Business Manager Meeting
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FIN Best Practices
Employee success depends on the commitment of the supervisor/manager

Training plan is critical to employee success

Managers should lead by example

Building a Team
Departmental outreach strategy to meet and connect with faculty/staff

Increase interest in emails by using clear, concise summaries of most important information

Open door policy establishes trust and promotes welcoming work environment
Review transactions, verify for accuracy and completeness – no gaps in information, supporting documentation should tell the whole story

Never approve without a firm understanding of the transaction

Prioritize approvals – impacts: Payroll, I-9 compliance, supplier discounts, expense reimbursements, grant billings, and ledgers

Respond timely to e-mails
FIN Best Practices – Ledger Reconciliation

1. Implement a reconciliation process
2. Run reports on a regular basis to promptly identify discrepancies
3. Monitor tentative transactions
4. Collaborate across departments and/or other campuses for share accounts
FIN Best Practices – Resources

- Run reports on a regular basis
- Workday finance job aids
- Newsletters – Finance & Administration, Accounting Services, Procurement
- Departmental internal documents – Checklists, Cheat sheets, FAQ summaries
“If you have knowledge, let others light their candles in it”
- Unknown