Reviewed notes from January 31st meeting

User Group Membership 2017: Increased voting membership to include 10 -12 members; new voting group members: Robert Zavala (Housing & Residential Services), Tahna Hekhuis (Electrical & Computer Engineering) she will replace Sheri Yuki who has accepted a job at UCLA, and Daniel Hart (Facilities Management, including D&C and EH&S) he will replace Ann Boochangkool who is going out on maternity leave.

User Group Charter 2017: Robin Portune and Yasemin Norris are volunteering for the User Group Charter – revisit last year’s charter, get group input for attendance and participation: Lara will send out PDF’s of charter and request for additional volunteers.

Meeting Structure and Length: Group members voted unanimously (8) yes, (0) no, to add 15 minutes to our monthly meetings, to allow for a round robin style update from the members, another vote (8) yes (0) no, for round robin to be added after the review of last meetings notes.

Our future agendas will take this format:

1. Review Minutes from prior meeting
2. Round Robin (maximum 15 minutes
3. Agenda

The group is requesting that all members respect a 1.5 minute time frame for each member who wishes to take part in the round robin. It is also noted that the round robin is an opportunity to share questions, procedures, or small problems that arise. If your topic requires more time for discussion, please submit your
topic as a suggested agenda item to the Help Desk at least one week prior to the meeting.

**Gateway Supplier Enablement:**

Bio-Rad – Testing continues, but if the punch-out is for configurables ONLY, do we still want it?

Aramark – punch-out testing in mid March

IDT (Integrated DNA Technologies) – What does IDT Catalog offer in terms of punch-out, can we proceed with enablement? There is a need for custom oligos.

**Invoice work flow updates:**

Departments must keep up on entering receipts

Kathleen, Vaughn, Fadi, Lara – looking into reasons why invoices don’t get paid. Notices that an invoice has arrived which requires a receipt are automated to go to the PO owner. You can send a request to the Help Desk to change the PO owner if that person no longer works for the university or your department.

Receipt or approval? For invoice payments?

Ongoing discussion for adding approval role. Standard PO- choose receipt or approval role to pay. Receipt is tied to the dollar amount.

Yasemin, Michelle, and Daniel Stack want to sign up for invoice training when it becomes available.

It is clear that for vendor blankets the User Group wants receipts required to pay. Kathleen explained that the University saves money by taking advantage of prompt payment discounts.
Jacob will present a Visio Diagram Flow Chart which will give the group a picture of the work flow text at the next meeting.

**Department Default Account String Assignment in GMC** –

- Final version of the announcement to campus scheduled for March 2017 was shared with the group. The default account string will be used only if an invoice needs a valid account string (account string on the PO is no longer valid) and one has not been provided within 7 calendar days of a request from an invoice processor.

**California State Sales Tax is now 7.75% as of January 1, 2017.** Vaughn reported that some suppliers are still billing at 8% sales tax which makes the invoice stop in match exception for approval. If the tax difference is a significant amount, a revised invoice may be requested from the supplier by the department. Otherwise, if the difference is a small amount, the department can approve to pay the invoice.

**Action Items:**

Kathleen:

- Follow up with IDT enablement and what they offer in terms of punch-out.
- Send invoice workflow design document update by March 21st, 2017, which is 1 week prior to the next user group meeting.