University Financial Services

UFS Advisor

Treasurer's Message

Penny D Cox

University Financial Services mission is to partner with the University community to ensure effective stewardship of resources in support of the University's mission through value-added guidance and service to our students, faculty, staff, and community. Each day, our team strives to deliver operational excellence.

The fiscal year-end is fast-approaching, and we must be attentive to execution of the year-end closing procedures to ensure the accuracy and integrity of the University's financial statements. Page 2 provides for more information on the year-end closing process.

BKD will perform the independent audit of the financial statements which includes audits of the consolidated statements as well as separate audits of the affiliated corporations and certain organizational units of the University. Additionally, BKD will audit and prepare other reports on internal controls and compliance as required by the State and federal government, and various agreed-upon procedures reports. It is a comprehensive audit and must be given our utmost attention to complete successfully by early October for submission of our consolidated financial statements to the State, for inclusion in the Commonwealth of Kentucky's financial statements. We will submit the audited statements for approval by the UK Board of Trustees in October for the SACs reaccreditation.

We have updated over one-third of our Business Procedures in calendar year 2021. The link for the recent updates is at: https://www.uky.edu/ufs/recently-updated-bpms.

The Finance & Administration Specialized Training (FAST) Program launched new courses in February 2022. UFS was a partner in developing several of those courses. The details can be found at: https://finadmintraining.uky.edu/courses-0

One of the values in our new strategic plan is taking care of our people.   President Capilouto recently accounced that some expiring vacation days will have the deadline extended. I encourage you to read his message and share with your staff.

We are approaching the conclusion of the Spring 2022 semester and the celebration of graduation as our students walk across the stage to receive their diplomas. Their lives are forever enriched because of their education and the relationships formed here. You've played an important role in their accomplishments. Thank you!

If you have suggestions or feedback, we ask that you submit via our website at this link https://www.uky.edu/ufs/ufs-feedback-form. We want to hear about what's gone well, what processes/procedures you're struggling with, and how we can better support your units.

We look forward to working with you to support the University's mission. Thank you your ongoing partnership and collaboration.

Penny D. Cox, Treasurer

Year-End Schedule

With the University's fiscal year-end fast approaching, please review the **2021-22 Fiscal Year Closing Schedule.** The fiscal year 2021-22 closing schedule provides information about the process, deadlines, and contacts to assist in coordinating tasks at various times. Please review the schedule to identify the tasks that need to be performed to ensure the accuracy and integrity of the University's financial statements.

Period 13 will close on July 15, 2022, a crucial deadline that defines the cut-off date for the fiscal year 2021-22 financial transactions to be posted before closing the period. The cut-off dates ensure that all necessary corrections to funds and/or cost objects are completed accurately in the June monthly summary reports.

We encourage you to reach out and work with the contacts listed on the schedule with questions, clarifications, and comments. Timeliness, efficiency, and accuracy of processing the fiscal year 2021-22 documents is the key to ensuring all financial transactions are recorded and reported appropriately in the audited financial statements.

We are looking forward to a smooth year-end close with your cooperation during this process and we want to thank everyone in advance for your support.

EGATS Implementation

After several years of development and programming, we are pleased to announce that the Endowment and Gift Account Tracking System (EGATS) is now available. The system went live on 3/1/2022 and provides an intuitive, web-based solution to assist campus in the management of endowment and gift data. EGATS was designed and implemented with the collaboration of Endowment and Gift Accounting Services, University IT, UK Philanthropy, and college business offices to support users as they track and utilize endowment spending distributions according to the donors' specified purposes.

Using data from SAP, the UK Philanthropy RADAR system, and the Faculty Database, EGATS brings information together in one system for enhanced administration and reporting for endowment funds and their supported purposes. Some of the data that can be accessed in the system includes the following:

- Endowment agreements, amendments, board documents, and other governing documents are housed centrally in EGATS.
- Endowment purposes are shown three ways:
    - Verbatim – the purpose is straight from the agreement
    - Summary – synopsis of the donor's purpose in a few sentences
    - Explanation – for complex agreements, an interpretation of the donor's purpose will be included
- Historical data related to shares, distribution percentages, spending rates, and management fees are available to users.
- Faculty appointment information includes recruitment tools to assist in planning for the appointments that utilize endowment spending distributions for expenses.

Another feature available in EGATS is the ability to add notes to record explanations/comments or to add action items used as simple reminders in the system. EGATS also has a basic reporting capability for endowment fund master data and faculty appointments that can be exported to Excel.

Still being developed are future enhancements such as professor to chair indicators, agreement naming rights flags, and term threshold amount fields. Additionally, reports will be available in Tableau that will combine endowment financial data from SAP, donor purpose information from RADAR, appointment data from the Faculty Database, and information from EGATS to provide comprehensive reports for planning and utilization of endowment funds.

Please visit the Endowment and Gift Account Tracking System website to find Frequently Asked Questions, Quick Reference Guides, and other reference materials. To obtain access to the system, the EGATS Role Request Form and its instructions are available on the website as well.

The EGATS Implementation Team has been working diligently to meet the endowment data needs of the campus community. We are excited to provide a flexible, user-friendly tool that will bring efficiencies to many endowment processes.

Coming Soon – The Loadable Card Program for Research Subject Payments

The loadable card program will provide PI's with a new, secure method of issuing payments to research subject participants. The program will be administered by Accounts Payable Services. The loadable card program is currently in a limited pilot phase. Additional announcements will be provided as we move closer to a full campus roll-out in April.

Innovation Pilot Program

The Internal Loan Program Policy is administered by the Debt Management Committee (DMC) and establishes guidelines and procedures for University units to borrow money from the University's operating funds investment pool to finance certain projects or operations through an internal loan, cash advance or working capital line of credit.

In September 2021, the DMC requested the President approve an exception to the policy to establish a $25,000,000 Innovation Pilot Program pool. Funds in the pool can be used by requesting units for internal operations to support certain innovative initiatives across campus that will further the mission of the unit and the University.

Requesting units are required to submit a program plan with proforma to the DMC through University Financial Services Administration outlining the planned usage of funds and repayment schedule with principal and interest payments.

Advances from the pool are limited to $5,000,000 per agreement. The interest rate for loans 0 to < 5 years is based on the overall tier III, short/intermediate investments, as defined by the Operating Fund Investment

Policy. The maximum term length for borrowings will be seven years and 50 basis points (0.5%) will be added to the interest rate for each additional year above 4.99 years up to the maximum of seven years.

Please contact the Debt and Liquidity Department for more information.

Virtual Training Opportunities

For more information or to register for these courses visit *your **myUK Employee Self Service** training page.*

Training Class	Date	Time	Location
Travel Services	4/14/2022	10:30am- 12:00pm	Virtual
Concur Online Booking Tool	4/21/2022	10:30am- 12:00pm	Virtual
Travel Services	6/2/2022	10:30am- 12:00pm	Virtual
Concur Online Booking Tool	6/9/2022	8:30am-10:00am	Virtual
Advanced Concur Online Booking Tool	6/9/2022	10:30am- 12:00pm	Virtual
Travel Services	8/11/2022	10:30am- 12:00pm	Virtual
Concur Online Booking Tool	8/18/2022	8:30am-10:00am	Virtual
Advanced Concur Online Booking Tool	8/18/2022	10:30am- 12:00pm	Virtual
In addition to the scheduled training classes we also have the below on-demand trainings.			
Introduction to Concur Travel & Expense Management	On-demand	On-demand	Virtual
Concur: Create a Travel Expense Report from a Pre-Approved Travel Request	On-demand	On-demand	Virtual
Concur: Creating a Travel Expense Report without a Travel Request	On-demand	On-demand	Virtual
Concur: Creating a Travel Request	On-demand	On-demand	Virtual
Concur: Expense Reporting for Procard Transactions	On-demand	On-demand	Virtual
Concur: Review and Complete User Profile Settings	On-demand	On-demand	Virtual
Cash Handling Basics	On-demand	On-demand	Virtual
Procurement Card	On-demand	On-demand	Virtual