

Clemson University Managed Print Services

Billing Reference



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I. Overview

On May 1st, 2017 Clemson University has renewed the Managed Print Services (MPS) contract with Ricoh for the entire university system. Pursuant to a Clemson University contract, (awarded via the State of South Carolina Managed Print), Ricoh will continue managing the service, supplies, and print devices for the entire University, for a period of 60 months.

The prices negotiated with Ricoh are broken out into (4) buckets and defined below. These costs have been analyzed and negotiated to save Clemson on the total current printing costs.

- 1. Non-networked printing devices defined as a printer which is directly connected to a specific computer via USB cable. This printer is only accessible from that particular workstation and therefore, can only service one computer at a time. All color and monochrome (black ink only) non-networked devices will have a monthly flat rate fee per device.
- 2. Networked printing devices defined as a printer is part of a workgroup or network of computers that can all access the same printers at the same time that are connected to a wired or wireless network. It may be Ethernet enabled and be cabled to an Ethernet switch, or it may connect to a Wi-Fi (wireless) network, or both. All color and monochrome (black ink only) networked devices will have a set single color click rate and set single monochrome click rate.
- 3. Multi-Function Printing devices (MFPs/MFDs) defined as multi-functional, all-in-one (AIO), or Multi-Function Device (MFD), is an office machine which incorporates the functionality of multiple devices in one to provide centralized document management/distribution/production in an office setting. A typical MFP/MFD may act as a combination of some or all of the following devices: e-mail, fax, photocopier, printer and/or scanner. All MFP device types will have a set unique color click rate and set unique monochrome click rate. All MFP lease rates are handled through Presidio as South Carolina's contract leasing vendor.
- 4. Base departmental fee defined as the total MDS program costs that include labor, software, maintenance that are distributed into individual base fees per networked printer and multi-function printer for each Clemson department/group. These base fees are offset by a significantly lower cost per click fee for color and monochrome

II. Managed Print Services Billing

Billing Components

The following billing components are included in the Managed Print Services program. Depending on your situation, all of them may or may not apply to you. Regardless of your device type, a detailed monthly billing report for actual prints / copies made will be accessible in Oracle / CUBS. No actual invoice will be generated by department. The Billing Period will cover the first day of the month to the last (May 1 – May 31).

MFD (copier)

Current multifunction devices (MFDs) under contract are leased from Ontario Investments, Inc. and are billed annually (once each year for five years) directly to the department. All new MFPs/MFDs from March 2017 on are leased from Presidio Capital Leasing. Both leasing companies will reference the purchase order number on their invoices for the life of the lease (five years). (Refer to the sample lease invoice in Appendix B and Appendix C). MFD usage will be billed monthly based on a pre-determined cost per print (**CPP**) based on model. The CPP covers both supplies and service.

Networked Printers

Networked Printers are defined as printers that are connected to Clemson's secure network and allows one or more users to print to print to the same printer. All Networked Printer's usage will be billed monthly and will have the same CPP regardless of model (BW prints are \$.01 and Color prints are \$.07). Each Networked Printer will be charged a base fee (currently \$19.348) for each device. This fee is based on the number of knowledge workers at Clemson University and is subject to change (annual review). Therefore, the total monthly charge for a Networked Printer will equal Usage + Base Fee.

Non-Networked Printers

Non-Networked Printers are defined as printers that are only connected to one user, typically via USB cable. Non-Networked Printers will be billed monthly and will be charged a Flat Rate, based on if the printer has Color printing capabilities. BW printers will have a Flat Rate fee of \$4.96 and Color printers will have a Flat Rate fee of \$8.93 regardless of usage.

III. CU Print Expense Classification Instructions

An expense classification menu exists in Oracle/CUBS to allow departments to allocate the non-networked print device flat fee and the networked & MFP/MFD cost per impression (CPI) costs (see Appendix A for example). The following are step by step instructions for completing the monthly cost allocations for managed print for your department. In addition, there is also a presentation (CUBS Print Data Visual) that can be viewed at; P:\CUBSRPT\Invoices\Print_Data.

- 1. Log in to Oracle/CUBS
- 2. Select CU_Print_Data from menu
- 3. Enter Dept #
- 4. Click Search
- 5. The account code is locked for 7222 (Managed Print Expense). The fund code will automatically match to the project number when approved.
- 6. If unsure of approval or chartfield, do not approve the entry. The entry will remain in the Print List until it is approved OR defaults to the GL at which time a correction will have to be posted. If changes need to be made, such as a person is in the wrong department, contact Allison Patton (apatton@clemson.edu) for assistance.
- 7. The system will not allow you to overcharge the total amount of the list.
- 8. Review charges by person.
- 9. Click <u>Select All</u> if all charges will be charged to one chartfield or approve individually by clicking on the <u>Select/Approve</u> box by each name.
- 10. Enter the correct chartfield for each person OR use the "Update Selected Chartfields" button at the top to update more than one person at a time.
- 11. If the expense needs to be split, add a distribution line with the + button located at the end of each row. Note: An error "Duplicate key value -- not allowed" will appear if you fail to make a change to the chartfield.

Click Save for interface to GL and budget checking.

Backup data showing detailed user by user impressions and costs will be available for your review as part of this process. There is no need to make copies or print out this backup material. The report repository is located at: P:\CUBSRPT\Invoices\Print_Data.

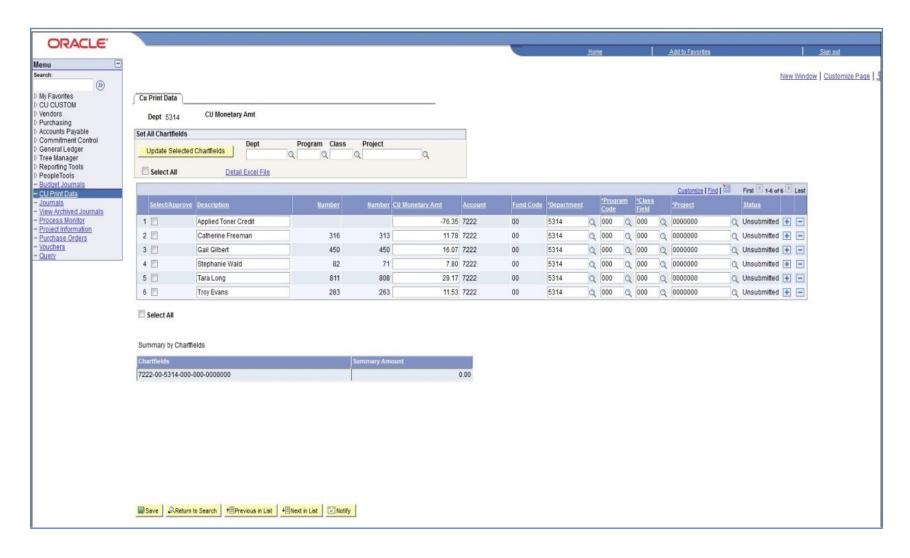
IV. Managing Department Defaults

Each department will be given 10 days to determine the appropriate chart of accounts to be billed for their monthly usage. In addition, each department will also be responsible for establishing a default billing account. If the specific chart of accounts is not determined within this 10 day time frame, the billing will automatically be charged to the departmental default fund 15 account.

- Log in to Oracle/CUBS
- 2. Select CU CUSTOM from menu
- 3. Select General Ledger
- 4. Select Managed Print Defaults
- 5. Add a New Value
- 6. Enter/search for department number
- 7. Enter default chartfields for all print expenses
- 8. Save
- 9. At any time, the default can be changed by the department

Appendix A - Sample Monthly Departmental Billing Summary

Below is a sample of the monthly departmental billing summary, located in Oracle.



Appendix B - Sample Ontario lease invoice for current MFPs/MFDs

Below is a sample of the annual, Ontario lease invoice for current MFPs/MFDs under contract.



6666 Old Collamer Road East Syracuse, NY 13057 Phone: (315) 431-4676 Fax: (315) 431-4675 www.ontiny.com

Bill To:

Clemson University CCIT/MITS 934 Old Clemson Highway Seneca, SC 29672 Make Check Payable/Remit To:

Bank Financial FSB Lease Division 15W060 North Frontage Road Burr Ridge, IL 60527

Invoice Number:

31347

Contract Number	Invoice Date	Payment Terms	Due Date	
MFD0589-1	10/2/12	Upon Receipt	10/2/12	

Description			100	Amount
Rent for MFD0589-1				1,486.04
roperty Tax				112.96
O Number CU00132231				
October 1, 2012 - September	30, 2013			
			£1	
		- 4		
C, Oconee 6%				

Subtotal:

1,599.00

Sales Tax:

95,94 1,694.94

Invoice Total:

DETACH AT PERF AND RETURN WITH PAYMENT



Make Check Payable/Remit To:

Bank Financial FSB Lease Division 15W060 North Frontage Road Burr Ridge, IL 60527

Invoice Number:	31347
Contract Number	MFD0589-1
Customer Name	Clemson University
Subtotal:	1,599.00
Sales Tax:	95.94
Invoice Total:	1,694.94

Appendix C - Sample Presidio lease invoice for new MFPs/MFDs

Below is a sample of the annual, Presidio lease invoice for new MFPs/MFDs.

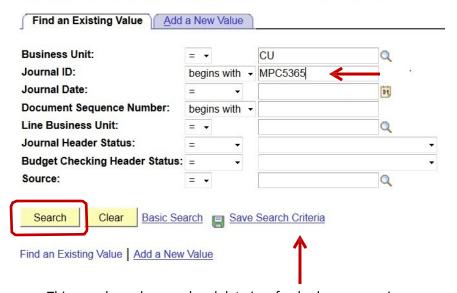
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	ugh Ave		Cne	esterfield, S	SC 29709
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1					
F /2 /2	Billing Period	Purchase Order	Tems	Billing Question	
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Qty	The second of the	Description			Payment Amount
1		Sample Invoi	ce		3,873.24
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	1) MPC3504, surge protect bridge	ctor, Paper drawer PB3160,	, Punch Unit U3050,	Postscript M19,	
		3210, OCR unit Type M13	. PS-NWSC 3		
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Appendix D - Reviewing Managed Print Services Print Charges

- To review detail information for Managed Print Services, it is recommended that to use CUBS query: The
 query is: PRINT_CHARGES_MPS which prompts for the department number and fiscal year. This will
 provide historical, detailed information.
- To review the journal entries (no detail), you can search in CUBS:
 - Find an Existing Value
 - Journal Entries begin with MPC, then dept #
 - Press Search

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.



This search can be saved and data is refreshed upon opening.

Create/Update Journal Entries

Save Search As

Name the search and then click Save.

Name of Search: PRINT CHARGES FOR 5365

The saved search will contain these values:

Business Unit: = CU

Journal ID: begins with MPC5365

Journal Date: = begins with

Line Business Unit: =

Journal Header Status: =

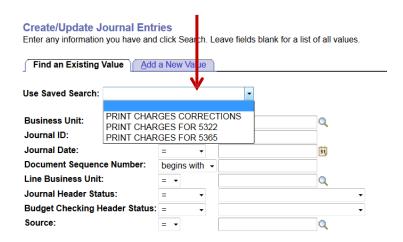
Budget Checking Header Status: =



Source:

Appendix D - Reviewing Managed Print Services Print Charges - con't.

Select Saved Search from list:



The Search loads to the page automatically

Search Results by Journal ID and Journal Date.

