

Expense & Cost Center Training

- [January 2024 Training PDF](#)
- [Paylocity Resource - Itemizing Expenses](#)
- [January 2024 Training Videos](#)

January 2024 Training PDF



Expense & Cost Center Training

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January 2024

Agenda

01. Handbook Review

Reviewing current policies in the handbook

02. Required Expectations

Review of the required expectations of employees who purchase anything on behalf of the company

03. Cost Centering


Cost Centering 2024 review

04. Project Expenses

Review of cost centering for "Project" related expenses

05. Paylocity

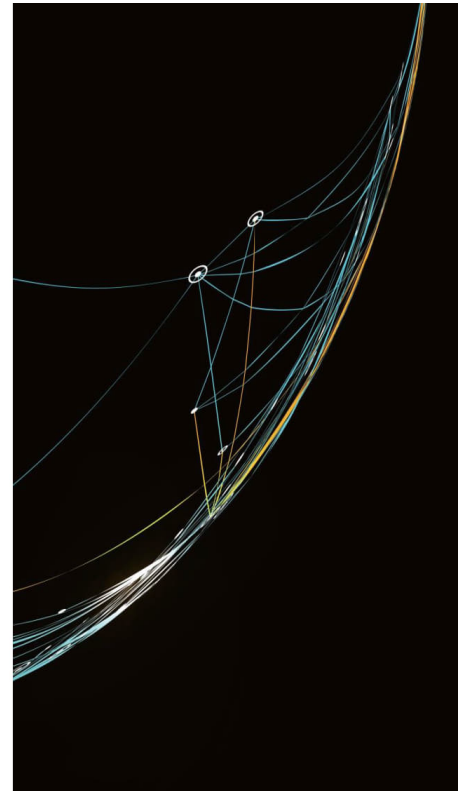
Review of Paylocity Expense expectations



Why Are We Reviewing This?

1. We are implementing a new Accounting Software requiring some internal adjustments.
2. Everyday purchasing is becoming excessive and uncontrolled. We must only purchase what is truly **NEEDED**, not **WANTED**.
3. Cost centering is very messy and inconsistent. This needs immediate correction for compliance.
4. Our focus is to keep the risk low for any external audit by local, state or federal government by SCS following accounting standards.
5. **WE WANT DATA!** With these adjustments and new software, we expect to be able to make better business decisions to help continue to grow our business.

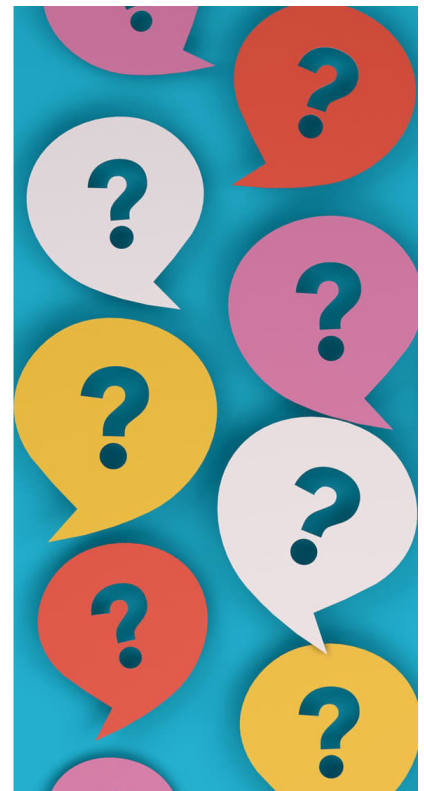
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Common Issues

- No cost center
- No business purpose
- Not itemized
- No dates approval or transaction
- No legible signature
- No employee names
- Failure to submit expenses timely
- Failure to submit invoices by the 1st of the month
- Failure to respond to Accounting's emails for information or documentation in a timely manner
- Not following the naming convention on Paylocity expense reports

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Handbook Review

[Handbook Final Winter 2023.pdf](#)

***All employees who are issued any purchasing cards (Kwik Trip, Menards, Marcus Corporate Cards, etc.) all sign agreements with expectations on how to handle company purchases.

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SCS Marcus Credit Card
S.C. SWIDERSKI LLC

EMPLOYEE KEEP
THIS PAGE FOR
YOUR RECORDS

Card Assigned to: _____
Monthly Spend Limit: \$ _____
Transaction Limit: \$ _____
Card Billing Cycle: Each month: 24th to 23rd

Important Information:

- Only you can use your card.
- Use of the card is limited to business related activities, no personal purchases are permitted.
- Do not use for fuel purchases. There are separate fuel cards in each vehicle to use for fuel.
- Receipts must be turned in via Paylocity on a WEEKLY basis via an expense report. More details below.

Use of company-issued credit cards is a privilege, which the Company may withdraw in the event of serious or repeated abuse. Any credit card the Company issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties.

In the event that it is used for a personal purchase that employee is in direct violation of policy and the funds will be recovered in full from the employee's next paycheck and any balance remaining will be deducted in from subsequent paychecks until the funds are fully repaid.

Occasionally, rebates may be offered for products purchased for the company; employees are expected to take advantage of applicable rebates when they are available. In such situations, the ORIGINAL rebate offer and receipt should be forwarded to the accounting department.

Coding and Submitting your Receipts:

Receipts must be turned in on a WEEKLY basis via Paylocity. Photos of each receipt need to be legible AND include date of purchase, items purchased, dollar amount. When submitting your expense report on a weekly basis your expense report must be named the following: Your Name + week dates (example: John Smith 12/5/2022 – 12/9/2022) You will submit your Expense Report to your Manager via Paylocity by the end of day each Friday.

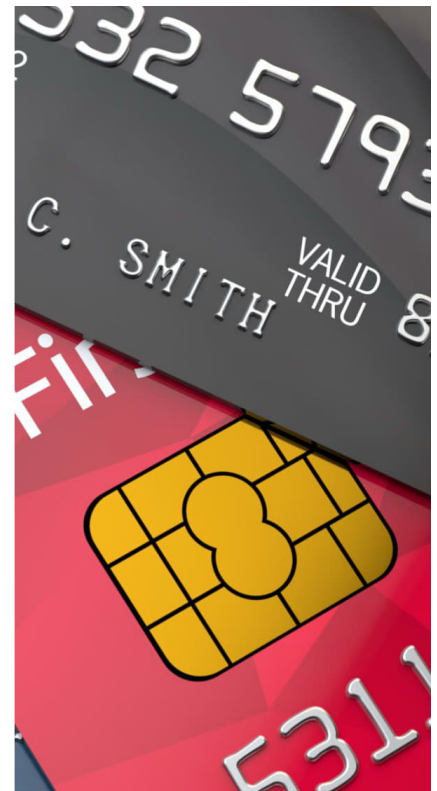
Questions? If your card is lost or stolen?

Please reach out to Erika in Accounting at 715-693-7854 or accounting@scswiderski.com

Purchasing Expectations

1. Only purchase what is absolutely needed. We all share responsibility in reducing company purchasing and expenses. A WANT is not a business expense. Expenses need to be focused on contributing to company revenue.
2. Direct billing and direct invoicing is preferred over Credit Card purchases.
 - All Direct Billed or "Invoiced" purchases do require the vendor to be on file. (see additional information on Invoiced Purchases)
3. Do not share purchasing cards with individuals who do not have authorization.
 - If someone other than yourself makes a purchase on your card, YOU as the authorized card user (your name being on the card) is responsible for the receipt and expense reporting. Not the individual who made the purchase.
4. All purchasing platforms – Amazon, Complete Office, Walmart, Sam's Club, etc. all need to follow purchasing policies and required information.

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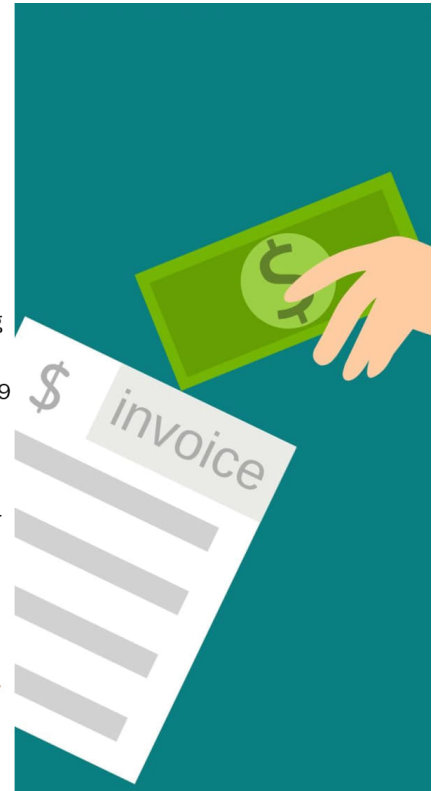
New Service Provider/Vendor Relationships

- If anyone is working on a new vendor relationship that would require said vendor to be on one of our properties or construction sites – we **REQUIRE** that we have a **Certificate of Insurance (COI)** in place prior to the vendor doing any work or stepping foot on our properties.
- The other requirement for a new relationship, is the securing of a **W-9**. Without a W-9 on file, the payments will be held until rectified. This applies to all vendors and service providers where they work physically on our properties or not. (Example: IT signs up for a new external cyber security partner – we need a W9)
- We should not be using vendors or service providers that do not know what a COI or W9 are, or they can't provide them. Exceptions will not be made. This is an extreme risk to SCS.
- Accounting will respond once the vendor is cleared so you as the requester can receive the services you need.

Employees who do not follow these guidelines will be subject to disciplinary action up to and including termination.

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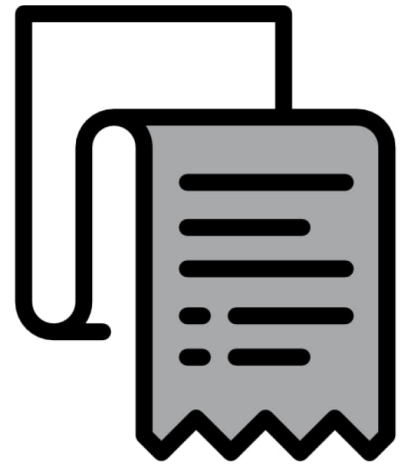
Credit Applications

1. **Credit Limit being requested:** We need to understand an estimated amount your group anticipates to spend within the credit term which is usually 30 days.
2. **Credit Terms:** SCS pays net 30 days. Any terms less than 30 days, require Accounting approval.
3. **Sales Contacts:** May be asked to provide contact information for staff that has worked to execute relationship.
4. **Purchase Contacts:** Who is approved to make purchases on behalf of SCS?
5. **Are Purchase Order numbers required?** While SCS does not have a policy around PO's yet for the whole organization, if your group has this need specifically and you have a process in place, we need to know if we need to communicate this requirement. If there is no PO process, then at a minimum the PO should be the Purchasers' full name.

Switching a service provider to a direct billing is GREAT! However, if a vendor does not have a W9 on file, even if a credit application has been filed, they WILL NOT be paid.

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Invoice Submittal & Approval Requirements

- Employee's who make the purchase or request for services are responsible to ensure all invoices are submitted to ACCOUNTING timely.
- Invoices must be submitted to ACCOUNTING right away, with the final deadline of the 1st of the Month. Example: I request carpet cleaning services on November 15th, this invoice is required to Accounting by December 1st for recognition of expense in the appropriate accounting period.
- Please send all invoices right now to Accounting@scswiderski.com (please note this will change with Sage)
- You must write Approved, with your full signature (no initials), approval date, the business purpose, and the correlating cost center (Cost Centers will be provided for clarity and required use). Email approval is accepted however the above requirements are still necessary. Please use template:
- Employees who do not regularly submit invoices/invoice approvals timely and require regular Accounting follow-up will be subject to disciplinary action up to and including termination.

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MASTER INFO REQUIRED NEEDED WHEN SENDING INVOICES/PAYMENT REQUESTS	
Approved (Yes or No):	
Approved By:	
<i>*Your name, or if supervisor approval required, include here</i>	
Department:	
<i>Example: Grounds, Maintenance, HR, Leasing, Construction, etc.</i>	
LLC:	
<i>*Management, Leasing, Construction, Land, Building Supply, or Transportation</i>	
Cost Center:	
<i>*use master coding sheets</i>	
Project Code:	
<i>*optional if only project expense</i>	
Property Location:	
<i>*optional if only project expense</i>	
New Vendor? Is there a COI/W9 On File (Yes or No)?	
<i>*if no, submit to Accounting right away</i>	
Leasing - Was this charged to a tenant? (in AppFolio or Storage @ SCS) Tenant Info Required	
<p>Special Notes: Please note some purchases will require splitting into multiple cost centers. It is the purchasers responsibility to assign the respectable codes. Please explain in detail the amounts and items that should go to what cost center the entire receipt does not go to one cost center. Reach out to accounting with any questions.</p>	
<p>Send all Invoices & Purchase Requests to: Accounting@scswiderski.com</p>	

Cost Centering

- Cost centering codes are changing for 2024. THIS STARTS NOW.
- You will be responsible to communicate more clearly the purchase cost center and department information.
- We have created a cheat sheet with detailed information on what goes into each bucket.
- All employees are responsible to follow these guidelines.
- It is critical for data in the future that you accurately report these cost centers when submitting expenses, receipts, invoices for services, etc.

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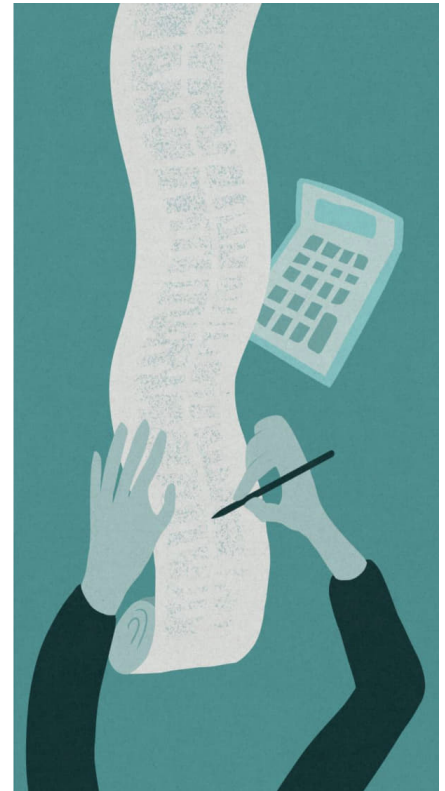
Please note: SCS may adjust cost centers or add/remove some as the company sees fit

Expense Type	GL Codes	Name
Employee	6972	Clothing Purchase
Employee	6111	Clothing & Uniforms
Employee	6601	Employee Recruitment
Employee	6601.01	Employee Onboarding
Employee	6601.02	Job Advertising
Employee	6601.03	Pre-Employment Screenings
Employee	6602	Employee Appreciation
Employee	6602.01	Team Meals
Employee	6602.02	Birthdays
Employee	6602.03	Anniversaries
Employee	6602.04	Occasion Specific
Employee	6602.05	Department Celebrations
Employee	6602.06	Services
Employee	6970	Employee Education
Employee	6970.01	Certifications & CE
Employee	6970.02	Conferences & Events
Employee	6970.03	Education Assistance
Employee	6970.04	Leadership Development
Employee	6970.05	Memberships
Employee	6970.06	Education Materials

Master coding sheets will be sent to you following training. Please print and keep for your use. Share with who purchases anything in your department.

Receipt Requirements

- Receipts should be clear and legible, with all relevant information visible. Ensure that the date, vendor name, items purchased, prices, and payment methods are clearly stated. All receipts, including rebates, should remain intact.
- Your legible signature is **required** on the receipt, as well as the date you signed the receipt for submittal. If your signature is not legible on the receipt you must print your name as well.
- You must separate cost centering. If you are making purchases for multiple properties, you must separate receipts. (It's a best practice to make separate purchases). If you are making purchases for multiple departments, you must separate receipt information.
- You must document a business purpose. This is required.
- Reoccurring subscriptions or charges still require a receipt every cycle.
- All rebates (Example: Menards Rebate) are company property and must be submitted to Accounting (with original receipt) for processing.



Property Expenses

Property expenses require all the same information as all other purchasing types. However, they will also include a property location. This is critical so the purchase can be charged to the correct property and not just hitting the department budget line.

Cost centering accuracy is of the utmost importance when dealing with property costs.

07 - EAU CLAIRE - SCS Eau Claire
17-002 - OSHKOSH - SCS Oshkosh
19-014 - SHAWANO - SCS Shawano
20-012 - SPENCER - SCS Spencer
20-013 - MARATHON - Blue Stone Estates II
20-015 - BLACK RIVER FALLS - SCS Black River Falls
20-023 - ROTHSCHILD - SCS Rothschild
20-029 - CHILTON - SCS Chilton
20-030 - FLORENCE - SCS Florence
20-032 - NEW LONDON - SCS Wolf River
20-036 - STURGEON BAY - SCS Sunset Estates
21-017 - NIAGARA - SCS Niagara
21-026SF - CHILTON - Dairyland Estates
21-032SF - TOMAHAWK - Kings Hill
21-054 - MERRILL - Alexander Estates
21-068 - MOSINEE - Westhaven II

Project Expenses

Project expenses require all the same information as all other purchasing types. However, they will also include a project number. This is critical so the purchase can be reimbursed as part of our construction loan process.

Cost centering accuracy is of the utmost importance when dealing with project costs.

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07 - EAU CLAIRE - SCS Eau Claire
17-002 - OSHKOSH - SCS Oshkosh
19-014 - SHAWANO - SCS Shawano
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Paylocity

- All employees have different access in the Paylocity Expense Module based on their purchasing requirements for their role.
- Expense Report (is your file folder for the week) Expense (individual purchase files)
- Expense Reports are required to be named: First Name, Last Name Payroll Dates. Two reports are required each payroll cycle unless purchases or payroll expenses were not made. Any discrepancies, will be sent back to the employee for correction and may delay payment. Example: John Smith 12/30-1/5
- Receipts should be uploaded within 48 hours of purchase.
- Expense reports are to be submitted weekly by Friday at 11pm for Manager Approval. Managers are required to approve all expense reports by 12pm on Monday each week. All purchases made should be submitted in the payroll week they were purchased. Delays will not be tolerated. It is the Manager's responsibility to verify validity, ask for corrections, and ensure accuracy of the information before approving. You must hold your employees accountable.
- Employees must fill out every field as part of reporting. These are not negotiable. The more information you can provide the better.
- Employees must use the desktop browser if splitting of a receipt is required. Example: I buy parts for three property locations; you must separate a receipt in Paylocity. (this can't be done in the app at this time)

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Important Reminders

The more information you provide on the front-end will reduce the email follow-up for additional information, as well as reduce delay in reimbursement.

If the field is requested in Paylocity – it's for a reason. Do not ignore them.

Accounting staff members are NOT investigators. They are admins processing payment requests and following tax compliance. They should not have to send multiple email requests for receipts or missing invoices. Accounting's time is just as valuable as yours. If a courtesy reminder is sent – it is the responsibility of the purchaser to respond within **24 hours** with the required documentation/information.

Managers own this responsibility on behalf of their employees.

You will lose "buying power" if you ignore these policies. In return, this may not allow for you to continue your current job as you cannot fulfill your job description/job duties.

Failure to follow these company policies may result in disciplinary action up to and including termination.

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Summary

You are responsible

If you have buying power in any capacity – you are responsible for that buying. We will be holding employees accountable to the requirements.

Do not delay

Submitting expenses, invoices, etc. timely is critical to ensuring timely recognition for our financials as well as payments to services providers/vendors, etc.

These expectations are standard

What is being requested is not new for many people and is normal company policy at other companies.

If in doubt, ASK

Accounting can help verify that a vendor is in good standing with COI and W-9 filing.

We all own expense management

As we continue to grow it is critical, we manage expenses. With over 150+ employees and many of them making purchases on the companies' behalf we all have to understand there is NOT an open check book. Required budgets and strict spending will be coming, prepare NOW.

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Questions

Thank you for your ongoing commitment for following our company set policies when it comes to purchasing power.

We look forward to working together.

If you have any questions outside of this training today, do not hesitate to reach out to Jerry or Gail.

Accounting Team

accounting@scswiderski.com

Paylocity Resource - Itemizing Expenses

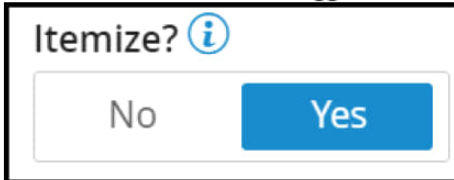
Article ID: PCTY-64262

Itemize an Expense

Itemizing an expense allows for the ability to break out an expense into different categories.

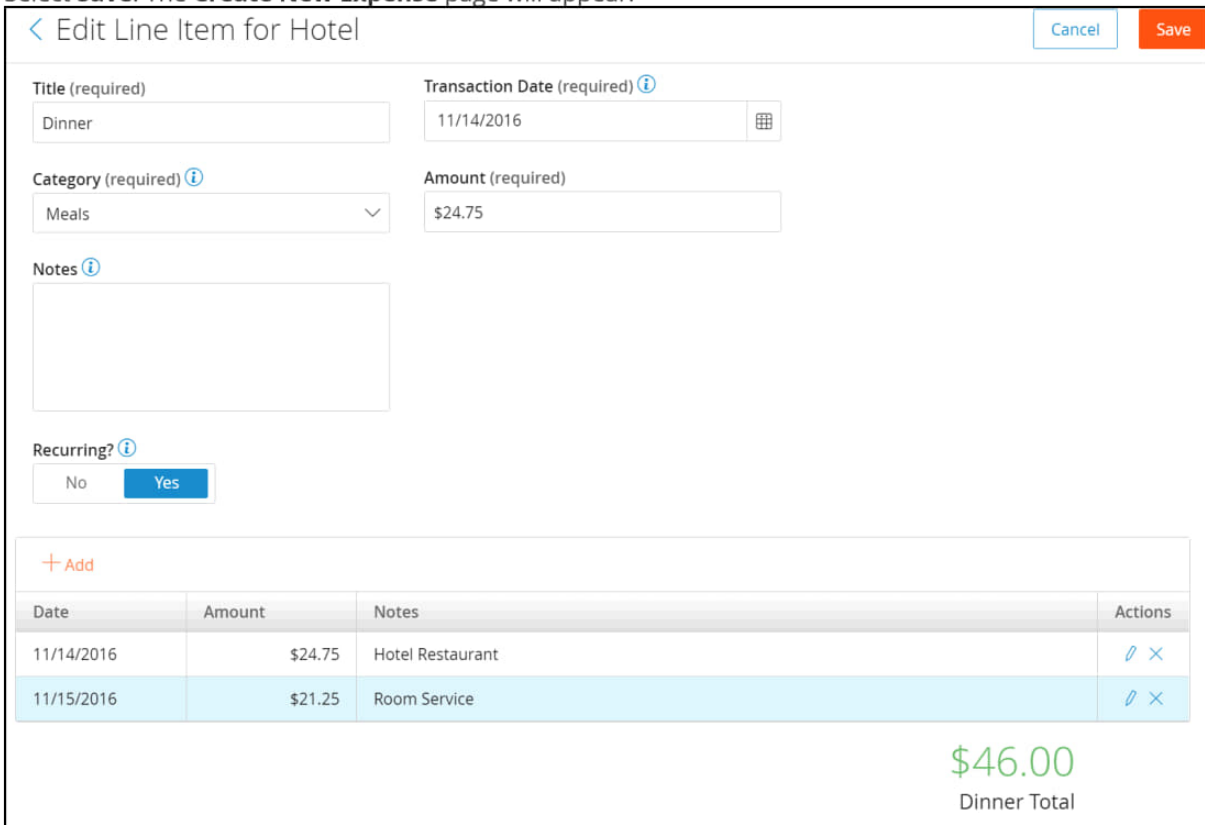
Example: A hotel stay for business travel where the expense can be separated out into areas such as room, parking, and meals.

1. Select **Yes** in the **Itemize** toggle within the Create New Expense page.







The image shows a toggle control titled "Itemize?" with an information icon. Below the title are two buttons: "No" and "Yes". The "Yes" button is highlighted in blue, indicating it is the selected option.

2. Select **+ Add Line Item** within the **Line Items** section.
3. Add a **Title**.
4. Enter the transaction date by selecting a date from the calendar, or via manual entry.
5. Select a category via the dropdown menu.
6. Enter the value depending on the category.
7. Provide any information in the **Notes** field as applicable.
8. Select **Yes** in the **Recurring** field if there is a line item with multiple transactions with the same category.
 - o Select **+ Add** to input recurring transactions of the same value.
 - o Adjust the values of the recurring line items if necessary:
 1. Select the **Pencil (Edit)** icon in the **Actions** column.
 2. Make the change.
 3. Save by selecting the Check Mark.
9. Select **Save**. The **Create New Expense** page will appear.



The screenshot shows the "Edit Line Item for Hotel" form. It includes fields for Title (Dinner), Transaction Date (11/14/2016), Category (Meals), and Amount (\$24.75). There is a Notes field and a Recurring toggle set to Yes. Below the form is a table with two rows of items and a total amount of \$46.00.

Date	Amount	Notes	Actions
11/14/2016	\$24.75	Hotel Restaurant	 
11/15/2016	\$21.25	Room Service	 

\$46.00
Dinner Total

- 10. Verify that the **Line Items Total** matches the value (such as **Amount**) in the **Details** section.
- 11. Select **Save** to return to the main **Create Expense Report** page. Note that the expense cannot save if the value in the **Details** section does not match the value within the **Line Items** section.

Create New Expense

Close Save

Details

Title (required) **Transaction Date (required)** **Payment Method (required)**

Category (required) **Amount (required)**

Notes **Override Cost Center?** **Itemize?**

Line Items

[+ Add Line Item](#)

<input type="checkbox"/> Dinner Meals	Recurring 01/06/2017	\$46.00
<input type="checkbox"/> Parking Other	01/06/2017	\$25.00
<input type="checkbox"/> Room Travel	Recurring 01/06/2017	\$240.22

[X Delete Selected](#)

\$0.00 Remaining **\$311.22** Line Items Total

Receipts

[+ Drop files here to upload, or](#)

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pctycss/help/customer/locale/en-US/portal/308600000001009/content/PCTY-64262>

January 2024 Training Videos

[01.15.24 Recorded Training](#)

[01.16.24 Recorded Training](#) (I think this is the best one)