



Council of the University of Idaho Business Officers
Summary Notes
November 10, 2016

Paying Employees Promptly – Cretia Bunney

The University is obligated, by law, to pay employees in a timely manner, EPAF's need to be put on, timesheets need to be filled out and approved by deadlines for prompt payroll processing.

If a rare situation happens and a payment is unable to be processed through the regular payroll process, please contact payroll and discuss the best method for processing the payment. Payroll is dedicated to helping departments through the payroll process and getting employees paid promptly for their work. For more information please contact Cretia Bunney, Payroll Manager, at 208-885-0284 or cretiab@uidaho.edu.

Claim Vouchers: Use of Comments and Confidential Comments – Linda Keeney

A reminder that within the Claim Voucher system in Vandal Web there is a place for comments and confidential comments. Please keep comments appropriate and related to what Accounts Payable needs to process the claim in the Comments box. The comments are stored permanently in the Banner and Stelnet systems and will be read if/when audits are conducted. Confidential comments should also be kept professional but can relate to information that would be necessary for approvers but not necessarily needed for Accounts Payable purposes. Comments in the "confidential" field are deleted by the system after the claim is processed and completed.

UBFC Funding Request Overview – Mary George

Mary George, Director for Division of Infrastructure Business Office and University of Business and Finance Committee (UBFC) member presented the new online proposal submission tool for this year's requests for funding. Questions about the online form can be directed to maryg@uidaho.edu and questions related to the Budget Template can be directed to Trina Mahoney (tmahoney@uidaho.edu) or Kim Salisbury (kims@uidaho.edu). General questions for the UBFC can be sent to ubfc@uidaho.edu. More information about this year's process and access to the form can be found at <http://www.uidaho.edu/finance/budget-finance-committee>.

Budget Office Announcements/Updates

Trina Mahoney: As part of the Chart of Accounts project we are learning about NSF functionality in Banner that may lead us to continue using NSF in some form in the future. Effective January 1, 2017 approvals (including NSF) will be turned off in Banner for documents that originate in VandalWeb as announced in earlier meetings. Other NSF will remain in place but we will be doing manual budget checking at the overall organization (ORG) level so if something hits NSF due to lack of funding in the primary expense code (i.e. 04 – Travel), we will go ahead and approve and not send a notice if there is overall funding available funding in the ORG. For U1 and U2 we will back out benefits when evaluating NSF as in general these are funded at yearend by Central.



Other Items and Announcements

Chart of Accounts Update: Reaching out to departments for input on funds, E & R codes, March is the deadline for having the chart design completed. Then we will begin necessary programming changes and testing.

Purchasing Card Regroup: Purchasing cards are being regrouped by the roll-up code. Linda Keeney hopes to have this done by February and distributed to the departments for feedback

Question about new Evaluation Forms: Dan Noble to find information on this and send to CUIBO