

Business Administrators Meeting (BAM)

Tuesday, March 28, 2023

10:00am Welcome

10:05am Human Resources Updates

- Payroll Audit
- Talent Acquisition updates
- Collective Bargaining sessions updates
- Upcoming training- HR week

10:30pm Financial Services Updates

- Reporting Initiative
- New Travel System UI: training resources and schedule
- Receipts Training Resource
- Working Fund Spring Reminder
- Inventory Control: Disposal Event, Sensitive Inventory Process, Resources
- GAD late fees
- Year End Planning and Reminders

11:15am Questions

Welcome

Kathy Dettloff,
Vice President Administration and Finance

HUMAN



RESOURCES

Business Administrators Meeting

March 28, 2023

- Office of Legislative Audit Update
- Payroll and Leave Best Practices
- Talent Updates
- Employee Relations Updates
- Workplace OD and Wellness

OFFICE OF LEGISLATIVE AUDIT UPDATE:

Payroll Critical Controls Checklist & Best Practices

LISA DROUILLARD
CAROLINA ETHRIDGE
SHERRELL MCNAMARA






Human Resources

- UMBC is scheduled this year for an OLA audit
- Due to access to documents and Admin building closures, OLA suspended their audit.
- OLA Audit covers various business functions including:
 - Payroll
 - Procurement/Pcards
 - Travel
 - Cash Receipts
 - Inventory
- More information is available on the MAS website
<https://mas.umbc.edu/audit-information/>




Human Resources

- MAS is working with these areas to ensure the critical controls checklists are accurate in particular around the various business process updates
- Human Resources has made edits to the payroll, leave and security-related critical controls

Human Resources

-  Payroll Separation of Duties
-  Time Entry Approval: Data review and approval required each cycle
-  Distribution of Payroll Checks by an employee independent of the payroll process
-  Final Gross Pay Acknowledgement: PS digital signature each cycle
-  Dual Employment

Human Resources

-  Electronic Timesheets (ETS) and timekeeping records* should be submitted and approved according to the pay cycle schedule. Temporary timesheets: <https://umbc.app.box.com/v/Temporary-Timesheet>
-  Leave Review – Biweekly review of leave balances is critical to identifying and addressing negative leave balances as well as discrepancies
-  Manual Leave Acknowledgement – Review and acknowledgement of manual leave adjustments confirm that the department is aware of adjustments processed and posted by HRIS



PAYROLL & LEAVE BEST PRACTICES

- Payroll Adjustment & TE Correction Gross Pay review
- Negative leave balance review
- Monitor Outstanding Timesheet Approval
- Review Security Forms routinely (quarterly, etc.)

HR AUDIT DOCUMENTATION

Access the Critical Controls Checklist with supplement resource links will be posted to the Payroll Preparer/Approver myUMBC group for reference.

Payroll Critical Control Checklist

Place a check mark in the first column or NA if not applicable.

<input checked="" type="checkbox"/>	#	Timekeeping, Leave, and Payroll Tasks
<input type="checkbox"/>	1	Processing of time entry is a separate function from time entry approval; therefore, each role must be performed by two separate individuals. A payroll preparer cannot approve time entry and vice versa (Separation of Duties). Resource: Guide for Time Entry Guide for Payroll Preparers & Approvers
<input type="checkbox"/>	2	Electronic Timesheets (ETS) and time keeping records* should be submitted and approved according to the pay cycle schedule. The input, submission and approval of timesheets should be completed in a timely manner. Late timesheets may impact pay and/or leave processing. Resource: Electronic Timesheet Guides and Tutorials

OTHER RESOURCES

Management Advisory Services (MAS) Links:

- [Critical Controls Checklists](#)
- [Audit Steps](#)

Talent Updates



- Hiring in 2023 will continue to be a challenge
- What are we doing that will help in the current market?
 - [Posting compensation](#) SHRM research shows pay transparency leads to an increase in qualified candidates
 - [Telework where appropriate](#) Candidates are looking for flexibility
- What can departments do?
 - Review [Position Description](#) before sending to class/comp, specifically the required vs. preferred qualifications
 - [Post](#) for FREE on LinkedIn
 - Move quickly!!! Candidates are applying to multiple positions; the faster you contact them the better

Employee Relations Updates

USM – AFSCME consolidated bargaining

Seven full consolidated sessions in total.

The parties spent the first 3 sessions (8/24/22, 9/7/22, 11/2/22) negotiating ground rules, which the parties executed on 11/2/22.

Remaining 4 sessions spent exchanging proposals and negotiating the substance of the agreement.

FOP Bargaining Updates

Two full sessions with the FOP (2/10/23 & 3/3/23)

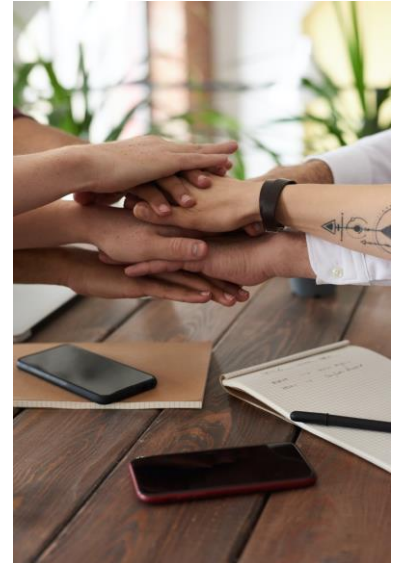
Currently costed out the wage proposals presented by the FOP

PMP Training Updates

Next training session is scheduled for April 11, 2023. We will go over the PMP cycle, how to set expectations, the 5 components of the PMP , common rater pitfalls, etc.

Workplace Learning, OD & Wellness

- **HR Week: May 8th – 12th**
 - Meet the Team
 - Workshops & Wellness
 - Open House
- **Spring Training**
 - Stress Awareness
 - Unconscious Bias
 - PMP for Supervisors
 - Behaviors of Concern
 - Change Management Book Discussions
 - Mindfulness





FINANCIAL SERVICES

Reporting Initiative Update

Jared Fincke

Travel System 2.0

Gayle Chapman

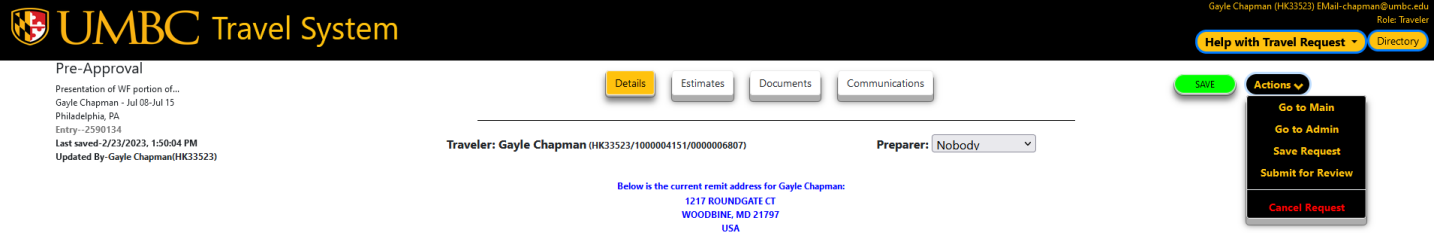
Presentation

- New user interface features, including tips and tricks
- Expiration date enforcement
- Preparer assignment adjustments
- Reviewer and approver ability enhancements
- Reimbursement creation by approvers and dept admins

New User Interface Features

- Buttons have been reordered on the main page
- Actions dropdown has been replaced by Buttons for each action

BEFORE



UMBC Travel System

Gayle Chapman (HK33523) Email: chapman@umbc.edu
Role: Traveler

Help with Travel Request Directory

Pre-Approval

Presentation of WF portion of...
Gayle Chapman - Jul 09-Jul 15
Philadelphia, PA
Entry--2590134
Last saved-2/23/2023, 1:50:04 PM
Updated By: Gayle Chapman(HK33523)

Details Estimates Documents Communications

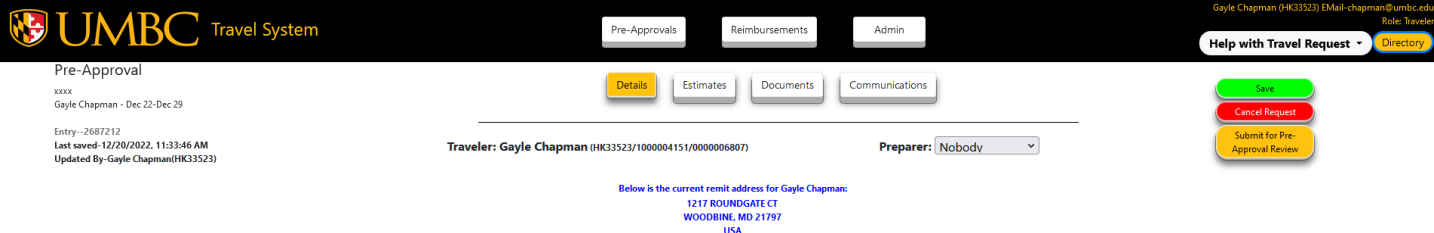
Traveler: Gayle Chapman (HK33523/1000004151/0000006807) Preparer: Nobody

Below is the current remit address for Gayle Chapman:
1217 ROUNDGATE CT
WOODBINE, MD 21797
USA

SAVE Actions

- Go to Main
- Go to Admin
- Save Request
- Submit for Review
- Cancel Request

AFTER



UMBC Travel System

Gayle Chapman (HK33523) Email: chapman@umbc.edu
Role: Traveler

Help with Travel Request Directory

Pre-Approval

xxxxx
Gayle Chapman - Dec 22-Dec 29

Entry--2687212
Last saved-12/20/2022, 11:33:46 AM
Updated By: Gayle Chapman(HK33523)

Pre-Approvals Reimbursements Admin

Details Estimates Documents Communications

Traveler: Gayle Chapman (HK33523/1000004151/0000006807) Preparer: Nobody

Below is the current remit address for Gayle Chapman:
1217 ROUNDGATE CT
WOODBINE, MD 21797
USA

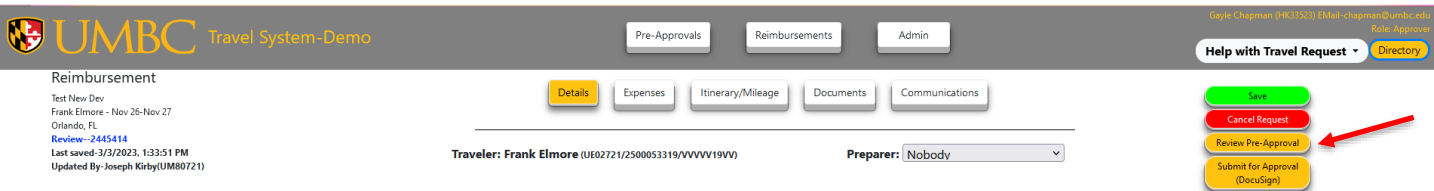
Save

Cancel Request

Submit for Pre-Approval Review

New User Interface Features – cont.

Added a button option to review the Pre-Approval when in the Reimbursement and vice versa



UMBC Travel System-Demo

Pre-Approvals Reimbursements Admin

Help with Travel Request [Directory](#)

Reimbursement

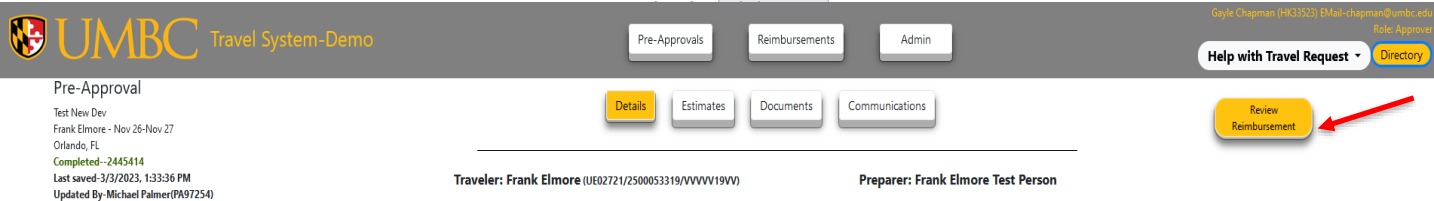
Test New Dev
Frank Elmore - Nov 26-Nov 27
Orlando, FL
[Review -2445414](#)
Last saved-3/3/2023, 1:33:51 PM
Updated By-Joseph Kirby(UM80721)

Details Expenses Itinerary/Mileage Documents Communications

Traveler: Frank Elmore (UE02721/2500053319/VVVVV19VV) Preparer: Nobody

Save
Cancel Request
Review Pre-Approval
Submit for Approval (DocuSign)

Gayle Chapman (HC33523) EMail-chapman@umbc.edu Role- Approver



UMBC Travel System-Demo

Pre-Approvals Reimbursements Admin

Help with Travel Request [Directory](#)

Pre-Approval

Test New Dev
Frank Elmore - Nov 26-Nov 27
Orlando, FL
[Completed-2445414](#)
Last saved-3/3/2023, 1:33:36 PM
Updated By-Michael Palmer(PA97254)

Details Estimates Documents Communications

Traveler: Frank Elmore (UE02721/2500053319/VVVVV19VV) Preparer: Frank Elmore Test Person

Review Reimbursement

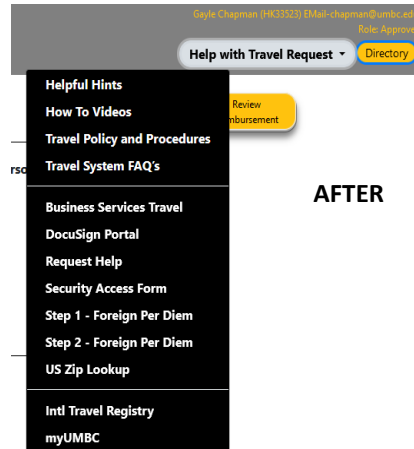
Gayle Chapman (HC33523) EMail-chapman@umbc.edu Role- Approver

New User Interface Features – cont.

Enhanced the Useful Links to have text instead of buttons.
 Better sorted within the groupings



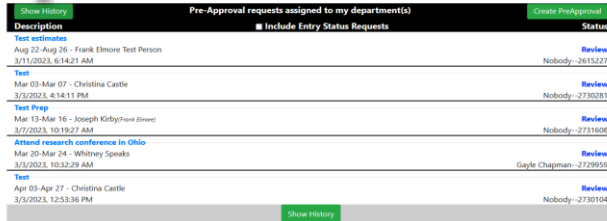
BEFORE



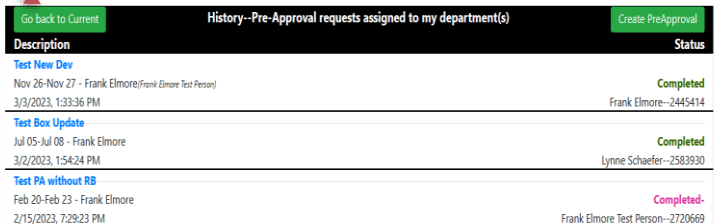
AFTER

Tips and Tricks

- When searching in the list of travel requests, use CTRL F (Windows) or CMD F (MAC)
- Looking for a Travel record using the Travel Id. Sometimes it has been completed and no longer visible unless you select History. Remember to go back to Current when done.



Pre-Approval requests assigned to my department(s)		Create PreApproval
Description	Include Entry Status Requests	Status
Test estimates		
Aug 22-Aug 26 - Frank Elmore Test Person	3/15/2023, 6:14:21 AM	Review
Test		
Mar 03-Mar 07 - Christina Castle	3/5/2023, 4:54:11 PM	Review
Test Prep		
Mar 13-Mar 16 - Joseph KirbyFrank Elmore	3/7/2023, 10:19:27 AM	Review
Attend research conference in Ohio		
Mar 20-Mar 24 - Whitney Speaks	3/5/2023, 10:32:29 AM	Review
Test		
Apr 03-Apr 27 - Christina Castle	3/5/2023, 12:53:36 PM	Review
		Show History



History--Pre-Approval requests assigned to my department(s)		Create PreApproval
Description		Status
Test New Dev		
Nov 26-Nov 27 - Frank Elmore(Frank Elmore Test Person)	3/3/2023, 1:33:36 PM	Completed
Frank Elmore--2445414		
Test Box Update		
Jul 05-Jul 08 - Frank Elmore	3/2/2023, 1:54:24 PM	Completed
Lyme Schaefer--2583930		
Test PA without RB		
Feb 20-Feb 23 - Frank Elmore	2/15/2023, 7:29:23 PM	Completed-
Frank Elmore Test Person--2720669		

- Use the Search Box in the upper right corner of the screen. If not in Pre-Approvals, try Reimbursements.



Gayle Chapman (HK33523) EMail-cha

Pre-Approvals Reimbursements Admin **Help with Travel Req**

Expiration Date Enforcement

PRE-APPROVALS:

- Travel-Approved status for any Pre-Approval that is 360 days past the return date of the actual travel.
- Entry or Review statuses for any Pre-Approval that is 1 day past the departure date of the travel, if available.

REIMBURSEMENTS:

- Entry or Review statuses for any Reimbursement that is 360 days past the return date of the travel, if available.

Preparer Assignment Adjustments

Requests for ALL students can be prepared for without explicit Preparer authorization, regardless of employee status. Employee students can still prepare their own requests. Use the UMBC Non-employee Traveler option.

Start New Pre-Approval Request

First we need to collect some basic information.

Who will be the traveler, you or someone else?

Me Someone Else

Select the traveler from the following list:

* Traveler:

Please provide a short description of the trip (max 255 characters):

* Trip Title:

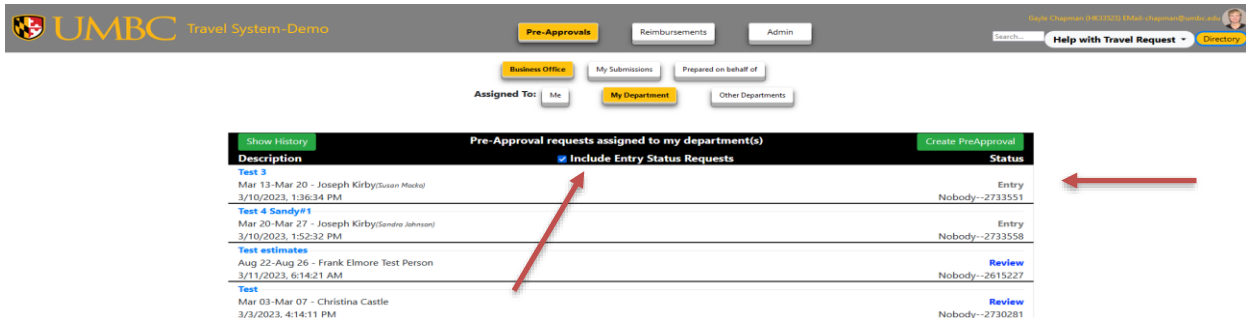
* Start:

* End Date: (mm-dd-yyyy)

Reviewers and Approvers can adjust the Preparer assignment when in a REVIEW status for both the Pre-Approval and Reimbursement requests.

Reviewer and Approver Ability Enhancements

Reviewers and Approvers can see requests in an ENTRY status for their departments



The screenshot shows the UMBC Travel System-Demo interface. At the top, there are navigation tabs for 'Pre-Approvals', 'Reimbursements', and 'Admin'. Below these are buttons for 'Business Office', 'My Submissions', and 'Prepared on behalf of'. The 'Assigned To:' section has buttons for 'Me', 'My Department', and 'Other Departments'. The main content area is titled 'Pre-Approval requests assigned to my department(s)' and includes a 'Show History' button and a 'Create PreApproval' button. A table lists several requests, and a red arrow points to the 'Include Entry Status Requests' checkbox, which is currently checked. A second red arrow points to the 'Entry' status of the first two requests.

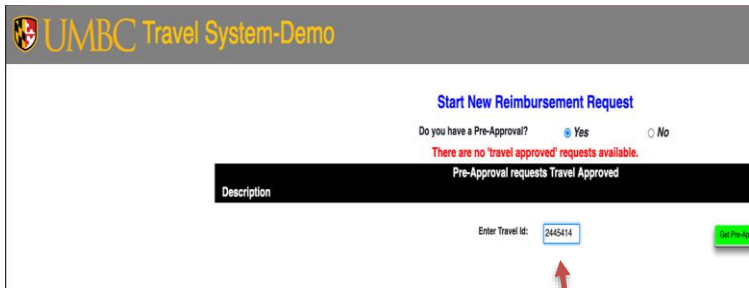
Description	Status
Test 3 Mar 13-Mar 20 - Joseph Kirby(Susan Mastal) 3/10/2023, 1:36:34 PM	Entry Nobody--2733551
Test 4 Sandy#1 Mar 20-Mar 27 - Joseph Kirby(Sandra Johnson) 3/10/2023, 1:52:32 PM	Entry Nobody--2733558
Test estimates Aug 22-Aug 26 - Frank Elmore Test Person 3/11/2023, 6:14:21 AM	Review Nobody--2615227
Test Mar 03-Mar 07 - Christina Castle 3/3/2023, 4:14:11 PM	Review Nobody--2730281

- Only visible if the primary department has been provided.
- Only available to Reviewers and Approvers.
- Solves the issue of the Traveler not wanting to or cannot engage with the Travel System, and the Preparer is not available.

Reimbursement Creation by Approvers and Dept Admins

Reimbursement creation from Pre-Approval in a TRAVEL APPROVED status by an Approver or Dept Admin using the Travel ID

- Creates the reimbursement in a Review status
- Allows for reassignment of the Preparer



UMBC Travel System-Demo

[Start New Reimbursement Request](#)

Do you have a Pre-Approval? Yes No

There are no "travel approved" requests available.

Pre-Approval requests Travel Approved

Description

Enter Travel ID:

Travel System Feedback Form

A google-doc Travel System Feedback Document has been set up for you to give us your comments on what works well for you and does not work well in the Travel System. We ask for your recommendations for improvement.

Here is the link to the form:

<https://docs.google.com/forms/d/e/1FAIpQLSch1zuluUmV0j5uidXISiyuO7BpqjWAEddNmsM8jat2Zra9ww/viewform>



Travel System Group in MyUMBC

<https://my3.my.umbc.edu/groups/travel>

Share Tips and Tricks!

Paw Receipts

Gayle Chapman

AGENDA

- Why Receipts?
- Cost vs. Quantity Receipts
- How to Create Receipts in PAW
- What to do When Items are Returned or Cancelled
- How to Cancel a Cost Receipt

Why do we need receipts in PAW

We need a 3-way match for purchase orders:

- 1) PO
- 2) Invoice
- 3) Receipt

AP needs to know that the goods or services have been received, returned or cancelled, in order to process invoices and credit memos.

Quantity vs. Cost Receipt

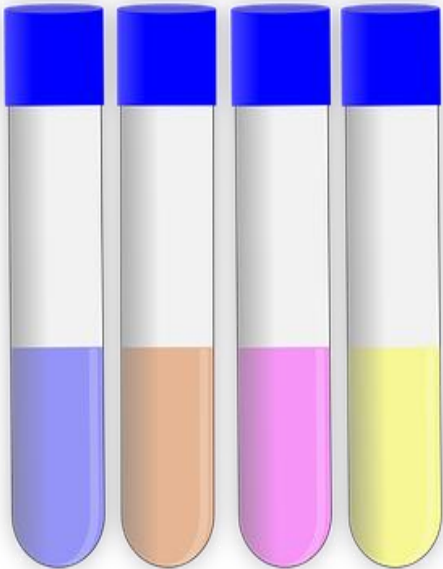
Enter a Quantity Receipt for goods ordered in a specific numbered quantity that can be divided: Example – 3 backpacks, 16 test tubes, 1 light bulb.

You receive a specific number of the items.

Enter a Cost Receipt for services that are ordered in a specific numbered amount that cannot be divided: Example – a maintenance agreement, membership, subscription.

You receive a specific dollar amount of the service.

Quantity vs. Cost – Let's practice



5 cases of test
tubes

Quantity
receipt

Quantity vs. Cost – Let's practice

200 ultra bright glow bracelets and necklaces



Quantity
Receipt

Quantity vs. Cost – Let's practice

One year
subscription of an
online scientific
journal



Cost Receipt

Quantity vs. Cost Receipt – cont.

Most POs will require quantity receipts, because most services are contracts, and contracts (non-POs) do not require receipts.

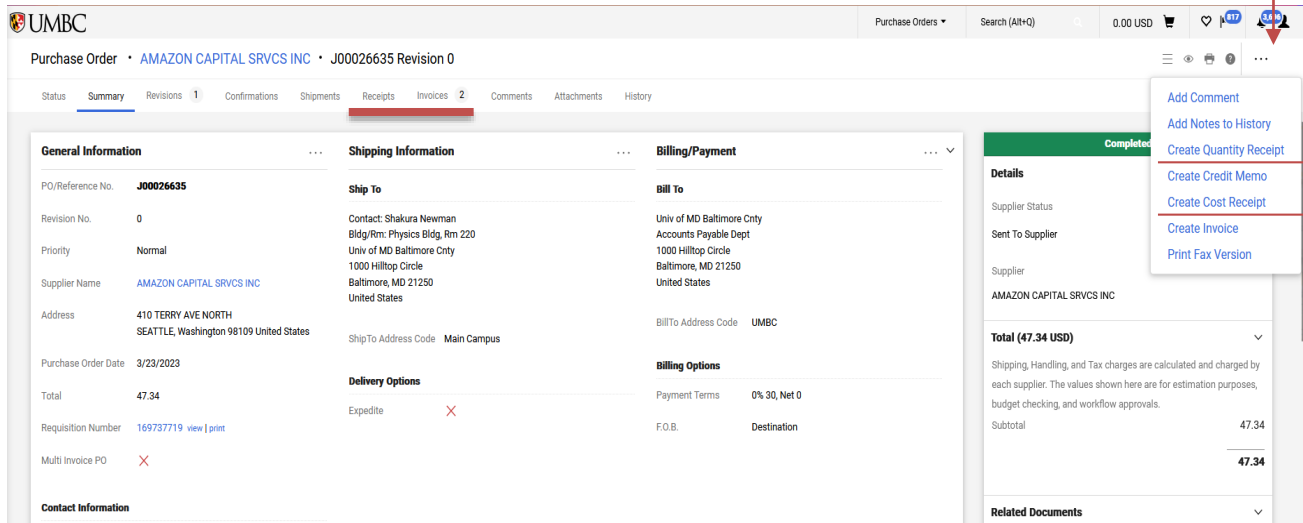
Quantity receipts include:

- Received
- Returned
- Cancelled

Cost receipts include:

- Received
- Cancelled

Creating Receipts in PAW



Purchase Order · AMAZON CAPITAL SRVCS INC · J00026635 Revision 0

Status **Summary** Revisions 1 Confirmations Shipments **Receipts** Invoices 2 Comments Attachments History

General Information	Shipping Information	Billing/Payment
PO/Reference No. J00026635 Revision No. 0 Priority Normal Supplier Name AMAZON CAPITAL SRVCS INC Address 410 TERRY AVE NORTH SEATTLE, Washington 98109 United States Purchase Order Date 3/23/2023 Total 47.34 Requisition Number 169737719 view print Multi Invoice PO ✗	Ship To Contact: Shakura Newman Bldg/Rm: Physics Bldg, Rm 220 Univ of MD Baltimore Cnty 1000 Hilltop Circle Baltimore, MD 21250 United States ShipTo Address Code Main Campus Delivery Options Expedite ✗	Bill To Univ of MD Baltimore Cnty Accounts Payable Dept 1000 Hilltop Circle Baltimore, MD 21250 United States BillTo Address Code UMBC Billing Options Payment Terms 0% 30, Net 0 F.O.B. Destination

Completed

Details

Supplier Status

Sent To Supplier

Supplier

AMAZON CAPITAL SRVCS INC

Total (47.34 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	47.34
	47.34

Related Documents

- [Add Comment](#)
- [Add Notes to History](#)
- [Create Quantity Receipt](#)
- [Create Credit Memo](#)
- [Create Cost Receipt](#)
- [Create Invoice](#)
- [Print Fax Version](#)

Creating a Quantity Receipt

Quantity Receipt • 37643221

Summary Comments Attachments History

Packing Slip No. Flexible Text Field 2

Supplier Name **AMAZON CAPITAL SRVCS INC**

Received by **Gayle Chapman**

Receipt Address **▲ No addresses defined in profile.**
Contact: Shakura Newman
Univ of MD Baltimore Cnty
1000 Hilltop Circle
Baltimore, MD 21250
United States

Flexible Drop Down

Attachments **Add**

Notes

1000 characters remaining

Details Draft

Details

Creation Date 3/24/2023 9:34:30 AM

Source **Manual**

Supplier **AMAZON CAPITAL SRVCS INC**

Received by **Gayle Chapman**

Total (47.34 USD)

Subtotal 47.34

47.34

Related Documents

Purchase Order: J00026635

PO • J00026635

Line	Item	Catalog No.	Quantity	Status
1	Mini Screwdriver Set with 42 Bits, VCELINK 45 in 1 Small Precision Screwdriver Bit Set, Magnetic Tiny Screwdriver Kit with Tweezers & Extension Shaft for Laptop, PC, Phone, Computer, Game Console	B092HNJ64V	1	Received

ITEM DETAILS

Contract No. no value

Line Item Type no value

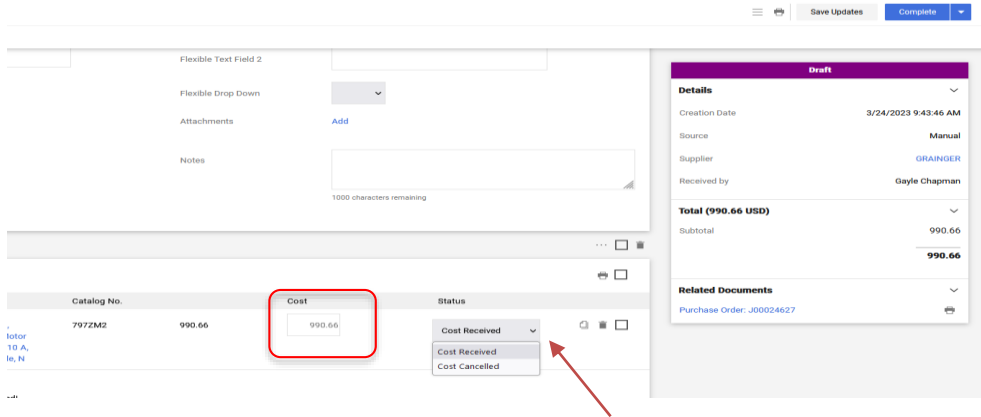
Received

Returned

Cancelled

- 1) Enter # of items to receive
- 2) Drop down will default on Received
- 3) Choose Complete on top right corner

Creating a Cost Receipt



Flexible Text Field 2

Flexible Drop Down

Attachments [Add](#)

Notes

1000 characters remaining

Catalog No.	Cost	Status
7972M2	990.66	Cost Received

Cost Received

Cost Received

Cost Cancelled

Draft

Details

Creation Date 3/24/2023 9:43:46 AM

Source Manual

Supplier GRAINGER

Received by Gayle Chapman

Total (990.66 USD)

Subtotal 990.66

990.66

Related Documents

Purchase Order_J00024627

Save Updates **Complete**

- 1) Enter Cost to receive
- 2) Drop down will default on Received
- 3) Choose Complete on top right corner

When Items are Returned or Cancelled

- Only put in a received receipt immediately when the item has been received.
- When you return an item, you should already have a received receipt, then put in a returned receipt.
- A cost cannot be returned – there is no choice for “returned” in a cost receipt.

When An Item Is Returned or Cancelled

- A quantity can be received and returned (needs 2 receipts)
- Or never received and cancelled (needs 1 cancelled receipt)
- Or received, returned and then cancelled (needs 3 receipts)

A Service Requiring a Cost Receipt

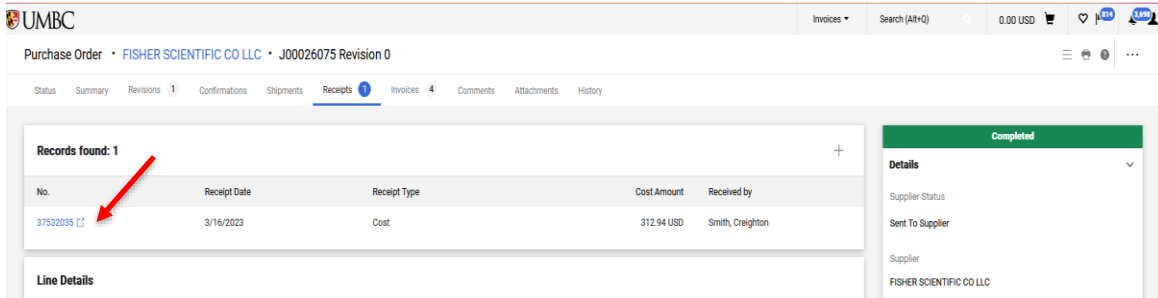
- Can be completely received (total cost is received)
- Partially received – example: one-half of a year's subscription has been invoiced
- Partially received and partially cancelled
- Completely cancelled.

Tips Regarding Receipts

- The biggest need is for received items/costs to be receipted – please be prompt in entering receipts so that we can pay our bills timely.
- Check to see if the receipts “make sense”. You cannot have a returned receipt without a received receipt.
- If you find the system will not let you put in a receipt, check to see if the PO is closed. If closed, request that Procurement reopen the PO. AP cannot reopen a PO.
- **DO NOT MIX QUANTITY AND COST RECEIPTS FOR THE SAME ITEM!!**

Can I Reopen or Cancel a Receipt?

In general, yes. Especially if you just entered a receipt.
Click on the receipt link



Purchase Order • FISHER SCIENTIFIC CO LLC • J00026075 Revision 0

Status Summary Revisions 1 Confirmations Shipments Receipts 1 Invoices 4 Comments Attachments History

Records found: 1

No.	Receipt Date	Receipt Type	Cost Amount	Received by
37532035	3/16/2023	Cost	312.94 USD	Smith, Creighton

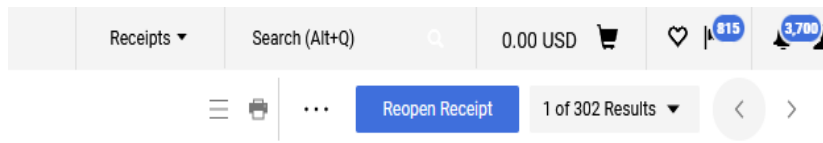
Line Details





Completed

Details

- Supplier Status
- Sent To Supplier
- Supplier
- FISHER SCIENTIFIC CO LLC

Click on Reopen Receipt on top right corner



Receipts ▾ Search (Alt+Q) 0.00 USD    \$15  3,700

☰ 🖨️ ⋮ [Reopen Receipt](#) 1 of 302 Results ▾ ⏪ ⏩

If You Need Assistance

Please put in an RT ticket in the AP queue

Thank you.

If You Need Assistance

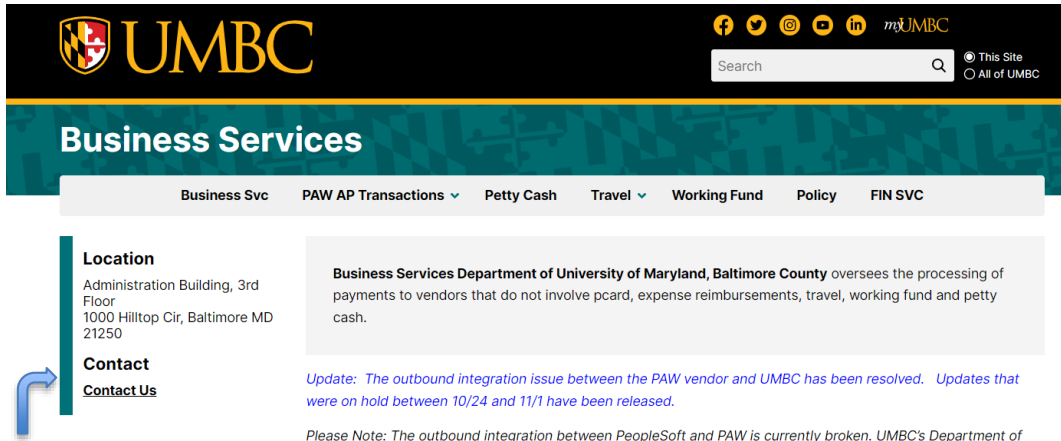
Please put in an RT ticket in the AP queue

Thank you.

If You Need Assistance

Please put in an RT ticket in the AP queue

Thank you.



The screenshot shows the UMBC Business Services website. At the top, there is a navigation bar with the UMBC logo on the left, social media icons (Facebook, Twitter, Instagram, YouTube, LinkedIn) and the myUMBC logo on the right. Below the navigation bar is a search bar with the text "Search" and a magnifying glass icon. To the right of the search bar are radio buttons for "This Site" (selected) and "All of UMBC". Below the navigation bar is a teal banner with the text "Business Services". Underneath the banner is a horizontal menu with the following items: "Business Svc", "PAW AP Transactions" (with a dropdown arrow), "Petty Cash", "Travel" (with a dropdown arrow), "Working Fund", "Policy", and "FIN SVC". Below the menu is a main content area. On the left side of the main content area, there is a vertical sidebar with the heading "Location" and the address: "Administration Building, 3rd Floor, 1000 Hilltop Cir, Baltimore MD 21250". Below the address are the headings "Contact" and "Contact Us". On the right side of the main content area, there is a text box with the following text: "Business Services Department of University of Maryland, Baltimore County oversees the processing of payments to vendors that do not involve pcard, expense reimbursements, travel, working fund and petty cash." Below this text box is an update: "Update: The outbound integration issue between the PAW vendor and UMBC has been resolved. Updates that were on hold between 10/24 and 11/1 have been released." At the bottom of the main content area, there is a note: "Please Note: The outbound integration between PeopleSoft and PAW is currently broken. UMBC's Department of".

Direct Link to RT System

Working Fund Reminders

Linda Rothfus

Working Fund Reminders

- The Working Fund is used for nominal purchases only in cases of emergency and where the P-Card is not feasible. Ex. Payroll Advances, Travel Advances, Homeland Security Fees, etc.
- As we enter into the Spring please be aware that any large Working Fund Requests must be at least 60 days in advance so that if we need to ask GAD for an advance in funds we can do so. Please be aware that even though we may ask for the funds, GAD can decline to give them to us.
- Before submitting a Working Fund Request, please contact Whitney Speaks to see if funds are available (wspeaks1@umbc.edu).
- You will need to submit a W-9 form along with the Working Fund Check Request Form for suppliers so that we can verify that the supplier does not have a Liability Offset with the State of MD. If they do, we are unable to issue a check.
- Travel Advances; reimbursements should be completed within 10 days from date of return.

Inventory Updates

Albert Smith

E-Cycle Event

- To be held the week of April 24, 2023 from 7:30 am until 2:30 pm in the courtyard behind the Administration Building.
- Only electronic items will be accepted. No refrigerators or air conditioners.
- A Property Disposition form must be submitted by Monday, April 17, 2023 to Inventory Control via DocuSign for all equipment that has a property tag affixed.
- Inventory Control will notify the department's Property Custodian by Thursday, April 20, 2023 of the date and time that they are scheduled to bring their equipment to the event.
- If property is being disposed of due the damage cause by the burst pipe – custodian should make sure that they communicate with the building manager that they are disposing of that equipment.

E-Cycle Event

- Building Manager Building(s)
 - Dennis Cuddy ILSB, Chemistry, Math/Psych
 - Sam Williams Biology/Swartz Hall
 - Jim Donlan Residential Life
 - Frank Caldwell Residential Life
 - Victor Fulda ECS
 - Cael Mulcahy Sondheim Hall
 - Gary Wolstetter RAC
 - David Toothe DOIT
 - Kristy Michel A&F – Admin
 - Sam Zuckerman Commons
- The Building manager will need to gather information for insurance purposes.
- Should you have any questions concerning this event or need any additional information, please contact Albert Smith asmith@umbc.edu, Tina Carter-Brown tcbrown@umbc.edu or Britany Davis bdavis12@umbc.edu.

FY23 Sensitive Equipment Physical Inventory

- Campus was scheduled in 3 cycles in order to be a better service to the campus community.
 - Group 1 = 97% complete.
 - Group 2 = 55% complete.
 - Group 3 = 0% - it runs between March 1, 2023 – May 31, 2023.
- This method has proven to be an improvement from the previous inventories.

Inventory Updates

- We will begin offering a monthly inventory training on the 2nd Wednesday of each month starting April 12th.
- This will be for new Property Custodians or someone who needs a refresher.
- FYI – We will begin the FY2024 Capital Inventory this fall.

PAW Payments

Bryan Casey

HB 325

- Passed Last Year
- Requires that we pay interest in invoices paid 37 days after invoice receipt
- 92% of our invoices were paid on time during the last year
- If interest had be charged based on the last 12 Months UMBC would have paid and estimated \$5,500.

Year End Planning and Reminders

John Alfano

Year End Planning and Reminders

June 30, 2023

A Fiscal Year End Memo and Calendar is
Being Updated

End of April

Expect It in Your Email/Financial Services
Website

alfanoj@umbc.edu

Year End Planning and Reminders

- Budget Amendment Adjustments for FY23 (by June 6)
 - Budget Office – Christopher Correnti ccorree70@umbc.edu
- Payroll Retros for FY23 – 2023-25 Payroll (by June 6)
 - The next payroll allowing retros 2024-02 (see Payroll Calendar)
- Travel Reimbursement for FY23 (by June 8)
 - Expenses received after the deadline will be recorded in next FY
- Payment Request for FY23 (by June 16)
 - approved by Department Approver COB
- Pcard Purchase for FY23 (by June 16)
 - Expenses received after the deadline will be recorded in next FY
- Pcard Reallocation (by June 29)

Year End Planning and Reminders

- RSTARS Interagency Payments for FY23 (by June 22)
 - approved by Department Approver COB
- Foundation Reimbursement Requests
 - Visit the USM Foundation website – last day for FY23 not set yet
- Restricted Journals for FY23 (by June 23)
 - approved by Department Approver COB
- Cash Receipts/Deposits for FY23 (by June 28)
 - Everything must be received by 12:00 Noon
- Unrestricted Journals for FY23 (by June 30)
 - Journal Date dictates the Fiscal Year – June 30 posts to FY23

Year End Planning and Reminders

- Contact Financial Accounting and Reporting w/ Questions
 - Bryan Casey, Controller, bcasey3@umbc.edu
 - Gayle Chapman, Assistant Controller, chapman@umbc.edu
 - John Alfano, Manager, alfanoj@umbc.edu
- Journal Entry Training Every Month
 - April 13, 10:00am (next virtual class)
- Training for Year End Assistance – send a Request
- Look for More Reminders on the YearEnd Memo – End of April

