UR Financials Project
Accounts Payable Special Interest Group

March 27, 2014
Agenda

• Project Update
• Getting invoices to AP
• AP’s process and how you monitor it
• Documentation and how you get it
• Settlement process and how you monitor it
• Key Dates
Accounts Payable Processing Details

• Getting invoices to AP
  – Use purchase orders and forms just as you do today
    • Use more POs, even if they are blanket POs
    • Expired and Exceeded blanket orders prevent payment
      – Proactively monitor your blanket orders so that you can extend or add money before payment delays occur
Accounts Payable Processing Details
Accounts Payable Processing Details

• Getting invoices to AP
  – AP is still at RC Box 278958
  – AP email box intended for questions
    • AccountsPayable@finance.rochester.edu
    • Emailed forms not accepted
      – signatures must be original
    • We do not have resources to have someone open
      emails, print attachments and run to printer all day long
    • Emailed invoices only accepted if past due
    • Do not email invoices to us: it slows us down
  – AP Fax: 256-0923
Accounts Payable Processing Details

• AP’s process and how you monitor it
  – Electronic invoices
    • PMM EDI810s received daily
    • 17 suppliers send invoices directly to Workday: weekly, semi-monthly, monthly
      – SOLO: start using your WD FDM (FAO and Spend Category) on orders starting June
    • FedEx and Pcard activity downloaded from websites and loaded into WD
      – FedEx: start using your WD FAO and SC Monday 6/23
      – Pcard start using your WD FAO and SC June 26th
        » Activity prior to these dates will post to June ledgers
Accounts Payable Processing Details

- AP’s process and how you monitor it – Paper invoices
  - Mail received twice per day (morning and afternoon)
  - AP sorts mail at end of day after afternoon mail received
  - PMM Regular (U, P and CE; not UK) prepped for scanning immediately
  - PMM Blanket order invoices given to AP staff to Release
    - Invoices for Expired / Exceed / approval copied and sent to department for follow up
    - Once able to release, then scanned
  - All other forms/invoices reviewed and prepped for scanning
  - Invoices/Forms scanned in batches
  - AP Processors view scanned docs and enter into PMM or Workday as appropriate
Accounts Payable Processing Details

• AP’s process and how you monitor it – Paper invoices
  – Once directly entered or integrated into WD you can monitor
    • Supplier Invoices do not post to FAO until Complete
    • Ad Hoc Payments do not post to FAO until Settled
    • Trackable and Construction Spend Categories get routed to UR Asset Manager for Action
    • Remember PMM invoices do not integrate over to Workday until they are Matched in PMM
Accounts Payable Processing Details

- Chart of activity in FRS today and what type of operational transaction they will be in Workday

<table>
<thead>
<tr>
<th>Workday Operational Trxn</th>
<th>Type of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice</td>
<td>PMM Invoice, GPO, PPM, FAC, INV, most F4s</td>
</tr>
<tr>
<td>Ad Hoc Payment</td>
<td>F34, F7, F8</td>
</tr>
<tr>
<td></td>
<td>F4 study payments, patient refunds, petty cash replenishment</td>
</tr>
<tr>
<td></td>
<td>Cash Mgmt emailbox ACH, ACH Manual (tax), Wire</td>
</tr>
</tbody>
</table>
Accounts Payable Processing Details

• AP’s process and how you monitor it
  – Find Supplier Invoices – with Saved Filters
  – Find Payments (Excluding Customer Payments) - with Saved Filters

– Expected security permits a departmental (non-company) user to run these reports and drill into details appropriate for their security
– Company report users will be able to run these reports
Accounts Payable Processing Details

• Documentation and how you get it
  – INFO BELOW NOT FINAL: STILL BEING TESTED

<table>
<thead>
<tr>
<th>Where is supporting Doc --&gt;</th>
<th>WD Document Link</th>
<th>WD Attachment</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice</td>
<td>Yes</td>
<td></td>
<td>SOLO, FedEx, Pcard, EDI810</td>
</tr>
<tr>
<td>Ad Hoc Payment</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Journal Entry</td>
<td>Yes, except Division 10</td>
<td></td>
<td>Yes for Div 10 only same as today</td>
</tr>
<tr>
<td>Ad Hoc Bank Transaction (cash entries)</td>
<td>Yes</td>
<td></td>
<td>Yes for Div 10 only same as today</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MC Cashier, RC Bursar, ESM Cashier</td>
</tr>
</tbody>
</table>
Accounts Payable Processing Details

• Documentation and how you get it
  – Document Link from Supplier Invoice
    • IF NO Document Link: someone in the department should have the supporting docs: FedEx, Pcard, SOLO, PMM EDI810
  – Attachment from AHP, AHBT, Journal Entry
  – No attachment from JE, AHBT
    • Where no attachment, department that initiated the transaction should have supporting documentation
    • AHBT: Deposits made at MC Cashier, RC Bursar and ESM Cashier
Accounts Payable Processing Details

• Settlement process and how you monitor it
  – Find Payments (Excluding Customer Payments) - with Saved Filters
  – Drill to payment (show Payment tab) from Supplier Invoice/Ad Hoc Payment
    • Paid activity shows payment date, Payment Reference
  – Expected security permits a departmental (non-company) user to run these reports and drill into details appropriate for their security
  – Company report users will be able to run these reports
Key Dates

• AP SIG meetings being held 4\textsuperscript{th} Thursday of the month, except April (no meeting in April)
  • 1:00-2:00pm Alumni and Advancement Ctr Seminar Rm
  • Please continue to reach out with questions and share project information with your Department
• Demo Days April 16-18
• Visit UR Financials Project website for additional information and materials from other meetings
  • http://www.rochester.edu/adminfinance/urfinancials/

*Remember to sign in and correct your division and department info as appropriate