



**Council of the University of Idaho Business Officers  
Summary Notes  
November 5, 2015**

**PCL Compliance & Market Place – Kim Salisbury**

**PCL Compliance:** PCI training and SAQ's are needed to keep UI in compliance. PCI consultant Coalfire Systems will be conducting a quality assessment about the acceptance of credit cards on campus. Note: University of Idaho Purchasing cards should not be used on campus.

**Market Place:** Use of Marketplace instead of using a currently installed credit card terminal may be a good option since we will be needing to upgrade to chipped card reader terminal

**Dual Credit & Summer Session – Trina Mahoney**

**Dual Credit/Dual Enrollment:** In order to be in compliance with SBOE policy we need to move this activity from General Education to 7 budgets. I will be contacting units to get new 7 budgets set up.

**Summer Session:** We will be moving these out of the Central roll-up and into individual colleges so they appear on reports run by mid-level.

**Finance Training for New Employees – Janice Todish**

Encouraged staff and professionals to create a welcoming environment for new employees. For example, providing new employees guidance about their job tasks and the trainings that will need to be completed. Janice Todish provides on-site training for new employees who have fiscal duties. She can be contacted at [jtodish@uidaho.edu](mailto:jtodish@uidaho.edu). A suggested check list for new employees is attached.

**Department Updates & Discussion**

Mary George brought forward two reports (attached) that she generates on her own from information gathered from Banner. She asked the committee to review the forms to see if these were forms that were already available in Banner or if other colleges/areas would be interested in having these or similar forms created. The committee showed interest in a comprehensive list of reports that are already available and how to set parameters to run them. Continued discussion will occur at a later date.

**Travel Updates – Linda Keeney**

**Mileage Reimbursement:** Idaho State has determined that it is more reliable to use Google Maps to determine travel reimbursement rather than using odometer readings. The only time odometers should be used are for locations not available in online maps.

**International Travel:** Nancy Spink will elaborate in following meetings as she is just beginning in her position as Risk Manager.

FUND UB STUDENT FEES  
 MIDLEVEL M047 INFORMATION TECH SVCS  
 DEPT 939 INFORMATION TECH SVCS  
 ORG PH7108 STUDENT COMPUTING

BUDGET		ORIGINAL BUDGET	ADJUSTED BUDGET	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	%
01	SALARIES						
02	FRINGES						
03	TEMP HELP						
04	TRAVEL						
05	OE						
06	CO						
07	CO						
08	RESERVES						
F9222	TRANSFERS						
F9223	TRANSFERS						
	TOTAL						
T9122	TRANSFERS						
REV	REVENUE						
99	CARRYFWD						
	TOTAL						
	NET	0	0	0	0	0	0
FUND BALANCE - 7PH108		<This is my pitch to change the fund numbers on the student fees>>					
	BEG BAL						
	REVENUE						
	EXPENSES						
	TRANSFERS						
	END BAL						

\* Add a summary for each department code

\*Add a summary for each midlevel

	ORIGINAL BUDGET	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	%
Fund: UB M047: Technology		939: ITS-Administrative Technologies		PH7108: StudentComputing			
02 Fringe Benefits	3,822.00	0.00	0.00	0.00	0.00	0.00	0%
03 Irregular Help	9,750.00	0.00	0.00	0.00	0.00	0.00	0%
05 Other Expense	48,409.00	0.00	0.00	0.00	0.00	0.00	0%
07 < \$5K Capital Outlay	2,000.00	0.00	0.00	0.00	0.00	0.00	0%
15 Transfers	115,352.00	168,401.00	0.00	37,333.16	0.00	131,067.84	78%
99 Prior Year Carry Forward	0.00	75,192.45	0.00	0.00	0.00	75,192.45	100%
Support Fund Totals	175,511.00	243,593.45	0.00	37,333.16	0.00	206,260.29	85%
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ORG TOTALS	179,333.00	243,593.45	0.00	37,333.16	0.00	206,260.29	85%

\* Current PBSR only shows expense transfers

## MONTHLY EXPENSE REVENUE EXAMPLE

	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
REVENUE	1,000.00	600.00	600.00	20.00	700.00	600.00	600.00	600.00	600.00	1,000.00	600.00	50.00	6,970.00
EXPENSES													
SALARIES	100.00	100.00	150.00	100.00	100.00	100.00	100.00	100.00	150.00	100.00	0.00	0.00	1,100.00
FRINGES	60.00	40.00	60.00	40.00	40.00	40.00	40.00	40.00	60.00	40.00			460.00
TH	50.00	50.00	50.00	50.00	50.00	0.00	0.00	50.00	50.00	50.00	0.00	0.00	400.00
TRAVEL	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	100.00
OE	200.00	200.00	200.00	600.00	200.00	200.00	200.00	200.00	200.00	750.00	200.00	200.00	3,350.00
CO	100.00	0.00	50.00	0.00	200.00	0.00	50.00	0.00	0.00	100.00	0.00	50.00	550.00
TRANSFERS	100.00	60.00	60.00	2.00	70.00	60.00	60.00	60.00	60.00	100.00	60.00	5.00	697.00
TOTAL	660.00	450.00	570.00	792.00	660.00	400.00	450.00	450.00	570.00	1,140.00	260.00	255.00	6,657.00
NET	340.00	150.00	30.00	(772.00)	40.00	200.00	150.00	150.00	30.00	(140.00)	340.00	(205.00)	313.00
CUMULATIVE REVENUE	1,000.00	1,600.00	2,200.00	2,220.00	2,920.00	3,520.00	4,120.00	4,720.00	5,320.00	6,320.00	6,920.00	6,970.00	
CUMULATIVE EXPENSES	660.00	1,110.00	1,680.00	2,472.00	3,132.00	3,532.00	3,982.00	4,432.00	5,002.00	6,142.00	6,402.00	6,657.00	
CUMULATIVE NET	340.00	490.00	520.00	(252.00)	(212.00)	(12.00)	138.00	288.00	318.00	178.00	518.00	313.00	

## Suggested To-Do Check List for Supervisors of New Hires Who Have Finance Responsibilities

All too often when I meet with a new employee for Finance training, they have not been introduced to other folks in their department that they will eventually work with, nor do they have any idea what their responsibilities are. It is my job to teach them Banner and UI processes and procedures but not necessarily how to do their job, as every college may have different duties for the same employee type and, to a certain extent, their own set of rules for their particular college or unit.

By following these steps I believe it will make the new employee feel welcome and that their supervisor is taking a personal interest in the employee and their job, and in the long run, may aid in employee retention.

1. This applies to any new employee. Make them feel welcome by having a clean office space with technology set up and ready for them to get started. Take them around and introduce them to co-workers, faculty, etc.
2. Make sure employee takes Banner Navigation training. Their EPAF has to have been put on the system for the DBA's to see it before they can have access to email, Banner, etc. All Banner training is found on the Professional Development and Learning (PDL) website.
3. Once they have access to Banner, make sure they are able to log in successfully on their own computer prior to any one-on-one training.
4. Have them take Finance: Query, which is an on-line class also found on the PDL website. Once they have passed this class have someone sit down with them and explain to them their job duties to include budget responsibilities, processes, etc. Let them know they can go into the query forms (FGIBAVL, FGIBDST) and play around to get familiar with Banner. They can also retake the Finance Query training and follow along. After passing Finance: Query, they also now have access to print Finance reports. Remember, any Banner **Finance** form or report will start with the letter "**F**". A download of some of the commonly used Finance reports will be available on the PDL website soon.
5. Depending on the new employee's job duties, make sure they are signed up for all the Banner classes they will need to do their job successfully....ie: Claim Vouchers, Pcard, Travel, Journals, Approvals, Purchase Orders/Requisitions, etc. as these are all separate classes with different instructors that they will need to take.
6. Ensure financial staff have a copy of and have reviewed the Expense and Revenue Code booklets. A printable version can be found on the Controller's web site > Accounts Payable > AP Links