

Controller Update

F&A Meeting
September 10, 2024

Concur

Enhancements

- Controller website updated; Concur login link has been added to the Enterprise Systems Login page
- Confirmed upload and attachment functions of receipts and spreadsheets (business meal participants) are actively working
- Auto-provisioning “new” supervisor roles – Request Approver & Expense Approver – No need to create a case with Travel & Expense Services

Discussion Items

- \$5 Service Fee - may be applied when booking travel through Concur’s CTP online booking tool. This fee can be coded as a “travel-related fee” in your expense report, and a receipt is not required for submission.
- Reminder, incorrect supervisors get report to payroll@umb.edu and copy Clair Attie

UMB Concur Committee:

Alan Abend- School for the Environments, Claire Attie- Controller's Office, Eric Berry- Psychology Department, Sharon DeLeskey- Controller's Office, Ryan Fitzgerald- Chemistry Department, Becky Hanson – Research and Sponsored Programs, Chloe Kondakci- Controller's Office, Jamie Tull- Provost & VC Academic Affairs, Shirley Williams- Provost & VC Academic Affairs, Janet Wolk- VC-Student Affairs,

Contract Management

UMB Contractual Agreements

Buyer - Expenses

University Purchases Goods or Services

- Submit contract through BuyWays
 - Send electronic copy to Chloe.Kondakci@umb.edu
- UPST Contract Review Process
 - May include: Procurement, IT, OGC, Treasury, Campus, etc.
- Execution will typically be completed by UPST via docuSign

UMB Contractual Agreements

Seller - Revenue

University Sells Goods or Services

**** Please note, this workflow does not relate to student tuition & fees, sponsored agreements (through ORSP) and gifts.*

- Email contract to Chloe.Kondakci@umb.edu for due diligence
 - Revenue Depository in BuyWays managed by the controller's office
 - Internal F&A Review Process
- Execution to be completed by Chris Giuliani or Chloe Kondakci

UMB Contractual Agreements

MOU/MOA

Nonmonetary Partnerships/Agreements

- Email contract to Chloe.Kondakci@umb.edu for due diligence
- Internal F&A Review Process
 - Please self-file in OneDrive
- Execution to be completed by Chris Giuliani or Chloe Kondakci