

Working Fund Workshop

April 5, 2018

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Agenda

- Introduction
- Procedures
- Types of WF Transactions
- Voids
- Signatory Authority form
- **Gift Card System**

Policies and Procedures

- [University Policies and Procedures Library](#)
 - [Working Fund](#)
 - [UMB Research Study Participant Payments](#)
 - [How to Use the Gift Card System](#)
 - [UMB Policy on Approval, Payment and Reimbursement of Personal Business-Related Expenses of UMB Employees](#)

Transaction Types

- Payroll advances/promissory notes
- Membership dues to academic and professional associations
- Subscriptions to academic and professional publications
- Study participant payments (incentives & bus tokens)
- Catering
- Deposits in relation to purchase orders for event space
- Conference booth rentals and related costs
- Dental clinic refunds
- Miscellaneous emergency payments
- Reimbursement of payroll promissory notes
- Split postage checks from the State
- Registration fees for conferences and seminars
- Publications up to \$499
- Reprints of articles
- Licensing renewal fees
- Commencement awards
- MTA transaction for Parking
- Interlibrary loans

General WF Request

Catering (contact Strategic Sourcing and Acquisition Services (also referred to as SSAS or Procurement) for approval details to submit WF request)

- Agenda
- List of attendees
- Invoice/Contract (signed by the vendor, department, and Procurement)

Deposits (i.e., commencement, convocations, conferences, catering, and seminars)

- Purchase Order reflects the deposit (in the body of Purchase Order)
- Supporting documentation:
 - Agenda
 - List of attendees
 - Invoice (Payee name, address, amount, details description)

WF Request Forms

- [Signature Authority](#) form
- Form
 - How to fill out a WF request form
 - Supporting documents needed

*****Double-check your chart string before you submit the request*****

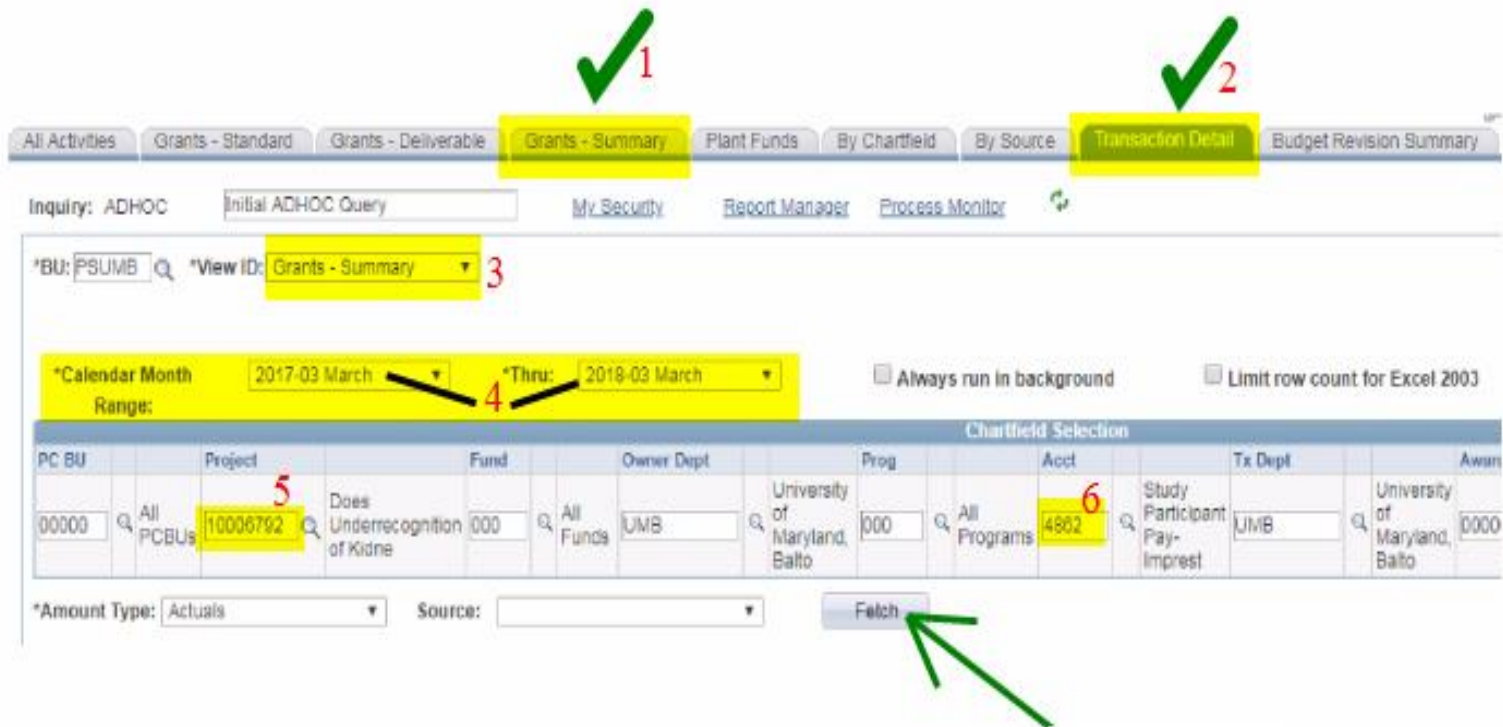
*****Write the full name of the payee (no nicknames) *****

*****Print and sign the department head's name*****

Raven Report (4862 GL account)

- Purchasing *gift cards* or distributing *cash* will be charged to the project ID using account 4862- Study Participant Pay- Imprest.
- On a monthly basis, a journal entry must be created to credit (reduce) this account and debit (charge) account 3125- Study Participant Pay- Group for the amount of cash or gift cards
- The log will be the backup and basis for the journal entry.

Raven Report sample



The screenshot shows the Raven Report interface with several key elements highlighted and annotated:

- 1**: A green checkmark above the **Grants - Summary** tab in the top navigation bar.
- 2**: A green checkmark above the **Transaction Detail** tab in the top navigation bar.
- 3**: A red number '3' next to the ***View ID:** dropdown menu, which is set to **Grants - Summary**.
- 4**: A red number '4' next to the ***Calendar Month Range:** dropdowns, which are set to **2017-03 March** and **2019-03 March**.
- 5**: A red number '5' next to the **Project** field in the **Chartfield Selection** table, which contains the value **10006792**.
- 6**: A red number '6' next to the **Acct** field in the **Chartfield Selection** table, which contains the value **4802**.
- A green arrow points to the **Fetch** button at the bottom right of the interface.

Chartfield Selection Table:

PC BU	Project	Fund	Owner Dept	Prog	Acct	Tx Dept	Amount
00000	All PCBU's 10006792	Does Underrecognition of Kidne 000	All Funds UMB	University of Maryland, Balto 000	All Programs 4802	Study Participant Pay-Imprest UMB	University of Maryland, Balto 0000

Void Form

- Informing participant not to cash check after reissue has been submitted.
- Returning checks

Gift Card System

- [Gift Card System](#) webpage
- [How to Use the Gift Card System](#)
- How to fill the Gift Card Request form
- Supporting documents
- Raven report (4862 GL account)

Gift Card System/Buyback request


Under the menu list


Select:

 Sell Back My Cards

Then --

Step 1: Choose your card type (if type is not listed, then this is not an allowable buyback)



 FS Gift Card Buyback

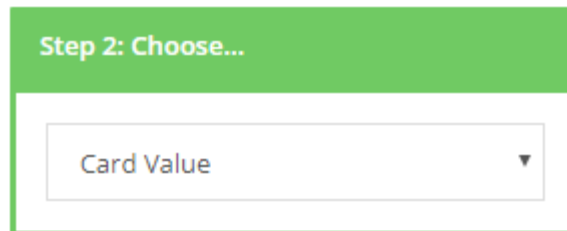


Step 1: Choose Card Type

Choose Card Type ▼

Gift Card System/Buyback request

Step 2: Card Value (If value is not listed then this is not allowable buyback)



The screenshot shows a web form with a green header bar containing the text "Step 2: Choose...". Below the header is a white input field with a green border. The input field contains the text "Card Value" and a small downward-pointing triangle icon on the right side, indicating it is a dropdown menu.

Gift Card System/Buyback request

Step 3: Complete all (**)

Step 3	
** required fields	
Gift Card Type:	Safeway
Gift Card Value:	\$25.00
Quantity: **	number only
Account: **	Account Number Only
Project ID: **	number only
Fund: **	number only
PCBU: **	PCBU only
Owner Department Number: **	Owner Department Number
Transaction Department Number: **	Transaction Department Number
Program: **	Program Number Only
Expiration Date (if any):	MM/DD/YYYY Format

Gift Card System/Buyback request

Finally

Submit Request

You will receive an email that your buyback request was submitted to Disbursements for review.

Once your request has been approved, you will receive a buyback approval notice.

Processing Timeline

- 3-5 business days for WF checks or gift card
- 7-10 business days to restock GCS
 - (Large volume order may increase timeline)

WORKING FUND “No-No List”!

- Do not type First name, Last name
- No nicknames (i.e. Mike or Kimmy vs Mikael or Kimberly)
- No handwritten details (Name, address, chartstring, etc...)
- Do not type 30+ characters in Memo description or study details (Stroke research,)
- Sign in the box, Print in the box, Date in the box, etc...

		X	
Principal Investigator Signature		Principal Investigator Name (Please print/type)	
Date			
		X	
Department Administrator (or Designee) Signature <small>(Signatory Authority Form must be on file in Financial Services)</small>		Department Administrator or (Designee) Name <small>(Please print/type)</small>	
Date	X	Title	X

“No-No List” cont.

- If you are not the PI on the study, do not sign (***)
- If you do not have a Signature Authority form on file... do not sign
- Do not forget supporting documents
 - Consent form with purpose of the study, payment to participant, and the period of the study
 - Receipts

Next Disbursements Workshop

Using the eTravel System

April 19, 2018

10:00 AM – 12:00 PM

School of Law, Room 107

Upcoming Events

Travel Professionals Group
Quarterly Meeting:

May 31, 2018

10:00 AM – 12:00 PM

School of Nursing, Room 130

Contacts

FS-Workingfund@umaryland.edu

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Contacts

STAFF MEMBER	PHONE	TITLE
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<http://www.umaryland.edu/financialservices/disbursements/working-fund/contact/>

Questions?

