Clemson University
Managed Print Services

Billing Reference

Contents

I. Overview

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 84 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 are 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 are defined as a printer which is part of a workgroup or network of computers that can all access the same printers while they are connected to a network. All color and monochrome (black only) networked devices will have a set single color click (cost per print – CPP) rate and set single monochrome click rate (cost per print – CPP).

3. Multi-Function Printing devices (Copiers) are defined as multi-functional office machines which incorporate the functionality of multiple devices in one to provide centralized document management in an office setting. All Copiers will have a set unique color CPP rate and set unique monochrome CPP depending on the device model. All Copiers will also have a lease cost which is handled through Ontario as South Carolina's contracted leasing vendor.

4. The Management Fee is defined as the total MDS program costs that include labor, software, and maintenance that are distributed into individual base fees per networked printer for each Clemson department.

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 25th through the 24th of the following month. (e.g. 1-25-24 thru 2-24-24)

Multi-function Device (copier)

Previously, multi-function devices (Copiers) under contract were leased from Presidio Investments, Inc. and were billed annually (once each year for five years) directly to the department. All new Copiers, as of February 2024, are leased from Ontario Investments Inc. 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). Copier 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 allow one or more users to print to the same printer. All Networked Printer's usage will be billed monthly and will have a unique Color and BW CPP, based on model. Each Networked Printer will be charged a Management Fee for each device. The fee is based on the current number of network devices and is subject to change monthly. Therefore, the total monthly charge for a Networked Printer will equal the Usage + Management 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 monthly Flat Rate, based on whether the printer has Color printing capabilities. BW printers will have a monthly Flat Rate fee of $7.10 and Color printers will have a Flat Rate fee of $12.74. Non networked devices that are networked during the term will move to the Networked Printer price outlined above. Device cost subject to change based review.

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/COPIER cost per print (CPP) 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 Pam Sprinkle (psprink@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 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: H:\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.

Appendix B – Sample Ontario lease invoice for current MFPs/COPIERs

Below is a sample of the annual, Ontario lease invoice for current MFPs/COPIERs under contract starting February 2024.

ONTARIO
INVESTMENTS, INC.

126 North Salina Street
Suite 320
Syracuse, NY 13202
Phone: (315) 431-4676
www.ontinv.com

Make Check Payable/Remit To:

Ontario Investments, Inc.
Department #3951
PO Box 7142
Indianapolis, IN 46207-7142

Bill To:

Clemson University
Dillard Building
400 Klugh Avenue
Clemson, SC 29634-0915

Invoice Number: 10025

Contract Number	Invoice Date	Payment Terms	Due Date
SC2013	6/1/24	Net 30 Days	7/1/24

Description	Amount
RE: Rental for Exhibit A to Master Equipment Lease Agreement SC2013	23,510.14
Lease Start Date: June 1, 2024	
Annual Payments	
PO/Quote # CU00638048	
Equipment Description:	
(2) Ricoh Pro c5310s	

Subtotal :	23,510.14
Sales Tax :	
Invoice Total :	**23,510.14**

DETACH AT PERFORATION AND RETURN WITH PAYMENT

ONTARIO
INVESTMENTS, INC.

Make Check Payable/Remit To:

Ontario Investments, Inc.
Department #3951
PO Box 7142
Indianapolis, IN 46207-7142

Invoice Number :	10025
Contract Number :	SC2013
Customer Name :	Clemson University
Subtotal :	23,510.14
Sales Tax :	
Invoice Total :	**23,510.14**

Appendix C – Sample Presidio lease invoice for MFPs/COPIERs

Below is a sample of the annual Presidio lease invoice for MFPs/COPIERs with original lease starting prior to February 2024.

PRESIDIO®
TECHNOLOGY CAPITAL

Page 1 of 1

Invoice Number	**Invoice Date**
69986	7/18/2024
Customer Number	**Due Date**
252764	9/1/2024
Contract Number	**Contract PO #**
680708	CU00548156
	Billing Period
	9/1/2024-8/31/2025

Remit To
Presidio Technology Capital LLC
Dept# 2058
PO Box 74390
Chicago, IL 60690

Bill To: Attn: Jennifer Soldano
Clemson University
Dillard Bldg.
400 Klugh Ave.
Clemson SC 29634-0741

Equipment Location
College of Education
105 Tillman Hall
101 Gantt Circle
Clemson, SC 29634-0001

Description	Quantity	Payment Amount	Sales Tax	Total Amount
IMC2500; Ricoh IMC2500 Color Laser Printer	1	1,609.29	0.00	1,609.29
	Sub Total	1,609.29	0.00	1,609.29

Contact for Billing Questions
Phone: 855-817-7303

Please return this portion with your payment

Bill To
Attn: Jennifer Soldano
Clemson University
Dillard Bldg.
400 Klugh Ave.
Clemson SC 29634-0741

Contract Number	680708
Invoice Number	69986
Billing Period	9/1/2024-8/31/2025
Total Amount Due	1,609.29

Amount Enclosed
All amounts are in USD

Bank: Fifth Third
Wire ABA# 042000314
ACH ABA# 071923909
AC # 1500000981

Presidio Technology Capital, LLC
Lockbox #2058
910 Pasquinelli Dr.
Westmont, IL 60559-5526

Presidio Technology Capital LLC
Dept# 2058
PO Box 74390
Chicago, IL 60690

Appendix D – Reviewing Managed Print Services Print Charges

- To review detail information for Managed Print Services, <mark>it is recommended that to use CUBS query</mark>: The query is: <mark>PRINT_CHARGES_MPS</mark> 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: PRINT CHARGES FOR 5365

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:

PRINT CHARGES CORRECTIONS
PRINT CHARGES FOR 5322
PRINT CHARGES FOR 5365

Business Unit:
Journal ID:
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