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

<table>
<thead>
<tr>
<th>Budget Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>A budget manager will automatically have online requisition creation and disbursement approval authority, authority to move and classify budget and actuals, as well as access to SpeedCharts.</td>
</tr>
<tr>
<td>A budget manager may delegate these permissions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disbursement/Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides users authority to approve requisitions (purchases, requests, or other forms of expenditure) and disbursements or to reallocate budget.</td>
</tr>
<tr>
<td>Level 1: up to $1,000</td>
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<tr>
<td>Level 2: up to $5,000</td>
</tr>
<tr>
<td>Level 3: up to $15,000</td>
</tr>
<tr>
<td>Level 4: up to $50,000</td>
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<tr>
<td>Level 5: up to $250,000</td>
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<tr>
<td>Level 6: &gt;$250,000 (Only one person can be designated at a level)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procurement Card</th>
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</thead>
<tbody>
<tr>
<td>Provides users authority to approve or decline credit card charges on behalf of cardholders in their area of responsibility.</td>
</tr>
<tr>
<td>All cardholders are assigned both a primary and a secondary/backup approver in case the primary approver cannot complete this task.</td>
</tr>
<tr>
<td>Approver assignment must not cause a conflict of interest.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Authority</th>
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</thead>
<tbody>
<tr>
<td>The authority to sign and deliver the university’s contracts and agreements on behalf of the university, in accordance with the university’s policies and procedures.</td>
</tr>
<tr>
<td>Each delegation is specific to a division or department’s agreements, with a designated dollar threshold and length of agreement.</td>
</tr>
<tr>
<td>Contract authority is ultimately granted by the Board of Trustees to Cabinet members who further delegate this authority.</td>
</tr>
</tbody>
</table>

1/8/2018
Procurement Cycle

Section III

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, ACH or Credit card payments

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

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.

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

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Use Tax vs. Sales Tax
Section IV

- 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.

Vendor payment $850.00 via P-Card:
Total budget impact - $930.75

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.

Supplier payment $85.50 via A/P
What do I need to do about use tax?

Budget impact - $93.62

See details in Purchasing & Payables Inquiry:

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:

- 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 (please include screenshot from PeopleSoft):
Example: “Please reclassify $350.00 charged by Academic Impressions dated 11/28/15 (see below) from 107101.61010-Office of Finance-Materials to 107100.13200-Inventory-Materials. These inventory materials were incorrectly coded at the time of purchase and need to be charged to the correct department.”

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 Poe Dameron’s air travel to the Casino City of Canto Bight in February.

Reminders for P-Cards
Section VI

REMEMBER: 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
REMINDER: Fraud Prevention

As always, please make sure all excused leave hours are entered in your account and to contact your HR representative. For your protection, we would like to confirm whether you submitted the forms. A list of excused leave hours is shown below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Reason</th>
<th>Manager</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/8/2018</td>
<td>8</td>
<td>Business Travel</td>
<td>John Doe</td>
<td>Jane Smith</td>
</tr>
<tr>
<td>1/9/2018</td>
<td>6</td>
<td>Illness</td>
<td>Mike Lee</td>
<td>Sarah Jane</td>
</tr>
<tr>
<td>1/10/2018</td>
<td>4</td>
<td>Training</td>
<td>Susan</td>
<td>John Doe</td>
</tr>
</tbody>
</table>

Please contact us as soon as possible to confirm whether you submitted the correct hours. You can also contact us via email at CEO.SOUNDC. If you have any questions, please contact the following information you may need.

REMINDER: Review Pending Transactions

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.

REMINDER: CEO Mobile