



Monday Memo Menu

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Invoice Receipts

A small but important change has been made to the Create Receipts process.

EFFECTIVE JULY 5, 2023 -- Packing slips for GOODS will be required in order to submit a receipt.

When creating a receipt, an Error message will pop up in the upper right-hand corner as a reminder to attach the packing slip. The error will read:

Error

1. Page Error

- Attach packing slip on the Attachment tab for goods received.

Complete the receipt as normal and then attach the packing slip. The packing slip needs to be attached under the attachment section.

A screenshot of a software interface for creating a receipt. At the top, a blue header bar contains the text "Create Receipt" followed by "RCT-139227 for PO-116981" and a three-dot menu icon. Below the header, there are several fields: "Purchase Orders PO-116981", "Supplier Punchout Amazon", "Status Draft", "Total Amount \$0.00", and "Currency USD". At the bottom, there are three tabs: "Information", "Attachments", and "Lines". The "Attachments" tab is highlighted with a green arrow pointing to it from the top right.

Once received items have been added and the packing slip attached, then it can be submitted.



Amazon & Staples

Change orders for Amazon and Staples are no longer an option. This option has been removed so all credits for returns or items not shipped can be entered on the purchase order. Once a line on the purchase order has been canceled, AP is not able to enter credits these suppliers send to cancel out the order.



Credit Card Transactions

AP needs your help! There are many credit card transactions that have not yet been expensed.

It is easy to determine if you have credit card transactions to expense in WD.

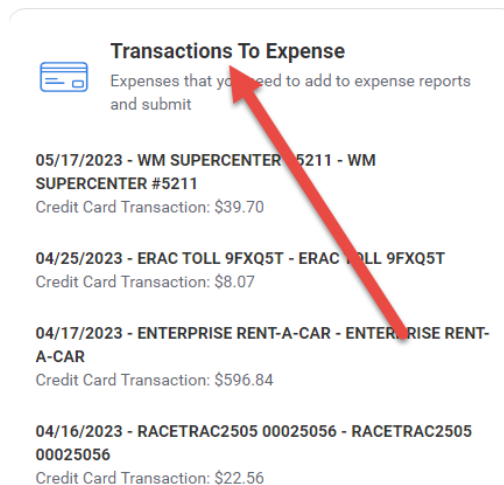
- Click on Menu located in the upper left-hand corner.

 MENU

- Click on Expenses Hub.



- Look for Transactions to Expense.



If any of these transactions are before 4/26/23 and are **NOT** for future travel, then they need to be expensed right away. Please create an expense report to reconcile the charges.



Southwest Business - SWABIZ

The desktop booking guide has been updated! Please see attached document for updates. (Also attached is the Mobile App Guide.)

When traveling for the college, please check out flights with Southwest. They offer many benefits to the traveler and our college – **lower fares** are a great example!! **Other benefits:**

- Allowed 2 checked bags with no extra fees
- New destinations being added
- Choose WANNA GET AWAY+ fares for transfer options
- Same day confirmed changes with no extra fees
- Receive flight credits good for up to 12 months

If you have any questions regarding SWABIZ, then contact the AP Department. We are happy to help!!

The Monday MEMO

T-Cards and Appropriate Purchases

Please use the following lists when making purchases using the Collin T-Card. These lists can be found in the college's T-Card Procedures Manual.

- If the desired item is not listed below, then please request a purchase order to obtain the needed items.
- If the item is needed in the event of an emergency or a purchase order will not be accepted by a vendor, then please document on the monthly T-Card expense report why the T-Card was used for the purchase.

Memo



Document here

Non-Travel Expenses:

- (1) Credentials/Licensing
- (2) Fingerprinting
- (3) Supplies (minor supplies not on a punchout)
- (4) Subscriptions/publications/books
- (5) Postage
- (6) Registration Fees – Non-travel (virtual)
- (7) Meeting expenses (all food should be purchased through Collin Catering or America to Go)
- (8) Memberships
- (9) Rental of minor/small dollar equipment for events
- (10) Media buys for non-contracted vendors (i.e. radio ads, advertising in Allen Image/Plano Profile, etc.
- (11) Up to \$100 for approved retirement celebrations (no gifts for retirees).

Travel Expenses

- (1) Registration
- (2) Transportation/baggage
- (3) Accommodations/Lodging
- (4) Meals
- (5) Parking/Rental Car and fuel for rental car/Tolls/taxi, Uber/Lyft

The Monday MEMO

Local Travel & Lunches

Local Travel is travel in the DFW metroplex that is **REQUIRED** for your job and does not include an overnight stay. Attending conferences, workshops, etc., within the DFW metroplex, is considered local travel. Overnight stays are only allowed under special circumstances, need to be approved by the appropriate VP, and should be documented on an expense report.

PLEASE NOTE: Participation in a Wellness Seminar is a personal choice and not a job required event. Mileage for these types of events will not be reimbursed.

Reimbursement for lunches and tolls during local conferences, workshops, etc., is allowable. Approved meals are reimbursed at the current GSA rates for Texas. Currently, the lunch Per Diem rate is \$19.00.

Lunch and toll reimbursements are added to the same expense report as local mileage. (They are **NOT** added to the Local Travel Form, but entered into WD with a new expense line.)

To enter this expense into WD:

- Create new expense report.
- Choose Employee Reimbursement/Local Travel as the Business Purpose.
- Click ok.
- Click Add to add an expense line for mileage -- **Mileage - Local Travel** will be the Expense Item. (Local Travel Form must be attached to expense line.)

Expense Item



x Mileage - Local Travel -
Jan-Dec 2023



- Click Add to add a new expense line for meal(s) -- **Lunches - Local** will be the Expense Item. (Receipts not required)

Expense Item



x Lunch - Local



- Click Add to add a new expense line for tolls -- **Tolls** will be the expense item. (NTTA document must be attached to expense line.)

Expense Item



x Tolls



Report can be submitted when all lines are completed.



Credit Card Purchases

Accounts Payable (AP) is seeing many credit card transactions that should have utilized a purchase order for payment. Purchase Orders should always be used first – Credit cards should only be used as a last choice or in emergency situations.

Examples of vendors that should use POs and not T-Card for payments:

- Hired Hands
- Ad Wear
- Fast Signs

Per Cindy White – Executive Director Procurement Services:

The use of T-cards for purchases made with contracted suppliers is prohibited and failure to comply could result in the suspension of your card. Cardholders must continue submitting a requisition in Workday for items that are available through a contract. Items that are available through a contract include, but are not limited to computers, printers, furniture, printer cartridge and toner, copy paper, business cards, letterhead, envelopes, memo pads, science lab supplies and equipment, office supplies, medical equipment and supplies, dental hygiene equipment and supplies, photographic and audio visual equipment and supplies, printing services, t-shirts, and office machine repairs. A list of current contracts can be found on the Purchasing Intranet page or through the Purchases Worklet in Workday. Please contact the Buyer in the Purchasing Department that is listed on the spreadsheet if you have any questions about a contract on the list.

NOTE – Be sure to log into JP Morgan once a month to keep your account active.

The Monday MEMO

Expense Hub

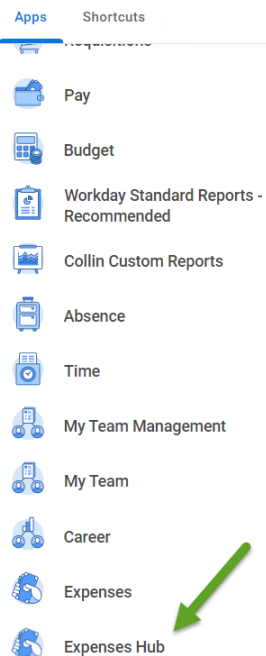
The expenses area in WD has been updated!

The name has changed from Expenses to Expenses Hub. The Expense Hub centralizes expense tasks and reports to improve the user experience. Users can view their expenses and address pending actions easily.

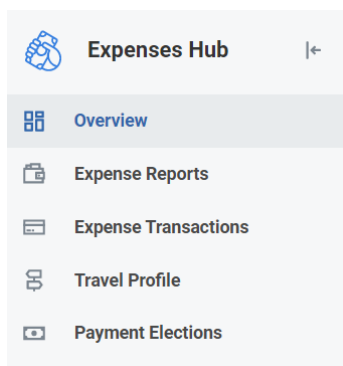
To access the Expenses Hub:

- Click on the Menu in upper left-hand corner in WD.
- Scroll down looking for Expenses Hub – see green arrow.

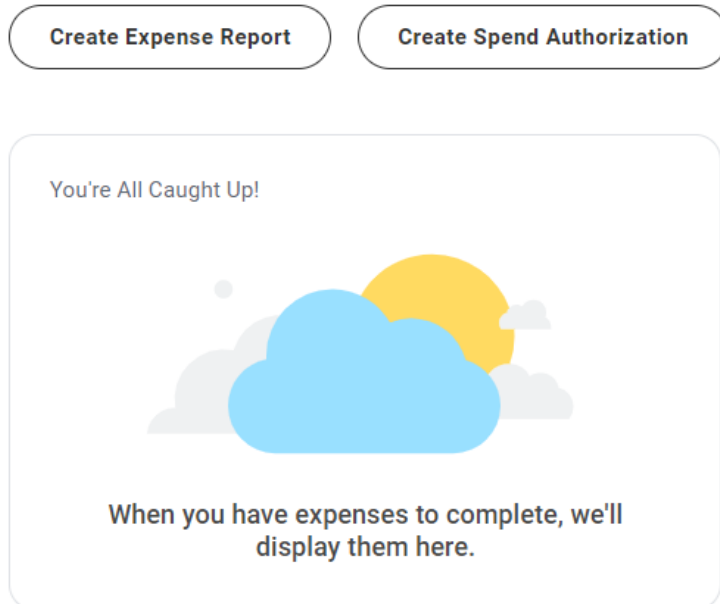
Menu



- Click on Expenses Hub.
- View new options.



- **Overview** – This tab shows any expense reports that need an action taken by the user. If items are listed here, please be sure to address them so the report can move forward. It is also where Spend Authorizations and Expense reports can begin.



- **Expenses** – This tab shows all of the user's reports and statuses. An expense report can be created or the user can find a specific expense report by filtering.
- **Expense Transactions** – This tab allows an expense report to be created or allows the user to edit any expense transactions.
- **Travel Profile** – This tab allows users to add travel preferences in WD, such as airline, hotel, etc.
- **Payment Elections** – This tab is for users to review or update banking information.

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Changes to Supplier Invoice Request and Contract Labor process

When entering a Supplier Invoice Request, a new box will need to be completed before submitting the request. This box is the Statutory Invoice Type.

A screenshot of a web form for a Supplier Invoice Request. The form is enclosed in a dashed blue border. It contains several fields: "Ship-To Address" (with a dropdown menu showing "Collin County Community College District 3452 Spur 399 McKinney, TX 75069 United States of America"), "Payment Terms", "Default Due Date" (with the text "(empty)"), "Reference Type", "Handling Code", "Statutory Invoice Type" (highlighted with a red arrow), "Freight Amount" (with the value "0"), "Tax Amount" (with the value "0"), and "Memo".

There are only two choices for end users to pick from – Contract Labor or General.

A screenshot of the "Statutory Invoice Type" dropdown menu. The menu is open, showing a list of options with radio buttons next to them. The options are: "Contract Labor - United States of America", "Conversion (Approved in Banner/CougarMart) Do Not Use - United States of America", "General / Other - United States of America", "In House Approvals (see attachments) - AP ONLY - United States of America", and "Utility - AP ONLY - United States of America". Two red arrows point to the "Contract Labor" and "General" options.

General -- Most entries will be this choice.

Contract Labor -- Choose only if there is a contract labor form to attach. Examples: Speakers, special performances, etc. This is the new process for Contract Labor forms. All approvals will be completed in Workday. Please do not send to Purchasing for a signature – requests will be routed to purchasing for approval in Workday.



T-Card Request Changes

No more paper forms!! The following requests are now being done in Workday:

- T-Card Requests
- T-Card User Agreements
- T-Card Increases

Steps for T-Cards:

1. Apply for a credit card with a Credit Card Request.
2. Cards are ordered and delivered to the college.
3. T-Card training must be attended.
4. Employees download, complete, attach Credit Card User Agreement, and submit.
5. Employees arrange a time to pick up credit card from CHEC.

If a credit card limit needs to be increased, the employee needs to complete a Credit Card Limit Increase in Workday.

Please see the guidelines for completing these new requests in Workday.

The Monday MEMO

Per Diem and Meals Actual

Both Per Diem and Meals Actual are Expense Items used on Travel reports. Per Diem is an allowance given by the college to cover meals while traveling. Workday automatically calculates the Per Diem amount once travel days are entered to the report. Note: 75% is calculated on the first and last days of travel regardless of leaving or returning time.

The traveler can use their T-Card or personal card to pay for meals.

When travel has completed, the expense report can be started. Per Diem is added to the report so the employee can be reimbursed for any meal/food purchases. However, if the T-Card was used for food, then the employee needs to add all the credit card charges for food to their expense report. These charges fall under – Meals Actual – and are marked as personal expenses. Workday will deduct the Meals Actual (credit card charges) from the Per Diem (food allowance).

The screenshot shows a Workday expense report form. A green arrow points from the 'Expense Item' dropdown menu to the selected option 'Meals Actual (No Per Diem)'. Another green arrow points from the 'Personal Expense' checkbox to the checked box. The form includes the following fields and values:

- Expense Item: * Meals Actual (No Per Diem) ...
- Total Amount: 33.52
- Currency: * USD
- Memo: (empty text box)
- *Cost Center: x CC1259 Finance & Budgeting ...
- Grant: (empty text box)
- Project: (empty text box)
- *Additional Worktags:
 - x Campus: CA14 Districtwide ...
 - x Division: DV40 Administrative Services ...
 - x Fund: FD100 Unrestricted ...
 - x Program: PG350 Institutional Support ...
- Billable: ☐
- Personal Expense: ☒

If the Per Diem amount is higher, then the employee is reimbursed the difference.

If the Meals Actual amount is higher, then the employee owes the difference and it is deducted from any other reimbursement due the employee. If there are no other reimbursements due to the employee, then the amount owed to the college will be deducted from their next paycheck.



Local Travel Reports

Before submitting a local travel form, please review and make sure the top of the form has been completely filled out.

- ✓ Month and year
- ✓ CWID
- ✓ Employee Name
- ✓ Home Campus
- ✓ EXT
- ✓ Usual One-Way Commute
- ✓ Cost Center
- ✓ Amount to Pay

| COLLIN COUNTY COMMUNITY COLLEGE DISTRICT | | | | | | | | | | |
|---|---|---------------|---------|--|-------------|---|-----|---|-----------------------------|---|
| Month-Year (i.e Jan-22) | | | | | | | | | | |
| LOCAL TRAVEL FORM FOR: <input type="text"/> | | | | | | | | | | |
| CWID | ✓ | Employee Name | ✓ | | Home Campus | ✓ | Ext | ✓ | Usual One-Way Daily Commute | ✓ |
| Cost Center | ✓ | Expense Item | Mileage | | | | | | Amount to Pay | ✓ |

The Business Office needs all this information to make sure proper reimbursements are made. Completing the form will prevent the report from being sent back which causes longer approval times.



Expense Reports and Itemizations

There is a feature for Expense Reports called Itemization. This feature is only used when an expense requires payment from two or more cost centers.

A screenshot of a web form titled 'Itemization'. The form contains the text 'Remaining Amount to Itemize 0.00/0.00 USD', a button labeled 'Add', and a checkbox labeled 'Receipt Included'. A large red circle is drawn around the 'Add' button.

Travelers are receiving error messages on their expense reports by using this feature incorrectly. It is not to be used for only one cost center.

(Expenses Reports for **Grants** should not use the itemization feature.)

Situations to Itemize:

- If two cost centers are paying for one expense, such as airfare, then it would need to be itemized.
- Expense report amount goes over the COE budget amount.

Please see example of how to Itemize.

- Click on the ADD button located under Itemization – shown above.
- A new window will open.
- Enter first cost center and appropriate amount.

Date * 12/12/2022

Expense Item * X Airfare ...

Quantity * 1

Per Unit Amount * 150.00

Total Amount * 150.00


Memo

*Cost Center X CC1259 Finance & Budgeting ...

Grant

Project

*Additional Worktags X Campus: CA14 Districtwide ...
X Division: DV40 Administrative Services ...
X Fund: FD100 Unrestricted ...
X Program: PG350 Institutional Support ...

- Scroll down and click  to add another cost center and amount.
- Enter second cost center and appropriate amount.

Date * 12/12/2022

Expense Item * X Airfare ...

Quantity * 1

Per Unit Amount * 175.00

Total Amount * 175.00

Memo

*Cost Center X CC1109 Career Services - McKinney ...

Grant

Project

*Additional Worktags X Campus: CA10 McKinney ...
X Division: DV20 Office of the Executive Vice President ...
X Fund: FD100 Unrestricted ...
X Program: PG300 Student ...

- Click

Done



The itemizations can be viewed on the expense line.

Itemization

Remaining Amount to Itemize 0.00/325.00 USD

Edit

2 items

| | | |
|------------------------------|--|------------|
| Airfare Mon, Dec 12, 2022 |  | 150.00 USD |
| Airfare Mon, Dec 12, 2022 |  | 175.00 USD |

Receipt Included ☐

The itemization can be changed or canceled by using the Edit feature.

Itemization

Remaining Amount to Itemize 0.00/325.00 USD

Edit

2 items

| | |
|------------------------------|------------|
| Airfare Mon, Dec 12, 2022 | 150.00 USD |
| Airfare Mon, Dec 12, 2022 | 175.00 USD |

Receipt Included ☐



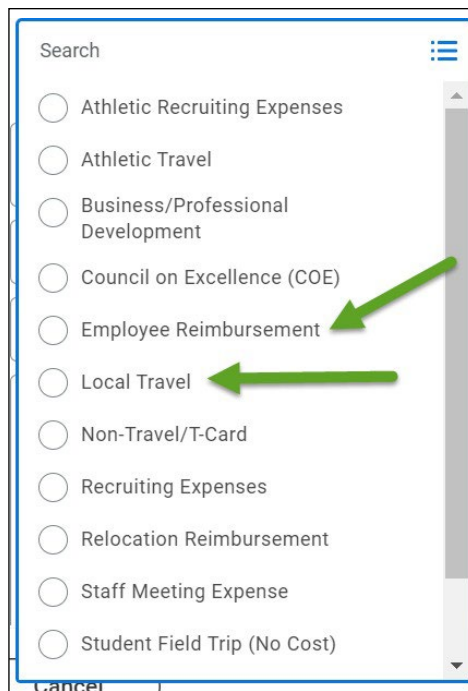
Travel Expense Report Tips

- Collin College policy states a traveler has 10 days to submit their expense report. If the T-Card was used for travel expenses, then the report cannot be submitted until **ALL** credit card charges have feed into Workday. This includes any credits received from travel. It may take longer than 10 days for **ALL** charges to feed into Workday and this is allowable.
- The T-Card is to be used for the card holder's travel expenses only – not for other college employee's expenses (such as registration, airfare, and hotel). Travelers can request a T-Card through Workday via Create request. Click on the menu and choose all. Select Credit Card Request, complete form, and submit.
- Car rental expenses should not be billed to the college. This expense can be paid with the traveler's T-Card. To get the lowest rates, please utilize the SWABIZ site when renting a car. Instructions are attached.
- If there is an exception regarding your report, please document this situation in the comment section at the bottom of the report – Example: Registration was free, rode to conference with another college employee, etc. This will help the business office when reviewing reports and reduce delays in reimbursements.

The Monday MEMO

Business Purpose Change

A small change has been made to the Business Purpose -- **Employee Reimbursement/Local Travel**. These are now two separate selections. See picture below.



A screenshot of a mobile application interface showing a list of business purposes. The list is titled 'Search' and includes a search icon. The list items are: Athletic Recruiting Expenses, Athletic Travel, Business/Professional Development, Council on Excellence (COE), Employee Reimbursement, Local Travel, Non-Travel/T-Card, Recruiting Expenses, Relocation Reimbursement, Staff Meeting Expense, and Student Field Trip (No Cost). Each item has a radio button to its left. Two green arrows point to the 'Employee Reimbursement' and 'Local Travel' options, indicating they are the new, separate selections. A 'Cancel' button is visible at the bottom left of the list.

| Business Purpose |
|---|
| <input type="radio"/> Athletic Recruiting Expenses |
| <input type="radio"/> Athletic Travel |
| <input type="radio"/> Business/Professional Development |
| <input type="radio"/> Council on Excellence (COE) |
| <input type="radio"/> Employee Reimbursement |
| <input type="radio"/> Local Travel |
| <input type="radio"/> Non-Travel/T-Card |
| <input type="radio"/> Recruiting Expenses |
| <input type="radio"/> Relocation Reimbursement |
| <input type="radio"/> Staff Meeting Expense |
| <input type="radio"/> Student Field Trip (No Cost) |

The process for completing the Employee Reimbursement and Local Travel reports have not changed! Directions separating the two Business Purposes will be updated on the Create Expense Report page in Workday shortly.



Updated Mileage Rate

Starting January 1, 2023 – The IRS updated reimbursement for mileage from \$0.625 to \$0.655. This change has been updated in WD for Spend Authorizations and Expense reports. These are the current available choices:

A screenshot of a search results dropdown menu. The title bar at the top says "Mileage" with a close button (X) on the right. Below the title bar, it says "Search Results" followed by "(4)". There are four search results listed, each with a radio button to its left. The first result, "Mileage – Local Travel - Jan-Dec 2023", is highlighted with a blue background. The other three results are "Mileage – Local Travel - July-Dec 2022", "Mileage – Travel - Jan-Dec 2023", and "Mileage – Travel - Sep-Dec 2022".

| Mileage | |
|----------------------------------|--|
| Search Results (4) | |
| <input checked="" type="radio"/> | Mileage – Local Travel - Jan-Dec 2023 |
| <input type="radio"/> | Mileage – Local Travel - July-Dec 2022 |
| <input type="radio"/> | Mileage – Travel - Jan-Dec 2023 |
| <input type="radio"/> | Mileage – Travel - Sep-Dec 2022 |

Please be careful when choosing! Reports will have to be sent back for corrections if wrong selection is made on report.

Expense types:

Mileage - Local Mileage -- Used on monthly reports for driving in DFW area.

Mileage – Travel -- Used on Travel reports with other travel expenses (such as registration, airfare, hotel, and per diem).



Credit Card Purchases

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NOTE – Be sure to log into JP Morgan once a month to keep your account active.



Travel Expenses & Reports

When completing expense reports, please add **ALL** travel expenses to the report. There should only be one report for each trip. Each report should include at least the following:

- Registration
- Airfare/Mileage
- Hotel
- Per Diem

If any of these items are not used on the trip, then document why the expense is not being included on the report. By doing this, it will save time during the approval process.

Credit card charges may take a little longer to feed into Workday – especially credits. In this case, it is ok to go past the 10-day submission deadline. It is important to have all transactions for the trip on one report.