

MONEY MATTERS

Tuesday, April 17, 2018



METROPOLITAN STATE UNIVERSITY™
OF DENVER

Introduction:

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Webpage: <https://www.msudenver.edu/controller/>

The screenshot shows the top portion of the MSU Denver website. At the top, there are links for 'Faculty and Staff Hub', 'Human Resources', 'IT Services', and 'MSU Denver A to Z'. Below this is a dark banner with the MSU Denver logo and the text 'METROPOLITAN STATE UNIVERSITY OF DENVER LIVES TRANSFORMED'. To the right of the banner are buttons for 'VISIT', 'GIVE', and 'APPLY', along with links for 'Current Students' and 'Faculty & Staff'. A navigation menu below the banner includes 'About', 'Prospective Students', 'Academics', 'Alumni and Friends', and 'Athletics', followed by a search bar with a magnifying glass icon.

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Office of the Controller

Accounting Services



Accounting Services is comprised of the University's Accounts Payable, Asset, Business, Grant, Contract, and Payroll services. These groups:

- o Maintain the integrity of the University's financial data.

Agenda:

- Status of Accounting Services**- Staffing and levels of service.
- Corporate Card Points**- What are C-Card points and are they good?
- Transfers**- Can departments still submit transfer requests and how do we handle sponsorships?
- Pay Date Shift, Moving Expenses, & Changes in Pre tax parking/Ecopass**- When do you get paid in June? It's not what it used to be. What changes are coming down the road for moving reimbursements, and parking and ecopass payroll deductions.
- Chrome River**- Take a trip on the river and see how travel documents are moving into the 21st century.
- Non Employee Services (NPS)**- Changes on how to pay for services.
- Year End Updates**- It's that time of year again, see how it impacts you.

Agenda(con't):

- Signatory Log** – Where the log is and changes to the number of signers.
- Travel Advances**- Changes on how we record travel advances.
- Prepaid Entries**- Changes that will affect your budget.
- Procurement Rule Changes for GRANTS ONLY**- a sneak preview to PI training about changes to purchasing rules.
- 3 Minute Expert**- You don't need 10,000 hours to be an expert any more.
- Professional Development Timing**-When you can get University funded PD and when it's too late.
- Reports**- Status update.
- Payroll Pay IDs**- Combinations for efficiencies.
- PO's for copiers**- The need to have PO's for your copiers
- Housekeeping**- Misc reminders.

Status of Accounting Services: Staffing and Level of Service

May 2017 was the beginning of a series of retirements that have continued through April 2018.

Since May 2017 we have had four people retire.

- Three of the four retired in the last 5 months.
- Two of the three have retired in the last month.
- Only one of the four has been replaced and that was an existing staff member so we only shifted the vacancy.

In addition to the 3 vacancies due to retirements we have two temporary employees, one permanent employee who started today, and one employee out on FMLA.

In addition to trying to keep the normal work moving, we have several initiatives that we're working on so it is fair to say we need your support more now than ever before.

Status of Accounting Services: Staffing and Level of Service

Some staffing changes:

-Quynh Nguyen is the new Assistant Director in Accounting Services and Accounts Payable (A/P) is no longer reporting to her.

-Terri McLaggan is the new A/P Manager. We no longer have an A/P lead.

-Susy Smith, a long time A/P Tech, is one of the lucky retirees and is no longer with the University.

-Angela Ballou is no longer in Payroll, but is now serving in the Grants area.

-Barb Garcia, also a lucky retiree used to enter PO's and reported to Business Services, but that position has been transferred to Accounting Services and will be filled by Malebo from A/P on May 1st.

Corporate Card Points:

What are points and are they good?

What are Corporate Card Points? Points that a cardholder accumulates when processes in the C-Card Handbook are not followed.

Why are we moving to a points system? In three months' time we uncovered three separate instances of intentional personal purchases from the cardholder. In each of these instances the statements were late and we were missing documents.

How do personal purchases affect the University? If we are able to discover personal purchases and we cannot recoup the money from the employee then MasterCard may reimburse us if we notify them timely. Items not covered by MC will become the department's responsibility.

Corporate Card Points:

What are points and are they good?

Accounting Services is in part, responsible for the safeguards in place for the University's assets, so when so many problems came to light at the same time we were concerned there was a much larger problem and we needed to move quickly.

- 1) To reduce the potential financial impact
- 2) Demonstrate due diligence

I sent a message outlining our plan of action, asking for feedback, which was followed up by a message from our C-Card Administrator implementing the point system.

Corporate Card Points:

What are points and are they good?

I fully anticipate the point system to evolve over time as we continue to learn about the unintended consequences. So please continue to share your thoughts.

Some things we've already learned:

- We realized we sent our communication during spring break when some may not have been checking their e-mail.
- We learned that HR's PD policy made reference to a requirement to submit PD requests BEFORE the event, and to use Fund 100010 when paying for PD activity, but then also mentioned that expense transfers will be processed. This is conflicting guidance (charge 100010 directly, but request transfers) that would also result in C-Card points being assessed.
- We learned that cardholders with suspensions will just ask other cardholders to do their purchasing for them, which doesn't encourage people to keep their cards.
- We realized this would create a hardship around ordering office supplies.

Corporate Card Points:

What are points and are they good?

Some other things we've learned:

- We learned that some approving signers “trusted” their staff and didn’t look at things until they had to (aka the employee left the University).

- We realized that by having no formal process for dealing with non compliance, we created an environment where many people simply ignored our requests for missing information, i.e. statements, signatures, receipts which created a lot of work to follow up with users and hurt our ability to invoke MC’s hold harmless clause.

- We learned we need to change the way we do training to ensure people understand the sensitivity of the card and potential areas of concern.

- We realized there is a dichotomy between transfers for purchases made with the C-card vs, a traditional payment request.

Corporate Card Points:

What are points and are they good?

How many Points am I allowed to have?

100 points= 1 Week C-Card Restricted Access

200 points= 1 Month C-Card Restricted Access

300 points= 6 Months C-card Suspension and you must re-take the C-card training before the card is reinstated, and then there is a 3 month probationary period.

Why am I being held accountable for other people's misuse? The points system isn't a punishment or even meant to imply that you are doing anything wrong. It's an objective approach to ensure everyone is operating under the same processes, and allows for some flexibility when situations arise, all while ensuring that we can effectively manage transactions while minimizing the risk to the University.

Corporate Card Points:

What are points and are they good?

But what about?

When I'm not in the office to submit documents: Other people can serve as your re-allocator, and you can e-mail receipts to Accounting Services.

When there are co-sponsorships or multiple funding sources for an expense: You can always split a transaction in the Wells Fargo portal among many FOAPALs. If a code isn't in the portal you can e-mail Corporatecard@msudenver.edu and we'll add it.

When my Authorized Signer is the one who is causing the statements to be late: When the points accumulate to the thresholds noted earlier we will be having conversations to understand the issues.

Transfers:

Can departments still submit transfer requests and how do we handle sponsorships?

-If you submit a transfer request for a purchase made with a C-card you will incur 5 C-Card points, but we will process it, unlike before when we weren't processing any C-Card transfer requests.

-If you submit a transfer request for a purchase made via a traditional payment request we will work with you to understand why it wasn't allocated correctly originally. Depending on the situation we will log it and reserve the right to limit future transfer requests.

EXCEPTIONS...

Transfers:

Can departments still submit transfer requests and how do we handle sponsorships?

EXCEPTIONS...

Division allocations- When one department is giving money to another department- NOT SHARING AN EXPENSE.

Example:

The Provost has a mini grant for the Math department

Keeping the expense in the Math bucket allows us to have good history about how much they spent. So we wouldn't want to do an expense transfer.



Provost



It would be better to do an 8300 transfer



Math

Transfers:

Can departments still submit transfer requests and how do we handle sponsorships?

You can submit all transfer requests at the Controller's website at:

<https://msudenver.edu/controller/otherresources/expensetransferrequests/>

Pay Date Shift & Changes in Pre tax Parking/Ecopass

*Yea, Boo, Yea, Boo, it's lots of fun to do,
If you like it holler "Yea", if you don't you holler "Boo".*

Yea!

Pay Date Shift:

SB03-197 required that we pay your June payroll on the first business day of July. However, starting in June, 2018 (this June) you will be paid in June (June 29th to be exact).

Boo!

Moving expenses, and Pre Tax Parking/Ecopass:

The Tax Cuts and Job Act of 2017 (H.R.1) disallows the exclusion of moving expense reimbursements from income. So if you reimburse moving expenses for a new employee it will now be included in their wages. Additionally, all pre-tax payroll deductions for parking and Ecopass will tentatively end on June 30. The deductions will still occur, they will just be post tax.

Chrome River

What is Chrome River? Chrome River is an integrated system that will work with Banner to replace the old paper Travel Authorization (TA) forms, and incorporates the C-Card purchases.

Advantages of Chrome River:

- No more paper forms to print out, decipher, and route for signature. Chrome River is a web based application that allows users to navigate through the travel and expense process with a few clicks of a button.
- There are prompts to tell you if you forgot something.
- Approvals are routed automatically and you can track where it's at.
- You can click and drag receipts to a purchase.
- No more duplicate reporting for travel and C-cards
- No more waiting a whole month to get C-card transactions into Banner.

Chrome River

We've built the first iteration of Chrome River with feedback we've received via survey's we're sending out. If you haven't seen these and you want to be included in future surveys please fill out the CHROME RIVER SURVEY SIGN UP SHEET.

Once we make corrections to this first version we will invite a pilot group in to test the system and share additional feedback (hopefully in May, 2018)

Once we get all the feedback we'll create the third version that we hope will Go-Live date July 1st 2018.

Let's take a quick trip...

Non-Employee Personal Services (NPS)

How to Pay for Non-Employee Services

We received a lot of great feedback about the process for paying for services...

- It is confusing to have two forms with similar names that did different things (ICPS and CPS).

- It is difficult to know if someone would get paid through Payroll or Accounts Payable.

- Who has to approve which forms and in what order?

- Do I send the form to A/P, H/R or AHEC?

- I never know where the form is as it's being routed so I can't follow up on it.

AND WE AGREED...

Non-Employee Personal Services (NPS)

How to Pay for Non-Employee Services

Terri McLaggan, our A/P Manager, worked with HR and some volunteers on campus to overhaul the ICPS (independent contractor) process.

We will be launching the new process on July 1, 2018 that will streamline the process by which you submit your paperwork to get non-employees paid.

Your paperwork will be uploaded and it will automatically route to HR for their approval, after which will be routed to A/P. Once the service date is completed the initiator will receive an e-mail asking them to approve the payment.

Terri is here to demo the process.

Year End Reminders

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Office of the Controller

Accounting Services



Accounting Services is comprised of the University's Accounts Payable, Asset, Business, Grant, Contract, and Payroll services. These

- Maintain the integrity of the University's financial data.
- Provide accountability for University funds and assets through the application of professional accounting standards, govern business practices.
- Ensure timely and accurate financial reporting and analysis to both internal and external users.
- Facilitate informed and constructive management decisions.



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Year End Reminders

ALL purchase orders and special purchase orders will be automatically zero'd out at year end. If you have a reason to roll the PO into the new year, please contact me, but be aware that budget doesn't come with it. You must work with the Budget office to ensure you have the money available to spend in the next year.

-05/01/18 all inventory packets must be returned to Accounting Services. Remember your list may be shorter this year due to the threshold changes.

-05/14/18 all transfer requests are due for transactions from 04/01/18 though 04/30/18. Transfers related to previous months were due on 04/13/18.

-06/14/18 all transfer requests are due for transactions from 05/01/18 though 05/31/18.

Year End Reminders

-06/28/18 last check/ACH run for FY18.

-06/28/18 last day to make deposits at the Cashiers office. IF YOU CANNOT MAKE YOUR DEPOSIT BY THIS TIME OR YOU ARE EXPECTING MONEY FOR FY18 THAT YOU HAVEN'T RECEIVED YET CONTACT QUYNH NGUYEN!

-07/05/18 last day to reallocate C-Card expenses on Wells Fargo. Don't forget the cycle changes for June.

-07/09/18 last day to request transfers for Funds that start with "4".

-07/11/18 NOON- last day to request changes, corrections, transfers or accruals.

<https://msudenver.edu/media/content/officeofthecontroller/documents/newsandupdates/FY18yearendcampusletter.pdf>

Signatory Log

Where is the signatory log?

<https://msudenver.sharepoint.com/:x:/s/accountingservices/ET5rIdZUIChAh6m6lYpHVtEBncFiZDQK9p3kiSuzv4g1zQ?e=zUH2bv>

Number of Signers:

Some Funds and Orgs have multiple signers (more than 5), while others only have 1.

Having several signers is difficult to maintain and as we work more with workflow it is not possible to incorporate all of them into a hierarchy.

Having only 1 hurts our ability to process documents when someone is on vacation.

While we are allowing more than two, that is the ideal number of signers we are hoping to get to.

Thoughts/Concerns?

Travel Advances:

Changes in how they are recorded

Travel Advances Now

FY	FOAP	Document	Amount
FY17	1000-ABC-7211-1100	TA Payment	\$1,000.00
FY17	1000-ABC-7211-1100	Journal Entry (June)	(\$1,000.00)
FY17	1000-ABC-13XX	Journal Entry (June)	\$1,000.00
FY18	1000-ABC-7211-1100	Journal Entry (July)	\$1,000.00
FY18	1000-ABC-13XX	Journal Entry (July)	(\$1,000.00)
FY18	1000-ABC-7211-1100	Credit Memo	(\$1,000.00)
FY18	1000-ABC-7212-1100	Final TA	\$1,000.00

Travel Advances:

Changes in how they are recorded

Travel Advances After:

FY	FOAP	Document	Amount
FY17	1000-ABC-13XX	TA Payment	\$1,000.00
FY18	1000-ABC-13XX	Credit Memo	(\$1,000.00)
FY18	1000-ABC-7212-1100	Final TA	\$1,000.00

Using a GL account (instead of an expense account) reduces the amount of “in and out” entries that hit your budget. This will reduce confusion, and allow you to always see how much money you really have available.

We polled our Chrome River audience and the majority of responders were in support of making this change.

Thoughts/Concerns?

Prepaid Expenses:

Prepaid Expenses Now:

A 1 year subscription that starts in June 2017

FY	FOAP	Document	Amount
FY17	1000-ABC-7510-1100	Invoice payment	10,000.00
FY17	1000-ABC-7510-1100	Journal Entry	(9,167.00)
FY17	1000-ABC-1651	Journal Entry	9,167.00
FY18	1000-ABC-7510-1100	Journal Entry (Sept)	2,500.00
FY18	1000-ABC-13XX	Journal Entry (Sept)	(2,500.00)
FY18	1000-ABC-7510-1100	Journal Entry (Dec)	2,500.00
FY18	1000-ABC-13XX	Journal Entry (Dec)	(2,500.00)
FY18	1000-ABC-7510-1100	Journal Entry (Mar)	2,500.00
FY18	1000-ABC-13XX	Journal Entry (Mar)	(2,500.00)
FY18	1000-ABC-7510-1100	Journal Entry (June)	1,666.00
FY18	1000-ABC-13XX	Journal Entry (June)	(1,666.00)

Prepaid Expenses:

Prepaid Expenses After:

A 1 year subscription that starts in June 2017

FY	FOAP	Document	Amount
FY17	1000-ABC-7510-1100	Invoice payment	10,000.00

Accounting will still do entries to ensure the expense is in the right period but it won't be in your Fund/Org. This makes budgeting very straight forward and departments no longer need to worry about the impacts of purchases made in one year that cross into another year.

Procurement Rule Changes: For Grants Only.

The Federal Government passed new regulations for federal grants a few years ago. We've implemented these changes, but one rule affecting procurement had a delayed implementation. July 1, 2018 is the new implementation date for these procurement rules and we do not believe there will be another delay.

Darlene Eckhardt in the Grant's office is putting together training for all the PI's that goes into the detail of those changes, but essentially there will be a new requirement to have "documented quotes" for all purchases over \$3,500.00.

HOWEVER...

Procurement Rule Changes: For Grants Only.

Some schools have challenged the \$3,500.00 limit and discussions are being had to determine if we can raise that limit to \$10,000.00.

However, regardless of the amount, beginning July 1, 2018 anyone who is using grant (federal, state, etc.) dollars to purchase something, must show proof of three comparative prices, and they must select the lowest cost option.

3 Minute Expert

You don't need 10,000 hours to be an expert anymore.

Accounting Services has a lot of rules, and with those rules, we have a lot of training. However, we understand people don't have 10,000 hours to become an expert on all our paperwork, so we are starting a 3 minute expert series.

Our first video is on indirect costs and can be found on the Controller's website:

<https://msudenver.edu/controller/training/3-minuteexpert/>

We're working on 3 minute videos on purchasing and the NPS process, but contact us at the link below to give us more topic ideas.

<https://msudenver.edu/controller/contactus/questionorconcern/>

Professional Development

Who to Charge

The Professional Development (PD) procedures have always asked for applications to be submitted before the event. So a department should know if they can charge the PD Fund instead of their departmental Fund BEFORE they pay for something.

Accounting Services has worked with Danielle in HR to provide updated procedures on how to charge the PD fund. These procedures should be updated online in a few days, but please ensure that you use Fund 100010 whenever you are awarded PD money. Asking for a transfer after a purchase will result in C-Card points.

Financial Reports

Cognos, Access, Spreadsheet Server, Data Warehouse, what's the latest on reporting tools?

IT is implementing a data warehouse, (different than what was used with Cognos) and we are in the beginning stages of extracting data, which will be the basis of financial reports for the campus. We will be reaching out to campus to learn more about what you want to see in reports. At this time all other reporting tools are still functional, although Cognos is being discontinued.

Payroll Pay ID's

Every employee is paid under a specific pay ID, i.e. MX, MD, MC, etc.

We have to run separate payroll processes for each pay ID. In order to reduce the amount of repetitive work we are combining some pay ID's.

The first combination will be MX into MD. We will be testing a few in April with all other MX employees being converted in May. This does NOT change your employment class, pay rate, CUPA comparator. It is just a change in the Banner code.

Purchase Orders for Copiers:

Purchase Orders (PO) are required for the base rent of all copiers. Many people are using their C-card to pay for copier expenses, but you must still get a PO.

The variable amount you pay for copiers is not required to be on a PO.

If you do not have a PO (not an SPO) for your copier, you must get one for FY19. Please set it up now for the new year.

Housekeeping:

Misc reminders

-Grant Open House is coming:

We'll be hosting grant procurement training in May. If you're a PI or otherwise support a grant, be on the look out for an invitation.

-Study Abroad Workshop is coming:

The Office of International Studies and Accounting Services are hosting a study abroad workshop on April 24th and 25th. The same material will be presented at each workshop. Please contact Kelly Huang at HuangYU@msudenver.edu to RSVP.

-Easy to do business with:

We're here to make things easier. If we're not please let me know at: <https://www.msudenver.edu/controller/contactus/questionorconcern/>

Housekeeping:

Misc reminders

Accounting Services has several E-Mail addresses to better support your questions.

CorporateCard@msudenver.edu- Anything related to C-Cards, including statement submission.

AcctSvcs@msudenver.edu- Requests for wire payments, Banner Finance security and FOAPAL setups/changes.

Grants@msudenver.edu- Anything related to Grants.

Payroll@msudenver.edu- Anything related to Payroll, including moving expense requests.

AccountsPayable@msudenver.edu- Payment requests and SPO submission.

THANK YOU!