



SOUTHWESTERN UNIVERSITY

Business Office Need to Know Items and Tips

General Accounts Payable

- Purchases < \$1,000 do not need a PO
- Purchases \geq \$1,000 must have a PO
- All payments require *at least* 2 signatures
 - Preparer/Purchaser
 - Department Chair (or Dean's Office if Dept Chair is purchaser)
 - Presidential Staff (Dean Gaunder) if over \$500
- Alcohol is not allowed in most cases.
 - Get permission from Dean Gaunder prior to the event
- Electronic payments are encouraged for students, faculty & staff
- If payment is made via credit card, the SU corporate should be used
- Non-travel payments over \$1,000 should be paid for via AP Check

Expense Reports

- *Required* for travel including an overnight hotel stay
- May be used for day travel as well
- Itemized receipts showing what was purchased plus payment details are required
 - Sometimes 2 receipts are necessary in order to meet the requirements
 - Hotel meals (room service and in-hotel restaurants) are no exception to this rule
 - Pantry purchases at the hotel may be difficult to obtain an itemized receipt for; some hotels provide them and others do not. If an itemized receipt is not available, list the purchased items on the receipt you are given.
- The business purpose of the transaction should be documented on the receipt if not easily discernible
- A list of attendees at a group meal / event should also be included with the receipt.
 - You can write the names on the receipt (top, side, bottom, back, etc...) or attach a separate sheet of paper listing the names.
- Foreign Travel:
 - If any expenses were paid with personal funds, documentation of the conversion rate must be submitted with each receipt.
 - Oanda is the standard site used by the Business Office if this information is not provided to us.
 - Include foreign transaction fees in the *Other* line on the expense report, summed by day.
- Completed expense reports are due to the business office within 60 days upon conclusion of trip.
 - Expense reports submitted after that time may be added to the traveler's taxable income per IRS guidelines
 - Remember to allow for time for review by the department chair and Dean's Office.
- **NEW for 19-20:** Incomplete or incorrect expense reports received by the Business Office will be returned to the preparer for correction.



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Corporate Cards

- Code charges during the month as they are incurred.
- Splitting Transactions:
 - Contact Melissa Williamson or reference the instructions on the Business Office website
- Save after every change you make in SmartData!
- Receipts can be uploaded to SmartData to help with safekeeping.
 - Contact Jennifer Martinka or Melissa Williamson for more information or assistance.
- Attach itemized receipts to statement in the order the charges appear on the statement.
- Complete a no-receipt form (on Business Office website) for any lost or missing receipts.
 - The cardholder's department chair must also sign this form.
- Advance travel purchases
 - Submit copy of the receipt with statement in the month the transaction posted to the card
 - Include original receipt with expense report completed after the travel is complete.
- The statement must have *at least 2* signatures on it:
 - Cardholder
 - Department Chair/Budget Officer
 - President's Staff if any single charge is > \$500.
- If you owe money to Southwestern, do not send cash or check in your CC envelope; instead, bring it to the Business Office cashiers in person.

Petty Cash

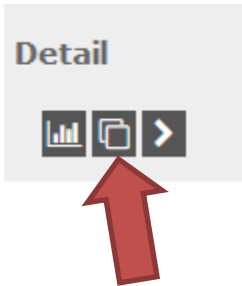
- Available for reimbursements < \$100
- Petty cash form must be approved by someone other than the requestor
- Travel advances up to \$100 are available through petty cash.
 - Receipts and/or expense reports are due to the cashiers 5 days after your trip concludes.

Refer to these web pages for guidance

- <https://www.southwestern.edu/business-office/policies-procedures/>
 - Purchasing policies & procedures
 - Corporate card procedures
 - Travel policy
 - Gift card policy
 - Mileage reimbursement rate
- <https://www.southwestern.edu/business-office/forms/>
 - Check requisition
 - Purchase requisition
 - 2019 Expense Report
 - TX Hotel Occupancy Tax Exemption Form

How to Split a Transaction in SmartData

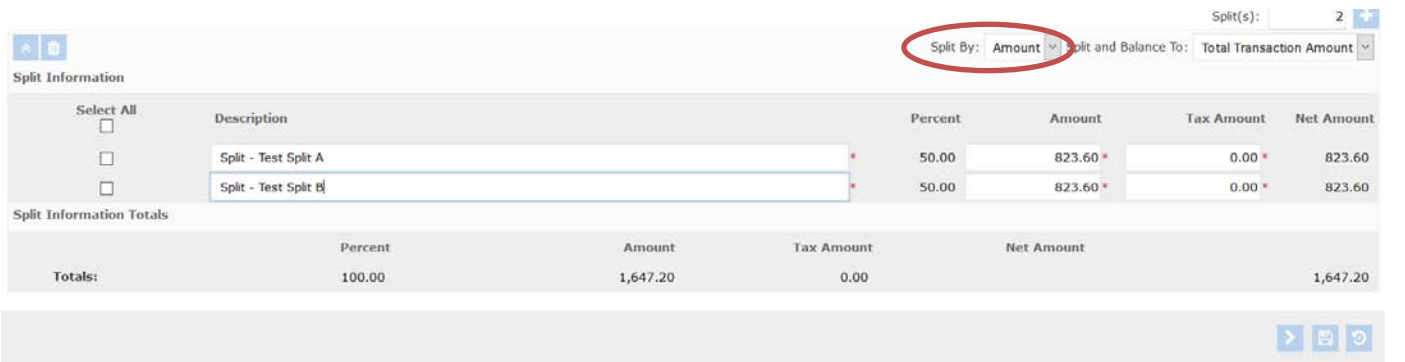
1. Find the transaction you want to split in the transaction summary screen.
2. Click the split button.



3. You will be taken to the following screen.
4. Enter the number of splits you need and hit the Plus Sign.



5. Now you should see the split detail at the bottom of the screen.
6. You can either split by amount or percent. Select the appropriate option from the drop down menu.



7. Next enter the split descriptions in the boxes provided.

Split(s): 2 +

Split By: Amount Split and Balance To: Total Transaction Amount

Split Information

Select All

Description	Percent	Amount	Tax Amount	Net Amount
Split - Test Split A	50.00	823.60	0.00	823.60
Split - Test Split B	50.00	823.60	0.00	823.60

Split Information Totals

	Percent	Amount	Tax Amount	Net Amount
Totals:	100.00	1,647.20	0.00	1,647.20

Navigation icons: > Print Refresh

8. Then hit the save button

Split(s): 2 +

Split By: Amount Split and Balance To: Total Transaction Amount

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Navigation icons: > Print Refresh

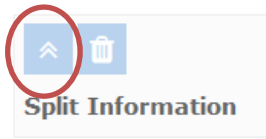
9. Once you have saved, you should see the message "Financial Transaction successfully modified" in a green ribbon at the top of the screen.

Home > Search Reporting Structure > Transaction Summary > Split Transaction

Financial Transaction successfully modified.

SPLIT TRANSACTION

10. Next select Expand All



11. You should see the accounting codes for each line of the split. You should see that all lines are coded to the same account at this point.

The screenshot shows a table with columns: Description, Percent, Amount, Tax Amount, and Net Amount. There are two rows, each with a checked checkbox and the description 'Split - Practice Split Trans'. Below each row is an 'ACCOUNTING CODES INFORMATION' section with fields for Fund, Department, and Object Code. Two red arrows point to the 'Fund' field in the first and second rows, which both contain the value '11'.

Description	Percent	Amount	Tax Amount	Net Amount
<input checked="" type="checkbox"/> Split - Practice Split Trans	50.00	125.00	0.00	125.00
ACCOUNTING CODES INFORMATION				
Fund	Department	Object Code		
11	0271	59010	Edit Accounting Codes	
<input checked="" type="checkbox"/> Split - Practice Split Trans	50.00	125.00	0.00	125.00
ACCOUNTING CODES INFORMATION				
Fund	Department	Object Code		
11	0271	59010	Edit Accounting Codes	
Totals: 100.00 250.00 0.00 250.00				

12. To enter the GL account codes for each line of the split, you will click the "Edit Accounting Codes" button for each line.

The screenshot is identical to the previous one, but the 'Edit Accounting Codes' buttons for both lines are circled in red.

Description	Percent	Amount	Tax Amount	Net Amount
<input checked="" type="checkbox"/> Split - Practice Split Trans	50.00	125.00	0.00	125.00
ACCOUNTING CODES INFORMATION				
Fund	Department	Object Code	Edit Accounting Codes	
11	0271	59010		
<input checked="" type="checkbox"/> Split - Practice Split Trans	50.00	125.00	0.00	125.00
ACCOUNTING CODES INFORMATION				
Fund	Department	Object Code	Edit Accounting Codes	
11	0271	59010		
Totals: 100.00 250.00 0.00 250.00				

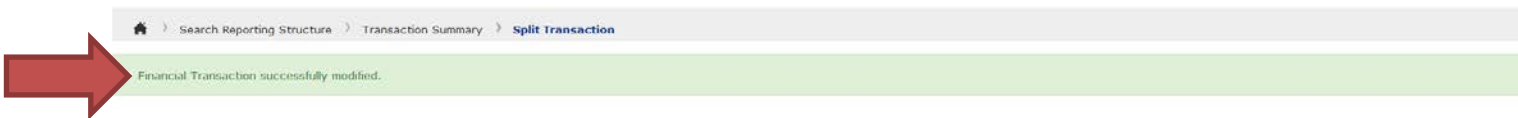
13. Now enter the desired GL accounts.
14. And hit the save button.
 - a. Save after entering each code.

Remove **Expand All** | **Collapse All** Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Net Amount
<input checked="" type="checkbox"/> Split - Practice Split Trans	50.00	125.00	0.00	125.00
ACCOUNTING CODES INFORMATION				
Fund	Department	Object Code		
11	0271	59010		
11	0271	59210		
Edit Accounting Codes				
<input checked="" type="checkbox"/> Split - Practice Split Trans	50.00	125.00	0.00	125.00
ACCOUNTING CODES INFORMATION				
Display accounting codes from Account Level				
Fund	Department	Object Code		
11	0271	59010		
11	0271	59010		
Copy to All on Page				
Totals:				
	100.00	250.00	0.00	250.00

< > **Save** ⚙️

15. You should see the green ribbon after each time you hit save.



16. To make sure your split was successful you should hit Expand All again and review the account codes that are displayed.

