

FOLLOWING FINANCE



Volume 3, Issue 1

Winter 2017

Happy Holidays from all of us in the Finance Department! We are excited to present the next installment in the Following Finance newsletter. This issue covers two new changes (one only for Christmas), recent initiatives, and provides details on training opportunities.

New item: PO approval email notifications (see below). This has been on our wish list to New World for a long time and it has finally been added to the software. The section below provides the who, what, when, where, and why information on the notifications.

New item: Payroll Christmas processing change (see page 3). Since payroll must be processed and fully paid in only 1.5 days during the week of Christmas, a change had to be

made to comply with bank deadlines. For that pay period only, the timeclock import will be completed for one week BEFORE Christmas and then the second week will be due 12/27. See page 3 for more details.

Other: PureSafety Trainings will be issued soon for both the P-card Program (page 2) and Vendor Change Requests (page 3).

The holiday calendars are on page 4 and include important AP, P-card and payroll dates and changes for the Thanksgiving and Christmas weeks.

Please contact us with questions and feedback.

Happy Holidays,

Erin Ballou

Assistant CFO

Physical Inventory

- *The biennial physical inventory of equipment assets will begin Wednesday, December 13th.*
- *Each Senior Manager will select one or more employees to conduct the process.*
- *No change to prior year process and procedures.*
- *Training will be offered in Mid-December and documentation will be provided via email to all assisting with the process.*
- *Inventories must be completed by Friday, February 2nd.*

NEW: PO Approval Notifications

New World Systems now has the capability to send email notifications when a PO has been fully approved and is ready to be posted. Currently, no notification is sent and many POs are left un-posted until an invoice is received and ready to pay.

Un-posted POs are a concern since this commitment made by the City for a good or service is not reflected on the General Ledger. As a result, the available budgets and budget reports are inaccurate and under-reporting financial commitments (i.e. encumbrances) until the PO is posted.

PO notifications will be sent beginning next Monday, November 20th. At that time, all approvers on the workflow for the PO (POEs, senior managers, supervisors) will receive a notification for each PO approved. If a senior manager or supervisor would like to see fewer email notifications, a rule can be setup in Outlook. Contact Erin, April, or Donnita for more information.

In This Issue

- PO Notifications
- Physical Inventory
- P-card Weekly Processing
- P-card PureSafety Training
- Payroll & AP Reminders
- Payroll Christmas Change
- Vendor PureSafety Training
- Calendars

PROCUREMENT CARD DEADLINES						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 P-card transactions are uploaded weekly (Thursday) for the previous Sunday - Saturday	2	3	4 2:00 pm AccessOnline data entry & receipts due	5 Senior Manager Approvals due	6	7
8	9	10	11 2:00 pm AccessOnline data entry & receipts due	12	13	14
15	16	17	18 2:00 pm AccessOnline data entry & receipts due	19	20	21
22	23	24	25 CYCLE CLOSE* 2:00 pm AccessOnline data entry & receipts due	26	27	28
29	30	* The date when the billing cycle ends, the monthly statement will include all transactions that have posted from the 26 th of one month to the 25 th of the following month. (unless falls on holiday or weekend; in which case will be the next business day). ** Throughout the month, POE's/Departmental Users and Approvers should be reviewing, reconciling and approving transactions as they post to Access Online website.				

P-Card Weekly Processing

The average P-card batch size has nearly doubled since 2013, prompting a review of the process. During the months of August and September, POEs tested updating p-card transactions on a weekly basis versus twice a month (and previously once a month). This change resulted in more up-to-date G/L account and budget balances, smaller batch sizes, and quicker entry each period. The new weekly process was officially implemented for the week of October 29th to November 4th.

Data entry and receipts for p-card purchases are now due **each Wednesday at 2:00 pm** for the prior Sunday to Saturday. The billing cycle still ends on the 25th of each month (unless a holiday or weekend) and all final approvals by senior managers should be completed within seven calendar days.

November						
12	13	14	15	16	17	18
P-card transaction period —> DUE 11/22 at 10 am due to Thanksgiving holiday						
19	20	21	22 11/12-11/18 due 10 am	23 Closed— Thanksgiving Holiday	24	25
December						
17	18	19	20	21	22	23
P-card transaction period —> DUE 12/28 at 2 pm due to Christmas holiday						
24	25 Closed—Christmas Holiday	26	27	28 12/17-12/23 due 2 pm	29 ALL Final approvals due by 4:30 pm	30



P-Card PureSafety Training

This year's training refresher for all cardholders and respective POEs will be completed through PureSafety.

The training will review the P-card program, authorized transactions, restrictions, FAQs, and workflow. All cardholders and POEs will be required to complete the training and the accompanying test.

The training will become available on November 20th and must be completed by December 8th.

Holiday P-Card Deadline Changes

November 12th—18th:
Due Wednesday,
November 22nd,
10:00am

December 17th—23rd:
Due **Thursday**,
December 28th, 2:00pm

December 25th Month End: final approvals due
December 29th

* If the above deadlines are an issue, contact April Cosby or Erin Ballou to make other arrangements.

PAYROLL REMINDERS

- * Employees will receive three checks in the month of December
- * Taxes for take home vehicles will be applied to the December 15th and 29th payrolls
- * Personal time payouts for Police and Fire will be paid on December 15th
- * All taxable benefits for the final check of 2017 are due December 18th, including: uniforms, cell phone stipends, and one-day travel meals

Payroll Christmas Change

This year the Christmas holiday is on a Monday, so City administrative offices will be closed both Monday, December 25th, and Tuesday, December 26th. Since this is a payroll week, the usual processing and deadlines will be changed as follows:

Monday, December 18th: POEs will run a complete payroll report in TimeClock for the payroll week of December 10th—16th and review for changes/errors.

Tuesday, December 19th: Payroll staff will initialize the December 10th—23rd payroll cycle.

Wednesday, December 20th: Departments will import the week of December 10—16th to New World by 4:00pm.

Thursday, December 21st: Payroll staff will review the week of December 10—16th.

Wednesday, December 27th: Departments must import the second week of the payroll cycle, December 17th—23rd, and obtain *senior manager approval for both weeks no later than 10:00AM.*

***Remember to check all dates when importing to avoid any duplication of hours for the first week of payroll.**

A short training session will be offered to payroll clerks on December 5th and 6th to review the above changes and answer any questions. Sign-up via document# 652694.



Vendor Change Training

POEs have entered vendor change requests in New World since 2011. In the past, stand-alone training and a quick review during the annual Fiscal Year End training as been offered. In an effort to reach all POEs and other users that enter vendor change requests, a PureSafety online training will be assigned in early January.

The training will consist of a review of the process, how to enter changes, data entry requirements, and a short test. The training will be released through PureSafety in early January to be completed within three weeks.

After the training has been completed, Brenda will return all requests that do not comply with the requirements set forth in the training and provided documentation.

Vendor Change Request Reminders:

- *** Use all CAPS *** No punctuation / symbols / special characters ***
- *** Use Last Name/Business field only for Last Name or Business Name ***
- *** Add emails & phone numbers *** Use street address as Contact Name

AP REMINDERS

- * AP check runs will be processed the weeks of Thanksgiving and Christmas
- * No change to AP deadline during the week of Thanksgiving
- * AP Deadline moved to 2:00 pm on Wednesday during the week of Christmas
- * **P-card deadline changes:**
 - ⇒ 10:00 am, Wed. 11/22
 - ⇒ 2:00 pm, Thurs. 12/28

Mon	Tue	Wed	Thu	Fri
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November 2017

13 Due: Uniform Reimbursement Forms 12:00 Noon Payroll Deadline	14	15	16	17 Payroll Pay Date
20 PO email notifications to begin P-Card PureSafety assigned	No Change to AP Deadline, 2:00 pm	P-card Deadline 10:00 am	23 THANKSGIVING HOLIDAY—CLOSED	24 <i>Vendor EFT payments deposited</i>
27 12:00 Noon Payroll Deadline	28	29	30	

December 2017

				1 Payroll Pay Date Take home vehicle paperwork due to Payroll
4	5 Payroll Training: Christmas Deadlines, 10:00 am & 2:00 pm	6 Payroll Training: Christmas Deadlines, 10:00 am & 2:00 pm	7	8 P-Card PureSafety due
11 12:00 Noon Payroll Deadline	12	13	14	15 Payroll Pay Date
		Physical Inventory Begins (through February 2, 2018)		
18 Due: Uniform Reimbursement Forms & Cell Phone Stipends	19	20 Payroll/Timeclock import for 12/10—12/16 due by 4:00 pm	21	22
25 CHRISTMAS HOLIDAY—CLOSED	26	27 AP Deadline 2:00 pm Complete Payroll due 10:00 am	28 P-card Deadline 2:00 pm	29 Payroll Pay Date Final Approval for December P-cards due

January 2018

Important January Dates:

Budget Kickoff Meeting 1/19
Employee W2s distributed 1/12

Martin Luther King Jr Holiday 1/15
Vendor 1099s distributed by 1/26
Physical Inventories due 2/2

1 NEW YEAR'S DAY—CLOSED	2 Property taxes due 12/31 (1/2/2018 due to holiday)	3	4	5
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***** All Open Enrollment changes and new 2018 tax rates will be applied to the January 12th payroll *****