NUTS & BOLTS:
ACCESS, TRANSACTIONS, & GUIDELINES

Session 2 – Thursday, March 2

ANNOUNCEMENTS

PCARD TRAINING
(REQUIRED FOR PCARD HOLDERS)

Wednesday, 3/8 5-6pm
via zoom

Tuesday, 4/11 5-6pm
via zoom

INDIVIDUAL HOUSE MEETINGS

Next Term – Will reach out to schedule with each house

FORMER TR & PCARD HOLDERS

- Pcards will remain active until 4/28.
- Former Pcard Holders are still responsible for expense reports until card is closed.

TREASURER ROUNDTABLES

- Monday, 5/15 5-6pm
- Monday, 8/14 4-5pm
- Monday, 10/30 5-6pm
- Monday, 1/22 5-6pm

AGENDA

OBI / Account Balances

Purchasing / Pcard

Reimbursements / HelpDesk

Alternative Venmo / Money Collection

Guides & Resources

OBI / ACCOUNT BALANCES

WHAT IS OBI?

- OBIEE – Oracle Business Intelligence Enterprise Edition
  - Caltech calls it OBI for short
- It is a data warehouse that does data analytics with Oracles e-Business integration .
- **You will use this for monitoring your House PTA transactional activity and balance.**

WHERE DO I FIND OBI?

Caltech Access → Administrative Services → Data Warehouse (OBI)

Please Note:

1. Miranda needs to request access on your behalf.
2. You won't see '*Data Warehouse (OBI)*' in your *Access* list until visiability is granted.
3. You will get an email from ORE once you have been added.
4. Former TRs will be removed from visibility list at the same time.

2 TYPES OF OBI REPORTS THAT YOU WILL BE USING:

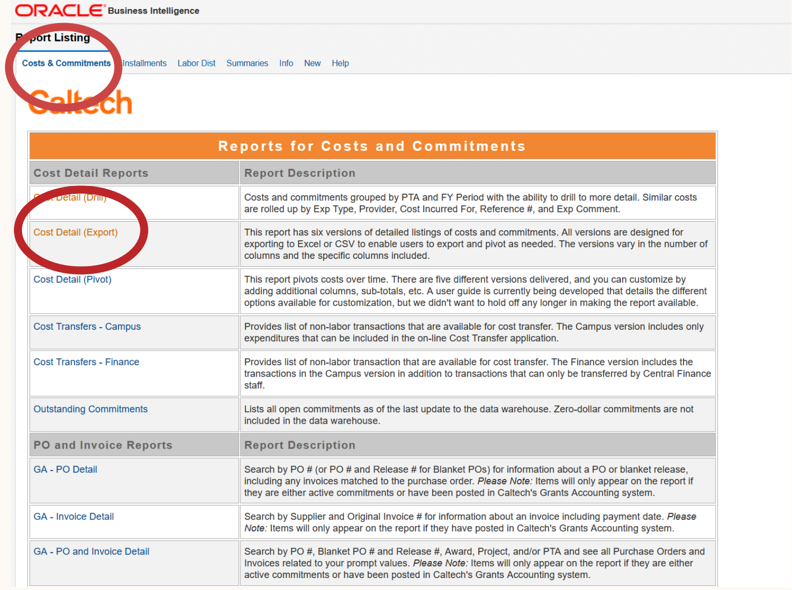
The information in these reports are the exact same reports and information that the Administration can see.

Cost Detail (Export)

- Detailed Transaction List
  - All the Credits and Debits; going in an out of the PTA Account
- Does NOT include the Balance

ITD Summaries (Export)

- PTA Account Balance Report
- ITD = Inception to Date



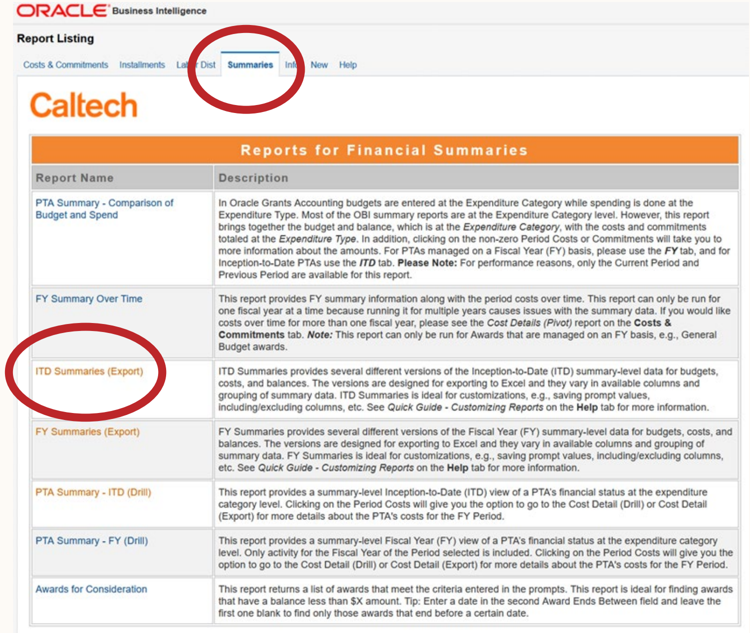
ORACLE Business Intelligence

Report Listing

Costs & Commitments | Installments | Labor Dist | Summaries | Info | New | Help

Caltech

Reports for Costs and Commitments	
Cost Detail Reports	**Report Description**
Cost Detail (Drill)	Costs and commitments grouped by PTA and FY Period with the ability to drill to more detail. Similar costs are rolled up by Exp Type, Provider, Cost Incurred For, Reference #, and Exp Comment.
Cost Detail (Export)	This report has six versions of detailed listings of costs and commitments. All versions are designed for exporting to Excel or CSV to enable users to export and pivot as needed. The versions vary in the number of columns and the specific columns included.
Cost Detail (Pivot)	This report pivots costs over time. There are five different versions delivered, and you can customize by adding additional columns, sub-totals, etc. A user guide is currently being developed that details the different options available for customization, but we didn't want to hold off any longer in making the report available.
Cost Transfers - Campus	Provides list of non-labor transactions that are available for cost transfer. The Campus version includes only expenditures that can be included in the on-line Cost Transfer application.
Cost Transfers - Finance	Provides list of non-labor transaction that are available for cost transfer. The Finance version includes the transactions in the Campus version in addition to transactions that can only be transferred by Central Finance staff.
Outstanding Commitments	Lists all open commitments as of the last update to the data warehouse. Zero-dollar commitments are not included in the data warehouse.
PO and Invoice Reports	**Report Description**
GA - PO Detail	Search by PO # (or PO # and Release # for Blanket POs) for information about a PO or blanket release, including any invoices matched to the purchase order. *Please Note:* Items will only appear on the report if they are either active commitments or have been posted in Caltech's Grants Accounting system.
GA - Invoice Detail	Search by Supplier and Original Invoice # for information about an invoice including payment date. *Please Note:* Items will only appear on the report if they have posted in Caltech's Grants Accounting system.
GA - PO and Invoice Detail	Search by PO #, Blanket PO # and Release #, Award, Project, and/or PTA and see all Purchase Orders and Invoices related to your prompt values. *Please Note:* Items will only appear on the report if they are either active commitments or have been posted in Caltech's Grants Accounting system.



ORACLE Business Intelligence

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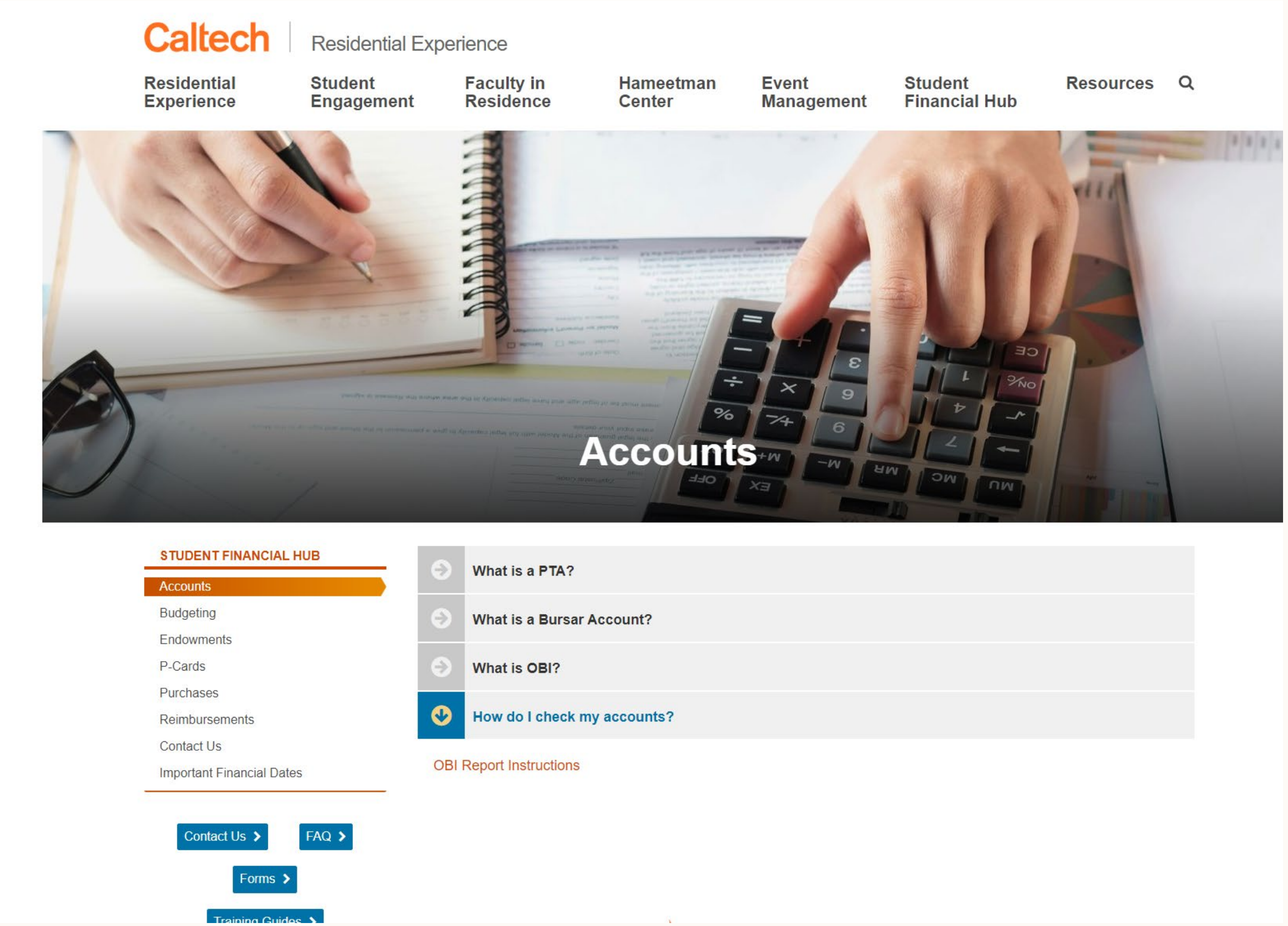
Caltech

Reports for Financial Summaries	
Report Name	**Description**
PTA Summary - Comparison of Budget and Spend	In Oracle Grants Accounting budgets are entered at the Expenditure Category while spending is done at the Expenditure Type. Most of the OBI summary reports are at the Expenditure Category level. However, this report brings together the budget and balance, which is at the *Expenditure Category*, with the costs and commitments totaled at the *Expenditure Type*. In addition, clicking on the non-zero Period Costs or Commitments will take you to more information about the amounts. For PTAs managed on a Fiscal Year (FY) basis, please use the ***FY*** tab, and for Inception-to-Date PTAs use the ***ITD*** tab. **Please Note:** For performance reasons, only the Current Period and Previous Period are available for this report.
FY Summary Over Time	This report provides FY summary information along with the period costs over time. This report can only be run for one fiscal year at a time because running it for multiple years causes issues with the summary data. If you would like costs over time for more than one fiscal year, please see the *Cost Details (Pivot)* report on the **Costs & Commitments** tab. ***Note:*** This report can only be run for Awards that are managed on an FY basis, e.g., General Budget awards.
ITD Summaries (Export)	ITD Summaries provides several different versions of the Inception-to-Date (ITD) summary-level data for budgets, costs, and balances. The versions are designed for exporting to Excel and they vary in available columns and grouping of summary data. ITD Summaries is ideal for customizations, e.g., saving prompt values, including/excluding columns, etc. See *Quick Guide - Customizing Reports* on the **Help** tab for more information.
FY Summaries (Export)	FY Summaries provides several different versions of the Fiscal Year (FY) summary-level data for budgets, costs, and balances. The versions are designed for exporting to Excel and they vary in available columns and grouping of summary data. FY Summaries is ideal for customizations, e.g., saving prompt values, including/excluding columns, etc. See *Quick Guide - Customizing Reports* on the **Help** tab for more information.
PTA Summary - ITD (Drill)	This report provides a summary-level Inception-to-Date (ITD) view of a PTA's financial status at the expenditure category level. Clicking on the Period Costs will give you the option to go to the Cost Detail (Drill) or Cost Detail (Export) for more details about the PTA's costs for the FY Period.
PTA Summary - FY (Drill)	This report provides a summary-level Fiscal Year (FY) view of a PTA's financial status at the expenditure category level. Only activity for the Fiscal Year of the Period selected is included. Clicking on the Period Costs will give you the option to go to the Cost Detail (Drill) or Cost Detail (Export) for more details about the PTA's costs for the FY Period.
Awards for Consideration	This report returns a list of awards that meet the criteria entered in the prompts. This report is ideal for finding awards that have a balance less than $X amount. Tip: Enter a date in the second Award Ends Between field and leave the first one blank to find only those awards that end before a certain date.

OBI INSTRUCTIONS / TRAINING



PURCHASING

PURCHASES

ON-CAMPUS

- House PTA
- Use for:
  - Dining
  - Catering
  - Caltech Store
  - Caltech room reservations
  - Cleaning fees
  - Etc.

SMALL $1-$500

1. Use one of 3 House P-cards
2. Contact Student Financial Hub (Hub) for assistance.
3. Out-of-Pocket Reimbursement

MEDIUM $501-$3499

1. Use one of 3 House P-cards
2. Contact the Hub for assistance

LARGE $3500-$9999

- Use a Hub P-card
  - Temporary purchase limit increase MAY be needed depending on amount
  - Takes 3-5 business days
- Request for a House P-card Limit Increase
  - Takes 3-5 business days
- *Note: Student Cards don't allow TRAVEL.*

OVER $10K

- Contact Hub to discuss best purchasing options.
- 4-weeks lead time.
- Set up vendors as supplies
  - 10K justification paperwork
- Depending on Vendor's preferred payment method:
  - TechMart
    - Check
    - ACH
    - Wire Transfer
  - Hub P-card with a purchase limit increase.

PURCHASES WITH CONTRACTS OR AGREEMENTS WILL NEED TO BE ***REVIEWED & SIGNED*** BY PROCUREMENT **<u>BEFORE</u>** PURCHASE.

We need 4 weeks lead time.

TECHMART

- TechMart is an online purchasing network that Caltech Procurement uses to manage purchasing requests.
- A member of the Hub will need to navigate on behalf of the student group.
- TechMart is usually used to purchase 'big ticket' items.
- Often Procurement will require a particular purchase to be made through TechMart.
    - Big ticket items
    - Services (Catering, Speaker, etc.)
    - Honorarium
    - Prizes
    - Any purchasing requiring tax collection or reporting (usually a service)

PCARD

- Required Training
  - March 8 5-6pm
  - April 11 5-6 pm
- 3 cards per house
- Card Limits: $3,500/$10,000
- No Travel
- Monthly Expense Reports
- *Note: If you or your house does not comply with the Pcard policies. Cards will be taken away.*

REIMBURSEMENTS

REIMBURSEMENTS

- Try to use House Pcard before having a House Member go out-of-pocket.

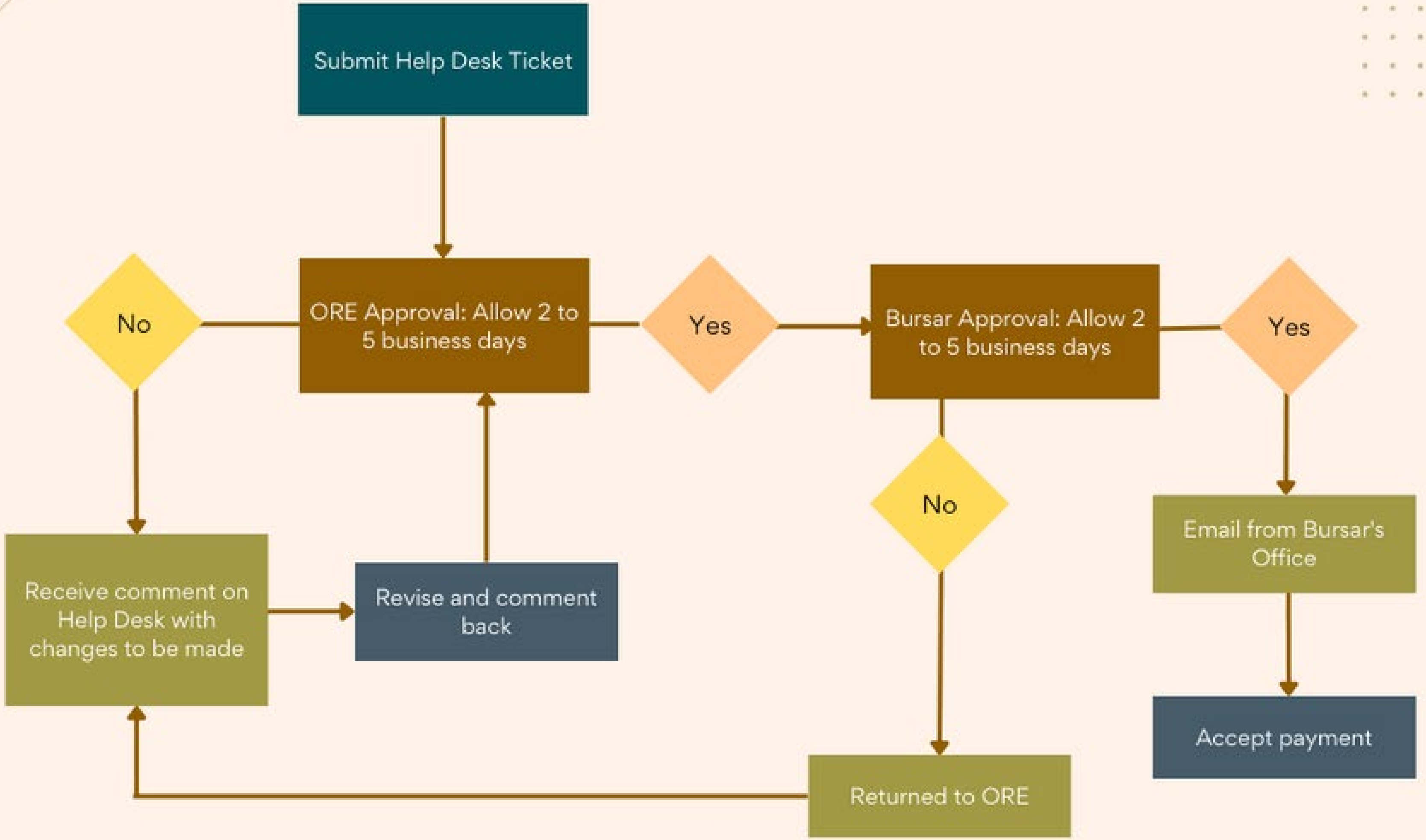
- Use Caltech Help to request reimbursements

- Each house should **submit reimbursements monthly,** if not bi-weekly, to assure that your housemates are reimbursed in a timely manner.
    - No more than 60 days after purchase.

- Allow the Hub at least 5 business days to fully process reimbursement.

- Bursar Quick Pay will be used.
    - The Bursar will email a JP Morgan Chase link direct to the payee/reimbursed person.
    - The Payee will need to follow the link and prompts to collect their reimbursement.
    - If the Payee does not collect their reimbursement within 30 days. The funds will be returned to the House account.

Help Desk Workflow



BURSAR QUICKPAY EMAIL

IMMEDIATE ACCEPTANCE NEEDED: Direct Deposit Refund through Chase bank

Gosalvez, Christian A. (Abby)
To student@caltech.edu
Cc Walker, Jess; Bursar; Oseguera, Johnny

Reply | Reply All | Forward
Wed 2/22/2023 9:53 AM

This message was sent with High importance.

Dear Student,

I have processed your refund today.

You will receive an email, to be sent to your Caltech email, from JP Morgan Chase Bank/Caltech by the end of day , for you to accept the money. Make sure to accept the money as soon as possible.

To receive your funds click the "Accept Money" button. Once you select "Accept Money" you will proceed to a screen that will allow you to enter your bank account credentials and receive an ACH payment directly to your bank account.

Best Regards,

Abby Gosalvez|Collection Specialist | Bursar's Office
Mail Code 120-87 | Pasadena CA 91125 | (626) 395-6752 | Caltech | caltech.edu

You may send me an email at christian.gosalvez@caltech.edu.

CHASE Caltech

CALTECH BURSAR'S OFFICE has sent you a payment

Dear Your Name,

CALTECH BURSAR'S OFFICE sent you a payment. As an existing Chase Payments Customer, click **"Accept Money"** below to logon to the secure Chase website and receive your payment electronically.

If you have any questions about this payment, please contact CALTECH BURSAR'S OFFICE at 626-395-2988.

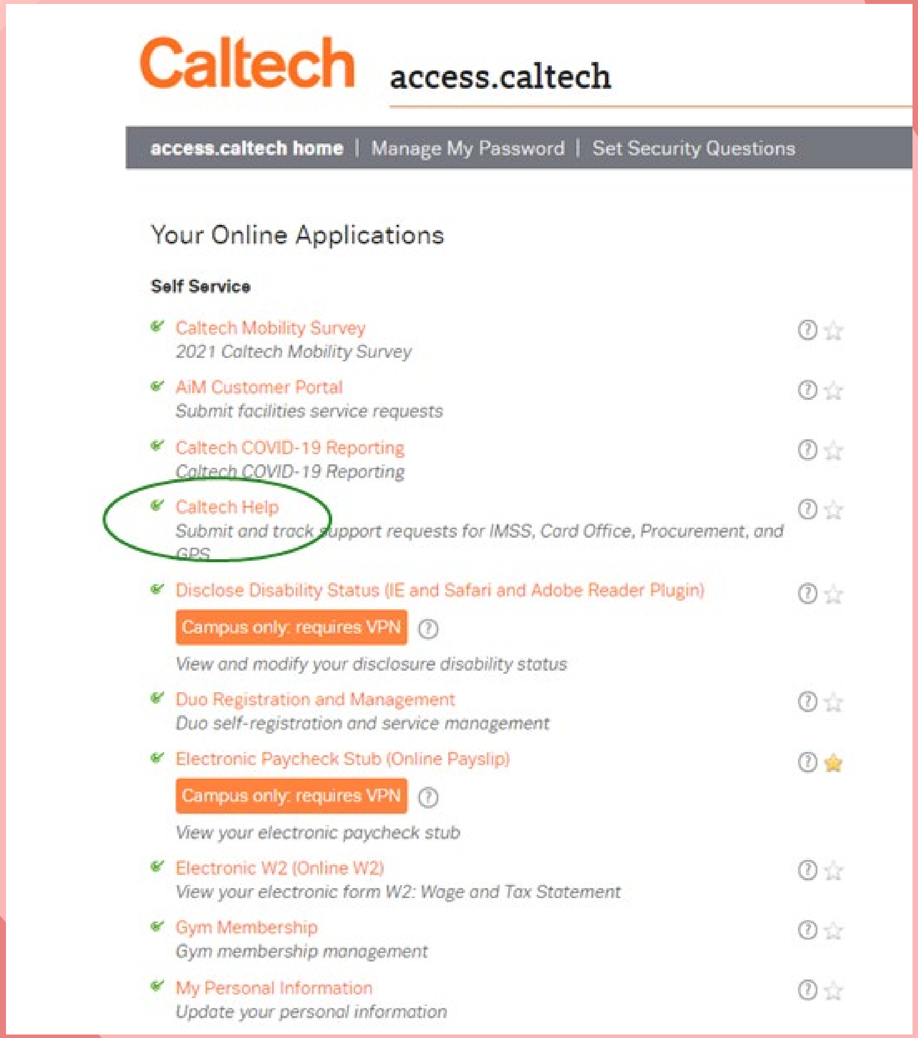
Amount: $0.00 USD
Payment ID:
Description: SBS Refund
Program Name: Bursar Quick Pay
Student Name: Your Name
Transaction Id: 123

Accept Money

You must accept the payment by date provided or it will no longer be valid.

Regards,
Chase Payments
855-267-0428
Hours: 8:00 AM ET - 8:00 PM ET, Monday - Friday

HELPDESK


Caltech access.caltech

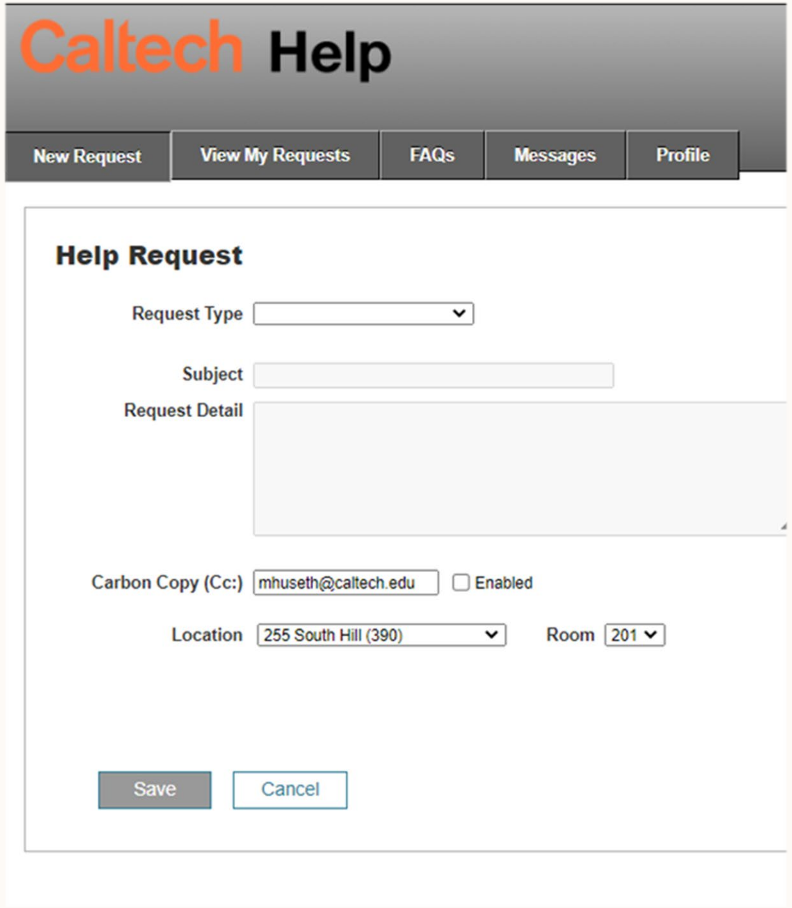
access.caltech home | Manage My Password | Set Security Questions

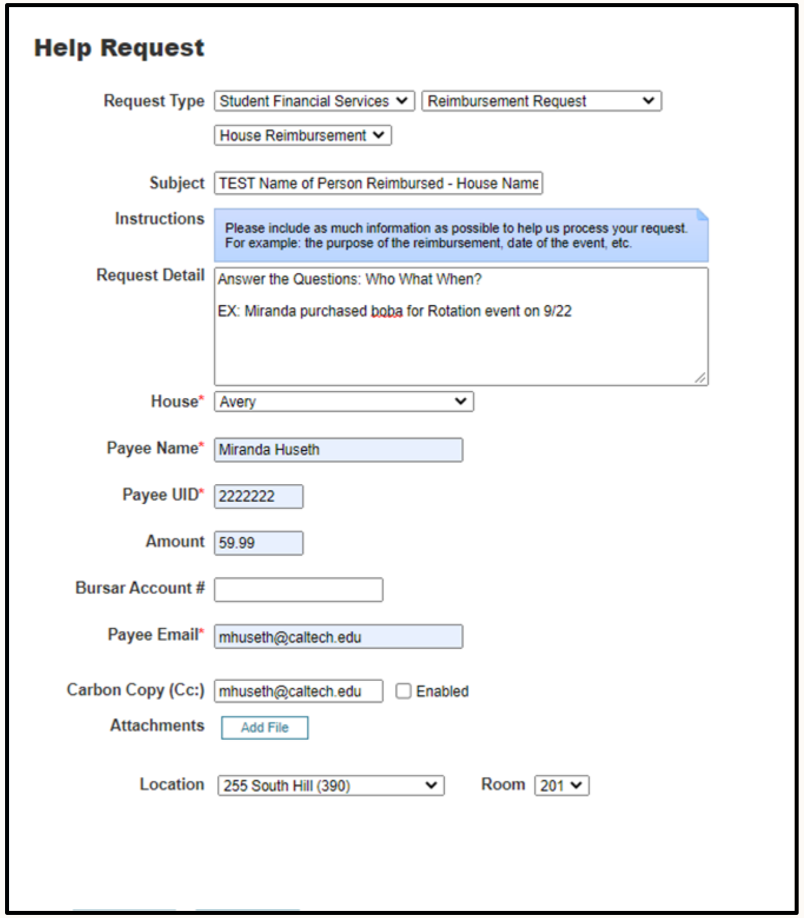
Your Online Applications

Self Service

- Caltech Mobility Survey
  2021 Caltech Mobility Survey
- AiM Customer Portal
  Submit facilities service requests
- Caltech COVID-19 Reporting
  Caltech COVID-19 Reporting
- Caltech Help
  Submit and track support requests for IMSS, Card Office, Procurement, and GPS
- Disclose Disability Status (IE and Safari and Adobe Reader Plugin)
  Campus only: requires VPN
  View and modify your disclosure disability status
- Duo Registration and Management
  Duo self-registration and service management
- Electronic Paycheck Stub (Online Payslip)
  Campus only: requires VPN
  View your electronic paycheck stub
- Electronic W2 (Online W2)
  View your electronic form W2: Wage and Tax Statement
- Gym Membership
  Gym membership management
- My Personal Information
  Update your personal information

HELPDESK


Caltech Help
New Request
View My Requests
FAQs
Messages
Profile
Help Request
Request Type
Subject
Request Detail
Carbon Copy (Cc:)
mhuseth@caltech.edu
Enabled
Location
255 South Hill (390)
Room
201
Save
Cancel


Help Request
Request Type
Student Financial Services
Reimbursement Request
House Reimbursement
Subject
TEST Name of Person Reimbursed - House Name
Instructions
Please include as much information as possible to help us process your request.
For example: the purpose of the reimbursement, date of the event, etc.
Request Detail
Answer the Questions: Who What When?
EX: Miranda purchased boba for Rotation event on 9/22
House*
Avery
Payee Name*
Miranda Huseth
Payee UID*
2222222
Amount
59.99
Bursar Account #
Payee Email*
mhuseth@caltech.edu
Carbon Copy (Cc:)
mhuseth@caltech.edu
Enabled
Attachments
Add File
Location
255 South Hill (390)
Room
201

HELP DESK

REQUEST TYPE

- Student Financial Services > Reimbursement Request > House Reimbursement

SUBJECT

- House Name – Payee Name

REQUEST DETAIL

- Give as much information as possible. Be concise but thorough.
- Answer WHO, WHAT, WHEN and sometimes WHERE and WHY.

HOUSE NAME, PAYEE NAME, PAYEE UID, PAYEE EMAIL

- FILL OUT ACCORDINGLY
- If you do not know the student's UID, please type in zeroes.

AMOUNT

- Grand total amount being reimbursed

CARBON COPY AND LOCATION

- Will generate automatically. You will get a copy of the ticket for your records.

BURSAR ACCOUNT

- List if you have it but field not required

ATTACHMENTS

- Include all receipts associated with the reimbursement
- No receipt? Mention the lack of receipt in the Request Detail. A missing receipt form may be needed.

HELP DESK – THINGS TO NOTE

Combine

Multiple Reimbursements for one Payee onto **<u>one</u>** Help Desk Ticket

Alcohol

Event Alcohol List is required as an attachment if you are reimbursing for alcohol.

Missing or incorrect items

Will be returned and asked to be fixed.

Timing

Process your reimbursements at least monthly

Reimbursements older than 60 days will not be allowed going forward.

APPROPRIATE RECEIPTS


TRADER JOE'S
1133 Metropolitan Ave Suite 100
Charlotte NC 28204
Store #744 - (704) 334-0737

OPEN 8:00AM TO 9:00PM DAILY

STRING CHEESE ORGANIC 4.99
MEAT TURKEY ABF NAT GROUND BRE 5.49
CUT CHEDDAR RAW MILK 3.47
ORGANIC SICILIAN STYLE PIZZA 4.99
SAUSAGE CHICKEN BREAKFAST MAPL 4.49
NEWTON'S FOLLY GRANNY SMITH CI 6.99 A
R-SALAD SPRING MIX 5 OZ 1.99
A-BLACKBERRIES 12OZ. 3.69
A-TOMATOES ON THE VINE ORG 16 3.99
A-ONIONS EACH JUMBO SWEET 1.38
2EA @ 0.69/EA
PINEAPPLE SALSA 5.97
3OZ @ 1.99/OZ
CHIPS SWEET POTATO TORTILLA CH 2.29
WATER SPARKLING MINERAL GEROLS 1.49
BANANAS ORGANIC 1.45
5EA @ 0.29/EA
SPAGHETTI TOMATO SAUCE ORGANIC 1.49
SPAGHETTI TOMATO SAUCE ORGANIC 1.49
SPAGHETTI TOMATO SAUCE ORGANIC 1.49
ORGANIC TOMATO PASTE 0.89
ORGANIC TOMATO PASTE 0.89
KERRYGOLD IRISH UNSALTED BUTTE 2.99
R-BLUEBERRIES 6OZ. 3.49
A-APPLE EACH ORG GALA.. 2.37
3EA @ 0.79/EA

SUBTOTAL $67.77
STATE TAX 1 $1.22
ALCOHOL TAX $0.51
TOTAL $69.50
DEBIT $69.50
04/06/2017 20:15:43
Total: USD$ 69.50
US DEBIT Entry Method: Chip
CARD #: XXXXXXXXXXXX3735
PURCHASE - APPROVED
AUTH CODE:221911
CUSTOMER COPY


TARGET
EXPECT MORE. PAY LESS.

Coon Rapids - 763-323-2931
3300 124th Ave NW
Coon Rapids, Minnesota 55433-3805
10/09/2020 07:18 PM

GROCERY
071184817 GOGO SQUEEZ NF $7.49
261050634 NESTLE NF $5.00
2 @ $2.50 ea
Regular Price $2.99
212141185 CAMPBELLS NF $2.49
212340988 GG RTE RICE NF $1.59
071207472 QUAKER CHEWY NF $1.74
Regular Price $2.49
261030396 GG NF $1.79
212262925 OLD EL PASO NF $2.99
261030409 GG OIL NF $5.99
212040761 GG CONDIMENT NF $3.78
2 @ $1.89 ea
271700135 SPARKLNG ICE TF P $0.95
Regular Price $0.99
Bottle Deposit Fee $0.05
284104802 SO DELICIOUS NF $1.52
Regular Price $1.69
Target Circle10%
284104804 SO DELICIOUS NF $1.52
Regular Price $1.69
Target Circle10%
212181026 PROGRESSO NF $1.59
212180379 PROGRESSO NF $1.59

TIMELY REFUND REQUESTS

Process your House Reimbursements Monthly or more

Reimbursements older than 60 days are not allowed

"Reimbursement Season"

- End of School year
- Before & After Winter Break
- Leadership Transition

MONEY COLLECTING

AKA ‘ALTERNATIVE VENMO’

VENMO – WHY DO WE RECOMMEND THAT YOU DON'T USE VENMO?

Due to state and federal regulations governing Caltech's student financial aid and student loans dollars, Compliance will currently not allow us to use Venmo.

Additionally, Venmo doesn't offer certain account protection and there is a higher risk that a person's money can be stolen.

- With this uncertainty and higher risk level Student Affairs can't, in good conscience, allow student groups to use Venmo.

WHAT CAN WE USE TO COLLECT MONEY FOR OUR HOUSE OR ORG?

‘ALTERNATIVE VENMO’

Online Form
(Wufoo or JotForms)

+

Online Payment Integration
(Authorize.net)

=

‘Alternative Venmo’

**Authorize.net is like Square, Stripe, or Toast.*

WHAT ARE THE STEPS TO GET AN 'ALTERNATIVE VENMO'

- Set up a meeting with the Hub
- Design the Online Form together; including: Amount, wording, colors, etc.
- Hub will set up payment integration & test that is work properly
- House will be provided a hyperlink for the form. House may turn this into a QR code
- House may use the link to collect funds
- Funds are transferred into House PTA with about a month or two delay

HOW DOES THE COLLECTED MONEY GET FROM A PERSONAL BANK ACCOUNT TO HOUSE PTA?

Form is filled out & submitted

Form directs to Authorize.net payment site

Debit or Credit Card information provided & collected

Authorize.net then determines if this is a ‘good’ or ‘clean’ transaction

Authorize.net collects money from the payee’s account

Authorize.net deposits money into Caltech’s General Business Account

End of each month, Miranda submits a deposit report to Finance indicating which funds go to what PTA

Finance transfers funds into PTA & your collected money shows in your House PTA

**This is why it takes a month or two to show up on the House PTA.*

HOW DO I KEEP TRACK OF THE COLLECT FUNDS?

As a TR, you will receive an email receipt for each transaction that is placed.

You can request a form report from myself and the Hub that summarizes all the transactions from the form.

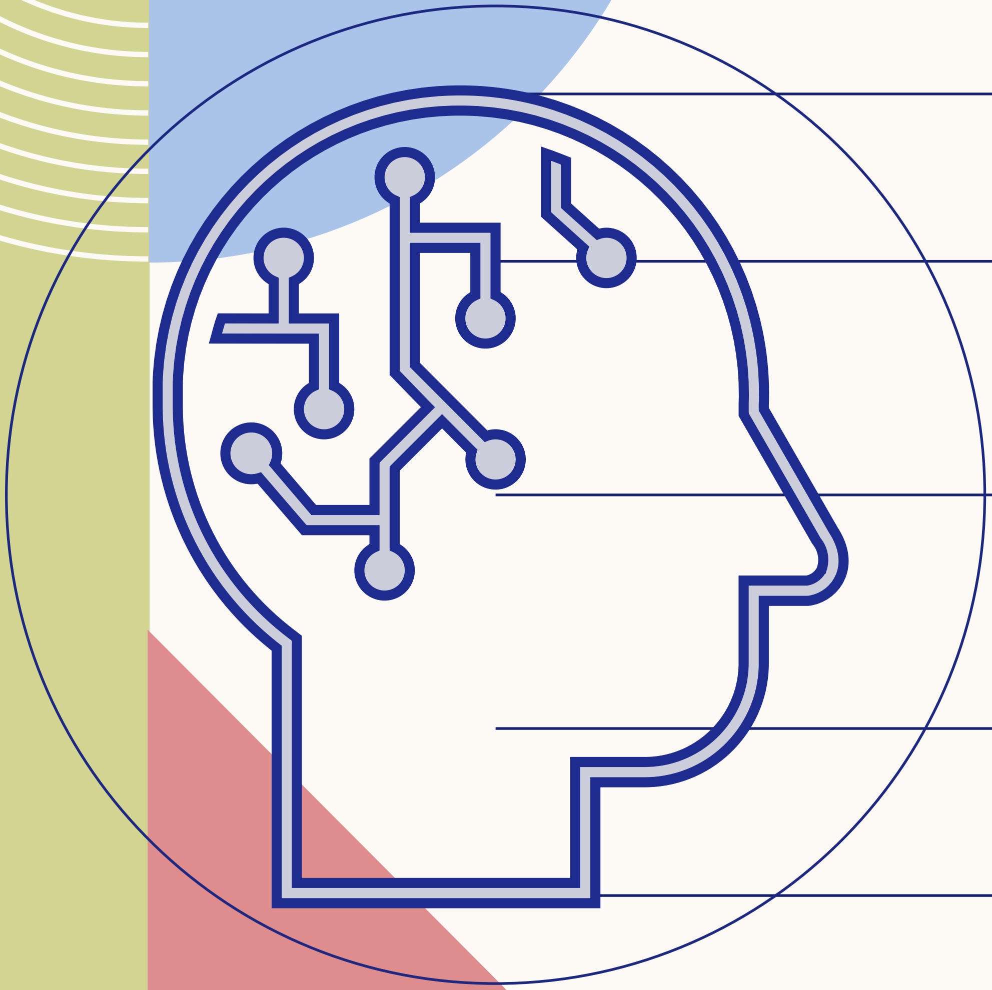
USEFUL INFO ON 'ALTERNATIVE VENMO'

Information & Limitations

- Many Types of Forms
  - General House Form, Form per Activity, & Multiple Forms
- Collection parameters
  - Open form, closed dates, only a certain number of submissions, IP limitations
- Direct Refunds
  - Within 60 days of transaction
- Voided Transactions
  - 24 hours to void a transaction
- Stationary Location Set-up is NOT allowed.
  - A single computer or station can NOT be set up to collect all transactions.
  - Form link can be passed around or posted
  - QR code can be used

Examples of Potential Uses:

- Admission Costs
  - Formals, Interhouses, etc.
- Offset Trip Expenses
  - Ski Trips, Senior Trip
- Merchandise Purchases
  - House clothing and accessories
- Raffle Tickets
- Social Dues
  - Note: If I collect social dues for you, those funds will need to stay on campus.



2 Pcard Trainings on the horizon

Purchases – Pcard is the best & first option to use

Reimbursements – HelpDesk, Good Receipts, timeliness

Money Collection aka Alternative Venmo

Check the House PTA Balance

FINANCIAL SUPPORT TEAM

- Student Financial Hub Website
- Bursar's Office
- Controller's Office
- Pcard Office
- Student Affair Business Services
- StudentFinHub@Caltech.edu

Student Financial Hub

- Business Services and Operations Manager
- Office of Residential Experience
- Office Hours: Thursdays
  - 3-4pm in-person (Building 390)
  - 4-5pm via zoom (Link on Website)
- mhuseth@caltech.edu

Miranda Huseth

- Administrative Coordinator
- Office of Residential Experience
- Office Hours: Wednesday
  - 1-2pm via zoom (Link on Website)
- jessw@caltech.edu

Jess Walker

QUESTIONS

QR Code for
Session Survey.

Please fill out.
Thank you!