Finance Managers Meeting Agenda

2019-20 Budget and E&G Outlook  Dr. Kenneth Jessell
E&G Carry Forward - New Guidelines  Dr. Kenneth Jessell
Salary Encumbrances  Hamza Lazrak
Business Services Update  Rudy Vila
Office of the Controller Updates  Jessy Salgado-Palma, Alexandra Mirabal & Jose Zubimendi, Crystal Herrera, Katharine Brophy
FY 2019-20 Budget and E&G Outlook
FY 2019-20 University Operating Budget

FY 2019-20 Expenditure Operating Budget totals $1,517.8M

E&G State Appropriations, $222M, 15%
Performance Funding - State Investment, $30M, 2%
Performance Funding - FIU Investment, $34M, 2%
E&G Tuition, $228M, 15%
College of Medicine, $51M, 3%
Auxiliary Enterprises, $228M, 15%
Contracts and Grants, $139M, 9%
E&G State Appropriations, $222M, 15%
Student Financial Aid, $221M, 15%
Student Loans, $260M, 17%
Other, $(2)M, 0%
DSO's, $46M, 3%
Concessions, $1M, 0%
Student Fees, $60M, 4%
## E&G University Funding Summary

<table>
<thead>
<tr>
<th>Financial Category</th>
<th>Amount ($ millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2018-19 State Appropriations Base Budget</strong></td>
<td>287</td>
</tr>
<tr>
<td><strong>Performance Funding:</strong></td>
<td></td>
</tr>
<tr>
<td>FY 2018-19 Performance Funding -- top 3 (NR)</td>
<td>(10)</td>
</tr>
<tr>
<td>Non-Recurring Prior Year Performance Funds</td>
<td>(64)</td>
</tr>
<tr>
<td>FY 2019-20 Performance Funding -- proportional share</td>
<td>64</td>
</tr>
<tr>
<td><strong>Base Funding Reduction</strong></td>
<td>(5)</td>
</tr>
<tr>
<td>Legislative Adjustments (RMI &amp; Pass-throughs)</td>
<td>2</td>
</tr>
<tr>
<td>New Appropriations - Operational Support</td>
<td>15</td>
</tr>
<tr>
<td>New Appropriations - Targeted STEM</td>
<td>2</td>
</tr>
<tr>
<td>Prior year non-recurring legislative appropriations</td>
<td>(6)</td>
</tr>
<tr>
<td><strong>2019-20 Total State Appropriations</strong></td>
<td>286</td>
</tr>
<tr>
<td><strong>2018-19 E&amp;G Tuition Budget</strong></td>
<td>226</td>
</tr>
<tr>
<td>Incremental Tuition (enrollment growth)</td>
<td>2</td>
</tr>
<tr>
<td><strong>2019-20 E&amp;G Tuition Budget</strong></td>
<td>228</td>
</tr>
<tr>
<td><strong>TOTAL E&amp;G REVENUES</strong></td>
<td>$ 514</td>
</tr>
</tbody>
</table>

1. FIU’s total performance funding is $64.4M; $30.4M state investment, $34M institutional investment.
Key changes for FY 2019-20 budget

• Eliminated “bottom 3” requirement

• Top 3 (including ties) or increased score over prior year -- receive 100% of state investment allocation

• Score decreases or stays the same for 2 consecutive years -- receive up to 100% of state investment allocation after presenting and completing a student success plan
  - Receive 50% in August / September upon BOG approval of plan
  - Receive 50% in March on achieving goals outlined in plan
Performance Based Funding

- No additional State Investment
- New allocation methodology
- FIU dropped from second to sixth
- FIU needs a score of 88 or higher in order to receive 100% state investment allocation in FY 2020-21 – potential impact of $30 million

<table>
<thead>
<tr>
<th>Institution</th>
<th>2018 Scores</th>
<th>2019 Scores</th>
<th>Allocation of State Investment</th>
<th>Allocation of Institutional Investment</th>
<th>Total Performance-Based Funding Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF</td>
<td>93</td>
<td>95</td>
<td>$47,282,102</td>
<td>$52,634,792</td>
<td>$99,916,894</td>
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<tr>
<td>UWF</td>
<td>86</td>
<td>94</td>
<td>$10,442,148</td>
<td>$11,624,278</td>
<td>$22,066,426</td>
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<tr>
<td>USF</td>
<td>86</td>
<td>92</td>
<td>$36,504,867</td>
<td>$40,637,494</td>
<td>$77,142,361</td>
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<tr>
<td>FSU</td>
<td>86</td>
<td>88</td>
<td>$42,084,561</td>
<td>$46,848,851</td>
<td>$88,933,412</td>
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<tr>
<td>UCF</td>
<td>77</td>
<td>88</td>
<td>$36,760,351</td>
<td>$40,921,901</td>
<td>$77,682,252</td>
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<tr>
<td>FIU</td>
<td>90</td>
<td>87</td>
<td>$30,459,667</td>
<td>$33,907,930</td>
<td>$64,367,597</td>
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<tr>
<td>FAU</td>
<td>84</td>
<td>86</td>
<td>$20,517,518</td>
<td>$22,840,256</td>
<td>$43,357,774</td>
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<tr>
<td>FGCU</td>
<td>75</td>
<td>81</td>
<td>$10,895,127</td>
<td>$12,128,538</td>
<td>$23,023,665</td>
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<tr>
<td>UNF</td>
<td>68</td>
<td>78</td>
<td>$12,358,238</td>
<td>$13,757,283</td>
<td>$26,115,521</td>
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<tr>
<td>FAMU</td>
<td>72</td>
<td>70</td>
<td>$13,750,113</td>
<td>$15,306,730</td>
<td>$29,056,843</td>
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<tr>
<td>NCF</td>
<td>75</td>
<td>67</td>
<td>$3,945,308</td>
<td>$4,391,947</td>
<td>$8,337,255</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$265,000,000</td>
<td>$295,000,000</td>
<td>$560,000,000</td>
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</table>
## E&G Carry Forward Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($ millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning E&amp;G Fund Balance - FY 2019-20</strong></td>
<td>91</td>
</tr>
<tr>
<td>7% Statutory Reserve Requirement (per SB 190, 1011.45(1) F.S.)*</td>
<td>38</td>
</tr>
<tr>
<td>E&amp;G Carryforward Fund Balance Less 7% Statutory Reserve Requirement</td>
<td>53</td>
</tr>
</tbody>
</table>

### Carry Forward Spending Plan:
- Restricted by Appropriations: 6
- University Board of Trustees Reserve Requirement: 2
- Compliance, Audit, and Security: 2
- Academic and Student Affairs: 11
- Facilities, Infrastructure, and Information Technology: 24
- Other Operating Requirements: (University Board of Trustees-Approved That Support the University Mission): 8

**Total Approved Spending Plan**: $53

* 2% Increase in Statutory Reserve Requirement to 7% equates to $11 million
Approximately 37,000 students will receive financial aid including 21,164 Pell recipients.

Growth in non-need aid tied to student academic profile.

For 2021 high school graduates, Bright Futures eligibility SAT and ACT scores are determined by 75th national percentile score for Florida Medallion Scholarships and 89th percentile for Florida Academic Scholarships; anticipated loss of 531 B.F. students/$15M.
Auxiliary Enterprises

FY 2015-16 Actuals
FY 2016-17 Actuals
FY 2017-18 Actuals
FY 2018-19 Actuals
FY 2019-20 Budget

Auxiliary Revenue

- Academic Auxiliaries
- Housing
- Parking and Transportation
- Food service, retail operations, student health
Contracts and Grants

- Less state and privately funded sponsored research
- Conservatively budgeted spending from F&A funds
Public Education Capital Outlay (PECO) / Capital Improvement

- Maintenance/Repair/Renovation and Remodeling $0

Total Capital Outlay (PECO) / Capital Improvement $0

Capital Improvement Trust Fund Projects (CITF)

- Graham Center Expansion--$35M expansion program; $16.3 received $6,319,109

Total CITF $6,319,109

Total 2019-20 Capital Outlay Budget $6,319,109
• FY 2019-20 first quarter results -- mostly on target:
  – Modest credit hour enrollment growth over plan, 1.0%, net tuition revenue on target
  – E&G expenses 10% under year-to-date budget

• E&G Current Year and Carry Forward budgets and expenditures under scrutiny by legislature
  – House Higher Education Appropriations Committee tasked with reprioritizing $296 million
  – Funds at risk if not spent appropriately or in priority programs

• New funding tied to specific initiatives, e.g. 2025 strategic plan, leaves university with minimal unallocated funds
  – Unable to cover another budget reduction
  – Units should continue to keep budget reduction plans up-to-date
E&G Carry Forward Update
Senate Bill 190 -- E&G Fund Balance

Amends FS 1011.45 End of year balance of funds (carry forward)

- Statutory reserve requirement increased by 2 percent, from 5 to 7 percent
- CFO certification of unexpended funds

- Requires spending plan for the balance in excess of 7 percent minimum:
  - Board of Trustees and Board of Governors approval effective September and October 2020, respectively
  - Board of Governors requiring Board of Trustees approval of carry forward and fixed capital outlay budgets this year
  - Estimated cost and timeline for completion of each expenditure
Senate Bill 190 -- E&G Fund Balance

Defines authorized uses of E&G Fund balance:

- Operating expenditures that support the university mission and that are non-recurring
- Any purpose specified by the Board of Trustees or in the General Appropriations Act
- A PECO project that has received an appropriation and requires additional funds for completion
- Completion of renovation, repair, or maintenance projects up to $5 million per project
- Replacement of a minor facility that does not exceed 10,000 GSF up to $2 million
- Completion of remodeling or infrastructure projects up to $10 million per project
- Completion of repair or replacement projects due to damages caused by natural disasters
- Utilization of 7 percent statutory reserve for a demonstrated emergency and with Board of Trustees and Board of Governors approval
Non-recurring expenses only – please consult with OFP if in doubt

An E&G non-recurring expenditure is defined as an expenditure that is not expected to be needed or available after the current fiscal year. Non-recurring expenditures have distinct elements:

• Time-limited in nature, where an end date to a given contract or activity is known
• There is no promise or guarantee of future funding
• May cross multiple years, but the above two provisions apply
• May address financial challenges resulting from external factors (examples could include federal government shutdown, drop in state revenue resulting in a mid-year reduction)

See BOG or OFP website for definition and examples
Implementing Senate Bill 190

• Centrally held carry forward funds fully allocated

• Departmental spend against plan
  – Some leeway to amend, please consult with OFP prior to any significant changes
  – OFP monitoring transactions -- tie to plan and non-recurring in nature

• BOG will require end-of-year report

• Unit carry forward budget planning during operating budget development phase
Salary Encumbrances
What is a Salary Encumbrance?

- Salary encumbrances reflect an estimated obligation for an employee on each associated funding source over a specified period.

- Funds committed in Commitment Control -- not available for other purposes.

- Reduces available budget.
What is a Salary Encumbrance?

Means that you are “going” to spend it

<table>
<thead>
<tr>
<th>BEFORE</th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Budget</td>
<td>Actuals + PreEncumb + Encumb</td>
<td>Actuals + PreEncumb + Encumb</td>
<td>Salary Encumb</td>
<td>Available Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$100,000</td>
<td>$65,000</td>
<td>$35,000</td>
<td>$100,000</td>
<td>$65,000</td>
<td>$30,000</td>
<td>$5,000</td>
<td></td>
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</table>
Why introduce Salary Encumbrances?

- More effective and efficient management of budgets
- Able to identify and address budget deficits or savings earlier in the fiscal year
- Increased scrutiny of stewardship of financial resources; greater expectations of accountability and oversight of program operations
- Less available unrestricted, uncommitted financial resources
Scope

- Encumber salary and benefits expenses for regular and contracted temporary employees:
  - Track 1 – funding sources with activity numbers and E&G Cost Share projects – **October 25, 2019, Go-live**
  - Track 2 – research project funding sources – currently in design phase, addresses future dated personnel actions
Calculation

Bi-weekly:

\[(\text{Remaining pay-periods} \times \text{bi-weekly compensation}) \times (1 + \text{fringe benefit rate})\]

Lump-sum Contract:

\[(\text{Full contract amount}) \times (1 + \text{fringe benefit rate})\]
Key Assumptions for Track 1:

• Remaining pay periods determined by encumbrance start and end dates
  - Encumbrance end date is earliest of fiscal year-end, spring semester (9-month faculty), job end date, or funding end date

• Calculation based on current compensation rate in HR system
### Employee Types

<table>
<thead>
<tr>
<th>Regular Employees</th>
<th>Contracted Temporary Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>220 Faculty - 12 Month</td>
<td>051 Graduate Assistants</td>
</tr>
<tr>
<td>229 Faculty - 9 Month</td>
<td>061 Adjuncts</td>
</tr>
<tr>
<td>22A Faculty - Summer A</td>
<td>012 Overload Faculty</td>
</tr>
<tr>
<td>22B Faculty - Summer B</td>
<td>013 Admin. Overload</td>
</tr>
<tr>
<td>22M COM Faculty – 12-Month</td>
<td>014 Staff Overload</td>
</tr>
<tr>
<td>210 Administrative</td>
<td></td>
</tr>
<tr>
<td>240 Executive Service</td>
<td></td>
</tr>
<tr>
<td>230 Staff</td>
<td></td>
</tr>
</tbody>
</table>
## Funding Sources – Track 1

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Fund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>E&amp;G - General Revenue</td>
<td>412</td>
<td>Athletics Stadium Financing</td>
</tr>
<tr>
<td>211</td>
<td>E&amp;G - Carry Forward</td>
<td>431</td>
<td>Federal Work Study -Restricted</td>
</tr>
<tr>
<td>215</td>
<td>E&amp;G - Cost Share</td>
<td>451</td>
<td>Student Government (A&amp;S)</td>
</tr>
<tr>
<td>240</td>
<td>E&amp;G Medical School</td>
<td>452</td>
<td>A&amp;S Support</td>
</tr>
<tr>
<td>241</td>
<td>E&amp;G Medical School Carry Forward</td>
<td>453</td>
<td>Technology Fee</td>
</tr>
<tr>
<td>331</td>
<td>Auxiliary Enterprises</td>
<td>501</td>
<td>Other Unrestricted Fund</td>
</tr>
<tr>
<td>333</td>
<td>Housing Fund</td>
<td>601</td>
<td>College of Medicine</td>
</tr>
<tr>
<td>334</td>
<td>Parking Fund</td>
<td>602</td>
<td>Other Restricted Fund</td>
</tr>
<tr>
<td>335</td>
<td>Continuing Education</td>
<td>604</td>
<td>Transfers from Component Units</td>
</tr>
<tr>
<td>350</td>
<td>Research Service Centers</td>
<td>651</td>
<td>Sponsored Research Miscellaneous</td>
</tr>
<tr>
<td>360</td>
<td>Fee Recovery</td>
<td>652</td>
<td>Sponsored Research Overhead</td>
</tr>
<tr>
<td>411</td>
<td>Athletics</td>
<td>657</td>
<td>Sponsored Research Financial Aid</td>
</tr>
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</table>
# Funding Sources – Track 2

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
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<tbody>
<tr>
<td>641</td>
<td>CstShr/Internal/Interest Lvl4</td>
</tr>
<tr>
<td>642</td>
<td>CstShr/Internal/Interest Lvl3</td>
</tr>
<tr>
<td>653</td>
<td>DoR Research Level 1 Rev 0</td>
</tr>
<tr>
<td>654</td>
<td>DoR Research Rev 0 Unrestricted</td>
</tr>
<tr>
<td>655</td>
<td>DoR Research BudP Unrestricted</td>
</tr>
<tr>
<td>660</td>
<td>Federal Level 3</td>
</tr>
<tr>
<td>661</td>
<td>Federal Level 4</td>
</tr>
<tr>
<td>662</td>
<td>State Level 3</td>
</tr>
<tr>
<td>663</td>
<td>State Level 4</td>
</tr>
<tr>
<td>664</td>
<td>Other Level 3</td>
</tr>
<tr>
<td>665</td>
<td>Other Level 4</td>
</tr>
<tr>
<td>641</td>
<td>CstShr/Internal/Interest Lvl4</td>
</tr>
</tbody>
</table>
Encumbrance Population

IMPORTANT

• Hourly OPS are NOT part of the salary encumbrance
• Vacant budgeted positions are not included in the salary encumbrance data
• Summer encumbrance amounts throughout Fall and Spring are the budgeted amounts entered in the position tool
• Sponsored research project funds are NOT yet part of the salary encumbrance
• Employees paid from the fringe pool due to extended leave are not included in the salary encumbrance until they return
• To avoid over-encumbering due to a future dated action such as change in allocation, leave of absence, or employee resignation, change the funding end date in the HR system
### Loading Salary Encumbrances into Commitment Control

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, November 7, 2019</td>
<td>Remove Salary Encumbrance that includes the Nov 8 Paycheck</td>
</tr>
<tr>
<td>Thursday, November 7, 2019</td>
<td>Load Salary Encumbrance that excludes the Nov 8 Paycheck</td>
</tr>
<tr>
<td>Friday, November 8, 2019</td>
<td>Payday: Pay journal posts</td>
</tr>
</tbody>
</table>
## Viewing Salary Encumbrances

<table>
<thead>
<tr>
<th>View By:</th>
<th>Source</th>
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<tbody>
<tr>
<td>Budgetary Account</td>
<td>Budget Overview</td>
</tr>
<tr>
<td></td>
<td>XA Report</td>
</tr>
<tr>
<td>Activity Number</td>
<td>DS Report</td>
</tr>
<tr>
<td>E&amp;G Cost Share Project</td>
<td>DS Report</td>
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<tr>
<td></td>
<td>GrantP Report</td>
</tr>
<tr>
<td></td>
<td>Departmental Research Summary</td>
</tr>
<tr>
<td>Position / Employee</td>
<td>XA Report</td>
</tr>
<tr>
<td></td>
<td>DS Report</td>
</tr>
</tbody>
</table>
Exception Process

Salary Encumbrance Emergency Request

• Up to four-week window before Change in Status, Superseding Contract or Contract Cancellation form reflected in salary encumbrance

• In case of budget exception caused by over-encumbrance AND before HR action reflected in salary encumbrance

• Submit a Salary Encumbrance Emergency Request to override transaction
Questions?
Business Services Update
Business Services Update Topics

• Current Renovations
  - Dining Retail

• Future Projects
  - Dining

• Operational Changes
Current Renovations – Dining MMC
Current Renovations – Dining MMC
Current Renovations – Dining MMC

Panera Graham Center
Current Renovations – Dining BBC
Current Renovations – Dining Engineering Center
Current Renovations – Retail Engineering Center
Current Renovations – Retail MMC
Current Renovations – Retail MMC
Future Renovations – Dining

- Chilis Patio
- Chipotle – Mango
- Chick fil-A – BBC
- Starbucks Refresh BBC & Mango
- Pincho Factory – Graham Center
- Graham Center Atrium Remodel
- Stadium Kitchen & Bar
Future Renovations – Dining MMC
Future Renovations – Dining Stadium
Future Renovations – Dining Stadium
1. Download Grubhub App
2. “Connect” your Tapingo account in the Grubhub app, create a new password and all your information will be transferred.
3. Pay with any card.
Student Financial Services
Student Financial Services Updates

- **Changed queuing system from Qnomy to Qless**
  - Kiosk looks slightly different but is in the same location, menu options also remain the same

- **Working on installing a drop box in the SASC Student Financials area for AR/BI and departmental deposits**
  - Allows departments to avoid the queuing system and walk over to the drop box
  - Deposits will be processed the next day

- **Planning to implement an appointment system for individuals handling participant funds**
  - Once details are available we will contact our custodians to advise of the process
Accounting & Reporting
• Recommend attaching supporting documentation

• Accounting and Reporting may ask for documentation and/or more detailed explanations for any Smart Journal or Cash Transfer
• Allows for the elimination of current ID Transfer and Cost Transfer – Transfer of Non Payroll Charges Forms

• Users will be able to enter the transfer (using the standard journal entry screen) and attach supporting documentation, it will then route to the person getting the expense or debit in the transaction for approval

• Once they approve it will route to Accounting and Reporting staff for their review and posting

• Please contact me if you would like to volunteer for testing
• Allows for departments to bill and collect on the sale of goods and or services to external parties

• Invoices sent via email as pdf documents
  - Customers receive a link to pay via credit card though FIU’s Web Pay portal
  - Customers can also pay through wire and check

• Four active locations to date and continuing rollout to additional areas in FY 2019-20
Procurement Services
Procurement Services Reminders and Announcements

• Blanket Purchase Order requests must be set up with origin “BPO” at requisition level

• Closing of Blanket Purchase Orders to release encumbrances and requesting for the order to be re-opened at a future date will not be allowed

• Dual assignment requester and receiver role changes to improve controls

• GovQuote University-Wide Rollout
  - Utilization of GovQuote will be mandatory starting in February 2020
  - If you do not receive an invitation for the GovQuote trainings, please contact Barbara Cotto Jimenez at bcottoji@fiu.edu

• Promotional Items University-Wide Sourcing Event and Survey in progress

• Implemented a new process for approving and paying foreign suppliers. Departments are to follow the instructions provided in the procedure document which can be found at http://finance.fiu.edu/controller/QL_ControllerProceed.html.
  - The key points of this new process are as follows:
    • Foreign suppliers are now approved by Procurement Services instead of Tax Compliance.
    • Payments to foreign suppliers will now be reviewed by Tax Compliance at the voucher level.

• Moving allowance for new hires vs Lab Moves vs Internal Moves
  http://finance.fiu.edu/purchasing/4contra_employee_moving_guide.html
Non-Conforming Purchases Monthly Count – FY 19 & 20

Monthly Counts of Non Conforming Purchases
FY 19 & FY 20
Procurement Services has recently finalized an ITN for Multi-Level Coaching, Training and Consulting Services.

- These services will be available not only to the FIU community to develop leaders from different levels and needs, but also the 12 SUS participating institutions.

- With input from different key stakeholders within FIU along with several participants from other universities such as UF, UCF and Florida Polytech we developed an extensive scope of work that encompassed the key areas of development for executives and multilevel leaders and managers.

Firms Selected:

- Center for Transformation and Innovation
- Ebony Smith & Associates, Inc
- Franklin Covey Client Sales, Inc
- Human Capital Integrated, LLC
- The Maue Center
- Perfect Solutions Consulting Group Inc
- Right Management Consultants, Inc.
Services Available

• **Executive and Multi-Level Coaching** – One-on-One yearly engagement. Introductory & Pre-planning Meeting, Assessments, Coaching/Development Plan, Coaching to Plan, Status Updates, Close out and or Extension.

• **Strategy Development/Alignment** - Strategic planning including initial assessment, delivery of data and recommendations, and an organizational plan.

• **Organizational Culture Assessment & Alignment** - Assessment of culture, data analysis, strategy development, and implementation plan.

• **Mission & Vision Work** – Provide framework for administrative and academic leaders to establish or further develop Vision and Mission that align with the leader’s values and purpose.

• **Leadership Retreat Planning, Development & Facilitation** - Provide a framework and plan for creating a clear path, enhance organizational climate and create greater employee engagement.

• **Leadership Development Content Design & Facilitation** - Relationship agility, change management, emotional intelligence, conflict management and resolution, performance coaching, effective communication and collaboration, efficient and effective work processes and protocols.

• **Train-the-Trainer** - Access to subject matter experts and seasoned/certified facilitators to train employees on use of training material for the benefit of the organization

• **Assessment and Facilitation** – Administration of organizational and individual assessments and availability of subject matter experts and certified facilitators.
Contract Process

• Master Agreements will be drafted and the FIU Community as well as any SUS institution may utilize the awarded firms for services as outlined in said agreement by completing an Addendum.

• Requestors may select a firm from the list. Multiple quotes may be requested from the awarded suppliers to obtain the best value services for each individual project.

• Obtain Approvals: Departments must complete the addendum template with all relevant information and any negotiated terms for the project and submit the completed addendum through the TCM portal. Detailed instructions on how to request the services and how to process addenda will be outlined in the Procurement Services website.
Coaching Vs Training?

- HR has provided an outline that should be used when determining if the services requested are to be considered Coaching or Training.
- Training is exempt from the competitive process
- Coaching is not exempt and the ITN must be used

This information will be posted on the Procurement Services website and will be communicated via the November Panther Post newsletter.

- Please share with end users that may need these services.
The Credit Card Solutions Team is happy to announce FIU’s new partnership with Card Integrity! This company provides a full service, 3rd party expense monitoring solution. Their service will analyze 100% of the University Pcard and Travel & Entertainment Card spend on a monthly basis, incorporating both algorithmic diagnostics and human review with experience in audit and review practices. Card Integrity sets the gold standard in card spend analytics, improving compliance, oversight, and internal controls in university card programs nationwide.

Reporting will include detailed analysis for compliance with the university policies and procedures, including:

- prohibited/non-allowable items
- potential personal purchases
- double dipping (Pcard to out of pocket reimbursements)
- split transactions
- weekend transactions

They will also provide the university with detailed analytics on performance, patterns, and anomalies, Alert Workbooks, Procurement Workbook, Monthly Summary, Spend by Category, Alerts by Cardholder, and Spend by Cardholder. Reporting will also provide the university with detailed category and supplier reports to strengthen our strategic sourcing.

In Phase II of implementation, we will be providing monthly program overviews tailored to individual department usage to further enhance internal controls and program transparency.
When planning departmental HR changes, it is important to remember that your cardholders, Approvers, and Reconcilers will lose their system roles in the PantherSoft System.

This access is not only vital to processing monthly card activity in a timely basis but is also required to ensure appropriate access authority is in place and ensure that their bank information is current and correct.

After an HR change is complete, the following eForms must be submitted for role update and reinstatement*:

• CCS01 – Cardholder
• CCS03 - Approver
• CCS04 – Reconciler

* This list only includes only roles related to cardholders
Surplus and Receiving Transformation

1. Reduction of waste with a savings of $12,953.00 in only 7 months
2. Introduction of Surplus Property Teams to increase re-purposing of assets within departments and from surplus warehouse utilizing Works.
3. Introduction of Receiving Team for paperless delivery notification in real-time.
Security Compliance
Security Compliance

- Members of FIU community are sharing ID and password with employees to complete transactions on their behalf

- Sharing ID and password is prohibited per FIU policy

- As FIU employees we are responsible for notifying IT security office when individuals have used other employee’s ID [https://policies.fiu.edu/files/559.pdf](https://policies.fiu.edu/files/559.pdf)

- Need additional roles/access:
  - Submit ‘Access Request form’ in PantherSoft
  - Delegate access for approving transactions
  - Contact the Help Desk 7-7200 or send email to controller@fiu.edu for assistance processing transactions or security related questions.