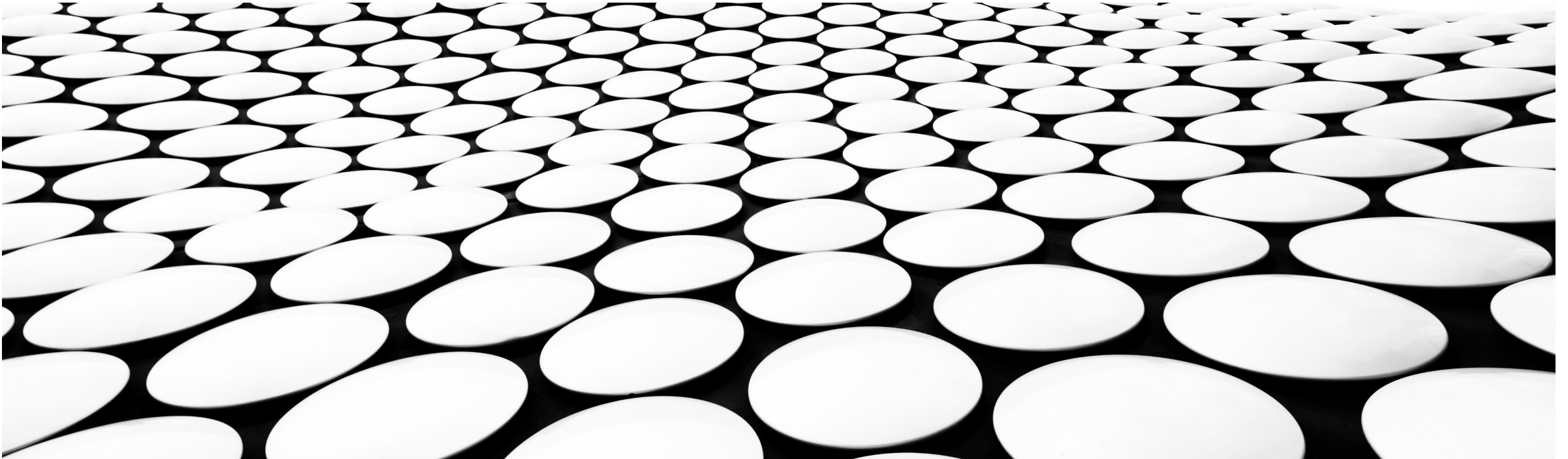


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# FINANCE ONBOARDING

CENTRAL ADMINISTRATIVE UNITS



# ONBOARDING FOR THE CENTRAL ADMINISTRATIVE UNITS



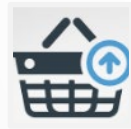
## Finance Chartfields

CFS Structure



## Budget

CAU Budget Sample



## Procurement

Guide



## Travel

Reimbursements



## Hiring Students


Process



## Policies

UNC Policies

# INTRODUCTION TO CORE CHARTFIELDS

- Chartfields are the mechanism for categorizing and tracking all University financial transactions. A series of chartfields makes up a chartfield string (CFS), which is required on every transaction.
  - A CFS answers several questions, including:
    - Where is the money coming from?
    - What is the general purpose for the funds?
    - Who is spending the funds?
- 
- There are five **core chartfields** entered on every transaction at the University.
    - Business Unit
    - Fund
    - Source
    - Account
    - Department
  - The Central Administrative Units (CAU) use an additional chartfield (Cost Codes) to track their budget



## COST CODES

- Cost Code Chartfields are used to track the cost of specific activities.
- For example, the Office of Student Affairs may use a Cost Code chartfield to track a particular aspect of Commencement, such as “speaker expenses”
- The Cost Code chartfield has ten digits and begins with one or two letters that identify the school or division, such as “H” for the school of Public Health and “O” for Office of Student Affairs (HOCOMMRECE - Commencement Reception)
- Departments create their budgets based on Cost Code chartfields.
- Why are Cost Codes important? Cost codes enable us to provide your budget and budget to actual reports in ways that are meaningful for you, rather than by accounting codes that are not helpful for non-accounting people.

# BUDGET



- The Finance Office will request that each CAU do a zero-based budgeting for priorities and opportunities every year, meaning that each unit will start at zero and build their **non-personnel** (operations) budget based on an assessment of each unit needs for the next fiscal year.
- **Priority** budgets are tagged with a *Critical* or *Important* flag. CAU leaders use *Critical* for budget line items that must be funded. If not funded, we will not be able to fulfill our mission, and the school will be harmed in some way. *Important* to indicate budget line items necessary to carry on regular operations. These are items necessary for optimal functioning of the unit, but the school will not be harmed irreparably if we cannot fund the expense/activity.
- **Opportunities budget** are initiatives or products we should consider investing in that could provide great benefit to the school. Some examples include investments to improve efficiencies or activities that would provide visibility/exposure for the school.
- Each budget line item is tagged with cost codes!





# PURCHASING SERVICES

- All goods and services are to be procured using the University's procurement systems: BuyCarolina/eProcurement, eCommerce or directly from the vendor using the Purchasing Card, Requisition or Campus Voucher.

## Purchase of Goods and Services Less Than \$5,000

- BuyCarolina/e-Procurement (preferred purchasing method)
- P-card
- Purchase Requisition
- Campus Voucher

## Purchase of Goods and Services More Than \$5,000

- Purchase Requisition
- Capital Planning and Budgeting (Projects greater than \$300,000)
- Combined Purchasing Initiative (Example: CCI-Lenovo)
- [Policy 1231 Solicitation of Quotations, Bids, Proposals](#)

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# PURCHASING

- **eProcurement:** Vendors the University contracts with through which departments can make online orders for goods and supplies.
- **eCommerce:** Goods and services that are directly billed to the University and are charged to campus customers via invoices in the Customer Billing Management (CBM) system and Bill Presentation. Includes FedEx and Gas Fleet Cards.
- **Purchasing Card (P-Card):** Purchasing Services administers the University's Purchasing Card (P-Card) program according to the regulations established by the [State of North Carolina Division of Purchase and Contract](#). The P-Card can be used to procure any goods or services allowable under the Small Order Policy and provides an efficient means of acquiring and paying for these goods and services.
- **Vendors:** The University of Chapel Hill conducts business with many domestic and foreign vendors, as well as Independent Contractors. Each has its own process of enrollment and policy, which must be adhered to when establishing these services.





# E-PROCUREMENT

- eProcurement allows departmental users to order online from contract vendors and pay electronically. These contract vendors provide deep discounts on UNC-Chapel Hill's market basket.
- Most scientific, information technology and MRO supplies are limited to **\$25,000 per order** through ePro. Perkin Elmer, **Staples**, Storr, Airgas, ARC3 and **Amazon Business** orders are limited to a maximum of **\$5,000 per order**.
- To request access to the Vendor Catalog please complete the ConnectCarolina [Finance Access Form](#) and submit the signed form to Adriana Shepherd at [adrianas@email.unc.edu](mailto:adrianas@email.unc.edu)



# ECOMMERCE

- eCommerce oversees goods and services that the University contracts with which are billed directly to the University and settled through charges to campus customers or invoices sent to the department that appear in the Customer Billing Management (CBM) system and Bill Presentation. Includes FedEx and the Carolina Inn.



# PURCHASING CARD (P-CARD)

- P-Cards are issued at the request of department heads who set a dollar limit per billing period at the lowest level consistent with expected usage. The P-Card is assigned to a specific accountholder and becomes the accountholder's responsibility. Before using a P-Card, the accountholder must attend a mandatory training session. The P-Card accountholder is the only person authorized to make purchases with the card. Items purchased using the P-Card are delivered directly to the department and not to [Central Receiving](#) or to a personal residence.
- Using the P-Card to obtain services from a vendor (a corporation or partnership) is allowed, but not from a Sole Proprietor (or, "Doing-Business-As" Vendor), as this is an Independent Contractor.
- The P-Card cannot be used for the following:
  - Orders in excess of \$5,000
  - "Splitting" transactions to avoid purchasing thresholds
  - Travel expenses (except Athletics and Student Travel)
  - Consultant or Professional Services
  - Radioactive materials
  - Items carried in University storerooms
  - Items otherwise available from an ePro Vendor Catalog
  - Financial donation/gift component when registering for a conference or other event
- Link to UNC Tax-Exempt letter - [Sales Tax Exemption Letter](#)

# P-CARD

- The following is a sample list of allowable and non-allowable charges.

## Allowable

- Advertising (no contract/agreement involved)
- Caterers or restaurants that are providing food/beverage for University meetings & events (if no contract required)
- Conference Calls
- Copying/Framing/Photo Developing (that produces a supply item)
- Credential Verification/Background Checks
- Conference Registrations (Financial donation/gift component when registering for a conference or other event are personal expenses and not allowed)
- In-Restaurant Dining (Alcohol not permitted)
- Inventory Purchases
- Medical License/DEA License/Passport Renewal
- Professional Business-Related Membership Dues
- Newspaper/Magazine/Online Subscriptions
- Postage/Shipping/Courier
- Repairs from a vendor (a corporation or partnership)
- Reprints
- Rentals (If a Rental Involves a Contract with Terms and Conditions requires review by Procurement Services)
- Services from a vendor (a corporation or partnership)
- State Contract Purchases (must use contract vendor)
- Supplies (office/shop/IT/lab)
- Travel & Entertainment for **Athletic Department and Student Travel** on Request
- Utility (power/water/gas/cable)
- Zipcar
- Uber and Lyft rides to and from the Clinics for **Clinical Trial Studies** using Departments Defined Dashboard

## Non-Allowable

- Any purchase that requires agreements or contracts. Please contact the Finance Office for guidance.
  - **Note: All agreements and contracts must be submitted for review and approval to [Purchasing Services](#) on a requisition.**
- Items otherwise available from ePro Vendor Catalog.
- Alcohol/Tobacco
- Anything costing more than \$5,000
- Avoiding State Contracts
- Cash Advance
- Contributions or donations
- Gift Certificates/Gift Cards (**Exception allowed for purchase eGift Cards for Clinical Trial Subject Study, Designated P-Card for each project and OSR approval required**)
- Personal Items
- Radioactive Materials
- Research Gases
- Services from a Sole Proprietor (a Doing-Business-As Vendor - these are [independent contractors](#))
- "Splitting" of transactions to avoid purchasing thresholds
- Travel (Exception allowed for Athletic and Student Travel on Request)

# VENDOR MANAGEMENT

- The University of Chapel Hill conducts business with many domestic and foreign vendors, as well as Independent Contractors. Each has its own process of enrollment and policy, which must be adhered to when establishing these services. Vendors can be one of several types: students, employees, independent contractors, outside parties, and outside parties – individuals and attorneys.
  - **Domestic Vendors** can be classified as:
    - **Outside Party:** Outside Parties include S and C Corporations, as well as LLCs taxed as S and C Corporations, Partnerships.
    - **Outside Party-Individual (Standard):** This classification is intended for individuals receiving reimbursement for travel or other expenses. Sole Proprietorships and Single Member LLCs should be treated as Outside Party-Individuals (or as Independent Contractors when appropriate). For exceptions to this, see below.
    - **Outside Party-Individual (Exceptions) Attorney, Rental Payments, etc.:** In general individuals receiving compensation for services provided must be treated as independent contractors and submitted for IC approval. However, exceptions include Attorneys and Rental Payments. This category may also be used for individuals receiving stipends, awards, or compensation for participation in a research study.
    - **Students/Employees:** No documentation is required to create a new employee or student vendor. All employee and student vendors update their address in ConnectCarolina under the home address field. Employee ACH information will populate in the vendor profile from the Payroll system. Student ACH information should be added to the vendor profile through the campus vendor request process.
    - **Affiliates:** No documentation is required to create a new affiliate vendor. Non-UNC Hospital affiliates update their address and ACH information through the campus vendor request process.
  - **Independent Contractors:** An individual who is engaged by the University to provide a service could be considered an employee or an independent contractor. The independent contractor is subject to the direction or control of the University only as to the end result, not as to the methods and means used to accomplish that result. The determination that an individual is an independent contractor is to be made prior to the individual's performance of service. Originating departments are to seek confirmation of independent contractor status from Accounts Payable prior to making any employment commitment or preparing any payment request form(s). Independent contractor hiring includes background checks and must be approved prior to creation in the Campus Vendor system. Photographers and Videographers should be treated as Independent Contractors.
  - **Foreign Vendors:** *Foreign vendors providing services in the U.S. need Foreign Vendor Withholding Assessment with supporting documentation and are generally entered manually into Connect Carolina by the Vendor Coordinator.*
  - **International Students:** For International Students the department should submit a **Letter on departmental letter head** that states: the student's name; the fact that the student is a foreign student; the student's UNC PID; and the fact that the foreign student does not have a social security number. [Form W8BEN \(opens new window\)](#) **OTHER DOCUMENTATION MAY APPLY**