Who to Contact

Security   **5777**

Computer application problems (excel, word, etc.)   **4976**
(WCTS Help Desk)

Phone Service (Mike Hubbard)   **526-4705**
or e-mail hubbard@whitman.edu

Food Service (Bon Appetit/Teresa Maddess)   **5127**
or e-mail maddesta@whitman.edu

Datatel access   **5130**
e-mail Kathy Yeager (yeager@whitman.edu)

Vendor payment questions (Cindy Dickson)   **5593**
or e-mail dicksoca@whitman.edu

Student payroll questions (Kellie Go li j)   **5985**
or e-mail go li j m@whitman.edu

Staff/faculty payroll/benefits questions   **5172**
Mary Luckstead (luckstd@whitman.edu)

Instructional Media (Sherrie Kamara)   **5257**
http://www.whitman.edu/content/wcts/ims

Maintenance/repair services   **5999**
Physical Plant work order (https://webapp.whitman.edu/wcts/)

Printing Services   **5185**

Mailing Services (US Mail/FedEx)   **5266**

Campus Mail   **5903**

How Things Work

1. **Cash Receipts**

    The description you give the Cashier's office should be what shows up in your trial balance report. There is limited space so give a good, short description of why you're depositing funds. Also, the Cashier's office doesn't know your account numbers so always give them the correct account number when receipting in money.

2. **Journal Entries**

    Journal entries are mainly used to make correcting entries to the General Ledger. Other uses are funds transfers or inter-departmental charges. To correct a posting error for an expense account, credit the erroneous account and debit the correct account.

3. **Budgets and endowment support**

    There are accounts that are supported by the endowment. Most of these accounts are scholarships, but there are other non-scholarship accounts with endowment support. You can identify these accounts by the Endowment support-in account (6312 object code). You also might notice that the budgeted revenue (credit) amount equals the endowment support-in transfer amount and that the discretionary budget (debit) is the same amount resulting in a zero net budget. These budget figures are important for financial reporting but sometimes are a little confusing on a budget-to-actual report.

4. **Business Office Web Page**

    There is a vast amount of information on the Business Office web page. Please visit our site and discover what you're missing.

5. **Travel Advances/Reimbursements**

    In order for travel reimbursements to Whitman faculty, staff and students to be non-taxable income, the government requires that the College have an accountable plan. This plan is made up of 3 main components:

    1. Expenses must have a business purpose
    2. Expenses must be substantiated (lodging receipts etc.)
    3. Unspent amounts must be returned

    This plan also requires reconciliation within 30 days of returning from the trip.

6. **Paying vendors/vouchers**

    If you have a new vendor, please e-mail Cindy Dickson (dicksoca@whitman.edu) with a copy to Kathy Yeager (yeager@whitman.edu) to request a new number. When paying invoices, make sure to use the invoice number provided by the vendor or if paying by statement use something like STMT043005. If we have an account/customer number with the vendor, please put that information in the description line on the 3rd screen when entering vouchers. Please indicate whether it's a Cust No. or and Acct No. If the vendor doesn't supply us with one of these numbers, please make a copy of the invoice so we can send it back with our payment in ensure proper credit. Just put yourself in the vendors place and think of what information would help you when receiving a payment.

7. **Personal services/performance w/travel reimbursements**

    Any time you pay an outside company that's not incorporated for services you need to have them fill out a Personal Services Contract and a W-9 form. Most of these can be filled out for the entire calendar (tax) year, but we need a new one when the calendar year changes. Any time you pay a non-Whitman person/group for lecturing or performing, you need to have them fill out a Performance Contract and a W-9 form. These should be filled out for each lecture or event and should be paid via a vendor payment form. If you also reimburse for travel you need to pay that via a TME form. We need the two forms because the service is taxable and reportable to the federal government but the travel isn't. Also, we have to make a check payable to the person/organization that performed the service. We can't make a gift donation in lieu of payment.

8. **I9/W4 requirements**

    By federal law Whitman College is required to have an I9 and a W-4 form completed and on file no later than 3 days after the staff, faculty or student actually starts work. We usually only have problems with the students regarding these forms. Since we don't have a central student employment, we rely on you to make sure the students come to our office.

9. **Foreign students/faculty/personal services**

    Any time we hire a non-resident alien for services we have to look closely at the tax treaties that the U.S. has with that individuals foreign country. We don't have treaties with all countries, but the treaties we have vary depending on the country and the status of the individual. This applies even when we hire a foreign person to give a lecture, so please make sure that those responsible for hiring in your area are aware that they need to check with Walter, myself or Kris Barry about status and treaties. Also, there are limits to the amount of years that a student or teacher/researcher can be in the U.S. and be tax exempt

10. **Who does what in the Business/Treasurer's Office**

    1. Student Accounts/Cash Receipts – Debra Wright or Caryn Pooley
    2. Accounts Payable/Vouchers – Cindy Dickson
    3. Student Payroll/Direct Deposits – Kellie Emigh
    4. Journal Entries/GL Accounts/Reports/JPMC – Kathy Yeager
    5. Budgeting/Bank Reconciliation – Susan Brown
    6. College Rental Property – Cindy Russell
    7. Endowment Accounts – Cindy Russell
    8. JP Morgan credit card set-up/changes – Nancy Jungmann
    9. Student Loans – Laura Nix

11. **Object codes**

    We've actually pared down our object codes from what we had on Bi-Tech simply because it's a lot more cumbersome on Datatel. Even so, object codes can still be confusing. There are certain departments that have revenue or service credit accounts and some actually have both. Revenue objects (begin with 4) are credit type accounts and the source of the revenue is usually an off-campus source. This means that when you credit these accounts through cash receipts or a journal entry, the the balance increases.

    Expense objects (begin with 5) are debit type accounts. This means that when you debit these accounts through vouchers or a journal entry, the balance increases. The service credits object (6270) is actually a negative expense account and the source of the credit is usually an on-campus source (interdepartmental bills etc).

    Transfer objects (begin with 63) are normally used for start-up funding, closing out accounts, or supplementing budgets. You have to use a transfer-in object (631x) and a transfer-out object (632x) when moving funds like this because on the books, the transfers (all 63xx objects) have to net to zero.

    There are certain objects that are taboo for general use meaning only the Business Office can use them. They are as follows:

3xxx	Fund balance objects (prior year roll over)
4010	Budgeted revenue
4420	Contributions TR (gifts)
5010	Staff salary & wage budget
5020	Faculty salary budget
5030	OPE budget
5065	COGS budget pool
5070	Service credit budget
5075	Course fee expense budget
5090	Discretionary budget

12. **Payroll office vs Human Resources**

    Human Resources is responsible for new staff and faculty, salary increases, open position advertising, certain

kinds of skill tests and a myriad of other services (retirement, separation from the college process, benefit sign-ups or ending benefits, I9 and W-4 for staff and faculty to name a few).

Payroll is responsible for new student hires, I9 and W-4 for students, new student positions, W2's, student payroll, direct deposit sign-up, salary advance checks (advance forms in HR), processing staff/faculty payroll.

13. **Accruals**
     Accruals are directly related to budget, so when we pay employees in July for hours worked in June, we have to accrue the pay for the June hours because it belongs to the last budget year. We accrue the faculty salaries for July and August because the faculty is on a September to August pay schedule, but the budget for that pay belongs to the July through June budget year. We also do some accruals for operating expense invoices that were incurred in one budget year but paid out of the next. We only do this for those items with a voucher date after the end of year cut-off thru the end of July. We have to draw the line somewhere!

14. **Refunding Fees**
     When students pay fees to participate in a Scramble or maybe a during the summer, and for some reason weren't able to attend or participate, you need to refund the fee from the revenue account it was receipted into originally.

15. **You Can't Just Give People Money**
     Money for services, awards, bonuses or competition prizes is all taxable income. Student awards usually go through the Fin-Aid office and are applied to the student account. Now the federal government is considering gift certificates as taxable income so you're better off giving a tangible object for recognition or prizes (like a Whitman College coffee mug!).

How to Submit Documents for Payment to the Business Office

Payment Types

There are several types of paym ents that can run through accounts payable. The most common are invoices. Other types include re gistration fees, person al reimbursements, travel advances/reimbursements, subscription renewals, personal services contracts, performances, honorariums and refunds. Vendor Payment, Travel & Entertainm ent, Journal Entry form and the JPMC Documentation form are available on the Admin server in "misc" or L:AIS/Business Office/Business Office Form s. If you need help with these forms speak with Kathy Yeager.

The type of paym ent dictates what f orm you need to fill out if any.   Below is a general guide:

Invoices: Code and sign the invoice.   Make a copy if no custom er/account number has been established with the vendor so we can send a copy back with the payment.

Registration fees: Since we usually have to send in the original document for registrations, please make a copy and do all the coding and signing on the copy.

Personal vehicle m ileage: Mileage covers all costs of using the vehicle including fuel, insurance and wear and tear, except parking f ees and tolls, which are reim bursable in addition to mileage. Use a Trav el and Entertainm ent form for employee m ileage reimbursements.

Personal reimbursements: Fill ou t a vendor paym ent form and attach all receip ts or statements for any non-travel, food or entertainment expenses.

Travel reimbursements: Fill out a travel and entertainment form and attach all receipts or statements. A Travel form is required where an overnight stay or where meals for people other than Whitm an employees o r entertainment activities take pla ce.   The lo dging receipt showing all charges is required for ad equate documentation. Use this form also for local meals and food purchase reimbursements.

Subscription renewals: Since we usually have to send in the original renewal docum ent, please make a copy and do all the coding and signing on the copy. Keep in mind that subscriptions are taxable in the State of Washington so please code with UT when you're keying in the voucher. The only exception to this is newspaper subscriptions.

Personal services contracts: Once we have a contract a nd a W9 on file for the calendar year, it depends on whether the person/business sends an actual invoice. If an invoice is available but we don't have a customer/account number with the vendor, make a copy of the invoice to send with the payment and do all the coding and signing on the original. If we don't have a tangible invoice, please put all information on a VP form and attach the original bill and a copy to send with the payment.

Performances: When paying non-employees for a performance a performance contract and W9 are necessary. Since these types of payments usually don't have a true invoice connected with them, please put all information on a vendor payment form and attach the back-up.

Refunds: When refunding non-academic fees (scrambles, alumni college, etc.) please fill out a vendor payment form and charge the refund to the revenue account where the money was originally receipted.

Honorariums: When paying an honorarium for a gue st lecturer etc. p lease follow the same guidelines listed for performances.

Please note that when paying from a statement (usually utility bills or Tallman's) be sure you don't stamp the remit stub. We do send these with the payments.

Accounts Payable

There are reasons behind the requirements for authorization and documentation in this area. The College has an obvious responsibility to ensure that payments to vendors and reimbursements to employees are legitimate business expenses of Whitman College and within the scope of each budget's spending limits. The IRS is interested in payments that may need to be included in an employee's taxable income and in these cases; there is a possible liability to both the College and the employee. The documentation required to process any payment is designed to contribute to institutional control of spending as well as protect the College and the employee from potential tax issues. All payments should be authorized and approved by the person responsible for the budget that is receiving the expense. In addition, any one invoice over $5,000 should be approved by the responsible Budget Officer or in their absence another Budget Officer or the Controller.

Vendor Classifications

Any time Whitman College pays a com pany or organization for goods or services they are a vendor. Any tim e we reim burse an em ployee or student for supplies, travel etc, they also become a vendor in the system . However, we can't pay em ployees or students for services through the AP system , those payments must go through payroll. Paym ents to current employees or students for perfor mances should go through payroll. If we are paying a non-em ployee for services, they m ust fill out a W9 and a   personal serv ices contract. A person hired to provide a servi ce on behalf of Whitm an College may be an employee or a contractor depending on the spec ific situation. There may be som e rare cases where an em ployee could be treated as a contractor for services in a different capacity (such as, a College custodian (e   mployee) also providing incidental or intermittent services as photographer (contractor)).

Determining Factors in Vendor Classification
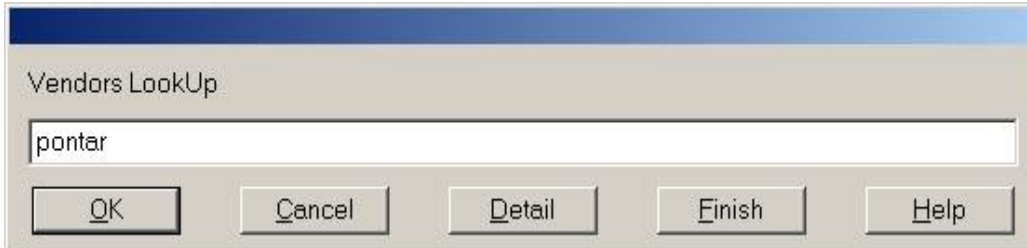
The following are facto rs that on a cum ulative basis would point towards an em ployee classification or rela tionship. If in doubt contact the Kathy Yeager (#5130) or Walter Froese (#4936) for help with this determination.

• Instructors and adjunct faculty even if they provide teaching services to another institution in addition to Whitman College will be treated as an employee

• The worker is supervised or controlled in the sequencing and manner of their work by the College

• The worker has a on-going long-term relationship to the College

• The worker has an exclusive relationship to the College - especially where the worker can not show any effort to provide services to other entities

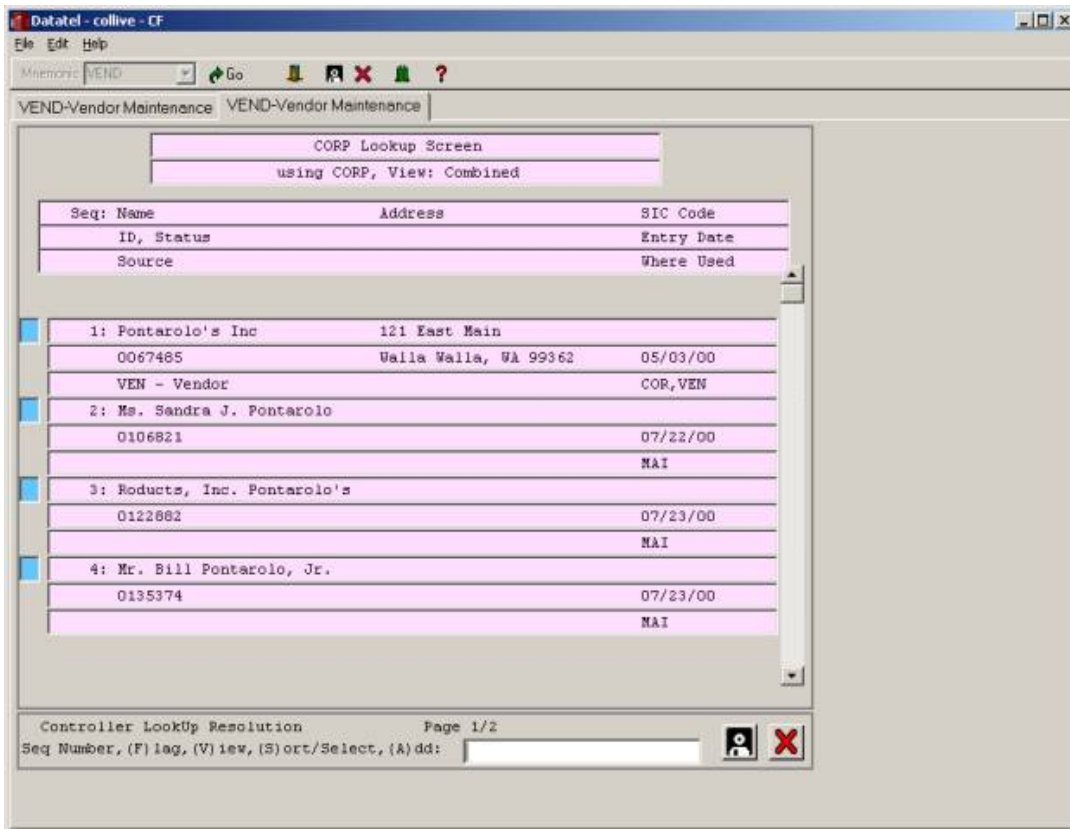• The College provides the worker's tools, assistants or facilities

Processing Contractor Payments

Accounts Payable

In order to pay a contractor for services find out if the vendor already has a vendor address in Datatel, you can do this for any vendor not just contractors. To do this get into the CF module (use the "Apps" menu item) and key in VEND in the box at the top left and press return. This will take you to a look-up bar where you can key in the vendor name. This generally works better if you don't key in the entire name.

When you've keyed in the name you want to look up, hit return or click the OK button. You will get the following resolution screen.

Select the vendor/person by keying the "Seq" number in the white box at the bottom of the screen and hit return. This will bring up the following screen:

Accounts Payable

In order to check the address to see if this vendor has more than one remit to address click the diagonal arrow to the right of the Demographics box. This will take you to the following selection screen:

Since this is a business instead of a person, we want to select ORGP – Organization Profiles. This is normally highlighted so all you need to do is click the OK button. The following screen will appear:

Accounts Payable
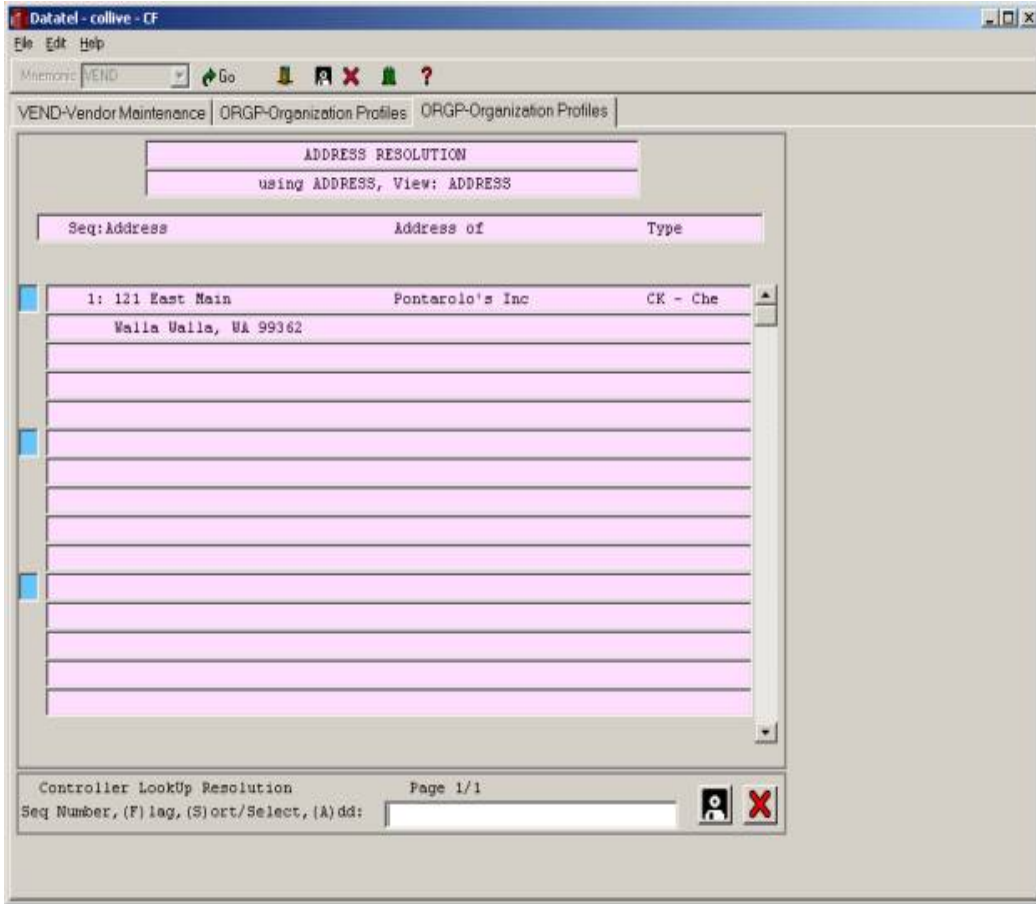
If this vendor had more than one address, all addresses would be shown on this resolution screen. If you need a new rem it to addre ss to be added, please e-mail Cindy Dickson (dicksoca@whitman.edu) with a carbon copy to Kathy Yeager (yeager) and request an additional address. It helps if you include the vendor's ID number in your request.

Later on in this section we will discuss how to look up vendors when you're in the VOUM screen.

If you did not find your vendor in our file, please e-mail Cindy Dickson (dicksoca@whitman.edu) with a carbon to K athy Yeager (yeager) and include all rem it to information and any phone numbers or FAX numbers you'd like to include.

Processing Payments to a Non Resident Alien

Please check with W alter Froese or KathyYeager prior to hiring or paying a person from a foreign country for services. There are tax treaties and limited presence issues (number of consecutive days in the United States) that need to be addressed.

Payment Types

Accounts Payable

There are several types of paym ents that can run through accounts payable. The most common are invoices. Other types include re gistration fees, person al reimbursements, travel advances/reimbursements, subscription renewals, personal services contracts, performances, honorariums and refunds. Vendor Payment, Travel & E ntertainment and Journal Entry for ms are availab le on the Adm in server in "m isc" or L:AISBusiness OfficeBusiness Office Form s. If you need help with these f orms speak to the Kathy Yeager.

The type of paym ent dictates what f orm you need to fill out if any. Below is a general guide:

Invoices: Code and sign the invoice. Make a copy if no custom er/account number has been established with the vendor.

Registration fees: Since we usually have to send in the original document for registrations, please make a copy and do all the coding and signing on the copy.

Personal vehicle m ileage: Mileage covers all costs of using the vehicle including fuel, insurance and wear and tear, except parking fees and tolls, which are reim bursable in addition to mileage. Use a Trav el and Entertainm ent form for employee m ileage reimbursements.

Personal reimbursements: Fill ou t a vendor paym ent form and attach all receip ts or statements.

Travel reimbursements: Fill out a travel and entertainment form and attach all receipts or statements. A Travel form is required where an overnight stay or where meals for people other than Whitm an employees o r entertainment activities take place. The lodging receipt showing all charges is required for adequate documentation.

Subscription renewals: Since we usually have to send in the original renewal document, please make a copy and do all the coding and signing on the copy.

Personal services contracts: Once we have a contract a nd a W9 on fil e for the calendar year, it depends on whether the person/business sends an actual invoice. If an invoice is available but we don't have a customer/account number with the vendor, make a copy of the invoice to send with the payment and do all the coding and signing on the original. If we don't have a tangible invoi ce, please put all inform ation on a VP form and attach the original bill and a copy to send with the payment.

Performances: When paying non-employees for a performance a perf ormance contract and W9 are necessary. Since these types of paym ents usually don't have a true invoice connected with them, please put all information on a vendor payment form and attach the back-up.

Accounts Payable

Refunds: When refunding non-academic fees (scrambles, alumni college, etc.) please fill out a vendor payment form.

Honorariums: When paying an honorarium for a gue st lecturer etc. p lease follow the same guidelines listed for performances.
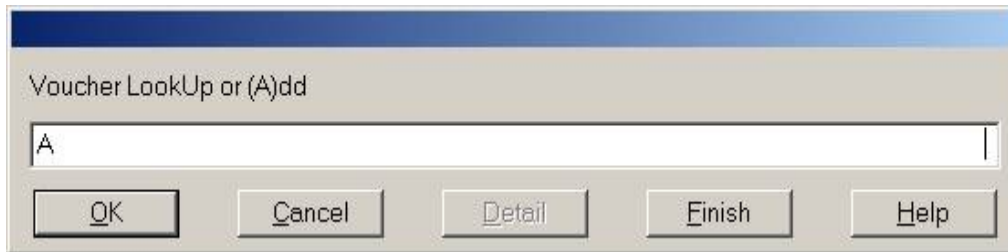
Please note that when paying from a statem ent (usually utility bi lls or Tallman's) be sure you don't stamp the remit stub. We do send these with the payments.

Accounts Payable Voucher Entry

With the advent of Datatel anyone with the proper access can enter their own vouchers. If you don't have Datatel access please contact Technology Services helpdesk at 527-4976.

You need to be in the CF apps in Datatel
and key in VOUM in the box at the top left.
This will take you to vouche r look-up or add bar.   Key an A in the box to add a new voucher and hit Enter or click the OK box.

You will get the following screen.

Accounts Payable

Note that the current date has been filled in for you in the Voucher Date field. There is no reason to ever change this date unless we're at fiscal year end (June 30th). Year-end procedures will be explained later.

Accounts Payable

Ignore the PO Number it isn't being used at the present time the Maintenance Date will be filled in for you. The first field you need to fill in is the Invoice Number followed by the Invoice Date and then the Invoice Totals. When you get to the Vendor ID field and you don't know the vendor number, you can key in a partial name and you'll get the following resolution screen.

Accounts Payable

If there were more than one matching entry, all entries would be listed on this screen. All you need do now is key the number of the entry you want in the box at the bottom of the screen and hit Enter. This will take you back to the first screen with the vendor number, name and address filled in for you.

Accounts Payable

If the address shown in Address line number 1 isn't the correct address you can click on the diagonal arrow to the right of the Address line and a resolution screen will appear listing all addresses for this vendor.

Accounts Payable

If there's more than one address, key in the number of the address you want in the box at the bottom of the screen and hit Enter. This will put the correct address on the first screen and you can continue your entry.

The next box that requires entry is the AP Type box towards the bottom right of the screen. Always key in "CF" in this box and press Enter.

Please take this opportunity to copy down the Voucher ID number (V0033604) on your invoice etc. This number is located in the upper left.

The next step is to click on the diagonal arrow to the right of the Line Items box. This will take you to the following screen.

Accounts Payable

Click on the diagonal arrow to the left of the Description area. This will take you to the following screen.

Skip the "Cmdty" field.

Accounts Payable

In the "Desc" box, key in the vendor's customer/account or if there is no number, key in pertinent information to the vendor on line number 1. This is the only line that prints on the check stub. You can also key information on lines 2 etc. that pertains to you so you can view this information later.

The next field is the Price and you need to enter the total invoice amount and hit Enter.

Just hit the Enter key for the Quantity and the system will fill in a 1.000 for you.

Skip the next 5 fields.

You should now be in the Tax Codes box. If you have purchased something from an out-of-state vendor and that vendor didn't charge sales tax, you need to put a UT in the Tax Codes box. This code tells the system to charge the 8.3% tax on goods used in the State of Washington. The following items are exempt from use tax: advertising, materials for resale, royalty/professional fees, dues and memberships.

Subscriptions to magazines, newsletters etc. are subject to use tax.

You should now be at the "GL Account No" box. You'll notice at the bottom left of the screen it will say GL Account LookUp. If you aren't sure of the GL account number you want to charge this lookup will help.

Accounts Payable

To look up account numbers key in the first 10 digits then … if you're not sure of the object code. You'll get the following resolution screen.

Key the "Seq" number of the account you want in the box at the bottom right of the screen and hit Enter.

Accounts Payable

The account number that corresponds with the "Seq" number you chose appears in the GL Account No box. If this is the only account number you will be charging, simply hit Enter when you get to the GL Amt box and the total amount of the invoice will be filled in for you. If you need to split the invoice between two or more accounts, key in the amounts in the GL Amt box that you want charged to each account. The Percent and Quantity boxes will be filled in for you.

When you're done with this screen hit the F9 function key at the top of you keyboard and that will take you back to the second screen.

Accounts Payable

Hit the F9 function key again and that will take you back to the first screen.

Before you exit this screen you need to key an "N" in the Pay Voucher box towards the bottom right. The Voucher Done box should always say "Yes". If you don't have any credit invoices for this vendor that would reduce the total amount of the check you can hit

the F9 function key to get completely out of the voucher program or you can hit the F10 function key to continue to add other vouchers.

Note if you have credit memos/invoices that you want to apply against your debit invoices to reduce the total amount of the check, make sure the debits are greater than your credits, key all credit and debit invoices in at the same time and put a unique code in the Check Group box. Make sure the same code is in all debit and credit invoices you want to process for that check. Also make sure all invoices are coded to the same vendor address. If any of these steps aren't followed, the credits won't be applied, the check run has to be stopped, then the voucher with the wrong information has to be voided and then re-entered in order to start the check run all over again.

If you have made an error on a voucher or have discovered that it's a duplicate payment and have closed out of the program, please call Cindy Dickson (5593) or Kathy Yeager (5130) and tell them the voucher number (ie V0033604) you want them to void. This only works if the voucher hasn't been paid.

The voucher will be posted to the General Ledger with the date that's in the Voucher Date box and it's considered posted as soon as you F9 or F10 out of the program.

Fiscal Year-End Procedures
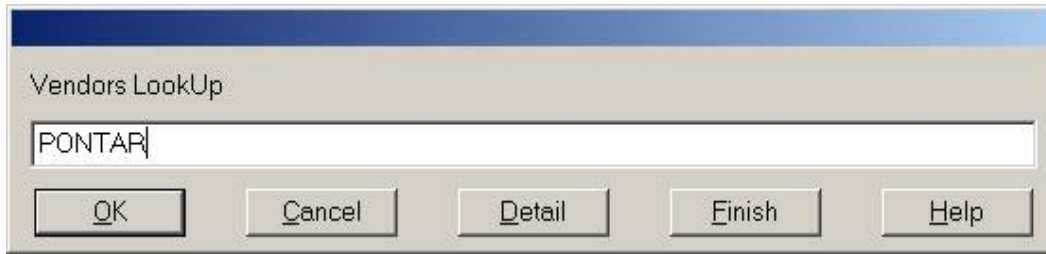
Departments are allowed 8-10 days into July to pay any invoices that relate to the prior fiscal year. In order for the vouchers to post in the prior fiscal year, you need to override the Voucher Date field before you do anything else in the VOUM screen. The voucher date is the first field on the first screen and it will default to the current date. To override this date, make sure your cursor is in that field and hit the F4 function key to delete the current date. Make sure your cursor is back in the voucher date field by clicking in that field and key in 06/30/yy for the voucher date so the voucher will be posted in June of the current year. Only use the override for payments that are for activity conducted in the last fiscal year. Do not use this procedure to spend prior year budget money.

Vendor Payment Inquiry

Occasionally you may need to look up a prior payment to a vendor, to do this you will need to be in the CF apps in Datatel and key in VENI in the box at the top left. This will take you to a look-up bar where you can key in the vendor ID number or the name.

To look up by name simply key in all or part of the name in the lookup box.

Accounts Payable
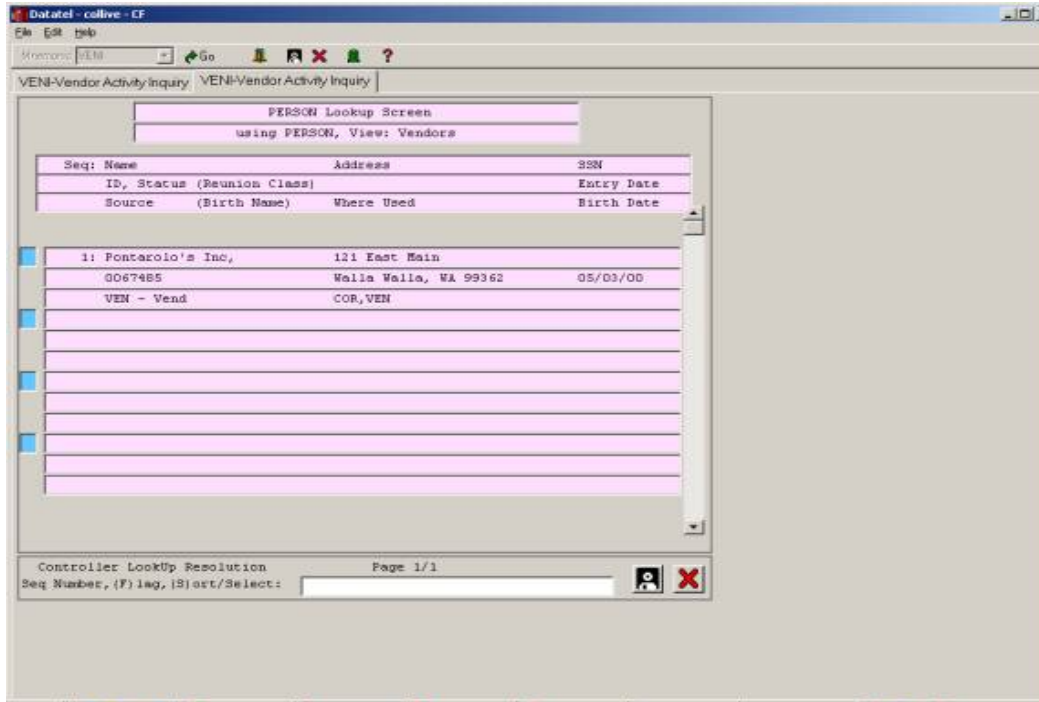
After entering the name you'll get the following screen:
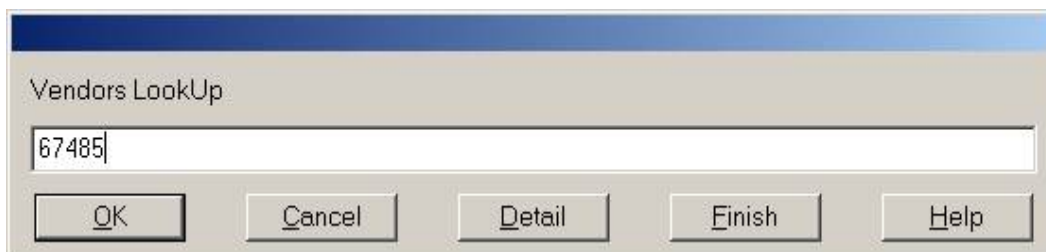
Select this vendor by keying a 1 in the box at the bottom and hit enter.

To do a look-up by vendor ID simply key in the vendor number in the box.

This will take you directly in to the inquiry screen below.

Accounts Payable

There are three other screens you can view besides this one. This screen tells you the voucher number, voucher date, check number and check date. The status column lets you know if a voucher is outstanding, paid, reconciled or voided. If the voucher/check has been reconciled that means the vendor has cashed the check and it has cleared our bank. However, since this screen doesn't show the invoice number or the general ledger account number, you'll most likely want to view the other screens also.

To view these screens click in the box under the Number column of the voucher you want and either F2 (detail) or click on the diagonal arrow to the right of the voucher number. This will bring up the following screen.

Accounts Payable

This screen displays the invoice number and description. If you need to view the general ledger account number you need to click on the diagonal arrow to the left of the Description field. This will bring up the following screen.

Always select the VIIN option by clicking on it and then click OK. You will then get the following screen.

Accounts Payable

This screen displays the general ledger account number as well as invoice number and description. If you have keyed in more than one line of description you can view that here also.

To exit from these screens hit the F9 function key to close all screens and exit the VENI program.

There is another way to view existing vouchers/invoices. Make sure you're in the CF apps in Datatel and then key in VOUM in the box at the top. The following screen will appear.

To look up a vendor key in the name, usually a partial name works better and hit enter.

Accounts Payable
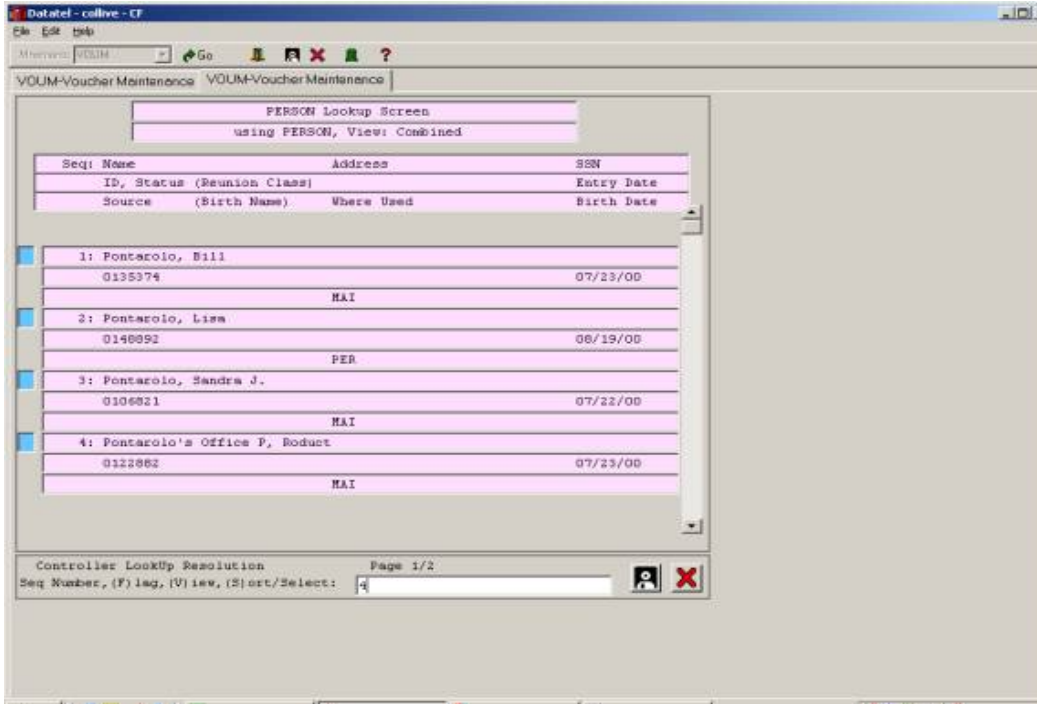
We want Sequence #4, so key in a "4" in the box at the bottom and hit enter.

You will get the following screen.
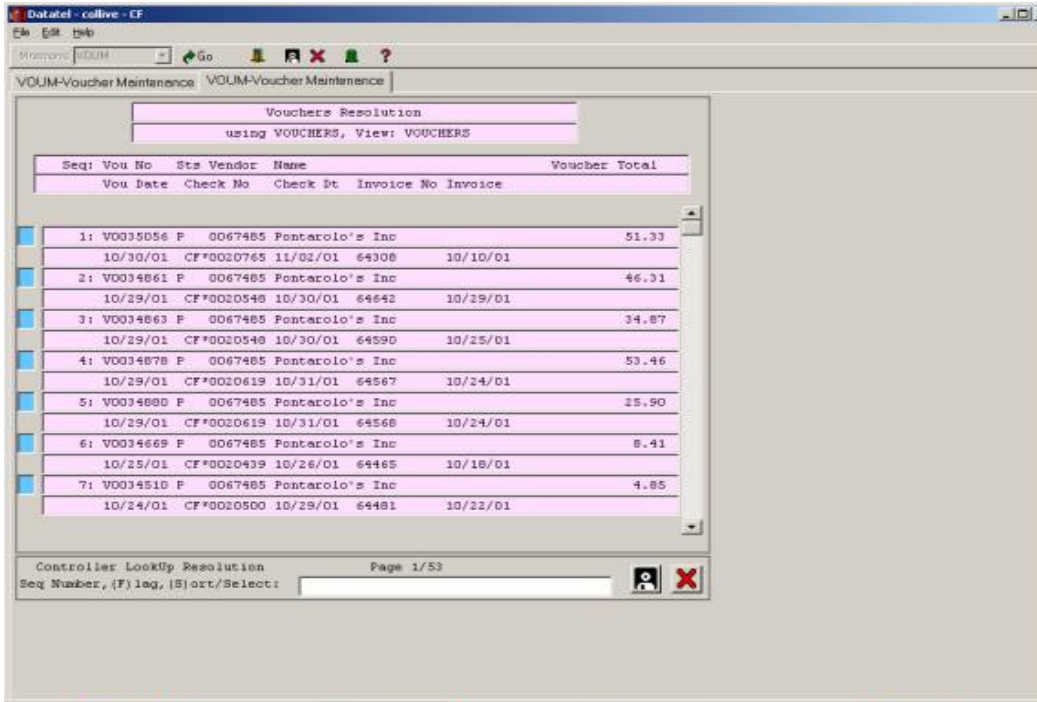
From this screen you can see the invoice number, voucher number, check number, check date and whether the voucher is (O) outstanding, (P) paid or (R) reconciled. If the

voucher has been reconciled that means the vendor has cashed that check. We reconcile checks on a monthly basis, so sometimes even though it has a paid code it might actually have been cashed. You can use the scroll arrows to the right to view more vouchers or invoices. To exit this screen hit the F9 function key or click on the X at the bottom.

You will need to get to the following url on the web:
https://www.paymentnet.com/Login.asp

It's a good thing to bookmark this on your web browser. You will get a log in screen that looks like this:
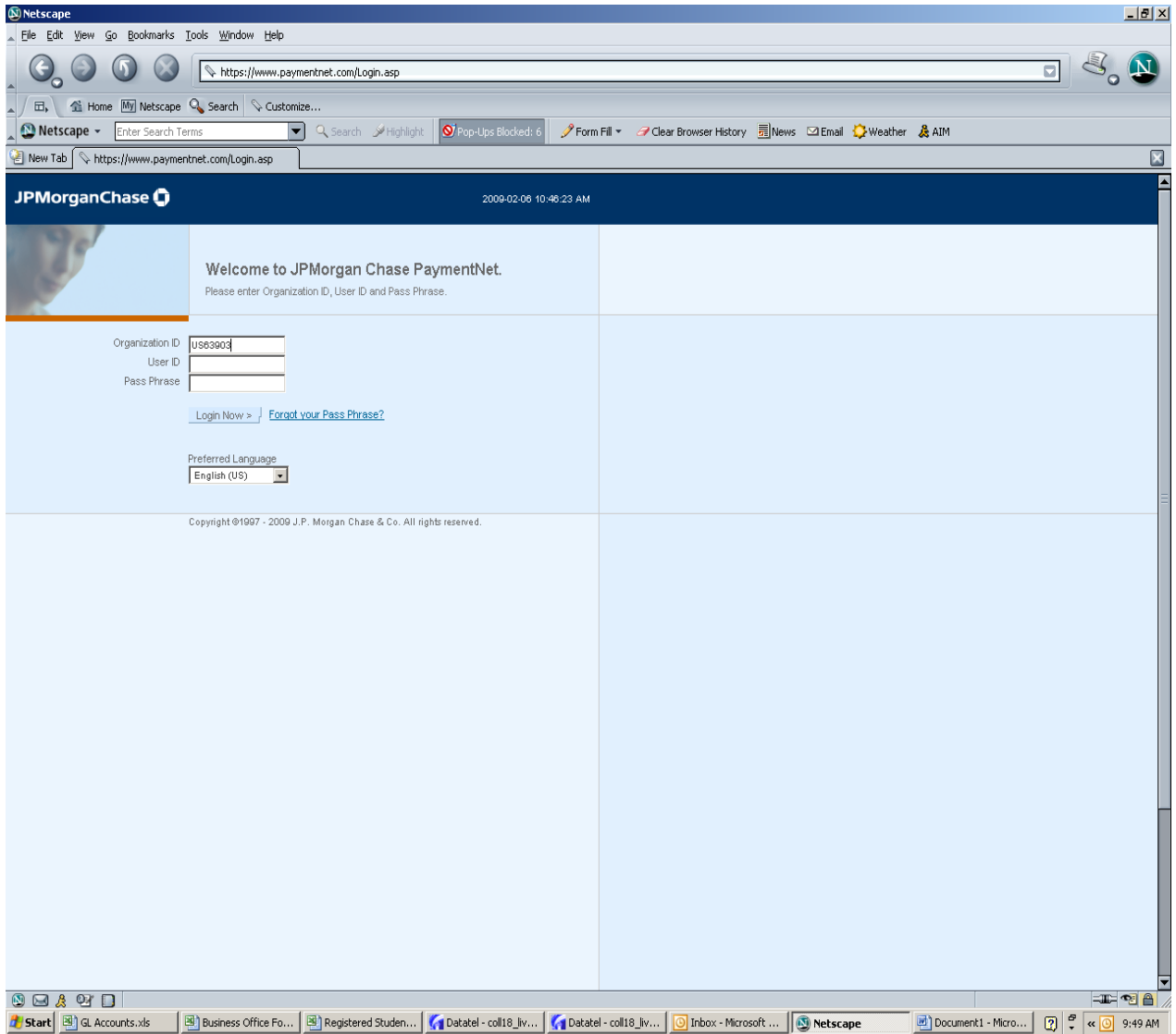
The Organization ID is always US63903, your User ID is usually your e-mail address name minus the @whitman.edu and Nancy Jungmann should give you the default password that you will need to change once you log in for the first time.

The next screen that will appear looks something like this minus the Administration section.
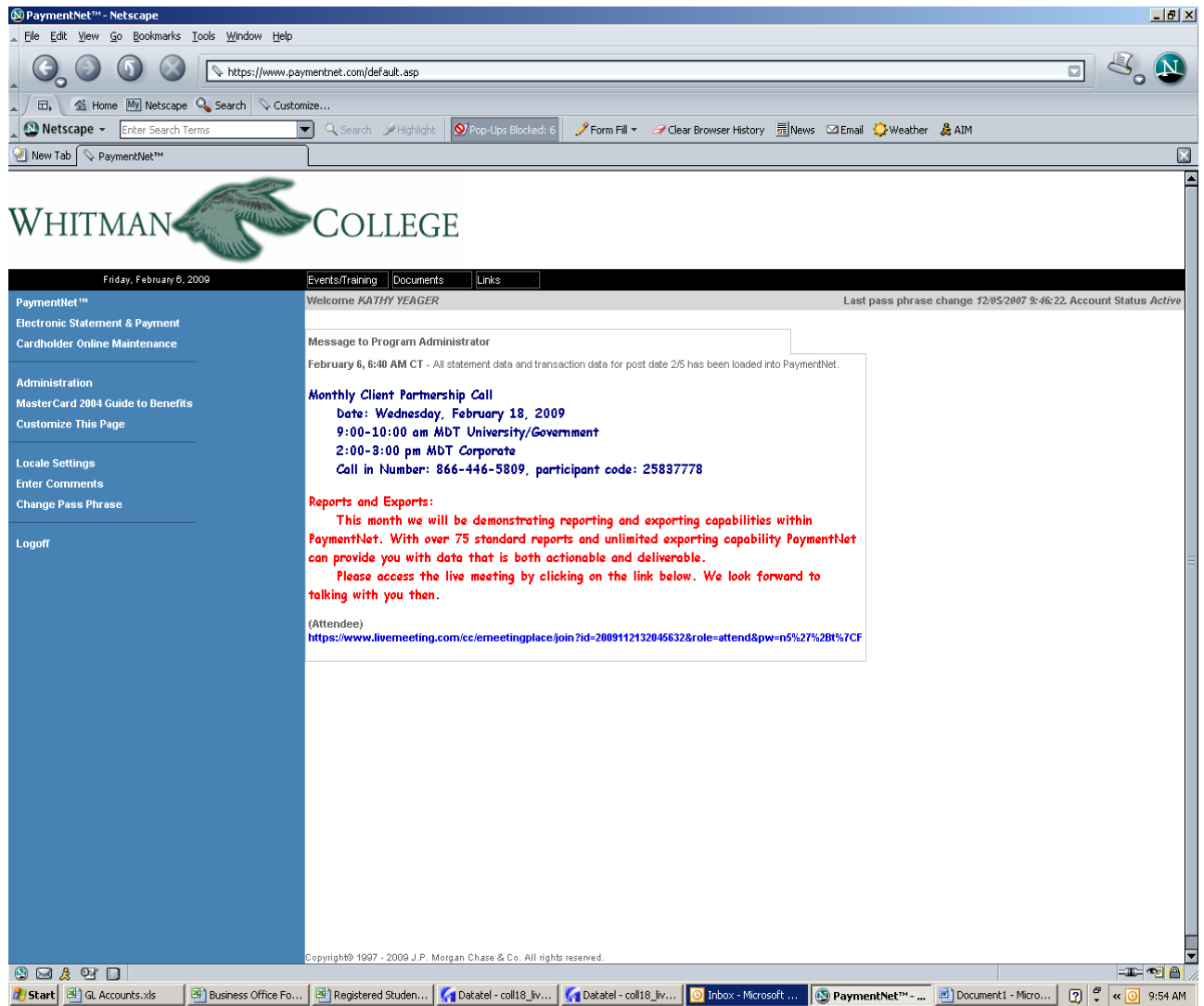
If you're logging in for the first time you will need to click on Change Pass Phrase. Then you can click on PaymentNet to view or reconcile credit card charges. Once you click on PaymentNet you will see this screen:
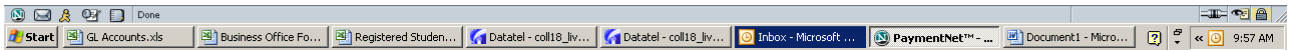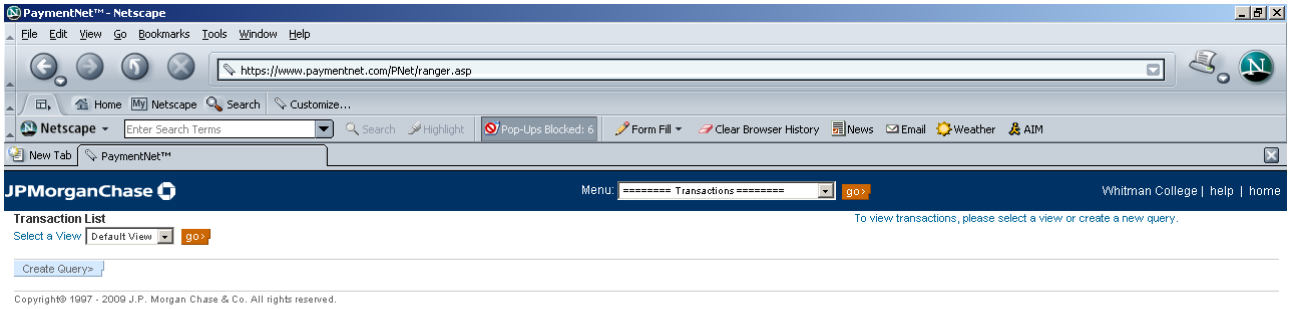
Click on the orange go> if necessary and transactions for the current billing period should come up.

If the Chart of Accounts number is correct and the purchase was made in the State of Washington you don't have to do anything. If you need to change the Chart of Accounts number just click on the number and the following screen will appear:
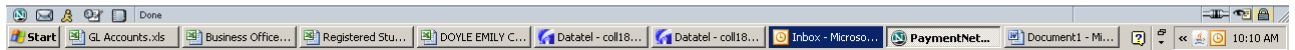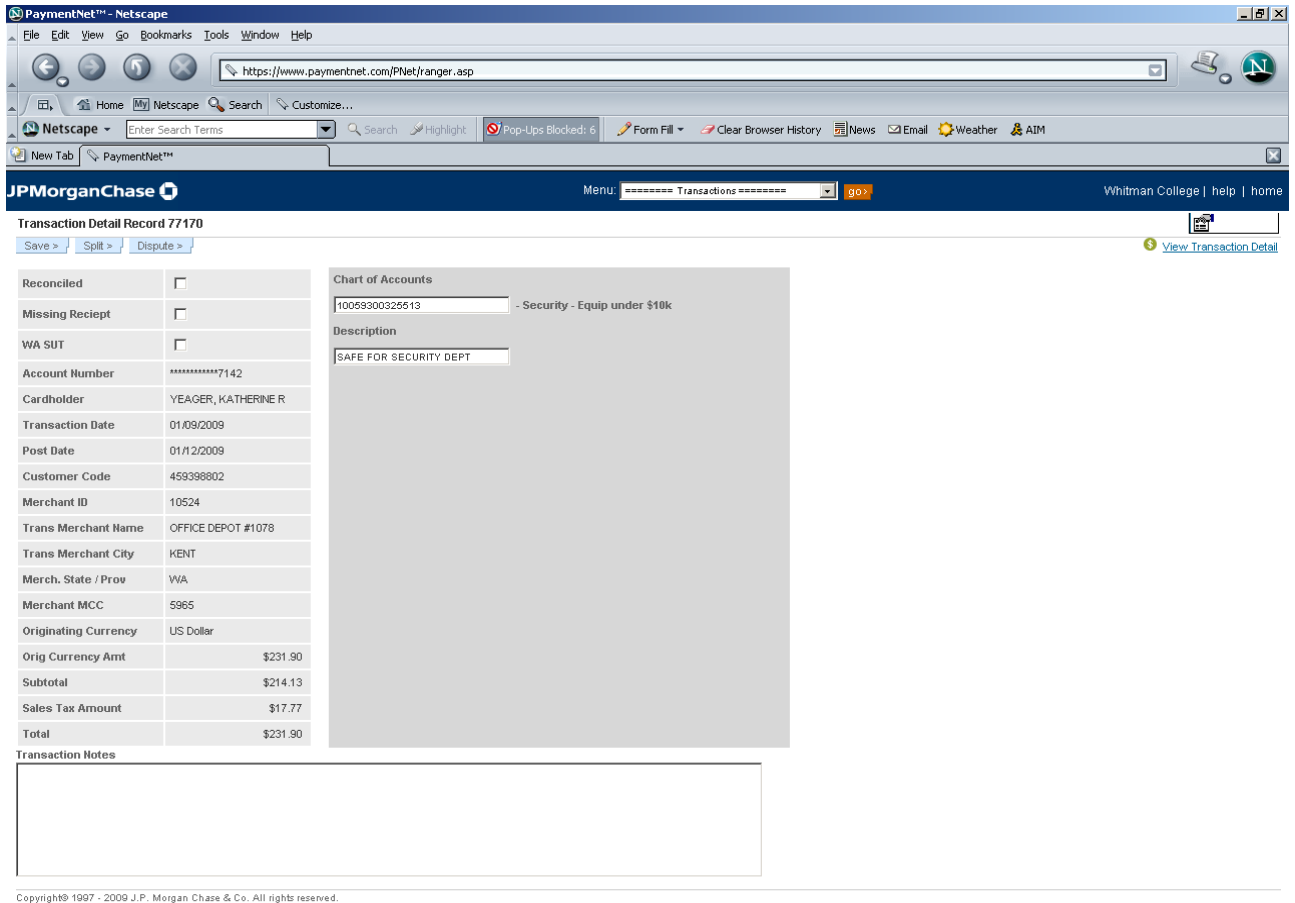
This screen is where you can change the Chart of Accounts (GL) number and also check the WA SUT box if use tax needs to be applied to this purchase. If you have purchased something out-of-state and the vendor charged sales tax but that amount doesn't show up in the Sales Tax Amount line, please put a note in the Description box that tax was already charged. This will prevent being charged use tax by me when I pull over the transactions to post them to our General Ledger.

You'll notice at the top right that some vendors/merchants will include your purchase details, so you can just click on that link to get an itemized list of purchases.
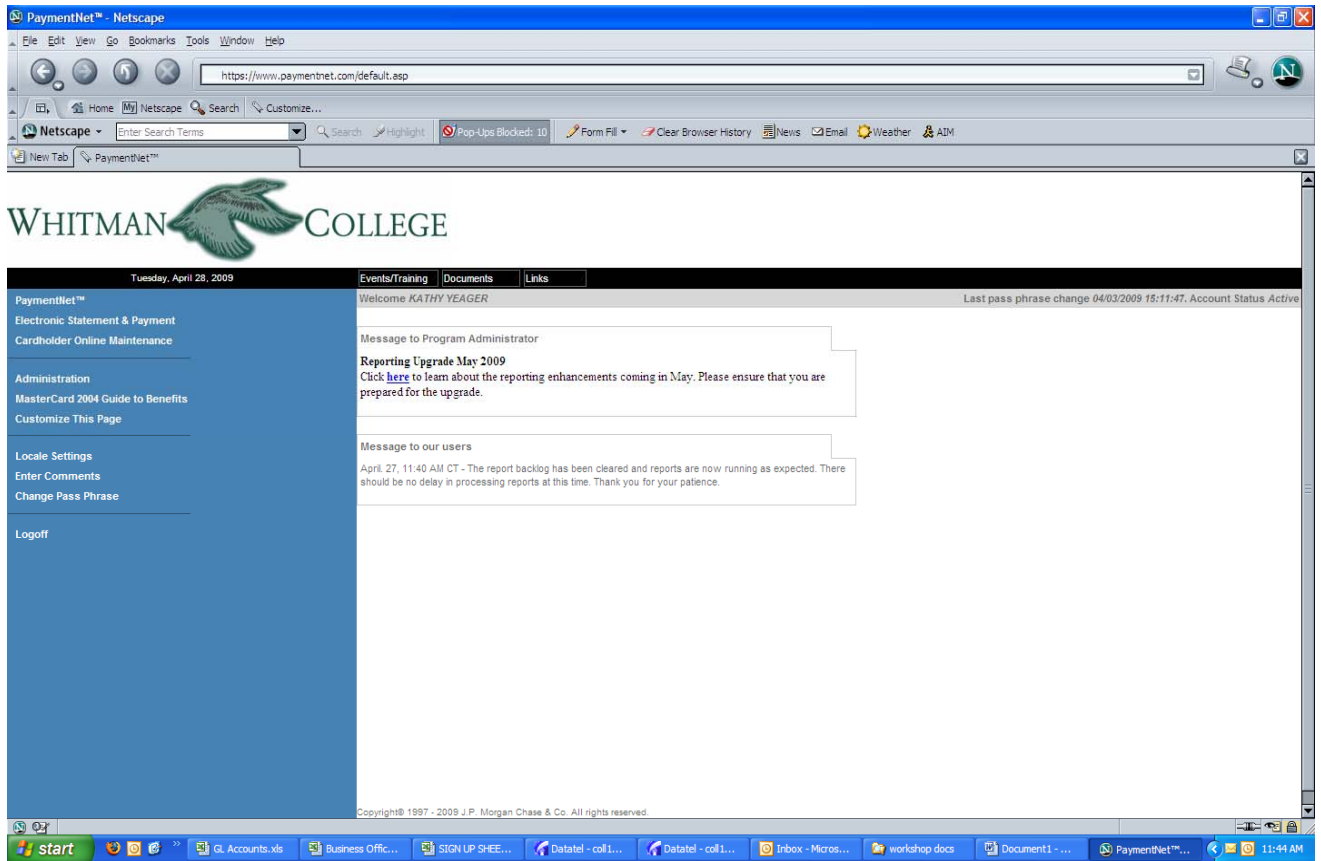
At this time you can opt to check the Reconciled box. This is for your information only, it doesn't effect my pulling these transactions over for posting.

To get back to the original screen just click on the icon at the top right. When you've finished click on Home at the top right and click on log off.

Creating Queries in PaymentNet

Creating queries in PaymentNet can be really useful when you need to research charges or pull transactions for the same merchant between two dates. It's not limited to these however.

Start by logging into PaymentNet as usual. Click on PaymentNet like you were going to reconcile transactions.

Click on the Create Query bar on the left, then you'll get the following screen.
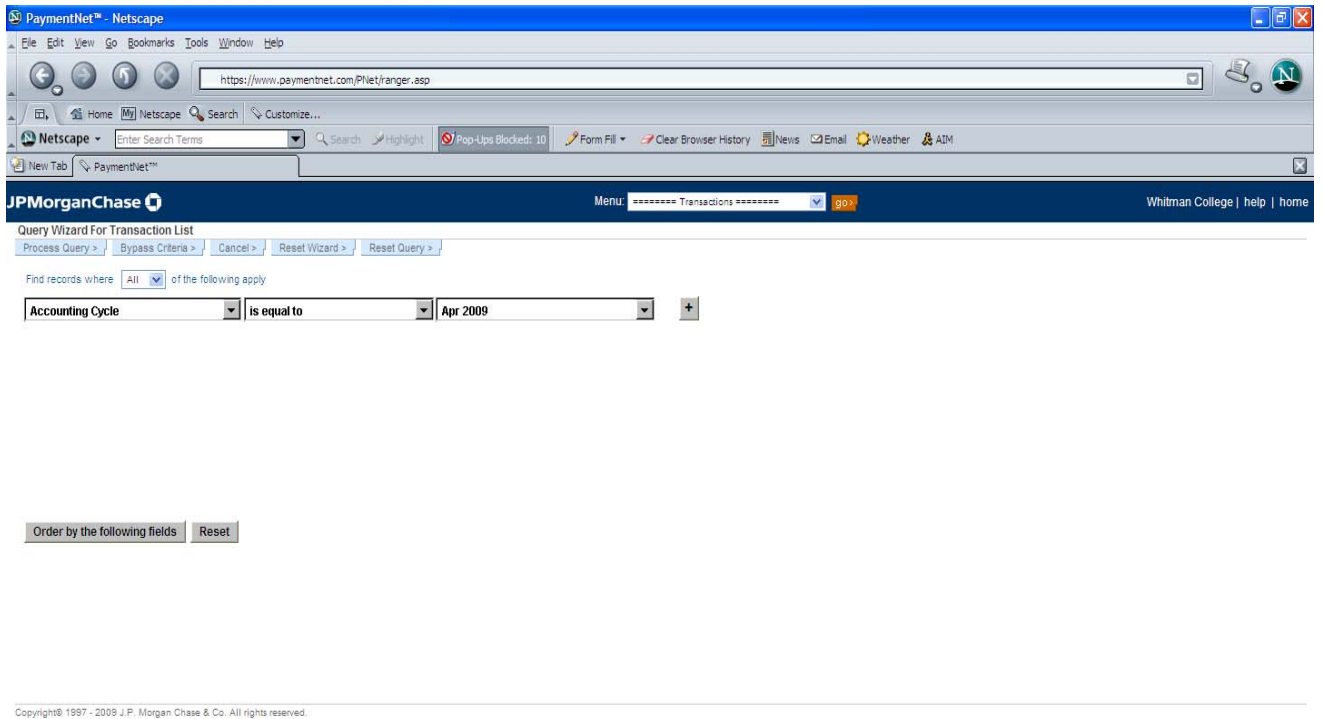
This is where you can select something other than the Account Cycle just by clicking on the down arrow in the first box.

JPMorganChase

Menu: ======== Transactions ======== go›

Whitman College | help | home

Query Wizard For Transaction List

Process Query ›   Bypass Criteria ›   Cancel ›   Reset Wizard ›   Reset Query ›

Find records where All of the following apply

Accounting Cycle	is equal to	Apr 2009	+

Accounting Cycle
Billing Cycle
Account Number
Adden Count
Addendum Type
Cash Transaction
Cash Transaction Recon #
Chart of Accounts
Compliance Exception Flags
Description

Order by the following fields   Reset

Applet QueryWiz started

start   GL Accounts.xls   Business Office ...   SIGN UP SHEET ...   Datatel - coll18_J...   Datatel - Query ...   Inbox - Microsoft...   Creating Queries...   PaymentNet™ - ...   1:33 PM
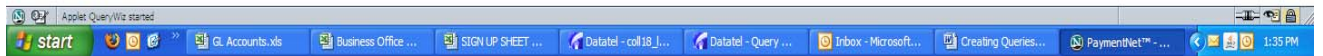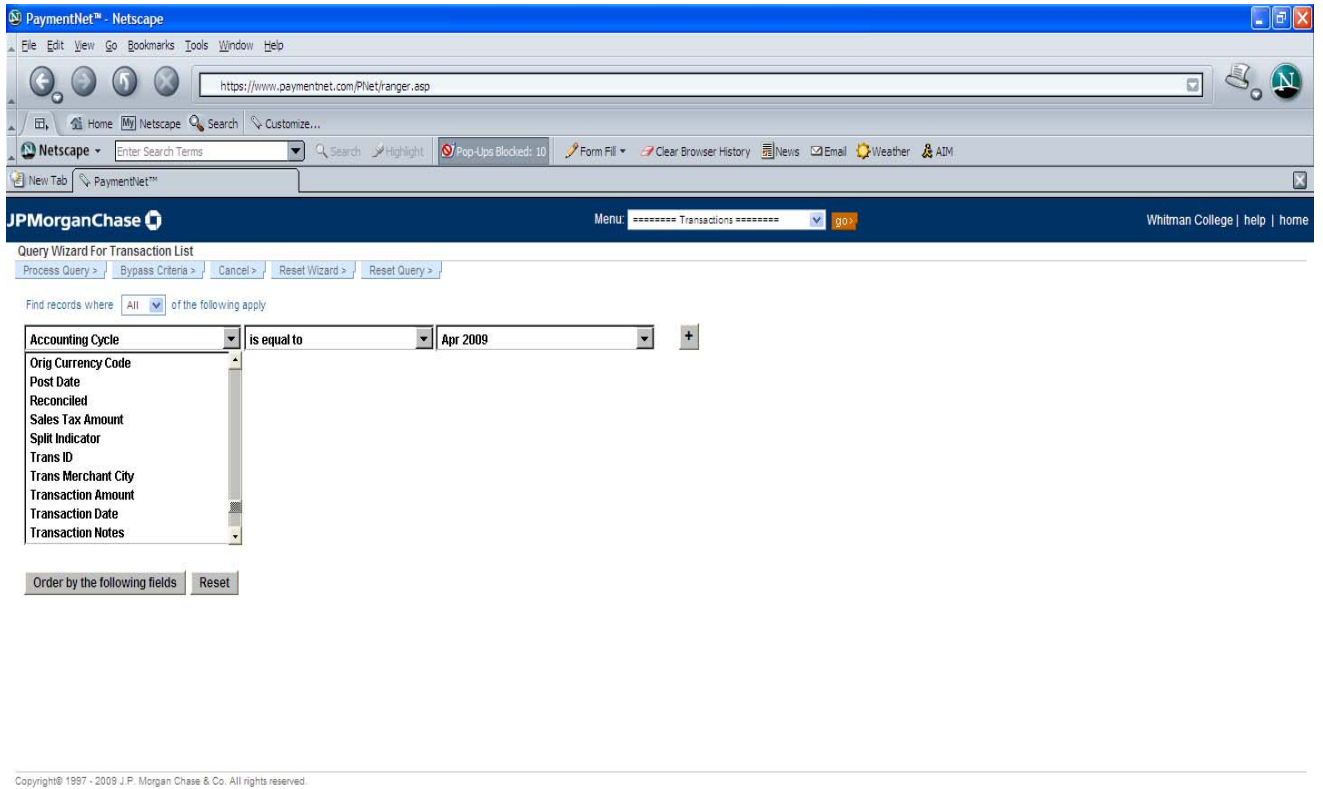
As you can see you have a lot of choices but the ones I use the most are Merchant Name, Transaction Date, Chart of Accounts (GL number), Employee Last Name, and sometimes Account Number.

When selecting on Merchant Name I always choose **begins with** in the drop down menu in the second box. The reason I opt for this is because if you choose **is equal to**, you have to know exactly how the name shows up in PaymentNet including spaces, asterisks, etc. So if you were looking for Pontarolo's you would just key in PONTAR in the third box.
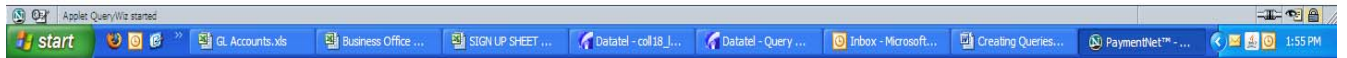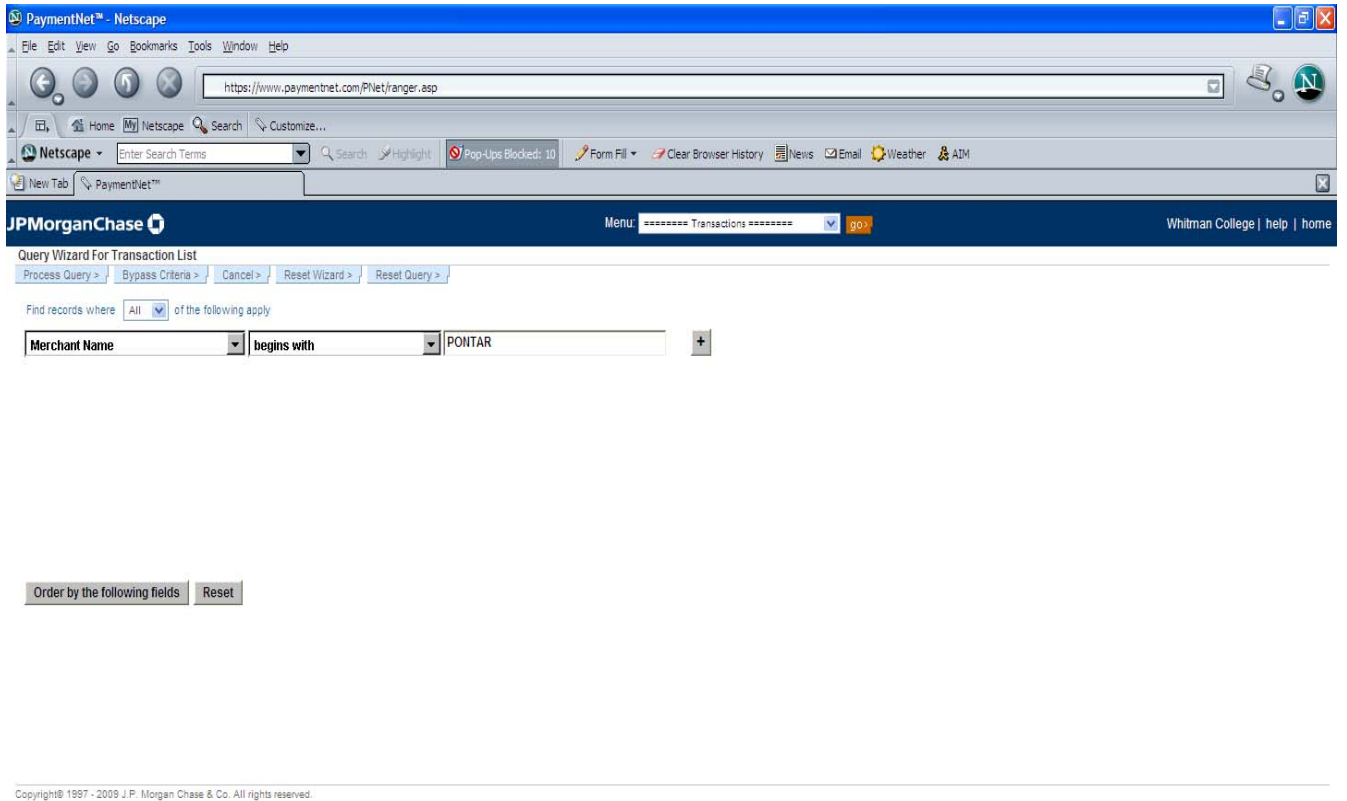
Then if you only wanted to view transactions for a certain time period you would click the plus sign to the right of the third box, which brings up another line of selections.
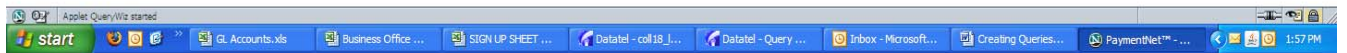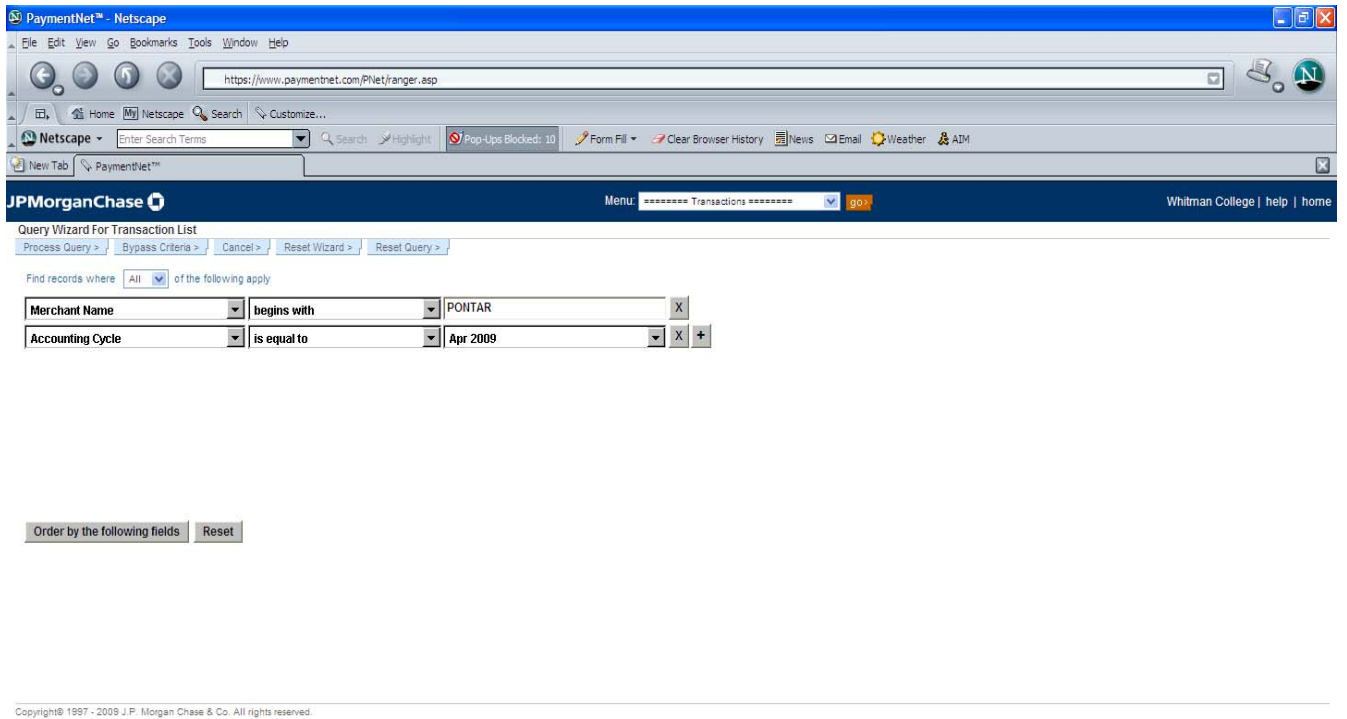
So if you wanted to see transactions for Pontarolo's for July '08 thru Dec '08 your selection lines would look like this. Notice I'm selecting **is greater than or equal to** in the second box.
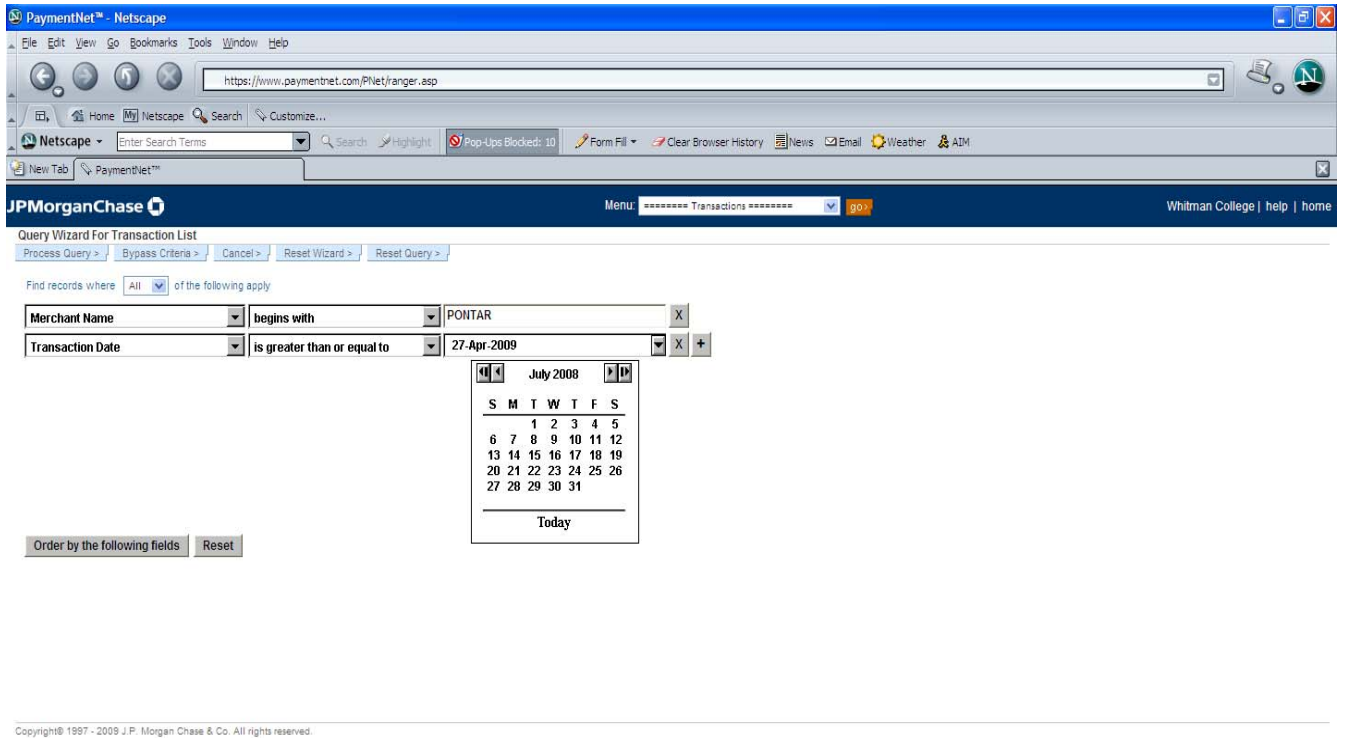
Note I clicked on the drop down menu in the third box and clicked on the single left arrow until I reached July 2008. You can click on the 1st and then click on the plus sign to the right and make your ending date selection like this.
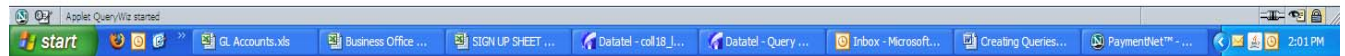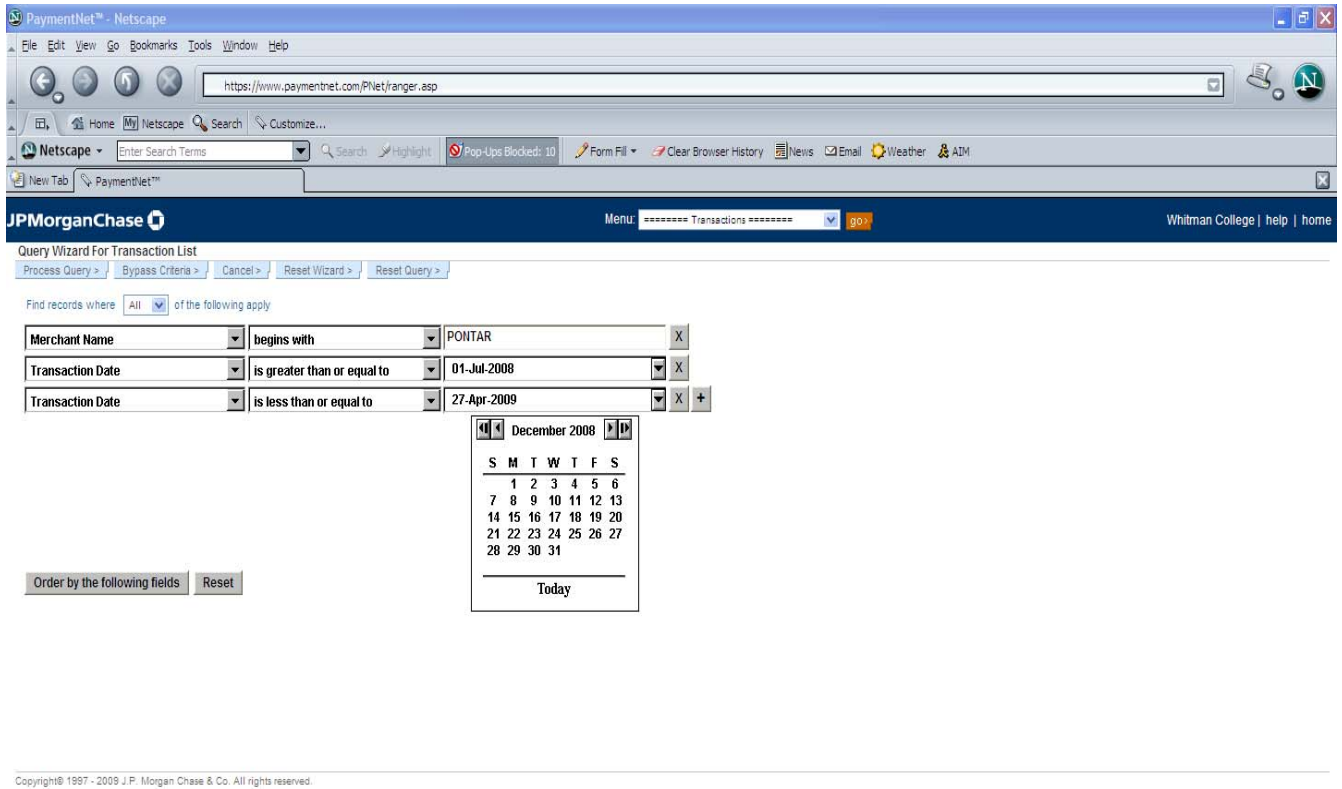
Here you can click on the 31st. I changed my selection in the second box to **is less than or equal to**. When you're done with these selections, you can select in which order you want the information to show up. So if you wanted it in Transaction Date order you would click on the Order by the following fields bar and scroll down until you get to Transaction Date.

Click on Process Query at the top left. You may get a screen that looks a little like this, but probably not as much detail.
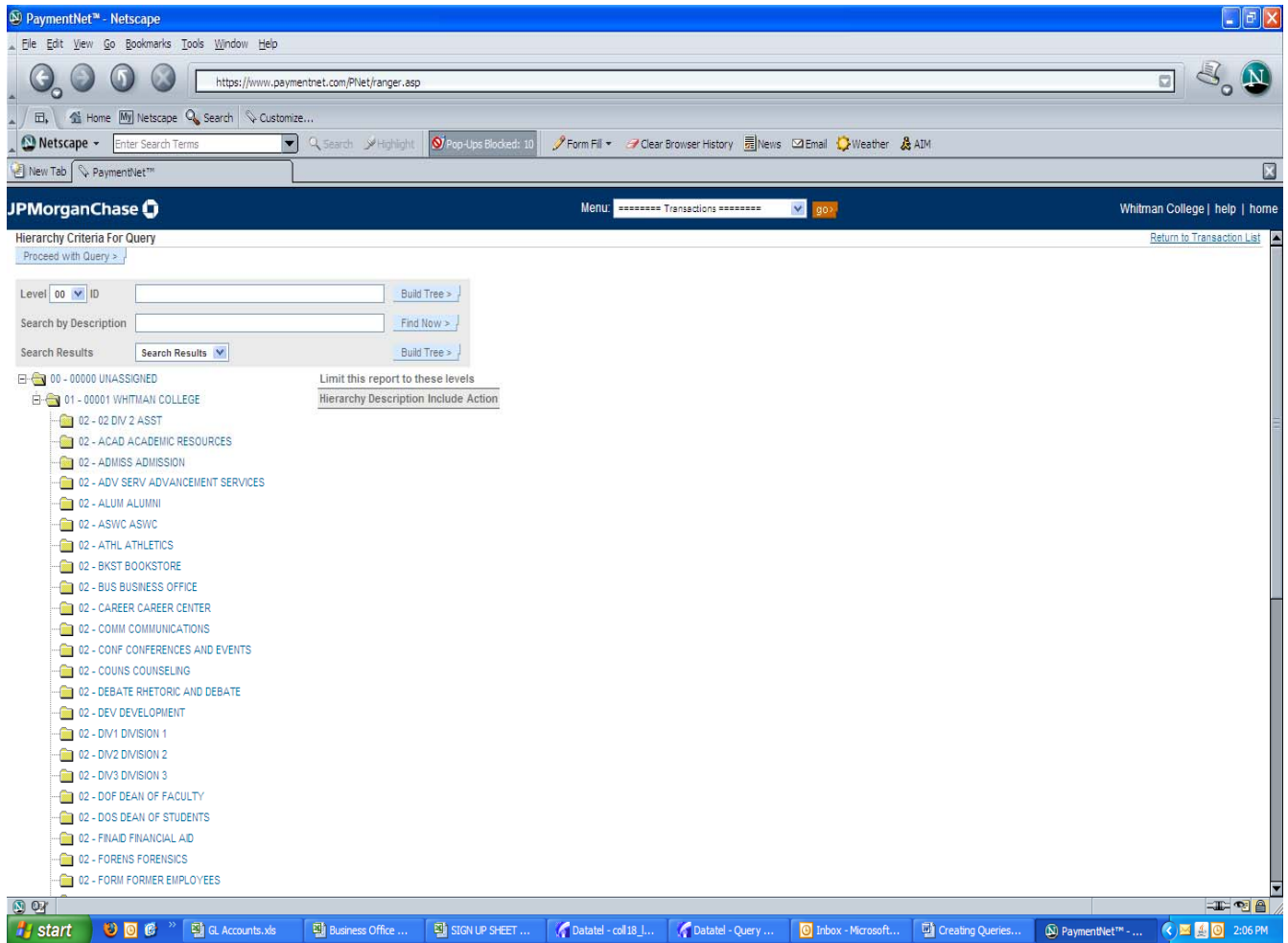
Click on Proceed with Query at the top left and you'll get a transaction screen listing all the Pontarolo's transactions for all the people you reconcile credit cards for, but they will appear in most recent date to oldest. If you want to reverse the order of the transaction date just click on the Transaction Date header at the top of the column. You can sort by last name, merchant name, chart of accounts or transaction amount just by clicking on those column headers.

If you want to save your query you can opt to create an export file. Just click on Create Export file at the top left of the transaction screen and the following screen will appear. You will probably have to click on the Refresh bar more than once before your file comes up.

File Edit View Go Bookmarks Tools Window Help

https://www.paymentnet.com/PNet/ranger.asp

Home Netscape Search Customize…

Netscape ▾ Enter Search Terms | Search Highlight | Pop-Ups Blocked: 10 | Form Fill ▾ Clear Browser History News Email Weather AIM

New Tab | PaymentNet™

JPMorganChase Menu: Available Download Files ▾ go> Whitman College | help | home

Available Download Files

Refresh > Notify me by email when files become available ☑

No Files Available

Done

start GL Accounts.xls Business Office … SIGN UP SHEET … Datatel - coll18_|… Datatel - Query … Inbox - Microsoft… Creating Queries… PaymentNet™ - … 2:14 PM
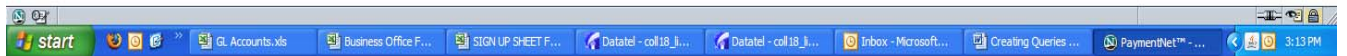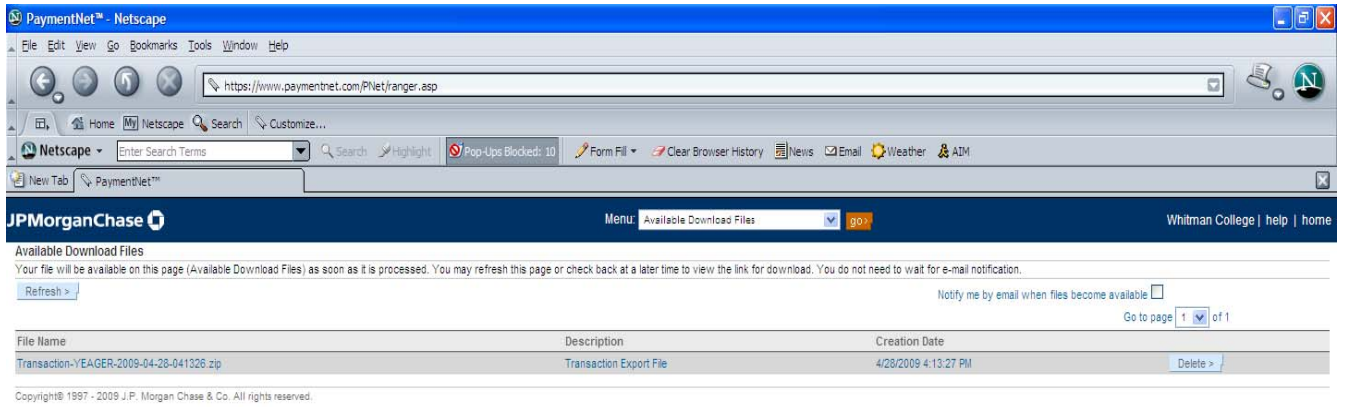
Click on the file name and you should get the following screen. Keep in mind you have to have Power Archiver installed on your computer in order to do this.

Click on the file name
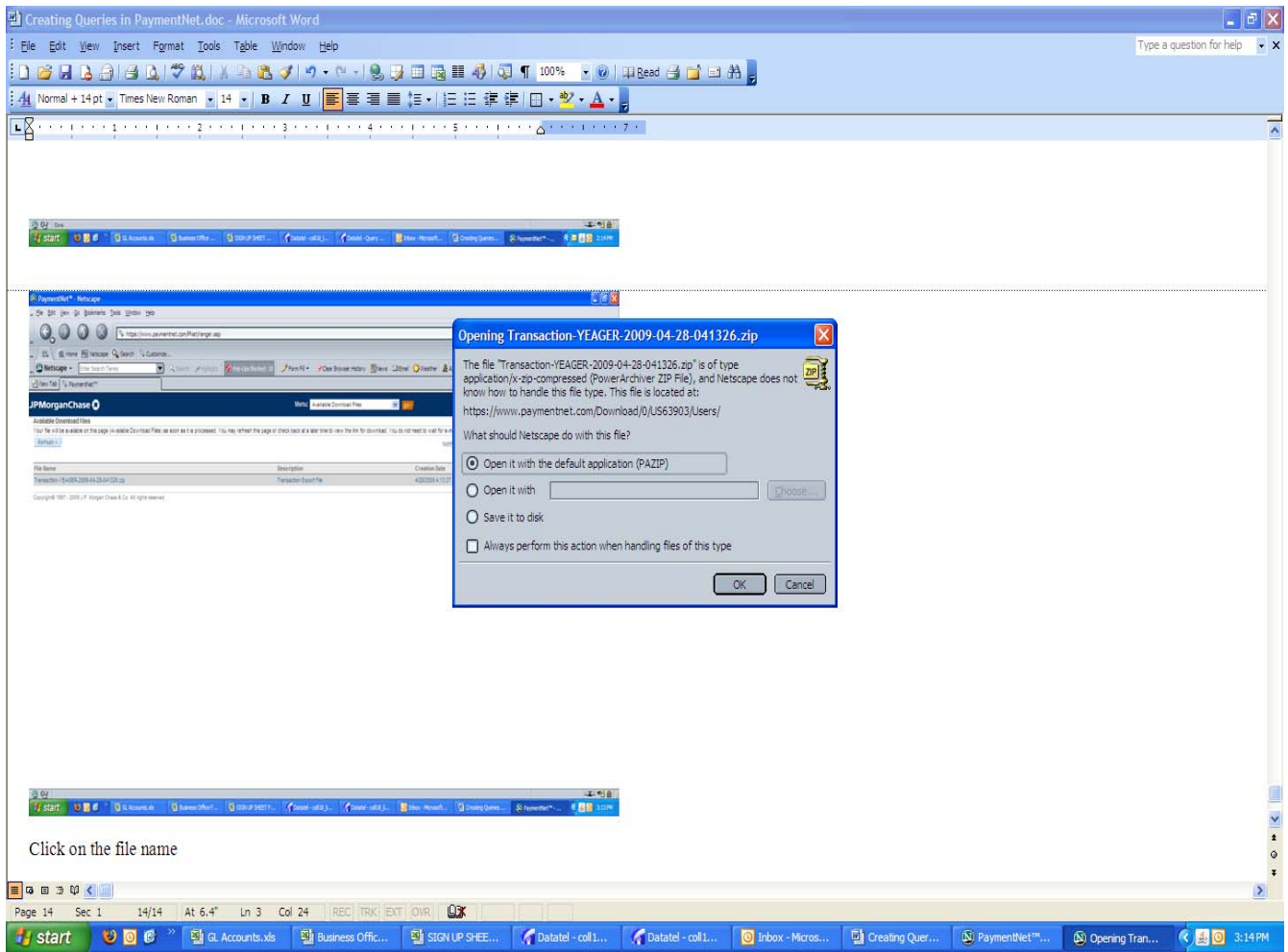
Click on the OK button and this screen will appear.
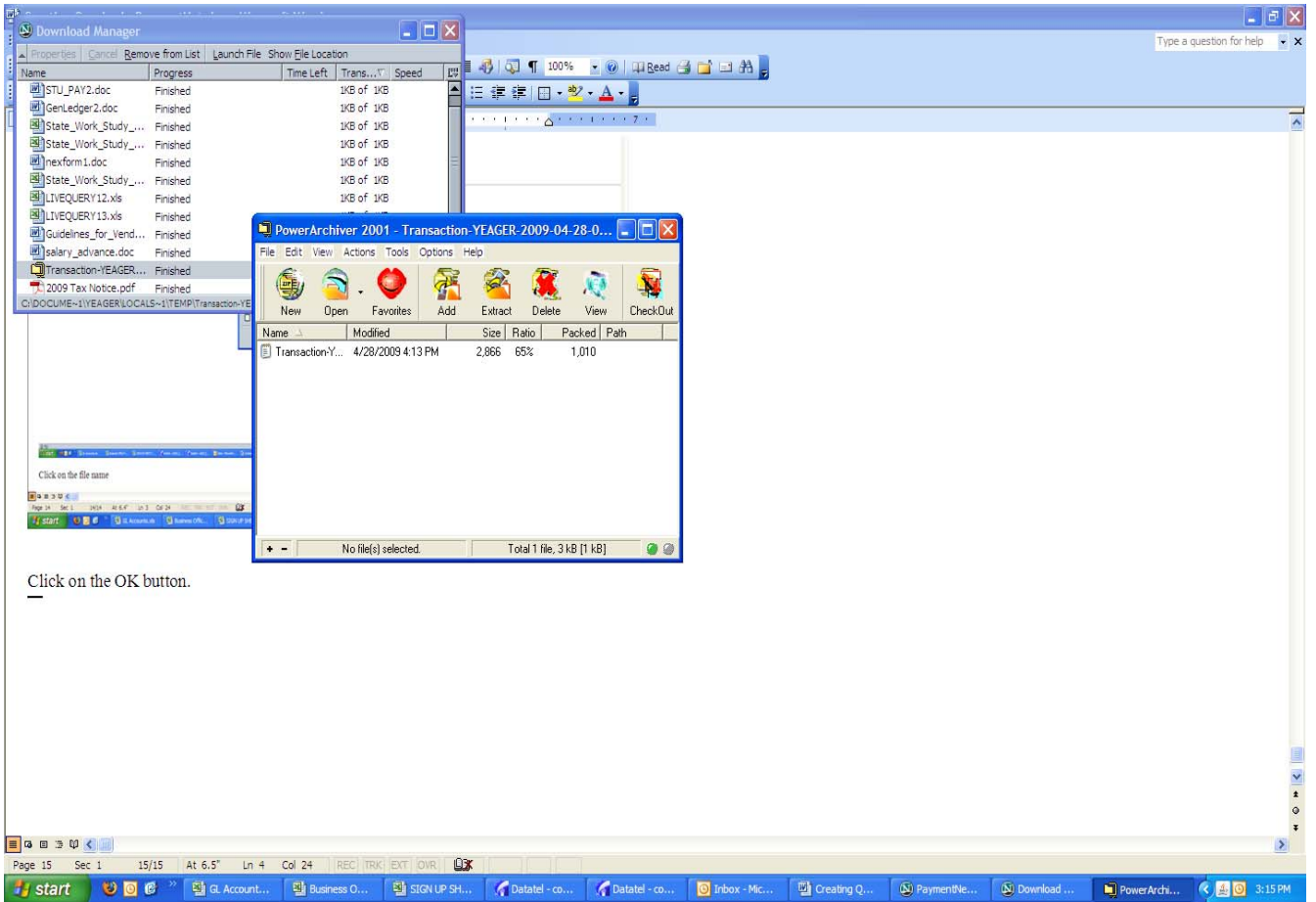
Click on the file name again, click on Extract at the top and save the file in
your office k drive. Click on the extract bar on the top right.
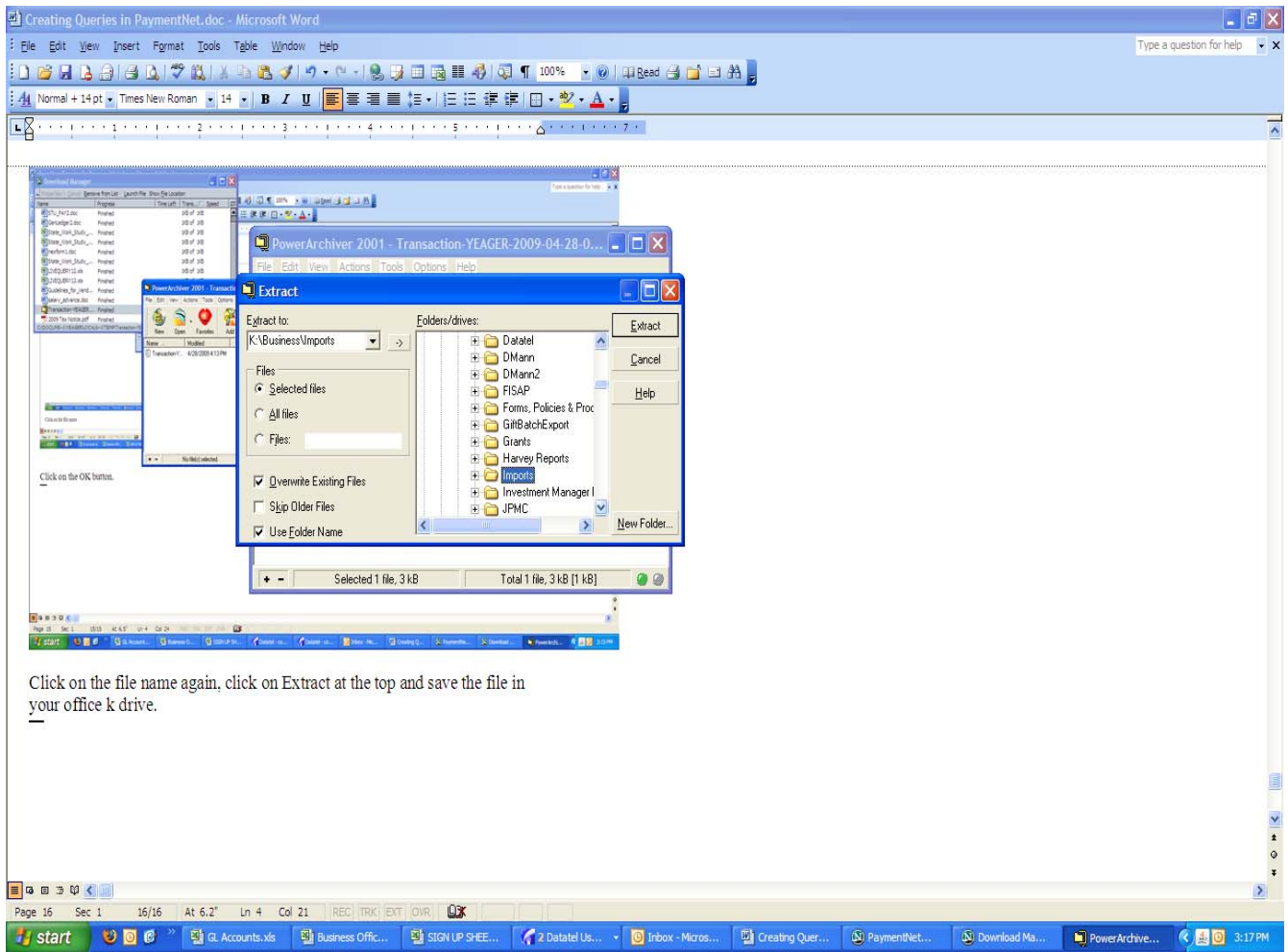
Now you can open your file in excel, but remember to click on All files at the bottom when you're opening because this isn't an excel file yet.
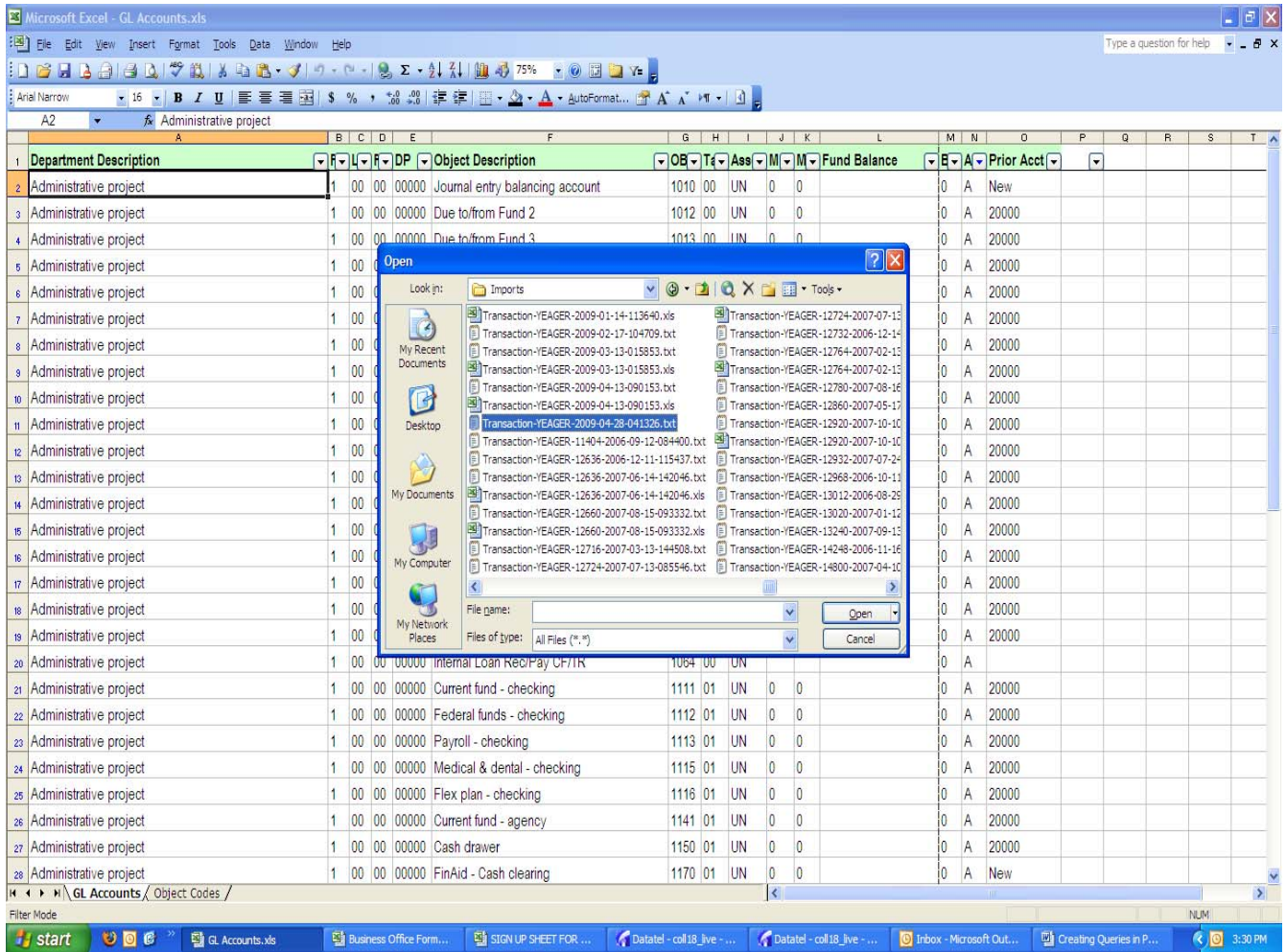
When you click open you get the following. Click Next twice and then click on Finish.

Microsoft Excel - GL Accounts.xls

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:
- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1   File origin: 437 : OEM United States

Preview of file K:\Business\Imports\Transaction-YEAGER-2009-04-28-041326.txt.

```
1 Trans ID□Reconciled□Employee Last Name□Employee First Name□Tran
2 75113□0□SANCHEZ□BRENDA□9.21□PONTAROLO S OFFICE PRO□WA□0□11/19/2
3 73956□1□OBBS-WOODWORTH□AMBER□70.16□PONTAROLO S OFFICE PRO□WA□0
4 73954□1□OBBS-WOODWORTH□AMBER□37.67□PONTAROLO S OFFICE PRO□WA□0
5 72221□1□CARLSEN□DOUGLAS□9.95□PONTAROLO S OFFICE PRO□WA□0□10/14/
```

[Cancel] [< Back] [Next >] [Finish]

There will be several fields/columns of information you may not want so just delete them from your file.

That's it.

How to Access Your Web Budgets

Click on Mozilla Firefox, make sure you're on the Whitman Homepage.

Click on "Staff" or "Faculty" in the upper right section entitled <u>Information for:</u>

The following screen will appear:
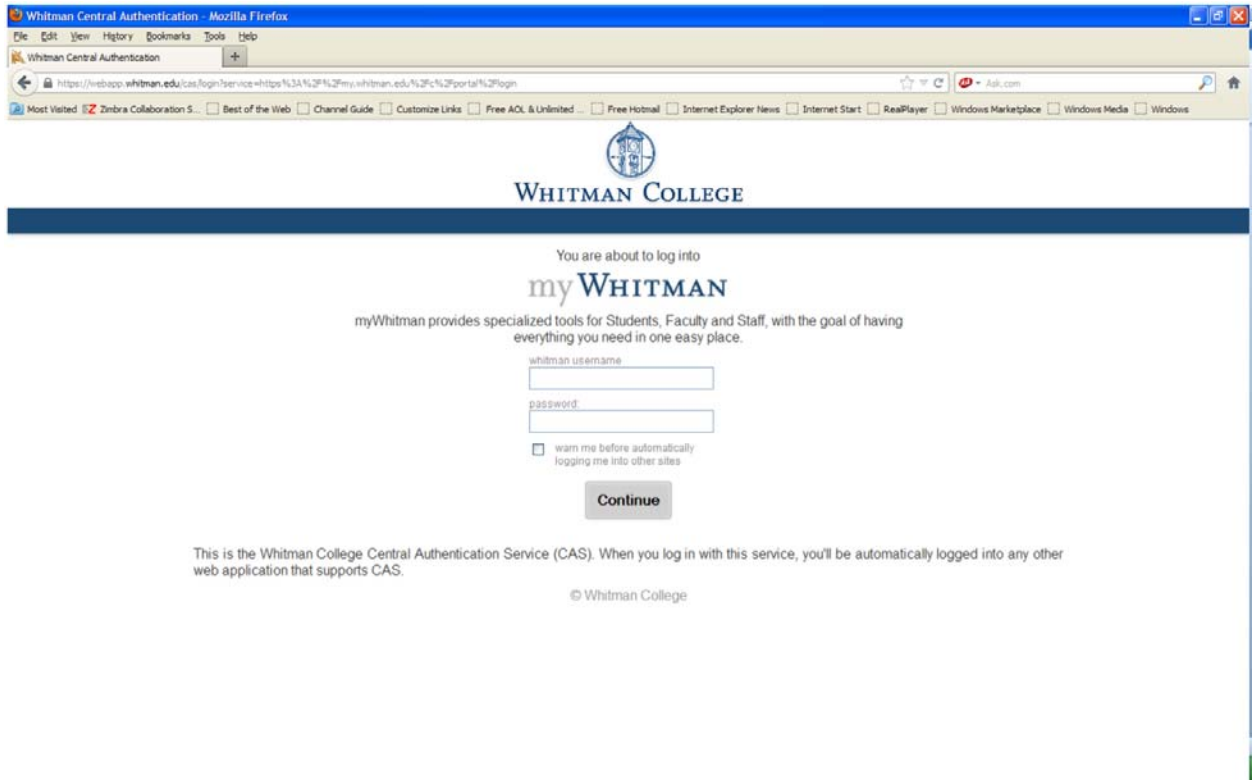
Log into my Whitman and the following screen will appear:

Click on CLEo at the top and the following screen will appear:
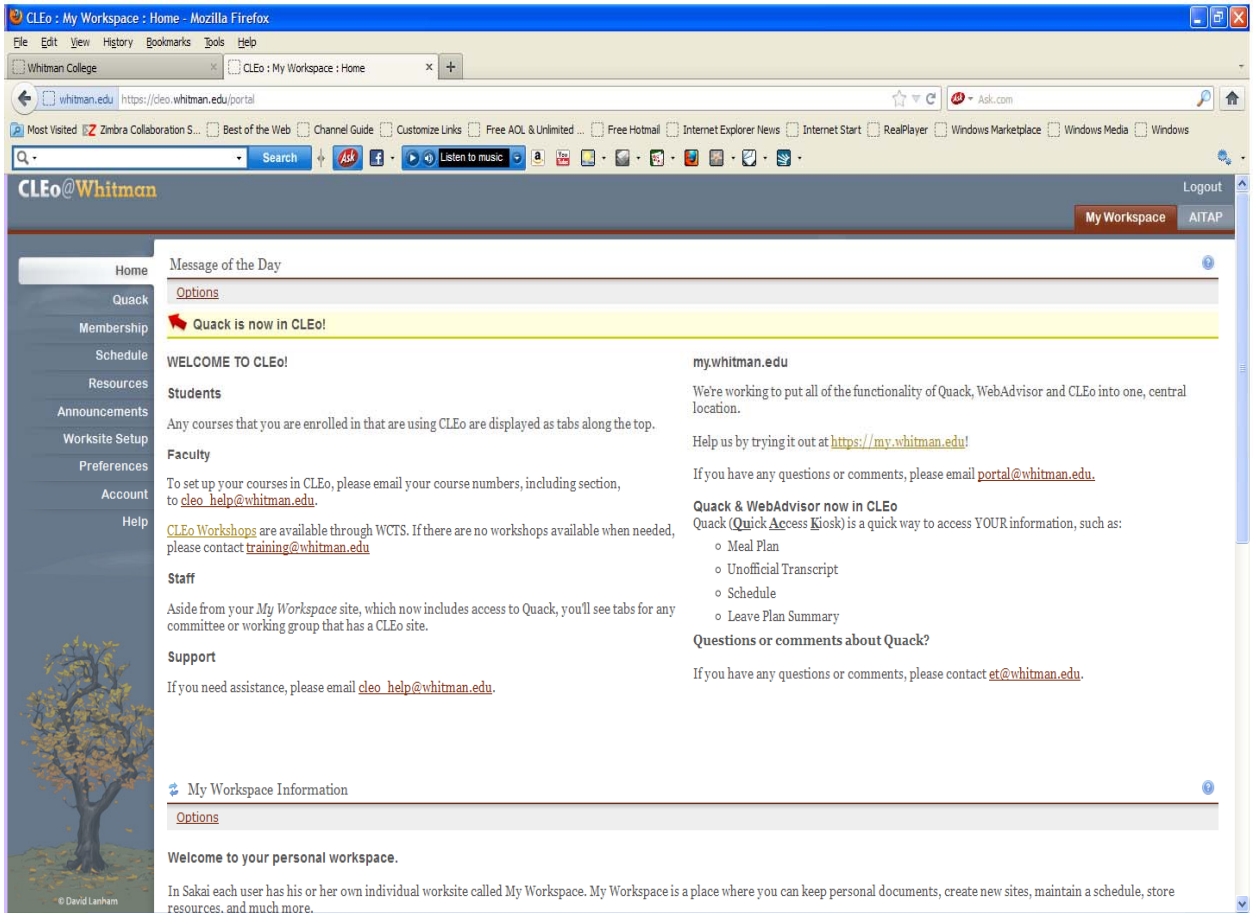
Click on Quack on the left hand side at the top and the following screen will appear:
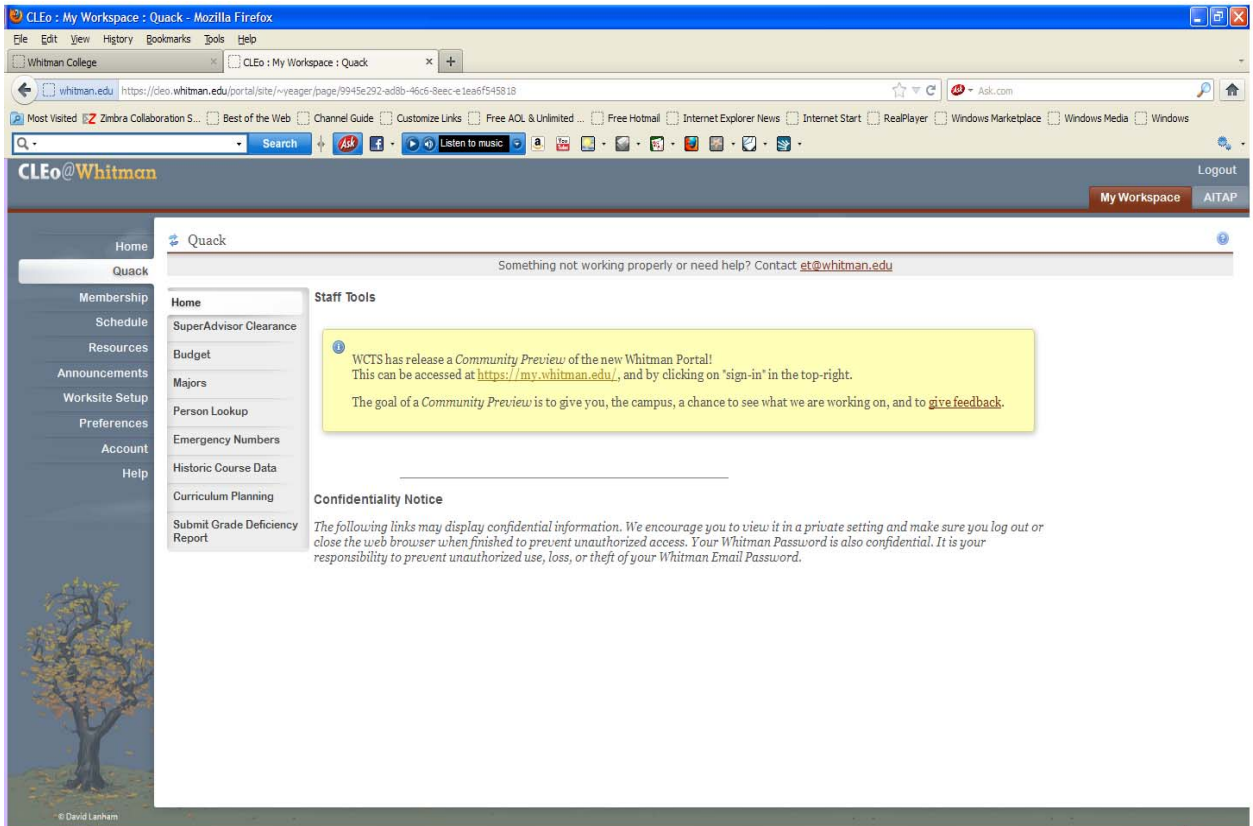
Click on Budget under the Home menu.

Enter your password again and click on Continue.
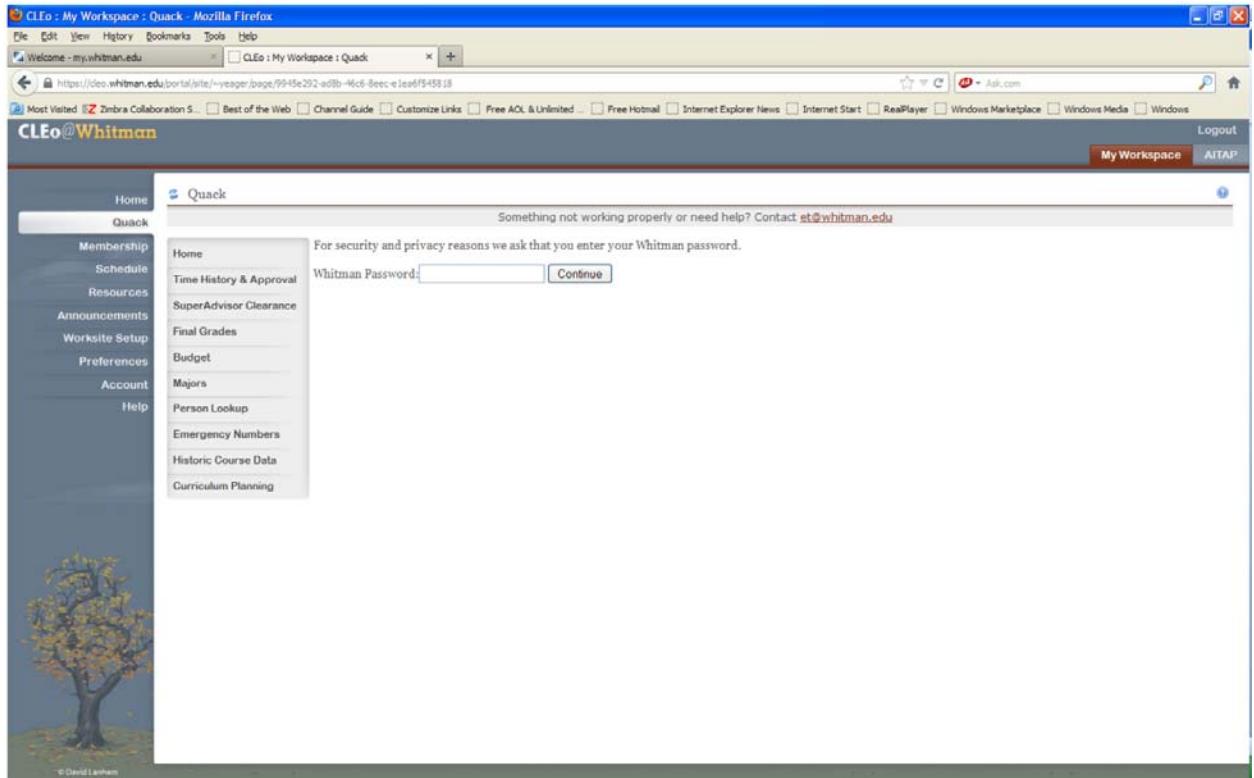
Now you are in the web budgets screen.
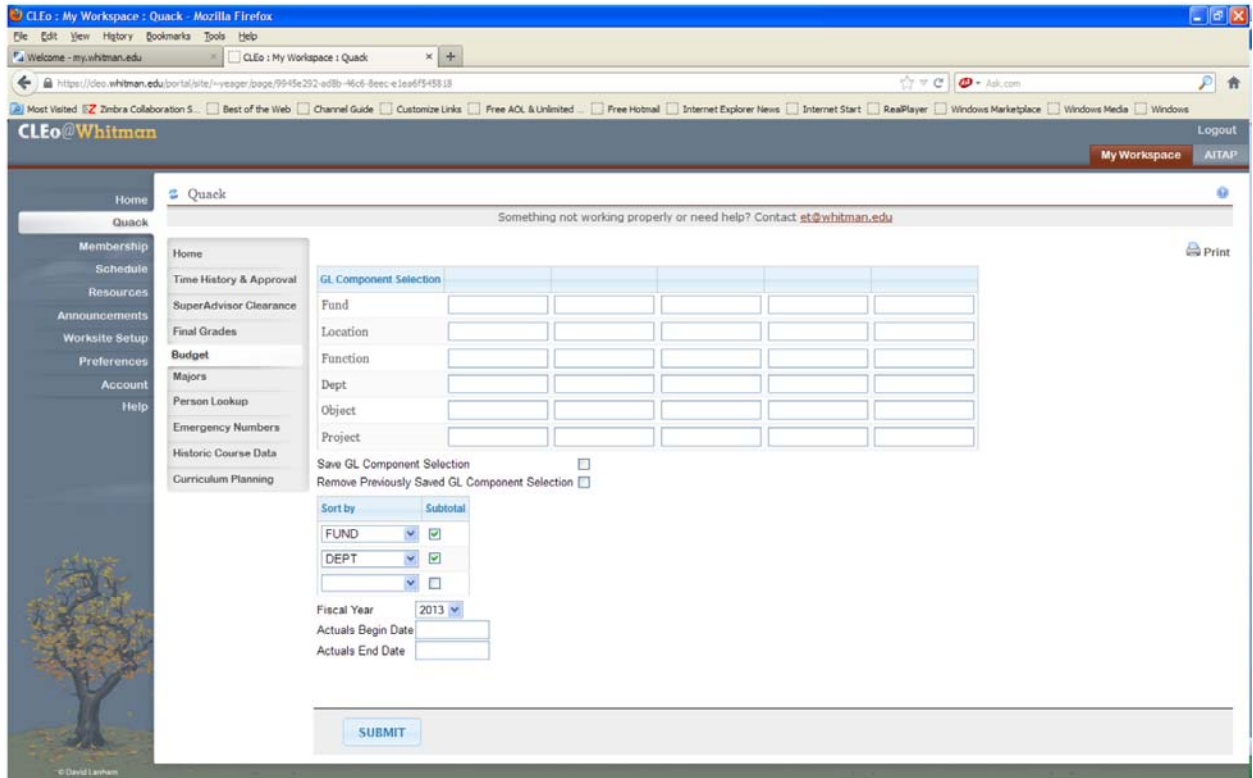
You should only have to key in the "Dept" code but you can key in the Fund, Location and Function codes to be really sure and click on Submit at the bottom. For this example I have used the Business Office, Dept 40002. Make sure you have the Fiscal Year field entered, if it's blank you won't get any amounts.

You should now have a budget to actual screen resembling this:

Scroll down to see the bottom line totals. If you need to see details at the object code level just click on the Actual amount on that object code line and it will take you to a detail screen, don't use the budget object codes that are in bold though.
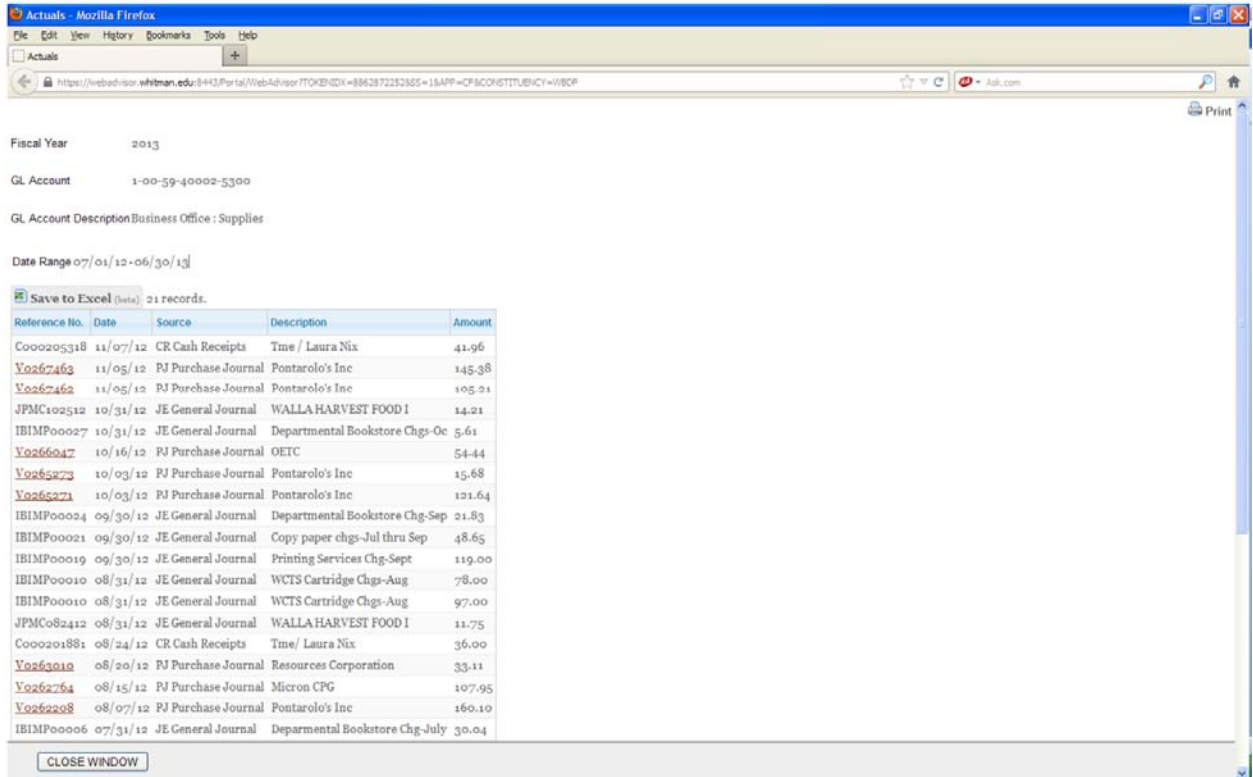
Click on CLOSE WINDOW to return to summary screen. If you want to look up another account click on OK at the bottom of the summary screen or if you're done, click on Logout at the top right of the summary screen.

On occasion you may want to see all the accounts in your area and if you're lucky enough to have an assigned location code you can make that selection instead of Dept. The location code is part of the whole 14 digit general ledger account and it's the 2nd and 3rd digits. So for Alumni, the location code is 86, Division I is 53 etc.

How to Read Your Datatel Reports

Some people have problems interpreting what they're seeing on the monthly Datatel reports. Hopefully we can overcome this obstacle in this workshop.

BUDGET TO ACTUAL

I will be displaying three different kinds of accounts via the budget-to-actual report. One with just budget, one with endowment support and budget and one with no budget.

The first account has the three general budget areas, salaries/wages, OPE and discretionary. The Allocated Budget column is your real budget amount, the Actual column is really how much you've actually spent, the % Used column relates to the percent of your budget you've used so far this fiscal year. If you take the physical number of the month in the fiscal year (March happens to be month 9) and divide that by 12 you get the percentage of budget that should be spent as of that month. So for March, 75% of your salaries/wages and OPE budget should have been spent, but your discretionary budget can differ slightly depending on when you spend the most money during the fiscal year. In a perfect world this budget would be at 75% in March also. So, as long as you've used under 100% of your budget, you still have money to spend. The Available amount should be a positive number (no minus sign) if you have money left. If the Available shows a minus sign, you're over budget.

```
                              Whitman College
11/05/12              Budget to Actual Report Ending 03/31/2012                      Page:   1
                      Options - Available/Met/Exceeded Budget
Fiscal Year: 2012                                                   DEPT: ████ - ████████████
```

```
GL Account                                       Allocated Budget          Actual    % Used        Available
---------------------------------------------    ----------------  --------------- ----------  ----------------

1-00-59-████ 6313 ████████████ : Budget officer transfe       0.00            0.00       0.00             0.00
1-00-59-████ 6323 ████████████ : Budget officer transfe       0.00            0.00       0.00             0.00
1-00-59-████ 5010 ████████████ : Staff salary & wage bu 455,350.00      345,892.59      75.96       109,457.41
  1-00-59-████ 5010 ████████████ : Staff salary & wage            *            0.00
  1-00-59-████ 5130 ████████████ : Staff salaries                          345,892.59
  1-00-59-████ 5150 ████████████ : Staff wages                                   0.00

1-00-59-████ 5030 ████████████ : OPE budget            177,587.00      134,898.11      75.96        42,688.89
  1-00-59-████ 5030 ████████████ : OPE budget                     *            0.00
  1-00-59-████ 5160 ████████████ : Other payroll expens                    134,898.11

1-00-59-████ 5090 ████████████ : Discretionary Budget   52,156.00       37,266.64      71.45        14,889.36
  1-00-59-████ 5090 ████████████ : Discretionary Budget           *            0.00
  1-00-59-████ 5190 ████████████ : WC - Student wages                        3,120.34
  1-00-59-████ 5195 ████████████ : FWS - Student wages                       1,526.58
  1-00-59-████ 5200 ████████████ : Services                                 10,301.06
  1-00-59-████ 5300 ████████████ : Supplies                                  8,323.46
  1-00-59-████ 5513 ████████████ : Equipment under $10,                          0.00
  1-00-59-████ 5515 ████████████ : Furniture and fixtur                          0.00
  1-00-59-████ 5600 ████████████ : Communications                           12,093.99
  1-00-59-████ 5700 ████████████ : Travel and meals                          1,904.24
  1-00-59-████ 5720 ████████████ : Foreign Travel                                0.00
  1-00-59-████ 5902 ████████████ : Cash over and short                           3.03-

==================================================================================================================
Totals for DEPT: ████ - ████████████              685,093.00      518,057.34      75.62       167,035.66
```

The second account has Budgeted Revenue and a Discretionary Budget with the endowment support-in account. You'll notice the Allocated Budget column nets out to zero and the amount of the endowment support-in account equals the Budgeted Revenue figure. For the purpose of financial reporting, we have to allocate these budgets even though they net to zero. So, with this type of account all you're supposed to really spend is the endowment support-in amount.

Fiscal Year: 2012   DEPT: ███████ - ████████████████████████

```
GL Account                                             Allocated Budget            Actual      % Used        Available
----------------------------------------------------   ----------------   ----------------   ----------   ----------------
2-52-29-████████ 3100 ███████████████████████ : Operation              0.00          34,474.01-        0.00          34,474.01
2-52-29-████ 4010 █████████████████████████  : Budgeted         24,082.00-          24,082.00-      100.00               0.00
  2-52-29-█████ 4010            : Budgete              *                 0.00
  2-52-29-█████ 6312            : Endowme                           24,082.00-

2-52-29-████ 5090 ███████████████████████   : Discretio        24,082.00          20,542.23       85.30           3,539.77
  2-52-29-███ 5090                          : Discret             *                 0.00
  2-52-29-███ 5110                          : Faculty                        3,900.00
  2-52-29-███ 5160                          : Other p                          468.00
  2-52-29-███ 5190                          : WC - St                        9,800.00
  2-52-29-███ 5195                          : FWS - S                        3,292.50
  2-52-29-███ 5200                          : Service                        3,067.15
  2-52-29-███ 5300                          : Supplie                            0.00
  2-52-29-███ 5600                          : Communi                           14.58
  2-52-29-███ 5700                          : Travel                             0.00
  2-52-29-███ 6260                          : Indirec                            0.00

==================================================================================================================
Totals for DEPT: ████  -  ███████████████████████        0.00          38,013.78-        0.00          38,013.78
```

How to Read Your Datatel Reports

The third account is a grant account so the funds available come from the grantor and are receipted into a revenue account (in this example 4350 object code) and if there's any left at the end of the year the funds roll over into the fund balance account (3100 object code) and are available to spend the next year.

```
GL Account                                         Allocated Budget         Actual    % Used        Available
-------------------------------------------------- ----------------  ---------------- ---------- ----------------

2-52-31-████ 3100 ████████████████  : Operations             0.00         19,883.75       0.00        19,883.75-
2-52-31-████ 4350 ████████████████  : NSF                    0.00         65,265.38-      0.00        65,265.38
2-52-31-████ 5110 ████████████████  : Faculty salaries       0.00          5,605.55       0.00         5,605.55-
2-52-31-████ 5150 ████████████████  : Staff wages            0.00              0.00       0.00             0.00
2-52-31-████ 5160 ████████████████  : Other payroll expens   0.00          1,234.89       0.00         1,234.89-
2-52-31-████ 5190 ████████████████  : WC - Student wages     0.00          7,349.18       0.00         7,349.18-
2-52-31-████ 5200 ████████████████  : Services               0.00          6,280.05       0.00         6,280.05-
2-52-31-████ 5300 ████████████████  : Supplies               0.00          6,237.95       0.00         6,237.95-
2-52-31-████ 5600 ████████████████  : Communications         0.00            834.07       0.00           834.07-
2-52-31-████ 5700 ████████████████  : Travel and meals       0.00            554.40       0.00           554.40-
2-52-31-████ 6260 ████████████████  : Indirect costs         0.00         18,140.81       0.00        18,140.81-
=======================================================================================================================
   Totals for DEPT:  ████   - ████████████████            0.00            855.27       0.00           855.27-
```

TRIAL BALANCE

       The trial balance is slightly more understandable, but still the format can be confusing.   The purpose of the trial balance report is simply to list actual transactions, not budgets. I normally run the monthly detail with a prior activity balance which is the year-to-date total per object code for all transactions posted prior to the current report month. On a normal departmental account, you won't have an opening balance, just those accounts with the 3xxx object codes have that. The amount columns should be pretty self explanatory. Debits (usually charges to an expense account), Credits (usually revenue or workstudy reimbursements), Closing Balance is a year-to-date total (account/object code balance as of the end of the current reporting period). As for the other columns, the Date column is the date the transaction was posted to the GL. The Src column is where the transaction originated: PR=Payroll, JE=Journal Entry, PJ=Vouchers, CR=Cash Receipts. The Ref. No column holds the voucher number, journal entry number, cash receipt number or the reference I create when importing the JP Morgan charges or any number of interdepartmental billings. The description column reflects the vendor name whether it's a voucher or a JP Morgan charge, the journal entry description you give me, the cash receipt description you give the Cashier's Office, or the payroll cut-off date for the three pay cycles. The final Closing Balance amount for a general college department reflects the grand total spent to date for all object codes.

```
                               Whitman College
11/05/12                 General Ledger Detail Trial Balance                    Page: 1
                        For Period 03/01/2012 thru 03/31/2012
Fiscal Year: 2012                                                DEPT: ████ - ██████████████
```

```
                                                    Opening                                    Closing
         Date  Src  Ref.No    Description          Balance     Debits      Credits     Balance
         ----- ---  --------- ------------------  ---------- ---------- ----------- ----------
----------------------------------------------------------------------------------------------------
1-00-59-█████5190  ████████████████ : WC - Student wages
----------------------------------------------------------------------------------------------------

                     Prior Activity Total:            0.00    3,314.32     945.39

     Mar 08  PR   000434     PRD END: 03/08/12 ST Earnings    505.52
     Mar 08  PR   000434     PRD END: 03/08/12 ST Earnings    307.36
     Mar 20  JE   WSRMB      Work Study Reimbursement-March               61.47

                     Mar Totals                              812.88      61.47

          Totals for 1-00-59-█████5190              0.00    4,127.20    1,006.86    3,120.34

----------------------------------------------------------------------------------------------------
1-00-59-█████5195  ████████████████ : FWS - Student wages
----------------------------------------------------------------------------------------------------

          Totals for 1-00-59-█████5195              0.00    1,526.58        0.00    1,526.58

----------------------------------------------------------------------------------------------------
1-00-59-█████5200  ████████████████ : Services
----------------------------------------------------------------------------------------------------

                     Prior Activity Total:            0.00   12,510.69    2,352.68

     Mar 06  PJ   V0253246   Steven A Booska Pc                          650.00
     Mar 12  PJ   V0254796   University Accounting Services, LLC  793.05

                     Mar Totals                              793.05     650.00

          Totals for 1-00-59-█████5200              0.00   13,303.74    3,002.68   10,301.06

----------------------------------------------------------------------------------------------------
1-00-59-█████5300  ████████████████ : Supplies
----------------------------------------------------------------------------------------------------

                     Prior Activity Total:            0.00    8,071.76     354.29

     Mar 05  PJ   V0254465   Pontarolo's Inc                    83.49
     Mar 27  JE   J122298    Keyboard trays/arms for BO        478.73
     Mar 31  JE   J122365    Copy Paper Chg Jan-Mar            31.28
     Mar 31  JE   PURCH CARD WALLA HARVEST FOOD I              12.49

                     Mar Totals                              605.99       0.00
```

```
                                  Whitman College
11/05/12                   General Ledger Detail Trial Balance                        Page: 2
                             For Period 03/01/2012 thru 03/31/2012
Fiscal Year: 2012                                                  DEPT: ████ - ███████████
```

```
                                                      Opening                                      Closing
      Date  Src  Ref.No      Description              Balance        Debits       Credits          Balance
      ----  ---  ----------  ----------------------------------- -------------- -------------- -------------- --------------
-------------------------------------------------------------------------------------------------------------
1-00-59-██████5300 ████████████████ : Supplies
-------------------------------------------------------------------------------------------------------------

             Totals for 1-00-59-██████5300             0.00       8,677.75        354.29          8,323.46

-------------------------------------------------------------------------------------------------------------
1-00-59-██████5600 ████████████████ : Communications
-------------------------------------------------------------------------------------------------------------

             Prior Activity Total:                     0.00      11,285.12          0.00

   Mar 09  CR   C000192890  Stamp Money                             0.00          18.85
   Mar 31  JE   LDCHGS      Long Distance Phone Chgs-March         14.71
   Mar 31  JE   LDCHGS      Long Distance Phone Chgs-March          3.53
   Mar 31  JE   J122396     Mailing Services Chg-March            749.81
   Mar 31  JE   J122396     Mailing Serv Labor Chg-March           13.23
   Mar 31  JE   XXCHG       Xerox Charges-March                    19.92
   Mar 31  JE   XXCHG       Xerox Charges-March                     1.32
   Mar 31  JE   XXCHG       Xerox Charges-March                    25.20

             Mar Totals                                           827.72          18.85

             Totals for 1-00-59-██████5600             0.00      12,112.84         18.85         12,093.99

-------------------------------------------------------------------------------------------------------------
1-00-59-██████5700 ████████████████ : Travel and meals
-------------------------------------------------------------------------------------------------------------

             Prior Activity Total:                     0.00       1,003.87          0.00

   Mar 31  JE   PURCH CARD  ARCTIC INTERNATIONAL L                152.00
   Mar 31  JE   PURCH CARD  ATLANTIS AIRLINES                     110.36
   Mar 31  JE   PURCH CARD  BLUE FIVE                             452.24
   Mar 31  JE   PURCH CARD  INCREDIBLEOFFICE COM                   23.37
   Mar 31  JE   PURCH CARD  NACUBO                                725.00
   Mar 31  JE   PURCH CARD  VST VOY SNCF.COM                      219.54
   Mar 31  JE   PURCH CARD  VST VOY SNCF.COM                                    219.54
   Mar 31  JE   PURCH CARD  XFRD/BLUE FIV                                       452.24
   Mar 31  JE   PURCH CARD  XFRD/EASYJET0                                       110.36

             Mar Totals                                         1,682.51         782.14

             Totals for 1-00-59-██████5700             0.00       2,686.38        782.14          1,904.24
```

```
                                   Whitman College
11/05/12                     General Ledger Detail Trial Balance                        Page: 3
                             For Period 03/01/2012 thru 03/31/2012
Fiscal Year: 2012                                                  DEPT: ████ - ████████████
```

```
                                                       Opening                                  Closing
    Date  Src  Ref.No   Description                    Balance        Debits       Credits      Balance
   ------  ---  ----------  ------------------------------------  --------------  --------------  --------------  --------------
-----------------------------------------------------------------------------------------------------------
1-00-59-██████5902 ████████████ : Cash over and short
-----------------------------------------------------------------------------------------------------------

          Totals for 1-00-59-████5902                   0.00          3.00          6.03          3.03-


          Totals for DEPT: ████ - ████████████          0.00      42,437.49      5,170.85     37,266.64
```

Travel and Entertainment

The College's policy on travel and entertainment expense reimbursement serves three important purposes: first, it makes sure employees are reimbursed for valid expenses; second, it ensures that reimbursements to employees will not be considered personal taxable income; and, third, it fulfills the requirements mandated by the IRS.

According to IRS rules, an employee must document travel expenses within 45 days of the end of a trip in order to avoid having travel reimbursements treated as personal income, subject to FICA, Medicare, and income tax, to the employee.

Institutional Travel Policy

This policy serves as a guide for employees incurring travel costs on behalf of Whitman College.

- Reimbursable expenses should be reasonable in amount and directly related to official college business. If the employee is traveling on behalf of another institution, that institution should reimburse the travel expenses. Double reimbursement is, of course, prohibited.

- Under rare circumstances, first class air travel may be permitted. A budget officer must approve first class air travel prior to purchasing the ticket.

- Items that are not considered legitimate travel costs include in-flight movies, hotel movies, flight insurance, and traffic and parking tickets.

- If family members accompany an employee on a trip, the incremental additional cost of their travel should be paid directly by the employee.

- If an employee lodges with friends or relatives while on a College-related trip, the College will reimburse the cost of a restaurant meal in lieu of payment (and by way of saying thank you). Obviously the cost of such a meal should be less than the cost of lodging in the area. The employee should submit a memo of explanation.

- If more than one person is included on a single bill, the employee should indicate the number of persons. For example, a dinner costing $175 for one person is not reasonable, but $175 might very well be reasonable for five persons.

- The College will reimburse laundry costs on trips lasting more than one week.

- Reimbursement for an employee's personal vehicle mileage is meant to cover all costs of operating the vehicle, except for parking fees and tolls.

- The best documentation of travel costs is an original receipt or invoice. However, a credit card statement may be used as documentation, except for lodging expenses.

- If the receipt is lost, the employee should write a brief memo detailing the circumstances, the date and the amount. The memo should be given to the Controller for approval.

ADVANCES

Advances are provided mainly to coaches that pay participants a per diem meal stipend on the road. Advances are subject to the same documentation rules described in the travel and entertainment section above. For student per diems, a roster with amounts and recipient signatures is adequate. There is a travel and entertainment form available on-line on the Admin server "misc" or L:\AIS\Business Office\Business Office Forms – Sheet "O-T&E #1". This form is for travel reimbursement only. Please feel free to ask Kathy Yeager about these forms.
See the example below:

Travel and Entertainment Expense

Whitman College
Business Office

Also list an automatic asterisk
Note itemization following for "Not Key"

Special handling needed by _____

Receipts verified by _____   BUDGET YEAR _____

TENDER _____

TR _____

DATE SUBMITTED _____

EMPLOYEE INFORMATION

Employee name	
ID number	Beginning	Ending	Travel dates
Destination	
Purpose	

PAYMENT DELIVERY INSTRUCTIONS

GENERAL LEDGER DESIGNATION

General ledger code	Amount
General ledger code	Amount
General ledger code	Amount
Total to be reimbursed to traveler	0.00

TRAVEL EXPENSE DETAIL

Dates of travel	See attached							
Lodging							0.00	0.00
Breakfast							0.00	0.00
Lunch							0.00	0.00
Dinner							0.00	0.00
Primary transportation							0.00	0.00
Other							0.00	0.00
Other							0.00	0.00
Other							0.00	0.00
Other							0.00	0.00
Entertainment ***							0.00	0.00
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EMPLOYEE CERTIFICATIONS

1> By my signature below, I certify that to the best of my knowledge the expenses detailed above have not been or will not be reimbursed by any entity other than Whitman College.

2> By my signature below, I also certify that the expenses detailed above were incurred on behalf of the business purposes of Whitman College and were appropriate and reasonable in nature.

EMPLOYEE SIGNATURE _____

Employee name

Less: referenced prepaid items	Amount
Less: referenced prepaid items	Amount
Less: maximum allowance	Amount
Total to be reimbursed to traveler	0.00

*** ENTERTAINMENT

DEPARTMENT OR
DIVISION APPROVAL

BUDGET OFFICER
APPROVAL

SIGN FOR CASH
RECEIVED

_____   _____   _____

Required

This form allows you the option of defining fields such as type of transportation (Airfare) or "other" travel expenses (Taxi, Shuttle and Gift for presenter). It is important to detail location and the business purpose of the trip. This form needs to be signed by both the traveler and their respective Budget Officer and the documentation should be attached before this form is presented to the Business Office for reimbursement. For trips of longer duration there is an attachment (O-T&E#2) that flows directly into this first sheet accommodating an entire month if necessary. A sheet titled (O-Traveler) can be loaded on the traveler's laptop for daily updating then printed and used as an attachment to the travel form which incorporates in the GL codes and signatures.

JPMC Mastercard Documentation

Use the on-line form provided on the Business Office web page.

1. Key in the budget year (ie: 2011/2012)
2. Assign a unique JPMC reference number (optional)
3. Name of the person that verified receipts
4. Key in the date the form was filled out or submitted
6. Enter the name of the JPMC cardholder
7. Enter any cash advances from the JPMC Mastercard
8. Enter the cardholders Datatel ID number
9. Enter the amount of cash actually used from the cash advance
10. Enter any disallowed charges to the JPMC Mastercard
    (please refer to Travel Policy if in doubt)
11. Enter the GL account number only if employee owes the
    college for disallowed charges or is returning card cash
12. Enter the amount owed Whitman
13. Repeat steps 11 and 12 if there's more than one GL account
14. Enter the destination of one particular trip
15. Enter beginning travel date of the trip
16. Enter ending travel date of the trip
17. Enter the business purpose of the trip (ie: workshop)
18. Enter the total amount for the trip including card cash
19. Repeat steps 14 thru 18 for up to four different trips
20. Enter the name of the restaurant or venue for those meals
    that are not travel related (ie staff holiday party etc.)
21. Enter the date of the non-travel meal
22. Enter number of diners. If number is small, enter names in the
    explanation box provided, otherwise enter the name of the
    group.
23. Enter the Business Purpose of the meal (ie: staff appreciation,
    staff retreat, alumni volunteer dinner, etc.)
24. Enter the amount of the meal
25. Repeat steps 20 thru 23 for up to three different meals
26. General food supplies, enter a description of what was purchased
    (coffee, candy, etc)

27. Enter the Business Purpose for the food (coffee for office)
28. Enter the amount
29. Entertainment , enter a description of the group (such as alumni or prospective students or donors)
30. Enter the date
31. Enter the venue/place (name of the restaurant/hotel etc)
32. Business Purpose, explain why costs are business related (alumni relations, admission recruiting, etc.)
33. Non TM&E Charges, describe charges (pens, post-its, etc)
34. Business Purpose, usually Office Supplies
35. Amount, total all non-TM&E charges and enter in this field

Make sure you obtain all signatures before you submit it to the Business Office Annex. Employee certifications are very important.

JPMC Backup/Documentation

What receipts should be provided for the JPMC Mastercard

- Lodging receipt (required by federal government; these receipts provide the necessary detail for the total charge)

- Receipts for any supply purchases made out-of-state or via the internet (this is strictly for use/sales tax purposes)

- Receipts for anything purchased with a cash advance from the JPMC card (any cash expenditure requires a receipt)

What receipts are not necessary

- Receipts for travel expenses excluding lodging

- Receipts for any supply purchases made in the State of Washington

Please refer to the Travel Policy on the Business Office Homepage for more information on what expenses are allowed by the College.

http://www.whitman.edu/content/business_office/

WHITMAN COLLEGE

PURCHASING and TRAVEL CARD PROGRAM

POLICIES and PROCEDURES

INTRODUCTION

Welcome to Whitman College's implementation of the JP Morgan Chase MasterCard Purchasing and Travel Card Program. The program is designed generally so that departments can use the card to purchase supplies and equipment as well as pay for travel expenses. Amounts charged upon the card will be the liability of the College not the College employee. Thus it is important that the College employ safeguards to ensure that the cards are not misused.

An analysis of payment/procurement activity at Whitman College found that approximately 90% of all purchases of goods and services were less than $1,000. These same purchases account for approximately 20% of the total dollars spent. The program is intended to capture much of this small dollar activity without the expensive and time-consuming process of cutting a check for each purchase. Besides the small dollar purchases the card can be used for larger amounts where the vendor or department would prefer purchases made by credit card.

CARD BENEFITS

Purchasing should be easier, faster, and more economical while enhancing control.

· Less time will be spent authorizing small purchases.

· There will be less use for petty cash.

· Default account numbers should require less processing and promote accuracy.

· Utilization of an electronic process will reduce paperwork and processing at the departmental level as well as in Accounts Payable and promote accuracy, as information would be entered into the system once.

· By using the card for most small transactions, a department can consolidate requests for payment forms to a few each month versus one for every transaction.

Business travel will be enhanced by;

· Wide acceptance of MasterCard by merchants.

· The College incurs the liability for business expenses not the travelling employee.

· Department heads and budget officers can review travel costs for individual card users.

It is hoped that the implementation of the Purchasing and Travel Card Program will free up staff time to be devoted to more important tasks, in user Departments as well as in the Business Office.

CONTROLS

The Whitman College Purchasing and Travel Card Program utilizes internal management controls and management information reporting to ensure that College policies, procedures, and objectives are being achieved. The card is not to be used for personal services.

PURCHASING and TRAVEL CARD PROCEDURES

COMPLIANCE ISSUES FOR CARDHOLDERS

The policies and procedures governing College purchasing apply to the use of the card. The card may be used to purchase from any vendor that will accept the card. Card use is restricted to Whitman College business. The use of the card for personal use is prohibited. There are activities in which the definition of business versus personal use is not always clear. The standard being what would a reasonable person under the facts and circumstances decide. In the rare case that the card covers personal costs, it is the employee's responsibility to promptly identify and reimburse such costs back to the College.

CONSEQUENCES FROM NON-COMPLIANCE TO PROGRAM GUIDELINES

Because the Whitman College Purchasing and Travel Card is a tool that has credit implications to the College, strict program compliance is required. Non-compliance may produce any or all of the following consequences:

· **Permanent revocation of Whitman College MasterCard privileges.**

· **Assignment of wages for repayment of discrepancies.**

· **Notification to Security and the Controller for further investigation.**

· **Disciplinary measures that may include termination and legal action.**

OBTAINING A CARD

The Executive Secretary to the Treasurer (Nancy Jungmann) is the Whitman College Card Administrator and is located in Memorial 216, phone number 509-527-5145.

The prospective cardholder must fill out a Confidential Application. An application will be submitted to JP Morgan Chase based on the information supplied. Any special user requirements can be built into the card on the application form.

The card will be sent to the Card Administrator, who will ensure that the perspective cardholder has read the manual. At this point if the Whitman College Purchasing and Travel Card User Agreement has been signed, the card will be made available to the cardholder for activation and immediate use within the guidelines set forth in these policies and procedures.

-

GENERAL PROCEDURES

1. Cardholders will use their cards throughout a given month and save receipts to substantiate lodging and entertainment expenses.

2. JP Morgan Chase will send out monthly statements to the cardholder's custodian.

· The College will pay according to the due date and amount on a master statement of all cardholder activity.

· Each cardholder should review a statement of their card activity and attach receipts where necessary for monthly individual card activity.

3. Cardholder custodians will reconcile all statement activity, assign codes and apply state use tax as necessary via PaymentNet software. If there is travel activity on the statement such costs should be accompanied by a completed and signed travel and entertainment form. The file should be submitted to Accounts Payable within fifteen days of receipt. A copy of the paper statement fully authorized by Department Head and/or Budget Officer should be sent to Accounts Payable as well.

4. The Business Office will post the data into the accounting system once the documentation and authorizations are in hand, prior to the distribution of monthly departmental budget reports.

IF A DESIRED VENDOR DOES NOT ACCEPT MASTERCARD CARD CHARGES

If this happens, options are:

· Ask the supplier if they are interested in accepting credit card payments. If they are, have them contact Master Card International – 1-800-622-7478, they will answer any questions and assist the supplier in becoming an authorized MasterCard merchant.

· Refer the supplier to the Whitman College Card Administrator, Nancy Jungmann at 509-527-5145.

· Use an alternate vendor.

· Use other means to pay the vendor.

CREDIT CARD SECURITY

Keep the MasterCard in a secure location and safeguard the account number. Do not allow your card number to be easily accessed by others.

IF THE CARDHOLDER LEAVES EMPLOYMENT OF THE COLLEGE

The MasterCard must be returned to the Card Administrator, when the employment relationship is severed. The Card Administrator will be

responsible for the cancellation of the card.

LOST OR STOLEN CARDS

Like personal credit cards, if the Whitman College MasterCard is lost or stolen, JP Morgan Chase must be contacted immediately at 1-800-270-7760. Please notify the Whitman College Card Administrator also, at 509-527-5145. The lost card will be cancelled and a new card will be issued and sent to the Card Administrator. If the old card is located at a later date, destroy by cutting in half and disposing of it. Do not attempt to use the old card.

The cardholder's department will be responsible for any charges made on the card prior to the card being reported as lost or stolen. Keeping track of the card and immediate notification will mitigate any potential loss.

WASHINGTON STATE SALES AND USE TAXES

Washington state based vendors are required to apply sales tax to in-state purchasers. If items are purchased from an out-of-state vendor, who will or does not charge sales or use tax, that transaction must be flagged on PaymentNet in order to apply state use tax. This is critical to Accounts Payable, Washington State Department of Revenue requires all purchases (regardless of location or means of payment) to have sales or use taxes collected and paid to the state.

ERRORS ON THE STATEMENT OR OTHER PROBLEMS

In case of discrepancies or disputed charges, the vendor should be contacted first. Most exceptions or issues can generally be resolved between the cardholder and the supplier/merchant by way of an adjustment that would appear on the next statement. If an agreement cannot be reached with the vendor, JP Morgan Chase should be contacted at their customer service center 1-800-270-7760. Their staff is experienced in dealing with these problems and should be able to help. As a last resort, contact the Whitman College Card Administrator for assistance.

If a purchased item needs to be returned for any reason, make arrangements with the supplier/merchant to have the item shipped/delivered to the supplier's place of business or warehouse. Keep a copy of any shipping documents used for this purpose and have the transportation company sign for receipt of any items being returned. Attach these documents to the monthly statement that shows the credit. The supplier/merchant should issue a credit for any item that has been discussed and agreed to for return. Review subsequent statements to assure that this credit has been processed and posted to your account.

Some disputed items, because of their complexity, may have to be submitted in writing. Please contact the Whitman College Card Administrator for necessary forms that may be required. All written communications must be submitted within 60 days of the date the item first appeared on your statement.

Returns, credits or disputed items are the responsibility of the cardholder. The Whitman College Card Administrator is available for assistance if necessary.

CONTROL MECHANISMS WITHIN THE CARD

The Whitman College Purchasing and Travel Card is a special type of charge card. For most cardholders, limitations have been hard-coded in the card to control its use in the following ways:

· Maximum dollar amount per transaction $1,000

· Total spending limit per month per cardholder $3,000

· The type of supplier/merchant, as defined by Merchant Category Code (MCC).

For individual cardholder information or changes to card limitations, please contact the Whitman College Card Administrator.

JP Morgan Chase can generate a wide variety of reports to help manage card transactions and to provide assistance in understanding how Whitman College and cardholders are using their cards. Please contact the College Card Administrator if you would like to know what reports are available or to change reporting requirements.

AUDITS

To ensure the continued success of the Whitman College Purchasing and Travel Card Program and in order to meet the College's internal control requirements, periodic audits of cardholder transactions will occur. The main purposes of the audits are to ensure that correct information is being captured and that the Purchasing and Travel Card Program policies and procedures are being followed. Additionally, the Bank will send a periodic report of all transaction activity to the College Card Administrator and that information will be reviewed and made available to management.

IMPACT ON CARDHOLDERS PERSONAL CREDIT RATING

The Whitman College Purchasing and Travel Card is a corporate not a personal liability and as such only the College's credit rating will be affected by use of the card. However each individual cardholder will be responsible for any abuse or misuse of their card.

DIRECTORY ASSISTANCE / KEY PERSONNEL

The following resources are available to assist you with using the Whitman College Purchasing and Travel Card, answer any questions you may have and help resolve any problems that may arise.

FOR LOST OR STOLEN CREDIT CARD (call both)

JP Morgan Chase   1-800-270-7760

Nancy Jungmann, Whitman College Card Administrator   1-509-527-5145

To cancel or report lost/stolen credit cards - 24 hours a day

WHITMAN COLLEGE CARD ADMINISTRATOR

Nancy Jungmann   **1-509-527-5145**

Monday – Friday, 8 AM - 5 PM

Contact the Administrator to request assistance in using your MasterCard or for questions about limits, card restrictions, suppliers or to process a formal dispute on a transaction.

JP MORGAN CHASE MASTERCARD CARD CUSTOMER SERVICE   **Monday – Friday, 8 AM - 5 PM**   **1-800-270-7760**

To request copies of receipts, to determine if charges or credits have posted to the account, to obtain the balance owing on the account.

PURCHASING ISSUES

For assistance with suppliers or merchants, please contact the Accounts Payable Coordinator at 527-5593.

JPMC Electronic Statement

MAKE SURE YOU HAVE THE ADOBE ACROBAT READER

1. Log into PaymentNet as usual
2. Click on **Electronic Statement&Payment**
3. Enter the entire account number of the cardholder you wish to print a statement for
4. Click on the green arrow to the right of the account number
5. Click on the down arrow below **Billing Date** and select the billing end date for the statement you want to print
6. Click on the **Print With Detail>** button above the green arrow
7. A message bar will appear telling you that your export file is in PDF format and to click on the green button in the upper right-hand side of the screen to download the file, click **OK**
8. Click on the green arrow at the top to the right of **Download Statement in PDF format**
9. The Adobe Acrobat screen will appear after a few seconds with the statement, (if it doesn't, please call Tech Services Helpdesk @ 4976) click on the printer button located under the word **Google** at the top left
10. Click on the **Properties** button at the top and make sure the **Portrait** orientation is checked then click **OK**
11. Make sure the **Auto-rotate and center pages** box is **not** checked then just click on **OK** at the bottom of the screen
12. The statement should be printing on your local printer now.
13. Close the Adobe acrobat screen, click on **home** at the upper right and click on **Logoff**

JPMorganChase   Whitman College

MasterCard User Agreement

I, _____, hereby acknowledge receipt of a JP Morgan Chase MasterCard,
        Please print name

number_____--_____--_____--_____. As a Corporate Cardholder, I agree to comply with the terms and conditions of this agreement, including Whitman College's Purchasing and Travel Card Program Policies and Procedures, a copy of which I have been provided.

I acknowledge receipt of said Agreement and Policies and Procedures document and confirm that I have read and understand the terms and conditions. I understand that Whitman College is liable to JP Morgan Chase for all charges.

I agree to use this card for the business of Whitman College alone. I agree not to charge personal purchases to this card. I understand that Whitman College will audit the use of this card and report any discrepancies. In addition, I agree to provide adequate accounting or documentation of all monthly charges within fifteen (15) days of receiving my monthly statement to Accounts Payable.

I understand and agree that improper use of this card might result in disciplinary action, up to and including termination of employment.

If I charge personal items to this account, or should I fail to use this card properly, I understand and agree that Whitman College may deduct directly from my salary an amount equal to the total of the discrepancies. I also understand and agree that Whitman College may elect to collect such amounts through any legal proceedings as necessary, even if I am no longer employed by Whitman College. In such event, I agree to pay all costs and attorney fees incurred by the College in collecting such amounts.

I understand that Whitman College may terminate my right to use this card at any time for any reason. I agree to return the card to the company immediately upon request or upon termination of employment.

My signature below signifies that I agree with all of the terms in this agreement

Employee / Cardholder

_____   _____
Signature of Employee/Cardholder and Date   **Job Title or Position**

How to Organize JPMC Statements and Backup

The Business Office Annex is responsible for verifying and maintaining the JPMC statements for every cardholder. After verifying them we file alphabetically by statement date. So, in order to easily file all these statements, there is an optimal way to organize the statements along with any backup.

- Always have the statement in the front
- Followed by the JPMC TME/Documentation form
- Followed by all the backup for the expenses
- Followed by any receipts from the Cashier's Office for any returned cash advance money or for reimbursements to the College for personal use of the JPMC card
- Make sure everything is stapled together

This way we can easily check for necessary signatures, mandatory receipts and funds returned or reimbursed to the College.

Also, believe it or not staples take up a lot of room so please, if you can get away with it only use one staple per statement.