**Important Dates**

- **6/12**: Budget & Salary Planning System opens for Department Administrators
- **6/16**: Foundation Gifts and Other Revenue due for posting and recognition in this fiscal year
- **6/21**: Foundation Payment Authorization Forms due for funds to be transferred in this fiscal year

**Budget & Salary Planning System**

The Budget and Salary Planning application will be open at **9 am, Monday, June 5** for CLAS accounting staff. Colleges will be notified of their base budgets following the Board of Regents meeting on Thursday, June 8th. As soon as we are notified of the budget, we will open the budget system for department administrators. We expect this will happen on **Monday, June 12th**. Department Administrators will have until Tuesday, June 20th to make changes. This is a tentative deadline until after the June 8 Board meeting.

If you have any questions, please contact Erin Herting.

**Financial Compliance Responsibilities**

CLAS Closing dates for FY17 are:

- **Friday, June 30 (6:30p)**: First Close Deadline
  - *We strongly encourage departments to have all of their entries posted before the First Close Deadline*
- **Friday, July 7 (6:30p)**: Deadline for departments to make final adjusting entries.

University Closing calendar and information is available here: [http://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy17-close](http://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy17-close).

In order for travel to be reimbursed in FY17, the following dates apply:

- Travel completed prior to June 1 should be completely through workflow by June 7 (all day). This includes eVouchers for travel.
- Travel completed between June 1 and June 14 should be completely through workflow by June 14, 4:30 p.m.
- Travel completed between June 15 and June 28 must be completed through workflow by June 29, 4:30 p.m.

*UI Foundation closing reminder*: All Payment Authorization Forms (PAF’s) must be submitted to the UIF Accounts Payable Department no later than **5 pm, Wednesday, June 21** – direct any questions to Beth Nicholson or Jennifer Kuenster. All Gifts and other revenue must be received no later than **5 pm, Friday, June 16** to ensure posting and recognition within this fiscal year – direct any gift questions to Tara Sterba, any other revenue questions to Terri Swenson. Every effort will be made to post all FY17 revenue and expenses received by 11 am Friday, June 30, no guarantee can be made that items submitted after these deadlines will be included in FY2017. ([http://www.uifoundation.org/finance/](http://www.uifoundation.org/finance/))

**CLAS Honoraria Policy**

[http://clas.uiowa.edu/finance](http://clas.uiowa.edu/finance)  [http://clas.uiowa.edu/human-resources](http://clas.uiowa.edu/human-resources)
For all service vouchers/honorariums, the Dean’s office requests that department initiators attach one or more of the following:

- Poster announcing the event
- Invitation letter
- Other agreement with vendor on the rate of pay
- Invoice from vendor showing charges

Any honorarium $1,000 or more must be pre-approved by Dean Curto. The email request should contain:

- Name of event or reason for visit
- Date(s) of event or visit
- Name of guest
- Requested honorarium amount

The email pre-approval must be attached to the honorarium eVoucher request.

(https://clas.uiowa.edu/finance/honorarium-policy#overlay-context=finance/policies-procedures).

**Charging Rent**

If your department is located in a general fund building, you are not allowed to charge rent to university departments or colleges. On rare occasions, you may charge a user for costs you would not typically incur. If you have questions, please contact Erin Herting.

**Graduate Appointments for FY2018**

Grad Reappointment system will open soon. Because registration information is included in the reappointment system, any employee with access to the reappointment system needs to complete FERPA training. Guidance on Graduate Appointments:

- The Graduate College will charge a departmental GEF (050) tuition supplement account based on appointment/MFK information in the system as of **July 1**
- Departments should complete as many appointments/reappointments/terminations as possible by **July 1** in order for students’ U-Bills and accounting information to be correct
- As you complete each student’s reappointment, use the “SAVE AND FINALIZE” option
- When entering a new graduate employee in the HR appointment form, a unique position number will automatically be assigned.
- If there are any reappointments that cannot be completed by **July 1**, use the comment field to indicate why that student’s appointment could not yet be made (e.g. needs to complete Speak Test on 8/XX/17 before assignment can be made)
- Further guidance on Graduate Appointments can be found here: [http://www.grad.uiowa.edu/manual-part-1-section-vii-graduate-appointments](http://www.grad.uiowa.edu/manual-part-1-section-vii-graduate-appointments)

If you have questions on how to use the Grad Reappointment system or would like training, please contact Sandy Mast.

**Changes to IACTs in Current/Upcoming Fiscal Year**

Accounting & Financial Reporting has published changes to **Institutional Accounts (IACTs)** in the current & upcoming fiscal year. This includes the addition of new IACTs as well as updates or inactivation of existing IACTs. A summary of these changes are published in their Accounting Code Manual (ACM):

- Link to web page: [https://controller.fo.uiowa.edu/fy17-fy18-recent-changes-institutional-accounts-iactions](https://controller.fo.uiowa.edu/fy17-fy18-recent-changes-institutional-accounts-iactions)
- Link to pdf document: [https://controller.fo.uiowa.edu/sites/controller.fo.uiowa.edu/files/IACTs_Changes_FY18.pdf](https://controller.fo.uiowa.edu/sites/controller.fo.uiowa.edu/files/IACTs_Changes_FY18.pdf)

Please share with DEO’s and appropriate staff within your departments.
On a related note, the ACM now has separate pages dedicated to **WhoKeys & Budget Reference Field**.

- **WhoKey**: [https://apps.bo.uiowa.edu/glaccman/index.cfm?action=glaccman.whokey](https://apps.bo.uiowa.edu/glaccman/index.cfm?action=glaccman.whokey)
- **Budget Reference Field (BRF)**: [https://apps.bo.uiowa.edu/glaccman/index.cfm?action=glaccman.brfabout](https://apps.bo.uiowa.edu/glaccman/index.cfm?action=glaccman.brfabout)

Please direct any questions or comments to **Accounting & Financial Reporting** and share this information with your staff as necessary.

**Financial Compliance Responsibilities**

**TDR Reconciliations**: Departments must complete all current fiscal year TDR reconciliations for their financial accounts (WhoKeys) in a timely manner. You may review the status of your unit's reconciliations by using the EFR Dashboard (refer to page 4 of the *EFR Dashboard User Manual*). Please note that we frequently receive requests from internal & external auditors to share *TDR Status Reports* for departments. **Related Policy**: [Monthly Review of Transactions and Accounts](http://clas.uiowa.edu/finance).

**Account Owner/Reviewers Roles**: Account Owner & Reviewer roles must be assigned for all financial accounts. Please assign any missing Account Owners & Reviewers for your unit's WhoKeys. Missing roles metrics are displayed in your EFR Dashboard (refer to pages 6-8 of the *EFR Dashboard User Manual*). In addition to assigning missing roles, we strongly recommend that you review any accounts where the same person is assigned as the Account Owner & Account Reviewer. While this is allowed, it is intended to be kept to a minimum in order to provide for more effective monitoring. **Related Policy**: [Monthly Review of Transactions and Accounts](http://clas.uiowa.edu/finance).

**Quarterly Reconciliation of Balance Sheet Accounts**: Departments must complete quarterly reconciliations of specific balance sheet accounts to ensure that balances in the General Ledger are equal to balances in subsystems. This reconciliation/verification should be completed by Period 14 Final Close. Auditors will request this documentation in August and departments should be ready to verify compliance by providing appropriate reconciliation files. Accounting & Financial Reporting (AFR) staff are available to assist with questions you may have. **Related Policy**: [Quarterly Reconciliation of Balance Sheet Accounts](http://clas.uiowa.edu/finance).

**Cash Handling Compliance**: Units must have updated, approved local cash handling procedures on file with AFR. At a minimum, these procedures should be reviewed annually to determine if any changes have occurred and if resubmission is necessary. Please also verify that assignment of cash handling roles are current in the *Institutional Roles* application and that individuals are compliant with training requirements. **Related Policy**: Cash Handling Policy.

**Annual Financial Sub-certification (FSC)**: Senior Business Officers, Dean's & VPs must complete and certify the FY17 Financial Sub-certification by September 15, 2017. A complete List of Required Certifiers by org is published on our website. **Related Policy**: Financial Sub-certification.

If you have any questions about the topics above, please contact Selena Martin.