





Financial Managers' Meeting




October 1, 2013

- **Safety Minute**
 - In case of evacuation, we will meet in Arctic Health at the West Ridge Cafe.
- **Introductions**
 - Welcome to Dawniel Dupee, UA Travel Auditor!
 - x2413, dadupee@alaska.edu
 - Hours are 0830-1430 M-F
 - Other Introductions?







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- **Update on Travel Integration at OFA**
 - Dawniel Dupee is the primary point of contact for questions related to travel procedure and travel expense reports.
 - Jessica Johnson (Accounts Payable) and Michael Szidloski (Transactions) now provide backup travel auditing support both during absences of the Travel Auditor and during periods of high volume.
 - Geoff Jacobs (x6170) is the primary contact for concerns related to travel policy and procedure.

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- Non-Cash Reporting Update** 
 - A new threshold is in effect! All awards, gifts, and prizes with a fair market value of more than \$50 must be reported to OFA using the available template: <http://www.uaf.edu/finserv/forms/Non-Cash-Reporting-Template.xls>
- Journal Voucher Approvals**
 - Please ensure that all JVs are approved at the unit level by a reviewer other than the person who prepared the JV.
- UAF Budget Email** 
 - We have a new email address! Please use uaf-budget@alaska.edu, effective immediately, for position, budget revision, and labor reallocation correspondence. This address replaces fybudget@uaf.edu.


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- Available Reports**



Check out OFA's website! We maintain reports to make your work easier!


 - CURRENTLY AVAILABLE**
 - Labor Budget-to-Expend
 - Fund Activity
 - NEW!**
 - Program Code Compliance (Monthly): <http://www.uaf.edu/finserv/finance-accounting/budget-operations/program-code-compliance/>
 - UPCOMING**
 - Fund-Org Mismatch
 - Subledger Detail

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- Management Reporting**
 - New process is in place!
 - Draft file, with August financial information, was distributed in early September.
 - Training sessions (3) were held during the month of September.
 - The standard management report due date to Lynn Wrightsman at OFA is now **5pm Tuesday** following the week of distribution.
 - September closes October 2. Lynn expects to have the file prepared and distributed the same day.
 - September management report files are due October 8th by 5pm!**

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• **Procurement**

- As announced in the September UA Financial Systems newsletter, Procurement/Travel Card reconciliation is migrating from Pathway Net to JP Morgan PaymentNet 4 in the near future. More information to be distributed later in October!

Check out the Financial Systems newsletter at:
<http://www.alaska.edu/financial-systems/newsletter/>



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• **TOAD Sessions**

Upcoming sessions and dates at 301 Rasmuson (20 per session):

- Toad I "Tips and Tricks" (data storage locations, linking data fields, building queries):
 Tuesday, October 15th, 9-11am
 Wednesday, November 6th, 3-5pm
- Toad II "Data Manipulation" (calculated fields and global condition clauses):
 Wednesday, October 23rd, 3-5pm
 Tuesday, November 12th, 9-11am
- Toad III "Advanced Outputs" (sub-queries and complex field manipulation):
 Friday, November 1st, 3-5pm
 Thursday, November 21st, 3-5pm



- **TOAD PRO** – A limited number of user-specific licenses are available for advanced users. Please contact Jason if you or someone in your unit is interested in Pro.



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• **Position Pullbacks**

"The first 60 days of staff vacancies will be collected centrally to meet the debt and utilities shortfall. If a vacancy is refilled through an internal hire, only 45 days of salary savings will be collected centrally from the initial position and 45 days from the position vacated by the internal hire. Salary savings on the remaining 30 days will be collected for use at vice chancellor/provost level."

- Pullbacks being processed currently – should be completed by October 11th.
- Will impact all unrestricted positions vacated on or after May 15, 2013.
- Full pullbacks, as described above, are in effect for all eligible positions except those that received exemption through Cabinet.
- List of positions, based on primary unit assignment, will be sent out prior to the final processing. Please review and note any position internally filled in your reply to uaf-budget@alaska.edu.



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• **FY14 Financial Managers' Meetings**

- October 29th
- November 26th
- December – Happy Holidays!
- January 28th
- February 25th
- March 25th
- April 29th
- May 27th



All dates subject to change or cancellation
