Weinberg Finance Staff Info Session
Summer 2016

July 13, 2016
Dean’s Office Finance: Who to Contact?

- Katie Dallia – Director of Financial Analysis
- Ben Polancich – Manager, Financial Administration
- Darryl Robinson – Financial Coordinator
- Jessica Clements – Financial Assistant

See [WCAS Finance & Budget page](#) for areas of responsibility and contact info.
Use of Restricted vs. Unrestricted Funds

- Using restricted funds before using unrestricted funds is a guiding principal of our budget management.
- Effective management and stewardship of endowed and gift funds are critical to our ability to raise additional money.
- Preference must be given to restricted funds over unrestricted funds, either through direct charging or transfers.
- Special attention should be paid to the use of endowed funds for which ARD prepares donor stewardship reports.
Unrestricted Funds & FY16 End of Year Transfers

- With chair/director consultation, departments / programs should assess what gift/endowment resources can be maximized for appropriated budget relief and complete transfer journals prior to EOD Mon, Aug 31.
- FY17 appropriated budgets have been loaded into NUPlans (per June 2016 communications), will be reflected in Cognos in Sep 2016, carryforwards will post in early Oct 2016.
- Contact Dean’s Office finance team with questions/concerns.
Scheduling Cognos BI Reports for Delivery

- Monthly GL068 reports should be generated by department staff moving forward.
- Scheduling & delivery recommended for GL068, GL005, & GL008 reports for department and faculty-managed funds.
- Use GL Closing schedule to identify monthly reporting dates (9th or 10th of the month recommended)
- FFRA Job Aid: Scheduling Cognos BI Reports for Delivery
- FFRA Systems Open Labs
**FASIS Deployed Additional Pay (New Process)**

- WCAS pilot phase begins August 8
- Required training for any administrator who will initiate and/or approve additional pay requests in FASIS will cover:
  - Additional Pay Guidelines
  - Data entry for online additional pay requests
  - Approval workflow
  - Payment history and request tracking
  - Payment schedules
- Dean’s Office to provide FASIS with list of users (submitters & department approvers)

**Evanston Training Dates (sign up via FASIS Self Service):**
- Thurs, July 14, 9:30-11:00 (Ruan Conference Center)
- Wed, Aug 3, 10:00-11:30 (Tech LR5)
- Thu, Aug 4, 10:00-11:30 (Main Library Forum Room 2nd Floor)
- Wed, Aug 10, 1:00-2:30 (Annenberg Hall G14)
**Procurement Card / Mywallet reporting**

- P-card purchases must be tax exempt. If tax is charged on a purchase, the vendor should issue a refund of the charge.
- The P-Card is not meant to be used for monthly bills or items that can be purchased through NUFinancials.
- The Business Purpose on the Expense Report should be P-Card Transactions.
- Receipts are required for all P-Card transactions.
- Transition to “OneCard” program this month.
- Cognos report SC034 – P-card Activity Report is helpful to view all Pcard transactions.
  - FFRA -> School -> Supply Chain -> SC034 P-card activity report.
- Please visit the Procurement Card Program website for detailed information. All card holders should be familiar with the policies and procedures of the Procurement Card Program.
NUFIN: Travel & Entertainment Documentation

- Include department prefix always and exception prefix when appropriate
- Expense reports and documentation should be submitted in a clear and organized manner to expedite approval
- It is preferable that all receipts and documents be uploaded as one attachment whenever possible
- Credit card statements should be used as supplementary documentation, not in place of receipts
- A list of attendees is required for all meals and catered events, whether or not the expense is classified as a "Group Meal" on the expense report.
- Per diems should be entered as one expense line per date. Documentation of the per diem rate should be attached to the expense report
- Foreign currency conversion documentation is necessary
- Travel Advances must have signed TA form attached
- Please review the WCAS Financial Policy Quick Guide and the Northwestern Travel, Entertainment & Courtesy Policy and Procedure document for detailed information. All employees who process Expense Reports should be familiar with the Travel & Entertainment policies and procedures.
Fiscal Year-End Tasks & Deadlines

- Weinberg College Financial Checklist (see handout)
- University-wide closing calendar (to be distributed early Aug)
Cognos – General Ledger Report Demos

- GL068 – Financial Summary
- GL005 – Summary Budget Status
- GL008 – Revenue & Expense Activity (monthly version, CSV YTD version)
Cognos – Supply Chain Report Demos

- SC016 – Open Encumbrance
- SC026 – Expense by Submission & Workflow Status
- SC031 – Expense Report Approval Summary
Monthly Budget Reconciliation

- Key Objectives (4 Rs): Confirming that financial activity is recognizable, right, reasonable, & reviewed.
- NU Reconciliation Policy
- Weinberg reconciliation templates
  - Reconciliation Log
  - Reconciliation – Detail Option
  - Reconciliation – Summary Option
- Relevant Excel courses (HR Workplace Learning):
  - HRD159: Beyond the Basics
  - HRD188: Sorting, Filtering, Subtotals, Pivot Tables
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Important Dates

University Year-End Finance Info Exchange (Evanston Campus)

- August - Time, location TBD
- Detailed calendar (with deadlines for all Payroll & NUFIN transactions) to be distributed
- Members of central administrative finance units (including Bursar’s Office, AP, FFRA, Security) will be on-hand to discuss procedures and answer questions

Dept/Prog Finance Year-End Meetings

- By appointment in late July, August
- Contact Darryl Robinson Darryl.Robinson@northwestern.edu