

Expressly For You

Newsletter for Express Card Participants

Welcome to the latest edition of the Express Card newsletter.
This is our way to stay connected with our
customers and share new information and helpful tips.

SPRING 2009

OUR TEAM IS GROWING

The Express Card Program Team would like to introduce our newest team member, Tracey Bradley. Tracey joined our team December 2008 accepting the newly created Express Card Specialist position. Her primary duties include card management and sales/use tax audits. Prior to joining the ECPT Tracey was a Payment Request Specialist with Disbursements. Eight years of UCSD experience combined with her enthusiasm makes Tracey a valuable asset to our team. You can contact her at 60748 or trbradley@ucsd.edu for questions on ordering cards and sales/use tax.

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- ◆ Fiscal Closing
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- ◆ Use Tax
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- ◆ US Bank Statements
- ◆ New Audits
- ◆ Tips

FISCAL CLOSING

Transaction Redistribution

Transaction files received from US Bank generating a July 2nd notification email and earlier will post to the June operating ledger. Redistributions made to these transactions will also post to June.

In addition, the transaction files received June 30 with an IFIS export date of July 10, July 1 with an IFIS export date of July 11 and July 2nd with an IFIS export date of July 13 will be exported on July 9th. The window for redistribution will be shortened for these files in order to post in the appropriate fiscal year.

EXPRESS CARD INSTEAD OF WIRE

Did you know you can use the Express Card in place of requesting a wire when...

- ✓ The vendor accepts Visa.
- ✓ The amount is within the Express Card transaction limit.
- ✓ It is an allowable Express Card Expense.
- ✓ The vendor does not require a written purchase order document.
- ✓ You do not need duty papers.

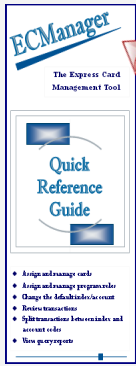
USE TAX — WHAT SHOULD YOU DO?

Compare the original receipt or invoice to the amount on the EManager redistribution grid. If the supplier charged sales tax on your receipt but did not list it as a separate amount and EManager lists an amount in the "Use Tax?" and "Calculated Use Tax" fields change the amount in the "Use Tax?" field to zero and save.

If you do not change the amount, tax will be paid twice - as sales tax to the supplier and again as use tax to the California State Board of Equalization.

If the supplier did not charge sales tax on your receipt and EManager lists an amount in the "Use Tax?" and "Calculated Use Tax" fields DO NOT remove the use tax amount in the "Use Tax?" field.

Once the transaction has posted to the operating ledger and you discover use tax should or should not have been applied, submit an EManager Use Tax Corrections form (Excel).



NEW!

ECMANAGER REFERENCE GUIDE

The ECManager Quick Reference Guide provides basic information for using ECManager. It is a supplement to the Express Card Reference Guide. Both Reference Guides will be included with each Express Card.

If you would like more copies either guide please email your request to expresscard@ucsd.edu.



CARDHOLDERS

VIEW YOUR STATEMENTS WITH US BANK ACCESSIONLINE

1. First time users need to register their account.
2. Go to usbank
3. Click Register Online.
4. Enter 'UCSD' for the company short name.
5. Type the 16-digit account number in the Account Number field.
6. Select the month and year that the account expires.
7. Type in the account billing address zip code.
8. Click Register This Account.
9. Click I Accept for the licensing agreement.
10. Create a User ID.
11. Create a Password.
12. Complete User Verification.
13. Complete the contact information details.
14. Remember employee number is used instead of social security number.

Here are a few categories you will find helpful.



TRANSACTION MANAGEMENT

Transaction List →

View your transactions for the past 6 months

ACCOUNT INFORMATION

Statement →

View your last 3 statements

Account Profile →

View your available credit balance

REPORTING

Financial Management →

View up to 2 years of transactions

US Bank and UCSD reserves the right to cancel any Express Card that has not had activity for 6 months.

NEW AUDITS

We have acquired new software that will enhance our audit process and enable us to better manage the Express Card program. Along with our current audits there will be additional audits such as one for new cardholders .

Express Card Cardholder Agreement Form

Please make sure all 3 signature approval lines are filled in before submitting the form to our office. If the Cardholder's Supervisor and MSD are the same person make sure you note that on the form. The form will be returned if any of the signature approval lines are left blank.

REQUESTING A NEW CARD

Remember one card is all you need for the Express Card program. Both the transaction reviewer and the department administrator can redistribute the charges to different indices for two weeks before they are posted to the ledger .

We'd like to thank everyone for your continued support in making the Express Card Program a success.

Zsuzsa, Tracey, Michele and Susan

We hope you have enjoyed this edition of the Express Card Newsletter.

Please email us at expresscard@ucsd.edu with any article suggestions for our next newsletter.