Processing Payments Properly

March 9, 2015

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And

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A Shared Vision

Workshop Presenters

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Workshop Learning Objectives

- Provide basic background of the University payment processes

- Share and discuss existing resources (websites, job aids, etc.) that provide instructions and guidance to initiate and conduct a transaction

- Provide a Q&A session to discuss specific examples of situations

OBFS University Payables

- Also known as 'UPAY'
- Division of the Office of Business & Financial Services (OBFS)-University Administration (UA)
- Centralized unit responsible for all non-payroll payments:
  - Payments to venders
  - Reimbursements to employees

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OBFS Website Resource

- The OBFS website contains valuable information pertaining to:
  - Business Financial Policy Procedure (BFPP) manual
  - Log-in options
  - Job aids and Training Materials
  - Course and Webinar Registrations
  - Additional Resources

https://www.obfs.uillinois.edu/

OBFS Website

University of Illinois Office of Business & Financial Services (OBFS)
University Payables (UPAY) Organization Chart

(Umbrella diagram with sections: Payment Operations, Travel Mgmt Office, Card Services, Analytics & Ops, Customer Service, Vendor Maintenance, with handle labeled Management / Administration)
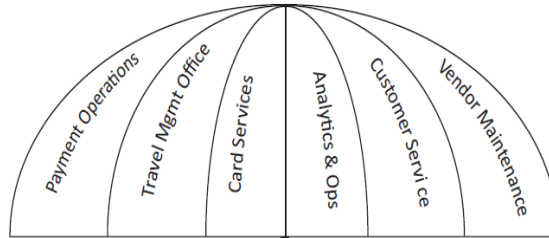
Management
- Dept Travel/Program Approval
- Advances
- Exceptions
- Decision Makers

Payment Operations
- Payment Processing
- Special Handling Processing
- POP Box Maintenance
- OBFS Payment Inbox Maintenance

Travel Mgmt Office
- Outreach, Education and Communication
- Online Travel Tool Admin
- Travel/Contracts Management
- HETCB Admin
- TMO Inbox

Card Services
- PCard/TCard Management
- PCard/TCard User Training
- PCard/TCard Customer Service
- Card Services/CCO Inbox

Administration
- Unit Security Coordinator
- Inventory Control
- New Hire Orientation
- Payroll

Analytics & Operations
- Report Tools & Mass Communications
- System Enhancements
- Wire Transfer Payment Processing
- Feeder Payment Processing
- Unclaimed Property Inquiries
- UP-ARS Inbox

Customer Service
- Research / Handle Payment Inquiries
- Manage Doc Files / Storage
- W-9 / Credit / Sales Tax Exempt Mailings
- Daily Enclosure Run
- OBFSUPAY Inbox

Vendor Maintenance
- Maintain & Setup Vendors in Banner
- Maintainz/Report 1099 Tax Reporting
- Process SUA Applications
- Request Vendor Syncs to IBuy
- Request ACH for Vendors
- UIVendor Inbox

ACH	Automatic Clearing House	SUA	Single Use Account
CCO	Corporate Card Office now known as UPAY Card Services	TEM	Travel & Expense Management
HETCB	Illinois Higher Education Travel Control Board	TMO	Travel Management Office
POP	Purchase Order Payables	UI Vendor	University of Illinois Vendor Maintenance
		UP-ARS	UPAY Activity Reporting System also known as Analytics & Operations Support

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UPAY Payment Operations

- Purchase Order Payments (POP)

  - Vendor invoices

  - E-Invoicing (iBuy)

  - Single Use Account (SUA)

- Direct Pay

  - Non-PO vendor payments <$500

  - Employee and non-employee reimbursements

  - Honoraria

  - Program Advances/Travel Advances

  - Travel Card (T-Card) Compliance Review

- Outreach, Education and Communication

Purchase Order Invoices/Special Payment Requests

- Vendors mail invoices to:
  - University of Illinois
    Invoice Processing Center
    P.O. Box 820
    Rantoul, IL 61866

- Invoices must to contain the following information:
  - Purchase Order Number
  - Unique Invoice Number
  - Date
  - Remit Address
  - Detailed Billing

Unit Action

- For PO Payments
  - Check if Receipt Required
  - Check if Placed on Hold
- UPAY sends automated email messages
- For TEM, to reduce rejections:
  - Provide clear, and descriptive business purpose
  - Attach an itemized receipt for each item on ER

Outreach, Education & Communications (OEC)

- OBFS Website
  - TEM Resource Page
  - Policy/Announcements/Communication
- Internal and Unit Training/Materials
- Travel Management Office (TMO)-
  - Business Travel
  - Contracts for Travel Agencies, Car Rental, Hotels, Medical Evacuation and Repatriation Insurance
  - NEW: iTravel Online Travel Booking Tool

UPAY Support Services

- Card Services
  - Purchasing Card (P-Card)
  - Travel Card (T-Card)
- Analytics & Operations Support
- Customer Service
- Vendor Services

UPAY Card Services

- Provider: JPMorgan Bank
- Brand: MasterCard®
- University paid/University liability Card Program
  - Purchasing Cards (P-Cards) – for purchasing supplies/small equipment <$4,999
    - Average Number of Open Cards: 4,613
    - Annual Spend (FY14): $64,448,337.00
    - Number of Transactions (FY14): 246, 828
  - Travel Cards (T-Cards) – University travel
    - Average Number of Open Cards: 3,560
    - Annual Spend (FY14): $32,642,445
    - Number of Transactions (FY14): 120,366

P-Card Decision Tree

P-Card Decision Tree
(When can I use it?)

Is the provider an iBuy hosted or punchout vendor? — YES → In order to gain maximum benefit to the entire University, iBuy should be used. At this time, policy allows the P-Card to be used → Maybe

NO ↓

Are any items on the restricted list? — YES → You may be able to use your P-Card, depending on the item. (See OBFS Policy and Procedure Manual) → Maybe

NO ↓

Are any items on the prohibited list? — YES → You can NOT use your P-Card. Use iBuy or Banner → NO

NO ↓

Is your Unit live with TEM? — YES → Is it a business meal/refreshment with university employees and/or guests? — YES → You MAY NOT use P-Card → NO

Is it a business meal/refreshment with university employees and/or guests? — NO → For supplies, you may use P-Card → Yes

NO ↓

Is the purchase over your single transaction limit? (Maximum $4999) — YES → You may NOT use your P-Card. Use iBuy or Banner → NO

NO ↓

Is there a contract/agreement or onsite involved? — YES → You may NOT use your P-Card. Use iBuy or Banner → NO

Is there a contract/agreement or onsite involved? — NO → You May use your P-Card. Use iBuy or Banner → YES

Analytics & Operations

- Wire Transfers/Foreign Drafts
  Send payment by wire transfer or draft (check) in US or foreign currency
- Payment Action Requests
  - check stop-payments,
  - voids,
  - replacements,
  - copies
  - direct deposit payments
- Escheatment/Unclaimed property
- See OBFS website for procedures and forms: **http://www-prod.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=911832**

Travel & Expense Management (TEM)

- TEM Resource Page
  - Job Aids
  - Open Lab Registration

- Use Resources Provided
  - T-Card
  - Unit Travel Arranger

UPAY Customer Service

- Initial point of contact for University Payables (UPAY) questions
  - UPAY policies and procedures
  - Program/travel advances
  - Payment and reimbursement information
  - Travel Expense Management (TEM) questions

Contact Information

UPAY Customer Service

Phone: 217-333-6583

Toll-free: 888-872-9953

Email: obfsupay@uillinois.edu

TEM Questions: TEMHelp@uillinois.edu

Tips for Efficient Payments

- Plan ahead especially for Year End, June 30, 2015
- For questions/exceptions/rush payments, get Payables involved as soon as possible
- Have checks sent to vendor – pick up only when absolutely necessary
- Make sure UIN/Vendor ID is correct on all payment requests (matches employee/vendor name)
- Avoid splitting Funds (State and Local)
- Monitor Payables Processing Status on OBFS Website: http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=982395

Questions?