

Business Manager Update

March 13, 2014



Agenda

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

Human Resources Updates

Gary Stinnett

Associate Vice Chancellor for Human Resources

Kieffer Gaddis

Director of Classification & Compensation

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



UNC CHARLOTTE

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.

The screenshot shows the 'Allocation Details' window for transaction TXN00001526. The 'Add' button is highlighted with a red arrow, and its dropdown menu is open, showing options from '1 line' to '7 lines'. The transaction details include a purchase amount of 446.31 and a description of 'GENERAL CONTRACTORS-RESIDE CO.'. The interface also shows a table for tax and shipping information.

Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
les Tax Included	446.31	0.00	0.00	28255

The screenshot shows the 'Transactions - Accountholder' list. The transaction TXN00001526 is selected, and the context menu is open, showing the 'Allocate / Edit' option. A red arrow points from the 'Allocate / Edit' option in the context menu to the 'Add' button in the screenshot above.

Document	Account ID	Sign Off
TXN00001526	1229	none
Allocate / Edit		none
Sign Off		none
View Full Details		none
Dispute		none
Retry Automatch		none
Divide		none
Mark Receipt Status		none
Add to Expense Report		none
Manage Receipts		none

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”.

The screenshot shows the 'Allocation Details' window for transaction TXN00001526. The window title is 'Transactions - Accountholder'. The transaction details include: Document TXN00001526, Account ID 1229, Sign Off none, Date Posted 07/28/2010, Date Purchased 07/28/2010, Primary Accountholder 1_Cardholder_UNCC, and Purchase Amount 446.31. The allocation details show a Purchase Amount of 446.31, Allocation Total of 446.31 (100%), and Variance of 0.00. The allocation table has the following data:

Comp/Val/Auth	Value	Description	GL01: Organization	GL02: Fund	GL03: Ad
✓ ✓ ✓ ✗	446.31	GENERAL CONTRACTORS-RESIDE CO.	16400	101601	948110

Below the allocation table, there are buttons for 'Remove', 'Add', 'Duplicate', and 'Clear GL'. The 'Reference & Tax' section shows a Reference of 'Sales Tax Included', Tax Status of 'Sales Tax Included', Goods & Services of 446.31, Tax Total of 0.00, Use Tax of 0.00, and Shipping ZIP of 28255. There is an 'Adjust Amount' checkbox. The 'Transaction Detail' section shows '1520 (GENERAL CONTRACTORS-RESIDENTIAL AND COMMERCIAL)'. The 'Comments' section has an 'Add Comment' button. At the bottom right, there are 'Save' and 'Close' buttons.

Financial Systems Updates

Heather McLendon

Director of Financial Systems Support

Elizabeth Palian

Sr. Systems Support Analyst

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

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

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

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).

UNC Charlotte - Financial Manager Maintenance Form

Print Form Clear Form Instructions

1 Administrative Data
Check the Appropriate Box Date of Reque 07/05/04
 Create a new Financial Manager for a new Organization Department: Chancellor's Office
 Change Financial Manager for an existing Organization Dept Contact: Carol Helms
Dept Phone: 75689
Effective Date: 7/1/2010

Financial Manager Information
Is the current Financial Manager still employed by the University: Yes No
Current Financial Manager
ID # 800123456 Name Dr Hailey Edwards
New Financial Manager
ID # 800987654 Name Dr Jordan Gamble
Building/Room 5th Floor Reese Phone # 71234

List below all Organizations to be assigned to this Financial Manager OR check the box to replace all:
Organizations to be assigned

Replace all Organizations under our Financial Manager listed in Section new Financial Manager (List current ORGNS below) OR Replace only Organizations listed below

Org Code	Org Code Description
10	Chancellor (Div)
100	Chancellor (Adm)
100	Chancellor (Dpt)
100	Chancellor Emeritus (Dpt)
100	Board of Trustees (Dpt)
	UNC Charlotte

Org Code	Org Code Description

Click on the Instructions Tab for instructions on determining the Financial Manager assigned to an Organization

For Security Administrator Use Only
(To add general person as a FM)
FTMORGN for all 3 charts:
Chart I
Chart A
Chart F
FTMORGN spreadsheet

Approved By: _____ Date Data Input: _____
Form and submit to the Financial Data Administration - 3rd Floor Reese. Retain Copy for your Records.

Financial Manager Instructions SampleFinMan



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

The screenshot shows the 49er Express web portal interface. At the top left is the 49er Express logo with the tagline "It's All Here". To the right, a welcome message reads "Welcome Heather B McLendon" with a link for "Content Layout". Below the logo are two navigation tabs: "Employee Home" (highlighted in green) and "Help Center". A main content area titled "Employment & Benefits" contains a section for "Banner Self Service (Below: Direct Links)". A list of links is provided, with "Web Time Entry (WTE) Timesheet for Employees and Approvers" circled in red. Other links include Pay Stub, Direct Deposit, Current and Past Jobs, Leave Balances and History, Tax Info, View Addresses and Phones, and Human Resources Training Courses completed.

49er Express
"It's All Here"

Welcome Heather B McLendon
[Content Layout](#)

Employee Home Help Center

Employment & Benefits

Banner Self Service (**Below: Direct Links**)

- [Pay Stub](#)
- [Web Time Entry \(WTE\) Timesheet for Employees and Approvers](#)
- [Direct Deposit](#)
- [Current and Past Jobs](#)
- [Leave Balances and History](#)
- [Tax Info](#)
- [View Addresses and Phones](#)
- [Human Resources Training Courses completed](#)

Banner PEAEMPL Form

Employee PEAEMPL 8.8.1.10 (BANPROD)

ID: 800205947 Heather B McLendon

General Employee United States Regulatory Canadian Regulatory

Employee Status: Active

Employee Class: 10 SPA Permanent

Employee Group:

Leave Category: SP SPA

Benefit Category: SP SPA

Part or Full Time Status: Full Time

Allow New Hire Benefits Enrollment

COA Organization

Home Department: 1 12600 Financial Systems Support

Check Distribution: 1 12600 Financial Systems Support

District or Division:

Service Dates

Current Hire: 15-AUG-1994

Original Hire: 15-MAY-1991

Adjusted Service: 01-AUG-1994

Seniority: 01-AUG-1994

First Work Date:

Last Work Date:

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 McMahan
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 Tippet
Katrina White
Cleo Widmaier
Melanie Witherspoon