



Business Manager Update September 2013

Recently Updated Financial Services Resources

New “Resources” section on Financial Services website:

- One central location: <http://finance.uncc.edu/resources>
- Organized alphabetically and **By Department, By Topic, and By Type**
- Information published currently includes “**How to Procure and Pay**” guides
- Will expand to include other Financial Services resources (Forms, Guidelines, Reference Guides, Training materials, etc.)

Financial Services Resources updated:

- **Admin Forum Schedule**, Fall 2013 through Spring 2014
<http://finance.uncc.edu/about-us/administrative-forum/admin-forum-schedule/admin-forum-schedule>
- New Admin Forum presentation: **AP & Travel Have a New Image!** (Document Imaging)
<http://finance.uncc.edu/sites/finance.uncc.edu/files/media/APAndTravelHaveANewImage.pptx>
Note: This forum will be held again on Thursday, Oct. 3rd, 10-11am in Cone 211.
- ImageNow (the document imaging system) is currently being used internally by Travel & Complex Payments (TCP) & Accounts Payable (AP). It is intended that in the future, Business Managers, Admins, etc. will get viewing access to ImageNow, but for now, it is only being used internally within the TCP & AP departments.
- For **TCP** documents, you should basically keep doing what you are/have been doing (sending hard copy paper forms/supporting documentation), with these exceptions:
 - Submit all documents to TCP after internal approvals are complete (i.e. departmental signatures); they will then be routed for external fund approval (i.e. Grants & Contracts, Budget, Purchasing, Tax).
 - Multiple copies of Travel Authorizations (for pre-payments) are no longer necessary.
 - You should use the [Receipt Page](#) to tape down receipts when you are submitting anything for reimbursement. This page indicates the borders within which receipts need to be taped so that they will successfully scan into the document imaging system.
 - Rules for the [Missing Receipt Affidavit](#) will now be more stringently followed. If you are submitting a reimbursement request and you are missing a receipt, please make sure to carefully review and follow the instructions of the [Missing Receipt Affidavit](#).
 - TCP cannot accept documentation containing confidential information, such as full credit card numbers. Bank account numbers, social security numbers, and HIPAA information should only be submitted if requested by TCP.
- For **AP** vendor invoices being paid via 49er Mart, or utility invoices, should be *emailed* to ImageNowAP@uncc.edu.
- **August 49er Mart Users Forum Presentation**
<https://docs.google.com/file/d/0B9mWBr6XR9w0Y2g1TTQ0N1F0Ync/edit>
- **49er Mart Users Forum Schedule, Fall 2013 through Spring 2014**
<http://finance.uncc.edu/financial-systems-support/49er-mart-forum/49er-mart-forum>

- **Choosing Account Codes in ARCHIBUS**, as of May 2013
<https://facilities.uncc.edu/sites/facilities.uncc.edu/files/media/Archibus/Training/ARCHIBUS%20-%20New%20Banner%20Account%20Code%20View%20Updates.pdf>
Facilities Information Systems (FIS) completed updates within ARCHIBUS to all Financial Account Manager (FAM) Approval views and any views where Banner Account Codes appear to assist with the selection of Banner Account Codes.

Project Requests: When requesting and/or approving projects in ARCHIBUS (via the Design Services Project Management module), you should be using one of the following two accounts:

Category	Account Code	Banner Account Title	Account Use
Project Request	928355	Projects- Repair/Maint/ Replace- Noncap	For <i>Informal Non-capitalized</i> projects - Projects that repair, maintain, or replace an existing building/asset. e.g., roof, plumbing, electrical repairs, interior decorations; replacement of a building component with a new part of the same type and service capabilities.
Project Request	948355	Projects- Constr/Renov/ Imprv-Captlize	For <i>Informal Capitalized</i> projects - Projects that are new construction or that renovate and/or improve an existing building/asset that increase future service potential of the building/asset. e.g., projects that increase square footage; conversion of shell space to usable office or classroom space; attachment of new structures; <i>original installation</i> or <i>upgrade</i> of heating/cooling systems, plumbing, electrical wiring, etc.

- **Financial Management Guidelines; Journal Entry Guidelines**, as of July 2013
<http://finance.uncc.edu/controllers-office/general-accounting>
References to “Financial Data Administration” changed to “Financial Systems Support”.
- **Fixed Assets Guide Book**, updated as of June 2013
<http://finance.uncc.edu/controllers-office/reporting-fixed-assets>
- **Purchasing Card Manual**, as of August 2013
<http://finance.uncc.edu/controllers-office/purchasing-card-program>
Updated fax numbers and Non-allowable list to include Choice Seating for transportation.

Other updates:

- **New Works User Interface for P-card holders:**
 Bank of America recently opened UNC Charlotte’s access to the new Works User Interface (UI). The P-card Administrator is rolling out the new UI to 50 users per week via introductory email notifications. The roll-out will be complete by September 27th. New users to Works are being introduced to the new UI immediately and are not receiving training for the old UI system. Access to the new UI does not involve any changes to the underlying data or any systems conversion. In fact, both the new UI and old UI will remain available for some time, so you will have an opportunity to go back and forth between the two interfaces if necessary. Once everyone has received the introductory email and has had time to explore the new UI, BOA will update the system email notifications to reflect the new UI link. Any questions concerning this process should be addressed to the P-card Administrator, Annette Heller at purchasingcard@uncc.edu or x7-5763.
- Note that Financial Services **fax numbers** have changed. Please refer to the Financial Services website (finance.uncc.edu) for updated numbers.

Under development:

- Policy 101.18, Gifts, Awards and Prizes
- Updates to Policy 601.8, Appropriate Use of University Funds
- Updates to Policy 317, Mobile Communication Devices
- Order from Receiving & Stores through 49erMart