



Wonders of Works & Webforms

Procurement

April 15, 2015



Partnering with Procurement

- **Your way, our way, their way.....and the wrong way**
- **From buy to pay**
- **Uniform Guidance**
 - Grace period
 - Ever changing

Value Added Services

- **Negotiation**
- **Verification**
 - Debarment, exclusion from federally-funded programs
- **Best overall value for University and funding agency**
- **Transactional accountability**
 - Costs are allowable, allocable, reasonable
- **Facilitate settlements**
 - Contractual issues, warranties, disputes, claims, protests

Compliance

Ensure compliance of grant-funded expenditures

- Ethical, impartial
- No perceived or actual *conflict of interest*
- Open competition
 - Diverse vendor base
- Policies & Procedures
- Cost/price analysis
- Contractual Ts & Cs
 - Getting out of “hot water”

Works Terminology

- **Accountholder**
 - Card holder
 - Name embossed on the card
- **Approver**
 - Card administrator
 - Responsibility to sign off on transactions, verification of allocations
- **Accountant**
 - Procurement as final approver
- **Auditor**
 - View role of a specific card population
 - Reporting capability

Reporting

- **Credit card allocations**
 - Allocations by speedtype
- **Travel**
 - All travel expenses
- **Airfare**
 - Airfare only

<https://demo.works.com/works>

Web Forms

Online W9

- **Procurement Website – Forms Tab**
<http://www.udel.edu/procurement/>
- **Collect information**
 - New Vendor, not in master Vendor Database
 - W9 is old, vendor was inactive
- **Data security** - encrypted during workflow
- **Data validation** – sensitive data verified, duplicate entry of critical information
- **Data accuracy** – verification of new vendor data, uploaded to PeopleSoft, elimination of guess work on critical information

Request for Payment to Individual



Redesigned

Request for Payment to Individual

Questions should be directed to Procurement Services between 8:00 a.m. and 5:00 p.m. Monday through Friday (302-831-2161).

Symbol Key: * Required Information, ! Error

Business unit: * UNIVERSITY OF DELAWARE (UOD01) ▼

Department: * PROCUREMENT SERVICES (04750) ▼

Payment is for: * If a reimbursement needs to be combined with an honorarium, award, or service, select payment type "Reimbursement and Honoraria, Award or Service"

Amount per payee: *

Purpose for payment: *

- Choose one ▼
- Choose one
- Athletic Officials
- Awards
- Honoraria
- Human Subject Participant
- Participant Support
- Refund
- Reimbursement
- REU
- Royalty

PO Requisition Web Form



New

- Splitting Requisition/Vendor Payment Request

UD Financials
UNIVERSITY OF DELAWARE

Purchase Order Requisition

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Symbol Key: * Required Information, ! Error

Business unit:	*	UNIVERSITY OF DELAWARE (UOD01) ▼
For department:	*	PROCUREMENT SERVICES (04750) ▼
Ship to		
Attention:		Abirami Narayan
Department:		PROCUREMENT SERVICES (04750) ▼
Room:		104
Building:		GENERAL SERVICES BUILDING ▼
Address line 1:		General Services Building

Vendor Payment Request Web Form

New

- **Familiar name – Requisition/Vendor Payment Request**
- **Payment request routed directly to Accounts Payable**
- **Facilitates payment with tedious data input**
 - Choose vendor from Lookup
 - No protection from PO terms & conditions
 - Unsuccessful tracking of entire 'life' of activity



Vendor Payment Request

Vendor

Status	Vendor
Active	GLOBALCO-002 GLOBAL COMPUTER SUPPLIES 2139 HIGHWAY 35 HOLMDEL NJ 07733-1094 USA 732/234-5217 302/831-6772 JIMGREEN@UDEL.EDU

Invoice(s)

Invoice	Funding											
12345 Test Nov 5, 2014 \$540.00 10/21/2014 Capture.JPG	<table><tr><td>1.</td><td><table><tr><td>SpeedType: PURC110000 - PROCUREMENT SERVICES</td><td>Account: 147000 - COMPUTER COMMUNICATIONS DEVICE</td></tr><tr><td>Purpose: PURC110000 - PROCUREMENT SERVICES</td><td>Fund: OPBAS - OPERATING BASIC</td><td>Dept ID: 04750 - PROCUREMENT SERVICES</td></tr><tr><td colspan="3">Program: ADALL - ADMINISTRATIVE ALLOWABLE</td></tr></table></td><td>\$540.00</td></tr></table>	1.	<table><tr><td>SpeedType: PURC110000 - PROCUREMENT SERVICES</td><td>Account: 147000 - COMPUTER COMMUNICATIONS DEVICE</td></tr><tr><td>Purpose: PURC110000 - PROCUREMENT SERVICES</td><td>Fund: OPBAS - OPERATING BASIC</td><td>Dept ID: 04750 - PROCUREMENT SERVICES</td></tr><tr><td colspan="3">Program: ADALL - ADMINISTRATIVE ALLOWABLE</td></tr></table>	SpeedType: PURC110000 - PROCUREMENT SERVICES	Account: 147000 - COMPUTER COMMUNICATIONS DEVICE	Purpose: PURC110000 - PROCUREMENT SERVICES	Fund: OPBAS - OPERATING BASIC	Dept ID: 04750 - PROCUREMENT SERVICES	Program: ADALL - ADMINISTRATIVE ALLOWABLE			\$540.00
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Program: ADALL - ADMINISTRATIVE ALLOWABLE												

Invoice Payment Routing Approval – Research

- Carefully select PO Line and Funding Line
- Overpaying a line item
 - Possible when sufficient balance on PO

Invoice Payment Distribution

Use PO line allocation (based on balance before payment)	Invoice ID	Invoice amount (\$)	Invoice date	PO line #	Funding line #	Speedtype	Account	Category	Project ID	Balance before payment (\$)	Invoice allocation (\$)	Balance after payment (\$)
No	639026-11	23,964.90	03/31/2015	3	1	EDUC342166	153300	51100	EDUC34216611000	122,352.55	23,964.90	98,387.65
	Total:	23,964.90									23,964.90	

Accounting comments:

Other comments:

Payment Activity – Searching by PO Number

- PO Amendment information
- The Web form ID hyperlink open to you as part of routing chain

PO amendments

Webform Form Id	Date	Reason	Amount
2497404	2012/07/31	ADD PARTIAL FUNDS FOR FISCAL YEAR 2012-2013. INVOICES WILL BE PAID AS RECEIVED	
2792061	2013/07/15	TO ADD FUNDS FOR FISCAL YEAR 2013-2014 TO PAY A-S MEDICATIONS INVOICES AS RECEIVED DURING FISCAL YEAR	
3040431	2014/04/21	Need additional funds.	
3208930	2014/10/14	TO ADD FUNDS TO PURCHASE ORDER TO PAY INVOICES MONTHLY AS RECEIVED	
3242861	2014/11/24	NEW PURCHASE ORDER CREATED BECAUSE OF DNU STATUS OF THIS ONE NEW PURCHASE ORDER IS #37847	
			\$0.00

Payment Activity – Searching by PO Number

- PO comments / instructions sent to vendor
- Procurement -comments in PeopleSoft

Comments & Purchase Order Attachments

Comment ID: 2015-03-20 14:31:03

Comment: Ship to:
Dr. Chaoying Ni
Materials Science (03106)
Phone: 3028316359

INTERDISCIPLINARY SCIENCE ENGR
221 ACADEMY STREET
ROOM 157
UNIVERSITY OF DELAWARE
NEWARK
Delaware
19716
United States (USA)

Payment Activity – Reports

- Search by Purpose Code or Vendor (Vendor Short Name)
- Narrow or broaden search
 - status ‘Open’, ‘Closed’ or ‘Both’

Report

Purpose:

Vendor: (lookup)

Business unit:

Status:

Payment Activity – Sample Report

- Researching Dell Computers
- Escape key - 'Stop report loading'
- 'Download to Spreadsheet' - will display added data fields

0 of 21 report lines loaded.

Stop report loading

Download to spreadsheet

PO Vendor Report of PO vendor starting with NEWARKCI-001

PO #	Req #	Vendor	PO amount	Gross payment amount	Discount amount	Net payments to date	PO balance
0000000002	W2068597						
0000000006	W2101174						
0000000009	W2123537						
0000000013	W2078752						
0000000018	W2141919						

Thank you

www.udel.edu/procurement

831-2161