

Financial Services

Financial Administrators' Forum

December 8, 2009

Cristiane Tinmouth, Controller



FAF Overview

- Organized by Financial Services
- Provide update on recent changes within Financial Services
- Present recently issued financial policies and guidelines that affect the University community
- Introduce new and/or improved processes and tools
- PowerPoint presentation available at:
www.mcgill.ca/financialservices/training/presentations/faf



ORDER OF THE FORUM

- Centralization of Student Fees
- Consolidated Faculty/Unit Financial Reports
- Policies Update
- Procurement Process
- Stress Relief
- New Tools
- Executive Update

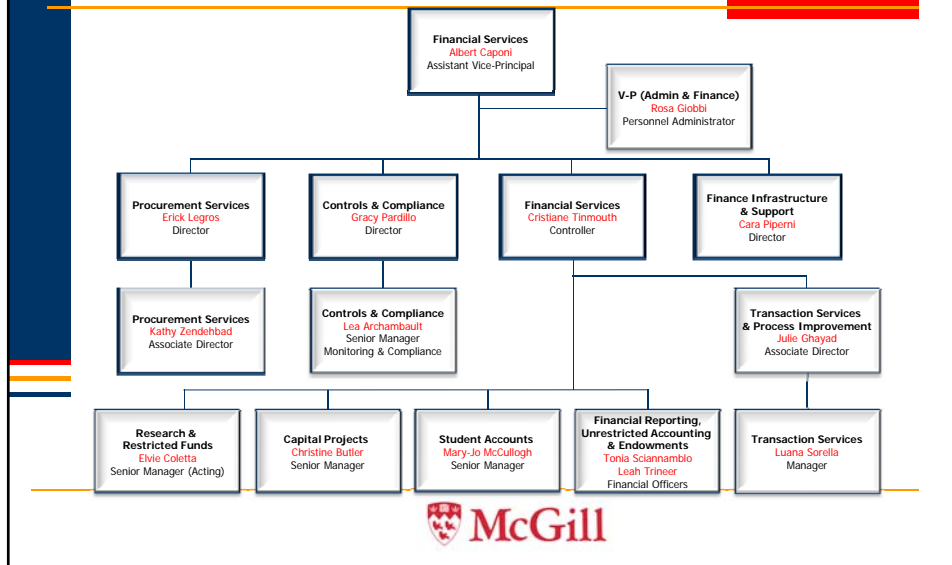


Financial Services' Mission Statement

The Mission of Financial Services is to ensure **financial integrity and control** of the University's operations, including the **safeguarding** of assets, and to provide the **highest quality service** to our clients on a timely basis.



Financial Services



Financial Services – Fiscal 10

- **JUNE 8, 2009** – Appointment of Erick Legros, Director, Procurement Services
- **JULY 6, 2009** – Appointment of Luana Sorella, Manager, Transaction Services
- **SEPTEMBER 15, 2009** – Personnel Administrator, Rosa Giobbi, moves to Durocher
- Realignment of Unrestricted Accounting under the umbrella of Financial Reporting
- Vacant Position –
 - Manager, Accounting and Tax Conformity

Financial Services

QUESTIONS?



Financial Services

Centralization of Student Fees

Mary Jo McCullogh
Senior Manager, Student Accounts



Centralization of Student Fees



History.....

- 2007 – MELS asked general population to submit comments and briefs regarding university compulsory fees, after which in May 2008 a “règle budgétaire” was issued
- What are FIO's and why do we care?



Examples of FIO's

- FIO – “Frais Institutionnels Obligatoire”
- Examples:
 - General fees such as registration charges, examination, student services, technology fees, copyright fees, athletics and recreation fees, etc.
 - Fees that are NOT considered as FIO: fines, fees for late payments, insurance premiums paid by international students, the purchase of equipment or durable goods that remain the property of the student



What did the Government say?

- Limited university's ability to charge students for services provided
- Set yearly maximums universities could raise fees by, **except** where agreements were reached with student societies re the charging of such fees
 - Written ententes between the university and the student organizations are required
- Prior to beginning of academic year universities must submit a comprehensive list to MELS of all the compulsory charges, charged by the institution or any of its components (faculties, departments, etc)



Government Reporting

- In the financial reporting to the government, all revenues in the 5G account category "Sales to Students" must be classified by FIO/non-FIO and if the fee is supported by an entente



April 2009

- Memo from Deputy Provost and Assistant Vice-Principal (Financial Services) – April 6, 2009
<http://www.mcgill.ca/financialservices/policies/coursefee/>
 - Purpose:
 - Protect the interests of students and the University
 - Ensure coherence in the way in which students are billed
 - Adhere to best practices in collection of monies from students
 - Goal is to ensure that students know the cost of a course when registering
-



Departmental Fees – Some Examples

- Field Trip Fees
 - Course Manuals
 - Special Lab Materials
-



Fee Descriptions

- Most fees are described on the Student Accounts website:

www.mcgill.ca/student-accounts/description

The screenshot shows the McGill Student Accounts website. At the top, there is a red banner with the McGill logo and the text 'STUDENT INFORMATION Student Accounts'. Below the banner is a navigation breadcrumb: 'Home > Student information > Student Accounts > Description of fees'. On the left, there is a sidebar menu titled 'Student Accounts' with several options: 'Minerva - your information system', 'Summer Studies', 'Access to fee information', 'Schedule of fees 2006-2007', 'Schedule of fees 2007-2008', and 'Description of fees'. The main content area is titled 'Description of fees' and contains a paragraph explaining that users can click on any of the fees to view a description. It also lists four fees: 'Access McGill (ACCS)', 'Agri & Envir Sci U/G Society (AESU)', 'Arts Improvement Fund (ARIF)*', and 'Arts Info Technology Charge (ARIT)'. A red arrow points to the 'Description of fees' link in the sidebar menu.

Student Accounts Website

- McGill Staff Only – where you submit your request

The screenshot shows the McGill Student Accounts website. On the left, there is a sidebar menu with several options: 'Refund procedures and policy', 'Third Party Sponsorship', 'Deferred payment', 'Scholarships, Awards and Waivers', 'Office hours and information', 'Frequently asked questions', 'Forms and Documents', and 'Course Fee submission'. A red arrow points to the 'Course Fee submission' link. The main content area is titled 'Frequently Asked Questions' and contains a paragraph: 'Consult our Frequently Asked Questions sections:'. Below this, there are three links: 'e-Billing', 'Travellex', and 'General FAQ'. On the right, there is a cartoon character of a man talking on a mobile phone, with the text 'Web-chat available 10am-12pm & 2pm-4pm EST Click here'. At the bottom, there is a footer with contact information for the Student Accounts Office and copyright information for McGill University.

Fee Request Form



■ McGill Staff must sign in:



Sign in | Monday, November 9, 2009 | McGill website | myMcGill

HOME	FUTURE STUDENTS	STUDENT INFORMATION	ALUMNI & FRIENDS	FACULTY & STAFF	IN THE COMMUNITY	RESEARCH & INNOVATION	TEACHING & LEARNING	ADMIN & GOVERNANCE	LIBRARY & COLLECTIONS	FACULTIES & SCHOOLS
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First-Year Office | Legal documents | Registration, student records and exams | **Student Accounts** | Scholarships and Student Aid | Student Services

McGill STUDENT INFORMATION Student Accounts Find Larger

Home > Student information > Student Accounts > Course Fee submission | Help

Student Accounts

- Minerva - your information system
- Summer Studies
- Access to fee information
- Newly admitted students
- Schedule of fees - Summer 2009
- Schedule of fees 2009-2010
- Description of fees

Fee Request Form

This page is restricted to McGill staff members only. If you are a McGill staff member please sign in using the 'Sign In' button in the top left corner.

What do we need from you?

- Initially, we need to know:
- What is the fee for – the rationale for charging it to students
 - When does it need to be in place?
 - The FOAPAL to be credited
 - Is this a new fee or one that has been charged before?



Budget required?

- A large scale activity, such as the Africa Field Studies semester, may require a budget to be submitted:
 - a) As part of the initial fee request submission
 - b) For activities that have been approved, the Fee Policy Group may request a statement of revenues and expenses to be submitted periodically to ensure that the costs are reasonable and appropriate



Why would a budget be necessary?

- Two benefits:
 - a) We can determine if a portion of the fee may be eligible for a tax receipt, such as a T2202A. If some of the fee covers academic activities, then a budget will help us to evaluate which portion of the activity is tax receipt eligible.
 - b) Accountability is assured and allows the University to acknowledge the contribution students make with respect to the cost of education



Fee Policy Group

- The Fee Policy Group meets approximately once per month
- It's role:
 - Responsible for the approval of fees for the University
 - An independent group that is concerned with the reporting of such fees to the government, and is close to student groups that have an interest in university fees



Advantages of Central Fee Assessment: to a Department

- Student Accounts is responsible for the assessment and collection of the fees. Therefore, no more hassles of collection and depositing for you!
- Revenues are deposited to funds as students are assessed for the activity



Advantages of Central Fee Assessment: to a Student

- All payment methods available to the student may be used to pay the bill
- Tax receipts may be generated, depending on the nature of the charges
- Charges are identified on the e-bill
- The description will be listed on the Student Accounts website as well as the class schedule so students know there is an additional charge when they register



Example of a Timeline Needed to Implement a Fee

NB: Dates are for illustrative purposes only:

- Oct 1st Receipt of request
- Nov 1st Approval by Fee Policy Group
- Nov 15th Fee detail code is created by Student Accounts; website updated; class schedule updated; fee attached to course.

Fees should always be approved well in advance of the commencement of a term. The above illustration could be for a winter term course or a summer term activity. It depends on when the department needs to communicate the activity to its students, how much time will be required.

(NB: This timeline assumes the fee is approved; if more information is needed then more time may be needed.)



Departmental Reporting Needs

- We know that it may be important for a department to have reports generated for them
- This is particularly true for large scale activities where the department is requiring students to pay deposits for the activity
- We will work with you to determine how best to accommodate your needs



Financial Services

QUESTIONS?



Financial Services

Consolidated Faculty/Unit Financial Reports

Cristiane Tinmouth
Controller, Financial Services



Consolidated Faculty/Unit Financial Reports

- Suite of standard report templates to support high-level discussions and decision making
- Consistent terminology and results
- "Official" reports for a single source reference and to support management discussions
- Easy to navigate and readily accessible



Consolidated Faculty/Unit Financial Reports

- Current version is second generation
 - True consolidated picture
 - Interactive with drill-down capabilities
 - Aligned with official University financial statement disclosure of revenue and expenses
 - Accommodates Faculty and Departmental level summary
 - Anomalies easier to detect and resolve
 - Single tool can be used by all parties



Consolidated Faculty/Unit Financial Reports

Review significant transactions to ensure:

- **C**ompliant with agency restrictions
- **L**egitimate
- **A**ppropriate in the circumstances
- **R**easonable in amount and purpose
- **A**uthorized by appropriate responsible person



Faculty/Unit Financials Answers to Your Questions

- What is unit's overall financial position?
- How much research \$\$ did my unit generate?
- How much new endowment investments?
Spendable income? What cap/decap situation?
- How much student aid has been paid out?
- How much is leveraged by signing letters of
guarantee against temporarily overspent funds?



Financial Services

- McGill Staff must sign in:

Sign in | Thursday, December 3, 2009

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McGill website myMcGill

Academic Personnel Office | Human Resources | Minerva for faculty and staff | Teaching and Learning Services

McGill Financial Services

Home > Faculty and staff > Financial Services > Reporting

Financial Services

- Who we are / Contact Us
- Announcements
- Deadlines
- Financial Policies
- Knowledge Base
- Professional Development Fund
- Reporting
- Forms
- Financial Admin. Forum
- Improvements
- Send us your Feedback
- AR Documentation

Reporting

On this page: Announcements | Financial Reporting Overview | Web Reports | Crystal Report Templates

This area is restricted to McGill Staff and Faculty:

This site is restricted to McGill Staff and Faculty and is intended for authorized users only. If you are a member of this group, please sign in using the **Sign in** link above. Your 9-digit McGill ID number, and your Personal Identification Number (PIN) are required.

If you require assistance, you may contact the [Finance Helpdesk](#).

Next: [Month End Reports](#)

HOME FUTURE STUDENTS STUDENT INFORMATION ALUMNI & FRIENDS FACULTY & STAFF IN THE COMMUNITY RESEARCH & INNOVATION TEACHING & LEARNING ADMIN & GOVERNANCE LIBRARY & COLLECTIONS FACULTIES & SCHOOLS

Academic Personnel Office | Human Resources | Minerva for faculty and staff | Teaching and Learning Services

McGill Financial Services Find Larger

Home > Faculty and staff > Financial Services > Reporting > Consolidated Faculty/Unit Financial Reports | Help

Consolidated Faculty/Unit Financial Reports

Financial Statement Reports should be used in addition to the Minerva Financial Statements for ad-hoc reporting needs.

The template types available are [Web Report Templates](#), [Crystal Report Templates](#).

Financial Statement WEB Report Templates:

Crystal Reports software is **not** required to run the web report templates.

Report Name and Description	Prompting Query Fields
<p>Financial Statements – Overview 1.0 Last modified 2009-10-22</p> <p>Displays summaries for all Fund Types under a Faculty/Unit/Department ORG code (excluding Trust funds). Information is grouped by Org code, Fund code & Account code and columns are grouped by Fund type code level 1 (Unrestricted, Restricted, Plant, etc.) & Fund type code level 2 (1A, 2C, 9X, etc)</p>	<ul style="list-style-type: none"> - Fiscal year - Fiscal period - ORG code - ORG level
<p>Financial Statements – Schedule 1.1 – Unrestricted Fund Summary Last modified 2009-10-22</p> <p>Displays summaries for Fund Types 1A, 1B, 1C, 1D, 1E & 1F under a Faculty/Unit/Department ORG code. Information is grouped by Org code, Fund code & Account code and columns are grouped by Fund type code level 1 (Unrestricted, Restricted, Plant, etc.) & Fund type code level 2 (1A, 2C, 9X, etc)</p>	<ul style="list-style-type: none"> - Fiscal year - Fiscal period - ORG code - ORG level

Crystal Reports - [Faculty-Unit Financial Statement by Fund Type, Periodic_4A_Provost_Task_Force.rpt]

File Edit View Insert Format Database Report Window Help

Faculty-Unit Financial Statement by Fund Type, Periodic_4A_Provost_Task_Force.rpt x

PH Financial Statements
Organization Code: 9xxxx Faculty/Unit - Org Level 3
Fiscal Year: 2008/2009
Fiscal Period: 11 - Final

	Operating / University Allocation 1A	Operating / Self-Financing 1B	Other Unrestricted Funds 1C or 1F	Student Awards 2A, 2B, 2C, 2D, 2E	Research Grants & Contracts 3F, 3G, 3M	Non-Research Grants & Service Contracts 3B	Non-Research Restricted 3E	Non-Research Gifts & Bequests 3J	Non-Research Endowment Funded 3K	Plant Funds 9X
9xxxx Faculty/Unit										
University Allocation										
GH6	Opening Allocation	38,416,104	-	-	-	-	-	-	-	-
GH6	Additional Budget Allocation re S&Pnl	463,347	-	-	-	-	-	-	-	-
GH6	Additional Budget Allocation re Benefits	6,205,374	-	-	-	-	-	-	-	-
GH6	Other Budget Transfers	1,438,361	-	-	-	-	-	-	-	-
GH6	Non-operating Budget	-	-	-	-	-	-	-	-	230,741
GH6	Letter of Guarantee	-	-	-	160,000	-	-	-	-	-
GH2b	Total Allocation	46,523,186	-	-	160,000	-	-	-	-	230,741
Revenue										
GH6	External Revenue	263,623	-	719,600	45,510	18,852,493	601,473	27,984	415,085	4,506
GH6	Internal Revenue	59,058	-	81,696	-	4	-	-	2,665	12,860
GH6	Endowment Spendable Income	-	-	-	450,000	181,778	21,989	-	-	2,691,030
GH6	Gift & Bequest Revenue	1,000	-	455,474	1,842,910	150,375	160,767	39,281	499,488	86,936
GH2b	Total Revenue	323,681	-	1,254,770	2,538,421	19,186,650	786,229	67,264	917,178	2,795,332
Expenses										
Salary Expenses										
GH6	Tenure Track Staff	24,709,006	-	2,000	-	1,542,063	-	-	1,000	1,010,024
GH6	Other Academic Staff	5,629,141	-	13,104	5,000	989,539	220,366	-	29,052	398,659
GH6	Other Academic Payments	597,979	-	-	-	46,500	-	-	-	47,555
GH6	Student Payments	2,809,693	-	291,413	680,336	2,734,893	46,203	2,675	123,846	136,021

PH: press F1 10/13/2009 11:00 Records: 32369 100%

Crystal Reports - [Faculty Unit Financial Statement by Fund Type_Periodic_Spendable_Income_FAF mock.rpt]

Faculty Unit Financial Statement by Fund Type_Periodic_Spendable_Income_FAF mock.rpt

Financial Statements - Spendable Income Fund Summary

Organization Code: 9xxxx Faculty Unit
 Fiscal Year: 2008-2009
 Fiscal Period: 14 - Final

Budget Breakdown

Spes/Text Object Funds	Carry Forward	Employment Income (500121)	Retro Income (500008)	Direct Income (500009)	Other Budget	Total Current Year Budget	Actuals*	Commitments	CapEx/Depr
9xxxx Faculty Unit									
2A - Medals									
225112						3,790			3,790
225165 000xx		2,277				2,277	4,500		
225170 000xx		3,407				3,407	1,859		1,608
Total		14,534				14,534	6,359		5,398
2B - Prizes									
200212 000xx	140	251	91						282
200544 000xx	(3,628)	479				(3,150)			
200544 000xx	(582)	620				64	600		
200760 000xx		3,118				3,118	1,250		1,868
200800 000xx		6,859				6,859	2,500		3,359
200540 000xx		1,739				1,739	1,500		239
200551 000xx		1,000				1,000			1,000
200572 000xx		931				931	500		431
211780 000xx	(864)	559				(105)			

Drill down to fund text

Shaded if capitalized > 50%

For Help, press F1 10/20/2009 7:33 1.8, 5.0, 1.3 x 0.1 Records: 24703 100%

Consolidated Faculty/Unit Financial Reports

Comments and Suggestions:

Fishelp.acct@mcgill.ca



Financial Services

QUESTIONS?



Financial Services

New Policy !

Feed Policy

Julie Ghayad
Associate Director
Transaction Services & Process Improvement



Financial Transactions Feed Policy

- Policy released on Nov 25th, 2009
- Evolved from Focus Group findings
- Definition of a "Feed": mass transactions uploaded to accounting ledger on a regular basis
- Includes transactions submitted to:
 - Student and/or Finance Accounts Receivable
 - Accounts Payable
 - FIS Accounting Ledger



Roles & Responsibilities

- Originating Unit:
 - Responsible for transactions and must ensure adequate controls in place
 - Ensure all FOAPAL elements are supported
 - Ensure document text is provided for feed transactions
 - Responsible for explanation to customer for any inquiry regarding the transaction
 - Review and sign Memorandum of Agreement



Roles & Responsibilities (Cont'd)

- Financial Services
 - Reviews / approves new feed request
 - High level monitoring of the integrity of financial transactions
 - Authorized to refuse a feed that does not comply with University policies
 - Will request the Originating Unit to confirm, on an annual basis, if business case for feed remains unchanged
 - Review and sign Memorandum on Agreement



Memorandum of Agreement (MOA)

- Formal signed agreement (Controller & Unit Head)
- Renewable every three years
- Will contain the following:
 - Types of transactions
 - Joint responsibilities
 - Recommended internal control best practices
 - Feed name(s), system ID(s), Banfeed directory and authorized employees for each type of feed



Related Links

- Financial Transactions Feed Policy and Procedures:
<http://www.mcgill.ca/financialservices/policies/feeds/>
 - "Request for Feed to Banner Financial Information System" form:
<http://www.mcgill.ca/financialservices/forms/banfeed/>
- Merchant (PCI) Policy and Procedures:
<http://www.mcgill.ca/financialservices/policies/merchant/>
 - Request for Merchant form:
<http://www.mcgill.ca/financialservices/forms/reqmerchant/>



Financial Services

For Help, Contact:

Feeds-gl.acct@mcgill.ca

Roxana Araujo
Feeds Coordinator
Unrestricted Accounting
Ext: 0183

Orsola Sasso
Supervisor
Unrestricted Accounting
Tel: 1513



Financial Services

QUESTIONS?



Financial Services

New Policy!

Merchant (PCI) Policy

Julie Ghayad
Associate Director
Transaction Services & Process Improvement

Peter Guertin
Supervisor, Banking Services



Merchant (PCI) Policy & Procedures

What is PCI-DSS?

- Payment Card Industry - Data Security Standard
- Standard developed by PCI Security Standards Council
- It is the authorized program of goals and associated security controls & processes that keep payment card data safe from exploitation.



Merchant (PCI) Policy & Procedures

Why McGill needs to comply?

- Cardholder Data is sensitive
- Criminals can unlock direct access to money and personal identities
- Statistics indicate that the number of attacks on payment card processing systems is rising
- Most vulnerable sector for data breaches is the **Merchant**



Merchant (PCI) Policy & Procedures

Risks of Non-Compliance

- Loss of certification – inability for University to accept/process future card payments
- Loss of customer confidence & impact on University's reputation
- Lost revenues
- Fines, penalties, cost of legal settlements



Merchant (PCI) Policy & Procedures

Who needs to comply?

- The University must comply
 - All **Merchants** must comply
- You are a **Merchant** if your unit accepts and processes credit or debit card payments for sales of goods or services and donations received



Merchant Types

E-Commerce merchant

- Customer enters their cardholder data via an online website

Point of sale merchant (POS)

- Customer's card is swiped in a POS terminal
- Customer is physically present at time of purchase

Interactive voice response merchant (IVR)

- Customer provides cardholder data to the Merchant which is then entered via the contracted payment processing vendor's automated phone system



Cardholder Data



Paper & Records Retention

- Examples: Order forms, reports, imprinter sales draft, proof of payment & supporting documentation

Storage Requirements

- Proof of payment (credit card chit/imprinter sales draft)
 - Keep for 18 months in order to respond to disputes
 - Immediately destroy after this period
- Supporting Documentation (receipts/invoices)
 - Retain for 7 years
- Any document with cardholder data must be kept in a locked area and accessible by restricted employees on a need to know basis



Electronic Storage of Cardholder Data

- **Not Allowed**
 - Cardholder data cannot be stored nor transmitted or received by electronic message
 - Examples: Systems, database, applications, and networks



Receiving Cardholder Data via Fax or Email

- Faxes
 - Ensure dedicated fax machine in a controlled environment
 - Shared fax machine? Input password or swipe McGill ID
- Email
 - Treat like paper storage
 - Print, store and secure
 - Delete email immediately



Storing Cardholder Data via Scanning

- Render unreadable (i.e. blackout)
 - PAN – except last 4 digits
- Scan
- Shred or destroy originals
 - Note: If your paper copy is deemed to be the original copy, you must secure it as a regular paper storage



Systems

- Developing or purchasing a system or application?
 - Must be vetted by Information Technology Services to ensure PCI Compliance
 - PCI Compliance must be incorporated as a key criteria in any tendering document



Point of Sale (POS) Merchants & Administration Cards

- Access restricted to Supervisor or Unit Head
- Physically secured when not in use
- Not to be shared
- Ensure segregation of duties:
 - An employee processing sales or donations should not be authorized to process refunds
- Use reports to monitor refund transactions



Processing Refunds

- Refunds must be processed to the original credit/debit card
- **Do not make any refunds in cash or by cheque!**



E-Commerce last minute in-person sales/donations

- Avoid taking down Cardholder Data on behalf of your customer to process the sale or donation
 - Have your customer sign in to your web page
- OR
- Input the cardholder data directly in your merchant resource centre



Transfers and Terminations

- IVR merchant
 - Account needs to be closed and new one opened
- E-Commerce
 - The employee's Merchant Resource Centre account must be deactivated



Non-McGill Staff Involved in Merchant Process

- Avoid giving access to Cardholder Data
- If access is required, Unit Head must ensure:
 - Sound work processes and training program are in place to ensure compliance



Sharing of ID's and Passwords

- Ensure that there is no sharing of IDs and Passwords for payment processing applications (i.e. IVR and E-Commerce Merchant Resource Centre)
- Why?
 - To be consistent with the Code of Conduct for Users of McGill Computing Facilities
 - Provides access to card processing applications



Incident Reporting

- Advise Banking Supervisor immediately:
 - Fraud
 - Breach of security



Need Help?

- Key contact: Peter Guertin, Supervisor
Banking Services
Tel: 3353 / peter.guertin@mcgill.ca

- Next Steps
 - Preliminary Assessment Survey will be sent to each Merchant in the new year
 - Meetings will be scheduled thereafter



Financial Services

QUESTIONS?



Financial Services

Procurement Services' How-To's Here to support you!

Erick Legros
Director, Procurement Services



Procurement Team

- Located at 3465 Durocher, 1st Floor
- Procurement Director – Erick Legros, Tel: 2658
- Associate Director – Kathy Zendeabad, Tel: 4608



Act Respecting Contracting by Public Bodies – Law 65.1

- Since October 2008, Universities under jurisdiction of Quebec's Act respecting Contracting by Public Bodies and its Regulations Respecting Supply, Services and Construction Contracts Law 65.1, formerly known as Bill 17
 - Transparency in contracting processes
 - Honest and fair treatment of bidders
 - Access to contracts for qualified bidders
 - Concern for sustainable development and the environment.
 - Implementation of quality assurance systems
 - Accountability reporting by the Principal



Act Respecting Contracting by Public Bodies – Law 65.1

Major Impact on End-User Community

- **Change in Business Processes**
 - Timely planning & coordination of efforts with Procurement Services
 - Respecting stringent bid evaluation processes
- **Involvement of Departmental Resources and Procurement**
 - Selection committees
 - More frequent bids due to shorter term contracts (Max 3 Years)

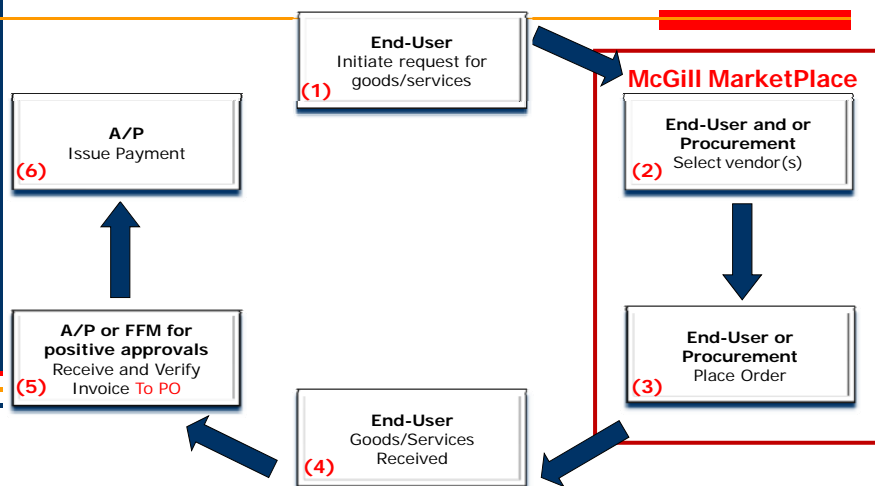


Procurement Basic Principles

- **MANDATORY** creation of purchase requisitions and issuance of approved PO **in advance** of any commitment to purchase
 - McGill MarketPlace (MMP) is the mandatory web based e-procurement tool for day-to-day purchases of all goods and services
 - PCard transactions are restricted to orders less than \$2,500 to non-MMP vendors
- **ONLY** the University's designated officers are authorized to commit to a purchase transaction with a supplier



Procurement Cycle



Why Should You Call Procurement?

- Guarantee appropriate terms and conditions for your purchase or contract
- Manage any supplier issues related to your purchase
- Establish proper communication channel with suppliers
- To understand any regulations and University by-laws requirements
- Eliminate after the fact purchase orders
- Leverage University bargaining power
- Obtain support with any Customs and Traffic issues



What to Remember

- **Law governs** all purchases values >\$25,000
- University 100% on MMP by **May 2010**
- PCard = Order <\$2,500 & **vendor not available** on MMP
- Need to **eliminate** all after-delivery purchase orders
- We have a staff of 15 professionals to help you with any procurement issue

Call us... We Will Help You!



For Additional Information

- Procurement website: <http://www.mcgill.ca/procurement/>
- Email us at: feedback.purchasing@mcgill.ca
- Visit the Knowledge Base at: <http://knowledgebase.mcgill.ca/fskb/>
- For a good overview of MMP, refer to article #9141:
<http://knowledgebase.mcgill.ca/fskb/easylink/article.html?id=9141>



Financial Services

QUESTIONS?



Financial Services

New Tool !

Knowledge Base

Cara Piperni
Director, Finance Infrastructure & Support



Knowledge Base

- Why:
 - Offer a single 'one-stop' repository for Financial Services' clients and staff to seek timely and consistent information
- What:
 - A collection of 'articles' using a familiar tool
 - Powerful search engine
 - Available 24/7
- When:
 - Was launched on November 4th



Knowledge Base

■ How:

- KB Icon from our homepage

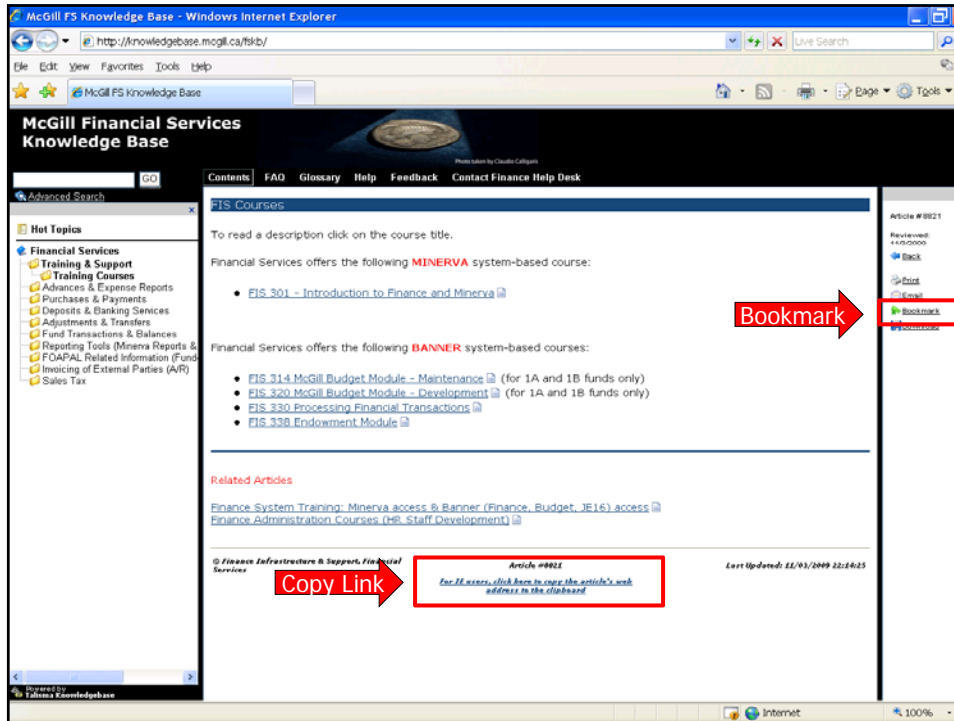
Index →

The screenshot shows the McGill Financial Services website. The navigation menu includes: HOME, FUTURE STUDENTS, STUDENT INFORMATION, ALUMNI & FRIENDS, FACULTY & STAFF, IN THE COMMUNITY, RESEARCH & INNOVATION, TEACHING & LEARNING, ADMIN & GOVERNANCE, LIBRARY & COLLECTIONS, and FACULTIES & SCHOOLS. The main content area features a 'Welcome to Financial Services' message, a 'Polices' icon, a 'Knowledge Base' icon (highlighted with a red box and a 'Get in' arrow), and a 'Suggestion Box' icon. A sidebar on the left lists various services, with 'Knowledge Base' also highlighted. A red arrow labeled 'Index' points to the 'Knowledge Base' link in the sidebar. Below the main content, there is a section titled 'Our website content has changed!' with a notice about the renaming of the Financial Handbook to Financial Policies.

Knowledge Base

- Financial Handbook → Financial Policies
- Training & Support → KB
- OVERVIEW articles are a good place to start
- Use the KB feature (not your web browser) to:
 - Bookmark a favourite article
 - Copy a link to an article





Knowledge Base

■ We welcome your feedback!

Email us at Fishelp.acct@mcgill.ca

or

Call us at our new Finance Help Desk number: 398-FINE (3463)



Financial Services

QUESTIONS?



Financial Services



Gracy Pardillo
Director, Controls & Compliance



Key Controls Checklist (KCC)

Background: Originated in Internal Audit

- Formerly “Table of Key Controls” – established ~ 2002/03
- Format: not user friendly
- Usage: only when being audited
- Document: on V-P (Admin & Finance) and Internal Audit websites

VP Administration & Finance initiative:

- Lydia Martone, Rosalia Felice, Joanne Graham and Gracy Pardillo
- Mandate: Refresh, reformat and re-launch the KCC
- How: consultation with ‘central’ subject matter experts
- New KCC: <http://www.mcgill.ca/vpadmin/accountability/>



Key Controls Checklist

V-P (Administration & Finance): GOALS

- Improve the content
- Improve the format
- Promote the “new and improved” document
- Re-introduce and create awareness



- TO PROMOTE ACCOUNTABILITY & IMPROVE LOCAL CONTROLS



Key Controls Checklist

FORMAT: New and Improved

CONTENT: An Overview

- A Self-Assessment Tool
- Contains list of recommended control procedures, important web links; aims to address all COMMON processes
- Does not replace or supersede University Policies / procedures



TABLE OF CONTENTS – An Extract

- Code of Conduct /Best Practices
- Committees
- Strategic Planning
- Human Resources
- Health and Safety
- Records Management
- Financial Roles and Structure
- Research
- Revenue Generating Activities
- Contracts
- Procurement
- Asset Inventory & Disposal (Computers & Office Equipment)
- Risk Management and Insurance
- Student Affairs
- Academic Affairs
- Communications
- Information Technology



Key Controls Checklist

■ BENEFITS OF USING THIS TOOL:

- Helps design an effective control environment
- Helps to highlight problem areas
- Helps to ensure clarity of responsibility by position
- Promotes continuous improvement



Financial Services

QUESTIONS?



Financial Services

Next Financial Administrators' Forum

April 22, 2010

Stewart Biology S1/4

