CUBuyplus® User Group Meeting
July 30, 2015

Welcome!
Today’s Agenda

• Single Sign-On Update
• Tagging
• TER’s & Direct Deposit
• Invoice Reminders
• Purchasing Topics
• New Features
• Receiving and Requisition Review
• Questions & Follow Up
Single Sign-On

Appearance of Login screen will not change
Single Sign-On

“Forgotten Password” will no longer appear

5 unsuccessful attempts will lock account

Contact Linda or Suzanne to unlock. DoIT cannot assist with CUBP lockout issues
Tagging

• Is it used when selecting a vendor?
TER via Direct Deposit

- Currently submission process for TERs remains the same
  - Fall changes - payment will only be via direct deposit
  - Payment will be deposited into highest percentage account
Invoicing Reminders

• Invoices with a Purchase Order Number should be routed directly to BSC
  – Do not need to include accounting information for these
• Invoicing concerns should be directed to BSC rather than the department contacting the vendor
Purchasing Updates

• Requesting a new supplier
  – Steps taken in the process

• Personal purchases - Payless
New Features for Approvers

- Comments on a Requisition
- Tabs on Requisition Screen
Receiving Review

- **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**
Requisition Review

Save = “Saving” the requisition to your own queue

Reassign = “Submitting” the requisition to BSC for processing
Year end Thank You

• Smooth ending to FY15
• Thanks to all for timely receipts and submission of invoices
• Ideas for improvements for next year?
• Request for future topics
• Next Meeting – end of August
• Questions/Discussion

Thank You for Attending