



## NOTABLE CHANGES

### Significant Changes to the LPC (Limited Purchase Check) Program

Effective October 1st 2009, the Limited Purchase Check (LPC) program is restricted to payments to [human subjects/research participants](#) and it cannot be used for any other purpose thereafter. **Each LPC Custodian must personally return the unused check stock and check register to [Accounts Payable](#)** during normal business hours before October 15<sup>th</sup>. To learn more about the impact of this change, please refer to the [Notice of Important Changes to the LPC Program](#).

Feel free to send your questions or concerns to [Accounts Payable](#) here:



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### Income Accounting Web Site

[Income Accounting & Student Loan Services](#) has an updated website that includes a section specifically geared toward Cashier Services for Campus Departments. There are a wide variety of services that you may not be aware of. [Check it out!](#)

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### New Training for Departmental Chairs and Deans

[Financial and Business Services](#), in conjunction with the [Budget Office](#), is pleased to announce training for Chairs. Training is one-on-one in the Chair's office and will focus on financial topics that will help them carry out their new (or existing) responsibilities. A sample outline is available on the [Chair & Dean Training web page](#).

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### Purchasing Card Newsletter is to be incorporated into the Momentum Newsletter

The September 2009 [Purchasing Card](#) Newsletter, will be the last regular monthly newsletter published by the Purchasing Card office. FBS continues to find ways to consolidate and coordinate our communication efforts. Look for important Purchasing Card news to be published in our regular quarterly issues.



**Tell us what you think of our Newsletter – we want to hear from you!**

# PROCESS SPOTLIGHT

## New and Improved 'Payment Request' set to replace the 'Check Request'

The new form will serve the same purpose as the current Check Request. Even though the 'Payment Request' form has a different lay-out and does not have the look and feel of the Check Request, the data requirements should be familiar or self explanatory and no formal training is required.

The most interesting change is the new requirement that the payee must sign an affidavit for personal reimbursements. Also, note that all approvers are held accountable for compliance with University, External and Sponsoring Agencies Regulations (see the ['APPROVALS'](#) section of the new form). A signature block has also been added for situations where a vice president is approving an exception. These enhancements strengthen [internal controls](#) over the payment process.

More information will be available as we come closer to the release date.

View a preview of the new ['Payment Request'](#) form.

Please feel free to share your comments and observations with [Accounts Payable](#) here:




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## Travel Services making significant changes to Online Applications

The new version of the [Travel Accounting](#) system, ([accessed through the CIS](#)) will improve [internal controls](#), efficiency and delivery of reimbursements by utilizing current traveler [vendor information](#).

Based upon the employee ID entered for employee travelers, the travel system will prompt the user to choose the most appropriate vendor location (including [ACH/direct deposit](#)) for check delivery. ACH travelers will have an opportunity to expedite delivery of their reimbursements through this new version as well.

When requesting airfare reservations, users will begin to use a better defined 3-step process, replacing the 2-step reservation process currently in use. Submission of the optional first step will result in a table of flight choices sent from our agents - presented much like those delivered by online reservation systems such as Expedia or Travelocity. Travel planners will no longer feel like they need to do research on departure times, connections and price prior to making a reservation request with our onsite agents. This should save substantial time for travel planners across campus. The second step, an online form will tell the agent which flight choices the department has made, resulting in an ON HOLD reservation of space on the flights. Step three will be an online form used to confirm the reservation by obtaining chart field and travel number information.

 The [Travel department](#) has developed several short training modules for user review **beginning October 19<sup>th</sup>**, in preparation of the implementation. Review of these modules will be optional, but strongly recommended. A fun and informative online quiz will be available for Travel Planners who are interested in testing their knowledge and notifying the Travel Department that they have reviewed the information. These training modules should take no longer than one hour to review, will be kept online as useful guides to which users can go back and refer, and can be viewed one at a time for user convenience.

An official email invitation to travel planners with travel application security will be sent on **October 19<sup>th</sup>**, this email will provide the URL for the web page used to access the modules. Travel Planners will have one week to review the modules prior to implementation on **October 26<sup>th</sup>**. Travel planners are urged to make sure their email address in the [CIS: Personal Bio/Demo Information page](#) is accurate.

# INTERNAL CONTROLS CORNER

## Be aware of a common type of fraud - Asset Misappropriation

Asset misappropriation involves the theft or misuse of an organization's resources. Common schemes include skimming cash receipts, falsifying expense reimbursement requests, and pilfering office supplies. Most frauds start small and grow. According to the Association of Certified Fraud Examiners 2008 Report on Occupational Fraud:

- Most frauds have been going on for an average of two years before they were detected.
- Most frauds are uncovered through tips (46% versus other means).
- The average organization loses 7% of its revenues to fraud.
- 87% of fraud perpetrators are first time offenders – and most have never been disciplined or terminated for fraud by previous employers.

## What are some red flags for possible fraud?

To name a few:

- Unusual transactions appearing on a management report (e.g. vendors who have not been used before, unusually high transaction amounts, unusual frequency of transactions, a change in expense or revenue patterns).
- A coworker who never takes vacation or appears to live beyond their means.
- Lack of original receipts or documentation for expenses.
- Accounts that cannot be reconciled.

If something does not seem right or you suspect fraud in your area, please discuss it with your supervisor, a higher level person if the supervisor may be involved, or the [Internal Audit Department](#). You may also file a report using the Ethics and Compliance hotline at 888-206-6025 or [File a Report](#) on the web. Reports to the hotline may be submitted anonymously and are investigated by Internal Audit. Do not immediately confront someone you suspect of fraud—consult first with Internal Audit, Human Resources, or the Office of General Counsel.

You may ask, "What can I do to prevent occupational fraud?" The answer is be diligent and build good [internal controls](#) into your department's daily processes. Here are some suggestions:

- Regularly review Management Reports, Earnings and Benefits Reports, and P-card statements for unusual, odd or irregular entries.
- Review Kronos time reports to make sure that approvals are from supervisors with direct knowledge of employee time. This makes sure time is reported properly and helps prevent disagreements with employees over payroll.
- Make sure non-payroll expenses follow policy, particularly for restrictions for gift, grant and contract funds, and are properly documented for a business purpose. Also, make sure there are proper receipts.
- Keep appropriate records of equipment and supplies to discourage theft. Safeguard both physical and intangible (e.g. credit card numbers, social security numbers) assets.
- Implement dual control for handling sensitive items such as, cash, gift cards, or tickets.
- Segregate job duties. No one person should have control over a process from start to finish. That is, the person who requests a purchase should not be the same person who approves the purchase. If you have any questions on how to segregate duties for your staff, contact [Theresa Ashman](#) or [Laura Howat](#).

## Internal Controls Corner continued...

Most fraud perpetrators engage in illegal conduct when they perceive there is an opportunity to reduce whatever pressures they are facing without getting caught. A strong “tone at the top” and a culture of aggressively investigating alleged occurrences of fraud are both deterrents. If you have any questions on how to prevent fraud or you would like to request onsite training from [FBS](#) on either fraud prevention or internal controls, contact [Theresa Ashman](#). You can make a difference!

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# \$Y\$ - HAPPENINGS

## Web Journal Entry

Initial development of the Web Journal Entry project is complete and testing has begun. This phase is expected to go quickly and we anticipate we’ll have a pilot group up and running in the coming month. We will continue to open it up to new departments as we learn through experience, adapt to changes in our business process flow, and develop training and support mediums for the broader user community. Highlights of the new process will include:

- More efficient entry of journal entries by ...
  - Eliminating dual data entry.
  - Allowing for import from Excel.
  - Providing for electronic submission of backup documentation.
  - Improving validation edits throughout the lifecycle.
  - Assuring only authorized persons can prepare them.
- Provide electronic routing of journal entries which includes ...
  - Approvals, corrections, and annotations by central administrative officers.
  - Optional departmental approvals.
  - Tracking journal entry status by interested parties.
  - Appropriate electronic audit trails.
- Allow electronic review of journal entries and associated backup documentation (*including annotations and approval audit trail*)...
  - During the routing and approval process.
  - With integration to the WEB Management Reports.
  - To eliminate the need for paper documentation to be created, circulated, and retained.

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## PeopleSoft Financial Upgrade to Version 9.0

We are now upgrading the PeopleSoft financial software to version 9.0. The current PeopleSoft Financial software V8.49 is no longer supported by Oracle. In order to continue receiving updates and patches from the vendor, our management has made commitments to upgrade to V9.0.

This upgrade will take several months to complete. During this time, development of new projects and tasks has been put on hold, except those that are necessary to stay in compliance. Any critical production issues with the current version will also be resolved as they occur.

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## Exciting new Options for W-2 Forms

**Employees can elect to receive their Form [W-2](#) electronically instead of a paper copy being mailed. Also, now employees can access W-2s back to 2001.**

We have recently made it possible for employees to elect to only receive the W-2 Wage and Tax Statement electronically. This choice has several advantages:

- Employees will be able to access their Form W-2 a couple days earlier because they will not have to wait for it to be delivered in the mail.
- Sensitive personal information will not be sent through the mail.
- For employees eligible to file a tax return electronically with the IRS, no paper copy of the W-2 is required so natural resources are saved by not printing and mailing W-2 forms.
- In these tight budgetary times, this will have a positive impact on the University's budget.



Here's how to sign up now to take advantage of this opportunity:

1. Sign on to [CIS](#) and click the *Employee* tab (if it is not your default tab).
2. Under *My Human Resources/Payroll*, click on *Payroll, Taxes and Salary*.
3. Click *Paperless W2* to access the option to select to receive your Form W-2 electronically.



In addition, you now have the ability to access your Forms W-2 back to 2001 at any time. To view and print your past W-2 forms:

1. Sign on to [CIS](#) and click the *Employee* tab (if it is not your default tab).
2. Click *W-2 Form Reprint* to access your W-2 forms back to 2001.

For additional information, contact [Tax Services & Payroll Accounting](#), or



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## FBS COMMUNITY

**Campus Community's Best Practices: Flexibility and Cross-Training**  
**Shari Zinik, Manager, Chemistry**

**We asked Shari to provide us with her department's 'Best Practice,' and in response she wrote:**

*"When you asked me the question of what chemistry does well, I tried to think of internal processes used by our department to make the flow of work more efficient. I considered submitting information about our shadow system that mirrors some of the functionality that we had in the old FAS system (pre-Peoplesoft) for tracking pending obligations and providing more accurate balances to our faculty, or the electronic notification and submission database that our computer staff developed to obtain approval on transactions (in lieu of campus orders) from our recharge centers via email approvals...*

*But the more I thought about it, the more I realized that the unique aspect of the chemistry department that leads to its success is the strong sense of loyalty and dedication exemplified by our support staff.*

*Chemistry is its own little community within the realm of the university. Our staff represent a diverse group of backgrounds and skill sets due to our many in-house facilities that complement each other while working toward the common goal of providing a quality educational experience for our students and maintaining the internationally recognized status of our researchers.*

Many people on campus don't realize the breadth of chemistry's internal support system which includes our own stockroom, machine shop, electronics shop, glassblowing shop, NMR facility, mass spec facility, optics lab, x-ray facility, computer center, and thermal analysis center, in addition to our administrative, secretarial and accounting staff. Our staff is a group of extraordinary individuals working as a team to form a village that can make an impact on the bright future of our students and faculty. It takes a little effort and a lot of pride in your work to obtain the perfect balance with so many employees and such diverse specialties.

In the face of budget cuts and economic challenges, our staff has rallied to find innovative ways to consolidate and redistribute workloads to minimize the negative impact on their colleagues and our students. Some of our staff has crossed over the line of their expertise to learn new skills so they can assist in other facilities within the department that are now understaffed.

I am fortunate to have a group of staff who view the tough times as a new challenge and are even more determined to achieve the same quality results with fewer resources. It's the attitudes of the people that make the real difference!"



Share your best practice ideas for our next issue!

Has your department found a better way to get something done? Tell us about it!

Please join us in congratulating the following FBS employees for their length of service:

**20 Years**

Sandy Gunderson (Sep. 15), Purchasing  
Bridgett Cacho (Sep. 22), Purchasing  
Dana Grant (Nov. 11), General Stores  
Mike Olsen (Dec. 26), General Accounting

**25 Years**

John Reeve (Aug. 13), General Stores

**30 Years**

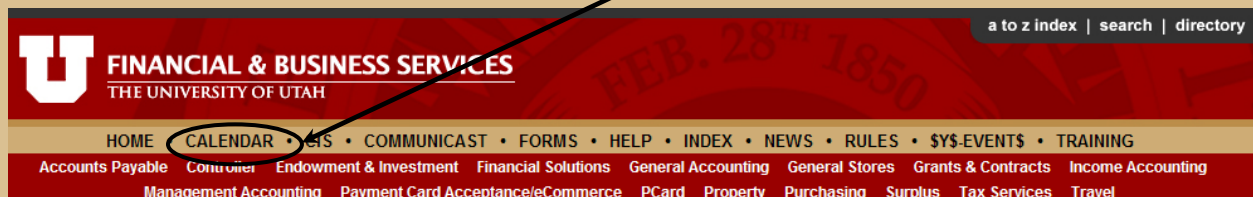
Larry Groves (Aug. 1), General Accounting

**35 Years**

Gary Emery (Jun. 11), General Accounting

## UPCOMING EVENTS

View Upcoming Events and Important Dates on our [Calendar](#)



View a [demonstration](#) to learn how to use the [FBS Calendar](#) feature!