**Safety Minute**
- In case of evacuation, we will take the north exit and meet in parking lot.

**Procards (Helen Connor)**
- The first posting of transactions from the new PaymentNet system posted! There's a new numbering scheme:
  - PNPxxxxxx for Procurement Cards
  - PNTxxxxxx for Department Travel Cards
- Internal (UA) procard payments must be deposited to revenue code 9904! Treat these transactions exactly like JVs for account code purposes.

**FY14 Strategic Reinvestments**
- Still forthcoming!

**Match Report**
- Includes all match fund (14xxxx) activity by unit.
- Please submit BRs to zero out your match funds as soon as activity is complete.
- All matching funds must have zero balance at fiscal year close.
• **Labor Redistributions**
  - W-2 Process is finished, and we are now entering LRs. Please be patient as we work through the backlog!
  - We have a new informational page on our website for LRs: [http://www.uaf.edu/finserv/finance-accounting/budget-operations/position-management/labor-redistributions/](http://www.uaf.edu/finserv/finance-accounting/budget-operations/position-management/labor-redistributions/)

• **Budget Revision Reminders**
  - Populate the cover sheet
  - Ensure all NCHEMS are in balance revenue-to-expenditure
  - Take budget only from where it exists!

• **Travel Update (Geoff Jacobs)**
  - Process Efficiency Adjustments
  - TEM Implementation

• **Office of Management & Budget**

• **Vacancy Pullbacks – Through December**

<table>
<thead>
<tr>
<th>CABINET</th>
<th>Projected UFB (Deficit) at 6/30/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancelllor</td>
<td>(437,830)</td>
</tr>
<tr>
<td>Provost</td>
<td>479,952</td>
</tr>
<tr>
<td>UAF Central Managed Projects</td>
<td>2,000,016</td>
</tr>
<tr>
<td>UAF Office Information Technology</td>
<td>51,030</td>
</tr>
<tr>
<td>VC Rural, Community &amp; Native Educ</td>
<td>479,959</td>
</tr>
<tr>
<td>VC University &amp; Student Advancement</td>
<td>(324,591)</td>
</tr>
<tr>
<td>Vice Chancellor for Admin. Services</td>
<td>451,083</td>
</tr>
<tr>
<td>Vice Chancellor for Research</td>
<td>925,576</td>
</tr>
<tr>
<td>Grand Total</td>
<td>3,625,595</td>
</tr>
</tbody>
</table>
• January Management Reporting
  • January scheduled to close February 5th! Reports are due no later than close of business on February 13th.
  • This is our first report to Statewide – please be thorough! Account for all revenue sources including UFB and SR, if not yet received.
  • Report available on our website on Monday, February 17th.

• TOAD
  We have new information available on our website!
  More to come…. Please take the initiative to explore this tool!

• FY14 Financial Managers’ Meetings
  • February 25th
  • March 25th
  • April 29th
  • May 27th
  All dates subject to change or cancellation