Gateway User Group Notes
April 25, 2017

Corrections for March 28, 2017 meeting notes: None

Group Round Robin:

Daniel Stack – Can account approvers add/ attach documents to the purchase order?

  Kathleen - currently the work flow allows the account approver to return the requisition to the requester.

Partial Sales Tax Exemption Form – Equipment used in research

Yasemin – For procurement paid invoices – What do we do if the vendor asks for their check, yet in Gateway it shows a paid or payable status?

  Vaughn – Contact accounts payable. If a copy of the check is needed it will go to Annette or Steve.

Max – At the last town hall it was mentioned that extramural funds need to be paid before the end date. Can the line item specify a dollar amount, allocating funds to zero?

Jeri – Adding to Max's comment, Can we ask that PeopleSoft to pay from a certain fund until the fund is down to Zero, and then move to the other fund? Basically PO spends in order; 1 funding source then the next.

  • Vaughn / Kathleen - PeopleSoft is complex, and right now it doesn’t work that way.

Terri – Now that we are exploring paperless options, in Gateway, if an invoice is paid and approved to pay, how does that satisfy an audit?

  • Jake – The requisition going through departmental approval process provides the receipt as approval for payment depending upon circumstances. The new revised worked flow: the department approval for over 5,000 and forms. Gateway has a system of receiving, no paper copy is necessary. Each department has responsibility of receiving. Federal Purchases – Scan / upload the packing slip, electronic receipt. Stay consistent with invoices. FlexCard in Gateway attach all paperwork to PO.

Tahna – What is the best practice for PO’s in payable status, that are considered finished, but pop up in the future with a problem? Melia and Daniel – You can run weekly reports, or use Data warehouse. Contact Accounts Payable regarding any that are “stuck” at payable.
Daniel Hart – Mobil Applications for Gateway. Can receiving be added to the mobile apps?

Currently only approvals and shopping

Rogelio – Where do we make comments in Gateway if we want to give an approval to pay an invoice? Group responded to Comment inside the invoices tab.

Melia – How does the group process Home Depot orders? Daniel Hart replied Channel City Lumber takes PO’s from UCSB, you can do a walk-in PO on a document, including buyer number, vendor ID #, and Hayward Lumber uses a pro desk.

Jacob - Invoice Workflow Changes:

Invoice overages on a PO will be assigned to a default account string – fixed distribution.

As a department if you limit the amount to charge to this line can the additional allocation be charged to the account? Could there be a check box?

Department level account string in the GMC – mismatch – fixed distribution, go to default?

Provide comment or additional PO line- fixed basis how do we deal with overages? Is this common? Potential models to identify how to pay.

Review the workflow process Draft – is there a window in Force match? AP will follow –up

Workflow finalized with the work group - Any questions or concerns?

Group responded – NO

Notifications will be created on the 2nd and 6th day before the invoice processes.

Add edition dates

Revisit credit memo’s – it was thought we would no longer accept credit memos; memos, send checks instead? No, too hard to decide where the check would go, and it is better to deal with credit than a check.

Regarding grants – grants end, but financials don’t close for months after the award end date. What happens when we receive credits to closed awards? Return money to the Federal agency (credit sponsoring agency).

Action items:

- Kathleen will test to see when comments are added to all documents from requisition to invoices - will they show up on future invoices?