Extension Quarterly Campus HR/Fiscal Meeting

Date: December 6, 2016
Location: Memorial Union, Rm N222/223
Time: 9:30-11:30 am

Minutes

Started at 9:30a.m.

1. Introductions – Callie Glascock
2. Nexus update – Kyle Flinn
   a) 4 softwares to be used
      i) Magento-websites & marketing
         1) Ecommerce
         2) Connect to PS
         3) Customer profile & database
         4) Reporting-financial, customer, cross selling
      ii) Canvas-online learning
         1) University replacing Blackboard with it
      iii) Dotmailer-email marketing
    iv) Event-event mgmt
       1) Name tags, ect
       2) Online registration
       3) Social integrations
       4) Profit & loss report
       5) Travel mgmt
       6) Will be able to restrict to invited attendees only
    b) Plan is to move all systems and websites here, both internal and external
    c) Contracts initiated early in new year pending approval of 5 yr budget at end of December
    d) Campus interested, could cost share expenses down the line
    e) Gifts worked in, plan to be connected to Advancement
    f) Can use on any platform (phone, tablet, PC)
3. HR – Diane Dews (Tamara stepped in for Diane today)
   a) All those that rolled from monthly to biweekly should now have gotten corrective deposits sent
to their accounts for the premium errors this change caused.
   b) There will be a massive update to the PeopleSoft HR system in mid-2017
   c) Payroll reconciliation required has several parts that are done centrally by Extension HR.
      Departments should be reviewing payroll in MIS Web Apps to see if any names don’t
belong or are missing, or if anything else looks unusual.
4. Extension Fiscal interim contacts **Note some changes to contacts for specific questions/issues, this
will be an ongoing/changing process until vacant positions are filled.
   a) Callie’s support-Amanda Evans (SOS)
   b) 212 Whitten mtg room-Amanda Evans (SOS)
   c) Parking hangtags-Carol Heffner
   d) CEU-Carol Heffner
   e) CEIS-Carol Heffner (permanent change)
   f) PCI-Shelly DeJaynes
   g) Fiscal accesses-Shelly DeJaynes
   h) County invoices-Kevin Hansen (permanent change)
5. FY18 Projects—Callie Glascock
   a) FY18 Budget
      I. Anticipating a 5% decrease in MU allocations
      II. Also anticipated that with current MO statewide revenue shortfall incoming governor
           will most likely need to make some with-holdings and higher ed is usually one of the
           first on the list
   b) Extension full costing
   c) Fee generation incentive plan
      I. Plan was submitted to committee, reviewed and sent back with questions. These have
         been answered or adjusted and plan has been resubmitted for committee review on
         12/7/16
      II. Will pay out to an individual that has generated a set fee amount/yr anything over that
          amount goes to the person who generated the fees.
   d) FACTS Training opportunities! Take advantage of any/all you can. Reports are available listing
      those in attendance for each event.
   e) Still some ongoing questions regarding 2% being taken from reserves for FY17, no decision made
      yet.
6. Fiscal Non Grant Update—Shelly DeJaynes
   a) OneCard update
      i) 12/9/16 is deadline to get applications to procurement. Once procurement submits to
          JPMorgan it will be approx. 2 wks for cards to arrive.
      ii) You cannot get your card if you have not completed required training.
      iii) Emails will be sent to notify those that require further training for new card
      iv) If you have editor/approver status on paymentnet you may need to complete further
           training, and will receive an email. Your needed training will not delay the release of cards
   b) Upcoming pcard/onecard audit tips (not scheduled yet) - handout
      i) There has been a bid/agreement for an outside/external auditor to come in and audit a
         random selection of one/pcard accts
7. Cash Handling—Carol Heffner
   a. Policy—Cash Handling Procedures document was updated as a resource on the web. Can be
      found on the Fiscal/Accounting page at
      http://extension.missouri.edu/staff/fiscal/university-fiscal.aspx
      i. Discussed differences between current doc and previous
         1. Copies of checks no longer needed at Cashiers, if you are depositing with
            Cashiers they will make a scanned copy that is the official copy, any
            departmental copies are considered Paper Originals Of Scanned (Imaged) Record
            -Retain for administrative purposes not to exceed thirty (30) days, then destroy, provided all quality control procedures have successfully been completed. NOTE: The paper originals must be confidentially destroyed if they contain sensitive, confidential, or personally identifiable information.
            a. Removed requirement to get departmental copy of CRR stamped by
               Cashiers as this is no longer required, cashiers will stamp it but
               document is meant to list required processes so it has been
               removed
            b. Added information about copies of checks for direct deposit
               locations—these locations are the official record holder and must
               keep these copies securely for 5 years
2. Discussed requirement of depositing unidentified checks in suspense account same day as received per CRM206-Mail Receipts
   a. Concern with how this is handled systemically, who follows up, what happens if it’s determined it’s not our funds-Carol is following up with accounting regarding questions raised and will provide follow up guidance

ii. Daily waivers request
   1. Document created for requesting waivers-complete and sent to muextamtfiscal@missouri.edu approval will be sought from business services and forwarded back to department
      a. Any departments that have this approval we need to have a copy of the approval centrally as well so please forward, if you cannot locate we need to request again

8. Fiscal Grant Update- Chris Marston & Dustin Oehl
   a. Grant reports to PI-project to date
   b. Simple Service

9. Extension Fiscal Folks lunch tomorrow!
Pcard/OneCard Review Tips

• No active cards for employees that have left department or University
• No prohibited charges, for example:
  o Construction, Renovation or Installation Services
  o Leases/Rentals requiring a signed agreement
  o Any item(s) that can be purchased from Show-Me Shop Vendors
  o Internet purchases requiring agreement to online terms and conditions
  o Intellectual Property
  o Good rule of thumb: “If you can get it reimbursed on a T&E it can go on your One card”
  o Meals are paid per-diem, not on card
  o Miles are paid not gas

• No stringing purchases which is splitting up a transaction to get around spending limits
• All detailed receipts with signed statements
  o Should have printed (not handwritten) name of company/logo on top, details of what was purchased not just amount.
  o Foursquare/paypal purchases need details, not just pymt amounts

• Approval from mocode approver if not the statement approver
• Receipts should be in cardholder’s name and detailed—what did we pay for & from who?
• No state taxes charged
• Business purpose on statement or receipt—why did we pay for this?
  o Not that the committee/board/etc met, but why did they meet what did they discuss?

• Additional required documentation—general benefit to University & supervisor approval
  o Alcoholic beverages—typically should not be on Extension funding
  o Computer hardware & software—needs IT preapproval or ETCS may want to purchase
  o Membership dues—benefit to university?
  o Food for human consumption—names & titles of attendees(10 or less), or name & number in group plus business purpose for meeting (10+ people)
  o Gift cards—if not available in ePro & must be preapproved by Accounting
  o Rental cars & fuel for rental cars—trip business purpose (not just where they went, but what meeting)
  o Incidentals—i.e. personal convenience items, recognition events
  o Logo/licensed items
  o Travel related expenses—business purpose, employee name, etc.
Cash Handling Procedures
This document provides an overview of the cash handling procedures used by ______________________________ as of this date ______________. To ensure that cash receipts are protected, accurately processed and properly reported in accordance of the University of Missouri Policies and Procedures references provided below. Attention was also given to the separation of duties in all aspects of the cash handling process.

Cash/Check Receipts:
Cash and Checks received are processed as follows: -- Logged by and CRR Prep by must be DIFFERENT people unless absolutely not possible.
_____ Check/Cash is logged in mail/cash receipts log by ___________________.
Name/Title
• see CRM206-Mail Receipts for information required on log

_____ Check is endorsed with University of Missouri stamp immediately upon receipt by ___________________.
Name/Title
_____ Check/Cash payments are receipted to provide written acknowledgement for individual and department by _____________.
Name/Title
• See CRM 201 - Acknowledgement of Transactions for requirements

_____ CRR is prepared daily (weekly if special permission received through Cashier’s office) by _____________.
Name/Title
• For deposit with Cashiers office cash register tape of all checks being deposited on CRR is attached to completed CRR. see Office of Cashiers-Faculty & Staff-Reference Documents-Cash Receipt Report Procedures
• For direct deposit CRR completed as above, copies of all checks must be made and kept as official record (5 years’ retention) and bank deposit slip is completed for deposit with bank

_____ Prepared CRR reconciled against mail/cash receipts log and actual cash/checks by _________________.
Name/Title
_____ CRR is processed by ____________________ and reviewed by __________________________. Completed CRR is hand carried to Cashier’s office 15 Jesse Hall.

Transporting/depositing funds:
• All funds are to be hand-carried by a member of the unit staff to the Cashier’s Office or direct deposit location
• Provide the Cashier with the deposit and the CRR/deposit slip.

Procedures Completed by: ______________________________ Date: ______________________________

Reconciling:
The Unit’s fiscal lead shall reconcile the departmental CRR copies against the general ledger.

Discrepancies:
Any discrepancies found between the amount of cash collected and deposited/recorded in the general ledger should be reported immediately to the supervisor.

Policy Resources
UM Cash Receipt Manual
UM BPM-208 Cash Receipts
UM APPM-25.10 General Cash Transaction Guidelines
MU BPPM 2.060 Cash Receipts
Nexus@Mizzou™

Kyle Flinn – Program Director
Magenta will be interfaced with the people soft system. Allows for credit card processing, will be a technology upgrade from current operating system. Will allow customer's accessing website to create a customer profile including current areas of interest for cross selling and marketing.

Dot Mailer works is integrated into the Magenta system. Dot mailer will target marketing towards customer profile interests and prior purchases.

Canvas will create online learning tool that can be used by CE's, teachers and more.

Cvent will become the event mgmt. system used on campus. It will allo creation of free and cost events. It can be used to cross sell to customers or to distribute information about upcoming events to interested parties.
Will begin with certain offices being the sole user for some software such as Event within the conference office. Conf. Office staff will become “experts” on campus to limit need of use for off campus assistance. This will be pushed out to other departments and areas of the new system.
Deployment Timeline - Tentative

Crawl
1Q 2017
Planning with early adopter groups and back-office integration
Migrate early adopters

Walk
2Q 2017
Event
Magento
Deltailer
Canvas
3Q 2017
4Q 2017
Run
2018

Continue migrations
Plan, construct, migrate, optimize, repeat

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Will work with MU to get ‘space’ for extension/CE on their web pages and will offer them the same in return.