

Finance Updates

DASA Directors Meeting 11/15/17

Shared Responsibilities

The DASA finance team currently has in place a shared responsibility model for provision of business services in which we partner with DASA departments to conduct the business of the division.

The list below outlines responsibilities that DASA departments are generally expected to perform. Our team is happy to work with your units to ensure that all staff members are appropriately trained and equipped to perform these duties.

System-Related Duties (requires system access and training):

- Enter Marketplace Orders
- Enter Small Purchase Vouchers (Invoices)
- Reconcile P-Card Transactions
- Route P-Card Statements
- Run and Review WRS Reports
- Reconcile and Certify Monthly Financials

Submit Documentation / Paperwork (if applicable):

- Biweekly (Student Temporary) Payroll Requests / Paperwork (Hire and Change Forms)
- Contracts for Review by Purchasing
- Large Purchase Requisition Requests / Documentation
- Journal Voucher (JV) Requests / Documentation
- Interdepartmental Transaction (IDT) Requests / Documentation
- Approved Rates and Charges
- Departmental Deposits

Special Cases:

- Upload P-Card Receipts (in most cases, should be done by the p-card holder)
- Travel Authorizations (in most cases, should be done by the traveler)
- Travel Reimbursements (in most cases, should be done by the traveler)
- Request E-Store / Review E-Store Reports and Transactions

DASA Finance Website: finance.dasa.ncsu.edu

A valuable tool providing information on resources, policies, procedures, training, etc.

DASA Business Support Staff Holiday Party: Tuesday 12/12/17