Accounting Services

BAS Institute 2018
Agenda

Getting to Know AP/Accounting Services
  Matthew Kling

Big Policy Updates
  Ed Moran

Travel Website Resources Tour
  Scott Morley

Authorization and Approvals
  Ed Moran/Matthew Kling

Common Processing Delays
  Doreen Adams

Group Activities and Discussion
  Everyone

Entertainment
  Ed Moran/Doreen Adams
Accounting Services

- Financial Services and Transactions (FAST/AP)
- Financial Accounting and Reporting (FAR)
- Payroll
- Extramural Funding (EMF)
- Plant & Equipment Accounting
What is Our Mission?

• Maintain the accuracy and integrity of financial information
• Practice good financial stewardship in handling financial transactions
• Provide high-quality financial services to students, faculty, and staff
What We Process

• Reimbursements for Travel, Entertainment, Moving, etc.
• Invoice payments
• Direct Pay transactions
• Payee Setup 204’s
• Recharges
• Wires
Process Volume

• Payee Setup 204’s:
  ~2,400 annually

• Listserv emails:
  ~140K annually

• Transactions:
  ~60,000+ annually
Big Updates

• UCOP State Audit Impact
• G-41
• G-13 Moving Expenses and Gift Cards
• G-28
• Connexxus for Personal Use
• Risk Tolerance
Travel
Scott

• BAS Simplification for Travel Process Documentation
• Travel guide rewritten to serve customers
• Bite-sized chunks, with easily accessible resources
• Comprehensive instructions for forms included
Travel Web Resource Tour

Orientation and Review of Our Web Resources
Ed Moran

• Tier 1 and 2 authorizations
• What these authorizations mean for Chrome River
Authorization Roles & Responsibilities for Travel

• Tier One
• Tier Two
• Traveler
Tier One Roles and Responsibilities

A T1 Authorizer/Approver:

- Has the authority to expend funds under their responsibility
- Ensures that University policies and Sponsored Award regulations are adhered to within the documentation they are approving
- Department/Division is Office of Record for Tier 1 Manual Signature Authorization and Approval Document
How to establish or change a T1 signer

UCSC - Manual Signature Authorization and Approval
(Exclude Tier 2)

Important: Form must be filled out in Adobe Reader or Acrobat Professional 8.1 or above. To save completed forms, Acrobat Professional is required. For technical and accessibility assistance, contact the Campus Controller's Office. Form questions: finpolicy@ucsc.edu

Section 1: Information

Name (Last, First, MI):

Payroll Title:

Signature Specimen:
(As stated on University documents)

Dept. /Unit:

Effective Date:

Employee Number:

Section 2: Action

Add a new signator

Cancellation Date:
AUTHORIZE: To agree to the commitment of funds for a specified use; authorization can only be given by a person who is responsible for the funds in question. An authorization is only done on paper, and is not an approval.

APPROVE: To agree that a transaction has been authorized, and that the document recording it is accurate and consistent with relevant University policies and procedures. The approver should review the supporting documentation, including any required agreements or restrictions.
How To Establish a T2 signer

- Complete the FAST Divisional/Department Accountability Agreement form
- Submit the original agreement document to FAST
- FAST/AP is Office of Record for the T2 form and relies on T2 approval to debit Fund/Org associated with the payment transaction
FAST Divisional / Department Accountability Agreement
University of California, Santa Cruz
Financial Administrative Services and Transactions

This document does NOT replace the UCSC Official Signature Authorization Form

INSTRUCTIONS: Signing this form is an acknowledgment of your accountability for the following:

* Checking availability of funds.
* Reviewing the data for legitimacy and appropriateness of expense against appropriate Org/Fund
* Verifying appropriate expenditure-authorized signatures kept within your unit.
* Submiting completed forms with adequate documentation.
* Submitting 204 Forms

Emp Printed
Name:>>
Signature Specimen: (above) as it will appear on University Documents (please stay inside the box)

Starting: EFFECTIVE DATES: Ending
Lifecycle of a Post-Travel Form: Average Turnaround
2 Weeks – 1 Month

- Traveler Completes/Submits
- Tier 1 / 2 Authorize and Approve
- FAST/AP Receives/Review & Process
- Check/Direct Deposit

- Day 1
- 1 Week
- 10 business days
- $ Paid Out

1 – 2 Days Mail
1 – 2 Days Mail
1 – 6 Days Check/DD
Lifecycle of a Post-Travel Form: Delayed Payment
5 weeks +/- Depending On Issue

Traveler Completes & Submits
Tier 1 / 2 Authorize and Approve
FAR Review
FAST Resolution & Processing
Check/Direct Deposit

> 45 Submission

Day 1
1 Week
1 business days
10 business days
$ Paid Out

1 – 2 Days Mail
1 – 2 Days Mail
1 – 6 Days Check/DD
Common Problems Creating Delayed Payments:

Make sure your receipts are:

- Complete, with all required information
- Original (not a photocopy)
- Itemized
- Actual receipts
- Dated
- Legible
- Converted to US dollars
Common Problems Creating Delayed Payments:

Lack of comparatives:

- Personal Travel: At the time of booking, use the same airline and enter the data as if you were traveling for business only. Include this with your reimbursement request.
- Driving vs. Flying: If you want to drive to a location that you would normally fly to, provide an airfare comparative for the same dates along with transportation to and from the airport at both departure and arrival cities.
- Lodging > $275: Request for a reimbursement in excess of this cap will require written justification and submission of comparative documentation, such as screenshots of nearby hotel rates at the time of booking.
Common Problems Creating Delayed Payments:

Incomplete Forms - Look Out for the Following:

• No signatures
• Missing personal information such as addresses and names
• The affiliation area
• No comments for unusual situations
• No comments for misc. expenses without a receipt
Group Exercises

• Please gather into groups of 4-8 to share materials
• We will be doing two group activities
Become a Receipt Detective

Write on your answer sheet which receipts are “good” or “bad”:

For example, ask yourself, are the receipts...

• Itemized?
• Actual receipts and not estimates or confirmations?
• Dated?
• Legible?
• Converted to US dollars?
Travel Form Inspector

Write on your answer sheet what the problem(s) are with each form:

• Are the forms complete?
• Look for omitted areas on the form that may lead to confusion or delay.
• There is at least one major intended error, hints are in the comments section of the forms.
• Required receipts are not included and are not a factor unless indicated in comment section.
Entertainment Web Resource Tour

Orientation and Review of Our Web Resources
Entertainment Expense - Approval Process Roles

• EOA - Event Order Approver

• EEC – Event Expense Certifier

• Event Host
EOA Roles and Responsibilities

• Pre-event

• Post-event

• Certification Violations
EOA Responsibilities: Pre-Event

• Ensure policy compliance
• Ensure that funding is appropriate and available
• Consult with the Host and EEC to obtain information necessary to provide “approval” in CruzBuy as the Org Approver
• Advise the Host and EEC regarding policy issues
• If alcohol will be served, be sure Appendix A is completed by the Host (this is kept on file at the unit level and should be attached to the CruzBuy order; when more than 50 people are invited UC Police must be informed; suggest notification of top-level EEC prior to event
EOA Responsibilities: Pre-Event, cont.

- Ensure order is properly submitted thru CruzBuy
- Org approval (usually by the EOA) is required for CruzBuy orders prior to EEC approval
- EEC approval may be obtained directly in CruzBuy, by email (EOA attaches it to the CruzBuy order) or directly via a comment in CruzBuy
- Pre-approval is recommended, but not required for reimbursements, which will be done via the ERF
EOA Responsibilities: Post-Event

• Ensure Host reviews provides their certification after event, and certifies by signature (on the ERF for reimbursements) or e-mail (EOA attaches it to the CruzBuy order via a comment)

• Ensure Host has entered or attached guest list

• For ERF reimbursements, ensure that required original receipts are attached to the request

• Have certified by appropriate EEC level by signature on ERF
# APPROVAL OF EXPENDITURES

This table summarizes those expenditures that require additional approval and/or signature by the host in addition to the approval by the department head.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Host\textsuperscript{12}</th>
<th>Additional Approval\textsuperscript{13}</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Meetings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals provided to employees, visitors from</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>other educational institutions, members of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the community, medical center visitors, or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>employees from another work location where</td>
<td></td>
<td></td>
</tr>
<tr>
<td>there is a valid business purpose for the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>meeting. The meeting must have at least one</td>
<td></td>
<td></td>
</tr>
<tr>
<td>employee present.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Programmatic Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals provided to volunteers and research</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>subjects (clinical trials).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic team meals, including training-table</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>meals, game-related meals, and occasional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>meals provided in accordance with NCAA rules.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class, study hall, or other academic-based</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student orientation programs, commencement</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>exercises, and similar activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student government meetings, association</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>meetings, or other student meetings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recruitment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals provided to prospective employees.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Meals associated with the recruitment of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>student athletes and scholars.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Employee Morale-Building Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals provided to employees as part of a morale-building activity, including retirement and recognition receptions, etc.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### On-the-Job Meals

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals provided to an employee during work hours as a requirement of the employee’s job (HR policy applies).</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

### Entertainment

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals provided to prospective donors.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Meals provided to visitors from other educational institutions, members of the community, medical center visitors, or employees from another work location where the purpose of the activity is social or recreational.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tickets provided to prospective donors, employees, or student appointees in connection with an entertainment event.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Meals provided to a spouse or domestic partner.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cash contributions related to an entertainment event.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
How to Contact Us:

- aphelp@ucsc.edu
- travelhelp@ucsc.edu
- finpolicy@ucsc.edu
- newhirerelocation@ucsc.edu
- entertainmenthelp@ucsc.edu
Any Questions?