Business Manager Update

Hosted by Financial Services

October 11, 2012

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Agenda

- Welcome and Introduction
- Financial Management Guidelines
- Payment / Purchasing Request Process Enhancements
- Financial Services Training Curriculum
- Other Financial Services Updates
- Questions / Open Discussion

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Welcome and Introduction

Susan Brooks
Associate Vice Chancellor for Finance

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Financial Management Guidelines

Laura Williams
Compliance Manager

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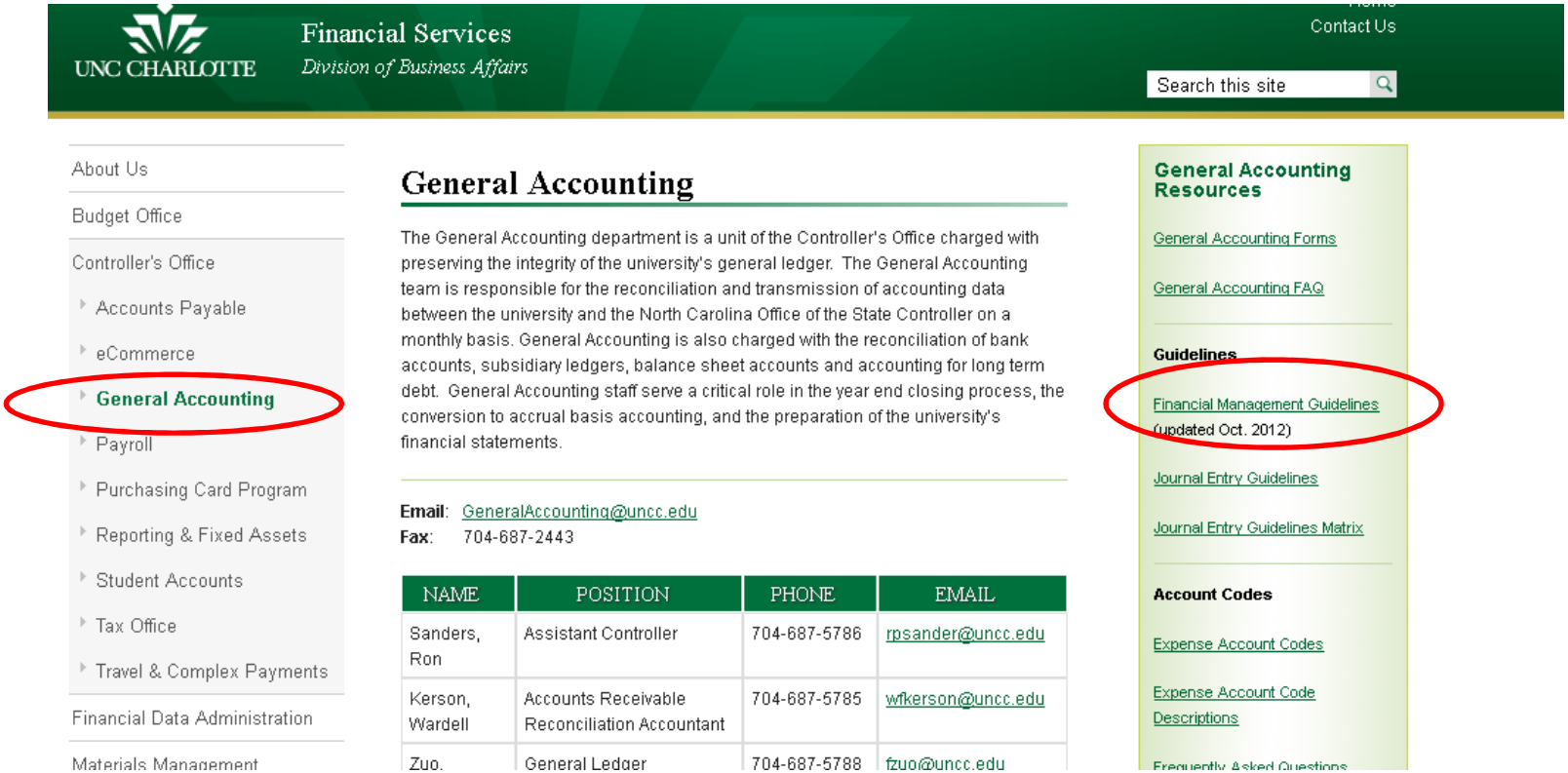
Financial Management Guidelines



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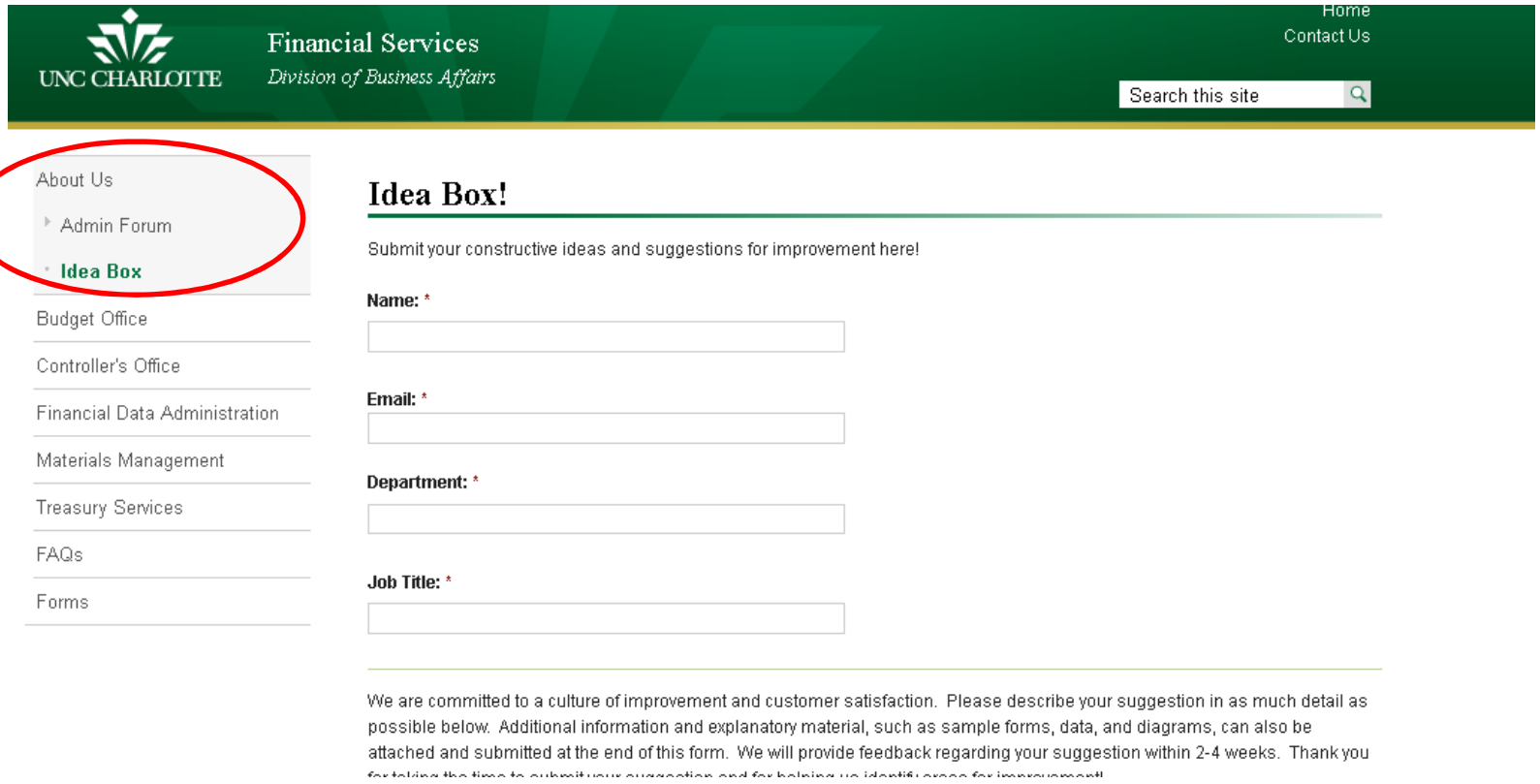
“Idea Box” for Financial Services



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Payment / Purchasing Request Process Enhancements

Kendra Cooks
University Controller

Randy Duncan
Director of Materials Management

Jane Johansen
Director of Treasury Services

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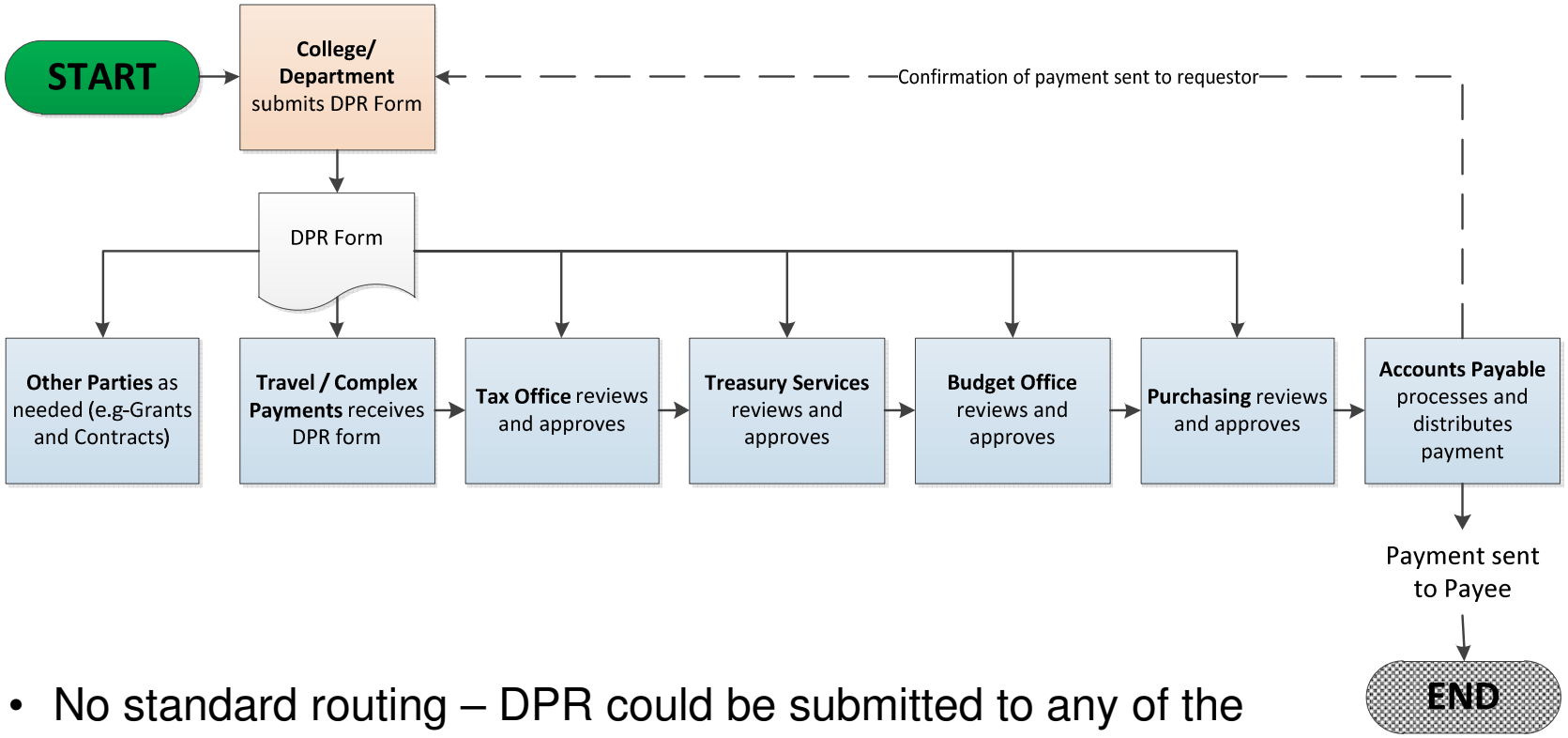
Direct Pay Request Process - *BEFORE*



- No standard routing – DPR could be submitted to any of the parties listed above
- No ability to central track the status of DPR once submitted

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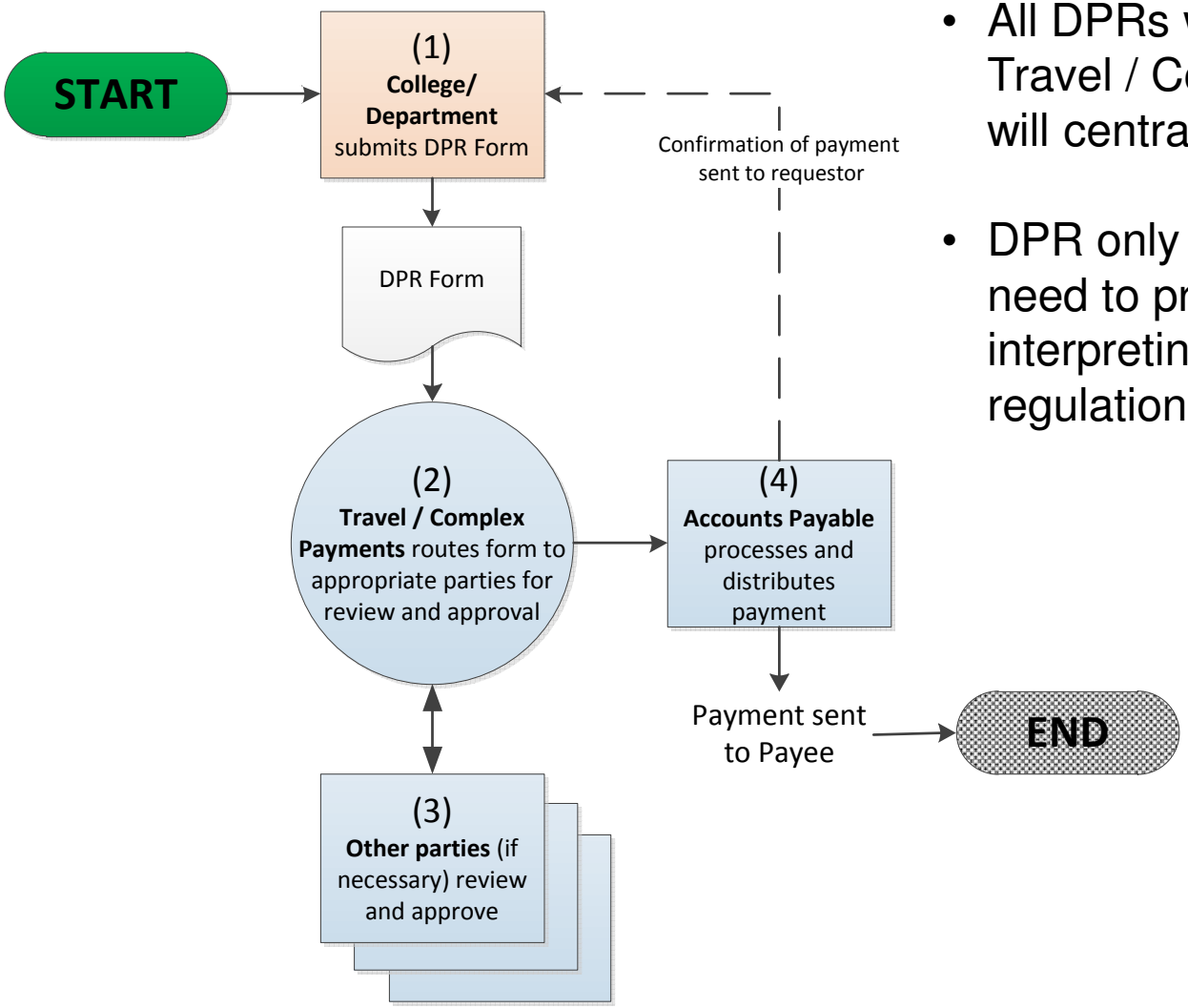
Direct Pay Request Process - *AFTER*



- All DPRs will be submitted to Travel / Complex Payments, who will centrally manage workflow
- DPR only routed to parties who need to provide input on interpreting certain policies or regulations

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Purchasing Decision Guide *(Under Development)*

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Home | Decision Guides | Other Resources | Glossary | Feedback

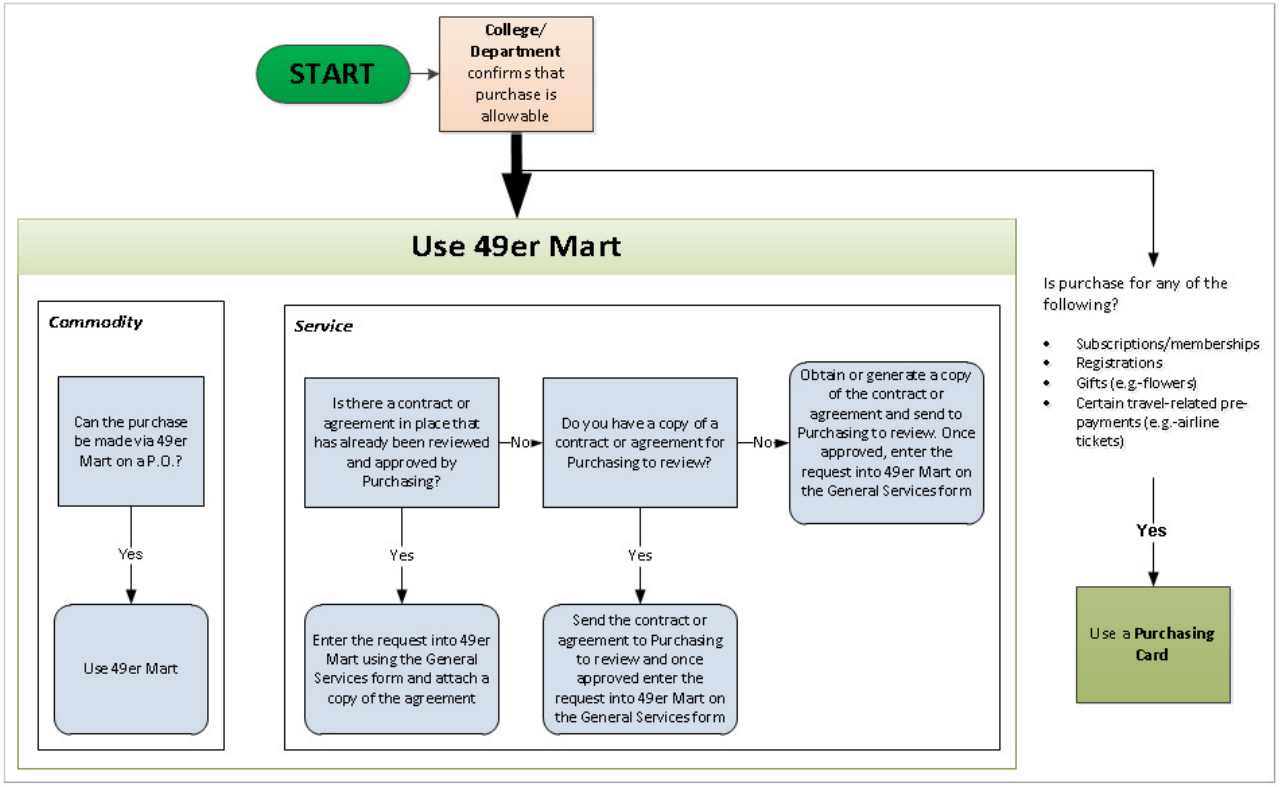
Decision Guides >

Purchasing Decision Guide

DRAFT - UNDER DEVELOPMENT

The guide below is designed to assist you with selecting the appropriate method for purchasing an item using 49er Mart, a Purchasing Card, or other method. Sever on the appropriate link to learn more about terms for which you require additional clarification.

For guidance in selecting an appropriate method for requesting a payment (e.g.-- reimbursement requests, direct pay requests, and other complex payments), pleas



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49er Mart Contracts

Contracts	Suppliers	Expiration Date
Campus-Wide Shredding Service	Shred-It Charlotte	Dec 12, 2014
Carpet Cleaning Service	Tyner-Hudson Corp	Nov 07, 2012
Charter Bus Service-Vendor #2	Rose Chauffeured Transportation	May, 23 2013
Charter Bus Services	Horizon Coach Lines	May 04, 2013
CompleteBook	Complete Book & Media Supply Inc	May 24, 2013
Food Service Hood Cleaning	Atlantic Fire & Safety Co Inc	May 05, 2015
Glass Replacement & Repairs	Karsey Glass Inc	Sept 30, 2013
GovConnection	GovConnection Inc	May 17, 2013
Graphic Design Services	Crown Communications	July 25, 2014
	Tattoo Projects LLC	July 25, 2014
	Vision Point Marketing	July 25, 2014
	Bright Yellow Jacket Inc	July 25, 2014
	Carolina PR	July 25, 2014
	Little Red Bird LLC	July 25, 2014
	Contrast Creative Inc	July 25, 2014
Marketing Services	Professional Communications LLC	July 25, 2014
	Dragonfly Film and Video	July 25, 2014
	Contrast Creative Inc	July 25, 2014
	Grey Hawk Films LLC	July 25, 2014
Moving Services-Local	Armstrong Relocation-Charlotte	July 27, 2014
	All American Relocation Inc	July 27, 2014
Copy Paper	Southeastern Paper Group	Aug 1, 2015
Rental Vehicles	Enterprise Rent-A-Car	Jan 31, 2013
Public Relations Services	Crown Communications	July 25, 2014
	Carolina PR	July 25, 2014
Records Storage	Record Storage Systems	Oct 2, 2013
Recycled Student Mattress	Mattress-Go-Round LLC	Aug 15, 2015
Vending Services	Canteen Vending Services	May 31, 2022
Web Design & Interactive Media	Vision Point Marketing	July 25, 2014
	Crown Communications	July 25, 2014

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Payment Request Decision Guide *(Under Development)*

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Payment Request Decision Guide

DRAFT - UNDER DEVELOPMENT

The guide below is designed to assist you with selecting the appropriate method for requesting a payment (e.g.-- reimbursement requests, direct pay requests, and other complex payments). To use this

Step 1: First, look at the far left-side of the table and find the row that best matches the purpose of your payment.
Step 2: Next, locate the column at the top of the table that describes who will receive the payment.
Step 3: Now, click on the box where your row and column intersect to determine your appropriate payment request method and next steps.

{*Example*: To request a non-travel reimbursement (row A) for a current UNCC employee (column 1), you would use a DPR.}

Several of the key terms used within this guide are defined on the Glossary page, so click on the appropriate link to learn more about terms for which you require additional clarification.

For guidance in selecting an appropriate method for *purchasing* an item (e.g.--prepayments, using 49er Mart, Purchasing Card), please refer to the Purchasing Decision Guide.

Payment Request Decision Guide

Who is being paid? > / *What is the purpose of the payment?*	1. Current UNCC Employee (non-student)	2. Current employee of other state agency (non-student)	3. Independent Contractor	4. Student	5. Other Individual	6. Company or Organization
A. Non-travel reimbursement	DPR	DPR	Not Applicable	DPR	Depends	DPR
B. Participant Stipend	DPR	DPR	Not Applicable	DPR	DPR	Not Applicable
C. Travel-related reimbursement	Travel Form	Travel Form	Travel Form	Depends	Not Applicable	Not Applicable
D. Cash Prizes / Awards	Payroll	Payroll	Not Applicable	DPR	DPR	Not Applicable
E. Additional pay to employee	Payroll	Payroll	Not Applicable	Depends	Not Applicable	Not Applicable
F. Payments for Services and Honorarium	Payroll	Payroll	DPR	DPR	Depends	DPR
	TBD	TBD	Not Applicable	Depends	Not Applicable	Not Applicable

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Financial Services Training Curriculum

Joanna Roop
Learning and Development Manager
Human Resources Department

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Financial Services Training

Topic	Owner/ Developer	Delivery method	How often
Essentials of Departmental Financial Management **NEW**	Compliance	Classroom	Fall/Spring
Budget: Understanding Your General Fund	Budget	Classroom	Fall/Spring
State and University Revenues: The Mystery behind your Paycheck	Budget	Business Affairs website	on-demand
Fixed Assets	Reporting and Fixed Assets	Classroom	Fall/Spring
Materials Management & Accounts Payable 101	Materials Mgmt	Classroom	Fall/Spring
Request for Proposals (RFP) Process	Materials Mgmt	Classroom	Fall/Spring
Travel and Complex Payments – Part 1	Travel / Complex Payments	Classroom	Fall/Spring
Travel and Complex Payments – Part 2	Travel / Complex Payments	Classroom	Fall/Spring
Banner Financial Services	Financial Data Admin	Self-Study	on-demand
49er Mart Training	Financial Data Admin	Self-Study	on-demand
49er Mart User Forums	Financial Data Admin	Classroom	Monthly
eCommerce - Initial PCI Training	Compliance	Classroom	Monthly
eCommerce - Annual Merchant Training	Compliance	SANS web-based	Annually in spring
P-Card Cardholder/Reconciler/Approver Training	Purchasing Card	Skillport	on-demand
P-Card Auditor Training	Purchasing Card	Skillport	on-demand
Banner Web Time Entry Users Training	Financial Data Admin	Self-Study Video	on-demand
Banner Web Time Entry Approvers Training	Financial Data Admin	Self-Study Video	on-demand
Admin Forum training sessions: Petty Cash/Change Fund Training FUPLOADs Expense Account Codes Insitutional Trust Fund Use Journal Vouchers Receiving and Stores	Financial Services	Classroom	Monthly

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Other Financial Services Updates

Sherrie High
University Budget Director

Heather McLendon
Director of Financial Data Administration

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Questions / Open Discussion

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