

ACCOUNTS PAYABLE NEWSLETTER

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WellsOne Commercial Card Program

The WellsOne card has become a handy tool and for the most part the feedback has been positive. We understand that there have been some limitations for MAC users and for cardholders that may have experienced declines on their cards due to blocked categories. Many of these categories have since been opened because of the need for certain types of purchases. If you receive a decline you can call the customer service number printed on the back of your card, log into the WellsOne online system and click on view declines, or call or email your Program Administrator to find out why your card is declined and to resolve the issue.

Because the WellsOne card has provided more flexibility for the cardholder we do ask that you are mindful of the spending policies and procedures of the WellsOne program. <http://insideust.stthomas.edu/purchasingsvcs/services/UST%20Wells%20One%20Policies%20and%20Procedures.pdf> Also, these policies are in conjunction with the Employee Reimbursement policy and Purchasing Services spending policies.

Common Mistakes made using the WellsOne card.

1. Sales Tax -UST is exempt from paying sales tax for most commodity purchases. The cardholder is responsible for providing the UST exemption number 21906 to the merchant at the time of the transaction.
 - Items purchased in or delivered to MN are exempt.
 - Items purchased in another state and not delivered to MN are taxable.
 - Travel and entertainment types of expenses are taxable (meals, lodging, airlines, rental cars, etc.)
2. Gift Cards - Purchases of gift cards and certificates are not allowed because of tax implications.
3. Missing Receipts - Receipts are required for all purchases. Stating that it was a phone order or an online order is not a valid reason for not having a receipt.

The only expenses that are allowed without a receipt are:

 - Smarte Carte - airport charge typically under \$5.
 - Vending Machines—usually found in airports; again small dollars.
4. Business Purpose – The business purpose or description for travel and entertainment and off campus food expense must answer who, what, where, when and why. (Ex. Business lunch, John Smith & I discussed program.) For non-travel and entertainment transactions you must list the business reason for making the purchase. (Ex. Instructional supplies, book purchased for a certain program, etc.)

Consequences for not complying with the WellsOne policies and procedures

- Sales tax – Have the merchant credit your card for the sales tax or attach a check made payable to UST for the sales tax amount.
- Gift Cards – You will receive an email asking for reimbursement of the gift cards and you will be given 10 days from the date of the email to resolve the issue.
- Business Purpose – Incomplete business purposes for travel, entertainment and off campus food expenses will result in the suspension of your card.
- Missing Receipts – Request a copy of the receipt from the vendor rather than Wells Fargo as they charge a \$20 fee. Transactions without receipts will be deemed personal and a check made payable to UST needs to be attached to the statement.
- Late statements – Statements along with the original receipts are due in the Accounts Payable dept. by the 15th of the month following the statement date. If you have two outstanding statements an email reminder will be sent giving you a week to turn in both outstanding statements and receipts. If the statements and receipts are not received by this deadline your card will be suspended and not reinstated until all documentation has been received.

Exception: Cardholders traveling abroad will be expected to turn in all of their outstanding paperwork within one month of the date of their return.

The WellsOne card may be revoked, if a cardholder repeatedly fails to comply with the above policies and procedures.

Reconciliation Process

Cardholders

Receive email reminder from ccer@wellsfargo.com around the 1st of the month. *(if the last day of the month falls on a Saturday or Sunday you will not get the reminder until Tuesday)*

2. Log in to the WellsOne online system.

3. Add the business purpose by clicking on select all and add descriptions. The business purpose must be detailed and complete so the approver understands the nature of the expense. Also, the business purpose must be in compliance with IRS regulations.

To change the Index – click on the radio button in front of the transaction or select all, click on reclassify. In the Index section, highlight the existing Index and delete and type in the appropriate Index. Click on save and back.

To change the account number – click on the radio button in front of the transaction or select all, click on reclassify. Use the drop down box in the G/L number section and select the appropriate account number. Click on save and back.

To add an activity or location code – click on the radio button in front of the transaction or select all, click on reclassify. These two areas are free formed and you can type in the appropriate activity or location codes. Click on save and back.

Split and Reclassify - click on the radio button in front of the transaction and click on split and reclassify. You can make any of the above changes until you use up the total \$ amount of the transaction. *An example would be if you purchased an item and two departments were going to share the item or if you need to split out a hotel charge between the actual hotel costs and meals.*

4. Click on Review Complete

5. Print out a copy of the statement and attach the original receipts.

6. Send the statement and receipts to AQU204 by the 15th of the month following the statement date.

Note: cardholders have 8 days in which to complete their reconciliation process.

Cardholders can log in throughout the month and add the descriptions and make any changes to the current statement. However, the only time they can click on the review complete button is during the 8 day review period.

Reconciliation Process Continued

Approvers

1. **Receive email** from ccer@wellsfargo.com stating that they have a statement to approve.
2. **Log in** to the WellsOne online system.
3. **Verify** that the transactions for the cardholder are appropriate and that the business purpose is complete. Contact the cardholder if something is missing or questionable. Approvers can add more detail to the business purpose; reclassify, etc. (follow instructions above)
4. **Click on Approval Complete**

Note: approvers have 6 days for the approval process. This usually starts on the 9th day of the month. However, if the cardholder reviews their statement before their 8 day review period is up, they grant the approver the remaining # of days in the review process. Also, if cardholders have

Top Ten Reasons Why an Expense Report Is Rejected or Payment Is Delayed

10. **Gift Certificates** – gift certificates are taxable income to the recipients.

In order to be reimbursed we need the name(s) and social security number(s) of the recipient. Also, gift certificates given to other employees are not reimbursable.

9. **Over 90 days** - An expense report should be completed within **10 working days** after the expenses are incurred or after completion of a trip. **Reimbursements of expenses submitted after 90 days from the date they were incurred will be treated as taxable income.**
8. **Items not Reimbursable** – see complete list on page one of the Employee Reimbursement Program located on the Accounts Payable web site.
<http://www.stthomas.edu/accounts payable/apforms/Employee%20Reimbursement%20Program.htm>
7. **Office Supplies over \$50 and Materials over \$250** - Employees may purchase office supplies or other university materials. Office supply reimbursements are limited to \$50 and sales tax will not be reimbursed. Material reimbursements are limited to \$250 and sales tax will not be reimbursed.
6. **Sales Tax** – The university is exempt from paying sales tax for purchases except for travel and entertainment type expenses and out of state purchases. It is the responsibility of the employee to provide the merchant with our exemption number. (This number can be provided by the Accounts Payable dept.) Failure to do so will result in a reimbursement less the sales tax.
5. **Incomplete Form** – we ask that the expense report is filled out completely and the business purpose provided answers the following questions who, what, where, when and why.
4. **Missing Receipts** – The university requires receipts on all purchases in order for reimbursement.
3. **No Accounting information** – We require an **Index** and the appropriate **Account** numbers to be listed in the accounting area of the form. You can also include the Activity and Location codes if need be.
2. **Proper Approval or Signatures** At least two distinct signatures are needed on the Employee Expense Report: the employee's and the person authorizing such expenses. **This generally is the employee's supervisor.**

And the number one reason that an expense report is rejected or returned is...

1. **Airline or Hotel Receipt is not a valid receipt** -
 - a. Airline tickets: original invoice or airline itinerary showing charge and payment method.
 - b. E-Tickets: (a) airline receipt/itinerary showing proof of payment or (b) airline receipt/itinerary and charge card receipt.
 - c. Original receipt from the hotel showing itemized breakout of expenses including room charge, applicable taxes, meals, movies, phone calls, etc. (Only business-related expenses will be reimbursed.)
 - d. Charge card receipt if the original receipt does not show a zero balance or "paid in full".