

Finance & HR Update

May 14, 2020



Agenda

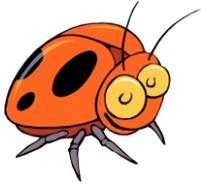
- **Finance**

- Quarterly System Update: Expense Itemization
- Updated Account Analysis Report
- New Reports!
 - Procure to Pay
 - Contracts Status

- **Human Resources**

- Recruiting: Update to Direct Hire Application
- End of Semester Terminations
- Quarterly System Update
 - Absence updates
 - My Team Compensation update

Quarterly System Update: Finance Items



An oracle bug has been identified within Expenses during testing of the May Quarterly System Update for Expenses. This bug is expected to be fixed by June 1st.

Only affects expense reimbursements that require itemization of an expense item on an expense report.

Does **not** affect p-card transactions that require itemization.

Upon creating an expense item and selecting Split Funding to itemize an expense, an error will pop up. Until the bug is fixed, users **cannot** use the **Split Funding** option. Follow the work around steps to submit expense items.

Create Expense Item

* Date 5/10/2020 Receipt missing

* Type Split Funding

Expense Location

* Amount USD

Attachments

Drag files here or click to add attachment

Error

You must enter a number less than the maximum value 1. (FND-3119)

OK

Quarterly System Update: Finance Item Workaround

1. Create an expense item for the specific expense type (do not use split funding).
2. Enter only the amount for one portion of the itemization.
3. Upload receipt associated with expense.
4. Enter all other applicable information on the expense item.
5. In the line description include the text “Split Funding Issue” before any other information. This will help Payment Services while auditing expense items.
6. Update the account or project information for this portion of the expense.
7. Click Save and Close.

A separate expense item line will need to be created for each portion of the itemization

This will **not** delay reimbursement processing

Create Expense Item

Receipt missing

* Date 5/10/2020

* Type Car Rental- Domestic

Expense Location

* Amount USD 200.00

Attachments

Drag files here or click to add attachment

Car Rental 05.07-05.10_J.Doe.docx (11.25 K B)

* Description Split funding issue - Car rental for travel in Phoenix, AZ for Economics and Business Research conference for professional development 05/07-05/10/20. Split between Economics and Business.

* Merchant Name Hertz

Account 10-63001-105-000001-14102-100-0000-1

Project Number

Task Number

Contract Number

Funding Source

Add to Report Create Another Save and Close Cancel

Quarterly System Update: Finance Item Workaround

8. On the Travel and Expenses screen, select the box next to the expense item you just created.

Travel and Expenses Actions ▼

Expense Items

2 Card Charges

3 Cash

▼

Expense Reports

17 In Progress

1 Paid

▼

Approvals

0

▼

Cash Advances

0

▼

Available Expense Items (5)

Actions ▼Add to Report ▼+ Create ItemCreate Report

| <input type="checkbox"/> | Date ▼ | Type ▼ | Amount ▼ | Merchant ▼ | Location ▼ | Description ▼ | Attachments |
|-------------------------------------|-----------|------------------------|------------|------------|------------|--|-------------|
| <input checked="" type="checkbox"/> | 5/10/2020 | Car Rental- Domestic ▼ | 200.00 USD | Hertz | | Split funding issue - Car rental for travel in Phoenix, AZ for Economics | (1) |

Quarterly System Update: Finance Item Workaround

9. Click on the Actions button and select Duplicate.



The screenshot shows a table titled "Available Expense Items (5)". The table has columns for Type, Amount, Merchant, Location, Description, and Attachments. The first row shows "Car Rental- Domestic", "200.00 USD", "Hertz", and "Split funding issue - Car rental for travel in Phoenix, AZ for Economics" with one attachment. The "Actions" dropdown menu is open, showing "Edit", "Delete", and "Duplicate" options. The "Duplicate" option is highlighted with a yellow box and an arrow.

| Type | Amount | Merchant | Location | Description | Attachments |
|----------------------|------------|----------|----------|--|-------------|
| Car Rental- Domestic | 200.00 USD | Hertz | | Split funding issue - Car rental for travel in Phoenix, AZ for Economics | (1) |

10. The duplicated expense item will open. Update any information for this portion of the expense item (i.e., amount and account string) as normal.

11. Attach the same receipt as other expense item related to this expense that requires itemization.

12. Click Save and Close.

13. Continue these steps by creating separate expense item lines for as many times as needed to itemize an expense item.

14. Once all expense item lines have been created, select all items and add to an expense report.

Quarterly System Update: Finance Item Workaround

Available Expense Items (6)

Actions ▾ Add to Report ▾ + Create Item Create Report

| <input type="checkbox"/> | Date ▾ | Type ▾ | Amount ▾ | Merchant ▾ | Location ▾ | Description ▾ | Attachments |
|-------------------------------------|-----------|------------------------|------------|------------|------------|--|--------------|
| <input checked="" type="checkbox"/> | 5/10/2020 | Car Rental- Domestic ▾ | 200.00 USD | Hertz | | Copy of Split funding issue - Car rental for travel in Phoenix, AZ for | ⬆️ ⬇️ ⬆️ (1) |
| <input checked="" type="checkbox"/> | 5/10/2020 | Car Rental- Domestic ▾ | 200.00 USD | Hertz | | Split funding issue - Car rental for travel in Phoenix, AZ for Economics | ⬆️ ⬇️ ⬆️ (1) |

15. Once expense items are added to a report, complete the purpose box, review all expense items and payment method and submit the expense report.

Create Expense Report

Save ▾ Submit ▾ Cancel

* Purpose Reimbursement - Car rental for professional developn

Attachments None +

Report Total

Payment Method Electronic ▾

Employer Pays You 400.00 USD

400.00 USD

I have read and accept the corporate travel and expense policies.

Account Analysis Report Update

The Account Analysis macro file has been updated to include a column on the BudgetSummary tab called “% Remaining.” This column has been requested by many users and will provide a percentage view of remaining spending authority.

| ORGANIZATION | FUND SOURCE | NATURAL ACCOUNT-DESC | ACCOUNTED DR | ACCOUNTED CR | TOTAL | BUDGET | VARIANCE | % Remaining |
|--------------|-------------|---------------------------|---------------|---------------|-----------------|-----------------|-----------------|-------------|
| 12001 | 000001 | 40005-Tuition Undergradua | \$ 86,722.21 | \$ 378,575.40 | \$ (291,853.19) | \$ (462,432.00) | \$ (170,578.81) | 36.89% |
| | | 40006-Tuition Undergradua | \$ 144,792.90 | \$ 566,005.65 | \$ (421,212.75) | \$ (508,140.00) | \$ (86,927.25) | 17.11% |
| | | 40105-Tuition Graduate Re | \$ 12,688.90 | \$ 44,368.80 | \$ (31,679.90) | \$ (28,176.00) | \$ 3,503.90 | -12.44% |
| | | 40106-Tuition Graduate No | \$ 21,858.55 | \$ 23,565.85 | \$ (1,707.30) | \$ (3,084.00) | \$ (1,376.70) | 44.64% |

The updated macro file is available on the knowledge base for you to run your own set of data. Always use the most updated file available to run your own data. The new macro file and Quick Reference Guide can be found on the knowledge base: **Account Analysis Report in Scheduled Processes and Adding Budget Information**

Financial Reporting Table of Contents: New Reports

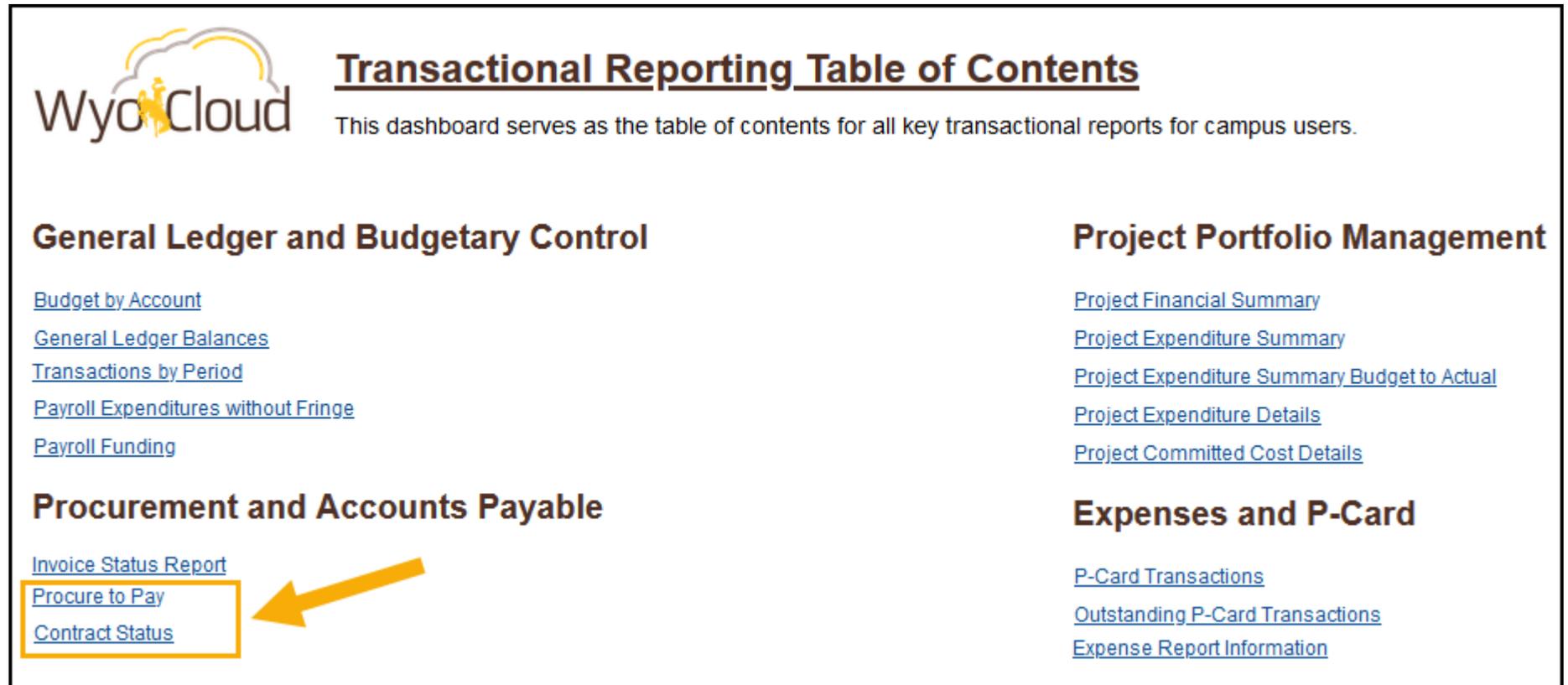
Quick Reference Guides for all reports on the Dashboard including how to access the dashboard are located on the Knowledge Base:

<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/?CategoryID=8303>



Faculty & Staff Resources

- WyoCloud
- Business Intelligence
- Employee LearnCenter
- Financial Management & HCM
- Planning & Budgeting
- WyoCloud Training Materials 



 **Transactional Reporting Table of Contents**
This dashboard serves as the table of contents for all key transactional reports for campus users.

General Ledger and Budgetary Control

- [Budget by Account](#)
- [General Ledger Balances](#)
- [Transactions by Period](#)
- [Payroll Expenditures without Fringe](#)
- [Payroll Funding](#)

Procurement and Accounts Payable

- [Invoice Status Report](#)
- [Procure to Pay](#)
- [Contract Status](#)

Project Portfolio Management

- [Project Financial Summary](#)
- [Project Expenditure Summary](#)
- [Project Expenditure Summary Budget to Actual](#)
- [Project Expenditure Details](#)
- [Project Committed Cost Details](#)

Expenses and P-Card

- [P-Card Transactions](#)
- [Outstanding P-Card Transactions](#)
- [Expense Report Information](#)

Procure to Pay Report

- Aid in reviewing the life cycle of purchase requisitions and viewing any open purchase orders within a department
- Will provide the purchase requisition status and associated purchase order status
- Should be used to help close out purchase orders that have either been fully received or need change orders to close them
- Provides the account string and/or project number charged to the order
- Easily sort and format report by exporting to excel

Users can narrow down the search results by using the prompts at the top of the report

| | | | | | | | | | | |
|--------------------|-----------------------|--------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---|---------|
| Requisition | Purchase Order Number | Requester | Organization Number | Organization Name | PO Status | Funds Status | Supplier Name | Project Number | Requisition Date | |
| --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | --Select Value-- ▼ | Between <input type="text"/> - <input type="text"/> | |
| | | | | | | | | | Apply | Reset ▼ |

Procure to Pay Report Columns

| A | B | C | D | E | F | G | H | I | J | K | L |
|-------------|------------------|--------------------|-------------------|------------------|-----------------------|-----------------------|---------------------|---------------------|-------------------|----------------|---|
| Requisition | Requisition Date | Requisition Status | Requester | Requisition Line | Purchase Order Number | Purchase Order Status | Purchase Order Date | Organization Number | Organization Name | Project Number | Project Name |
| R168010 | 4/30/2020 | Approved | Phillips, Casie | 1 | P344453 | Open | 5/1/2020 | 13131 | Chemistry | 1004116 | RII Track-2 FEC: Insect Cryobiology and Ecophysiology (ICE) Network: Integrating Genomics, Physiology, and Modeling |
| R168010 | 4/30/2020 | Approved | Phillips, Casie | 2 | P344453 | Open | 5/1/2020 | 13131 | Chemistry | 1004116 | RII Track-2 FEC: Insect Cryobiology and Ecophysiology (ICE) Network: Integrating Genomics, Physiology, and Modeling |
| R164770 | 4/6/2020 | Approved | Stevens, Shannon | 1 | P343468 | Canceled | 4/7/2020 | 13131 | Chemistry | 1002415C | DOE EPSCoR: Atmosphere to Grid: Addressing Barriers to Energy Conversion and Delivery - Mod 4 |
| R164168 | 2/14/2020 | Approved | Webb, Kathleen | 2 | P341224 | Closed | 2/14/2020 | 13131 | Chemistry | | |
| R150239 | 6/4/2019 | Approved | Watanabe, Rebecca | 1 | P330187 | Closed for Invoicing | 6/6/2019 | 13131 | Chemistry | 1002415C | DOE EPSCoR: Atmosphere to Grid: Addressing Barriers to Energy Conversion and Delivery - Mod 4 |
| R150239 | 6/4/2019 | Approved | Watanabe, Rebecca | 8 | P330187 | Closed for Invoicing | 6/6/2019 | 13131 | Chemistry | 1002415C | DOE EPSCoR: Atmosphere to Grid: Addressing Barriers to Energy Conversion and Delivery - Mod 4 |
| R146600 | 4/16/2019 | Approved | Wheat, Rachel | 1 | P327191 | Closed for Receiving | 4/19/2019 | 13131 | Chemistry | | |
| R146600 | 4/16/2019 | Approved | Wheat, Rachel | 2 | P327191 | Closed for Receiving | 4/19/2019 | 13131 | Chemistry | | |
| R146600 | 4/16/2019 | Approved | Wheat, Rachel | 3 | P327191 | Closed for Receiving | 4/19/2019 | 13131 | Chemistry | | |
| R115492 | 2/13/2018 | Approved | Wheat, Rachel | 1 | P308017 | Finally Closed | 2/15/2018 | 13131 | Chemistry | | |

Procure to Pay Report Columns Cont.,

| M | N | O | P | Q | R | S | T | U | V | W | X | Y |
|---|----------------------------|--|--------------|---|--------------|-----------------------------|-------------------------------|----------------|-----------------|-----------------|------------------|-------------------|
| Supplier Name | Category Name | Line Description | Funds Status | PO Charge Account | Req Line Qty | Requisition Line Unit Price | Requisition Line Total Amount | PO Line Amount | Received Amount | Invoiced Amount | Cancelled Amount | Open Order Amount |
| LECO Corporation | EQUIPMENT.LAB-CAP | Kit Powervar 4kva Ups With Cords | Reserved | 10-12505-400-355003-13131-200-0000-0000-0 | 1 | 6,990.00 | 6,990.00 | 6,990.00 | - | | | 6,990.00 |
| LECO Corporation | EQUIPMENT.LAB | Desk for GC-HRT Computer Workstation, not included in the HRT packages | Reserved | 10-64006-400-355003-13131-200-0000-0000-0 | 1 | 1,350.00 | 1,350.00 | 1,350.00 | - | | | 1,350.00 |
| Montana Tech of the University of Montana | SUBCON.RSCHDEV>25 | Remaining amount of \$81052.92 needing paid. Original PO P318917; Title; Development of Overset Grid Assembly for High-Order Flow Solvers. | Liquidated | 10-67003-400-350001-13131-200-0000-0000-0 | 1 | 27,303.28 | 81,052.92 | 75,136.87 | - | - | (47,833.59) | 75,136.87 |
| Office Depot, Inc | OFFICE.SUPPLIES | EXPO(R) Chisel-Tip Dry-Erase Markers, Black, Pack Of 36 | Liquidated | 10-64002-105-000001-13131-400-0000-7006-0 | 3 | 31.09 | 93.27 | 46.64 | 46.64 | | | - |
| National Instruments Corporation | OFFICE.TECHNOLOGY-SOFTWARE | Annual subscription of the LabView program used by professors at the College of Engineering and Applied Science; J. Naughton | Liquidated | 10-64008-400-350001-13131-200-0000-0000-0 | 4 | 242.88 | 971.52 | 485.76 | 485.76 | | | - |
| National Instruments Corporation | OFFICE.TECHNOLOGY-SOFTWARE | Annual subscription of the LabView program used by professors at the College of Engineering and Applied Science; J. Pierre | Liquidated | 10-64008-400-350001-13131-200-0000-0000-0 | 2 | 242.88 | 485.76 | 485.76 | 485.76 | 485.76 | | - |
| Bruker Biospin Corporation | REPAIR.LAB | AH0026 BCU II | Liquidated | 10-63001-105-000001-13131-400-0000-5106-0 | 1 | 23,450.00 | 23,450.00 | 23,450.00 | 23,450.00 | 23,450.00 | | - |
| Bruker Biospin Corporation | REPAIR.LAB | AH0026 BCU II | Liquidated | 10-63001-105-000001-13131-400-0000-5106-0 | 1 | 23,450.00 | 23,450.00 | 23,450.00 | 23,450.00 | 23,450.00 | | - |
| Bruker Biospin Corporation | REPAIR.LAB | HPPR/2 XBB31P 2HP HPLNA MODULE 600 | Reserved | 10-63001-105-000001-13131-400-0000-5106-0 | 1 | 8,655.56 | 8,655.56 | 8,655.56 | 8,655.56 | | | - |
| Airgas-Intermountain, Inc. | LAB-MED.LAB-SUPPLIES | Helium | Liquidated | 10-64001-105-000001-13131-200-1337-0000-0 | 1 | 2,803.43 | 2,803.43 | 2,803.43 | 2,803.43 | 2,803.43 | | - |

Contract Status Report

- Aid in identifying the status of a contract within an organization (i.e., Active, Expired, Closed, Canceled, Draft, Under Amendment, Pending Signature, Sent for Signature, Pending Approval)
- Availability to view a specific contract or to view all contracts within a department by utilizing the prompts on the left side of the report page
- Ability to identify the owner(s) or signer per each contract
- Amount of each contract is shown on the report
- Easily sort or format the report by exporting to excel

Contract Status

Non Academic Department

Academic Department

Contract Number

Contract Start From 

Contract End To 

Contract Status Report Columns

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|--|---------------------------------------|--|--------------------------------|---|--------|------------------|---------------------|-------------------|----------------------|------------------------|---------------------------------|-----------|-------------------|--------------------|
| Contract Number | Contract Name | Supplier Name | Purchase Category | Contract Description | Role | Contact name | Contract Start Date | Contract End Date | Contract Signed Date | Contract Approved Date | Department | AMOUNT | CONTRACTTYPE | STATUS |
| 7014-StrategicTherapeuticsllc-May2018 | | Strategic Therapeutics LLC | PROFESSIONAL SERVICE.ED-INST | Will teach 1-2 courses per semester for the MS Online program for spring and fall 2018. | Owner | Dorothy Gallegos | 2019-01-01 | 2019-12-31 | 2018-10-25 | 2018-10-25 | College of Health Sciences | 24,000.00 | Services Contract | Active |
| 1081 - Brown Note Union Fest - 5/10/19 | Brown Note Union Fest 2019 | Brown Note Productions Inc | | Brown Note is the sound company used for 2019 Union Fest Concert - Plain White T's | Owner | Amanda Kuster | 2019-05-10 | 2019-05-10 | | | VP Student Affairs Office | 9,325.00 | Services Contract | Draft |
| 0203Whirlwind4.5.20 | | Whirlwind Golf Club | | MG*TEAM*CHANDLER. AZ*4.30.20-"Home Tournament | Owner | Jill Malloy | 2019-11-12 | 2020-04-07 | | | Intercollegiate Athletics | 32,330.00 | Services Contract | HOLD |
| 0203Whirlwind4.5.20 | | Whirlwind Golf Club | | MG*TEAM*CHANDLER. AZ*4.30.20-"Home Tournament | Signer | Thomas Burman | 2019-11-12 | 2020-04-07 | | | Intercollegiate Athletics | 32,330.00 | Services Contract | HOLD |
| 9002-CCDC-Oct2018 | Quotation - 2019 | Cambridge Crystallographic Data Centre | | Renewal price quote for 2019 - requires signature | Owner | David Macaulay | 2019-01-01 | 2019-12-31 | | | University Libraries | 3,820.00 | Services Contract | Pending Approval |
| 0502 - Intertek - 0719 | Intertek | Intertek Westport Technology | | Crude Oil Analysis | Owner | Rebecca Watanabe | 2019-07-08 | 2019-12-31 | | 2019-07-10 | School of Energy Resources | 3,021.00 | Services Contract | Pending Signature |
| 0001-CITI Program(20-21)-March20 | CITI Program Terms of Service (20-21) | CITI Program, a division of BRANY | PROFESSIONAL SERVICE.EMP-TRAIN | T&Cs for subscription to research compliance training module | Owner | Amanda Larson | 2020-04-01 | 2021-03-31 | | 2020-03-23 | Research & Economic Development | 5,000.00 | Services Contract | Sent for Signature |

A description of what each type of status means is in the QRG.

Questions?

Recruiting: Update to Direct Hire Application

Personal Information

Please enter all relevant personal information in the fields below.

Please use your legal name as it appears on your legal identification documents.

| | | |
|---|--|------------------------------------|
| *First Name | Middle Name | *Last Name |
| <input type="text" value="Billy"/> | <input type="text"/> | <input type="text" value="Idol"/> |
| *Social Security Number | Date of Birth | *Gender |
| <input type="text" value="555-55-5555"/> | Jan <input type="text" value="15"/> 1985 <input type="text"/> | Male <input type="text"/> |
| *Street Address (line 1) | *City | *Zip/Postal Code |
| <input type="text" value="1335 Grand Ave"/> | <input type="text" value="Grand Junction"/> | <input type="text" value="81503"/> |
| Address (line 2) | | |
| <input type="text" value="Apt5"/> | | |

- Talent Acquisition team looking at steps or business processes to continually improve upon = closer look at the Exception to Posting and Direct Hire process
- For about 1300 hires that went through this status, the average time spent in the "Invite to 2nd Pass" status was 2.4 days
- In an effort to decrease turn-around-time for hires, we've updated system configurations for direct hires to capture SSN, DOB and Gender at time of application

Recruiting: Update to Direct Hire Application

- This process will have minimal to no impact to all involved.
- For positions that are recruited as direct hires – Temp Lecturers and Graduate Assistants and other non-benefited positions this will help substantially decrease fill time!
- **MORE TO COME!** Talent Acquisition and the HR team are continuously monitoring and reviewing business processes to ensure optimal outcomes.
- Do you have feedback you would like to provide – or a recommendation on ways we can improve the hiring process? Send your feedback or ideas to jobapps@uwyo.edu!

End of Semester Terminations

- As we approach the end of the semester it is critical that all employees who will not be continuing in your department be terminated.

| Employee Type | Terminate If... | Termination Date |
|----------------------|--|--|
| Work Study | All 2019-20 work studies MUST be terminated, regardless of return after summer | May 16, 2020 |
| Graduate Assistants | Will not be returning for 2020-21* | May 31, 2020 |
| Temporary Lecturers | Will not be teaching in summer | May 31, 2020 |
| Hourly Non-Benefited | Will not be working for the next 110+ days | Last day of the final pay period they worked. Student HNBS who have only been being paid via COVID-19 student pay (not working any hours) should be terminated as of May 16, 2020. |

*More information on how to extend continuing GAs will be available in late May.

Quarterly System Update: Adding Absences

- End Date for absences will now default to same as Start Date.

Add Absence Save and Close Submit

*Type

Absence Type Balance **250.642** Hours

When

*Start Date and Duration Hours Absence Duration **8.000** Hours

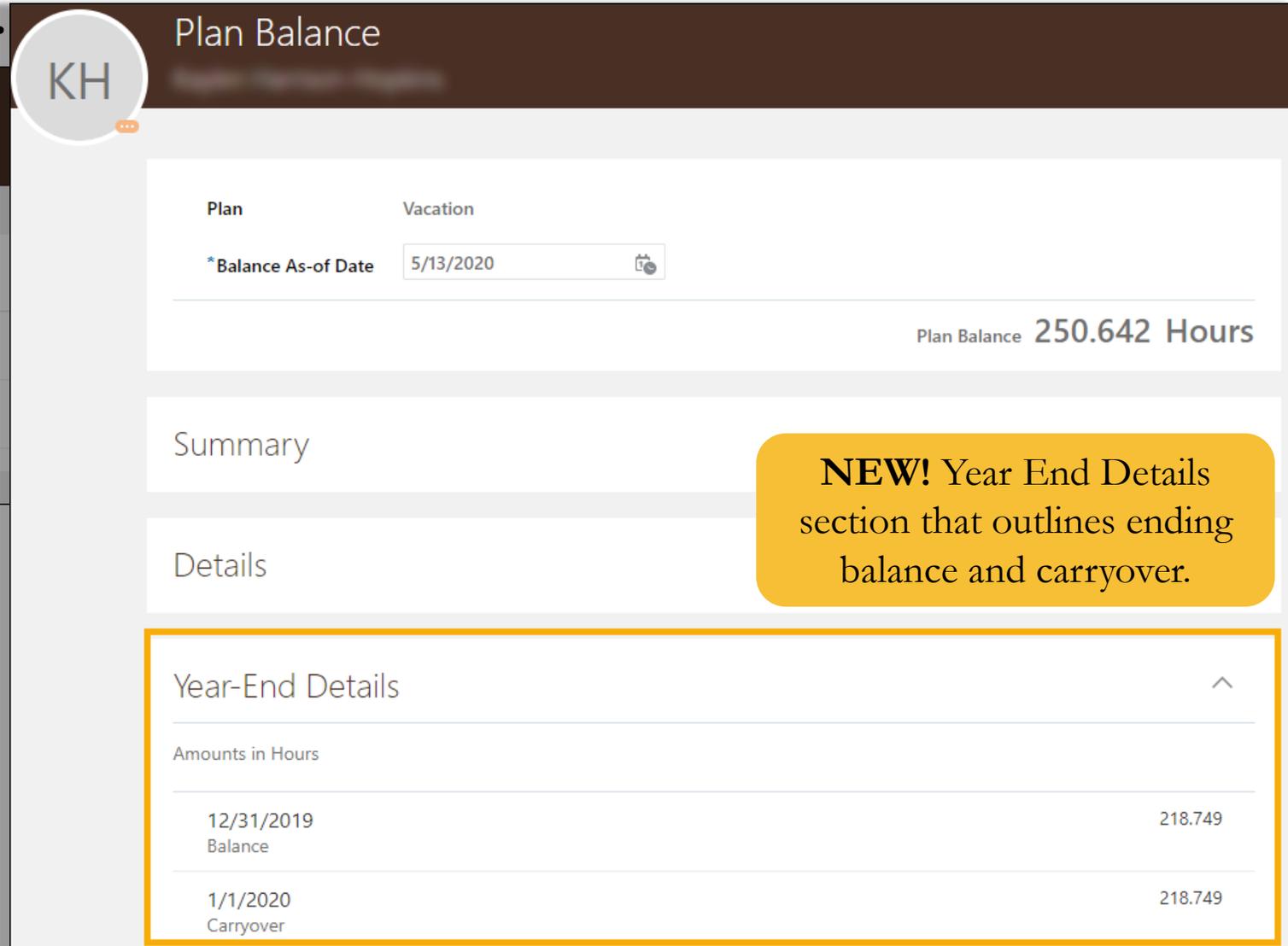
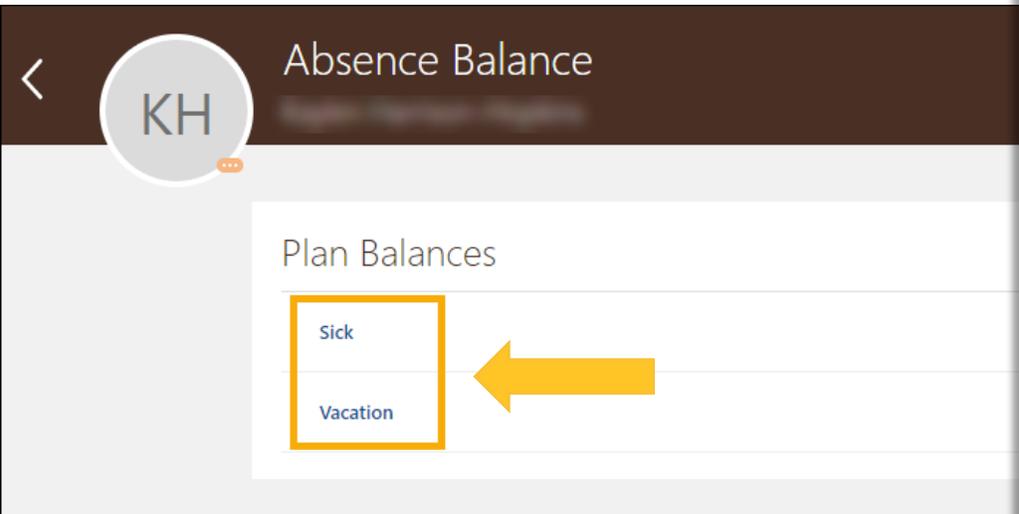
*End Date and Duration Hours

For multiple day absences, the End Date will need to be updated to the final date of the leave.

ected Balance Calculate

Quarterly System Update: Absence Balances

- New section in Absence Balances allow you to more clearly see Absence Balance carryover between years.



Quarterly System Update: My Team: Compensation

- Supervisors will be able to see compensation details for all assignments when their direct reports have multiple assignments.

My Team

Overview

Compensation

Show More

Compensation

KA Kennedy

Business Title

Pooled Position Limited Tempor-2

Current Salary

Salary

7.50 USD Hourly

Start Date

11/22/2019

Action

Add Assignment

Salary Basis

Hourly Salary Basis

Annual Salary

3,900.00 USD (FTE 0.25)

Grade Name

NB1

Salary Range

Grade

NB1

Nonprimary

Salary Range

Grade

NB1

NEW! Ability to toggle between assignments on full compensation details page.

UNIVERSITY OF WYOMING

Questions?