URFinancials Project
Accounts Payable Special Interest Group
June 13, 2013 SIG Agenda

1) 5/30 Meeting Recap
   • Departmental initiation

2) UR Financials Project Updates
   • P1 Tenant

3) New Material for Discussion
   • Finance Advisory Committee – Payment Timing
   • Project Team – AP (and Department) Roles and Expectations/Responsibilities
P1 Tenant Build

- Tenant = system or environment
- Gold Tenant = Production
- UR has multiple tenants for testing, integrations, etc.
- This is the tenant we will start showing you in more detail and asking some of you to test
- Will be ready at the beginning of July
Recap

- **Departmental Initiation of invoices/payments**
  1. Departments increase use of purchase orders (not blankets)
  2. AP work with suppliers to send invoices directly to AP where supplier can provide FRS account # (Workday Financial Data Model elements) on the invoice
  3. Conditions and rules to be established for departments to initiate in Workday
  4. Departments not yet initiating in Workday will have paper process similar to RFP today (for those invoices that are not associated with PO or not sent centrally to AP)
New Material for Discussion

Finance Advisory Committee (6/21)

• Payment timing
  • Default: Net 30
    • Purchase orders
    • Other supplier invoices, even if no PO
    • Purchasing negotiates/consults on other payment terms as usual
  • No invoice: Immediate
    • Conference registrations, study payments, reimbursements, honoraria
• Pay first reconcile later for discounts
  • Payment terms on all invoices for the supplier would be Immediate for example
  • Even on high dollar invoices, there would be NO approval for a PO invoice
New Material for Discussion

Project Team

• Utilize Location worktag for cashiering locations and credit card terminals – Reject

• Clarify Accounts Payable roles
  • Service level agreement – processing timeframes
  • PMM invoices, AP-entered invoices in WD
  • Outline conditions AP will review and those potentially delaying payment
    • For example: W9 missing for 1099-reportable payment (exception: $275 study rule)

• Documentation expectations
  • Departments responsible for Pcard, FedEx, online ordered-FTP billed
Reminders/Upcoming Activities

Demo Days - Security
• Wednesday, June 19th 1:30-2:30 Seminar Room

Fiscal Year End
• Friday, June 14th deadline for invoices/RFPs, F34, journal entries and payroll reallocations
• Tuesday, June 25th deadline for F3 forms

AP SIG meeting
• Look for announcement for next meeting in July

Tuesday, June 18th RARA meeting announcements
• RFP send backs: PHI/BAA question, W9 missing