



# End of Year

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FMIS

Closed to Budget Centres:

Friday 18 December 2009





# Petty Cash

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- ❑ 11/12/09 Friday - Final petty cash reimbursement requests to be received by Finance
- ❑ 16/12/09 Wednesday - Final petty cash cheques drawn
- ❑ Cheques will be held in the safe in Finance for collection in the new year
- ❑ Budget Centres can still claim petty cash centrally via Cashiers until Friday 18/12/09



# PO & OSP

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## Purchase Orders

- ❑ 30/11/2009 Monday - Final date for PO to be raised and approved

## Overseas Payments

- ❑ 02/12/09 Wednesday - Final date approved overseas invoices to be received by Finance
- ❑ 04/12/09 Friday - Final overseas payments made



# Purchase Orders

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- The final day for purchase order entry and approval is Monday 30 November
- Finance will work with you to manage urgent purchase orders.
- We seek your assistance in deferring any purchase orders that do not need to be issued until 2010.
- Finance will work with budget centres to manage any carry over funds.



# Invoices

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## Australian Invoices

11/12/09 Friday – AP final date approved Australian invoices to be received by Finance

11/12/09 Friday – AR final date approved invoice requests to be received by Finance

## Payments

16/12/09 Wednesday - Final EFT payments

16/12/09 Wednesday - Final cheque payments



# Journals & IDR's

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## Journals

- ❑ 14/12/2009 Monday - Last day for journals to be processed

## IDRs

- ❑ 14/12/2009 Monday – Last day for IDRs to be processed



# BCMS

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- ❑ 17/12/09 Thursday - Final BCMS file imported
- ❑ 21/12/09 Monday - BCMS closes at 12 noon
- ❑ Please complete as much coding/submitting and approval during November and early December to ease pressure once the final file has been imported.



# BCMS

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- ❑ It is critical that all transactions are coded, submitted and approved by 12noon Monday 21/12/09 in readiness for new finance system in 2010.
- ❑ Any transactions not fully authorised will be lost when we move to the new system, that is, they will need to be recoded and authorised.
- ❑ Assistance is sought to try and reduce any duplication of effort in terms of processing these transactions, as it will create additional work for cardholders, approvers and central administration.



# Payroll

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## Fulltime and fractional payroll

- Cut off noon Friday 27/11/2009 for pay 8/12/2009
- **Cut off noon Friday 4/12/2009** for pay 22/12/2009
- **Cut off noon Thursday 17/12/2009** for pay 5/01/2010

## Casual Payroll

- **\*Cut off noon Friday 4/12/2009** for pay 11/12/2009
- **\*Cut off noon Thursday 10/12/2009** for pay 25/12/2009 (paid on 22/12/2009)
- Cut off noon Monday 4/01/2010 for pay 8/01/2010

\* May need to estimate expected hours to be worked in fortnight.



# Christmas Functions



- Includes BBQs, drinks, dinner
- Hospitality Policy
  - Allows maximum per employee (in total) - \$50  
Prior approval by Head of Budget Centre
  - Greater than \$50 requires prior approval by Senior Manager eg Dean
- For further details refer to Hospitality Policy at:
  - [http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_10-10.html](http://www.utas.edu.au/docs/fin_services/policies/policy_10-10.html)

# Fringe Benefits Tax



- FBT applies to all Christmas functions where supplied or subsidised to employees (and spouses /partners or other family members)
- To ensure that FBT is correctly applied please ensure that:
  - FBT Food and Drink Declaration form is attached to payment authorisation requests.
  - FBT wizard in BCMS is used when coding expenditure for Christmas functions (or any food and drink for that matter!)
- FBT rate approx 96% of cost



# Fringe Benefits Tax

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- Save \$\$\$ at Christmas time
- Buy staff small value gift hamper or gift voucher in lieu of entertainment
- Suggested value up to \$50.00
- Minor gift benefit = Nil FBT

- Important for cardholders to sign their own BCMS declarations on BCMS claims.
- Ensure any staff involved in any cashing handling are trained in cash handling procedures and are aware of the Fraud policy.
- Petty cash – only petty cash custodians should hold keys for petty cash tins.
- All banking/cash receipts are to be banked on a timely basis.
- Purchase orders!!!!

- Current Status:

Configuration of the system is continuing and internal testing is underway. On target for Go Live January 2010.

- Timeline:

- 16 – 27 Nov: User Acceptance Testing
- 2 – 3 Dec: "Train the Trainer"
- 7 – 10 Dec: Pre Training Presentations
- 11 Jan onwards: Training for End Users
- 11 Jan: GO-LIVE

- Approvals
  - Online approval Accounts Receivable
  - Online approval Accounts Payable
  - Online approval Purchase Orders
  - Online approval UTRANS
  - Online approval Journals
  - Approver will need to log on to approve.
  
- Password

- Petty cash paperwork
- Petty cash reconciliation (in T1F)
- Purchase orders to include GST
- Payment Runs (one per week on Wednesdays)
- Overseas Payments (Part of AP and can view as an attachment)

- Online data entry for Accounts Receivable requests
  - Paperless
- Online data entry for Journals
  - Paperless
- Online data entry for UTRANS (IDRS)
  - Paperless – Driven by acquirer of goods
- Online approval of Accounts Payable invoices
  - Paperless
- New supplier requests via an online requests

- Change to BCMS minimal
- New chart of accounts allows greater expense analysis
  - Eg travel expenditure – Intrastate, Domestic, International, Airfares, Accommodation ....

# CHART STRUCTURE & GENERAL LEDGER OVERVIEW

Reference Materials can be found at:

[http://www.utas.edu.au/docs/fin\\_services/forms/t1\\_documents/index.html](http://www.utas.edu.au/docs/fin_services/forms/t1_documents/index.html)

- Main GL Chart
- Two Subledgers: Research & Operations
- One Stand-alone Chart: Salaries



See website for full details : Document “Basic Chart Structure”

- Existing project numbers will continue to exist, they will have a leading zero e.g. 57600 will become 057600
- Account Classification/Natural Account is now five numbers – extensive reworking of chart of accounts  
(See website for Chart of Accounts: Document “Chart of Accounts” pages 1-9 relevant to Budget Centres)
- Internal / External Identifier, will assist with the elimination of internal transactions
- Coding is required to identify the ledger (RT or OP), project number, natural account and identifier e.g.

OP 057600 36103 0

- Go Live will provide the initial basic reporting requirements for the majority of users
- There is the ability to review projects in more detail through the online enquiry – training to be provided
- Demonstration of various reports will be provided during training
- 2010 onwards – transaction / report enquiry in T1
- Pre 2009 – transaction / report enquiry in MIRU and Portal

## Ongoing/Contract employees

- With effect from 23-Dec-2009 employees will be translated to TechnologyOne account code(s)

1.10.100.10005.4121	50%	—————>	OP.010005.23001	50%
1.10.100.10032.4321	50%	—————>	OP.010032.23001	50%

- In 2010 we will need to revisit the account charging for Academic employees to split them between the natural accounts for Teaching & Other and Academic Research (Op Grant Funds), where appropriate

## Casual employees

- From 26-Dec-2009 employees will be translated to TechnologyOne account code

## Scholarships

- From 23-Dec-2009 scholarships will be translated to TechnologyOne account code

**Advice of account codes on HR related forms to be processed in 2010 will need to include new natural accounts. In most cases Pay/HR will not be able to determine what the correct code is. They may be returned if not correctly completed.**

- Managers will shortly be receiving communication regarding:
  - Delivery address information for Purchase Orders
  - User access required for Technology One.
    - FSSU analysing current FMIS users and will assign details for each user:
      - Role and responsibility
      - Security
      - Default delivery address
      - Default workflow approver for journals, purchase orders, AP invoices, AR invoices
      - Delegation limits

- User Acceptance Testing (UAT) is performed to allow users to test the configured application and ensure that the requirements of the business are met.
- UAT will be undertaken from the 16 November, involving both Finance Staff and staff from Budget Centres.
- Testing will be on a structured basis using UAT scripts incorporating all business scenarios.

- Pre-Training presentations will be held in December to discuss the training agenda and approach.
- A “Train the Trainer” approach will be adopted to deliver detailed courses for each module. By this, we mean identified UTAS Trainers will be trained by the TechnologyOne consultants to allow for the successful delivery of the training sessions.

- Training will commence from January 11<sup>th</sup> 2010 and will continue on a rotational basis throughout Jan / Feb, with additional courses scheduled throughout the first half of the year.
- Participants will be required to register for training sessions via the Financial Services Website.
- The detailed Training Schedule and Course Information will be available by the end of November.