

UMD College Park Controller Newsletter for – November 2022

I can't believe that it is November already. These last two months normally go by especially fast given the busy holiday seasons. Before you know it, 2023 will be upon us. As the end of the year approaches, don't forget to reflect on significant past events and accomplishments as well as celebrate them. Here are some updates from my office:

KFS Account Clean up

In preparation for Workday, we are reviewing all account role responsibilities and looking to inactivate accounts no longer needed. Please review all accounts in your department and provide the name and Directory ID for replacements and please also review to let us know if any accounts should be inactivated. If you have any questions, contact KFS Support at kfs@umd.edu, 301-405-2603

Non-Capital Asset Guidance

Please note guidance will be issued effective December 2022 on Designated Non-Capital Asset (DNCA). DNCA is defined as any device that stores and processes data with a purchase price under \$5,000. In particular, due to the data they contain, DNCAs are a theft risk, and therefore these guidelines are established to address loss prevention and data security. Purchases of any DNCA must follow these guidelines, even if the acquisition cost is minimal.

DNCA are defined as:

Desktop computers

Laptop computers

Tablets

Cell phones

Servers (under \$5,000)

Coming Up From Elevate: The Power of Reporting in Workday, November 17, 2022 at 11:00 a.m.

The Elevate Program holds monthly virtual events called Functional Overviews. These sessions are designed to give staff, faculty, graduate assistants and student employees a sneak peek of what key business processes will look like in Workday. While these sessions are not formal training, they do contain Workday demonstrations and a question and answer session.

Elevate's next Functional Overview is The Power of Reporting in Workday. This 45-minute session will provide a sneak peek into reporting in Workday, including a high-level overview, key changes, and benefits. Through a live demonstration, you will learn how to access and interact with reports.

November 17, 2022 at 11:00 a.m.

Register: <https://go.umd.edu/cD9>



Payroll

- Due to Federal holidays, we will be having an early payroll check pick up on Wednesday, Nov 23rd. Pickup is from 9am - 4pm. We also encourage all employees to sign up for direct deposit, please complete the [Direct Deposit](#) Form and send to Payroll Services.


New Financial Reporting

RELEASE 1.2.41 CHANGES AFFECTING THE KFS90 MANAGEMENT TAB REPORTS

Release Update: October 2022

Default Sub-Fund Group Settings

For most of the reports, the natural default is all sub-fund group types, (restricted, unrestricted, plant fund, etc.). Where noted and highlighted, the sub-fund group of **unrestricted** is the default presentation. A dialogue box will appear when you access the income statement reports listed below (#1 - #3).

Please use the Filters button  and select all fund groups to revert to all sub-fund group types.

As you move from one report to another, a dialogue box will appear that will indicate the default setting for the report selected.

Reports affected:

1. Multi-Year Income Statement
2. Income Statement by Organization
3. Income Statement by Month
4. Budget versus Actuals
5. Budget versus Actuals Variance
6. Budget versus Actuals Scorecard

New Reports Added:

The following reports have been added to the Management tab reports in the KFS90 Management Reports:

Fund Balance by Organization - The Fund Balance by Organization lists YTD fund balances by organizational hierarchy by fund type: Current Funds, Unrestricted – E&G, Current Funds Restricted, Loan Funds, Endowment Funds, Plant Funds, and Agency Funds. It also provides the trend between the current year fund balance and prior period fund balance.

Please see more detail on [Finance Website](#).

Changes Initiated by USM and Hot Topics

FY22 Financial Statements Audit – CLA audit is wrapping up its annual audit of our FY22 financial statements. The consolidated financial statements for USM will be submitted to the State

