

CUIBO Meeting Minutes – February 14th, 2019

Updated Resources – Hayley

The Expense Code Tool has been updated by Joe. It can be found on the General Accounting page under Resources. It includes all expense codes and most descriptions.

There is also a new Banner Form Tool (in testing phase). It can be found on the CUIBO Meeting page under Supplemental Materials. Since this is still in the beginning stages, please send any feedback to controller@uidaho.edu.

The tool is in an Excel format, this makes it easy to update and personalize for each department or college.

The green highlighted forms mean frequently used forms. The red highlighted forms mean that the form is no longer available in Banner 9, but you will see it includes the ARGOS replacement report.

A Banner Worksheet of Frequently Used Forms can be found on the CUIBO page under Supplemental Materials.

- Includes most used forms – input is encouraged as to what forms should be included on this worksheet. Once again please send any feedback to controller@uidaho.edu.
- This type of worksheet compared to a booklet format is easy to personalize and update for each user.
- Once this worksheet is finalized it will be available on the Banner Resource Page.

Argos Training – Ron

Ron went over the handout that was given prior to the meeting, stating that Travis Gray will be conducting Argos Training sessions. Registration for the trainings can be found on the GoSignMeUp page under U of I systems. All information involving these trainings can be found on the Banner Resource page.

Student Accounts – Delora

The Student Accounts Office, specifically the cashier area, will undergo a remodel starting Monday, Feb 25. It is supposed to be finished by Friday, March 15. The week of Feb 25 will be demolition and it will be quite noisy in the building. The week of March 11 will be new carpeting in the front areas of the office. We apologize for any inconvenience. After that, there shouldn't be much noise, but access to the front doors of the office may be limited during the 3 weeks, especially during demolition and carpeting. If we are unable to have access to the front door, we will have signs that point people to the back door. The cashiers are being relocated within our office.

Contracts and Purchasing – Julia

Contracts and Purchasing is working towards having a training session for Banner 9 available soon. There will be further communication when the date and location is set. There will also be an online Purchasing training module available soon that will be found on the GoSignMeUp page.

Be on the lookout for one University of Idaho Amazon Prime Business account. This account will have a single sign on and be tax exempt. It will also monitor debarred businesses.

Where to call for Tax form questions?

W2's – Payroll (Main Number)

1098T and 1042 for students– Delora

1099 Miscellaneous - Linda Keeney

Chrome River Update – Linda Keeney

There was a question and answer portion for anything involving Chrome River. Information was discussed about how the policy and procedures would change within the program. The following was taken from the Chrome River U of I website. *“The application has been configured to comply with current U of I policies and procedures. This also provides U of I with the opportunity to refine these policies to better meet our needs and to improve communication of current practices and policies. A new Travel page is under development to serve as a comprehensive source for this information. The application will also provide warnings and information during the claim preparation process in order to assist travelers in understanding and complying with policies.”* More information can be found on the Chrome River website regarding changes and implementation. The estimated implementation date is in April 2019.

Budget Office – Jill and Trina

***Handouts are available on CUIBO Meeting page under Supplemental Materials

There is a Summer Session EPAF Overview training session available on GoSignMeUp. Jill informed everyone that these are complicated EPAFs so please send at least one person from each college to the training. Jill also mentioned to please submit approved termination/ retirements effective now - 6/29/19 as soon as you can. If you have retirement date questions, please contact benefits@uidaho.edu.

April 1st – FY 2020 Permanent Change Deadline

Items due April 1st:

1. **Support fund changes:** Permanent changes to General Education (fund type 10) and Central (fund type 11) support funds (Temp Help, Travel, OE, CO, Reserve and Trustee/Benefits.)
2. **Salary changes:** Permanently budgeted salary changes (for all fund types.)

Next CUIBO Meeting Dates

March 21st 10:00am- 12:00pm in the Crest/Horizon Room – Idaho Commons

April 24th 10:00am- 12:00pm in the Crest/Horizon Room – Idaho Commons

May – Cancelled

June 13th 10:00am- 12:00pm in the Panorama Room - Idaho Commons