



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

networked CPP rates.

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 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@clemsun.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 Select All if all charges will be charged to one chartfield or approve individually by clicking on the Select/Approve 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.

1. 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.

ORACLE

HomeAdd to FavoritesSign out

Menu

Search:

- My Favorites
- CU CUSTOM
- Vendors
- Purchasing
- Accounts Payable
- Commitment Control
- General Ledger
- Tree Manager
- Reporting Tools
- PeopleTools
- Budget Journals
- CU Print Data**
- Journals
- View Archived Journals
- Process Monitor
- Project Information
- Purchase Orders
- Vouchers
- Query

Cu Print Data

Dept 5314CU Monetary Amt

Set All Chartfields

Update Selected Chartfields

DeptProgramClassProject

Select AllDetail Excel File

Select/Approve	Description	Number	Number	CU Monetary Amt	Account	Fund Code	*Department	*Program Code	*Class Field	*Project	Status	
1 <input type="checkbox"/>	Applied Toner Credit			-76.35	7222	00	5314	000	000	00000000	Unsubmitted	+ -
2 <input type="checkbox"/>	Catherine Freeman	316	313	11.78	7222	00	5314	000	000	00000000	Unsubmitted	+ -
3 <input type="checkbox"/>	Gail Gilbert	450	450	16.07	7222	00	5314	000	000	00000000	Unsubmitted	+ -
4 <input type="checkbox"/>	Stephanie Wald	82	71	7.80	7222	00	5314	000	000	00000000	Unsubmitted	+ -
5 <input type="checkbox"/>	Tara Long	811	808	29.17	7222	00	5314	000	000	00000000	Unsubmitted	+ -
6 <input type="checkbox"/>	Troy Evans	283	263	11.53	7222	00	5314	000	000	00000000	Unsubmitted	+ -

☐ Select All

Summary by Chartfields

Chartfields	Summary Amount
7222-00-5314-000-00000000	0.00

Save

Return to Search



Previous in List

Next in List

Notify

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.ontinv.com		Make Check Payable/Remit To: Bank Financial FSB Lease Division 15W060 North Frontage Road Burr Ridge, IL 60527													
Bill To: Clemson University CCIT/MITS 934 Old Clemson Highway Seneca, SC 29672		Invoice Number: 31347													
Contract Number	Invoice Date	Payment Terms	Due Date												
MFD0589-1	10/2/12	Upon Receipt	10/2/12												
Description			Amount												
Rent for MFD0589-1			1,486.04												
Property Tax			112.96												
PO Number CU00132231															
October 1, 2012 - September 30, 2013															
SC, Oconee 68															
Subtotal:			1,599.00												
Sales Tax:			95.94												
Invoice Total:			1,694.94												
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		<table border="1"><tr><td>Invoice Number:</td><td>31347</td></tr><tr><td>Contract Number</td><td>MFD0589-1</td></tr><tr><td>Customer Name</td><td>Clemson University</td></tr><tr><td>Subtotal:</td><td>1,599.00</td></tr><tr><td>Sales Tax:</td><td>95.94</td></tr><tr><td>Invoice Total:</td><td>1,694.94</td></tr></table>		Invoice Number:	31347	Contract Number	MFD0589-1	Customer Name	Clemson University	Subtotal:	1,599.00	Sales Tax:	95.94	Invoice Total:	1,694.94
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.

Remit To: Presidio Technology Capital Dept# 2058 PO Box 74390 Chicago, IL 60690-2058		PRESIDIO Technology Capital		Date 5/3/17	Invoice 3097070	Page 1 of 1
				Customer 252764	Contract# 676544	
Bill To: Attn: Heather Rivers Clemson University 400 Klugh Ave Clemson, SC 29631		Equipment Location: Clemson University 101 Main Street Chesterfield, SC 29709				

Billing Period		Purchase Order	Terms	Billing Questions	
5/1/17 to 4-31-18		CU00XXXXX	Due 5/1/17	855-817-7303	
Qty	Description				Payment Amount
1	Sample Invoice 1) MPC3504, surge protector, Paper drawer PB3160, Punch Unit U3050, Postscript M19, bridge unit BU3070, finisher SR3210, OCR unit Type M13, PS-NWSC 3 (1) MPC406spf, surge protector, paper drawer PB1080, PS-NWSCBC3				3,873.24
Subtotal		Freight	Tax	Deposit	Location Total
					3,873.24
Please reference each invoice # on your remittance advice.				Amount Due (USD)	3,873.24

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.

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:	=	CU	
Journal ID:	begins with	MPC5365	
Journal Date:	=		
Document Sequence Number:	begins with		
Line Business Unit:	=		
Journal Header Status:	=		
Budget Checking Header Status:	=		
Source:	=		

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 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:

The saved search will contain these values:

Business Unit:	=	CU
Journal ID:	begins with	MPC5365
Journal Date:	=	
Document Sequence Number:	begins with	
Line Business Unit:	=	
Journal Header Status:	=	
Budget Checking Header Status:	=	
Source:	=	

Save

[Return to Advanced Search](#)


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







Select Saved Search from list:

Create/Update Journal Entries

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

Find an Existing Value **Add a New Value**

Use Saved Search: 

Business Unit: PRINT CHARGES CORRECTIONS
Journal ID: PRINT CHARGES FOR 5322
Journal Date: = 
Document Sequence Number: begins with 
Line Business Unit: = 
Journal Header Status: = 
Budget Checking Header Status: = 
Source: = 

The Search loads to the page automatically

Search Results by Journal ID and Journal Date.

Search Results

View All												
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
CU	MPC5365000	06/30/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	6.2
CU	MPC5365000	06/28/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	23.84
CU	MPC5365000	06/18/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	100.58
CU	MPC5365000	05/31/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	.02
CU	MPC5365000	05/06/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	7.46
CU	MPC5365000	04/29/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	.12
CU	MPC5365000	03/04/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	1
CU	MPC5365000	01/16/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	.04
CU	MPC5365001	06/30/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	98.34
CU	MPC5365001	11/06/2012	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	1.04
CU	MPC5365002	06/30/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	21.08
CU	MPC5365003	06/30/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	102.64
CU	MPC5365004	06/30/2013	0	(blank)	CU	Posted	Valid	ACTUALS	MPC	USD	4	22.14