Financial Manager Cheat Sheet

*All Students who are utilizing funding collected from the student activities fee, including SBC funding, must attend the financial manager training every academic year*

**ORGSYNC**
- OrgSync is an online management system for student groups to use for storing and publishing files, to advertise events, to request funding and to track their funding sources.
- Accessing OrgSync
  - Log into your WesPortal and in the search bar type ‘OrgSync’, then click on the first link
  - For more information please go to [https://www.wesleyan.edu/wsaoffice](https://www.wesleyan.edu/wsaoffice) and select the ‘Video Tutorials’ Tab
- Group Registration
  - All recognized student groups must re-register every academic year. If your group was not active in the Fall you can still re-register in the Spring.
  - If you wish to register a “new” group to become recognized by the WSA you can follow the steps listed on our website, [https://www.wesleyan.edu/wsaoffice](https://www.wesleyan.edu/wsaoffice) under the ‘Registering Student Groups’ tab.

**FINANCES**
- Budget Requests
  - Go to your group’s Orgsync page and select ‘Treasury’ under the ‘More tab’
  - Under ‘Treasury’ select ‘Manage Budgets’
  - Under budgets be sure to select the current budget period (which day you’re going to meet with the SBC)
  - Click ‘New Budget’
  - Fill out the OrgSync form and the entirety of the pop out box, then select submit at bottom of page
- Deadlines
  - Budget Requests: takes 3-5 business days to process an approved SBC budget request
  - Financial Requests: takes 7-10 business days to process a submitted financial request form
  - Deposits: takes 5-7 business days to process a deposit
  - Transfer Requests: takes 3-5 business days to process a group co-sponsorship transfer request
- Checking Budgets
  - Log on to OrgSync
  - Go to your group’s treasury (under ‘More’ tab)
  - Click ‘Manage Checkbooks’
  - Select financial report → all black amounts are credits and all red amounts are debits

**FINANCIAL TERMS**
- **Account Codes** – five-digit numbers that are used to categorize expenses and describe the goods/services purchased
- **Budget Requests** – funds requested by student group leaders to support their event or activity.
- **OrgSync** - provides an online community management system to higher education institutions in the United States and Canada.
- **Deposits** - a sum of money placed or kept in a student group account by the University.
- **Financial Request Forms** – paperwork used for students, faculty, staff or outside vendors who are requesting payment or reimbursement.
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**FINANCIAL TERMS**

Interdepartmental Smartkeys - Charges for goods or services between departments within the University are called interdepartmental charges. Interdepartmental Smartkeys allows student groups to use University services without being charged directly to their organization.

- **Smartkey** – ten-digit number used by the University to keep track of financial transactions.
- **Student Group Number** – three-digit number used to identify clubs listed on OrgSync
- **Third Party Payment** - is an individual or organization that is not legally incorporated in accordance with the tax code
- **Co-Sponsorships Requests** – student groups can transfer funds between organizations to co-sponsor an event

**REIMBURSMENT FORMS A.K.A. FRFs**

- NEVER PAY THIRD PARTY CONTRACTOR!! (Limited Liability Companies, LLC)
- **Form 1: FRF’s Wesleyan Affiliates**
  - Choose method of delivery
  - Fill out appropriate info → SBC Funding (SBC or CC)? Dept funding? Income funding?
  - Financial Manager MUST complete the bottom section of the form
- **Form 2: FRF Non-Wesleyan Employee and Outside Contractor**
  - NOTE: only the top portion of the FRF is different
  - To pay a non-Wesleyan employee or outside contractor you must confirm they are in our system. If they are not, a W-9 Form must be submitted. (See Below)
- Completing FRF
  - Verify group number (3-digit #) and name
  - Verify budget request number
  - Verify account code
  - Verify amount is EQUAL to or LESS than what available funds
  - Must be turned in with proper receipt or invoice (See Below)
- Mileage Reimbursements
  - Calculate miles driven × $0.545 = $...
  - **Note: Mileage reimbursement will be partial payment of what is calculated. Final amount to be reimbursed will be determined by the SBC**

**RECEIPTS & INVOICES**

- Must have proper receipts in order to get reimbursed! Info needed:
  - Company Name/Letterhead
  - ITEMIZED list of items
  - Date
  - Method of payment (cash, credit, debit, etc) – Only the name that appears on receipt can be reimbursed
  - A legible total

**DEPOSIT SLIP & POLICIES**

- Deposit slips must be submitted to the WSA Office no later than 3:45 pm
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**W-9 FORM**
- Form must be filled out to reimburse outside vendors
- MUST be submitted before FRF can be accepted
- Can be found on OrgSync or on the WSA website under ‘forms’

**WSA CREDIT CARD (PCARD)**
- In order to make a purchase with the WSA Credit Card you MUST have money in your SBC, income or department Smartkey
- How To Make an Appointment
- Visit our website, [http://www.wesleyan.edu/wsaoffice/](http://www.wesleyan.edu/wsaoffice/) Under the ‘Appointments’ tab select the button for Credit Card appointments. (See Below)
- Policies
  - PRIOR to your meeting send the links to the websites where the purchases will be made (wsaom@wesleyan.edu)
  - Only 2 transactions can be made within a 30 min timeframe

**APPOINTMENTS**
- Appointments can be made for credit card purchases or for help with contract requests.
- Go to, [http://www.wesleyan.edu/wsaoffice/](http://www.wesleyan.edu/wsaoffice/)
- Select ‘Appointments’ tab and then select the appropriate button
- Scheduler will pop up → select Date, then Continue
- Complete the appointment form

**IMPORTANT WEBSITES**

**Wesleyan Student Assembly (WSA)**

**WSA Finance Office**
[http://www.wesleyan.edu/wsaoffice/](http://www.wesleyan.edu/wsaoffice/)

**Student Activities & Leadership Development (SALD)**
[http://www.wesleyan.edu/sald/](http://www.wesleyan.edu/sald/)

**Wesleyan Green Fund (GF)**