Financial Managers' Meeting

August 29, 2023

- **Agenda**

  1. **Opening remarks (Jason Theis)**
  2. **TCSO – Amanda Lash**
  3. **Topics by Amanda**
  4. **Topics by Budget Team (Susan)**
  5. **Topics by OMB**
  6. **Topics by Jason**
  7. **Topics by Kim**
  8. **Topics by Rachel**
  9. **Training Minute!**
  10. **Roundtable**

- **TCSO – Amanda Lash**

  - Preview Approver Role in Concur
  - Concur Reporting Updates: Financial Manager, Outputs and Emails

- ## **Topics by Amanda**

  - Butro Open House soon

  - Onboarding event Sept 7

  - Changes to employee tuition waiver

- **Topics by BCR**

  - Procurement Entry training – issues

    Step 1. Request access to CANVAS as a student by emailing Sarah at spatte23@alaska.edu or Chris at chris.beks@alaska.edu. Finish registration via email answerback.

    Step 2. Fill out Procurement Entry Training Sign up form

    Step 3. We will set up a training ID for BANT (training area of Banner) and email it to you. We will also invite you as a student to the course in CANVAS.

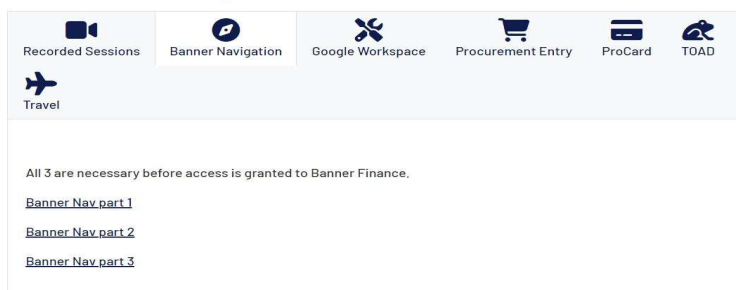   Step 4. Finish course within 2 days. **

    If you are a new employee training to get access to Banner Procurement for you job duties, a passing score of at least 85% is required. Upon successful completion, submit the Finance & HR Administrative Access Request form for data-entry access to the necessary Banner production screens for procurement.

    There are further resources and information at UA Procurement's website – Procurement & Contract Services website .

    **There may be a delay in getting the login/password for Banner Training module and invitation for Canvas Course. There are only 5 training ID's for our use. Once you receive your login/password, please do all possible to complete within 2 days.

  - Banner Navigation Training

    Recorded Sessions | Banner Navigation | Google Workspace | Procurement Entry | ProCard | TOAD

    Travel

    All 3 are necessary before access is granted to Banner Finance.

    Banner Nav part 1

    Banner Nav part 2

    Banner Nav part 3

- **Topics by BCR –(continued)**

  - Administrative Access (Banner, Toad, Qmenu)
    - https://www.uaf.edu/finserv/finance-accounting/forms/index.php

Forms

A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z

Where to Send Finance Related Forms (PDF)

A

Activity Code Maintenance (Google Form)
Create, change or terminate an activity code. Use the Activity Codes Listing (Google Sheet) for current usage and new unit/dept code naming convention.
Visit the Activity Codes page for more information.

Administrative & Security Access

- **Accounts Receivable (NextGen Form)**
  Banner access
- **Computer Account Request/Change (PDF)**
  Request or change account information for UA systems such as shared drives, email, VPN and OU Campus
- **Finance and HR (PDF)**
  Banner, QMenu/QAdhoc, Toad & VistaPlus access

- **Topics by OMB**

Board of Regents' meetings this week:

- Committee meetings: August 30th - includes Audit & Finance, Facilities & Land Management and Academic & Student Affairs

- Full board meeting: August 31st - will review first draft of FY25 operating and capital budget requests.

- FY25 federal appropriations requests - timeline and guidance forthcoming. A google form will be available for your submissions.

- **Topics by Jason**

  - FFEA Transition Status
  - Status of Distributions
  - First revenue report for FY24 will be in October

- **Topics by Kim**

  - Zoe Durdik has been hired as the OGCA Office Manager

  - Purchasing –

    - Please ensure you are verifying allowable charges on restricted funds. In particular, gift cards, catering, entertainment (usually unallowable). Does your office have a process in place to capture these costs before they are charged to a restricted account?

    - Be sure you have the appropriate backup for any and all charges being posted to a restricted account. This includes having PI approval, or approval from an appropriate delegate with signature authority on file.

- **Topics by Kim**

  - Remind PIs that any potential COI must be disclosed. If researchers have any questions, have them reach out to the Office of Research Integrity within the VCR Office.

  - We appreciate all your efforts in assisting us with closing out grants. It is extremely helpful when departments take care of any overruns as soon as a project ends.

- **Topics by Rachel**

  - FY23 Q4 G/L Recons Due

- **Training Minute**
  - **Rachel J**- Rep Allowance Form Crash Course - When, why and how to report entertainment and gift expenses

- **Round Table**
  - What do you have to share?

- **FY24 Financial Managers' Meetings**

Via Zoom until further notice

Sep 26

Oct 31

Nov 28

Jan 30

Feb 27

Mar 26

Apr 30

May 28

June 25

All dates subject to change or cancellation