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InFocus

A publication of the University of Missouri System
Division of Finance and Administration

2012 – 2nd Quarter

Printable version

Welcome to InFocus!

The Finance and Administration Division's strategic plan states that how we accomplish our mission is as important as the mission itself. Our success is dependent on conducting our activities and aligning behaviors consistently with our core values as they are uniquely expressed through our interaction with others. The first value listed in our strategic plan is Integrity. We demonstrate integrity by individually and collectively conducting our work to a high ethical standard.

We strive to build confidence and trust by:

- Creating work environments where people have the opportunity to grow, learn and contribute.
- Delivering value through concentrating on client-centered relations, innovative business solutions, operational excellence and external accountability.
- And by exceeding client expectations and consistently providing effective execution of fiduciary responsibility.

This confidence and trust is built on the foundation of integrity. Through diligently performing to high standards in our work and relations, we build on that foundation.

The goal of the newsletter is to enhance **our** customer service by providing information that will support the work that **you** do for the university. As always, we welcome your feedback and your contributions.

> **- Natalie "Nikki" Krawitz**
> *Vice President for Finance & Administration*

Vice President Krawitz

Management Services

"Find out more about Management Services"
By David Sheahen, Assistant Vice President

Management Services, led by Assistant Vice President Dave Sheahen, is a part of the division of Finance & Administration, and is responsible for the administrative management of the facilities planning & development, records management, minority business development, risk and insurance management, and business services.

Management Services is focused on creating university operational efficiencies and savings, creating and preserving university physical and information assets, and working with the campuses to the successful completion of their real estate and construction related transactions.

To find out more about the different ways that Management Services works with you and the University and who to contact if you have a question, check out their website. For more details on each department, please use these links.

1. Business Services (Business Policy Manual, Real Estate, FCC Licenses, Fleet Management, and Mineral Rights)
2. Facilities Planning & Development (Capital Planning, Prevailing Wage Compliance, Building Code Compliance, and Design & Construction Oversight)
3. Minority Business Development (Business with Minority and Women-Owned Business Enterprises)
4. Records Management (Record retention and storage)
5. Risk and Insurance Management (Insurance, Self-Insurance and Workers' Compensation)

Updated PS Cash Receipts Report (CRR) Web Application

"The updated Web Application is available. Do you know the details?"
By Donna Johanning, Director Financial Information Systems

The updated PS CRR Web Application will be live on April 2nd, 2012. Features of the new application include a similar look and feel to the other web applications, more robust search capabilities, the ability to use a MoCode or Chartfields in data entry, and many other enhancements and improvements.

Security will mirror your current security regarding entering or approving a CRR, but in the new application, all employees will have the ability to retrieve and search for CRR information.

Online training and quick reference guides are available and can be found on the Division of IT training site https://doit.missouri.edu/training/peoplesoft .

If you have any questions, please contact your campus accounting office.

# Fiscal Year End Closing Schedule Available Now

"This article contains valuable information regarding year-end deadlines!"
By Donna Johanning, Director Financial Information Systems

The University's Financial Year End Closing Schedule for fiscal year 2012 is now available on the Controller's web site http://www.umsystem.edu/ums/fa/controller/calendars under Closing Schedule 2012.

This document contains valuable information regarding deadlines for Budget entries, Requisitions, Accounts Payable entries, and various other types of accounting entries that need to be submitted with a fiscal year 2012 date. The availability of the PeopleSoft Finance system during year end processing is also noted in the document.

If you have any questions about information in the closing schedule, please contact your Campus Accounting office.
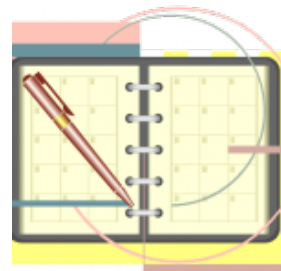
State Sales Tax Exemptions

"Are you traveling out-of-state on University business? Are you being charged TAXES?"
By Harold Berndt, Director Financial Reporting and Taxation

Did you know that University of Missouri employees and students traveling on University related business are exempt from sales tax in 13 other states in addition to 7 states that do not charge sales tax?

The Controller's Office website maintains a list of states that do not charge sales tax, as well as which states grant the University an exemption from paying sales tax and links to any forms necessary to prove the exemption. Please note that in some states where the University is exempt from paying sales tax, hotel or rental car tax may be charged. The University is generally not exempt from these taxes as they are not true sales taxes.

Sponsored Programs

"DHHS Salary Cap 2012"
By Ryan Rapp, Associate Controller

The NIH Salary Cap from previous years is now applicable to all Health and Human Services (HHS) operating divisions (listed below). The rate for 2012 will be tied to the Executive Level II ($179,700) salary limitation. This is a $20,000 reduction in the rate that was in effect during 2011 and is now applied to all HHS operating divisions. To date, only NIH has issued official guidance. We will continue to monitor the affected agencies and communicate additional information as it becomes available. In the meantime, please refer to the NIH notice and often-updated Salary Cap – FY2012 Frequently

Asked Questions. In addition to NIH awards, your Campus Sponsored Programs office will be reviewing other HHS awards requiring adjustments to budgets and cost-shared salary and will contact Department personnel on a project-by-project basis.

If you have questions about this review process or the DHHS Salary Cap, please contact your Sponsored Programs Office.

HHS Operating Divisions

Administration for Children and Families (ACF)

Administration on Children, Youth and Families (ACYF)

Administration on Aging (AoA)

Agency for Healthcare Research and Quality (AHRQ)

Agency for Toxic Substances and Disease Registry (ATSDR)

Centers for Disease Control and Prevention (CDC)

Centers for Medicare and Medicaid Services

Food and Drug Administration (FDA)

Health Resources and Services Administration (HRSA)

Indian Health Service (IHS)

National Institutes of Health (NIH)

National Cancer Institute (NCI)

Office of the Inspector General (OIG)

Substance Abuse and Mental Health Services Administration

Compliance Training

"Compliance Training is available live and on-line!"
By Ericka F. Kranitz, Director of Financial Compliance Training

Are you new to the University or have you recently changed positions with different responsibilities? The Controller's Office has several online compliance training sessions available covering various financial accounting and sponsored program activities. These are available on the Financial Compliance Training website and **myLearn**.   The topics include:

Financial Accounting

- ChartFields – Defines the use of ChartFields within the University's financial accounting system.

- Fund Accounting – Discusses the basics of fund accounting used at the University.

- Payroll Reconciliation – Provides an understanding of the University's payroll reconciliation policy and recommended procedures.

- Segregation of Duties – Discusses the concept of segregation of duties and examples of practical application at the University.

- PeopleSoft Security – Discusses the purpose and the key information in the PeopleSoft Security reports for reviewing user access to the University's computer systems.

- PeopleSoft Transaction Types – Explains the different transactions types used by the University to process financial accounting activities and the mechanics of how to process these entries.

Sponsored Programs

- Proposal Development and Submission – Discusses the compliance requirements to be aware of as the proposal is developed for a sponsored award and various responsibilities through submission.

- Accepting and Establishing an Award – Covers the process of accepting, negotiating, and establishing an award upon receiving the Notice of Grant Award from the sponsor.

- Allowability per A-21 – Discusses the allowable cost compliance requirements of the federal government.

- Cost Sharing – Covers the fiscal compliance requirements for tracking and documenting cost sharing.

- <u>Cost Transfers and Payroll Correcting Entries</u> – Addresses the fiscal compliance requirements for cost transfers and payroll correcting entries on sponsored awards.

- <u>Effort Reporting</u> – Explains the effort reporting compliance requirements and the University's process for certifying effort.

- <u>PI Roles and Responsibilities</u> – Discuss fiscal responsibilities of the PI for the entire award process.

- <u>Segregation of Duties for Sponsored Programs and Delegation of Authority</u> – Addresses unique segregation considerations for sponsored awards and how to delegate authority.

- <u>Closing an Award</u> – Covers the various aspects for closing an award and related compliance requirements.

Both live sessions and online modules are available. The on-line modules cover the basic compliance requirements in about 15 minutes, while the live sessions are in-depth discussions and can be tailored to your unit's particular needs and questions.

Please contact Ericka F. Kranitz (<u>kranitze@umsystem.edu</u>), Director of Financial Compliance Training at the UM System to schedule a live session with your unit or for any questions.

Spring Weather Risk Management and Preparation

"*Know where to go for information about Tornado Safety*"
By JoAnne Flowers, Assistant Director for Risk & Insurance Management

Spring weather has arrived early this year bringing some severe weather with it. The weather that has hit Missouri and our neighboring states recently is a reminder that we need to review tornado safety from time to time such as the statewide tornado drill that occurred on March 13th.

In order to help spread the word, SEMA posted several videos to their website about tornado and other severe weather preparation. You can view these brief, informative tornado safety videos; one with a house (with and without a basement), a mobile home and a school. These videos are located at this link: <u>http://sema.dps.mo.gov/plan_and_prepare/2012_Statewide_Tornado_Drill.asp</u>.

Please check with your building coordinator on how to respond to severe weather while in your work location. The <u>SEMA</u> site provides loads of good information for being prepared as work and at home.

Spring is a beautiful time of year that brings severe weather risks along with it. Please take the time to be prepared for when it happens.

UMKC Miller Nichols Library Classroom Addition

"*The Board of Curators recently reviewed the design of the new Miller Nichols Library Classroom Addition at UMKC*"
By David Sheahen, Assistant VP of Management Services

The Board of Curators recently reviewed the design of the new Miller Nichols Library Classroom Addition at UMKC. The new facility will enhance UMKC's instructional capacity by providing approximately 950 new large lecture/auditorium seats, which is an increase of approximately 25% within the core campus to support campus wide enrollment growth.

Placing the new building directly adjacent and physically connected with the Miller Nichols Library fulfills a long sought after initiative of blending the library and academic experience on campus. The exterior materials for the building are carefully selected to build upon the palette already established on Miller Nichols Library and the recent Automated Storage and Retrieval System (ASRS) addition. The same panelized limestone, rusticated rubble limestone, and dark metal used on the ASRS addition are featured prominently on the new Classroom addition. The south face of the building will feature a glass curtain wall system with horizontal sunshades to maximize transparency, daylight, and views, while protecting the space from solar heat gain.

The $18,000,000 project is funded by revenue bonds. The project architects are PGAV Architects of St. Louis, Missouri, working with Sasaki Associates of Watertown, Massachusetts. The Weitz Company, LLC of Lenexa, Kansas is the Construction Manager. The project is planned for completion in 2013.

Procurement Meets with UM-Columbia Faculty Council

"What's Procurement Doing Lately?"
By Steve Mack, Director of Procurement Services

Teresa Vest, a Client Relations Manager for Procurement Services, had the privilege of attending the University of Missouri-Columbia Faculty Council to give an update on Procurement initiatives and answer any questions. This was very well received by the group and as a result of the meeting the Columbia Missourian ran a very positive article about her visit.

In her position, she is responsible for becoming familiar with all University client needs and in making sure that the right Procurement resources are engaged to satisfy those needs.

In addition, Teresa was recently named as the System's United Way Marketing Chair. In this role she will be responsible for spearheading the UM System's portion of the 2012 United Way Campaign. Teresa, along with the System's Marketing committee and Unit Chairs, will work with individuals from the UM/MU United Way Leadership Campaign Council, UM System Co-Chairs, the Heart of Missouri United Way Headquarters to create and market fundraising opportunities (employee pledges, jeans days, etc.) for United Way.

UM Records Management Annual Destruction

"Records Management is doing their annual records destruction"
By Micah David Franciso, Electronic Records Analyst

It's that time again! Each year Records Management sends notices to our customers listing the boxes of records that are up for destruction. Destruction notices were mailed to all departments at the end of February. If you have boxes with Records Management and have not received this notice, please contact us (FranciscoM@UMSystem.edu). Each record type has a defined retention period & disposition. Those records with destruction dispositions are to be destroyed at the end of their retention period in accordance with the UM Business Policy Manual: http://www.umsystem.edu/ums/rules/bpm/bpm1000/manual_1001

While users sometimes feel hesitant to destroy University records, it is important to follow proper retention policies and sign off on their destruction. Occasionally there may be compelling reasons to keep specific University records past the stated retention period. Records Management is able to send the records back to the department or resolve the issue in another manner but the department needs to contact us to begin that process. Other than following proper UM Policy, there are many important reasons to destroy records, including but not limited to:

- Proper records management (including destruction) guarantees your department is protected in the event of litigation, sunshine law request, etc.
- Destroying records ensures that documents past their usefulness don't take space and resources away from current UM needs.
- Destroying records saves the University money by reducing organizational complexity and storage costs.
- Destroying records increases operational efficiency and productivity.

Hat's Off

"F & A Awards Programs"
By InFocus Editor

The Hats Off program has grown into 2 separate award systems – the Top Hat Award and the Warm Fuzzy Award.

Top Hat Award

"For 2nd Quarter, 2012, Toni Monsen was nominated for the Finance and Administration's Top Hat Award"
By InFocus Editor

The Top Hat Awards are given from "The Top" – Vice President Krawitz presents these awards on a quarterly basis after receiving nominations from her direct reports. Recognizing exemplary work by F & A employees, it is given to those whose performance goes beyond the normal high expectations. The award winner receives an actual top hat to be displayed for that quarter, and a note from Vice President Krawitz recognizing them for their commendable service.

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Toni Monsen received this special recognition for stepping up to keep Management Services (MS) and Facilities Planning & Development (FPD) running while still working at her duties at the Controller's office. The vital work that the department's support staff does was rapidly exposed when the sudden absence of two positions happened within days of each other. Added to this was the complication of the impending consolidation of the two departments. Toni adjusted her schedule and made accommodations to her car pool to keep things running smoothly.

The Controller's office is to be commended for allowing Toni the flexibility to do this. And Management Services has recovered and is now operating normally again.

(more...)

Employee Feature

"*Employees who give back to the community*"
By InFocus Editor

Willie Jones, who is a records management analyst, and his wife Debbie were elected to serve on the Board of Directors for First Night Columbia. Willie Jones and his wife Debbie Jones, along with their daughter Kia, have been faithful and effective volunteers over the past five years. Willie has been an important asset in representing the hospitality First Night wishes to extend, specifically at the Missouri Theatre, by welcoming guests and helping with information. Debbie and Kia have worked the ticket/sales booth also at the Missouri Theatre and continue to represent the teamwork families can have as volunteers at First Night.

First Night Columbia is a festival held on New Year's Eve in downtown Columbia throughout 12 venues. Columbia's festival is a part of First Night USA Inc. that was established in Boston, MA in 1976. Our Columbia festival is going into their 18th year. The festival is a non-alcohol event and was designed to give families and community an alternative, fun evening.

First Night is designed around the four pillars of Community, Celebration, the New Year and the Arts. The Missouri Theatre, recently acquired by the University of Missouri, is now a part of the festival's footprint. First night enjoyed working with the University staff this past New Year's Eve. The director of First Night, Jane Accurso, sees this partnership as a bridge of friendship and community between the University, the City of Columbia, and First Night.

Wisdom's Corner

"*Featuring Challenging and Inspiring Thoughts*"
By Memoree Bradley, Secretary to the Vice President of Finance & Administration

"Integrity without knowledge is weak and useless, and knowledge without integrity is dangerous and dreadful."—Samuel Johnson (1709-1784) Rasselas: The Prince of Abyssinia, 41, 1759