THE UNIVERSITY OF TOLEDO

ACADEMIC AFFAIRS STANDARD PRACTICE GUIDE

As Of MAY 2011
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SECTION I: BUDGET PROCESSES

BUDGET PLANNING
Budget planning is the process of forecasting what the anticipated revenues and expenses will be in the near future for the upcoming fiscal year. The budgeting and variance reporting process allows for a better understanding of where funds are being spent, how and compared to forecasts. Budgets should reflect the unit’s operational plans for a period of at least one fiscal year and ideally represent those plans over several years. Budgets typically are formally adopted and approved on an annual basis and budgets are administered from an annual budget perspective. Once a budget is approved, it should not change unless it goes through a rebudgeting process. Units should clearly define what level of budget change requires a rebudgeting process since this aspect can differ by unit and by type of fund. The budget plan should include all funds available to the unit, including operating and non-operating funds.

The review, approval and endorsement of the budget, requires an understanding of the major budget components by the unit head. Since budgets live in details, responsibilities for budget details are typically delegated to faculty and staff, who have operational decision-making authority. Preparation of a budget requires involvement of the head of the unit and their financial management staff (e.g. department administrator who typically report directly to the unit head).

The University of Toledo’s (The University) annual budget allocation process is only a part of the overall budget planning process. Each year, typically during the third quarter of the fiscal year, units are expected to develop an internal budget for both revenues and expenses in all funds available for use. This budget would be set for the upcoming fiscal year, but ideally would include several years. Budgeting by organization group, grant and index provides a greater level of detail for financial analysis and identifying variances. Please refer to the Web Report Library for historical reports to learn more about the process and procedures for entering a budget into the Banner system.

INSTRUCTIONS FOR BUDGET TRANSFER REQUESTS (BTR)
The budget transfer process has been completely automated. Only electronically submitted budget transfers using the Fupload form will be processed. Please indicate if the budget transfer is permanent, one-time, or an inter-fund journal entry by using the following two characters at the beginning of your spreadsheet file name:
BP = Permanent budget transfer (ex. BP_brief description_date.xls)
BT = One-time budget transfer (ex. BT_brief description_date.xls)
IF = Inter-fund journal entry that corresponds to a budget transfer (ex. IF_brief description_date.xls)

The form must be submitted in the exact format as the template. Column header descriptions and tab description (only one tab) must remain as indicated on the template. The account column should be kept in general number format. The first 5 columns must be populated for
each line of the transfer and please do not leave blank lines in the middle of the transfer. Banner will not accept a formula in the amount field. The transfer amount field must be a whole number and rounded to the nearest dollar. Fuploads for cents are processed in rare instances.

For a permanent or one-time transfer the plus (+) and minus (-) signs are used. For an inter-fund the debit (D) and credit (C) are used for column D. Typically, the debits and credits or plus and minus must balance to zero. The exception is when increasing revenue and expense, both will have a plus (+) sign. Conversely, decreasing revenue and expense, both will have a minus (-) sign. Please submit the Fupload to the next level approver (business manager/departmental administrator/provost/vice president) as an excel sheet; a PDF will not work for Banner. The final approver will approve and submit via email to the budget office. The budget transfer will be reviewed by the budget office and submitted for processing if possible.

**BUDGET AMENDMENTS**

**BUDGET TRANSFER REQUESTS**

**TRACKING OF POSITIONS**

Positions can be tracked using the “Position Control Roster” report in Web Report Library (WRL). The Position Control Roster report is located in WRL under “Public”, “Human Resources” and finally under the “Budget” folder. This report is helpful to ensure that the salary and budget for each specific position in the Banner Human Resource system equals the total base budgeted amount in the Banner Finance system. There are four basic input values used to retrieve the information in this report. To run the report, it is necessary to input an index under the first parameter “Enter Account Index(s)” and click on the arrow button to the right when prompted. The second parameter “Enter Executive/VP Level” you must select a value i.e. all, 10-president; 11-government relations, etc. and click on the arrow button to the right when prompted. The third parameter “Enter Division/VP Level” again you must select a value i.e. all, 100-president, 101-community service, etc. and again click on the arrow button to the right when prompted. Finally, the fourth parameter is set to “6-all” as the default. You may leave this final parameter as is or change as needed. Once you have input your parameter values, select “OK” button at the bottom of page. The report retrieves PCN, Employee Class, Title, Name of individual, Annual Salary, Position Budget Amount and subtotals for each index and account based on the above entered parameters. The report is sorted by Executive Level, Division, Index, Account, and then by Employee Name.
TUITION RATES, FEES & POLICIES

Tuition rates and fees are subject to change each semester. Tuition rates are assessed at the student level. As such, students enrolled in “Undergraduate”, “Graduate” or other professional degrees a detailed breakdown of tuition rates charged per credit hour for “Ohio Resident” or “Non-Resident” students is available. Also listed are the various fees charged per credit hour and an explanation of each i.e. “General Fees”, “Technology & Library Fees”, etc. Finally, is the Fall 2010 implemented De-registration Policy that states “Effective Fall semester 2010, students that elect not to attend the University of Toledo and subsequently fail to drop or withdraw from all their courses by the dates identified, will be assessed a non refundable administrative fee of $500.00 once their non attendance has been verified and an administrative drop is processed. The student will also be responsible to pay any fees, fines, or penalties on their student account, which are related to their attendance at The University of Toledo during any given academic period, including but not limited to: parking fees or fines, legal services, telephone services, medical expenses, health insurance, or other University charges. Failure to pay by the appropriate due date may result in the University filing an unfavorable report with credit bureaus or forwarding the account to the Ohio Attorney General’s Office for collection.”

Below is a link that will take you to the ‘Welcome’ page of the ‘Office of the Treasurer’. Once there, you may click on the appropriate semester link listed to view the most recent tuition rates and fees.

http://www.utoledo.edu/offices/treasurer/tuition_rates.html
SECTION II: MONTHLY BUDGET RECONCILIATIONS

PURPOSE
The purpose of this section is to provide the policy background, an understanding on the monthly budget reconciliation process and information as well as tools to Unit Administrators and others responsible for managing their unit’s financial resources (financial stewards). In order for the University to be fiscally responsible, it is imperative that departmental employees prepare monthly reconciliations. The review of a unit’s budget is important to ensure transactions are tracked as well as accurate. Budget reconciling is to occur at the beginning of each month and is expected to be completed by the 10th of that month for reconciling the prior month. The responsibility rests in the person(s) in charge of reviewing, verifying and reconciling the budget for their respective unit. This process includes reviewing and verifying actual expenses, reconciliation of Human Resources, Payroll, General Ledger and Internal Controls. The monthly reconciliation is to provide a procedure for instructing the University how to adopt and manage their respective budgets and the proper handling of all expenditures or funds received by and deposited with the University. If you have questions or need assistance as you prepare monthly reconciliations, a list of web sites and links to help you locate information is attached under the “Links to Sites for Forms” section XI or under “Account Reconciliation Assistance” section II.

TOOLS FOR MONTHLY RECONCILIATION

EXPLANATION OF BANNER
SunGard Higher Education's entire Banner administrative suite of student, financial aid, finance, HR, and advancement systems supports institutions of all sizes and types. Banner is a tightly integrated suite of proven, capable applications on a single database. The Unified Digital Campus combines a premier administrative solution with portal, integration, information access, content management, and academic solutions. Internet technologies allow for a personalized user experience and the architecture supports interoperability across disparate systems within the institution and beyond.

The University uses Banner Finance as a repository to store financial records. The University also uses two other Banner modules, HR and Student. As a reconciler, you will be primarily concerned with the records housed in Banner Finance. Using Banner terminology, individual accounting units (for example, Controller, Psychology, Math, Engineering Technology and UTLC) are assigned index numbers (see section IV for more information). Within a given index, there are account codes for different types of revenues (for example, sales and services) and expenses (for example, various salary and benefit lines and operating expenses such as supplies, subscriptions, travel, etc.). Accounts Payable, Purchasing, inventory control and fixed assets transactions are processed in Lawson. Charges departmental employees put on their Purchasing Cards are processed in PaymentNet. Lawson and PaymentNet are then interfaced into Banner, with the end result being that all financial records are stored in Banner.
**BANNER ODS SELF-SERVICE**

Available through the MyUT Portal, ODS Self Service is an easy-to-use query tool that will allow for quick querying of important Banner information. The ODS Self Service stores information from all of the Banner modules (Finance, Human Resources, Student, and Financial Aid). Self Service has pull-down menu’s that allow for users to select and filter pre-defined data in a fast and efficient environment. Queries developed may then be saved and/or exported to Microsoft Excel.

**ACCOUNT RECONCILIATION ASSISTANCE**

Unit administrators may encounter questions on expense(s) during your monthly account reconciliation. The person responsible for reconciling a department’s budget may begin by contacting the “Budget Resource Analyst” or any one of the below listed individuals to obtain further information depending on the type of assistance needed.

- General expense questions: Sami A. Boraby (Budget Resource Analyst)
- Specific expense questions: Alison R. Carpenter (Accounting & Reporting)
- Accounts Payable: Email address: # Accounts Payable@utoledo.edu
- Payroll questions: Payroll Department
- Telephone questions: Mary Kurtz (Telecommunication Analyst 2)
- Photocopy charges: Julie A. Graham (Senior Financial Analyst)
- Print Shop charges: Fred M. Reese (Manager of Print Services) x7351 or Carol Davis (Account Clerk 1) x3875.

**REPORTS TO REVIEW**

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<th>SYSTEM</th>
<th>REPORT NAME</th>
<th>PURPOSE</th>
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<tbody>
<tr>
<td>Web Report Library</td>
<td>Transaction Detail for Income Statement Accounts (SL) With Drill Down</td>
<td>Report displays details of each transaction as of the entered date range, index, fund, organization, expense account and/or rule class. This report mimics FGITRND (Detail Transaction Activity) in the Banner Finance System with Subreport. The subreport provides additional information for transactions interfaced from Lawson.</td>
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Percent Remaining is highlighted when it is less than 10% or if the budget is zero and expenses exist. Input parameters include Fiscal Year, Index, or Organization Code.

### Reports to Review Quarterly

<table>
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<tr>
<th>Web Report Library</th>
<th>Index by Organization</th>
<th>Report displays: Code and description for your organization, index, fund, and program. Report is grouped by organization. User inputs include: AVP/Division level and Organization.</th>
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</thead>
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<tr>
<td>Web Report Library</td>
<td>Income Statement Summary by Index</td>
<td>Use for a high level review of activity and balances in all accounts. Review activity and balances at highest level (#1) to verify the revenue and expense accounts to ensure proper use. Identify expense accounts with large balances or deficits that require clean-up.</td>
</tr>
<tr>
<td>Web Report Library</td>
<td>HR Labor Expenditure Detail</td>
<td>Review HR Labor report to ensure that the correct people are identified as those being expensed out of your index and are accurate for each expense account.</td>
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### Reports to Review Annually

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<th>Web Report Library</th>
<th>Budget Statement Summary with Obligation Drill Down</th>
<th>Use for an annual review of your indices and related activity as it relates to your area for each fiscal year.</th>
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SECTION III: WEB REPORT LIBRARY

EXPLANATION OF
The Web Report Library (WRL) is a user-friendly program designed to run different types of reports with user-defined parameters. This program utilizes data stored, gathered and updated daily from Banner. WRL will assist those responsible for running and viewing different reports. Some WRL reports allow the user to “drill down” to view detail of Lawson transactions. There are many reports in the WRL that suit various purposes. A few of these reports are discussed in this section. As you gain familiarity with the reconciliation process, you will likely find several other useful reports in the WRL. The WRL is the suggested means of preparing departmental account reconciliations due to its ease of use and adaptability to the user’s needs. To gain access to run WRL reports, complete the “Web Report Library Report Viewer Access Form” and obtain the signature from your supervisor. The MyUT portal, (http://myut.utoledo.edu/), contains the most up-to-date report access forms. Refer to the instructions on the Web Links and Contacts page of this document. You do not need access to Banner in order to access WRL, however, completing the Banner Finance application also gives you access to Lawson.

DATA CUSTODIANS FOR GENERAL AREAS
A list of some of the current data custodians by general functional area are listed as follows:

- Admissions: Nancy Hintz (MS #306)
- Finance: Julie Graham (MS #454)
- Financial Aid: Debra Knapp (MS #314)
- Human Resources: Sally Kwapich (MS #205)
- Payroll: Julianne Bejarano (MS #459)
- Student: Sharon Standifer (MS #1041)
- Treasury: Jeffrey Bowman (MS #331)
- Faculty Main Campus: Brenda Grant (MS #939)
- Faculty HSC: Bryan Pyles (MS #1018)

In order to obtain access to WRL and specific reports you must complete the “Web Report Library Report Viewer Access Form” and obtain the necessary signature(s) of approval from your supervisor. The MyUT portal, (http://myut.utoledo.edu/), contains the most up-to-date report access form. Once logged in to the MyUT portal, click on the “Employee Tab” and search for the “System Access Forms” box where you should locate the link to the “Web Report Library Access Request” form.

MONTHLY BUDGET RECONCILIATIONS

Objective: The monthly budget reconciliation is to provide oversight on how funds are spent and managed to ensure funds are handled in accordance with relevant fiscal policies. This is to ensure funds are spent appropriately and in compliance with University policies, as well as with
any sponsor(s), donor(s) or federal guidelines, to accomplish the desired financial goals of the Unit, College, and University.

In order for the University to be fiscally responsible, it is imperative that those unit employees responsible prepare monthly reconciliations. In this manner, the monthly reconciliation is similar to balancing a personal check book. Purchases for goods and services will not be permitted unless there are available funds in the index. Indexes will not be permitted to operate with deficit balances. The departmental account reconciliation process consists of the following steps which will be described in more detail:

Step 1: Use WRL reports to assure that there is sufficient funding in indexes. An index will not be allowed to operate with a deficit balance.

Step 2: Using a WRL report titled “Transaction Detail for Income Statement Accounts”, create a reconciliation worksheet in Excel format. Verify the accuracy of expense and revenue transactions for each index you are responsible for reconciling. Note possible transaction errors, and initiate corrections as necessary.

Step 3: Send an e-mail to the Business Manager or departmental administrator stating that you’ve completed the monthly reconciliation. The Business Manager will then forward this e-mail to the Controller and the Dean or Vice President.

You may find the entire “Guidelines for Reconciliation of Departmental Accounts” as published under the controller’s office at the below link:

http://www.utoledo.edu/offices/controller/budget_control.html

Financial management includes regular reviews of actual activity compared to the unit’s budget and historical trends. Regular reviews will help identify variances and unusual activity, which then should be explained and documented for understanding and future reference. Management reports should be reviewed regularly by Unit Administrators, Directors, and/or Department Chairs. Refer to section II (Reports to Review) for specific reports to review and the frequency with which reviews should occur. Reviews should help ensure financial activity is appropriate and correct, transactions are assigned to the appropriate expense accounts, proper approvals were obtained, and adequate documentation is maintained. Refer to policy #3364-40-01 Budget Control (located under the Finance link in the “Current Policies” website) for a more complete explanation of the responsibilities.

**REVENUE ACCOUNTS**

The University of Toledo uses a five digit numerical code that identifies revenues. The revenue account codes can be from various types of revenues (e.g. lab fees, Foundation, Grants, etc.). Within revenues, the accounts are further categorized into sub-groups such as General Fees, Instructional Fees, Out of State Fees and many others. The “Revenue Account Code Definitions” can be found by following the below link:

(http://www.utoledo.edu/offices/controller/accounting_reporting/pdfs/revenue_account_code_definition.pdf)
The above link is found at the ‘Accounting & Reporting Department’ in the Controller’s office. All revenues begin with the number #5. The revenues range from #51102 through #59999. The expense accounts follow a similar five (5) digit numerical pattern.

**EXPENSE ACCOUNTS**

The University uses the same five digit numerical code similar to the revenues. The expense account codes can be for various types of expenses (e.g. salary, fringe benefits, travel, services, supplies, etc.). As with the revenues, expenses are further categorized into sub-groups such as Faculty and Faculty Administrative, Student Employment, department supplies, capital equipment and many others. The “Expense Account Code Definitions” can be found by following the below link:

(www.utoledo.edu/offices/controller/accounting_reporting/pdfs/expense_account_code_definition.pdf)

The above link is found at the ‘Accounting & Reporting Department’ in the Controller’s office. All the expenses are numbered beginning with either number #6, #7, #8 or #9. The expenses range from #61002 through #96520.

**FEES REPORT (i.e. Tech/Lab/Overhead/etc.)**

A breakdown of fees collected by Colleges is available for viewing using the “Course fees by College and Fee Code with Enrollment” in Web Report Library. If you do not have access to Web Report Library, you must complete and submit the “Web Report Library Report Viewer Access Form”, the link is provided above under ‘Data Custodians for General Areas’. This report is located under “Public”, “Treasurer” and finally under the “General Inquiry” folder. The Course fee by College report is helpful by displaying associated fees for a particular term. If students are enrolled the report will display a breakdown of fees (i.e. tech/lab/teaching/etc.) generated by each department, the fee charged, the number of students enrolled and charged a fee, the total amount collected for each course among other data based on the academic period. The report also sums a total for the number of students enrolled as well as the total amount of fees collected for each department. This report uses two input values in order to retrieve the information. To run the report, it is necessary to input an “Academic Period” in the first parameter i.e. 201110, 201030, or 201040. The second parameter “Select the Appropriate College” allows you to select the college by using the dropdown menu.

**TRANSACTION DETAIL FOR INCOME STATEMENT ACCOUNTS WITH DRILL DOWN**

The Transaction Detail for Income Statement Accounts with Drill Down report can be found in Web Report Library under “Public”, “Finance” and finally under “Departments” folder. This report displays detail for each revenue and/or expense transaction as of the entered date range, index, fund, organization string, program string, account string and rule class. This report mimics FGITRND (Detail Transaction Activity) in the Banner Finance System. It is only necessary to input the date range and your index to run this report. This report may be used to verify
actual revenues/expenses for the current date range by index. The data provided are actual revenues/expenses incurred for each revenue/expense account.

**BUDGET STATEMENT SUMMARY WITH OBLIGATION DRILL DOWN REPORT**

The Budget Statement Summary with Obligation Drill Down report can be found in Web Report Library under “Public”, “Finance” and finally under “Departments” folder. This report displays the current available budget by index and Fiscal Year. Data displayed includes Adjusted Budget, Actual Expenses, Encumbrances, Available Balance, and Balance Percent Remaining for the selected input parameters. Percent remaining is highlighted when it is less than 10% or if the budget is zero and expenses exist. Input parameters include Fiscal Year, Index, Organization Code and Fund Group. You will only need to input the fiscal year and your index(es) to run this report. This report provides an overall view of each index and is a running (cumulative) tally year-to-date.

**CARRY-FORWARD BALANCES**

Carry Forward balances is an amount that carries forward off the books and accumulates from year to year in your index. The carry forward balance can be either a negative or a positive amount. Dependent on the prior years FYTD Actual amount spent from the total budget funds in your index, the carry forward balance will be shown under “Available Balance” as either a positive or negative (in parentheses) balance. Carry Forward balance can only be found in the “Budget Statement Summary with Obligation Drill Down” report in WRL. Once this report is open, you can view the “Unbudgeted Carry Forward Amount” at the end of the report as seen below (see picture insert on next page). If your index in the current year maintains a positive net “Available Balance” (the balance at the very bottom, to the far right and in bold) at the end of the fiscal year, your carry forward balance will increase by that amount. If, however, your index has incurred a negative net “Available Balance” in the current year (the balance at the very bottom, to the far right, in bold and in parentheses) at the end of the fiscal year your carry forward amount will decrease by that amount.
INDEX BY ORGANIZATION REPORT
The Index by Organization report can be found in Web Report Library under “Public”, “Finance” and finally under “Chart of Accounts” folder. This report displays the code and description for the following: organization, index, fund, and program. The report is grouped by organization. User inputs include AVP/Division level and Organization.

HR LABOR EXPENDITURE DETAIL REPORT
The HR Labor Expenditure Detail report can be found in Web Report Library under “Public”, “Human Resources” and finally under “General Inquiry” folder. This report retrieves human resource labor expenditure detail based upon the following user entered parameters: Beginning Pay Date and End Dates, Index Number, Last Name and First Name string, Organization Code, Account Code, Employee Class and Employee ID. Report information is sorted by Name, Rocket Number, Pay Date, Pay Number, Pay Amount, Account Index and Expense Account and Position number among others for each employee. When inputting the parameters, remember to select an “Employee Class”. The HR Labor report can be helpful in identifying those people working under each index and help verify that appropriate payroll expenses for those individuals are accurately reflected in the correct index and expense account.
JOURNAL ENTRIES

Journal entries are used to make corrections to any expense identified as incorrect during your monthly reconciliation process. Journal entries must be entered into an Excel spreadsheet by the person responsible for reconciling the budget. Once a revenue and/or expense charge has been identified as incorrect, a “Journal Entry Correction Request Form” must be filled out and sent either via email or interoffice mail to Alison Carpenter in ‘Accounting & Reporting’ department in the Controller’s Office. The journal entry must be entered in Excel, for which the template can be found at the following link under “Forms”: (http://www.utoledo.edu/offices/controller/accounting_reporting/forms.html)

Journal entries may be submitted as follows:

1) Interoffice mail to Mail Stop #454 Learning Resource Center

2) Electronic mail to alison.carpenteri@utoledo.edu
SECTION IV: INDEX & ORGANIZATIONAL HIERARCHY
MANAGEMENT

NEW INDEX REQUEST

As stated earlier in this guideline, the University utilizes and assigns an index to a unit that has budgeted funds, whether the index is for a lab, department, grant, Faculty Startup Fund (FSF), College or any other unit within the University. Indices are 6 digits in length. The University uses both numerical and alphanumerical digits to identify a unit or an area. All indices are unique and specific to a unit and are not duplicated. For example, a department index is identified as beginning with the letter “A”, a lab index begins with the letter “L”, the overhead index is identified as beginning with the letter “H”, Faculty Startup Funds begin with the number “1” and a grant is identified by beginning with the number “2”. When a faculty member obtains a new grant, the Grants Accounting office will assign the index. Please work with your college(s) respective Business Manager on setting up a new index for a new FSF. Following the aforementioned identifiers, should you have a need to setup a new index, the process requires filling out a “New Index Request Form” that can be obtained by visiting the ‘Accounting & Reporting’ department website in the Controller’s office. Once at the home page, click on the link titled “Forms” on the left side of the screen. For your convenience, a link below has been provided to take you directly to the form.

(http://www.utoledo.edu/offices/controller/accounting_reporting/forms.html)

Once you have obtained the New Index Request Form, the process involves completing the “Fund Hierarchy”, “Organization Hierarchy” and finally “Program Hierarchy” sections. To assist you in obtaining the correct index roll up information, you will need the “Fund Hierarchy”, “Organization Hierarchy” and “Program Hierarchy” reports found in WRL. These reports are located under the “Finance” folder in the “Chart of Accounts” subfolder. The “Fund Hierarchy” report will retrieve the fund code, description, and level at all five levels of the fund hierarchy. When running this report, the only Input parameter needed is the fund type. For purposes of indices that are academic in nature i.e. a department, lab, overhead or grant the fund types are classified as “21 Current Restricted”. The “Organization Hierarchy” report will retrieve the organization code, description, and level at all six levels of the organization hierarchy. Running this report will automatically retrieve all Organization Hierarchy levels as there is no Input parameter. Again, for purposes of indices that are academic in nature i.e. a department, lab, overhead or grant the Main Campus Colleges and department can be found under the “Provost – Academic Affairs Enrollment Services” which are classified beginning with “20”. The “Program Hierarchy” report will retrieve the program code, description, and level at all three levels of the program hierarchy. Similarly to the Organization Hierarchy report, there is no input parameter. The Main Campus Colleges/departments hierarchy follows the academic side of the University and is located under the classification “4000 Academic Support”. Once you have completed filling out all the necessary information for a new index, send to your supervisor/manager. The form requires the signature of the immediate VP/Provost / Executive director before being sent to the ‘Accounting & Reporting’ department to be setup in Banner. Should you need
further assistance please give the Budget Resource Analyst a call at 530-4477 or work with your college(s) respective Business Manager.

**CHANGE/MODIFY INDEX**

In order to change/modify an index for any reason, the process involves filling out a form that is sent on to the many affected departments, whom make the necessary changes in Banner. The “Account Index Roll Up Adjustment Form” can be obtained by visiting the ‘Accounting & Reporting’ department website in the Controller’s office. On the home page, click on the link titled “Forms” on the left side of the screen. At the top of the page, click on the link labeled “Account Index Roll Up Adjustment Form”. This form is to be used for either changing an index or modifying the hierarchy of where the index rolls up. All indices have six (6) levels for which they roll up. The following is the order that an index rolls up from lowest level to the highest level: 6) Organization; 5) Department; 4) Associate dean/director; 3) Dean/AVP; and finally 2) Provost/VP. The highest level is the index itself. Once open, you need to fill out the “Change From” and “Change To” section. To assist you in obtaining the index roll up information, you will need the “Indexes by Organization Hierarchy” report found in WRL. This report is located under the “Finance” folder in the “Chart of Accounts” subfolder. This report will retrieve the current roll up information for your index. Fill in the currently assigned numbers for each hierarchy level. Should you need further assistance please give the Budget Resource Analyst a call at 419-530-4477 or work with your college(s) respective Business Manager.

**CLOSING INDEX**

The process to close an index involves checking the year to date activity in WRL, filling out a form labeled “Index modification Procedures Form”, sending an email to notify the many affected departments to make the necessary changes in Banner and other software programs and finally submitting the completed form. First, start by visiting the ‘Accounting & Reporting’ department website in the Controller’s office. On the home page, click on the link titled “Forms” on the left side of the screen. Scroll down to the “Banner Index Modifications / Index Close” heading and click on the link labeled “Index Modifications Procedures Form”. Secondly, a user needs to check the “Budget Statement Summary” in WRL to verify there is no current activity, i.e. revenues and/or expense charges. Once you have verified your index has no year to date activity through the budget summary report, fill out the information in the form: 1) Index #; 2) Index Name; 3) date; 4) Name (which should be your business manager); 5) job title of #4, your business manager; 6) the department the index resides in; and 7) reason for requesting to close the index. Thirdly, submit an email to #Index Modifications which is sent to the many involved departments such as ‘Grants Accounting’, ‘Purchasing’ and ‘Accounting & Reporting’. State in your email mail: the purpose, the index # to be closed, the name of the index and an offsetting index such as your “Overhead - H” in case there are any unsuspecting charges that may need to be removed and charged against. After this email is sent, please check the “General Accounting – E-Mail” box on the “Index modification Procedures Form”. Finally, submit this form to Julie A. Graham the Sr. Financial Analyst in the Controller’s office at MS #454. Should you need further assistance please give the Budget Resource Analyst a call at 419-530-4477 or work with your college(s) respective Business Manager.
SECTION V: ACCOUNTS PAYABLE

EXPLANATION
The University of Toledo has established a Purchasing Card Procurement Policy #3364-40-15 (listed below) to guide the procurement of goods, services, and capital equipment. The policy explains the procurement guidelines to follow and abides by the Ohio Revised Code, the Ohio Administrative Code, Ohio Ethics Law, and the University of Toledo’s Board of Trustees resolutions.

(http://www.utoledo.edu/policies/administration/finance/pdfs/3364_40_15.pdf)

All individuals authorized to conduct purchasing activities must adhere to the procedures as defined in the University’s Purchasing Card (P-Card) Manual (listed below).


P-CARD APPLICATION
(http://www.utoledo.edu/offices/controller/accounts_payable/pdfs/PCard_Application_revDec2010.pdf)

Should you desire to establish and open a P-Card, the above link will open The University of Toledo application. Please read the terms of agreement, type, save and then forward via email to supervisor/reporting authority for approval. Signature approval is based on the supervisor/reporting authority’s email submission. Supervisor/reporting authority will verify information is correct and forward via email to # PCard Admin for processing. If requesting payment or reimbursement by the foundation click on below link for the form and instructions.

(http://www.utoledo.edu/foundation/Information/Disbursements.html)

Should you have any questions please contact either: Carrie Schonter-Cherry, Purchase Card Program Analyst, Carrie.Schonter@utoledo.edu OR Linda Chany, Accounts Payable Manager, linda.chany@utoledo.edu

P-CARD EXCLUSIONS
The P-card cannot be used for the following general categories:
• Hospital inventory items
• Medical devices and small equipment
• Lab, research animals and human subject interests where protocol numbers are required
• Services, construction and renovation products whereby onsite work effort requires insurance liability and workers compensation certificate validation, terms and conditions review and detailed specifications to be followed
• Consulting contracts
• Service and Maintenance agreements for software/equipment
**P-CARD TECHNOLOGY PURCHASES**

Prior to any purchase of computers, printers, faxes, imaging devices, etc...please seek approval from the IT department to ensure the purchase is compatible with IT purchasing discounts, IT service and networking requirements.

**P-CARD HOLDS**

You may receive an email from Accounts Payable regarding a hold on the departmental Purchasing card. The freeze or holds are placed on any P-Card connected to the department budget index. This is done to further prevent additional expenditures from the ““Operating Expenses” category for a particular index. Keep in mind that a hold is only placed on a P-Card when the “Operating Expenses” category exceeds the budgeted funds in a given fiscal year for an index. The P-Card is set to $0 when the cardholder is defaulted to an index that is on budget hold. The budget office provides an email to Accounts Payable indicating when an index has no money or is over budget. This index is then verified through paymentnet system to see if anyone is defaulted to that account. At which time, the person/people are then placed to $0 until that index has been given additional funds. To reinstate/activate a P-Card, you need to contact your business manager.

**OFFICE MAX PURCHASES**

To set up Office Max purchases, a procedure policy (link listed below) to guide the purchase(s) of Office Max goods has been established. The policy explains the procedure(s) to follow and how to process an Office Max purchase.

http://www.utoledo.edu/offices/controller/accounting_reporting/pdfs/Office_Max_Procedure.pdf

In order for grant accounts to be placed on The University Office Max on line system the following procedures must be followed:

1. The Office Max On Line request form must be completed and signed by the Principal Investigator (PI) and any individual that is designated by the PI to process Office Max orders. This action will serve as the P. I.’s pre-approval of Office Max orders.

2. Once the form is completed fax the signed copy to Susan Brodie (248) 540-7838 at Office Max and a copy to Grants Accounting fax # 8766.

3. Also, forward the signed original to Accounts Payable via campus mail, mail stop #451.

4. If the requested grant is approved, the Grants Accounting office will email Susan Brodie an approval to add the Grant(s) account to the Office Max list.
5. Once an Office Max order is made, the individual placing the order will complete a Fast Order Requisition with the appropriate grant index number(s) and a description of the materials ordered.

6. The Fast Order Requisition must be signed by the Principal Investigator and the individual who placed the order. In cases where a Principal Investigator orders direct, a second signature is required of either the supervisor or the Business Manager for the College/department.

7. Once an order is processed and received all receipts must be attached to the Fast Order Requisition and submitted to Accounts Payable by the 15th of the month.

8. If appropriate procedures are not followed and documentation is not provided to accounts payable, in a timely manner, the grant index will be removed from the Office Max list and departments will be responsible for charging the expenses to the department account.

The link listed below will take you to the Grants Accounting website to obtain the Office Max form to be filled out. Once the site is open, look for the “Office Max On Line Request Form” link listed towards the bottom of the site.

http://www.utoledo.edu/offices/controller/grants_accounting/forms.html

REIMBURSABLES EXPENSES
Under Federal, State and/or University Policies certain expenses are not reimbursable from University funds. Any exceptions will require prior approval from the divisional vice president, provost, or Presidents office to be allowed. Some examples of reimbursable expenses include:

- Expenses relating to University business travel as outlined by the Travel Policy
- Conference registration fees
- ATM service fee for cash advance when in conjunction with travel

NONREIMBURSABLE EXPENSES
Under Federal, State and/or University Policies certain expenses are not reimbursable from University funds. Any exceptions will require prior approval from the divisional vice president, provost, or Presidents office to be allowed. A partial list of examples of Nonreimbursable expenses include:

- Alcohol and alcoholic beverages are not reimbursable.
- Political influencing messages of any type.
- Tickets for any on or off-campus events.
• Some departmental expenses are not reimbursable such as:
  
  o Departmental staff meals, parties, or office entertainment supplies for staff (coffee, sugar, cream, pop, cups, etc.)
  
  o Staff Gifts (examples include retirement, farewell, Christmas, birthday and baby). This includes gifts for student workers.
  
  o Staff Awards other than University wide sponsored awards

A full list of expenses that are classified as “nonreimbursable” can be located under the Accounts Payable website at:
http://www.utoledo.edu/offices/controller/accounts_payable/index.html

**MILEAGE RATE(S)**

For privately-owned vehicles, reimbursement will be allowed up to the Internal Revenue Service (“IRS”) standard mileage rate at the time of travel per mile of authorized business travel. An exception may be a grant that authorizes less than the “IRS” standard mileage rate. The mileage rate is to cover all expenses incurred for using the privately owned vehicle except parking fees and tolls. All employees are expected to follow the prudent person rule and use reasonable judgment in selecting the appropriate mode of transportation factoring cost, availability, safety, and efficiency.

As of January 1, 2011 the reimbursable mileage rate for use of a privately-owned automobile or if no Government-owned automobile is available will be $0.51 per mile. The University holds the right to reimburse at the less expensive mode of transportation.

Mileage will not be reimbursed for the following and should not be requested on the “Employee Travel and Reimbursement Form”:

• travel between work and home;
• travel from home to a point between a traveler’s home and primary work site;
• travel between the University campuses (Main Campus, Health Science Campus, Scott Park Campus, Center for the Visual Arts, Stranahan Arboretum, Lake Erie Research Center);
• and travel between buildings on the individual University campuses named above.

Travelers interested in deducting mileage for tax purposes are encouraged to explore the matter with a tax advisor. An individual who uses a privately-owned vehicle on University business must meet liability insurance requirements of the motor vehicle financial responsibility laws of the state of Ohio. Any accidents that occur while a traveler is on University business should be reported immediately to the department of risk management at the University.
Further information on travel and/or expense reimbursement guidelines may be obtained by going to the Accounts Payable website or by clicking on the link listed at the bottom of the prior page.

**PHOTOCOPYING/PRINTING**

**PHOTOCOPY CHARGES**
The University provides printing, photocopying and other related business services to conduct and support University business. These services also will be offered to students, faculty and staff in accordance with the University procedures. Photocopy charges are the costs charged to your department/area for making photocopies. At this time, there is no report in either Banner or WRL available to view the detailed charges to your department/area. However, there is a person available to contact in order to receive the detailed photocopy charges, how many photocopy machines are being charged to your department/area of responsibility and where the machines are physically located. In order to receive and view this information, you only need to send an email to Julie A. Graham the Sr. Financial Analyst in the Controller’s office Julie.Graham2@utoledo.edu. Please state in your email to Julie your index number and for what months you need a breakdown of photocopy charges. Please keep in mind that the basic charges for photocopies are $.07 per page in black and white compared to $.50 per page in color.

**PHOTOCOPIER CONTACT**
Photocopy machines are the responsibility of “Auxiliary Services Department”. Should your department/area have a request/need for a machine, need to upgrade your machine, or want to change the photocopier machine, you need to contact the “Director of Auxiliary Services” Joy Gramling at either telephone: 419.530.8709 or via email Joy.Gramling@utoledo.edu.

**PRINTING**
Printing/reprinting of materials funded by a University account may be handled by the University print shop, which has first right of refusal to handle the job or not. The Print Shop is located in Westwood Annex (WA) Mail Stop: #212 and can be contacted via telephone: 419.530.7351 or fax: 419.530.3718 Monday thru Friday 8:00AM - 5:00PM. Material or copy (other than items specified by the publications office) which does not require special design or artwork and is in final form for reproduction (camera-ready) should be submitted directly to the University print shop. Copyright compliance is the responsibility of the end-user. Materials which are being reproduced for sale to students for class use are to be sold through the University bookstore. No materials are to be sold directly to students in class.

Printing charges are the costs charged to your department/area for printing or reprinting of materials. There is a report titled “Print Shop Monthly Details” available in WRL under “Public”, “Finance” and finally under “General Accounting” folder. This report displays all Print Shop orders for the selected order date range and for the selected Index. Data shown includes Calendar Year, Month, Banner Index, Banner Account, Job Number, Job Type, Date and Price. User inputs include “Start Date”, “End Date” and “Index”.

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**COPIER SERVICES**
For color and black-and-white copying needs, clients can e-mail documents to westwoodprintshop@utoledo.edu. The e-mail should include all pertinent information, such as quantity, number of pages, one- or two-sided, collation, stapling, type of paper, binding, folding, etc. Also include an account number, delivery destination (campus, building and room number), and name. Please include a phone number in case there are any questions about the order.
SECTION VI: PURCHASING

OVERVIEW
The Purchasing Services Department (Purchasing) administers procurement for the University in accordance with State of Ohio law and University policy. University annual purchases of goods and services exceed $200 million per year, exclusive of construction projects.

The Purchasing department has three locations to serve the University’s procurement needs. Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday.

To obtain the Purchasing staff listing, their respective commodities and location listing, please visit the Purchasing Department website at:
http://www.utoledo.edu/depts/purchasing

RESPONSIBILITIES
Purchasing is responsible for administering the procurement of equipment, goods, supplies and services required and authorized for use by the University, UTMC and any offsite affiliated locations. Purchases of equipment, goods, supplies and services will be made from existing contracts with an emphasis on standardization where possible. (See “Supplier Information” link on purchasing website) Purchasing will apply principles of value analysis to every purchase transaction to obtain the best quality for the price and delivery to meet desired time frames. Purchasing will assist departments in finding the best supplier, product or service to meet their needs.

REQUEST FOR PROPOSAL (RFP)
To submit a bid for a RFP, please follow the link below to the Purchasing department. The below link will open The University’s Purchasing department RFP process.
http://www.utoledo.edu/depts/purchasing/RFPs_Bids/Request_for_Proposal/RFP_Postings.html

REQUISITION FORM
To submit a Purchase Requisition, please click the link below that will open a PDF form to be filled out and sent to The University of Toledo Purchasing Department. Once open, the form will automatically fill in a Requisition Number (RQ) complete as much as you can, print off and then send to the Purchasing Department either via email or interoffice mail.
http://www.utoledo.edu/depts/purchasing/PDFs/PurchaseRequisitionForm.pdf
**PURCHASE THRESHOLDS**

**PURCHASES UNDER $5000**

Purchases under $5000 (i.e. $4,999.99 and below including freight and handling) for non-capital goods and services are expected to use a P-Card (Please refer above to section VI).

**PURCHASES BETWEEN $5000 AND $24,999.99**

For purchases $5,000.00 to $24,999.99 for capital equipment and goods, and purchases of $5000 to $49,999 for services (a) the purchase will require a requestor and a manager, PI, or director having departmental budgetary responsibility, or their designee. (b) Direct pay for a limited number of purchases as defined in the procurement manual where a direct pay may be used. (c) For all other purchases, a University issued purchase order is required. (d) Competitive quotations (at least three (3)) should be obtained for any purchase under the bid threshold limits where a contract price does not presently exist.

**COMPETITIVE BIDS**

Competitive bid thresholds (a) For purchases of capital equipment and goods valued greater than $25,000 or services valued greater than $50,000 from a single supplier annually, a request for proposal (RFP) is required to be administered by the purchasing services department. Exceptions to the RFP requirement are: 1) Maintenance contracts purchased from the manufacturer or authorized dealer/supplier of specific equipment to be serviced, 2) Purchases made from group purchasing organizations the University participates in where the contracts have been established via a competitive bidding event, and 3) Purchases as defined by the competitive bid waiver process (b) The purchase will require a requestor, and a manager, PI, or director having departmental budgetary responsibility, or their designee, and an associate vice president, vice president, associate dean, or dean having departmental or divisional budgetary responsibility. This is to ensure funds are spent appropriately and in compliance with University policies, as well as with any sponsor(s), donor(s) or federal guidelines, to accomplish the desired financial goals of the Unit, College, and University.

**COMPETITIVE BID EXCEPTIONS**

The only purchases, which may be made without competitive bidding, are the following:

- Maintenance contracts purchased from the manufacturer or authorized dealer/supplier of the specific equipment to be serviced. Purchases from other public agencies or group purchasing organizations where contracts have been established via a competitive bidding event.
- Purchases as defined by the competitive bid waiver process.

**COMPLETING A COMPETITIVE BID WAIVER REQUEST**

1. The Competitive Bid Waiver form (request from Purchasing) is to be completed by the requesting department, with detailed justification as to the request.
2. The form must be signed by the signatory authority of the index being used and forwarded to Purchasing.
3. A verification of information and validation of request will be completed by Purchasing.
4. Purchasing will obtain the President or his designee’s signature as final acceptance of waiver request.
5. Notification of acceptance will be communicated via email to requesting department with approval to proceed to entering of requisition.
6. Purchasing will complete the procurement process.
SECTION VII: GRANTS

OFFICE MAX PURCHASES
In order for grant accounts to be placed on The University OfficeMax on line system, the following procedures must be followed:

1. The OfficeMax Online request form must be completed and signed by the Principal Investigator (PI) and any individual that is designated by the PI to process Office Max orders. This action will serve as the Principal Investigator’s pre-approval of Office Max orders.

2. Once the form is completed fax the signed copy to Susan Brodie at OfficeMax and a copy to Grant Accounting Fax #419-530-8766.

3. Also, forward the signed original to Accounts payable via campus mail.

4. If the requested grant is approved the Grants Accounting office will email Steve Surface an approval to add the Grant(s) account to the OfficeMax list.

5. Once an OfficeMax order is made, the individual placing the order will complete a Fast Order Requisition with the appropriate grant account number(s) and a description of the materials ordered.

6. The Fast Order Requisition must be signed by the PI and the individual who placed the order. In cases where a PI orders direct a second signature is required of either the supervisor or the Business Manager for the department.

7. Once an order is processed and received all receipts must be attached to the Fast Order Requisition and submitted to accounts payable by the 15th of the month.

8. If appropriate procedures are not followed and documentation is not provided to Accounts Payable in a timely manner, the grant account will be removed from the OfficeMax list and departments will be responsible for charging the expenses to the department account.

MySP WEBSITE
The MySP website is a tool available for those that would like to view detailed information on a grant. In order to access the MySP website you must first obtain permission from the Grants Accounting department. To do so, please send an email to Jamie.fager@utoledo.edu with your UTAD account name and Rocket No.

Once access has been granted, you may access the MySP website located under the Grants Accounting website or by clicking on the below link.
https://mysp.utoledo.edu/Login.aspx?enc=1PoSo/Il4Ei0bhQi9BNV1Md29eVoWiJO0fRDLaXETp
w=

Once the site is up, you will be asked to input your username and password to login. If you are a Principal Investigator (PI), selecting Awards from the very top of the site will display your awards for which you have a role of principal investigator (on those being managed by Grant’s Accounting). Selecting an award from the list will display some identifying award information and then allow you to see financial information at either an award or index level. In the financial information you can view the budget versus expense report and detail expenses grid. You can export the grid to Excel and the report can be exported to the format of your choice. Monthly Reports will display reports for the prior month.

If you are not an investigator, you must use the Search function, from the very top of the site, to find the investigator, award, or index. Once that is selected you can view the same information as defined for the primary investigator.

If you are experiencing difficulties with this site please contact Sherry Blosser at 419-530-3669 or email: sherry.blosser@utoledo.edu
SECTION VIII: TELECOMMUNICATIONS

GENERAL
The Telecommunications Department is responsible for setting up phone service, voice mail, adding additional phone lines, modifying existing phone lines as well as tracking telephone expenses for each phone number. ([http://www.utoledo.edu/it/TC/Home.html](http://www.utoledo.edu/it/TC/Home.html)) The link listed above will take you to the home website for Telecommunications for general information. For assistance with your telephone you may click on the link provided below, which will take you to The Telecommunications “Telephones Manual” website for assistance on setting up your phone, checking voice mail, or other functions.

[http://www.utoledo.edu/it/TC/Telephone_Manuals.html](http://www.utoledo.edu/it/TC/Telephone_Manuals.html)

TELEPHONE BILL REPORTS
Telephone billing is available and provided through a software program named Pinnacle. Pinnacle is a web based application (similar to Web Report Library) that you must enter a username and password to login to the program. At this time, access is only permitted to Business Managers and certain staff members that need viewing of detailed phone bill reports. Should you need access, an email must be sent to mary.kurtz@utoledo.edu stating that you would like access to Pinnacle, with your name, contact information and purpose of requesting access. Should a staff member have a need in obtaining access to Pinnacle, the Business Manager must notify Mary Kurtz in Telecommunications of that person’s name, contact information and reason for obtaining access. Once logged in, click on “billing” in the upper right corner of the page to begin your query of a department’s detailed telephone charges by month. The Telecommunications department may be reached from either campus by calling extension x4098.
SECTION IX: HIRING PROCESSES

PEOPLEADMIN
PeopleAdmin is an online employment application system intended to track, recruit and manage positions. PeopleAdmin will provide and maintain the systems established to provide this service, including many other functions of tracking positions. This process is being established to maintain not only an automated web based system for accepting and processing customer employment applications, but to expedite the employment process with efficiency, effectiveness and allow up-to-date access to information regarding all of your postings. Presently, this tool is the process by which the University is using to create, track and manage Staff positions. It is also the process by which applicant tracking is being managed for Faculty positions. At this time, PeopleAdmin is not set up to be used for students and/or graduate students. Student employment should continue utilizing Career Services. Similarly, Graduate student employment should continue utilizing the College of Graduate Studies.

ACCESS TO PEOPLEADMIN
In order to utilize the PeopleAdmin system, a user needs to obtain access first. Below are steps that are to be followed in order to obtain access.

1. Log in either by typing jobs.utoledo.edu/hr or through the MyUT website -> http://myut.utoledo.edu/
2. Once logged in the MyUT site, click on the “Employee” tab.
3. Scroll down and on the left side of the window under “Staff Employment Resources” you will find “ePAF – Staff Electronic Personnel Action System”.
4. Click on the above link and a new window will open to the default page titled “User Login” as seen below (see picture #1 on next page).
5. At the top right corner, click on the “User Access Request” link. Once this window opens, you will then need to fill out the “Create User” form that requests 1) username; 2) password; 3) first name; 4) last name; 5) UTAD ID; 6) Title; 7) Phone number/extension; 8) email and finally 9) Home department organization number. Once completed, click “Submit for Approval” and “Continue” at the bottom as seen below (see picture #2 on next page).

By filling out the User Access form, a user will have created a profile that will be submitted to the Human Resources (HR) department for access. Users that submit a user account for approval will be notified by email from HR within 72 hours of their approval. This email from HR explains how to log in and establishes your individualized password/username information. Other than logging through the MyUT portal, you can log in to PeopleAdmin by typing the following: jobs.utoledo.edu in your web browser address. It is recommended that you do not use your browser’s “Back”, “Forward” or “Refresh” buttons to navigate in PeopleAdmin, or open a new browser window from your existing window. Please use the navigational buttons within the program.
FACULTY POSITIONS
PeopleAdmin is setup to only create and track either a new or unfilled Faculty employee position. Once the faculty information has been posted and candidates have applied to the position, PeopleAdmin allows for tracking during the hiring process. Also, PeopleAdmin allows a search committee to choose the appropriate candidates from a pool of applied candidates. Notes are added in PeopleAdmin throughout the hiring process to update and inform about the position. Once a person is hired then the use of PeopleAdmin is complete. To begin establishing a new faculty position, a user will need to login to PeopleAdmin and choose the “Create Application” option as seen in picture #3 on the next page. In order to setup a Faculty position in PeopleAdmin the initiator/user will need to have position details i.e. title; home department org. #; position summary; etc. as well as duties and responsibilities; labor distribution; class/comp; budgeted amount among other necessary information. Keep in mind that changes to faculty positions still need to be filled out and processed through APA’s.

STAFF POSITIONS
PeopleAdmin is to replace the current process by which PA’s are filled out and sent through interoffice mail to the affected departments. PeopleAdmin is setup to be used for administrating any and all changes to a Staff position whether modifying, creating and/or tracking a position once a candidate has applied. At this time, PeopleAdmin is not setup for either removals of a position or “Extra Comp”. To begin establishing a new Staff position, a user will need to log in to PeopleAdmin and click on the “Create Application” option as seen in picture #3 on the next page. As mentioned above with Faculty, in order to create a new Staff position in PeopleAdmin the initiator/user will need to have position details i.e. title; home department org. #; position summary; etc. as well as duties and responsibilities; labor distribution; class/comp; budgeted amount among other needed information. Once a staff position has been posted and candidates have applied, PeopleAdmin allows for tracking during the hiring process. Again, as with the Faculty side, PeopleAdmin allows a search committee to choose the appropriate candidates from a pool of applied candidates. Throughout the hiring process, notes are added in PeopleAdmin throughout the hiring process to update and inform about the status during this process. Once a person is hired then the use of PeopleAdmin is complete. The approximate timeline processes for hiring a Staff position are as follows:
- Request to fill position – 4 weeks
- Internal Search – 7 weeks
- External Search – 12 weeks

CONTACT INFORMATION
As mentioned previously, PeopleAdmin currently is setup for only two employee classes at this time: 1) Faculty and 2) Staff. Should you desire training, have any questions and/or problems with the Staff side of PeopleAdmin, then please contact your HR Employment Advisor or contact Human Resources general number at 530-4747. Similarly, should you need training, have any questions or problems with the Faculty side of PeopleAdmin, please feel free to contact either Stephanie M. Tinsley (Assistant Controller) at x8755 or email:
stephanie.tinsley@utoledo.edu or Alyson Walker (Payroll Financial Analyst) at x8799 or email: Alyson.Walker@utoledo.edu.

PICTURE #3
SECTION X: UNIVERSITY POLICIES

NEW POLICIES AND FEEDBACK

The University policy web site is a compilation of relevant policy, operational procedures and governing documents of the University. The purpose of the policy web site is to ensure faculty, staff, and students have ready access to existing policies and those policies are open for feedback. You may click on the below link that will direct you to the policy website.

http://www.utoledo.edu/policies/

Draft and recently signed policies are posted on the Policies Posted for Comment page for a thirty day period, during which time the campus community has an opportunity to offer comments and suggestions about the draft policy. Comments submitted for review are answered by the policy’s responsible agent.

The Policy Committee is charged with coordinating the process of the comprehensive review and merging of policies between the Main Campus and Health Science Campus. The committee does not decide the appropriateness or validity of policies. For additional information about University policies, please contact University policy coordinator Elizabeth.Hagen@utoledo.edu or call 419-530-4043. From time to time, the University will undertake a review of policies. You are encouraged to visit the Policies website to get informed, to post a comment or offer a suggestion.
## SECTION XI: LINKS TO SITES FOR FORMS

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<th>Department website</th>
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<td>Accounting &amp; Reporting Department</td>
<td>Access to Web Report Library</td>
<td><a href="http://www.utoledo.edu/offices/controller/accounting_reporting/forms.html">http://www.utoledo.edu/offices/controller/accounting_reporting/forms.html</a></td>
<td>Click on the link to the left to obtain the “Web Reports Library Access Form”. Click on the blue highlighted link and fill in the form in Microsoft Word noting to obtain signatures of your supervisor/manager for your area/department.</td>
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<tr>
<td>Accounting &amp; Reporting Department</td>
<td>Journal Entry Correction Request Form</td>
<td><a href="http://www.utoledo.edu/offices/controller/accounting_reporting/forms.html">http://www.utoledo.edu/offices/controller/accounting_reporting/forms.html</a></td>
<td>Click on the link to the left to obtain the “General Accounting Correction Request Form”. Click on the blue highlighted link and fill in the form in Microsoft Excel, noting to copy the index, expense account, description, document #, and reason/need to correct the amount to your budget.</td>
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<tr>
<td>Accounting &amp; Reporting Department</td>
<td>Index Modifications Procedures Form (Closing)</td>
<td><a href="http://www.utoledo.edu/offices/controller/accounting_reporting/forms.html">http://www.utoledo.edu/offices/controller/accounting_reporting/forms.html</a></td>
<td>Click on the link to the left to obtain the “Index Modifications Procedures Form”. Click on the blue highlighted link and fill in the form in Microsoft Excel, noting the index to close for your organization.</td>
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<td>Budget &amp; Planning Department</td>
<td>Budget Amendment Request Form</td>
<td><a href="http://www.utoledo.edu/offices/budget/formsguidelines.html">http://www.utoledo.edu/offices/budget/formsguidelines.html</a></td>
<td>Click on the link to the left to obtain the “Budget Amendment Request Form”. Click on the blue highlighted link and fill in the form in Microsoft Word with explanation of reason/need in requesting an amendment to your unit’s budget.</td>
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<td>Budget &amp; Planning Department</td>
<td>Fringe Benefit Tables</td>
<td><a href="http://www.utoledo.edu/offices/budget/FringeBenefitTables.html">http://www.utoledo.edu/offices/budget/FringeBenefitTables.html</a></td>
<td>Click on the link to the left to obtain the “Fringe Benefit Tables”. The link will take you to the Budget &amp; Planning website and bring up the Fringe benefits for both Main and Health Science Campus.</td>
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<td>Payroll Department</td>
<td>Personnel Action Forms</td>
<td><a href="http://www.utoledo.edu/offices/controller/payroll/forms.html">http://www.utoledo.edu/offices/controller/payroll/forms.html</a></td>
<td>Click on the link to the left to obtain the “Personnel Action Forms”. Click on the blue highlighted link to access the page for APA, SEPA, GAPA, SPA, UPA and Authorization to Hire Forms.</td>
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<td>Purchasing Department</td>
<td>Policies &amp; Procedures</td>
<td><a href="http://www.utoledo.edu/depts/purchasing/Pages/Policies_%26_Procedures.html">http://www.utoledo.edu/depts/purchasing/Pages/Policies_%26_Procedures.html</a></td>
<td>Click on the link to the left to obtain the new “Policy and Procedures” by the Purchasing Department.</td>
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<td>Accounts Payable Department</td>
<td>P-Card Policies &amp; Procedures</td>
<td><a href="http://www.utoledo.edu/offices/controller/accounts_payable/purchase_card.html">http://www.utoledo.edu/offices/controller/accounts_payable/purchase_card.html</a></td>
<td>Click on the link to the left to obtain the new P-Card “Policy and Procedures” from the Accounts Payable Department.</td>
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