VCPS criteria (professional services less than $3,000)

- Pays for professional services already provided or initiates payment for an individual at the conclusion of a performance.
- VCPS requisition automatically creates a payment WITHOUT entering a voucher. To change the payment date follow the regular process for express processing of a voucher using form UM 1734. (pdf)
- Does not require receiving.
- The Document Status inquiry screens in Purchasing and AP modules identify the related PO and Voucher transactions created from the VCPS requisition.

Other VCPS functionality information

- No blanket VCPS available (multiple services or multiple invoices from same vendor): VCPS requisitions are intended to pay for a single service event. They are not intended to set up blanket orders for services costing less than $3,000. If you receive multiple service events provided by the same vendor, set up a VCPS for each service invoice.

- Unit of Measure: The VCPS requisition assumes the quantity is '1 LOT'. If you enter a quantity of '1 each' the system changes it to '1 LOT'.

- Printing a VCPS: There is no print program for VCPS transactions. Nothing is dispatched to the vendor until the payment is issued. The 'view printable version' of the VCPS only displays the distribution information.

- Start and End Dates: These fields record the dates when the service was performed. If there are different dates use the earliest date for services as the start date and the last date as the end date. All lines on a VCPS requisition must have the same start and end dates.

- Comments: Although the services have already been performed:
  - Justification: the requisition still requires justification (5Ws) to explain for the approvers why the service was needed.
  - Scope of Work: A full scope of work defining the service provided needs to be entered in the line description. Use the comments area if more space is needed to enter this full scope of work description.

- Attachments: Since the VCPS service has already been provided, the attachments to the requisitions are always for internal use. Nothing is dispatched to the vendor.
  - PSIS Form is only required if sponsored funds are used and then only Section 1 and 4 are required.
  - Non-Resident Alien Form:

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- **VCPS invoices**: Scan these into ImageNow like all other invoices. Do not archive invoices as part of the requisition attachments.

- **Change orders**: These are not practical on a VCPS since the requisition processes to a voucher very quickly once approved.

- **Vendor code**: Be sure that the same vendor and location is used on all lines for a VCPS. If the vendor code or locations are different, the system will issue two VCPS transactions for the requisition.

- **Imaging VCPS invoices, Check Request Form, or other forms of documentation supporting VCPS payments into ImageNow**:
  - Start the VCPS requisition: Start the process when an invoice is received or a payment is needed for a performance. Please note that there MUST be documentation imaged to support every VCPS transaction/payment. Therefore, absent an invoice, a Check Request Form should be completed and accompanied by any other documentation that will further support the payment.
  
  The supporting documents and invoice must be scanned and indexed into ImageNow. Do not attach invoices to the VCPS requisition in lieu of scanning copies into ImageNow.

  - Invoice numbering: Invoice number and invoice date are required on the VCPS requisition. Be sure to follow the invoice numbering standards in the Vendor Payments reference manual.

  - Special handling: Use the link on the VCPS requisition to request the check be held for pick up by the department.

  - Avoid duplicate payments on VCPS: After a VCPS requisition is entered, clearly mark the VCPS invoice with the following: "VCPS - do not enter - submitted for imaging only". Forward marked VCPS invoices to your cluster for scanning to ImageNow.

- **Pre-pay for service**: Other than checks for performers, the University rarely pays for services before they are provided. It can be difficult to get the funds returned if the service is not provided or the event is canceled at the last minute. If a credit is issued, it may be difficult to apply the credit memo if the University does not use that vendor again.

- **Partial payments**: In the rare instance that there might be a sound business reason to make a partial prepayment, enter two VCPS requisitions. Enter one to make the partial payment and a second VCPS to pay for the final part of the service when it is complete. Reference the first VCPS in comments on the second VCPS requisition.

- **Errored VCPS transactions**: If the procurement specialist reduces the money on an existing CPS (those $3,000 and greater) and forgets to click the final flag on the PO header, the system puts the reduced money back on the original CPS requisition. If that amount put back on the requisition is less than $3,000, the system generates another VCPS payment/check to the vendor in error. **NOTE**: Other transaction types may generate unintended purchase orders but those do not automatically generate checks.

A reminder memo has been issued to the procurement specialists on this topic. We plan to fix the system to automatically finalize whenever there is a PO change so the procurement specialist does not have to remember to do this step.

See also the VCPS memo issued in July 2010 and posted here.