

FINANCIAL MANAGEMENT GROUP

OCTOBER 21, 2020



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Financial Management Group (FMG)
Wednesday, October 21, 2020

Agenda

1. New PCard System
2. Checkwriting Schedule
3. Asset Inventory
4. Business Office Reminders
 - Vendor Invoices
 - Address for W2's
5. Mandatory Paycheck Direct Deposit
6. Latest Budget Information
 - BOR Reserve Policy
 - FY 2021 Budget and Spending Guidance
 - Planning for FY 2022 and Beyond Initiative
7. Next FMG Meeting
 - Wednesday, January 20, 2021, 10:30 a.m.

New PCard System



▶ The system is called Concur

▶ Phases:

▶ Assessment

▶ Implementation

▶ Roll-out

▶ Go Live - Spring of 2021

Overview of Concur for UH:

- ▶ View all transactions through a continuous feed from the bank and have cardholders attach receipts and enter purchase information daily.
- ▶ Establish Business Rules with Hard and Soft Flags for compliance enforcement and review.
- ▶ Reconcile purchases through a MONTHLY Expense Report and custom workflow.

- ▶ Mobile App (optional) for real time receipt capture at the point of sale.
- ▶ Dedicated Concur email which can receive and scan forwarded documentation
- ▶ Multiple receipts scanned on one sheet of paper will be automatically separated and attached to multiple transactions.
- ▶ Dashboard and extended custom report functionality

Steps for Cardholders:

- ▶ Transaction is made at the point of sale. (Same as before)
- ▶ Receipt obtained and scanned or emailed to concur.
- ▶ Transaction feeds from Centresuite (FHB) to Concur and Cardholder/ Reallocator receive an email that new transaction is available.
- ▶ Scanned/emailed receipt is automatically matched to the appropriate transaction and auto-fills most information from receipt.
- ▶ Transaction goes through Artificial Intelligence auditing and PCard policy to flag purchase concerns.
- ▶ Reallocator or Cardholder accept the receipt and auto-fill information then completes the remaining information for each transaction.

- ▶ Repeat for all transaction throughout the billing cycle until all purchases for the month are complete.
- ▶ Cardholder or Reallocator then selects all transactions to be added/included in monthly “Expense Report” = PCDO
- ▶ Cardholder or Reallocator applies ad-hoc approval steps if needed.
- ▶ Cardholder submits/creates Expense Report/PCDO for Approval.
- ▶ Once all transactions have been approved the completed PCDO will be packaged in a file with all attachments and audit trail for records retention.
- ▶ Completed expense report feeds to KFS to update the General Ledger.

Change to Check Printing Schedule

Effective October 1, 2020

- **Effective October 1, 2020, the Disbursing Office will only be issuing paper checks twice a month.**
- **Paper checks** will be issued on the following schedule:
 - On the **15th of each month**. If the 15th of the month falls on a weekend or holiday, checks will be issued on business day prior to the weekend or holiday.
 - **Last business day** of the month.
- **Electronic payments** to students, employees and vendors will continue to be processed on a daily basis.
- Where to **sign up** for electronic payment:
 - eRefunds (Students Only): <https://myuh.hawaii.edu> and search for eRefunds
 - ePayment (employees): <http://www.hawaii.edu/epayment/>
 - Vendor ACH Payments (Not available to non-resident aliens or foreign companies): http://www.fmo.hawaii.edu/payment_reimb/docs/DISB-ACH.pdf

ASSET INVENTORY

ASSET TRANSFER AND RETIREMENT

- AP 8.543: Property and Equipment Transfer and Retirement
- <https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ap&policyChapter=8&policyNumber=543>
- Describes the roles and responsibilities associated with transferring or retiring of University of Hawai'i (University) and sponsor-owned equipment and controlled property.
- Provides guidance with reutilization and repurposing of University-owned property in excess to a program.

TRANSFER OF ASSETS

- Complete the FMIS-74 form but do not route for signatures
- Email the completed form to lccbo@hawaii.edu
- An asset eDoc will be created in KFS by the Business Office and routed electronically for signature.
- the requestor will receive an 'FYI' document in KFS as confirmation that an asset transfer eDoc was created.



BUSINESS OFFICE ANNOUNCEMENTS

◦ Vendor invoices – please email to:

◦ lccinv@hawaii.edu

Preparing for W2s

- In preparation for the 2020 W-2 statements:
 - SSN & Name Correction:** Any SSN or name discrepancies must be corrected in PeopleSoft (contact the HR Office).
- **Mailing Address:** Update your addresses in HiPay via the Employee Self Service. The address in HiPay will be used for your W2s.

- Business Office is back in the Admin Bldg.
- Cashier's Office will be moving back shortly – before early Spring registration

MANDATORY PAYCHECK DIRECT DEPOSIT

- UH announced Requirement to Enroll in Direct Deposit initiative on October 7, 2020
- Goal to have 100% direct deposit participation by December 31, 2020
- Impacts all UH employees hired on or after July 1, 1998
- Notice was included with all paper employee checks issued on October 20, 2020
- Partnership with UH Federal Credit Union for UH employees and students who do not have a bank account

BOR RESERVE POLICY

- Regent Policy 8.203 – Reserve Policy
 - Policy update approved by Regents at 10/15/2020 BOR meeting
 - Substantial expansion of previous policy
 - Identifies and defines 3 levels of reserves
- **Emergency Reserves**
 - Funds available to address financial emergencies as declared by BOR
 - Funds expended require BOR approval
 - Reserve levels equate to continue university operations for a minimum of 2 months or 16% of general operating expenditures
- **Mandatory Reserves**
 - Funds available to meet statutory or legally required covenants
- **Operating Reserves**
 - Funds available to meet planned/unplanned non-recurring types of expenses
 - Examples: new or replacement equipment, repairs and maintenance, infrastructure improvements

FY 2021 BUDGET AND SPENDING GUIDANCE

- Hiring and Spending Freeze Restrictions Remain in Force Until Further Notice!
 - A freeze on all new UH hires into regular (permanent or temporary) positions using non-extramural funds.
 - Postponement of all faculty special salary adjustments and APT special compensation adjustments.
 - A freeze on all out-of-state travel.
 - A freeze on inter-island travel.
 - A freeze on: Equipment purchases; Purchase orders over \$25,000; and all Vehicle purchases; with non-extramural funds.
 - A freeze on new contracts over \$25,000 with non-extramural funds.
- Guidance has and continues to be... **DEFER ALL NON-ESSENTIAL EXPENSES**

PLANNING FOR FY 2022 AND BEYOND

- COVID-19 and economic impacts and challenges
- Chancellor zoom updates and information sessions
 - <https://www.youtube.com/user/TheLeewardChannel>
- UHCC Website
 - <http://uhcc.hawaii.edu/ovpcc/uhcc-planning>
 - <http://go.hawaii.edu/fM3>
- Working Groups at Campus and UHCC system levels
- Campus Council Ad Hoc Committee
- Surveys on “possible consolidation of operational units, revenue generation, and instructional realignments”...
 - Consolidation of operational units Link: <http://go.hawaii.edu/oM3>
 - Revenue Generation Link: <http://go.hawaii.edu/5w3>
 - Instructional Program Link: <http://go.hawaii.edu/3Mj>

NEXT MEETING OF THE FMG

- **Wednesday, January 20, 2021**
- **10:30 a.m.**



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ZOOM SIGN-IN SHEET

FMG MEETING

OCTOBER 21, 2020

- Mark Lane
- Don Maruyama
- Ron Umehira
- Jayne Bopp
- Danny Wyatt
- Michael Oishi
- OCEWD (3)
- Liz Mano
- Hana Manuel
- Charlene Mimuro
- Ann Gorospe
- Nicole Ogawa

- Cecilia Lucas
- Momi Kamahele
- Kay Ono
- Cori Wakamura
- Grant Okamura
- Gholam Khaleghi
- Tad Saiki
- Aya Hara-Joesting
- Rachael Inake
- Teri-Ann Tsukenjo
- Lani O'Neal
- Joy Soma

- Harumi Hatchie-Leong
- William Albritton
- May Lapa
- Eiko Kosasa
- Kathryn Fujioka-Imai
- Shirlene Callejo
- Franalyn Barnett
- Camden Barruga
- Kris Rodrigues
- Fabi Castellano
- Lexer Scully
- Terry Richter

- Leanne Riseley
- Jim Goodman
- Patty Umetsu
- Cheryl Urasaki
- Tiffany Kasoga
- Joy Morisawa-Au Hoy
- Kami Kato
- Melinda Lee
- Warren Kawano
- Grant Helgeson
- Marissa Mier
- Rae Wakimura