

Common Purchasing Scenarios

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Agenda

- Purchase to Pay cycle
- Common Scenarios
- Fiscal Year (FY) end reminders
- PaymentWorks
- Questions

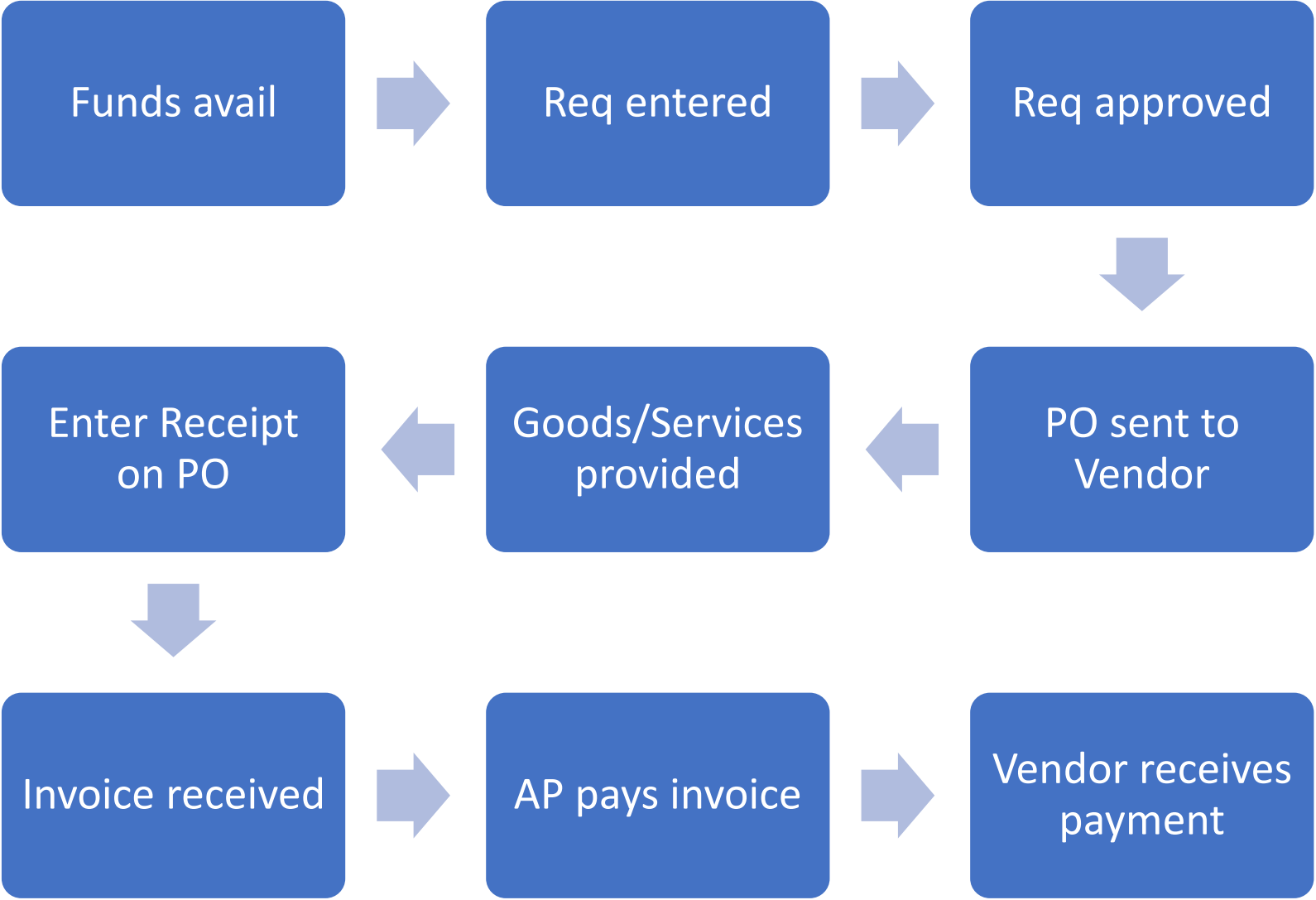


Full Cycle - Purchase to Pay

- Budget
 - Do you have funds in your budget for this purchase?
 - Check with Budget Office
 - Brooke's training on Thursday
- Purchase
 - Where to purchase from? Check state contracts/Jaggaer punchouts first
 - How to purchase:
 - Jaggaer Requisition approved, PO sent to vendor
 - Pay with P-Card
- Pay
 - Invoice paid by Accounts Payable
 - ACH or paper check (PaymentWorks)



Purchase to Pay



Common Scenarios

- PO or P-Card
- Ordering with a quote
- Estimates
- Recurring Payment PO
- Change Request
- When to use a Payment Request
- Receiving / Enter Receipt
- P-Card and P-Card Manager Changes



PO or P-Card

- P-Cards are required to be used for all purchases of \$100 or less, and highly encouraged for all purchases \$1,999 or less.

Exception: Jaggaer Punchouts

- Can I pay with my P-Card?
 - [Authorized purchase](#) for P-Cards?
 - Will the Vendor accept P-Cards?



Ordering with a Quote

- Scenario: You need to order posters for an event
 - Obtain a quote from PrintCraft – do not order yet. Can let the vendor know they will receive a PO via email to place the order.
 - Enter a [non-catalog requisition](#) in Jaggaer
 - Enter vendor's email in Distribution Method
 - Requisition routes for approval, PO created and sent to vendor
 - Receive posters, [enter receipt](#) in Jaggaer
 - AP receives invoice, matches to receipt you entered and pays invoice



Estimates

- Scenario: You have an estimate of \$500 for equipment repair.
 - Enter req for \$500.
 - Vendor completes work, only charges \$425
 - Enter receipt, indicate actual amount
 - AP receives invoice and pays
 - No change request required if actual amount is less than or slightly over PO amount
 - AP has match threshold for \$100/10% difference between PO and Invoice
 - Change request required if invoice is substantially over PO amount. When in doubt, check w/ AP.



Change Request - Amount

- Scenario: You need to change the \$ amount on a line item
 - If you have not entered a receipt for the PO yet, a Change Order can be entered
 - [Create the Change Order](#)
 - Click on the line item and edit the amount
 - Click Submit Request to submit the CR into approval workflow
 - Ensure the Change Request is fully approved before entering a receipt.



Change Request – Cost Cnt

- Scenario: You need to change the cost center
 - If you have not entered a receipt for the PO yet, a Change Order can be entered
 - [Create the Change Order](#)
 - Update the cost center
 - Click Submit Request to submit the CR into approval workflow
 - Ensure the Change Request is fully approved before entering a receipt.



Recurring Payment PO

- Scenario: You have a quarterly maintenance service quote
 - Enter the Non-Catalog Req, with a quantity of 4 and the quarterly amount
 - Requisition routes for approval and PO is generated to the vendor
 - Vendor performs service
 - Enter receipt for that quarter's service
 - AP receives invoice and pays



When to use a Payment Request

- Scenario: An order was placed without a PO and you have received the invoice
 - [Enter a Payment Request](#), select After the Fact Invoice
 - No PO will be sent to the vendor, to avoid a potential duplicate order
 - No receipt needs to be entered, this request type automatically generates the invoice for AP
 - *What is not a “true” invoice? (Ex - Membership renewals)*



Entering Receipts

- A [Receipt](#) is a function in Jaggaer that indicates to AP that you have received the goods/services on the PO.
- No actual receipt or packing slip is required
- Receipts can be entered for only part of the quantity ordered on the PO
- [How to locate which PO's still need receipts](#)



Entering Receipts

- Receipts are required on all non-catalog, Punchout, and Independent Contractor Request PO's
- Receipts are not required on Payment Requests, Check Requests & Team Travel Advances



P-Card/P-Card Manager Updates

- Use the [P-Card Maintenance form](#) in these common scenarios:
 - New employee in department will be the P-Card Manager
 - Permanently update the Credit Limit on a P-card
 - Add additional or new employees to Department P-Card
 - Update the Department/Division head



P-Card Updates

- Obtain email approval from P-Cardholders Department/Division head and send to Purchasing for these updates:
 - Temporary Credit Limit updates
 - Temporary Single Transaction Limit lifts
 - Temporary MCC (merchant commodity code) restriction lifts



P-Card Updates

- Common Scenarios
 - Temporary Credit Limit updates:
 - We have lots of event purchases in June and expect to exceed the \$10,000 credit limit. Request a temporary credit limit update to \$20,000 for June.
 - Temporary Single Transaction Limit lifts:
 - I need to purchase conference registration for 3 employees and the total is \$2700
 - Temporary MCC (merchant commodity code) restriction lifts
 - We have an approved event to take students to the bowling alley. Need to request a temporary MCC lift for this event.



FY End Reminder

- Reminder: Controller's Office Fiscal Year End newsletter with Purchasing related dates
- **Controller's Office News:** The Controller's Office [summer newsletter](#) is now available.
 - June 18th - Purchasing deadline – all requisitions must be **Entered and Fully Approved** to be included and expensed/encumbered in FY24
 - Access Jaggaer and enter receipts for goods and services that have already been received for PO's by end-of-day **June 18th, 2024**.
 - **Encumbrances:** As we approach Fiscal Year end, please review your cost centers' encumbrances (Finance Query report in WarriorWeb). If there are any POs that you would like closed, email Purch@lcsc.edu with the details by **end-of-day June 14th**.



FY End Reminder

- P-Cards
 - **Shut Off Date:** P-Cards will be shut off on June 18th to facilitate year-end closing procedures. If you have an extenuating circumstance and need to use your P-Card after this date, please contact Purchasing.
 - P-Card users/managers are responsible for accessing Bank of America Works, allocating and approving the **transactions by end-of-day July 3rd** , to ensure transactions post in FY24.



PaymentWorks

- LC State has implemented PaymentWorks, a digital vendor management and payment security platform, to streamline vendor onboarding and facilitate electronic payments.
- [PaymentWorks Resources](#)



How vendors are impacted

- Existing vendors have been notified and need to register for PaymentWorks by July 31st
- New vendors will register with PaymentWorks
- Enables ACH Payments (but vendors may select check)



How you are impacted

- Campus may [request a vendor invite](#) to PaymentWorks using the existing Jaggaer Supplier Request form.
- You no longer have to request a W-9 from the vendor, as they will provide that information when registering in PaymentWorks.



Questions

- Any Questions?





Thank you. Questions?

Presenter