

Business Affairs Officer Committee

Meeting Highlights
September 6th, 2023
1:30 – 3:00 PM

BAO Co-Chairs: Christine Green and Elizabeth Godwin

Review and Approval of Meeting Highlights of August 2nd, 2023

BAO group approved August 2nd, 2023, BAO Committee Meeting Highlights.

The next BAO Committee meeting will be **In-person** on **Wednesday, October 4th, 2023**, 1:30 PM – 3:00 PM.

Announcements & Reminders

- Ann Kosek (aj8877) is the new BAO of WDET.
- Eyad Alshawhati (hm1326) is the new BAO of Law School.
- Natasha Weathers (SOM) left the University on September 1st. The position is vacant and posted.
- New Co-chairs - we are still looking for 2 people to volunteer to be the BAO group co-chairs. Please reach out if you interested.
- BAO P-Class Codes – there will be a change on the BAO’s P class, so BAOs can easily be identified. There will be no change in salary, no change in job duties. Most positions will have no change on titles; if there were any change in title, HR would work with you individually.

New Business

City Institute, BAO Learning Journey

Emily Thompson, Director of Economic and Community Dev.

- All of the BAOs have been invited to participate in a “learning journey” sponsored by City Institute on Friday, September 15, 2023 from 9:00 am to 1 pm free of charge. This is a wonderful opportunity to learn more about small businesses in our community while sharing an enriching experience with our fellow BAOs.
- The tour will include continental lunch and motor coach transportation to the following stops:

- Detroit Food Academy
 - TechTown
 - Black Coffee Cafe
 - The Kitchen by Cooking with Que
- You can still RSVP through the link below if you haven't. Due to limited space, this offer is only for BAOs.

Year End – Fiscal Operations

Tony Miller, Director of Office of Fiscal Operations

- Summary of Key Dates & Deadlines
 - **September 7** – All journal voucher requests for adjustments or transfers relating to activity prior to September 1
 - **September 8** – Deadline for processing fully approved purchase requisitions using WayneBuy on-line approvals for FY 2023 General Fund transactions.
 - **September 18** –
 - Last day to enter Accounts Receivable invoices to Banner for FY 2023.
 - Deadline date for processing fully approved change order requests for FY 2023 General Fund transactions.
 - Documents received in Disbursements for FY 2023 activity by this date are **reasonably assured** to be processed and expensed in FY 2023.
 - While Disbursements will continue to process all documents up until Oct. 13th, there is no assurance that they will be expensed in FY 2023 if received/submitted after Sept. 18th.
 - **September 30** – Last date for approving open on-line receivers for purchase order goods and services received on or before September 30th. This is critical because it allows the related costs to be appropriately expensed in FY 2023.
 - **October 5** – Last day to submit FY 2023 cash receipts (deposits received prior to 10/1/23) to Cashier's Office for posting to FY 2023.
 - **October 9** – Final deadline to submit journal voucher requests for FY 2023.
 - **October 14** – Preliminary FY 2023 close and roll forward of encumbrances, related budgets and general ledger balances from FY 2023 to FY 2024.
 - **Note:** Key Dates & Deadlines are available on the Fiscal Operations website: <http://fisops.wayne.edu/Current-Developments-and-Events.php>
- Held vendor invoices – Efforts should be made to submit all vendor invoices “held” by the departments to Disbursements to ensure they are properly reflected in accounts payable as of 9/30/23.
- WayneBuy
 - WayneBuy items that require Departmental attention/completion
 - Ensure required Approvals, CORs and Receivers are completed timely (CORs 9/15, Receivers 9/30)
 - Ensure DPRs are created, submitted and approved quickly once an expense has occurred

- To identify in-process or pending invoices for your area's utilize the Document Search button in WayneBuy (index/org/owner/etc..). Contact Disbursements for assistance if needed
- WayneBuy Accounting Dates
 - **Future Date** – of Enabled Vendors and Direct Payment Requisitions (DPRs) prior to 9/30/23 will not process automatically and will be reviewed for appropriate year.
 - **Back Date** – of Enabled Vendors and DPRs after 9/30/23 will not be processed automatically and will be reviewed for appropriate year.
- Payroll Accruals
 - 9 Month Faculty – Pay Periods PP19 FY23 expense. PP20 FY24 expense.
 - Bi-Weekly – PP19 & 20 FY23 expense. PP21 100% accrual to FY23 (based on PP20).
 - Fall 2023 Part-Time Faculty – PP19 & 20 FY23 expense. PP21 FY24 expense. https://fisops.wayne.edu/files/2023_year_end_payroll_accruals.pdf
- **Prepaid Expenses** – General Accounting review of prepayment \$30,000 for goods/services applicable to periods 10/1/23 and after.
- **Expense Accruals** – General Accounting review of payments \$30,000 and greater for goods/services received 9/30/23 or prior and expensed in FY24.
- **Unbilled Receivables** – Accounts Receivable for goods/services provided 9/30/23 and prior not in banner in FY23.
- **AR Write-offs & Bad Debt Expense**
 - Write-offs – General AR > 2 years will be posted by 9/18/23.
 - Bad Debt – General AR > 1 year outstanding will be posted by 9/21/23.
 - Collections – General AR > 6 months and no payment plan will be sent to collections 9/8/23.
 - Credits - Contact General Accounting before processing.
- For any questions, please contact Colleen Cilia, Director of Accounting, ah8174@wayne.edu and Tony Miller, interim Sr. Director & Assoc. Controller, eg7817@wayne.edu

Question:

Is it possible that we could get the Key Dates & Deadlines calendar earlier so we could plan out our schedules better? We would like to get it at the beginning of the fiscal year if possible.

Answer: Yes, we're working on a larger consolidated calendar.

Question:

It seems like there's a lot more imbalance between Fringe benefit charges and budgets this year on general fund accounts. Usually, it catches up and balances out by the next pay period, but it doesn't seem to be doing that this year. Do we have to alert you as we're getting closer to the end of the FY?

Answer: We're aware of this issue. General Accounting and C&IT are working on get this resolved. The issue will be fixed by September 30th.

Budget Update

Brelanda Mandija- Senior Director of Budget and Planning

- Enrollment – Although we still saw some declines for spring summer, the numbers of the declines were a lot less than we experienced during the pandemic. We're not there yet, but we're going the right direction.
- The Board approved the general fund a short fall of 5.9 million dollars. The good news was the state approved their budget after we approved ours and they came in higher than what we had building in the budget by about 5 million dollars, so that's sort of offset the \$5.9M.
- The tuition and fee revenues looking at negative 10 million. But not until those transfers, expenses and accounting activity completes, we won't know for sure what that 10 million dollars look like.
- The Board also approved the use of one-time funds to help close the shortfall. We're going to look at the carryforward reserves and FY23 year-end balances as the funding sources to fill in that shortfall.
- The deficits are going to be cleared before carryforward balances are moved forward. As we go through discussing the deficits, we're going to have to either clean them up or come up with a plan, and then whatever is left from there will be carryforward in FY2024.

Question:

We're using one time fund paying for permanent expenses for part-time faculty year after year. How do you fix that structurally?

Answer:

We can't keep living on a one-time fund as they're going to go away, you're not going to have the same level of carryforward next year so you're going to run in into that problem. That's what we have to work on with each of you to make it more evident and then we have to figure out how to get that fixed.

Human Resources Update

Carolyn Hafner – Associate Vice President & Chief Human Resources Officer

- I9 verification update - We started out with over 3,000 new hires during covid and we have tackled almost all of those with everyone's help. There is only a handful of students left, if we don't have a response, we're just going to terminate them because the deadline for our I9 verification was August 30th.
- FED is now put out new I-9 rules. There will be a new online form effective November 1st. The process will be simplified. They have allowed us to continue with a virtual option. However this virtual option is not like how we were doing during covid where we could just fill out the I9 form and scan documents in. Now we have to actually schedule a virtual meeting with the new hire and verify their identity. Once we get all the final information on it, we'll post some related training sessions.
- As we had to deploy the whole HR team to get through the I9 verification process, the automation of our offer letters as a part of the Cornerstone hiring onboarding process had to put on hold, but we are starting that back up again.

- To generate the offer letter is a manual process and very time consuming, it could delay the onboarding process. HR is working on developing a new talent acquisition strategy to reduce the amount of time that it takes to get a person in and start working.
- The learning management system is the next module of the Cornerstone system that we are now working on to develop for. There are two types assessment survey for this new learning system, one for staffs, one of leaders. Both of them will take less than 10 minutes to complete. Please encourage your staff to fill that out because that will help us to inform what we need to develop in our learning management.
- If you have not loaded in your FY23 goals in Cornerstone, the system is still open and you can still do that.

Questions: Any update for the method 2 training?

Answer: Method 2 training is to train the supervisors for how to interview, identify and hire the most qualified person for the position. We haven't been able to do it as we had to complete the I9 verification this summer. We are blowing the dust off of it and it's forthcoming.

Grant Balance Training

Tim Foley, Training Specialist, Sponsored Program Admin.

- **FRIPSTG:** What grants do I have?
 - Find all grant codes associated with a Principal Investigator (PI)
 - Steps:
 - If known, enter PI Banner ID which can be found on One Card or within the Account Management section of your Academics profile. Banner ID is not the same as WSU Access ID.
 - If Banner ID is not known, you can search for it within FRIPSTG by selecting Basic Filter or Advanced Filter
 - Enter Last Name, select a qualifier from the drop-down menu: Equals, Like, Contains, Starts With, Ends With, Not Equal
 - Select Go
 - Click the record you wish to view by either double-clicking or highlighting it then pick Select
 - The name and ID populate, then select Go to view list of grants.
 - Record displays all grants for the Principal Investigator:
Grant Number > Description/Title > Maximum Amount of Grant > Grant Status (Active, File Closed/Archived), Status Date
 - TIP: Highlight a grant record, select Tools > Options > Grant Information (FRAGRNT) for quick navigation to the FRAGRNT Grant Maintenance screen. Or follow instructions on this guide's FRAGRNT section.
- **FRAGRNT:** What can I learn about my grant?
 - Contains all basic information regarding externally funded grant accounts.
 - Users can find sponsor, principal investigator, project title and period begin and end dates, awarded amounts to date and anticipated.
 - Steps:

- Enter the grant number you wish to view
- Select the Go button or Alt + Page Down on your keyboard
- Pertinent grant information populates on the main FRAGRNT page:
 1. Responsible Organization: home unit where grant account resides
 2. Long Title: includes project name, sponsor, sponsor number (if applicable)
 3. Agency: name and Banner ID of sponsor
 4. Principal Investigator: name and Banner ID of lead investigator
 5. Project Start and End Dates: covers the entire project period
 6. Status: indicates whether a project is Active, Tentative, or Closed
 7. Amounts: show current, cumulative, and maximum project amount
 8. Grant Type, Category, Sub-Category, CFDA, and Sponsor ID: these fields reflect what type of funding has been awarded. CFDA relates to federal funding and pass-through grants/contracts
- **FTMFUND:** What funds are associated with my grant?
 - Lists all fund codes associated with a grant record: sub-funds, cost-sharing funds all roll to the main grant/fund as Banner is a hierarchical system
 - Steps:
 - Navigate to FTMFUND, Select “Filter”
 - Enter the grant number and Select Go or F8 to execute, results populate. Keep in mind that you can view records in multiple view or single view.
 - TIP: Scrolling the page numbers in the lower left corner will change the record. By selecting “Related” in the upper right corner, you can select Fund Hierarchy to see associated rollups for a fund
- **FRIGITD:** How can I view financial information on my grant? What is the balance, expenditures, remaining amount, etc.?
 - FRIGITD allows users to see all financial information for a grant and the associated funds within the grant record.
 - Users can view information in both summary and detailed output.
 - Specific periods can be defined for a “snapshot” view of a budget.
 - Selecting “Fund Summary” will populate all financials for funds associated with the grant.
 - Users can run various types of searches
 - Include or exclude revenue
 - Include or exclude indirect costs
 - Steps:
 - Enter “W” in the Chart of Accounts
 - Enter Grant number
 - Select Acct Types from Account Summary
 - ◇ Level 1 Account Types = Labor and Direct Expenditures high level view
 - ◇ Level 2 Account Types = high level view of entire budget

- ◇ All Levels = detailed view of budget line items within Account Categories
- Select the following if you want to populate related information
 - ◇ Include Revenue: populates revenue (54) line item
 - ◇ Exclude Indirect Costs: shows budget without the Indirect Cost line item
 - ◇ Fund Summary: output reflects all associated funds. User can select fund record within the output to highlight budget information for selected fund
- TIP: Best practice is to search from the Fund Number rather than the Index. Searching from the Index will not provide up-to-date and accurate fund information. However, if you want to see the entire Fund Summary for a Grant, search from the Grant Number and select Fund Summary, then Go.

Discussion and Questions:

Comments: Thank you to everybody who participated in filling out the BAO survey. We had a 87% response rate which is incredible. Now the information is being analyzed and we're just waiting for feedback.

Closing Remarks/Adjournment

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