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InFocus

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

2013 – 2nd Quarter

Printable version

Welcome to InFocus!


Vice President Krawitz

Service is defined as a valuable action, deed, or effort performed to satisfy a need or to fulfill a demand. Each of us performs a service as we fulfill our daily roles and responsibilities as employees of the University of Missouri System. In Finance and Administration, our strategic plan specifically highlights our commitment to service:

"We value service by demonstrating a willingness to go out of our wayto help our customers; give prompt personal attention; and resolve problems quickly. We strive to meet and exceed expectations with each customer interaction."

Warren Buffett once said, "It takes 20 years to build a reputation and five minutes to ruin it." Service is something that has to be practiced throughout the ranks of our division and our reputation depends on it. . We must remember that in every act, whether it is a 5 minute phone call or a business transaction that has taken months to develop and implement, we are being evaluated for the service we deliver. Every day, we each have unique opportunities to demonstrate our commitment to service through our interactions with co-workers, to departments, to the campuses, and to the citizens of our state and beyond.

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.

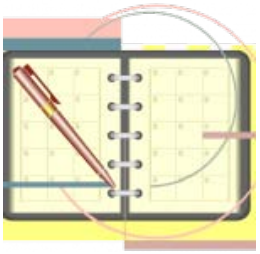
> **- Natalie "Nikki" Krawitz**
> *Vice President for Finance & Administration*

Financial Year-End Closing

"Financial Year-End Closing Schedule available now!"
By Donna Johanning, Director of Financial Information Systems

The University Financial Year End Closing Schedule for Fiscal Year 2013 is now available on the Controller's web site http://www.umsystem.edu/ums/fa/controller/ under **Hot Topics**.

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 2013 date. The availability of the 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.

Compliance Training

"Compliance Training available - new sessions!"
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 compliance training sessions available covering various financial accounting and sponsored program activities.

There are **several new sessions** available related to financial accounting. These provide a good understanding of the financial activities of the University.

- Principles of Accounting – The Accounting Process and Accounting Equation – This is an introductory session defining basic accounting terms and how these relate to the University's operations. Several common transactions are provided as examples to understand the accounting equation.
- The Accounting Cycle and Fiscal Year End Closing – This session expands upon the Principles of Accounting and discusses the activities and responsibilities during fiscal year end close.
- PeopleSoft Transaction Types – This session discusses the different types of transactions, such as journal entries and correcting entries, and provides examples of how they should be processed.
- Segregation of Duties – This session has been updated and covers the concept of segregation of duties and the different roles. Various examples and common issues are discussed.
- Payroll Reconciliation – This session highlights the changes in the APM 55.60.02 effective July 1, 2012 and provides examples of several tools available to reconcile payroll.

There are also several online modules available covering the basic compliance requirements for sponsored programs and financial accounting. Each of these sessions are about 15 minutes and available on the Financial Compliance Training website and **myLearn**.

Please contact Ericka F. Kranitz (kranitze@umsystem.edu), Director of Financial Compliance Training at the UM System to discuss your training needs and other topics you would like to see included.

Grant Proposal Approval

"ePSRS is Available."
By Ryan Rapp, Associate Controller

The new ePSRS allows for electronic approval of proposals and is currently available and in use on each campus. The ePSRS allows Deans, Department Chairs, Administrators, Principal Investigators, and others to electronically route and approve proposals as opposed to printing and signing the old form in hard copy. If you have questions or concerns, please contact your campus Sponsored Programs Office.

Grants Reform and OMB Circular A-21 Update

"OMB Proposed Guidance"
By Ryan Rapp, Associate Controller

The much anticipated "*Proposed OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards*" was released this February. The February 1, 2013 – Federal Register Notice can be found at:

http://www.gpo.gov/fdsys/pkg/FR-2013-02-01/pdf/2013-02113.pdf

The proposed changes would consolidate many of the applicable circulars such as A-110, A-21, and A-133 into one document. The proposed guidance is over 240 pages long. The University is in the process of reviewing the changes and will respond by the extended deadline of June 2, 2013. Overall, we are pleased with the proposed OMB Guidance. The link below provides a preliminary assessment of the changes from COGR.

http://www.cogr.edu/viewDoc.cfm?DocID=151967

If you have any questions regarding these changes, please contact your campus sponsored programs office.

Glove Box Packets are Going Green!

"What is a glove box packet and why is it important?"
By Michelle Fletcher, Senior Fiscal Analyst & JoAnne Flowers, Assistant Director Risk and Insurance Management

Does your department have University vehicles? Do you drive on University business? Then this is for you!

The Curators of the University of Missouri maintain a self-funded Automobile Liability Program for bodily injury or property damage liability arising out of the operation of use of university-owned or operated vehicles. The Comprehensive and Collision Program is a voluntary program that departments elect to participate in or not. This program provides coverage for damage resulting from comprehensive (fire, wind, theft, etc.) and collision exposures on vehicles owned or leased by the university.

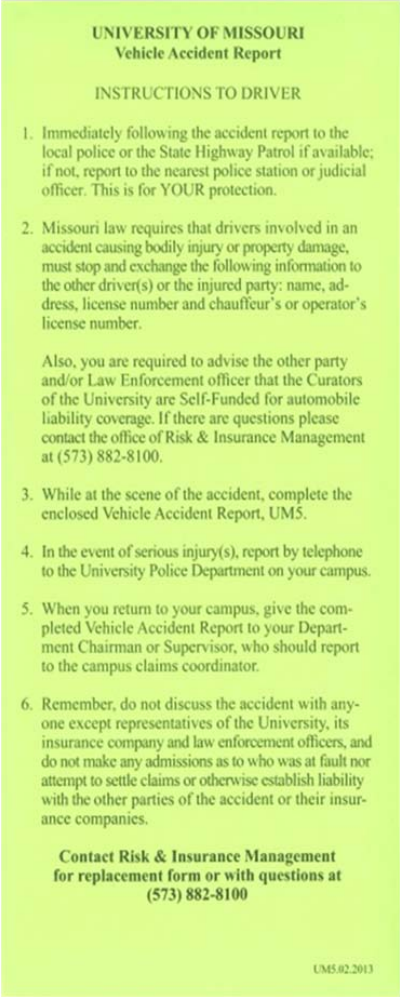
Departments with University vehicles will soon be receiving a green packet that contains important information. Please note: these packets are being delivered to the contact as submitted for each vehicle; some departments may have more than one contact. The packet includes proof of self-funded auto coverage, instructions of what to do if you are involved in an accident and a claim form to complete and submit to your campus representative. These new green glove box packets should replace the prior manila packet that you have in vehicle glove boxes, please dispose of the old versions.

Another handy tool for those that drive on University business is the downloadable wallet card. Please print double sided and take with you.

If you have any questions about these changes, please contact you campus representative, refer to our website or email us risk@umsystem.edu.

Safe driving!

S&T's Geothermal System Project



UNIVERSITY OF MISSOURI
Vehicle Accident Report

INSTRUCTIONS TO DRIVER

1. Immediately following the accident report to the local police or the State Highway Patrol if available; if not, report to the nearest police station or judicial officer. This is for YOUR protection.

2. Missouri law requires that drivers involved in an accident causing bodily injury or property damage, must stop and exchange the following information to the other driver(s) or the injured party: name, address, license number and chauffeur's or operator's license number.

   Also, you are required to advise the other party and/or Law Enforcement officer that the Curators of the University are Self-Funded for automobile liability coverage. If there are questions please contact the office of Risk & Insurance Management at (573) 882-8100.

3. While at the scene of the accident, complete the enclosed Vehicle Accident Report, UM5.

4. In the event of serious injury(s), report by telephone to the University Police Department on your campus.

5. When you return to your campus, give the completed Vehicle Accident Report to your Department Chairman or Supervisor, who should report to the campus claims coordinator.

6. Remember, do not discuss the accident with anyone except representatives of the University, its insurance company and law enforcement officers, and do not make any admissions as to who was at fault nor attempt to settle claims or otherwise establish liability with the other parties of the accident or their insurance companies.

Contact Risk & Insurance Management for replacement form or with questions at (573) 882-8100

UM5.02.2013

"S&T is installing a new geothermal system."
By Beth Asbury, University Engineer

In 2010, S&T embarked on an adventure with one of the most comprehensive initiatives of its kind in higher education. It started with a study to replace the current steam system infrastructure.

S&T's Power Plant was constructed in 1945 and provides steam generated heat using three boilers to various facilities throughout campus. The newest boiler, installed in 1981, is a vintage coal and woodchip fueled boiler. The two remaining boilers are older coal fired units that are inefficient, have limited pollution controls, and have exceeded their life expectancy. The cost to update the plant to continue to provide reliable heating to 65% of the campus was approximately $50 million. S&T also had infrastructure issues with their aging, chilled water distribution system.

Through this study, it was determined that an environmental friendly geothermal system was a viable option to be the primary heating source on campus. The geothermal system will be a ground source heat pump system, which means we will send heat to the earth during the summer and then extract it during the winter to heat the buildings. For long term stable operation, a geothermal system requires a balanced cooling and heating load. Since the campus is cooling dominant, the geothermal system was designed to meet the heating load and existing chillers will provide the remaining cooling capacity required to meet the campus cooling load.

The project will construct three regional plants, install approximately 630 wells and miles of piping. The project will also modify the building heating and cooling systems in all the buildings to be served by the new geothermal system. Each plant will contain equipment to serve adjacent buildings with heating and cooling. The aging chilled water distribution piping is also being significantly improved.

The impact on campus during construction is significant. (See map at: http://geothermal.mst.edu/impactedareas/) Well fields have been placed under parking lots, causing disruptions in parking. Approximately 7000 lineal feet of trenches for new piping will be routed through campus. The trenches will be approximately the width and depth of a dump truck. As buildings are modified to work with the new systems, disruptions in heating and cooling will be experienced by the building occupants.

However, this has also given S&T many opportunities. Parking lots have been redesigned to be more efficient, landscaping will be updated and replaced in areas where new piping is installed, and approximately $16 million in deferred maintenance will be taken care of in the building work modifications. By using this geothermal system, it is projected that the campus energy consumption will be reduced by 50%, carbon dioxide emissions will be reduced by 25,000 tons per year and water usage will be reduced by 8 million gallons per year. The project cost for the new geothermal system is approximately $32 Million, significantly less than the boiler replacement project.

For more info watch the video at: http://geothermal.mst.edu/geothermaloverviewvideo/.

WebData Surplus On-Line Auction

"Now you can preview and submit a proxy bid on-line!"
By John Solomon, Manager Surplus Property and Asset Management

Surplus Property has been testing the WebData Surplus Property Software On-Line Bidding functions at the January & February monthly auctions. Auction bidders will be able to preview and place Proxy bids (think eBay automatic bids) from Fridays at 5:00 p.m. until Tuesday evening prior to each auction. Bidders can also manually place bids on-line while the auction is running, but we've found that the Proxy bid lets bidders (University employees for example) not have to take time out of their day to watch the auction and place manual bids. Auction lots will include pieces from any and all campuses. Payment will be collected at each campus when the buyer goes there to pick up their equipment.

Emergency Recovery

"Be Prepared for the 'Real' Recovery"
By Willie Jones, UM System Records Analyst

It may not always be possible to conduct a real-time test without negatively impacting your workflow of business operations. However, unless you exercise the plan the way you would try to recover from a real outage, you may not be as prepared as you believe you are. It is best to utilize realistic scenarios that match your vulnerabilities as much as possible. Applying this approach will prepare your department/program for an unplanned event. Exercise as much of the plan as you would need to activate during the incident. Oftentimes, many recovery exercise programs are only exercising a portion of the plan on any given mock-test/tabletop, not the entire program.

When a disaster occurs, you should be able to execute all aspects of the plan at the same time. Will you truly have all the resources available simultaneously? Will the resources available be able to perform the full load of work in the same amount of time that they performed a portion of the work during the exercise?

To ensure the recovery time frames can be met, work toward exercising as much of the plan as possible, simultaneously, because that is what you will have to do during a real event. Don't prepare for the test, start preparing for the real disaster by reducing exercise preparation windows. Chances are you will not see the power outage, hurricane, train derailment or the fire in the adjacent building coming 12 weeks in advance. However, so many organizations take six, ten, twelve weeks or longer to prepare for such an exercise. Every test can't be completely unannounced, like many business disruptions are. Are you truly preparing for a real event with a two-week notice? Not!

Two other factors in being truly prepared are the training and awareness program and the procedures for updating a plan. There is a direct correlation to the level of awareness among your employees and suppliers of your recovery plan and their responsibilities as part of the plan, and the effectiveness of the recovery effort. Your training plan should include regular reviews of the plan, along with dialogue, to ensure every stakeholder truly understands the processes and their roles and responsibilities for a disruptive event. Also, don't forget suppliers in the training activities as well. If they are involved in the same disaster as you, they may not be able to assist in your event as quickly as planned, if at all. Keeping the plan current would appear to be an obvious requirement to being prepared for an unplanned event. How prepared would you be if the contact information or procedures to follow were outdated in the plan?

An Effective BC/DR Program Is More Than a Checklist

Contingency Planning/Disaster Preparedness is not just about following a checklist of preparation activities, but also about being on top of things before the impacts occurs. Making sure your company has an effective BC/DR program is more than the framework—it is about truly being prepared for a real event.

COMPASS Project

"An Update of the COMPASS Project"
By Ericka Kranitz, Director, Financial Compliance Training

The Commitment, Planning, and Support Systems (COMPASS) project team is excited about the continued progress of the project and units are busy developing their fiscal year 2014 budgets using these new tools.

Both Hyperion and the Data Warehouse are critical pieces of the overall COMPASS project to provide tools and resources which do not currently exist. Users are pleased to have one common system to enter and maintain budgets, along with the flexibility to view information at different levels of detail. Several reports are available on demand to provide more timely information for users to make better decisions. This is a joint effort of the UM System, Campus Budget Officers, and end users who have provided valuable feedback along the way.

Here are some other updates to keep you informed:

1. Budget development training for Hyperion Financial (FIN) has been completed on each campus.
2. The pilot group with individuals from each campus has received training for the Human Capital Planning (HCP) pilot and they are developing detailed budgets by person and position in production.
3. Specifications for the new COMPASS Data Warehouse and Strategic Reports have been provided to the Data Warehouse team. These reports will combine key data from Hyperion, PeopleSoft HR, and PeopleSoft Financials and are aimed at answering high-level strategic questions. The goal is to have initial reports available by July 2013.

For more information about COMPASS and the Hyperion Planning System, please visit the COMPASS website.

Top Hat Awards

"Congratulations to Robert Mullen and Mauro Lemus for the receipt of the Top Hat Award!"
By InFocus Editor

Robert Mullen, Director of Institutional Research and Planning

It is with great pleasure that I nominated Bob Mullen for the Top Hat Award for his leadership and excellent work on higher education funding formulas in Missouri and in particular his recent work on the Joint Committee Funding Formula. Bob has demonstrated great leadership in working with the Department of Higher Education staff and other higher education leaders to make sure that the proposals are thoroughly evaluated and the appropriate questions are raised for discussion. Bob's commitment and devotion to the University and to higher education is to be commended. He provides great leadership to the University's Institutional Research and Planning unit as well as among higher education leaders across the state and his national peers.

Bob has been with the University of Missouri since 1991 and became Director of Institutional Research and Planning in July 2009. …….*Cuba Plain,* ***Vice President Budget Planning and Development***

Mauro Lemus, **Database Administrator-Architect**

It was my pleasure to nominate Mauro Lemus for the Top Hat Award for his extraordinary work on the Hyperion and COMPASS projects. Mauro is the technical lead for the Hyperion project and our senior Essbase database administrator. His experience and knowledge of Essbase and Hyperion have proved invaluable to the Hyperion functional team. His ability to facilitate discussion of different solutions to complex issues has been a real asset to the team. His commitment to the project and other team members both during and after normal work hours is greatly appreciated and has contributed to the team's success. He is a pleasure to work with and a critical member of our work team.

Mauro Lemus joined the University in February 2012 as a Database Administrator-Architect. He is part of the Enterprise Date Warehouse and Reporting team in the Division of Information Technology. …….*Cuba Plain,* ***Vice President Budget Planning and Development***

Wisdom's Corner

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

"There is no greater satisfaction for a just and well-meaning person than the knowledge that he has devoted his best energies to the service of the good cause." – Albert Einstein (1879-1955)

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