

# University of Kansas

Shared Service Centers

Scope of Services: Finance

Process Name	Department Responsibility	SSC Responsibility	Central Office Responsibility
<b>Travel and Expense</b> <ul style="list-style-type: none"> <li>Travel Authorization</li> <li>Expense Report/KUEA Reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>Traveler secures approval and/or funding</li> <li>Traveler provides documentation of approval/funding and travel details</li> <li>Chair approves Travel Authorization</li> <li>Traveler secures travel bookings</li> <li>Traveler provides itemized receipts for reimbursement through courier to scanning and email</li> </ul>	<ul style="list-style-type: none"> <li>Verify funding source</li> <li>Setup new Vendor/Proxy as required</li> <li>Create Travel Authorization</li> <li>Assist with travel bookings/purchases (optional)</li> <li>Create travel Expense Report/KUEA Travel Check Request and submit with supporting documentation</li> </ul>	<ul style="list-style-type: none"> <li>Audit Expense Report</li> </ul>
<b>Deposits</b> <ul style="list-style-type: none"> <li>Restricted Use funds</li> <li>KUEA funds</li> <li>Recovery of expenditure (credit back to original purchase)</li> </ul>	<ul style="list-style-type: none"> <li>Administrative staff receives cash &amp; prepares deposit slip for 700 funds</li> <li>Administrative staff endorses checks for KUEA with account number</li> <li>Administrative staff prepares KUEA Deposit Form and takes check to KUEA (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Courier takes deposit to Bursar's Office</li> <li>Keys deposit information into PeopleSoft</li> <li>Prepares KUEA Deposit Form and takes deposit to KUEA (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Bursar's Office takes deposit to bank.</li> <li>Note: KUCR receives and posts all deposits related to sponsored projects.</li> </ul>

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<b>Candidate Support/Honorarium Processing</b>	<ul style="list-style-type: none"> <li>• Arrange travel and accommodations (optional)</li> <li>• Have candidate/guest complete forms (W-9, Contractual Services Form)</li> <li>• Send documentation to SSC (completed forms, itemized receipts &amp; itinerary or announcement)</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with travel arrangements and accommodations (optional)</li> <li>• Verify funding source and completeness of documentation</li> <li>• Process KUPPS check request and submit for guest</li> <li>• Forward complete documentation to CLAS Budget Office for candidate</li> </ul>	<ul style="list-style-type: none"> <li>• CLAS Budget Office will complete reimbursement for Candidate</li> </ul>
<b>Tuition and Scholarship Support</b>	<ul style="list-style-type: none"> <li>• Determine awards</li> <li>• Provide awardee information to SSC (awardee name, amount, account, term of award)</li> <li>• Send award notifications (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide department with KUEA funding projections</li> <li>• Complete scholarship forms</li> <li>• Send award notifications (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Admissions &amp; Scholarships will post awards to student accounts</li> </ul>
<b>Procurement</b> <ul style="list-style-type: none"> <li>• KUPPS Catalog orders</li> <li>• KUPPS Non-Catalog orders</li> <li>• KUPPS Check Requests</li> <li>• P-Card</li> <li>• Bids</li> <li>• FO</li> <li>• KUEA</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate order directly or complete purchase (optional)</li> <li>• Determine funding source for purchase (optional)</li> <li>• Receive purchased items</li> <li>• Send invoice and/or receipt to SSC for payment</li> </ul>	<ul style="list-style-type: none"> <li>• Receive notification from department for purchase and finalize funding source</li> <li>• Complete purchase (optional)</li> <li>• Initiate payment and submit supporting documentation</li> <li>• Conduct initial audit for allowability</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct an audit using random sampling or established thresholds according to university, state, federal, and/or sponsor guidelines</li> </ul>

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<p><b>Billing and Receivables</b></p> <p>To be determined after review with needs of departments in Social &amp; Behavioral Science departments</p>	<ul style="list-style-type: none"> <li>• Generate invoices (optional)</li> <li>• Collect revenue and mark invoices as received (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Generate invoices (optional)</li> <li>• Collect revenue and prepare deposit slips (optional)</li> <li>• Monitor outstanding receivables</li> </ul>	
<p><b>Financial Reporting</b></p>	<ul style="list-style-type: none"> <li>• Determine the financial information needed and frequency desired</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Financial reports as requested by department</li> </ul>	