CUBuyplus® User Group Meeting
January 29, 2015

Welcome!
CUBuyplus® User Group Meeting

Agenda

- **Guidance**
  - Multi-Year/Progress Payments
  - eInvoicing

- **Upcoming Process Changes**
  - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - Payment Terms
  - Check Run Process

- **CUBuyplus® Enhancements**
  - Out of Office
  - Receiving

- **Supplier highlights - Ed DuPree**

- **Feedback**
Guidance
## Multi-Year/Progress Payments

<table>
<thead>
<tr>
<th></th>
<th>Multi-year (i.e. software license agreement, etc.)</th>
<th>Progress Payments (i.e. construction, consulting, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Purchase Order</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Line item description should begin with year # (i.e. Yr. 2)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Multi-payments and amount is pre-determined  *enter a separate line item for each payment</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Multi-payments per year and amount is unknown-  * change quantity  * change unit price</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Encumbrance - operating funds only (fund # starts with 1)</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>BSC/Dept. - Will supplier provide an invoice?  *Yes - no further action is needed  *No or unknown - BSC will update master tracking worksheet</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dept. will need to receive  *Note: Dept. should only receive what should be paid at that time</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Multiple payments will be made of known dollar amounts

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yr 1-initial pmt or pmt 1 (describe the product/service)</td>
<td>1</td>
<td>1000.00/unit</td>
<td>1,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Yr 1-pmt 2 (describe the product/service)</td>
<td>1</td>
<td>1500.00/unit</td>
<td>1,500.00</td>
</tr>
<tr>
<td>3</td>
<td>Yr 2-pmt 3 (describe the product/service)</td>
<td>1</td>
<td>2500.00/unit</td>
<td>2,500.00</td>
</tr>
<tr>
<td>4</td>
<td>Yr 2-pmt 4 or final (describe the product/service)</td>
<td>1</td>
<td>5000.00/unit</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

Subtotal: 10,000.00
Shipping: -
Total: 10,000.00
Number of years is known and the amount to be paid in total each year, however, the number of payments are unknown

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yr 1 (describe the product/service)</td>
<td>500</td>
<td>1.00/unit</td>
<td>500.00</td>
</tr>
<tr>
<td>2</td>
<td>Yr 2 (describe the product/service)</td>
<td>2500</td>
<td>1.00/unit</td>
<td>2,500.00</td>
</tr>
<tr>
<td>3</td>
<td>Yr 3 (describe the product/service)</td>
<td>2500</td>
<td>1.00/unit</td>
<td>2,500.00</td>
</tr>
<tr>
<td>4</td>
<td>Yr 4 (describe the product/service)</td>
<td>6000</td>
<td>1.00/unit</td>
<td>6,000.00</td>
</tr>
</tbody>
</table>

Subtotal 11,500.00

Shipping -

Total 11,500.00
Total amount to be paid is known, however, the number of payments and amount of each payment is unknown

Example C  # of payments and amounts are unknown

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Construction of XYZ building</td>
<td>152500</td>
<td>1.00/unit</td>
<td>152,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Subtotal</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Shipping</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>
eInvoicing

• How eInvoicing works
  – Validation between Supplier and Unimarket
    o Purchase order number and line item numbers
    o When validation fails, invoice does not make it to CUBuyplus®
    o A/P is not aware of outstanding invoice and/or credit memo causing past due invoices
  – Validation within CUBuyplus®
    o Three Way match (purchase order to receiving to invoice)
    o 10% Tolerance with a $100 minimum or $1,000 maximum
    o 10% Unit Price Tolerance Percentage
    o When validation here fails A/P will work with BSC Specialist and/or dept.
eInvoicing

• User assistance
  – Line items should not be added to a purchase order
    o open a new order
      ▪ If product has already been delivered, ask BSC Specialist to not send new order to Supplier. This will prevent another shipment from being sent.
    o have supplier email/or mail invoice to be processed as retrofit
  – Crediting shipping, freight, hazardous material fee
    o charge being credited with product from an existing line item should be ok
    o shipping, etc. being credited by itself – supplier must use existing product line item or email/mail the credit memo
  – Challenge – neither the BSC or Dept. are able to see line item numbers
    o Asking for User’s help working with Suppliers and/or notification to BSC Specialist
Upcoming Process Changes
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

• **What is this?**
  – The US Office of Management and Budget (OMB) issued broad revisions to its guidance for federal awards on December 26, 2013 effective December 26, 2014

• **Common References**
  – Uniform Guidance
  – OMB Circular
  – Super Circular
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

• What are some of the major changes?
  – Conflict of Interest
  – Performance Measurement
  – Emphasis on Internal Controls
  – Procurement – Competition
  – Sub recipient Monitoring and Other Matters including Risk Assessment
  – Required Certifications
  – Cost Accounting Standards
  – Compensation and Effort Reporting
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

• **What does this mean for me?**
  – No action needed at this time

• **Next Steps**
  – Project Lead: Paul Tomoser
  – Working teams have been formed to look at policies and processes
  – Communication and training are forthcoming
Payment Terms & Check Runs

• **Payment Terms**
  - Standard payment terms are moving to Net 45 days from Net 30 days
  - Suppliers will be given option to sign up for ACH payments and receive Net 25 days
  - Contract negotiated terms and/or invoice terms will be followed
  - Supplier notifications will begin in February
  - Terms and Conditions linked to Purchase Orders will be updated

• **Check Runs**
  - Moving to twice a week in March (Monday and Thursday)
CUBuyplus® Enhancements
Out of Office

Approvals
You are currently available and will receive approval requests.

Change Availability

Change Availability

I am unavailable

OK Cancel

Change Availability

I am unavailable

Unavailable From *
1/27/2015 7:39 AM

Unavailable To *
7:59 PM

OK Cancel
New Receiving Features

- Receiving – Returns
- Receiving - Undo
Receiving Returns

• Now have four receiving options
  – Manual Close – use when item is no longer available and/or when the supplier has been notified item is no longer needed
  – Receive – use to document quantity that has been received
  – Return – use when an item has been returned
  – Undo – use when quantity received was entered incorrectly

• Receiving sub-menu now shows an accounting of activity for an item
• **Two types of returns**
  – I am returning previously received items
    o Return items that you have previously marked as received in the system. This will reduce the existing received quantity
  – I am returning items just delivered
    o Return items that have just been delivered and have not yet been marked as received in the system. This will not reduce the existing received quantity.
• **Three New Fields**
  - **Return Action (required)**
    - Credit
    - Replace
    - Return Only
  - **Return Code (required)**
    - Damaged
    - Defective
    - Not Required
    - Order Cancelled
    - Order Changed
    - Other
    - Over Received
  - **Note**
    - Not a required field but highly recommend adding a note

---

**Receive Item 1 on Order 740239**

- **Name**: Paper Mate Profile Ballpoint Pen - Bold Pen Point Type - 1.4 mm Pen Point Size - Black Ink - Translucent Black Barrel
- **Action**: Return
- **Receiving Date**: 1/28/2015
- **Return Type**: I am returning previously received items
- **Return Quantity**: 0
- **Return Action**: Choose One
- **Return Code**: Choose One
- **Note**

**Qtys.**
- Ordered: 7
- Delivered: 0
- Received: 0
- Returned: 0
- Invoiced: 0

[OK]  [Cancel]
• **Processing a return**
  
  – Select Reopen
    
    o Note will be required to explain why receiving is being re-opened
  
  – Status will return to Receive
Receiving history will now show the new activity

<table>
<thead>
<tr>
<th>User</th>
<th>Action</th>
<th>Created Date</th>
<th>Receiving Date</th>
<th>Number</th>
<th>Delivered</th>
<th>Received</th>
<th>Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Admin</td>
<td>Return</td>
<td>1/28/2015 10:08 AM</td>
<td>1/28/2015 10:08 AM</td>
<td>2761</td>
<td>0</td>
<td>-1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Admin</td>
<td>Receive</td>
<td>1/28/2015 9:58 AM</td>
<td>1/28/2015 9:51 AM</td>
<td>2755</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return Action: Replace, Return Code: Defective

Note: Supplier has been contacted

Note: Supplier has been notified

Total 7 6 1

Show Hidden Receiving History
Selecting Show Hidden Receiving History will expand the details and show all actions in detail.

### Receiving History for Item 1 - Paper Mate Profile Ballpoint Pen - Bold Pen Point Type - 1.4 mm Pen Point Size - Black Ink - Translucent Black Barrel

<table>
<thead>
<tr>
<th>User</th>
<th>Action</th>
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<td>0</td>
<td>-1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Return Action: Replace, Return Code: Defective</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: Supplier has been contacted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Admin</td>
<td>Reopen</td>
<td>1/28/2015 9:59 AM</td>
<td>1/28/2015 9:59 AM</td>
<td>3751</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: one item is defective</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Admin</td>
<td>Auto-Close</td>
<td>1/28/2015 9:58 AM</td>
<td>1/28/2015 9:58 AM</td>
<td>2756</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Admin Admin</td>
<td>Receive</td>
<td>1/28/2015 9:58 AM</td>
<td>1/28/2015 9:51 AM</td>
<td>2755</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Note: Supplier has been notified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>6</td>
<td>1</td>
</tr>
</tbody>
</table>
Receiving - Return

• **Caution**
  – No notification is sent to the supplier for a return *unless* an invoice has been submitted.
    o Notification is an email
    o Recommend that users contact Supplier to let them know a return is coming
  – Send BSC Specialist a note when a return is done (just for awhile)
    o BSC will monitor the first few all the way through the process
Receiving - Undo

- **Undo feature is located in the Receiving History**
- **Provides ability to correct a previous Receiving action**
- **When should it be used?**
  - Error in quantity received
  - Incorrect Action was selected, i.e. Receive instead of Manual Close
• Selecting Undo will open a new menu and require a note
### Before

<table>
<thead>
<tr>
<th>User</th>
<th>Action</th>
<th>Created Date</th>
<th>Receiving Date</th>
<th>Number</th>
<th>Delivered</th>
<th>Received</th>
<th>Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Admin</td>
<td>Receive</td>
<td>1/28/2015 9:59 AM</td>
<td>1/28/2015 9:59 AM</td>
<td>2758</td>
<td>750</td>
<td>750</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>750</td>
<td>750</td>
<td>0</td>
</tr>
</tbody>
</table>

Show Hidden Receiving History

Close

### After

<table>
<thead>
<tr>
<th>User</th>
<th>Action</th>
<th>Created Date</th>
<th>Receiving Date</th>
<th>Number</th>
<th>Delivered</th>
<th>Received</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Admin Admin</td>
<td>Auto-Close</td>
<td>1/28/2015 9:59 AM</td>
<td>1/28/2015 9:59 AM</td>
<td>2759</td>
<td>750</td>
<td>750</td>
<td>0</td>
</tr>
<tr>
<td>Admin Admin</td>
<td>Receive</td>
<td>1/28/2015 9:59 AM</td>
<td>1/28/2015 9:59 AM</td>
<td>2758</td>
<td>750</td>
<td>750</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Show Hidden Receiving History

Close
Returns & Undo

- Features will be available in CUBuyplus® on Friday, Jan 30th

- Questions?

- Contact Business Service Center for assistance

- Open labs in Labaj training room
  - Thursday, Feb 19 from 2 to 4
  - Friday, Feb 27 from 8:30 to 10:30
Purchasing Updates

Review – Ed DuPree
• Questions/Discussion

Thank You for Attending