

Arts & Sciences Accounting Services Meeting Minutes

February 13, 2013

Dean's Office: Ryan Greenway, Laura Yurco, Collette Wilshire, Sabrina Flowers, Ed Payne, Christian Lincoln, Iris Wilfong-Rogers

Speakers Anita Collins
Change Management lead for PeopleSoft

Anita reviewed the training plans for the PeopleSoft Implementation, both for HR/Payroll and Financials. Her slides are attached to the minutes email.

Christian Lincoln
Accounting Tech for the Dean's Office

Christian reviewed travel rules and regulations and provided us with a set of tips and best practices. His slides are also attached.

Announcements

New employee Iris Wilfong-Rogers recently joined the Dean's Office as an accounting technician in the Business Center

Finance

Budget Update The University remains optimistic on the Budget for next fiscal year, especially since tax receipts are currently exceeding projections. We will update you as updates materialize.

PeopleSoft The PeopleSoft Project Team will host a town hall on February 25, 2013. This meeting is for anyone on campus, and is targeted toward employees who have only had limited involvement in the PeopleSoft project so far. Sign up to attend **one of the sessions** at:

<http://tinyurl.com/cctownhall1>

<http://tinyurl.com/cctownhall2>

Training & Implementation Team

Finance: The Dean's Office requested volunteers to train staff in the College on 5 modules in PeopleSoft Financials (below). We have put together a team of 12 employees – half from the Dean's Office and half from departments – who will train all of the staff in the College in PeopleSoft Financials.

- Create SOP documents and check requests (which will be creating vouchers in PeopleSoft)
- Create journal entries
- Create purchase requisitions
- Receive orders
- Request new vendors

We will also have several training and implementation partners that will assist in the transition along with helping the training team.

HR: All training in HR will be conducted by HR. Please review Anita's presentation for more details on this process.

Mapping and Conversion: We have included the mapping, department, cost code prefixes, and other files. Also, Nadine Kinsey has returned to the College part-time and will be assisting the Dean's Office in preparing our accounts and financials for the PeopleSoft transition.

Faculty Recruitment

Please send your approved faculty recruitment expenses to Ed Payne for reimbursement. State funds can be used for airfare and other recruitment expenses with the exception of food. Contact your budget analyst if any of your payments get rejected by Accounting Services.

EPAWeb Attachments

Just a reminder that you should only include .pdf or .tiff attachments in EPAWeb. The system will allow you to attach other document types, but you will not be able to view them in the future (example: word documents, excel files).

EPAWeb Student hourly Approvals in Lump Sum payments

Please note that lump sum payments for **hourly** pay in EPAWeb should include a supervisor's approval as an attachment. We need the supervisor's signature of approval after the student has worked those hours to confirm, for auditing purposes. This rule does not apply for lump sum payments submitted by departments outside of the College, such as Medicine. If one of your students has a lump sum payment initiated by Medicine, then they are tracking approval of hours worked outside of EPAWeb.

Next Meetings:

- Mar. 13 CAS Managers' Meeting
 Apr. 10 CAS Student Services Staff Meeting
Location: Toy Lounge, Dey Hall

High-Level Approach to Training

February 13, 2013

- Deliver training close to go-live
- Target training to roles (not one size fits all)
- Keep business processes in mind
- Offer hands-on training when possible
- Make training mandatory
- Develop a certification process



- Use a variety of methods to best meet training needs:
 - classroom
 - webinar
 - computer-based training (CBT)
 - small group/one-on-one
 - train-the-trainer
- Choose the method based on
 - the number of people who need to be trained
 - how much content needs to be covered
 - the complexity of the content

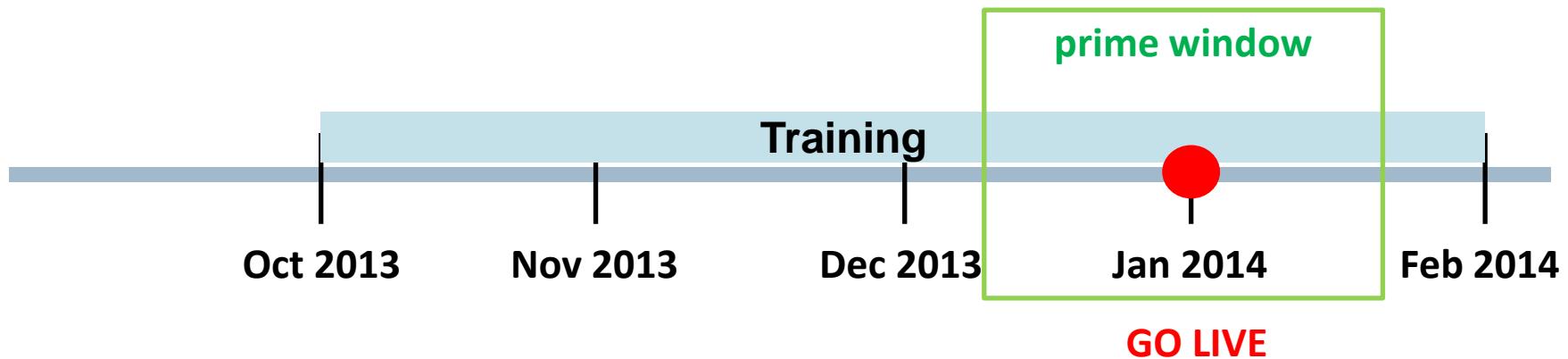
- **Train-the-trainer method**
 - SOP documents and check requests (will be vouchers)
 - journal entries
 - purchase requisitions
 - receiving
 - requesting vendors (changes to Web Vendor application)
- **Classroom sessions**
 - PeopleSoft for research administrators
 - University deposits
 - budgeting
 - capital improvement projects
 - reporting & ImageNow document management

- **Computer-based training (CBT)**
 - approvals
 - eProcurement
 - wire transfers
 - PeopleSoft navigation
- **Webinars for brief topics**
 - travel
 - petty cash
- **Small group training**
for central offices

The screenshot shows a CBT interface. On the left is a photograph of a large tree trunk in a park-like setting. On the right is a white rectangular box containing training information. At the top right of the box is the "Connect CAROLINA" logo. Inside the box, the title reads "PeopleSoft eProcurement: Paying Invoices with the Small Order Process". Below that, a blue link says "Lesson 1: Entering Small Order Process (SOP) Documents". At the bottom of the box, it says "Time to Complete: 15 minutes" and "Prerequisites: None". In the bottom right corner of the box, it says "Version 3 May 2011". At the very bottom of the interface, there are standard video player controls (play, pause, stop) and two buttons: "Get Started" and "How to Use This Training". There are also small icons for closed captions (CC) and a table of contents (TOC).

- **Classroom sessions**
 - originating complex actions (taught in cohorts, by school or grouped over a period of six weeks)
 - reporting and document management (ImageNow)
 - overview of PeopleSoft HR for approvers and inquiry-only users
- **Computer-based training (CBT) for:**
 - originating basic actions (plus venue for asking questions)
 - approving HR actions
 - accessing pay stub, signing up for OHR training
- **Small group training for central offices**

- Classroom training targeted to begin in October 2013, with the bulk of training in December 2013 and January 2014



- Awareness training began January 2013
 - webinars
 - self-paced computer-based training
 - concept (“101”) documents
 - “sneak peek” documents that highlight a particular PeopleSoft feature
- For example, Intro to Chartfields webinar, more webinars in the works
 - PeopleSoft 101 (navigating in PeopleSoft)
 - Purchasing inquiries
 - Budget journals, transfers, and inquiries

- **For campus:** Friday Center and the Leadership Institute
- **For central and other campus administrative offices:**
locations convenient to their work location (AOB, South Building, SASB, etc.)

- We won't be working in a silo—will partner with campus
- **Trainers** to teach the train-the-trainer content
- **Training/Implementation Partners** for both HR and Finance
 - help ensure training participants understand how their business processes are changing
 - help ensure everyone in the unit who needs training receives it
- We'll be meeting with the MOU leads in the next month or so to fill the Finance roles

- Town Hall Feb. 25
 - Genome Science Building, room G100
 - Two identical sessions: one at 1:00 and one at 3:00
- Sign up to attend one of the sessions at:
 - <http://tinyurl.com/cctownhall1>
 - <http://tinyurl.com/cctownhall2>
- New website up and running: <http://ccinfo.unc.edu/>
 - work in progress

Questions, Thoughts?

Navigating the System: Tips for Processing Travel Services in the College of Arts and Sciences

Presentation by

Christian Lincoln
Accounting Technician
College of Arts and Sciences Business Center

Tip 1: Re-use T numbers

- One T number for one traveler's entire trip
- CABS, travel advances, registration payments, and travel reimbursements can all use the same T number
- Improves efficiency

Select Travel Type: Authorization

Travel Documents THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

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Document ID: T161516
Status: Work In Progress

* Indicates Required Fields

Travel Information:

Traveler PID:	Name:	Vendor #:
		Email:
Home Address:	Travelers Address is not Public Information	
	Department:	Classification:

Travel Details:

*Contact Person:	Christian Lincoln	*Travel Type:	Out of State	
Contact Phone:	843-5797	Ext:		
Dept Address:	6 Howell Hall	*Travel City:	Baltimore	
Dept City/State/Zip:	Chapel Hill	NC	*Travel State:	Maryland
*Departure Date:	2/4/2013	(mm/dd/yyyy)	*Travel Country:	United States
*Departure Time: (Reimbursement Only)	7:00	AM	Travel Purpose:	Travel to Washington, DC to work on Civil Rights History Project Phase II grant.
*Return Date: (Reimbursement Only)	2/5/2013	(mm/dd/yyyy)	Exchange Rate: (Out of Country Travel Only)	
*Return Time: (Reimbursement Only)	2:30	PM		

A red arrow points from the bottom of the "Travel Details" section down towards the "Are any travel expenses paid or expected to be paid by an outside party?" field.

Are any travel expenses paid or expected to be paid by an outside party?

Travel Type: Authorization Reimbursement CABS Only

Travel Authorization: Before the Trip

Travel Information:

Traveler PID:	Name:	Vendor #:
Home Address: Travelers Address is not Public Information		Email:
		Department:
		Classification:

Travel Details:

* Contact Person:	Christian Lincoln	* Travel Type:	Out of State
Contact Phone:	3-5797	Ext:	Miami
Dept Address:	Howell Hall	* Travel State:	Florida
Dept City/State/Zip:	Chapel Hill	* Travel Country:	United States
* Departure Date:	10/23/2012	(mm/dd/yyyy)	Travel Purpose: Attend the College Board Forum and Southern Regional Forum.
* Departure Time: (Reimbursement Only)	08:00	AM	Exchange Rate: (Out of Country Travel Only)
* Return Date:	10/27/2012	(mm/dd/yyyy)	
* Return Time: (Reimbursement Only)	09:00	PM	(hh:mm)

Are any travel expenses paid or expected to be paid by an outside party? No

Save

Authorization Detail Entry

Subsistence	# of Days	Amount	Total
Meals:	0	Days at \$:	0.00 = 0.00
Room:	0	Days at \$:	0.00 = 0.00
Other Expenses:		0.00 =	0.00
Registration Fees:		175.00 =	175.00
		Total =	\$175.00

Accounts

Dept #	Account #	Object Code	Amount	Vendor #	Vendor Name	Addr #	Vendor Address	Pay Type
6 69923	3129		\$175.00	V0000239350	THE COLLEGE BOARD	04	Forum 2012	Voucher
Total Account Amount:								\$175.00

Generate Barcode **View Images**

Travel Reimbursement: After the Trip

Reimbursement Details

— 10/23/2012

Subsistence Add Cost	
Breakfast	
Lunch	10.45
Dinner	20.30
Room	456.24
Total Cost	\$486.99

Reg/Otr Expense Description Cost
Total Cost \$0.00

Total Day Cost = \$909.23

10/24/2012

Subsistence Add Cost
Breakfast
Lunch
Dinner
Room
Total Cost
\$38.75

Trans Type From To Description Mileage Cost

Reg/Otr Expense Description Cost

Total Day Cost = \$38.75

□ 10/25/2012

Subsistence	Add Cost
Breakfast	8.00
Lunch	10.45
Dinner	
Room	
Total Cost	\$18.45

Trans Type	From	To	Description	Mileage	Cost
Car	Airport	Home	one way	13	7.22
Ground	Hotel	Airport	shuttle	1	23.42
Total Cost					\$30.64

Reg/Otr Expense Description Cost

Total Day Cost = \$49.09

Accounts

Dept #	Account #	Object Code	Amount	Vendor #	Vendor Name	Addr #	Vendor Address	Pay Type
	6 69923	3121	\$391.60					Voucher
	6 69923	3122	\$61.28					Voucher
	6 69923	3124	\$456.24					Voucher
	6 69923	3125	\$87.95					Voucher

Total Account Amount: \$997.07

Total Reimbursement Cost = \$997.07

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Tip 2: Use CABS Whenever Possible

- The Central Airfare Billing System (CABS) provides discounted airfare for all University business related travel
- No out of pocket cost to the traveler
- Maximizes savings for departments' travel budgets

Select Travel Type: Authorization or CABS Only

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Traveler PID:	Name:	Vendor #:
		Email:
Home Address:	Travelers Address is not Public Information	
	Department:	Classification:

Travel Details:

*Contact Person:	Christian Lincoln	*Travel Type:	Out of State	
Contact Phone:	843-5797	Ext:		
Dept Address:	6 Howell Hall	*Travel City:	Baltimore	
Dept City/State/Zip:	Chapel Hill	NC	Maryland	
*Departure Date:	2/4/2013	(mm/dd/yyyy)	*Travel State:	United States
*Departure Time: (Reimbursement Only)	7:00	AM	*Travel Country:	Travel to Washington, DC to work on Civil Rights History Project Phase II grant.
*Return Date: (Reimbursement Only)	2/5/2013	(mm/dd/yyyy)	Travel Purpose:	
*Return Time: (Reimbursement Only)	2:30	PM	Exchange Rate: (Out of Country Travel)	

Are any travel expenses to be paid or expected to be paid by an outside party?

OR

Travel Type: Authorization Reimbursement CABS Only

Save

Tip 3: Pay Registration Fees Early

- Registration fees may be paid before the departure date
- Traveler does not have to incur out of pocket costs
- Early bird discounts provide savings to travel budgets

Select Travel Type: Authorization

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A red arrow points from the bottom of the "Travel Details" section down towards the "Are any travel expenses paid or expected to be paid by an outside party?" field.

Are any travel expenses paid or expected to be paid by an outside party?

Travel Type: Authorization Reimbursement CABS Only

Travel Authorization: Before the Trip

Travel Information:

Traveler PID:	Name:	Vendor #:
Home Address: Travelers Address is not Public Information		Email:
		Department:
		Classification:

Travel Details:

* Contact Person:	Christian Lincoln	* Travel Type:	Out of State
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Generate Barcode

View Images

Tip 4: Use Travel Advances Sparingly

- Travel advances are loans made to travelers
- Students: Domestic & foreign travel
- Faculty & Staff: Foreign travel only
- Can be confusing
- Offer a University sponsored Diners Club card instead

The Diners Club Card

- Traveler does not have to incur out of pocket expenses
- Used just like a credit card
- Travel reimbursement procedures remain the same



Tip 5: Show Me the Car Facts

- If driving, always check with the motor pool first
 - Could be a viable option
- When using a personal vehicle:
 - If no motor pool car is available or the round trip is under 100 miles = \$0.565 per mile
 - If a motor pool car is available = \$0.30 per mile
- Rental car expense is reimbursable but *rental car insurance is not!*

Tip 6: Know the Travel Reimbursement Cycle

- Only registration fees and CABS can be paid before departure
- Everything else is reimbursed upon return

Select Travel Type: Reimbursement

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*Return Time: (Reimbursement Only)	2:30	PM	Out of Country Travel Only	

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Are any travel expenses paid or expected to be paid by an outside party?

Travel Type: Authorization Reimbursement CABS Only

Travel Reimbursement: After the Trip

■ Reimbursement Details

10/23/2012

Subsistence Add Cost	
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Dinner	20.30
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Total Account Amount: \$997.07

Total Reimbursement Cost = \$997.07

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Tip 7: Explain Per Diem Guidelines Before Travel

- The Out of State Per Diem Rate, \$37.50, may be reimbursed for all travel outside of North Carolina regardless of fund type
- Trips funded by discretionary funds are reimbursed at the out-of-state per diem rate unless actual receipts are submitted
- Some federal contracts and grants allow meal reimbursement based on the U.S. State Department allowances

(<http://financepolicy.unc.edu/1302>)



Questions? Comments?

Contact Information & Links

Christian Lincoln, CAS Business Center

- clincoln@email.unc.edu, 843-5797

Phil Easler, Travel Services

- peasler@email.unc.edu, 962-0210

Policies and Procedures Manual – Travel Expenses

- <http://financepolicy.unc.edu/Document/results?ssCatId=30>

Web Travel Manual

- http://www.unc.edu/finance/fd/md/mds_webtravel_manual.pdf

Carolina Motor Pool

- <http://www.facilities.unc.edu/Home/BusinessOperations/CarolinaMotorPool>

Diners Club Card Info

- <http://finance.unc.edu/procurement-services/travel-services/diners-club.html>

College Business Center Forms

- <http://collegeintranet.web.unc.edu/resources/business-center-forms/>