Welcome
FS Updates Meeting
Tuesday, January 29, 2019
Please Sign In
AGENDA

❖ Guest Speaker Robin Wyatt - International SOS
❖ New Employee Introductions
❖ Travel Updates
❖ Accounts Payable Updates
❖ Procurement Updates
  ❖ Staples – Coffee Break Options
  ❖ PaymentWorks
❖ Questions
Meeting Reminders

❖ Questions are welcome and encouraged at any time.
❖ Raise your hand and wait for the microphone – so all can hear. Otherwise, you’ll just have to repeat it.
❖ State your name and department – let’s all get to know who each other is. This is a good start.
❖ Ask the question.
❖ All questions and answers will be included in the final presentation when posted to the PSS website.
❖ NEW ATTENDEES – There is a lot of information covered in these meetings. You can review the last four FS Updates Presentations for a good foundation on how to interface with Financial Services.
New Employee Introductions

❖ Beth Ortiz – Accounts Payable Coordinator
Travel & Accounts Payable Updates
Accounts Payable Updates

❖ GL Numbers **RSS 102918A**

➢ Have noticed a decrease in the use of the wrong GL numbers on POs and e-NPOs.

➢ Thank you!!!!

➢ Remember to continue to use the link on the AP Resource Page for GL numbers (codes) at [GL Codes](#).

➢ Copies are available today at the sign-in table if you want a hard copy version.
Accounts Payable Updates

❖ Medical Supply/Item Purchases such as:
  ➢ Over-the-counter medical supplies and remedies, bug spray, suntan lotion, other topical items or ingestible items, etc.
  ➢ OK if only used by employees and they administer themselves. Not allowed for any non-employees.
  ➢ Further updates will be communicated via RSS announcement.

❖ If you get a budget error notice from AP, please advise when that has been resolved so the payment can be released or it will remain on hold.

❖ 2019 Prompt Pay Rate is 6%. It is even more critical to get your invoices to AP on time and ensure all the required dates and actions have been completed.
  ➢ Refer to the Prompt Pay Compliance slides from the August 8, 2018 FS Updates Meeting August 2018 for additional information.
International SOS Program

Robin Wyatt

Senior Account Manager at ISOS
Travel Updates

❖ 2019 IRS Mileage Rate  RSS 011019A

❖ New IRS Mileage Rate is $.580 per mile.

➢ Effective January 1, 2019.

➢ MapQuest Mileage Chart has been updated.

➢ T-1 Transportation Cost Equivalency Form and T-3 Daily Mileage Worksheet have been updated with new rate.

T-1 and T-3 Forms

➢ Travel Mileage
Travel Updates

❖ Traveler Certification Statement Update
RSS 012319A

❖ Certification Statement has been changed to include:
  ➢ Destination
  ➢ Expense Categories – You will need to put the total amount of expense by category on the Certification Statement.
    • Transportation (break out by type)
    • Meals
    • Lodging
    • Other – registrations, etc.

❖ Travel Assistant can complete the Certification Statement and traveler can “sign” by responding “Agree” to the email request with the statement details.

❖ Certification Statement must be attached to the e-NPO.
Travel Updates

❖ e-NPO Format Changes for Travel Reimbursement

RSS 012419A

❖ Use the following format for data entry on the e-NPO:

➢ Invoice Date – Last day of travel as MM/DD/YYYY
➢ Invoice Received Date – day the e-NPO is created MM/DD/YYYY
➢ Goods Received Date – day the e-NPO is created MM/DD/YYYY
➢ Invoice Number – first day of travel as MM/DD/YYYY

❖ Remember all travel must be pre-approved and the non-employee expense report (e-NPO) is due 30 days after the travel end date.
Travel Updates

❖ T-10 Form has been revised [RSS 011119A](#).
❖ Form is required for Travel Funds Commitments.
❖ Top of the form has a link to instructions on how to complete.
❖ Form changed to break out expected expenses by category.
❖ Form calculates the total trip expenses from the categories and you enter the amount of company paid expenses, which is the encumbrance amount.
❖ Fill information in Excel format and save as a PDF for legible text size. PDF will be attached to Funds Commitment.
❖ [Travel Authorization (Form T-10)](#)
Travel Authorization
(T-10 Form)

Instructions:
A T-10 Form should only be used for non-employee travel authorizations or blanket travel authorizations where a blanket travel request is not possible in TRAVELTracks.
Should you have questions or need assistance, contact the Travel Office at 245-2775 or travel@txstate.edu.

A completed T-10 Form must be attached to each SAP Travel Funds Commitment.
SAP Travel Funds Commitment instructions may be found on the Travel Office website at:

<table>
<thead>
<tr>
<th>Department's Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name &amp; Contact</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Traveler's Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Traveler Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Traveler Type</td>
</tr>
<tr>
<td>If the Traveler Type selected is CONSU, CONTR, GUSPE, OR VISGU, Texas State will either: Pay for the traveler’s expenses directly to a vendor or reimburse the traveler’s expenses</td>
</tr>
<tr>
<td>Enter Approved Contract Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trip Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination (for travelers coming to TXST, enter originating location)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>Return Date</th>
<th>Total Trip Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$12,450.00</td>
</tr>
</tbody>
</table>

| Business Purpose of Trip |

<table>
<thead>
<tr>
<th>Estimated Trip Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL ESTIMATED COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,450.00</td>
</tr>
</tbody>
</table>

| Amount on Funds Commitment: Company Paid Expenses |
| If no company paid expenses, enter 50.01. |
| $450.00 |
Travel Updates

❖ Conference Agendas  RSS 110818A  (Update)

❖ Must attach the agenda pages that show the meals and if meals are provided or not. Necessary for meal per diem calculation.

❖ If attaching the entire agenda, please notate on the first page where meals provided are located in the agenda.
  ➢ If not, the expense report will be rejected. Some agendas are more than 100 pages and that data is not necessary – just the pages showing the meals and the first page listing the conference name, dates, etc.
  ➢ This will help the Travel Office with the timely processing of the Expense Report.
Travel Updates

❖ Company Billed Hotels [RSS 011119B]
❖ New quick link on the [Travel] home page. (Right-Hand Side)
❖ [Company Billed Hotels]
❖ List of San Marcos hotels (work in progress) that will bill directly and their rates.
❖ Meeting with these hotels on February 21 to finalize the process. List data will change after that. Watch for RSS.
❖ Process:
  ➢ No PO is needed for these. PO is for conference bookings.
  ➢ Provide your name, department and trip number.
  ➢ Provide your email address and have the folio sent to you after the traveler checks out.
  ➢ Process the payment as an e-NPO against the trip number.
Travel Updates

❖ Embassy Suites Reservation  **RSS 110818A**

➢ Can reserve a room online. Will need the Corporate Account code which is at **Company Billed Hotels**.

➢ Room rate is $129.00, except during Football Season (Friday and Saturday) and local special events.

➢ New contact at Embassy for problems is Deborah Lombardo and email is preferred via **deborah.lombardo@atriumhospitality.com**.
Travel Updates

❖ Hertz Direct Bill Vehicle Rentals Coming Soon!

➢ RSS Feed to be issued on this process when finalized.
Procurement Updates

❖ Staff Updates

❖ Gift and Tax Reporting

❖ Requisition Reminders

❖ P-Card

❖ Contracts

❖ Bookstore PO’s
Staff Updates

❖ Destiny Llamas – HUB Specialist (Priority Personnel)

❖ John Kirchner – Promoted to Contract Specialist

❖ Miranda Martinez – Administrative Assistant (Intern)

❖ Open Positions:
  ➢ Administrative Assistant (posted)
  ➢ Buyer (posted)
  ➢ Procurement Analysis – Vendor Maintenance (closed)
Gifts and Tax Reporting **RSS 011019A**

- Must use the Vendor Maintenance Form to obtain information from the recipient.

- If you want to use an IRS W-9 Form, contact Vendor Maintenance in the Procurement and Strategic Sourcing Office at vendorrequests@txstate.edu or x5-2521.

- Review **RSS 063017A** for additional information on when IRS reporting is required. (Updated for the two options above.)
Reminder: GR boxes should be unchecked when creating a requisition for services. Service requisitions should always be **Limit Frameworks** with no GR.
P-Card Reminders

❖ AP-12 form is required for food, if all guests are employees (faculty, staff or student workers). **Student Workers are considered employees** if they are included in any staff function. You will need to include a list of all attendees.

❖ The P-Card is for official University business purposes only and all p-card purchases must have a business purpose and support the mission of the University.
Contracting Updates

❖ Contracts sent through email will be returned and asked to put through TCM.

❖ Please be sure that you are requesting contracts through the TCM contract request module. Link here.
Bookstore PO’s

- Whenever purchasing items from the Bookstore please use vendor #21745 for your purchases orders
Summus Industries & Staples
Program Benefits
About Summus Industries and Staples

**Summus’ Responsibilities**
- Sales
  - Onsite Representative
    - Internship Program
  - Account Maintenance
- Customer Service
- Accounting
  - Invoicing
  - Credit Card Processing
  - Accounts Receivable
  - Billing Inquiries

**Joint Responsibilities**
- Strategic Account Management
- Account Reviews/ Reporting
- Marketing
- Implementation
- Training
- Reporting

**Staples’ Responsibilities**
- Inventory
- Two Distribution Centers Assigned To Texas State System
- Nationwide Delivery Network
- On Going Support
Summus Industries proprietary software PartnerLink provides Texas State an increased value by integrating the Marketplace with a HUB partner with multiple sourcing solutions.

In addition, to the Office Supply program with Staples we have extended the program to include a separate punch-out connection for furniture projects.

We helped Texas State eliminate manual order entry and streamline the ordering process by launching our customized furniture portal. End users now have the ability to view electronic furniture quotes on the Marketplace without having to create a non-catalog purchase order.
We recently sponsored an Environmental Defense fund intern that your staff that worked with him stated will save TXST $100,000 annually in electricity costs.

We donated several state of the art 3D printers to help TSU’s reputation as a cutting edge technologically advanced University.

We continue to employ a student intern on campus to assist admins daily in their interaction with us reducing the time needed to order supplies.

The content of this presentation is confidential information of Summus Industries, Inc.
Categories Available To Texas State System

Technology
• Everyday tech like mice, keyboards, flash drives and headsets
• The latest PCs, printers, servers and more from top vendors
• Save time and money with a customized program for your printer fleet

Furniture
• The latest furniture styles from 250 brand manufacturers
• Strategic planning and professional design services for any size space
• Experts dedicated to turning your vision into reality

Facilities
• Industry-leading brands you know and trust
• Insight from facility specialists using the industry’s first and only mobile solution to conduct site assessments
• A custom program designed for your facility needs and your bottom line

Break room
• Snacks, drinks and coffee from top brands
• Coffee and water Services
• Wide assortment of convenient cleaning items including eco-conscious options

Print
• Professional-quality digital prints, custom design services and marketing materials
• Partnerships with top print producers who invest in state-of-the-art technology
• Everything from basic copies to full offset printing and wide-format needs

Promotional Products
• One of the top distributors of promotional products in the world
• Apparel, head ware, bags, coolers, drink ware, corporate gifts and more
• We have experts to help with program ideas and product options

Summus Industries
Payee Onboarding

January 29, 2019

Texas State University
The rising STAR of Texas
What Is PaymentWorks?

• PaymentWorks is a cloud-based onboarding application for automating the vendor registration process

• Departmental users are empowered to extend invitations to vendors to register and have visibility into the onboarding process

• Vendors can register and maintain their own information through an assigned self-service account

• Currently utilized at a number of higher education institutions including Johns Hopkins, Sam Houston, Tufts, Rice, Cornell, etc.
Onboarding Process

**SAP**

**Purchasing**

**Departments**

**Suppliers**

**Manual Tasks**
- TIN Check
- Sanction Check
- Create ERP Supplier Record
- Scan and Save Forms

**Information:**
- Tax Forms
- Bank Validation Certificates

**Supplier Updates**
- Supplier ID
- Supplier Information
- Updates
Onboarding Process

SAP

Purchasing

Departments

Automated Tasks
- TIN Check
- Sanction Check
- Create ERP Supplier Record
- Data & Forms Saved
- Export Controls

ERP

PaymentWorks

New Suppliers Updates

Suppliers

Approval

Supplier ID

Invites
Time Intensive

Inaccurate Data

Unsecure Info Exchange
Onboarding Process

1. Initiate Vendor Invite
2. Approve Request
3. Send Invitation
4. Create PW Account
5. Complete Registration
6. Screen (TIN, Sanction, etc)
7. Notify University
8. Approval Workflow
9. Create or Update Vendor
10. Notify PaymentWorks
11. Send Notification
12. View invoices, remittances
13. Update Profile Information
14. Push Updates to University
15. Approve Updates
16. Update Record
Onboarding Video
Initiator Roles

INVITE SUPPLIERS

TRACK ON-BOARDING
Texas State University Rollout Plan

Rollout will be in 3 phases:

• Phase 1 – Specified Users testing
• Phase 2 – Buyers on campus
• Phase 3 – Entire campus
RSS Feeds

❖ Stay informed on process and form changes that affect these functions.

❖ Instructions for setting up an RSS feed can be found at the following office links:

How to Add RSS Feed for AP
How to Add RSS Feed for Travel
How to Add RSS Feed for Purchasing
<table>
<thead>
<tr>
<th>CONTACTS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Accounting Office</strong></td>
<td><strong>Procurement &amp; Strategic Sourcing</strong></td>
<td></td>
</tr>
<tr>
<td>5-2541 <a href="mailto:gao@txstate.edu">gao@txstate.edu</a></td>
<td>5-2521 <a href="mailto:purchasing@txstate.edu">purchasing@txstate.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Accounts Payable</strong></td>
<td><strong>Travel Office</strong></td>
<td></td>
</tr>
<tr>
<td>5-2777 <a href="mailto:payables@txstate.edu">payables@txstate.edu</a></td>
<td>5-2775 <a href="mailto:travel@txstate.edu">travel@txstate.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Financial Reporting &amp; Analysis</strong></td>
<td><strong>Materials Management &amp; Logistics</strong></td>
<td></td>
</tr>
<tr>
<td>5-2541 <a href="mailto:financialreporting@txstate.edu">financialreporting@txstate.edu</a></td>
<td>5-2294 <a href="mailto:materialsmgt@txstate.edu">materialsmgt@txstate.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Who do I call?

- Procurement & Strategic Sourcing 5-2521
  - [http://www.txstate.edu/gao/procurement/](http://www.txstate.edu/gao/procurement/)
- Materials Management/Central Receiving 5-2294
  - [http://www.materialsmgt.txstate.edu/](http://www.materialsmgt.txstate.edu/)
- Accounts Payable 5-2777
  - [http://www.txstate.edu/gao/ap/](http://www.txstate.edu/gao/ap/)
- Travel Office 5-2775
  - [http://www.txstate.edu/gao/ap/travel/](http://www.txstate.edu/gao/ap/travel/)

Common questions for these departments are located on each department’s homepage on the website.
Questions???

Please submit any questions you have on a sheet of paper and drop in the bowl when you leave.
Thank you for coming!
Questions

1. Are current vendors that are already in SAP going to need to register in PaymentWorks?
   - No. Only new vendors and our top 175 current vendors will be required to register.

2. Will PaymentWorks address payment links?
   - Yes

3. Is there tech support built into PaymentWorks?
   - Yes. Tax Compliance and Research Integrity are currently in the workflow.

4. What is the approximate campus-wide time frame for PaymentWorks to roll out?
   - Roll out to campus buyers will take approximately one to two months. Once all buyers are on board, then we will roll out the system to the entire campus.

5. What is the turn around time for vendors to complete registration?
   - Previous universities who have implemented this system have seen an average of two weeks for vendors to complete registration from beginning to end. However, PaymentWorks has seen this average drop down to as little as three days. Since you’ll be able to see the process in real time, you may also call the vendor and ask them to complete the registration process, as departments should be actively engaged in monitoring the status.

6. If I’m already a vendor that is set-up with PaymentWorks, why do I have to re-register?
   - Vendors will have to answer Texas State specific questions that are required to make a connection with the university.
Questions

7. Will this avoid vendors having to get forms notarized?
   • Yes

8. Why are T-10 and funds commitment going to encumber funds? Didn't it used to be a penny?
   • The Funds Commitment encumbers the funds, not the T-10 form. The T-form is used as an overall projected summary of expected traveler expenses that can be viewed by the workflow approvers. The Funds Commitment document in SAP should only encumber funds for Direct Billed items such as Ascot airfare or Enterprise/AVIS rentals done on the portal. If there are no Direct Billed items, only a penny will be encumbered as SAP does not allow for a $0 encumbrance.