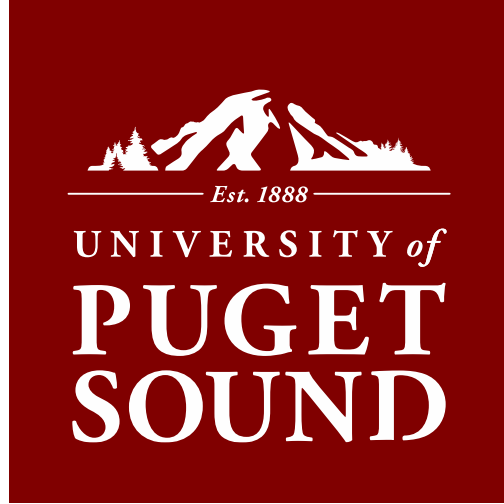




*Est. 1888*

UNIVERSITY *of*  
PUGET  
SOUND



# Advanced Budget & P-Card Training

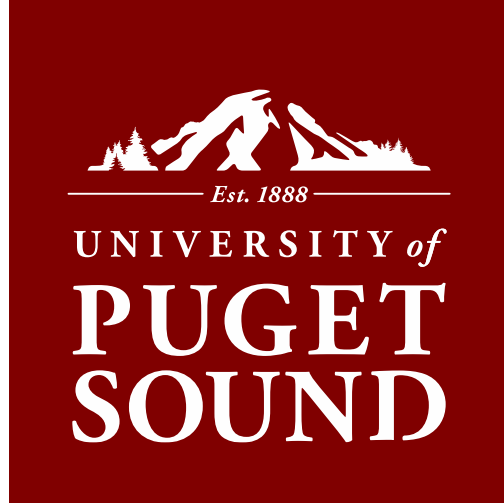
Professional Development & Enrichment Conference  
January 2017

# Advanced Budget & P-Card Training



## Overview:

- Budget Administration
- Signing Authority
- Procurement Cycle Tips
- Use Tax vs. Sales Tax
- Reclass/Transfers
- P-Card Advanced
- Q&A

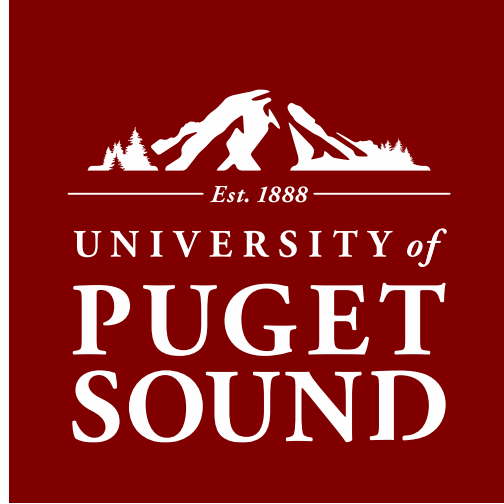


# Budget Administration

## Section I

# Budget Administration

- When in doubt...
- Three clicks...
- Why can't I see activity for a specific project/department?
- Personalization, sorting, and potential problems
- myPugetSound Financials quick links vs. the full Financials pillar
- Need additional data?
- Where can I get help?



# Signing Authority & Approvals

## Section II

# Types of Signature Authority

## Budget Manager

- A budget manager will automatically have online requisition creation, disbursement approval authority, authority to move and reclassify budget and actuals, and viewing access to his/her SpeedCharts.
- A budget manager may delegate these permissions.

## Disbursement/ Purchase Order

- Provides users approval authority for requisitions (eProcurement), disbursements, invoices, or other forms of disbursement requests.
- **Level 1: up to \$1,000**
- **Level 2: up to \$5,000**
- **Level 3: up to \$15,000**
- **Level 4: up to \$50,000**
- **Level 5: up to \$250,000**
- **Level 6: >\$250,000**

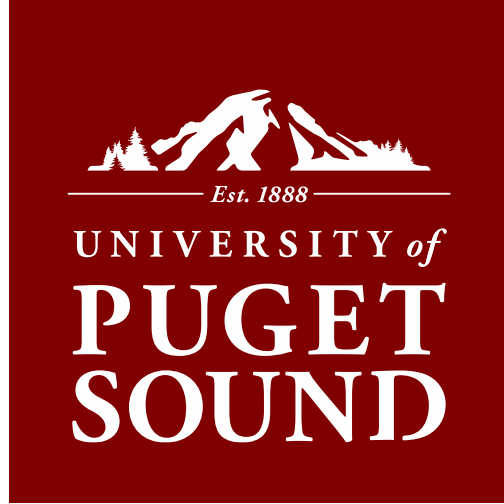
(Only one person can be designated at a level)

## Procurement Card

- Provides users authority to approve (or decline) p-card charges for cardholders in their supervision.
- All cardholders are assigned both a primary and secondary/backup approver in the event their primary approver cannot complete this task.
- Approver assignment must not cause a conflict of interest.

## Contract Authority

- This authority is the ability to enter into contracts and to sign and deliver contracts in the name of and on behalf of the university.
- Each delegation is specific to a division or department's agreements, with a designated dollar threshold and length of agreement.
- Contract authority is ultimately granted by the Board of Trustees to Cabinet members who further delegate this authority. Additional training is provided when one obtains this authority.



# Procurement Cycle

## Section III



# Procurement Cycle

- Steps of the procurement process:
  - Secure a quote
  - Enter a requisition
  - Convert requisition to purchase order (PO)
  - Physically receive goods and evidence receipt in system
  - Receive and enter invoice – timely invoice submission is critical
  - Issue check
- Each step of the procurement process takes a similar amount of time, regardless of the purchase amount.
- When possible, consolidate orders to \$50 or more with a specific supplier (this includes Complete Office).
- When order is placed without PO, no need to set up PO after the fact
- Procurement Tools

# Procurement Cycle

## Approval Framework:

Routing tables maintained in PeopleSoft Financials that drive the approval structure for requisitions. Only one person may be entered at a specific level. Budget manager or cabinet member can request changes or additions.

	Approver 1 - Equates to Disbursement Authority up to \$1,000	Approver 4 - Equates to Disbursement Authority up to \$50,000	Approver 5- Equates to Disbursement Authority up to \$250,000	Approver 6 Equates to Disbursement Authority of \$10MM
1 As of 01-06-2016				
2 Approval Routings Spreadsheet	3068			
3 ROUTE	LEVEL1	LEVEL4	LEVEL5	LEVEL6
4 UP Department 1000 (President's Office)			lcollins (Liz Collins)	smondou (Sherry B Mondou)
5 UP Department 1100 (Presidential Campaign Tr			lcollins (Liz Collins)	smondou (Sherry B Mondou)
6 UP Department 1200 (President's Residence)	pturner (Patricia A Turner)		lcollins (Liz Collins)	smondou (Sherry B Mondou)
7 UP Department 1300 (Trustees)			lcollins (Liz Collins)	smondou (Sherry B Mondou)
8 UP Department 2010 (Office of Communications	stall (Sarah Stall)	kbarosky (Katie Barosky)	gmcintosh (Gayle McIntosh)	smondou (Sherry B Mondou)
9 UP Department 2011 (Arches)		kbarosky (Katie Barosky)	gmcintosh (Gayle McIntosh)	smondou (Sherry B Mondou)
66 UP Department 7100 (Inventory-Central Stores)			lseager (Lori D Seager)	smondou (Sherry B Mondou)
67 UP Department 7101 (Office of Finance)			lseager (Lori D Seager)	smondou (Sherry B Mondou)

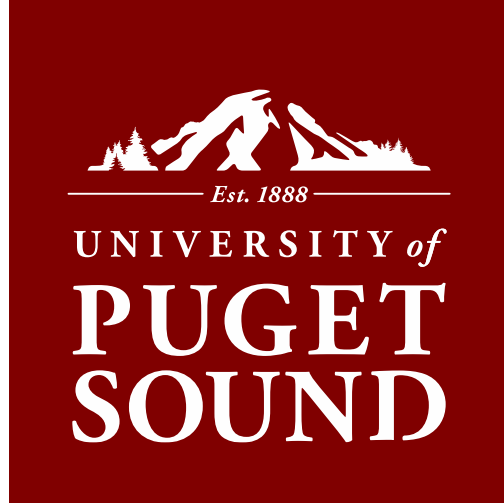
**Live Demonstration: The Life Cycle of a P.O.**

# Procurement Cycle

## Procurement Services: Online Tools

<http://www.pugetsound.edu/about/offices-services/office-of-finance/procurement/>

- **About Us:** What is the role of Procurement at Puget Sound?
- **For Suppliers:** Specific section for supplier to learn about doing business with Puget Sound.
- **For Faculty & Staff:** Internal information for savings opportunities, links for accommodations and shuttle services(requires secure login).
- **Training & FAQ:** Helpful job aids (video versions must be viewed in Firefox).



# Use Tax vs. Sales Tax

## Section IV

# Use Tax vs. Sales Tax









- The university is tax-exempt for federal taxes only.
- The university is *not* exempt from sales or use tax due on not-for-resale purchases used in Washington State.
- If sales tax is not itemized at Washington's tax rate, the university is legally obligated to self-assess and remit use tax to the State.

# Use Tax vs. Sales Tax

- Use tax is a tax on the use of goods or certain services when sales tax has not been paid.
- Goods used in this state are subject to either sales or use tax, but not both.
- Use tax compensates when sales tax has not been paid. Goods purchased on the internet (Amazon, etc.).
- Many of these companies collect Washington's sales tax, but if the company from which you order does not, or does not collect the correct amount of tax, you owe the use tax.

# What do I need to do about use tax?

**No sales tax on receipt?** Please mark the sales tax and use tax fields as appropriate on p-card transactions in Wells Fargo.

1.	Transaction Date	Posting Date	Personal	Merchant	Receipt Attached	Amount / Original Currency
	09/01/2015	09/02/2015	<input type="checkbox"/>	<a href="#">The Webstaurant Store</a> 717-392-7472, PA	<input type="checkbox"/>	4,027.12 USD
<b>General Ledger Code *</b>		<b>Description *</b>		<b>Unit</b>		
70002 - Furniture and Equipment less thi 		<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>		DINING AND CONFERENCE SERVICES(7701) 		
<b>PUGETSOUND ID *</b>		<b>SPEEDCHART *</b>		<b>CHARTFIELD1</b>		
002027838 		137700 		<div style="border: 1px solid gray; width: 100%; height: 20px;"></div> 		
<b>FISCAL YEAR *</b>		<b>SALES TXON RCPT Y/N *</b>		<b>USE TAX Y/N *</b>		
FY2015-16 		N 		Y 		

Viewing 1 to 1 of 1 Items

Save Cancel

# What do I need to do about use tax?

Vendor payment \$850.00 *via P-Card*:

Date	Date	Personal	Merchant	Attached	Currency
07/10/2015	07/13/2015	No	Financial Accounting Foun 203-847-0700, CT	<input checked="" type="checkbox"/>	850.00 USD
<b>General Ledger Code</b>		<b>Description</b>		<b>Unit</b>	
61010 - Instruct and Resource Materials		FASB Prof Subs ASB July 2016		FINANCE OFFICE OF(7101)	
<b>PUGETSOUND ID</b> 002037325	<b>SPEEDCHART</b> 107101	<b>CHARTFIELD1</b>		<b>USE TAX Y/N</b>	
<b>FISCAL YEAR</b> FY2015-16	<b>SALES TXON RCPT Y/N</b> N			Y	



# What do I need to do about use tax?

Total budget impact - \$930.75

1	08/28/2015	Journal	Commerical Card Expense Report	0000020183	5	FINANCIAL ACCOUNT 07/15 UseTax	80.75	<input type="button" value="Notes"/>	No
2	08/28/2015	Journal	Commercial Card Expense Report	0000020184	120	FINANCIAL ACCOUNTING 07/13/15	850.00	<input type="button" value="Notes"/>	No

# What do I need to do about use tax?

- Please manually write “Use Tax” on invoices or disbursement requests sent to Accounts Payable when appropriate.
- Be aware that Accounts Payable invoice amount will be increased by amount of use tax assessed.

# What do I need to do about use tax?

Supplier payment  
\$85.50 via A/P

<b>Business Unit:</b>	PUGET	<b>Invoice No:</b>	91209977
<b>Voucher ID:</b>	00074529	<b>Invoice Date:</b>	08/27/2015
<b>Voucher Style:</b>	Regular Voucher	<b>Accounting Date:</b>	09/17/2015 <input type="checkbox"/> Tax Exempt

---

<b>Vendor ID:</b>	0000005303	<b>SANTA CRUZ BIOTECHNOLOGY, INC</b>
<b>ShortName:</b>	SANTACRUZB-001	10410 FINNELL STREET
<b>Location:</b>	PRIMARY	DALLAS, TX 75220
<b>Address:</b>	1	

Advanced Vendor Search

<b>Invoice Lines:</b>	61.00
<b>Currency:</b>	USD
<b>Miscellaneous:</b>	
<b>Freight:</b>	24.50
<b>Sales Tax:</b>	
<b>Use Tax:</b>	8.12
<b>Total:</b>	85.50

**Difference:** 0.00

**\*Pay Terms:** 30 Net 30

**Basis Date Type:** Inv Date

[Non Merchandise Summary](#)

[Sales/Use Tax Summary](#)

**Copy From Source Document**

**PO Unit:**

**PO Number:**

**Copy From:** None

---

<b>Invoice Lines</b>	<input type="text" value="Find"/>		
<b>Line:</b>	1	<b>Item:</b>	
<b>*Distribute by:</b>	Quantity	<b>Unit Price:</b>	61.00000
<b>Ship To:</b>	PS00000339	<b>Line Amount:</b>	61.00
<b>SpeedChart:</b>		<b>Description:</b>	RFRP-2 (E-18) Antibody
		<b>UOM:</b>	EA
		<b>Quantity:</b>	1.0000

# What do I need to do about use tax?

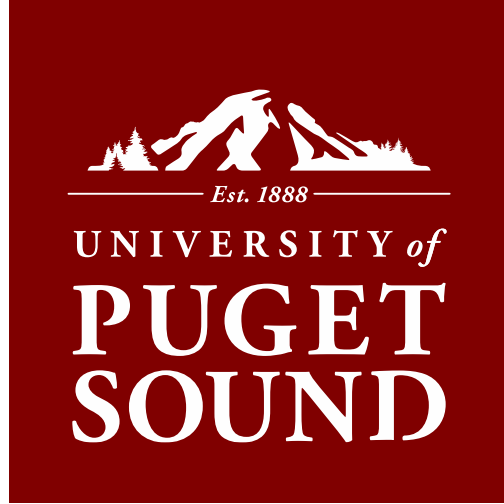
Budget impact - \$93.62

3	09/17/2015	Voucher	<a href="#">00074529</a>	1 RFRP-2 (E-18) Antibody	SANTA CRUZ BIOTECHNOLOGY, INC	93.62	91209977	<a href="#">Notes</a>	No
---	------------	---------	--------------------------	--------------------------	-------------------------------	-------	----------	-----------------------	----

See details in Purchasing & Payables Inquiry:

Remit Vendor	Voucher ID	Invoice Number	Invoice Date	Line Id	Description	Amount	Use Tax	Paid to Vendor	Payment Reference	Payment Method	Payment Date	Notes	Note (Y/N)
1 SANTA CRUZ BIOTECHNOLOGY, INC	00074529	91209977	08/27/2015	1	RFRP-2 (E-18) Antibody	93.62	8.12	85.50	00739009	CHK	09/21/2015	<a href="#">Notes</a>	N

[Return](#)



# Reclassifications & Transfers

## Section V

# Reclassification/Transfer Requests

**To move funding (budget or actual) be sure to include the following items within your email to [finance@pugetsound.edu](mailto:finance@pugetsound.edu):**

- Amount
- Date of transaction (if applicable)
- Supplier and/or activity description (if applicable)
- Document number (if applicable)
- Location of current revenue/expense (speedchart.account.chartfield1 (if applicable))
- Desired location of revenue/expense (speedchart.account.chartfield1 (if applicable))
- Detail reason for the move
- Must copy the budget manager(s) for the impacted (current and desired) budgets on the email request

# Reclassification/Transfer Requests

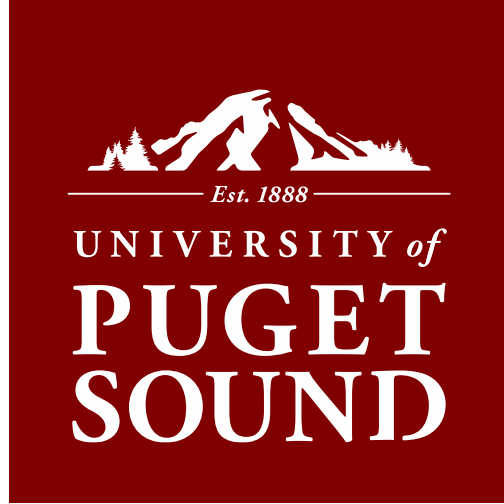
## 1) Reclassification – to reclassify a current transaction:

Example: “Please reclassify \$350.00 charged by Academic Impressions dated 11/28/15 (see below) from 107101.61010-Office of Finance-Materials to 107100.61010-Inventory-Materials. These inventory materials were incorrectly coded at the time of purchase and need to be charged to the correct department.”

Detailed Transaction Activity - Actuals											
Details											
Fund Code:	10	Fund Description:	Educational & Genl Operating								
Department:	7101	Department Descr:	Office of Finance								
Project:		Project Description:									
Account:	61010	Account Description:	Instruct & Resource Materials								
Actual Total:	1,417.10										
ChartField1	Accounting Date	Source Document Name	Reference	Document	Line Id	Description	Remit Vendor	Amount	Invoice Number	Notes	Note Status (Y/N)
1	11/28/2015	Journal	Commercial Card Expense Report	0000021774	1497	ACADEMIC IMPRESSIONS 10/07/15		350.00		Notes	No

## 2) Transfer – to transfer funds in support of an transaction that has or will happen:

Example: “Please transfer \$500.00 from 107101-Office of Finance to 104666-Astronomy to partially support Senator Bail Organan’s airfare travel to Alderaan in February.



# New Developments in P-Cards

## Section VI



# New Developments: Fraud Prevention

- Fraud prevention techniques
  - Card-present vs. card not present fraud
    - Card-present example: pickpocketing
    - Card-not present example: Target, Sony electronic theft
    - Wells Fargo policy
  - Personal protection
    - Online purchase notification now available
    - Regular checks of Wells Fargo account, awareness of email contact
  - University protection
    - Low monthly credit limits

# New Developments: Fraud Prevention

Dear \_\_\_\_\_,

We recently noticed (a) suspicious transaction(s) made to your account ending in \_\_\_\_\_ transaction(s) below.

For your protection, we would like to confirm whether you authorized the

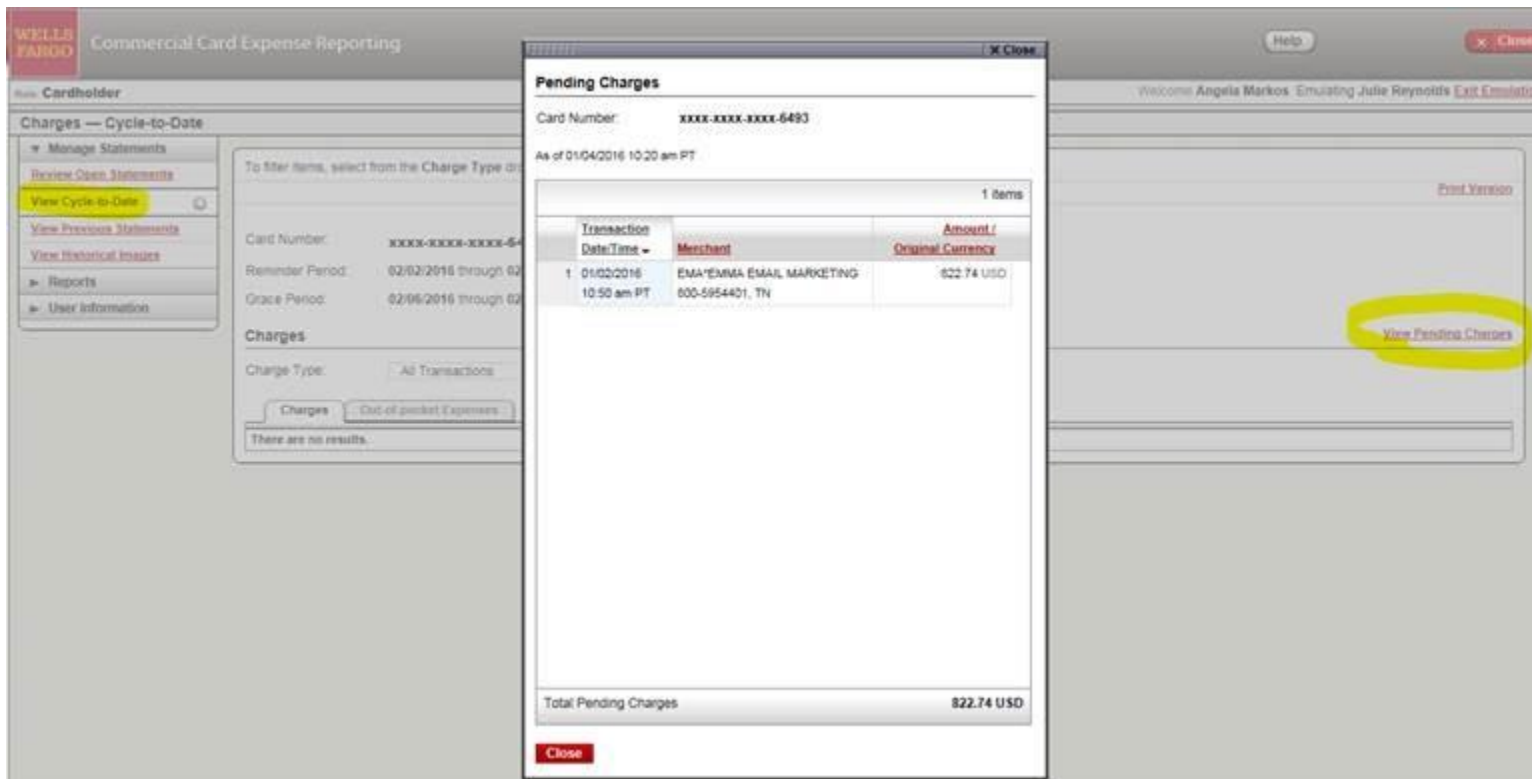
<u>Transaction Date</u>	<u>Amount</u>	<u>Merchant Name</u>	<u>Location</u>	<u>Description</u>	
12/27/2015	1.00	CHEVRON FOOD MART	WENATCHEE	WA US AUTOMATED FUEL DISPENSER	DECLINED 90
12/27/2015	1.00	CHEVRON FOOD MART	WENATCHEE	WA US AUTOMATED FUEL DISPENSER	APPROVAL REVERSED 90
12/27/2015	1.00	CHEVRON FOOD MART	WENATCHEE	WA US AUTOMATED FUEL DISPENSER	APPROVED 90
12/27/2015	1.00	CHEVRON FOOD MART	WENATCHEE	WA US AUTOMATED FUEL DISPENSER	APPROVAL REVERSED 90
12/27/2015	1.00	CHEVRON FOOD MART	WENATCHEE	WA US AUTOMATED FUEL DISPENSER	APPROVED 90
12/27/2015	1.00	CHEVRON FOOD MART	WENATCHEE	WA US AUTOMATED FUEL DISPENSER	APPROVAL REVERSED 90
12/27/2015	1.00	CHEVRON FOOD MART	WENATCHEE	WA US AUTOMATED FUEL DISPENSER	APPROVED 90
12/27/2015	24.00	10BELOW	WENATCHEE	WA US DRINKING PLACES (ALCOHOLIC BEVERAGE)	APPROVED 90
12/27/2015	29.00	10BELOW	WENATCHEE	WA US DRINKING PLACES (ALCOHOLIC BEVERAGE)	APPROVED 90

Please contact us as soon as possible to confirm whether you authorized the above transaction(s). You can reply all to email or call us at 800-932-0036, 24 hours a day, 7 days a week, for assistance with this request. If you did not authorize the/these transaction(s), please provide the following information in your reply:

# New Developments: Pending

## Pending Transaction Notifications

- Access via the Cycle-to-Date screen



The screenshot displays the Wells Fargo Commercial Card Expense Reporting interface. A modal window titled "Pending Charges" is open, showing a table of pending transactions. The table has columns for Transaction Date/Time, Merchant, and Amount / Original Currency. A single transaction is listed: 01/02/2016 10:50 am PT, EMA'EMMA EMAIL MARKETING, 600-5954401, TN, for an amount of 822.74 USD. The total pending charges are also shown as 822.74 USD. A yellow circle highlights the "View Pending Charges" link in the background interface.

WELLS FARGO Commercial Card Expense Reporting

Cardholder

Charges — Cycle-to-Date

Manage Statements

Review Open Statements

View Cycle-to-Date

View Previous Statements

View Historical Issues

Reports

User Information

To filter items, select from the Charge Type of:

Card Number: XXXX-XXXX-XXXX-64

Reminder Period: 02/02/2016 through 02/02/2016

Grace Period: 02/06/2016 through 02/06/2016

Charges

Charge Type: All Transactions

Charges Out of pocket Expenses

There are no results.

Pending Charges

Card Number: XXXX-XXXX-XXXX-6493

As of 01/04/2016 10:20 am PT

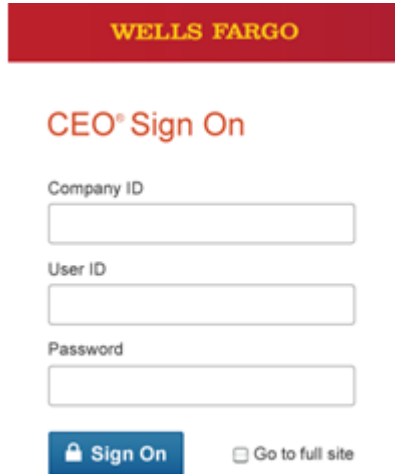
1 Items

Transaction Date/Time	Merchant	Amount / Original Currency
1 01/02/2016 10:50 am PT	EMA'EMMA EMAIL MARKETING 600-5954401, TN	822.74 USD

Total Pending Charges 822.74 USD

View Pending Charges

# New Developments: CEO Mobile



**WELLS FARGO**

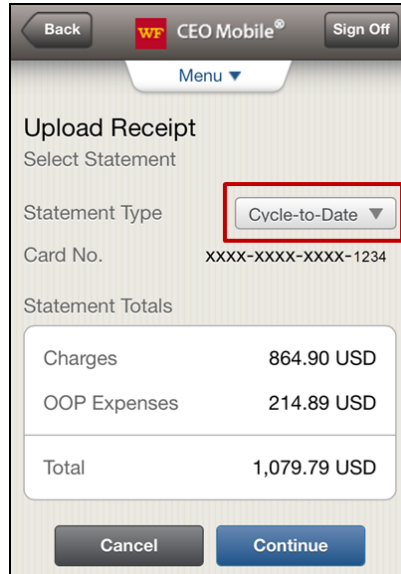
**CEO® Sign On**

Company ID

User ID

Password

[Sign On](#) [Go to full site](#)



Back **WF** CEO Mobile® Sign Off

Menu ▾

Upload Receipt

Select Statement

Statement Type **Cycle-to-Date ▾**

Card No. XXXX-XXXX-XXXX-1234

Statement Totals

Charges	864.90 USD
OOP Expenses	214.89 USD
Total	1,079.79 USD

[Cancel](#) [Continue](#)



Cardholders can now complete the following on the go:

- Add/edit out-of-pocket expenses
- View available credit
- View posted card charges
- View declines
- Upload receipts

Available for Apple and Android phones