October 2022 Research Administration Forum Q&A

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Campus Purchasing and Payables

Q1: Will we hurt the small businesses who are not allowed to submit via Transcepta if we change to 60 days?

A1: Small businesses, unless they are foreign or require invoices processed by Travel Accounting are allowed to submit invoices electronically via Transcepta. Purchasing and Accounts Payable understand that this may hurt small businesses and are in discussions of keeping Net 30 for this group.

Q2: Under which of the three listed categories of invoices do wire transfer requests fall?

A2: Information for foreign wires is located on our Foreign Wire Transfers web page. Please note that if a foreign wire is submitted using the online form it is not necessary to upload the invoice to the AP Invoice submission site.

Q3: Will telephone hours be reestablished? Previously they were 10 a.m. – 12 noon and 2 p.m. - 4 p.m.

A3: Purchasing and Accounts Payable has recently hired and currently training Customer Service staff to respond to email inquiries and answer our phone lines.

Q4: When will departments be able to view invoices submitted via Transcepta? This is a huge audit risk for those of us purchasing items/services with C&G funds.

A4: This capability is not currently available in Transcepta at this time. Purchasing and Accounts Payable has been in discussions with Transcepta and hope to have an update soon. The new system, BruinBuy Plus releasing next year will have the ability to view invoices.

Q5: What type of purchase is considered "Strategic Sourcing" and how is it processed differently from goods and services?

A5: Strategic Sourcing (SS) focuses on purchases against strategic contracts per the Vendor Agreement List and Contracts that are bid for the benefit of all of Campus. Other commodities supported by SS are: Copier Leases, all goods (not services or software) related to DLAM, antibodies, fume hoods, bio-safety cabinets, pharmaceuticals, vaccines, tree trimming, window washing and all Covered Service Transactions (except Food Trucks): custodian services, parking, landscaping, security, carpet cleaning, charter buses, and Culinary Temp Staffing, and nursing.

Q6: When will AP get their phone hours back? Given how behind is the team responding to emails, it would be great to have this option back.

A6: Purchasing and Accounts Payable has recently hired and currently training Customer Service staff to respond to email inquiries and answer our phone lines.

Q7: You mentioned trying to move vendors to direct electronic submission of invoices. Would this apply to domestic and/or foreign subaward invoicing, or does the need for review and approval by the PI, for these invoices, preclude direct electronic submission?

A7: Domestic supplier invoices should be submitted electronically via Transcepta. Foreign supplier invoices should be submitted to AP via AP Portal, Foreign Payment category OR Foreign Wire submission. For foreign supplier invoices that include domestic services, please do not submit invoice to AP until Central Resource Unit (CRU) has approved it for payment. When reaching out directly to CRU team members please provide the post audit notification PAN. Current CRU foreign supplier invoice review team includes Haehn, Oksana; Chowdhury, Mushfiqur; Rodriguez, Maria; Henmi, Jeremy.

Q8: Who is in charge with deleting one of the duplicate invoices? Example from ASUCLA.

A8: Please reach out to AP@finance.ucla.edu should you erroneously submit an invoice to the AP Portal when the supplier is submitting their invoices electronically, such as ASUCLA. Duplicate invoices are highly problematic and create extra work and inefficiencies.

Q9: Can Transcepta be modified to let Departments review and approve Invoices before they are paid? As it currently stands, a Vendor can submit an Invoice that we don't agree with, and be paid.

A9: This capability is not currently available in Transcepta at this time. We've been in discussions with Transcepta and hope to have an update soon. The new system, BruinBuy Plus releasing next year will have the ability to view invoices.

Q10: We work with vendor Abbott a lot. We have been trying to ask the vendor to sign up for Transcepta, but the vendor indicated that they are not allowed to manually enter invoices into a portal. Also, they have Northeast, Southeast team, so one Transcepta account probably won't work. Any suggestion?

A10: Manually entered invoices or WebEntry Submission is only one of four submission options to suppliers. In this case with Abbott, AP recommends Email Submission type where supplier submits a readable PDF version of their invoices that is mapped to standardize supplier's invoices. Once setup, the supplier will be provided an email address to simply email their readable PDF invoices. Invoice submission options are found here. I do not believe that this supplier is related to subaward invoices, so let me know if you would like to meet to discuss (Kay Fukuda; Victor Herrera).

Q11: Will the new procurement system have the ability for fund managers to approve order requests?

A11: BruinBuy Plus will have this functionality in Release 2 of the Financial Transformation (Ascend) Project

Q12: Regarding Transcepta - Current state, not all vendors are available in Transcepta. So effectively the current process if AP is requesting invoices to be submitted through this system, the ask is for Departments to attempt invoices here first, and if failed because the vendor is not set up, to submit via the "manual" system. This process, which requires duplication of effort from Department administrators, is not feasible.

If the desire is for all invoices to be processed automatically in future state, should we pass the responsibility to vendors to register in Trascepta? Why is this responsibility at the Department administrator level?

A12: This is being addressed in the discussions surrounding the new procedure and recent requests for invoices to be processed timely. With the help of Research Administration to provide supplier information, AP and Transcepta can facilitate the onboarding of suppliers to register and setup electronic invoice submission. More discussions will be required to formalize this process.

Q13: Will the updates to BruinBuy affect one-time payee or non-income related payments?

A13: Purchasing and Accounts Payable are currently in discussions of how this will be handled in BruinBuy Plus

Q14: Aren't subaward invoices excluded from Transcepta?

A14: Purchasing and Accounts Payable are currently working on updating our website regarding suppliers that are exempt from Transcepta. Domestic supplier invoices should be submitted electronically via Transcepta. Foreign supplier invoices should be submitted to AP via AP Portal, Foreign Payment category OR Foreign Wire submission. For foreign supplier invoices that include domestic services, please do not submit invoice to AP until Central Resource Unit (CRU) has approved it for payment. When reaching out directly to CRU team members please provide the post audit notification PAN. Current CRU foreign supplier invoice review team includes Haehn, Oksana; Chowdhury, Mushfiqur; Rodriguez, Maria; Henmi, Jeremy.

Q15: What is the turnaround time for H&I response from AP?

A15: Three to five working days to respond to H&I invoices that require AP Representative to reprocess the invoices.

Q16: I submitted a foreign wire transfer on 10/6 and the approver and I have not received an email notice to approve?

A16: Purchasing and Accounts Payable manually send the emails to the approver. Have the approver check their junk or spam mail.

Q17: Can one vendor set up multiple Transcepta login ID? We learned vendor (Abbott) has multiples ARs location (east/west/north/south). Most of them do not have access to the main account and the invoices cannot be submitted online.

A17: I'm happy to meet to discuss the multiple location issues to better understand your concerns here, but I do not believe that it is a limiting factor with submitting invoices electronically. I was not aware that this supplier submits invoices for subawards. You can contact Kay Fukuda; Victor Herrera.

Q18: I think the idea of PI signing and then sending back to subawardee to send back invoice to Transcepta will create longer delays. Subawardees are often big universities like UCLA with central offices and may create longer delays and more errors.

A18: Purchasing and Accounts Payable understand the importance of the PI review and approval. We are collaborating to find a solution to this and have brought up the option to use the performance of Receiving as the PI approval needed to process the payment. There is definitely more discussions around this idea and welcome others.

Q19: For subaward invoices, how will the correct line be picked to make the payment for each invoice?

A19: AP follows the receiving instructions on the PO to issue the payments against the correct line. It is good practice to enter the invoice number on the comment line on the Receiving screen in BruinBuy. If receiving is performed on multiple lines we recommend adding comments such as Part 1 of 2, Part 2 of 2.

Q20: Given the new EFM policy, will A/P be rushing invoices for contracts & grants that are ending? Example: Grant ends 6/30/22 but consultants and subawards are working thru 6/30/22 as well. We CANNOT wait 8-10 weeks for invoice payments given EFM's new closeout policy.

A20: Purchasing and Accounts Payable and ORA are currently in discussions of how to collaborate efforts to support the new proposed procedure, especially a new work flow for processing the Final invoices timely.

Q21: Sub-award invoices still require PI to sign off on them therefore can't be submitted by the vendors directly in Transcepta.

A21: Purchasing and Accounts Payable understands the importance of the PI review and approval. We are collaborating to find a solution to this and have brought up the option to use the performance of Receiving as the PI approval needed to process the payment. There is definitely more discussions around this idea and welcome others.

Q22: If we set up a subaward for Receiving, will the department be contacted in a timely manner when invoices are uploaded? We tried this earlier in the year and it took over 4 months for AP to notify us that a subaward had submitted their invoice. Being unable to view invoices in Transcepta, we had no idea it was sitting there.

A22: Purchasing and Accounts Payable understands the importance of the PI review and approval. We are collaborating to find a solution to this and have brought up the option to use the performance of Receiving as the PI approval needed to process the payment. There is definitely more discussions around this idea and welcome others.

Q23: How do I know if the vendor submitted their invoice onto Transcepta - so we don't upload the invoice onto the system to avoid duplicate submission?

A23: Currently, campus does not have access to see invoices submitted electronically and we are working with Transcepta on this. The expectation is that suppliers enrolled in Transcepta submit all of their invoices electronically. If needed, confirmation from the supplier of invoices submitted would be advised. We are still in discussion on an email notification from the Transcepta portal, but this has not been confirmed yet. More to come on this!

Q24: The Purchasing website states that subaward and subcontracts are exempt from enrolling in Transcepta!!!

A24: Purchasing and Accounts Payable are currently working on updating our website regarding suppliers that are exempt from Transcepta. Domestic supplier invoices should be submitted electronically via Transcepta. Foreign supplier invoices should be submitted to AP via AP Portal, Foreign Payment category OR Foreign Wire submission. For foreign supplier invoices that include domestic services, please do not submit invoice to AP until Central Resource Unit (CRU) has approved it for payment. When reaching out directly to CRU team members please provide the post audit notification PAN. Current CRU foreign supplier invoice review team includes Haehn, Oksana; Chowdhury, Mushfiqur; Rodriguez, Maria; Henmi, Jeremy.

Q25: Where can I find information for suppliers to enroll in electronic invoicing?

A25: Information for suppliers to enroll in electronic invoicing is located on the Electronic Invoicing web page.

Q26: Are SOPs going to be widely released and posted on AP's website? Departments and vendors are frustrated because we have very vague instructions on what the various processes are. Department admins shouldn't have to create their own instructions.

A26: Purchasing and Accounts Payable are working on updating the content of our websites and we plan to include a section specifically for subawards. AP highly recommends you attend the October Accounts Payable Drop-In Meeting on 10/31/22 at 1 p.m. We will have a subaward break out room where we can provide information and also you will have the opportunity to schedule appointments.

Q27: Can you clarify difference between Payment Works, Paymode-X, Payment Plus, and Trancepta? Here is my understanding:

- **Payment Works = vendor onboarding tool used for creating/updating VCK address and payment method**
  - o **To check if a vendor is in Payment Works, I can just login to PW and look the vendor up using the VCK. If they have a contact email/mark under connected, they are in PW. If not, they are not yet onboarded.**
- **Paymode- X/ Payment Plus = Electronic Payment methods**
  - o **Can only have Paymode-X option if onboarded in Payment Works**
- **Transcepta = Invoice submission portal for vendors**
  - o **In order for a vendor to submit invoices through Transcepta, they must be onboarded in Payment Works**
  - o **Vendors will be able to see which invoices have been submitted, paid, or are on hold. Can Vendors see the invoice information for each payment made through their Payment Works account?**

A27: Please see [Vendor Onboarding](#) web page.

- Paymentworks is a supplier onboarding tool, used to onboard suppliers to our payment system. Campus department must initiate invite to supplier for onboarding purposes.
  [PaymentWorks](#)
  [Invitation Steps](#)
  [Supplier Onboarding Process](#)
- PaymodeX/Payment Plus are the two electronic payment methods for domestic suppliers or foreign suppliers with domestic banking. All suppliers are encouraged to sign-up for electronic payments to expedite the receipt of payments. See the full list of [Payment Methods](#).
- Transcepta: UCLA has adopted an electronic approach to processing by moving to an automated invoicing solution. We request that all domestic suppliers submit invoices electronically. For more information, please visit [Electronic Invoicing](#) web page.

Q28: Invoice Portal does not allow for duplicate invoices - How are so many getting through?

A28: Departments are uploading supplier invoices to the AP Portal where supplier is submitting their invoices electronically and via USPS mail. There are also instances where departments are submitting the same invoice multiple times.

Q29: We received the following request:

> *Revise the consent form as follows:*
> *1. Include the UCLA template describing the purpose of Phase I studies.*

Is the template a suggested language and not required?

A29: Purchasing and Accounts Payable don't have template language for the purpose of phase 1 studies to allow flexibility for studies, including pediatric studies, combined phase 1/2 studies, etc. It sounds like the request came from a Sponsor. They can propose verbiage in the consent and the IRB will review for that specific study to determine if the language is acceptable.

Yes, that's correct. The language is suggested, not required.

Contract and Grant Administration Hot Topics

Q1: Could UCLA help departments with enforcing due dates of invoices to Subaward? We already send reminder every year, however they continue to be late with submitting invoices and PIs don't want to lose those relationships with their partners only because our Subaward's central offices don't have a solid system in place to generate the final invoices.

A1: Overseeing subaward invoices is part of the departments subrecipient monitoring responsibilities. Central offices do not have access to review or manage the status of a departments subrecipient invoices.

Q2: How many P.I.s had agreed to reduce subs to reduce their performance 30 days? Has this recommendation been sent to the university?

A2: Given this is a recent change, I've only reached out to one of our PIs since she had a brand new subaward request this past month. She was receptive and ok with reducing the sub by 30 days. I'm expecting at least a 50% pushback from our other PIs. Once PI approval is secured for the 30-day reduction, we wait for OCGA-Outgoing Subawards team to recommend the updated project end date in the outgoing agreement sent to our subrecipient partner.

Q3: Invoice payments prior to project end date. With Yoon's comments, OCGA Officers can add requirements "to submit the invoices 30 days before the end of performance period on vendors service and sub agreements." Do P.I.s need to agree to that? Also, since this will be implemented, especially for federal funds coming Jan. 2023, should all agreements have addendum before then? If my comment is viable or considered at all, will this be required to be done at department level in working with OCGA and BFS?

A3: As a member of the Federal Demonstration Project (FDP) UCLA is obligated to adhere to FDP subaward template terms and conditions for federally funded subawards (there are significant benefits to UCLA PIs and partner schools to doing this). We are not permitted to reduce the time period that a sub awardee has to submit an invoice to 30 days. Going forward we can highlight that invoices must be submitted timely to be eligible for reimbursement. Please note that OCGA does not issue vendor service agreements.

Extramural Fund Management Hot Topics

Q1: You cannot have the following statement on your analysts' signature lines since it is not accurate since there are plenty of exceptions to your planned policy. Please have your staff add disclaimer that it is not applicable to all awards.

EFM analyst has this message: "As announced at the August 2022 RAF, the new procedure of preparing final/final for budget period financial deliverables will be implemented effective January 1, 2023. Under the new procedure, expenses not posted to the ledger by the analysis will not be included in the invoice submitted to the sponsor and the department will be financially responsible for such expenses. If you have any questions, please let me know."

A1: These comments have been removed from the current final expenditure analysis template.

Q2: How will this affect our close out of funds for invoices for goods and services that are charged 2 months prior to the end date of the project as well as final invoices from the subawards?

A2: If the invoices for goods and services are processed and recorded to the project fund 2 months prior to the project end date, they will be included in the final financial deliverables as is today. The new procedure will not impact this. If the question meant to ask what if invoices for goods and services purchased 2 months prior to the project end date have not been processed to be posted to the project fund until the due date of closeout packet, in this scenario, there will be 3 or 4 months of period from the purchasing to the posting that should be reasonable for those invoices to be processed in time that the new procedure should not impact those cases. For the final subawardee invoices, there is a tighter timeline available from the receipt of the invoice to posting, so this is the main area Purchasing and Accounts Payable, ORA, and Departments are exploring solutions to expedite the process as shared through the panel discussion at RAF today.

Q3: Will a transcript of this Q&A be available on the website?

A3: Yes, RAF Q&A are posted along with the presentation slides at ORA RAF website.

Q4: Cash Management and Compliance (CMC) needs attention of the Leadership. At department level, we have to chase sponsor for payments, and once we get confirmation from sponsor about the payment, often times, CMC cannot locate the payment, and we have to ask sponsor again for details. This creates a big problem to departments. Wondering if there is a solution to this. Back in the days when there was a group sitting in EFM to chase payments solely, a person from GL was scanning campus to find places that a certain payment belonged.

A4: For all contract and grant billings EFM processes, EFM has the dedicated Cash Management (CM) team following up on outstanding Accounts Receivable and locate and applies the payments to the project fund when received. Details of receivable by aging and follow up actions taken by the EFM CM team are described in PAMS Accounts Receivable Page where the Department fund manager can view to check the latest status and history.

Note that industry sponsored clinical trial billing is not processed by EFM. In this scenario, the department processing invoices follows up on outstanding Accounts receivable.

Q5: In the last RAF, Yoon stated that C&G with closeouts less than 60 days would be exempt from this new policy. Would Yoon please provide information on this exemption?

A5: More information about applicability of the new proposed procedure can be found on the slide 17~19 of August 2022 RAF presentation. On the slide 19, it says, *"For the finals less than 60 days after the project end date, EFM will continue to review expenses included in the COP and include them in the final even if they are not posted to GL, provided that adequate supporting documentation is submitted along with the COP."*

Q6: To confirm, if there was a fix for reports under preliminary review, EFM will add a comment and unflag the report?

A6: Please visit EFM's special instruction page for additional information on updates and guidance for certifying effort reports with key UCPath Issues.