Blueprint Finance Module - Overview

Reviewing Your Account in Blueprint

Access the Finance Module

Review Submitted PRs

Review your Account

1. Log in to Blueprint, and navigate to the Action Center.
   - *Click the button next to your user icon and select the "Manage" button. From there pick your organization for management access.*
2. Open the Finance tab within the left-hand menu. Finance module access is based on your roster. Your Primary contact will have access by default.
   - *Your Primary Contact can delegate access to other members by inviting them to join through the Roster Menu and assigning them the role of Treasurer.*
3. From the *Purchase Requests* tab you can see the progress of previously submitted requests (see Status and Stage Descriptions below) Here you can open and view details, submitted documentation, and comments for each previous entry.
4. By Selecting the Accounts Tab, then clicking your account name you can get details about your balance.
   - **Balance**: Amount Blueprint Shows you have on account.
   - **Encumbered Funds**: Here the system lists funds requested via PR that are not yet completed.
   - **Available Funds:** A good operating number, your balance less you Encumbered Funds.
5. Opening the "Transactions" tab on your account page will list all activity on the account, including providing details about transactions that the Center for Leadership and Involvement has uploaded including deposits, and departmental transfers.

Preparing to Spend Funds and Create Purchase Requests

In order for the Blueprint Financial Module and the Purchase Request Process to be the most effective for you make sure to plan and budget thoroughly, communicate with your members, and be fully prepared before submitting Purchase Requests (PRs). The entire Center for Leadership and Involvement staff is here to help you understand these preparation steps.

1 Review Your Account and Event/Program Budget

Check to see that funds are available in your balance by visiting the Account section of the Finance Module.

Double-check your event budget to see how much you have to spend on a particular item.

2 Review Payment Policies & Documentation Requirements

Review how you should pay for the expense. Is it reimbursable, or do you need to pay directly from the University with a check, transfer, or Purchase Order? What vendors can you use and what documents do they need to provide?

For details contact us or visit https://leadership.uchicago.edu

3 Assign Individuals to the Transaction & Give them Info

Share budget limitations, payment method options, and required documentation with students who are assigned to make the purchase or work with the vendor to arrange services.

4 Collect Payment Documents and Payee Information

Make sure you have all the data and documents you need then Create a Purchase Request.

Don't forget:
-Payee name and full address
-Original receipts or invoices
-Any necessary tax forms

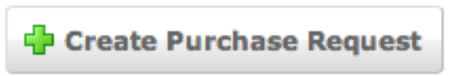
Creating a Purchase Request

Access the Finance Module

1. Log in to Blueprint, and navigate to the "Action Center".
    - *Click the button next to your user icon and select the "Manage" button. From there pick your organization for management access.*
2. Open the Finance tab within the left-hand menu. Finance access is based on your roster. Your Primary contact has default access.
    - *Your Primary Contact can delegate access to other members by inviting them to join through the Roster Menu and assigning them the role of Treasurer.*

Open a New PR

3. In the Finance Module You can view old requests, your account, or you can click:



Complete Information Fields

4. You should complete this form thoroughly. Incomplete or vague forms may be denied.
    i. **Subject**: The Subject Field must be in the format *Event Name – Expense Description*.
    ii. **Amount**: Your request will be denied if the amount listed here does not match the documents you include later.
    iii. **Description**: Be thorough! Someone unfamiliar with your event or program should be able to understand this.
    iv. **Account**: Click the button to select your Student Engagement Fund account. You should not have multiple options.
    v. **Categories**: Select the type of payment you are requesting from *Reimbursement*, *Payment*, *Purchase Order*, *Advance*, *University Transfer*.
    vi. **Payee Information:** Include the Complete name and full address of the payee.
        - If you are paying an organization or company use the First Name Field for the company name.
    vii. **Event/Activity Type:** Do your best to classify the type of activity for which you incurred this expense.
    viii. **Number of People:** For non-food/travel the number of people field may not apply and you can simply say NA.
        - For food for fewer than 11 people you must supply first and last names at the bottom of your PR in the *Additional Information* field.
    ix. **Expense Types:** Check the boxes that describe the types of expenses included in the PR.
        - Don't forget to use the info bubbles to get more details about what you need to process certain expenses.
    x. **Check Distribution:** Select whether you want to pick up the check or have it mailed. Mailing checks will get them to their destination more quickly.

Upload Documentation

5. Upload the appropriate receipts or documentation for your expense to the PR.
    - The Center for Leadership and Involvement website, staff, and this guide will help you to determine what is required.
    - Missing documents may lead to a denied/cancelled report.
    - Receipt images can be scanned (RC001 has a scanner).
    - If you have more than three receipts/documents to upload, consider putting multiple images into one file and uploading that larger file.

Submit and watch your Messages Box for Notifications

6. One you submit your report you can review the status and stage (see below) by returning to the Finance Module's *Purchase Requests* tab.
7. When your PR is approved you will receive a notification in your Blueprint Mailbox.
    - Depending on your Notification Settings (found under your name heading) you may also receive an email.
8. Your Notification will prompt you when further action, such as receipt submission, is required.
    - You can also review these prompts by opening the Request and reviewing it's progress and comments at the bottom of the PR.

The Progress of a Purchase Request

This overview of the PR process for requesting payments in Blueprint should help illustrate a streamlined process with fewer places to contact and fewer trips to the Reynolds Club.

Steps	Create PR	Office Review	Receipts Submitted*	Payment Processed	Payment Disbursed
What?	Add information and electronic Documentation	PR is reviewed. You're notified of approval or denial.	You may need to submit hard copies of receipts	PR receives final review and is processed for payment	Payment is issued. Pick up any checks requested.
Who?	Primary Contact or Treasurer	Financial Office	Primary Contact/Designee	Financial Office	Payee/Designee
Where?	Blueprint: Finance Module	Blueprint: Message Box	RC 003: Front Desk	Blueprint: Finance Module	RC 003: Front Desk

* When do I need to submit Receipts?

With Blueprint we have tried to make the process of submitting expenses as seamless and efficient as possible, a big part of this effort is the use of electronic documentation. In many instances you will be able to process payments without ever having to come to the Reynolds Club. We are required in some instances, to collect physical copies documentation from you before we can process your request.

Electronic Documentation is sufficient when:

When the documentation has no original, hard copy format the electronic receipts are sufficient.

Invoices
Emailed Receipts
Credit Card Statements
Tax Forms and Contracts

Original Receipts must be submitted in to RC 003 when:

When there is a unique, physical receipt associated it must be submitted.

Cash Register Receipts
Restaurant Receipts
Handwritten Receipts
Airline/Train Passenger Receipts (non-emailed)

Your PR approval notification (received in your Blueprint Mailbox) will always prompt you when you need to bring in an original receipt.

Understanding Purchase Request Statuses

Statuses are also extremely helpful in understanding your PR's progress. When your PR's status changes you will receive a system notification.

Unapproved and Approved reports are still moving through the system. Completed and Denied/Cancelled reports will see no further action.

Unapproved

Upon original submission all PRs are unapproved. They will remain in this status until all descriptions and documents are reviewed.

Depending on the nature of the expenses this stage is reviewed by the Financial Office staff or referred to your Advisor.

Approved

If your PR is thoroughly and descriptively filled out, there are no conflicts with financial policy, and your attached documents are sufficient your report will be approved to move forward in the process.

You may be notified that you need to submit hard copies of your documentation.

Completed

This status means that your approved PR has received its final review for completion and policy compliance and the payment has been processed.

Checks typically take two weeks to be issued from this point.

Denied/Cancelled

When a PR is denied you will need to resubmit a new PR. You should provide the original PR number for reference.

Denial may be caused by:
Vague descriptions
Missing Information
Missing Documentation
Violation of Financial Policies
Insufficient Funds

Understanding Purchase Request Stages

The progress stages in Blueprint are important in helping you to understand the status of your Purchase Request. They provide information about who is currently reviewing your request and what action you can expect to see next.

You can view your PR's stage in the main menu, but opening the PR will give you a full stage history with dates of stage change, associated comments, and reviewer information.

Submission Review & Advisor Review

Your submitted PR will be reviewed by the Finance Office staff. Items that require additional approval will be reviewed by your Advisor who may have questions for you.

PR is either approved and move to *Receipt/Document Submission* or Denied with comments. You will receive a system notification of this change.

Receipt/Document Submission

If you are requesting a reimbursement for which you have uploaded a scanned copy of a paper receipt you will need to submit a hard copy before your reimbursement can be processed.

When you receive notification that the PR in question was reviewed you'll also be prompted to bring the receipt to RC 003 with the PR# written on it.

Finance Office Review

The Financial Operations staff conducts an additional audit prior to processing. You may find your PR Cancelled at this point if information or documentation is missing.

If your PR is complete and in compliance with all policies payment processing will occur during this stage.

Closed

Your PR's journey is at an end.

If it was approved you now wait for the check and then the PR serves as an archived record here.

If your PR was denied or cancelled you will need to re-submit a new PR. Be sure to note the comments you received when it was Denied/Cancelled.