

Welcome to the June CUIBO Meeting!

All participants will be muted at the start of the meeting

When you wish to speak, you may unmute your audio. If you are unable to unmute “raise your hand” and the host will unmute your audio

You may use the “Chat” feature to send questions. Tyler will be monitoring the chat.

AGENDA

- ✓ Year-End Calendar
- ✓ Tips for Successful Year-End Close
- ✓ Budget Office Update
- ✓ COVID-19 Expense Tracking
- ✓ Personnel updates – *everyone please share changes to finance personnel in your areas*
- ✓ Update on outsourcing of vendor check printing
- ✓ Other updates / news / questions

2020

Fiscal Year-End Information



University
of Idaho

Banner Finance Help

General Accounting
Admin Building 213
885-2130
gnrlacctg@uidaho.edu

June						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important Notes

- The comprehensive “Year End Calendar” is available online from General Accounting’s web page at: <https://www.uidaho.edu/finance/controller/general-accounting>
- The first day to enter FY21 purchasing requisitions is **June 1, 2020**.
- Review incomplete documents. Our goal is to process or delete all old incomplete JV’s by **July 6, 2020**. To determine if you have any run FGRIDOC for your user ID.
- Payroll cost transfers on Office of Sponsored Programs accounts need to be received by June 19, 2020.
- Please review your accounts by **JUNE 30, 2020**. Submit corrections so adjustments can be made prior to the fiscal year end. All requests for corrections to departmental charges and revenues must be entered in Banner by July 6, 2020.
- Please monitor your approval queues closely during June and early July to keep invoices and adjustments flowing smoothly through our system. July 7, 2020 is the last day for departments to request non payroll cost transfers and journal entries adjustments. You may want to check your queue 3-4 times per day.

Most Frequently Asked Questions

- **What determines which year is charged for a transaction?** Revenues are recorded when earned and expenses when an obligation is incurred, as required by the accrual basis of accounting. If delivery/receipt of goods and services is on or before June 30, the revenues/expenses is applied to the current year (FY20). If the transaction occurred after June 30, recognition occurs in the new year.
- **What will happen to the encumbrances at year-end?** All open encumbrances will be rolled at year-end. Accounts Payable will close blanket PO’s in June with May invoices. Encumbrances under \$50 and blanket PO’s will be closed on or before July 6th.
- **Where do I go for help?** Please refer to this brochure for a listing of contact people. If you cannot find the information you need, please call General Accounting at 885-2130 or e-mail gnrlacctg@uidaho.edu

Chronological Departmental Deadlines for FY20

- 6/01/20:** First day to enter FY21 RQ's and PO's.
- 6/05/20:** Last day to enter FY20 PO's for items that will be received by June 30.
- 6/08/20** Run Argos Outstanding Encumbrances Report and notify Accounts Payable of encumbrances that are no longer needed.
- 6/15/20:** Last day for FY20 Payroll Cost Transfer submittal to General Accounting.
- 6/30/20:** All Chrome River expense documents to be completed.
All FY20 gifts on "Give to UI" site, Gift Administration Office.
All Accounts Receivable charges are due to the cashiers by 10 a.m.
All FY20 petty cash is due to cashiers at the Pitman by 12 pm
All FY20 cash to be deposited is due to cashiers at the Pitman by 12 pm
All FY20 cash or check gifts to be received by Gift Administration by 1pm
All FY20 in-kind gifts reported to Gift Administration by 1pm
All FY20 cashier sessions closed by 12 pm
- 7/01/20:** Departments to complete or delete all incomplete JV's.
- 7/03/20: National Holiday Observed**
- 7/06/20:** Last day to submit FY20 invoices to Accounts Payable.
- 7/06/20:** All FY20 IDG journals to be entered and through approvals.
All departmental requests for non-payroll cost transfers and journal voucher adjustments are due to General Accounting.
Last day for departments to enter adjustments to Banner.
Departmental charges for Telephone and Campus Mail to feed to finance.
Inventory values are due to General Accounting.
- 7/07/20:** Approval queues need to be cleared by 3:00pm.
Period 12 for 6/30/20 is CLOSED –
Preliminary month end reports can be run.
- 7/21/20:** CLOSE of FY20 Period 14.
- 7/22/20:** Final month end reports can be run.

Year-End Contact List

<i>Budget Adjustments and Corrections</i>	Budget Office	5-6178
<i>Encumbrance Adjustments & Corrections</i>	Accounts Payable	5-5379
<i>Check Status/Cancellations</i>	Accounts Payable	5-5390
<i>Grants & Contracts</i>	Sponsored Programs	5-6651
<i>Journal Entry</i>	General Accounting	5-2130
<i>Gift Budgeting</i>	Trust & Investments	5-6841
<i>Capitalized Assets & Capital Leases</i>	General Accounting	5-4070

General Accounting:

Ron Town	5-2141
Vicki Mowrer	5-2130
Sonam Sherpa	5-5840
Brittini McNeill	5-6105
Joe Groves	5-4070

Office of Sponsored Programs:

Wendy Kerr	5-2147
Heather Nelson	5-6680

Student Accounts/Cashiers:

Accounts Receivables	5- 7447
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Purchasing:

Julia McIlroy, Dir	5-6116
Cynthia Adams	5-6116
Cody Williams	5-6115

Payroll Services:

Cretia Bunney	5-0284
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Accounts Payable/P-card/

Travel Management:

Linda Keeney, Mgr	5-5379
Alice Reyes	5-5390
Cheryl Hatley	5-5399

Foundation Accounting:

Deb Bell	5-6841
Kayla Casey	5-6842

Gift Processing

Emily Marszalek	5-4000
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Federal and State Funding for Costs Related to COVID-19

HEERF: Funds can only be spent on those costs for which there is a clear nexus to instruction delivery changes due to the coronavirus. Institutions can use funds as reimbursement for foregone revenue caused by campus closures and the necessary move to online instructions. Foregone revenue results from refunds made to students for housing, food or other services that could no longer be provided as a result of coronavirus closure. Grant funds CANNOT be used for: endowments, athletic or religious facilities, and enrollment recruitment activities such as marketing and advertising or to compensate recruitment contractors.

- Recent NACUBO guidance is that we consider ANY costs associated with significant changes to the delivery of instruction due to COVID-19, not just incremental or additional costs. Examples:
 - Expanding technology related to delivering instruction online
 - Expanding library access and conversion to online
 - Training faculty on adapting curriculum to online learning
 - Training or tutoring students related to the changed learning environment
 - Redeploying IT programmers or other support

Idaho Rebounds: Direct and necessary expenditures incurred due to public health emergency with respect to COVID-19.

- Expenses for disinfection of public areas and other facilities in response to the COVID-19 public health emergency. Ex. Sanitation and cleaning supplies.
- Expenses for public safety measures undertaken in response to COVID-19.
- Expenses to facilitate distance learning, including technological improvements, in connection with school closures to enable compliance with COVID-19 precautions.
- Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

If your college/division/dept has incurred any costs that meet the definitions above and are NOT already captured in the COVID-19 Fund, we need to know about those so we can maximize the use of these funds.

*Please create an Excel file using the format in the Argos Transaction Detail Report with a list of the expenditures. Please add a more detailed description of each expenditure and also indicate which of the two grants this may qualify under – just add a column for **HEERF** and **REBOUNDS** and note which applies. Please ensure that the following fields and data are included in the file at a minimum:*

Document Code -- Document Reference -- Vendor Name -- Transaction Description -- Transaction Date -- Transaction Type -- Fund -- Organization -- Account -- Program -- Activity -- Location – YTD Amount

Please send to Linda Campos lcampos@uidaho.edu. Please call Linda on campus at 885-6530 with questions. Once we review, we may need your assistance in complete cost or payroll transfers to move expenses to the grants.