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Budget Office
Budget Overrides

- Check Banner Budget Availability
- Prepare an online budget revision, SRCI flex budget revision, or a budget revision template
- Complete Budget Override Form on the Budget Office Website under forms if you completed the SRCI flex budget revision or the budget revision template
- Attach Override form to uShop requisition
- Select yes for budget override
Budget Office

Overcommitments

- General Funds
  - Salary accounts must be positive at the detailed level (9111xx-9151xx)
  - Mobile allowance account must be positive at the detailed level (916930)
  - Benefit accounts will receive budget from the university monthly and can be disregarded (918xxx-919xxx)
  - Operating must be positive in total (sum of 920000-950000)
  - Grants and state aid accounts must be positive at the detailed level (9651xx-9659xx)
  - Fund must be positive in total

- Non-general budgeted funds (excluding grants)
  - Salary accounts must be positive at the pool level (911000-915000)
  - Benefits accounts must be positive at the pool level (916000-919000)
    - Benefits include Short Term Disability (916800)
  - Operating must be positive in total (sum of 920000-980000)
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Financial Systems

Accepting Payment Cards

- Review the Financial Systems ecommerce & Credit Card Processing web page
- For questions or guidance, email: taylorsr@uncw.edu
- Submit application to process credit card payments to: CCAcceptance@uncw.edu
Financial Systems

Most Recent Updates and Reminders

- **Touchnet**
  - Reminder: [Touchnet Ticketing Service](#) available

- **Banner access**
  - [Team Dynamix Ticketing Service](#) available!
  - Reminder: Timely electronic approvals help speed up the process for access requests
  - For assistance/feedback, contact [FinAccess@uncw.edu](mailto:FinAccess@uncw.edu)
Financial Systems

Most Recent Updates and Reminders

➢ uShop
  • Receipts has a new User Interface Experience
  • New Assign Substitute feature

➢ Chrome River
  • New Grant Participant Travel report type available
  • Elastic Search Issue: Intermittently affecting searching for persons, funds, account codes, payee, and vendor fields. The vendor is working diligently to resolve the issue as soon as possible.
  • Best Practice: All relevant information will be found under Chrome River Updates within the Notice section of the Chrome River Homepage Dashboard
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Controller’s Office

Reminders from the Controller’s Office Operations units

➢ Foreign Vendors

➢ To ensure compliance with the IRS, UNCW is required to do a tax assessment on ANY payments to a foreign vendor. This includes any vendor outside the US. For example, Puerto Rico and the US Virgin Islands are considered foreign vendors.

➢ In order to do this assessment, all payments to foreign vendors must be processed as wire transfers.

➢ If a foreign vendor accepts a credit card payment only, Joanne Ferguson (fergusonj) and/or Lisa Eakins (eakinsl) must be contacted BEFORE paying by credit card so the required assessment can be done.

➢ UNCW employees should never use their personal credit card to pay a foreign vendor for any reason.
Controller’s Office

- **Third Party Lodging**
  - Approval for third party lodging prior to the actual travel is required by the Office of State Budget and Management (OSBM).
  - The traveler must prove a savings to the state by providing a justification and comparisons to hotels and motels in the approval request.
  - Examples of third party lodging are campgrounds, apartments, Airbnbs and other online website house or room rental services.
  - See Section 5.2.4 of the State Budget manual [https://www.osbm.nc.gov/budget/budget-manual#Sect52](https://www.osbm.nc.gov/budget/budget-manual#Sect52) and UNCW policy 5.180 [https://uncw.edu/policies/documents/05-180travellodgingandmeals.pdf](https://uncw.edu/policies/documents/05-180travellodgingandmeals.pdf)

- **Gift Cards**
  - Gift cards given to employees regardless of the reason or the amount are taxable income to the employee.
  - Gift cards to non-employees in the amount of $50 or more require a W9 to be submitted.
  - Gift cards should be issued in increments in $5
Controller’s Office

- **Vendor Information in Chrome River**
  - Do a complete search in the Vendor Name or Payee drop down box in Chrome River before submitting information to set up a new vendor.
  - Use proper legal business names when entering vendor information. For example, Thomas Smith instead of Tom Smith or TS Enterprises instead Thomas Smith. Information must match the W9 received by the Vendor Specialist.
  - Departments should never request tax documents from vendors.

- **Expenditure Guidelines**
  - Use this as a resource to determine what system and what method of payment to use for expenditure transactions.
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Purchasing – Public Sector vs Private Sector

Public - i.e. University
• Can do ONLY what is authorized by law and rules
• Restricts contact between agency and suppliers
• Legal ramifications if laws and rules are not followed

Private
• A buyer can do whatever is not prohibited by law
• No restrictive contact
Purchasing – How to Expedite Your Purchase Request

1. uShop Catalogs
2. State of North Carolina Term Contracts
3. Cooperative Contracts
4. Use of Existing Vendors
5. Engage Purchasing Early & Complete Information
6. PCard
Purchasing — Contracts, Terms & Conditions

• Terms & Conditions
• Software & IT Purchases
“At a minimum, this program must include policies on the storage, use, and accessibility of information resources, regular risk assessments of existing information resources, a strategy statement setting forth priorities for managing identified security risks, and incident response planning and notification procedures.”

- UNC Policy Manual: 1400.2 Information Security
ITS – Purchase Vetting Process

• Department identifies an IT-related solution intended for use by faculty, staff, and/or students
• Requisition created and submitted in uShop
• Designated ITS approver assigned requisition and begins vetting process (concurrent with Purchasing review)
• ITS review commences
  – If previously approved: scope of use and data fields will be confirmed
  – If not previously approved: full vetting which may include security and compliance review
• Requisition approval (and PO finalization)
ITS – Standard Vetting Questions

• What is the solution used for?
• Who will be accessing the solution (Students, Faculty, Staff)?
• Is the use of UNCW login credentials required or are separate accounts created?
• How is the solution accessed: cloud/web based, machine install, mobile application?
• What, if any, UNCW data will be stored in, passed through, or captured by the solution to include: names, 850#s phone numbers, email addresses, etc.?
• Are there any integrations with current UNCW systems e.g., Single Sign-On (SSO), Banner, Canvas, etc.?
• Is any payment information collected as part of your use of the solution (referred to as PCI data)?
• Has this solution been purchased via uShop previously? If yes, please provide the previous requisition number.
• Will any ITS support be needed with regards to this solution?
• Do you have a direct point of contact with the vendor? If so, please include their name and email address.
ITS – IT Specific uShop Form

• The IT-specific uShop form is a collaborative effort between ITS and Purchasing to streamline the review process and cut down on time spent communicating via email on our standard questions.
• The form should be completed to enter an IT-related requisition into the system and will streamline the gathering of relevant information and approval process.
• All purchase requests that meet the following criteria should be entered into uShop via this form:
  – Connects to UNCW networks
  – Connects to UNCW systems (including 3rd party systems ex. MySeaport)
  – Contains or processes UNCW data of any type (sensitivity level determined by data classification matrix)
  – Collects or processes payment information (PCI data)
  – Is installed on or accessed by any UNCW computing device
ITS – PCard Purchases

PCards

The preferred method of payment for IT-related purchases is a Purchase Order (PO). If the use of a PCard is required, it must be approved by Purchasing and vetted by ITS by entering a $0 requisition.

Approval in uShop must be received from Purchasing and ITS before the purchase is made. These requisitions will follow the same criteria and process as outlined previously.
ITS – Project Requests

• ITS provides collaborative project management services for the campus community to manage enterprise projects, provide leadership of IT programs, and improve business procedures across the University.

• ITS will guide requesting departments/stakeholders through the review and selection process to identify the best solution and whether one is currently available.

• An IT project request should be submitted if it meets the following criteria:
  – One-time event
  – Creation of a new product or service
  – Has defined time and cost constraints
  – Consumes IT resources (coordination across various ITS teams for implementation)

• The earlier the project request can be entered, the better.

• Service - ITS Project Request (teamdynamix.com)
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Questions

• We invite you to ask your questions at this time.

• At the conclusion of the Finance Forum, a Frequently Asked Questions (FAQ) document and a recording of the presentation will be made available for internal UNCW use only. All registrants and attendees will receive an email notification when these are available.
Thank You for participating!