

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



- CBO & Sr. Assoc. Dean
- danielle.miller@emory.edu
- 770-784-4612

Renee Hastings



- Assistant to the CBO & Sr. Assoc. Dean
- rhasings@emory.edu
- 770-784-4774

Stephanie Allen



- Assoc. Dean of Finance & Budget
- salle22@emory.edu
- 770-784-8388

Debra Colbert



- Accountant
- dcolbe2@emory.edu
- 770-784-8325

Lavonne Smith



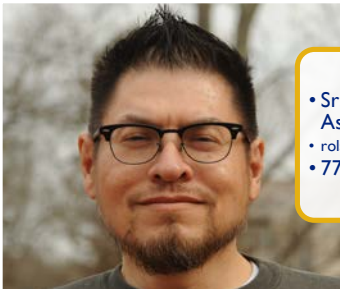
- Financial Analyst
- lavonne.smith@emory.edu
- 770-784-8478

Lilia McMichael



- Financial Analyst
- lilia.mcmichael@emory.edu
- 770-784-8431

Roland Gonzalez



- Sr. Accounting Assistant
- roland.gonzalez@emory.edu
- 770-784-4767

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.

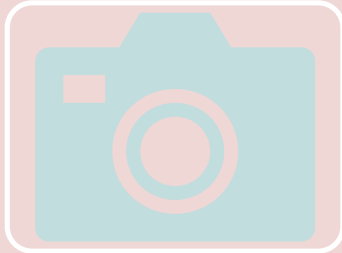
True? or False?

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.

		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
Courses & Job Aids	Training Modality						
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 <i>(recorded session will be available week of November 4th)</i>	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	✓			✓		✓



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

View Expense Report

Business Purpose	Conference/Seminar
Description	conference and other
Reference	TRAVEL

Specifics of the Business Purpose, e.g. name of conference

Thoroughly Detailed Descriptions

Expenses

Expand All | Collapse All

*Date	*Expense Type	*Description
06/18/2019	MEAL - INDIVIDUAL (DOMESTIC)	NASPA Conference 238 characters remaining
06/13/2019	AIRFARE (DOMESTIC)	baggage fees NASPA Conference 225 characters remaining
04/17/2019	BOOKS,PERIODICALS,JOURNALS	Book purchase for official Philosophy program awards (i.e. they were prizes for students who won the Philosophy award and the Logic award) 116 characters remaining

Thoroughly Detailed Descriptions

TRAVEL AND EXPENSE REPORTING

EXAMPLES

AIR TICKET RECEIPT



The screenshot shows an email receipt from Corporate Travel Management (ctm). The header includes the ctm logo, the text "Corporate Travel Management us.travelctm.com", and an "Add to Calendar" button. The main body of the email contains the following information:

Monday, 17 JUN 2019 12:31 PM EDT
Passenger:
Agency Reference Number: GEJGVW
EMORY UNIVERSITY
DUPLICATE RECEIPT
OXFORD, GA 30054

Use this for expense reimbursement

Review this itinerary for accuracy regarding flights/times/dates and personal information. CTM must be notified within 24 hours regarding corrections. Thank you for choosing CTM.

PPID: P7363393
BU: EMUNV
SMART TYPE SMART KEY: NONE
DIVISION: EMORY
REASON FOR TRAVEL: CONFERENCE ATTENDEE

PLEASE REVIEW ALL DOCUMENTATION IMMEDIATELY
CORPORATE TRAVEL MGMT DOES NOT ACCEPT RESPONSIBILITY FOR DISCREPANCIES REPORTED MORE THAN 24HOURS AFTER RECEIPT OF DOCUMENTS, WHETHER BY FAX, ELECTRONIC DOCUMENT OR PAPER TICKET.
THANK YOU FOR CHOOSING CORPORATE TRAVEL MGMT.

FOR AFTERHOURS ASSISTANCE IN CASE OF EMERGENCY, PLEASE CALL 1-877-269-4627. IF YOU ARE OUTSIDE OF THE US PLEASE DIAL 781-970-1218.

THE TOTAL TICKET COST OF THIS ITINERARY IS 366.91

EFFECTIVE JANUARY 22, 2018, AIR TRAVELERS WITH IDENTIFICATION (ID) THAT DOES NOT MEET THE REAL ID ACT REQUIREMENTS, OR WHOSE STATE DOES NOT HAVE AN EXTENSION MUST PRESENT AN ALTERNATE FORM OF ID IN ORDER TO BOARD A DOMESTIC FLIGHT. WWW.DHS.GOV/REAL-ID-PUBLIC-FAQS
PLEASE SEE THE DEPARTMENT OF HOMELAND SECURITY WEBSITE FOR MORE INFORMATION. WWW.DHS.GOV/REAL-ID

CONFERENCE AGENDA



The screenshot shows a conference agenda for the Women's Leadership Forum. The title "Women's Leadership Forum" and the dates "February 27-March 1, 2019 - Charleston, SC" are circled in red. The agenda includes the following items:

- General Info (/Professional Development/Womens Leadership Forum) Registration (/Professional Development/Womens Leadership Forum/Registration)
- Hotel and Travel (/Professional Development/Womens Leadership Forum/Hotel and Travel)
- Schedule at a Glance (/Professional Development/Womens Leadership Forum/Schedule at a Glance)

2019 Women's Leadership Forum - SOLD OUT



SACUBO
WOMEN'S LEADERSHIP FORUM

- 📅 Feb 27 - Mar 1, 2019
- 📍 Charleston, SC
- 💰 \$349 Institutional; \$549 Corporate
- 🌟 10 CPE Credits
- 📞 (202) 861-2516
- ✉ Email (mailto: meeting@sacubo.org)

TRIVIA QUESTION

All NON-travel expenses
require receipts.

True? or False?

TRIVIA QUESTION

All NON-travel expenses
require receipts.

True? or False?

True!

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

TRAVEL AND EXPENSE REPORTING

ITEMIZED RECEIPT

SARUBO

WELCOME!
to The Darling
513 King Street
843-641-0821

Server: Sara 5887
Table 11/2
Guest

02/28/2019
7:41 PM

Itemization #20023

Basket	17.00
Fish	5.00
Subtotal	22.00
Tax	2.42
Total	24.42
Balance Due	24.42

Thank you and Come Again
Check us out online!

SUMMARY RECEIPT

SARUBO

WELCOME!
to The Darling
513 King Street
843-641-0821

Server: Sara 5887
07:48 PM
Table 11/1

DOB: 02/28/2019
02/28/2019
2/20017

SALE

Visa 2097167
Card #XXXXXXXXXX1005
Magnetic card present: MCMICHAEL LILIA
Card Entry Method: [unclear]

Approval: 040340

Amount: \$24.42
+ Gratuity: 5.00
= Total: 29.42

I agree to pay the above
total amount according to the
card issuer agreement.

TRAVEL AND EXPENSE REPORTING

Credit/Debit Card Trans Detail

Southwest Rapid Rewards

Manage your account online: www.chase.com/Southwest Customer Service: 1-800-792-0001 Mobile: Download the Chase Mobile® app today

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
PAYMENTS AND OTHER CREDITS		
02/15	Payment Thank You Bill Pay Service	-87.07
PURCHASE		
02/02		32.20
02/02		52.88
02/04		35.31
02/04		17.69
02/06		50.00
02/15		53.51
02/20		165.00
02/27		26.24
02/28		13.10
02/28	THE DARLING OYSTER BAR CHARLESTON SC	29.42
03/01		31.53
03/01		14.00
03/01		30.00

LILIA MCMICHAEL

Page 2 of 2

Statement Date: 03/03/19

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



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 (Honorary)
- 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!

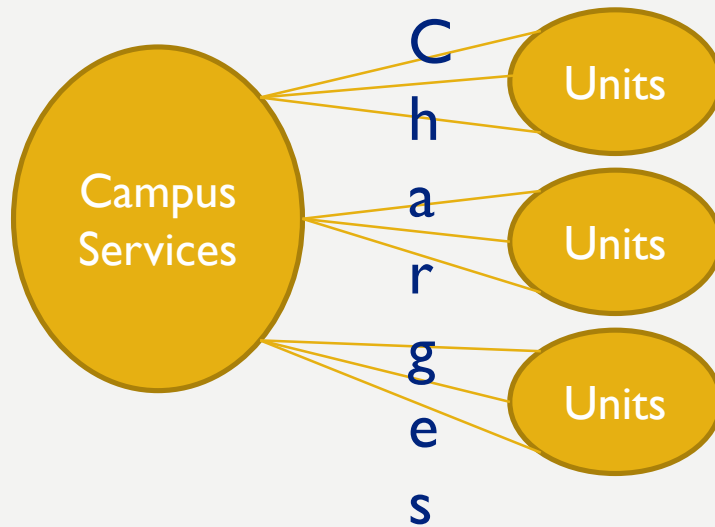
DEFINITION

Special Event per
Campus Services is...

Any Event!

EVENT CHARGES CURRENT STATE

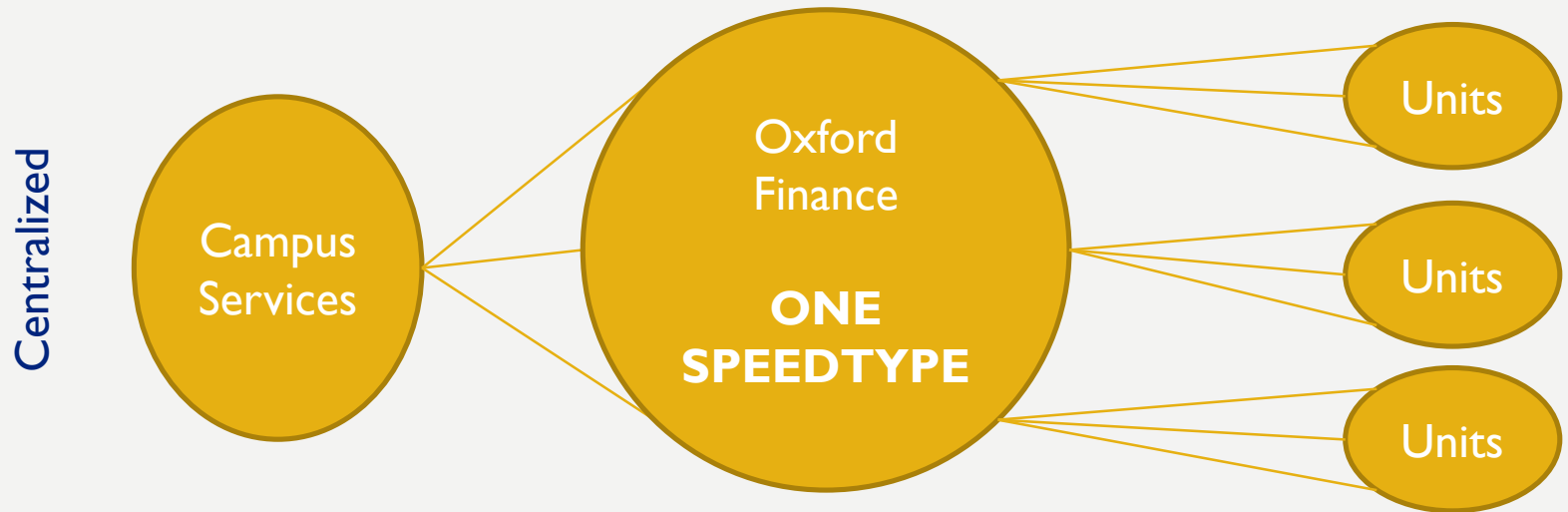
Decentralized



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

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

EVENT CHARGES PILOT PHASE



- 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



A thick, yellow, wavy line graphic that starts at the top left and curves downwards and to the right, ending near the center of the slide. It has a white outline and a slight shadow effect.

WHO ARE
TODAY'S BIG
WINNERS? 😊