THE GENERAL LEDGER | Office of Finance and Treasury

POLICIES

Policy and communications

The Office of Finance and Treasury has created a new position of policy and communications manager, which has been filled by Daphne Ireland (see "**People**" on page 2).

Her major responsibility is to create a common platform for all financial policies, which will be housed in a central policy library on the future finance and treasury website.

Policies will be streamlined and written on a standard template. A related template will be used to document corresponding procedures and forms, all to be linked within relevant policies in the Web-based policy library.

Increasing communication about policies and procedures is a parallel goal to developing the policy library. Policy education will be enhanced by on-campus customer service and training representatives. If you have suggestions or questions, please contact Ireland at direland@princeton.edu or 258-5228.

Mobile devices

The Office of Information Technology led a process, working with the Office of Finance and Treasury, to revise the University practice of reimbursing expenses for mobile communication devices.

All employees authorized to have mobile communication devices for University business will need to purchase and service them under the University's corporate account program. This change is intended to enable the University to take advantage of the cost savings and flexibility that is built into corporate accounts.

- Effective Oct. 1, 2010, this policy applies to all new employees.

- Employees currently reimbursed for their devices must transfer their accounts to the University's program by Dec. 31, 2010.

- Costs above monthly service fees that are attributed to non-University business will continue to be paid by the employee.

- To learn how to transfer an existing account to the University's corporate account program, please contact the Office of Information Technology's Telephone Services group.

- The complete Mobile Communication Devices Policy is available online.

NEW

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Departmental credit cards

As highlighted in the July issue, the Office of Finance and Treasury implemented new policies and procedures for all credit card transactions to be *verified* each month in the ActivePay (formerly known as "Works") online bank system by the cardholder or designated proxy. Thanks to all for complying with this new effort.

For the billing cycle ending on Oct. 15, 2010, each transaction also must be *approved* within the Active-Pay system. Transactions will be processed by Accounts Payable only upon *verification* and the second level of *approval*.

In order to support this procedural update, all cardholders must have a designated "approver." The approver cannot report to the cardholder and cannot be a beneficiary of the transaction. The approver must be able to regularly access and utilize ActivePay to approve transactions. Visit the ActivePay website for further information on how to approve transactions.

To facilitate the designation of approvers for all cardholders, there will be an annual certification of departmental cardholders. This *certification* is designed to ensure that all cardholders have identified and designated both an approver, as well as "proxies," in case either the cardholder or approver is out of the office. Each department chair or office head has received instructions on managing this certification process. If you have further questions, please contact Brian Rounsavill at brouns@princeton.edu or 258-3402.

For the credit card billing cycle ending on Oct. 15, 2010, each transaction also must be *approved* within the ActivePay system.

PEOPLE
Daphne Ireland

Photo by Denise Applewhite

Position: Policy and communications manager in the Office of Finance and Treasury. Ireland is working with Vice President for Finance and Treasurer Carolyn Ainslie and others to clarify and consolidate existing policies and to write new ones where needed. Her core objective is to publish clear and concise policies for financial and related regulatory compliance. As the editor of this newsletter, she also will keep the University community up to date with policy news and other valuable points of information from the office.

Plain answers to policy questions: Ireland joined the finance and treasury staff in July after 18 years with the Princeton University Press, where she managed policies and processes for contract, license and copyright obligations. "I welcome collaboration in this exercise," she said of her new position. "Together we will help the University manage its funds, risk and reputation — and make the work day easier with plain answers to 'what is the policy and where can I find it?'"

When not at work: Ireland enjoys spending time outdoors with her husband, their 11-year-old daughter and their 5-year-old son. They hike and watch each other's sports events. She joined the Office of Finance and Treasury just in time to play a few games with the office's Championship C League softball team.

POINTS OF INFORMATION

Cost-saving

The good news is spreading about the Purchasing Department's new program that enables the University to buy **remanufactured ink and toner cartridges** — saving offices an average of 30 percent on the price with no difference in quality.

When the program was implemented in the first quarter of 2009, 1.2 percent of the 1,737 cartridges purchased were remanufactured; during the 2010 fiscal year, 10.8 percent of the 6,617 cartridges purchased were remanufactured.

The University Library saved 43 percent during the 2010 fiscal year, decreasing cartridge costs from $95,000 in fiscal year 2009 to $55,000 in fiscal 2010, according to Jeffrey Rowlands, library fiscal officer. "Some of the savings can be attributed to the new printing quota system," he said. "But we know we save between 25 and 40 percent on most cartridges, depending on the model."

Tests at several departments, including the University Library, show no difference in performance of remanufactured cartridges as compared to new cartridges. Several years ago the University Library suspended a remanufactured cartridge program due to quality issues. But now, Rowlands reports, "quality has greatly improved; we've had no complaints since we started the program in the summer of 2009."

Jennifer Colgan, onsite OfficeMax representative in the Purchasing Department, said that OfficeMax can provide most cartridges at competitive rates, and all come with a 100 percent guarantee. Please contact Colgan at colgan@princeton.edu or 258-3400 for more information.

Using **third-party maintenance programs** to help departments reduce costs — ranging from 17 to 31 percent — is another cost-saving initiative available through the Purchasing Department.

Instead of purchasing a service and maintenance program through an original equipment manufacturer, a third-party vendor provides an insurance policy for equipment service.

"We've saved about $75,000 in the last half of fiscal year 2010. Within three years that should close in on $200,000," said Terry MacFarland, operations and purchasing manager for the Department of Molecular Biology, one of the largest equipment buyers on campus. "It felt risky, even though so many other institutions use third-party insurers. I realized we would be foolish not to investigate the opportunities."

Maintaining the same level of service is critical to researchers and faculty, MacFarland emphasized. "It's one thing to have a fax machine not work, another to have a number of researchers waiting to use a broken electron microscope," she said. In fact, MacFarland has seen no interruption in service and even has arranged for the exact same service personnel as original vendor service contracts.

In the future, MacFarland plans to convert about 100 pieces of equipment to third-party maintenance contracts as the original service contracts expire. "It is my hope that as the faculty members see this program working, they will ultimately migrate their service contracts to this third-party system," she said. "Of course, they are scientists, and they want to see the data first!"

For more information about the program, please visit the Purchasing Department website or contact Brian Rounsavill at brouns@princeton.edu or 258-3402.

MORE

Fast facts about third-party maintenance contracts

- $75,000 saved in six months in molecular biology.

- Savings range from 17 to 31 percent University-wide.

- Equipment covered includes: research and laboratory equipment, general office equipment, information technology equipment, communications equipment and security systems.

- The Lewis-Sigler Institute for Integrative Genomics, the Department of Ecology and Evolutionary Biology and University Services are other departments participating in the program.

Planning and collaboration expedites closing

"Thanks to all departments across campus for being so collaborative and responsive in working with us to close the books — all accomplished a day earlier for fiscal year 2010!"

—**Carolyn Ainslie**, vice president for finance and treasurer

Using the Information Warehouse

The Information Warehouse is a valuable tool for managers who are responsible for budgeting, monitoring and reconciling the use of University funds. It replaces the DataMall, which soon will be retired permanently.

The Information Warehouse provides many advantages for Labor Accounting and University Financials analysis, including the ability to schedule reports to be delivered automatically and to generate reports in multiple formats (PDF, Excel, comma-delimited).

Some of the most helpful reports and their descriptions are:

- **Project/Grant Statement** (PGS001): All transactional detail for a single project/grant for one month or an entire fiscal year.

- **Department Summary Report** (DSR001): A high-level overview of all of the financial activity in a selected department.

- **Sponsored Project Report** (SPR001): A specialized single-project/grant report for fund 40 and 60 project/grants.

- **Labor Accounting** (LA223): A report displaying all activity that already has been charged through Labor Accounting to a given project/grant.

- **Restricted Fund** (IF001): Information about the donor, establishment date, purpose restrictions, and market and book value for endowments and other invested funds that supply income to a department's project/grants.

To find out more, request access or log in, please visit the Information Warehouse.

For questions about the Information Warehouse, contact Susan Johansen at sjohanse@princeton.edu or 258-3898.

MORE

Information Warehouse training

There are a number of training sessions that can help campus users access and manipulate data retrieved from the Information Warehouse. Here are some of the most popular:

- "Accessing Your Project Grant Statements, Tracking Expenses and Creating Electronic Internal Invoices"

- "General Ledger Journal Browses & Reference Info in the Information Warehouse"

- "Budget Analysis — Learning to Filter, Sort, Subtotal and Create Pivot Tables with Your Financial Data"

To see a complete list of training sessions and to register, please visit the Employee Learning Center website.