

Monthly Fiscal Officers Meeting

4/19/2017 - 1:30-3:00 pm

Members Present: Lisa Goberis, Andrea Morello, Roger Cusworth, Tressa Ries, Melody Francisco, Annette Pilkington, , Beth Sjaastad, Johanna Eagan, Christine Monroe, Patti Nichols, Nichole Bigley

Members Absent: Veronica Graves, Jennie Kenney, Cherie Dardano, Anna Welscott, Vicki Nichol

Meeting Host: Ralph Brown

Next Meeting Host: 1:30-3:00 pm

Information Items

Discussion/Items from Campus – all

- [Andrea]
 - New HR contract process looks promising.
 - Discussion on TEM and using scanners receipts.
- [Roger]
 - Fiscal certifications have been started. Most of campus is sending in adjustments.
 - It was suggested to review funds now and get adjustments in ASAP.
 - As a sidenote: the Cognos report is off a CWID.
 - Reports are not being amended at this time for anything other than Foundation funds.

Procurement – Natalie Martinez

- A verbal offer was made for the open Procurement position. It was accepted and they will start in about 2 weeks. They have Banner/higher-education experience, which will be helpful.
- RFP for printing has been released.
 - The new person should be able to coordinate vendors
- Journal Entries discussion:
 - The Copy Center's Journal Entries were uploaded into BDM.
 - Monthly billing for copier leases is still being worked out. Megan has the info and while billing is based on usage, a summary is being created.
- Contracts Database is being worked on as well.
 - There might be a later release due to unforeseen circumstances. Will send an update as soon as things get moving.

ORA – Ralph Brown and Johanna Eagan

- ORA is still searching for a Financial Compliance Manager.
- Lisa Martinez-Conover is leaving ORA for Internal Audit. There is now an open Grant Administrator position in ORA.
 - Lisa has contacted her departments. Her last day is May 1st.
 - There is a transition plan for the department.

- So far, James Gleason will take over Physics while Debbie will take CBE, PE, and AMS.
 - An announcement will go out once Grant Administrator's departments have been finalized.
- ORA might hire a temp for close-outs.
 - ORA will post an ad for the temp.
 - Temp will help clean up deficits on closed projects.
 - Active deficits will be grant administrator's priority as invoices to sponsors will not bill correctly with a current deficit. If ORA cannot submit invoices to the sponsors, sponsors will not know to pay.
- There will be a meeting held to discuss HR Contracts.
 - ORA will still focus on post-auditing.
 - Johanna and Ralph have been working on a document for the campus to complete the form.
 - The form could be expanded to more than research funds.
 - It was mentioned that this type of guidance could be very helpful on completing all types of forms, specifically from HR.
 - Johanna would like to send out the document to campus ASAP. The form itself will still be HR's form and given to Janice. This handout will only be for research projects.
 - Ralph "moved to accept the form". It was seconded. Moved to accept.
- Payroll reallocations discussion:
 - If there is an increase in the amount of reallocation requests, the Controller's Office will revisit the procedure. If there is a large amount of requests, there is concern about data accuracy.
 - Payroll reallocations are caught up with requests through March.
 - The standard policy of 5 days to process doesn't apply to payroll reallocations as these take a while to administer.
- There was brief discussion on submitting timesheets.
 - As of Monday (April 17th), there were 800 non-starts. This number doesn't not include "no approvals".
 - Janice will be sending out a letter about submitting timesheets (and by the deadline) and Kirsten has been informed.
- The discussion went back to Time and Efforts and payroll reallocations.
 - To process correctly, the revised Time and Effort Sheet will need to be submitted with the payroll reallocation.
 - ORA will still need to review. ORA will put together a check list of what docs are necessary for a payroll reallocation.
 - Information can be updated directly on the Time and Effort sheet, but it will still need to be signed and submitted with a Payroll Reallocation Form.
 - If there are multiple Payroll Reallocation Forms over a long period of time, this could raise questions with the Controller's office.
- AFBR Update:
 - Next release is off-target due to the Controller's Office doing crazy accounting (re: the Fringe Fiasco of 2013).
 - Journal Entries in payroll/transaction history caused a hiccup and thus needed a custom package re-built.
 - Release could happen still at the end of this semester, but still need some kinks worked out.
 - There are different ways to present data, but some reports can get really crazy (i.e. long). Johanna's trying to get a user-friendly report released.
 - Could there be a wish list of pulling info by org/index?

- While the priority right now is the next release, there could be a glossary of optional reports available for reference.
- State Single Audit
 - Roger has confirmed there will not be an R&D or a Financial Aid audit this year. This applies to all Colorado higher education institutions.
 - The State looked at a cluster of programs and while (most likely) something bigger caused this decision at the state level, we will not have an R&D or Financial Aid Single Audit this year.
 - We're unsure if other states are in this situation as well.
 - We will still have an engagement letter and a financial statement audit.
 - There could still be an internal audit.
- Process Mapping
 - ORA is moving to electronic files.
 - A BDM procedure is in the process of being finalized.

Controller's Office – Tressa Ries and Roger Cusworth

- Roger continues to train on TEM system. CERSE just completed training. The campus should be done in a couple of weeks. There will be no May training dates.
- The Controller's Office is in the process of implementing TEM2.
 - They will hold weekly discussions in the F&A Room (GH 204B) each Friday from 1-2pm.
 - They have had issues with finding right mix of options which will work with campus needs (ie: the right approval process). They have been discussing different options with the campus focus group.
 - Everyone is invited to this weekly session. One can see how it works and the different business rules with this upgrade.
 - Please email Tressa for an invite/reminder.
- Discussion went back to TEM training. Roger mentioned it is lengthy (about 1 ½ hours long), he tries to present as much information as possible. As there are questions, there are times he's unable to present all necessary information and options.
 - Some users might have encumbrances due to not having been trained to click "Final" on their last TE.. Roger advises if there are any issues, please ask and he/someone from the office will review with users.
 - Roger is meeting with CASE tomorrow (4/20) for approver training.
 - During each training session, all approvers should attend.
- Effective 5/1, receipts for P-Card charges under \$50 will not be needed unless the charge is for a sponsored project.
 - All receipts for sponsored projects will need to be submitted as usual.
 - Roger mentioned during TEM training, he recommends saving receipts for sponsored training, but PI's know their industry sponsors and what needs to be submitted. All sponsored projects receipts should still be submitted.
 - TEM2 has tracking/compliance options, but that's down the road.
- Year-end close schedule will be posted on the Controller's website.
 - A/P module needs to close in July. Please turn in all items by July 7th.
 - Procurement information will be posted on the website as well.
 - June 2nd is the cut-off unless you can prove the item(s) will be delivered by June 30th.
- The search for a Deputy Controller closed without hiring a new employee.
 - There were two candidates, however neither were a good fit.

- Timing-wise, there is too much going on to keep the search moving forward. Roger might return August 1st.
- They will have one more candidate come in, however, on May 1st.