

# SPS-Finance Basics

# Agenda

1. SPS-Finance Team (who we are and what we do)
2. Some Basics
3. SPS-Finance Web Portal (Zendesk)
4. Submitting Requests
5. Expense Reports (TBERS)
6. Purchase Orders
7. Honorariums & Vendor Management
8. Questions?



Karyn  
Louis-Smith

Budgeting/Billing

Strategic Planning

Finance Operations



Ann  
Joo



Beverly  
Ivens



Beverly  
Josiah-  
Walker

Contracts



Maya  
Haddow



Benjamin  
Pinillos



Mohammed  
Khan



Anna  
Medina



Ingrid  
Wafo



Emma  
Medina

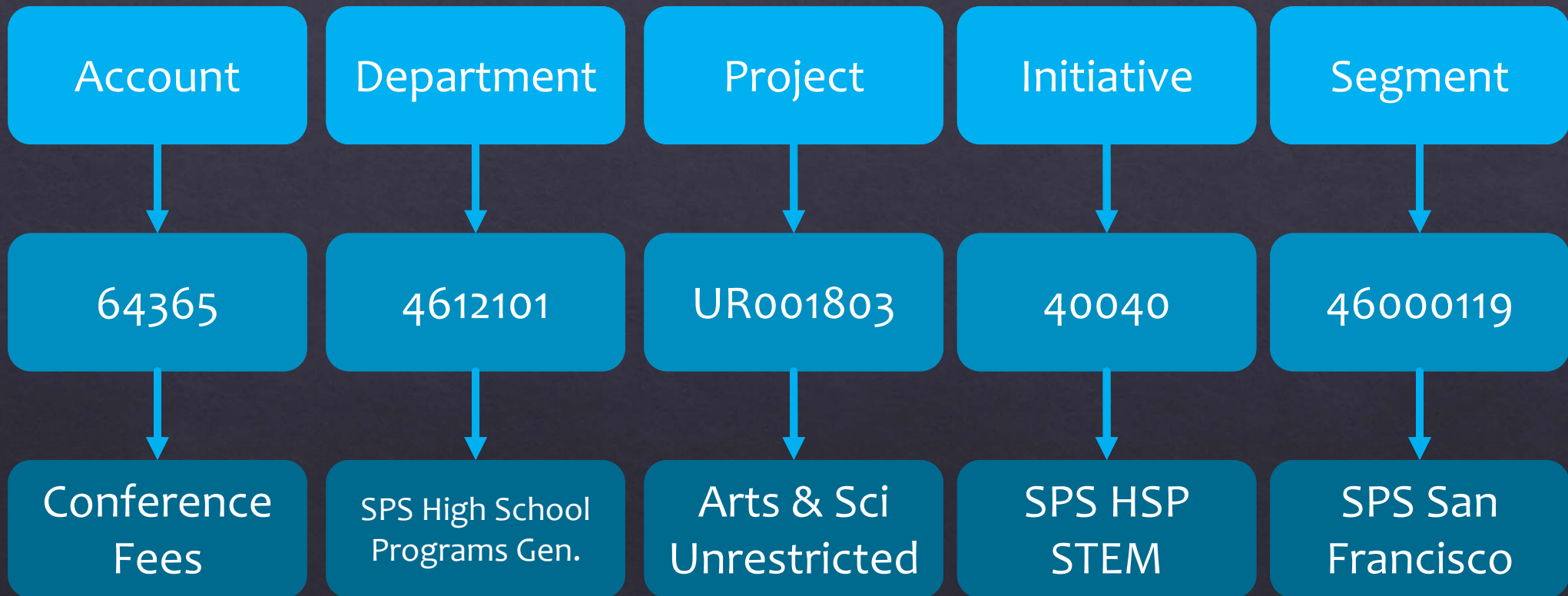


Anna  
Troy

# SPS-Finance Services

- Accounts Payable/Receivable
  - Check/Wire Payments
  - P-Cards
  - Check Deposits (e.g. Eventbrite)
- Purchase Orders (Contracts/Agreements)
- Internal Journal Transfers (within CU)
- Casual/Support Staff Payroll (check pickup)
- Budgets/Financial Reporting/Reconciliations
- Student Billing
- Strategic Planning
- Contracts – Procurement, Provost, OGC
- Enforce University Policies to ensure compliance with federal rules and 501C3 status

# What are Chartstrings?



# Expense Authorization

## ◆ SPS Expenditure Policy

- ◆ “All expenditures to a single person, vendor, or entity that exceed **\$2,500** per transaction require pre-approval for encumbrance”
- ◆ **\$20,000+** require Associate Dean signature
- ◆ Submit request on Google Form (login required)
- ◆ Approval granted via email
- ◆ Submit approval email with Zendesk ticket request



Updates from SPS Finance

Submit TBER, Check, PO, P-card Requests

Announcements  
Updates from SPS-Finance

FAQ  
Frequently Asked Questions

Promoted articles

Frequently Used Forms

Forms, Forms, Forms!

Intro to Travel & Business Expense Reports (TBER)

Answers, Best Practices, and Step by Step Instructions,

# Submitting a Request



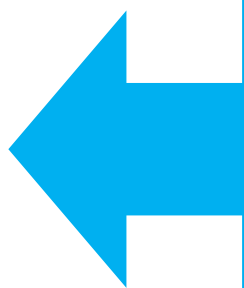


[SPS Finance](#) > [Submit a request](#)

## Submit a request

Please choose your issue below

- 
- Travel Expense Report
- Business Expense Report**
- Check/Wire Payment Request
- Purchase Order Requisition
- P-card Request



From the drop-down menu you can select:

- TBER (Business expense)
- TBER (Travel expense)
- Check/Wire Request
- Purchase Order Requisition
- P-card Request
- Honorarium Request
- Event Contract
- Travel Advance
- Journal Payment (IDI) Request

# Submit a request

Please choose your issue below

Travel Expense Report

Your email address \*

mb3937@columbia.edu

Subject \*

TBER for conference

What are you requesting?

Business Purpose \*

Attended the Annual Conference for Conference Attendance Management in Miami, FL.

What is the business purpose of your expense report? For travel expenses, the business purpose for your trip. For business expenses, the business purpose for all expenses.

Name \*

Mandeep Brahmhatt

Alcohol Purchased \*

- No

Was alcohol purchased?

Flyer included? \*

- Yes

Have you included the flyer or meeting agenda for your trip?

Budget Approved By: \*

Karyn Louis-Smith

Name of approver/manager

Total Amount \*

\$1234.56

Total amount of your request.

Chartstring: Department Number\*

7-digit number starting with 46#####

Chartstring: Project Number\*

8-digit alphanumeric number starting with UR#####

Chartstring: Initiative\*

5-digit Initiative number

Chartstring: Segment Number\*

8-digit Segment number

Attachments



Add file or drop files here



Attach your PDF file(s)

# Expense Reports (Business & Travel)

- ◆ Meals – Breakfast (\$25), Lunch (\$35) or Dinner (\$75), no snacks/drinks allowed between meals. Paying for others? Provide name and affiliation.
- ◆ Airfare – business class requires comparison airfare and justification, flights must be greater than 5 hours.
- ◆ Hotel – \$350/night domestic, \$400 international (pre-tax).
- ◆ Staying extra days? Comparison rates required for airfare and lodging.
- ◆ Receipts must show proof of payment.
- ◆ 120 Days!

Please be sure to read the CU Business & Travel Expense Policies (available on our web portal)

Peter Parker  
623 E. 68<sup>th</sup> Street  
New York, NY 10065



SPS Finance  
2875 Broadway, 303  
New York, NY 10027

UNI: \_\_\_\_\_  
Ticket# \_\_\_\_\_

Mail Original Receipts

# Do I Need a Purchase Order?

## □ No

- Travel Services (Travel Business Expense, if not using Columbia Agencies)
- Buses (requires Contract & COI)
- Performers (SOW and Voucher)
- Off-site Catering or Banquet Events (Contract, Voucher Payment)
- Conference Registration, Memberships, Subscriptions, Magazines (P-card up to \$2,500/Voucher over that amount)
- Publishing, Advertising, Article Reprints (Voucher Payment)



## □ Yes

- When purchasing goods, maintenance or repair services (over \$500)
- Equipment, Furniture, IT Equipment, AV Equipment, Printed or Promotional Materials, Any On-site Catering, Services or Supplies
- Any maintenance, repairs or installations (of equipment, appliances, musical instruments, furniture, catering, etc.) done on-site also require a Certificate of Insurance, regardless of the cost of that service

**Remember: Do Not Sign Any Contracts!**

# Competitive Purchases

- Competitor bids should be collected for purchases over \$10k
- No bids? Submit Sole/Single Source Justification

## Single Source

- Single Source is the purchase of goods or services where an alternative source is available, but may not be best suited to fulfill requirements
- Require sound business justifications (“Because I like the Vendor” is not acceptable)

## Sole Source

- Sole Source is the purchase of goods or services where it is absolutely clear that the products or services can be obtained only through one source
- Proprietary, trademarked, patented
- Vendor will supply proof of Sole Source status
- Require sound business justifications



# Other Requests

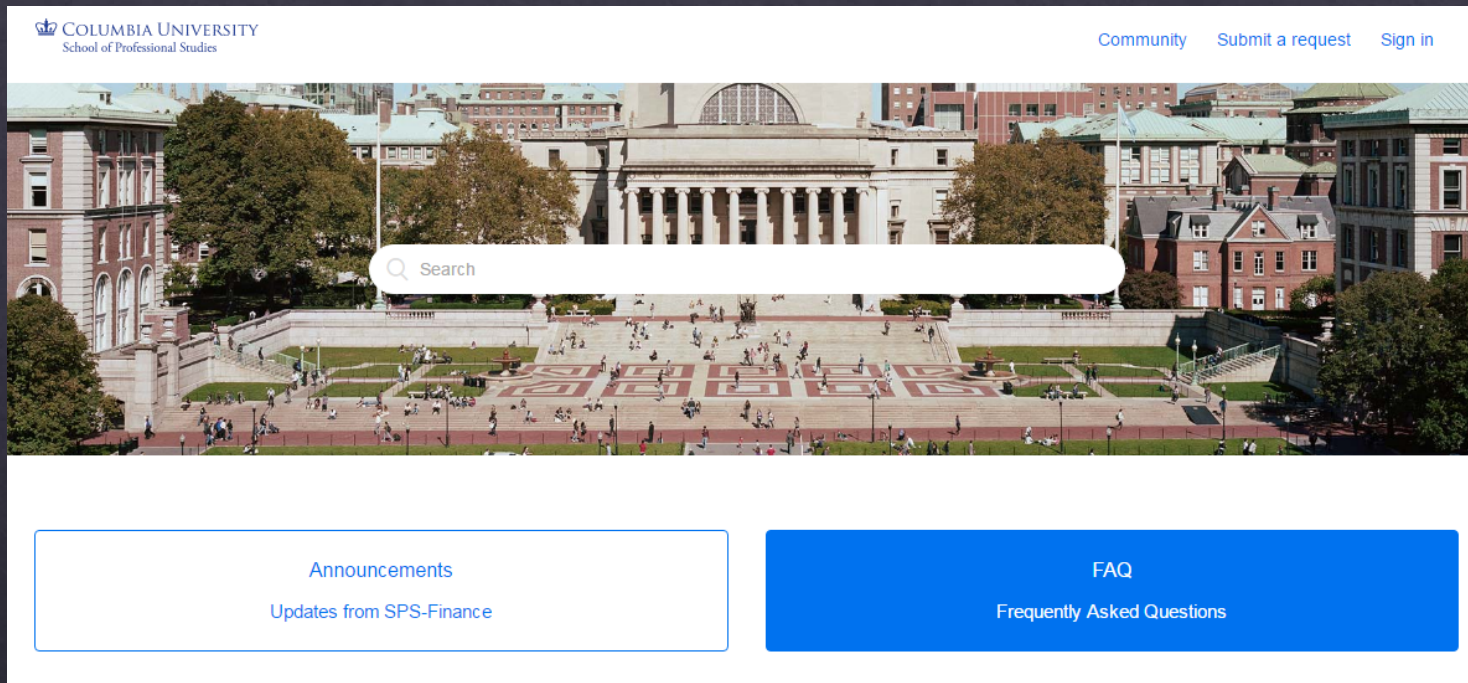
## Honorariums

- ◆ Given to External Parties Only
- ◆ Cannot be paid to a company
- ◆ Cannot be invoiced/billed for payment
- ◆ Must provide supporting documentation (flyer, invite)

## Vendor Create/Modification

- ◆ Current IRS approved W9 required
- ◆ Name/Email/Phone of Contact person
- ◆ For modifications
  - ◆ Vendor/Payee can submit changes directly

# Frequently Asked Questions (FAQs)



The screenshot shows the top portion of a website. At the top left is the Columbia University logo and the text "COLUMBIA UNIVERSITY School of Professional Studies". At the top right are links for "Community", "Submit a request", and "Sign in". Below this is a large banner image of a university courtyard with a search bar overlaid in the center. At the bottom of the banner area are two buttons: a white button with a blue border labeled "Announcements" and "Updates from SPS-Finance", and a solid blue button labeled "FAQ" and "Frequently Asked Questions".

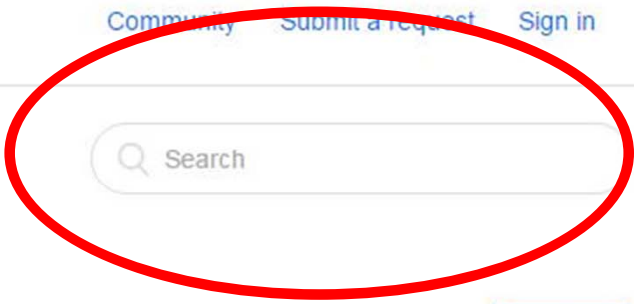
COLUMBIA UNIVERSITY  
School of Professional Studies

Community Submit a request Sign in

Search

Announcements  
Updates from SPS-Finance

FAQ  
Frequently Asked Questions



Follow

# FAQ

*Frequently Asked Questions*

Can I check the status of my payment?

How do I arrange for Travel (air/rail/hotel)?

Are there any non-reimbursable expenses?

What are my meal thresholds?

What is the vendor profile creation process?

What is a Purchase Order Requisition?



Thanks for coming!

Questions?