



# Finance Matters

## Finance Division Newsletter

### April 2019

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#### FINANCE MATTERS ANNIVERSARY

This issue of Finance Matters celebrates one year since the first issue! Finance Matters was created to keep you informed of important initiatives and updates in Brown University's Finance Division. Please help us keep the newsletter fresh and relevant by giving us your feedback. Complete this [quick survey](#): Brown faculty and staff who complete the survey by Friday, May 3, will be entered into a drawing to win a TGIF gift basket from Venda that is full of delicious treats!

#### PURCHASING CARD UPDATE

Accounts Payable has completed the Purchasing Card exchange: all old purchasing cards have been exchanged for new corporate cards. All old cards have been deactivated. Thank you for your attention to this task.

#### WORKDAY EXPENSE REPORTS

Workday is refreshing the look of the expenses worklet to more closely align the mobile application with the desktop application. Expense reports, which have been unchanged since 2013, will be updated in June.

We will have an updated jobaid and screencast to accompany this change and both will be available in Workday Learning on May 15. In addition, there will be familiarization sessions both before and after the change. We will communicate the dates of these sessions later in May.

#### GIFT CARDS

At the end of academic year, it's desirable to honor and celebrate achievements with gift giving. However, please keep in mind that gift cards are restricted purchases: the Internal Revenue Service (IRS) considers gift cards distributed in a work environment to be taxable compensation. To comply with tax regulations:

- Gift cards may not be purchased for Brown University specifically identified active employees, students (undergraduate and graduate students, and post doc research associates), researchers or consultants employed by Brown University.
- Gift cards may not be purchased as gifts for graduating students.
- Gift cards may not be purchased as holiday or other gifts to employees or students.
- Gift cards may not be purchased to pay suppliers and consultants for goods and/or services received.

Please review the [gift card policy](#) for further information about gift cards.

#### FRAUDULENT PURCHASE ORDERS ALERT

We want to alert you to a nationwide fraud scam that is targeting suppliers for colleges across the country. Please take precautions so that you are not a victim of this scam. The fraud scam involves purchase orders and requests for product quotations that purport to originate from the University but are in fact fraudulent. The FBI is involved.

According to multiple schools, the emails request quotes for specific merchandise. Later, a purchase order is emailed to the business that bears resemblance to an authentic University purchase order. The purchase order instructs delivery to an address not affiliated with the University.

After shipping the merchandise, the business never receives payment and is unable to retrieve the mailed products.

If an order is received by email, please alert your staff to hover over the address to see if it was sent from an address that contains an ending of “@brown.edu”.

In addition, please confirm the address for any suspicious or large dollar orders, with the ordering department. All orders for Brown University should be delivered only to official Brown University addresses.

Should you receive what appears to be a suspicious order, please contact Brown University Purchasing Department at 401-863-2206.

## TAX EXEMPT PURCHASES

The February, 2019 and April 2018 issues of Finance Matters notified members of the Brown community that recipients of the Rhode Island Sales and Use Tax Annual Notice may result in a tax liability to the purchaser. This occurs when:

- Out of state suppliers do not collect sales or use tax at the time of sale, and
- Purchase was over \$100, and
- The supplier account is not in **Brown University's** name, and
- A sales and use tax exemption certificate was not provided to the supplier.

In order to obtain a sales tax exemption, the supplier account must be in **Brown University's** name. When the Brown University account is established, the University's sales tax exemption certificate is provided to the supplier. Contact the [Purchasing Department](#) to determine if a Brown University account exists or if an account may be established.

When a Brown University account has been established, use your Brown University purchasing card to complete the purchase and properly receive the exemption from sales tax.

Additional information about [sales and use tax](#), including [frequently asked questions](#), is available on the [Finance Division website](#).

## CLINCARD

ClinCard is a payment method for automated participant research/study payments. ClinCard is a reloadable Mastercard. Using ClinCard allows for direct, on-site disbursement of payments which helps to increase participant retention. Using ClinCard offers a faster and more secure to provide compensation and is an excellent alternative to AP checks, gift cards, and petty cash. The online system supplies a convenient administrative tool for loading, tracking, and reporting your studies' payments in real-time. ClinCard is an excellent alternative to AP checks, gift cards, and petty cash.

The ClinCard has been used for 41 studies with payments in excess of \$400,000. For more information , visit the [ClinCard website](#).

## EMPLOYEE FEDERAL AND STATE TAX WITHHOLDING

The end of tax season is an excellent time to review and evaluate your federal and state tax paycheck withholding. The IRS released a withholding calculator that can be used to assist with your withholding elections. This calculator can be found at [IRS Withholding Calculator](#). If you determine a need to update your withholding elections, these can be done directly in Workday by logging in to Workday, clicking the pay worklet and then clicking the withholding elections button. There is a [Workday screencast](#) to assist you with this task. You can also contact the [Brown Business Center](#) or the [Payroll Office](#) for guidance. Please note, that if you are changing both your federal and state elections, you will need to complete these separately.

## NEXTSOURCE TEMPORARY SERVICES

On April 14, nextSource, Brown's preferred temporary services agency, upgraded to a new platform, VNDLY. Timekeeping for temporary employees as well as time sheet approvals now occurs in VNDLY. University Human Resources [temporary employment website](#) has a [time sheet approver job aid](#) to provide guidance to approvers who are new to VNDLY.

Purchase orders are no longer used for nextSource services. There is a new nextSource Intake Form which no longer requests a purchase order but now requests billing information. nextSource invoices will be sent to the email provided in the billing information section.

For any questions relating to this upgrade and implementation, you may contact:

### nextSource Onsite Program Specialists

<b>Ashley Kosman</b> Program Specialist Phone: (917) 818-2326 Email: <a href="mailto:Brown@nextsource.com">Brown@nextsource.com</a>	<b>Miranda Young</b> Program Specialist Phone: (917) 818-2326 Email: <a href="mailto:Brown@nextsource.com">Brown@nextsource.com</a>	<b>Steve Crowley</b> Program Manager Phone: (617) 324-0191 Email: <a href="mailto:Scrowley@nextsource.com">Scrowley@nextsource.com</a>
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If you have any questions, comments or suggestions for future issues of *Finance Matters*, please send them to [finance-division@brown.edu](mailto:finance-division@brown.edu).

## Upcoming Training

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May 1, 10am:	Payment Solutions Drop-in, South Street Landing, Room 481
May 14, 9am	2019 Year End Training Session, South Street Landing, Room 497 <a href="#">Register in Workday Learning</a>
May 20, 9am	2019 Year End Training Session, South Street Landing, Room 497 <a href="#">Register in Workday Learning</a>
June 5, 9am	Payment Solutions Drop-in, South Street Landing, Room 481
June 19, 9am	Resolving Accounts Payable Payment Issues South Street Landing, Room 498 <a href="#">Register in Workday Learning</a>

## Contact Us

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Payroll:	<a href="mailto:Specialist_Payroll@Brown.edu">Specialist_Payroll@Brown.edu</a>
Insurance and Purchasing:	<a href="mailto:Purchasing@Brown.edu">Purchasing@Brown.edu</a> <a href="mailto:InsuranceOffice@Brown.edu">InsuranceOffice@Brown.edu</a>
Tax:	<a href="mailto:Controllers_Payroll@Brown.edu">Controllers_Payroll@Brown.edu</a>
Treasury:	<a href="mailto:Treasury@Brown.edu">Treasury@Brown.edu</a>
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