**September 12, 2019**

**Summary of the CUIBO Meeting, September 12, 2019, 9-10:15am**

*Alcohol Permitting Process – Krista Bateman, UI Auxiliary Services*

Please refer to attached handout.

Key points:

* Permitting is approved through the President’s Office and the State Board of Education
* All on-campus and off-campus events “sponsored by UI” at which alcohol will be served must be permitted through this process
	+ To determine if an off-campus event is “sponsored by UI”, consider who is at risk and who has the contractual relationship with the food and beverage provider
* Sodexo is the on-campus catering service provider and must grant exclusion for a unit to use another vendor
* Permitting process is handled through online service, which requires the user to complete an online training video before access is granted.
* Contact Auxiliary Services with any questions

*Chrome River Analytics Demo – Ron Town and Travis Gray*

Thank you to the CUIBO members and others who participated in the advisory group organized by Ron Town.  Based on that feedback, Ron and Travis have created some standard and analytics reports that are available for testing.

Key points:

* Business Systems is awaiting confirmation from Chrome River when all users will be granted access to Analytics.  Attempting to complete this via the *People File*.  In the meantime, all who participated in the advisory group mentioned above have been granted access already.  Anyone else who wants to test reports now (within the next couple of weeks), while we await for Chrome River to accept our file, may send a request through the ticketing system to Business Systems.
* Standard reports are available through **Chrome River => Reports => Standard**
* Ron presented a demo of the **Expense Analysis** standard report
	+ You can save a copy of any standard report with a custom name and filters to reuse – these are tied to your UserID and will only show when you are signed in
	+ You can schedule reports to run automatically
	+ You can share reports with other UserIDs
	+ You can save Standard reports in your Favorites folder
* Ron Town and Travis Gray presented a demo of the Ad Hoc reports through **Chrome River => Analytics**.  This will take the user into an Argos-like portal called “Web Logic”.  See the **University of Idaho** folder and **Shared Content**.  These test reports have been created under the **Ron Town** and **Travis Gray** folders.
	+ Once you find a report that you use often, you can save those to your **Favorites** folder.
	+ **Travel Expense Report by Fund** and **Travel Expense Report by Org** are available now to test in the **Shared Content => Ron Town** folder
	+ Double-click on desired report and enter Org or Fund.
	+ Date field is finicky.  Bus Sys will provide more guidance when they figure out a sure fire way to use.  XX/XX/XXXX seems to be the best format
	+ More reports available under the **Travis Gray** folder:
		- **Expense Report by Activity**
		- **Expense Report by Fund/Org**
		- **Expense Report by Index**
		- **Expense Report by Report Number**
* **PLEASE** test these reports and provide feedback to Business Systems through the ticketing system.

*University Cash Handling Policy and Procedures*

See attached final draft of the cash handling policy and procedures (APM 20.01).  We have kicked off the process of getting this published in the APM, but expect that to take several months.  But these are the procedures that we expect all personnel to follow when handling University cash.  Please forward any comments/questions to Linda Campos.  I especially would appreciate feedback from off-campus personnel on how complete this guidance is for their purposes, since they don’t have convenient access to depository services through the Cashier’s Office on the Moscow campus.

*Other Announcements/Questions:*

* Question from Mary George about using FGAENCB to create general encumbrances in order to reflect in Banner that certain fund balances are not available to be spent in order to comply with University hold-back and fund freeze.  Linda Keeney confirmed that this is allowable, but that the encumbrances will need to be liquidated at year-end by AP.
* Cheyenne Smith-Sarkkinen:  When expenditures from 1R funds hit the NSF queue, Budget Office will begin reviewing the fund/org combination in making decisions about approving.
	+ Question about funds that do not hit the NSF queue – these are the funds exempted from NSF queue:
		- 12: Revenue generating
		- 15: Service Centers
		- 16: Student Fees
		- 20: Ag research and extension
		- 21: Restricted gifts
		- 30: Auxiliary enterprises
* Linda Keeney announced that the report on employee moves has been completed and submitted to the state.  Therefore, she is now requesting that departments inactive all completed moves on the moving program.
* Question:  E4145 Temp Faculty – it is rolling up to Temp Help rather than Salaries.  Is this a problem for anyone else?  The fringe rate does compute correctly as that looks at the employee classification, not the E-code.  But it does make projecting fringe costs difficult for the fiscal staff when salaries charged the higher faculty fringe rate roll up to the temp help category in Banner.  Gen Acctg will review the roll-up to ensure that it is as intended and modify if needed to meet needs.  It didn’t seem that others in the room had a strong preference.
* Question: Is the Argos Salary Encumbrance Report running correctly for others?  Not balancing.  If problems continue, send ticket to Business Systems.
* Julia McIlroy announced that Mack DeYoung has left Purchasing, so they are down to 3 people while the position is waiting to be filled.  Please send inquiries to the purchasing@uidaho.edu email address to be sure it is seen and addressed by available staff.
* Trina Mahoney reported that a decision on changes to the fund treatment for Summer Session tuition is on hold until the Sustainable Financial Model Work Group completes their work around the end of the calendar year.
* Budget office requests that you send general questions/requests to the budget@uidaho.edu email address in order to ensure that it is seen and addressed by available staff.  Also, please be as specific as possible in subject lines on emails to improve search capability.

You can watch/listen to a recording of the meeting here:
<https://uidaho.zoom.us/recording/share/s-VKR9MqiKYPV8mcI6D0q_akcGEjHCDDrr4yPQozicqwIumekTziMw>

Next Meeting:  Thursday, October 10, 2019 @ 9-11am, Commons (ISUB) Panorama Room

Find a calendar of all meeting dates here:  <https://www.uidaho.edu/finance/controller/council-of-u-idaho-business-officers>

**LINDA CAMPOS,** CPA
*AVP for Finance / Controller*
Division of Finance and Administration
Office: Administration Building 211  lcampos@uidaho.edu
208-885-6530
875 Perimeter Drive MS 3166  |  Moscow ID 83844-3166

