

UCSB
Business & Financial Services
Procurement

Gateway Management Console (GMC) Overview
(1/29/2018)

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What is the GMC?

- The Gateway Management Console (GMC) is an online application that gives department administrators the ability to create, edit and review their Gateway workflow, including user roles and spend authority.
- Generally, access is given to a department's manager, business officer, and/or director. It should be someone familiar with the departmental fund and personnel structure as decisions made in the GMC will effect roles and funds available in Gateway.

GMC Roles

- There are two campus level administrator roles for the GMC.
 - **DSA** (Department Security Administrator) – This role is given outside of the GMC; Campus Level administrative permission.
 - **DPA** (Department Purchasing Administrator) – This role is granted in the GMC, by the DSA. As the DSA may not handle the day-to-day management of roles and spend authority, the DPA should be considered the primary role for handling GMC responsibilities. Please note – it is acceptable for a departments' DSA and DPA to be the same person.

Gateway Roles

Shopper: The “default” role in Gateway automatically assigned to all users with a UCSB Net ID. Can view PunchOuts, Hosted Catalogs, create a cart, but must assign it to a **Requester** to place an order as they cannot submit purchases, only assign. Cannot enter fund information or search system for data.

Requester: This role should be assigned to someone with some training and knowledge about accounts. Can shop and create orders as the **Shopper** can, but Requesters have the further permission to submit orders and have full system transparency.

Account Approvers: The account “owner” or someone delegated authority to approve spending on an account string. Reviews requisition and account string and either approves the document to the next step or returns/rejects to the **Requester** for edits, as this role cannot edit any requisition document. **Please note:** If **Account Approver** and **Requester** are the same person on an order – the system will auto-approve this step.

Department Buyer: This role reviews for availability of funds, allowability and appropriateness on the selected account string. Considered to be the “Purchasing Expert” for a department’s unit; reviews sub accounts, commodity/object codes, restricted commodities, etc. Can, but should not edit cart or account string. Assigns **Ad Hoc Approver** if necessary. Approves the document to the next step or returns/rejects to the **Requester** for edits.

Ad Hoc Approver: This role can be assigned to workflow when additional review/approval is needed on certain orders, but review is not needed for in “everyday” workflow. As such it is an optional assignment. Examples of users who might have this role are a C&G Analyst, Financial Manager, IT Specialist, MSO or Chair. Like the **Account Approver**, this role approves the document to the next step or returns/rejects to the **Requester** for edits.

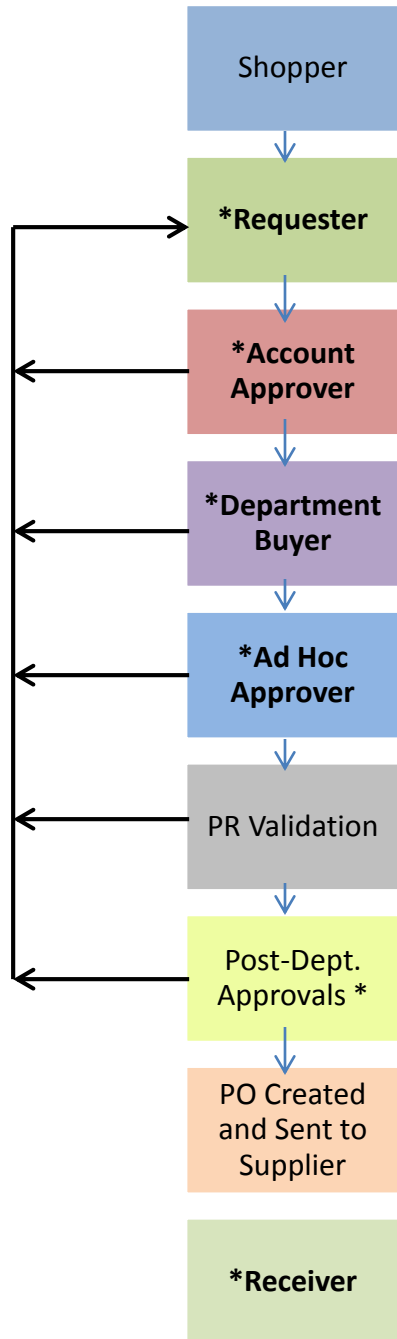
PR Validation: This is an automatic step performed by the system during workflow to verify that the selected account string is open and valid on the GL and that the sub and object code combinations used are appropriate. If there are any validation errors, the requisition will be returned to the **Requester**.

Post-Dept. Approvals *: These are automatically invoked in workflow (if applicable) and include EH&S review, Risk Management, Equipment Management, Campus Buyer Review and/or Procurement Manager review. All of the above are determined by dollar thresholds, federal fund usage, commodity/object code selections and restricted item selections. Approves the document to the next step or returns/rejects to the **Requester** for edits.

After all approvals are complete, the system will generate a Purchase Order from the requisition document. A “GW” Purchase Order number will be assigned it will distribute to the supplier by whatever transmission method has been set up with the vendor during the enablement process (fax, email, manual/walk-in, or CXML).

Receiver: The role completes their responsibilities after the goods have been delivered and/or the services have been fulfilled by the supplier. The **Receiver** will use the quantity and cost receipt functions on the Purchase Order “available actions” menu to indicate that the goods/services for the specific order have been received. In many cases, this step is important for releasing payment in invoice workflow.

Reject or Return – To Requester



Department Invoice Review

Department Invoice Review is a new role that reviews and approves/rejects an invoice or adds a comment with a reason to hold payment. Approval certifies receipt of goods and services invoiced. This role applies for invoices that meet the following conditions:

1) All invoices \$5,000 or over

2) All invoices that exceed tolerances:

- Shipping and Handling: \$105 over Purchase Order (PO)
- Line Items: \$200 or 20% difference from PO

Where Do I Start in the GMC?

- **Accounts Tab (Creating and Managing LAFs)**
 - Create a New Account
 - (Cost Center / Project Code / Cost Type)
 - (Account Strings > Build New Account)
 - Edit/Review Accounts (Account Strings)
- **Assignments Tab (Creating and Managing Roles)**
 - Get an Account String into Gateway (Assignments by User/Role)
 - Create a New Role (Assignments by User / Role)
 - Edit Existing Roles (Manage Assignments)
 - Remove Someone Leaving My Department
 - (Manage Assignments or Bulk Assignment Management)
- **Reports Tab**
 - Get some quick Data on spend authority assignments

Accounts Tab – *Creating and Managing LAFS*

- The Account tab is where departments will manage their accounts for use in Gateway.
- Accounts active with the Chart of Accounts will ‘sync’ into the GMC; you will never have to manually enter a LAF (Location-Account-Fund).
 - Please note that only expenditure accounts are available at this time, income accounts are not.
- Accounts sync from the Chart of Accounts using a general format that does not include department specific cost centers or project codes.
 - EX. PURC-000000-8-661556-19941
 - (Cost Center-Project Code-L-A-F)

Accounts Tab – *Creating and Managing LAFS*

- Subtabs:
 - Cost Center –
 - Create Cost Centers (if used by your dept.)
 - Project Code –
 - Create Project Codes (if used by your dept.)
 - Cost Type –
 - Create Cost Types (if used by your dept.)
 - Account Strings –
 - Manage/Review LAFS
 - Bulk –
 - Bulk Update of LAFS

Assignments Tab – *Creating and Managing Roles*

- The Assignments Tab is where departments will manage their roles for the GMC and Gateway.
- Roles are ***important*** as they determine your workflow in Gateway!
 - The system will know automatically where to send an order based on Department Code, LAF, and dollar amount based on what you set up in the GMC!

Assignments Tab – *Creating and Managing Roles*

- Subtabs:
 - Manage Assignments
 - Review and Manually Edit Assignments
 - Assignments by User
 - Add New Role (User – Down Approach)
 - Assignments by Role
 - Add New Role (Role – Up Approach)
 - Bulk Assignment Management
 - Editing Roles in Bulk
 - Assignments Log
 - Audit Log for reviewing who made updates to roles

Task: Creating a New Account

- Where: Account Tab > Account Strings
- If you use Project Code and/or Cost Center, that is the only time you need to “Build a New Account” to add your unique Project Code and/or Cost Center.
 - “Template” LAF will sync from Chart of Account, so if you do not use Project Code and/or Cost Center, you do not need to Build a New Account ever

Task: Creating a New Account

- How To:

- Cost Center and/or Project Code needs to be created first before new LAF can be built!
- Access Accounts > Cost Center
- Enter in the Cost Center and a description. The system will auto-enable your Cost Center for use in Gateway. If you need the Cost Center to be PPS enabled – please also be sure to check the PPS box as well
- Click “Add”
- Follow the same steps for Project Code

Home Operations Administration Accounts Assignments Reports Logoff

Cost Centers Project Codes Cost Types Account Strings Bulk SpeedTypes (LVPA) Kathleen Yabsley

Admin Cost Centers

Department: PROC - PROCUREMENT Cost Center: Show Disabled: Search

Cost Center Code ▲	Cost Center Description	PPS	Gateway	Enabled	Actions
PROC	PROCUREMENT	No	Yes	Yes	Edit Delete

Items Per Page: 10

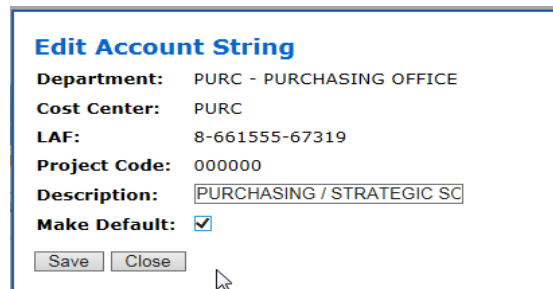
TEST Test Cost Center Add

Task: Creating a New Account

- How To:
 - Now that Cost Center (CC) and Project Code (PC) have been created, the new LAF can be built
 - Access Accounts > Account Strings
 - Click “Build New Account String”
 - You will notice your recently built CC and PC choices are dropdown options in the “Build New” popup. Select your desired CC and PC options, with your LAF selection.
 - When ready, click either:
 - “Save” – which will complete the creation of the new LAF combo
 - “Save & Add Another” – which will save and let you continue

Task: Edit/Review Accounts

- Where: Account Tab > Account Strings
 - Next to each Account you will see the options:
 - Edit
 - This lets you edit the description and indicate the default account for your department



The screenshot shows a dialog box titled "Edit Account String". It contains the following fields and options:

Department:	PURC - PURCHASING OFFICE
Cost Center:	PURC
LAF:	8-661555-67319
Project Code:	000000
Description:	PURCHASING / STRATEGIC SC
Make Default:	<input checked="" type="checkbox"/>

At the bottom of the dialog box, there are two buttons: "Save" and "Close". A mouse cursor is pointing at the "Close" button.

- Disable
 - This will remove the LAF from the view leaving you with only the strings that you are currently managing
 - The string will not be removed from the GMC so if you change your mind, you can enable it again at a later time. Click on "show disabled" to see disabled account strings

Setting Your Department's Default Account String in the Gateway Management Console (GMC)

Department Purchasing Administrators are now required to select the department's default account string. The default account string will be used when an account string assigned to an invoice is no longer valid AND the department has not responded within 7 calendar days to a request for a valid account string.

To set the default account string: 1) log in to the GMC, select the "Accounts" tab and click on "Account Strings"; 2) on the "Manage Account Strings" screen, search for the account string; 3) under "Actions" click on "edit"; 4) on the "Edit Account String" screen, check the "Make Default" box and click save.

Note: Your default can be any unrestricted account string. This excludes Fund Type 13 (Federal Funded 100%), 14 (EARRA) or 5 (United States Government) in combination with Award Type 2 (Contract), or 3 (Grant). Invoices charged to the default account string can be re-allocated by transfer of expense (TOE).

Edit Account String

Department: AAIT - ACADEMIC AFFAIRS IT
Cost Center: AA_T
LAF: 8-660160-19900
Project Code: ATPC00
Description: AAIT/STATE GENERAL FUNDS
Make Default:

Default can be selected.

Edit Account String

Department: CBER - CTR BIO&ECOLOGICAL RESTORATION
Cost Center: CBER
LAF: 8-448810-21880
Project Code: 000000
Description: THORSCH, 20150831, Collabora

Default selection not available.

To view the default account string for a department, go to "Account Strings", select the department, check the "Show Default" box and click search.

Manage Account Strings

Department: **Project Code:**

Cost Center: **Show Disabled:**

LAF: **Show Default:**

Department ▲	Cost Center	LAF	Project Code	Description	Actions
AAIT - ACADEMIC AFFAIRS IT	AA_T	8-660160-19900	ATPC00	AAIT/STATE GENERAL FUNDS	Edit Disable

Items Per Page:

Task: Get An Account String Into Gateway

- Where: Assignments > Assignments by User/Role
- The key piece to remember, is that until you link an Account Approver to an Account String, it will NOT sync to Gateway.
 - Remember: Strings sync every hour daily
- You can do this under either:
 - Assignments by User
 - User-Down Approach
 - Assignments by Role
 - Role-Up Approach/Good for Assigning Large Groups at Once

Task: Get An Account String Into Gateway

Assignments By User:

- Lookup User
- Select Account Approver Role
- Select Department from Drop-down
- Find the Account String this person will be the approver for
 - You can look via the Cost Center, Project Code or LAF drop-down
- Select the limits they will approve (or select all)
 - Each box needs to be checked; the box above will not supersede the boxes below
- You have the option to “Display Account String(s)” to view what strings you are about to add this person to before hitting save.
- Hit Save!
 - You will see “X new assignments created” above your selection when complete.
 - If you need to add another person to this same set-up, leave everything in place, just change the name. It will keep all of your data in place and you can hit save again to continually add additional approvers.

Task: Get An Account String Into Gateway

Assignments By User:

Home Operations Administration Accounts Assignments Reports Logoff

Manage Assignments Assignments by User Assignments by Role Bulk Assignment Management Assignments Log Hannah Morand

Assignments by User

Application: Gateway

User: Hannah Morand

Role: Account Approver - approvers

Workflow Step: Account Approval

Department: PURC - PURCHASING OFFIC

Cost Center: PURC

LAF: 8-661555-07427

Project Code: 000000

Limit: [Select All](#)

1. Under 500 2. 500 to 2500 3. 2500 to 5000 4. 5K to 10K 5. 10K to 25K 6. Over 25K

Display Account Strings:

Department	Cost Center	LAF	Project Code
PURC - PURCHASING OFFICE	PURC	8-661555-07427	000000

Items Per Page: 10

Task: Get An Account String Into Gateway

Assignments By Role:

- Select Account Approver Role
- Select Department from Drop-down
- Find the Account String these users will be the approver for
 - You can look via the Cost Center, Project Code or LAF drop-down
- Select the limits they will approve (or select all)
 - Each box needs to be checked; the box above will not supersede the boxes below
- You have the option to “Display Account String(s)” to view what strings you are about to add this person to before hitting save.
- Search for each users name
 - Selecting their name and clicking “assign”, will add them to a list below. You can continue to build your list below. Once you have a large list of all of the people you would like added:
- Hit Save!
 - You will see “X new assignments created” above your selection when complete.

Task: Get An Account String Into Gateway

Assignments By Role:

Application: Gateway
Role: Account Approver
Workflow Step: Account Approval
Department: PURC - PURCHASING OFFIC
Cost Center: PURC
LAF: 8-661555-19900
Project Code: 000000
Limit: [Select All](#)
 1. Under 500 4. 5K to 10K
 2. 500 to 2500 5. 10K to 25K
 3. 2500 to 5000 6. Over 25K

Display Account Strings:

Department	Cost Center	LAF	Project Code
PURC - PURCHASING OFFICE	PURC	8-661555-19900	000000

Items Per Page: 10

Find User and Assign Role(s)

First Name: karen **Last Name:** jeffers

[Show Advanced Search Options](#)

First Name	Last Name	UCSBnetID	Email Address	Actions
Karen	Jeffers	kjeffers	karen.jeffers@bfs.ucsb.edu	Assign

Items Per Page: 10

Assigned Users

First Name	Last Name	UCSBnetID	Email Address	Actions
Hannah	Morand	h_morand	hannah.morand@bfs.ucsb.edu	Unassign
Calli	Price	capric	calli.price@bfs.ucsb.edu	Unassign

Items Per Page: 10

Task: Assign a New Role

- Where: Assignments > Assignments by User/Role
 - GMC Roles: DPA
 - Gateway Roles: Account Approver, Department Buyer, Requester, Receiver, Department Invoice Review
- Tips for Success!
 - GMC Roles – Update Instantly
 - Requester, Receiver and Invoice Review roles – Update Instantly
 - Account Approver and Department Buyer roles, need to catch a sync to be active – starts at 12:10am and runs every hour
 - Gateway Roles are Mandatory
 - In fact your Department cannot be active without the Dept. Buyer!

Task: Edit Existing Roles

- Where: Assignments > Manage Assignments
- This is a great place to see who is currently set up in your roles, make quick changes or see who was set up in the past.
- The “header” portion, lets you filter the information that you want to see.
 - If in the “assigned” view – this is all your current assignments
 - If you choose the “unassigned” view – this is past assignments

Task: Edit Existing Roles

- Where: Assignments > Manage Assignments
- If in the “assigned” view – this is all your current assignments
 - Clicking “unassign” next to a role will remove it
- If you choose the “unassigned” view – this is past assignments
 - Clicking “reassign” next to a role will add it back
 - *This is where you want to go if you are getting the message “assignment already exists”*

Task: Remove Someone Leaving Dept.

- Where: Assignments > Bulk Assignment Management
- This gives you the option to remove roles/assignments all at once, rather than individually through the Manage Assignments Tab
- Quick Note:
 - You cannot use this to remove someone who has separated from PPS – their UCSB Net ID needs to be active

Task: Remove Someone Leaving Dept.

- Where: Assignments > Bulk Assignment Management
- Select your Department from the drop-down
- Choose a File to Download
 - User Roles (Requester, Receiver)
 - Department Roles (Department Buyer)
 - Account String Assignments (Account Approvers)
- This will give you a CSV File
- Leave all the header information in tact
- Put an “X” in Column A, next to all of the information that you want to delete
- Save to your computer
- Go back to the GMC
- Upload back to the respective location
- This will mass delete roles/assignments for you
- Please note: Mac Computers love to change “000000” project codes to “0”, a great way to get around it is to save to your computer and leave the file open to preserve formatting when you upload.

Task: Remove Someone Leaving Dept.

Bulk Assignment Management

Exports	Imports
<input type="text" value="PURC-PURCHASING OFFICE"/>	
<input type="button" value="Download User Role Assignments"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload User Role Assignments"/>
<input type="button" value="Download Department Assignments"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload Department Assignments"/>
<input type="button" value="Download Account String Assignments"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload Account Strings Assignments"/>

Task: Report Tab

User Roles Report

Application: Gateway First Name:

Role: Department Buyer Last Name:

Department: PURC - PURCHASING OFFIC

Search Export Clear

Department	Role Name	Role Desc	First Name	Last Name	Email Address
PURC	Department Buyer	Department Purchasing Agent	Donna	Baumann	donna.baumann@bfs.ucsb.edu
PURC	Department Buyer	Department Purchasing Agent	Lynn	Corrigan	Lynn.Corrigan@bfs.ucsb.edu

Tips for Success!

- Daily syncs:
 - Starts at 12:10am and runs every hour
- Account Strings need Account Approvers
- “Assignment Already Exists” Message
 - Check Manage Assignments > Flip to Unassigned View!



Contacts and Help

- Gateway Help Desk:
 - Log a Ticket! Gatewayhelp@bfs.ucsb.edu
- Gateway Website:
 - <http://www.bfs.ucsb.edu/procurement/gateway>
 - You Will Find:
 - News/Urgent System Admin Communications, Contact Information
 - Training Guides, Desk Manuals, FAQs
- Who Can I Talk To?
 - Kathleen Yabsley– Gateway Systems Manager x3542, kathleen.yabsley@ucsb.edu
 - Questions, Training & Content Enablement
 - Lara Anderson – Procurement Coordinator x8025, lara.anderson@ucsb.edu
 - Questions on
 - Donna Baumann – Supplier Enablement Specialist x4266, donna.baumann@ucsb.edu
 - Any “Add Supplier Form” Request Follow-up or supplier info updates
 - Vaughn Boyle - Vendor Settlement Manager x7377, vaughn.boyle@ucsb.edu
 - FlexCard and Gateway Invoices