



FY 2024 Q1 JULY

# UFS QUARTERLY

University Financial Services Quarterly Newsletter  
for Business Officers & Administrative Leads

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## Welcome Fiscal Year 2024!

The new fiscal year has arrived and is shaping up to be a very busy one for UFS. We recently launched a new cashiering system and have several other system implementation projects in the works. Read on to learn about some exciting process changes, project updates and helpful reminders. Make sure to click the button at the bottom of the newsletter to answer an important polling question!

As always, please forward this newsletter to anyone who may be interested in UFS administrative news. Drop us an [e-mail](#) if you have feedback regarding this quarterly newsletter or would like to be added to the distribution list.

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## New Departmental Deposit System



On June 27th, the Bursar's Office went live with a new Cashiering system which offers a more convenient, secure and faster way to make departmental deposits.

To make a deposit, employees with access to the system log into my.DU.edu and select the Departmental Deposit link to get started. For step-by-step instructions, see the [Departmental Deposit User Guide](#) available on the [Cashier website](#) and [UFS knowledge base](#).

## International Travelers, Get EXCITED!

**DU staff and faculty NO LONGER need to submit an international travel REQUEST before booking an international trip!**

As long as international travel is booked using the Pioneer Travel & Expense (PTE) system or a Christopherson Business Travel (CBT) agent, no preliminary request (via the PTE "Request" tab) is necessary.

Note that DU still requires that all international travel be REGISTERED with the University, however, this registration now happens automatically when travelers book through PTE or CBT directly.



*Travel registration provides DU travelers with valuable services such as [travel medical insurance](#), [assistance in emergency situations](#), resources and evacuation and repatriation benefits. DU travelers who have a rare exception to book outside of the PTE system must*

take the additional step to register their travel at <https://abroad.du.edu/> prior to departing.

## Campus Receivables

### Starting a New Degree Program this Fall?

If you are adding a new degree program, please send the following information to [Jessica Lenhardt](#) no later than 7/24 so she can create the new rules for fee assessment:

- Description of New Program
- Level Code
- College Code
- Program Code
- Tuition Detail Code
- Tuition Rate for the Fiscal Year
- Major Code (if applicable)



Tuition Bills for Fall Quarter and Fall Semester go out August 1st

## PaymentWorks Launches September 1st

The UFS Payments team is in the process of implementing a new vendor onboarding and payment security platform called PaymentWorks. This system enables a faster and more secure process for setting up and paying our DU vendors.

### What is Changing?

Instead of using the current "Vendor Registration Form", vendors will receive an invitation to submit their information electronically using the safe and secure PaymentWorks online portal. Once vendors set up their PaymentWorks account they



**PaymentWorks** is currently being used by a pilot group of DU administrators and will roll out to the entire DU community on **September 1st**. As we near the launch date, check the UFS

have complete control of their information and may make updates/changes as needed.

[PaymentWorks webpage](#) for the latest updates and resources.

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## Procure-to-Pay (P2P) Project Update

The P2P Project Team is working diligently to move the project forward and we are excited to provide you with the latest updates!



Here are the key highlights:

- After many sessions of stakeholder demos, reviewing stakeholder feedback, and conducting interviews and reference calls with peer institutions, **Jaggaer** has been selected as our software solution provider.
- Implementation is scheduled to commence in December 2023. While the full timeline is still being determined, we are looking forward to beginning the process of bringing this tool to the campus community.
- UFS has engaged with **Huron** as our implementation partner for **Jaggaer**. Huron brings extensive expertise and a proven track record of successful software implementations.

*We remain committed to keeping our Business Officer community informed and will provide further updates as the project progresses.*

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## New Approved Policies

The DU Policy website hosts over one hundred reviewed and approved policies! These policies play a crucial role in guiding UFS's operations, so it's worth keeping an eye on this valuable resource for regular updates. Speaking of updates, we encourage you to take a look at some of the recent additions including:

- HRIC 5.10.020 Staff Additional Pay
- HRIC 3.10.034 International Work
- FINA 2.10.033 Procurement
- FINA 2.10.034 Purchase Card (P-Card)

These policies and more can be found at [www.du.edu/policy/find-policy](http://www.du.edu/policy/find-policy).



## Special Community Member Process & Project

### We Heard Your Feedback

We recognize that the **Special Community Member (SCM)** process hasn't been as smooth as we would have liked. Your feedback and insights have been invaluable in highlighting the areas that need improvement, such as third-party consultants, care providers with local agencies, and international workers.

UFS is heeding the call to address these challenges head-on and enhance efficiency. This effort aims to *create a clear process for all SCM business cases, ensuring a more seamless and user-friendly experience.*

Stay tuned for further updates as we embark on this journey. We genuinely appreciate your patience and cooperation as we strive to make the SCM process a true asset for our community.

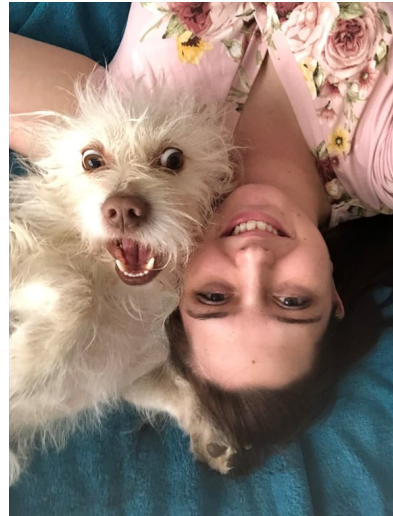
## UFS Team Updates



## Welcome Heather Stewart!

Heather is our new Accountant on the Campus Receivables team. Heather takes care of the monthly account reconciliation, financial reporting, A/R research and month-end closing.

When Heather is not busy doing accounting, she enjoys hanging out with her dog and three "crazy" cats. She also loves to read, bake, make resin crafts, and visit Disney theme parks!



The UFS Organizational Chart is available on the [UFS "About Us"](#) web page and shows all UFS staff and their roles within the UFS division.

UFS Organizational Chart

## Did You Know ?

Pioneer Travel & Expense  
Auto-Calculates Meal Per Diem Rates



The Pioneer Travel & Expense system uses your travel itinerary to calculate daily reimbursement amounts for meals and incidentals.

When you book travel using the Pioneer Travel & Expense system or via a CBT travel agent, your itinerary is automatically uploaded to your Concur account, so you can easily estimate meal expenses and/or submit these per diem amounts for reimbursement after your trip!

Check out this Knowledge Base Article and video on [Managing Itineraries](#) and [Meal Per Diem Expense](#) to learn more!

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## We Need Your Opinion!

### What if Drop-In's came to you?

The UFS Contact Center is exploring new options to help DU staff and faculty find the answers they need, when they need them. Please take a moment to provide your feedback on this new idea!



Answer ONE Question



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