

# SUPPLIER SETUP AND CREDIT CARD

Tips and Tricks

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# SUPPLIER SETUP PRIORITY

Suppliers need to be setup before we can issue purchase orders and payments

- Submit supplier setup requests as soon as possible to minimize delays
- High numbers of supplier setup and changes requests are expected in February and March for year end
  - By submitting as early as possible you can beat the rush and help us to get as many things done for year end as we can



# SUPPLIER SETUP CHANNELS IN WORKDAY

## Supplier Self Serve

- Can be used to create new suppliers

## UBC Employee Initiated

- Supplier Setup
- All *changes* must be initiated by UBC employees through Workday



## SUPPLIER SELF-SERVE

- Can be used by **new** suppliers who are not current registered with UBC
- Uses a portal connected to Workday
- After FinOps first review these go to a UBC department contact for approval
- Supplier requests through the self-serve portal have had a very high recycle rate

We recommend using the UBC employee initiated processes because there is a higher level of visibility internally and lower recycle rates



# CHANGE SUPPLIER CONTACT INFORMATION

- Updates for addresses, emails and phone numbers
- Is functionally part of Workday
- Only 1 request can exist at a time



# NON CONTACT INFORMATION CHANGE

- Used For:
  - Banking Information(Payment Type, Remittance Email)
  - Supplier Category, Supplier Group, Residency Status, Tax ID, Supplier Contacts, Supplier Name
- Uses the request module, which is a data collection tool
  - Workday has no built in function for these types of changes
  - The request module is not linked to the supplier object in any way



# COMMON SUBMISSION ISSUES CAUSING DELAYS

## Banking Information

- To set a supplier up to be paid by EFT or ACH we must have:
  1. EFT Form

**AND**

  2. a void cheque **or** a stamped bank letter
- These requirements were set with Treasury and Internal Audit and we cannot make exceptions
- Suppliers outside Canada and the United States need to include and sign the Global Disbursement form



# SUPPLIER NAME

## Supplier Name

For Canadian Companies

- Suppliers with GST will only be set up using business names that can be verified using the GST/HST registry
- [https://www.businessregistration-inscriptionentreprise.gc.ca/ebci/brom/registry/pub/reg\\_01\\_Ld.action](https://www.businessregistration-inscriptionentreprise.gc.ca/ebci/brom/registry/pub/reg_01_Ld.action)

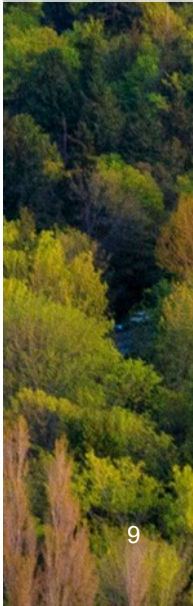




# ADDRESS FORMAT

## Addresses

Match the address format with Canada Post to ensure that cheques will be deliverable

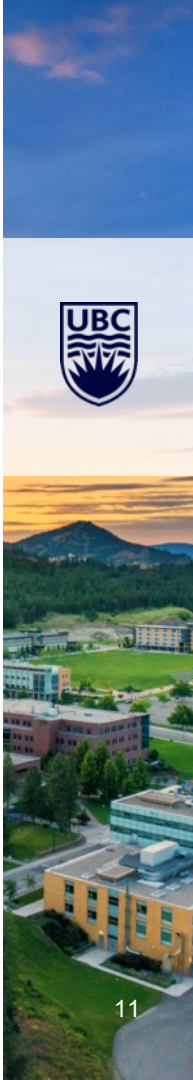


# CREDIT CARD UPDATE



# NEW REPORT AVAILABLE – FIND MY CREDIT CARD TRANSACTIONS

- An updated self-serve credit card report, “Find My Credit Card Transactions” is now available in Workday.
- Accessible to UBC employees who are cardholders, this report allows individuals to review their transactions and retrieve the following information:
  - Expense report number
  - Expense report approval status (draft, in progress or approved)
  - Current approval step for expense reports in progress
  - Current approver for expense reports in process
  - Merchant name
  - Original currency amount
  - CAD billing amount




# FIND MY CREDIT CARD TRANSACTIONS - UNRECONCILED


This report also allows cardholders to easily identify their unreconciled transactions, using the following search criteria:

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### Find My Credit Card Transactions


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Transaction Date on and after  

Transaction Date on and before  

Transaction Status

- New 
- Prepaid
- Pending

Expense Report Status  



## STATUS OF RECONCILIATION IN FOM

Overall the unreconciled balance is \$1.7M

There is still a significant late unreconciled amount to be cleaned up

Area	0-30	30+	60+	90+
Faculty of Medicine	\$860,863.81	\$483,414.04	\$171,530.73	\$237,395.26





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