Spectrum User Group Meeting  
Friday, May 15, 2015  
10:00 AM – 11:30 AM  
102 Library South

**Topic: Spectrum/Panther Mart/HR Access**

*Presenters: Melissa Bell Brennaman*

When an employee leaves the university, changes jobs or changes departments and the changes affect their access to critical university systems (Spectrum/Panther Mart/HR), please be sure and let the Spectrum Team know about the change. For terminations, an email to spectrum_team@langate.gsu.edu is sufficient. For all other changes please complete a new Spectrum Plus Access Form. Also, please scan these forms and email them to spectrum_team@langate.gsu.edu. Fax is no longer an acceptable option. We are in the process of updating the website with the new form (also attached to the email with these notes).

**Topic: Year End Processing/Accounting Services**

*Presenters: Bruce Spratt/Yvonne Bell/Michael Mathisen*

For the second year in a row, Georgia State University was given the Award of Distinction for Excellent Financial Reporting. Bruce thanked everyone for their hard work in getting this achievement.

Very Important: Please review all your transactions monthly but especially as we get ready to close out this Fiscal Year, please make sure that you review all transactions posted to your accounts in FY15 through April 30, 2015 and ensure that any corrections or transfers that need to be made are done by May 31, 2015.

In order to ensure a clean close Fund code 10### closes at 4 p.m. on June 30th.

For assistance, please do not hesitate to contact Accounting Services.

Refer to the document FY 2015 Year End Cut-off Dates attached to the email with these notes for more details.

For OSPA transactions, please be sure you complete your reconciliations as soon as possible, paying particular attention to payroll transactions.

**Topic: Purchasing Updates**  
**Presenter: Michael Davidson**

We have new agency contracts for charter buses and moves. Be careful not to split Purchase Orders in order to avoid having to bid for products and services. Effective 7/1/2015, the bid time frame will be reduced to 3 days which should help speed up the process. Purchasing will be sending out lists for FY
‘13 and FY ’14 PO’s and a separate list for FY ‘15 PO’s. Please review these lists carefully and send close requests to purchasing@gsu.edu. The lists are in a pivot grid by Department. Search for any Department(s) for which you are responsible in the drop down at the top of the spreadsheet. The Department number is the department number associated with the speedchart used for the purchase. Purchasing is proactively closing some PO’s where the amounts are small or the goods are woefully overdue (e.g. a stapler ordered in 2013 is probably not going to arrive). Everybody’s doing a good job with the NIGP codes; much better than a year ago.

GSU_PO_ENC_VCHR_PAID is the query to run to determine if a PO has vouchers against it and if there is a remaining encumbrance. The close email that Accounting Services sends out each month also contains many reports and queries that will be helpful in reconciling your accounts.

**Topic: Fiscal Year End Processing Disbursements**

**Presenters: Jean Pearson and Jonathan Williams**

The abbreviated FISCAL YEAR-END CHECKLIST document attached to the email with these notes was reviewed. Special attention was given to Prepaid Transactions. Prepaid expenditures may not be tangible items or products. Prepaid transactions, for example a dated registration that begins in July, 2015 (FY16) that requires payment in June, (FY15), should be charged to Account Code 132100.

Most documents (travel expenses statements, consultant payments, payment request form entries) must be in the system and fully approved by June 12th in order to guarantee payment by June 30th. Travel Expense Statements must be original documents with original signatures and be delivered to Disbursements. Departments must copy all Travel Expense Statements for their files before submitting the originals to Disbursements for payment processing.

Blanket Travel PO’s are not allowed except for mileage, parking etc. for employees who do work “in the field.” Be sure to enter complete information into a Travel Authorization: beginning date of the travel engagement, ending date, destination, and purpose for travel. In order to encumber FY15 funds for travel the travel must begin or take place sometime in FY15.

Regarding consultant payments please be sure to allow sufficient time for the contracts to get approved. Hard copy invoices delivered to Disbursements are preferred, although emails are allowed.

Review all orders for receiving. You can find the PO’s that still require receiving by running the Department Queries in Panther Mart.
Click Go next to the query you wish to run (to see receipts that still need to be entered, select the one names Fully invoiced POs Missing Receipts):
These queries will return all for the whole university. You’ll need to limit the results. Generally Department is the best to use to limit the search. The only time Department might be a problem is when your Department Number changes. Click [more] if you don’t see your department.

If you still don’t see your department click [show all filter options] as indicated below and you’ll see all the departments who have Invoiced Items missing receipts. You may also see some labeled No Department. These are ones where the department couldn’t be determined likely because a department number changed.

Payment Requests must be supported by an actual invoice. Quotes, etc must be entered as a non-catalog order.

Purchase orders for wire transfer requests must be entered into Spectrum “if” a purchase order is required for the transaction (based on Purchasing’s guidelines). Be sure PO is fully approved through workflow in Spectrum by June 23rd. Deliver Wire Transfer documentation with original signatures to Disbursements by June 23rd. **Important:** Contact Purchasing with a request to have the PO dispatched
(required for Spectrum POs). Also, be sure to forward a copy of the documentation to Purchasing for their records.

When communicating with Disbursements about a Payment Request Form entry, please be sure to refer to the Voucher Number (the number will be in the format P0#####).

Don’t ask Purchasing to close a Purchase Order that’s tied to a voucher (payment request form entry). Those close automatically when they are paid. If you need to have one cancelled, contact accountspayable@gsu.edu. Disbursements will cancel the voucher entry and they will email Purchasing to request to have the associated PO closed.

Expenditures related to Fiscal Year 2015 which are not paid by June 30, should be entered by July 7, 2015. Please refer to page 31 of the document Office of Disbursements – Fiscal Year-End Processing attached to the email with these notes for more information.

**Topic: Service Provider Classification Form**  **Presenters: Jean Pearson**

The IRS requires that we properly classify workers as employees or independent contractors for tax and reporting purposes. The test used to make a proper worker classification determination includes three main points; behavioral control, financial control, and the relationship of the parties. The SPCW Form assists us with making the determination.

If we determine that an individual is truly an independent contractor, a formal contract is required if the engagement exceeds $4,999.99. However, it may be advisable to enter into a contract even for engagements costing < $5,000 where there is risk to the institution. It’s also important to determine the individual’s relationship to the USG. If the individual is an employee of another USG institution, a direct payment of < $250 is allowed. A payment greater than $250 would requires a joint staffing agreement between the two institutions. Also, be certain to indicate whether or not the individual is a U.S. citizen (remember that by signing this document you are stating that all the information contained in it is true). It is important to type responses directly into the form. Handwritten forms tends to be illegible. These forms are critical to have on file in the event of an IRS audit.

Disbursements also handed out a Food document detailing an updated policy on Meals with Guests. It is attached to the email with these notes.

**Topic: Financials 9.2 Upgrade Update**  **Presenters: Bob Godwin**

We are continuing our testing of the new financials. We are requesting volunteers to help with the testing of the database. If you are interested in volunteering, please ask your supervisor to send an email to mbell@gsu.edu. We’ll need supervisor approval as it will require time away from your normal duties.