Contracts & Grants

Salary Distribution Change Training - Rescheduled
Salary Distribution Change (SDC) training has been rescheduled for Wednesday May 18, 2016 from 10 a.m. to 11:30 a.m. in Williams Hall room 2405. To register for the training and for other information including SDC Helpful Tips, please visit: http://harvest.cals.ncsu.edu/business-operations/?p=13765.

Summer Salary Reminders
For nine month faculty receiving Summer Research salary - changes to REG 05.58.01 requires completion of the online tutorial for faculty before the faculty member receives payment for work and prior to the Friday preceding the first day of Summer Session I of that year. The tutorial must be completed on or before May 12, 2016.

Anyone that will initiate or approve additional compensation requests for faculty needs to complete the online tutorial for administrators as well as department heads as they will be approving the request. Both tutorials can be found at: https://cng.ncsu.edu/summer-salary/training-certification/.

Accounting Services

University Vendor Services - ACH Form
University vendor services will no longer be setting up vendors without ACH forms if they don’t meet 1 of the 5 following requirements: REU students, one time interview reimbursements, refund payments (type of refund must be specified), scholarship donors, one time payments to high school students (reason must be specified).

* If a vendor wants to be set up as a one time vendor, but they do not meet any of the above requirements, the vendor must send an email confirming their refusal to submit an ACH. After the one time payment is processed, the vendor will be required to submit an ACH form for future payments.

CBO Fiscal Year End Schedule
All transactions should be submitted to the CBO via ServiceNow for processing by date indicated:
- June 10th: Vouchers, Travel Reimbursements, Journal Voucher requests
- June 17th: Interdepartmental Transactions

ServiceNow Submitting Documents Update
Beginning in May, under the online document submission tab, you will be required to directly upload your JV/IDJ and Billing (IDS) requests separately without the CBO request form. Documentation previously submitted with the CBO request form can still be uploaded as an attachment. Requisition requests should be submitted using the voucher link.

We are — today — one of the most productive and respected institutions of higher learning in the world. NC State is earning this recognition because we get things done — things that matter. We have this reputation because we Think and Do.

- Dr. Randy Woodson, NCSU Chancellor
Marketplace Vendors
For your convenience Amazon is now a vendor on Marketplace. Marketplace Amazon should replace the use of a personal Amazon account.

Accounting Reminders
- Use Marketplace as your first choice for ordering
- Update Purchase Authorization (PA) with date items received
- Submit signed Pcard statements by the 10th of each month
- Submit Pcard receipts within 5 days of purchase

**Pcard purchases completed by June 10th will be charged against FY16 budgets**

Budgets & Planning

Pre-Collected Receipts Carry Forward Requests
Departments can request approval to carry over revenue that will be collected this year for workshops and other activities (and their associated costs) that will not take place until next fiscal year. All requests are contingent on their approval by University Budget Office staff who will check to ensure the revenue requested to be carried forward has actually been received for activities in the next fiscal year. Because we cannot carry forward more revenue than is requested, we recommend that revenue carry forward requests are generously estimated to ensure they adequately cover actual revenues collected.

Interested in making a request? Complete the Pre-Collected Receipts Carry Forward Request Form (located on the Documents & Forms page of the CBO website) and submit to your CALS Budget Office Consultant by May 16. Contact David Churchill or Sean Munday with any questions.

Comtech Billing Reminder
The monthly network connectivity charges (formerly billed as data and infrastructure charges) for the months of May and June will both be processed in mid-May. Please contact David Churchill with any questions.

CBO Stats

<table>
<thead>
<tr>
<th>ServiceNow Monthly Stats</th>
<th>CALS Invoices Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting Services</strong></td>
<td>6 Month Average</td>
</tr>
<tr>
<td><strong>Transactions Processed by Type</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Affected CI</strong></td>
<td><strong>6 Month</strong></td>
</tr>
<tr>
<td>JV/IDJ</td>
<td>266</td>
</tr>
<tr>
<td>PCard</td>
<td>1,491</td>
</tr>
<tr>
<td>Voucher/Invoice</td>
<td>1,355</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,113</strong></td>
</tr>
<tr>
<td><strong>6 Month Average</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Invoices Paid</strong></td>
<td>1,234</td>
</tr>
<tr>
<td><strong>% of Invoices Paid w/in 30 days</strong></td>
<td>84%</td>
</tr>
<tr>
<td><strong>% of Invoices Paid w/in 45 days</strong></td>
<td>92%</td>
</tr>
</tbody>
</table>

| **Performance Ranges**   | % Pd w/in 30 Days | % Pd w/in 45 Days |
| **Acceptable**           | 88% - 100%        | 93% - 100%        |
| **Marginal**             | 87% - 81%         | 92% - 87%         |


CBO Staff Updates
Starting May 2, Martha Wanas will transition into the role of Sr. Post Award Consultant for CALS Contracts & Grants where she will continue to provide valuable support to the CBO and CALS. Additionally, Accounting Services is happy to welcome Accounting Technician Erik Wurst to their team.

Get to know the CBO staff and stay up-to-date on any changes at: [http://harvest.cals.ncsu.edu/business-operations/about-us/meet-the-team/](http://harvest.cals.ncsu.edu/business-operations/about-us/meet-the-team/)

How are we doing? Provide your feedback about the CBO at: [go.ncsu.edu/cbofeedback](http://go.ncsu.edu/cbofeedback)