



## Council of the University of Idaho Business Officers Summary Notes June 8, 2017

### Introduction of New Buyer in Purchasing – Julia McIlroy

Julia McIlroy introduced her department's new Buyer, Mack DeYoung. He will be beginning to work with departments and can be contacted at 208-885-6115 or [mdeyoung@uidaho.edu](mailto:mdeyoung@uidaho.edu).

### Research Misconduct – Dan LaHann

Dan LaHann from the Office of Research Assurances gave a brief summary of what constitutes as Research Misconduct and what that can mean for departments conducting research. He has provided slides which are available on the Council of UI Business Officers website under the June 8<sup>th</sup> meeting in supplemental materials. It can be found at <http://www.uidaho.edu/finance/controller/council-of-u-idaho-business-officers>. For additional information please contact Dan LaHann at 208-885-0174 or [dlahann@uidaho.edu](mailto:dlahann@uidaho.edu).

### Bad Debt Write-Offs – Heather Nelson

Heather Nelson presented on bad debt issues at the UI for sponsored projects. Sometimes these uncollectable funds are due to a PI not getting the requirements of their contract done or contractual errors regarding invoices, but primarily they are from sponsor non-payment. If invoices are determined to be uncollectible due to reasons other than non-performance by the PI, then the issue is then taken to University Central to request that the debt be written off.

All known bad debts will be written off by Central for FY17. Beginning in FY18 it has been determined that, because the unit has received the benefit of the uncollected funding, (e.g. in salary savings), the expectation will be that central and the department will each cover 50% of the cost, with OSP participating in those costs on a case by case basis. This will be in effect except in the cases where there is PI non-performance, which will be solely a departmental responsibility to underwrite.

A central bad debt reserve is being considered as a possibility. It is recommended that units potentially consider creating bad debt reserves of their own.

### Creative Purchasing – Kris Freitag

It has come to OSP Cost Accounting's attention that some creative ideas on how to make certain purchases for grants are being used. It is requested that departments check with OSP to ensure that certain purchases and purchasing techniques are allowable on grants prior to making the purchases. If you are using a service center for those they also need to be reviewed by OSP to make sure that a service isn't being added or changed. Please send questions regarding funding for grants to [osp-cost@uidaho.edu](mailto:osp-cost@uidaho.edu) and questions regarding Service Centers to [ui-service-centers@uidaho.edu](mailto:ui-service-centers@uidaho.edu).

### Pinnacle Updates – Mary George

A reminder that ITS' Pinnacle billing application will go offline as of June 30, 2017. All reports need to be pulled prior to the end of June 2017. The last billing for telecom expenses, through Pinnacle, will be in mid-June.

### Telecom and Technology Support – Mary George

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Questions came up about the charges for technology support and what services would be provided. It was indicated that ITS will be releasing baseline service level information that would be associated with costs to the departments.

## AR Purge – Delora Shoop

Accounts Receivable will be purging data that is aged 10 years or older to help the system run faster. Transactions that are posted to accounts in TSAAREV that have no activity in the last 10 years, have a zero balance and no holds will be purged. Purged data will be stored via spread sheet in the Shared drive. The only information that will be retained is that the person had an account and the comments will say Zero balance forward as of the purge date.

## Sales Tax Update – Linda Keeney/Linda Campos:

This was an expansion on information shared at the May FIG meeting. The slides for this information are available at <http://www.uidaho.edu/finance/controller/finance-information-group> in the Fiscal Year 2017 FIG Minutes tab for May 16, 2017 found in the Agenda-PowerPoint link. Reminder from Ron Town to not use the Purchasing card for on-campus purchases, as this results in additional costs to the unit and the University in the form of credit card processing fees and sometimes sales tax.

## Year End Date Reminders – John Keatts

Reminders of critical dates from the year end calendar which can be found on the General Accounting and Controller's webpage. June 14<sup>th</sup>, 2017 at 4:30 p.m. is the last day to submit fully signed and completed payroll cost transfers to General Accounting for processing. Kris Freitag reminded the group that June 9<sup>th</sup> 2017 was the last day to submit cost transfers to OSP. Last transmission date to the state is June 21<sup>st</sup> for OE and CO. All AR is due in by June 30<sup>th</sup> at 10 a.m. and cash to cashiers. For more information please see the Year End Calendar and questions can come to [gnrlacctg@uidaho.edu](mailto:gnrlacctg@uidaho.edu). Trina Mahoney reminded CUIBO to run reports after period 14 closes for accurate reports for FY17.

## Controller's Office Updates

**Ron Town** - Ron Town - Brief discussion of Banner 9 and the forms that will be affected by Oracle discontinuing support for Oracle Forms. This means that modified Banner and locally developed forms that were created by the UI programmers will also need to be adjusted. Some reports will be discontinued altogether while some will be available in Argos. Ron Town sent a follow up to the list discussion to both the FIG and CUIBO mailing list to clarify information discussed. The new Chart of Accounts won't be ready for testing until Fall of 2017.

**John Keatts** – Restricted Gift Fund information has been sent out to those listed on the accounts for review and approval. It was brought to the Controller's attention that Fiscal Officers weren't necessarily included in the emails that were sent out. After verifying with Derek Johnson an email was sent to the CUIBO group on June 8<sup>th</sup>, 2017 with a list of people listed on Restricted Gift Funds. The listed individuals have the ability through Vandal Web to update the contacts by logging in and going to the Financial Tasks tab under the Restricted Funds and User Management links. For additional questions or help please contact John Keatts at [johnk@uidaho.edu](mailto:johnk@uidaho.edu) and/or Derek Johnson at [derekj@uidaho.edu](mailto:derekj@uidaho.edu).

## Budget Office Updates

**Trina Mahoney** – announced that the Budget office will be relocating to the other side of the Administration Building:

Admin 217: Cheyenne, Becky and Jennifer

Admin 216: Jill

Admin 218: Trina

Admin 220: Kim

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They will have some down time on June 14-15 while the computers are down. Please be patient and forward time sensitive information to Trina Mahoney directly at [tmahoney@uidaho.edu](mailto:tmahoney@uidaho.edu) or [budget@uidaho.edu](mailto:budget@uidaho.edu). Please scan payroll cost transfers and send to the budget email and it will be signed and sent via email to General Accounting.

Reminders about .01 suffix EPAFs needing to be processed: Jill Robertson sent emails to the EPAF user groups with the guidelines for processing FY18 EPAFs, so please review those and be ready to process on the dates indicated in the guidelines.

An email notifying campus regarding FY18 UBFC funding should come out sometime in June. The exact gain-share percentage will depend on the total amount needed for the UBFC process and the carry forward balances. The gains-hare amounts will not be announced or processed until after carry forward posts. TSS and phone assessments will also occur sometime after carry forward posts (end of July) with the goal of also having the documentation from ITS regarding what services are now covered/no longer charged for ready to send out with the assessments.