

# CampusGroups Budgeting Guide

## Payment/Reimbursement

**Any money you receive or spend on behalf of your organization must be reported within CampusGroups using a payment request.** All spending needs to have an itemized receipt in order to be reimbursed. Failure to submit an itemized receipt will result in no reimbursement.

Transactions on all of the following should be reported:

- cash/personal credit card/personal debit card purchases that you want reimbursed
- CDEP, P-Card, D-Card, or any other university-issued card purchases
- requests for purchase orders for goods, services, catering, gift cards, artists, etc or contracts
- Transfer of funds both in and out
- Deposits of funds

## Creating a Payment Request

After your budget has been approved and the budget period is in the payment stage, the **Request Payment** will appear under **Payments**. Click on it to begin a payment request:

#ID	REQUEST	BUDGET ITEMS			APPROVAL		PAYMENTS						
		Name	Total Funds Needed (\$)	Requested (\$)	Approved (\$)	Notes	Date	Total Payment Requested (\$)	From Approved (\$)	From Group Funds (\$)	Remaining Balance (\$)		
9499	Automatic Allocation Sponsorship Priority - medium Brandon Dunbar Submitted on Jan 18, 2019 12:21 PM	Automatic Allocation	100	100									
		<b>Total</b>	\$100	\$100	\$0		<b>Total</b>	\$0	\$0	\$0	\$0		

The following screen will show a blue box at the top of the page reminding you which **line item** you clicked on for reimbursement, **funding sources**, and the **amount remaining** for reimbursement.

## Details

The first question asked is **Payment Type**. Choose the most appropriate from the following options:

- **Payment:** This is done to a person or company to reflect the movement of funds out of the group's account. This covers

### Request Payment

Apparel  
Budgeted: \$50 > Requested: \$0 > Allocated: \$150  
Remaining: \$150

**DETAILS**

\* Payment Type: - Select -

\* Description:   
Ex: food, marketing materials, travel expenses, etc

**AMOUNT**

Revenue/Expense: Expense

\* From Allocated: \$ 150  
Numbers only

\* From Group Money: \$ 0  
Numbers only

Close
Next

CDEP, Petty Cash, T&E Check Requests, Payment Requests (non-Case individuals), Purchasing Card Purchases, Catering, Purchase Orders, Artist Agreements, etc.

- **Transfer:** A request to transfer funds from one group account to another within the university.
  - A journal needs to be completed that moves money from the group completing this form to another group via PeopleSoft. Please supply the receiving group's **Speedtype, Account** and **Event Code** to facilitate the transaction in the notes.
  - If the group receiving the funds is a student group, then the group receiving the funds will also need to record the incoming funds as revenue
- **Deposit:** A deposit of funds into a group's account (normally the group's club funds). This is done by the group under the "Group Funds Only Rolling Budget..." by submitting a request against a budget line they have created in that budget. The request is to be completed in PeopleSoft by an authorized person upon receiving the funds (check or cash) or to recognize a sale within CG for the group.  
*Revenue only.*

After selecting the appropriate payment type, the **Description** section can be used to give more detail about the purchase.

## Amount

Under the **Amount** section, **Revenue/Expense** is defaulted to Expense. It should only change to Revenue if you are inputting a deposit or receiving funds via a transfer.

There are two required fields in the Amount section:

- **From Allocated:** Enter the amount you spent from your mass/rolling funding allocation.
- **From Group Funds:** This is not used at this time.

**Request Payment**

Food - Pizza/Snack Food  
Budgeted: \$150 > Requested: \$150 > Allocated: \$150  
Remaining: -\$150.00

**DETAILS**

\* Payment Type: Payment

\* Description: Pizza for committee retreat  
Ex: food, marketing materials, travel expenses, etc

**AMOUNT**

Revenue/Expense: Expense

\* From Allocated: \$ 150  
Numbers only

\* From Group Funds: \$ 0  
Numbers only  
Use funds from your group money balance

# Receipts

The last field in the Amount section is the **receipt upload**. Make sure to upload itemized receipts to ensure reimbursements flow smoothly. **Without an itemized receipt, your reimbursement will not be able to be processed.**

Some businesses will not automatically give you an itemized receipt, but will only give you a credit slip showing the total amount paid. **It is your responsibility to ask for an itemized receipt** in addition to a credit slip. The itemized receipt can be handwritten on company letterhead or signed by the owner/server with a business card to vouch that the transaction is legitimate. **Make sure you have the proper receipt prior to leaving the place of business as it is more difficult to retrieve the itemized receipt afterwards.**

It's good practice to take a picture of your receipt immediately after purchase - receipts are easy to lose!

Itemized Receipt ✓	Credit Slip ✗
<ul style="list-style-type: none"> <li>• Lists each item and how much it cost</li> <li>• Accepted by the university as proof of purchase for reimbursement requests</li> </ul>  <p>The left image shows a KVS receipt with a list of items: 1 Copy Buttermilk Ckn Meal (6.79), 1 M Sprite (0.00), 1 Copy Buttermilk Ckn (1P, 0.00), and 1 3 Mozzarella Sticks (1.19). The subtotal is 7.98, tax is 0.48, and the take-out total is 8.46. The right image is a Walmart receipt for a copy of Buttermilk Ckn Meal (21.97) and tax (1.69), with a total of 23.66. It also includes recycling information and the slogan 'Save money. Live better.'</p>	<ul style="list-style-type: none"> <li>• Only shows the total amount spent</li> <li>• Cannot be submitted with reimbursement requests - your request will be rejected!</li> </ul>  <p>The credit slip is from Carrabba's Italian Grill, dated 02/27/15. It shows a total amount of 124.24 and a tip of 20.00, resulting in a total of 144.24. The slip is signed by the server, Alyssa T. It also includes the merchant's name, address, and card information.</p>

## Payee / Vendor

Likely the most confusing part of the payment process is the payee/vendor information.

Remember that the **Payee** is the person who is going to be reimbursed during the process.

For example, if you went to Walmart and paid out-of-pocket, they have already been paid. You need to put **your own name** as the payee, or else Walmart gets paid twice and you don't get reimbursed for your purchase.

For a purchase order or artist agreement, the payee would be the vendor since they are the ones that need to be paid. Do not put your name in the box if you need to pay a caterer. People don't work for free and if they do not get their money, it can turn into a bad situation for you and the university.

After completing all of the information on the first page, select the **Next** button at the bottom.

ADDITIONAL INFORMATION

Payee / Vendor   
Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

Additional Notes   
Long text, no limit

## Transaction Type

After completing the initial screen of the payment request, another page will appear requesting additional transaction details. The first page will prompt you to select the **Transaction Type**.

- **Deposit Request**
  - Any money that is coming into your account that is not from a university department or other student group requires use of this payment type. Examples of circumstances include donations from sponsors, proceeds from sales, etc.
- **Transfer of Funds to a Group or CWRU Department**
  - If you want to transfer money from your group to another group or department on campus or record the receipt of funds via a transfer from another group or department to your group this is the payment type to use.
  - If you are sending funds it is an expense; if receiving funds it is revenue.
- **Artist Agreement Request (Contract)**
  - If an artist or speaker comes to campus, a contract needs to be signed to facilitate payment. **No student or staff member should sign a contract**, it needs to go through the university's legal department.
- **Catering Request (Possible Contract)**
  - If you are using a preferred caterer, this process is pretty simple. If you are not using a preferred caterer, the process works similar to an artist agreement. **No student or staff should sign the contract.**
- **Purchase Order Request (For Goods)**
  - If you purchased something via a purchase order (eg. gift cards [your advisor needs to purchase

these]), select this payment type. **Gift Cards can only be purchased using this method.**

- **Purchase Card Usage (P-Card/D-Card) Request**
  - Purchase cards are held by the financial advisor for your organization. These can be used when you don't want to spend money out of pocket for an event and may not have enough money on your CDEP card. Purchases can only be made online or via phone. If you use this card, select this payment type to request this method.
- **Payment Request (Non Case Individual-Honorarium)**
  - If someone who is not a Case student or staff member paid for something on behalf of your group and needs to be reimbursed, use this payment type.
- **Petty Cash Request (Less than \$75)**
  - Any out of pocket spending under \$75 can use this payment type. A petty cash reimbursement form will be processed for the person being reimbursed. This form and the original receipt is taken to the the cashier's office and paid in cash. Out of pocket spending does not include CDEP purchases, but does include cash, check, personal debit card, or personal credit card.
- **T&E Reimbursement/Check (greater than \$75)**
  - Any out of pocket spending over \$75 should use this payment type. Similar to petty cash, reimbursements are made via check either sent to the cashier's office or mailed to the students Permanent address in SIS.
- **CDEP Transaction**
  - If you spend money on your university issued CDEP (Corporate Defined Expense Program) card use this type. CDEP cards can be issued to groups whose mass/rolling funding allocation and club fund exceeds \$500. **CDEP Cards CANNOT be used to purchase gift cards.**
- **Other**
  - If none of the other payment request types fit your organization's purchase, select this category.

## Group Information

To ensure that the correct people are reviewing your payment request, you must fill out the recognizing organization and group information accurately. Choosing the wrong radio button at this stage will almost guarantee your payment request will be denied/delayed.

The group listing contains all the groups on campus, so use your keyboard to type the first letter of your group for quicker results.

What is your umbrella organization? \*

- USG
- UDC
- UMB
- GSC
- Club Sports
- Additional Ones To Be Added Later

What is your group? \*

Repeating this question for workflow issues.

## Optional Form Questions

At this point, there may be additional form questions asked based on which **Transaction Type** you chose above. Additional instructions for each transaction type start on the next page. You can keep reading or click the links on the list above to find the one you need.

## Completing Your Submission

After completing all of the general and type-specific questions for your payment request, you will encounter this page. There is nothing that needs to be submitted on it, so you can simply click **Submit**.

CG Payment/Transaction Request **DRAFT** Save As PDF

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PeopleSoft Reference

PeopleSoft Instructions - When the PeopleSoft transaction is done, the PeopleSoft Reference # (i.e. Journal #, T&E #, Petty cash #, PO Requisition #, etc.) must be entered.

« Back Save As Draft Submit

**Note:** *The University staff member who is doing the corresponding action in PeopleSoft will place the appropriate reference # in the PeopleSoft Reference section, save the form, and complete their approval step in CampusGroups to finalize the transaction.*

## Transaction Type Guide

Below are additional details for both the submitter and the staff member working in PeopleSoft to consider when handling each of the transaction types.

### Deposit Request

*Any money that is coming into your account that is not from a university department or other student group requires use of this payment type. Examples of circumstances include donations from sponsors, proceeds from sales, etc.*

There are no additional questions asked, but note that it is **extremely** important that you submit your payment request through the right budget so that the money to be credited to goes to your group funds and not to an allocated budget. **Use the "Group Funds ONLY rolling Funds Budget - ..."** Once you submit your payment request take your funds to the Advisor of the Umbrella group you are under (USG, UDC, etc) to do the deposit. You can check the Club Budget Planning Process guide for more details about managing your club funds.

The University staff member who is handling the deposit request needs to enter the **deposit reference #** in the PeopleSoft Reference section, save the form submission, and complete their approval step in CampusGroups to finalize the transaction.

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### Transfer of Funds to a Group or CWRU Department

*If you want to transfer money from your group to another group or department on campus or record the receipt of funds via a transfer from another group or department to your group this is the payment type to use. If you are sending funds it is an expense; if receiving funds it is revenue*

This transaction type is a request to transfer funds from one group account to another within the university. A journal is to be completed to move money from the group completing this form to another group via PeopleSoft.

Please supply the receiving group's **Speedtype**, **Account** and **Event Code** to facilitate the transaction in the notes.

The University staff member who is handling the journal will need to enter the **journal ID #** in the PeopleSoft Reference section, save the form submission, and complete their approval step in CampusGroups to finalize the transaction.

If your group is receiving the funds, a request is done against a budget line in your groups "Group Funds ONLY Rolling Budget - .." and using this type but you use REVENUE instead of expense to record the income.

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## Artist Agreement Request (Contract)

*If an artist or speaker comes to campus, a contract needs to be signed to facilitate payment. No student or staff member should sign a contract, it needs to go through the university's legal department.*

Per university policy, if you are spending more than \$5,000 on a single transaction with a single vendor, a second quote needs to be obtained. This will not likely be applicable to many student groups.

After selecting this transaction type, you will be asked if the requested total is over \$5000. If the answer is yes, you will be prompted to upload a second quote.

You will then be asked if you contacted your recognizing organization advisor to set up a contract. Answer yes or no and click **Next** to proceed, then conclude the submission. If no reach out to them to get the process started, preferable 4 weeks in advance of the date needed.

The University staff member who is handling the purchase order request will need to enter the **purchase requisition #** in the PeopleSoft Reference section, save the form submission, and complete their approval step in CampusGroups to finalize the transaction.

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## Catering Request (Possible Contract)

*If you are using a preferred caterer, this process is pretty simple. If you are not using a preferred caterer, the process works similar to an artist agreement. No student or staff should sign the contract.*

After selecting this transaction type, you will be asked if the requested total is over \$5000. If the answer is yes, you will be prompted to upload a second quote.

You will then be asked whether the food is being consumed on campus or off-campus, whether it is a food truck request, and if the amount will be over \$500.

Lastly, you will be asked which preferred caterer you are using. If you are spending over \$500 and not using a preferred caterer, additional documentation will be needed (food license, insurance documentation, contract)

as well as extra time to process a purchase order request and obtain a PO. Contact the appropriate person in your area who handles contracts.

The University staff member who is handling the purchase order request will need to enter the **purchase requisition #** in the PeopleSoft Reference section, save the form submission, and complete their approval step in CampusGroups to finalize the transaction.

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## Purchase Order Request (For Goods)

*If you purchased something via a purchase order (eg. gift cards [your advisor needs to purchase these]), select this payment type. Gift Cards can only be purchased using this method.*

After selecting this transaction type, you will be asked if the requested total is over \$5000. If the answer is yes, you will be prompted to upload a second quote.

You will then be asked if you contacted your recognizing organization advisor to set up a contract. Answer yes or no and click **Next** to proceed, then conclude the submission.

The University staff member who is handling the purchase order request will need to enter the **purchase requisition #** in the PeopleSoft Reference section, save the form submission, and complete their approval step in CampusGroups to finalize the transaction.

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## Purchase Card Usage (P-Card/D-Card) Request

*Purchase cards are held by the financial advisor for your organization. These can be used when you don't want to spend money out of pocket for an event and may not have enough money on your CDEP card. Purchases can only be made online or via phone. If you use this card, select this payment type.*

If you want to make this type of purchase submit your request and then reach out to the advisor to set up a time to make the purchase. After selecting this transaction type, you will be asked to upload your detailed, itemized receipt. If you do not have one yet upload a quote or link to the items, then follow up with the receipt later.

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## Payment Request (Non Case Individual-Honorarium)

*If someone who is not a Case student or staff member paid for something on behalf of your group and needs to be reimbursed, use this payment type.*

After selecting this transaction type, you will be asked if the requested total is over \$5000. If the answer is yes, you will be prompted to upload a second quote.

You will then be asked if the vendor/payee is a CWRU student. In this case they are not student and their contact information will be needed. The recipient then needs to be set up as a vendor in PeopleSoft. University Staff will reach out to them to complete a vendor form. This may take some time so plan ahead. Once they are set up the University staff member will process the payment request.

The University staff member who is handling the payment request will need to enter the **payment request #** in the PeopleSoft Reference section, save the form submission, and complete their approval step in CampusGroups to finalize the transaction.

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## T&E Reimbursement/Check (greater than \$75)

*Any out of pocket spending over \$75 should use this payment type. Similar to petty cash, reimbursements are made through the cashier's office and are paid by check. Out of pocket spending does not include CDEP purchases, but does include cash, check, personal debit card, or personal credit card.*

After selecting this transaction type, you will be asked to upload your detailed, itemized receipt.

You will then be asked if the vendor/payee is a CWRU student. If the payee is a student and is not you, enter the **payee's** student ID number. If you are submitting the request but a different student is getting reimbursed, again, do not enter your own student ID. The student ID number can be found on SIS and MyHousing. The number usually starts with 3 and is seven digits long.

The University staff member who is handling the T&E reimbursement will need to enter the **T&E reference #** in the PeopleSoft Reference section, save the form submission, and complete their approval step in CampusGroups to finalize the transaction.

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## Petty Cash Request (Less than \$75)

*Any out of pocket spending under \$75 can use this payment type. A petty cash reimbursement form will be processed for the person being reimbursed. This form and the original receipt is taken to the the cashier's office and paid in cash. Out of pocket spending does not include CDEP purchases, but does include cash, check, personal debit card, or personal credit card.*

After selecting this transaction type, you will be asked to upload your detailed, itemized receipt.

You will then be asked if the vendor/payee is a CWRU student. If the payee is a student and is not you, enter the **payee's** student ID number. If you are submitting the request but a different student is getting reimbursed, once again, do not enter your own student ID. The student ID number can be found on SIS and MyHousing. The number usually starts with 3 and is seven digits long.

The University staff member who is handling the petty cash request will need to enter the **petty cash request reference #** in the PeopleSoft Reference section, save the form submission, and complete their approval step

in CampusGroups to finalize the transaction. They should then contact you to come pick up the form for you to take to the Cashier's Office with the original receipts. You will need show your ID.

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## CDEP Transaction

*If you spend money on your university issued CDEP (Corporate Defined Expense Program) card. CDEP cards can be issued to groups whose mass/rolling funding allocation and club fund exceeds \$500. CDEP Cards CANNOT be used to purchase gift cards.*

After selecting this transaction type, you will be asked if the requested total is over \$5000. If the answer is yes, you will be prompted to upload a second quote.

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## Other

If none of the other payment request types fit your organization's purchase, select this category.

After selecting this transaction type, you will be asked to upload your detailed, itemized receipt.

You will then be asked if the requested total is over \$5000. If the answer is yes, you will be prompted to upload a second quote.

Next, you will then be asked if the vendor/payee is a CWRU student. If the payee is a student and is not you, enter the **payee's** student ID number. If you are submitting the request but a different student is getting reimbursed, once again, do not enter your own student ID. The student ID number can be found on SIS and MyHousing. The number usually starts with 3 and is seven digits long.

You will then be asked if you contacted your recognizing organization advisor to set up a contract. Answer yes or no and click **Next** to proceed, then conclude the submission.

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