Gateway User Group Meeting Notes

Tuesday, November 28, 2017

Attendees:
Lara Anderson, Vaughn Boyle, Melia Cutcher, Michelle Fitzgerald, Rogelio Gonzalez, Daniel Hart, Terri Hille, Yasemin Norris, Robin Portune, Daniel Stack, Kathleen Yabsley, Bobby Zavala

Guest: Fadi Sakr

Not in Attendance:
Ann Boochangkool, Tahna Hekhuis, Jeri O Mahoney, Calli Price

Any corrections to our last meeting notes – none

Start Round Robin:
Michelle: Is it possible for Vendor Blankets in Gateway to automatically close when they reach their expiration date? Kathleen: Currently the system is not able to read the expiration date. We will put in an enhancement request with the ability to auto close at end of date range.

1. Action item: Form Request Type – ability to automatically close Vendor Blankets at end of date range.

Daniel Stack: The Fed Ex form used to be set as non-taxable, now it is set as taxable. Can it be changed to non-taxable again?

2. Action item: Check UPS form and change Fed Ex back to non-taxable

Melia: In the GMC, when disabling account strings – is it possible to filter for project codes and cost centers? Kathleen is working with ETS and this will be an enhancement. For now if you disable accounts strings when building new account strings (unchecking the box for use in Gateway), will make searching easier

End Round Robin

Flex Card Updates: Vaughn Boyle

- PayPal –if sales tax is not added and the Pay Pal processor is in the state of California, use tax will be added.
• Department Fields display; in cardholder / reviewer allocations – cost center cost type show in allocation module.
• Card Holders that are reviewers will be allowed to allocate on their own card

Fadi:
• Invoices - that don’t have a receipt, without sending out reminders
• Vendor Blankets – Please make sure the VB owners are updated, as we are asked by some departments not to contact students or PIs. Kathleen states that moving forward we will decide who will have the rights to submit requisitions.

Yasemin – After the Invoice Approver approves the invoice, why does it go to exceptions again? Can we override match exceptions? Kathleen - there are risks involved with letting the invoices go through automatically, but in the future departments may opt out of receiving- therefore not holding up the invoice.

Gateway Updates:
• Tangram Interiors has replaced BKM as our Steelcase Dealer – punch-out with cXML P0s and Invoices is in testing now. Go live first week of December.
• Vaugh and Kathleen have been testing Equipment trade-ins and discount function in Gateway through to PeopleSoft and what affect it has on the GL ledger.
• AmerisourceBergen will replace Cardinal Health on 2/1/18. This will be mostly for Student Health and the Vivarium. We will work with Student Health and we are holding weekly status meeting also working with other campuses; we will test the punch-out with EDI P0s and Invoices. The contract with Cardinal ends January 31st, 2018.

User Group Membership for 2018
Melia has accepted a new position working with budgets; leaving 3 seats open for nominees
Mike Moore has requested that Alyssa Warren permanently take over for Tahna Hekhuis. New members will be invited and introduced at our next meeting on December 19th

Nominees for 2018:
• Mary McGuan Education Programs Assistant/MRL Purchasing Coordinator
• Tania Marin – Anthropology – Financial Assistant
• Cindy Lopez – Associated Students – Assistant Director of Budget & Finance
• Patricia Esparza – Budget and Planning – Executive Assistant
• Kim Paul – Housing & Residential Services / Lodging – Analyst Work Order Accounting
• Paty Marin – LSIT (College of Letters & Science) – Financial Assistant
Question from Daniel Stack: Can a FedEx form be created that will automatically close to the invoices when we want to pay on the FlexCard? It would save our department a lot of time.

3. **Action item:** Enhancement Request - Clone FedEx form with auto close for FlexCard payments.

Terri - Does FedEx still give discounts? Group responded - Yes but not on overnight deliveries.

**Vaughn – Update on how we will pay vendors**

- If the vendor takes payment plus they will be set to net 0 days depending on how they invoice us
- If the vendor wants direct deposit, there will be 2 tiers – 1) sending us paper invoices set at net 45 days, and 2) sending us electronic invoices net 30 days.
- If they choose check payment, terms will be net 60 days – there may be exceptions made for local vendors.

If the vendor offers us a discount for early payment terms will be net 10 for 2% discount for electronic invoices OR 1% net 10 for paper invoices.

Joel / Fadi are working towards transitioning suppliers from check payments to direct deposit payments. The first attempt in December and more time dedicated in January when announcements will go out to our vendors.

Bobby Zavala – Ricoh was not being paid by Payment Plus. Vaughn answered that it was due in part to the bank not sending out the notification.

Yasemin – Utilities were put on Flex Card, but they wanted to charge our department fees each time we used the Flex Card. Vaughn – If the vendor tries to add a 10% fee – that is not legal – and they can be kicked out of the program; our bank will work with the vendor to push back if the vendor is asking anywhere from 3.5-5%; that is considered too much. The vendors are not supposed to add a surcharge.

Next meeting:

- Kathleen will give a Gateway Year End Review
- Jacob will review the Unified Instance Normalization Collaboration
- Certificates will be presented to users / celebration