

August 05, 2019

eBuy/Accounts Payable

User Group



BFS – Business & Financial Services

Agenda



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

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- Outdated and unsupported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

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Vendor Maintenance



BFS – Business & Financial Services

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.

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 not 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.

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 **add** the remittance address on the tax form to reflect both addresses.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

EXAMPLE COMPANY

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 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) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

12345 STREET NAME

6 City, state, and ZIP code

CITY, ST 98765

7 List account number(s) here (optional)

REMITTANCE ADDRESS: 345 STREET NAME, CITY, ST 98768

See specific instructions on page 3.

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.

August 05, 2019

Transcepta Overview

UCR BFS - Business & Financial Services

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

Transcepta Overview *cont'd*



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 hand-offs 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



August 5, 2019

New eBuy Standards

UCR BFS – Business & Financial Services

July 11, 2019

Workshop Committee

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

THANK YOU!

**1st User Group Workshop
Committee Members.**

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

We appreciate you!

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

What will change?

How we communicate with our supplier(s) when transacting

The way we enter PR's and DAPO's in eBuy

These common standards and formats allow the most effective utilization of automated processes (like Transcepta)

Good/Product(s)

Service(s)

Good/Product(s) & Service(s)

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.

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

eBuy Entry

PO #	ME10963174	Ctrl#	EDITH20190612143852	Status:	OK to Pay
Requestor:	ALAPA002	Transactor:	EDITHI		
User Contact:	Alapa002	User Phone:	9518277583		
Order Description:	MTB	Quote Number:			
Date Needed (MM/DD/YYYY):	07/01/2019	Expected Delivery	(MM/DD/YYYY)		
Order Type:	DAPO	Acct Struct:	DIV202 - SOM Research Division		
Agreement:	Lab-Supl.&Chem.-Primary (Fisher)				
Vendor:	FISHER SCIENTIFIC COMPANY	Preview			

General Comments Delivery Terms Selection Misc PO Vendor Attachments Approvals Routing

Line	Qty	UOM	Catalog Number	Unit Price	Tax	Tot Amt	Expected Delivery	Action
1	1	Package	DF3114338	268.270	Y	268.27		FAU
Description: M TUBERCULOS H37 RA 100MG 6PK								

AP View

Invoice Lines

Partial Sales Tax Exemption: N

Line	PO Line	Qty	Description	Catalog #	Tax	Tax Rate (%)	Unit	Unit Price	Tax Amt	Line Amt
1	1	1	M TUBERCULOS H37 RA 100MG 6PK	DF3114338	Sales Tax	8.75	PK	268.27000	\$23.47	268.27

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

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 Type	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)	<i>Line 1:</i> Noun, Modifier <i>Line 2:</i> SVC, Type	<i>Line 1:</i> Part #/Manufacturer #/SKU <i>Line 2:</i> N/A	<i>Line 1:</i> N/A <i>Line 2:</i> 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.



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...

QUESTIONS
COMMENTS
CONCERNS



August 5, 2019

eBuy | Standard Formats

Examples

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 Code: 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 Code: PYMT YR #1, 2, 3 ...
Material/Labor	<i>Material:</i> Components used to produce a product/render a service <i>Labor:</i> 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	Ouncex	Week
Foot	Package	Yard
Gallon	Pair	Year
Gram	Per Test	

Quantity:

Unit of Measure:

Description: *Noun, Modifier*
PURPOSE: *Use/Application*
Purchase Details

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery: (MM/DD/YYYY) 

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)

DELL Financial Services

10/28/2018

Prepared For: University of California Riverside

Exhibit A

Product Type	Dell Client
Lease Option Type:	FMV
Payment Frequency	Annual
Consolidation Period	Monthly
Advance/Arrears	advance
Interim Rent	NO
Lease Term	48 months

Quote Number	Lease Type	Description	Quote inclusive of SEF	SEF	number of units	Quote before sales tax	LRF	Annual Payment before sales tax	Estimated Sales tax 8.75%	Net payment with estimated tax
3000030296892.10	PCAAS	Dell Latitude 7390 2-in-1	\$ 1,599.63	\$ 5.00	7	\$ 11,232.41	0.25565	\$ 2,871.57	\$ 251.26	\$ 3,122.83
3000030296892.10	PCAAS	Dell Latitude 5490 2-in-1	\$ 1,231.22	\$ 5.00	13	\$ 16,070.86	0.25565	\$ 4,108.52	\$ 359.50	\$ 4,468.01
3000030296892.10	PCAAS	TOTALS			20	\$27,303.27	#####	\$6,980.08		\$ 7,590.84

Quote expiration

10/27/2018

Estimated delivery date: Jan. 09, 2018

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*

Year 1

Line #1

Quantity:

Unit of Measure:

Description: Laptop, Dell, Latitude
PURPOSE: ITS Master Lease Agreement with Dell
Lease agreement: 4 years (48 months)
Payment Frequency: Annual

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery: (MM/DD/YYYY)

[Save & Add Next](#) [Save](#) [Close](#)

Line #2

Quantity:

Unit of Measure:

Description: Laptop, Dell, Latitude
PURPOSE: ITS Master Lease Agreement with Dell
Lease agreement: 4 years (48 months)
Payment Frequency: Annual

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery: (MM/DD/YYYY)

[Save & Add Next](#) [Save](#) [Close](#)

Service(s) | Standard Format

Quantity:


Unit of Measure:

Description: SVC, Type
PURPOSE: Explanation
Purchase Details

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery: (MM/DD/YYYY) 

Quantity:

- For Non-Progressive Payments : 1

Unit of Measure:

- Lot
- Hour

Description:

- Part 1:
 - SVC, Temp
 - SVC, Security
 - SVC, Legal
 - SVC, Install
 - SVC, Maint
 - 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			
Description	Qty	Cost	Total	
Furnish and install as quoted, Replace Broken door glass. 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. > Addendum # 0 noted. > Performance/payment bonds are additional 3% cost of contract amount if required. > Change Order rates (if applicable in the future), will be based on the same markup for profit & labor values as this original estimate; superseding Owner/Prime Contract/Contractor predetermined rates. > Appropriate county/city sales tax included in total amount. > Warranty: One (1) year workmanship / MFG standard duration on materials. EXCLUSIONS: (unless specifically noted in scope of work above) > Final cleaning/washing, protection in place from trade damage. > Demolition, abatement, water testing. > Engineering calculations, permits, fees. > Background check/finger printing costs. OSHA / NGA certifications. > Outside training, and site orientations, medical exams/vaccinations. > Hollow metal, solid core, vision-lite frame kits, over-head sectional doors, skylights. > Brake-metal, flashing, jiffy seal, self adhesive membranes. > Graphic or Films > Fire-rated materials. > Contractual personal guarantees (incorporated since 1965). > Responsibility from damage to or condition of existing materials. > And any other product or scope not specifically include.	1	960.00	960.00	
Thank you Art		Total	\$960.00	

Scenario #2

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

Service(s) | Example 2 *Sample*

Quantity:	<input type="text" value="1"/>
Unit of Measure:	<input type="text" value="Lot"/>
Description:	<p>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.</p>
Catalog Number:	<input type="text" value="SVC"/>
Unit Price:	<input type="text" value="960.00"/>
Taxable:	Yes <input type="radio"/> No <input checked="" type="radio"/>
Expected Delivery	<input type="text" value="03/28/2019"/> (MM/DD/YYYY) 
<input type="button" value="Save & Add Next"/> <input type="button" value="Save"/> <input type="button" value="Close"/>	

Temp.

Minnie Mouse

UCRIVERSIDE Auxiliary Services

Temporary Worker Request Form

Requestor/Supervisor: Donald Duck Date: 10/01/2018

REASON FOR TEMP: Employee on Leave
 Employee Name: [REDACTED]
 Type of Leave: Medical
 FTE: 1

Open Position - OP #: _____ FTE: _____
 Other: _____

TEMP AGENCY: HOWROYD-WRIGHT (APPLE ONE) NUMBER OF TEMPS: 1

JOB TITLE: Top Chef

JOB DUTIES: Cook exceptional meals for Club 33 guests

LOCATION OF WORK: Club 33



START DATE: 10/15/2018 BILL RATE: \$30.24

END DATE: 01/30/2019 *See Attached Rates*

Scenario #3

- Department: *Auxiliary 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*

Temp.

Quantity:	<input type="text" value="159.5"/>
Unit of Measure:	<input type="text" value="Hour"/> 
Description:	<div style="border: 1px solid black; padding: 5px;"><p>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</p></div>
Catalog Number:	<input type="text" value="SVC"/>
Unit Price:	<input type="text" value="30.24"/>
Taxable:	Yes <input type="radio"/> No <input checked="" type="radio"/>
Expected Delivery	<input type="text" value="01/30/2019"/> <small>(MM/DD/YYYY)</small> 
<input type="button" value="Save & Add Next"/> <input type="button" value="Save"/> <input type="button" value="Close"/>	

QUESTIONS
COMMENTS
CONCERNS



User Group Meeting Dates

eBuy | Accounts Payable User Group

Location: Alumni Visitor Center

Mon

- **October 21, 2019 | 3:00 – 4:30 PM**

Fri

- **January 17, 2020 | 3:00 – 4:30 PM**

Wed

- **March 18, 2020 | 3:00 – 4:30 PM**



<https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVHxa7awvOrxBsjMdUKiFzZRUMldRNUVLV1k1NQzVJOU03QUFRUFNVTKxHTi4u>