

April 24, 2018 – Campus Center Auditorium

PO Operator & Liaison Meeting

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New BuyWays catalog icons (Egencia, IALS Core Facilities and UMass Store)

Speaker: Gary Duggan

- There are a few new 'Services' vendor icons found in BuyWays:
 - **Egencia** – (the corporate version of Expedia.) Before your first use, you will need to use the link below to register on the Egencia Web Site.
<https://www.egencia.com/pub/agent.dll?qscr=newa&gpid=45E927C14FE6>
 - **Institute for Applied Life Sciences (IALS) Core Facilities** – The icon will bring you to an interactive listing of the core facility services and rates.
 - **UMass Store** – The icon will bring you to the UMass Store's department technology page. The UMass Store is authorized Apple vendor. On this site you can request a quote and browse current models. To purchase you can bring your PO over to the Campus Center store and pick up your item. The computer will also automatically be enrolled in the DEP program.



Ordering Personal Items at a Discount

Speaker: Gary Duggan

- For an overview of employee discount options go to: <https://www.umass.edu/procurement/perks-employees>
- MHEC Personal Discounts – Many companies under contract offer lower pricing to faculty, staff and students.
 - To view the MHEC contracts, go here: <https://www.umass.edu/procurement/mhec-contracts>. There will be a link to the MHEC website where you will be able to log in or create an account.
 - To take advantage of discounts, open the appropriate contract and look for the section labeled "Offer Extended." This will indicate whether or not the offer is extended to faculty, staff and students. (Pushing [Ctrl F] will open a 'Find' window in your browser. Searching for a key term like "Staff" will help bring you to whether or not the offer exists.)

Return Policy	Not Applicable
Major Credit Cards	MC, Visa, Discover, AMEX, CB, DC, JCB
Delivery	Not Applicable
Cash Terms	Net 30 Days
Offer Extended	Offer IS extended to Faculty, Staff & Students
FOB	Not Applicable
Freight	Not Applicable
Minimum Order	None
Additional Terms	Make Reference to MHEC Contract MC13-L02

Contract extended to New England States:	Yes	No	Pending	Restricted	Restrictions Defined
CT					
MA					
ME					
NH					
RI					
VT					

- Office Depot Personal Discounts – Take advantage of any discounts by the end of May! Contract negotiations are occurring and the new contract may not offer the same discounts. To view the discounts, follow the directions on Procurements website: <https://www.umass.edu/procurement/perks-employees>
- Computers via the USave program – Faculty, staff, and students can receive discounts for Dell and Apple Products.

Purchasing Apple Computers from the UStore

Speaker: Gary Duggan

- The UMass Store is authorized Apple vendor. You can request a quote and browse current models.
- To purchase you can bring your PO over to the Campus Center store and pick up your item.
- The computer will automatically be enrolled in the DEP program.

Xerox Orders for the New Fiscal Year

Speaker: Gary Duggan

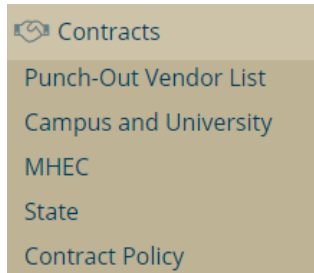
- To set-up your FY19 Xerox purchase orders, please see page 6 of the April 2018 BuyLine issue (Procurements Newsletter). <https://www.umass.edu/procurement/buyline>
- Use your departments existing Xerox PO. (Xerox associated your machine with a specific PO number.)
- Enter a change order for FY19
 - Be sure to change 3 lines:
 - 1st Line - Monthly usage
 - 2nd Line – B&W copies
 - 3rd Line – Color copies
 - Change orders should be entered in **July**, so you do not encumber the funds for FY18. **Please enter change orders on or before July 20, 2018.**

New Procurement Website

Speaker: Alex Therkelsen

- Alex Therkelsen and Joanne Patalano have revised the Procurement website! To visit the new site, go here: <https://www.umass.edu/procurement/>

- Improvements:
 - Removed repetitiveness
 - Combined 3 training documents into one searchable Account & Commodity code page: <https://www.umass.edu/procurement/account-codes>
 - One menu location for types of contracts. If the vendor is not on the punch-out listing, look for a contract!



- One location for PO processing requirements! <https://www.umass.edu/procurement/purchase-order-requirements>
- Procurement Representative contact information by Commodity Code: <https://www.umass.edu/procurement/commodity-codes>

Mail & Print Services move to a new location

Speaker: Charlie Apicella

- Central Mail in Goodell, Print & Opscan Services in Whitmore, and Bulk Mail & Distribution in the Physical Plant are scheduled to move to one location this Fall! Their new location will be across from the Police Station at 120 Tillson Farm Road (currently Poultry Building #1). The department will move once renovations are complete.
- This move should help reduce the number of delivery trucks on the core of campus.
- The goal is to have a Customer Service area in Whitmore.

Mail's transition to paperless invoicing

Speaker: Charlie Apicella

- All postage is now being processed by recharges.
- For special departments/services that pay by check: direct deposit will be available soon.
- Other news!: Keep a look out on WL&D's website for future information sessions by Mail & Distribution Services. Information includes how to save money on shipping, UPS surcharges, and the best ways to mail and ship for best savings.
 - Perhaps a mail "Tips & Tricks" presentation at an upcoming PO Operator & Liaison meeting!

PeopleSoft Finance Upgrade Update

Speaker: Patty Roper

- The PeopleSoft Finance upgrade is scheduled for Friday, May 25th through Wednesday, May 30th. During that time, PeopleSoft Finance will be unavailable.
- There will be 3 sessions to demonstrate the upgrade before campus goes live:
 - May 16, 10:00 to 12:00, Campus Center RM 168C
 - May 23, 10:00 to 12:00, Campus Center RM 163C

- May 29, 10:00 to 12:00, Campus Center RM 163C
- Other news from A&F Systems:
 - Please welcome Sean Cahillane as the new Security Admin!
 - Email: scahillane@umass.edu
 - Phone: (413) 545-2119 or 547-6157
 - There is a new ticketing system for security/access requests or inquiries. Please email afsecurity@umass.edu to create a request. You will receive a ticket number that you can use to update or inquire about your request.

Travel and Expenses PeopleSoft upgrade

Speaker: Keith Parenteau

- Travel and Expense reports need to be submitted to travel no later than 9:00 A.M. on Wednesday May 23rd. Reports will be sent back if not approved (similar to the year-end process.) Once the system comes back up on 5/30, you may submit your expense reports again.
- ACCOUNTS PAYABLE: There will be an Accounts Payable pay cycle on Tuesday, May 22, Thursday, May 24th, and Thursday, May 31st. There will not be a pay cycle on Tuesday, May 29th.

AirBnB

Speaker: Keith Parenteau

- Travel & Expense charges for AirBnB must be out of pocket expenses (personal credit card, post-trip). You are not allowed to charge AirBnB expenses to your Citi Travel card, due to the legality of the contract.

Travel Registry

Speaker: Keith Parenteau

- Blanket Orders: To create a blanket order in the Terra Dotta Travel Registry, please view the following job aid:
 - https://www.umass.edu/controller/sites/default/files/Travel_Registry_How_To_Set_Up_Blanket_Travel_Authorizations_JobAid.pdf
 - **To renew your existing blanket order for FY19**, upload a new blanket file and re-use the same Travel Authorization number (TA #). (Start at Step 7 in the job aid.)

Moving Tax Expense Form

Speaker: Norm Gousy

- President's Office would eventually like relocation allowances reimbursed via the HR Direct payroll system (all taxable expenses).
 - Until further notice, departments should follow the typical process through the Travel & Expense module. (It's still a taxable reimbursement that gets added on to salary.)
 - Amount of withholding: 27.1% on moving allowance (Federal = 22% and State = 5.1%)
- Departments can also pay the moving services (i.e. Sitterly) vendor directly on a purchase order – AP will capture the amount and notify HR Payroll to will withhold proper amount from employee on payroll.

Student Payments/Reimbursements

Speaker: Ray Rex

- Please view the PowerPoint slides at [the end of this document. \(Click here.\)](#) The PowerPoint can also be found on the Controller's Office website under: Accounts Payable/Departmental FAQs/Student Payments.
- Non-UMass students should be paid via Direct Pay in BuyWays. (Will need to set-up as a vendor with a W-9.)
- UMass Student employees on payroll – Please submit an Expense report.
- Wire Transfers can be used for students outside of the U.S.
- Fee for services (not typical) but instructions are posted on the Controller's website.
 - Email Ray Rex (rrex@admin.umass.edu) so he can look into specific situations (depends on work, study, etc)

Budget year-end process & deadlines

Speaker: Bill Pete

- Payroll & year-end deadlines:
 - The Budget Office is responsible for ensuring that State and tuition retention funds (11000 - State, 51005 – In State Tuition, 51006 – Out of State Tuition) are fully expended (and not over expended) by year end.
 - The state pays the fringe for regular salaries on those funds (make sure they are appropriate – no Overtime)
 - Process all Personnel Action Forms (PAFs) by the end of May, if possible. Budget Office will review all June submissions
- FY 19 budget loading:
 - The Budget Office will load zero budgets and temp budgets by end of June, so Purchase Orders are ready for July 1st.
 - By the 2nd week in July, base budgets will be loaded by rolling FY18 base budgets forward (These will be consolidated by MBU to a deptid of your choosing)
 - FY18 ending balances will be loaded as FY19 beginning balances by the end of July.
- June 30 = Last day BCS will be available to make FY18 fund transfers.

Other Questions, Notes, & Feedback:

- The next PO Operator and Liaison meeting is tentatively scheduled for:
 - Wednesday, July 18th from 1:30 – 3:00pmAn official notification will go out to the mailing list once the meeting time is finalized. If you notice any potential conflict for your area (i.e. start of a semester, year-end, etc) please notify us at admins1@admin.umass.edu
- To suggest agenda items at upcoming meetings, please fill out this survey (via Survey Monkey): <https://www.surveymonkey.com/r/POLiaisonMeeting>
We will do our best to cover these topics or demonstrations at the next meeting.



Student Payments




Types of Students

- Student employees/on payroll
- Students not on payroll
- Non-UMass Students



Types of Payments

- Reimbursements
- Refunds
- Fee for service
- Compensation (processed through HR)
- Scholarships/Fellowships (processed through Financial Aid)



Different Methods of Payment (for students and student employees)

- Travel and Expense Module
- Regular Disbursement Voucher
- Wire Transfer
- Direct Pay in BuyWays (for Non-UMass students only)
- ***Single Payment Reimbursements/Refunds should not be used for students***

Regular Disbursement Voucher



University of Massachusetts-Amherst-FY2016

****Please be sure that
Payment Remit Address
is listed on the invoice /
backup attached**

Amherst-Disbursement Voucher

Date: _____

Voucher # **AM7** _ _ _

****use column only for
checks that require
special handling**

VENDOR NUMBER (10) VENDOR NAME (40)	INVOICE DATE (6)	SPEED CHART (6)	INVOICE NUMBER (30) INVOICE DESCRIPTION (30)	PAYMENT AMOUNT	ACCOUNT (6) FUND (5)	DEPT ID (10) PRJGRT (15)	PRG (3)	CLASS (5)	1099 Y/N	**Check Handling Code (AP or D)	VOUCHER No. (5)
											0
											1
											2
											3
											4
											5
											6
											7
											8
											9
TOTAL											

****Check Special Handling is necessary if checks need to be picked up or mailed with backup documentation.**
Check Handling Codes:
 Choose AP to have check returned to Accounts Payable for mailing. Include backup to be mailed with the check in an attached envelope for mailing.
 Choose D to have check returned to the Controller's Office for pick up. See job aid "look up vouchers with special handling" to know when check is available for pickup. Checks are available for pickup after 11:00 AM at the Controller's front desk, the day following the pay cycle.

Authorized By:

Prepared By: _____
 Department: _____
 Phone: _____
 Campus Address: _____
 Date: _____

Controller's Office / Accounts Payable Authorization: _____

Wire Transfer Form



University of Massachusetts
Treasurer's Office
<http://www.massachusetts.edu/treasurer/index.html>

TRN _____

TREASURERS OFFICE USE ONLY

Treasurer's Office Approval		US Dollar Amount of Wire	
TRN		EXCHANGE RATE	
Date of wire transfer		Bank Confirmation	

DEPARTMENT REQUESTOR USE ONLY

Name		DATE	
Campus		PHONE #	
Department		<i>Please forward completed form to your campus AP/Controller's office</i>	

US DOLLAR WIRE TO BENEFICIARY IN THE US

US Dollar Amount		Bank Name	
Bank ABA/Routing #		Bank Acct #	
Name on Bank Acct			
Reference Info (to be included on wire)			
Beneficiary Address			

WIRE TO BENEFICIARY OUTSIDE THE US

Please select 1 of the following:

US Dollar Amount		*USD to Foreign Country requires corresponding US bank info	
Bank Name		Foreign Currency Type	
Name on Bank Acct		Foreign Currency Amount	
Acct # (not necessary if IBAN provided)		IBAN	
Sort Code		Swift Code	
Reference Info (to be included on wire)			
Beneficiary Address			
Corresponding Bank Name*		Corresponding Bank ABA/Routing # *	

Campus AP/ Bursar's Office Use Only

		Approval Date	
Purchase Order #		Voucher ID	
Vendor ID		Vendor Name	
Invoice Date		Invoice #	
Chartfield Info (Required)		BUSINESS UNIT	
Account			
Fund			
Dept ID			
Program			
Project/Grant			
Line Amount			

PLEASE BE SURE TO INCLUDE BACK UP FOR THIS REQUEST INCLUDING ANY CORRESPONDENCE FROM BENEFICIARY WITH BANK INFO

Student Employees/ on Payroll

- For payment purposes, considered employees.
 - Contact Keith Parenteau, kparenteau@admin.umass.edu, to set up in Travel and Expense Module.
- Reimbursements should be completed in the Travel and Expense Module.
- Refunds should be completed on a regular disbursement voucher.
 - Disbursement vouchers can be sent via campus mail or emailed to dvouchers@admin.umass.edu.

Students not on Payroll

- Contact vendor team to set up in Student Vendor File
 - Send an email to the Vendor Team, vendors@admin.umass.edu, with the name of the student, SPIRE ID, legal address (not campus address), and what the payment is for **BEFORE** an invoice is submitted.
- Refunds and reimbursements can be made using a regular disbursement voucher.
 - Disbursement vouchers can be sent via campus mail or emailed to dvouchers@admin.umass.edu.
 - ***Single Payments/Reimbursements should not be made to students***

Awards

- **Scholarships/Fellowships (REU, PSC) for undergraduate UMass students are processed through Financial Aid.**
 - **REU-Research Experience for Undergrads**-competitive summer research programs in the United States for undergraduates studying science, engineering, or mathematics.
 - **PSC-Participant Support Cost**-direct costs paid to (or on behalf of) participants or trainees (not employees) for participation in meetings, conferences, symposia, and workshops or other training projects, when there is a category for participant support costs in the award.
- Deadline for endowment type scholarships for FY 18 is June 15th.
- For any questions about Scholarships/Fellowships, please contact Suzanne Schilling.
 - Phone: (413) 545-0801
 - Email: sschilling@finaid.umass.edu

Non-UMass Students

- Contact vendor team, vendors@admin.umass.edu, to set up in the Vendor File before payment.
 - Requires W-9
- Scholarships/Fellowships for non-UMass students are processed with a Direct Payment in BuyWays.

Special Circumstances

- Wire Transfers should only be used when making a payment to an individual that is located outside of the United States.
 - Form must be typed out.
 - Include beneficiary (vendor) address and double check banking information with vendor.
 - Sent via fax (5-4233) or campus mail to my attention.
- Fee for service-if we are paying any type of student for a service they must be set up in the Vendor File with a W-9 **BEFORE** an invoice is sent.
 - Contact Vendor Team, vendors@admin.umass.edu
 - Activity/service must be completely unrelated to field of study/major or work performed (for student employee).