

FINANCIAL OPERATIONS

ACCOUNTS PAYABLE

AP DROP IN SESSIONS – Q&A

JUNE 15, 2020

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AGENDA

- Updates for ongoing items
 - Email remittances to suppliers – memo field
 - How does the HR assessment form trigger in Workday?
 - Gift cards
- Student one time payments
- Finops/ISC Collaboration
 - Analysis of tickets for FAQs
 - Potential training session
- Q&A



MEMO FIELD - REMITTANCE



- Issue – the Workday memo field was not correctly populating on remittance advice that was *emailed* to suppliers.
 - A fix for this is underway and should be completed by the end of the month. Suppliers should receive, as part of their email notification on payment, anything included in this field :

▼ Invoice Reference Information

Ship-To Address	<input type="text"/>
Handling Code	<input type="text"/>
On Hold	<input type="checkbox"/>
Supplier Document Received	<input type="checkbox"/>
Supplier's Invoice Number	<input type="text" value="63886417"/>
External PO Number	<input type="text"/>
Referenced Invoices	<input type="text"/>
Statutory Invoice Type	<input type="text" value="x SYS INT - Punch Out - Canada"/>
Supplier Contract	<input type="text"/>
Total Contract Amount	0.00
Document Link	<input type="text"/>
Memo	<input type="text"/>
Approver	<input type="text"/>
Requisition Type	1. Purchase Requisition

HR ASSESSMENT FORM

- Issue – HR Assessment Form appears to be triggering inconsistently. Underlying cause appears to be due to the fact that a dollar threshold has been applied to the Business Process that should not have been applied.
- We are working with ISC to investigate exactly which spend categories, and what thresholds are, and are not triggering the Form, and correcting accordingly



HR ASSESSMENT FORM

- How the HR Assessment Form is supposed to function :
 - The form was developed by HR in order to assist Finance in making a determination as to whether an individual should be paid for their services as an employee, or as a contractor
 - In Workday, any time a supplier is set up as an individual (as opposed to a business/corporation) AND a service spend category is selected, the system will prompt for action :
 - If the transaction is an SIR – the HR Assessment Form is filled out directly in Workday
 - If the transaction is an invoice sent to AP, the Form unfortunately cannot be filled out in Workday, and we must upload a filled out version of the PDF copy
 - A list of Service spend categories will be included in the Appendix
 - Just as in FMS – if the results of the Form indicate Employee, HR must be consulted in order to proceed



STUDENT ONE TIME PAYMENTS

- Organization-wide, there have been numerous questions surrounding how to pay students for various items (scholarships, awards, bursaries, reimbursements, etc.)
- The three functional areas – HR/Payroll, Enrolment Services (Undergrad and Grad), and Finance are currently working through common scenarios and how these would be processed through the appropriate Workday module
- While it is intended to be high level and not specific to any one Faculty or Unit, there is a call-in session intended for the second week of July where this topic will be discussed and questions can be presented.



FINOPS/ISC COLLABORATION

- Based on feedback received, ISC and FinOps are collaborating to understand the common or frequent Workday process issues arising in the Faculty of Medicine and how these can be addressed
 - ISC has provided FinOps with the last 30 days worth of Service Now tickets. For items related to Invoice/Expense/Procurement, we are analyzing these tickets to see where gaps may exist
 - We are also looking at what job aids could be updated, and/or training provided. The current thought is to convene a smaller focus group to understand the needs and look for the best way forward for all parties.



Q&A

- .Open session for any additional questions or discussion



APPENDIX

- Service spend cats :

Accounting and Audit Services

Advertising and Marketing Services

Athletic Services

Building Major Upgrades | Below \$50000

Building Major Upgrades | Over \$50000

Building Renewals | Below \$50000

Building Renewals | Over \$50000

Catering

Dental and Medical Services

Digital and Creative Services

External Temporary Labour Backfill

Hazardous Waste Disposal

Hospitality and Entertainment

Information Technology Consulting Services

Major Renovations | Over \$50000

Minor Renovations

Patenting | Non-Recoverable Patent Expense

Patenting | Recoverable Patent Expense

Performing Artists

Professional Development and Training

Project Management Services

Property Management

Recruiting Services

Recycling

Security Services

Strategic Consulting Services

Teaching Services

Token of Appreciation

Installation Services | Over \$5000

Investment Management Services

Janitorial Services

Laboratory Services

Laundry Services

Leasehold Improvement | Below \$50000

Leasehold Improvement | Over \$50000

Legal Services

Maintenance | Building

Maintenance | Equipment

Maintenance | Grounds

Maintenance | Information Technology

Maintenance | Vehicle

Major Renovations | Below \$50000





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