Topics

- **Welcome**
  - Susan Lin, Director of Financial Management and Controller

- **Fiscal Year 2014 Yearend Close Reminders**
  - Karen Morimoto, Director of General Accounting and Loan Collection

- **New Reporting Attributes for Bond System Projects**
  - James Yoneda, Controller of University of Bond System

- **New PCard Policies and Procedures**
  - Joyce Teraoka, Purchasing Card Administrator

- **Office of Internal Audit Review of Fiscal Year 2013 Purchase Transactions**
  - Duff Zwald, Director of OPRPM

- **Changes to APMs and KFS Procedures For Fiscal Administrators’ Roles and Responsibilities**
  - Barbara Kawamoto, Bursar

- **Updates from the Tax Treatment for Scholarship and Fellowship Webinar**
  - Ken Lum, Director of Tax Services
Thank You!

for making a smooth FY 2014 yearend close!
Financial Management Office

2014 Fiscal Year End Close Reminders

Presented by
Karen Morimoto, Director of General Accounting and Loan Collection
JV Due Dates to GALC

• Monday, July 14 by 5:00pm: RCUH Related
  ▫ A-07 Due from RCUH
  ▫ L-07 Due to RCUH
  ▫ P-01 RCUH Exp to Proper Object Code

• Friday, July 18 by 5:00pm
  ▫ ALL OTHER NON ACCOUNTS PAYABLE

• Friday, August 8 by 5:00pm
  ▫ L-11 Accounts Payable Not Paid by 7/31/2014
Reminders

1. Use only 2014 JV Worksheets on the Kuali Financial System site
   ▫ Navigation path
     • Forms → GALC → Year End Processing – For FAs
2. Complete the applicable Year End JV Worksheet
3. Email the files to uhgalc@hawaii.edu
   ▫ For the Subject line of the email, enter the accrual JV type and your three digit FA number (i.e. A-01 Revenue 036)
   ▫ Attach the completed Year End JV Worksheet in EXCEL FORMAT
   ▫ Attach the proper supporting documentation
Please Note

• The “Description” field is limited to 40 characters
• If possible, consolidate your JVs by JV type
  ▫ i.e. instead of sending several A-01s for the same FA number, consolidate entries and submit one A-01
• Do not include multiple JVs in one Excel workbook
• Do not change the formatting of the worksheets
  ▫ Do not add borders or change the numbering format, etc.
• Do not delete any columns even if they are not used
• If you need additional columns, please add them after the last column
Please Note (continued)

- **Project numbers in “Project” column**
  - Project numbers must be set up in KFS
  - If not set up in KFS, use the “Description” column instead

- **Use of sub-object codes**
  - Sub-object code must also exist for the offset (accrual) object codes
  - Sub-object codes must exist in both FY14 and FY15
  - If these are not set up properly, GALC may eliminate all sub-object codes from the JV
Office of Naval Research Review

- Office of Naval Research representatives will be on-site
  - September 8-12
- Government property items will be examined
  - Existence (Can it be located?)
  - Condition (Is it in use?)
  - Location (Building and room number correct?)
  - Identification (Red federal tag, make, model, serial #, UH asset tag correct?)
- Acquisition actions will be reviewed (Purchase orders, invoices, etc.)
- Property record data will be tested
- Disposition action will be reviewed
Financial Management Office

KFS Account Attribute Changes

Presented by
James Yoneda, Controller of University Bond System
KFS Account Attribute Changes

• Why
  ✓ Improve reporting and user interface functionality

• What
  ✓ Add a new tab (Capital/UBS Project) and fields to capture University Bond System (UBS) project information
  ✓ Add account closed and last update dates
  ✓ Hide 15 baseline attributes that UH is not using

While the changes do not affect how the Account Maintenance eDoc works, the updated eDoc does look different.
Dates added to “General Account Info” Tab

Chart Code: MA - UH-Manoa
Account Number: 8779139
Account Name: SERIES 2010A-2 CRCH PROJ CONST(030)
Account Street Address: 677 Ala Moana Blvd
Account City Name: Honolulu
Account State Code: HI - HAWAII
Account Postal Code: 96813
Account Off Campus Indicator: No
Account Effective Date: 12/09/2010
Account Expiration Date:
Continuation Chart Of Accounts Code:
Continuation Account Number:
Closed: No
Closed Date:
Last Update Date:
New “Capital/UBS Project” Tab

<table>
<thead>
<tr>
<th>General Account Info</th>
<th>show</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Account Info</td>
<td>show</td>
</tr>
<tr>
<td>Budget and Sufficient Funds</td>
<td>show</td>
</tr>
<tr>
<td>Account Responsibility</td>
<td>show</td>
</tr>
<tr>
<td>User Defined Optional</td>
<td>show</td>
</tr>
<tr>
<td>Capital/UBS Project</td>
<td>hide</td>
</tr>
</tbody>
</table>

**University Revenue Undertakings Fund:** N  
**Reporting Type Code:** B  
**Capital-UBS Project Code:** 10017  
**Capital-UBS Sub-Project Code:**  
**Bond Series Code:** 1008  
**Funding Type Code:** B  

<table>
<thead>
<tr>
<th>Central Office Defined</th>
<th>show</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts and Grants</td>
<td>show</td>
</tr>
<tr>
<td>Awards</td>
<td>hide</td>
</tr>
</tbody>
</table>
# New “Capital/UBS Project” Attributes

<table>
<thead>
<tr>
<th>Account Attribute Name</th>
<th>Account Attribute Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Revenue-Undertakings Fund</td>
<td>Indicates whether the account is categorized as a revenue-undertakings fund</td>
</tr>
<tr>
<td>Reporting Type Code</td>
<td>Indicates if an account is part of the UBS for financial reporting</td>
</tr>
<tr>
<td>Capital-UBS Project Code</td>
<td>Indicates the capital-UBS project</td>
</tr>
<tr>
<td>Capital-UBS Sub-Project Code</td>
<td>Further breakdown of the capital project</td>
</tr>
<tr>
<td>Bond Series Code</td>
<td>Indicates the bond series and where the funds are held (UHGA or other)</td>
</tr>
<tr>
<td>Funding Type Code</td>
<td>Indicates the type of bond issued or other means of financing</td>
</tr>
</tbody>
</table>
New “Capital/UBS Project” Attributes (continued)

• Attributes are not required fields for KFS accounts but they are essential for Bond System accounts
• Bond System accounts have been updated with values for the new attributes
Financial Management Office

New PCard Policies & Procedures

Presented by
Joyce Teraoka, Purchasing Card Administrator of OPRPM
New Policy - Preferred Method for Small Dollar Purchases

- PCard – Preferred Method of Procurement for Goods & Services < $2,500
  - Justification required for purchases < $2,500 that are made via PO
  - Enter statement or pull Common Reason from Justification table
  - Justification will not appear on PO
Purpose of PCard

- **Old**: Designed to Simplify & Expedite Procurement Process for Small-Dollar Goods & Services
- **New**: Provide Operational Efficiency w/out Sacrificing Fiduciary Control
  - Participation in PCard Program is a revocable privilege
Approving Official Responsibility

- **Old:** Approving Official is responsible for taking appropriate disciplinary action for Cardholders who inappropriately or fraudulently use their Pcards
- **New:** Approving Official provides key point of control to maintain appropriate spending activities
New Three Strike Violation Process

• **Old:** Three strike process will be followed for non-compliance with applicable UH procedures & three instances may result in revocation of PCard privileges

• **New:** Purchasing Card Administrator will work w/ FA to initiate corrective action for non-compliance w/ applicable UH procedures & three strike process will be followed
New Three Strike Violation Process

- **Violation #1:** Notification sent to all parties. Notification serves as a warning & provides guidance for corrective action.
- **Violation #2:** Meeting w/ PCard Administrator, Director of OPRPM &/or Director of Financial Mgmt.
- **Violation #3:** May result in immediate termination of PCard privilege.
New Three Strike Violation Process

- Repeated violations w/in dept. may result in entire dept. losing PCard privileges for one year
Receipt

- Old: If original receipt is not available, an explanation must be attached
- New: Acceptable Documents for PCard Transactions
  - Sales slip or charge receipt
  - Electronic purchase confirmation (for internet purchases)
  - Itemized packing slip
  - Email confirmation
Higher FA PCard Limit

- Interim PCard Procedures
  - Developed in May 2012 to facilitate changeover to KFS
  - PCard limits increased for selected FAs
  - Single transaction limit increased to $24,999, dependent on purchasing authority of FA
  - Interim Pcard Procedures will be moved to A8.266
Higher FA PCard Limit

- Higher FA PCard limit does NOT eliminate need to follow procurement procedures in A8.200-A8.295
- Must document method of source selection
- Create Requisition
- Obtain Certificate of Vendor Compliance for procurements of $2,500 or more pursuant to A8.250 and for any procurement processed under A8.235, A8.240, A8.245 & A8.255
New PCard Button on Requisition

- New “Issue by PCard” Button on Requisition
  - Use for FA PCard purchases $2,500 or more
  - Allows business units to use requisitions to obtain pre-approvals for PCard transactions
PVSNet/CentreSuite

- PVSNet will be discontinued
- Access to CentreSuite expanded
UHDEC Groups Revised

- Merchants are assigned Merchant Category Codes (MCCs) based on type of goods or services they typically provide
- By policy, UH established that PCard may not be used at certain categories of merchants & blocked their MCCs
UHDEC Groups Revised

- Exceptions to the blocked MCC’s can be granted upon showing of sufficient justification or extenuating circumstances
- Cardholder placed in an exception or “UHDEC” Group
- # of existing UHDEC Groups streamlined from 254 to 45
New PCDO Process

- Reallocation will be done in PCDO, KFS reconciliation tool for PCard transactions
  - PCard transactions fed into KFS, creating system generated eDocs called PCDO
  - Cardholder’s transactions consolidated into one PCDO eDoc
  - PCDO eDoc routes to Cardholder’s Action List
New PCDO Process

- Cardholder
  - Reviews PCard transactions in PCDO
  - Scans & attaches receipts & documentation
  - Approves PCDO eDoc
  - PCDO eDoc routes to Reallocator
New PCDO Process

- Reallocator
  - Confirms that receipts match purchases
  - Verifies that support documentation complies w/ requirements for type of commodity/service purchased
  - Reallocates transactions to correct account & object code
  - Approves PCDO eDoc
  - PCDO eDoc routes to Approving Authority
New PCDO Process

• Approving Authority (Account Supervisor)
  ▫ Verifies that transactions support program objectives
  ▫ Ensures purchases are allowable under terms of sponsored program account
  ▫ Approves PCDO
  ▫ PCDO eDoc routes to Fiscal Administrator
New PCDO Process

- Fiscal Administrator (FA)
  - Checks transactions for compliance
  - Verifies that transactions are appropriate, reasonable & supported by adequate documentation
  - Certifies that funds are available for purchases
  - Verifies that purchases are properly received
  - Ensures proper accounting of charges
  - Approves PCDO eDoc
New PCDO Process

- PCDO eDoc finalizes upon FA’s approval
- FA follows up on pending PCDO eDocs

Note: If too many PCDO eDocs in “pending” status, UH may mandate “auto-approve”
Revised Reconciler Role

- Prints PCDO report from PageCenter X
- Generates bank statement from CentreSuite
- Reconciles PCDO report to bank statement
- Ensures PCDO eDocs post to KFS & goods & services have been received before filing
- Retain records in accordance w/ A8.505 & E2.216
Transition to PCDO – Training Dates

- PCDO training for FAs
  Monday, July 28, 2014 – Friday, August 8, 2014
- PCDO training for Cardholders
  Monday, Aug. 11, 2014 – Friday, Sept. 12, 2014
Transition to PCDO

• 1st PCDO Billing Period
  August 15 – Sept 14, 2014

• All Cardholders must have KFS access
• If Cardholder does not currently have access, FA must submit a FSO-40 (KFS Security Form)
Questions?
Financial Management Office

Office of Internal Audit Review of Fiscal Year 2013 Purchase Transactions

Presented by
Duff Zwald, Director of OPRPM
Background

• An audit review was requested by the Financial Management Office and the Office of the Vice President for Budget & Finance due to:
  1) Adoption of additional State compliance requirements for purchase transactions; and
  2) Implementation of the Kuali Financial System.

• Similar to the audit review for P-card purchases less than $2,500 for Fiscal Year 2009 to Fiscal Year 2012.

• Review was completed and report issued in April 2014.
Scope of Audit Review

- Sample of purchase transactions issued by UH departmental units selected on a systemwide basis (18 departments, 33 transactions reviewed).

- Procurement Methods Reviewed:
  - Small purchases;
  - Sole Source;
  - Emergency; and
  - Exempt
Conclusions and Recommendations

- Preparation of procurement checklists by UH departments to mitigate occurrences of non-compliance with UH procurement requirements.

- Checklist should be tailored to meet the UH department’s particular needs and cover the purchasing requirements and procurement methods utilized most frequently by the UH department.

- Checklist should include:
  - University-required special approvals;
  - Certificate of Vendor Compliance requirements;
  - Documentation/Forms required for procurement method utilized; and
  - Situations where Form 95 (Price/Cost Reasonableness) is required.
Sample Procurement Checklist
### SAMPLE PROCUREMENT CHECKLIST FOR PURCHASES IN EXCESS OF $2,500 TO LESS THAN $25,000

This checklist summarizes the requirements of the Hawaii Revised Statutes (Chapter 100C), Hawaii Administrative Rules (primarily Chapter 5-122), and University of Hawaii Administrative Procedure Manual (APM AII 200, AII 255) and applies to procurements for goods and services in excess of $2,500 but less than $25,000. Users of this checklist have the responsibility of reviewing the full text of the applicable sections of the Hawaii Revised Statutes, Hawaii Administrative Rules, and University of Hawaii Administrative Procedure Manual.

- **Yes** - Indicates that the procedures, law or rules were complied with.
- **No** - Indicates that the procedures, law or rules were not complied with. An explanation should be provided in the Comments column for “No” responses.
- **NA** - Not applicable for this procurement.

<table>
<thead>
<tr>
<th>Procurement Requirements</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. University required special approvals were obtained. Examples of purchases requiring special approvals are as follows: Purchases of meals, refreshments, and protocol items – Form 55, Form 136, Repairs and Alterations to buildings and grounds, Purchases of hazardous materials, Purchases of motor vehicles, Travel-related purchases - approval for employee to travel (approved travel request or other written approval to travel), Sole Brand Purchases- Sole Brand Justification Form 144 (APM AII 255)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2. Quotations were obtained: SuperQuote was used and lowest quote was selected. Go to 3b if SuperQuote was not used. Go to 3c if another procurement method was utilized. Go to 3d if SuperQuote was used but the lowest quote was not selected or if only one quote was received. (APM AII 255)</td>
<td></td>
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</tr>
<tr>
<td>a. Approval of Request for Exception to Use of SuperQuote was obtained using Form 148. (APM AII 255)</td>
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</tr>
<tr>
<td>b. If SuperQuote was not used, prepare the required Form based on the procurement method utilized then go to 3b: Sole Source Procurement, complete the Sole Source Justification – Form 55, Emergency Procurement - complete the Request for Emergency Procurement - Form 152, Exempt Procurement Request from Exemption from Chapter 100C, FRS or Form 133 (or site exemption number from AII 220a). Other selection method, see specific APM for procedures.</td>
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<tr>
<td>c. Prepare the Determination of Cost or Price Reasonableness Form 55. (APM AII 255)</td>
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<tr>
<td>3. The vendor is listed as “Compliant” at the Hawaii Compliance Express website at date of purchase. (APM AII 255)</td>
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<tr>
<td>Print and retain a copy of the Certificate of Vendor Compliance (NA for Emergency in any dollar amount or Exempt procurements less than $25,000.)</td>
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</tr>
<tr>
<td>4. Request Units to include additional procurement requirement to address their specific needs.</td>
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<td></td>
</tr>
</tbody>
</table>
SAMPLE PROCUREMENT CHECKLIST FOR PURCHASES IN EXCESS OF $2,500 TO LESS THAN $25,000

This checklist summarizes the requirements of the Hawai‘i Revised Statutes (Chapter 103D), Hawai‘i Administrative Rules (primarily Chapter 3-122) and University of Hawai‘i Administrative Procedure Manual (APM A8.200- A8.295) and applies to procurements for goods and services in excess of $2,500 to less than $25,000. Users of this checklist have the responsibility of reviewing the full text of the applicable sections of the Hawai‘i Revised Statutes, Hawai‘i Administrative Rules and University of Hawai‘i Administrative Procedure Manual.

- Yes - Indicates that the procedures, law or rules were complied with.
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- N/A - Not applicable for this procurement.

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<tr>
<td>University required special approvals were obtained. Examples of purchases requiring special approvals are as follows:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>● Purchases of meals, refreshments, and protocol items – Form 56, Form 136</td>
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</tr>
<tr>
<td>● Repairs and Alterations to buildings and grounds</td>
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<tr>
<td>● Purchases of hazardous materials</td>
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<tr>
<td>● Purchases of motor vehicles</td>
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<td></td>
</tr>
<tr>
<td>● Travel-related purchases - approval for employee to travel (approved travel request or other written approval to travel)</td>
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</tr>
<tr>
<td>● Sole Brand Purchase- Sole Brand Justification Form 144 (APM A8.265)</td>
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</tbody>
</table>
### Procurement Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>2. Quotations were obtained:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● SuperQuote was used and lowest quote was selected</td>
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<td></td>
</tr>
<tr>
<td>● Go to 2a if SuperQuote was not used.</td>
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</tr>
<tr>
<td>● Go to 2b if another procurement method was utilized.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>● Go to 2c if SuperQuote was used but the lowest quote was not selected or if only one quote was received.</td>
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</tr>
<tr>
<td>(APM A8.250)</td>
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</tbody>
</table>

| a. Approval of Request for Exception to Use of SuperQuote was obtained using Form 148. |   |   |    |          |
| (APM A8.250)                                                              |   |   |    |          |

| b. If SuperQuote was not used, prepare the required Form based on the procurement method utilized then go to 2c: |   |   |    |          |
|   ● Sole Source Procurement- complete the Sole Source Justification – Form 65. |   |   |    |          |
|   ● Emergency Procurement - complete the Request for Emergency Procurement - Form 152. |   |   |    |          |
|   ● Exempt Procurement- Request from Exemption from Chapter 103D, HRS on Form 138 (or cite exemption number from A8.220). |   |   |    |          |
|   ● Other selection method - see specific APM for procedures.              |   |   |    |          |

<p>| c. Prepare the Determination of Cost or Price Reasonableness Form 95.     |   |   |    |          |
| (APM A8.285)                                                              |   |   |    |          |</p>
<table>
<thead>
<tr>
<th>Procurement Requirements</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. The vendor is listed as &quot;Compliant&quot; at the Hawaii Compliance Express website at date of purchase. (APM A8.275) Print and retain a copy of the Certificate of Vendor Compliance (N/A for Emergency in any dollar amount or Exempt procurements less than $25,000.)</td>
<td></td>
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</tr>
<tr>
<td>Procurement Requirements</td>
<td>Y</td>
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<tr>
<td>----------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>4. Respective Units to include additional procurement requirements to address their specific needs.</td>
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</tr>
</tbody>
</table>
QUESTIONS?
Financial Management Office

Changes to APM A8.025 and A8.026

Presented by
Barbara Kawamoto, Bursar
Changes to A8.025 and A8.026

- A8.025 – FISCAL RESPONSIBILITIES WITHIN THE UNIVERSITY
  - Last updated in 1982
  - Re-titled and completely re-written
  - Provides clarification on the responsibilities of employees with fiscal and administrative functions
Changes to A8.025 and A8.026

- A8.025 – FISCAL RESPONSIBILITIES WITHIN THE UNIVERSITY
  - Section 3a – All employees
    - Comply with HRS, Chapter 84, Standards of Conduct
    - Fraud, waste and abuse are prohibited
    - Individuals shall not approve documents used to generate payment or reimbursement to themselves
    - Reasonable action list
Changes to A8.025 and A8.026

- A8.025 – FISCAL RESPONSIBILITIES WITHIN THE UNIVERSITY
  - Section 3b – Program Head responsibilities
    - Provide leadership, oversight and management
    - Ensure resources are spent and managed according to goals, objectives and mission of the unit
    - Adherence to federal and state laws, and University policies
    - Adherence to internal controls and sound financial management of the unit
    - Ensure at least two individuals review and approve each fiscal transaction
      - Program responsibility
      - Fiscal Administrator responsibility
    - May temporarily delegate program responsibility
Changes to A8.025 and A8.026

- A8.025 – FISCAL RESPONSIBILITIES WITHIN THE UNIVERSITY
  - Section 3c – Principal Investigator/Project Director Responsibilities
    - Responsible and accountable for the satisfactory performance of scientific and technical work prescribed under the sponsored activity
    - Responsible for review of expenditures for allowability, allocability and reasonableness of costs charged to the sponsored activity
    - Responsible for program deficits and disallowances
    - May temporarily delegate program responsibility
Changes to A8.025 and A8.026

• A8.025 – FISCAL RESPONSIBILITIES WITHIN THE UNIVERSITY
  ▫ Section 3d – Fiscal Administrator Responsibilities
    • Responsible for program expenditures within funding authorization in accordance w/University policies and sponsor funding requirements.
    • Guide and assist Program Head, PI/PD and staff with administrative and financial matters
      • Allowability and allocability of program costs
      • Approval requirements
      • Financial status
      • Delivery and coordination of administrative support
Changes to A8.025 and A8.026

• A8.025 – FISCAL RESPONSIBILITIES WITHIN THE UNIVERSITY
  ▫ Section 3d – Fiscal Administrator Responsibilities (continued)
    • Proper recording or expenditures and cost transfers
    • Liquidation/cancellation of encumbrances
    • Certification of availability of funds
    • Approve procurement transactions up to authorized dollar limit
    • Establish, review and maintain internal controls
    • Help ensure physical and financial assets are safeguarded
Changes to A8.025 and A8.026

- A8.025 – FISCAL RESPONSIBILITIES WITHIN THE UNIVERSITY
  - Section 3d – Fiscal Administrator Responsibilities (continued)
    - Record and report transactions properly and accurately
    - Reconcile transactions and accounts on a regular basis
    - Ensure expenditures conform to budgets and fund type restrictions
    - Request/authorize access to University financial information system
    - Recommend improvements in business management methods and procedures
Changes to A8.025 and A8.026

- A8.025 – FISCAL RESPONSIBILITIES WITHIN THE UNIVERSITY
  - Section 3d – Fiscal Administrator Responsibilities (continued)
    - Maintain accurate files and records of fiscal transactions and documents
    - Work w/central system offices for issues related to tax compliance for UBIT, G.O. and revenue bond post-issuance compliance, tax withholding and reporting
    - Understand and apply University requirements for processing transactions, including the application of generally accepted accounting principles
Changes to A8.025 and A8.026

- **A8.026 – APPOINTMENT OF FISCAL ADMINISTRATORS AND ASSISTANT FISCAL ADMINISTRATORS**
  - Director of Financial Management/Controller approval no longer required
  - Submit FMO-1 form instead of a memo for termination of an FA
  - FMO-1 Form – University of Hawai‘i Fiscal Administrator Appointment and Delegation of Purchasing Form
    - Streamlined and consolidated into one form
Changes to A8.025 and A8.026

- Other Changes
  - Uses common definitions
  - Uses the term “Fiscal Administrator” and not “Fiscal Officer”
  - Changes the meaning of “FO Code” from “Fiscal Officer Code” to Fiscal Office Code”
KFS Campus User Roles

- **Account Approver** – The Fiscal Administrator assigned to an account as defined in A8.025. This role is assigned to the person in the Fiscal Officer attribute on the account or the Account Delegate, if applicable.

- **Account Delegate** – An individual assigned by the Fiscal Administrator to approve documents on their behalf. Account delegate roles shall be assigned only to fiscal administrators within the same organizational unit.

- **Account Manager** – An individual who has the responsibility for ensuring that funds are spent and managed according to the goals, objectives and mission of the organization, to ensure that the funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account. Typically this role is assigned to a fiscal authority at a higher level than the Account Approver.
KFS Campus User Roles

- **Account Supervisor** - Account Supervisors are the program heads (or equivalent position) of the school or colleges and are accountable to the Dean, Directors (or equivalent position) of organizational units such as institutes, centers and administrative departments.

- **Account Supervisor Delegate** – An individual assigned by the Program Head to approve documents on their behalf. This assignment can only be for a maximum of 30 days.

- **Accounts Receivable Biller** – An individual assigned by the Fiscal Administrator to initiate Accounts Receivable invoices.

- **Accounts Receivable Processor** – An individual assigned by the Fiscal Administrator to initiate Accounts Receivable payments.
KFS Campus User Roles

- **Ad Hoc Recipient** - Recipients added to a document in addition to the normal workflow routing. Ad Hoc Recipients can be both persons and/or roles. Allowable action requests include Approve, Acknowledge or FYI.

- **CAM (Capital Asset Management) Processor** – An individual assigned by the Fiscal Administrator to initiate CAM maintenance documents.

- **Fiscal Officer** – The individual who is responsible for the financial transactions of a particular account as outlined in A8.025.

- **Initiator/Requestor** – The person who creates (initiates) a new document for routing. Any KFS user may initiate most of the document types, however, an Initiator may be required to belong to a Role for certain restricted document types, e.g., Journal Voucher and Salary Transfer.
KFS Campus User Roles

- **Organizational Purchasing Officer (OPO)** - An individual with purchasing authority responsible for reviewing and approving the transaction for proper procurement policies and procedures.

- **Project Director** - The Project Director is an individual who is responsible for the design, conduct and reporting of the sponsored project. This individual is also responsible for budget oversight on related sponsored project accounts. In most cases this is assigned to the Principal Investigator (PI).

- **Reviewer** - A KFS user role that refers to a type of KFS user who acts on a document that has arrived in their action list via an Action Request for a document that has been ad-hoc routed to them for 'Acknowledgment' or 'FYI.' See also Ad Hoc Recipients.
# KFS Role Assignment

<table>
<thead>
<tr>
<th>KFS Role</th>
<th>Unit Program Head</th>
<th>Unit Fiscal Administrator</th>
<th>Others</th>
<th>Central System Office</th>
<th>ORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Approver/Account Delegate</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Account Manager</td>
<td>Yes</td>
<td>Yes</td>
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</tr>
<tr>
<td>Account Supervisor/Account Sup Delegate</td>
<td>Yes</td>
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<tr>
<td>Accounts Receivable Biller</td>
<td>No</td>
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</tr>
<tr>
<td>Accounts Receivable Processor</td>
<td>No</td>
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<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Ad Hoc Recipient</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
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</tr>
<tr>
<td>CAM Processor</td>
<td>No</td>
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<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Initiator/Requestor</td>
<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Organizational Purchasing Officer</td>
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<td>No</td>
</tr>
<tr>
<td>Project Director</td>
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<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Financial Management Office

Updates on Webinar:
Tax Treatment for Scholarships and Fellowships

Presented by
Ken Lum, Director of Tax Services
**Progress since May 1 webinar:**

- Provided weblink for webinar via FA listserv for convenient repeat access.
- Added FAQs and uploaded powerpoint presentation onto FMO website for everyone’s access.
- Met and discussed with FAs from Community Colleges, SOEST, UH-Hilo.
- Met with RCUH & ORS to refine procedures and communication with PIs.
- Created one page flyer summarizing key points in Webinar with matrixes. (will be available soon on FMO website)
- Assisting in draft of executive policy on Scholarship and Fellowship.
Recap of some **pertinent points**:  

- If individual got reimbursed, individual did not pay, **U.H. ultimately paid**. U.H. needs to analyze if payment made is taxable to individual.  
- **Source of funds** (i.e. federal grant), **human compassion** (recognition of students’ academic achievement), **convenience** (no need to process), are **NOT** factors in consideration “to classify payments as nontaxable”.  
- Understand definition of **qualified and nonqualified** scholarship and fellowship. (refer back to webinar for refresher) Also, degree candidate or not.  
- Need to determine if situation is “**business related**”. Business related is defined when a person participates in an activity for the **primary** purpose of providing a service to his or her employer in his or her **role as an employee** of that employer. If it is business related, then payment may be nontaxable.
Financial Management Office

Thank You for attending the Fiscal Administrator Meeting

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