Finance Managers Meeting
October 17, 2016
Finance Managers Meeting Agenda

- 2016-17 Budget, Performance Funds, and Strategic Plan
- Budget Process Live Polling
- Budget Approval for Posting Unbudgeted Positions
- Business Intelligence and Analytics Project
- Two Factor Authentication
- Business Services Update
- Total Contract Manager
- Purchasing Services Update
- Upcoming Changes in Financial Structure for Credit Card Receipts
FY 2016-17 Budget
FY 2016-17 University Operating Budget

FIU’s FY 2016-17 Expenditure Operating Budget totals $1.4 billion

- E&G State Appropriations, $240.0M, 17%
- E&G Tuition, $217.0M, 16%
- E&G - College of Medicine, $49.9M, 4%
- Auxiliary Enterprises, $195.4M, 14%
- Intercollegiate Athletics, $25.7M, 2%
- Activities and Service, $19.7M, 1%
- Technology Fee, $9.7M, 1%
- Board Approved Fees, $0.4M, 0%
- Contracts and Grants, $117.2M, 8%
- Student Financial Aid, $166.1M, 12%
- Concessions, $0.9M, 0%
- DSO’s, $34.6M, 3%
- Student Loans, $298.5M, 22%

Other includes Self-Insurance Program, Principal Payment of Debt, and Interfund Adjustments
# E&G University Funding Summary

<table>
<thead>
<tr>
<th></th>
<th>$ millions</th>
<th></th>
<th>$ millions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2015-16 State Appropriations Base Budget</strong></td>
<td>229</td>
<td><strong>E&amp;G Base Expenditure Budget</strong></td>
<td>(440)</td>
</tr>
<tr>
<td>2015-16 Performance Funds Adjustment</td>
<td>(2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Recurring Prior Year Performance Funds (State Inv.)</td>
<td>(16)</td>
<td>FY 2016-17 Performance Funding</td>
<td>(5)</td>
</tr>
<tr>
<td>Base funding transfer to Performance Funding (FIU Inv.)</td>
<td>(31)</td>
<td>PO&amp;M, Legislative Specials &amp; Pass-throughs</td>
<td>(4)</td>
</tr>
<tr>
<td>FY 2016-17 Performance Funding</td>
<td>56</td>
<td></td>
<td></td>
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<tr>
<td>Legislative Adjustments (PO&amp;M, RMI, Pass-throughs)</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Legislative Specials (Non-Recurring)</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td><strong>2016-17 Total State Appropriations</strong></td>
<td>240</td>
<td></td>
<td></td>
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<tr>
<td><strong>2015-16 E&amp;G Tuition Budget</strong></td>
<td>212</td>
<td><strong>Incremental Tuition Programs (Online 2.0, Nursing Grad, Law, Shorelight)</strong></td>
<td>(3)</td>
</tr>
<tr>
<td>Incremental Tuition (enrollment growth)</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td><strong>2016-17 E&amp;G Tuition Budget</strong></td>
<td>217</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL E&amp;G REVENUES</strong></td>
<td>457</td>
<td><strong>TOTAL E&amp;G EXPENDITURES</strong></td>
<td>(452)</td>
</tr>
<tr>
<td><strong>E&amp;G ESTIMATED EXCESS</strong></td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOG SUBMISSION AVAILABLE FUND BALANCE** | 55 | **MINIMUM STATUTORY RESERVE** | 24 |

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1. FY 2015-16 State Appropriations increased by $4.8M to reflect final appropriations bill passed after the June 2015 Board of Trustees meeting.
2. Reduction due to BOG recalculation of one of the metrics which changed final rankings and allocations; issue is still to be approved by BOG.
3. SUS state investment of $225M and institutional investment of $275M; performance funds allocations to institutions approved by Florida Board of Governors in their June 2016 meeting.
## Performance Funding by Institution

<table>
<thead>
<tr>
<th>Institution</th>
<th>Points</th>
<th>Allocation of State Investment</th>
<th>Allocation of Institutional Investment</th>
<th>Total Performance Funding Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAU</td>
<td>84</td>
<td>$25,346,748</td>
<td>$21,642,163</td>
<td>$46,988,911</td>
</tr>
<tr>
<td>UCF</td>
<td>84</td>
<td>$39,301,181</td>
<td>$38,697,580</td>
<td>$77,998,761</td>
</tr>
<tr>
<td>UF</td>
<td>82</td>
<td>$47,695,822</td>
<td>$49,180,011</td>
<td>$96,875,833</td>
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<tr>
<td>USF</td>
<td>79</td>
<td>$32,308,363</td>
<td>$39,488,000</td>
<td>$71,796,363</td>
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<tr>
<td>FIU</td>
<td>76</td>
<td>$25,253,750</td>
<td>$30,865,695</td>
<td>$56,119,445</td>
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<tr>
<td>FSU</td>
<td>68</td>
<td>$35,574,608</td>
<td>$43,480,076</td>
<td>$79,054,684</td>
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<tr>
<td>FGCU</td>
<td>67</td>
<td>$8,010,396</td>
<td>$9,790,484</td>
<td>$17,800,880</td>
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<tr>
<td>FAMU</td>
<td>65</td>
<td>$11,509,132</td>
<td>$14,066,717</td>
<td>$25,575,849</td>
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<tr>
<td>NCF</td>
<td>59</td>
<td>$0</td>
<td>$2,740,857</td>
<td>$2,740,857</td>
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<tr>
<td>UWF</td>
<td>57</td>
<td>$0</td>
<td>$12,133,627</td>
<td>$12,133,627</td>
</tr>
<tr>
<td>UNF</td>
<td>56</td>
<td>$0</td>
<td>$12,914,790</td>
<td>$12,914,790</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$225,000,000</strong></td>
<td><strong>$275,000,000</strong></td>
<td><strong>$500,000,000</strong></td>
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</tbody>
</table>
Headcount Enrollment

<table>
<thead>
<tr>
<th>Year</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Professional</th>
<th>Unclassified</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Fall 2012</td>
<td>50,394</td>
<td>7,454</td>
<td>5,763</td>
<td>960</td>
<td>65,000</td>
</tr>
<tr>
<td>Actual</td>
<td>50,394</td>
<td>7,454</td>
<td>5,763</td>
<td>960</td>
<td>65,000</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>52,980</td>
<td>7,261</td>
<td>6,446</td>
<td>1,056</td>
<td>65,000</td>
</tr>
<tr>
<td>Actual</td>
<td>52,980</td>
<td>7,261</td>
<td>6,446</td>
<td>1,056</td>
<td>65,000</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>54,099</td>
<td>7,252</td>
<td>6,651</td>
<td>1,115</td>
<td>65,000</td>
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<tr>
<td>Actual</td>
<td>54,099</td>
<td>7,252</td>
<td>6,651</td>
<td>1,115</td>
<td>65,000</td>
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<tr>
<td>Fall 2015</td>
<td>54,059</td>
<td>7,480</td>
<td>5,357</td>
<td>979</td>
<td>65,000</td>
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<tr>
<td>Actual</td>
<td>54,059</td>
<td>7,480</td>
<td>5,357</td>
<td>979</td>
<td>65,000</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>56,487</td>
<td>7,712</td>
<td>6,000</td>
<td>985</td>
<td>65,000</td>
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<tr>
<td>Budget</td>
<td>56,487</td>
<td>7,712</td>
<td>6,000</td>
<td>985</td>
<td>65,000</td>
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<tr>
<td>Fall 2016</td>
<td>55,047</td>
<td>7,728</td>
<td>5,186</td>
<td>1,016</td>
<td>65,000</td>
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<tr>
<td>YTD</td>
<td>55,047</td>
<td>7,728</td>
<td>5,186</td>
<td>1,016</td>
<td>65,000</td>
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<tr>
<td>Fall 2020</td>
<td>9,247</td>
<td>1,025</td>
<td>10,250</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Planned</td>
<td>9,247</td>
<td>1,025</td>
<td>10,250</td>
<td>-</td>
<td>-</td>
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</tbody>
</table>

- Enrollment by headcount includes all students enrolled in the university - projections are preliminary and subject to change
- Professional includes Medicine and Law
- Unclassified includes high school dual enrolled and non-degree students
Full-time Equivalent (FTE) Enrollment (State Fundable Only)

- Enrollment by FTE is based on the number of credit hours that students enroll - projections are preliminary and subject to change.
- Undergraduate includes high school dual enrolled; Professional includes Medicine and Law.

<table>
<thead>
<tr>
<th>Year</th>
<th>Undergraduate</th>
<th>Professional</th>
<th>Graduate</th>
<th>Undergrad - FIU Online 2.0</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>11,255</td>
<td>452</td>
<td>1,509</td>
<td>229</td>
<td>13,445</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>11,032</td>
<td>682</td>
<td>1,489</td>
<td>485</td>
<td>13,688</td>
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<tr>
<td>Fall 2016</td>
<td>11,311</td>
<td>689</td>
<td>1,358</td>
<td>638</td>
<td>13,996</td>
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<tr>
<td>Fall 2016 Budget</td>
<td>13,833</td>
<td>760</td>
<td>1,466</td>
<td>625</td>
<td>13,833</td>
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</table>
Auxiliary Enterprises

Revenue Growth

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Food service, retail operations, student health</td>
<td>$65</td>
<td>$69</td>
<td>$70</td>
<td>$72</td>
<td>$69</td>
</tr>
<tr>
<td>Parking and Transportation</td>
<td>$14</td>
<td>$16</td>
<td>$15</td>
<td>$15</td>
<td>$14</td>
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<tr>
<td>Housing</td>
<td>$26</td>
<td>$30</td>
<td>$29</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Academic Auxiliaries</td>
<td>$88</td>
<td>$85</td>
<td>$94</td>
<td>$103</td>
<td>$103</td>
</tr>
</tbody>
</table>

FY 2012-13

FY 2013-14

FY 2014-15

FY 2015-16

FY 2016-17

Budget
• Projected expenditures of $117.2M or 8% of total budget, comprising funding from many sources, including federal, state and local governmental agencies and private organizations, to support research, public service and training

• Budget Drivers:
  o Revenues and expenditures include DSO reimbursements of $17.8M from FIU Foundation and FIU Health Care Network (HCN)
  o Sponsored research grants are expected to be $2.0M less than the previous year as the Office of Research and Economic Development (ORED) anticipates the loss of a few large federal grants that have ended

• Key ORED projects for FY 2016-17:
  o Startup FIU
  o The West End – FIU Innovation Center
  o Post-doctoral Fellows Initiative
**Fixed Capital Outlay**

**PUBLIC EDUCATION CAPITAL OUTLAY (PECO) / CAPITAL IMPROVEMENT**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Deferred Maintenance</td>
<td>$4,889,537</td>
</tr>
<tr>
<td>Satellite Chiller Plant Expansion (MMC)</td>
<td>$7,062,041</td>
</tr>
<tr>
<td>Strategic Land Acquisition (vetoed by Governor)</td>
<td>$8,000,000</td>
</tr>
<tr>
<td><strong>TOTAL PECO</strong></td>
<td><strong>$11,951,578</strong></td>
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</table>

**CAPITAL IMPROVEMENT TRUST FUND PROJECTS (CITF)**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Center Expansion MMC</td>
<td>$3,700,000</td>
</tr>
<tr>
<td>Health and Wellness Walk MMC</td>
<td>$1,102,996</td>
</tr>
<tr>
<td><strong>TOTAL CITF</strong></td>
<td><strong>$4,802,996</strong></td>
</tr>
</tbody>
</table>

**TOTAL 2016-17 CAPITAL OUTLAY BUDGET**  

$16,754,574
Looking to the Future

Traditional E&G funding under pressure

• State projecting budget deficit to begin FY 2018-19 if current spend levels persist
  o State university system proportionate share in excess of $100 million
  o Estimated FIU proportionate share in excess of $11 million

• Traditional credit hour enrollment levels remain relatively flat

• Tuition and fee increases remain limited in current environment

• Insufficient university reserves to bridge extended funding gap

Need to consider other funding options

• Reallocate existing funds

• Develop new revenue streams that benefit the university not just the department

• Consider all available funding sources when making funding decisions

Or plan for budget reductions
Budget Process Live Polling
Budget Process Live Polling

Please text* “budget” to 22333

OR

Go to pollev.com/budget

*Standard text messaging rates apply
Budget Process Live Polling Continued

What is Dr. Jessell's favorite pie?

Poll locked. Responses not accepted.

- 30%  
- 49%  
- 21%
Please rate the overall FY 16-17 Budget Process:

Poll locked. Responses not accepted.

Very Satisfied: 47%
Somewhat Satisfied: 31%
Neither Satisfied Nor Dissatisfied: 22%
Somewhat Dissatisfied: 10%
Very Dissatisfied: 0%

Total Results: 83
Budget Process Live Polling Continued

What are the 2 best ways to contact you?

- Email: 59%
- Discussion Board - Budget Portal: 29%
- Twitter @FiuBudget: 3%
- LinkedIn (FIU Budget Group): 9%

Total Results: 132
Which aspect of the budget process do you think needs the most improvement?

Poll locked. Responses not accepted.

- Panthersoft tools (DBM, Position Tool, Cash Transfer tool): 25%
- Reports (R2, F2, etc.): 44%
- Information resources (Budget Portal, Budget Manual): 9%
- Training: 12%
- Communication: 9%

Total Results: 75
Budget Process Live Polling Continued

What top 3 areas of the Auxiliary Fund Balance Tool should we focus improvement efforts on:

- Ease of access to the Tool: 30%
- Capital Planning: 6%
- Fund balance reinvestment: 13%
- Focus solely on one year planning: 25%
- Ability to run reports from sharepoint Tool: 26%

Poll locked. Responses not accepted.
Budget Process Live Polling Continued

Should the one-on-one sessions be available sooner in the budget process?

When poll is active, respond at PollEv.com/budget
Text BUDGET to 22333 once to join

66%

34%

Yes
No
Budget Approval for Posting Unbudgeted Positions
• How do we know budget is available for faculty/staff new hires?

• A new process will be implemented to make sure the budget is expressly considered

• The change impacts the ePRF (electronic Position Request Form) in the PeopleSoft HR System
ePRFs will have a Budget Approver inserted if all of the following conditions are met:

- "Post Upon Approval" flag is checked
- Position will be funded in-part or in-full from a non-project (E&G, Auxiliary, etc…)
- Position was **not budgeted** in the current fiscal year
ePRF Change

• Unless the ePRF meets all the aforementioned criteria, it will continue to follow the Department Manager, Business Unit Head, AA/Human Resources workflow.

• If the ePRF meets the criteria the Budget Approver will automatically be inserted into the workflow as follows:

• This change will be effective in the next month or so.
Business Intelligence and Analytics

Project
Project Objectives

• Unify data from multiple systems into one data warehouse with common data models and definitions.
  o Campus Solutions
  o Human Resources
  o Financials, Contracts & Grants
  o Budgeting
  o Others

• Provide decision makers and executives with the tools (reports, dashboards and analytics) to make key strategic and operational decisions based on actionable data.
Project Roadmap

• Campus Solutions/BOG Analytics
  
  o **LIVE**: Application Details, Application Test Scores, Campus Life, Course Meetings & Instructors, Degrees, Enrollment Activity
  
  o **LIVE**: Periodic Snapshots – Applications, Periodic Snapshots – Enrollment
  
  o **In Progress**: Financial Aid (Phase 1), Retention, Advising (GSI), BOG Expenditure Data, BOG Instructional & Research Data (IRD).
  
  o **2017**: Student Information Analytics
    o All transactional areas (including Student Financials)
Project Roadmap

• Human Resources Analytics
  o **In Progress:** Workforce Analytics
    o Business Unit, Department, Employee data, metrics
  o **2017:** Payroll, Recruitment, Compensation, Talent & Profile Management, Time & Labor, Periodic Snapshots

• Financials, Contracts & Grants, Budgeting Analytics
  o **In Progress:** Project Kickoff & Data Fit/Gap Analysis
  o **2017:** 2 Deployments of 3-4 Subject Areas
Financials Analytics

General Ledger (Delivered)

- Expenses (Delivered)
- Payables (Delivered)
- Receivables (Delivered)
- Profitability (Delivered)
- Fixed Assets (Delivered)
- Budgetary Control (Delivered & Custom)
- Contracts & Grants (Custom)
- Payroll Detail (Custom)
- Other Custom Data
Two-Factor Authentication
Security Enhancements

• New Login Page
• New Password Recovery Process
• Two Factor Authentication
• Cybersecurity Awareness Training
Password Resets and Recovery

• Prevent fraudulent password resets
• A code will be sent to you at either a cell phone or a secondary email address which has been previously registered with FIU
• Multiple industries using this method:
  o Bank of America
  o Chase
  o Google
  o Facebook
  o Twitter
Two-Factor Authentication

• Enhanced security for authentication
• Two part process involves something you know (FIU Username and Password) and something you have (Cell Phone)
• Optional for all Students, Faculty and Staff
• Required for users with access to sensitive information
  o Financial Aid
  o Student Records
  o Human Resources
  o Institutional Research
• Required for all DoIT Staff
• Institutions using this method:
  o Duke University
  o Stanford University
  o Arizona State University
Two-Factor Authentication Process

The use of Florida International University’s information technology resources is subject to your proper authentication. By logging in to this system, you agree to abide by all applicable federal, state, and local laws, State of Florida Board of Governors rules, and University rules, regulations and policies. You also understand that the misuse or misappropriation of the University’s information technology resources or violation of any applicable law, rule, regulation or University policy, may result in the revocation of your access privileges.
Two-Factor Authentication Quick Tips

How it works:
- Every time you log in to MyFIU, you will enter your password as usual
- You will then need to verify that it’s you with your personal phone

Get Duo: Quick, easy, no cellular/internet connectivity required

Password + Proof = Access

Switching your Two-Factor method to Duo:
- Download Duo Mobile from your Smartphone's app store
- Link it to your account: Text “Duo” to (954) 372-3537

Logging in without Internet/cellular connection with Duo:
- Enter your username and password on the MyFIU login screen
- Click on “Enter a passcode”
- Open Duo Mobile on your Smartphone & click on the key
- On your computer, enter the 6-digit code on the “Enter Passcode” screen

PUSH

OTP (One-Time Passcode)
Cybersecurity Awareness Training

- New Cybersecurity Awareness Training coming soon.
- Mandatory for all employees.
- Reporting
- Certificates

Visit [http://security.fiu.edu](http://security.fiu.edu)
Thank You!

• Contact Information:

  • TwoFactor.fiu.edu
  • helve@fiu.edu
  • cyoung@fiu.edu
Business Services Update
ITNs

Catering
- Current contract expires December 2016. Purchasing will implement a month-to-month should the new process take additional time to prepare.
- ITN was reviewed with Purchasing and additional recommendations to the process were requested. The new process will allow new vendors to be added to the Catering list every 2 years.

Dining Services
- Currently in the initial stages of putting together the team, stakeholders, and committees. The Aramark contract expires June 30, 2018.
- Gathering and reviewing ITN documents from the SUS schools.
- Scheduled individual 30-minute meetings with dining services consultants who were in attendance at the NACAS meeting in Indianapolis.
Venue Reservation Center
shopFIU
Tapingo
New Services

tropical SMOOTHIE CAFE

LUBE @ FIU

Vicky BAKERY
Total Contract Manager
Vision

The idea of OGC and Purchasing was to implement an integrated web-based contract management system that would:

- Automate the entire contract lifecycle;
- Provide transparency;
- Help to manage individual obligation line items, and
- Serve as a centralized, searchable contract repository.
Why TCM?

• **Why do we like it?**
  - Compliance
  - Efficiency
  - Transparency

• **Why did we set up Purchasing first:**
  - Most complicated contracts
  - Wide variety of contracts and users
  - Has experience with SciQuest MyFIU Market
Timeline

• By the end of 2016-2017, fiscal year, we plan to roll out TCM to all FIU units/departments for their Purchasing contracts.

• Once the Purchasing implementation has been completed, we will start enrolling other projects that would benefit from TCM.
<table>
<thead>
<tr>
<th>Contract Request Name</th>
<th>Requested By</th>
<th>Request Status</th>
<th>Status Last Updated</th>
<th>Created</th>
</tr>
</thead>
</table>
Contracts that Require Attention
Purchasing Services Update
Agenda

- myFIUmarket
- Projects
- Procurement Manual
- Helpful Hints
• 40 catalogs enablement available
• Currently six enabled catalogs (catalogs available for shopping)
• Goal is to enable six more catalogs this fiscal year
  o Henry Shine
  o Considered furniture catalogs as well as additional life sciences catalogs.
  o Let us know what suppliers you would like us to enable
• ePro Annual Return on Investment
  o Benefits $497,080
  o Costs $483,732

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>No. Orders</th>
<th>PO Total</th>
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<tbody>
<tr>
<td>CDW-G</td>
<td>303</td>
<td>$4,031,905.97</td>
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<tr>
<td>Grainger</td>
<td>263</td>
<td>$1,198,204.16</td>
</tr>
<tr>
<td>Air Gas</td>
<td>335</td>
<td>$47,404.49</td>
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<tr>
<td>B&amp;H</td>
<td>99</td>
<td>$166,775.67</td>
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<tr>
<td>Fisher Scientific</td>
<td>272</td>
<td>$288,081.11</td>
</tr>
<tr>
<td>Office Depot</td>
<td>751</td>
<td>$263,435.74</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>2023</strong></td>
<td><strong>$5,995,807.14</strong></td>
</tr>
</tbody>
</table>

On average, FIU has 4 items per Purchase Order. The average SciQuest customer has 1-2 items per Purchase Order.
Recent Projects

- **Amazon Business Account**
  - 340 users signed up
  - Purchased 2,134 items across 479 orders at a cost of $71,102 in one month

- **Rosslyn Analytics’ Spend Management Analytics Tool – RAPid**
  - Implemented September 2016
  - Contains all spend data from PantherSoft, including pCard spend
  - Can be used to create different types of spend reports to leverage and manage spend

- **SciQuest’s Total Contract Manager (TCM)**
  - Implemented by Purchasing Services and the Office of the General Counsel September 2016
  - Additional departments will be added a few at a time over the coming months
    - Anticipated completion end of FY 2016 - 17
  - Automated workflow for increased efficiencies and visibility
  - All University purchasing contracts will be processed in TCM
Upcoming Projects

- **Total Contract Manager - Contracts Training**
  - Handbooks and training materials ready within next two months
  - Phased-in training and onboarding of departments

- **DemandStar Roll-out and Training**
  - Web-based application for electronic bidding and quoting
  - Training and access to tool available to any department interested in getting quotes electronically

- **User Group for ePro and myFIUmarket**
  - Volunteers from Faculty and Staff
  - Focus on functionality, efficiencies, and ease of use
Procurement Manual

• New Procurement Manual posted to Purchasing Services website June 2016
  o Revised Quote Requirements for Purchases under $75,000
    o one quote for purchases under $14,999
    o two or more quotes for purchases from $15,000 to $29,999
    o three or more quotes for purchases over $30,000
  o Sole Source Annual General Certification List
    o 11 Categories
  o Changes to the ITN solicitation process to make it more user friendly
    o Only evaluation criteria, no points
    o Evaluation Committee may be the final decision making authority
    o Contract signed by appropriate signature authority
    o No publicly posting of ITN meetings
Helpful Hints

• PeopleSoft Requisitions
  o Requisitions with Wrong Category Codes
    o Purchasing cannot change category codes on POs
    o Cancelled and requisitions re-entered
    o Confirm selected category code is mapped to the appropriate account
  o Ship to Location
    o Review shipping summary for accuracy
    o Ensure a valid address

• myFIUmarket
  o Air Gas
    o Set up an account - provide phone number, lab address, PI’s name, and lab assistant’s name if applicable
  o Office Depot
    o Price matching
    o Holding price firm for 90 days
    o Invoicing weekly
Upcoming Changes in Financial Structure for Credit Card Receipts
• Payment Card Processing-Policy Number 1110.025-Requirements for establishing and maintaining a merchant location to accept credit card payments

• Policy spells out requirements for Payment Card Industry Data Security Standards (PCI DSS) compliance

• PCI DSS compliance lies with University Location, Office of Business Services, Division of Human Resources, Office of the Controller, Division of Information Technology

• There are 61 merchant locations that accept credit cards across FIU
FIU has been notified by Bank of America it is now a Level 3 merchant with increased compliance requirements to be met by June 30, 2017

- Annual Self Assessment Questionnaire
- Quarterly network scan by Approved Security Vendor
- Attestation of Compliance – multitude of network and other security requirements to be met
Costs of Compliance

• New requirements mean additional cost

• Additional costs will include:
  o PCI DSS Qualified Vendor
  o Additional resources in support areas
  o Possibly additional or new equipment
  o Potential changes to network
Next Steps

• Vendor to perform PCI DSS compliance readiness

• Review responses to annual questionnaires completed by university locations
Finance Managers Meeting
October 17, 2016