University Controller's Office

Overview of Core Operations
November 2022

UNIVERSITY OF MARYLAND

FEARLESSLY FORWARD

Finance Mission

Four guiding principles:

1. Support executive management in the strategic decision-making process through comprehensive reporting and analysis of data

2. Support divisional personnel in fulfilling the mission of teaching and research through accurate and meaningful reporting and efficient transaction processing

3. Safeguarding the Institution's resources through maintaining good internal controls and compliance with laws and regulations

4. Developing and enhancing our people assets through training, recruiting and retention

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Financial Services

Financial Services — Management Team

Alisa Abadinsky
Associate Controller, Financial Services

Accounts Payable
- Jaci Kilgore, Manager
- Tatia Webster, Assistant Manager

Student Financial Services and Cashiering
- Michael Oakley, Associate Bursar
- Tina Dowd, Assistant Bursar

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Learn More Here
https://finance.umd.edu/accounts-payable
https://billpay.umd.edu/

Accounts Payable

- Process payments centrally for College Park, CES, USM and Shady Grove
  - Purchase Order (PO) invoices
  - Disbursement Vouchers (DV)
  - Non-Employee travel
  - Student Reimbursements

- But we don't hold the checkbook
  - AP processes the payment and submits to the State Comptroller to approve who warrants the payment for the State Treasurer to issue.

Student Financial Services and Cashiering

We're over in the Lee Building on the first floor

Student Financial Services

- Owner of the student account and tuition and fee rules
- Bill students and answers lots of student and parent questions
- Issue IRS Form 1098-T and answer lots of questions
- Issue financial aid and credit balance refunds by check or direct deposit
- Bill third parties who pay on behalf of a students
- Process outside scholarship and VA payments
- Maintain KFS Accounts Receivable (AR) for departments that bill externally
- Offer customers convenient payment methods, including payment plans

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Cashiering

- Deposits money to the bank for student payments, 529 plans, outside scholarships, third party payments, KFS AR and department deposits
- Serves the research community requiring cash advances for participant incentives
- Maintains Payment Card Industry (PCI) compliance and administers related programs for the campus. Offers eCommerce solutions to support online payments and compliance.

General Accounting and Payroll Services

General Accounting & Payroll Services

General Accounting
- *Kathy Moody*
- Aarathi Gopal
- Adam Beakley
- Bakhshish Ellahi
- Dao Mai
- Fatou Osmond
- Tim Do

Capital Asset Management
- *Emma Thomas*
- Jiemin Xu
- John Cho
- Mandana Moghaddam
- Nan Zhang
- Xuezhu Wang

Payroll Services
- *Kim Williams*
- Cara Diggs
- Cathy Dougherty
- Charmae Jackson
- Jeen Rajesh
- Jovy Montelara
- Norvain Sharps
- Vito Estrada

Teri Oyegoke

Associate Controller, General Accounting & Payroll Services

General Accounting

What We Do:

- Financial Statement Reporting
- Maintenance of accounting records
- Fiducial responsibility for over $2B capital assets
- Management of the capital assets accounting
- Administration of UMD Working Fund
- Preparation of Unrelated Business Income Taxes
- Sales and amusement tax preparation

Payroll Services

What We Do:

- Audit payroll adjustment payments
- Process payroll adjustments
- Process verification of employment requests
- Review and disseminate state tax withholdings and direct deposit forms
- Process foreign national (aka non resident alien) tax treaties and fellowship award payments
- Serve as the intermediary between USM institutions and the State of MD Central Payroll Bureau for the payroll consolidation site
- Address payroll related inquiries

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Technology Services

Controller's Office IT Group

Controller's Technology Services

KFS Support

Systems Development

Systems Development/Web

Muddu Salem

Associate Controller, Technology Services

KFS Support

- Provides support to all campuses for any issues related to Kuali Financial Systems business processes
- Provides KFS internal testing when major enhancements or minor bug corrections are created
- Provides KFS training in all areas of functionality to all the campuses users
- Provides KFS Reports training

Systems Development

- The Developers are developing, maintaining and supporting Student Financial Services systems interacting with KFS and Student systems and Student Systems like SAR, SIS.

- Provides desktop, server and networking support to Finance and University Budget office (UBO)

- Provides data analysis reports to Finance and UBO on a daily, monthly schedules with data from Budget System, KFS, and RSTARS

- Systems Control group performs financial data reconciliation between KFS and RSTARS daily, monthly and yearly and help the Controller's group to successfully close the fiscal year.

Systems Development/Web

- Provides web development for any new applications
- Develops and implements web applications for Budget, BARS
- Provides major enhancements, bug fixes in KFS
- Provides systems support to help Systems Control group to perform reconciliations between KFS and RSTARS
- Participates in systems auditing by providing the data reports
- We work with DIT central IT to keep KFS, BPM secure
- We create, maintain and manage Budget System for all 5 campuses for each fiscal year.
- The team is responsible for the BPM data sent to KFS for campus users to amend through documents

Controller's Technology Services

Contact Information

You may contact our group at controller-it@umd.edu for any help

Reporting Management Team

Reporting Management Team

Reporting Support
- *Shaun Fleming*
- Frank Fu

Tess Moeller
Associate Controller, Reporting

Reporting Management Team

Accounting Financial Documents Procedures

- Certain accounting procedures (e.g., transfers accounting)

Operational Reporting Support

- Foreign Gifts and Contract Reporting – Section 117
- FISAP reporting
- Ad hoc data and reporting requests
- PHR, Tuition Remission, and Procurement reporting support
- Training on reports
- Electronic Forms (ELF)

Reporting System Development and Support

- Jasper Reports
- KFS90 Management Reports
- Wdata and Workivia (future)
- Reporting warehouse
- Admin Reports Menu
- Electronic Forms
- Procurement Card Reports

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Tess Moeller
Associate Controller, Reporting

Reporting Management — Current Work

FINANCIAL MANAGEMENT REPORTS

- Created a brand-new set of 18 financial management level reports (Gold Standard reports that will be used in Elevate) that will be used by over 430 people campus-wide
- Created AP Processing reports that track the time it takes to process invoices and the AP Processor workload
- Created SAR reports that facilitate the reconciliation of student related charges with the KFS financial system
- Created replacement reports for the Procurement Card system

WORKDAY SUPPORT AND DESIGN

- Support of the Financial Data Model design in Workday (Organizational hierarchies, worktags, etc.)
- Feedback to the Elevate team on reports and warehouse data

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Reporting Management — Current Work

OPERATIONAL SUPPORT

- Continued support of the Finance department in the creation of new reports and data extracts
- Continued support of the Procurement Office with the creation of new reports and data extracts
- Continued support of the PHR Report Developers
- Continued support for the Electronic Forms (ELF) system

TRAINING

- Collaborate with the Training team to train colleges and divisions on the use of the new management reports.

Contact Us

Accounts Payable: apinquiries@umd.edu / 301.405.2640

Payroll Services: payrollservices@umd.edu / 301.405.5665

Employment Verification: voe@umd.edu

Office of the Controller: controller@umd.edu   /   301.405.2584

Office of the Controller - IT Support: otcsupport@umd.edu   /   301.405.7537

Student Financial Services and Cashiering: billtalk@umd.edu / 301.314.9000

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