CLAS May 2017 Business Briefs

Important Dates

5/19  Start-up year-end carryover projections due to Kristen Wolf
5/19  FY17 TA salary budgets confirmed by department to CLAS
5/24  Monthly payroll cut-off
7/23  Spring 2018 Offerings Planner Deadline

Start-up Year-end Carryover Projections

Please send your start-up carryover estimates for your departments to Kristen Wolf by May 19th.

Summer Session 2017 Reminders

All expenditures for summer session will be incurred in the home org/department of the course using 050-11-XXXX-54171000-10 for Summer 2017. The accounts rotate between odd and even years. If an extension course, use 050-11-XXXX-54320000-171-10.

May & June salary/fringe will be “funded” during closing (Period 13 or 14).

- Accounts may have a negative free balance until the allocation is made.
- After the Period 13 allocation, the summer session accounts should have a free balance of zero for year end.

July & August salary/fringe will be funded within September/October time frame.

The following resources are available for questions:

- Instructor compensation: Marlys Boote or Jeff Donoghue
- Summer Session budget or general questions: Marlys Boote or Jeff Donoghue

Spring 2018 Courses

Departments should submit Spring 2018 offerings in the MAUI course planner prior to the Registrar’s published deadline of July 24, after which the CLAS dean’s group will review and make recommendations for changes prior to myUI course browse being available on October 9. Please assign instructor names whenever possible.

As questions arise, please contact Marlys Boote (marlys-boote@uiowa.edu) for additional information.

Preparation for FY17 Closing

We are reviewing salary commitments on funds 050 and 240. All salaries on fund 050 should be shown as commitments on budget management reports. Let Jen know ASAP if you still have any forms to process by May payroll cut-off for FY17, including Change of Status.

Please review encumbrances during the month of May. Encumbrance errors made prior to June will not be fixed during year-end close, so should be addressed before then.

CLAS Closing Dates, University Closing calendar and June travel reimbursement dates: We will provide additional information as soon as we have confirmation from Accounting & Financial Reporting of the official Year End Close dates.

Please share with DEO’s and appropriate staff within your departments.
Preparation for 2017-2018 Budget Planning

- Faculty and Lecturers
  - Jen Reynolds or Alaina Hanson will be following up on faculty forms that need to be processed (Terminations, Change to Emeritus, and Extension of Visitors/Lecturers).
  - Summer Support forms should be submitted as soon as possible.

Unannounced Cash Handling Visits

Accounting & Financial Reporting initiated unannounced cash handling site visits during the last week in April. The purpose of these visits was to:

- Help bring awareness of cash handling functions and the importance of strong internal controls;
- Determine that roles in documented procedures are consistent with staff performing the role;
- Verify that each staff member involved in the process is current on cash handling training;
- Verify that each staff member involved in the process understands his/her role in the procedure.

Members of the AFR Cash & Investments team were to introduce themselves and explain the nature of the visit. They were to ask to speak with a person within each cash handling role and request to be walked through the processes. Any variances from the approved documented procedures were discussed with the Cash Handling Control Manager and the C&I team explained how to correct the variances. A post-visit report out will be sent to the following:

  - Associate Controller
  - Primary Business Officer
  - Local Cash Handling Control Manager

New Credit Card Revenue IACT – 4598

Effective May 1st, 2017, there will be an update to the default IACT used to record credit card revenue to the general ledger. IACT 4598 – Credit Card Sale Receipts will replace IACT 1102 – Accounts Receivable for all merchant accounts on this date. The more timely receipt of funds from the new credit card processor, Elavon, prompted this change.

Merchant account default Deposit MFK information will be automatically updated in eDeposits on 5/1, changing the IACT from 1102 to 4598.

Specific Information for eDeposit Deposit Preparers:

- eDeposit users will need to manually update any import data files that use the 1102 IACCT (Trans Type - Credit Card Offset), as this IACT will no longer be valid. The eDeposit system will automatically replace any template and favorite MFK’s using the old IACT. eDeposit users may continue to use the “Automatically Add Offset” box in the system, which will use the proper 4598 IACT.

As a reminder, UI Cash Handling Policy requires that eDeposits for credit cards sales be completed within 3 business days of any sale. Whookey reconcilers please note that IACT 4598 should have a zero balance at the end of each Fiscal Year.

Receiving Application Enhancements

On May 2, 2017 desktop receiving will be enhanced in the E-Pro system accessible through Employee Self-Service. The improved functions were designed based on campus feedback and focus group input. Improvements include receiving email notifications when supplier invoices are available online for review, a new modern design with easy access to worklists with invoices requiring receiving, and an overall simplified process for receiving.
More details about all the new enhancements and training classes can be found at https://uiowa.edu/ap-purchasing/sites/uiowa.edu.ap-purchasing/files/ePro_Receiving_Functionality_Update.pdf and online in the new system on May 2nd. An updated guide to receiving is also available at https://uiowa.edu/ap-purchasing/sites/uiowa.edu.ap-purchasing/files/Receiving_Guide.pdf.

Questions regarding the new desktop receiving can be directed to: Chris Leichty (chris-leichty@uiowa.edu) at 335-0384 or Mike Adam (michael-adam@uiowa.edu) at 335-1861.

Grant Application Assistance for Arts, Humanities and Social Sciences

Please remind your faculty in the Humanities and Social Sciences that assistance is available to them for grant proposals:

- Assistance includes: 1) identifying appropriate external funding opportunities for faculty research and projects; (2) assistance in preparing grant proposals and budgets to external funding agencies; and (3) assistance in internal submission processes through the Division of Sponsored Programs.

- **Arts & Humanities:**
  - [http://www.research.uiowa.edu/grant-resources-arts-humanities](http://www.research.uiowa.edu/grant-resources-arts-humanities)

- **Social Sciences:**
  - [http://ppc.uiowa.edu/isrc/services/grants](http://ppc.uiowa.edu/isrc/services/grants)
  - [http://www.research.uiowa.edu/iowa-social-science-research-center](http://www.research.uiowa.edu/iowa-social-science-research-center)