Finance Matters

Finance Division Newsletter

October 2018

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BUDGET FORUM

The Brown Budget: Get Informed! Get Involved!

The University Resources Committee (URC) needs your input. Plan to attend the open forum to learn about the process and share your ideas and insights.

Wednesday, November 14 at 4pm | Faunce House, Petteruti Lounge, 2nd Floor

Provost Richard M. Locke will discuss the process for developing the University's budget, sharing primary sources of revenue and spending, and outlining key decisions that need to be made to advance the University mission. Community input is essential to the process.

For more information, see the URC website.

PURCHASE ORDER RECEIPTS

A Purchase Order (PO) receipt in Workday is an acknowledgement that the goods or services that were ordered have been received. It is not an invoice nor should an invoice be attached to a PO receipt: all invoices are sent to Accounts Payable for processing.

Accounts Payable processes all invoices. If a PO supplier invoice is returned to your Workday workfeed, you need to review the quantity column on the purchase order: the quantity invoiced must be less than or equal to the received and ordered quantity. Create a receipt if the received quantity is less than the invoiced quantity.

Detailed instructions on how to create a receipt are available on the Create Receipt Job Aid in Workday Learning.

PURCHASE ORDERS NOW DISTRIBUTED VIA EMAIL

In support of the University's sustainability goals, Purchasing Services is transitioning to emailing purchase orders (POs) to suppliers. Suppliers who have provided email addresses are now receiving emailed POs. Other suppliers are being contacted to provide an email address for receiving emailed POs. As a result of this change, departments should be aware that all purchase orders are automatically sent to suppliers. Notes to Purchasing staff included in the requisition memo field will not prevent the PO from being sent.

SENDING PURCHASE ORDER ATTACHMENTS

Now that that POs are automatically emailed to suppliers, it is even more important to take care in the way attachments are handled.

Each attachment to the requisition needs to be scanned and uploaded as a unique document in order to select specific documents to send to the supplier. When there is only one attachment that includes all of the supporting documentation, the supplier will receive the entire attachment, which may not be appropriate.

Also, ensure that any other necessary or helpful information that should be conveyed to the supplier is noted on the requisition (e.g. quote ID#, item #, descriptive text of product/service being purchased, etc.).

CAR RENTAL MADE EASY

If you have ever waited in line for a car rental at an airport, wait NO MORE!

National Car Rental, one of Brown's preferred suppliers, has the best perks for business or personal travel. It is called the "Emerald Club" and the bottom line is, 1…you step off your plane 2…walk right into the vehicle of your choice and 3…drive away! Here is a brief description of how it works:

- Sign up to be an Emerald Club Member.
- Reserve your mid-size rental on line using Brown's contracted ID number.
- Follow the green signs to National Car Rental. Look up for the "Emerald Isle" signs.
- Select your vehicle from the Emerald Isle (the keys are on the driver's side floor).
- Drive up to the attendant where you present your driver's license.
- The attendant scans your windshield, and off you go!

For *Brown business travel*, all of the liability and collision insurance is included at one low rate. For *personal travel*, discounts are provided AND you can combine all of your Emerald Points and rewards for your personal use. Finally, you can select E-receipts for faster rental return.

There are two different contract ID numbers:

- Brown business travel - XZ49501
- Personal/leisure travel - XZ49502

Remember, National Car Rental is a University preferred supplier. Per travel spending guidelines, car rental reimbursements are capped at the rate charged by National Car Rental. View the ground transportation policy on the Administrative Policies website for additional information.

PAYROLL AND TAX YEAR END INFORMATION

Address Verification

Please check your Workday address to ensure that your primary address on file is correct in order to avoid delays in receiving your yearend W-2. In order to change or edit your address, please log in to your Work Day account and make any necessary changes. In addition, should you want your tax forms mailed to a different address than your primary address on file, there is a Work Day option to add an address for payroll tax forms. Please contact specialist_payroll should you have any questions.

Name and Social Security Number Match

The First name, Last name and Middle initial on your social security card and W-2 form must match exactly. If you are using a name that does not match your social security card, obtain a new card with your correct name from the Social Security Administration. W-2 and SSA mismatches can cause issues or delays when filing your tax return. Information on SS cards and name changes can be found by logging onto the SSA website at http://www.ssa.gov/ssnumber/

International Employee, Staff and Student Information

In order to prepare for year end and the upcoming new calendar year, the tax department will be sending an email requesting that you update your Foreign National Information System information(FNIS). It is imperative that all individuals update their information in order to receive the proper tax benefits and treaties, if applicable. Please follow the instructions received in the email in order to update your information. The email from controller_payroll@brown.edu will be sent by the end of November. Should you have any questions regarding the updating of your information, please reach out to controller_payroll@brown.edu.

UNIVERSITY PREFERRED SUPPLIERS

Please remember that there are many suppliers with whom there is a master university contract in place through which the best pricing and service will be received. Departments should not enter into direct agreements for goods or services where there is already an existing preferred supplier. Check the Preferred Suppliers page on the Purchasing website, or contact a member of the Strategic Sourcing team for assistance with your sourcing needs.

CONTRACT REVIEW AND APPROVAL PROCESS

For your convenience, Purchasing Services has added to its website the links to OGC's Contract Review and Approval Process and Overview, Contract Review and Approval. Below are some but we've also included some helpful reminders below.

Please remember that it is the responsibility of the Department initiating the contract to fully understand what they are agreeing to as stated in a contract and to ensure that contracts are reviewed by OGC and, sometimes, other departments (e.g. CIS, OSP, etc.,). For example, any contract that grants a third party access to campus information containing Brown data or integrating with Brown IT infrastructure must be approved by the CIS' IT Security team. Contact CIS Contract Managers with any questions. Turnaround time is generally dependent upon the risk classification of the data held in the system (the more risk, the more in-depth the review must be) and on how quickly and thoroughly the business owner and vendor responds to the security questions.

OGC suggests that contracts be submitted to them for review at least four weeks prior to the time needed.

SUPPLIER INVOICE AND EXPENSE REPORT PURGE

Quarterly, the Accounts Payable Department purges incomplete supplier invoices and expense reimbursement reports to keep the Workday system up-to-date.

Purge Date	Expense Reports & Supplier Invoices Dated Before:
March 31	February 1
June 30	May 1
September 30	July 1
December 31 (or date just before winter break)	November 1

We recommend Financial Coordinators and Cost Center Managers review all open/incomplete transactions regularly by running the following reports using the "before" date in the right column above. If transactions likely to be purged are in draft status, either complete them or cancel them; if they are in in-progress status, review the process history for the next individual who needs to approve the transaction to determine if the transaction should be processed or cancelled.

Role	Report Name	Action Steps
Financial Coordinator	*My Initiated Expense Reports*	
Financial Coordinator	*Find Supplier Invoices w/ Create Date*	**Company:** Brown University **Invoice Status:** *Incomplete, in-progress,* and *draft* **Created by:** *Name of Financial Coordinator* **Invoice Date:** On or before (enter date).
Cost Center Manager	*Find My Team's Expense Reports*	**Expense Report Status:** *In-progress* and *draft* **Created:** On or before (enter date).
Cost Center Manager	*Find Supplier Invoices w/Create Date*	**Company:** Brown University **Invoice Status:** *Incomplete, in-progress,* and *draft* **Created by:** *Name of Financial Coordinator* **Invoice Date:** On or before (enter date).

TRAINING AND CONTACT INFORMATION

If you have any questions, comments or suggestions for future issues of *Finance Matters*, please send them to finance-division@brown.edu.

Upcoming Training

November 7, 10am:	PCard drop in session, South Street Landing, Room 493
November 20, 10am:	PCard drop in session, South Street Landing, Room 493
December 5, 10am:	PCard drop in session, South Street Landing, Room 493
December 5, 9am:	Payments to Foreign Nationals, South Street Landing, Room 497 *Register in Workday Learning*
December 12, 9am:	Resolving Accounts Payable Payment Issues, South Street Landing, Multi-Purpose Rooms 497 & 498 *Register in Workday Learning*

Contact Us

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