

IOWA STATE UNIVERSITY

This chart outlines **finance services** that are the responsibility of finance service delivery specialists.

| Finance and Accounting | Specialist Task/Function | Additional Considerations |
|---|---------------------------------|--|
| Prepare departmental or unit budgets | No | |
| Create budget amendment | Yes | Department may also initiate these transactions |
| Create journal entries | Yes | Department may also initiate these transactions |
| Create accounting adjustment | Yes | |
| Prepare costing allocations for future payroll funding at the direction of the local unit | Yes | |
| Create payroll accounting adjustment for posted payroll at the direction of the local unit | Yes | |
| Develop financial reports and schedule report distribution | Yes | Department may also initiate these transactions |
| Determine strategic financial direction and decision making | No | |
| Identify funding sources on various finance and HR transactions | No | |
| Request new worktags or cost centers | No | |
| Collaborate with HR on workforce planning | No | |
| Upload internal billing files into Workday and provide support with troubleshooting errors | Yes | |
| Ensures expenditures charged to all university accounts contain a suitable business purpose and are both allowable and appropriate in accordance with university policy and procedure | Yes | The responsibility for providing a suitable business purpose resides with all faculty, staff and students. |
| Submit internal billing files to finance delivery and resolve errors with 3rd Party system inputs | No | |
| Review transactions for adherence to departmental policies and availability of funds | No | |
| Petty Cash custodian: obtain from treasurers office, control cash in locked safe location and document all expenses from the petty cash | No | |
| Submit task to request petty cash and process journal to reconcile petty cash | Yes | |
| Record cash deposits in Workday | Yes | Department may also initiate these transactions |

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| Procurement and Expenses | Specialist Task/Function | Additional Considerations |
|---|--------------------------|--|
| Initiate requisitions: cyBUY, Central Stores, Chemistry Stores, and non-cyBUY and other external orders | Yes | Employee as self or department may also initiate these transactions |
| Add Worktags at the direction of the local unit | Yes | |
| Ensures expenditures charged to all university accounts contain a suitable business purpose and are both allowable and appropriate in accordance with university policy and procedure | Yes | The responsibility for providing a suitable business purpose resides with all faculty, staff and students. |
| Physically receive goods | No | |
| Return items to suppliers, if necessary | No | |
| Approve supplier contracts or supplier contract amendments | No | |
| Create supplier invoices | Yes | |
| Confirm goods received for cyBUY purchases over \$1,000 | Yes | |
| Create non-employee spend authorization and advances | Yes | |
| Pay internship stipends | Yes | |
| Add and update suppliers | No | |
| Create ad hoc payments (<\$100 Research Participant and other tax exempt payments) | Yes | |
| Initiate P-Card purchases | Yes | Employee as self or department may also initiate these transactions |
| Verify P-Card purchases | Yes | Employee as self may also verify these transactions |
| Create spend authorizations (including cash advances as applicable) | Yes | Employee as self or department may also initiate these transactions |
| Book individual employee's travel | Yes | Employee may also book travel |
| Process expense reports, including relevant Travel & Hospitality card transactions | Yes | Employee as self or department may also initiate these transactions |

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| Grants Accounting (Post Award) | Specialist Task/Function | Additional Considerations |
|---|--------------------------|--|
| Performs report submission for individual sponsor requirements such as Research.gov, RePORTER, etc. | No | |
| Reviews transactions and award actions to ensure consistent with sponsor terms and conditions, Uniform Guidance, A-21, and ISU costing policy. | Yes | |
| Notifies PI of overspent awards and, at direction of PI/CCM, coordinates cost transfers to balance award. | Yes | |
| Notifies PI of awards ending in 90 days, reviews In Progress Transactions Dashboard to resolve pending transactions. | Yes | |
| Document cost share expenditures via the cost share worktag in Workday and via cost share tracking worksheets. Provides reporting summaries. | Yes | |
| Identify source worktag for and expenditures related to cost share on awards. | No | |
| Ensures expenditures charged to all university accounts contain a suitable business purpose and are both allowable and appropriate in accordance with university policy and procedure | Yes | The responsibility for providing a suitable business purpose resides with all faculty, staff and students. |
| Processes effort certifications and makes efforts adjustments as directed by department. | Yes | |
| Verify effort for employees or hourly students. | No | |
| Review transactions to ensure expenses are allowable, allocable, necessary, and reasonable | Yes | |
| Provides financial information on requests for post award actions (No cost extension, PI changes, rebudget requests, sponsor reports, USDA NIFA REEport) | Yes | |
| Prepares and submits requests for post award actions including Advanced Grant Worktag Request, Multiple Secondary Award Line Reconciliation, No-Cost Extension Request, NSF Salary Rebudget Request, Rebudget Request and Secondary Award Line. | Yes | Department may also initiate these transactions |
| Prepares and submits requests for post award actions including NIH RPPR certification, PI Departure Questionnaire and Subrecipient Request. | No | |
| Identify appropriate personnel to be allocated to the award | No | |

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