Business Manager Update

March 13, 2014

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Agenda

- Welcome
- Human Resources Updates
- P-Card Program Updates
- Financial Systems Updates
- Other Updates and Reminders

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Human Resources Updates

Gary Stinnett
Associate Vice Chancellor for Human Resources

Kieffer Gaddis
Director of Classification & Compensation

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Human Resources Updates

- Recent organizational changes in HR
- Kronos online time/leave system implementation
- PeopleAdmin system update
- Work Plan reminders and best practices
- Criminal background check process – updated policy (# 101.23)

Purchasing Card Program Updates

Annette Heller
Purchasing Card Administrator

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P-Card Program Updates

- New receipt upload functionality in BofA Works now available
  - Receipt should be in PDF format; please rotate receipt image upright before uploading
  - Be sure to upload receipt prior to approving the transaction
  - Some known system issues currently exist; BofA working to resolve
  - Manual “reconciliation packet” still required; goal is to discontinue by 7/1/14

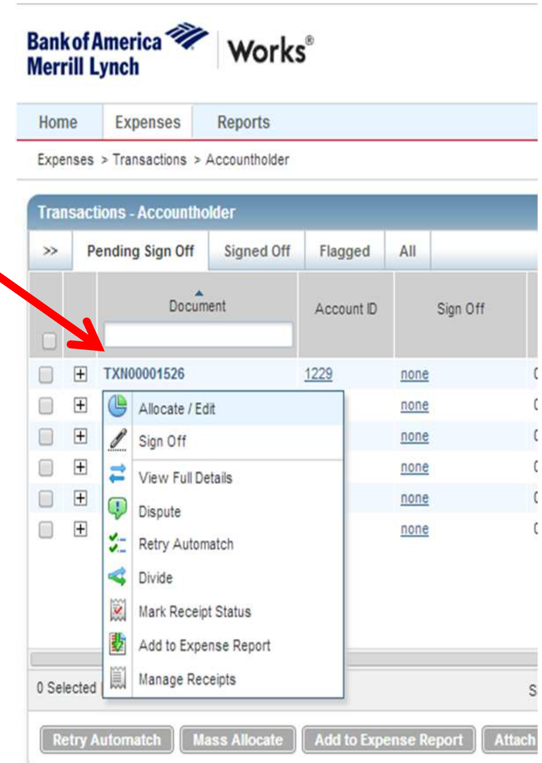
- Currently piloting new hospitality profile for food/beverage purchases
  - Piloting this new profile with selected departments to allow certain food/beverage purchases (for valid business purposes) using P-Card
  - Pending evaluation of pilot, hospitality profile will be made available to broader campus
  - Department head/fund custodian approval will be required for cardholder to receive hospitality profile
  - Existing expense policies still apply

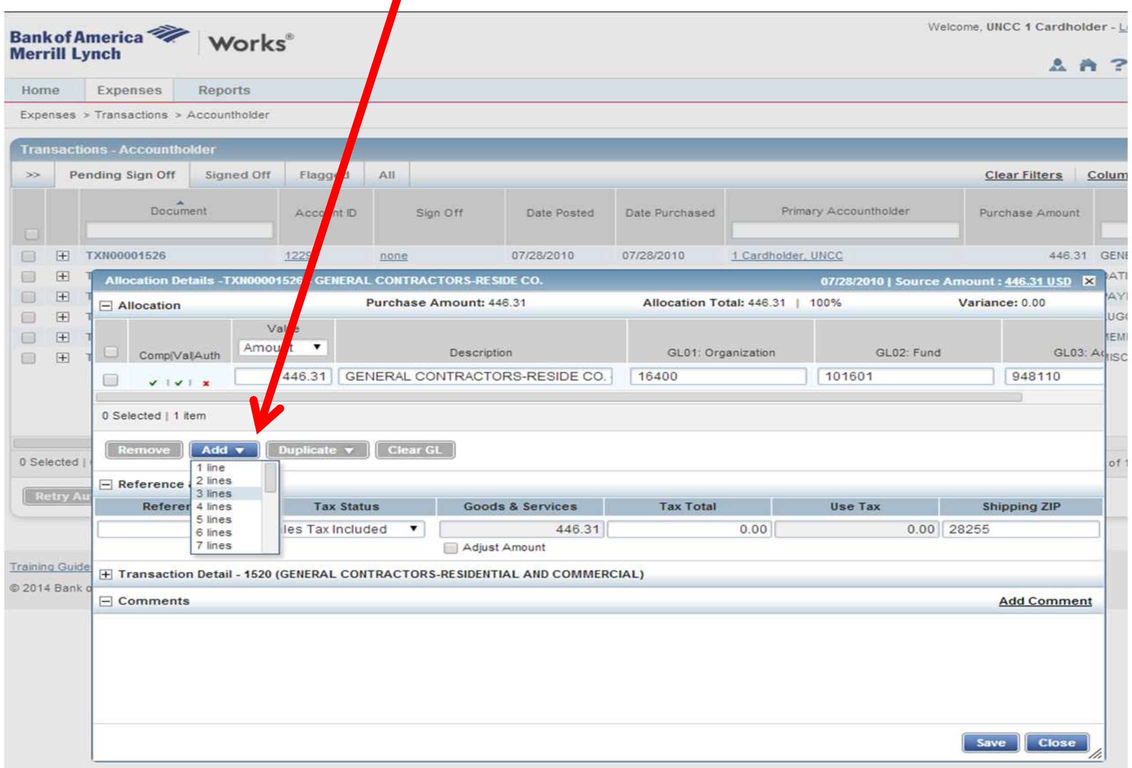
- Review of allocating P-Card transactions to multiple funds within BofA Works
  - If user has org-level security for additional fund(s), transaction may be “split funded” within BofA Works system
  - Reduces the need to submit a separate journal voucher to manually allocate the transaction
  - See next slide for screenshots of allocation function in BofA Works

How to split allocation of a P-Card transaction in BofA Works

1. Click on the TXN number you wish to split allocation, and select Allocate/Edit.

2. Click “Add” and select the number of additional lines needed to complete allocation.





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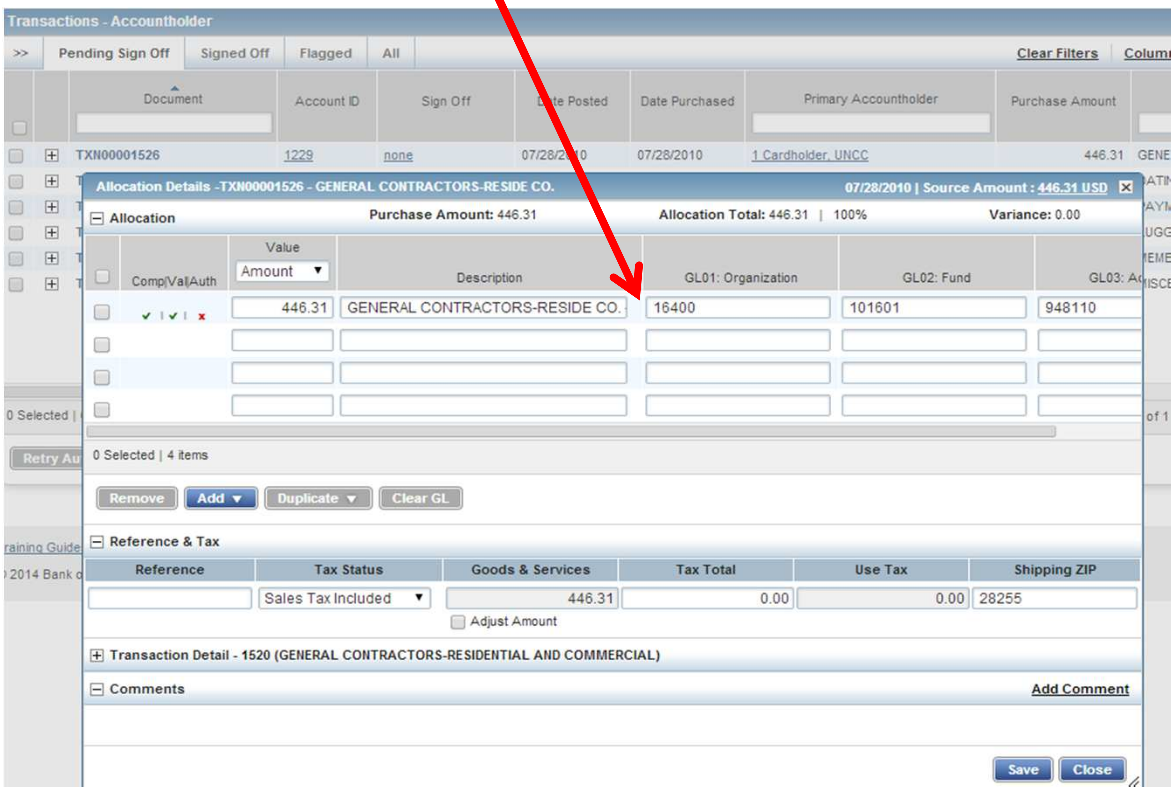
How to split allocation of a P-Card transaction in BofA Works

3. Populate each line with the appropriate amount, Org, Fund, Account and leave the Description blank on the added lines. Click “Save” and “Close”.



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Financial Systems Updates

Heather McLendon
Director of Financial Systems Support

Elizabeth Palian
Sr. Systems Support Analyst

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Financial Manager Maintenance

The Financial Manager for an organization (division, college, school, or department) must be the person fiscally responsible for the budgeting and accounting for the organization.

- Dean
- Chair
- Director
- Vice Chancellor
- Associate Vice Chancellor

How do I see who the current Financial Manager is for an organization (Org) in Banner?

The Banner Request to Change Financial Manager Form should be used to establish or change the Financial Manager due to:

- A temporary or permanent staff change;
- The creation of a new Organization Code.

How do I update the current Financial Manager for an organization (Org) in Banner?

Elizabeth Palian, Financial Systems Support, egpalian@uncc.edu, x70282

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Financial Manager Maintenance

How do I see who the current Financial Manager is for an organization (Org) in Banner?

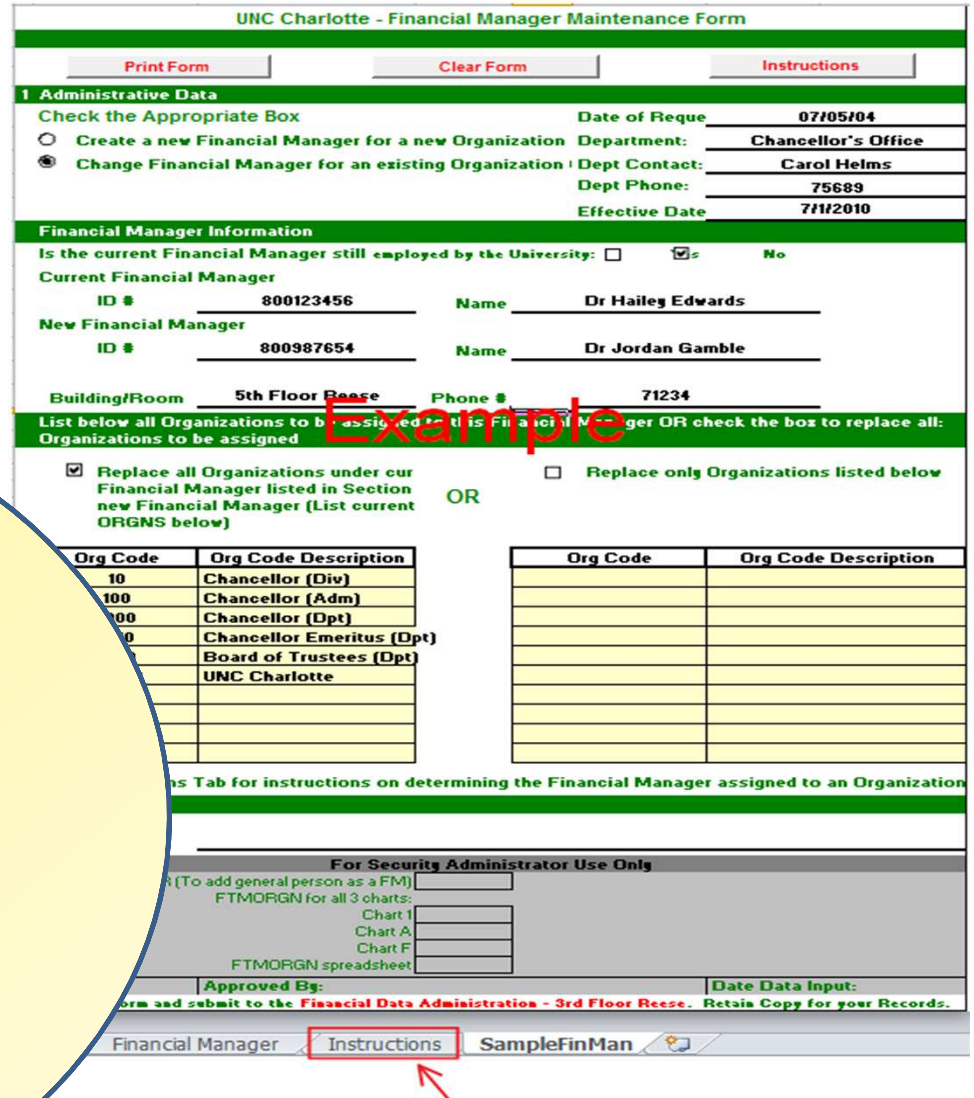
Follow the below steps to see who the current Financial Manager is for your organization (Org) in Banner.

1. Navigate to FTMORGN.
2. F7 to enter a Query.
3. In the Chart of Accounts field, enter a "1".
4. Tab to the Organization field.
5. Enter your Org #. (Or use the dropdown menu to select an org.)
6. F8 to execute the Query.

Financial Manager Maintenance

How do I update the current Financial Manager for an organization (Org) in Banner?

To update the Financial Manager for an Org in Banner, use the [Banner Request to Change Financial Manager Form](). This form is available through the [Financial Services website](), or by using the search feature on the University website. An Instructions tab is included with the form. The completed form needs to be forwarded to Financial Systems Support (FSS).



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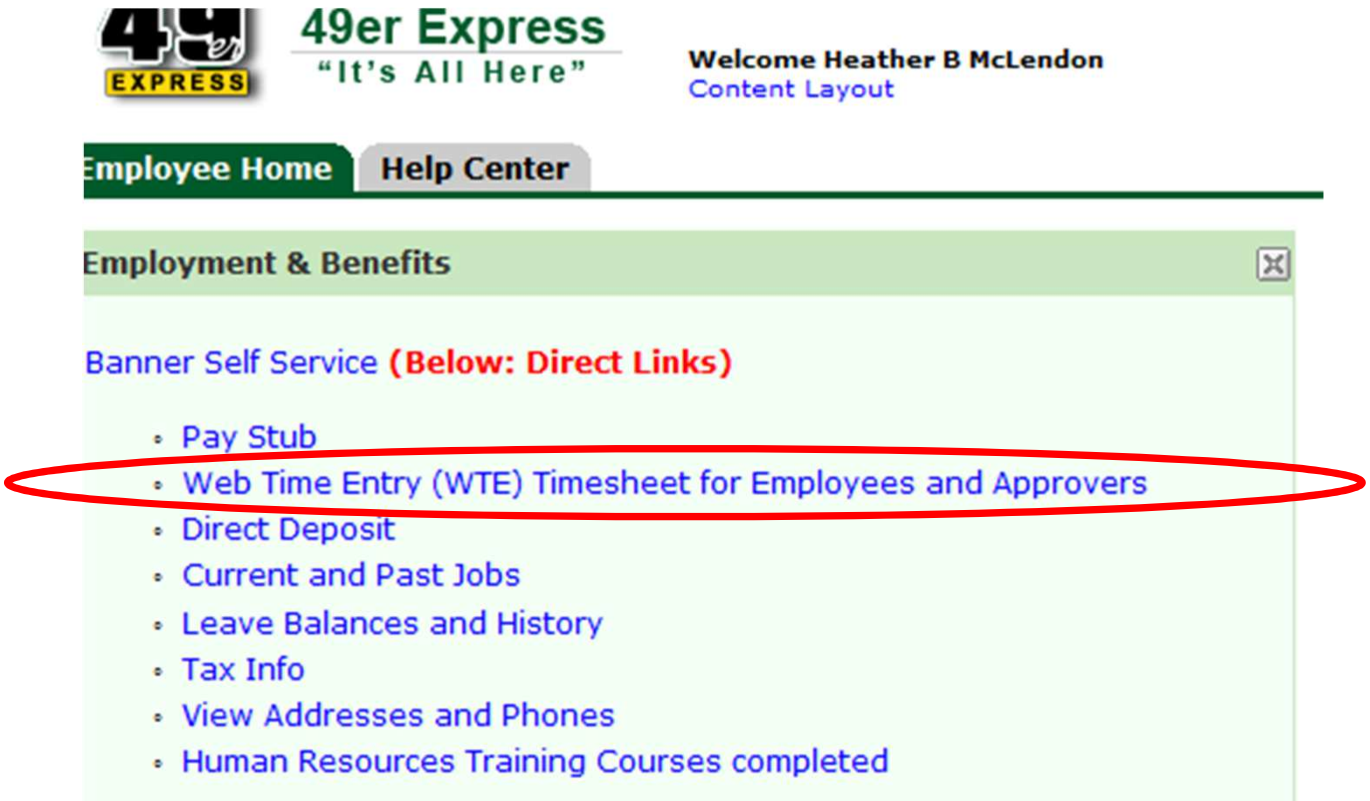
49er Express Web Time Entry (WTE) Timesheet now available



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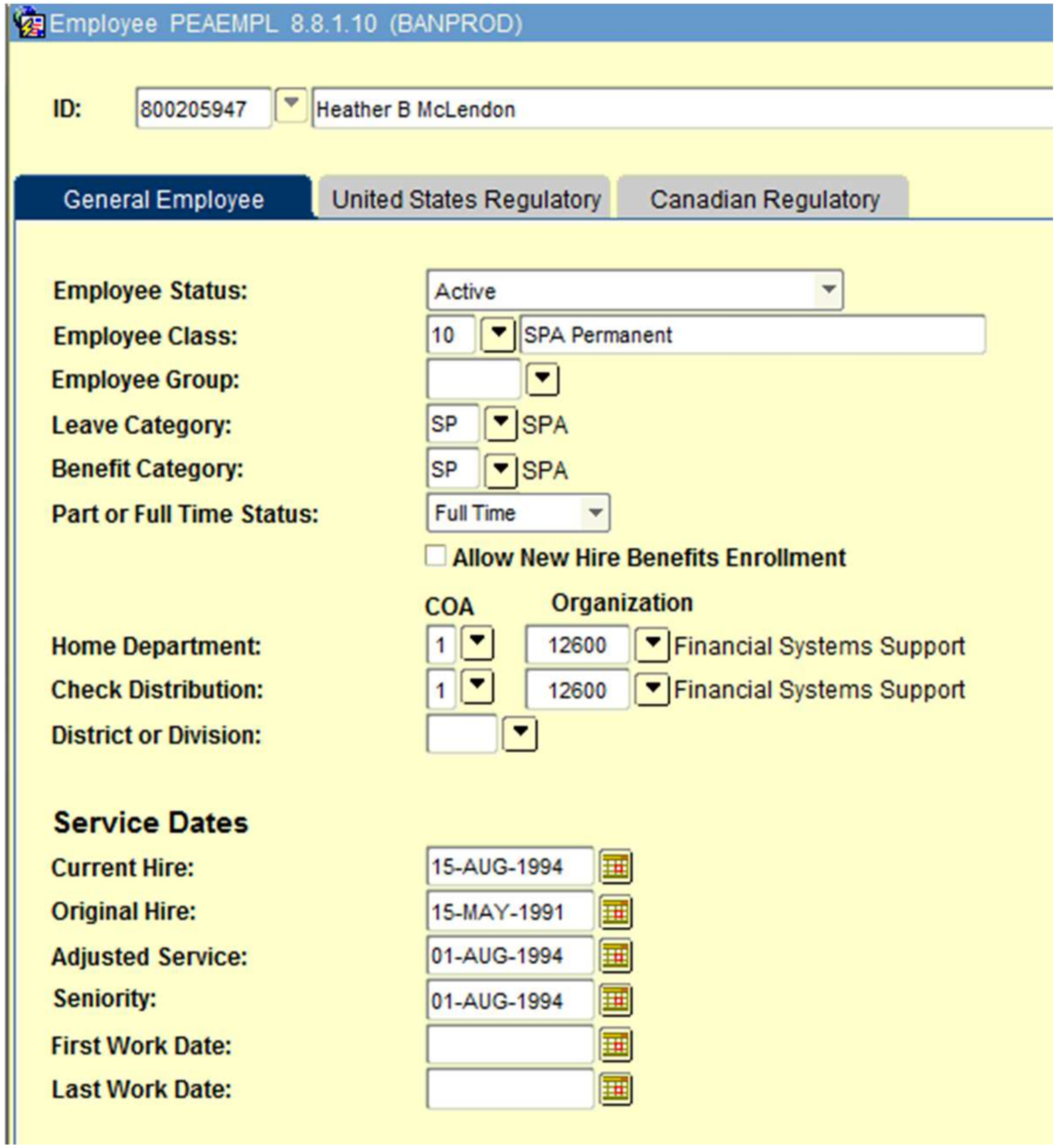
Banner PEAEMPL Form



Other Updates

- Revisions to Travel Manual and Travel Forms
  - Revised Travel Manual recently drafted and currently being piloted with several departments
  - Updated travel forms (Travel Authorization, Request for Travel Advance/Prepayment, and Request for Travel Reimbursement) also currently in pilot status
  - Future training session will be offered to introduce departments to new forms and manual once released

- Financial Services Survey 2014
  - Survey currently open; closes on 3/31/14
  - Please complete and provide your feedback on Financial Services' processes!

- Business Manager Certification (BMC) Program
  - 2014 cohort recently completed HR Foundation and Business/Finance Foundation Workshops (see next slide for names of participants)
  - Positive feedback received from participants, and new relationships established among many departmental business managers/officers
  - Current participants – please submit nominations for future participants in the next BMC program

Business Manager Certification (BMC) Participants - 2014

Carolyn Aguiar
Sandra Anderson
Belma Blanco
Liezl Breitwise
Marian Castle
Marisa Elston
Deborah Fraser
Nancy Garland
Karen Haar
Carol Hartley
Michelle Hill
Shannon Homesley
Linda-Jean Jay
Gail Keene
Danelle Lee
Bonnie McDaniel
Lori McMahon
Wendy Meier
Robin Moose
Jill Morgan
Jan Mullmann
Lynne Osborne
Lee Ann Parker
Mary Peeler
Nancy Queen
Brenda Robbins
Deborah Rose
Rob Sewell
Kathy Sherrill
Eleanor Stafford
Ann Strickhouser
Kimi Tippett
Katrina White
Cleo Widmaier
Melanie Witherspoon

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