Service Expectations for ASC Accounting Specialist

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The Accounting Specialist in each ASC will be responsible for processing General Accounting/Purchasing & Contracts related transactions for faculty, staff, and students. Accounting Specialists should be familiar with the processes and procedures outlined on the websites referenced below. The more specialized skills in each service center will result in skilled staff completing all tasks, enhancing service to campus customers. It will be more efficient to implement changes with a smaller pool of specialized staff to train. The ASC model reduces training time requirements from home departments like accounting, human resources, and marketing. The university can realize enhanced service with content area experts supported by applicable department staff.

These service expectations are meant to address the most common General Accounting/Purchasing & Contracts services provided and are not meant to reflect the comprehensive services offered by the Administrative Service Centers. The service expectations reflected below are not listed in any order of priority.

General Accounting/ Purchasing & Contracts Process	Accounting Specialist Service Expectation	General Accounting/Purchasing & Contracts Expectation
Travel	https://www.unco.edu/purchasing/accounts-payable/travel-policies-and-procedures.aspx Travel authorization must be completed with appropriate signatures, ideally 3 weeks in advance for domestic travel and 4 weeks for international travel.	https://www.unco.edu/purchasing/accounts-payable/travel-

	the alignment of date of the close of the statement period and the start of the reallocation and approval period, will ensure statements are reviewed and journal entries are submitted for needed FOAP changes in accordance with the policies or procedures of General Accounting.	
Purchase Orders	https://www.unco.edu/purchasing/policies-and-procedures.aspx Purchase Orders should be submitted via Xtender prior to encumbering an expense on behalf of the university, with the necessary approvals in place. If there are terms and conditions or signatures needing review by Contracts and signature by the CFO, these will be submitted via OnBase prior to submitting the Purchase Order.	https://www.unco.edu/purchasing/policies-and-procedures.aspx Purchase orders without issues of FOAP Authority, unreviewed/unsigned contracts or proposals or other items will be entered into Banner within 72 hours or less, depending on queue balance. Purchase Requisitions which need to be routed to Foundation or Grants for approval may be delayed based on their turn around times.
Check/ACH Requests (accounts payable)	https://www.unco.edu/purchasing/accounts-payable/ Documentation should be submitted to Accounts Payable 3-5 business days after receiving a request to ensure timely payments to individuals.	https://www.unco.edu/purchasing/accounts-payable/ Once the payment request and supporting documentation are submitted to Accounts Payable, it could take 7-10 business days to produce either a check or an ACH payment. Issues with vendor set-up may extend the amount of time to produce the payment. CEJ øu'ctg'tun once a week on O qpf c{øu'cpf "ej gemu'ctg'tun every Tuesday and Friday.
Invoice with Purchase Order number	Documentation should be submitted to Accounts Payable 3-5 business days after receiving a request to ensure timely payment to vendors. PO number will be provided on the invoice as well cu"c"uki pcwtg"eqphto kpi "kuøu'qmc{"vq" pay.	After receiving an invoice, it could take 7-10 business days to produce a payment. Issues with vendor set-up may extend the amount of time to produce a payment.
Journal Entries	https://www.unco.edu/general-accounting/journal-entries/ Please follow instructions and utilize the forms provided on the website above. Journal entries should be submitted to your designated accountant via Xtender with appropriate approvals and supporting documentation.	

		requiring input and approval from various campus stakeholders may be delayed if submitted ahead of getting buy-in from campus prior to submission of the contract request.
FOAP management (fund/org requests, financial manager updates)	https://www.unco.edu/general-accounting/forms/ Complete the appropriate form and submit via Xtender to the Controller or via email to general.accouting@unco.edu.	General Accounting will process the change within 5 business days and contact you once complete. If additional information is required to complete a new fund or org this process may be delayed.
Gifts, Prizes, & Awards	https://www.unco.edu/general-accounting/gifts-prizes-awards/ Please follow guidance on the website regarding gift, prize and award recipient information forms. Forms should be submitted to the tax accountant within 5 business days via Xtender.	The tax accountant will acknowledge receipt and utilize data for IRS tax reporting purposes, when necessary.

Working Assumptions
- ‹ ASCs will be appropriately staffed and funded.
- ‹ ASC staff will receive training and have the necessary resources to complete duties within required deadlines.
- ‹ In order to be processed within the established SLA parameters, transactions must be received by the ASC within the published deadline dates and must be accurate and complete.

Terms of Agreement
- ‹ This agreement commences on [Month date, 2020] with the mutual understanding that modifications may be required over time. Any and all modifications will be made in the spirit of the original Agreement and must be reviewed by representatives of the Administrative Service Center and General Accounting/Purchasing & Contracts. A formal review of this Agreement and published modifications will occur on an annual basis prior to the start of the new fiscal year.
- ‹ Unless agreed otherwise, daily hours of operation are 8:00 am to 5:00 pm Monday-Friday with the exception of approved holidays in accordance with the University calendar. Working hours may be adjusted due to system/power outages, emergency situations, or disaster.
- ‹ Increases in workload caused by natural or man-made acts such as power outages, system unavailability or system response time may result in a temporary reduction of service level