

COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

February 8, 2017

8:30 am

E.S. Good Barn, Gorham Hall

Agenda Items

Guest Speakers

Campus Events – Ashley Casteel Reed, Hannah Centers and Amanda Adams – *All events on campus should be handled/reviewed/approved by the Events Management Office. This is done through each college/unit's events coordinator. For CAFE, the coordinator is Jonathan Furnish in the Office of Advancement. He will be the liaison between your department and the campus events management office. If you have questions, please contact Jonathan in our college, or you may contact Ashley in the EMO.*

E-Certification Overview – Penelope Spradlin (RFS) – *The eCRT system is the new on-line version that will replace the paper copies of the faculty and staff effort certification forms, which previously were distributed twice a year. They will be project based confirmation statements for which principal investigators will be more responsible. These will be done quarterly and will have payroll reporting capabilities. The system was demonstrated in a brief overview presentation by Research Financial Services. Training will be available and then go-live is predicted for February or March.*

1. Research & Grants

- a. Equipment Pre-Approval on FCG's – *Prior approval from NIFA is required before capital equipment (>\$5K) purchases are made on the federal capacity grants (235-). Jason shared a handout which is attached and which explains the types of equipment, describes the prior approval and provides a copy of the request form template, instructions and a checklist. Departments should complete the form and submit to their business analyst, who will route the form for internal approval prior to submitting to NIFA for approval. The pdf fillable form will be on our web site soon.*
- b. Open and Parked Documents (JV's, PO's, Travel) – *The group was reminded to take a pro-active approach when it comes to open and parked documents in SAP for JV's, PO's and travel expense reports. It is the department's responsibility to monitor documents and to check on the ones that are delayed in the processing stage. The attached handout provides helpful information for searching on various documents in the system. Additional QRC's and FAQ's can be found on the UFS and Purchasing websites. If you need help with specific documents, contact your business analyst.*

2. Procurement & Travel

- a. Travel (TRIP) Tips
 - i. *When using TRIP, remember to hit the "Save and Send" button when you are ready to submit the document. Save and Close will save the document but will **not** send it along to the next approver. Please make all of your travelers aware of this. This is causing many travel expense reports to be delayed in processing. Work with your analyst if you discover a trip that needs to be deleted and the traveler is unable to delete it.*
 - ii. *When revisions are requested by either the business officer or Travel Services, the form will be routed for approval **again** once the changes have been made.*
 - iii. *The federal mileage rate was changed to 53.5 cents, effective January 1, 2017.*
 - iv. *There are two travel t-codes that you can use for checking the status of travel documents in TRIP. PR05 (Travel Expense Manager) lets you search by traveler and was reviewed at the November 2016 user group meeting. ZTR_WF_RPT (Travel Workflow Report) lets you search by Trip # or personnel number.*
 - v. *There are travel training sessions available; they are listed on the UFS Advisor handout that is attached.*
- b. UFS Name Changes – JV Reference Change – *A handout is attached to use as a reference for all of the UK service units which have recently changed their names and to remind departments to begin using the new acronyms on JV's in the "Reference" field.*
- c. UFS Advisor – Newsletter published by University Financial Services – *Units are encouraged to subscribe to the UFSAdvisor listserv to keep current on financial news and updates within the*

****NEXT MEETING: Wednesday – May 24, 2017, 9:00 am (Gorham Hall, Good Barn)****

university. The most recent newsletter can be found on the new UFS website.
<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/UFS%20Advisor%20February%202017.pdf>

3. HR & Payroll

- a. Performance Evaluation Update – *The college deadline is Friday, February 24.*
- b. Payroll & Benefits – Important Dates – *Payroll retro dates are now being set on a quarterly basis. See the attached handout for the first several months for calendar year 2017. The Business Center will also send out reminder emails when these dates are approaching. Also included on this handout are the open enrollment dates and some Open House dates for the Good Barn and Coldstream locations.*

4. Budget & Finance

- a. Fund Balance Returns – *The business center is currently processing budget transfers for the approved FY16 fund balance return in order to get these to the units hopefully within the next week. The Provost Office withheld 6% of the FY16 state and RCTF fund balances as well as the Summer 1 2016 proceeds from the colleges for strategic initiatives at the university level. The budget transfers for the units will reflect this 6% reduction. The withholding was not applicable to the FY16 Income fund balances.*

5. Other

- a. Business Analyst Assignments (Temporary Changes) – *Units were notified in January of the redistribution of business analyst unit assignments. Additionally, temporary coverage has been reallocated due to April Lyon's leave. All impacted units have been made aware of the temporary changes. If your assigned analyst is out of the office, you may contact any of the other analysts should you have a time-sensitive question or issue that needs to be addressed prior to his/her return.*
- b. New Staff Introductions
 - i. *Chris Fensin – Business Center (HR)*
 - ii. *Regina Austin – Entomology (HR)*
 - iii. *Barbara Stiefel – Facilities Management (HR)*
 - iv. *Whitney Sandusky – Dean's Office (Front Desk)*
- c. Sign-In Sheet
- d. Relay meeting info to other departmental staff

****NEXT MEETING: Wednesday – May 24, 2017, 9:00 am (Gorham Hall, Good Barn)****

<http://acsg.uky.edu/AgBusOff/>

Prior Approval for Equipment on NIFA FCG

Prior approval from NIFA is required before expenditures are incurred for:

- General purpose equipment costing **\$5,000** or more and having a useful life of more than one year (includes farm equipment)
- Special purpose equipment costing \$150,000 or more and having a useful life of more than one year. (Prior approval is waived for special purpose equipment costing less than \$150,000.)

What is Prior Approval?

- Requested in advance of expenditure
- Requested and approved in writing
- Includes item name, description/purpose, estimated or actual cost, and estimated useful life
- Specific to an individual grant
- Required if item meets the definition of equipment, regardless of whether it is being purchased by multiple funding sources

Requests will be reviewed and responded to within 30 days from receipt of complete information. Approvals will be sent via email to the Authorized Representative submitting the request. Expedited review may be requested.

CAFÉ Internal Process

1. Department will complete Equipment Prior Approval Template, and submit to the appropriate Business Analyst, along with any available quotes. Departments can use the Prior Approval Checklist tool to ensure all relevant data has been included. There are sample requests, FAQs, and relevant presentations available on the NIFA website <https://nifa.usda.gov/program/capacity-grantee-resources> to assist in the completion of the form.
2. Unit Business Analyst will complete relevant financial sections – Grantee Organization, FAIN/Award Number, Accession Number, and will route for appropriate college approval based on source of funding.

Request for prior approval for equipment

Grantee Organization:		FAIN/Award Number:		Accession Number:		Date:	
<p>Pursuant to 2 CFR 200.439, grantees must request prior approval to acquire equipment before purchasing equipment. Equipment is defined in 2 CFR 200.33; 48, and 89. General purpose equipment having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more and special purpose equipment costing \$150,000 or more requires prior approval. To request prior approval, please provide the following information to NIFA. You may use the below template or submit a request via a letter (in which case, the request must include the following information and be signed by an Authorized Representative.) Email requests to capacityequipment@nifa.usda.gov or submit via www.grants.gov with your application.</p>							
Item Number	Item Name	Estimated or Actual Cost	Estimated useful life (in years)	Description/Purpose (include how it aligns to approved plan of work)	Comments	Supply? Y/N	Linked to Item #
1.							
2.							
3.							
4.							
5.							
6.							

Authorized Representative Signature _____ **Date** _____

Contact Name: _____ Phone Number _____ Email _____

Items To Be completed by Business Center

3. The request will be submitted to NIFA for approval via email, and the department will be notified once approval is received.

Request for prior approval for equipment

Grantee Organization:		FAIN/Award Number:		Accession Number:		Date:	
<p>Pursuant to 2 CFR 200.439, grantees must request prior approval to acquire equipment before purchasing equipment. Equipment is defined in 2 CFR 200.33; 48; and 89. General purpose equipment having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more and special purpose equipment costing \$150,000 or more requires prior approval. To request prior approval, please provide the following information to NIFA. You may use the below template or submit a request via a letter (in which case, the request must include the following information and be signed by an Authorized Representative.) Email requests to capacityequipment@nifa.usda.gov or submit via www.grants.gov with your application.</p>							
Item Number	Item Name	Estimated or Actual Cost	Estimated useful life (in years)	Description/Purpose (include how it aligns to approved plan of work)	Comments	Supply? Y/N	Linked to Item #
1.							
2.							
3.							
4.							
5.							
6.							

Authorized Representative Signature _____ Date _____

Contact Name: _____ Phone Number _____ Email _____

INSTRUCTIONS FOR PRIOR APPROVAL REQUEST TEMPLATE

- 1) **Grantee Organization:** Please insert the name of the entity who received the grant (i.e. Central State University).
- 2) **FAIN/Award Number:** Please insert the FAIN/Award number under which the equipment is being purchased. You must submit different requests or request forms for different grants, therefore there can only be one grant number listed on each request.
Date: Include the date the request is submitted to NIFA.
- 3) **Accession Number:** Insert Accession Number
- 4) **Item number:** This is prefilled and assigns a number to each equipment item to allow ease of cross reference.
- 5) **Item Name:** Please list the name of the item (i.e. John Deere 6M row crop tractor)
- 6) **Estimated or Actual Cost:** Insert the estimated cost based on market research of the actual cost based on submitted quotes, bids or other documentation. This figure may be an estimate. Items costing less than \$5,000 do not need prior approval unless they are part of the per-unit cost of a piece of equipment and are required for the equipment to function.
- 7) **Estimated useful life:** Insert the estimated useful life of the piece of equipment. Under the Uniform Guidance equipment has a useful life of one year or more.
- 8) **Description/Purpose:** Describe the piece of equipment, what it is used for, how it supports the grant goals/benefits, and allocation of costs, and how it aligns to the approved Plan of Work. (Example: The row crop tractor is an all-purpose piece of farm equipment with high power density, low weight, and high horsepower rating and is capable of transporting applications. The tractor will be used to support our agricultural extension program farm to assist with crop management. This aligns with Global Food Security - Plant Production Systems and Health planned program area.
- 9) **Comments:** Use this space to provide any additional information about the request, including any time sensitivity.
- 10) **Supplies:** Please indicate YES if this would normally be a supply (item costing less than \$5,000 with a useful life of less than one year) but is included in the request because it is required to make another listed equipment item function and is therefore part of the per unit cost of acquiring the piece of equipment. If the item is a piece of equipment costing \$5,000 or more (or \$150,000 or more in the case of special purpose equipment), please indicate NO.
- 11) **Linked to item #:** If you indicated YES in the supplies column, please list the Item Number to which this item is linked.

- 12) **Authorized Representative Signature:** Have the individual authorized to make decisions on behalf of the grant sign the request.
- 13) **Date:** Enter the date the request is signed.
- 14) **Contact Name:** Enter the point of contact NIFA should reach out to in the event of questions.
- 15) **Phone number:** Enter the phone number of the point of contact NIFA should reach out to in the event of questions.
- 16) **Email:** Enter the email address of the point of contact NIFA should reach out to in the event of questions. The NIFA Authorized Departmental Officer will email approvals or questions to this email address.

Capacity Grant Equipment Prior Approval Request Submission Checklist

This checklist is a tool to help capacity grantees ensure that their request for prior approval for equipment acquisition under their award includes all the necessary information for NIFA review and approval.

Item	Actions	Check Off
Grantee Organization	Listed the name of your organization as it appears on your Notice of Award	<input type="checkbox"/>
FAIN/Award Number	Included the FAIN/Award number contained on the Notice of Award for the grant for which the equipment is being purchased. Included only ONE FAIN/Award number per request.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Item Number	Used or inserted a new bulleted number to associate with item name	<input type="checkbox"/>
Item name	Included the name of the item	<input type="checkbox"/>
Estimated or Actual Cost	Included the estimated or actual cost of the piece of equipment	<input type="checkbox"/>
	<ul style="list-style-type: none"> Estimated cost is greater than \$5,000 for General Purpose Equipment 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Estimated cost is greater than \$150,000 for Special Purpose Equipment 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Estimated cost came from market research 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Estimated cost came from informal quote 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Estimated cost came from formal quote, response to RFQ, or RFP (bid) Other 	<input type="checkbox"/>
Estimated Useful life	Included the estimated useful life of the piece of equipment. This may be based on manufacturer specifications, University schedules, etc.	<input type="checkbox"/>
Description/Purpose	Described the piece of equipment, what it is used for, how it supports grant goals/benefits the grant, and where it aligns in the Plan of Work. Addressed the following questions:	<input type="checkbox"/>
	<ul style="list-style-type: none"> What does the equipment do? 	<input type="checkbox"/>
	<ul style="list-style-type: none"> What function will it perform under the grant? 	<input type="checkbox"/>
	<ul style="list-style-type: none"> What grant activity or statutorily authorized grant purpose does the equipment support? 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Will it be used 100% on the grant? If no, did you: <ul style="list-style-type: none"> describe what % or proportion of time it will be supporting the grant What dollar amount you propose charging to the grant? What other programs/activities it will be supporting, with the amount of the estimated cost those programs will support (i.e the cost allocation between funding streams)? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Did you describe where/how it aligns with the approved plan of work? 	<input type="checkbox"/>	
Comments	Included pertinent information related to purchase of equipment.	<input type="checkbox"/>
	Included a timeframe needed by if the request is time sensitive or urgent	<input type="checkbox"/>
Supplies	Entered Y if the item meets the definition of supply in the Uniform Guidance but is part of the acquisition cost of an item of equipment also included in the request.	<input type="checkbox"/>
Linked to item number	If you indicated YES in the supplies column, listed the item number from first column for the piece of equipment that the supply is necessary to acquire	<input type="checkbox"/>

Reviewing Parked Documents/Open Items on Cost Objects

It is the department's responsibility to review all open/outstanding items timely. As part of the monthly reconciliation process, encumbrances and parked documents should be reviewed for accuracy. Delayed clearing or closeout of encumbrances can cause late payment to vendors, delayed expense postings, reduce amount of funds available for other purchases, or possible balance sheet issues which prevent closeout of grants.

Encumbrances can be identified using GR55 in SAP or the Monthly Rollup Reports in BW. Additional details can be determined based on the type of encumbrance. Double click on the line item in GR55 to drill down further and determine the actual documents that make up the total encumbrance amount.

UK Available Budget Report		Date: 02/07/2017	Page: 1 / 1
Financial Management Area UK00 University of Kentucky		Fiscal Year 2017	Version 0
Fund/Group *	Functional Area/Group *		
Funded Program/Group *			
Funds center/commitment item	Budget	Actual	Parked FI Doc. Encumbrance Available Balan
530018 Travel-IS Misc.		107.12	107.12-
530019 Domestic Travel		30,079.90	2,440.68- 2,939.09 30,578.31-
530021 Travel - Out of State Meals		90.00	0.00-
530139 Advertising		985.00	0.00-
530149 Promotional Items			0.75-
530170 Participant Support Costs		238.95	0.95-
530171 Participant Stipend Payments			0.97-
530201 Sub-Contract Exp>25K		24,333.46	0.84-
530402 Post & Exp Mail Svc		59.84	0.75-
535020 Moving/Relocat Exp		1,502.75	0.00-
535022 Research Subject Payments		2,280.00	0.00-
535034 Miscellaneous Expenditures			0.00-

Select Report

- Search actuals line items document
- Search Change Document
- Search Entry Document

Technical names on/off

Payroll Encumbrances (value type 81) can also be viewed using this method. The position (s) creating the encumbrance, the fiscal year, and payroll group/pay period are reflected in the line item detail.

Funds Center	Cmmt Item	CI text	FM pstg d.	RefDocNo	Pymt Bdgt Text	Val.type text	VT	Fund
1012121830	512031	Clerical - Regular	01/23/2017	3502885098	15,870.00 1751023441BW03	Funds Reservation	81	0011020100
1012121830	512031	Clerical - Regular	02/06/2017	3502885098	15,870.00-	Funds Reservation	81	0011020100
					1751023441BW			
1012121830	512031	Clerical - Regular	02/06/2017	3502896932	14,490.00 1751023441BW04	Funds Reservation	81	0011020100
					14,490.00 1751023441BW			

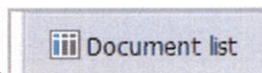
In the screenshot above, the \$14,490 represents a salary encumbrance for fiscal year '17' on position '51023441' as of 'BW04'

TRAVEL – Work Center Items or Encumbrances

Departments should remind travelers and proxies to regularly review their work center items to ensure reimbursement requests have been submitted for approval, and approvers should check their POWL for open travel requests. The POWL can be sorted by date, task type, or from/sender by clicking on the column heading.

Travel encumbrances (value type 52) can be viewed by line item detail also using GR55 or BW.

JV – FBV3



- 1) Enter t-code and click on Document List -
- 2) Enter fiscal year, doc type – SA, and, linkblue ID for user

List of Parked Documents

Company code: UK00 to []
 Document number: [] to []
 Fiscal year: 2017 to []

General Selections

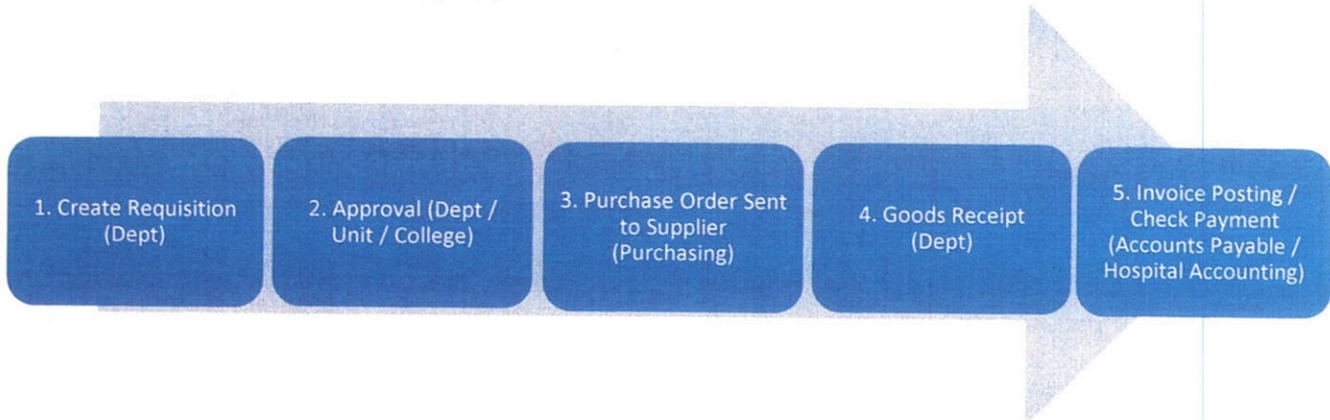
Posting date: [] to []
 Document date: [] to []
 Document type: SA Q to []
 Reference: [] to []
 Document header text: [] to []
 Entered by: IMTRAVIO to []

3) Review list displayed verifying items noted below (1-4), and take action as necessary if document is significantly aged. Follow up with the appropriate contact based on unit processing the JV. AFRS (formerly GA) generally posts within a week to 10 days if there are no issues, and RFS (formerly SPA) should be contacted within 30 days, unless the affected grant is closing sooner. Report can also be used to view other types of FI document types.

Display Parked Documents: List

DocumentNo	Year	Reference	Document Header Text	Entered on	Posting Date	Doc. Date	Changed on	User
106120679	2017	GA	Correct acct and GL	01/23/2017	02/06/2017	01/23/2017	02/03/2017	CMTA234
106153311	2017	RFS	Move disallowed overtime	02/06/2017	02/06/2017	02/06/2017	02/06/2017	

SRM/POs – Shopper POWL or ZMM_BA_RPT



As an order evolves through the process, the Status tab will reflect whether subsequent documents have been created. Problems can be frequently diagnosed based on the order status in the process.

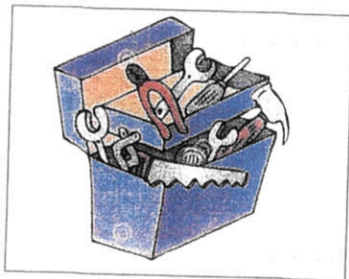
Example: With the purchase order being in place, completion of the Goods Receipt and the Invoice Posting complete a “3-way match” allowing the check payment to release. Common problems relate to one or more of these tasks being uncompleted.

QRCs are available on the Purchasing website <http://www.uky.edu/Purchasing/srmquickrefcards.htm> . T-Code ZMM_BA_RPT can also be used to review all SRM items by entering a date range, creator ID, or specific cost object.

Additional QRCs and FAQs can be found on the University Financial Services and Purchasing websites. Contact the unit Business Analyst with questions about specific document types.

TRAVEL TIPS

UFS Advisor



Do not use special characters for PRD and TRIP attachments.

Remember to use "Save and Send" on TRIP documents.

Take extra care with check boxes in the TRIP Attribute section.

Federal Mileage rate was changed to 53.5 cents, as of January 1, 2017.

Business Officer's Toolkit

Quick Facts and Tips to Help You Do Your Job

- Do not use any special characters when creating file names for PRD and TRIP attachments. The files will be saved but Accounts Payable and users will not be able to open files to review.
- Remember to use the **Save and Send** on final page of the TRIP document processing when your work is complete. The **Save and Close** will save the document but it will not move it along to the next approver. This is occurring most frequently when a document has been returned for a revision and user fails to use the "Save and Send" option to start workflow again.
- Take extra care in checking boxes in the TRIP Attribute section on the first screen. Be sure to only check the box the TRIP is subject to a pay only amount when appropriate and remember to enter a dollar amount. If the box is checked and amount is left blank, the amount to be reimbursed will be zero. The TRIP pdf clearly indicates amount to be reimbursed and approvers should review carefully.

Travel T-Codes:

PRO5 Travel Expense Manager
ZTR_WF_RPT Travel Workflow Report

- Patty Brophy
Director
Travel Services
pabrop2@email.uky.edu



Look for UFS training under your UK Employee Self Service tab.

Hand in Hand We Learn – sharing ideas about business procedures & problem solving

Upcoming Training Opportunities

Travel Services Training

Training Class	Date	Day	Time	Location
Concur Online Booking Tool	3/22/17	Wed.	10:30 am – 12:00 noon	W.T. Young Library – Room B-108A
Learn how to use Concur, UK's online travel reservation system.				
Travel Services	3/29/17	Wed.	10:00 am – 12:00 noon	Peterson Service Building – Room 307
Learn the policy and procedures for making travel arrangements for UK official business travel.				

Register for these courses on your myUK Employee Self Service Training page.

Hand in Hand We Learn

University Financial Services will be leading sessions for the campus community to learn in more detail the why behind our Business Procedures and to provide a forum for sharing of ideas and problem solving. Business Officers or anyone involved in financial operations are welcome to participate. We have named the sessions 'Hand in Hand We Learn' to emphasize our goal of discussions. At the January 23, 2017 session, a list of priority topics was generated for our future sessions.

Please register through myUK ESS Training, Course name – Hand in Hand We Learn.

Schedule	Room	Start Time
February 23, 2017	Lexmark Public Room, 209 Main Building	2:00 – 3:30 PM
March 16, 2017	Lexmark Public Room, 209 Main Building	2:00 – 3:30 PM
April 27, 2017	Lexmark Public Room, 209 Main Building	2:00 – 3:30 PM

Additional sessions will be added later based upon the number of topics generated and response.

UK Service Units Name Changes

The Office of the Treasurer (Controller's Office) has been renamed to **University Financial Services (UFS)**.

Many of the offices within the UFS have also been renamed:

<u>OLD NAME</u>	<u>NEW NAME</u>
General Accounting	Accounting & Financial Reporting Services (AFRS)
Accounts Payable	Accounts Payable Services
Sponsored Projects Accounting	Research Financial Services (RFS)
Payroll	Payroll Services
Travel Management Services	Travel Services

NOTE: **Treasury Services** and **Student Account Services** have not changed their names.

IMPORTANT NOTE: Effective immediately, users should begin using the new processing department initials in the "Reference" field of journal vouchers. Use one of the following:

- **AFRS** instead of GA
- **RFS** instead of SPA

The screenshot shows a software interface with two tabs: "Basic Data" and "Details". The "Basic Data" tab is active. The form contains the following fields:

Document Date	<input type="text"/>	Currency	USD
Posting Date	01/27/2017	Period	7
Reference	<input type="text"/>		
Doc.Header Text	<input type="text"/>		
Document Type	SA	G/L account document	
<input type="checkbox"/> Doc.currency			
Company Code	UK00	University of Kentucky Lexington	

A red box highlights the "Reference" field, and a red arrow points to it from the right.

HR HANDOUT – UG Meeting 2-8-17

PAYROLL

2017 Payroll Earliest Retro Dates

January

- Monthly Payroll area set to 07/01/16 on January 19.
- Bi-weekly Payroll area set to 06/16/16 on January 24.

March

- Bi-weekly Payroll area set to 12/25/16 on March 21.
- Monthly Payroll area set to 01/01/17 on March 28.

July

- Bi-weekly Payroll area set to 03/19/17 on July 25.
- Monthly Payroll area set to 03/01/17 on July 19.

Retro dates will be set quarterly thereafter.

BENEFITS

Open Enrollment Dates

April 24 – May 12, 2017

CAFE Open Enrollment Open Houses

- Good Barn Thursday, 5/4/2017, 1pm – 4pm
- Veterinary Diagnostic Lab (Coldstream) Thursday, 4/27/2017, 1pm – 3pm