Today’s Agenda

Introduction
- Today’s Objectives
- Emergency Information
- Introductions - Get to know you!
- Poll Everywhere

Part I
- Financial Services Overview - Teri Miller
- Treasury Services - Ellen Harris and Sonja Austin
- Budget - Hong Vu

Break - 10 minutes
Today’s Agenda

Part II

- Controller’s Office - Teri Miller
- Accounting & Reconciliation - Anikka Clarke
- Reporting & Fixed Assets - Wardell Kerson

Break - 10 minutes

Part III

- Financial Systems Support - Elizabeth Palian
- Materials Management - Salima Iskra
- “How We Work Together Activity”

Part IV

- Departmental Finance Overview
- Questions
Today’s Objectives

Overview of Financial Services:
- High-level introduction to Financial Services
- Organizational awareness - Get to know Us!

Policies and Procedures related to:
- Spending: Use of Funds
- Budgeting
- Cash Handling & Payments
- Financial Reporting
- Administrative Systems

Best Practices:
- Reviewing Transactions in Banner
- Monthly Checklist
Emergency Information

- Emergency Exits
- Building Evacuation Assembly
  
  *Area of Rescue and Assembly Locations*

- Emergency Contacts
  - Call Campus Police
  - From an Office Phone: 911
  - From a Cell Phone: 704-687-2200
Introductions

- Name
- Department
- How long you’ve been with the University
- Why you signed up for the workshop
Polling Questions

- Interactive questions
- We *encourage* everyone to participate
- Answers are anonymous
- Get Started...

**Web voting** - PollEv.com/lisadooley099

or

**Text voting** - Text to 22333 > LISADOOLEY099 > Send

- If texting, and you want to change your response, text CLEAR or UNDO, wait for confirmation, then respond again
Polling Question #1

Using only one word, describe what you want to learn from today's workshop?
Part I

- Financial Services Overview - Teri Miller
- Treasury Services - Ellen Harris and Sonja Austin
- Budget - Hong Vu
- Break for 10
Organizational Overview

Business Affairs
- Divisions in Org Chart
- Core Functions
- Mission and Vision

Financial Services
- Budget Office
- Controller’s Office
- Financial System’s Support
- Materials Management
- Treasury Services
Organizational Overview

Financial Services is a unit of the Business Affairs division and follows the mission, vision and value statements of Business Affairs.

Business Affairs

- Human Resources
- Business Services
- Safety and Security
- Facilities Management
- Technical Operations and Planning

Mission

Business Affairs plans for and provides essential human, financial, facility, and administrative support services to the university that are customer focused, results oriented, fiscally sound, and integrity bound.

Financial Services

Anne Brown, Associate Vice Chancellor for Finance

Vision

Business Affairs seeks to create an environment that enables good stewardship, rewards collaboration, and promotes excellence, thereby supporting the vital role of public higher education for Charlotte and North Carolina.

Financial Services Organizational Chart

Thursday, November 8, 2018
Offices of Financial Services

- Treasury Services
- Budget Office
- Controller’s Office
- Financial Systems Support
- Materials Management

Business Affairs

Financial Services
Financial Services is committed to...

Do things better.

Do better things.

Do the right thing.
Treasury Services

Presented by

Ellen Harris, Assistant Director of Investments & Debt
Ext. 7-5809

&

Sonja Austin, Reporting and Outreach Analyst
Ext. 7-5811
Treasury Services

Business Affairs

Financial Services

Treasury Services

Budget Office

Controller’s Office

Financial Systems Support

Materials Management
Treasury Service - Role & Responsibilities

Provide Central Accounting for Affiliated Organizations:

• UNC Charlotte Foundation
  ○ Institute for Social Capital
• UNC Charlotte Athletic Foundation
• UNC Charlotte Investment Fund (UNCCIF)
• Facilities Development Corporation (FDC), and
• Ventureprise
Treasury Services - Role and Responsibilities

Provide Treasury Functions and Reporting for University and Affiliated Organizations.

- Endowments
- Investments
- Institutional Trust Fund Set Up
- Deficit Cash
- External Reporting
- Bonds and Debt
Polling Question #2

My department has a new Foundation endowment, which I am now responsible for managing. What should I do to spend the endowment dollars?

A
Look up the balance in the E1XXXX and spend it as fast as I can.

B
Look up the balance in H1XXXX and spend half now, saving half for later.

C
Wait for the Combined Endowment Report announcing the next spending distribution amount.

D
Do not spend anything and save it until the donor asks what the department has done with the endowment.
Treasury Services - Role & Responsibilities

Supports the University by:
- Review and process new fund requests
- Monitor the use of funds (University Policy 601.8)
- Coverage of cash deficits from related Foundation funds
- Financial data for department budget planning
  - Spending Policy Distribution - Combined Endowment Report
  - Scholarship Report
- On-site trainings upon request
**Creating a New Banner Fund**

**Focus on Institutional Trust Funds (ITF), not General Fund**
- Request to Create a New Banner Fund Form received
- Determine *if Cash is available* and all documents are signed
- Identify the “Color” of money
- Verify *Restrictions and Attributes* to be assigned
  - Unrestricted ITFs
  - Restricted ITFs
  - Discretionary funds
  - Endowments
  - Agencies
  - Overhead Receipts
  - Forwarded to Other Departments
- Gift funds will have related Foundation or Athletic Foundation funds set up with the University Fund
Color of Money (Funds)

The **Color of Money** is based on *Purpose & Restrictions*.

- Determined when money comes into the University
- Cannot be changed by anyone within the University
- Drives many accounting decisions
- Existing & New Fund Requests
# Main Colors of Money (Fund Types) at UNC Charlotte

<table>
<thead>
<tr>
<th>Fund Types</th>
<th>Fund Range</th>
<th>Source of Money</th>
<th>Purpose Restrictions*</th>
<th>Oversight/ Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Funds</td>
<td>100000-119999</td>
<td>State Appropriations, Tuition &amp; General Fees, Surplus Sales</td>
<td>Unrestricted; Must be used by June 30</td>
<td>Budget Office</td>
</tr>
<tr>
<td>ITF: Overhead Receipts</td>
<td>12XXXX</td>
<td>Sponsored Programs F&amp;A Fees</td>
<td>Unrest; BOG Policy 500.5</td>
<td>Treasury Services</td>
</tr>
<tr>
<td>ITF: Special Student Fees</td>
<td>134XXX</td>
<td>E&amp;T, Application, Course Fees, etc.</td>
<td>Unrestricted</td>
<td>AA Budget Mgr.</td>
</tr>
<tr>
<td>ITF: Unrestricted</td>
<td>137000-139699</td>
<td>Research Residuals, RU Revenue, Unrestr. Gifts through Foundation</td>
<td>Unrestricted</td>
<td>Treasury Services</td>
</tr>
<tr>
<td>ITF: Auxiliary &amp; Student Fee</td>
<td>33XXXX</td>
<td>Auxiliary Services Fees/ Revenues</td>
<td>Unrestricted</td>
<td>Budget Office</td>
</tr>
<tr>
<td>ITF: Grants &amp; Contracts</td>
<td>5XXXXX</td>
<td>Awards from Research Agencies (Fed, State, Non-Profit, Industry)</td>
<td>Restricted consistent with grant or contract agreement</td>
<td>Grants &amp; Contracts Admin</td>
</tr>
<tr>
<td>ITF: Restricted Foundation (initially)</td>
<td>6XXXXX</td>
<td>Scholarships, Fellowships, Restr. Gifts through Foundation</td>
<td>Restricted per donor requirements</td>
<td>Treasury Services</td>
</tr>
<tr>
<td>Agency</td>
<td>83XXXX-84XXXX</td>
<td>Membership Dues, Non-University related contributions/residuals</td>
<td>Restricted to designation (University acts like a bank)</td>
<td>Treasury Services</td>
</tr>
<tr>
<td>Capital</td>
<td>88XXXX</td>
<td>State Appropriations, Debt Proceeds, Auxiliary, Student Fees</td>
<td>Restricted to designation</td>
<td>Budget Office, Controller</td>
</tr>
</tbody>
</table>

*ITF= Institutional Trust Funds*
Polling Question #3

A donor has given $2,000 for a new departmental program and the department wants to put the money in the departmental discretionary fund. Is this allowed?

A

Yes; you never know how successful a new program will be.

B

No; the request did not come in before the beginning of the year.

C

Yes; the Dean said to.

D

No; a donor gift for a new program is restricted and cannot go in discretionary funds.

Start the presentation to see live content. Still no live content? Install the app or get help at PollEv.com/app

Financial Services
UNC Charlotte
Transfer Rules

A transfer of funds to another fund must follow the SAME RESTRICTIONS imposed at initial fund establishment.

Examples:

- Cannot transfer Restricted funds to Unrestricted funds.
- Cannot transfer General Funds out of the General Fund.

Additional transfer rules:

- Cannot transfer expenses after the close of a fiscal year.
- Cannot use transfer account codes with Agency funds.
Treasury Services - Resources

**Forms**
- [New Banner Fund Request](#) (Note: Refer to [Awards Management](#) for Grant Fund Set-up)
- [Banner Fund Name Change](#)

**Reports**
- Scholarship Report (Endowed or Non-endowed)
- Combined Endowment Report
  - Contact your College/Unit Business Officer or Treasury Services for access
The Budget Office

Presented by

Hong Vu,
General Fund Budget Management Accountant
Ext. 7-5003
Budget Office

Business Affairs

Financial Services

Treasury Services

Budget Office

Controller’s Office

Financial Systems Support

Materials Management
University Total Budget

TOTAL BUDGET BY FUND TYPE = $750.9M

- General Fund, $435.8m, 58.1%
- Auxiliaries, $103.5m, 13.8%
- Athletics, $49.8m, 6.6%
- Grants & Contracts Administration, $94.1m, 12.5%
- Treasury Services, $67.7m, 9.0%
Maintain Authority over General Fund Spending

The University has been granted additional financial and administrative authority as a “special responsibility constituent institution” (SRCI) under G.S. 116-30.1.

If the University was negligent or non-compliant with how it spent funds, the University would lose this designation.

To keep this DESIGNATION we need to:

- Maintain appropriate administrative staffing, procedures and internal controls
- Resolve significant audit findings within 3 months
- Support the ability to carry out Board of Governors - defined educational mission with our (General Fund) GF budget
- Obtain BOG approval to establish new academic, research, public service or financial aid programs in the GF
- Measure impact on student learning and development
- Submit monthly GF budget reports to governing agencies
Budget Office - Role & Responsibilities

- Provide budget planning, execution, and reporting for State General Funds (e.g. state appropriations, tuition and general fees), Auxiliaries, and Student Fee funded operations.

- Plan budgets for Capital Improvement projects (e.g. new buildings, major renovations, and campus infrastructure).

- Provide position budget management for all fund types.
Budget Office - Functions

- Ensure state funds are spent according to NC General Statutes set by the General Assembly, as well as, state budget guidelines

- Process Budget Revisions - FTR

- Reconcile the University's General Fund budgets internally, as well as, with external organizations (e.g., Office of State Budget and Management, Legislative Fiscal Research Division, and UNC System Office)
Budget Office - Functions

- Reconcile salary budgets in the accounting system to ensure position funding for permanent employees
- Analyze auxiliary and fee-supported budgets upon request
- Coordinate the approval process for student tuition and fee increases annually
Types of Expenditures

Allowable Expenditures
Ordinary Business Expenditures are *routine, operational, and easily documented* as those *supporting the University’s mission*:

- Faculty/Staff Salaries
- Classroom, Research, and Support Equipment and Supplies
- Plant Operation and Maintenance

Unallowable Expenditures
- Those that bestow a personal benefit
- Non-operational expenditures
Polling Question #4

I need to buy refreshments for a departmental training workshop for 15 staff members, what funds can I use and what restrictions do I have?

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal funds - no restrictions</td>
<td>Trust funds - restrictions as determined by the funding source, but must provide additional information (Business purpose - i.e., why food is being purchased and how it benefits the University, Date/location, Participants/business relationship)</td>
<td>State funds - no restrictions</td>
<td>State funds - restrictions; limited to $5.00 per person, and must provide additional information (e.g., Business purpose, Date/location, and Participants/business relationship)</td>
</tr>
</tbody>
</table>

Start the presentation to see live content. Still no live content? Install the app or get help at PollEv.com/app

Total Results

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Thursday, November 8, 2018
Use of Funds: Policies/Manuals/Guides


- State Budget Act
- Budget Development
- Budget Execution
- Fiscal Policies and Regulations
- Travel Policies and Regulations
- Personnel
- Rule Analysis
- Reporting
- Municipal Population Estimates
- Glossary

University Policies:
601.8, Appropriate Use of University Funds
**Use of Funds**

### Standards & Allowable Fund Use Table - Allowable Expenses by Fund Type (Partial View below)

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Discretionary Funds</th>
<th>The General Fund</th>
<th>Special Funds</th>
<th>Institutional Trust Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Meals (In Travel Status)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsistence</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Exceeds Subsistence or Does Not Meet OSBM Requirements</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Meals (Not in Travel Status) ^3</td>
<td>X</td>
<td>Interview candidate meals allowed only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refreshments at Conferences &amp; Trainings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External ^4 (OSBM Budget Manual - 5.8.1-3)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Internal ^4 (OSBM Budget Manual - 5.8.4-5)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Food &amp; Beverage for Student-Oriented Activities ^5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(not in Travel Status)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Alcoholic Beverages and ‘Set-ups’ ^6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(OSBM Budget Manual - 4.8.9)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
<td></td>
<td>Student-oriented only</td>
<td>Use is limited to scholarly development of faculty/staff/ students, support of campus infrastructure, or expansion of research</td>
</tr>
<tr>
<td>Advertising, Marketing, and Promotional Items ^7</td>
<td></td>
<td></td>
<td>Only if appropriated or received for this purpose</td>
<td>Use is restricted to the specific terms and purpose defined in the award agreement (consult with Grants &amp; Contracts Administration)</td>
</tr>
<tr>
<td>Articles of clothing ^7</td>
<td>X</td>
<td></td>
<td>Only for safety/security need</td>
<td>Use/purpose of these funds are restricted by the donor</td>
</tr>
</tbody>
</table>

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Thursday, November 8, 2018
Budgets should be balanced each month using:
- Report Central (WebFocus Tool that uses Banner Tables)
- Departmental Financial Reporting – Budget Availability
- One year or Multiple Year Comparatives (FGIBDST) - account level
- One year with Transaction Detail (FGITRND)
- ePrint Report FGRODTA

**Banner Forms**
- **FGIBAVL** – to see OL Balances at the budget pool level
Polling Question #5

What is a Budget Pool?

A: A big body of water to swim in
B: The account number where budget is posted
C: The account number where expenses are charged
D: All of the above
Budgets – Resources

Forms:

Budget Financial Transaction Requests (FTRs)
All Departmental Budget and Departmental Position Budget Changes:

- EHRA Payroll/Personnel Action Form (PD-7)
- Temporary Staff Employment Authorization (PD-17)

Training & FAQs:

- Budget: Understanding the General Fund

Policies/Manuals/Guides:

- University of North Carolina (UNC) System
- Office of State Budget & Management (OSBM) http://www.osbm.nc.gov/library (for Current NC Budget Manual)
Important Takeaways

- Budget Office is responsible for budget planning, execution, and reporting for State General Funds, Auxiliaries, and Student Fee funded operations; budget planning Capital Improvement budgets; and Position Budget Management.

- The NC General Assembly sets the statutes that dictate how state appropriated funds can be used. (“State Budget Act” NCGS 143)

- Guidance, forms, and procedures in place to ensure the University maintains “special responsibility constituent institution” designation.

- Available Budget should be monitored at least monthly and Budget Revisions prepared as needed.
What did you learn?

Difference between:
Fund Types:
- State Appropriated
- Trust Agency
- Discretionary
- Foundation
  - Restricted
  - Unrestricted

Use of Funds:
- Allowable expense
- Unallowable expense

Importance of Budgets:
- Tool that reflects strategic goals!
- Monitored/Revised regularly

Be back in 10 minutes!
Food For Thought!

What services/programs does your department provide?

What kinds of Funds support your programs? *(Who is entrusting you?)*

- State appropriations, general tuition & fees (NC, Taxpayers, Students, Parents)
- Auxiliaries & Student Fees (Students, External Customers)
- Scholarships, Fellowships (Donors, Sponsors)
- Grants & Contracts (Sponsors)
- Restricted Gifts & Unrestricted Gifts (Donors)
- Recharge Unit (Customers)

Who in your department manages the budget?
Part II

- Controller’s Office & Compliance - Teri Miller
- Accounting & Reconciliation - Anikka Clarke
- Reporting & Fixed Assets - Wardell Kerson
- Break for 10
The Controller’s Office

Presented by

Compliance
Teri Miller, Business Process Analyst
Ext. 7-5782

General Accounting
Anikka Clarke, Reconciliation Accountant
Ext. 7-5787

Reporting & Fixed Assets
Wardell Kerson, Financial Reporting Accountant
Ext. 7-5785

Thursday, November 8, 2018
Controller’s Office

Business Affairs

Financial Services

Treasury Services

Budget Office

Controller’s Office

Financial Systems Support

Materials Management
Controller’s Office Org Chart

Laura Williams,
Controller

Melissa Taylor,
Admin Support Specialist

Lisa Dooley,
Interim Assistant Controller
Compliance

Heather Vetzner,
Assistant Controller
Bursar

Ron Sanders,
Associate Controller
Accounting & Disbursements

Tony Georges,
Assistant Controller
Financial Reporting & Fixed Assets

Robyn Diehm,
Assistant Controller
Tax & Payroll

Financial Services
UNC CHARLOTTE

Thursday, November 8, 2018
Controller’s Office Compliance

Lisa Dooley,
Interim Assistant
Controller-Compliance

Becky Smith,
eCommerce Manager

Rebekah Hartberger,
eCommerce Administrator

Teri Miller,
Business Process Analyst
Controller’s Office - Role & Responsibilities

- **Direction and guidance** for financial management to campus departments
- **Monitors broad compliance** with accounting principles
- **Fiduciary responsibility** to ensure accurate financial reporting in accordance with Financial and Governmental Accounting Standards Boards (FASB and GASB) and state accounting requirements.
- **Provide Central business support and oversight** for core business functions.
Controller’s Office - Core Functions

Reconciliation & Accounting of:
- Cash
- Accounts receivables & payables
- Fixed assets

Cash Management of:
- Cashiering, e-commerce, & bank relations
- Accounts receivable (primarily Student Accounts)
- Tax & Payroll
- Accounts payable, check writer, escheats (transfer property to the state)
- P-card, Travel and other business payments and reimbursements

Financial Reporting of:
- Compliance with accounting principles
Accounting & Disbursements

Ron Sanders,
Associate Controller - Accounting & Disbursements

Annette Heller,
Purchasing Card Administrator

Julie Hughes,
Vendor Relations Manager

Jerri Painter,
Disbursements Manager

Fang Zuo,
Accounting Services Manager

Anikka Clarke,
Reconciliation Accountant

Alice LaRocca,
Accounting Technician
The **General Accounting** department is a unit of the Controller’s Office charged with **preserving the integrity of the university’s general ledger (assets & liabilities)**.

- Reconciliation and transmission of **accounting data** to North Carolina **Office of the State Controller (OSC)**.
- Reconciliation of university **accounts**.
- Assist in the **year end closing** process and with the **preparation of the university’s financial statements**.
Polling Question #6

While reviewing my transactions, I noticed I used the wrong fund to purchase office supplies, what do I do to correct it?

A. Use the Financial Transaction Request (FTR) - Journal Entry Form to transfer cash between funds to cover the expense.
B. Contact the purchasing department and ask them to fix it for you.
C. Use the FTR - Journal Entry Form to remove the expense from the wrong fund (CREDIT Fund #1-931100) and add it to the correct fund.
D. Use an old Journal Voucher paper form I have saved to my computer to move the expense from one fund to another.
Financial Transaction Request Forms

Final processing of FTR eForms including Journal Entries, Mass Journal Entries, and Interdepartmental Invoices.

Work with central offices to ensure all necessary departmental fund/account approvals are completed.

Treasury Services (ITFs)  Budget Office (General Fund)  Grants & Contracts Administration  Academic Affairs Budget & Personnel

See full Journal Entry Guidelines on General Accounting website
Journal Entry Checklist

✓ **Effective Date** (defaults to *Current date*)

✓ **“Journal Entry” Type** (*direct link* to the FTR Transaction Type will be provided)

✓ **Chart of Accounts** (defaults to *Chart 1 - University*)

✓ **Preparer** (*authenticated* with login credentials)

✓ **Approver** (defaults to *supervisor; or another valid 800#*)

✓ **Fund** and **Account** (*titles pre-populate* from Banner tables when valid codes are entered)

✓ **Description** (*required* per line, limited to 35 characters)
Journal Entry Reminders

1. **Check Banner** to ensure ...
   - **Fund balances** available for *institutional trust funds* (FGITBSR)
   - **Budget availability** for *general funds* (FGIBDST)
   - Correcting entries have **not already** been **initiated**

2. **Corrections/reclassifications** - include *Document Number* of the original transaction (e.g., I0529728)

3. **Two-sided entry** - “Net Total” should be $0; **debits equal credits**!
   - *Transfer In/Out account codes* must be used to move cash between funds

4. **Explanation** - *Clear, concise, and relevant*!

5. **Supporting Documentation** (e.g., screen print FGITRND and highlight the original transaction)
Debits & Credits of Journal Entries

If you start to feel sick, remember to go to the ER

<table>
<thead>
<tr>
<th>Expense</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Debit</td>
</tr>
<tr>
<td>Credit</td>
<td>Credit</td>
</tr>
</tbody>
</table>
**Pcard Transaction Journal Entries**

**First**, allocation changes to Fund & Account codes can be done by the reconciler within Bank of America Works during the review and approval sign-offs.

**Second**, a *Journal Entry correction* must be completed AFTER the Pcard feed is posted to Banner when the current billing cycle closes, see ePrint report YFPPCIN.

*The 15th of every month is the Pcard close date.*
Imaging System & Banner Rule Code Matrix

Login to University Imaging System to research Journal entries, Travel documents, and Direct pay requests. Search by Document# using search options All, AP, TCP, and GA FTR.

Frequently used Banner Rule Codes (aka Journal Types) and contacts.

<table>
<thead>
<tr>
<th>If the Rule Code is:</th>
<th>Transaction Type</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>BDxx</td>
<td>Budget entries</td>
<td>Budget Office – Rebecca Urquhart</td>
</tr>
<tr>
<td>B11, B12, B14, B15, BCB, BAB</td>
<td>Budget entries</td>
<td>Budget Office – Kara Killough</td>
</tr>
<tr>
<td>CS1</td>
<td>Cash payments</td>
<td>Bursar (Cashiers) – Nicole Haire</td>
</tr>
<tr>
<td>INEI, INNC, INNI, CNNI</td>
<td>Disbursements</td>
<td>Accounts Payable – Jerri Painter</td>
</tr>
<tr>
<td>JNA, JEF, JEP</td>
<td>Internal charges</td>
<td>Accounts Payable – Melanie Sischo</td>
</tr>
<tr>
<td>JN6</td>
<td>Journal entries</td>
<td>General Accounting – Alice LaRocca</td>
</tr>
<tr>
<td>JFL, JFI</td>
<td>Mass Journal Entry</td>
<td>FSS – Paula Boettcher / Reporting – Wardell Kerson</td>
</tr>
<tr>
<td>JTV</td>
<td>Disbursements</td>
<td>Travel &amp; Complex Payments – Jerri Painter</td>
</tr>
<tr>
<td>POxx</td>
<td>Purchase Order</td>
<td>Materials Mgmt – Dept Purchasing Agent</td>
</tr>
</tbody>
</table>
Polling Question #7

I just received (or found) a $1,000 check...what do I do?

A
Pretend like I never saw it and put it back in the mail room (or drawer where I found it)

B
Take it to my department staff member responsible for handling business operations, or if I don’t know who that is, take it to the Cashiers Office, whenever I have time

C
If I am responsible for my department’s business operations, either prepare a Deposit Form to present with the check at the Cashiers Office within 24 hours, or if it’s a gift to one of the Foundations, give the check to Treasury Services

D
If I’m not expecting the check, email the AdminChat Group and wait to see if anyone claims it
Cash Management

Monitoring, Initiating, and Approving *cash transactions* preserves the integrity of the University’s most valuable asset.

**Receipts:**
- Certify Daily *Deposits*

**Disbursements:**
- Submit Daily *Requisitions*
- *Research* Vendor Payments
- Transmit Wire Payments
- Administer Petty Cash & Change Funds

Diagram:
- Campus Departments
- Cashiers Office
- e-Commerce
- Financial Systems Support
- Accounts Payable
- Travel & Complex Payments
- Payroll

Financial Services
UNC CHARLOTTE

Thursday, November 8, 2018
Safeguarding University Deposits

Cashiers’ Office Issued Receipt Book

When receiving cash or check “a receipt should be given upon payment”. Bring receipt book with prepared deposit to Cashiers’ Office.

Deposits

*The Daily Deposit and Reporting Law (G.S. §147-77) requires the depositing and reporting of all funds on a daily basis.* An exemption to the daily deposit is granted provided the funds are under $250.00 and deposited at least once per week.

- Receipts under $250 must be kept in a secured, locked drawer/box until deposited weekly.
- Mastercard/Visa/American Express deposits must be submitted daily by 12pm (Noon) with an FTR Payment Book Receipt.
North Carolina Core Banking System

**Deposits** - money received through the Cashiers Office is deposited with the *State Treasurer* and *certified daily* based on the *Fund* posted to Banner, and it’s associated “bank”.

**Requisitions** - all payments disbursed through A/P checkwriter must be requested *(requisitioned)* by 10am *daily*. 
Receipts & Disbursements Resources

**University Policies:**
- [101.15](#), Additional Compensation for Professional Services to the University
- [311](#), Information Security; [Security Incidents](#)
- [602.1](#), Direct Deposit of Pay
- [602.3](#), Petty Cash Fund and Change Fund
- [602.4](#), Handling Cash, Checks, and Other Receipts
- [602.7](#), Travel Authorization & Reimbursement
- [602.11](#), Gifts, Awards, and Prizes

**University Manuals/Guidance/Procedures:**
- [Requirements for Payment Card Processing](#)
- [Payment (Credit/Debit) Card Processing Procedures](#)
- “How To” Guides
- [Purchasing Card (P-Card) Manual; Allowable/Non-Allowable Expenses; Procedures](#)
- [Traveler's Guide & Travel & Complex Payments FAQ page](#)
- [Petty Cash/Change Fund Procedures](#)
Receipts & Disbursements – Forms

Forms
- Cash & Check Deposit, Receipt Book Request, Payment Book Receipts (Interest Form)
- Vendor Information (W-9), Foreign Entities (W-8BEN-E), Foreign Persons (W-8BEN)
- Vendor Maintenance
- Direct Deposit Authorization for Vendors, “How to enroll” for Students & Employees
- Travel Forms, Mileage & Parking Only, Moving Reimbursement, Direct Pay Request
- Wire Transfer Direct Pay Request Form ($40 fee)
- Payment Research Request (PRR)
- Purchasing Card (P-card) Application & Agreement, Bank of America Works
- Financial Transaction Request (FTR) - Journal Entry, Book Receipt, Book Disbursement & Interdepartmental Invoice
Receipts & Disbursements – Training

- Paying for Travel at UNC Charlotte
- Complex Payments & Tax Guidance
- Purchasing Card Program Training & e-Commerce Training

Learning and Development Catalog and Registration
Receipts & Disbursement - Important Takeaways

- Controller’s Office has **fiduciary responsibility** to provide **direction, guidance, and oversight of central business operations** to ensure **accurate financial reporting** and **compliance** with accounting principles.

- General Accounting **preserves the integrity of the university’s general ledger through accounting, reconciliations, and cash management oversight.**

- **Best practice is to deposit cash and check receipts daily, regardless of amount.**

- Cash Management requires working cross-functionally with various departments within the Controller’s Office, as well as, across offices with Financial Systems Support.
Reporting and Fixed Assets

Tony Georges,
Assistant Controller - Financial Reporting

Kim Seamans,
Financial Reporting Manager

Cynthia Autenrieth,
Senior Accountant

Wardell Kerson,
Financial Reporting Accountant

Veronica Harvey,
Plant Fund & Reporting Accountant

Debbie Richard,
Capital Projects Accounting Technician

Kendra Chalmers,
Sr. Plant Fund & Reporting Accountant

Aaron Helfenberger,
Fixed Assets Officer

Karen Worthy,
Fixed Assets Accounting Technician
Financial Reporting

The **Reporting & Fixed Assets** department is a unit of the Controller’s Office responsible for *external financial reporting and fixed asset accounting.*

- Coordination and preparation of annual financial statements.
- Management of the annual financial report audit.
- Oversight of the annual property inventory process.
- Respond to internal and external inquiries on university financials.
Polling Question #8

I only need to buy $10,000 worth of computers, so it doesn't really matter which account code I use.
Importance of Accurate Financial Reporting

1. Supports **Good Decision Making**
2. Demonstrates **Accountability** to Stakeholders
3. Measures **Financial Health & Performance**

**Various Reporting needs:**
- Financial Statements
- Contributors (e.g., NCAA, Donors, etc.)
- Regulators (e.g., Bond Issuers, Bond Rating)
- Management (Ad Hoc Reports/Projects)
  - Budget Revisions
  - Tuition Rates/Fees
  - Capital Finance Requirements
  - New Program Requirements
- Governing Bodies (Legislature, BOG, OSBM, OSC)
Financial Reporting - Understanding Your Role

Banner Finance Terminology

- Org = Organization Code (Five Levels)
  - Organization = L1
  - Division = L2
  - College/Admin Unit = L3
  - Department = L4
  - Sub-Department = L5

FTMFUND - Search for Funds by Org

- Program = Purpose Category

```
<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>60, 2900, 30900</td>
<td>Athletics (Div)</td>
</tr>
<tr>
<td>2901, 30901</td>
<td>Athletics Admin/Support (Dpt)</td>
</tr>
<tr>
<td>2910, 30950</td>
<td>Athletics Facility Operations (Dpt)</td>
</tr>
<tr>
<td>30950, 31000</td>
<td>Athletics - Men's Sports</td>
</tr>
<tr>
<td>31050, 31100</td>
<td>Men's Basketball</td>
</tr>
<tr>
<td>31100, 31200</td>
<td>Men's Baseball</td>
</tr>
<tr>
<td>31300, 31400</td>
<td>Men's Soccer</td>
</tr>
<tr>
<td></td>
<td>Men's Golf</td>
</tr>
<tr>
<td></td>
<td>Men's Tennis</td>
</tr>
</tbody>
</table>
```

Note 11 - Operating Expenses by Function

The University's operating expenses by functional classification are presented as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Service</th>
<th>Supplies and Materials</th>
<th>Services</th>
<th>Scholarships and Fellowships</th>
<th>Utilities</th>
<th>Depreciation/Amortization</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$204,162.52</td>
<td>$7,183.542</td>
<td>$14,613.328</td>
<td>$12,322</td>
<td>$0</td>
<td>$0</td>
<td>$225,927.50</td>
</tr>
<tr>
<td>Research</td>
<td>14,986.725</td>
<td>1,345.684</td>
<td>4,665.366</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>21,295.550</td>
</tr>
<tr>
<td>Public Service</td>
<td>3,357.639</td>
<td>319.915</td>
<td>339.846</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3,937.444</td>
</tr>
<tr>
<td>Academic Support</td>
<td>31,683.532</td>
<td>7,113.350</td>
<td>12,112.632</td>
<td>111.555</td>
<td>0</td>
<td>0</td>
<td>32,983.702</td>
</tr>
<tr>
<td>Student Services</td>
<td>17,056.375</td>
<td>1,571.453</td>
<td>4,088.506</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>21,728.334</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>28,722.516</td>
<td>2,264.504</td>
<td>5,122.206</td>
<td>81.214</td>
<td>0</td>
<td>0</td>
<td>34,130.444</td>
</tr>
<tr>
<td>Operations and Maintenance of Plant</td>
<td>25,905.240</td>
<td>7,759.812</td>
<td>11,692.216</td>
<td>8,470.644</td>
<td>0</td>
<td>0</td>
<td>42,588.344</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>35,927.810</td>
<td>4,106.416</td>
<td>39,023.254</td>
<td>109,243.637</td>
<td>0</td>
<td>0</td>
<td>70,267.867</td>
</tr>
<tr>
<td>Depreciation/Amortization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>$368,735.712</td>
<td>$39,552.411</td>
<td>$94,908.548</td>
<td>$39,027.810</td>
<td>$12,793.110</td>
<td>$0</td>
<td>$526,249.328</td>
</tr>
</tbody>
</table>
```
Financial Reporting - Understanding Your Role

Banner Finance Terminology

- **Fund** = Office/Purpose
  - Every Fund is linked to a **Fund Type, Org Code, Program Code** (FTMFUND)

![Fund Code Maintenance Screen](image)

* Financial Manager: ...
* Untaxed AR Account: ...
* Revenue Account: ...
* Bank: ST Trust - State Treasurer
* Cash Receipt Bank Code: ST Trust - State Treasurer
* Capitalization Fund Indicator: Cap Different or No Cap
* Capitalization Equities: ...
* Account: ...
* Capitalization Fund: ...
* Multiple Fund: ...
* Balance Indicator: (None)
* Restriction Indicator: Unrestricted
* Default Organization: 31200 ...
* Default Program: 20700 ...
* Default Activity: ...
* Default Location: ...

Financial Services
UNC CHARLOTTE

Thursday, November 8, 2018
Financial Reporting - Understanding Your Role

Banner Finance Terminology

- **Fund Type** and **Program** determine **Net Position Category**!

<table>
<thead>
<tr>
<th>NET POSITION</th>
<th>784,462,871</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Investment in Capital Assets</td>
<td></td>
</tr>
<tr>
<td>Restricted for:</td>
<td></td>
</tr>
<tr>
<td>Nonexpendable:</td>
<td></td>
</tr>
<tr>
<td>Scholarships and Fellowships</td>
<td>6,239,159</td>
</tr>
<tr>
<td>Endowed Professorships</td>
<td>34,595,895</td>
</tr>
<tr>
<td>Departmental Uses</td>
<td>4,011,223</td>
</tr>
<tr>
<td>Loans</td>
<td>1,898,114</td>
</tr>
<tr>
<td>Other</td>
<td>215,998</td>
</tr>
<tr>
<td>Expendable:</td>
<td></td>
</tr>
<tr>
<td>Scholarships and Fellowships</td>
<td>5,592,545</td>
</tr>
<tr>
<td>Research</td>
<td>2,605,835</td>
</tr>
<tr>
<td>Endowed Professorships</td>
<td>14,915,121</td>
</tr>
<tr>
<td>Departmental Uses</td>
<td>4,861,868</td>
</tr>
<tr>
<td>Capital Projects</td>
<td>18,913,623</td>
</tr>
<tr>
<td>Debt Service</td>
<td>3,439</td>
</tr>
<tr>
<td>Other</td>
<td>2,878,084</td>
</tr>
<tr>
<td>Unrestricted</td>
<td></td>
</tr>
<tr>
<td>Total Net Position</td>
<td>$1,091,848,338</td>
</tr>
</tbody>
</table>

**Digit 1:**
- 'U' - Un-Restricted - fund type 10-19, 30-39, or NETASSET attribute = U
- 'R' - Restricted - All others

**Digit 2-3:**
- 'NX' - NonExpendable - fund type 40-49 or if NETASSET attribute = P
- 'EX' - Expendable - All other funds

Digits 4-5 is the program type as follows:

- 00 - no program
- 01 - Program 10x00 - Instruction
- 10 - Program 11000 or 40100 - Research
- 20 - Program 20x00, 21x00, 22x00 - Auxiliary
- 30 - Program 23000 - Financial Aid
- 40 - Program 14X00 - Public Service
- 50 - Program 15X00 - Academic Support
- 60 - Program 16x00 - Student Services
- 70 - Program 17X00 - Institution Support
- 80 - Program 18X00 - Operations & Maintenance
- 90 - Program 25x00, 27x00, 70x00, 99000 - other

---

FOAPAL Attribute Association FTMFATA 8.4.0.1 (BANPROD)

**Fund Code:**
334423  Men's Soccer Tournaments

**Attribute Value**: UEX20
**Description**: Unrestrict Expendable Auxiliary
Financial Reporting - Understanding Your Role

Banner Finance Terminology...

**Account** = Type of Activity or Balance reported in financial statements!

- **Operating Ledger (Activity)**
  - Revenues = 1XXXXX
  - Expenses = 9XXXXX
  - Transfers In/Out = 8XXXXX

- **General Ledger (Balances)**
  - Assets = G1XXXX
  - Liabilities = G2XXXX
  - Net Position = G3XXXX

When choosing an account code,
**Ask WHAT? (Not Why!)**
Financial Reporting - Understanding Your Role

Capital Assets
- The expense account chosen when purchasing **equipment**, **furniture**, and **other assets** also has a direct impact on reporting.
- The Capital Assets footnote is compiled from expense transactions posted to capital accounts.

<table>
<thead>
<tr>
<th>Capital Assets, Nondepreciable:</th>
<th>Balance</th>
<th>Increases</th>
<th>Decreases</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land and Land Improvements</td>
<td>$11,737,012</td>
<td>1,417,219</td>
<td>0</td>
<td>$13,154,231</td>
</tr>
<tr>
<td>Art, Literature, and Artifacts</td>
<td>33,062,257</td>
<td>70,698,875</td>
<td>51,956,046</td>
<td>64,842,238</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>46,098,810</td>
<td>70,698,875</td>
<td>51,956,046</td>
<td>64,842,238</td>
</tr>
<tr>
<td><strong>Total Capital Assets, Nondepreciable</strong></td>
<td><strong>90,898,079</strong></td>
<td><strong>183,398,074</strong></td>
<td><strong>104,912,112</strong></td>
<td><strong>175,384,039</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Assets, Depreciable:</th>
<th>Balance</th>
<th>Increases</th>
<th>Decreases</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>1,052,736,637</td>
<td>47,188,079</td>
<td>88,392</td>
<td>1,099,838,324</td>
</tr>
<tr>
<td>Machinery and Equipment</td>
<td>109,655,262</td>
<td>11,296,884</td>
<td>5,461,251</td>
<td>115,490,915</td>
</tr>
<tr>
<td>General Infrastructure</td>
<td>239,644,411</td>
<td>4,653,867</td>
<td>175,789</td>
<td>244,022,309</td>
</tr>
<tr>
<td>Computer Software</td>
<td>7,469,079</td>
<td>6,154,850</td>
<td></td>
<td>13,643,929</td>
</tr>
<tr>
<td><strong>Total Capital Assets, Depreciable</strong></td>
<td><strong>1,409,625,389</strong></td>
<td><strong>69,193,936</strong></td>
<td><strong>5,726,432</strong></td>
<td><strong>1,472,963,497</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Less Accumulated Depreciation/Amortization for:</th>
<th>Balance</th>
<th>Increases</th>
<th>Decreases</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>164,449,938</td>
<td>18,443,561</td>
<td>55,400</td>
<td>182,833,119</td>
</tr>
<tr>
<td>Machinery and Equipment</td>
<td>57,207,809</td>
<td>6,317,888</td>
<td>3,746,066</td>
<td>69,771,629</td>
</tr>
<tr>
<td>General Infrastructure</td>
<td>37,983,703</td>
<td>4,984,432</td>
<td>15,235</td>
<td>42,992,990</td>
</tr>
<tr>
<td>Computer Software</td>
<td>1,546,470</td>
<td>495,738</td>
<td></td>
<td>2,042,208</td>
</tr>
<tr>
<td><strong>Total Accumulated Depreciation/Amortization</strong></td>
<td>261,162,920</td>
<td>30,241,637</td>
<td>3,816,701</td>
<td>287,587,856</td>
</tr>
</tbody>
</table>

| Total Capital Assets, Depreciable, Net           | 1,148,362,469 | 38,961,903 | 1,908,731 | 1,185,405,641 |

| Capital Assets, Net                             | $1,239,260,548 | $111,068,957 | $53,864,777 | $1,298,464,786 |
Financial Reporting - Understanding Your Role

Capital Assets

- **Capital v. Non-capital Thresholds**
  - $5,000 for *each* piece of equipment/furniture
  - $100,000 for *each* item of software
  - Items whose costs are equal to or greater than these thresholds are considered *capital* and will be depreciated over their estimated useful lives

- **What’s included in the cost of each item?**
  - Purchase price + *all costs necessary to place the asset in service*, including:
    - Shipping and delivery costs, setup and installation costs, legal fees, sales tax
  - Allocate if multiple items purchased with one shipping charge.

- **Don’t lump total costs if separable items and services are being purchased.**
- **Include internal notes with a full description of what is being purchased.**

See [Fixed Assets Guidebook](#)

Reference: 1st tab of List of Expense Account Codes > Fixed Asset Accounts
Coding Expenditures Correctly

Every time you choose which **FUND & ACCOUNT** to use, you determine the reporting category.

If **expenses are coded incorrectly**, it may result in **bad information**.

*Bad information* may result in **bad decisions**!

Your Decisions Make a Difference!!!
Monthly Monitoring & Analysis

- **Review** *revenues and expenses* in summary, as well as a sampling.
  - Identify trends, areas of concern/interest, and training needs

- **Research** *causes of significant errors*, deviations, or exceptions

- **Reconcile** *departmental records and/or subsystems* to the administrative system of record (Banner)

- **Take Action** *on errors or exceptions* before the next cycle ends

- **Document, Document, Document!!**
Importance of Reviewing Transactions

It’s more than just the right account code!

A monthly “Checklist” of procedures is a great way to review your transactions and balances to support a List of Assertions.
Using the “Checklist” to...

**Review Revenue, Expense, & Transfer accounts:**
- **Occurrence** – Did the transaction that was recorded actually happen?
- **Accuracy**—Is the *amount*, *account*, and other data *recorded correctly*?
- **Classification**—Are transactions recorded in the *proper* type of *accounts*?
- **Completeness**—Is *all* revenue and expense *activity* captured?
- **Cutoff** – Are transactions recognized in the correct period (June 30 Only)?

**Reconciling Items may indicate:**
- Timing Differences/Processing
- Loss/Theft
- Errors (Wrong Fund, Account, and/or Amount, Missing or Duplicate postings, Processing Errors)

**Reminder: Transactions should be recorded Timely...**(in line with Cash Management)
- ✓ Receipts should be deposited daily (Book Receipts submitted when electronic payment received)
- ✓ Invoices paid by due date
- ✓ Corrections made as soon as discovered (e.g., Journal Entry)
Using the “Checklist” to...

**Review Revenue, Expense, & Transfer accounts in Banner:**
By Organization, Program, and/or Fund

**Report Central** (WebFocus Tool that uses Banner Tables)
- Departmental Financial Reporting – Budget Availability
  - One year or Multiple Year Comparatives (FGIBDST) - account level
  - Look for Possible RED FLAGS
    - ✓ “Other” or “Miscellaneous” accounts; Transfer accounts (8XXXXX)
  - One year with Transaction Detail (FGITRND)
    - ✓ Format, Sort, Sum, Search, Utilize VLOOKUP; Sample Transactions
    - ✓ Find Function (Ctrl+F); Data: Subtotal By Account, Fund, Document #, etc.

**Banner Form**
- FGIBDSDR – Executive Summary: Shows Account, Title, Adjusted Budget, YTD Activity, Commitments, Available Balance for all individual accounts, and Net Total for all accounts.
Polling Question #9

Where's the best place to go to get transaction information for analysis and review?

A  My Supervisor
B  49er Mart
C  Report Central: Departmental Financial Reporting
D  Banner Forms and ePrint reports
E  My department's companion (i.e., shadow) system

Thursday, November 8, 2018
Using the “Checklist” to...

Review Asset accounts and Fund Balances:

☐ **Existence**—Does the equipment actually exist and is it still in your possession?

☐ **Completeness**—Has all equipment you have acquired been recorded?

☐ **Rights and Obligations**—Does the University hold or control rights to all equipment reported? (if not, notify Reporting & Fixed Assets Department)

☐ **Valuation or Allocation**—Is equipment recorded at appropriate values and not damaged or obsolete?

**Physical Assets:** A physical inventory of all equipment must be conducted on an annual basis. All discrepancies must be promptly reported and investigated.
Using the “Checklist” to...

Review Asset accounts and Fund Balances in Banner: By Organization, Fund Type, Fund

Report Central (WebFocus Tool that uses Banner Tables)
  Departmental Financial Reporting – Trial Balance. One year or Multiple Year Comparatives

Banner
  (FGITBSR) -Summary: Shows Current Fund Balance, Beginning and Current Account Balances within a Fund/ Fund Type and/or Account/Account Type. One year with Transaction Detail
  (FGIGLAC) – General Ledger Activity: Shows transactional history for specific Fund and Account combination. FGITBSR and FGITBAL.

Net Position (Fund Balance) – Should be monitored Regularly
Financial Reporting - General Rules

- Use resources on Reporting & Fixed Assets website
- NOT an exact science!
  - Goal = Consistency
- Remember, Account = What, Fund = Why
- Consult Reporting & Fixed Assets department
- Avoid using “Other” or “Miscellaneous” accounts for recurring expenses
  - If you do not see a description that fits your situation, ask! We may need to revise an account description or create a new account.

  **Updates will be communicated to:**
  BusinessOfficers and Fund Administrators
Financial Reporting - Important Takeaways

- Decisions are only as good as the information used to make them.
  **Good Information → Good Decisions!**
  *You are the source of the information in Banner.*
- Transactions and budgets should be monitored on a regular basis.
- Look for **RED FLAGS** (“Other" or “Miscellaneous” expenses; Large Variances).
- Ask **What**, not **Why** when determining account codes.
  - **Fund indicates the Why.**
  - **Goal = Consistency**
- Know your Resources.
  - [List of Expense Account Codes](#) (most commonly needed/used)
  - [Expense Account Code Descriptions](#) (all accounts)
  - [FAQs on Account Code Use](#)
Quick Activity: Let’s practice your attention to detail by counting the number of times the letter f (or F) appears in the box below.

How many 'f's?
FINE POINT
It is easy to miss the finer points in life. Folk are frequently guilty of falling into this trap.
What did you learn?

Controller is responsible for:
- Cash Management
- Financial Reporting
- Compliance

Importance of accuracy in accounting:
- Good Information = Good Decisions
- Consistency is Key!
- Ask Why?
- Monitored regularly
- Correct with journal entry

It Begins with YOU!
- Organizational Awareness
- Understanding Policy & Procedures
- Training
- Relationships

Be back in 10 minutes!
Part III

- Financial Systems Support - Elizabeth Palian
- Materials Management - Salima Iskra
- “How We Work Together Activity”
Financial Systems Support

Presented by

Elizabeth Palian
Assistant Director & Senior Systems Support Analyst
Ext. 7-0282
Financial Systems Support

- Treasury Services
- Budget Office
- Controller’s Office
- Financial Systems Support
- Materials Management
Polling Question #10

Where do I go to get training/instruction guides for any of the financial systems (i.e., 49er Mart, Kronos WFR, Banner)?

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>My Supervisor</td>
<td>Contact Financial Systems Support at <a href="mailto:finsystems@uncc.edu">finsystems@uncc.edu</a></td>
<td>Look on the Financial Systems Support website</td>
<td>Submit a ticket to the IT Service Desk</td>
</tr>
</tbody>
</table>

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Thursday, November 8, 2018
Polling Question #11

**How do I request or change access to Banner?**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Email Financial Systems Support</td>
<td>Submit a completed Banner Finance/49er Mart Access Request Form</td>
<td>Contact ITS</td>
<td>What is Banner?</td>
</tr>
</tbody>
</table>
**FSS - Role & Responsibilities/Core Functions**

- **Support and train** users of **core university administrative systems**
  - Banner Finance
  - HR Position Control
  - Accounts Receivable
  - Grant Billing modules
  - 49er Mart (e-procurement, e-invoicing)
  - Kronos WFR (time & leave reporting)
  - Other ancillary applications
FSS - Role & Responsibilities/Core Functions

- Prepare and monitor Banner financial job production schedules to ensure accurate and effective data administration.
- Administer access to administrative system via security procedures.
- Serve as liaison between Financial Services, Technical Operations and Planning (TOP), and Information and Technology Services (ITS)
  - Prioritize new development, projects or modifications to existing system processes for Financial Services and work with ITS to develop requirements, test, and implement results.
  - Troubleshooting, direct support to Financial Services and campus Users
Financial System Support - Resources

Forms:

- Banner Finance/49er Mart Access Request
- Banner Request for Position Control Access
- Banner Request to Change Financial Manager
  - Banner Organization Code/Financial Manager Chart

Charts/Tables:

- Chart of Accounts: Account Types
- Chart of Accounts: Fund Hierarchy
- Chart of Accounts: Fund Types
- Chart of Accounts: Range of Expenditure Account Numbers and Budget Pools
- Departmental ePrint Reports
Financial System Support - Resources

Trainings, Guides, & FAQs:
- Banner Finance/49er Mart Resources (Including Canvas Training)
- ePrint User Guide
- Kronos Workforce Ready Customer Support
- Banner Web Time Entry
  - (Timekeeping for student and temporary employees)
- Electronic Personnel Action Form
- FSS is available for one-on-one or group training by request for Banner Finance, 49er Mart, and possibly other applications if needed.

https://canvas.uncc.edu

Financial Services
UNC CHARLOTTE

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FSS - Important Takeaways

- Banner & 49erMart training are available through Canvas
- Access Request Forms available on the FSS website under “Forms”
- Get to know the People Behind the Curtain
  - Have Banner questions? Email finsystems@uncc.edu
Materials Management

Presented by
Salima Iskra
Purchasing Agent
Ext. 7-7324
Materials Management
Materials Management - Org Chart

Randy Duncan, Director

Scott Brechtel, Purchasing Manager
- Robert Law, Sr. Purchasing Agent
- Judy Stanwyck, Sr. Purchasing Agent
- James Parker, Sr. Purchasing Agent

Leigh Murray, Purchasing Agent

Salima Iskra, Purchasing Agent

Trever Swint, Purchasing Agent

Ron Greer, Warehouse Manager

Larry Barfield, Storeroom Manager

John Cashion, Inventory Control & Surplus

Complete Org Chart

Purchasing Agent By Department (Org Code)
Materials Management - Role & Responsibilities

- Responsible for all *purchases* and *business contracts* with the University
- Manage the *procurement process*
- Review requests to ensure *compliance* with state procurement laws
- Review and secure authorized signature for all *contracts* with companies and individuals
- Educate campus users on the *procurement process*
Materials Management - Core Functions

- Provide central *purchasing authority & assistance*
  - We are the representative of the North Carolina division of Purchase & Contract

- Review requests to ensure *compliance* with state procurement laws

- Conduct the *formal solicitation* process for all Bids and Proposals

- Review and secure authorized signature for all *business contracts* with companies and individuals

- Educate campus users on the *procurement process*
Reviewing for Encumbrances

How encumbrances are closed/liquidated:

- Funds are encumbered a PO is created.
- Encumbrances are liquidated when an invoice related to the PO is entered into 49er Mart, matches the PO and Receipt(s) and integrates to Banner.
- Any open encumbrances should be closed out.
- PO line item balances < $1 are automatically liquidated every Friday night.
  - For encumbrance balances > $1, departments must review their funds to determine how to close out the encumbrance.
  - If an encumbrance stems from a line item that has not been invoiced, a change request to delete the line item from the PO will be required.
- To close the PO, email your Purchasing Agent.
Open Encumbrance Reports

*Review open encumbrances at least monthly.*

- **Report Central (WebFocus Tool that uses Banner Tables)**
  Displays current activity, header information and remaining encumbered or balance amounts for open purchase orders, requisitions, and general encumbrances.

- **ePrint FGROPNE - Open Encumbrance Report, uploaded report with prior day activity.**
Polling Question #12

I want to purchase a large piece of equipment, but I can't find the vendor in 49er Mart. What do I do first?

- Tell the Principal Investigator (PI) that we cannot order the equipment they requested.
- Issue a purchase order through 49er Mart without a vendor listed.
- Check Banner FTIIDEN to see if the vendor is even registered at UNC Charlotte.
- Send a Direct Pay Request (DPR) to Accounts Payable and ask them to issue payment to the vendor.
Polling Question #13

I have not received my items and the vendor told me that they have no record of receiving the order. What should I do?

A  B  C  D
Tell the vendor they are crazy and to "send me my stuff!"  Ask Accounts Payable if we have paid for the items  Call my Purchasing Agent so that they can investigate and assist with the order  Cancel the order and start over
Purchasing Rules - G.S.§143-48 thru 59

UNC Charlotte has delegated authority from state Purchase & Contract and must follow established procurement statutes.

- Purchasing rules applied *regardless* of fund source
- *Grant* purchases follow the *same rules as state* funds
- Competition is *required* once the bidding threshold is reached
- The state sets the rules that UNC Charlotte must follow and they are applied to all purchases

**Statewide Guidance:**
North Carolina Department of Administration (NCDOA) - [Purchase & Contract](#); [Debarred Vendors](#); [Surplus](#)
State Competitive Bidding Requirements

*Competition is required if requests exceed $5,000*

*Competition requirements waived on a case by case basis*

- Waiver of Competition justification from the department must be submitted to Purchasing
- Requests may NOT be split to avoid bidding requirements
State Competitive Bidding Requirements

- An Invitation for Bid (IFB) is conducted to secure prices for known items
  - Award made to lowest bidder meeting specifications

- A Request for Proposal (RFP) is conducted when we know the needed result but ask vendors to propose overall best value process solutions

  Award made to the highest scoring firm on the evaluation representing the overall best value.
Contracts for Goods & Services

- Contracts are **required** every time the University engages a service with a **company or an individual**.
  - Establishing the document protects both parties by defining the scope, terms, and liabilities

- Review required to ensure compliance with North Carolina law.
  - Purchasing Office will **review** and **negotiate** contracts provided to departments by Contractors

- **Must be signed by both parties!**

UNCC Signature Authority Guidelines
Signature Authority Chart
Materials Management - Resources

**University Policies:**
- [601.10](#), Surplus Property Procedures
- [601.11](#), Purchasing Policy
- [601.15](#), Control and Management of University Equipment and Other Property
- [603.1](#), Authority to Sign Contracts and Other Official Documents

**University Manuals/Guidance/Procedures:**
- Purchasing Manual
- Contract Checklist
- Independent Contractor/Employee Checklist
- “How To” Guides
- [Purchase Order](#) Terms & Conditions or [General Contract](#) Terms & Conditions
Materials Management - Resources

**Forms**
- Contract Template
- Personal Services Agreement Template
- Pre-payment Authorization Form (For Goods & Services)
- Pressing Need Form
- Return Goods Notice
- Waiver of Completion Justification
- Fixed Asset Forms

**Workshops & FAQs**
- Materials Management & Accounts Payable 101
- Purchasing 201: The Competitive Solicitation Process (Request for Proposals)
Materials Management - Important Takeaways

- All purchases and contracts must be reviewed by the Purchasing Office
- Review open encumbrance report monthly
- Must solicit competition for purchases
- Reach out, we want to assist!
Class Activity - Demonstration

Departments within Financial Services Work Together for You!
Part IV

- Departmental Finance Overview
- Questions
Departmental Finance Overview

Presented by

Teri Miller,
*Business Process Analyst*
Ext. 7-5782
Takeaways

Together we are responsible for meeting financial objectives on an ongoing basis to ensure proper stewardship of University resources to carry out the University’s mission.

1. Budgeting and Planning
2. Monitoring Transactions
3. Taking Corrective Actions
4. Implementing Proper Controls
5. Training & Competence
Department Roles and Responsibilities

- **Dept. Head & Fund Manager**
  - Fiduciary Responsibility, stewardship, and oversight

- **Business Officers**
  - Manage designated funds

- **Fund Administrators**
  - Administer funds and adhere to policy

Financial Services
UNC CHARLOTTE

Thursday, November 8, 2018
# Department Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Financial Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Head</strong> (Chancellor, Vice Chancellor, Associate Vice Chancellor, Dean, Director, Chair, or person with similar job duties and responsibilities)</td>
<td>Maintain fiduciary responsibility and provide oversight of the department's financial resources</td>
</tr>
<tr>
<td><strong>Fund Manager ('Financial Manager')</strong> (Must be a Chancellor, Vice Chancellor, Associate Vice Chancellor, Dean, Director, Chair, or person with similar job duties and responsibilities)</td>
<td>Monitor and manage funds within a sub-department(s) (Organizational Code - Level 5) <em>assigned in Banner</em></td>
</tr>
</tbody>
</table>
| **Business Officer** (Typically reports directly to a Vice Chancellor, Associate Vice Chancellor, Dean, Director, or person with similar job duties and responsibilities) | Monitor and manage funds within a college/administrative unit(s) (Organizational Code - Level 3)  
Provide executive management with financial information necessary to make business decisions |
| **Fund Administrator** (Typically works directly with Fund Managers or Business Officers) | Administer daily business operations within sub-department(s) (Organizational Code - Level 5) |
Department Head Delegation

Department Heads need to take careful consideration when delegating financial responsibilities to a Fund Manager or other personnel:

Prior to delegation -
- Consider department size and complexity
- Fund types and uses
- Communicate clearly and completely
- Verify the delegate’s understanding of responsibilities

During delegation -
- Retain fiduciary responsibility for accuracy, compliance, and decision making
- Open communication with delegate
- Regularly monitor and assess fund activities via financial reporting

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Financial Objectives

Each University department/unit requires financial resources to perform its role according to the University’s mission of education, research, and public service by:

- Performing Planning and Strategic Goal Alignment (Mission/Vision)
- Generating Cost Benefit Analysis
- Reviewing Transactions, Taking Corrective Actions, & Implementing Proper Controls
- Gaining Knowledge Through Training and Compliance Updates
Benefits of Good Oversight

Benefits of good department level management oversight and analysis:

1. Provide accurate financial reporting
2. Spend money wisely in accordance with the University’s goals
3. Safeguard assets and report all thefts of University assets.
4. Safeguard confidential and sensitive information
5. Manage finances effectively by maintaining adequate levels of cash to meet operational and capital requirements
6. Foster an environment where financial penalties are avoided and fraud is prevented with sufficient knowledge of and compliance with applicable financial and internal control policies, standards, and regulations.
Benefits of Monitoring

Benefits of regular departmental monitoring the improve University’s ability to:

- Make good management decisions.
- Creates accurate and timely accounting, minimizing the need for correcting entries
- Does not disrupt the budgeted cash flow, allowing for better distribution of University resources
- Retains positive vendor relationships that can benefit all departments.
- Enable more efficient month-end and year-end close processes.
Other Financial Resources

University Policies:

- 101, Personal Policies of General Application

Financial Management Guidelines:

- Sect. X. - Overview of Banner forms and reports related to financial management
- Sect. X. - Other Banner and ePrint Forms and Reports that may be helpful
- Sect. XI. - Contacts for Fund Use Guidance
- Appendix 2: Budget Pool Accounts
- Appendix 3: Components of Internal Control

Internal Controls  Business Updates
<table>
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<tr>
<th>Topic</th>
<th>Department Website</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>New Fund Set-Up (non-GCA) &amp; Trust Fund Use</td>
<td>Treasury Services</td>
<td>Sonja Austin, <a href="mailto:treasuryservices@uncc.edu">treasuryservices@uncc.edu</a></td>
</tr>
<tr>
<td>Endowments</td>
<td>Treasury Services</td>
<td>Ellen Harris, <a href="mailto:treasuryservices@uncc.edu">treasuryservices@uncc.edu</a></td>
</tr>
<tr>
<td>Foundations</td>
<td>Treasury Services</td>
<td>Thomas Hartman, <a href="mailto:tehartma@uncc.edu">tehartma@uncc.edu</a></td>
</tr>
<tr>
<td>General Fund Set-Up, Budgets, &amp; Use</td>
<td>Budget Office</td>
<td><a href="mailto:Budget-GenFund@uncc.edu">Budget-GenFund@uncc.edu</a></td>
</tr>
<tr>
<td>Personnel Budgets</td>
<td>Budget Office</td>
<td>Rebecca Urquhart, <a href="mailto:rmurquha@uncc.edu">rmurquha@uncc.edu</a></td>
</tr>
<tr>
<td>Auxiliaries &amp; Student Fee Fund Budgets</td>
<td>Budget Office</td>
<td>Carrie Smith, <a href="mailto:cjaigil1@uncc.edu">cjaigil1@uncc.edu</a></td>
</tr>
<tr>
<td>Deposits &amp; Receipts (Cash, Check, or Credit)</td>
<td>Cashiers</td>
<td>Nicole Haire, <a href="mailto:anhatle@uncc.edu">anhatle@uncc.edu</a></td>
</tr>
<tr>
<td>Accepting Payment Cards</td>
<td>eCommerce</td>
<td><a href="mailto:eCommerce@uncc.edu">eCommerce@uncc.edu</a></td>
</tr>
<tr>
<td>Student Account Activity</td>
<td>Office of the Bursar</td>
<td><a href="mailto:bursar@uncc.edu">bursar@uncc.edu</a></td>
</tr>
<tr>
<td>Invoice Payments, Interdepartmental Invoices</td>
<td>Accounts Payable</td>
<td><a href="mailto:acctpay@uncc.edu">acctpay@uncc.edu</a></td>
</tr>
<tr>
<td>Travel &amp; Business Expense Payments</td>
<td>Travel &amp; Complex Payments</td>
<td><a href="mailto:travel@uncc.edu">travel@uncc.edu</a></td>
</tr>
<tr>
<td>P-card Request &amp; Use</td>
<td>Purchasing Card Program</td>
<td><a href="mailto:purchasingcard@uncc.edu">purchasingcard@uncc.edu</a></td>
</tr>
<tr>
<td>Journal Entries, Wire Transfers, Payment Research</td>
<td>General Accounting</td>
<td><a href="mailto:GeneralAccounting@uncc.edu">GeneralAccounting@uncc.edu</a></td>
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<td>Paycheck, Payroll Deduction, W-2</td>
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<td><a href="mailto:PayrollDept@uncc.edu">PayrollDept@uncc.edu</a></td>
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<tr>
<td>Tax Compliance</td>
<td>Tax Office</td>
<td><a href="mailto:taxoffice@uncc.edu">taxoffice@uncc.edu</a></td>
</tr>
<tr>
<td>Account Code Use</td>
<td>Reporting</td>
<td>Wardell Kerson, <a href="mailto:wfkerson@uncc.edu">wfkerson@uncc.edu</a></td>
</tr>
<tr>
<td>Annual Inventory</td>
<td>Fixed Assets / Inventory Control</td>
<td>Karen Worthy, <a href="mailto:klworthy@uncc.edu">klworthy@uncc.edu</a></td>
</tr>
<tr>
<td>Equipment, Furniture, Other Asset Purchases</td>
<td>Fixed Assets</td>
<td>Aaron Helfenberger, <a href="mailto:adhelfen@uncc.edu">adhelfen@uncc.edu</a></td>
</tr>
<tr>
<td>Administrative Systems (Banner, 49er Mart, etc.)</td>
<td>Financial Systems Support</td>
<td><a href="mailto:finsystems@uncc.edu">finsystems@uncc.edu</a></td>
</tr>
<tr>
<td>Purchasing &amp; Contracts</td>
<td>Purchasing</td>
<td><a href="mailto:purchasing@uncc.edu">purchasing@uncc.edu</a></td>
</tr>
<tr>
<td>Shipping, Receiving, Special Orders, Store Orders</td>
<td>Receiving &amp; Stores</td>
<td><a href="mailto:Receiving-Store@uncc.edu">Receiving-Store@uncc.edu</a></td>
</tr>
</tbody>
</table>
Questions
Thank you!
Financial Services website:
finance.uncc.edu