

Council of the University of Idaho Business Officers
Summary Notes
February 11, 2016

Introduction of New Controller – Linda Campos

Linda comes to UI with extensive experience in financial management, financial reporting, regulatory compliance and business support. She is a licensed CPA and a chartered global management accountant (CGMA). She earned a Bachelor of Arts in business administration from Washington State University and a Master of Business Administration from Boise State University. Linda has worked for Seattle University (formerly University of Puget Sound), Washington State University and the Idaho Education Association. She most recently served as the director of Financial and Membership Services for the National Education Association in Washington, D.C.

As university controller, Linda will supervise asset accounting, accounts payable, financial reporting, payroll, benefits accounting, student accounts, general accounting, and contracts and purchasing. Linda will work closely with Auxiliary Services, the Budget Office and Human Resources to enhance the services offered by the Division of Finance.

Reports Committee – Mary George

Mary George proposed the formation of a Reports Committee to help determine what reports are available and utilized for financial data in Banner, or other programs, and to identify gaps for which reports are still needed. Ms. George has offered to spear-head the committee and anyone interested in volunteering can contact Mary George, ITS Operations Director, Division of Infrastructure at maryg@uidaho.edu.

Travel Insurance and Risk – Nancy Spink

Nancy Spink, Risk Manager, presented information on risk and insurance related to travel, particularly international travel. Nancy reminded the group that information on insurance information is subject to change in upcoming State of Idaho and University of Idaho renewals. As changes occur, Nancy will update the group. Travel Risk handout includes: top risks, resources for travel planning, importance of following APM 70 (provides risk control). Handout reviews insurance and service resources available to university employees and students; includes brief overview of why planning is critical to international travel and a reminder to utilize the International Programs Office to aid in determining necessary coverage. Handout includes Q&A on other questions raised by CUIBO members regarding Puerto Rico (treat as foreign country) and liability for donors in vehicles. Nancy reminded group about APM 05.08 (Vehicle Use) and insurance principle that auto insurance follows the TITLE of the vehicle. Losses arising from use of UI-titled vehicles are covered under UI auto insurance. Losses arising from use of personally-titled vehicles must be covered by Personal Auto Insurance, and are NOT COVERED by the university's insurance. Consider this when determining what type of vehicle to use for an event. See handout for further information. Refer questions about insurance or risk to Nancy Spink at (208) 885-6177 or nspink@uidaho.edu.

Replacing A2B – Ron Town

Ron Town, Assistant Director Financial Reporting Systems, announced the end of Access2Banner. Argos queries have been developed to replace functionality previously found in A2B. Access and views are limited to responsibility areas. Requests for more access or development of reports can be made to finaccess@uidaho.edu. He asked that A2B users please try out the queries under Finance/Test/A2B Work and provide feedback before A2B is taken offline. Of course, anyone else interested in the information provided can also test and provide feedback. Information regarding how to access this system can be found on the Access2Banner to Argos attachment. Ron presented to those interested a short tutorial and demonstrated some of the features of this program and the use of pivot tables to customize reports. Training and information can be found at <https://evisions.com/> in the support tab under free online training.

Budget Office – Trina Mahoney, Jill Robertson, Janice Todish

Trina Mahoney:

The Governor and the State CEC Committee have recommended a 3% merit based CEC. This will not be final until the legislature completes the budget setting process and the Governor signs off on appropriation bills, but 3% seems likely. Final decisions on how this will be internally allocated have not yet been made but we anticipate it will be similar to last year's process with most or all of the salary model input being done Centrally, with Fiscal Officers being asked to review/verify.

All FY2017 permanent support fund (operating, travel, TH, capital outlay) changes for General Education and Centrally Allocated budgets as well as ALL permanently budgeted PCN changes, regardless of fund type, are due to **Jill by April 1, 2016**.

All permanent support fund (operating, travel, TH, capital outlay) changes for non-General Education/non-Centrally Allocated budgets are due to **Janice by May 13, 2016**.

As part of the FY2017 Consolidated Fringe Rate proposal we have included a new lower rate for Temporary Help. We have not yet received approval for the FY2017 rates but anticipate that approval will be in time for implementation at the start of the new fiscal year.

Jill Robertson:

Reminder to process all termination and retirement EPAFs effective now though 6/18/16 as soon as you can so these employees do not receive a FY17 contract and are not reappointed for FY17. EPAFs effective 6/19 and after will need to wait until after 6/19.

Let Jill Robertson know of any known reclassifications on permanent positions.

Janice Todish:

Deficit Reports – they have not been distributed for FY15 due to pending changes in the report structure. Please review your balances and make any transfers necessary as you are still responsible for tracking and covering your deficits.

New Service Center Budgets – Now with OSP reviewing all the activity in your U3 Local Service Y budgets and requesting, where applicable, two new U7 Service Center budgets be established for operating and capital...if your old U3 budget that you have used forever does not typically have any external revenue, and you want to continue to use this Y budget, then you can request a fund change and continue to use it as your operating budget but still request a new U7 capital purchase org. If at all possible, it is much easier to make the transition at the beginning of a new fiscal year as if it's done somewhere in between...all the activity has to/should be moved from the old fund to the new fund...regardless if you are changing the fund or creating an entire new operating budget. If you create/approve New Budget Request forms within your area, please keep this in mind when reviewing those forms.

Budget transfers in U7 funds – BTAX has always been the Journal Type to use when processing a budget transfer within a U7 fund. BTAX was originally set up for Auxiliary funds which are budgeted by expense code and not Primary acct code, which is also how Service Centers used to be budgeted. However, that has changed over the past several years and U7 Service Center orgs are budgeted by Primary. So to keep journal types consistent with income generating funds, **you should now be using the BTLS journal type to process a budget transfer within a U7 org.** If you are an approver within your area and you see budget transfers on U7 funds come through your queue, please return them and ask that they use the BTLS journal type as BTAX is going to be disabled for use with U7 funds in the future.

FY17 Budgeting – I will be working with Ron Town and Business Process folks to hopefully come up with a new “all inclusive” report that will give your Original Budget and YTD Expenses by Primary Acct code, Revenue, Transfers In/Out for all fund types and a field to insert your new fiscal year request.

TRAVEL RISKS (Feb 11 2016)

For internal use only

Nancy Spink, ARM-E
(208) 885-6177
nspink@uidaho.edu

RISK MAP – focus on foreign travel

Probability	High	Moderate injury or illness Medical evacuation Trip interruption or delay	Arrest or other police issue Behavioral issues (i.e., substance abuse, mental health)	Death Serious injury or illness Natural disaster Civil commotion Personal threat Sexual assault
	Med	Lost luggage or equipment	Damage to critical equipment	
	Low	Minor injury Minor delay		
		Low	Med	High
		Impact		

TRAVEL RISK PLANNING

International: work with International Programs Office

Domestic: work with Risk for larger trips to moderate – higher risk locations / activities

Based on risk, planning and control of risk is critical. Travelers risk being stranded in “life or death” situations, or needing critical help.

PROCEDURES are critical to planning and control of risk.

APM Chapter 70: Travel Management

<http://www.uidaho.edu/apm/70>

Includes International Travel

B-1. Traveler's Authorization/Insurance Coverage. In order for UI employees to be covered by University of Idaho insurance, trip authorization must be received prior to departure. This document may serve as the authorization form. If there is no advance or encumbrance request and once appropriate signatures are obtained, the document may be held in the originating department office. If there is an advance or encumbrance request, the document must be sent to the Travel Office for processing.

Where does a traveler go for critical services and financial help?

University of Idaho, through Risk Management Office		
Named Insured	Employees of the University of Idaho	
Type of Policy	Workers Compensation	
Insurance Provider	Self-Insured	
Effective Date	July	
Coverage details	Coverage	
	Part 1	Statutory
	Employers Liability	\$ 1,000,000
Significant issue:	Overseas health facilities will not accept “up front” payments by University of Idaho. Traveler will need other payment source, and then be reimbursed by University of Idaho.	

State of Idaho		
Named Insured	State of Idaho, including the University of Idaho	
Type of Policy	Foreign Liability <ul style="list-style-type: none"> Foreign General Liability – responds to General Liability claims brought overseas Foreign Commercial Auto Liability Foreign Voluntary Workers Compensation (does not satisfy compliance requirements) Foreign Commercial Travel Accident and Sickness 	
Insurance Provider	AIG	
Effective Date	April	
Travel Accident details	Coverage	Per Person *
	Accidental Death & Dismemberment	\$ 150,000
	Accidental Sickness	\$ 25,000
	Emergency Medical Evacuation	\$ 200,000
	Emergency Family Travel	\$ 20,000
	Repatriation of Remains	\$ 25,000
		Per Occurrence
	Emergency Security & Political Evacuation	\$ 25,000
	*Policy contains aggregate limits, not shown.	
Significant condition:	Traveler services and workers compensation services must be reimbursed by University	
Significant exclusions:	Pre-existing conditions Non-routine Suicide Athletics or sports War Participation in trip or tour activities “does not apply to bodily injury sustained by any person while practicing for, or participating in, any trip or tour activity sponsored, organized, arranged, booked, operated or conducted by you or by other contracted by or acting on your behalf or in your name.”	Certain coverage is affected by US State Dept Warnings and warnings issued by other non-US official sources. Therefore, it is essential that travelers register through International Programs Offices’ Terra Dotta software registration program and maintain contact through this AND OTHER ALERTING SOFTWARE. It is the travelers’ responsibility to monitor and respond to warnings issued both in-country and by US State Dept.
NOTE IPO Policy, next page		

University of Idaho, through International Programs Office (IPO) ③			
Named Insured	All students, faculty and staff who are enrolled as program participants of the [University] and who are temporarily pursuing educational activities outside of the United States NOTE: Travel policies and services DO NOT replace DOMESTIC PERSONAL HEALTH BENEFITS (i.e., Blue Cross, SHIP).		
Type of Policy	Blanket Accident Policy		
Insurance Provider	ACE (Through Arthur J. Gallagher)		
Effective Date	July		
Coverage details	Coverage	Per Person	Aggregate
	Accidental Death & Dismemberment	\$ 10,000	
	Medical Expenses	\$ 10,000	\$ 100,000
	Security Evacuation	\$ 25,000	\$ 250,000
Significant condition:	AUDITABLE policy		
Significant exclusions:	<ul style="list-style-type: none"> • Non-routine, medically necessary) • Suicide • War 		

Travel Policies, through International Programs Office (IPO)	
Named Insured	Individual travelers OR a group of travelers
Type of Policy	Travel policies
Insurance Provider	Various For more about this type of policy, google "trip insurance," or see websites such as <ul style="list-style-type: none"> • Insure My Trip https://www.insuremytrip.com/?linkId=ER791460 • Travel Guard Insurance http://www.travelguard.com/?cmpid=kac-001-IO-MSN&utm_term=travel+guard+chartis+travel+insurance&gclid=
Effective Date	Duration of trip
Notes	<ul style="list-style-type: none"> • Policy may be offered by trip sponsor • Policy may be purchased by individual travelers, if not offered by trip sponsor • Coverages and premiums vary widely • Recommended coverages include but are not limited to: medical expenses and evacuation, political and natural disaster evacuation, trip interruption or delay

QUESTIONS FROM LAST MEETING

Q. Should we treat Puerto Rico as foreign, i.e., when renting a car, accept full insurance (comprehensive and collision) from the rental car agency?

A. Yes.

Q. What about taking a donor in a rental car?

A. Auto Liability coverage is provided to the University of Idaho by the State of Idaho. Both State of Idaho Risk Management guidelines and University of Idaho APM prohibit non-employees as passengers in vehicles owned or rented by the State or University. By extension, rental cars are a form of University or State vehicle.

State guidelines say:

Individuals who are not on state business may not operate or ride in a state conveyance while on official state business unless prior approval has been granted by the director or designated representative(s). Supporting documentation must be attached to the travel expense voucher.

University APM 05.08 Vehicle Use says:

<http://www.uidaho.edu/apm/05/08>

H. Passengers.

H-1. Passengers Allowed. Only the following persons may ride in University Vehicles: (i) UI employees, (ii) persons cooperating in UI projects or programs, and (iii) students participating in authorized travel. *[rev. 3-14]*

H-2. Medical Payment Coverage. Medical-payments coverage is not carried on University Vehicles. *[add. 3-14]*

H-3. Rental Car Agency Insurance for Passengers in Rental Cars. Rental car agency insurance for liability and physical damage may be purchased if any passenger is not covered by student insurance or by worker's compensation insurance. *[add. 3-14]*

Access2Banner® to Argos®

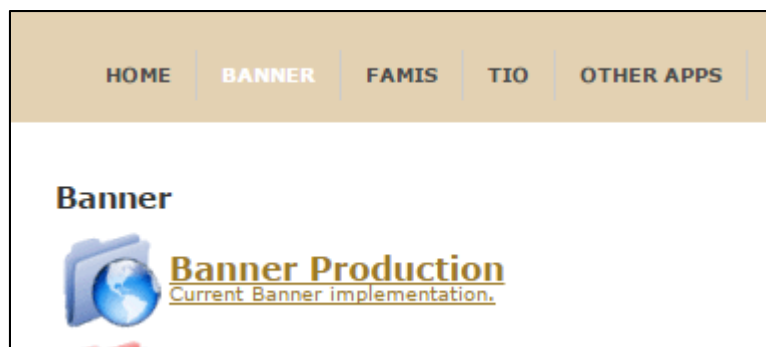
The licensing for *Access2Banner* (A2B) will soon end. The application was purchased, and implemented, as an interim reporting tool that gave staff some flexibility to receive printed reports or spreadsheets of the detail for custom reporting. The application is simple to use, however maintenance of the technical backend and upgrades are not. Upgrades require ITS effort to redistribute to individual desktops and/or the development of a new install package not delivered by the vendor. The application also requires data to be staged for the application to run on.

Around the same time, UI purchased a new reporting package called Argos. Argos was implemented with the intention to be one of the prime reporting applications for UI. It has the same flexibility of providing printed reports and data sets for use in special needs reporting. In addition, it has on-line pivot table functionality that allows clients to select values from a list of data points for additional reporting flexibility.

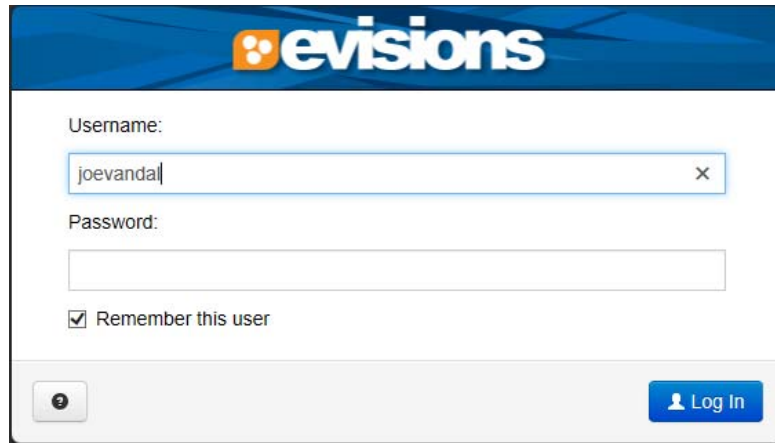
Early summer of 2015 a request for information about A2B use was mailed out to the 91 known users from ITS. We received 53 responses with how they were, or were not, using the application. Work and testing has been going on for a few months now to create reports and data availability in Argos intended to take the place of A2B focusing on the results of the information request. Preliminary testers report that the processes are satisfactory for their use so we are now rolling this out to the larger population for additional testing prior to placing the reports into the production area.

Accessing Argos

1. Request access, if you don't already have access from finaccess@uidaho.edu
2. Using your preferred browser go to <https://maps.uidaho.edu> or on the Banner page, <http://banner.uidaho.edu/banner/>, go to the "OTHER APPS" link at the top and select the first link under the Evisions heading



3. Log in at the prompts using your UI NetID and password



4. Select the Argos client button from the Launcher.



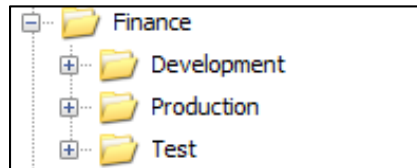
Note: You can use the Argos Web Viewer if you prefer. However, the navigation in the Argos client is very similar to Windows Explorer and may be easier to use for most.

5. Click on Finance/Test/A2B Work to view the similar queries to A2B queries.

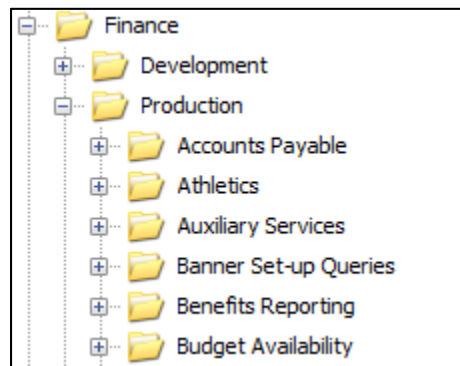




Running reports in Argos – Argos Client

Navigation in Argos is similar to navigating Windows Explorer on your desktop. Directories are set up to guide the user to a categorical area of reporting available. At the highest level there are functional directories such as Finance and Human Resources. Under the functional level there are production and test directories.



If you request a new report, it will be under the test directory when it is ready for your review and testing. Once you are satisfied with the report and its content it will be moved to the production directory. Under the production directory, there are more narrowly defined functional directories that describe the types of queries contained within. Some reports may be specific to a department or college and others open to all users with access to the functional area. Some may exist at the functional area and are available to all users. You will only be able to see the directories you have access to.



Argos reporting consists of data blocks and reports that use those data blocks. Data blocks are the parameter input and data gathering components of a reporting requirement. In the Argos client, you will see data blocks  as symbols. Next to the data block symbol is a  that expands the data block to display available reports.



There are two primary types of reports.





Produces unformatted data in CSV file format that can be loaded directly into a spreadsheet.



Produces a formatted report for printing.





To start the report either:

- Highlight the report under the data block and click on the  button to start the parameter page or
- Highlight the data block icon or the Dashboard item and click on the  button to start the parameter page.
 - Some data blocks display data on the screen and may not have reports associated. If that is the case you will need to use the start option.
 - Note that if you use this option and a report exists for the data block you will need to select the report you want to produce from the Report Options dropdown menu.






Once at the parameter page you can fill out the required parameters and execute the report. If no parameter input fields appear, none are required and you simply execute the report. Some data blocks that support multiple reports may require different parameters for each of the reports. There should be instruction on the screen to guide you to which parameters are required for each report. Once the required and optional parameters are filled in, you are ready to produce the report. Different options exist for the report types. The options are located at the top of the window to the right of the Report Options dropdown menu.

For print reports:

-  Runs the report and displays a print preview of the results.
-  Runs the reports and saves it to the location you provide.
-  Runs the reports and emails to the address you provide.
-  Runs the report and prints to your default printer.

For data reports:

-  Runs the reports and saves it to the location you provide.
-  Runs the reports and emails to the address you provide.
-  Runs the report and opens directly in your spreadsheet application