PROCUREMENT SERVICES

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WELCOME to BFS Mini Tune-ups

OBJECTIVE:
Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:

• Sessions are conducted via Zoom and will last no longer than 30 minutes
• Participants will be muted during the session
• Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
• The Mini Tune-up website will be updated with session details and information
Agenda

• Separation Of Duties and GMC Updates
• PaymentWorks Supplier Portal
• Concur Travel & Expense Management
• Q&A
Separation of Duties

Background
UCSB Procurement Services recently reviewed Gateway requisitions to verify that Department Security Administrators and Department Purchasing Administrators are observing separation of duty principles when assigning roles to individuals as required by UC policy.

For the purposes of establishing and maintaining effective internal controls a user must never be assigned permissions that allow both the preparation and approval of a requisition in Gateway.

Issue
Greater than half of all departments assigned all available department workflow permissions to a single individual in violation of UC policy.
Separation of Duties

UC BFB 10 Principles of Accountability with Respect to Financial Transactions

“Two people are required to process each financial transaction. The first person (Preparer) enters information about the transaction, and the second person (Reviewer) reviews each financial transaction to ensure that the Preparer has properly fulfilled his or her function and that the transaction is approved for reporting in the financial system of record. Both a Preparer and Reviewer must be involved in each financial transaction, and the Preparer and Reviewer cannot be the same individual.”
Separation of Duties

Gateway’s Configurable Workflow

- **Shopper**: Limited to submitting a cart.
- **Requester**: Typically ensures the order documentation and detail is complete. May create a cart.
- **Pre Dept Buyer**: Issue: A review of department business practices revealed that the official “Reviewer” and “Preparer” could be assigned to any of these workflow steps depending on the type of order and person.
- **Account Approver**
- **Post Dept Buyer**

What to do?
Separation of Duties

What to do?
- Standardize the “Preparer” and “Reviewer” role so that separation of duties are maintained.
- DSA’s and DPA’s identify the “Reviewer” workflow step that works best for their unique department needs.
- Programmatically restrict future assignment of “Preparer” and “Reviewer” permissions to an individual

Basic Rule

Requester ≠ TBD

“Preparer” ≠ “Reviewer”
Separation of Duties

GMC will be enhanced to allow DSA’s and DPA’s to designate the “Reviewer” workflow step for a department.
Separation of Duties

Workflow Considerations

1. Pre Dept Buyer
   “Approver” = Pre Dept Buyer
   “Preparer” cannot also be “Reviewer”

2. Account Approver
   “Approver” = Account Approver
   “Preparer” cannot also be “Reviewer”

3. Post Dept Buyer
   “Approver” = Post Dept Buyer
   “Preparer” cannot also be “Reviewer”
Separation of Duties

How to Prepare:
DSA’s and DPA’s:
• Determine which workflow step is the “Reviewer” for your department
• Determine if the “Post Dept Buyer” limitation will impact your workflow
• Review Gateway role assignments for separation of duty issues in the GMC
• Remove permissions that are incompatible or no longer available to avoid assignment and processing issues later

BFS Next Steps:
• GMC Modification; anticipated go-live in March
• Socialization of the changes
• Contact our helpdesk (gatewayhelp@bfs.ucsb.edu) if you need additional assistance
UCSB launched a project to implement PaymentWorks, a supplier registration service, to minimize the risk of business payment fraud, reduce supplier onboarding costs, and ensure regulatory compliance. The service automates the complex supplier management process. It also allows suppliers to manage their business data and will eventually allow them to monitor the status of their invoices and payments.
PaymentWorks Update

Next Steps

Phase I: Supplier Requests
Go-Live April 2021
Instructions and training will be provided – stay tuned!
The existing “New Supplier” web form will be deactivated in early summer

Phase II – PeopleSoft Integration
Invoice status update for suppliers
Pilot ACH payment automation and processing
Planned for Winter 2021
Concur Update

- UCSB is taking “best of breed” approach and apply lessons learned from UCSD and UCD Concur systems.
- UCSB preparing to submit final configuration specifications; policies, roles, workflow, expense mapping, etc.
- Corporate travel cards; switching to corporate liability card.
Questions & Answers

Q: Does each color represent an individual (on the Separation of Duties slides)?

No, the color coding is to help distinguish the "Preparer" and "Reviewer" from the other department-based workflow steps.

Q: We only have 2 staff people in our system: one preparer/reviewer and one approver. Occasionally, I (approver) place a GW order so our preparer approves my requisition. Is that ok?

No, once the controls are in production you will be limited to either the "Preparer" or "Reviewer" role. What is a “reviewer”? Is that a new role? Same as “Department Buyer,” pre- or post-?
Questions & Answers

Q: What are best practices for separation of duties especially if there are only two staff in your department?

The business officer, or authorized delegate, is the “Reviewer.” The subordinate, with sufficient knowledge of campus policy and procurement practices, is “Preparer.” If the purchase is requested by the “Reviewer” the requisition should be approved by someone at a more senior level, either in the “Reviewer” workflow step or through an adhoc approval.

Q: What is a “reviewer”? Is that a new role? Same as “Department Buyer,” pre- or post-?

The “Reviewer” in Gateway is the Requestor. This is not a new role; just clarification of the role’s responsibilities for the purposes of separation of duties.
Questions & Answers

Q: I think that a Preparer/Requestor and a Reviewer/Account Approver can be assigned to one person as far as they don't overlap in a specific requisition workflow and the separation exists at a different account strings. Can this be still utilized?

No, at this time we are unable to program logic into Gateway or the GMC that would allow an individual to switch between “Preparer” and “Reviewer” at the requisition level. We will investigate this option as part of a planned refresh of the Gateway workflow in the winter of 2021.

Q: Can 1 person have 2 set ups depending on if they are reviewing a submitted requisition from a lab or are submitting a requisition for a lab.

No, at this time we are unable to program logic into Gateway or the GMC that would allow an individual to switch between “Preparer” and “Reviewer” at the requisition level. We will investigate this option as part of a planned refresh of the Gateway workflow in the winter of 2021.
Questions & Answers

Q: I'm the MSO and approver which means someone else, not my preparer, has to approve an order I initiate as the Shopper, correct?

Correct, this may be accomplished by adding an adhoc approval for someone in a senior position or adding the "Reviewer" permissions to someone in a more senior person. The system does not have logic to enforce the senior level approval so you will need to keep this in mind when submitting and processing requests.

Q: For the current workflow in Gateway, can the preparer also be the department pre-approval? The next step is the account approval.

Yes, assuming either the Account Approver or Post Dept Buyer is the designated "Reviewer."
Questions & Answers

Q: How will the system decide which role to de-activate?

The specifications for the coding logic unassign "Preparer" permissions for anyone assigned "Reviewer" permissions.

Q: Will it still be possible to have two separate approvers - i.e., pre dept buyer isn't preparer and account approver is someone else?

Yes, a department can configure the workflow to best meet their needs. The limitation is on assigning both "Preparer" and "Reviewer" permissions to one person and deactivating use of the Post Dept Buyer workflow step if the designated "Reviewer" workflow step is either the Pre Dept Buyer or Account Approver.
CLOSING - BFS Mini Tune-ups

NEXT STEPS:

Visit the Mini Tune-ups website to:
• View our session blog updates
• Sign up for future sessions and submit questions
• Submit suggestions for future topics

www.bfs.ucsb.edu/coaching
Thank You!

WRAP UP