Extension Quarterly Campus HR/Fiscal Meeting

Date: March 7, 2017
Location: 1110 S. College
Time: 9:30-11:30 am

Agenda

1. Introductions – Callie Glascock
   a) Haley Cline
   b) Melissa Davison
   c) Amy Dews
2. FaCTS Trainings – Callie Glascock
   - We are getting reports of who attends and sending to directors
   - All recorded regional Adobe Connect trainings are available. Once you listen to, let KathyPritchett know by the end of March and she can add you to the report of attendees.
3. FY18 Budget – Callie Glascock
   a) Assumptions
      - Rhonda is announcing bill for FY17 which will be based on general revenue allocation (30%) and reserves (70%). The reduction will be somewhere around 5% which is somewhere between $1.3 and $2 million. Extension will be taking that from reserves. The bill is expected this week.
      - For FY18 the withholding is not yet known, but Rhonda said to plan on 5%, but we need to prepare for 7-10%. We are hoping federal appropriations stays the same. Budget templates are available on SharePoint for support units. Campus may be able to give raises if they are able to do so within their budget. As info comes available, we will pass it on although it may be thru thedirector budget mtg (please touch based with your director)
   b) Timeline (Handout)
      - Each unit will have 2 meeting scheduled-Callie meets with support units and Blake with regional units. Budgets must be entered before the final meeting. The fiscal office may be able to help with part of this.
   c) Budgeting Grant info/RIF
      - A detailed budget will now be required (Fund/DeptID/Program). For grants and operating, budgets will be at higher level. Operating funds will now be in Hyperion-this is new. RIF is not required to budget, but optional.
   d) Sharepoint – permission and notifications
      - If anyone has problems with access, please let Shelly DeJaynes know. Notifications can be set up which will notify you when things are changed on Sharepoint
   e) Fund changes for institutional support
      - Co-op Units are moving to paying institutional support on non-appropriated funds. Campus wants to move to revenue. Funds are changing – will want to budget with new funds.
      - CE Units – 0445 changing to 0450.
      - Moving away from fund 0000 for co-op.
4. Internal Audit – Callie Glascock
   a) Monthly Review list (handout)
      - There is a process on the web about fiscal reviews. Callie is notified if someone reports through the hotline, then she reviews and writes a report, and files a police report, which

takes a lot of time. If you notice things they have to be reported. We understand it's sometimes a mistake. A Process has been sent out for what to do when someone charges something inappropriately, and it needs to be followed.

- Campus is also doing a review.
- System is auditing OneCards. We will be picked and will be contacting Units.
- Track non-capital expenditures, particularly an issue with someone leaves.
- Conference agenda in T&E to verify provided meals.

5. Smith Lever payroll funding splits – Callie Glascock/Dustin Oehl
    - We will be moving things around because the buckets are a little off. Our match is more the than Federal Funds.
6. Epro/Show-Me Shop - Shelly DeJaynes
    - There has been no communication from AP
    - APD instead of CED discounts
    - Will have line for each purchase
    - Will show discount
    - $8.00 charge for gift cards – only if you get plastic cards. Ecards are free.
7. T&E hotel & mileage split – Shelly DeJaynes
    - Hotel – Split each day showing rate and taxes
    - Mileage – If one day of travel show on 1 line. If travel crosses into the next day show 2 separate lines (unless using mileage log).
8. OneCard – Shelly DeJaynes
    a) https://www.umsystem.edu/ums/fa/procurement/card/one_card
        - Some people may have 2 statements this month (both Pcard and OneCard). You can check OneCard limits in payment net. The checklist source code is changing from CPC (Pcard) to UOC (One Card).
        - Use comments field so it shows on statement.
        - Contact Shelly DeJaynes if there are issues editing cards.
9. Grants – Dustin Oehl / Chris Marston
    a) RIF
        - When we get them from the office of research we will get out to you. We don't have a percentage or actual dollars
    b) Simple Service
        - OSPA is looking at simple service contracts that involve off the shelf products. If a contract is required and you're offering the service to multiple people and a rate is indicated, Chris Marston can help create that contract.
10. CEIS – Carol Heffner
    - Please continue to contact Carol Heffner for assistance with issues or training. CEIS Merchant ID changed the chargeback dispute process. We used to get pre-notification with 30 calendar days to respond, we currently have 15 days to respond, and we will soon have only 10 calendar days to respond.

Attendees:

Vicki Bach
Jennifer Blair
Haley Cline
Joyce Conklin
Lora Curry
Melissa Davison
Shelly DeJaynes
Amy Dews
Andy Emerson
Sarah Ginter-Novinger
Callie Glascock
Carol Heffner
Daffany Hood
Karla Imhoff
Janet Kelly
Windy Kirkpatrick
Patrick Kurtz
Emily Mangano
Chris Marston
Renee Morrill
Dustin Oehl
Thomas Pancella
Janice Perkins
Thomas Pitchford
Linda Runnebaum

FY18 Budget Timeline

Campus Trainings – Everyone should have already attended a new user or refresh session as needed.* Labs are being scheduled by campus to help with questions. Registration for campus open labs is in MyHR.

Timeline

- March 13 – Hyperion open for SAL & FIN data entry for Extension users
- General allocation amounts and budget assumptions will be discussed at scheduled budget mtgs
- Extension Fiscal will have two labs to supplement the campus labs and ask Extension specific budget questions-March 21 & 22
- ***April 14th*** – Hyperion data entry closes for units* Most important date!
- May 5th – Hyperion review/adjustments closes for Extension

****Remember****

- Your SharePoint folder should have an adjustable data entry budget spreadsheet. For PD & CED units, the folder should also have a FY18 budget planning spreadsheet to be used in the scheduled budget mtgs.
- Transfers have specific entry requirements. The budget templates have tabs to help keep track of both sides of each transfer by PSacct.
  1. Know the fund/deptid/ program of the other side of the transfer as well as the other dept. contact name.
  2. Must be entered in a specific way, not just the amount in the PS acct cell. Instructions
- Extension Fiscal will be doing a final review. If you think you are budgeting a big change that we don't already know about, please send your AMT contact an email.

**Extension Fiscal handles Hyperion data entry for some units. They will be contacted individually for consultation and due dates.*

Hyperion SAL & FIN Manuals

http://mubudget.missouri.edu/Hyperion.php

Monthly Review

- **Payroll**
  - MIS Income Statement #1-Payroll**Enter DeptID/node* (Provides additional detail behind the payroll expense lines in the checklist. Departments check employee names, look for any unexpected cost variances, and verify the funding is as expected. Extension HR handles the pay comparison.)
- **Travel**
  - MIS Income Statement #1: Travel & Expense Summary **Enter DeptID/node* (Summarizes T&E expense lines in the checklist down to a line per expense report.)
- **OneCard**
  - Paymentnet Statements of Accounts for unit hierarchy: Besides ensuring that all receipts, documentation, and approvals are collected, do all of the transactions agree with the checklist.
  - Paymentnet Statements of Accounts not for unit hierarchy: Transactions appear in MIS Income Statement checklist (source CPC) but are not part of the unit hierarchy. Contact cardholder for copy of statement, receipt and all backup documentation. Was there appropriate fiscal approval?
- **Transactions**
  - MIS Income Statement #1-Checklist: Year to Date Funds **Enter DeptID/node* (Shows detailed income and expenses posted.)
  - MIS Income Statement #2-Checklist: Project to Date Funds **Enter DeptID/node and project* (Shows detailed income and expenses posted to project.)
- **Budget/Actuals**
  - MIS Income Statement #1-Run Report: Year to Date Funds **Enter DeptID/node* (Shows summary income and expenses posted.) – must be signed by Director monthly and kept for 5 years.
  - Hyperion H-BudVar1: Budget vs Actual and Forecast **Enter DeptID/node, period YearTotal*
  - MIS Income Statement #2-Run Report: Project to Date Funds **Enter DeptID/node and project* (Shows summary income and expenses posted to project.)
  - MIS Budget Variance 2: Project to Date funds **Enter DeptID/node and project* (Shows budget vs actual expenses for budget rollup categories. Salary and fringe encumbrances are not typically accurate.)
  - Grants Report 1: Dept Financial Management **Enter DeptID/node* Provides broad overview of grant information including cost share. Salary and fringe encumbrances are not typically accurate. Report can also ran by date range, which causes information to change from budget and actuals to actuals only for a period. This can show total grant expenses for a time period.)
- **Centrally ran by Extension, encourage units to run as needed**
  - T&E Report #1: Unpaid ERs/Approver Report **Enter DeptID/node* (See unpaid expense reports.)
  - AP Report #3: Unapproved Voucher Report **Enter DeptID/node and click "Include denied vouchers"* (See unapproved vouchers.)

Annually or as needed

- **Budget to Actuals**
  - Hyperion H-BB1: Summary by Fund by Account **Enter DeptID/node and run as Budget, period YearTotal, version current*
  - Hyperion H-BB1: Summary by Fund by Account **Enter DeptID/node and run as Actuals, period YearTotal, version current*
  - Hyperion H-BudDev E1: Prior 3 Yr Actuals, Current Actuals and Budget **Enter DeptID/node, fund unrestricted current*
- **Recommended supplemental for grant-heavy departments, as needed**
  - Grants Report 5: Award Listing **Enter DeptID/node and chose project status of "open".* Report is similar to Grants Report 1 but contains several different fields. Provides options to easily look at projects that are in pre-award status or overspent.)
  - Grants Report 3: Proposal Listing **Enter DeptID/node and chose project status of "submitted".* This shows proposals that have been submitted but are not funded, rejected, or pre-awarded. This is a good way to see if a pre-award needs to be requested.)