

FINANCIAL LIAISON MEETING – July 15, 2011

RECAP OF MEETING

Information Support Services Update

e~Print Reports

Felicia Roberson shared the following information:

There are 24 reports available to all financial users in e~Print. These reports were listed on the ISS section of the presentation. The 24 reports break out into 64 files in e~Print.

Some of the reports are searchable by “keys”. The keys differ depending on the subject data of each report. For example, the Grant reports are searchable by Grant; Org reports are searchable by Org and other reports are searchable by the way the reports are summarized i.e. Division, Executive, College (organizational hierarchy). The keys and the reports are listed for review.

Changes to the month end deferred grant reports were reviewed. The Deferred Grant Process report is now in the FRRGRNT e~Print report. Each month FRRGRNT has two reports - one is summary and one in detail. The Deferred Grant Data spreadsheet is still available in e~Print for download.

CONTROLLER’S OFFICE UPDATE

Amy Douglas shared the following information:

Negotiated Fringe Benefit Rates:

The new fringe benefit rates will go into effect October 1, 2011. We recently sent the proposed rates to Department of Health and Human Services, which is the agency who will approve the rates after review and negotiation. The proposed rates are based on FY 2010 actuals and FY 2011 actuals, which we annualized. For FY 2011, the benefit budgets will be treated the same as salary and wage budgets are currently. They will be included in the ORGs’ carryover. Proposed rates: Full Time: 27.5%, Part Time: 11.9%, Graduate Assistants: 2.6%. The decrease is primarily due to the decrease in the employer’s portion of Teacher’s Retirement costs

Activity Codes

The Business Office will implement a new FOAPAL element for Chart A in FY2012: activity codes. They may be used to track activity within a Fund/Org. The goal is to help departments avoid “shadow system” bookkeeping and reconciling spreadsheets where possible. Activity codes are already in use for Chart F and Chart T (please see handouts for more information on how Chart F uses activity codes, as well as a list of activity codes proposed for Chart A for Athletics). Use of the activity code will be optional and at the department’s discretion. The Business Office will not enforce their use (i.e. no DEC’s for missing activity codes), nor will budgets be created at the activity code level. During the meeting, it was asked whether activity codes could be used for payroll expenses. Because this would require an e-PAF for each employee, at this time the Business Office will NOT support the use of activity codes for payroll expenses. Activity codes will only be used for operating expenses at this time. Users can query SSB by activity code as with other FOAPAL elements, with one notable exception: you can NOT query by activity code with a wildcard (%) only. The creation of activity codes will follow the same process as other FOAPAL elements – there will be a revised account create form for departments to complete and send to Financial Reporting for processing. Activity codes will be 6 characters long (alpha-numeric), and no spaces or special characters may be used. The deadline for submitting requests for activity codes to be available for use at the beginning of FY 2012 is August 31, 2011. Requests received after August 31 will be processed as time allows, most likely after the annual financial statements are issued.

Self Service Banner (SSB) Journal Voucher System

Information System Support created an application in Self Service Banner to process transactions. Its original intent was to assist inputting large journal entries, such as direct charges or corrections. Over time, we have found this system can be used to eliminate paper transactions (journal entries, department error corrections and internal transaction vouchers). The system incorporates electronic approval queues and requires the submitter to attach supporting documentation. The supporting documentation is automatically uploaded to Xtender. The system will be rolled out over the course of the next year, but is currently being used by the direct charge units who were previously using it. The application is found in Self Service Banner, under the link “Create Journal Vouchers.” One will not see this link unless ISS has given access. Some examples of units utilizing the system and document ids are: Financial Reporting

(corrections and large journal entries) id: FRXXXXXX, Copy Cat (direct charges) id: CCXXXXXX, Contract and Grants Accounting (corrections and journal entries) id: CGXXXXXX, Facilities (direct charges) id: FCXXXXXX.

Budget Services Update:

Bryan Elmore reviewed the budget deadlines (see slide)

Kathy Bugg shared the following information:

Restricted Budget Transfers

When at all possible, monies should be spent directly from the restricted fund in which they reside. Transfers from restricted funds to unrestricted funds are highly discouraged while transfers from unrestricted funds to restricted funds are prohibited. Financial Reporting will approve on a case-by-case basis all restricted funds transfers and each must be accompanied by an approval e-mail from the Financial Liaison sent to Budget Services with a copy to the Dean or Department Head.

The approval email should be in the following format:

From- Financial Liaison
To- Kathy Bugg (Budget Services)
CC- Dean or Department Head
Subject- Journal Number

The body of the email should contain the following information:

Amount
Name of from and to Funds
To and From Fund/Org Codes
The restrictions of the Funds
The reason for the transfer
The reason it does not violate the donor's wishes

If the approval e-mails are not received in the above format, they will be returned to the Department/College by the Budget Office. If after two attempts to acquire an acceptable approval email are made by Budget Services, with no success, the transfer will be denied and the process will have to start over with the re-entry of the budget transfer.

Procurement & Payment Services Update

Shawn Asmuth shared the following updates with the group:

- **E Vendor Voucher System**

- PPS is continuing implementation of the new E Vendor Voucher System with a goal of having all campus departments live in production with the system by this fiscal year end. Over 20 major campus units are already live in production with the system. By July 21, all major campus units will have received training on the system.

- **Apple Products**

- Now that State bid law issues have been satisfactorily resolved, effective July 1, 2011, Apple computer hardware, software, and peripherals can be purchased at the AU Bookstore. Information about the purchase sales tax exempt purchase of apps will be disseminated as soon as it is available.

- **Grainger Kick-off Event**

- Grainger is AU's preferred vendor for Maintenance, Repair, and Operations supplies and equipment (MRO). The Grainger Kick-off event will be held Wednesday, July 20, from 9-11 at AUHDCC

- **Preferred Vendor Show**

- PPS will host its Annual Preferred Vendor Show from 9:00- Noon on Thursday, September 8 at AUHDCC. The event will feature all of AU's Preferred Vendor and many of their suppliers. Open to all areas on campus.

If you have any questions, please feel free to contact Cindy Selman x7340

Thank you.