Financial Managers' Meeting
April 28, 2020

* Agenda

1. Welcome to Zoom! Zoom tips & tricks - Jason Theis
2. Travel (Ticket Credits & New Process for Research) – Rachel Jeppsen
3. COVID-19 questions & reminders - Amanda Wall
https://docs.google.com/spreadsheets/d/1hngxWJHxdof12Zz33d9v7
4. FY21 Budget Update – Briana Walters
5. Budget Guidance for FY21 - Jason Theis
6. Committed Encumbrances - Jason Theis
7. UFB and WCAs – Jason Theis
8. Continuation Trainings (5/13-14, 5/19-20) – Jason Theis

**REMINDERS:**
April Management Reports
Wash your hands :)
Travel Updates

- Ticket Credits
  - UA holds a large volume of credits for cancelled trips purchased via Concur/CTM
  - Retain charges in Concur for airline tickets that represent a credit until the credit is used (including Ravn, for now)
  - Alaska Airlines extends time limit for using credits up to 2022
  - Alaska Airlines waives name change fees for tickets purchased with Concur/CTM
  - Unused ticket credit report for tracking

- Research Travel
  - UAF in-state research travel may occur per Governor’s exemption
  - Attach Safety Plan and other supporting docs approved by Director/Dean to the request
  - Audit rule prevents all trip purposes except “Research/Program Activities”

Topics by Amanda

COVID-19

Leave codes on timesheets
https://sites.google.com/alaska.edu/coronavirus/faq/employees

Expenditure & Lost Revenue tracking related to COVID-19
https://docs.google.com/spreadsheets/d/1hngXIWJHlxof12ZXzJsd9x7FQkw-m1Khz-zM5oDjBNQ/edit?usp=sharing

Topics by Briana

FY21 Budget Update
• Topics by Jason

April Management Reports (Due May 12)
Committed Encumbrances
UFB and WCAs
Continuation Trainings
FY21 Budget Guidance

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March Management Report Summary

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<th>Fund 1</th>
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• **Round Table**
  - What do you have to share?

• **Future Meeting Topics**
  - Recharge proposal refresher (who can "present" this?) to include examples.
  - Please consider sharing TOAD queries that you use frequently.
  - A budget tool on OMB's website - Briana Walters
  - Incoming wire process - Penny Bales
  - Process improvement and PIT Crew overview - Briana Walters for Amber Leytem
  - Weekly Zoom training with Susan Phillips and others.

• **Suggestions for Training**
  - Print to PDF from Banner
  - BR's
    - JV's
    - Banner Screens (FRIGITD, NHIDIST, etc.)
  - QMenu/QAdhoc
  - Advanced Excel & pivot table tips
  - TOAD queries
  - Best Practices – Share with others if you know a better way!
- FY20 Financial Managers’ Meetings
  Locations announced prior to each meeting.

  May 26

  All dates subject to change or cancellation