SOFTWARE AS A SERVICE

DEFINING THE EXPENSE & HANDLING PAYMENT

DEFINING THE EXPENSE

SOFTWARE AS A SERVICE

- **SaaS** is a software licensing and delivery model in which software is licensed on a *subscription basis* and is centrally hosted – aka deployed over the **cloud** .

- In non-technical terms- it is **hosted and accessed online**. Unlike traditional software, which is sold as license with a one time, up-front cost, SaaS providers price their applications using a subscription fee, most commonly a *monthly fee or an annual fee*.
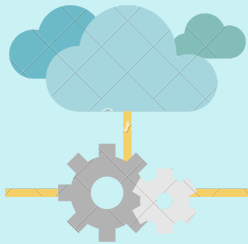
SPEAKING OF SUBSCRIPTIONS....

DIFFERENTIATING BETWEEN SIMILAR EXPENSES

SOFTWARE AS A SERVICE IS ONE OF THREE SIMILAR EXPENSE TYPES

SAAS

GL 515000

MEMBERSHIPS/ DUES

GL 513940

SOFTWARE

GL 516200

SOFTWARE

Users pay a fixed license fee; the software is then installed directly on their own machine. An example of this within our organization is Adobe Acrobat Pro. It's a one time charge- you then own the program license but can only access it on your specific machine.

Payment: Software should be requested through ITS- they will then handle the purchase or give approval to proceed (Shopping cart or Pcard for unregistered vendors).
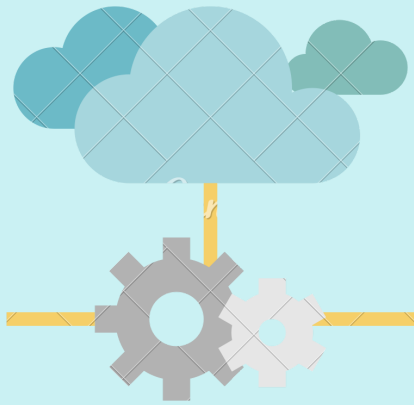
MEMBERSHIPS/ DUES*

This should be used to submit expenses such as scholarly affiliations to academic societies, print or digital magazines subscriptions, newspaper subscriptions, etc.

Payment: Memberships/ Dues should be paid via Concur, or via Pcard

*This expense type appears as Professional Subscriptions/ Dues in Concur.

SOFTWARE AS A SERVICE

- Submit using 515000- CONTRACTED SERVICES, CONSULTING- OTHER
- Pay via Pcard (unless Vendor is registered: Shopping cart)
- Contact ITS if you need a:
  - Polling /Surveying
  - Video Hosting
  - Video Conferencing
  - or Cloud Storage application

in order to be added to the QST tool