



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/1hngXIWJHlxof12ZXzJsd9x7FQkw-m1Khz-zM5oDjBNQ/edit?usp=sharing>
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 :-)

- Zoom and other UA Software!



- How fast do you Zoom?
- YouTube: ["My Online Training Hub"](#)





- **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



Net STF includes Federal GASB offset

CABINET	FY19 Student Tuition & Fees Cycle 09	FY20 Student Tuition & Fees Cycle 09	FY19 Actual Year End (Net) Student Tuition & Fees	FY20 Estimated Year End (Net) Student Tuition & Fees	Cycle 09 Change FY19 to FY20	Projected Year End Change FY19 to FY20
	Chancellor	-	-	-	-	0.0%
Provost	20,503,000	25,578,000	20,598,000	25,748,000	24.8%	25.0%
Central	3,740,000	633,000	3,281,000	713,000	-83.1%	-78.3%
VC Rural, Community & Native Educ	9,108,000	8,574,000	9,501,000	8,986,000	-5.9%	-5.4%
Vice Chancellor for Student Affairs	6,230,000	3,952,000	5,896,000	4,037,000	-36.6%	-31.5%
Vice Chancellor for Admin. Services	2,125,000	1,783,000	2,305,000	1,951,000	-16.1%	-15.4%
Vice Chancellor for Research	-	5,000	-	5,000	0.0%	0.0%
Grand Total	41,706,000	40,525,000	41,581,000	41,440,000	-2.8%	-0.3%

CABINET	FY19 Indirect Cost Recovery Cycle 09	FY20 Indirect Cost Recovery Cycle 09	FY19 Year End Indirect Cost Recovery	FY20 Projected Year End Indirect Cost Recovery	Cycle 09 Change FY19 to FY20	Projected Year End Change FY19 to FY20
	Chancellor	-	-	-	-	0.0%
Provost	4,402,000	4,123,000	6,288,000	5,276,000	-6.3%	-16.1%
Central	2,056,000	2,886,000	3,503,000	3,422,000	40.4%	-2.3%
VC Rural, Community & Native Educ	247,000	192,000	318,000	235,000	-22.3%	-26.1%
Vice Chancellor for Student Affairs	-	-	-	-	0.0%	0.0%
Vice Chancellor for Admin. Services	3,700,000	3,131,000	4,633,000	3,874,000	-15.4%	-16.4%
Vice Chancellor for Research	6,714,000	8,854,000	9,460,000	11,889,000	31.9%	25.7%
Grand Total	17,119,000	19,186,000	24,202,000	24,696,000	12.1%	2.0%



since 1917

- **March Management Report Summary**

Fund 1 Unreserved Fund Balance

CABINET	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Oct Projection	FY20 Jan Projection	FY20 Mar Projection
Chancellor	42,773	93,210	368,222	240,620	146,437	505,379
OIT	60,579	127,830	192,999	-	-	
Provost	1,850,602	444,155	2,054,965	4,665,357	1,705,636	4,180,522
VC RCNE	1,095,714	965,590	715,722	855,000	850,000	1,300,000
CTC	163,174	52,773	215,606	100,000	100,000	10,000
VC Research	1,281,897	1,920,831	2,235,488	1,968,724	2,233,227	2,143,087
VC SA	999,789	810,181	(30,454)	(1,373,577)	(1,060,836)	(447,612)
VC AS	954,505	1,312,747	810,981	471,940	1,446,036	697,137
Central Support	1,636,089	1,753,931	2,389,737	1,500,000	500,000	1,500,000
Total	8,085,122	7,481,249	8,953,266	8,428,064	5,920,500	9,888,512

- **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