MEMORANDUM

TO: WM Colleagues
FROM: Ruth Gilliam, Director Accounting Operations
SUBJECT: Accounting Operations News
DATE: December 8, 2016

Dear Colleagues,

The end of the year is a good time to look back, reflect on our achievements and start looking forward to the future. I would like to take time to acknowledge that the accomplishments in the Accounting Operations team are achieved with your partnership, help and support. The Accounting Operations team, which includes Accounts Payable, Travel, Payroll and Disbursements, would like to thank you for everything you do every day to ensure compliance and accuracy in our transactions.

Now some news from our office….

Accounts Payable Department News

Sodexo
We have received many questions regarding how Sodexo will exempt transactions from taxation. In an effort to clarify, please note, it is the responsibility of the person putting in an order in Catertrax to notify Sodexo if the activity is tax exempt and provide the proper documentation (exemption form). The tax exemption number on the form must match the entity that is paying for the activity. If WM is paying for the activity then the exemption form must be from WM; if using Foundation funds then the exemption form must be from Foundation. It is imperative that Sodexo has the proper documentation per transaction, as they are responsible for providing taxing agencies all proper documents when audited.

There are two ways to communicate with Sodexo that the transaction is tax exempt:

1. At the time of finalizing the catering event in Catertrax, the user has the ability to confirm that the event is tax exempt by marking the appropriate box. Once the box is check-marked, the system will prompt the user to enter the exempt tax id number.
2. At the time of confirming the order, Sodexo sends the booking party an email confirmation requesting once again to confirm whether the event is tax exempt, and to provide the certificate of tax exemption.

Failure to follow this process will result in tax application for the catering event and Sodexo will not be able to adjust the invoice AFTER the event.

Remember that for an activity to qualify for exemption the activity must meet the following criteria:

- The applicable prepared foods, catering and/or related service furthers a function, mission, service or purpose of the College.
- The charge for the food, meals, or catering is billed to and paid for by the College rather than using cash or an individual’s account. (Note: Items paid for by Agency Funds, often referred to as 8 Accounts, are not eligible for this exemption.)
- The College determines to whom, when and how the meals or food is served and consumed.
Examples of activities that are **NOT** tax exempt: Holiday, Retirement, and Birthday Parties (This list is not all inclusive). For questions to whether your event is tax exempt; please contact Cindi Fellows or Ruth Gilliam.

Other important issues:

1. If a department has made an invoice payment to Sodexo and the invoice included tax because the department failed to provide Sodexo with the correct information at the *time of service* Sodexo does not have to refund the taxes charged.
2. Sodexo cannot support tax exemption through their Point of Sale systems. That means they will not exempt a transaction in the local registers throughout campus.

Sodexo is not responsible for navigating the tax issue for the College. Questions regarding whether an activity is taxable must be directed to Cindi Fellows at ext. 1-2497 or Ruth Gilliam at ext. 1-4573.

**Vendor Search Help Tool**

I am happy to report that we have created a vendor search tool that lets you easily search the vendor database to include employee and student 93#s. You are able to search by Banner ID, Banner Name, Tax ID, Cardinal Name and Cardinal ID. To access the tool please follow this link: [https://vendorsearch.wm.edu](https://vendorsearch.wm.edu). It is very easy to use and navigate. For additional information on how to use this tool – you can go to the Search Help topic under the Vendor Search site.

**e-Payables**

The implementation of e-payables was delayed during the fall semester. We were working on some reconciliation programming. Now that we have finalized that process, we are finally expanding the e-payable process. Wells Fargo will perform the outreach to the vendors and the vendors will be able to sign up directly for the program through the Wells Fargo portal. Reminder: Wells Fargo at this time is unable to sign up “individuals” to this program. Our effort is focused on companies and organizations only.

The Procurement office and the Accounting office will meet to create a “new” vendor enrollment process. Stay tuned for news on that in the near future.

For additional information on Accounts Payable activities, please contact Amber Brown, AP Manager at ext. 1-2838.

**Travel Accounts Payable Department**

**Chrome River**

Paperless Travel Reimbursement is coming! The travel team has been working diligently on this project all fall. The user interface is almost ready and we are now going to focus on the back-end of the process. I am hoping to start the pilot program early next year. I still do not have a campus rollout date; it depends on the results of the pilot program.

**Retirement and New Manager**

For those of you that do not know, Sharon Harrington will be retiring at the end of the year. We will celebrate her accomplishments in January when we return from break. I hope you can join us to give her a deserving send off! Meanwhile, we have hired a new Travel Manager. I am happy to announce that Ladonna Jarvis has accepted the Travel Manager position. Feel free to congratulate Sharon on her retirement and Ladonna on her promotion.

For additional information on Travel activities, please contact Sharon Harrington, Travel Manager at ext. 1-3445.

**Payroll Services Department**

**Self-Service VA-4 Form**

All employees NOW have access to submit VA-4 Employee’s Withholding Exemption Certificate information using Self-Service. Because of this access, Payroll **will no longer be accepting paper** VA-4 Forms starting on January 1, 2017.

**End of the Year Check Processing**
I would like to remind everyone that the Payroll Services last check-processing day for the calendar year is December 20th, the day we run Pay 24. **No checks will be printed after this date.** This period will run through January 16th to accommodate the year-end closing processes. Please ensure all your employees submit their timesheets through self-service timely and accurately.

**Basic Payroll Training Workshops**
Monthly Payroll trainings will resume in February, please watch The Digest for announcements of upcoming sessions.

**Non-Resident Student Employees**
If your department will be hiring a **NEW** (not previously employed on campus) NRA student employee in the spring semester, please provide the student’s name, Banner ID and email address to the Payroll Office at foreignnationals@wm.edu in order to ensure that the FNIS process can be completed **prior** to their start date. Questions regarding NRA student employees can be sent to the Foreign Nationals email address as well.

**Social Security Announces Increase in Wage Base**
Effective January 2017 the maximum taxable earning will increase from $118,500 to $127,200.

For additional information on Payroll activities, please contact Simonne Vance, Payroll Manager at ext. 1-2844.

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Wishing you Joy and Peace at the Holidays and throughout the New Year

From your friends in Accounting Operations

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