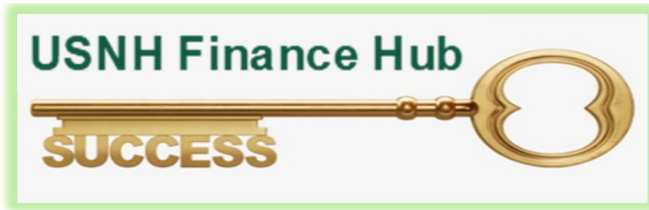


Finance Fundamentals

October 25, 2021

Finances' Two Cents



The USNH Finance HUB website (<https://universitysystemnh.sharepoint.com/sites/USNHFinancialServices>) is the **key resource** for your day-to-day finance needs. It should be your first stop for system-wide policies, procedures and forms related to **purchasing, reimbursements, journal entries, and payroll** activities.

Note: For budgeting, planning, reporting, analysis, contracts, e-commerce and FOAPAL maintenance needs, contact the PSU Finance Division:

- Dept'l Budget Support = psu-budget-support@plymouth.edu
- Contracts = psu-contracts@plymouth.edu
- Ecommerce = psu-ecommerce@plymouth.edu
- Planning, Reporting, Analysis and FOAPAL maintenance = psu-finance-planning@plymouth.edu

Adjunct/Student Hiring

- For part time, temporary, seasonal, student hourly or student work study complete the appropriate hiring request form here <https://universitysystemnh.sharepoint.com/sites/PSU-HumanResources/SitePages/Payroll.aspx> to process through approval queues.
- Ensure to list two FOAPAL lines for those hired on work study as 55% department FOAPAL and 45% FY22 Federal Work Study Fund 684174 with remaining FOAPAL elements the same as the department.
- For supplemental one-time payments complete the J3 Form and submit directly to individuals for appropriate approval signatures

In this issue:

- USNH Finance Hub
- Adjunct/Student Hiring
- CaterTrax Catering/UShop
- eStore
- Room/Meals Tax & UBI
- Ushop Purchase Workflow

CaterTrax Catering Orders & UShop

Workflow - New

- PSU Department enters order in Catertrax <https://psucatering.catertrax.com>
- Chartwells sends order confirmation to dept.
- PSU department enters order in UShop attaching CaterTrax order confirmation to Chartwells order to capture proper purchasing approvals, business purpose and funding source information (i.e. complete FOAPAL)
- Chartwells receives the purchase order and matches it to the CaterTrax order
- Chartwells generates the Invoice with the USNH PO referenced.
- USNH Financial Operating Center (FOC) receives the Invoice, which includes the UShop PO to signify it is an approved purchase.
 - Invoice is paid automatically if under \$3000
 - Invoice is sent to department to approve for payment before processing if it is over \$3000

eStore

Plymouth State eStore is a means by which to accept online payments and may be used for Workshops, Events, Dues, Fees and Sales of items.

- To request adding items on the eStore, complete the form accessed through this link <https://forms.office.com/r/ixcn5R7j99>
- Department event contact completes registration on eStore and notifies PSU-ecommerce@plymouth.edu to be set up with report capabilities to retrieve reports of sales

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Room/Meals Tax & UBI (Unrelated Business Income)

	Yes	No
ROOM TAX 8.5%		
1. Is the organization a non-profit 501C (3), (4), (7), (8), (10), or (19) of the Internal Revenue Code or other exempt organization; (Federal Government, State/Local Municipality, Hospital, School)?	No tax required. Request copy of IRS Tax Determination letter	Go to 2.
2. Is the rental in a building that has sleeping facilities(regardless of rental use)?	Indicate 8.5% tax separately in quote to client. Include FOAPAL split in non-student A/R billing 6U0000 PGGNER 212041 P40000 P00000 P00000 P00000. Provide contract to PSU-contracts@plymouth.edu	No room tax required.
MEALS TAX 8.5%		
1. Are the meals provided by a third party i.e. Chartwells?	Third party collects/files tax	Go to 2.
2. Is the organization a non-profit 501C (3), (4), (7), (8), (10), or (19) of the Internal Revenue Code or other exempt organization; (Federal Government, State/Local Municipality, Hospital, School)?	No tax required. Request copy of IRS Tax Determination letter	Indicate 9% tax separately in quote to client. Include FOAPAL split in non-student A/R billing 6U0000 PGGNER 212041 P40000 P00000 P00000 P00000
UNRELATED BUSINESS INCOME REPORTING (UBI)		
1. Has a UBI Questionnaire already been completed and evaluated for UBI for this type of rental/service?	Go to 5.	Complete questionnaire for evaluation by USNH. Submit to PSU-Budget-Support@plymouth.edu
2. Is the client the State of NH or USNH, including all USNH campuses?	Exempt from UBI Go to 5.	Go to 3.
3. Are we providing any services for client's convenience such as staff, IT, UPD, Copying, Lifeguard, etc.?	Income subject to UBI record all related income/expenses on appropriate activity code identifying taxable status	Go to 4.
4. Is the rental a fixed rate(not based on a percentage of the net profits)?	Go to 5.	Income subject to UBI record all related income/expenses on appropriate activity code identifying taxable status
5. Is the rental in one of the following buildings with HEFA Debt: Blair Hall, Grafton Hall, Mary Lyon Hall, Merrill Place, Centre Lodge, Merrill St Apartments, Langdon Woods, Allwell North, Prospect Dining Hall, HUB, Ice Arena?	Income subject to UBI record all related income/expenses on appropriate activity code identifying taxable status & complete UBI Room Rental worksheet recording Date, # Hours, Building, Organization, Square Footage of Rented Space, \$ Amount for submission at end of year	Record all related income/expenses on appropriate activity code identifying as non-taxable

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Finance Fundamentals

Finances' Two Cents



Ushop Purchase Workflow Overview

Role	Action	Requirements
Shopper	Selects Vendor to make purchase in UShop	If vendor not in UShop- submit Team Dynamix (TDx) ticket with Vendor's completed Sub W-9 and email address. If vendor's Sub W-9 contains a SSN, upload the form securely to procurement here and indicate the name of the uploaded file on the TDx ticket.
Shopper	Completes order via catalog vendor(punch out), non-catalog item form (goods) or non-catalog service form (service)	Include complete FOAPAL, detailed business purpose, attach applicable (IT technology approval, quotes, signed/numbered contract in external notes) If confirming order and vendor doesn't need PO, check Do Not Distribute
Shopper	Checks out and assigns cart to requester	
Requester	Verifies all necessary information is present and creates requisition to flow through approval queues	Ensure adherence to policy, detailed business purpose, quotes, contracts and complete FOAPAL are present
Approver	Review requisition to ensure all information is complete and adheres to policy and approve	Complete approval in a timely manner
Shopper	Upon notification creates a receipt in UShop of items received on orders \$3000 or greater for vendors that E invoice	Complete receipt in UShop within 10 days of notification
Shopper	Submits invoices received to the foc.ap@usnh.edu	Ensure PO number is on invoice when providing the OK to pay. Attaching an invoice to a UShop shopping cart will not cause the invoice to be paid. Invoices must be submitted to foc.ap@usnh.edu with an OK to pay.

We are all an important piece of the University's financial stewardship!



PSU Finance Website – Resources & Forms <https://campus.plymouth.edu/financial-services/>

PSU Ecommerce - submit eStore requests & credit card related questions to psu-ecommerce@plymouth.edu

PSU Budget - submit budget related entries/questions and journal transfers to psu-budget-support@plymouth.edu

PSU Surplus - submit surplus request form to psu-surplus@plymouth.edu

PSU Contracts - submit contracts for review, signature and numbering prior to entering in UShop to psu-contracts@plymouth.edu

UShopNH User Aids <https://wildcatsunh.sharepoint.com/sites/USNHProcurement/SitePages/UShopNH-2020.aspx>

USNH Procurement Team Dynamix - submit UShop questions and new vendor requests to
<https://td.unh.edu/TDClient/60/Portal/Requests/ServiceCatalog?CategoryID=83>

USNH Finance Hub – Resources & Forms <https://universitysystemnh.sharepoint.com/sites/USNHFinancialServices/>

PCard Applications & Exceptions submit request to banner.pcard@usnh.edu

PCard Expenses submit receipts with cover sheet and full FOAPAL to foc.pcard@unsh.edu

Travel Advances submit Travel Advance Form found on the USNH Finance HUB to foc.expense@usnh.edu

Travel & Expense Reimbursements submit with all signatures & full FOAPAL to foc.expense@usnh.edu

Invoices/Direct Payments submit with PO # and OK to pay to foc.ap@usnh.edu

Sponsored Program Administration/Grants <https://www.unh.edu/research/research>

Journal Entries - submit correction entries with all relevant documentation to foc.accounting@unsh.edu