



# Business Manager Meeting





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# FIN Best Practices

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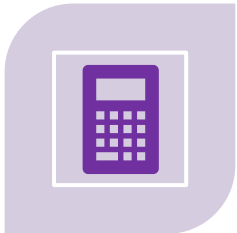
**ONBOARDING &  
TRAININGS**



**COMMUNICATION**



**REVIEW &  
APPROVE**



**LEDGER  
RECONCILIATION**



**RESOURCES**

# FIN Best Practices – Onboarding & Trainings



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

# FIN Best Practices – Communication



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

# FIN Best Practices – Review & Approve



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



Implement a reconciliation process



Run reports on a regular basis to promptly identify discrepancies



Monitor tentative transactions



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



# FIN Best Practices

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**“If you have knowledge, let  
others light their candles in it”**

**- Unknown**