

## Recurring Payment Guidelines

- Weekly, monthly, quarterly services (e.g. elevator maintenance, professional services) generally qualify
- Non-Service Items
  - Dollar value per transaction, and overall dollar value (minimum \$1,000/year)
  - Volume of transactions (minimum 12/year)
    - Low Transactions/High Dollar (not an ideal candidate)
    - High Transactions/Low Dollar (ideal candidate)
- RPs cannot be created for UCIBuy suppliers
- RPs cannot be created for a majority of EDI vendors
  - Contact Central Purchasing for help if a RP for an EDI vendor is desired
  - List of EDI Vendors: Portal > Finances/KFS > KFS Accounts Payable > Accounts Payable Website > Resources > EDI Vendors

## Multi-Year Contracts

- Recommend to enter in KFS one year at a time and detail the extended years in the description field to satisfy vendor terms. Detailed instructions are located at: Portal > Finances/KFS > Purchasing > Training and Resources > KFS Purchasing Training Guides
  - If funds are encumbered for one year at a time, a Purchase Order Amend needs to be completed within 90 days before the close of the Fiscal Year. Instructions for Purchase Order Amend for Multi-Year Contracts are located at: Portal > Finances/KFS > Purchasing > Training and Resources > KFS Purchasing Training Guides

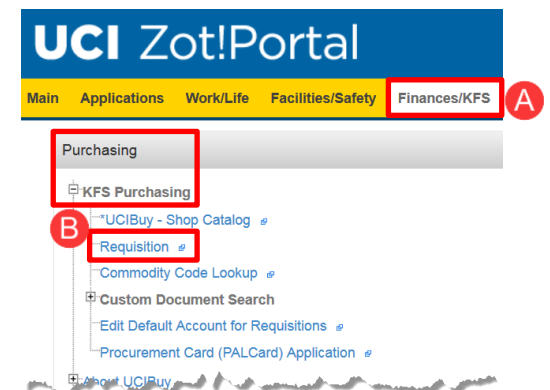
For additional guidance on setting up Recurring Payments, contact a buyer in Central Purchasing: 949.824.4040 x3.

## Multi-Line Items vs Lot Entries

- If the Requisition is for an EDI Vendor, users must enter each line item separately (consult with Central Purchasing to determine the correct Item Type to use) to match the vendor's invoice otherwise the invoice cannot be processed for payment.
- Never use "one lot" as a unit of measure for the Requisition.

## Step 1: Access the Portal

- Go to <https://portal.uci.edu>, log in and navigate to **Finances/KFS**.
- In the **Purchasing** portlet, navigate to **KFS/Purchasing** and select **Requisition**.



**Step 2:** Complete the **Document Overview**, **Delivery**, and **Vendor** tabs. *Instructions for completing the tabs are located at Portal > Finances/KFS > Purchasing > Training and Resources > KFS Purchasing Training Guides.*

Don't forget to write down the document number for future reference.

Here are some helpful hints for each tab specific to Recurring Payments:

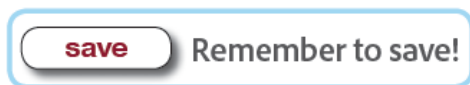
#### A. Document Overview

- Begin the description with RP (Recurring Payment).
  - Enter detailed notes in **Explanation** field, including the previous purchase order number, if applicable. This helps the Contract Manager communicate appropriate information to the supplier.

**B. Delivery:** Ensure delivery tab is complete—don't forget to input organization name in **address 2** field.

- Date Required:** Enter a date that the Recurring Payment begins in the field.
- Date Required Reason:** Use drop-down arrow to select **Estimated Date** from menu.

**C. Vendor:** Complete this tab.



### Step 3: Items Tab

\*\*Detailed instructions for completing the **Items** tab (including Accounting Lines) are located at Portal > Finances/KFS > Purchasing > Training and Resources > KFS Purchasing Training Guides.

- A. In the **Item Type** field, use **No Qty, taxable** for Recurring Payments.
- This is for all cases. The Purchase Order will lien tax and AP will review the invoice and determine if any tax is applicable. For example, if parts were included.
- B. Leave **Quantity** and **UOM** fields blank for Recurring Payments.
- C. Select the correct **Commodity Code**.
- D. The **Description** field is the most important field in processing a Recurring Payment. Include the following 5 bullets in the **Description** field on separate lines (shown below):
- Description of Product(s) or Service(s)**: provide as much detail as possible.
  - Identify owner of Recurring Payment PO (RPPO)**, e.g. department, lab, group – “For Smith Lab in Biological Sciences”
  - Authorized persons (Authorized Users)** allowed to purchase, i.e. Jane Smith, Mary Jones, etc.
  - Period of performance** – “Period of performance 7/1/15 - 6/30/16”
  - Total cost not to exceed**. If “taxable” is selected, tax is added to the dollar amount entered in the line item. Adjust the **Unit Cost** and max dollar amount accordingly.
    - Example 1: Total cost not to exceed 12 monthly payments of \$3,000, for a total of \$36,000. If tax is to be included, change the dollar amount to reflect tax, (i.e. change \$36,000 to \$38,790).
    - Example 2: Copier maintenance as needed, total cost not to exceed \$3,000. *Users need to consult with the supplier to obtain a standard price list for commonly purchased goods and services, e.g. service call \$100; cleanup & lubrication \$25; drum replacement \$200 (same tax logic from above applies).*
- E. In the **Unit Cost** field, enter the total dollar amount, and select **add** under the **Actions** column.
- To back out tax, divide the total by 1.0775 (represents 7.75% tax). For example, if the total cost is not to exceed \$36,000, enter \$33,410.67 in the **Unit Cost** field. *KFS system rounds two decimal points which can impact final amount. In that case it's better to be over than under.*
- F. **Add** the line item and add **Accounting Lines** (use **show** or **setup distribution**).

Item Line #	Item Type	Quantity	UOM	Catalog #	* Commodity Code	Description	Unit Cost	Extended Cost	Tax Amount	Total Amount	Assigned To Trade In	Actions
1	No Qty, taxable				81101706 Laboratory equipment maintenance	Microscope calibration for Laboratory equipment maintenance	33,410.67	33,410.67	2,589.33	36,000.00	<input type="checkbox"/>	delete
<div style="border: 1px solid black; padding: 2px;"> <span style="border: 1px solid black; padding: 2px;">show Accounting Lines</span> </div>												

Use the pencil icon to enlarge the typing field.

**Note:** 254 characters transfer to the vendor; Contract Managers need to complete the Stipulations tab for Recurring Payments that exceed 254 characters.

save

Remember to save!

#### description

Microscope calibration for Nikon Model 1543 (does not include lamp replacement)

For Smith Lab in Biological Sciences

Authorized Users: Jane Smith, Mary Jones, Steve Buck

Period of Performance: 7/1/14 - 6/30/15

Total cost not to exceed 12 monthly payments of \$3,000, for a total of \$36,000.

#### Step 4: Payment Info

- A. Check the box next to **Recurring Payment**.
- B. Use the calendar icon to input a date range for the Requisition.
  - Calculate 90 days after the PO end date to allow payments to be made after the PO is closed.
  - This tab does not transmit to the vendor.
  - **The end date of the Recurring Payment must be published in the Purchase Order (description field, stipulation, or contract).**

save

Remember to save!

This tab does not transmit to the vendor and is only used as internal communication.

#### Step 5: Notes and Attachments

- Services are processed on a supplier agreement or quotation (new quote required for every renewal) which may contain terms and conditions. Attach this documentation to the Requisition.
- For lengthy attachments that are over 5MB, separate the PDF into multiple documents and label accordingly.

save

Remember to save!

#### Step 6: Calculate and Submit

- A. After all the information is entered, scroll to the end of the Requisition and select **calculate**. After **calculate** is selected, scroll back to the **Items** tab and check to make sure that tax calculated for the item.
 

*Troubleshooting tips if tax doesn't populate for taxable items:*

  - Check to make sure the item was added correctly
  - Check to make sure the **Accounting Lines** were inputted correctly
  - Double check that all required fields are complete
- B. Scroll to the end and select **submit**.
- C. A confirmation message appears under the Requisition header and then routes to the next user in the Requisition workflow.
  - A. If an error message appears, correct the indicated error(s) **calculate** and select **submit** again.

A

B

calculate

submit

save

reload

close

cancel

copy

**Important Reminder:** If the **cancel** button is selected at any time, the Requisition becomes inactive which means the user must start the process over again!

Requisition ?

C

Document was successfully submitted.

**Step 7: Reload**

- A. After the Requisition is submitted, scroll to end and select the **reload** button.
- B. On the document header, the current status of the Requisition is displayed.



**B**

Requisition <span>?</span>			
Doc Nbr:	8490	Status:	ENROUTE
Initiator:	nsp123	Created:	08:13 PM 05/13/2013
Requisition #:	1033	Requisition Status:	Awaiting Fiscal Officer

**Step 8:** Users can view the **Route Log** for detailed information about the Requisition and its status.

**Step 9: Exit the Requisition**

- A. Scroll down and select the **close** button to exit.

