New Finance Business Partner Orientation

Resources & Transition

September 15, 2026

The funds Brigham Young University receives from the Church appropriation, students for tuition, housing, dining, etc., donors, and research granting organizations are sacred. The use and accountability for these financial resources are an important part of our stewardship.

Equally important are the resources of our and other team members' time and energy. As we combine these resources in a consecrated effort "to assist individuals in their quest for perfection and eternal life", we will join in the journey to Become BYU, the Christ-Centered, Prophetically Directed University of Prophecy.

Table of Contents

Welcome
Business Partner Liaison
Business Partner Council & Finance Operations Group Meetings
Financial Services Website
Purchasing & Travel Website
Financial Desk Reference
FDM Model
Workday Contact and Manager
Reporting Calendar
CNA Calendar
Financial Reporting System
Procurement Systems and Processes
Budgeting Processes
Compliance Reports
Fraud Reporting
Training
BYU Home Page Resources
Policies
Acronym Dictionary
Miscellaneous

- Physical Facilities Work Orders
- Physical Count of Capital Equipment
- Audit Comments

Welcome

Welcome to financial leadership at BYU! We hope this handbook will assist you in learning your new responsibilities as a finance business partner. Please let us know if there is something we should add to help you and future business partners.

Business Partner Liaison

One of the Financial Services (central administration) directors serves as a liaison for each college and division finance business partner. Your liaison will assist you in understanding policies, procedures, internal controls, and systems implementation issues, etc. and can be a general financial councilor and "sounding board." Click here to see the liaison chart.

In addition, an accountant within the General Accounting department is assigned to each college/division finance business partner to assist with accounting and reporting questions. Click here to see the FS contact chart.

Regular meetings between the finance business partner, financial services liaison, and university accountant are important an important part of our stewardship.

Business Partner Council & Finance Operations Group Meetings

Each month, liaisons, university accountants, and college/division finance business partners meet in a council to counsel together on current issues, upcoming system and procedure changes. Additionally, Finance Operations Group meetings—which include financial employees from each area—are held every other month to review items discussed in Finance Business Partner Council meetings. An Archive of past council meeting minutes can be found on the Financial Services website, which can be a great resource due to the wide variety of topics discussed with business partners and the operations group. The meeting schedule is as follows:

- Finance Business Partner Council Meetings are held on the 2nd Wednesday of the month from 10-11:30am.
- Finance Operations Group Meetings are held on the 3rd Thursday from 2-3:30pm in January, March, May, July, September and November.
- You will be sent calendar invitations for these meetings.

There is also a finance business partner collaboration meeting attended by department/division business partners. Contact Jason Brown at Jason.brown@byu.edu or 422-7579 to get invited to these meetings.

Financial Services Website

The Financial Services website is finserve.byu.edu. The most often used area is the Financial Management section. This section contains information about the items below plus much more. We recommend that you become familiar with the website, which will answer most questions, and also contains contact information.

> **Accounting** – Journal Entries Guidance, Chart of Accounts, Asset Write-Off Procedure, Balance Sheet Reconciliation Responsibilities, Capital Assets Procedures and Practices (including capital asset retirement), Document Retention Requirements, Faculty Consolidated funds (Fund FD04) Restriction Rules, Moving Procedures, Surplus Procedures, Unclaimed Property Procedures, etc.
>
> **Budget** – Annual Resource Planning, Budget Adjustment Form, Benefit Rates, etc.

CFO & Controllership – Business Partner Org Charts, Business Partner Council and Financial Operations Group Meeting Minutes, New Business Partner Orientation Docs, Business Partner Responsibilities Summary, Financial Desk Reference, Financial Guide for Deans, etc.

Endowments & Gifts – Endowment FAQ (including definitions), Minimum Funding Levels, Payout History, Policy and timeline, Setup Forms, Gifts FAQ, and claim on cash interest rates.

Grants & Contracts – Current and Historic Benefit Rates, Current Rate Agreement, Procedures & Guidelines, Effort Reporting, Federal Research Info.

Payments – Campus payments options including Agency Accounts/Sunshine Funds, Department Campus Cards, Expense Reimbursements, Gift Cards, Student Payments Accounting Guide, and Travel Cash Advances.

Vendor payments including Foreign Payments, Independent Contractors, Petty Cash, Research Cash, and ACH and Wire Transfers, and Campus Card Application.

Payroll – Payroll Schedule, Salary & Wage Corrections/Transfers, Direct Deposit Setup, W-2 viewing and printing, W-4 Withholding form and instructions.

Receivables – Student Information including Enrollment Services, My Financial Center, Credit Reporting, FACTA Compliance, Student Payments Accounting Guide.

Tax – Certain tax topics including Family Travel, Foreign Payments, Gift Cards, Income Tax (UBIT), Independent Contractors, Meals & Hosting Procedure, Moving Procedures, Sales Tax, Social Security Tax & Wage Limits, and Year End Tax Forms.

Several Federal & State Tax Forms are included along with the 501(c)(3) Tax Exempt Letter and UT sales tax exemption certificates, along with other states' sales tax information.

Treasury – Deposit information including, Cash Controls, Transact, and Online Payment Options.

Also available is Treasury service information including Agency Accounts, Cash Funds, Cougar Cash, Department Deposit, Gift Cards, Investment Management, Merchant Services, PCI Compliance, and Wire Transfers.

Calendar – Financial calendar

Contact – Contact list by topics

Forms – Links to financial forms

Procedures – Links to financial procedures

Systems – Links to financial systems on campus

Purchasing & Travel Website

Information on the items below and much more can be found on the Purchasing & Travel website at purchasing.byu.edu. You can contact Jeff Moss (2-7009 jeffmoss@byu.edu) with questions.

Purchasing – List of Approved Caterers, Commodity/Category Assignments, Independent Contractors, Purchase Orders, Purchasing Cards, Returns, Supplier/Vendor Info, Surplus Procedures

Travel – Travel Info, Cash Advances, Per Diem, Simply Travel

Finance – Airfare Equivalency Worksheet, Fraud and Misuse of University Credit Cards, Lost or Stolen Credit Cards, Receipt Procedures, W-8/W-8BEN Forms

Surplus – IT Surplus, Surplus Procedures, Vehicles for Auction

Cell Phone – Available Phones, Plan Information, Contact Info

Systems & Training – Training links are available for Cardholders, Expense Management, Procurement, and Simply Travel

Procedures – Accountable Plan, Meals & Hosting, Surplus Procedures, Travel Procedures, University Credit Cards

Documents & Forms – Links to forms used by Purchasing & Travel

Financial Desk Reference

The Financial Desk Reference is for all financial employees but will be especially helpful to finance business partners to quickly gain an understanding of important policy and procedures.

Items covered in this document include:

Overview

- Financial Responsibilities of finance business partner & financial assistants
- General questions business partners should be asking and using to train finance operations centers and assistants
- Ethical Responsibility

Financial System

- General Ledger Transactions
- Monthly Budget/Expense Summaries and Balance Sheets
- Commitments
- Capital Equipment

- Products and Supplies Inventories
- Club & Association Accounts
- Externally Sponsored Research Agreements

Cash Receipts and Payments

- Departmental Receipts and Deposits
- Electronic Receipts and Payments
- Change Funds
- Petty Cash Funds
- Payment Requests
- Travel Authorization and Reimbursements
- Business Reimbursements
- Purchasing Cards and Campus Cards
- Miscellaneous Payments

Payroll and Human Resources

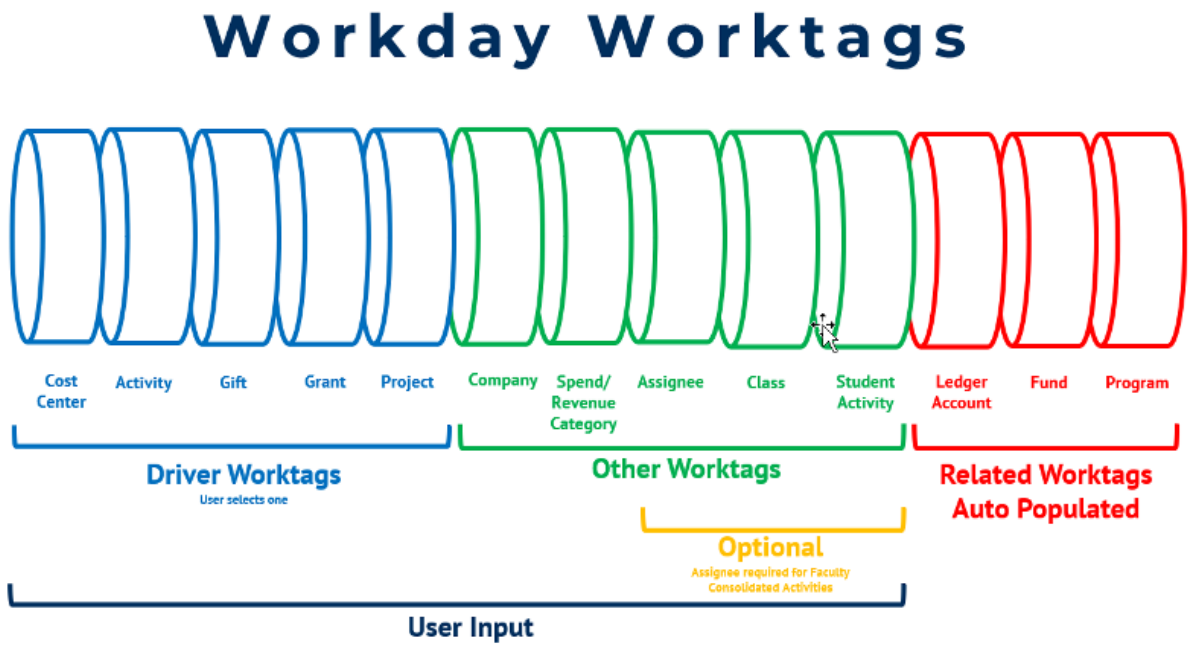
- Hourly Payroll
- Personnel Changes

Other

- Hazardous Chemicals or Hazardous Waste
- Long Distance Telephone Charges

Workday FDM Model (WILL BE UPDATED AFTER FDM MODEL ADJUSTMENT)

Click here to review a Workday article about the Financial Data Model (FDM). Other useful Workday articles and information can be found here.



- Fund codes segregate activity and balances in major groupings for external reporting (Unrestricted, Temporarily Restricted, Permanently Restricted). Individual funds beneath those categories define how funds are acquired and used (e.g. Budgeted, Auxiliary Business, Donor Restricted, Sponsored Research, etc.).
- Program worktags are a reporting attribute assigned to a Driver Worktag identifying its functional category or activity. Program codes are used by Financial Services to organize certain monthly and annual financial reports. Program codes are organized into seven major categories: Instruction and Academic Support Hierarchy, Research Hierarchy, Student Support Hierarchy, General and Administrative Hierarchy, Operation and Maintenance Hierarchy, Public Service (Aux., G&A, and Instruction Hierarchy), and Other Hierarchy. Click here for more information.
    - *Note: frequently "Driver Worktags" are referred to as Account (e.g. "What account shall I charge?") IN that context is much like asking what is your bank account number (but then the bank assigns a true accounting account number to allow coding to a GL account as well. Every transaction needs at least a Cost Center or Activity,*
    - *Driver Worktags can be set up by submitting a Workday Help case or using the bulk setup form found here.*
    - *Fund FD04 – Faculty Consolidation Accounts, allow faculty to manage funds that have been received from multiple sources in one operating unit (rules).*
- Finance Business Partners are responsible to approve worktag changes to Department, Operating Unit, Class, Manager, and Contact persons assigned to Departments and Operating Units.
- Finance Business Partners authorize and oversee the creation of journal entries originating from their college/division. Helpful information follows:
    - Journal Entry Guidance
    - Approval & Documentation
    - Journal Entry Template
- The Balance Sheet reconciliation template is located in the Accounting section of the Forms menu on the FS website.

Workday Contact and Manager

Billing processes such as Print & Mail and OIT draw contact and manager information from Workday Financials to send monthly billing information. Those roles are assigned to positions in Workday. If adjustments need to be made, submit a Workday help case.

Reporting Calendar

A reporting calendar is located at https://finserve.byu.edu/month/* which identifies key deadlines. You should also keep in mind the recurring items listed below.

Business Partner Calendar Items

Monthly

- Review published financial reports.
    - Investigate unexpected variances, deficit and unusual balances.
- Reconcile balance sheet account balances.
- Review cost centers with negative balances.
- Review and approve journal entries.
    - Ensure that all journal entries have adequate supporting documentation (journal entry backup will occasionally be requested by Financial Services and auditors)
- Review, approve and communicate any Workday driver setup or change requests to Workday Help as needed.
    - Cost Center (new requests, name/description changes, manager contact name changes, freezes and inactivates)
    - Activity (new requests, name/description changes, manager contact name changes, department tree structure/hierarchy changes, inactivates)
    - Class (new requests, name/description changes, inactivates)
- Ensure that cash and credit card deposits are journaled on a timely basis. (at least weekly)
- Ensure capital asset purchases are coded to the proper account codes.
- Notify General Accounting and Reporting (Andrew Neil/Marshall Chamberlain) of capital asset disposals or losses.
- Notify General Accounting and Reporting (Andrew Neil/Marshall Chamberlain) of requests to fabricate capital equipment.
- Submit requests to write off assets to University Accountant.
- Review salary expense accounts.
- Attend Controller Council and Group meetings.

Periodically

- Send completed end of June balance sheet account reconciliations with supporting schedules to the Financial Services Operations Group by the end of July.
    - Accounts with balances less than $10,000 do not need to be submitted but will be reviewed on a sample basis.

Annually

- Send completed 12-31-xx balance sheet account reconciliations with supporting schedules to the Financial Services Operations Center by the end of the following month.
- Review December 12XX - 2nd Close financial statements for accuracy, submit any proposed journal entries greater than $10,000 to your University Accountant.
- Ensure sale of goods and services revenue is properly classified between campus unit sales and non-campus unit sales.

- Ensure that revenue and expenses are recorded based on the accrual method of accounting - prepaid expenses, deferred revenue, accrued liabilities (i.e., rent expense, software licenses/maintenance).
- Perform a product and supplies physically inventory count (account 1300) during the months of September, October, November, or December and adjust General Ledger balance to the count total. Send completed inventory observation questionnaire to University Accountant.
- Perform annual capital equipment inventory and support the annual capital equipment self audit.
- Review Cost Centers and Activities, if no longer needed, submit a Workday Help request to Freeze/Inactivate.
- Initiate strategic resource planning in March.
- Submit any strategic resource planning docs to your vice president by May 31.
- President's Council Review (resource planning) takes place in June.
- One-time budget worksheets are due in October.
- Capital equipment requests are due in November.
- Auxiliary budget are due in December.
- Review Workday articles as needed.

CNA Calendar

- Inspections for budget year +1 begin – Beginning of October
- Inspections completed – End of December
- Deadline to create work orders requesting cost estimates for budget year – Jan 15th
- Cost estimates returned and needs for budget year entered – End of March
- Reviews with vice presidents begin – Beginning of May
- Reviews with Commissioner's Office and the Church Budget Office – Third Week of June
- Budgets finalized and submitted – First Week in August
- Final review with Commissioner's Office – First Week in October
- Final approval by the board – Second Tuesday in December
- Unless otherwise approved, 24 Months to complete Projects

(Budget year = calendar year + 1)

Financial Reporting System

New finance business partners should meet with their University Accountant to go over Workday reporting.

Procurement Systems and Processes

You will need access to most of the following systems and processes. Click on the links below for training and to access applications.

- Workday (Job aids can be found in Workday)
- Purchasing Card (vendor purchases under $3500, accounted for in Workday)
- Campus Card (Campus purchases, accounted for in Workday)

- Petty Cash and Change funds (requested from Treasury Services as needed)
- Gift Cards (requested from Treasury Services as needed)

Budgeting Processes

New Finance Business Partners should meet with Joel Christensen of the Budget Office (422-3693 or joel_christensen@byu.edu). Budget amendments and instructions are located here. Training is also available on the Training LMS.

Capital Needs Analysis (CNA)

CNA is a longstanding framework for determining the facility needs and budgets for CES Higher Education institutions, both those areas funded by church appropriations and those for self-sustaining units. Inventories of all physical facility assets are recorded in a separate fixed asset system at a detail level, such as roof, HVAC system, carpet, furniture, etc.

Physical Facilities identifies specialists in each area who are assigned to maintain, manage, and oversee financial responsibility for the specific item. The responsibility includes determining the item's life cycle, estimated replacement cost, etc. and maintenance from the time of acquisition to disposition.

Each year, inspections are done by the identified specialist and when needed, a recommendation to replace, renovate, expand, etc. is made first to the college or auxiliary leadership followed by the Commissioner of Education's Office, the Church Budget Office, and ultimately presented to the Board of Trustees for final approval.

Approved projects are tracked and managed within agreed principles and are reviewed regularly.

Compliance Reports

Compliance Reports are issued monthly and provide finance business partners a list of transactions that the central administration considers to have been done incorrectly. A financial penalty is assessed for serious errors that have regulatory exposure (Late I-9s, late contracts, late paychecks, late expense items, etc.). All identified items are provided to help the finance and HR business partners train financial and other personnel. The reports are sent to the responsible finance business partner, dean/director, and the Financial Services liaison.

Fraud Reporting

The Financial Services' vision statement is "To be trusted partners who empower wise financial decisions and stewardship of sacred resources to strengthen BYU's mission as the Christ-centered, prophetically directed university of prophecy."

One aspect of fulfilling this mission is to have effective internal controls and maintain an appropriate level of professional skepticism. BYU has a thorough Fraud Policy, with the key points outlined below.

- Fraud is the intentional use of deceit or dishonest means to deprive the university of its money, its property, or a legal right.
- All university personnel have a duty to report known or reasonable suspicions of fraud.
- The report should be made to the supervisor or to the director of the Integrity and Compliance Office.
- Investigating the potential issue will be coordinated between the BYU Office of the General Counsel, the Integrity and Compliance Office, and the Church Auditing Department.
- Business partners or others should not conduct their own investigation.
- Information regarding the potential issue will be maintained in confidence, unless 1) the person consents to disclosure, (2) maintaining confidentiality would interfere with the university's ability to investigate specific allegations and take corrective action, or (3) a governmental authority compels disclosure.
- Retaliation against an individual who has made a good faith report is strictly prohibited.

The full policy should be reviewed, and the principles periodically covered with the organization you support. The finance business partner's financial expertise, access to records, and an understanding of operations make you an important part of the university's fraud prevention and detection efforts.

Training

Workday training can be found here.

- Click on "Get Started" to view a video from President Reese.
- Click on "Resources" to view articles (step-by-step guides for Workday processes), create a case (support for Workday issues and questions), Learning (list of Workday training courses), and Testing (practice environment that's refreshed weekly)

Policies

Below is a list of policies regularly used by Financial Services. New controllers should be familiar with these policies and the implementing procedures listed in the blue box on the left side of each policy page. All university policies are found at https://policy.byu.edu/. Click the "Sign In" button at the top of the page to see all of the policies.

Policies that have Financial Services as the "Responsible Office":

- Accounts Receivable Policy
- Asset Write-Off Policy
- Budget Policy
- Business Gifts and Entertainment Policy
- Cash and Cash Equivalents Policy
- Check Cashing Policy
- Disposition of University Collections Policy
- Financial Accounting Policy
- Independent Contractors Policy
- Inventory of Products and Supplies Policy
- Meals and Hosting Policy

- Memberships, Dues, and Subscriptions Policy
- Merchant Credit Card Policy
- Moving Policy
- Payroll Policy
- Sales Tax Policy
- Tuition and Fees Policy

HR and other policies to become familiar with follow:

- Staff Hiring and Employment Policy
- Staff & Student Employee Work Schedule Break & Meal Period Policy
- Staff and Student Employee Overtime Policy
- Staff Employee Discipline Policy
- Staff Employee Grievance Policy
- Advertising, Selling, Soliciting Policy
- Appropriate Use of Information Technology Resources Policy
- Catering and Food Distribution Policy
- Compensation Policy
- Conflict of Interest Policy
- Data Use, Privacy, and Security Policy
- Employee Termination Policy
- Employee Tuition Benefit Policy
- Employee-Vendor Policy
- Fraud Policy
- Financial Conflict of Interest in Sponsored Research Policy
- Information and Records Retention Policy
- Legal Documents Policy
- Out-of-State Work Policy
- Post-retirement Employment Policy
- Purchasing Policy
- Risk Management and Safety Policy
- Student Hiring and Employment Policy
- Supplemental Compensation for Administrative Employees Policy
- Surplus Property Policy
- Travel Policy
- University Fund Raising Policy

Acronym Dictionary

We hope this list will help you understand BYU lingo. If you come across any that should be added, please let us know.

1042S – Foreign Person Tax Form

1098T – Tuition Tax Form

AP – accounts payable

AR – accounts receivable

BAC – Budget and Appropriations Committee

BISC – Bank Information Security Compliance

CBO – Church Budget Office

CES – Church Educational System

CNA – Capital Needs Analysis

COL – Collections

CUBS – Church Unit Banking System

ECSI – Third party loan processor

ERP – Enterprise resource planning

F&A – Facilities & Administrative Costs: overhead costs charged to award sponsors to cover indirect costs (i.e. electricity, laboratory space, custodial, etc.)

FACTA – Fair and Accurate Credit Transactions Act

FAR - Federal Acquisition Regulation: rules regarding Federal government procurement

FERPA – Family Educational Rights and Privacy Act

Fin Aid – Financial Aid

FRA – Financial Responsibility Agreement

FS – Financial Services

FT – full-time

FTE – Full-time equivalent

GCA – Grants & Contracts Accounting (Research Accounting)

HIPA – Health Information Privacy

IROP – Internal Record of Purchase (PDF receipt for CUBS/MME)

ITD – Information Technology Development

ITI – Information Technology Infrastructure

ITS – Information Technology Software

JE – Journal Entry

LMS – Learning Management System

LOC – Letter of Credit: given to BYU to obtain reimbursement of $ spent from various Federal Agencies

MFC – My Financial Center

MME – Money Movement Engine

NACUBO – National Association of College and University Business Officers

OCR – Off Campus Receivables

OCS – Off Campus Scholarships

OGC – Office of General Council

OIT – Office of Information Technology

OMB – US Office of Management and Budget

PCI – Payment Card Industry

PI – Principal Investigator: lead researcher on a sponsored research project

PMS – Payment Management System: used by HHS, NASA, USDA and BYU to receive funds and report to Federal Agencies

PT – part-time

RAO – BYU's Research Administration Office

SFS – Student Financial Services

SHP – Student Health Plan

SOL – Statute of Limitations

STL – Short Term Loan

UBIT – Unrelated Business Income Tax

UG – Uniform Guidance: Regulations from the US Office of Management and Budget that govern federally sponsored awards.

UI – User interface

WACUBO – Western Association of College and University Business Officers

Acronyms for Common Sponsors of Research Projects:

DED – US Dept of Defense

DOE – US Dept of Energy

DOI – US Dept of the Interior

DOJ – US Dept of Justice

DOT – US Dept of Transportation

ED – US Dept of Education

HHS – US Dept of Health and Human Services

NASA – National Aeronautical and Space Administration

NIH – National Institutes of Health

NSA – National Security Agency

NSF – National Science Foundation

USGS – US Geological Survey

USDA – US Dept of Agriculture

VA – US Dept of Veterans Affairs

Miscellaneous items

Other discussion topics to cover with your accounting contact and additional helpful links follow:

- **Physical Facilities** **Work orders and service requests** are submitted when facilities work is needed. Service requests are used only for existing items such as chair repairs or service on a broken doorknob.
- **Physical count of capital equipment** happens every 2 years (contact: General Accounting). See Physical Inventory section within Capital Equipment, Software, and Vehicle Procedures.
- **Audit comments** from the Church Auditing Department addressing financial or internal control items should be reviewed with your liaison or university accountant.