The Campus Business Officers Group met on Thursday, September 13, 2012, at 8:30 a.m. in the President’s Conference Room, second floor, Sikes Hall. Present: Virginia Baumann, presiding; Amanda Powell & Katherine Dobrenen, CCIT; Tony Dickerson, Student Affairs; Larry Dooley & Christina Bedenbaugh, Engineering & Science; Jimmy Barnes, Business & Behavioral Science; Stanley Richardson & Kathy Gibson, Research; Jane Gilbert & Chris Wood, Academic Affairs; Leigh Dodson, Agriculture, Forestry & Life Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Todd Barnette, Facilities; Regina Carroll, Health, Education & Human Development; Katie Hill & Sharon Littlejohn, Athletics; Melissa Kelley, Public Service Activities; Erin Thomas, President/Board/Finance; Tammy Crane, Cooper Library; Mike Sulhan, CU Foundation. Absent: Michelle Bright, Advancement; Cathy Tillett, Director Internal Audit.

Others present: Steve Crump, Associate Comptroller; Mike Nebesky, Procurement Director; Roberta Elrod, Director, Grants & Contracts Administration; Beverly Leeper, Cost Manager; Amy Madden, Comptroller’s Office; Lisa Knox, REPI; Phyllis Dunne & Stephanie Wald, Cash & Treasury.

I. Welcome & Introductions (Virginia Baumann)
Virginia Baumann called the meeting to order and welcomed business officers. Attention was then directed to the next agenda item.

II. Budget Update (Virginia Baumann)
The S.C. State Employee Pay Plan for Fiscal Year 2013 authorized state agencies to implement a 3 percent general increase for all permanent faculty, classified, and unclassified staff. The Budget Office is currently working on preparing allocations for this pay increase. The Budget Office is also calculating performance credits for business centers, which should be distributed soon. The following HR announcements were made on behalf of Krissey Kaylor.

Details to be sent later but mark your calendar for the following items:
- Benefits Fair October 9, 2012 -- 9 am-1 pm at Littlejohn Coliseum
- Fall Enrollment for State Insurance is the month of October 2012
- SC Retirement System Presentation October 19, 2012 10 am at Lehotsky Auditorium (registration link to be provided with details later). At this session, George Hazin, SCRS Representative will cover the retirement updates passed earlier this year, including changes that impact the cost of purchasing time in the system, and general Q&A. There will also be benefits counselors available to help with forms for service purchase if employees are interested in requesting cost estimates.

III. Procurement Update (Mike Nebesky)
Mike Nebesky presented updates on the following topics: 1) Managed Print Services, 2) Mileage Reimbursement Changes, 3) Staples Preferred Office Supply Vendor Reminders, 4) Requisitioner Certification/Training will be held on September 19, 5) Bi-Lo Grocery Store Purchases. See Attachment 1 for Details on these items.
6) Mike informed the group that ARAMARK is considering making changes to the stipulation that permission to order/pickup food for events on campus must be approved by ARAMARK if the University is paying for the food. This is only related to food that would be picked up by staff. If a caterer, other than ARAMARK, delivers food on campus permission from ARAMARK will still have to be obtained. Mike requested feedback from business officers.

IV. Status of External Audit (Steve Crump)
The audit has gone well this year. Steve expressed appreciation for business officer’s assistance with the external audit. Steve called the business officer’s attention to a situation concerning equipment decals for equipment originally purchased by CCIT. If departments are merely utilizing/leasing previously purchased equipment, an 8xxx equipment reclassification should not be made, and a decal should not be produced. If your department receives a decal in error, please contact Accounting Services.

V. FY 2013-14 G&A (Beverly Leeper)
The FY 2013-14 Proposed G&A Assessments will be distributed next week and posted on the Comptroller’s website. http://www.clemson.edu/ceo/comptroller/rates/index.html

VI. Tax Questionnaire (Beverly Leeper)
Business officers will be receiving the Tax Questionnaire next week. Business officers are requested to send feedback in two weeks. The questionnaire is to gather information on UBIT, state tax and federal issues.

VII. Billing Rates Deadlines for FY 2013-14 (Beverly Leeper)
Billing Rates deadlines are changing this year. New deadlines are October 15 (instead of November 15) and February 1 (instead of March 1). These changes are being made to assist with the budget process.

Travel: Beverly noted that when reviewing the Annual Travel Report classes 6002 and 6011 were incorrectly being reimbursed on the travel voucher. In-state and out-of-state Non-business & Non-overnight meals classes 6002 and 6011 should not be reimbursed on the travel voucher. These meals should be paid through the payroll system. In the future 6002 and 6011 will be blocked for reimbursement on the travel voucher.

VIII. Managed Print Services Update (Lisa Knox)
Ricoh currently has pilot programs in Procurement and Facilities. If individuals have service questions, there is now a fulltime tech on campus--Merritt Rechichar, Service Delivery Manager, 105 Klugh Avenue, Cell: 864.248.7003, Office: 864.656.0544, merritt.rechichar@ricoh-usa.com. Also, if staff has any questions or concerns, they can contact Lisa Knox and she can direct questions to the appropriate person.

IX. TouchNet Cashiering (Phyllis Dunne)
On September 11, Phase I of the Cash Management Enterprise System went live. This system will integrate with the iRoar student system. The only change departments will experience is in the information contained in the “CRU” journal id. See Attachment 2 for details.
There being no further business, the meeting was declared adjourned at 9:05 AM.

**Approved:** Virginia Baumann, Budget Director
Procurement Services Information
CBOG September 13, 2012

This update is posted at: www.clemson.edu/cfo/procurement under the Announcements section on left hand side of screen.

Old Information:

1. Managed Print Services (MPS): MPS continues through the assess and design stages with Ricoh and we expect to start piloting their solution in several select areas soon. In the meantime, the interim process for ordering any printer or copier is to email Ricoh at clemsonmps@lists.clemson.edu. They are prepared to work with you to provide you what you need on this interim basis and will direct you on how to order equipment. For consumables, please continue to order these as you have been until directed otherwise. Some FAQs regarding MPS can be found at http://www.clemson.edu/ccit/help_support/printing_plotting/faq/managed_print_services.html.

2. Mileage Reimbursement Changes: Effective as of July 1, 2012, the law was changed to reflect that employee mileage reimbursement will simply be the current rate established by the IRS (currently $.555 per mile). Previous law said it was the IRS rate or a State established rate (currently $.505/mile) whichever is less. The travel policies and forms have been updated accordingly and such rates are retroactive to travel occurring on July 1st or later.

3. Staples Preferred Office Supply Vendor reminders:
   a. Only site is through buyWays
   b. Staples does NOT have the contract for toner/ink. Purchase these where you need to until Ricoh and MPS start covering them.
   c. Be sure to input Room/Floor/Suite on delivery addresses in buyWays to ensure you get your order.
   d. In store purchasing - now available as an option (when next day just isn’t soon enough!).
   e. Personal purchase discount
   f. Paper. OfficeMax was awarded contract for desktop delivery of recycled paper (purchout is back up offering these papers). Desktop for non-recycled paper has not been awarded yet.
   g. Feedback. Please provide us feedback on the Staples contract, good or bad.
   h. See site here for more details on contract, employee purchase program, p-card use at stores and pricing explanation - http://www.clemson.edu/cfo/procurement/buy/contracts/irequiredcontracts/staples.html

New Information:

4. Requisitioner Certification/Training: Procurement will be holding an Annual Certification Training for all buyWays Requisitioners. This training is mandatory for anyone who is a Requisitioner in buyWays. Training will cover procurement topics to include accounting, buyWays tips, tax and basic ethics and compliance. This will be an interactive session encouraging open discussion.

There are two main training sessions in the morning and afternoon of September 19th with some follow up sessions for those not able to attend one of the sessions on the 19th. Please sign up for a training session here. Availability is on a first come, first serve basis. For those Requisitioners NOT on campus, we are working to hold either remote training sessions or provide a webinar session. More information to follow.

This training is required for all Requisitioners. Those not attending one of the training sessions will lose their ability to process Requisitions in buyWays. If you only process related organizations (CUF, CURF, etc…) transactions, you do not have to attend this training.
5. **Bi-Lo / Grocery Store Purchases:** It has come to our attention that Bi-Lo recently sent out letters to all charge sale customers (i.e. all departments that have their own account at any Bi-Lo) notifying them that they are going away from paper forms and will be issuing a Bi-Lo “charge” card to handle charges. After following up with Bi-Lo to understand the specifics, it turns out that the card is not a credit card. We are not signing/agreeing to any terms and there is no interest with these card/accounts. The cards will simply take the place of the current paper process they use to processes charges/orders. You will receive statements from Bi-Lo, similar to a credit card, that will show your charges and that you will be responsible for paying in a timely manner.

   As a reminder, we should be using p-cards for most Clemson purchases anyway. Those who make purchases not authorized with State money (such as purchases for employee functions) using Foundation funds may still require charge accounts in the name of the specific department. In these instances, when using Bi-Lo, you will receive this card to make purchases against that account. If you don’t make these types of purchases and can utilize a p-card for your purchases, please work with Bi-Lo to close your account with them. This is the preferred option.

6. **Possible ARAMARK Catering Changes:** Discussion
TOUCHNET CASH MANAGEMENT
ENTERPRISE SYSTEM

Cashiering Business Office
On September 11th, Phase 1 of a multi-faceted Cash Management Enterprise System went Live. TouchNet’s Cash Management Enterprise System consists of a Cashiering Business Office application that replaced the legacy system and also integrates with the iRoar student system in supporting students, faculty and staff with refined processes and a cohesive gateway to Clemson. There will be no change in the way we currently do business. The change departments will experience is in the information contained within the “CRU” journal id’s.

Daily cash receipt journals will be initially submitted with “CRU” journal id’s and the date of the receipt (ie., CRU1209101). If, for some reason, portions of that journal entry do not post, separate “CRE” journals will be created with departmental identifiers (ie. CRE5308001) with the same posting date.
New Reporting Formats

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<tr>
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1. Data Warehouse Monthly Revenue Reconciliation Report will remain the same with the exception of the change in the Journal ID format.

2. PeopleSoft Query must now include "Dept ID" since it no longer exits within the "Journal ID" in the new format.

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Need more Help

Contact the Cash and Treasury Services Department

Gail Gilbert
Cash Management Analyst
gailg@clemson.edu
864-656-5601