Finance Matters

Finance Division Newsletter
June 2019

IN THIS ISSUE

FINANCE MATTERS SURVEY

The April, 2019 edition of Finance Matters asked readers to complete a survey to assess the newsletter's first full year of publication. 175 surveys were submitted – THANK YOU!!

We received many suggestions that we will incorporate into the newsletter over the next several issues. In this issue, we have bookmarked topics in the sidebar so that you can quickly locate the article. We will also incorporate graphics, when appropriate, to add visual interest.

All survey participants were entered into a drawing to win a gift basket from Venda Ravioli. The winner is Diane Chouinard, Financial Manager in the Student Activities Office. Congratulations, Diane!

EXPENSE REPORT UPDATE

On Monday, June 3, the Workday Expense Report application was updated. The changes provide Workday users with a similar user experience when creating an expense report whether on the desktop or mobile application. The training materials, *Create Expense Report screencast* and *Create Expense Report job-aid*, have been updated and are located in Workday learning.

Expense Report drop in sessions are scheduled in June to provide assistance to staff who prepare expense reports. The dates, times, and locations of these sessions are listed in the Upcoming Training section of this newsletter.

PURCHASING CARD UPDATE

Purchasing Card transaction integration to Workday is changing in August. The change will allow PCard holders and managers to use Workday to review and approve transactions, view all available Pcard transaction detail, and simplify transaction reporting. PCard transactions will enter Workday using the familiar Workday Expenses application.

PCard holders, financial coordinators and cost center managers will receive advance notice of training, which will occur in July.

FY19 YEAREND CLOSE

The FY19 year-end close for the fiscal year ended June 30, 2019 is just around the corner. Please see the Controller's Office website Year End Schedule for important year-end deadlines and for the FY19 Year End Close Presentation. Please contact accounting@brown.edu if you have any questions.

BAT KEYS

The Brown Account Tagger (BAT) system manages BAT keys, account strings used to input financial transactions into Workday through system integrations. BAT keys identify groups of Workday worktags. Many financial system integrations have migrated from using BAT keys to Workday worktags including Cashnet and Pinnacle.

Departmental systems scheduled for conversion to Worktags in the coming fiscal year(s) include the systems used by Dining Services, Facilities, and the Bookstore. More information will follow as conversion continues.

PURCHASING BEST PRACTICE: REQUISITIONS

Avoid having Requisitions sent back! Here are some helpful tips, to make your requisitions move along in a timely manner and avoid having them sent back:

Contracts should be completely reviewed by all required departments and the appropriate signatures should be included when requisitions are submitted to Purchasing Services.

- Check the Bid Documentation Requirements, located on the Purchasing Services website to ensure the required documentation is attached to your order.
- Attach the Sole Source Justification Form, located on the Purchasing Services website (be sure to use the most recent version and complete all sections).
- Remember to choose the correct Requisition type and Spend Categories.

If you have any questions or concerns when creating your order, please contact Insurance and Purchasing Services 3-2206

PREFERRED SUPPLIER HIGHLIGHTS

Are you looking for something and are unsure where to buy it? Have you visited Purchasing Services Preferred Supplier site? It just may have the answers you are looking for.

Purchasing Services has established partnerships and negotiated contracts with discounted pricing and favorable terms to the University for products and services with many suppliers in various categories. These suppliers are highlighted on the Purchasing Services Preferred Supplier site, which also includes ordering guidance. Purchasing Services also works with these partner suppliers to develop practices that support and are in alignment with University goals, such as sustainability initiatives.

Below is a sample of the information on preferred/contract suppliers, and/or products/services listed on the Purchasing Services Preferred Supplier site.

- Equipment Maintenance Contracts: Specialty Underwriters (SU) -provides the University with a proven process to manage and reduce equipment maintenance expenses. Typical savings are in the 17-34% range over the manufacturer's contract.
- Computers - The University has contracts in place with Dell and Apple. Departments should consult with their Information Technology Support Consultant (ITSC) or Departmental Computing Coordinator (DCC) about the appropriate solution for their needs and to ensure the device meets the University's data security requirements. Please refer to the Preferred Suppliers site for additional information.
- Express Mail: Fed Ex/ UPS- Listed on the preferred supplier site are instructions to register for preferred shipping rates.

Purchases should be directed to suppliers listed on the Purchasing Services Preferred Supplier site in order to aggregate Brown's spend and optimize value to the University. If you have questions or concerns about a supplier or need assistance with sourcing a product or service, please email purchasing@brown.edu. For more complex purchases or issues, you can also reach out to the applicable Purchasing Services staff member or Strategic Sourcing Category Manager.

ACCOUNTS PAYABLE BEST PRACTICES: PROOF OF PAYMENT

Everyone would like their out-of-pocket expenses reimbursed as quickly as possible however, many expense reports are delayed for one major reason: required evidential support (the receipt) was not attached!

Receipts provide proper documentation for expenses charged to Brown University fund sources in compliance with Brown policies and IRS regulations. Highlighted below are receipt requirements, including frequently missed pieces of information.

Travel Expenses

Receipts are always required for:

- Airfare (full itinerary and payment details)
- Hotel (detail receipt showing $0 balance due)
- Auto Rental (final receipt, not the contract)
- Train

All other travel expenses (travel meals, taxi & uber, conference, etc.) require a receipt when the expense is $75 or more.

Non Travel Expenses

Receipts are required for all expenses, regardless of amount. This includes business meals, gifts and hospitality, supplies, food, etc.

Further informataion about receipt requirements is included in the specific expenditure policy (airfare, lodging, etc.). Review the Administrative Policies website for additional information.

ETHICS AND COMPLIANCE REPORTING SYSTEM

As members of the Brown community, we are responsible for sustaining the highest standards of integrity, honesty and fairness. Brown strives to integrate these values into its teaching, research and business activities.

As noted in the University's Code of Conduct, we want you to *speak up and report* if you suspect violations of applicable laws and regulations or the Code of Conduct. You can make reports through standard management channels, beginning with your immediate supervisor, and you may go to a higher level of management. However, did you know you can also report unethical or inappropriate activity through the University's anonymous and confidential Ethics and Compliance Reporting System (EARS)?

EARS* is operated by an independent third-party service provider and is available 24 hours a day, seven days a week, 365 days a year. EARS is available online at http://www.brown.ethicspoint.com, or via this toll-free telephone number (877)-318-9184. Also, if you report a suspected violation in good faith, it is protected under the Rhode Island Whistleblowers' Protection Act Section 28-50, which prohibits retaliation against employees for disclosing a violation or noncompliance with laws, rules or regulations.

If you have questions on reporting or on EARS, please contact Donna Foresti, Chief Compliance Officer, Office of Institutional Compliance by email at donna_foresti@brown.edu, or by phone at 401-863-2392.

(*Please note that EARS is not a 911 or Emergency Service. Do not use this service to report events presenting an immediate threat to life or property.)

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

UPCOMING TRAINING

Upcoming Training

June 4, 9am – 12pm	Expense Report Drop-in Session, CIT 269
June 5, 9-10am	Expense Report Drop-in Session, SSL 481
June 5, 10 – 11am	Payment Solutions Drop-in, South Street Landing, Room 481
June 12, 9-10am	Expense Report Drop-in Session, SSL 481
June 13, 9am – 12pm	Expense Report Drop-in Session, CIT 269
June 19, 9am	Resolving Accounts Payable Payment Issues South Street Landing, Room 498 *Register in Workday Learning*
July 3, 10am:	Payment Solutions Drop-in, South Street Landing, Room 481
August 7, 10am:	Payment Solutions Drop-in, South Street Landing, Room 481
August 19, 9:00-10:30 am	Payments to Foreign Nationals South Street Landing, Room 499 *Register in Workday Learning*

Contact Us

Academic Finance & Administration:	Sara_Walsh@Brown.edu
Accounts Payable:	Accounts_Payable@Brown.edu
Budget:	Budget_Office@Brown.edu
Controllers:	Accounting@Brown.edu
Payroll:	Specialist_Payroll@Brown.edu
Insurance and Purchasing:	Purchasing@Brown.edu InsuranceOffice@Brown.edu
Tax:	Controllers_Payroll@Brown.edu
Treasury:	Treasury@Brown.edu
Workday Program Team	Workdayoperations@Brown.edu