FINANCIAL OPERATIONS

ACCOUNTS PAYABLE

AP DROP IN SESSIONS – Q&A

MARCH 18, 2020

DRAFT FOR DISCUSSION PURPOSES ONLY
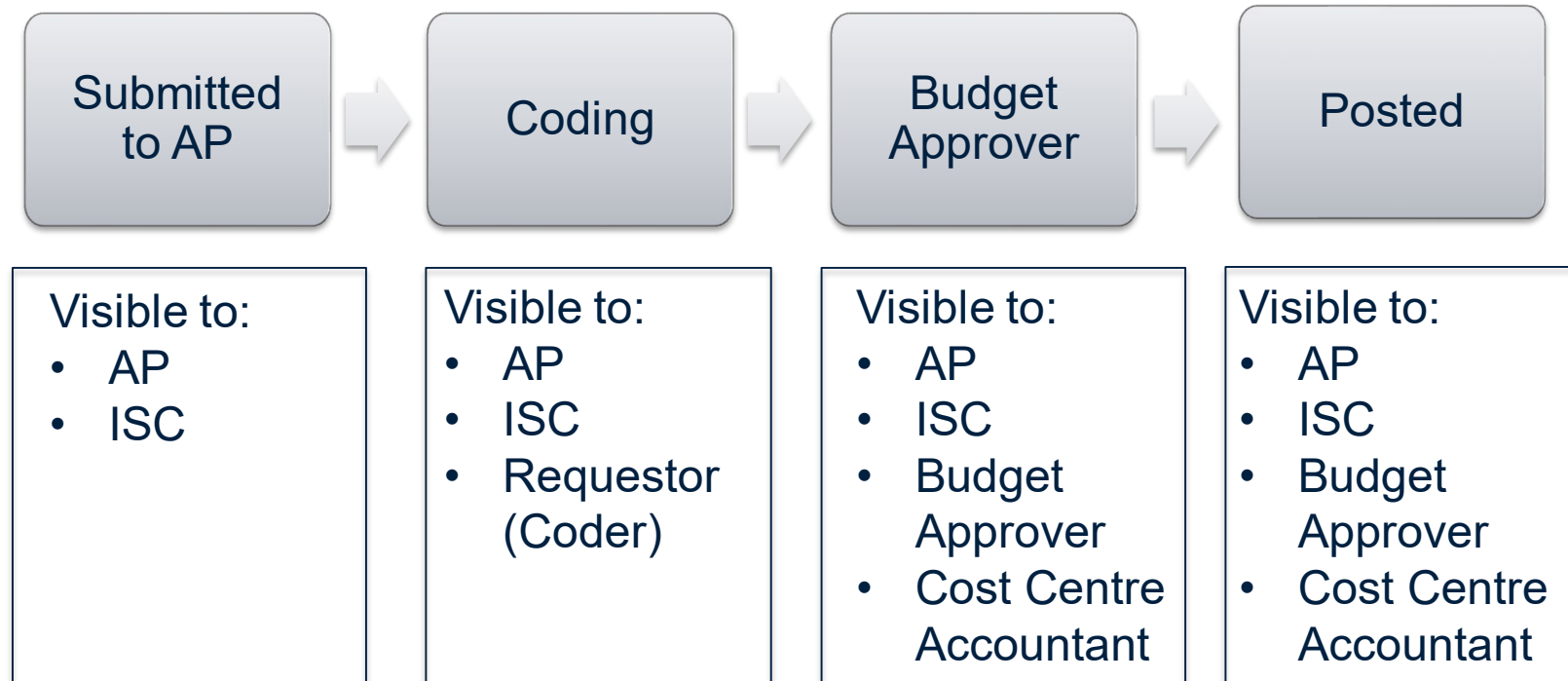**STRICTLY CONFIDENTIAL – DO NOT SHARE OR DISTRIBUTE**

UBC

AGENDA

- Visibility in Workday
- Invoices and "Workday Ready"
- Clinical teaching memo for non-EIB transactions
- Non-employee reimbursements
- Q&A

VISIBILITY – WHO CAN SEE WHAT?

Suppliers should be directed to send invoices directly to AP, so that they can be entered into Workday, and be visible, as soon as possible.

Submitted to AP	Coding	Budget Approver	Posted
Visible to: • AP • ISC	**Visible to:** • AP • ISC • Requestor (Coder)	**Visible to:** • AP • ISC • Budget Approver • Cost Centre Accountant	**Visible to:** • AP • ISC • Budget Approver • Cost Centre Accountant

Providing coding on the invoices DOES NOT expedite the overall process and bypasses several key Workday/ system based steps.

INVOICES

What does it mean for an invoice to be "Workday Ready"

- In order for the AP team to enter an invoice into Workday 3 things are needed on the invoice :
    - It must be billed to UBC
    - The supplier must be set up in Workday
    - A valid UBC PO OR a Requestor Name must be provided

CLINICAL TEACHING MEMO

- For instances of processing clinical teaching payments where we have fewer than 10 payees, the outlined process is to use the Supplier Invoice Request function.

- When doing so, the system will require that backup documentation be provided.

- We would encourage the use of the circulated memo as backup as it includes specific instructions to the AP team on these unique types of payments. This should alleviate any back-and-forth as to what is needed between the submitter and the processor

To: Financial Operations A/P team

From: Faculty of Medicine payment initiators

Subject: Clinical faculty payments – supporting documentation

Date: 4 January, 2021

THIS MEMO IS ONLY TO BE USED AS SUPORTING DOCUMETATION FOR CLINICAL FACULTY PAYMENTS FOR TEACHING

- Clinical teaching payments are made by Faculty of medicine to clinical faculty members who are, in some cases, paid as vendors (suppliers). No invoices are sent to UBC by the vendor, UBC simply makes the payment without an invoice
- In most cases these payments are made through integrated batch processes that do not require any attached supporting documentation (TTPS integration, or vendor batch payment tool), but in cases where individual payments are being made through the 'supplier invoice payment' business process in Workday, Workday requires an attachment. Because the underlying support is variable in $ amount and is dependent on spreadsheet records, it is agreed that this memo will serve as the supporting documentation, on the understanding that the originating FOM unit is still responsible for providing the detailed supporting calculations in the event of an audit or any other query.
- All amounts should be entered into Workday should be entered without GST. If the supplier is set up to charge GST in Workday, the Workday system will calculate and add GST to the amount payable to the supplier

Signatories:

Andrew Glynn

Senior Finance Director, Faculty of Medicine

Thomas Straley

Thomas Straley

Processing notes for Accounts Payable

- For transactions over $5,000.00 please add Andrew Glynn as an ad-hoc approver to the approval chain
- Per instructions of Faculty of Medicine HR, Clinical Faculty payments are not subject to the Employee/Contract review. Workday will prompt users for this information, but the answers may be disregarded for purposes of these payments.
- Per previous agreement with Procurement, for transactions over $3,500 PO exemption 13 should be used.

NON-EMPLOYEE REIMBURSEMENTS

How do we reimburse non-employees in Workday?

- At a high level, if we are reimbursing a non-employee for incurred expenses, we would use the Supplier Invoice Request module in Workday.
  - The payee would need to be set up as a supplier
  - Receipts would be uploaded and coded to the appropriate spend cat/worktag
  - The transaction would route to AP for review, and then on to the Worktag Manager for approval
- Within the Faculty of Medicine however, there are individuals with differing levels of engagement with UBC – Clinical Appointments, Administrative Appointments, Paid Appointments, etc. and some individuals may have multiple engagements.
- Some of these individuals may have access to UBC systems, including the Employee Expense module in Workday

NON-EMPLOYEE REIMBURSEMENTS – CONT'D

How do we reimburse non-employees in Workday?

- We will be working with ISC to understand who has access to what systems, and UBC's tax experts to understand what the implications are of using the 2 methods to reimburse (Supplier Invoice Request vs Employee Expense).

- We hope to begin that project in April, in order to give better guidance on how to process these transactions.

- In the mean time, our recommendation would be to use the Supplier Invoice Request module as this poses the least risk to UBC when reimbursing these expenses.

THE UNIVERSITY OF BRITISH COLUMBIA