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Welcome
Message from Krishan Prasad – Manager - Training, Communication and Support

Welcome to the first edition of Spendvision News. This newsletter is designed to provide a space for training and support news as well as to keep you abreast of developments happening within the Spendvision system. In this issue we take a look at best practices, some of the projects we implemented late last year, and we introduce you to the Spendvision team.

As you might be aware, in 2007 the University began an initiative with Finance Shared Services for the provision of a balanced approach to University-wide financial services. As a result, our training and support is now more holistic in its approach, including a shift from a sole focus on systems procedures and navigation to also include business processes, business rules and procedures, and system functions.

The training and support team is responsible for:
- User education and performance support programs
- Change management and communication relating to the financial systems, its applications, policy and procedures
- Learning and performance leadership
- Fostering an environment for learning and performance improvement
- Spendvision system and access management

We also offer Q & A sessions to specifically meet your needs, in addition to our regular classroom training. Your feedback has highlighted that staff using our system often have specialised questions which are not generally covered in the basic classroom training. These sessions are great as a refresher course for staff who are not regular system users or, for experienced users with highly specialised questions. If you would like to organise a Q&A session, or want us to be part of your new staff induction program, please contact Anu Ananda. Call 935 14775 or email a.ananda@finance.usyd.edu.au

This year we will be organising a finance conference which will include Spendvision and Travel User Group sessions. We will also launch a Spendvision Forum and Quick Reference Guides (QRGs) for all Spendvision applications. Comprehensive User Guides are available at http://www.finance.usyd.edu.au/about/spendvision_guides.shtml.
In terms of system and process improvements, late last year we delivered some projects and quick wins that have made Spendvision much easier to use. This year we will continue with the system and process improvements and we look forward to your support. We value your feedback and suggestions. Please send your suggestions directly to: kprasad@finance.usyd.edu.au or phone 9351 4629.

Krishan Prasad – Manager – Training, Communication and Support

In Focus

Best practices

We encourage best practice in all University departments. Here are a few tips to ensure you help us to maintain a best practice approach in all activities relating to Spendvision.com.

CARD HOLDERS:
- Maintain receipts for ALL transactions made on your Corporate Card, irrespective of the dollar value.
- Complete coding once a week to avoid a last-minute rush.
- If you need help with the use of class codes, contact your Finance Officer.

TRAVELLERS:
- Create Travel Requisitions and ensure they are approved before travel.
- If you have a Corporate Card, use it for meal expenses rather than claim per diem.
- If you have a Corporate Card, always use this card, rather than your personal credit card, for business travel expenses.
- Cash claims must be created in Spendvision.com by the claimant only. Cash claims should not be delegated.

APPROVERS:
- Transactions must be approved every month as per the audit requirement.
- Cash claims must be approved in enough time to be paid in the next payroll. **Deadline for approval is COB Thursday prior to the pay week.**
- Cash claims must be double-checked to ensure that claims are in compliance with the claims policy.
- Discourage staff from purchasing asset items using their personal money.
- Ensure that all class codes are correct before approving.
- File Corporate Card statements at the department/school level so they can be maintained for six years as per the audit requirement.

DEPARTMENT/FACULTY:
- Credit card fraud is a very real risk. If a staff member leaves or transfers to another department, please advise the Corporate Card Helpdesk (pcardhelp@finance.usyd.edu.au) immediately to cancel their Corporate Card and terminate the Spendvision.com access.

Latest news and announcements

Spendvision, Travel and Corporate Card audit

As part of our ongoing Spendvision audit program we recently carried out numerous audit tests on transactions for 2008. Some of the tests included the following:
- Account balance exceeding card limit.
- Excessive adjustments or credits.
- Dormant accounts.
- Transactions with prohibited merchants.
- Transactions that exceed 'per transaction limit' of $5K.
- Use of split transactions to avoid exceeding transaction limit.
- Duplicate claims.
- Personal vehicle usage and rental car for same period.
- Expense claim to credit card transaction comparison.
- Travel to holiday destinations.
- Overlapping travel claims.
- Authorisation of trips.
- Transactions authorised by the same requestor.
- Cardholders with missing addresses and authorisers etc.
In due course, Financial Operations & Systems will be in touch with cardholders and managers who appear to have breached policy and procedure.

For information on this matter, contact Krishan Prasad on 9351 4629 or email kprasad@finance.usyd.edu.au.

**Transaction coding**

Please ensure that your Corporate Card transaction coding for the previous statement periods are completed by the last date.

Any un-coded transactions after the due date for the previous statement period will be coded as follows:

(a) All un-coded transactions under $82.50 will be coded to class 6745, and default Responsibility Centre (RC) and Project 00000.
(b) All un-coded transactions over $82.50 will be coded to class 6782, and default RC and default Project Code.

This statement period will be locked and all transactions uploaded to PeopleSoft. The General Ledger in PeopleSoft will need correction through journal.

**Further Action:** Names of Corporate Card holders who do not code their transactions in time for two consecutive statement periods will be forwarded to their relevant Finance Directors.

**Overseas Air Ticket Purchase**

It is important to change the tax code from GSTSTD10% to GSTIMP0% for all overseas airfare purchases as it does not attract GST.

**Fringe Benefit Tax (FBT) coding**

Did you know that Fringe Benefit Tax (FBT) is applied to all meals and entertainment expenses? It is important to complete the questionnaire in Spendvision.com to comply with the Government’s taxation rule on FBT.


**NOTE:** FBT is paid only on the University staff’s expense component. Guest or visitor expenses do NOT attract FBT.

**What happens if FBT is not declared correctly?**

The Australian Tax Office can issue a penalty to The University of Sydney for failing to comply with the FBT Assessment Act. Business units should ensure fringe benefits such, as entertainment and others have been properly recorded in Spendvision.com.

**How much is FBT?**

The tax rate is 46.5%.
What percentage of the total expenses is FBT for a staff member’s component?
The University of Sydney applies the actual method in determining the value of benefit provided to an employee.

For example – dinner costing $100 (GST inclusive), which involves a staff and non-staff member.

The FBT cost is (for the staff member) calculated on $50.00.
FBT Calculation: $50 x 2.0647 x 0.465 = $48. This is charged to the business unit.

Where can I find more info about FBT?

Did you know?

1. LAST DATE FOR CODING: The last date for Corporate Card coding for a statement period is mentioned on the home page under ‘Important Notices’.

2. TRANSACTIONS REQUIRING ATTENTION – FLASHING MENU OPTION: If a user logs into Spendvision.com the ‘Travel, Card & Cash’ link on the home page under the main menu will flash if the transaction coding is not complete.

3. WHO IS YOUR APPROVER? To know who your approver is, click on ‘Settings’ on the Spendvision.com homepage.

NOTE: There may be more than one approver assigned to your profile.
4. SPENDVISION REPORTS: Did you know you have access to the following reports as an approver or as a cardholder? Below are the standard reports already available to you.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Contents</th>
<th>Available to Card Holders</th>
<th>Available to Approvers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Spend-Employee</td>
<td>Details all charges made by a selected employee for a selected period.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>2 Supplier-Employee</td>
<td>Allows an employee to search and report on the supplier they have used against selection criteria. This can be used to target, report on, or just find suppliers they are interested in.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>3 Analysis-Employee</td>
<td>This report is a useful tool for managers to monitor their employees' spending patterns and provide insight on the card program diligence.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4 Transaction Search - Personal</td>
<td>Allows you to select certain transactions through selection criteria. This can be used to target, report on, or just find transactions you are interested in.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

To access reports:

1. Click on the Reports Menu.
2. Select the report you wish to run, and set your parameters for the report.
3. Click Search to run the report.

5. CUSTOMISE SETTINGS: To customise your personal settings, click on Settings, followed by Customise Views. If the Source Amount checkbox is ticked then the transaction displays the original source currency in which it was paid. If it is not ticked, then tick the box and click Save.
Great staff rates with the Online Booking Engine

Want to purchase flights at a competitive price every time? The Online Booking Engine (OBE) is a useful tool for staff booking domestic travel – without ever having to leave the University website. The OBE is exclusive to University staff and offers specially negotiated rates for business and personal travel. To book your next domestic trip, go to [http://www.finance.usyd.edu.au/travel/resources/obe.shtml](http://www.finance.usyd.edu.au/travel/resources/obe.shtml) and follow the prompts to sign up.

Our achievements

2008 ‘quick win’ solutions successfully implemented

Financial Operations and Systems initiated several projects and ‘quick win’ solutions in 2008 to deliver more timely and efficient practices in Spendvision.com. These were implemented successfully and we have so far received very positive feedback from users and management. Thank you to everyone who gave us valuable feedback and support.

CASH CLAIMS: During October 2008 the three existing cash claim processes (Accounts Payable, Petty Cash, Online) were streamlined and reduced to one simple procedure. Now all travel and non-travel reimbursements will be processed through Spendvision.com only. Please refer to the Cash Claims Policy [http://www.finance.usyd.edu.au/docs/corporatecard_proced.pdf](http://www.finance.usyd.edu.au/docs/corporatecard_proced.pdf) for more information, or go to the following to download the relevant Cash Claims Quick Reference Guide:


AUTO CODING AND NO APPROVAL RULE: Another time saver implemented in 2008 was the Auto-Coding. Previous practices required all transactions to be manually coded and approved monthly – irrespective of the amount. This meant that small value transactions, accounting for 40 per cent of total volume, had to be manually coded and approved, proving to be a less than efficient process. Now transactions below $82.50 (incl. GST) will be auto-coded in Spendvision.com to various class codes, based on merchant classes or categories from NAB. This means that only the project code will need to be completed if the populated class is appropriate. These transactions do not require manual approval. For further information about the auto-coding project please contact Krishan Prasad at kprasad@finance.usyd.edu.au.

PIN FOR CORPORATE CARDS: International travel became more secure and convenient in 2008 with the introduction of PINs for University Corporate Cards. This new feature enables staff to use their card in countries that require a PIN for credit card transactions.

NOTE: PIN does not entitle the cardholders to withdraw cash using Corporate cards.

If you would like a PIN on your card, please contact pcardhelp@finance.usyd.edu.au stating your name as it appears on the card and the last six digits of your card number.
Our people

Meet the Spendvision team

The Spendvision team is dedicated to helping you get the most out of the Spendvision Expense Management System. You can contact us by emailing pcardhelp@finance.usyd.edu.au or calling 9036 9424 | 9351 3480 | 9351 8005.

For travel enquiries, please email travel@usyd.edu.au or call 9036 9555.

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Resources

How to make a Cash Claim

These Quick Reference Guides will take you through the steps involved in making a Cash Claim. Click on the relevant link to download:


Travel Requisitions

Spendvision.com User Guide

If you would like to contribute to this newsletter, or have any feedback, please contact kprasad@finance.usyd.edu.au

Financial Operations & Systems
Training, Communication and Support
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