Fig Meeting 3/21/17

Linda Aherin – Student Accounts Deposits

We are having a few Issues with departments making deposits to budgets I am hoping to help explain the process. If you are receiving a reimbursement from a third party vendor or an individual as a repayment to your budget. The deposit is placed on a GRT using the budget and expense code the original expense was placed on along with the document number of the original expense. Student Accounts does not have the authority to post a deposit to a prior fiscal year without John Keatts of General Accounting's permission. For those checks deposited after the fiscal year has closed, they will need to be treated as revenue and deposited with the Revenue expense codes.

If a Traveler has received an advance, but did not use the entire amount of the advance, they are required to write a check in order to return back to the UI and deposit to their Personal AR not the departmental budget. When a travel advance is requested, it is paid from a general ledger account instead of the departmental budget. The advance is also posted to the Traveler's personal accounts receivable account. That is why they will receive a bill until the travel claim is processed or they return the advance. To return the advance or make payments they will need to bring back a check to student accounts to post to the AR account, the remaining portion of the payment will be made from the travel claim once it goes through the travel program.

 You will owe the balance until the travel claim is complete or the advance is repaid. The problem this causes is that if anyone owes .01 or a penny on the AR account, the account will be locked to where no transcripts will be available or the ability to register for classes. If you are not sure what to do call Linda Keeney or Student Accounts office to get the money back to the budget or clear their advance.

If you use the pcard for unallowable expense or travel that cannot be claimed it is moved to the personal AR as a method to pay back the UI. Those payments should be made directly to the personal AR and not deposited back to the departmental budgets. We have to do journals and it requires several processes to correct when they are deposited incorrectly to the budgets.

Employee Moving – Mike Beery of ITS and Julia McIlroy of Purchasing Services

Mike provided a hands-on demonstration of the new Employee Moving Program that is available for the departments to start using. He also collected suggestions from the group for items that would make it easier for them while using. If a finance employee currently has access to enter claim vouchers, they will have access to enter new moving expenses for the departments they have access.

Julia updated the group on the changes and updates with House Hold Move processes as well as provided the current policies or procedures that is required when providing household moving to an employee.

Much discussion on the need for a vandal number to be in the Banner system before a new employee can be placed on the New Moving System.   Human Resources can assist with the setup of new employees, or Accounts Payable can also assist if a W9 is provided. The policy change of not making payments greater that the moving allowance was discussed with a possible date of effect of July 1, 2017.

Next Fig meeting, a procedural handout will be distributed for the moving entry process.

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