FRANsys

Gatton College of
Business and Economics

FRANsys

What is it?

- Financial Reporting and Numeric System
- Financial Database for workflow and tracking of expenses
- Helping the College reduce paper use
- Reporting features

Roles

- **Submitter**: the person in each unit who determines how to charge
- **Editor**: the person in the business office who verifies funding and supporting documentation
- **Approver**: unit Director approves or requests revisions

Receipts

- Receipt must be itemized – should include date and vendor name
- Each receipt should be submitted separately
- Tip can be handwritten on the receipt if it is not included in the total
- Should not include sales tax
- Should be entered into FRANsys **weekly**

Website

https://gatton.inet.uky.edu/

When prompted, enter your link blue id and password to login.

GATTON INTRANET HOME

- INTRANET DIRECTORY TOOLS
- MY INTERNAL DIRECTORY INFORMATION
- VISITOR TOOLS
- REQUEST RECORDING IN CLASSROOM (ECHO360)
- DATA ANALYTICS REQUESTS
- DUPLICATING REQUESTS
- PARKING PASS REQUESTS
- CHECKIN TOOLS
- PAYMENT PORTAL
- COURSE SCHEDULING TOOLS
- EXPENDITURE AND TRAVEL TOOLS (FRANSYS)
- MARKETING AND COMMUNICATIONS REQUEST FORM

View the Gatton RESTART Plan

Gatton Email Distribution Lists

FACULTY LISTS	GRADUATE STUDENTS LISTS	STAFF LISTS
All Faculty	All Graduate Students	All Staff
Accountancy Faculty Only	Accountancy Graduate Students Only	One Year MBA Students
Economics Faculty Only	Economics Graduate Students Only	
Finance Faculty Only	Finance Graduate Students Only	
Management Faculty Only	Management Graduate Students Only	
Marketing Faculty Only	Marketing Graduate Students Only	

Expenditure Tool

EXPENDITURE TOOLS ▶

BUDGET TOOLS

REPORTING TOOLS

TRAVEL TOOLS

APPROVE SUBMITTED EXPENDITURES

View Activity

UPGRADE ALLOCATIONS TOOL

Cost Centers Used With No Allocations

SEARCH

Use the form below to search on a specific Expense ID or Document ID OR on a portion of an ID number.

Enter Search Number: [ ] Go

Use the form below to search on a specific expense amounts.

Minimum Amount: $ [ ] **Maxium Amount:** $ [ ] Go

Use the form below to search by vendor name (will only search documents).

Enter Partial or Full Vendor Name: [ ] Go

ADMINISTRATIVE LINKS

Manually Enter Month End Charges

View Pending Activity - All Units

Manage Cost Centers

Manage GL Codes

Manage Default Approvers and Editors | Manage Approver Exceptions | Manage Editor Exceptions

View Approvers By Member

Manage Proxy Submitters

Manage FRANsys Administrators

EMPLOYEE LINKS

Enter a New Expense

View Previous Submissions

Enter a New Expense

EXPENDITURE TOOLS ▶

BUDGET TOOLS

REPORTING TOOLS

TRAVEL TOOLS

Application".

RECEIPT INFORMATION

Who made the Procard purchase? *

Henderson, Amanda

NOTE: The "OTHER" option above has been removed. If you need to submit on behalf of another Gatton member, please contact Daniel Wilmot before submitting. If you need to submit on behalf of someone outside Gatton/UK, please submit under your name and enter information in the notes about who the expense is for.

What type of transaction is this? *

Procard (NOT Travel Related)

Select the Business Purpose For This Expenditure: *

Research

Select the Allocation: *

PNC Professorship (1215354370 - PNC PROFESSOR)

Select the Expense: *

Dues & Memberships

Please provide any information you can about how the expense should be divided and between which accounts in the **Additional Information** text box below.

Receipt/Invoice Date? *

03/29/2021

Please enter the amount of the Expense or the total Reimbursement you are requesting: *

$250.

Please enter any additional information regarding this Expense or Reimbursement:

Purchase membership to learn about research developments in the field of Finance.

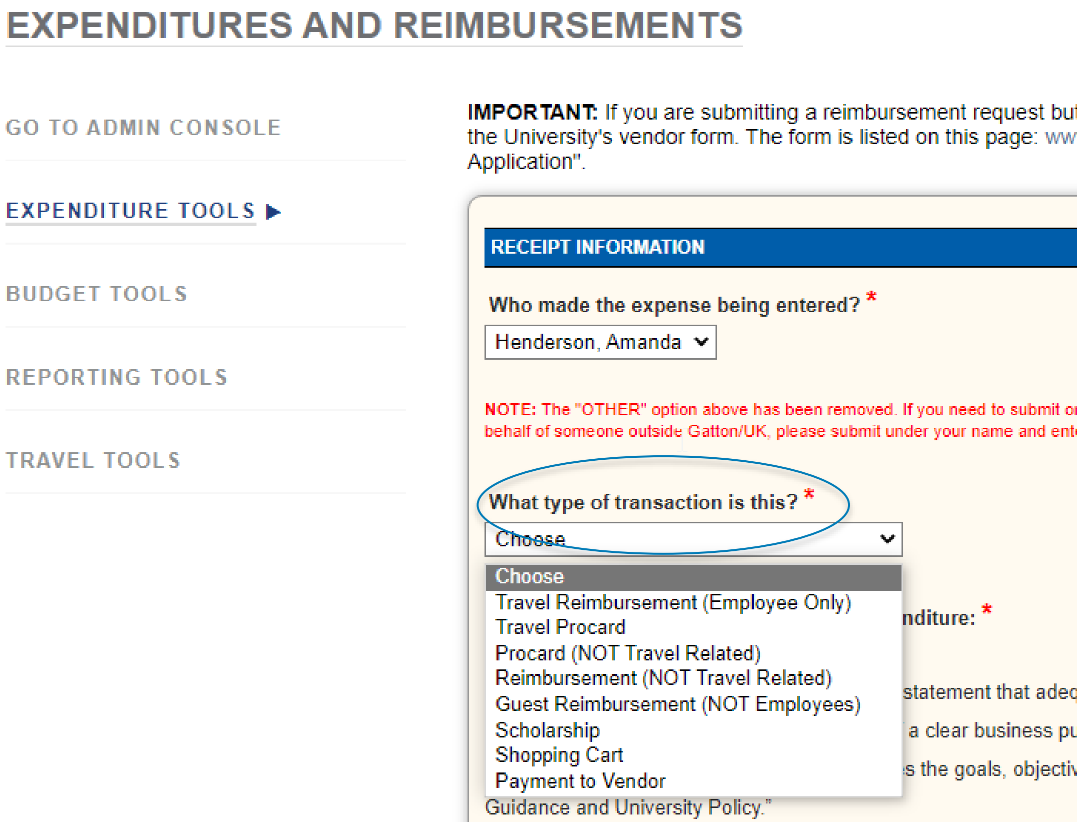
UPLOAD DOCUMENTS

NOTE: For travel reimbursements, you may upload multiple receipts per submission. For all other transaction types, you may only upload one receipt per submission. Please do not use the Additional Attachment(s) field for receipts.

Upload Receipt(s) or Invoice: * Choose File No file chosen

(.JPEG, .JPG, .GIF, .PNG, .DOC, .DOCX, .PDF)

What type of transaction is this?

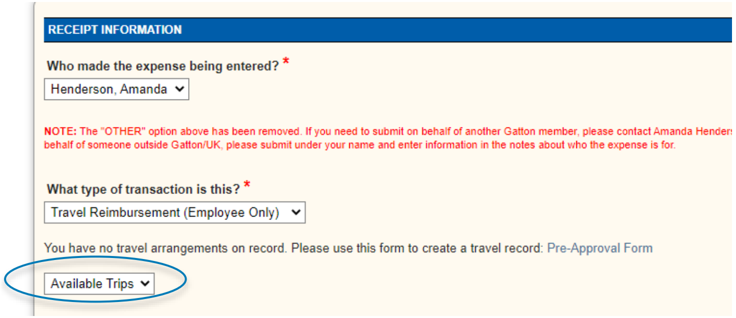


What type of transaction is this?

- Travel Reimbursement – To be reimbursed of travel expenses from personal funds when trip concludes. Could include per diems and mileage with supervisor approval.
- Travel Procard – Use of the procard when related to any travel trip.
- Procard – For use of expenses that are not related to travel, less than $5,000. Examples include advertising, awards, books, supplies, catering off campus (must be on approved catering list), memberships, dues, event tickets for students, exhibit fees, guest expenses. See quickrefguide.pdf (uky.edu) for more.
- Reimbursement – To be reimbursed of business expenses from personal funds. It is not recommended to use personal funds for University expenses.
- Guest Reimbursement – Used for recruiting expenses for prospective employees.
- Scholarship – Used when a SAG form needs to be completed.
- Shopping Cart – Used for larger dollar items that require a contract. Business Office staff will determine if a shopping cart is needed after entry into FRANsys.
- Payment to Vendor – Used to pay vendors from outside the University.

Type of Transaction

- Depending on what type of transaction you select, other boxes may populate.
  - Travel Reimbursement populates the Available Trips box.
  - Any of the trips you have submitted a pre-approval for will be in the drop-down box.
  - Choose the appropriate trip for reimbursement.


RECEIPT INFORMATION

Who made the expense being entered? *

Henderson, Amanda

NOTE: The "OTHER" option above has been removed. If you need to submit on behalf of another Gatton member, please contact Amanda Hender
behalf of someone outside Gatton/UK, please submit under your name and enter information in the notes about who the expense is for.

What type of transaction is this? *

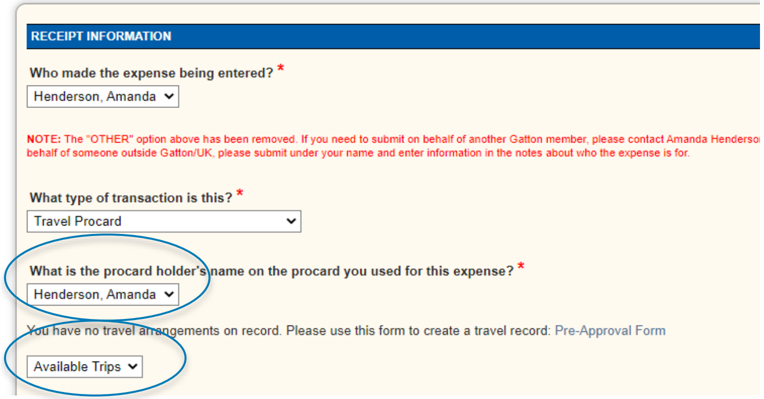
Travel Reimbursement (Employee Only)

You have no travel arrangements on record. Please use this form to create a travel record: Pre-Approval Form

Available Trips

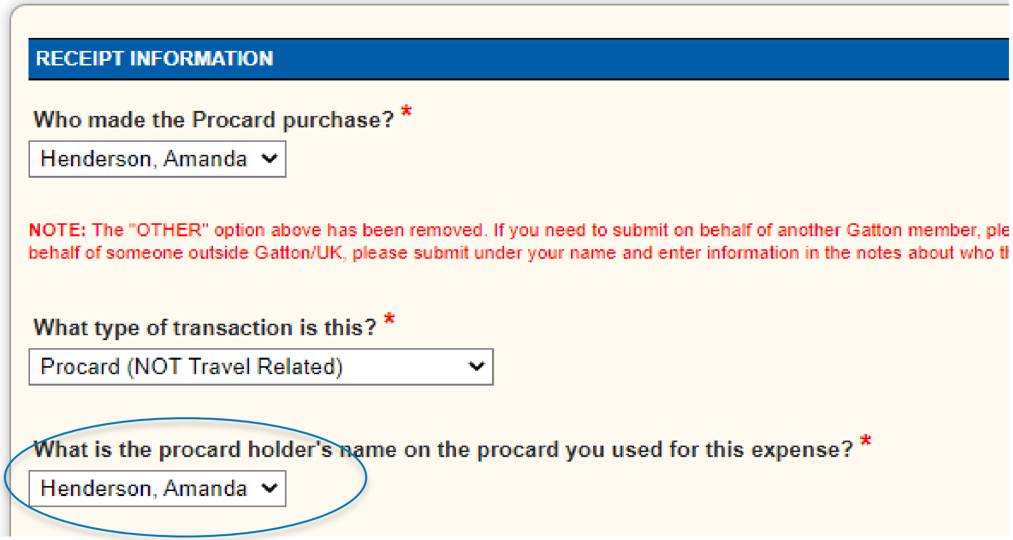
Type of Transaction

- Depending on what type of transaction you select, other boxes may populate.
  - Travel Procard populates the Procard holder's box and the Available Trips box.
  - Please select whose procard you used for this expense.
  - Any of the trips you have submitted a pre-approval for will be in the Available Trips box.
  - Choose the appropriate trip for the expense.



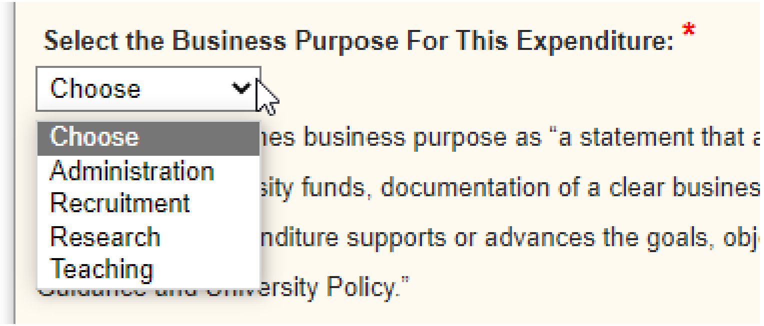
Type of Transaction

- Depending on what type of transaction you select, other boxes may populate.
  - Procard populates the Procard holder's box
  - Please select whose procard you used for this expense.



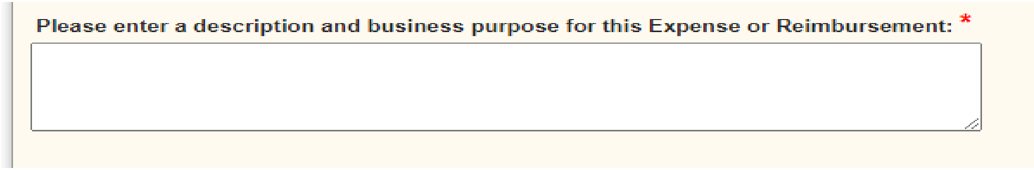
Business Purpose

- Select the appropriate business purpose for this expense.



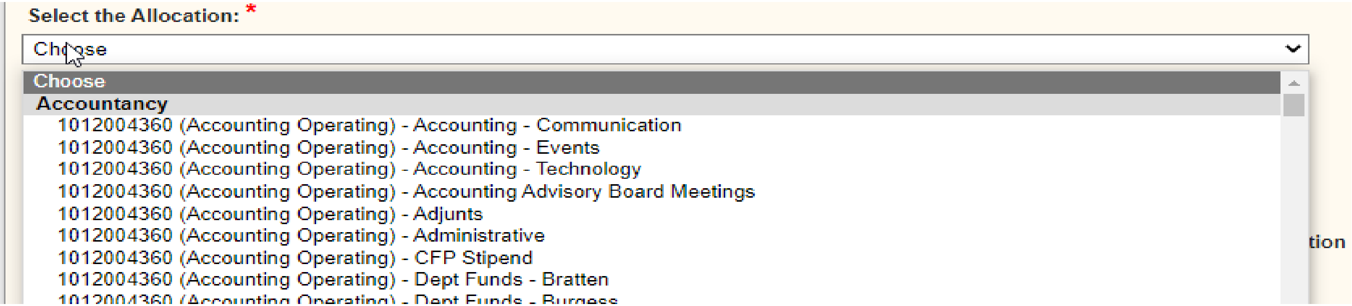
Business Purpose

- Enter in the text box the detailed business purpose and reasoning for this expense.
  - Use the 5 W's.
    - Who: The documentation must note specifically who the expense is for.
    - What: The University needs to know what type of event or activity occurred, or what was purchased. All receipts or invoices must be itemized.
    - Where: Document where the business activity took place.
    - When: Document when an event occurred.
    - Why: Most importantly, substantiate why the expenses are reasonable and appropriate for the university. The "Why" should include the primary reason for the expense.


Please enter a description and business purpose for this Expense or Reimbursement: *

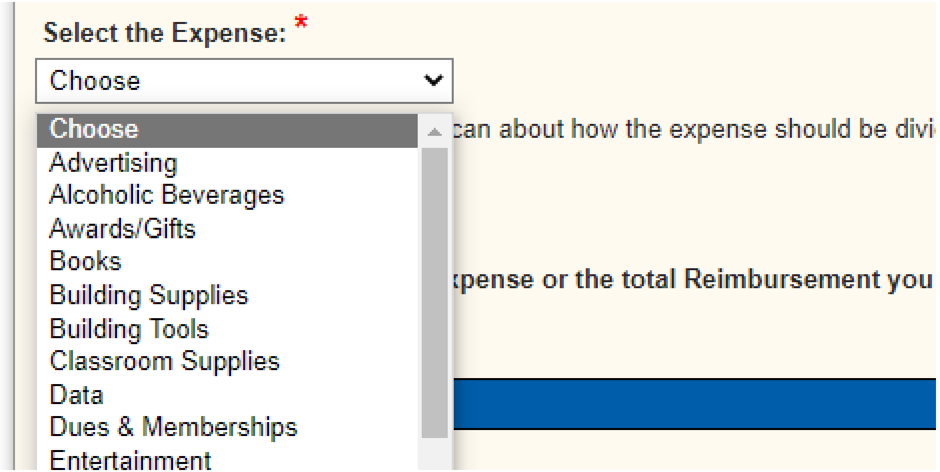
Select the Allocation

- Choose the appropriate allocation and cost center for your expense.
- If you do not know what to select, please ask your chair or your business contact.
- You will only have access to certain allocations.
- If you do not have access to an allocation, enter the details in the business purpose text box.



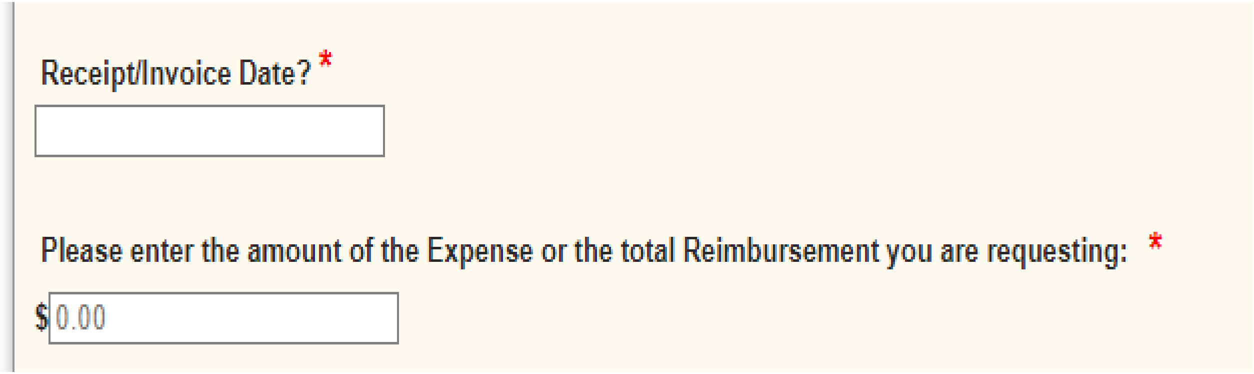
Select the Expense

- Choose the appropriate expense.



Date and Amount

- Enter the receipt/invoice date.
- Enter the amount of the expense or reimbursement.



Upload Documents

- Upload your receipts or invoice.
  - Choose File and Select your file to upload.
- Additional Attachments
  - Any additional documentation can be uploaded here.
  - Choose File and Select your file to upload.
- Certain expenses require specific documentation
  - Any food for business or lunch meetings needs to include a guest list and an agenda
  - Any events need to have a guest list and flier.
  - Payments to Students
    - Include Student's Name
    - Student ID number
    - Mailing Address

Concur

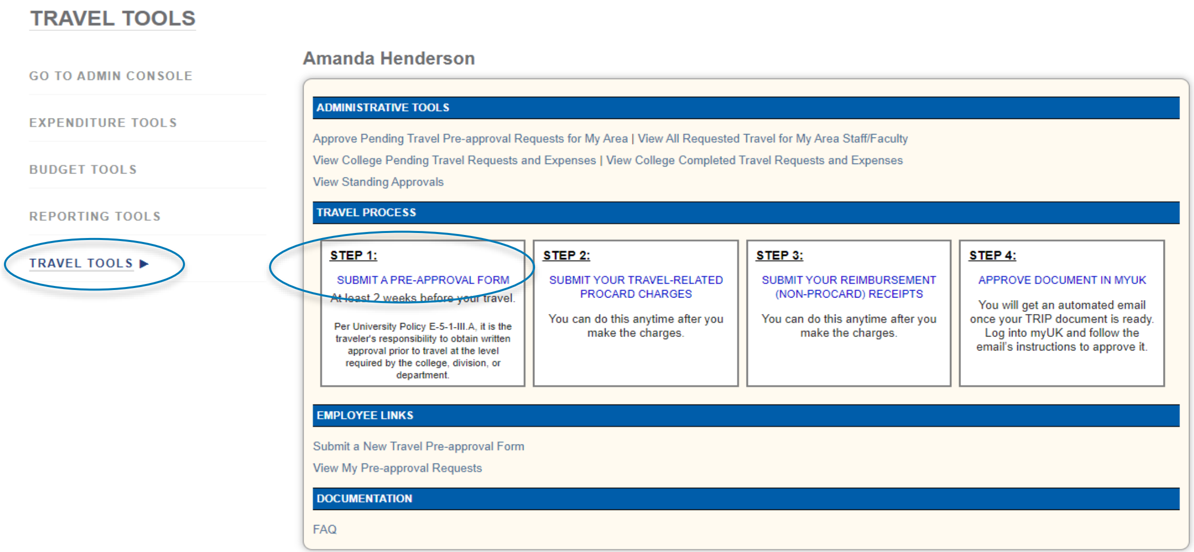
- For Procard Transactions you do not build your own report in Concur.
- Please make sure you complete your user profile settings in Concur.
- Please make sure you have added the business office staff as delegates in Concur.
  - How to Add Delegate for Concur
- Your financial specialist will pull your transactions from FRANsys and build the report.
- You will be notified when it is ready to submit.
- Please review the report. Ask your financial specialist if you have any questions. Then submit the report for approval.

Travel

Gatton College of
Business and Economics

Travel Tools

- All trips must be submitted through the Pre-Approval Form



Travel Pre-Approval Form

- Complete the travel pre-approval form before each trip and before any purchases are made.

Travel PreApproval Form

PRE-APPROVAL IS REQUIRED BY THE UNIVERSITY FOR ALL TRAVEL. Please fill out all information below. Do NOT combine multiple trips in one submission. * indicates the field is required.

TRAVEL DETAILS

Who is traveling? * Henderson, Amanda

NOTICE: THE UNIVERSITY HAS CURRENTLY SUSPENDED ALL INTERNATIONAL TRAVEL UNLESS APPROVED BY THE INTERNATIONAL CENTER'S RISK ANALYST – APPROVAL IS REQUIRED.

Will this trip be to an international destination? * Choose NOTE: US Territories should be marked as international (e.g., Puerto Rico, Guam, Virgin Islands, etc.).

What is the Name of the destination City|State|Country? *

NOTE: DATES ENTERED BELOW DO NOT NEED TO EXACT. IF YOU DO NOT KNOW THE EXACT DATES, PLEASE ESTIMATE.

Departure Date: * Return Date: *

Will you be adding personal travel on to the beginning or end of this trip? * Choose

What funding source do you propose be used to pay for this trip? * Choose

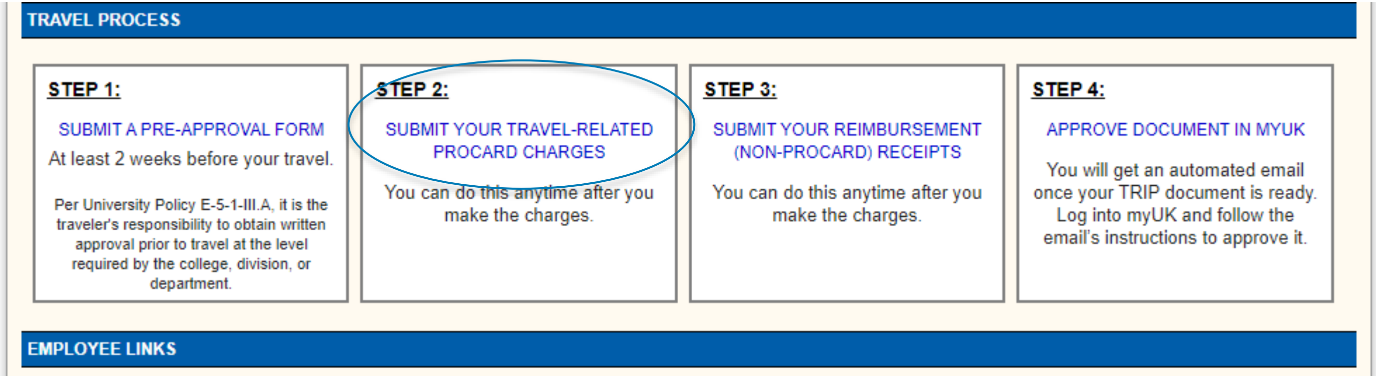
Estimated cost for this trip: $ (If you do not have an estimated cost, please leave this blank.)

Please list the purpose of the travel and any additional information: *

PLEASE NOTE THE FOLLOWING INFORMATION:

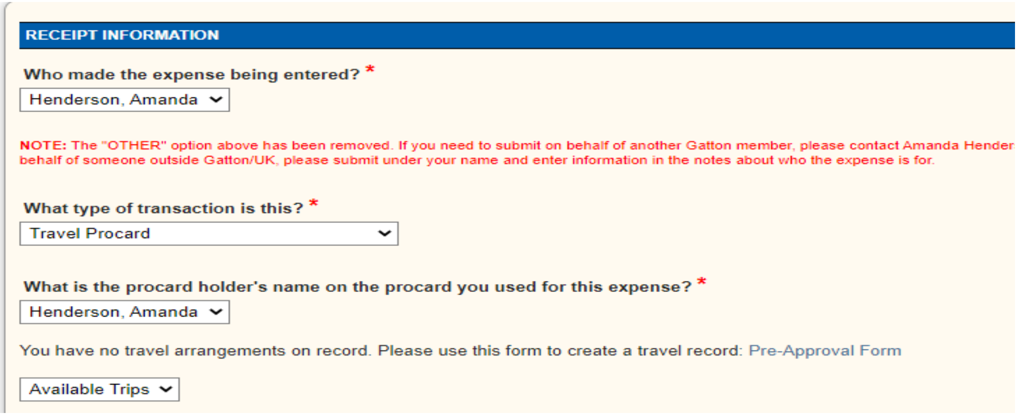
Travel Related Procard Charges

- After your trip is approved, you can begin making charges.
- Any travel related procard charges can be submitted in Step 2.



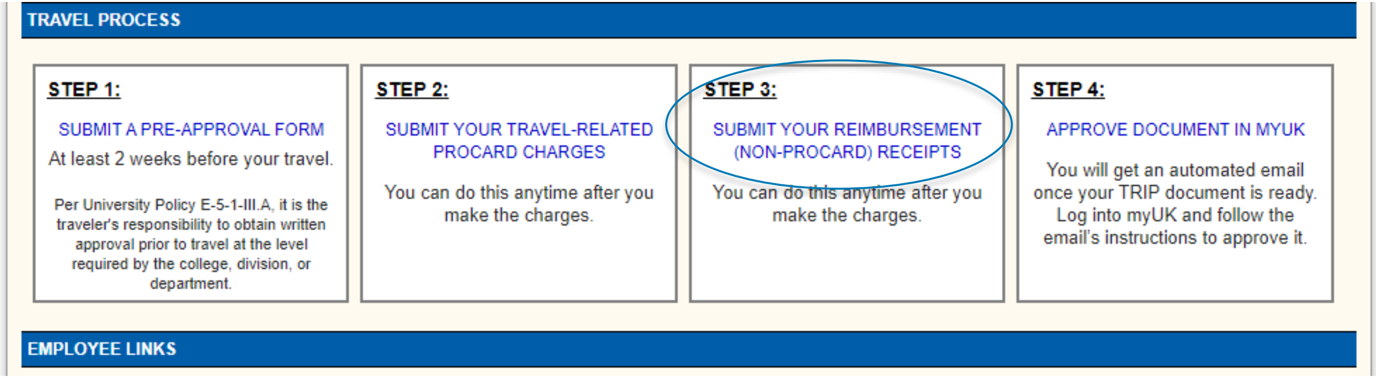
Travel Related Procard Charges

- This will take you to the expenditure tools.
- Type of transaction is Travel Procard.
- Select the procard holder’s name.
- Select the trip this expense applies to.
- Complete the rest of the expenditure information.



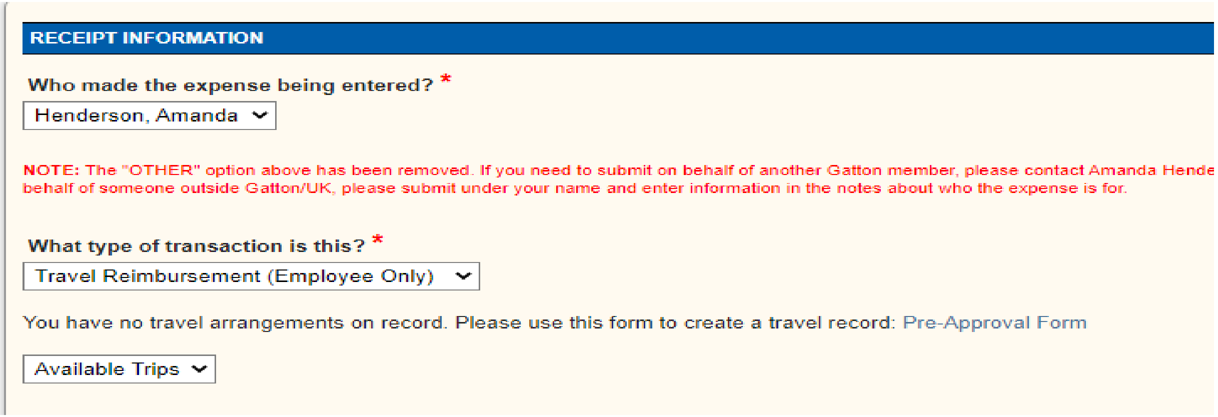
Travel Related Reimbursements

- After your trip has occurred, you can submit any receipts you paid for out of pocket.
- Any travel-related reimbursements can be submitted in Step 3.



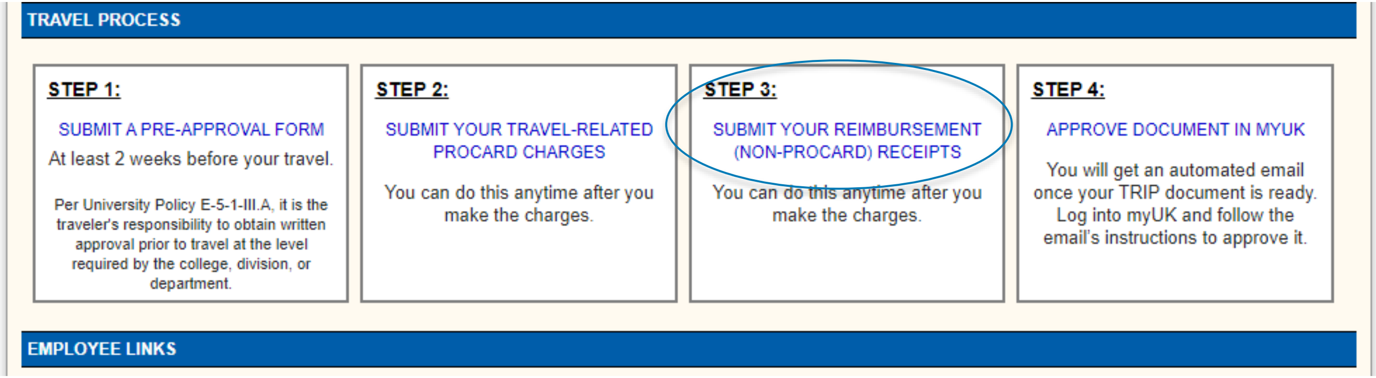
Travel Related Reimbursements

- This will take you to the expenditure tools.
- Type of transaction is Travel Reimbursement.
- Select the trip this expense applies to.
- Complete the rest of the expenditure information.



Travel Related Reimbursements

- Step 3 will also be used to submit any documentation about the trip such as a conference agenda.
- Also, any per diems that you need.



Travel Related Reimbursements

- This will take you to the expenditure tools.
- Type of transaction is Travel Reimbursement.
- Select the trip this expense applies to.
- Complete the rest of the expenditure information.
- In the description text box, include any meals that were provided.
- Please be sure to upload any conference agendas or event information.

Concur

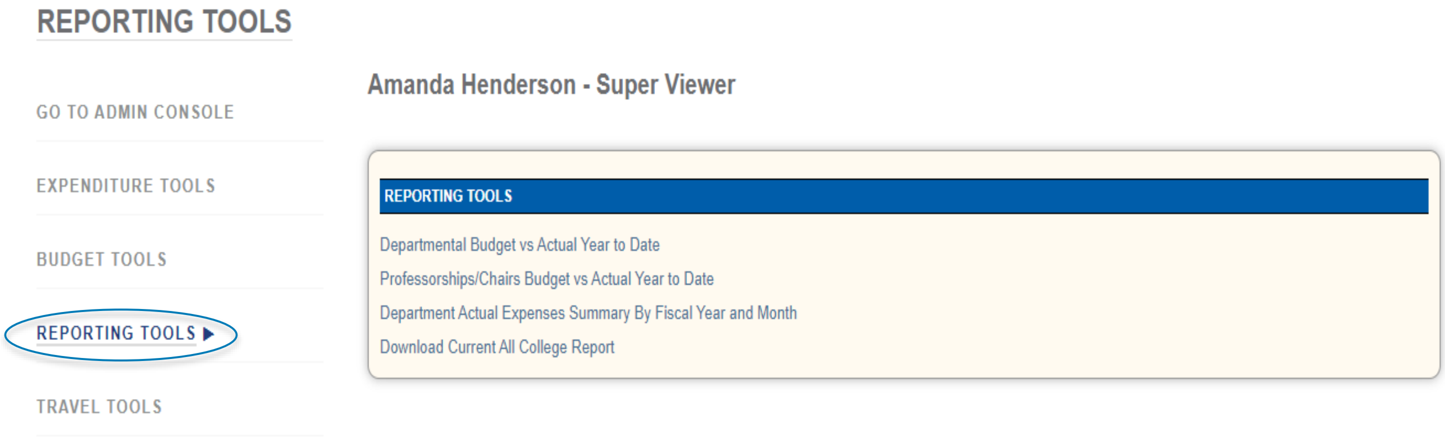
- For any travel, you do not build your own report in Concur.
- Please make sure you complete your user profile settings in Concur.
- Please make sure you have added the business office staff as delegates in Concur.
  - How to Add Delegate for Concur
- Your financial specialist will pull your transactions from FRANsys and build the report.
- You will be notified when it is ready to submit.
- Please review the report. Ask your financial specialist if you have any questions. Then submit the report for approval.

Reporting Tools

Gatton College of
Business and Economics

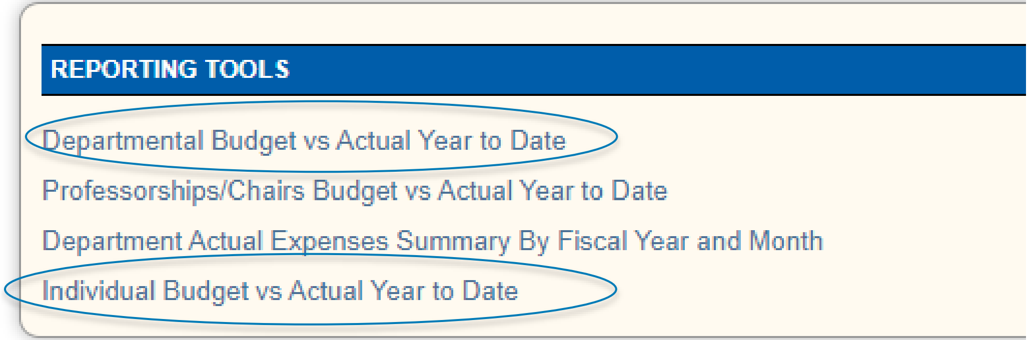
Reporting Tools

- View your budget and year to date expenses for allocations you have access to.



Reporting Tools

- Not everyone will have the same access.
- Departmental Budget vs Actual Year to Date is for chairs, department admins, or directors.
- Individual Budget vs Actual Year to Date is only for allocations assigned to you.



Departmental Budget vs Actual Year to Date

- If you have access to more than one department, then choose your department. If not, then your department will automatically appear.
- You can change the fiscal year to look at prior years.

Budget Vs. Actual Year To Date - Dean's Office

CHOOSE DEPARTMENT, FISCAL YEAR Dean's Office | 23/24 | View Budget vs Actual

FINANCIAL NOTES: Expenses which have been submitted to FRANsys but not yet edited will not show up in the report. Payroll expenses will be posted during the Business Office month end close process, occurring near the 15th of the month following the expense.

FUNCTIONALITY NOTES: Click on the Cost Center number to expand to see Allocations within that Cost Center. Click on the Allocation Name to expand to see all Expenses for that Allocation. Hover over the amount used to view the description of the expense. Click View Document to view the document containing the expense. Use the toggle function to open and close all Allocations or Expenses under Allocations.

TOGGLE ALLOCATIONS | TOGGLE EXPENSES FOR OPEN COST CENTERS

COST CENTER	COST CENTER NAME	ALLOCATION	DATE	EMPLOYEE FOR	GL	EXPENSE	ANNUAL BUDGET	ACTUAL	DIFFERENCE
1012004310	ADMN B&E						$20,003.00	$12,929.58	$7,073.42
1012156450	FINANCIAL PLANNING CERTIFICATE						$0.00	$0.00	$0.00
1012160270	GATTON DEI						$17,000.00	$0.00	$17,000.00
1013170060	B&E - START-UP POOL						$53,687.31	$12,348.29	$41,339.02
1013171945	B&E UNDERGRADUATE RESEARCH						$13,107.87	$0.00	$13,107.87
1013172120	ENRICHMENT B&E						$1,628.87	$0.00	$1,628.87
1013172730	B&E - RESEARCH ACTIVITY AWARD						$38,333.33	$0.00	$38,333.33
1013175340	RESEARCH & CREATIVITY B&E						$24,172.47	$10,824.44	$13,348.03
1013202110	EDUCATION ABROAD-BUSINESS & ECON						$0.00	$0.00	$0.00
1215322800	DEAN'S DISCRETIONARY						$7,756.00	$123.25	$7,632.75
1215353490	DSIS FACULTY DEVELOP						$1.00	$0.00	$1.00
1215354090	B AND E M.I.S. CTR						$1.00	$0.00	$1.00
1215374270	GATTON RESEARCH						$56,409.81	$15,280.29	$41,129.52
1215387530	HAYWOOD STAFF						$0.00	$0.00	$0.00
1215394590	BB&T RESEARCH						$71,990.40	$8,199.40	$63,791.00
1215507680	CAPITALISM RESEARCH						$41,156.63	$1,688.75	$39,467.88
1215999240	GATTON DEI DISCRETIONARY						$1.00	$0.00	$1.00

Individual Budget vs Actual Year to Date

- Will show all allocations assigned to you.
- You can change the fiscal year to look at prior years.

Budget Vs. Actual Year To Date - All Allocations w/ Access

CHOOSE FISCAL YEAR 23/24 [View Budget vs Actual]

FINANCIAL NOTES: Expenses which have been submitted to FRANsys but not yet edited will not show up in the report. Payroll expenses will be posted during the Business Office month end close process, occurring near the 15th of the month following the expense.

FUNCTIONALITY NOTES: Click on the Cost Center number to expand to see Allocations within that Cost Center. Click on the Allocation Name to expand to see all Expenses for that Allocation. Hover over the amount used to view the description of the expense. Click View Document to view the document containing the expense. Use the toggle function to open and close all Allocations or Expenses under Allocations.

[TOGGLE ALLOCATIONS] [TOGGLE EXPENSES FOR OPEN COST CENTERS]

COST CENTER	COST CENTER NAME	ALLOCATION	DATE	EMPLOYEE FOR	GL	EXPENSE	ANNUAL BUDGET	ACTUAL	DIFFERENCE
1012004310	ADMN B&E						$1.00	$0.00	$1.00

Budget vs Actual Year to Date

- Click on cost center to open allocations.

COST CENTER	COST CENTER NAME	ALLOCATION	DATE	EMPLOYEE FOR	GL	EXPENSE	ANNUAL BUDGET	ACTUAL	DIFFERENCE
1012004310	ADMN B&E						$20,003.00	$12,929.58	$7,073.42
		Cell Phones					$0.00	$139.50	$-139.50
		Dean's Advisory Council Board Meetings					$0.00	$0.00	$0.00

- Click on allocation to see all the expenses posted to that allocation.

COST CENTER	COST CENTER NAME	ALLOCATION	DATE	EMPLOYEE FOR	GL	EXPENSE	ANNUAL BUDGET	ACTUAL	DIFFERENCE
1012004310	ADMN B&E						$20,003.00	$12,929.58	$7,073.42
		Cell Phones					$0.00	$139.50	$-139.50
			07/31/2023		530530,5	Cell Phones		$139.50	VIEW DOCUMENT

Budget vs Actual Year to Date

- Click on View Document to see the entry in FRANsys.

COST CENTER	COST CENTER NAME	ALLOCATION	DATE	EMPLOYEE FOR	GL	EXPENSE	ANNUAL BUDGET	ACTUAL	DIFFERENCE
1012004310	ADMN B&E						$20,003.00	$12,929.58	$7,073.42
		Cell Phones					$0.00	$139.50	$-139.50
			07/31/2023		530530,5	Cell Phones		$139.50	VIEW DOCUMENT

Document Information

DOCUMENT INFORMATION FOR DOCMENT ID - DOC21873 || STATUS - SUBMITTED AND APPROVED

Transaction Type:	Total Amount:	Uploaded Documents:	Document Date:	Vendor Name:
Month End Charge	139.50	No Upload	07/31/2023	Month End Charge

Return to Pending List | Delete Document | ReOpen Document | I'm Done - Submit for Approval

ORIGINAL EXPENSE INFORMATION: SUMMARY DOCUMENT

ID	ENTRY DATE	SUBMITTED BY	EMPLOYEE FOR	AMOUNT	SUGGESTED ALLOCATION (ACCOUNT)	PURPOSE
EXP			See Additional Info	$0.00	()	

ADDITIONAL INFO

ITEMS ON THIS DOCUMENT

FISCAL YEAR	ITEM ID	AMOUNT	ACCOUNT	UNIT ALLOCATION	EMPLOYEE FOR	DEPARTMENT	APPROVER	STATUS	ACTION
23/24	31595	$139.50	1012004310	Cell Phones		Dean's Office		Approved	Edit | Approve | Deny

ITEM GRAND TOTAL: $139.50 DOCUMENT BALANCE: $0.00