MUG Meeting Notes
Thursday, August 19, 2004
Schindler Education Center 252

Julee Jacobsen facilitated the meeting.

FY04 General Ledger Adjustment Period

Denise Bouska spoke about the general ledger adjustment period. It was suggested that this period be ignored as entries that show in the adjustment period are reversed in September for non-general fund accounts. Questions may be addressed to either Denise Bouska or Tonya Gerbracht. She announced that the financial accounting office has been relocated to 125 Gilchrist.

Procurement Card Guidelines

Pam Rousselow presented procurement card guidelines. The following points were emphasized:

- When preparing the form for a card holder other than yourself, please include the last name and first initial of the card owner after the document name, i.e. 22601jaj081904 Doe, J.

- Travel expenses for faculty/staff must be indicated by the LOV (List of Values) found in the column after the expense description. The employee number must be entered in the next column to the right of that. If the expense is from a foundation account, use the LOV to indicate a foundation expense and use the next column to indicate the 6 digit identifying number. Indicate the faculty/staff person's name and employee number in the description column after the vendor name.

- Do not reformat or remove the credit line from the spreadsheet.

- Credit and debit entries are all entered in the debit column. Credits are indicated as a negative number.

- If there are expenses to a Foundation account on the spreadsheet, it must be sent to Ann Dolphin for approval; Ann will forward the spreadsheet to Accounts Payable.

- In the description line, enter the vendor's name first and a brief description of the expense.

- Some receipts, i.e., from University Book & Supply, may not have a very detailed description of what was actually purchased. Please clarify if the receipt is not specific.

- There is a different template for the new cards. This must be used. However, the old template will still be used for charges made on the old card.

- A procard spreadsheet does not have to be submitted if there are no charges or credits during the billing period.

- The cut-off period for purchases is the 25th of the month. Statements should be arriving sooner, but the deadline for getting the Procard spreadsheet submitted will remain the 18$^{th.}$

- Send only one attachment per e-mail.

- A list-serve and an official manual for procurement cards holders are in the works.

Changing Distributions on Requisitions Submitted for Approval

Pat Whitt described the process for changing the distribution on requisitions submitted for approval. These requisitions include those forwarded to departments from Public Relations or Facilities Planning. The process is described below.

1. Open the Notification
2. Click "References" icon to open the requisition form
3. Click the Distributions button
4. Change the Charge Account field
5. SAVE
6. Return to the Notification
7. Click the Approve button

Completing Student Employment Forms

Pat Whitt spoke about the paperwork for student employment and the information that is required due to the new timecard system that will be implemented soon. Payroll is being switched to the Oracle system beginning in January 2005. Students will begin filling out the electronic timecard effective December 12, 2004. In preparation for the change, departments are asked to indicate:

1. Oracle name of their organization (listing at http://www.uni.edu/controller/payroll).
2. Oracle job title of the student (listing at http://www.uni.edu/controller/payroll).
3. Supervisor's name
4. Optionally, provide a timecard approver's name if someone other than the supervisor will approve the timecard.

Eunice Dell shared that students will be paid bi-weekly and the first payday with the new system will be in January, 2005. The electronic timecard process will work like this:

1. Students should complete their timecard every day and submit it for approval at the end of each week.
2. The completed timecard will be forwarded electronically for approval and a notification will be sent to the employee's supervisor. If a timecard approver has been designated in place of the supervisor, the timecard will be forwarded to the timecard approver
3. The timecard must be approved no later than Tuesday at noon.
4. Only one approval is required.

Training on the timecard process for student employment will be forthcoming.

The next MUG meeting will be Thursday, September 16, 2004, in Room 111 of Kamerick Art Building at 1:30 p.m..