The University of Oklahoma Health Sciences Center

Accounts Payable/Purchasing: Ask the Expert

Agenda

- Accounts Payable/Procurement
  - Payment methods and processes
- Questions
- Contact information

Payment Methods

OU Marketplace	• Invoices sent by the supplier to PeopleSoft Financials electronically and paid automatically as vouchers
Requisitions/ Purchase Orders	• Enter receipts against the req to initiate payment • Attach invoice and indicate amount/cost to be paid
Regular Vouchers	• Small dollar invoices not related to a PO • Supplies, fees, participant payments, etc.
OnDemands	• Petty Cash/Change Funds • Refunds
Pcards	• Specific list of allowable expenses • Cell phones/service, publication fees, subscriptions, freight/shipping, etc.
Travel Cards	• Travel-related expenses (airfare, lodging, Uber, etc.) • Food and beverage expenses

Question #1

- It would be great if they can discuss best practices in purchasing high $ kits. If you get let's say a 5 pack of kits, it may easily go above the $5,000 threshold. This could happen a couple times in a 6-month period, and I feel like sometimes there is confusion or uncertainty that this is reaching some of those other "go to bid" thresholds, but ordering different kits are like ordering pencils and pens. They are the same, but also different. If I know over the course of a year that I will purchase more than $5,000 worth of various kits from one supplier, should I proceed down a different path?

Answer #1

- While purchases are on a per-transaction basis and not cumulative it is best practice to use the threshold and competition requirements for the annual spend that you are currently aware of and will be spending over the course of the fiscal year. If you are unaware of future purchases then you will base it off your one-time order, be advised that splitting a purchase to avoid threshold requirements is prohibited.

Acquisition Limits

Federal Designations	Amount	Method of Solicitation	Requirements
Micro-Purchase	$0-$5,000	-	Fair and Reasonable
	$5,001-$10,000	Informal	One (1) Quote
Small Purchase	$10,001-$25,000	Informal	Two (2) Quotes
	$25,001-$50,000		Three (3) Quotes
	$50,001-$150,000		Four (4) Quotes
Simplified Acquisition Threshold and Formal Procurement	Over $150,001	Formal	ITB or RFP

Question #2

- What is Jaggaer/Sciquest? Is that a component of our system or is it a software that a particular company uses to interface with our system?

Answer #2

- Jaggaer is our newer procurement software platform that provides a wide scope of offerings including a supplier database, product catalogs, online ordering, electronic solicitations, and a contracts database.

Question #3

- I, occasionally, receive invoices for purchases made in Marketplace. I know this is not the usual process as those purchases should have been invoiced electronically in the system and paid automatically. One vendor said that the items purchased were not listed in their catalog and that they were not able to submit the invoice in Jaggaer/Sciquest.
  If the items were available in Marketplace, why was it that they were not catalogued items? My thinking is that if they were available for purchase in Marketplace, nothing should prevent them from being invoiced and paid via Marketplace/PS as well.

Answer #3

- Yes, we are currently aware of this particular issue and looking at the best solution. Some of our Marketplace suppliers are not able to electronically invoice an item that wasn't originally listed in their catalog but instead was offered through a "quote" that was pulled over into a cart.
- In the meantime, these invoices will need to be paid on voucher. Once paid please send an email to AskPurch@ouhsc.edu that includes the PO and voucher numbers, and we will close the PO and requisition out to release those encumbered funds.

Question #4

- Why do some purchases require pre-approvals when already included in approved budget and when the supplier has received approval from OUHSC?

Answer #4

- PeopleSoft workflow approvals are pre-loaded and based upon existing criteria such as GL code, funding, and dollar amount.

Question #5

- How long does it take for a supplier to be paid? Are checks mailed out or are suppliers paid electronically?

Answer #5

- The minimum timeframe to pay a supplier is **three** business days.
- Day 1 = PeopleSoft
  - The payment must be fully approved in PeopleSoft. Depending on what is being paid for, approvals may not just be from your department but may also have to come from Grants, Asset Management, IT, Purchasing, AP, etc.
- Day 2 = OMES
  - Payment from OUHSC PeopleSoft is sent to OMES PeopleSoft and must pass through their approval process.
- Day 3 = Check is printed/EFT is sent.
  - Checks are physically printed and mailed from OUHSC. OMES/OST sends all electronic payments. Suppliers, including employees, will receive an email noting the details of the payment.

Question #6

- How long does it take Procurement to process my requisition?

Answer #6

- Processing can take up to 30 days or more depending on the complexity. Please consider this timeframe when planning projects, needs, and other purchasing decisions.
- Factors that may impact the timeframe include:
  - Lack of documentation
  - Lack of responsiveness from approvers, depts, suppliers
  - Time of year
  - Availability of goods and services
  - Cost/funding

Question #7

- Can I update/change my GL on an existing requisition?

Answer #7

- At this time, you cannot change an existing GL on a requisition that has been submitted for processing.
- Here are the options to correct and GL/CFS issues
  - Procurement can close the requisition and PO and you will need to enter a replacement requisition with the updated GL/CFS for only the amount left on that original purchase. Reference the original PO in the header comments
  - Reduce the line that needs changed to the amount already expended and add a new line with the correct GL/CFS and the remaining amount that you reduced from the original line. Please keep in mind if you go this route, it will take two change orders to accomplish this because you can't add a line and reduce at the same time. The reduction should be completely processed by Procurement before you add the line.
- Procurement can help determine which method is more practical in your case so please reach out to the CS who issued the PO for guidance.

Contact Information

- Accounts Payable
  - AccountsPayable@ouhsc.edu
  - Pcard@ouhsc.edu
  - Suppliers@ouhsc.edu
  - Travel@ouhsc.edu
- Purchasing
  - **Email**: AskPurch@ouhsc.edu
  - **Website**: ou.edu/Purchasing
  - **Staff Directory**: ou.edu/Purchasing/Staff_Directory