Huron Report Follow Up

Close Out Interim Solutions,

Posting Delays and Error Correction,

Effort Allocations and Commitments

December 2016

Close Out – Interim Solutions

- Place standard ROE into CLASP Toolbox to assist with Close out process until posting delays are addressed and error correction process is simplified.

- Have a "default account" to process closing entries below a determined materiality threshold without further forms/signatures

- ORACS to consistently place final financial report (FFR) in UR Financials. The FFR will be included on "Attachments" tab on Award (previously on "Task" tab, but NCL unable to see that data).

Close Out – Interim Solutions

- Guidance on where to start/who to contact to get information necessary to correct a specific error/unidentified transaction: Found in UR Financials website, select "Resources" (in banner), then select "Integrations Contacts".

- ORACS is capable of fixing budget dates on supplier invoice (SPI) transactions.

- When to use HRMS and when to use Journal Entry to correct errors:

(a) for Employee Travel/Reimbursement corrections use HRMS when done inside 6 months, beyond 6 months use Manual Journal; (b) for Retroactive payroll changes use HRMS if within 18 months, beyone 18 months use Manual Journal. Otherwise, the general rule is to use HRMS if the posting originated in HRMS.

Vendor Considerations

Is any vendor habitually more than one month late?

- Airgas

- FDSI

- Medline

Internal Service Center Considerations

Is any center habitually more than one month late?

- URMC centers are on-line and allow self-service obtaining of invoices

- Problems accessing from River Campus

Correcting Errors

Why must all signatures be obtained again if simply correcting a clerical error (keypunch error)? – Payroll

Correcting Errors

Inability to look up documentation for preferred vendor transactions (e.g., Fisher, Sigma, VWR), thus a reliance on Accounts Payable to provide documentation.

Fulfillment of requests for documentation (e.g. 312 Requisitions, JE backup) associated with error investigation takes many days.

Correcting Errors

ProCard transactions greater than $1,500 do not have documentation that is viewable in the system.

ProCard system should allow corrections/changes until the month end closes.

Posting Delays

Deadlines for Payroll and Journal Entries are unknown.

Processing of Journal Entries at end of month ("pig in python")

Accounts Payable does not have appropriate controls for auditing the dates that they are entering.

Posting Delays

Why is signature of everyone who "owns" an account needed on a form? Why not just require a signature of an "owner" if the amount to be charged to that "owner" changes (amount or timeframe)? – Payroll

Why are signatures needed on the JE form when 312 requisitions (with required approvals) are used as the backup?

Posting Delays

Why is signature of Dean's Office needed on forms that include at least one sponsored project account (GR5…)?

Account maintenance delays (i.e. establishing new budget year in UR Financials) result in pended charges.

Posting Delays

Limitation of one FAO account per SOLO Purchase Order results in additional work (e.g., multiple procurement sessions, journal entries, etc.).

Is it possible to have Forms 800 transmitted daily, instead of waiting until end of a month?

Efforts Allocations and Commitments
Results of Poll

Greater than 50% of participants are satisfied with the electronic HRMS Forms process; knowledge of effort commitments of their faculty; and reported effort allocations of their faculty.

Less than 50% of participants have information regarding cost share commitments of their faculty and understand how to track achievement of those cost share commitments.

Effort Allocations and Commitments - A

All necessary information to oversee effort management is not contained in one place; rather, is scattered among proposals, HRMS, etc.

Effort Allocations and Commitments - B

Electronic routing actually requires more follow up effort than the paper process. The dashboard does not provide sufficient information regarding approvals received and if/when the form was submitted to the HR Service Center.

Effort Allocations and Commitments - C

Department administrator is not always aware of commitments of PI to awards of other departments.

Effort Allocations and Commitments - D

When the salary cap changes, it is a manually intensive process to update all affected faculty allocations.

Happy Holidays to You!