Reed College Business Office
Department Budget Guide

This guide is designed to help you understand the procedures and tools available for managing the departmental operating budgets at Reed College. It is primarily designed from the perspective of someone new to the role of department head or designated manager, but it will also provide a useful reference document for the others in the department.

Purpose of The Business Office

The purpose of the Business Office is to establish and monitor all budgets for Reed College. Each department is responsible for managing their budget. This includes monitoring expenses as they are posted, transferring budget dollars to as needed, and making sure that the department does not over expend the budget as a whole. Since managing budgets is a very important task, the Business Office provides a number of services to assist the budget managers. Some of these services are:

- real time access to view current budgets in IRIS
- training and continued support for PCard users
- perform requested transfers and corrections
- create checks and process cash disbursements for reimbursing funds and paying fees
- answer questions about budgets, expenditures, fund balances, etc.

Basic Terminology

Chart of Accounts

Organizations, such as Reed College, need to know certain pieces of information

about financial transactions in order to manage and report on their operations.

A chart of accounts is used to capture this information and record it in the general ledger or GL so it can be summarized in various meaningful ways through the use of reports. The College's GL chart of accounts contains important pieces of financial information, not only about revenues, expenses, assets, and liabilities, but also about who generates transactions and what revenue sources are available to support Reed College activities. A chart of accounts is key to recording financial transactions such as depositing ticket sales at the Cashier's Window, purchasing supplies through Staples, or paying an invoice.

FOAP

The Banner accounting system used by Reed College employs the FOAP structure for the chart of accounts. The letters of **FOAP** stand for:

- **F**und
- **O**rganization (ORGN)
- **A**ccount (ACCT)
- **P**rogram

The two most important components of the FOAP are Organization and Account. The organization identifies each department and will always be a five digit number, these often will begin with a leading zero. The account number identifies the specific type of expenditure and can be a four or five digit number. For example, in the number 17010-5210, 17010 is the Organization that identifies the Chemistry department and 5210 is the Account that identifies "supplies expense". A list of the most frequently used account numbers for expenses is included below. The Fund and Program are automatically assigned by Banner.

A chart of accounts is needed to purchase items either by creating requisitions and

purchase orders through the College's procurement system or by using a College credit card or Pcard.

The chart of accounts includes the following fund/organization types are:

Range	Type	Description
10-19999	Current Operating Funds	The current operating funds are closed out at the end of each fiscal year and have budgeted accounting lines.
20010-39999 41000-48999	Restricted Funds	Restricted funds may carry a balance from year to year, and generally do not have budgeted accounts, unless they are specified grant funds.
40000-40999	Federal Grant Restricted Funds	Federal grant funds will have budgeted accounting lines tied to the grant award.
49000-49999	Loan Funds	FOR BUSINESS OFFICE USE ONLY
50000-59999	Endowment Funds	Endowment principal is not expended.
60000-64999	Annuity/Life Income Funds	FOR BUSINESS OFFICE USE ONLY
70000-79999	Agency Funds	FOR BUSINESS OFFICE USE ONLY
80010-89999	Auxiliary Funds	The current auxiliary funds are closed out at the end of each fiscal year and have budgeted accounting lines.

Restricted Accounts-(20010-39999 AND 41000-48999)

Restricted ORGNS tracks funds that are restricted by the donor and/or the College for a specific purpose such as: research, lectures, or scholarships. These ORGNS typically do not have a budget but have a spendable balance that carries forward each fiscal year to the next. Some restricted ORGNS receive endowment income at the end of each quarter, that is allocated for spending; endowment principal is tracked in separate accounts (50000-59999) and is not expended.

Account Listing

Following is a list of the most commonly used expenditure account numbers:

STAFF SALARIES & WAGES
 5122 STAFF P-T SAL/WAGES
STUDENT SALARIES & WAGES
 5131 STUDENT WAGES
 5132 STU WAGES-WORKSTUDY
SUPPLIES
 5208 NON-CAPITAL EQUIPMENT
 5210 SUPPLIES
 5213 COMPUTER SOFTWARE
 5214 COMPUTER SUPPLIES
 5219 MISCELLANEOUS SUPPLIES
 5224 SUBSCRIPTIONS & PUBLICATIONS
 52310 DUES/PUBLICATIONS/SEMINARS
TELEPHONE, POSTAGE, & SHIPPING
 5244 POSTAGE-DEPARTMENTAL
 5245 COMMERCIAL MAILING
 5249 TELEPHONE & FAX
FEES AND SERVICES
 5310 FEES & SERVICES
 5311 CONTRACTED FEES-INDIVIDUAL
 53272 PARTICIPANT SUPPORT
 53317 SERVICE CONTRACTS
 53330 EQUIPMENT REPAIRS
 53350 EDUCATION PROGRAMMING
 53351 EVALUATION EXPENSES
 53353 HONORARIA
 53355 OFF-CAMPUS ACTIVITIES
 53359 SPECIAL PROJECTS
REPAIRS AND MAINTENANCE
 5347 MAINTENANCE & REPAIRS
DUPLICATING, PRINTING & PUBLICITY
 5351 DUPL/PRTG INTERDEPT CHGS
 5353 PUBLICITY MATERIALS
 5354 PUBLICATIONS
 5355 PROMOTIONAL MATERIALS
TRAVEL AND ENTERTAINMENT
 5410 TRAVEL, LODGING, ETC.
 5411 ENTERTAINMENT EXPENSE
 5412 SEMINARS & MEETINGS
 5413 CATERING EXPENSES
 5416 BUS/VAN EXPENSES

```
5421      PROFESSIONAL DEVELOPMENT
54210     PROFESSIONAL STAFF TRAINING
5422      RECEPTIONS
5423      SPEAKER TRAVEL
54251     TRANSPORTATION
5427      PARTICIPANT TRAVEL
5429      CONSULTANT TRAVEL
```
CAPITAL EXPENDITURES
```
5565      COMPUTER HARDWARE
5581      FURNITURE & EQUIPMENT
```
OTHER EXPENDITURES
```
5860      DUES & MEMBERSHIPS
5900      MISCELLANEOUS OTHER EXPENSES
```

Department Head and Designated Co-Signator

All departments have a primary budget manager who has the authority to make budget transfers, view the budget in IRIS, and sign purchase orders, invoices and disbursements. Some budget managers may designate another person in the department (such as an office manager or administrative assistant) to have the same authorization responsibility as the budget manager. To do this, the budget manager needs to contact the Business Office Administrative Coordinator via email and indicate who needs access to which ORGNS. The budget manager is the official Financial Manager designated in Banner, but the Business Office keeps a listing of designated co-signators. Both budget manager and co-signator have the ability to view their budget in a staff app called IRIS. You may login into IRIS from the Reed College website. See next page for example. After logging in follow the instructions provided in this guide.

•**If you have never logged in to IRIS before, take the following steps:**
  •click on *Create Account*

  •Scroll to the bottom of the page and fill in your Last Name, Reed Id, and Birthday

  •Click on *Submit*

  •Read the agreement and then scroll to the bottom of the IRIS User Agreement and click on *I Accept*

•Read the paragraph at the top of the page, then scroll to the bottom of the Accepted User Agreement and fill in:

      Password

      Password (Again)

      Question   (e.g. What is your dog's name?)

      Answer

   •Click on *Submit*

•Click on Return to *Login Page*

Once you have created an account, you must contact the Business Office Administrative Coordinator to set you up with your organization access. You will not be able to access the budget information until this is done.

•<u>If you already have an account</u> in IRIS, login to the address as indicated below.

IRIS INSTRUCTIONS FOR BUDGET INFORMATION

https://weblogin.reed.edu/?cosign-iris&https://iris.reed.edu/main
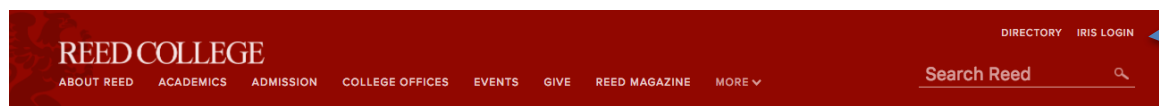
- At the Login page, your Kerberos username and password are required. Enter both and then click on Log In.

•Click on *Departmental Budgets* under the Departments heading on the IRIS Home page

•You may select the current fiscal year budget from the left or use the drop down menu to select another fiscal year. There is a drop down menu for selecting other ORGNS as well as a search function for specific accounts.

The IRIS app will display all fiscal years from 2005-06 forward.

Departmental Budgets Home

New search

2017-2018 budgets

05040 - BUSINESS OFFICE

05490 - GRAY FUND EVENTS

83440 - RESIDENCE LIFE

▾ Favorites

» Manage favorites

Departmental Budgets

Budget status

- Acct codes starting with '4' are revenues (credits) and acct codes starting with '5' are expenditures (debits).
- If the available balance for an expenditure line has brackets, that means it is over spent.

Operating budget ORGNS start with numbers zero, one, or eight and have budgets assigned to individual account numbers.
Had this been a Restricted ORGN (starting with a two, three, or four) it may not show budgets assigned to individual account numbers. See the * for more information.

05040 - BUSINESS OFFICE for 01-JUL-17 to 30-JUN-18

You can click on any of the items highlighted in color.

Director: Tust, Robert

Filter:

Acct	Account title	Annual budget	FY 17-18	Available balance
5121	STAFF OVERTIME WAGES	$0.00	$722.29	($722.29)
5122	STAFF P-T SAL/WAGES	$0.00	$1,512.50	($1,512.50)
5131	STUDENT WAGES	$9,390.00	$3,552.20	$5,837.80
5132	STU WAGES-WORKSTUDY	$3,267.00	$866.25	$2,400.75
5210	SUPPLIES	$11,430.00	$1,695.14	$9,734.86
5244	POSTAGE-DEPARTMENTAL	$8,000.00	$3,103.39	$4,896.61
5310	FEES & SERVICES	$7,900.00	$5,817.47	$2,082.53
53121	FEES-ARMORED TRANSPORT	$4,800.00	$1,632.36	$3,167.64
5351	DUPL/PRTG INTERDEPT CHGS	$11,500.00	$1,861.09	$9,638.91
5410	TRAVEL,LODGING,ETC.	$8,500.00	$973.01	$7,526.99
5413	CATERING EXPENSES	$0.00	$431.25	($431.25)
5860	DUES & MEMBERSHIPS	$0.00	$265.00	($265.00)
	NET TOTAL:	**$64,787.00**	**$22,431.95**	**$42,355.05**

Showing 1 to 12 of 12 entries

Download table (CSV)

Download table with all transaction details (CSV)

Save this search

Search

•Select the specific Organization (ORGN) you want to look at from the drop down menu (Operating budget ORGN's start with numbers zero, one, or eight and have budgets assigned to individual account numbers.

Restricted ORGN's start with numbers two, three, or four can have budgets assigned to individual account numbers such as federal or corporate grant ORGN's, or can have NO budgets set up. See below for further information.*)

•On this screen, you can sort by any of the four column headings simply by clicking on the header.

*ORGN's that start with 2, 3, or 4 are considered restricted and are *not* part of the operating budget. Please see page 3 for further explanation of what it means to be a Restricted ORGN. Budgets are typically not assigned to these ORGN's, however, they can be if a department budget manager finds it helpful. Contact the Business Office to have the budgets set up. Restricted ORGN's in IRIS show a line item of 3050 BALANCE FORWARD FR PRIOR YEAR, which is the amount of funds you have at the beginning of the fiscal year. If this number is in brackets, this is money available to spend. If it is NOT in brackets, then you have a deficit balance. DO NOT USE the account code 3050 on transactions. If the Annual Budget column is showing all zeros, then you can use any appropriate account code for expenditures, such as 5210 for Supplies, 5310 for Fees and Services, and 5410 for Travel.

•You can click on any items highlighted in color. Documents that start with the letter I are invoices paid; documents that start with the letter F are cash transactions through the Cashier's Window, accounts receivable transactions, or payroll transactions, and documents that start with J are journal vouchers made in the Business Office – for departmental charges, corrections, etc.

•In our example we will click on the 5210-Supplies budget account line.

Departmental Budgets Home
New search
2017-2018 budgets
05040 - BUSINESS OFFICE
05490 - GRAY FUND EVENTS
83440 - RESIDENCE LIFE
▾ Favorites
» Manage favorites

Departmental Budgets
Budget status

- Acct codes starting with '4' are revenues (credits) and acct codes starting with '5' are expenditures (debits).
- If the available balance for an expenditure line has brackets, that means it is over spent.

*Operating budget ORGNS start with numbers zero, one, or eight and have budgets assigned to individual account numbers. Had this been a Restricted ORGN (starting with a two, three, or four) it may not show budgets assigned to individual account numbers. See the * for more information.*

05040 - BUSINESS OFFICE for 01-JUL-17 to 30-JUN-18

Director: Tust, Robert

You can click on any of the items highlighted in color.

Filter:

Acct	Account title	Annual budget	FY 17-18	Available balance
5121	STAFF OVERTIME WAGES	$0.00	$722.29	($722.29)
5122	STAFF P-T SAL/WAGES	$0.00	$1,512.50	($1,512.50)
5131	STUDENT WAGES	$9,390.00	$3,552.20	$5,837.80
5132	STU WAGES-WORKSTUDY	$3,262.00	$866.25	$2,400.75
5210	SUPPLIES	$11,430.00	$1,695.14	$9,734.86

If you click on the *Document* number that begin with I, it will take you to the *Invoice/Credit Memo* screen. This detail will show the invoice date of the transactions AND the actual date the check was written to the vendor.

If you click on the *Document* number that begins with J, it will take you to the *Document Retrieval* screen. This detail will show the transaction in further detail. J= Journal Entry, which is the Business Office charging or crediting your ORGN for expenses or revenues that occur in your budget. Some important things to know:
The J180812 refers to: "J"=journal entry(JE), "18" is the fiscal year it took place, "08" is the month it took place, "12" is the journal reference number.
Important journal reference numbers are:

Departmental Budgets Home
New search
2017-2018 budgets
05040 - BUSINESS OFFICE
05490 - GRAY FUND EVENTS
83440 - RESIDENCE LIFE
Favorites
» Manage favorites

Departmental Budgets
Detail transaction activity

- I = accounts payable transaction from an invoice or a reimbursement
- J = journal entry, usually from a transfer, correction, or pCard
- F = feed from another system such as payroll or the cashier

05040 - BUSINESS OFFICE for 01-JUL-17 to 30-JUN-18

Account: 5210 - SUPPLIES   **Director: Tust, Robert**

Show 50 entries   Filter:

Date	Document	Description	Amount
30-NOV-17	J181114	NOV BOOKSTORE SPLS	$22.69
31-OCT-17	J181014	OCT BOOKSTORE SPLS	$132.41
26-OCT-17	I0366544	Gierek, Katherine-REIM DOG TREATS/FOOD	$72.94
18-OCT-17	J181012	ROSE CITY STAMP-DSL NOTARY ST	$31.50
18-OCT-17	J181012	DOLLAR TREE-GREETING CARDS	$11.50
16-OCT-17	F0052298	TUST REIM OFFICE SPLS	$6.18
30-SEP-17	J180914	SEP BOOKSTORE SPLS	$649.13
20-SEP-17	J180912	AMAZON.COM-RT TEA	$17.45
31-AUG-17	J180814	AUG BOOKSTORE SPLS	$165.00
18-AUG-17	J180812	FRED-MEYER #004-SWAMP COOLERS	$19.54
18-AUG-17	J180812	WOODSTOCK HARDW-OFFICE FANS	$43.98
01-AUG-17	I0364533	Print Results Inc-STUDENT ID LABELS	$316.00
31-JUL-17	J180729	CASHIER SPLS	$111.49
31-JUL-17	J180714	JULY BOOKSTORE SPLS	$106.03
12-JUL-17	F0051582	TUST REIMB DONUTS	$11.99

NET TOTAL: $1,717.83

Showing 1 to 15 of 15 entries   Previous 1 Next

Download table w/ detail (CSV)

11-Postage   14-Bookstore(This includes Staples)
12-PCard   15-Copy Machine Usage
13-Van Charges Bon Appetit, and Print Shop do not have assigned JE numbers

•If you click on the *Document* numbers that begin with I, it will take you to the *Invoice/Credit Memo* screen. This detail will show the invoice date of the transactions AND the actual date the check was written or ACH(direct deposit) was created to the vendor.

IRIS

| IRIS Home | - Forms | - Students | - Departments | - Directories | - Resources | - Personal In |

Departmental Budgets Home

New search

2017-2018 budgets

05040 - BUSINESS OFFICE

05490 - GRAY FUND EVENTS

83440 - RESIDENCE LIFE

▾ Favorites

» Manage favorites

Departmental Budgets
Document retrieval

05040 - BUSINESS OFFICE
_____

Account: 5210 - SUPPLIES   Director: Tust, Robert

Document: I0366544
Vendor name: Gierek, Katherine
Invoice date: 26-OCT-17
Vendor invoice #: I366544-ACH
Check date: 27-OCT-17
Description: REIM DOG TREATS/FOOD
Amount: $72.94

TERMS OF USE
REED COLLEGE • Phone 503-771-1112 • 3203 SE Woodstock Blvd • Portland, Oregon • 97202-8199

Transfers

There are two basic types of transfers that you may need to request. The types of transfers are described below and the mechanics of requesting a transfer are described in the following section.

Budget Transfer – This transfer is used to move budget dollars from one line (account number) that has available budget dollars to another line (account number) that is over-

budget (available budget is negative). You can also think of this as reducing your budget in one line (where you have a positive available budget) and increasing your budget in another line (where you have a negative available budget). A budget transfer should only be be made between two different funds or ORGN's (as long as you are the signator on both, otherwise you would need the approval of the signator of the other fund/ORGN.) because we manage our budgets at an ORGN level, not an ORGN/ACCT level.

Expense or Funds Transfer – This transfer moves the actual expense or funds, not the budget. For example, if a charge is mistakenly posted to your department, or is posted to an incorrect account number, you can request an expense transfer to move the charge. There are several different situations when this type of transaction is required. The most common examples are:

- an expense is posted to your fund or ORGN in error
- you need to reimburse another fund or ORGN for an expense they incurred on your behalf
- you need to transfer funds between a restricted account and an operations account

NOTE: If you determine that a charge was posted to your account in error and you are going to request to have the charge transferred to another fund or ORGN, you need to have authorization from the receiving fund or ORGN.

Making Transfers

When you need to make a transfer, there are a two methods available to you.

1) You can send an email to the Business Office's Staff Accountant and indicate what type of transfer you want to make, the amount to transfer, and the accounts to transfer between and a description of the transfer and why it being done.

Here is an example of an email if you needed to do a budget transfer of $1,000 from ORGN/ACCT 05401-5210 to ORGN/ACCT 05402-5413:

Dear Staff Accountant,

Please move $1,000 from 05401-5210 Supplies to 05402-5413 Catering in order to increase the budget for expected catering expenditures.

Signed,

Department Signer of 05401 and 05402 (if you are not the signer of one of these ORGNs please include the email or other written authorization from the other ORGN department head.)

2) You can fill out the Business Office Transfer/Correction Form. It is available as a fillable PDF and also as a Word Document, here:
   http://www.reed.edu/business/business_forms.html - budget

Once completed, you can email it to the Staff Accountant.

Here is the what the fillable form for our example would look like:

**BUSINESS OFFICE
TRANSFER/CORRECTION FORM**

In order to expedite transfers/charges to the correct accounts please complete the following form. Include the Orgn-Acct # as needed. Please indicate the Invoice # or Journal Voucher # for transaction corrections. E-mail it to Patrick Arcinas at mailto:arcinasp@reed.edu

Date **4-20-15**

Department **Student Services**

Person Authorizing Transfer **Jane Doe**   Extension **1234**

Please indicate type of transfer: (Put an X in the appropriate box)

[X] Budget Transfer (please round to the nearest whole dollar)
[ ] Transaction Correction
[ ] Transfer of Funds

AMOUNT	FROM- Current ORGN/ACCT	TO- ORGN/ACCT to transfer to	Invoice # or Journal Voucher # of original entry
1000.00	05401-5210	05402-5413	

Reason: to increase Catering budget dollars

Thank you for your cooperation in this matter. Call Patrick at Ext. 7588 with any questions. Please return to Patrick Arcinas or email to him at arcinasp@reed.edu.

You can also make a transfer request by filling out a paper form. Blank forms are available in the Business Office. Bring your completed form to the Business Office or send it through campus mail. You can choose the method that is easiest for you.

When you request a budget transfer, please do not use the terms debit and credit. These terms can have different interpretations and your request may be misinterpreted. Please use the **From** and **To** to indicate where the funds are coming *from* and where they are

going *to*. The Business Office will post all transfers/corrections for viewing in IRIS that are received by the 10th, by the the 25th. Any transfers/corrections received by the 25th will be posted for viewing by the 10th of the following month.

Transfers of funds

When you are transferring funds into an operating budget ORGN that is not yours, and you want the money to cover a particular expense, you indicate the ORGN/ACCT number you are transferring from and the ORGN/ACCT you are transferring it to. We will transfer actual dollars to this ORGN/ACCT when we make the transfer. Using a new example, the Student Services Office (05401) is paying the Student Activities Office (05450) for T-Shirts for Orientation.

An email would request a transfer of $50 **from** 05401-5210 **to** 05450-5210 to pay for 5 Orientation T-Shirts.

Transfer Corrections

Mistakes will be made in the accounting process and you will need the Business Office to correct them. For instance, you pay an honorarium out of your postage account instead of your fees and services account. Please make sure to mark "Transaction Correction" on the form, so that the Business Office knows to correct the specific transaction and include the invoice number or journal voucher number referencing the item that needs correcting.

Here is an example of a correction that took place in the Business Office Budget:
The entry for tax forms was originally charged to 5210 (supplies) on the J151114 journal voucher number, on November 19, 2014. In February 2015, it was discovered that the entry should have been charged to account 5351 (printing services), so it was corrected.

18-Dec-14	J151212	TLF GRAND AVENU-EN FLOWERS	$ 76.93
30-Nov-14	J151114	NOV BOOKSTORE SPLS	$ 176.11
19-Nov-14	J151112	NATIONAL DOCUM-2014 TAX FORMS	$ 624.22
19-Nov-14	J151112	ATLANTIC INFOR-OMB GRANT GUID	$ 274.00

Here the correction moves it out of 5210 (supplies) note the original document number is referenced in the correction (J151112).

Departmental Budgets
Detail Transaction Activity

- To sort by a column, click the column title.

ORGN: 05040   BUSINESS OFFICE Director: Frantel
Account: 5210

Trans Date	Document	Description	Amount
08-Apr-15	F0044960	GIEREK REIM DOG FOOD/TREATS	$ 47.31
31-Mar-15	J150314	MAR BOOKSTORE SPLS	$ 194.20
18-Mar-15	J150312	CINTAS-FEB 19 SHREDDING	$ 14.56
27-Feb-15	J150203A	2/18 DEP SLIPS	$ 73.90
27-Feb-15	J150203A	2/18 DEP BAGS	$ 47.07
27-Feb-15	J150214	FEB BOOKSTORE SPLS	$ 80.72
19-Feb-15	J150212	OFFICE MAX-1099 TAX FORMS	$ 27.99
19-Feb-15	J150222	CORR J151112 TO 5351	($ 624.22)
31-Jan-15	J150114	JAN BOOKSTORE SPLS	$ 18.19
28-Jan-15	J150122	TO 08230 TONER-LIBBUS	$ 581.00

Lastly, the corrected charge was placed into its appropriate account (5351) printing services.

Departmental Budgets

Detail Transaction Activity

- To sort by a column, click the column title.

ORGN: 05040   BUSINESS OFFICE Director: Frantel

Account: 5351

Trans Date	Document	Description	Amount
31-Mar-15	J150315	MAR COPIER CHGS	$ 50.80
24-Mar-15	J150329	MAR DUP CHGS	$ 364.41
20-Mar-15	J150327	MAR DUP CHGS	$ 188.25
27-Feb-15	J150215	FEB COPIER CHGS	$ 49.10
19-Feb-15	J150222	J151112 NATIONAL DOC-2014 TAX F	$ 624.22

Salary and payroll information in IRIS

IRIS reports for current operating funds and auxiliary funds do not include the regular faculty and staff salary accounts, which are managed centrally by the college. If you need detailed information on charges made for these categories, please contact the appropriate Payroll Specialist.

Staff overtime (5121), Part-Time Staff (5122), Student Wages (5131), and Student Work Study (5132) are managed by the budget owner and therefore can be viewed in IRIS.

Student Wages/Work Study Wages

Reed is committed to providing student employment opportunities as a means to aid students in financing their education. The Oregon Minimum Wage may or may not increase every year in January, which is important to note because it should be taken into account when requesting the following year's budget. Also available are Federal Work Study dollars. When setting up your budget for Student wages, it is wise to also include a budget line for Federal Work Study, in case the student you hire has Federal money to use. Questions regarding Student Employment should be directed to the Student Payroll Specialist.

Important Facts to Consider

- Budget accountability is managed at an ORGN level, previously it was managed on an ORGN and ACCT level, which means it is not necessary to transfer funds between accounts within a single ORGN, however the net total of the ORGN cannot go over budget.

- If your IRIS budget report shows that are over in total and you think you have already requested a transfer to cover this, ask the Staff Accountant in the Business Office. IRIS reports should show what is currently posted to your account, but there may be transfers that have yet to take place.

- Be proactive in managing your budget. If you submit an invoice for payment and you know that it will cause your ORGN to be over budget, make a budget transfer to cover it. This will prevent you from having to experience receiving an over budget notice from the Controller.

Monthly Charges: Bookstore(Office Supplies), Mailroom(Postage), Printing (Duplicating)/Copying(Copier Charges), and Bon Appetit(Food Service/Catering)

There are items that get charged to your budget each month by the Business Office from various departments on campus. The Bookstore handles office supply purchases through Staples. The Mailroom handles postage. The Print Shop handles paper orders and print jobs. Computer Users Services handles the copy machines.

For the most part, these charges are fairly automated and there is a specific account number that will be used for these charges. (5210-Supplies) (5244-Postage) (5351-Dupl/Printing) (5413-Catering). Always pick the account that makes the most sense and remain consistent for the best bookkeeping policies.

Bon Appetit is our food service provider and all catering done for Reed is done through them. Bon Appetit bills Reed for each catering charge and we pay them through accounts payable. The Business Office then charges the individual departments for their events. You are responsible for the accounting for each purchase through Bon Appetit. You will code the invoice in Catertrax with the ORGN/ACCT when you order. Please make sure to code your invoice appropriately while in Catertrax. If you are ordering for a department that is not your own, please provide the email or other form of written authorization from the department signer of the ORGN that you are charging the catering. Once we book the journal entry you will see it in IRIS, this happens weekly.

31-Jan-15   **J150124**   1572911586 SEMESTER SURPRISE $ 1,576.75

The IRIS entry will show the invoice number and then a description of the event and the amount. As the Department Signator, it is your responsibilty to reconcile your Bon Appetit charges with the events that you hold on campus. Some charges from Bon Appetit may come through for lunch tickets for guests, these will look the same but your description will then say "Invoice# Guest Cards".

The **Reed College Bookstore** has a contract with Staples that allows designated users to order office supplies through their web site. Orders are delivered the next day. As part of this contract, Staples has given Reed a good discount on a list of the 100 most frequently ordered items. If you need access to this service, please send an email to the Bookstore

Manager requesting to be set up as a Staples user. The charges for these items will show up monthly as an automated charge

You will also receive an itemized statement from the Bookstore in your Eliot Hall Mail Box, monthly. You should reconcile the amounts from the Bookstore invoice to what is showing in IRIS on a monthly basis.

Departmental Budgets

Detail Transaction Activity

- To sort by a column, click the column title.

ORGN: 05040 BUSINESS OFFICE Director: Frantel

Account: 5210

Trans Date	Document	Description	Amount
08-Apr-15	F0044960	GIEREK REIM DOG FOOD/TREATS	$ 47.31
31-Mar-15	J150314	MAR BOOKSTORE SPLS	$ 194.20

Here the charge shows in IRIS for MAR BOOKSTORE SPLS, for $194.20.

Look at the remittance from the Bookstore (see next pages) and verify that everything on the invoice is what was ordered from Staples; also make sure that anything being returned shows up as a credit on the next invoice. If there are no problems, then everything is reconciled. If you discover a problem-contact the Bookstore Accountant.

Business Office

STAPLES

Staples Inc. Invoice File

	Summary#:	8033739427		Invoice Date:	3/23/2015											

Detail Inv#	Order#	ShipToID	Budget Center	PO #	PO Date	Deliver To Name	Item Ord	Description	Qty Order	UOM	Qty Ship	Unit Price	Ext Price	Tax Amt	Freight/ Misc	Gross Amt
3260802717	7132878238	BUSINESSOFFICE	05040-5210		3/4/2015	BUSINESS OFFICE	575574	FILE PCKT ENDTAB LTR 3.5 MA	1	BX	1	75.99	75.99	0.00	0.00	75.99
3260802717	7132878238	BUSINESSOFFICE	05040-5210		3/4/2015	BUSINESS OFFICE	129957	POST-IT 1.5X2 CNRY 12PK	1	DZ	1	8.99	8.99	0.00	0.00	8.99
3260802717	7132878238	BUSINESSOFFICE	05040-5210		3/4/2015	BUSINESS OFFICE	418319	LGL 3.5 EXP. POCKETS 25PK	1	BX	1	58.99	58.99	0.00	0.00	58.99
3260802717	7132878238	BUSINESSOFFICE	05040-5210		3/4/2015	BUSINESS OFFICE	125328	SHARPIE FINE PERM BLACK 12/DZ	1	DZ	1	12.99	12.99	0.00	0.00	12.99
3260802717	7132878238	BUSINESSOFFICE	05040-5210		3/4/2015	BUSINESS OFFICE	559221	SHARPIE ACCENT RT YELLOW DZ	1	DZ	1	15.99	15.99	0.00	0.00	15.99
3260802721	7132878238	BUSINESSOFFICE	05040-5210		3/4/2015	BUSINESS OFFICE	470972	POST-IT 2IN DUR TAB PUR-PNK 24	3	PK	3	5.29	15.87	0.00	0.00	15.87
3260802722	7132878238	BUSINESSOFFICE	05040-5210		3/5/2015	BUSINESS OFFICE	129957	REFUND ITEM POST-IT 1.5X2 CNRY 12PK	1	DZ	1	-8.99	-8.99	0.00	0.00	-8.99
3260802723	7132878238	BUSINESSOFFICE	05040-5210		3/5/2015	BUSINESS OFFICE	125328	SHARPIE FINE PERM BLACK 12/DZ	1	DZ	1	12.99	12.99	0.00	0.00	12.99
3260802724	7132878238	BUSINESSOFFICE	05040-5210		3/5/2015	BUSINESS OFFICE	470972	REFUND ITEM POST-IT 2IN DUR TAB PUR-PNK 24	3	PK	3	-5.29	-15.87	0.00	0.00	-15.87
3260802725	7132878238	BUSINESSOFFICE	05040-5210		3/5/2015	BUSINESS OFFICE	460017	POST-IT 3IN DUR TAB BRIGHTS 24	3	PK	3	5.75	17.25	0.00	0.00	17.25
			05040-5210 Total									182.70	194.20	0.00	0.00	194.20

This is the breakdown of everything ordered in that months cycle. Note the credit from the returned item from the previous month. Always make sure that you get the credits for any items returned to Staples.

```
REMIT SEPARATELY TO:                    STATEMENT

REED COLLEGE BOOKSTORE                                   Page:    1 OF   1
3203 'S E WOODSTOCK BLVD.
PORTLAND, OR 97202                          Billing Date: 03/31/15

                                              Terms: NET 31
PHONE: 1(503)777-7754


TO:     05040-5210
        BUSINESS OFFICE                   Total Due: _____
        TRACY FRANTEL
        , DEPARTMENT


CUSTOMER ID: BUSINESS OFFICE        ACCOUNT CODE: DEPARTMENTAL
+--------------------------------------------------------------------------+
 Date    | Description   | Ref #          | Charges | Credits | Balance
---------------------------------------------------------------------------
 02/23/15   BALANCE FORWARD                                        80.72
 02/28/15   Payment         &003346359                 -80.72      0.00
 03/23/15   Invoice         1937027         194.20               194.20
```

Please disregard prior invoice and payment information-it's just a display glitch.

```
*****    QUESTIONS? JILL X7754 OR CHARVATJ@REED.EDU        *****
------------------------------------------------------------------------
  Over 120    Over 90    Over 60    Over 30    Current      Total Due
------------------------------------------------------------------------
    0.00       0.00       0.00       0.00      194.20        194.20
------------------------------------------------------------------------
```

This is an invoice from the Bookstore, you will have your Staples orders on here as well as any departmental charges from the Bookstore.

Postage charges from the Mailroom are also charged monthly. The Mailroom Clerk will ask you where charges should go when you are sending out packages, envelopes, mailers, and FedEx's.

It is your responsiblilty to give them your correct ORGN number and it will be charged to the postage account(5244). At the end of the month, you will receive a postage summary from the Mailroom. Like the Bookstore Supplies, you should reconcile these charges to the items that you mailed out.

Here is an example of a postage report summary:

Account Carrier Summary COMPLETED

REED COLLEGE APR 01 2015

3203 SE WOODSTOCK BLVD   From: 03-01-2015   To: 03-31-2015

PORTLAND OR 97202   G2 Licensed to: REED COLLEGE
With Class Details   Page: 10
Includes All Carriers
Includes Account items for - All

Carrier	# Pcs	Lbs / Ozs	Base Chgs	Spc Svcs	Total Carrier Chgs	Oth Chg	Total Chgs
Account#: BO Name: BUSINESS OFFICE 05040							
FEDEX							
FedEx Home Delivery®	1	4 / 7.6	7.68	.35	8.03	.00	8.03
FedEx Priority Overnight®	4	0 / 0.0	41.60	.00	41.60	.00	41.60
FEDEX Totals	5	4 / 7.6	49.28	.35	49.63	.00	49.63
USPS							
1st Class Flat	1	0 / 1.5	1.19	.00	1.19	.00	1.19
1st Class Letter	1,245	36 / 5.1	598.02	42.00	640.02	.00	640.02
1st Class Mail Intl Letter	78	1 / 15.6	89.70	.00	89.70	.00	89.70
Priority Mail	2	15 / 15.9	36.60	.00	36.60	.00	36.60
USPS Totals	1,326	54 / 6.1	725.51	42.00	767.51	.00	767.51
Account Totals	1,331	58 / 13.7	774.79	42.35	817.14	.00	817.14

G2 Version 10.10.03   4/1/2015   9:05:52AM

The charge will show in IRIS as:

Trans Date	Document	Description	Amount
31-Mar-15	J150311	MAR POSTAGE	$ 817.14

The **College Print Shop** is where you will be able to order printer paper, envelopes, business cards, and specialty printed items. You need to complete an order form with your ORGN.

In IRIS, you will see one or two entries for the duplicating charges for the month. In order to reconcile the charges, keep the pink copies from your original transaction and compare to the white copies that will be turned into your mailbox in Eliot Hall.

20-Mar-15   **J150327**   MAR DUP CHGS $ 188.25

Purchase Cards (PCards)

Reed College provides Purchase Cards (PCards) to faculty and staff members for ease of purchasing equipment, supplies, and services for the use of the College. You can download an Account Maintenance Form from the business office website to request a new card, or make changes to an existing card. Training takes place with the Accounts Payable Specialist, in the Business Office. Below are the instructions for reconciling the PCard. Personal charges do not get charged to the card. Every card holder will have an approver. An approver must look over the PCard purchases and verify that all charges are properly assigned to the correct ORGN/ACCT, are legitimate purchases for the College, and the appropriate signer has been notified and given their approval for items charged to their ORGN/ACCT. Envelopes for the PCard receipts can be purchased through the Print Shop, where they will be charged to the appropriate ORGN/ACCT.

PCard Instructions
Log in to Wellsfargo.com
Click the Commercial Tab
Click SIGN ON

Company Id is: 1300161
USER ID is : _____
PASSWORD IS:_____

Click SIGN ON

You will then be logged into the CER system to set you up as a user and change your password. After you complete these steps, the first page of the PCard system will open.

Go to **COMMERCIAL CARD EXPENSE REPORTING**. That will take you to the next page, which will be where you view your statement. If the page is blank, look to the left and click where it says "cycle to date" this will open up your current statement.

All of your expenditures are defaulted to _____. If you need to change any organization numbers or account numbers, here is how you do that:
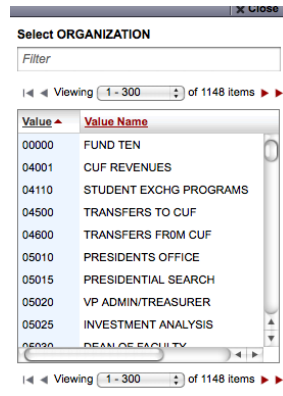
Select the box next to the transaction that you need to change, see #1 in the above example. Scroll to the bottom of the page and hit the reclassify button.


This will open the transaction so you can make changes to the organization number or the account number (General Ledger Code).

Once inside, click the search button (that is the magnifying glass) and a new box will appear

Click where it says "Filter" and type in the Organization number or the description of the organization number and it will appear under the Value Name section. (see below)
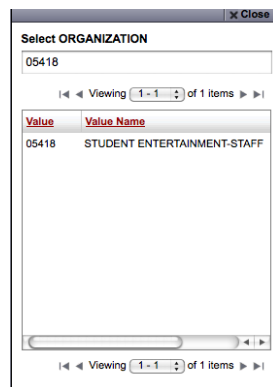
Click on the name ie: Student Entertainment-Staff and that will change it on your statement (if you are changing the Organization number you must change the Fund and Program search area as well and there should be only one option for each to choose from). Use the same process to change the General Ledger Code. When finished click the SAVE button.

If you have purchases that should be billed to an ORGN on which you are not a signer, like Student Services for Vollum Funds, email that department signator and request an email approval indicating the ORGN and account to charge. Print out their email approval and put it in your p card envelope.

If you only need to add descriptions, click on transaction that you need to add a description and scroll to the bottom of the page and click the add description tab.

This will open it up to this

All descriptions must be in CAPS. Remember to click the SAVE button.

If you need to split the transaction between two or more ORGN numbers or GL numbers, here is how you do that: Click the Split & Reclassify button, this will open up two fields.

Then follow the same guidelines for Reclassifying. Remember to SAVE.

Using the Dispute Button:

If you have a transaction that has a different amount than what is on your receipt, call the vendor and ask them to fix the error. Most vendors will do this without any problems. If the vendor tells you to deal with the bank, click the dispute button this will open up this page for you to fill out and submit to the bank.

Dispute Type:

○ **Unauthorized Transaction**

I certify that the disputed transaction was not made by me or the person authorized by me to use the card, nor were the goods or services represented by this transaction received by me or a person authorized by me.

○ **Duplicate Transaction**

A single transaction has posted more than once.

○ **Cancelled Transaction**

I cancelled the transaction on ▦

○ **Incorrect Amount**

A transaction for [   ] posted on my statement as above.

○ **Merchandise/Service not received**

I did not receive the service or merchandise requested. I contacted the merchant, and they did not resolve my dispute. I expected to receive the merchandise/services on

▦

○ **Paid by other means**

I have already paid this transaction by:

[Select One ▲▼]

○ **Credit not posted**

The merchant did not process a credit transaction receipt.

○ **Returned Merchandise**

I have returned the merchandise to the merchant and I have not received a credit.

○ **Unrecognized Transaction**

I do not recognize the transaction.

Contact Information

Please enter a phone number so that we may contact you in case we have any questions about this dispute.

Phone Number: [   ]

Reason for Dispute

Briefly describe the reason for this dispute, and include what steps you took to resolve this matter. If the dispute is a hotel or auto rental charge, please provide the **Merchant Cancellation Number**.

Dispute Description:

[   ]

Submit Cancel

Ordering Products and Paying Bills

The Business Office also provides Purchase Orders, Invoice Vouchers, and

Disbursement Requests as methods for paying bills and reimbursing vendors, staff,

faculty, and students. The next section will discuss each of those forms and its procedure.

Purchase Orders (POs)

Purchase orders are used to provide information to vendors for major purchases. Forms are obtained from accounts payable. Once completed, the purchase order is forwarded back to the Business Office for approval. Please keep the blue copy as your own back up: the white one traditionally goes to the vendor and the yellow copy is the Business Office copy. All POs must be signed by the budget manager, or an approved co-signator. Please include a firm cost figure, if one is not available an estimated cost figure must be submitted. Once the completed Purchase Order is received, the Controller will then sign the document for processing.

1. ORGN to be charged	6. Total Price (Quantity X Unit Price)
2. ACCT to be charged	7. Total of all lines(Grand Total)
3. Description of item purchased	8. Name of Vendor and Address
4. Quantity	9. Department Head Signature
5. Unit Price	10. Date

Reed College Cash/Check Disbursement Policies

1. Proper Authorization

All disbursements are to be made through one of the established College disbursement procedures:

•Invoice Voucher

•Disbursement Request

•Okays to pay (instead of completing an invoice voucher or disbursement request for a billing invoice, budget managers can write the appropriate ORGN/ACCT numbers and sign the invoice. This document can then be sent to the Business Office for approval.)

Each disbursement must be charged to an official College fund or ORGN/ACCT and must be approved by an authorized College representative with authority to charge to the specific ORGN.

2. Necessary Backup

All disbursements must have sufficient backup to allow for a reasonable "audit trail." This backup can take a variety of forms. The most standard types of documentation are invoices, statements, receipts, or detailed explanations. Regardless of the backup type, it should be very clear and detail the amount to be paid, to whom payment is to be made, and the reason payment is to be made.

3. Discounts

It shall be the normal College policy to take advantage of all discounts whenever possible. This means that payments should be made as promptly as feasible. This requires the full cooperation of all within the College to promptly follow up with their responsibilities in the disbursement system.

4. Check Signatures

All checks over $10,000 must be signed by **two** of the following individuals:

- President
- Vice President/Treasurer
- Dean of Faculty
- Controller

All checks over $5,000 but under $10,000 must be signed by **one** of the following individuals:

- President
- Vice President/Treasurer
- Dean of Faculty
- Controller

The Controller's computer generated signature is acceptable on any check under $5,000.

In the case of the Controller's absence, their computer generated signature may be substituted for one the hand signed signatures.

With this is mind, please allow for extra processing time for those checks that may need two signatures, often the VP's are out at concurrent times and there may be a delay.

4. Control of Checks

Blank check stock is stored in a locked closet in the Business Office and used only by authorized Business Office personnel.

Reed College Cash/Check Disbursement Procedures

Check Runs

The Business Office processes check runs twice a week, on Wednesdays and Fridays by 11 a.m. Disbursements and invoice vouchers received by noon the day before the check run will be included in the following days check run.

Invoice Voucher

This form should be used whenever a payment is made from a billing invoice. Multiple invoices to the same vendor may be processed on one form.

REED COLLEGE — INVOICE VOUCHER								
VENDOR NAME:	(a)							
DEPT. PERSONNEL:	(a)		EXT:		Date Sent: (a)	Payment Due Date: (b)		

The attached invoice is for material ordered by your department. If correct, please approve this Invoice Voucher and return it to the Business Office for payment immediately. If | Invoice Date: (c)

AMOUNT	FUND/ INDEX	ACCOUNT NUMBER		COMM CODE	DESCRIPTION (MAX 16 CHARACTERS)	VENDOR INVOICE #
		ORGN	ACCOUNT			
(d)		(e)	(f)		(g)	(h)
(i)	TOTAL TO BE PAID					

BUSINESS OFFICE USE ONLY

Departmental Approval	Date	Recurring: Y N	Vendor #:
(j)		Grouping Indicator: I M	Address Type/Sec
Business Office Approval	Date	Credit Memo: Y N	Doc # /H
		1099 Income	Hold ? Y N
		Tax ID #:	Completed: Y N

(a) Enter the vendor name, department personnel, and the date sent for processing.

(b) Leave the payment due date blank.

(c) Enter the invoice date from the vendor's statement or bill.

(d) Enter the payment amount.

(e) Enter the organization number from which the invoice should be paid.

(f) Enter the account number that most closely reflects the purchase or payment.

(g) Enter a clear and concise description of the payment, as this will appear in IRIS.

(h) If there is an invoice number on the statement, enter it under vendor invoice #.

This is the number that the vendor uses to track their shipments.)

*Make sure that your total includes all of the items listed.

Have the authorized signer(budget manager or approved co-signator) sign under "department approval."

***Staple** the backup to the back of the form in the upper left hand corner.

***Paperclip** anything that should be mailed with the payment.

Disbursement Request

This form should be used whenever a payment is made without a purchase order. Examples of using disbursement requests are reimbursement to an individual who purchased small items with their own funds, travel advances, honorariums, refunds, and special consultant fees. Disbursement requests under $75 can be paid in cash, unless the vendor is set up for direct deposit. Disbursements greater than $75 will be paid as a check or by direct deposit.

Staple Here*		

REED COLLEGE
DISBURSEMENT REQUEST

PAYEE NAME:	A		DATE: A	PAYMENT DUE DATE: B
ADDRESS: ☐ New address? ☐ New Vendor?	A		SPECIAL HANDLING ☐ HOLD check @ Cashier For: C	RUSH? ☐ Check needed by: Date: Time: D

Please fill in Amount, Account No., and Description:

AMOUNT	FUND/INDEX	ACCOUNT NUMBER ORGN	ACCOUNT	DETAIL PRGM CODE	IRIS DESCRIPTION 16 characters max.	VENDOR INVOICE #
E		F	G		H	I

0.00 J	TOTAL	☐ ACH M direct deposit	☐ By check	☐ Cash under $75.00	If this is a payment for services (honorarium, consulting, etc.) to an individual who may not be on our master file, please provide social security number: SS/TAX ID #

PURPOSE OF PAYMENT:	K		

BUSINESS OFFICE USE ONLY	
Vendor #:	

Departmental Approval Signature: L	Date:	Business Office Approval:	Date:

Address Type:	Sequence #:

Departmental Approval Name Please Print:

Doc. #   / H

Receipt for Cash Amount	Payee Signature:	Date:	Cashier's Initials

Grouping indicato I 1099 Income Type:

*Staple supporting documents, receipts or invoices to the back of this form.
Paper clip items to be mailed with the check.

Completed? N Y

Check Vendor #:

(a) Enter the vendor name, the vendor address, and the date sent for processing.
(b) Leave the payment due date blank.

(c) If the check should be held at the cashier's window, mark this box.

(d) If the check is needed by a certain date/time, indicate that here.

(e) Enter the payment amount.

(f) Enter the organization number from which the invoice should be paid.

(g) Enter the account number that most closely reflects the purchase or payment.

(h) Enter a clear and concise description of the payment, as this will appear in IRIS.

(i) If there is an invoice number on the statement, enter it under vendor invoice #. (This is the number that the vendor uses to track their shipments.)

(j) Make sure that your total includes all of the items listed.

(k) Enter a more detailed description of the payment.

(l) Have the authorized signer(budget manager or approved co-signator) sign under "department approval."

(m) Select the method of payment. ACH is direct deposit (once signed up for direct deposit, this method will be used for all future disbursements)

*Staple the backup to the back of the form in the upper left hand corner *Paperclip anything that should be mailed with the payment.