

# UFS ADVISOR

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## Treasurer's Message

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[Penny D Cox](#)

I am grateful for the multitude of expertise and wise voices we have within UFS and across the University of Kentucky.

It's been a rough fiscal year as the campus confronted the Covid-19 pandemic. Yet, I hope you will agree that collectively we have much to be proud of as each unit was able to adjust to provide continuation of core campus services.

Our goal is that the resources and information shared in this edition of the UFS Advisor will help campus departments as we continue to navigate together. To that end, I also wanted to share a few examples of large-scale projects that our UFS team is supporting.

- Ariba, supplier management program, in partnership with University Procurement
- Axiom implementation support to the University Budget Office
- Business Warehouse decommissioning and transition reporting to Tableau in collaboration with IRADS – target date of December 1, 2021
- CARES/HEERF Grant Awards for Covid-19 funding and reporting
- Concur implementation
- Cost Distribution Entry Model (CDEM)
- Endowment Database implementation
- EPIC implementation with UKHC - going live in June
- Financial Administration Transformation Training initiative (FATT)
- Fiscal Year-End Audit
- G-Treasury Implementation
- Royal Blue Health joint venture
- Sales Force implementation with the Office of Philanthropy and UK HealthCare (UKHC)

As teams across campus begin [Returning to On-Campus Operations](#) it will take our dedication and resilience to once again be successful. Collectively, WE are the campus experts and critical team members that make the University great!

I am honored to work with each of you and want to thank you for your support in my first 17-months as Treasurer. I hope to see you at upcoming events (both virtual and in person).

Please help UFS continue our strong collaboration, partnership, and service support with your unit!

Penny Cox, Treasurer

# Focus on Business Procedures

## E-2-1 Treasury Operations Manual

This policy was revised on May 7, 2021. The revised policy includes the below two revisions on pages 18 – 19 in section III. Imprest Funds, C.

- 2. E. 2) “Requests for overdue reconciliations will be sent to Treasury Services. The custodian’s supervisor will be copied on the first request, the next level supervisor will be included on a second request, and Internal Audit will be notified on the third request.” And
- 4. “Consequences of non-compliance – Misuse or improper accounting of the fund will, at a minimum, result in closing the fund.”

## E-7-16 Procurement Cards

This policy was revised on May 13, 2021. The revised policy includes the below revision to Section IV. Responsibilities, A. Cardholder, 5.

- “Submit Concur expense reports in a timely manner. Procurement card transactions should be submitted to Accounts Payable Services by the 15th calendar day of the following month. Transactions more than 60 days past due will result in temporary suspension or cancelation of the procurement card.”

# FY 21 Year End Reminders

Happy (almost) New Year! The fiscal year-end is quickly approaching and University Financial Services (UFS) wants to thank you in advance for your efforts in accurately and efficiently closing the fiscal year, which ends on June 30, 2021. In preparation for year-end closing, please review the [fiscal year 2020-21 closing schedule](#), which provides a full list of deadlines and identifies contacts to assist you in our coordinated efforts of ensuring the accuracy and integrity of the University’s financial statements.

One critical deadline to keep in mind is the closing of period 13 on July 13th. It is extremely important that campus entries are posted prior to closing period 13 so the corrections to funds and cost centers are recorded appropriately in the June monthly BW reports/detail transaction reports.

If you have questions or need anything, do not hesitate to reach out to a contact listed on the year-end closing schedule. Also, please be aware of and adhere to your area’s deadlines, which might be earlier than those on the UFS schedule. Again, we greatly appreciate your efforts in ensuring that all financial transactions are recorded accurately and in a timely manner.

## Cellular Device Allowance for FY 22

Information Technology Services has performed annual review of market rates for cellular plans, as required under BPM Q-1-2. Based upon that evaluation, no change from the FY 21 rates will be made for the FY 22 established rates. Departments can use the flat \$31 for voice, data, text allowance and the \$10 for data plan for other devices during FY 22 budget development.

Departments are reminded that eligibility for the allowance must reviewed on annual basis. Current allowances will expire 6/30/21 and new [Cellular Device Allowance Request Form](#) must be submitted to Payroll office by June 7 to ensure allowance on July pay checks.

Payroll Services has set up an e-mail for departments to electronically submit Cellular Allowance Request forms. You can send these forms to [cellularallowancerequest@uky.edu](mailto:cellularallowancerequest@uky.edu). Payroll Services will monitor this mailbox and process the forms as they are received.

## Returning to On-Campus Operations and Tax Compliance

President Capilouto's recent email about our plan to return to normal operations as of July 1st provided some additional information for employees transitioning back to our physical spaces at our University worksites. In the coming weeks published information will provide employees direction for updating work or remote address data and the Local City Tax Form for tax compliance.

Please watch for this important communication to be published mid to late June.

## Training Opportunities

Training Class	Date	Time	Location
Advanced Concur Online Booking Tool	6/10/2021	10:30am-12:00pm	Virtual
Travel Services	6/24/2021	10:30am-12:00pm	Virtual
Concur Online Booking Tool	7/1/2021	10:30am-12:00pm	Virtual
Concur Online Booking Tool	8/26/2021	8:30am-10:00am	Virtual
Advanced Concur Online Booking Tool	8/26/2021	10:30am-12:00pm	Virtual
<b>In addition to the scheduled training classes we also have the below on-demand trainings.</b>			
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

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