 827-3314 or mailed directly from the vendor to AP.

Tax forms are not to be emailed to AP or any department staff members as tax documents may contain personal protected information, such as SSN.



Vendor Maintenance cont'd



If the vendor's remittance address is different from their business address, the remittance address must be referenced on their tax form (most common for corporations)

• This procedure is not a request to replace their business address, rather to <u>add</u> the remittance address on the tax form to reflect both addresses.

Name (as shown on your income EXAMPLE COMPANY Business name/disregarded entity			not make this inter bush		
3 Check appropriate box for federal following seven boxes. Individual/sole proprietor or single-member LLC. Limited liability company. Enter Note: Check the appropriate b LLC if the LLC is classified as another LLC that is not disregis disregarded from the owner.	C Corporation or the tax classification oox in the line above to a single-member LLC arded from the owner	S Corporation (C=C corporation, S=5 r the tax classification that is disregarded from tor U.S. tederal tax pur	Partnership Scorporation, P.Partn of the single-member in the owner unless the poses. Otherwise, a si	Trust/estate ership) owner. Do not check owner of the LLC is ngle-member LLC that	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from FATCA reporting code (if any)
☐ Other (see instructions) ▶					physics to accounts maintained outside the U.S.
5 Address (number, street, and apt	or suite no.) See instr	uctions.		Requester's name a	and address (optional)
12345 STREET NAME 6 City, state, and ZIP code					
CITY, ST 98765 7 List account number(s) here (optic					



Vendor Maintenance cont'd

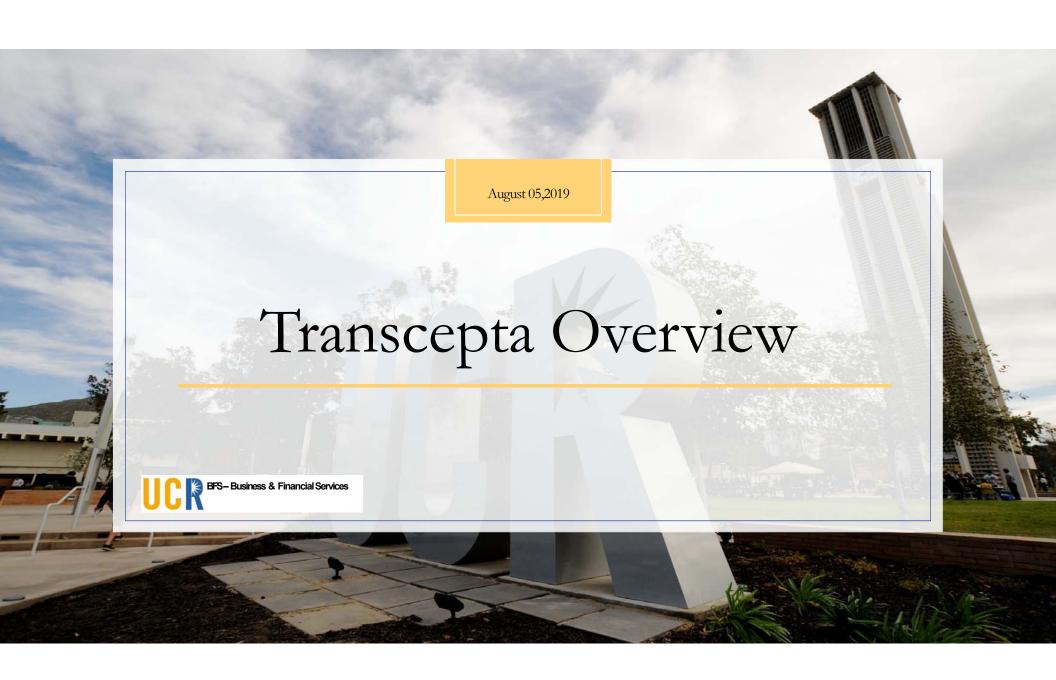


If a vendor will not provide a tax form and/or reference their remittance address on the tax form (most applicable to procurement transactions):

- Consider payment via PCard
- Contact Procurement Services for assistance with identifying a different vendor

Best practices to reduce fraud:

- Inform vendor to submit tax forms directly to AP
- When possible, utilize existing UC strategically sourced agreement vendors
- Utilize a PCard for the transaction as appropriate.
- Department must ensure control procedures are in place to promptly identify and report questionable PCard transactions.





Transcepta Overview



- Transcepta is a supplier network established to facilitate the procure to pay process
- Transcepta provides suppliers with secure invoice submission and monitoring capabilities
- Transcepta transforms supplier invoice data to interface directly with customer payable systems.







What will Transcepta do for UCR?

- Enroll our designated suppliers into their network
- Provide our suppliers with a secure portal to transmit invoice information
- Receive invoices directly from the supplier on behalf of UCR
- Pre-screen and validate supplier invoices against the UCR purchase order
- Convert invoice information into UCR's electronic invoice format
- Transmit the invoice data and invoice image into UCR's payable system







How it works?





What are the campus benefits?

- Improved accuracy
- Less errors for UCR staff to resolve
- Reduced lead time between invoice receipt and payment
- Visibility of PDF invoice images
- Reduced potential for lost invoices
- Reduced time spent and delays in multiple handoffs of paper invoices
- Improved opportunity to take advantage of available early payment discounts





Timeline

- Pilot suppliers (20) began submitting invoices to Transcepta in May
- Phase 1 suppliers are being contacted now
- More than 70% of our invoice volume is related to 100 suppliers
- Go-live planned by 8/31/19
- On-going efforts to convert suppliers to Transcepta

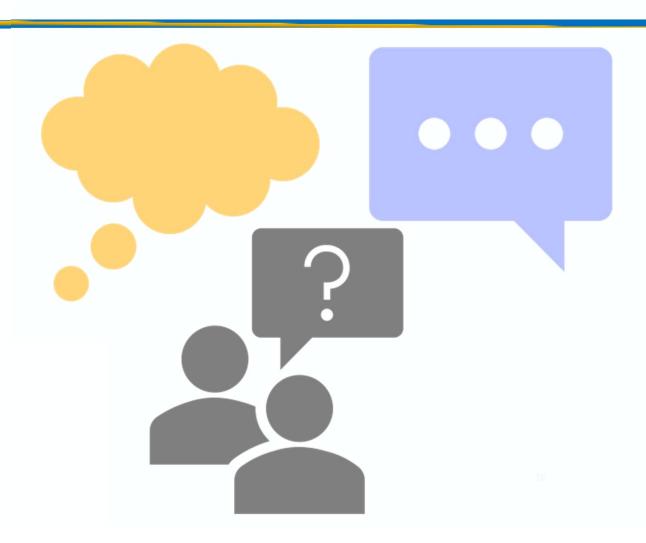


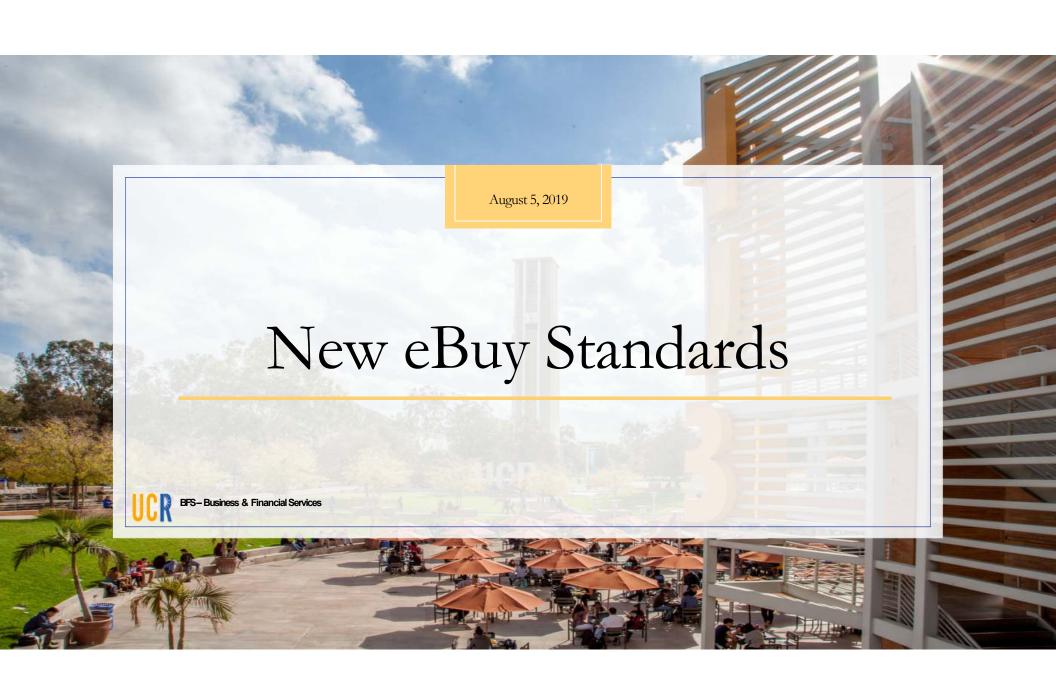


QUESTIONS

COMMENTS

CONCERNS





July 11, 2019

Workshop Committee

Bill Sutton Hector Linares	College of Nat & Agr Sciences Aux Budget & Finance	Sarah Jean Acrey	BMPN Administration
Kimberly Reeder	Student Health Services	Gae Purvis	Procurement
Geoffrey Clouser	Aux Budget & Finance	Marshall Holman	Facilities Services
Henry Gutierrez	Procurement	Sandra L Danford	Accounting
Edith Torrez	SOM Strategic Rsc Ctr	Valerie Thomas	CE-CERT
Aver Smith	Accounting	Lisa Cusick	University Communications

THANK YOU!

1st User Group Workshop
Committee Members.

Your participation, feedback and collaboration gave us the needed insight to streamline todays User Group inclusively and efficiently.

We appreciate you!



Benefits of New eBuy Standards

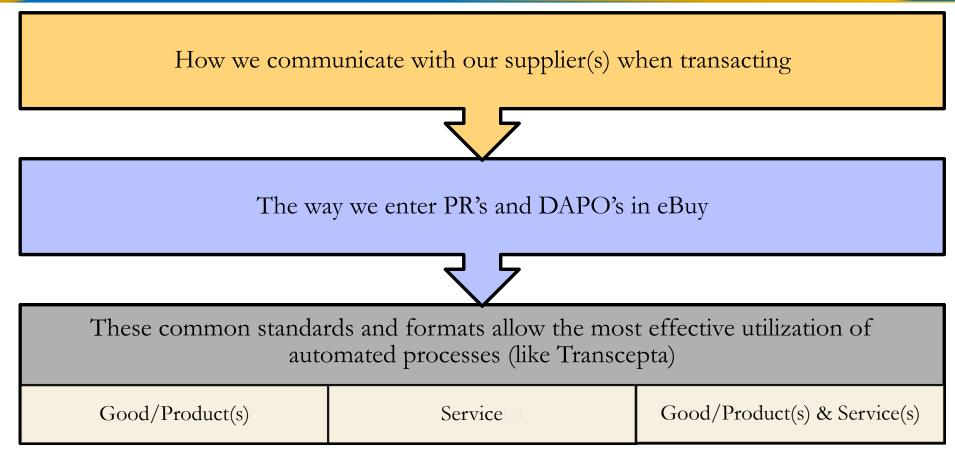


- Standards will simplify PO/PR/DAPO entry in eBuy
- Create quality historical purchasing data for:
 - O Strategic Sourcing opportunities
 - What we purchase?
 - How we spend?
 - Who we are spending with?
 - Identify new catalogue/punch-out opportunities
 - o Establish key supplier partnerships for campus requirements
- Improve accuracy and efficiency of processing invoices for payment



What will change?







Supplier Communication



What details should you request from the Supplier to confirm your order?

- ✓ Item identifier (Part #/Manufacturer #/SKU)
- ✓ **Proper** good/service **description**
- ✓ Agreed upon price
- ✓ Unit of Measure (UOM)
- ✓ Tax
- ✓ Expected delivery/completion date
- ✓ Freight or Shipping & Handling
- ✓ Payment terms

REMINDER: Suppliers will be required to submit their invoices directly to Transcepta.



Supplier Communication



How do you obtain the information from the supplier?

- Ask the Supplier how items will be organized on their invoice?
- Obtain a quote of the complete order
- Request an email confirmation
 - ✓ Sales order/acknowledgement

 DO NOT SIGN OR RETURN TO SUPPLIER
 - √ Performa invoice

Note: This is a quotation; not a payable invoice

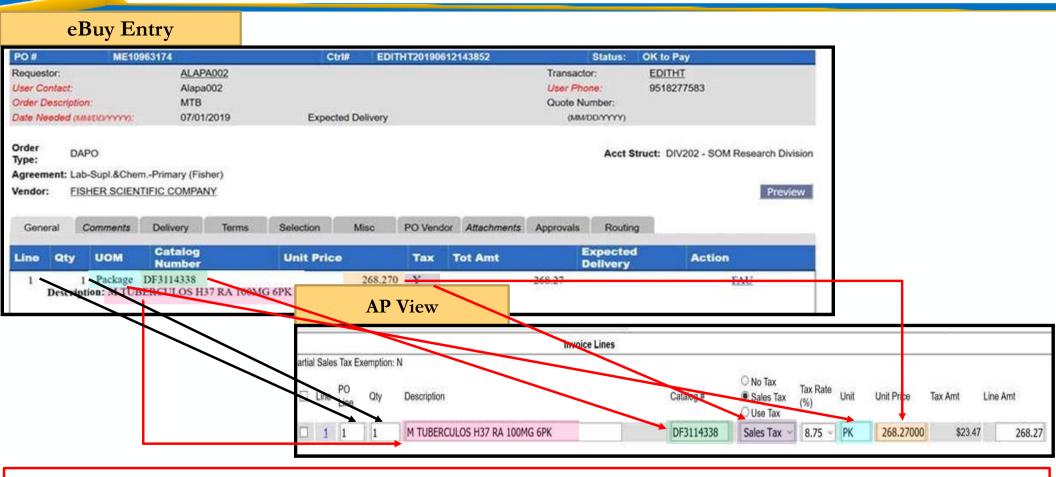
- ✓ Other
- Explore and use Jaggaer catalogue/punch-out for your purchasing needs or the PCard

REMINDER: Suppliers will be required to submit their invoices directly to Transcepta.



eBuy & A/P Screen Shots





REMINDER: AP's View Description is limited to 29 characters and that is why a Catalog # is very important



PO Codes | Standard Formats



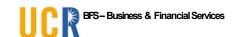
The below codes should be entered in the Catalog # field when a Part # is NOT available:

Codes	Description
SVC	Service(s)
PYMT #1, 2, 3	Progressive Payment
PYMT YR #1, 2, 3	Multi-Year Payment
DEP	Deposit
TAX	Shipping/Handling tax

NOTE: No longer add \$0.00 lines for purchase details; all comments should be added in the Description underneath the PURPOSE of the good/service.



PO Types | Standard Formats



РО Туре	Description	Catalog #	Code = Catalog #
Good/Product(s)	Noun, Modifier	Part #/Manufacturer #/SKU	N/A
Service(s)	SVC, Type	N/A	SVC
Good/Product(s) & Service(s)	Line 1: Noun, Modifier Line 2: SVC, Type	Line 1: Part #/Manufacturer #/SKU Line 2: N/A	Line 1: N/A Line 2: SVC

NOTE: No longer add \$0.00 lines for purchase details; all comments should be added in the Description underneath the PURPOSE of the good/service.



Understanding Discounts



Payment Term:

- Payment Term (e.g. 2%/10 Net 30 days) is a Header entry and taken at the time the invoice is being processed for payment.
- It should NOT be calculated or reflected in the PO line item details.

Reduced/Negotiated Price/Cost:

- Enter line item discounted price on the PO (Calculate prior to your entry).
- DO NOT enter a (-)negative line to offset discount purchase price.



Stay tuned for eBuy examples...











Payment Types



Payment Type	Definition	Instruction
Progressive	Partial payments made at different stages of work (or delivery), instead of making one full payment on completion	Catalog Number should indicate the payment increment <i>Code:</i> PYMT #1,2,3
Multi-Year	A contract/agreement for the purchase of services for more than 1 year	Full duration of the agreement should be reflected in the PO <i>Code:</i> PYMT YR #1, 2, 3
Material/Labor	Material: Components used to produce a product/render a service Labor: Human efforts utilized to create a product/service.	Material should be presented as a separate line from labor due to taxation Material: TAXABLE Labor: NON-TAXABLE
Deposit	Payment due prior to execution of order	Approval required AVOID AT ALL COST
Freight	Transport of goods by truck, train, ship, or aircraft	Any freight charge above \$250 requires separate line NON-TAXABLE
Shipping / Handling	A combination of shipping charges and labor for packing.	Shipping/Handling should be presented as a separate line TAXABLE
Taxation	Tax is based on the delivery location	If tax code is not available in eBuy then a separate line must be created for payment of tax. Code: TAX NOTE: Lines effected by the tax rate should be noted in the Description: Purchase Details of the tax line



Unit of Measure (UOM) - Use



✓ Each	Gross	Person
Case	-Group-	Pint
Additional Per Month	Hour	Pounds
Bag	Hundred	Ream
Bottle	Inch	Roll
Box	-Incident-	Sheet
Bundle	-Job	Spool
-Cage	Keg	Square Foot
-Cost-	Kilogram	Square Inch
Cubic Foot	Kit	Square Meter
Cubic Meter	-Length	Square Yard
Cubic Yard	Liter	Tank -
Cylinder	Lot	Thousand
- Day -	-Mile	Ton
Dozen	-Month-	Transfer
Drum	-Night-	Tube
- Event-	Ounces	Week-
Foot	Package	Yard
Gallon	Pair	Year -
Gram	Per Test	



Good/Product(s) | Standard Format



Quantity:	Relate to UOM
Unit of Measure:	Each 😊
Description:	Noun, Modifier PURPOSE: Use/Application Purchase Details
Catalog Number: <i>Unit Price:</i>	Part #/Manufacturer #/SKU \$USD
Taxable: Expected Delivery Save & Add	Yes No MM/DD/YYYY (MM/DD/YYYY) Next Save Close

Quantity:

• Use selling UOM

Unit of Measure:

• Refer to the **UOM Symbols** handout

Description:

- Part 1: Noun, Modifier
- Part 2: PURPOSE: Explanation
- Part 3: Purchase Details

Catalog Number:

• Part #/Manufacturer #/SKU

Unit Price:

• \$USD **MUST** match the UOM for each line item based on the invoice/quote received from the supplier

Taxable:

 Generally all good(s) are taxable; research good(s) may be permitted to reduced sales tax terms if applicable

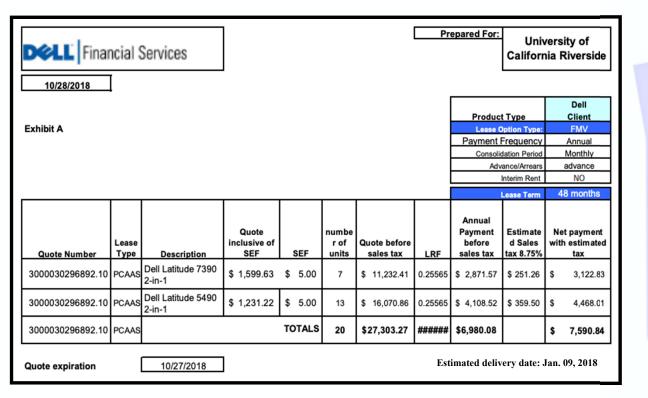
Expected Delivery:

• Expected delivery date of item(s)



Good/Product(s) | Example 1





Scenario #1

- Department: ITS
- Lease for 20 Dell laptops
 - 7 (Model 7390)
 - 13 (Model 5490)
- Lease agreement: 4 years (48 months)
- Payment Frequency: Annual
- Estimated Delivery: 1/09/2019

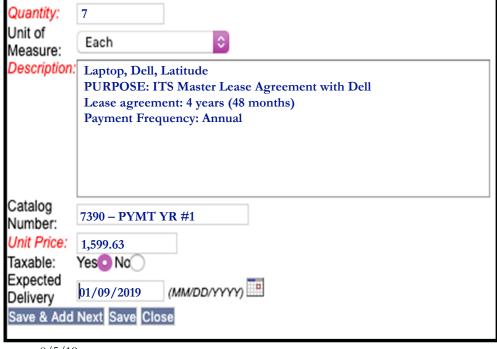


Good/Product(s) | Example 1 Sample



Year 1

Line #1



Line #2

Quantity:	13
Unit of Measure:	Each
Description:	Laptop, Dell, Latitude PURPOSE: ITS Master Lease Agreement with Dell Lease agreement: 4 years (48 months) Payment Frequency: Annual
Catalog Number: <i>Unit Price:</i> Taxable: Expected Delivery	5490 – PYMT YR #1 1,231.22 Yes No 01/09/2019 (MM/DD/YYYY)
	Next Save Close

8/5/19



Service(s) | Standard Format



Quantity:	1
Unit of Measure:	Lot
Description:	SVC, Type PURPOSE: Explanation Purchase Details
Catalog Number: <i>Unit Price:</i>	SVC
Taxable:	SUSD Yes No MM/DD/YYYY (MM/DD/YYYY)
	Next Save Close

Quantity:

• For Non-Progressive Payments : 1

Unit of Measure:

- Lot
- Hour

Description:

- <u>Part 1:</u>
 - o SVC, Temp
 - o SVC, Security
 - o SVC, Legal
 - o SVC, Install
 - o SVC, Maint
 - o SVC, Prof...
- Part 2: PURPOSE: Explanation
- Part 3: Purchase Details

Catalog Number:

• SVC

Unit Price:

\$USD **MUST** match the UOM for each line item based on the invoice/quote received from the supplier

Taxable:

 Generally service(s) are not taxable however apply appropriate taxes based upon the purchase conditions.
 Ensure that labor/installation services are featured as separate line items and represented as NON-TAXABLE

Expected Delivery:

• Expected completion of service(s) rendered



Service(s) | Example 2



P.O. No.	Terms	Project			Account #
	Net 30				
	Descripti	ion	Qty	Cost	Total
	normal business itional 3% cost of the future), will eding Owner/Pri- cluded in total and p / MFG standard otted in scope of an oplace from traditions, medical exams frame kits, over- adhesive membrates or portated since of the condition of existing	hours. of contract amount if required. be based on the same markup for profit & labor me Contract/Contractor predetermined rates. nount. d duration on materials. work above) le damage. A certifications. s/vaccinations. head sectional doors, skylights. ranes.	1	960.00	960.00
палк уой Ап			Tota	al	\$960.00

Scenario #2

- Department: Student Recreation Center
- Replacement of broken glass door
- Estimated Delivery: 3/28/2019



Service(s) | Example 2 Sample



Quantity: Unit of Measure:	1 Lot
Description:	SVC, Repair, Door, Glass PURPOSE: Replace Broken door glass; CookWell Kitchen @ Student Rec Center (SRC) South 1 = Approx Size 42" X 90" 1" O.A. 1/4" Solarban 60 Temp / 1/2" Bronze Air / 1/4" Clear Temp NOTES: prevailing wages, performed during normal business hours. Contractor shall furnish and utilize manufacturer's specified materials and procedures for all installations. Coordinate and furnish an installation schedule with the University prior to start of work. Installation start date shall be determined and mutually agreeable between University contact and Vendor. Warranty: One(1) year workmanship/ MFG standard duration on materials.
Catalog Number:	svc
Unit Price:	960.00
Taxable: Expected Delivery	Yes No (MM/DD/YYYY) (MM/DD/YYYY)
Save & Add	Next Save Close



Service(s) | Example 3



Temp.

Temporary Worker Request Form					
Requestor/Super	Donald Duck		Date:10/01/2018		
REASON FOR	ΓΕΜΡ:	n Leave			
	Emp	loyee Name:	le		
	**	of Leave: Medical			
	FTE:	1			
	Open Positi	on - OP #:	FTE:		
	Other:				
TEMP AGENCY: JOB TITLE:	HOWROYD-WRIGHT (A	APPLE ONE)	NUMBER OF TEMPS: 1		
JOB DUTIES:	Cook exceptional meals	for Club 33 guests			
LOCATION OF WORK:	Club 33				
OF WORK:		BILL RATE:	\$30.24		

Scenario #3

- Department: Auxilary Services
- Temp Name: Minnie Mouse
- Job Title: *Top Chef*
- Location: Disneyland, Club 33
- Bill Rate: \$30.24
- Hours Worked: 159.5
- Start Date: 10/15/2018 1/30/2019



Service(s) | Example 3 Sample



Temp.

Quantity:	159.5
Unit of Measure:	Hour
Description:	SVC, Temp. M. Mouse PURPOSE:; Temporary Top Chef Pay Rate: \$30.24 Start Date: 10/15/2018 End Date: 01/30/2019 Location: Disneyland, Club 33 Contact: Donald Duck Telephone: 951-222-2222
Catalog Number:	SVC
Unit Price:	30.24
Taxable: Expected	Yes No O
Delivery	01/30/2019 (MM/DD/YYYY)
Save & Add	Next Save Close

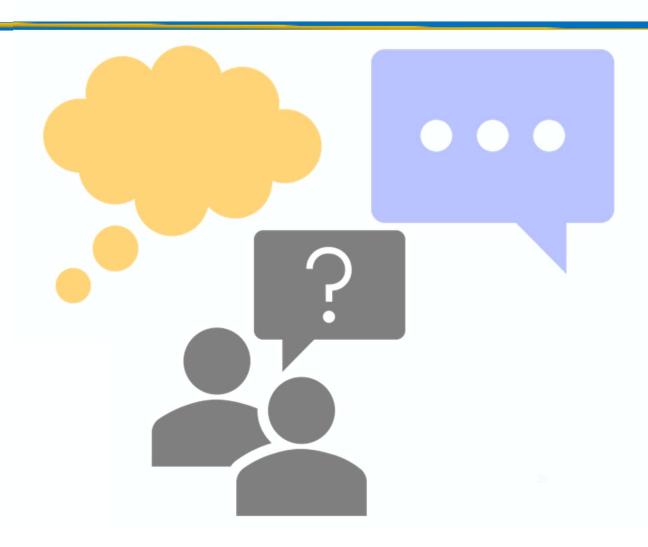




QUESTIONS

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User Group Meeting Dates



eBuy | Accounts Payable User Group

Location: Alumni Visitor Center



• October 21, 2019 | 3:00 – 4:30 PM



• January 17, 2020 | 3:00 – 4:30 PM



• March 18, 2020 | 3:00 – 4:30 PM



eBuy | Accounts Payable User Group | IFS-Business & Financial Services





nttps://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVHxa7awvOrxBsjMdUKiFxZRUMldRNUVLVk1NQzVJOU03QUFRUFNVTkxHTi4u