SERIES 4

FINANCE & ADMINISTRATION
FINANCIAL OPERATIONS
OCTOBER 23, 2019

EMORY

OXFORD COLLEGE

AGENDA

Meet the team

Procurement

Emory Express

Commodity Matrix

Upcoming Reviews

Travel & Expense Reporting

Electronic Contracts Approval Process

Event Charges

Best Practices

MEET THE TEAM

Danielle Miller
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Debra Colbert
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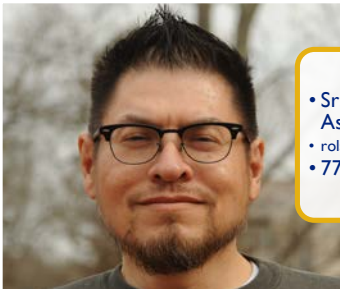- dcolbe2@emory.edu
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Lavonne Smith
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Located at:
Seney Hall
Rms 107 & 216
oxford-financial@listserv.cc.emory.edu

Hours of Operation
Office: M-F, 8a-5p
Service: M-F, 9a-12p and 1-4p
Cashier: M-F, 1-4p

MEET THE TEAM-ATLANTA

- **Denise Hadley** - *Lead Accounts Payable Associate – Procurement Support Center*

- **Paul Tran** – *Procure to Pay Manager*

- **Takyna Ritter** – *Contracts Coordinator*

PROCUREMENT

EMORY EXPRESS
COMMODITY MATRIX
CONTRACTS
TRAVEL AND EXPENSE REPORTING

PROCUREMENT SERVICES

ASSISTANCE AVAILABLE

- Assisting with sourcing, supplier negotiation and contract development
- Management of sourcing events utilizing the online RFP system, **RFP365**
- Providing price analysis on products and services using the **GovProcure**, **Gartner** and other sources
- Providing in-depth spend analytics for departments utilizing **SpendHQ**

TRIVIA QUESTION

The Check Request Form in Emory Express is being replaced.

True? or False?

TRIVIA QUESTION
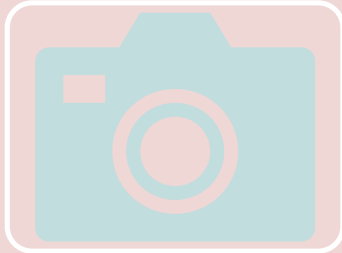
The Check Request Form in Emory Express is being replaced.

True? or False?

True!

EMORY EXPRESS

WHY IS EMORY EXPRESS CHANGING?

Jaggaer is releasing a new look

Introducing new processes and enhancements

Streamline, support and simplify the buying and payment processes

WHAT PROCESSES ARE CHANGING?

As of August 2019

Enhancements

- Emory Express Information Tiles

- Blanket PO's

- Change PO's

- New Supplier/ Individual Form

- Off-site Shipping Request

WHAT PROCESSES ARE CHANGING?

As of November 2019

New

- New Look

- Non-Catalog Form*

- Professional Services Form*

- Direct Payment Form**

- Non-PO Payment Form*

- PO Close Requests

- Return to Requisitioner Option

- Competitive Bid Threshold Increase to $10,000

*New suppliers must be set up in advance
**Replaces the current Check Request Form

WHAT DO I NEED TO DO RIGHT NOW?

LISTEN to the recorded webinar available mid-October (Course 260713-15944)

READ emails

COMPLETE recommended training

Emory Express Training Tracks for November 11th Go-live

Use the matrix below to identify the functions that you do in Emory Express, then complete the courses and review the job aids that correspond with those functions.

Please note: We value your feedback as Emory Express users and strive to provide quality training materials. Therefore, some course materials and job aids will not be available until AFTER we receive feedback from UAT participants.

Courses & Job Aids	Training Modality	If you do this...	Approve Emory Express transactions	Use Direct Pay Options (Currently known as Check Requests)	Order Goods & Services (ex. Punch Outs, Catalogs & Non-Catalog items etc)	Create Blanket POs	Request New Suppliers	Resubmit orders due to pricing and quantity discrepancies
Emory Express NEW Navigation eLearning (260745-16192)	Self Paced eLearning		✓	✓	✓	✓	✓	✓
Best Practices for Buying Goods and Services at Emory (260372): Course Description: Using Case Studies, we will explore resources and tools available that will help you identify the best option for Buying Goods and Services in Emory Express using new forms. Topics covered include: Blanket Purchase Orders, Professional Services Form, Non-catalog Item, Change Purchase Order, Direct Pay Form and Non-PO Payment Form.	REGISTER NOW for Classroom & Live Webinar sessions available (recorded session will be available week of November 4th)		Recommend taking the recorded session	✓	Recommend taking the recorded session		Recommend taking the recorded session	
August Emory Express Outreach Session: RECORDING (260713-15929)	Recording			✓		✓		✓
Non-Category Form Vignette (COMING SOON)	Vignette		✓		✓			
JOB AID: How Do I Approve an Emory Express Order? (New section: Returning Items to a Requisitioner - Coming Soon)	Job Aid		✓					
JOB AID: How do I Approve a Direct Pay Form or a Non-PO Payment Form? (Coming Soon)	Job Aid		✓					
JOB AID: How Do I Request a New Supplier?	Job Aid		✓	✓	✓	✓	✓	
JOB AID: How do I Close a Purchase Order? (Coming Soon)	Job Aid		✓		✓	✓		
JOB AID: How do I Submit a Professional Services PO? (Coming Soon)	Job Aid		✓	✓	✓	✓		
JOB AID: How do I Submit a Blanket Purchase Order? (Coming Soon)	Job Aid			✓	✓	✓		
JOB AID: How Do I Change the Price or Quantity for Items on my PO?	Job Aid		✓			✓		✓

FINANCE DIVISION STRATEGIC PROCUREMENT SERVICES FINANCE SYSTEMS

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COMMODITY MATRIX

EXAMPLE
- Used to determine what medium to use for purchases based on type of purchase being made

Emory Commodity Matrix - SAMPLE					
Products or Services	Emory Express		Purchasing Card	Compass Payment Request	Compass T&E (Corporate Card)
Commodity Index	Requisition/ Purchase Order	Direct Payment Form	P-card (limit $1,499)	Payment to Individuals	Reimbursement for Personal Funds and Corporate Card Expenses
Books & Periodicals					Preferred
Instructors: non-employee				Preferred	
Promotional Items	Preferred				
Floral Arrangements			Preferred		
Gas for Rental Car					Preferred
Refunds to Organizations		Preferred			

COMMODITY MATRIX

WHAT'S NOT ALLOWED?

- "No show" charges for hotels or rental cars
- **Academic Regalia**
- Airline change fees resulting from personal negligence or personal change reason
- Airline lounge passes/club memberships (except where allowable for travel, see Lodging)
- Airport security programs
- Alcoholic beverages purchased in a non-business capacity
- Annual fees for personal credit cards
- **Any clothing or personal apparel, purchased or rented**
- Babysitting
- Barber, toiletry or clothing items
- **Club memberships for business or pleasure**
- Corporate card delinquency fees or finance charges
- Day care
- Expenses related to vacation or personal days taken before, during, or after a business trip

- Golf fees/ski lift tickets, etc.
- Health club, exercise room fees, spas, saunas, massages
- Home Cable Television
- Home Landline Phone Service
- Home Office Furnishings
- Insurance for personal car
- Insurance for rental car during personal use (i.e. extended a business trip for leisure)
- Items confiscated by airport security
- Items confiscated from airport security
- Laundry charges (for trips less than five days)
- Loss or theft of airline tickets
- Loss or theft of airline tickets (loss or theft of electronic airline tickets due to hacking is permissible)
- Loss or theft of personal funds or property
- Loss or theft of personal funds or property
- Lost baggage
- **Medical care while traveling**

- Movies (in-flight or in-room)
- Parking tickets, traffic violations, or auto repair
- **Personal gifts**
- Personal Memberships for Car Share Services
- Personal property insurance
- Personal reading materials (e.g. magazines, newspapers)
- Personal telephone calls (non-cell phone) in excess of reasonable calls home
- Pet care
- Shoe shines
- Sporting events
- Theatre
- Traffic tickets, towing, booting, and fitness fees
- Traveler's check fees

TRAVEL & EXPENSE REPORTING

TRAVEL AND EXPENSE REPORTING

- Account Checker
- Why?
  – Better stewards
  – Proper documentation
  – Compliance
- Point of Contact

TRAVEL AND EXPENSE REPORTING

BUSINESS PURPOSE

TRAVEL AND EXPENSE REPORTING

EXAMPLES

AIR TICKET RECEIPT

CONFERENCE AGENDA

TRIVIA QUESTION

All NON-travel expenses require receipts.

True? or False?

TRIVIA QUESTION

All NON-travel expenses require receipts.

True? or False?

True!

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TRAVEL AND EXPENSE REPORTING
Receipt Requirements

Travel Expenses

- Corporate Card*
  - Amount per item is under $75 = no receipt
  - Amount per item is $75 or greater = receipt

- Personal Funds
  - Amount per item is under $25 = summary receipt
  - Amount per item $25 or greater = summary receipt **and** itemized receipt

Non-travel Expenses

- All receipts

*Refer to receipts grid

TRAVEL AND EXPENSE REPORTING

ITEMIZED RECEIPT

SUMMARY RECEIPT

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TRAVEL AND EXPENSE REPORTING

Credit/Debit Card Trans Detail

UPCOMING REVIEWS

POLICY

REVIEW FINDINGS

NON-COMPLIANCE

CONTRACTS

TRIVIA QUESTION

Anyone can sign a contract on behalf of Oxford College.

True? or False?

TRIVIA QUESTION

Anyone can sign a contract on behalf of Oxford College.

True? or False?

False!

AUTHORIZED SIGNATURE

EMORY | OXFORD COLLEGE

revised March 2018

Oxford College Delegation of Signature Authority Grid

	Dean, Academic Affairs	Chief Information Officer	Director, Human Resources	Associate Dean, Finance and Budget	Chief Business Officer	Dean
Contracts Below $10K				X	X	
Contracts $10K – $100K				X	X	
Contracts $100K – $250K					X	X
Contracts $250K – $1M					X	X
Contracts > $1M					X	X
Real Estate Transactions					X	X
Software/Licensing Agreements		X			X	X
Intellectual Property Agreements	X					X
Employment Contracts			X			X

Notes:
1. Contracts Below $10K can be signed by either party indicated above
2. Contracts between $10K and $100K must have the CBO signature
3. All contracts above $100K must be signed by all parties referenced in the signatory grid.
4. All contracts and agreements must be reviewed by the Office of Finance and Administration for business sensibility, unless waived by signator
5. In the absence of the CBO, Sr. Associate Dean of Finance, Operations, Technology, the Associate Dean of Finance and Budget is delegated approval authority.
6. All contracts and agreements will be maintained by the Office of Finance and Administration as College – wide central repository platform.

7. The word *contracts* includes: professional services, independent contractor agreement, and/or vendor agreements, gift agreements, endowments or non-endowments, research, pledge, construction, real estate, personnel agreement, offer letters, speakers agreements, and all other contracts and agreements for which there has been a commitment to use or include College resources.

8. All contracts will follow Emorys Signature authority as applicable for Provost , President and other Executive Level Officials of the university

ELECTRONIC CONTRACTS APPROVAL

Who?
- Everyone

When?
- Before the event

Why?
- Vetting
- Negotiations
- Emory's standard

Effective date?
- Immediately

Training?
- Video (today)
- Demo (today)
- Procedure (handout)

Website!
- Links to various types of contracts for submission
- Link to electronic contract

WHAT IS A CONTRACT?

DEFINITION...

contract

1) n. an agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration. – dictionary.law.com

A CONTRACT IS NEEDED WHENEVER...

- There is an expectation of work or performance
- The possibility exists that damage could be done to buildings or grounds; or, harm could come to people
- Oxford College would need recourse for unforeseen events/no-shows

EXAMPLES...

- Consulting
- Speaking Honorarium
- Facility Rentals

- Software License
- Filming
- Tent Rental
- Retreat Venues

CONTRACT TEMPLATES AVAILABLE ONLINE

- Speaking Agreement (Honorarium)

- Master Services Agreement

  - Independent Contractor Agreement

  - Consultant Agreement

EMORY | OXFORD COLLEGE

Inside Oxford

CURRENT STUDENTS   FACULTY AND STAFF   EVENTS CALENDAR

Home / Finance and Administration / Financial Services / Forms and Policies

ELECTRONIC CONTRACTS DEMO

EVENT CHARGES

TRIVIA QUESTION

Units are charged for ALL submitted special event requests

True? or False?

TRIVIA QUESTION

Units are charged for ALL submitted special event requests.
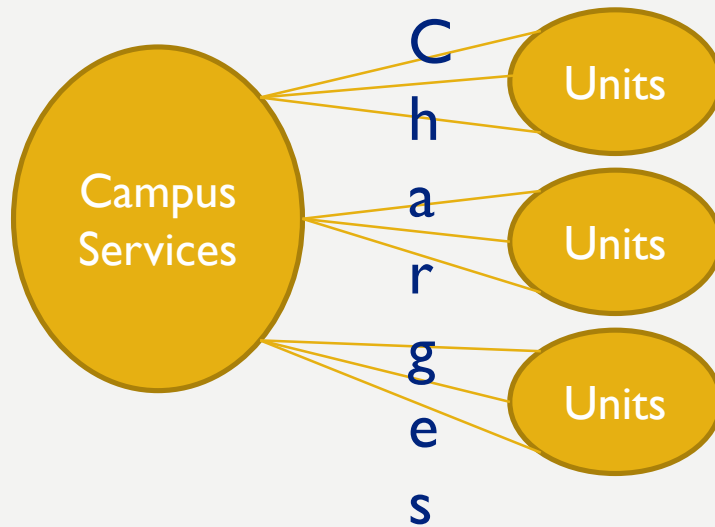
True? or False?
False!

DEFINITION

Special Event per Campus Services is…

Any Event!
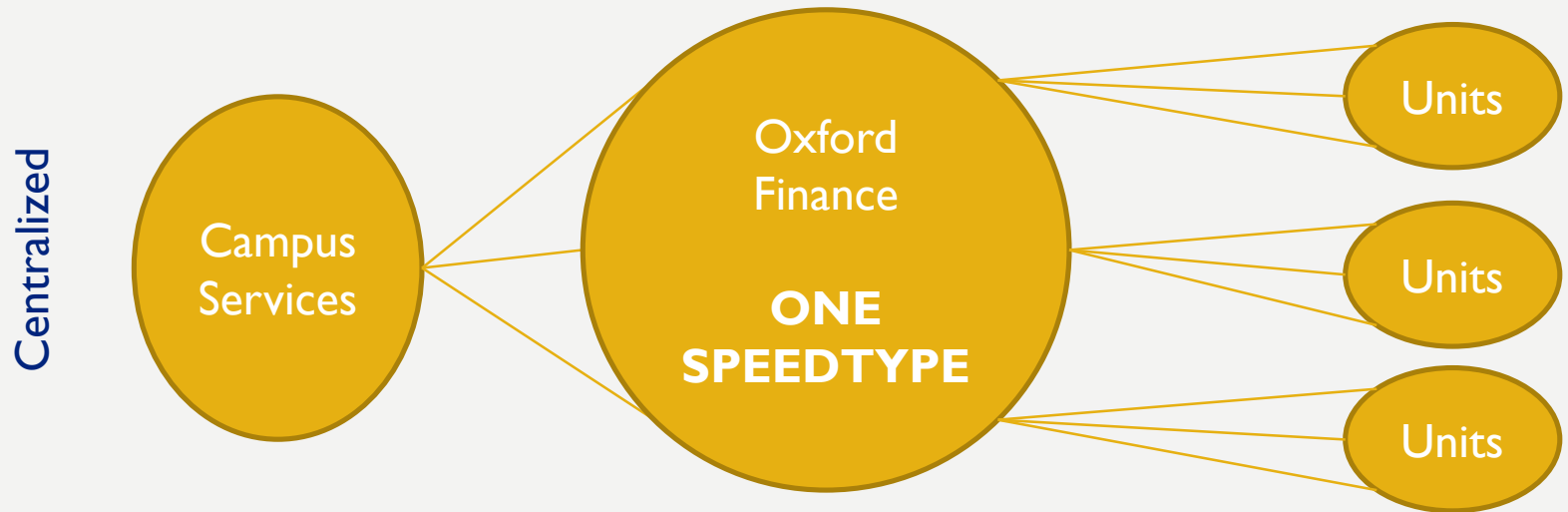
EVENT CHARGES CURRENT STATE

Decentralized

Campus Services

Charges

Units

Units

Units

- Charges based on worker
- Same job; various rates
- Random charges
- Confusion

HOW MUCH AM I GETTING CHARGED????????

EVENT CHARGES PILOT PHASE

Centralized

Campus Services

Oxford Finance

ONE SPEEDTYPE

Units

Units

Units

- All event charges to the Finance pool
- Quarterly recharges to the units based on cost analysis
- Ability for finance to see what exactly is charged
- Comprehensive event cost
- Average costs per event
- Staffing efficiencies

TRIVIA RECAP

The Check Request Form in Emory Express is being replaced.

True

All non-travel expenses require receipts.

True

Anyone can sign a contract on behalf of Oxford College.

False

Units are charged for ALL submitted staging requests.

False

BEST PRACTICES

BEST PRACTICES

W	Wind up to the idea of using the **CTM** booking tool for making travel arrangements
I	Initiate necessary **contracts**
N	Never toss **receipts** – submit them!
W	Wear out **Emory Express** by making it your first choice for purchases
I	Isolate travel from non-travel expense reports
N	Notice when the credit card is being used – be **responsible**

Do these things and it'll be a "WIN-WIN" for everyone! ☺

GENERAL RESOURCES

CONTACT US!

Resources

- Emory University Finance Division
- Policies
- Oxford Finance and Administration
- Emory University Travel and Expense Policy 2.90
- Travel and Expense Reporting Guide
- Emory Commodity Matrix
- Point of Contact
- Receipt Requirements Table

COMING SOON...

- 25Live Conversion/Upgrade
- Parking and Transportation
- FM charges

- EBI Training Lab
- Student Employment

Stayed tuned for further details in
upcoming EaglePost announcements!

QUESTIONS

WHO ARE TODAY'S BIG WINNERS? ☺