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Financial Transaction Help list

Transaction	Document Used	Procedural Highlights
Purchases:	Except travel, technology purchases and Baylor Facility Services	see separate sections
Less than \$5,000	Purchasing Card	Preferred method; see Purchasing Card policies & procedures (http://www.baylor.edu/Purchasing)
Less than \$5,000 and Purchasing Card not accepted	TRAX Voucher	Forward invoice or other documentation with Voucher Number, Account/Department Number and approval signature to Accounts Payable Office
>\$5,000 & less than \$10,000	TRAX Requisition	<ul style="list-style-type: none"> Use standard comment (RFQ) to document three quotes Approve and budget check requisition PO issued
\$25,000 or greater	TRAX Requisition	<ul style="list-style-type: none"> Select Request for Quote (RFQ) as Origin Approve and budget check requisition Indicate departmental approval on comment field in amount approval panel Budget Office must approve requisition Purchasing Office will obtain bids and select vendor in coordination with department PO issued
Budget Change Request	Budget Change Request (BCR) form	Paper form to Budget Office for approval
Baylor Facility Services:		
Less than \$5,000	Phone call or e-mail	<ul style="list-style-type: none"> Call ARAMARK Facility Services to request work; Journal Voucher (JV) made by Accounting Operations Office to expense
\$5,000 or greater	TRAX Requisition	<ul style="list-style-type: none"> Select Plant Order (PLT) as Origin Select ARAMARK Special Projects (vendor #22352) Approve and budget check requisition PO issued to ARAMARK
Technology Purchases	All technology purchases need to be made through the <i>Purchasing Technology Procurement Website</i> which can be found on the <i>Purchasing and Campus Services Web Page</i> (http://www.baylor.edu/Purchasing/)	Purchasing & Campus Services will enable the purchase of Apple computer systems and Dell computer systems through the respective websites. Payment settlement will be made with a Baylor Purchasing Card.



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Transaction	Document Used	Procedural Highlights
Cancel Documents:		
Requisition	End users can do this on <i>Add/Update Requisitions</i> page	<ul style="list-style-type: none"> • Requisition <ul style="list-style-type: none"> • Add/Update Requisitions • Click <i>Find an Existing Value</i> • Enter <i>Requisition ID</i> • Click <i>Cancel</i> (Red 'X' by <i>Requisition Status</i> in top right-hand corner of Requisition page.) • Click <i>Yes</i> <p>Funds may not be returned to your budget until the next day. E-mail buyer in Purchasing Office for faster return of funds</p>
Purchase Order	E-mail to Buyer in Purchasing	Notify Purchasing Office ASAP of Purchase Order number when item is no longer needed
Voucher	E-mail to <i>Accounts_Payable@baylor.edu</i>	Notify Accounts Payable Office ASAP of Voucher number when Voucher is not needed or accounting distribution must be revised after passing budget check
Department Deposit Receipts	End Users can do this on the <i>Department Deposit</i> page	<ul style="list-style-type: none"> • Departmental Receipts <ul style="list-style-type: none"> • Departmental Receipts • Click <i>Find an Existing Value</i> • Enter <i>Transaction ID</i> • Click <i>Void</i> • Click <i>Save</i> <p>A Deposit Receipt cannot be voided after it has been processed by the Cashier's Office</p>
Departmental Adjustment Requests	End Users can do this on the <i>Department Adjustment</i> page	<ul style="list-style-type: none"> • Accounting <ul style="list-style-type: none"> • Departmental Adjustment • Click <i>Find an Existing Value</i> • Enter <i>Transaction ID</i> • Click <i>Void</i> • Click <i>Save</i> <p>A Departmental Adjustment Request cannot be voided after it has been processed by Accounting</p>
Interdepartmental Charges	Departmental Adjustment Requests	<ul style="list-style-type: none"> • Enter Departmental Adjustment Request • Notify Approver(s) • Approve Line(s) • Send supporting documentation to Accounting
Petty Cash (New funds & Travel and Entertainment reimbursements)	On-line Expense Report (<i>www.baylor.edu/travel</i>)	<ul style="list-style-type: none"> • Petty Cash is replaced by the Purchasing Card and the Travel Card
Printing Procurement	Phone call or e-mail	<ul style="list-style-type: none"> • Notify Printing Procurement Office of needs • Printing Procurement Office <ul style="list-style-type: none"> • Selects vendor • Notifies department • Prepares TRAX requisition • PO issued



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Transaction	Document Used	Procedural Highlights
Request for Check: Less than \$5,000	TRAX Voucher	<ul style="list-style-type: none"> Forward supporting documentation to Accounts Payable Office Accounts Payable Office will <u>not</u> process Voucher until documentation is received
\$5,000 or greater	TRAX Requisition	<ul style="list-style-type: none"> Select Request for Check (RFC) as Origin Approve and budget check requisition forward supporting documentation with Requisition Number to Purchasing Office No PO sent to vendor Not be used for travel reimbursement
Standing Order	TRAX Requisition	<ul style="list-style-type: none"> Select Standing Order (SO) as Origin Use standard comment (SO) for justification Approve and budget check requisition
Supplemental Purchase Order	TRAX Requisition	<ul style="list-style-type: none"> Select Supplemental Order (SUP) as Origin Use standard comment (SUP) for justification Approve and budget check requisition Supplemental PO issued
Telephone Services	Telephone Services Request form	<ul style="list-style-type: none"> Paper form to Telephone Services Office Journal Voucher (JV) made by Accounting Operations Office to expense
Travel:	(See University Travel Policy)	
Advance (Student Group / Team Travel)	TRAX Requisition	<ul style="list-style-type: none"> Travel Advances are no longer offered for individual travel
Airline Tickets	Travel Agency Authorization Form	<ul style="list-style-type: none"> E-mail Travel Agency Authorization Form to approved Travel Agency OR use Baylor Travel Card OR use Personal Credit Card
Reimbursement	On-line Expense Report (www.baylor.edu/travel)	<ul style="list-style-type: none"> Use Baylor Travel Card OR use Personal Credit Card
Uninsured Loss	TRAX Voucher or Requisition	<ul style="list-style-type: none"> On Requisition select Replacement of Stolen Goods (RSG) as Origin Use standard comment (REP) for justification Notify Budget Office of Police Report Number to initiate budget adjustment
Vendors - New	TRAX Requisition	<ul style="list-style-type: none"> Leave Vendor Number field blank for new vendor Use standard comment (VND) for Purchasing Office set-up
	TRAX Voucher	<ul style="list-style-type: none"> Use Vendor Number 09999 for new vendor; Highlight vendor information on paper documentation for Accounts Payable Office set-up Information necessary to establish vendor should be sent to Accounts Payable Office



Vendor "Name 1" Naming Standards

Type the Vendor name as it is to appear on the check

Guideline	Example
Include pronouns and articles before and in the vendor name	The Brazos Club
Type a person's first name, then last name	Billy Bear
If the company name is a person, begin with the first name	John Wiley and Sons
Include appropriate punctuation (no periods between initials) Include apostrophes	The Cat's Meow
If initials stand for words, type a space between letters. If not, do not add spaces.	U S Towing Service <u>or</u> ABC Uniform Company
Type numbers as they appear on the invoice	1 2 3 Plumbing <u>or</u> Three Sisters Bakery
Use abbreviations only if the company name appears abbreviated on the invoice	PhoneCo <u>or</u> The Cable Company
Write a University name as it is written by the University	University of Texas <u>or</u> Texas A & M University
Write a foreign name as it appears on the invoice	Das Kapital Publishing



Vendor "Short Name" Naming Standards

Guideline	Example																								
Exclude pronouns and articles before and in the Vendor name	Brazos Clu																								
Type a person's last name followed by the first name with no comma separator	Bear Billy																								
If the company name is a person's name, begin with the first name	John Wiley																								
Exclude all punctuation (Do not put apostrophes in the Short Name)	Cats Meow																								
If initials stand for words, type a space between letters. If not, do not add spaces.	U S Towing <u>or</u> ABC Unifor																								
Type words to represent numbers	One Two Th <u>or</u> Three Sist																								
Abbreviate the specific words listed below	PhoneCo <u>or</u> Cable Co																								
<table border="1"> <tbody> <tr> <td>American</td> <td>Amer</td> <td>National</td> <td>Natl</td> </tr> <tr> <td>Associates</td> <td>Assoc</td> <td>United States</td> <td>US</td> </tr> <tr> <td>Association</td> <td>Assn</td> <td>University</td> <td>Univ</td> </tr> <tr> <td>Company</td> <td>Co</td> <td>Service</td> <td>Svc</td> </tr> <tr> <td>Incorporated</td> <td>Inc</td> <td>Society</td> <td>Soc</td> </tr> <tr> <td>International</td> <td>Intl</td> <td>Texas</td> <td>Tex</td> </tr> </tbody> </table>	American	Amer	National	Natl	Associates	Assoc	United States	US	Association	Assn	University	Univ	Company	Co	Service	Svc	Incorporated	Inc	Society	Soc	International	Intl	Texas	Tex	
American	Amer	National	Natl																						
Associates	Assoc	United States	US																						
Association	Assn	University	Univ																						
Company	Co	Service	Svc																						
Incorporated	Inc	Society	Soc																						
International	Intl	Texas	Tex																						
Enter the state or name of a University name followed by Univ	Tex Univ <u>or</u> Tex A & M																								
Write a foreign name as it appears on the invoice, including what may be prepositions in that language	Das Kapital																								

Differences between Vouchers and Requisitions

	<u>Vouchers</u>	<u>Requisitions</u>
When do I enter it on the system?	After the item has been purchased	Before the item has been purchased
What is the maximum amount I can enter?	Up to \$5,000	Depends on your budget. Requisitions over \$25,000 must be approved by the Budget Office
How do I handle New Vendors?	Enter "09999" in the Vendor ID field. Put address and Tax ID information on the Invoice.	Enter "09999" in the Vendor ID field. Put address and Tax ID information in the comments field.
Can I cancel it?	No. Contact Accounts Payable to delete the Voucher.	Yes, until it becomes a Purchase Order. Contact the Purchasing Office to cancel a Purchase Order.
How do I approve it?	Sign the paper invoice and route to Accounts Payable	Approved on-line: <ul style="list-style-type: none"> ➤ Requisition ➤ Requisition Approval ➤ Click <i>Save</i>
Am I finished?	Yes!	Not quite. You will need to sign the invoice when it comes in and route it to Accounts Payable.

Budget Checking Errors

Error	Resolution
Exceeds Budget Tolerance	Transaction will overspend the expense budget for this range of accounts. <ul style="list-style-type: none"> • Confirm Department and Account • Inquiry on Appropriation • Complete Budget Change Request (BCR)
No Budget Exists	No budget was entered for the range of accounts in this department. <ul style="list-style-type: none"> • Confirm Department and Account • Inquiry on Appropriation • Complete Budget Change Request (BCR)
Budget is Closed	Budget Period is no longer open. <ul style="list-style-type: none"> • Confirm Department ID, Account & Budget Year • Contact Budget Office (x.2663)
Not Budget Checked	Budget Check has not yet been performed



Valid Operating Account Codes in TRAX Budget Period 2010

Account	Description	Account	Description
1529	Prepaid Expense/Other	9321	Programming Expense
2160	State Sales Tax Payable	932110	Programming Expense--Copyright Fees
2490	Other Deferred Income	932120	Programming Expense--Royalties
5829	Investment Income - Service Charges	9322	Donation Promotional Items
5880	Miscellaneous Revenue	9332	Equipment Not Owned By Baylor
588085	Handling Fees (Returned Checks)	9333	Food Expense
9303	Advertising	9336	Garbage Pick-Up
9307	Negotiated Settlements - A/R W-O	9337	Custodial Services/Housekeeping
9308	Bad Debts	9338	Home Event Expense
9309	Depreciation Expense	933810	Home Event Expense - Food
9312	Bear Bucks Charge-Offs	933820	Home Event Expense - Referees
9313	Cash - Over & Short	933830	Home Event Expense - Cleaning
9314	Comp Tickets	933840	Home Event Expense - Labor
9318	Contract Services	933850	Home Event Expense - Printing
931810	Contract Services - Services	933890	Home Event Expense - Other
931820	Contract Services - Club Labor	9339	Event Operations & Officials
931830	Rent	9340	Honorarium & Professional Fees
931840	Contract Services - Team Building	934010	Guests & Speakers
931850	Contract Services - Phys/Wellness	934020	Legal Fees
931860	Contract Services - Computer Services	934030	Architectural Fees
931870	Subcontracts up to \$25,000	934040	Other Professional Fees
931880	Subcontracts in excess of \$25,000	934090	Reimburse Expense- Honorarium
9319	Disposal Of Fixed Assets	934098	Distributed Professional Fees
9320	Production Expenses	9342	Guests & Entertainment
932010	Production Expense - Advertising	9343	Housing Expense
932015	Production Expense - Photography	9345	Indirect Expense
932020	Production Expense - Costumes	9348	Insurance - Hazards
932030	Production Expense - Make-Up	9349	Int Assd To US Govt
932040	Production Expense - Programs	9350	Loan Cost - Int Assd US
932050	Production Expense - Properties	9352	Interest Expense
932060	Production Expense - Royalty/Scripts	9355	Medical Expenses
932070	Production Expense - Scenery	9357	Personnel Recruitment
932075	Production Expense - Lighting/Sound	9358	Memberships
932080	Production Expense - Tickets		
932085	Production Expense - Tickets-Comp		
932090	Production Expense - Other		



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Account	Description
9359	Postage
935910	Postage - Outgoing First Class Mail
935920	Postage - Outgoing Bulk Mail
935930	Postage - Business Reply
935945	Postage - Service Fees
9360	Repairs and Maintenance
936090	Fire System Repairs
9361	Repairs - Maintenance Reserve
9362	Groundskeeping/Landscaping
9363	Summer Maintenance
9364	Uninsured Costs
9367	Recruiting Students
9369	Service Charges - Mastercard/Visa
9370	Supplies
937005	Supplies - Audio/Visual Aids
937010	Supplies - Books & Periodicals
937020	Supplies - Bookstore
937030	Supplies - Copying
937035	Supplies - Departmental Copies
937040	Supplies - Forms (Off Campus)
937045	Supplies - Postage Service Fees
937050	Supplies - Laboratory
937060	Supplies - Printing
937070	Supplies - Small Unit Cost
937080	Supplies - Corp Sponsorships
937095	Supplies - Purchasing Card
9371	Duplicating/Copier Services
937130	Base Copier Charge
937135	Per Copy Overage
937140	Central Duplicating Charges
9372	Printing
9373	Licenses & Registration
9374	Property Tax
9376	Telephone Expense
9380	Vehicle Costs

Account	Description
9382	Travel - Individual
938205	Travel - Continuing Education
938210	Travel - Clinical Laboratory
938215	Travel - Faculty To Waco
938295	Travel Card
9389	Travel - Group
938995	Travel Card - Group Travel
9390	Distributed Operational Costs
9393	Utilities/Service Center Distribution
9394	Utilities
9398	Miscellaneous-Annuity Payments
9399	Miscellaneous Operating Expense
9700	Capital Expenditures
9701	Land
9702	Buildings
9703	Automobiles
9704	Improvement To Grounds
9705	Equipment
9706	Technology
9707	Works Of Art/Collection
9708	Leasehold Improvements
9709	Replacement Equipment
9752	Minor Land Improvements
9754	Minor Equipment
9756	Technology less than \$5,000