

MUG Meeting Notes
Thursday, June 17, 2004

Julee Jacobson Facilitated the meeting.

Announcements/Updates

1. Supplier Entry Form: Penny Becker reported a new supplier form has been developed. This form may be e-mailed to the vendor or they can be directed to the URL to obtain form. The vendor will be able to complete the form electronically; but the form must be printed and either faxed or mailed with the vendor's signature displayed. Completed forms are to be returned to the initiating department. The department will then attach the form to a Request for Payment and send to the Office of Business Operations or just send the form if a purchase order is to be issued. Vendors and/or departments may contact Penny Becker or Joyce Willms if they have questions.
2. Procurement Card: New procurement cards along with a new purchasing agreement will be forthcoming in July. Schedules will be sent to departments between July 19 and July 26 for picking up new cards and signing the purchasing agreement. The current procurement card must be turned in at that time. There will be a new procurement card expense verification form that departments must use once the new card is received. Questions may be directed to Pam Rousselow.
3. Travel Reimbursement: The new form and guidelines are about ready to be released. Training on the use of the new form and the guidelines will be offered once everything is finalized. Contact Lisa Steimel in Business Operations if your department would like to set up a training session.
4. FY05 Fringe Benefits: New fringe benefit rates will be posted no later than June 21, 2004. A major change is that merit rates will differ depending on job classification.
5. FY05 Budget: The FY05 Budget will be posted in the Oracle application on July 1, 2004. The Web version will not be available until the following week.
6. Personnel Action Forms: The committee continues to work on this. Training will be available on the new form/procedures once a new form is approved.

Journal Entry Procedures and Guidelines

Gary Shontz spoke on the changes that will take effect July 1, 2004. Highlights of the changes include:

- All journal entries shall be printed and supporting documentation attached and submitted to Financial Accounting.
- When submitting a journal entry to journal-entry@uni.edu, the department head should be copied on the e-mail.
- Departments that conduct business that serves the campus (such as Print Services, Physical Plant, Maucker Union, etc.) shall provide itemized receipts or invoices showing the amount charged; they are also encouraged to supply an adequate journal description and line description so the charged department/unit will understand charges applied to their accounts.
- The journal name should adhere to the journal naming convention that includes organization number, initials, and 6-digit date. Optionally, departments can add up to 11 additional characters further describing the purpose of the journal entry.
- The journal description must describe the purpose of the journal entry and include the preparer's first and last name.

To learn more about the new Journal Entry Procedures and Guidelines, handouts are available on the web at

http://www.vpaf.uni.edu/memfis/db_documents/tips/journal_entry_p_and_g.pdf