GATEWAY USER GROUP MEETING NOTES

Tuesday, February 27, 2018

Attendees: Lara Anderson, Vaughn Boyle, Patricia Esparza, Michelle Fitzgerald, Mary McGuan, Rogelio Gonzalez, Cindy Lopez, Yasemin Norris, Jeri O’Mahoney, Robin Fortune, Daniel Stack, Kathleen Yabsley, Bobby Zavala

Guests: Jacob Godfrey, Olga Mery, Devlin Seymour

Not in Attendance: Daniel Hart, Terri Hille, Calli Price, Alyssa Warren

Are there any corrections to January 23, 2018 Meeting notes? - None

Welcome to our newest member Cindy Lopez from Associated Students. We will go around the table and introduce ourselves to her.

Start Round Robin:

- Daniel Stack – I had a requisition with more than one restricted item. Is there a way to add multiple restrictive flags? Group agrees this is important

**Action item for Kathleen** she will check into redesigning the requisition

- Jeri O’Mahoney- Invoices that have multiple receipts are hard to see. Is it possible to see amounts or quantity?

**Action item for Kathleen** Request to add receipt name field to summary list

- Patricia Esparza – Chuck wishes the approval process was much easier. Jacob - one upcoming project is how to improve the delegation of authority and standardize what financial level should go to Budgeting for approval.

- Rogelio Gonzales – My department uses the Flex Card Authorization Form in Gateway so the commodity/object codes need to be available. Kathleen – Another upcoming project is to re-examine mapping of the codes.

- Bobby Zavala – My department has a high level of invoices, with open projects. How can he view all invoices? Kathleen- In the requisition tab there is a box to check “Invoice Review.”

- Cindy Lopez – What is the proper way to shop at Costco? Answer (Using a walk-in PO). Your department can apply for a Business Membership Card. You can create a walk in PO with items you want to purchase, estimating the amount, then print out a copy of the walk in PO and bring it to the Costco Membership Counter before shopping.
• Mary McGuan – I want to approve this invoice no matter the amount. What is the 3rd line of defense?
• Michelle Fitzgerald – to leave comment in the buyer invoice tab such as -not received- waiting for items.
  If a Vendor is only taking credit cards, do they need to be in Gateway? Answer - You can use the PO number and set the payment to manual, then pay with credit card – for example New Era Pump.

Kathleen - Using federal funds- 3500 and greater – need to transmit terms & conditions to supplier, create a requisition and let us know to close the PO, settle by credit card.

• Daniel Stack - Newegg only takes Flex Card Authorization, how do we transmit the T&C’s to the supplier? See answer above.

Jacob - We are trying to confirm raising the micro purchase threshold to 10K, with the general counsel and the Office of Naval Research.

**End of Round Robin**

Gateway Updates:

• Cell Signaling: Technology agreement renewed on February 2, 2018.
• UCOP Sunbelt Controls: hosted catalog testing will begin next week.
• B & H Photo: Any interest in a punch-out w/cXML POs and Invoices – group responded yes, but B & H doesn’t put tax on invoices. Use tax is added. cXML won’t cost us a licensing fee

**Object Code 7200 Project – Olga Mery**

Commodity & Object code mapping needs to be updated and enhanced to find more descriptive codes that will accurately reflect what we are buying. We need to flush out more object codes and use more robust commodity codes. Materials section/services section and does the materials section need some service codes?

The commodity and object codes mapping was done in 2012. Our immediate concern is that we have over 100K open cost on Vendor Blankets using code 7200. – Update object codes on VBs to be more descriptive.
Propose a work group that will work with accounting / object codes to determine if the mapping makes sense and determine if the category of “goods” has crept into the “services” category?

Volunteers are: Patricia, Vaughn, Rogelio, Bobby, Kathleen, Lara

Yasemin – We buy “give-away” pencils, and we use jewelry/gifts- the only matching codes.

Vaughn – I have suggestions for the working group.

Running recharges in Gateway – Devlin

Recharges today - which ones are the highest priority to run in Gateway?

I would like discussion in a work group- the recharges process is labor intensive

Discuss large pain points – something that is inefficient, and heavily used around campus. Mail Services or Furniture Services for example.

Jake

    Recharges to external party enhancement phase: Gateway could be a viable option offering transparency, ordering and tracking. We will use the same decision process as requisitions. Pain points – UCen and Bookstore

Billing/backup – you can load your own invoice, great visibility, order, process, and settlement documentation – in house now we have 100 million dollars of internal recharges.

This puts power back into the departments hands, put in form, route form, attach quote, then it becomes a requisition “Quick Quote”

Yasemin – Why ask for quotes if there is no alternative?

Jeri – The process is to create a requisition for furniture services attach quote. Does the invoice stop for Department Invoice review?

Michelle – Our department processes recharges for 12-15 different departments, how do we control what grant is being charged?

Answer –The advantage is the department placing the order can track grants open and closed or get refunded.

Students go at will – it depends on open and close – rejects do not hit and the period time ends.

Or One-time POs would be created.

Devlin – feasible to pilot work group to find out will the campus like it.
Dan Stack – I process recharges for the store room, hundreds of charges every week get uploaded once a month. This project would not go that route.

Devlin – We only want to replace old systems that are not robust or that have problems

Michelle – Contract/Grant preview final – make corrections – formats standard that generates several journals. Standardize general ledger?

Call for Volunteers to form a work group to pilot Recharges for Furniture and Mail Services.

Michelle, Rebecca (possibly volunteered by Jeri), Dan Stack, Devlin, Kathleen, Lara, Fadi (volunteered by Vaughn)

We can host a catalog of services in Gateway

1st meeting for workgroup – Value & Pain points

**Potential Projects for 2018**

1. UC is re-branding the wave logo is going away. New Gateway Logo – new standards to enhance our visual branding – we can carry this topic over to our next meeting. Large project with Brand Identity Management, New Business Card Templates. One philosophy is leveraging the beauty of our area.

2. Recharges in Gateway – Identify common process for requesting and paying for recharge activities. Research the opportunity; identify pain points and value proposition, design solution, partner and test pilot program.

3. Establish UCSB commodity council and sub councils to oversee strategic sourcing and revenue generation activities. Jake will talk more later about general purchasing Unique/special needs
Pipeline communication
Food services life sciences
Procurement deals with Policy, (state & federal) sustainability, supply chain and social responsibility, maturation process, our campus top down

Lara will follow-up with contact updated spreadsheet.