

FINANCIAL OPERATIONS

ACCOUNTS PAYABLE

AP DROP IN SESSIONS – Q&A

MAY 13, 2020

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AGENDA

- Billing requirements – items not billed to UBC
- Gift cards/vouchers
- Supplier setup
- HR Assessment Form – Questionnaire in Workday
- Q&A



BILLING REQUIREMENTS

- AP continues to see a large number of invoices that are not billed to UBC. The most common instances are where the invoice is billed to other health entities, projects or individuals :



Invoice

DR. ALISON MAH
328C HEATHER PAVILIN
2733 HEATHER STREET
VANCOUVER, BC V5Z 3J5

Vancouver General Hospital
Revenue Services
1795 Willingdon Avenue
Burnaby, B.C. V5C 6E3
Fax: 604-297-9306

Invoice Date: 5/27/2020
Invoice #: IN000529931
Terms: Due Upon Receipt
GST # R119261048



Invoice

R. THEODORE STEINER
c/o LAURA OLIVEIRA
OOM C328 HEATHER PAVILION EAST
733 HEATHER ST
ANCOUVER, BC V5Z 1M9

CARDIAC REHABILITATION
ATTN: Revenue Services
1795 Willingdon Avenue
Burnaby, B.C. V5C 6E3
Fax: 604-297-9306

Invoice Date: 7/2/2020
Invoice #: IN000530072
Terms: Due Upon Receipt
GST # R119261048



Room 166, Burrard Building
St. Paul's Hospital
1081 Burrard Street
Vancouver, BC Canada V6Z 1Y6
www.hli.ubc.ca
info@hli.ubc.ca

Attn: Pierre Zwieggers
Child-Bright Training Program
V3-309
948 West 28th ave
Vancouver, BC
V6H 3N1

ATTN: LUBA CERMAKOVA
HEALTHY HEART PROGRAM - RESEARCH
ROOM 57A BURRARD BLDG
1081 BURRARD STREET
VANCOUVER, BC V6Z 1Y6

INVOICE

To:
Dr. Jacqueline Saw
VGH Interventional Cardiology
DHCC, 2775 Laurel Street
Vancouver BC
Canada

Invoice #: 2021-0089
Invoice Date: April 15, 2021
Contact: Ben Zhang
Email: ben.zhang@hli.ubc.ca
Phone: 604-682-2344 x68041

BILLING REQUIREMENTS

- Items that are not billed to UBC (or University of British Columbia) cannot be processed for payment.
- AP will contact the supplier and copy the requestor noted on the invoice to inform them that we are unable to proceed based on the invoice we have in hand, and that if UBC is responsible for the payment, kindly request that it be rebilled to UBC.



GIFT CARDS/VOUCHERS

- As we have shifted to a more remote working environment, we are seeing an increase in the use of this kind of payment methods (for example at conferences or department lunches where this would previously have been catered).
- Canada Revenue Agency (CRA) considers the giving of gift cards or vouchers to individuals to be equivalent to a cash payment, and therefore it must be reported as part of their yearly earnings. UBC has consulted with KPMG to determine if there as been any change to this requirement due to the COVID situation, but it has been confirmed that there is no change.
- Whether purchased directly from a company via an invoice, expensed by a UBC employee as a reimbursement, or reconciled against a UBC VISA card, we are required by CRA to collect information on the recipient(s) of the gift card



GIFT CARDS/VOUCHERS

- Required information
 - For gift cards given to non-UBC employees
 - Recipient name
 - Recipient address
 - Recipient SIN (for Canadian residents)
 - For gift cards given to UBC employees
 - The amount must be reported to Payroll as it will need to be included on the employee's T4
 - Pre-approval of the relevant Dean of VP (per UBC policy)



SUPPLIER SETUP

- From a content standpoint (i.e. – which questions are being asked) the supplier setup in Workday is very similar to the supplier setup in the FMS world
- Additionally, just like in FMS, Workday does not have the concept of a one-time use supplier, with reduced information needed for setup. Our reporting requirements are the same whether an entity is paid once, or is paid multiple times.
- With Workday however, there are two changes in the process :
 - 1) An optional avenue for sourcing supplier information has been made available (the supplier registration website). It is not required that suppliers use this (a department may source the information themselves and request a supplier setup) – but if the supplier does opt to go that route, approval from the requesting department will be needed in the Workday system
 - 2) AP transactions cannot be initiated in the system until that setup is complete and correct



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HR ASSESSMENT FORM QUESTIONNAIRE

- Based on the feedback we have received through this forum, it has come to our attention that the HR Assessment Form Questionnaire may be triggering in the system inconsistently.
 - The questionnaire should be a step in the Supplier Invoice Request process that pops up whenever :
 - The payee is set up as an individual (as opposed to a registered business or corporation)
 - The spend category used on the transaction is in the Alt : Services hierarchy
- We are working with ISC to understand what exactly is happening in the system. Early results indicate that there may be additional, unintended criteria applied to this process – but we are still determining exactly what the issue is and how best to proceed.



Q&A

- .Open session for any additional questions or discussion





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