

**Council of the University of Idaho Business Officers
Summary Notes
January 15, 2015**

Activity Code Reporting- Mary George, ITS

Several years ago ITS began utilizing Banner activity codes for more detailed budgeting and reporting. However, Banner reports were not set up for adequate reporting on activity codes. Therefore, ITS had an activity code report created. An example of activity code reporting that ITS uses is for travel and training. ITS is able to budget and track expenditures for travel & training under a single activity code, that combines conference registration, hotel, airfare, per diem, etc. expenses into a single amount.

FWRACTD is the activity code report. The parameters are as follows:

- Fiscal year start and end. For the fiscal year you can enter a range of years or a single fiscal year.
- Activity code start and end. You can also enter ranges for activity codes.
- Budget. There is also a field for filtering by budget, department code, or midlevel. NOTE: It is highly recommended that you enter a value into this filter, otherwise you will have a very large report.

Report outputs on GJIREVO are .lis and .txt files. All budget, expense, and transfer transactions are output on these activity code reports. The report will display transactions with blank activity codes.

The main advantage of this report is that it can cross multiple fiscal years so that you can budget and track expenses on projects that may last several years and be expensed on multiple budgets.

Comp Time Update- Dan Stephens, Controller

The Comp Time Task Force has received special permission for the proposed CT policy to update the Faculty/Staff Handbook with immediate implementation. Typically policy changes are not implemented until July.

The sign up has been in progress during the last several weeks. Elections will be closed on January 16. If you do not make an election, you will default to overtime payment. More than 50% have made elections but there are still employees that have not made an election. Emails have gone out targeting those that have not made an election yet.

An employee moving from one department to another during the year would not trigger a new election. Additionally, a classified employee moving to an exempt position would trigger an automatic payout of any accrued comp time.

HowToPay Updates- Dan Stephens, Controller

Our tax advisors are finally in discussion with the IRS agent. There are still no conclusions on how best to settle the UI's concerns and the IRS's concerns. We reported that the previous CT policy was suspended and there was favorable response from the IRS on the steps we have taken so far.

In regards to payments to individuals, we are still working through the HowToPay committee. Scenarios have slowed down, but campus is still encourage to submit their unique situations through the email.

The committee is trying to get FAQs available for situations related to students, situations related to independent contractors, or situations related to an employment relationship.

Going forward, we plan to update CUIBO and FIG each month with status and any unique situations brought to the attention of the committee.

Department Updates

Please be patient with Student Accounts, AP, and Payroll areas.

Budget Office:

Three percent CEC (salary increase) was recommended by Governor Otter in his State of the State address. Targeted funding has also been given for Student Placement/Career Planning and Student Advising.

The Budget Office is working with HR regarding the classification of their vacant position and hope to move forward in the next few weeks to get it posted.

Enrollment estimates for budget planning: Once spring revenue posts the Budget Office goes through the process of estimating "fee paying headcount" for the next fiscal year. Trina is happy to share these numbers if you would like an estimate to use for FY2016 budget building. It is still early to know enrollment numbers for Spring semester – we need to wait until after Spring revenue starts posting before we can start our analysis.

Budget Hearings – no final decision has been made yet as to whether these will occur or what the framework will be. Trina anticipates that top funding requests may not be part of the format this year as we face other funding challenges for FY16. For example while the 3% CEC is good news the State will only fund about 60% of General Education increases so we will need to make funding the remainder a top priority for central funding. There will be more information to come.

Contracts and Purchasing:

Greg Cain has joined the team after a long career in the Air Force. He will handle all Banner transactions.

Payroll, Accounts Payable:

W2s are in process. They will be mailed by the end of next week. If you have elected to view your W2 online through Vandalweb you should receive an email when it is available. You will not receive a hard copy in the mail.

OSP:

Polly Knutson is gone. OSP is currently conducting the search to refill her position. Arch Harner will have signature authority until a new director is hired.

FWRACTD – ACTIVITY CODE REPORT

EXAMPLE 1

Process: **FWRACTD** Activity Code Report for ITS Parameter Set:

Printer Control
 Printer: **NOPRINT** Special Print: Lines: Submit Time:

Number	Parameters	Values
01	Starting Fiscal Year	14
02	Ending Fiscal Year	15
03	Starting Activity Code	%
04	Ending Activity Code	%
05	Restrict to Budget/Midlevel?	M047

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single

Parameters –

Starting fiscal year – 2 characters

Ending fiscal year – 2 characters – can be the same as the starting year or any valid range

Starting & ending activity code – optional – for identifying a specific range of codes

Budget/Midlevel – optional (recommended) – can put in specific budget, predecessor (dept code), or midlevel

Outputs on GJIREVO are .lis files and .txt files

Process	Number	Output File Name	Record Count	Date Saved	Time Saved
FWRACTD	17108237	PROD_maryg_fwreactd_17108237.lis	27281	08-JAN-2015	08:09:04 AM
FWRACTD	17108237	PROD_maryg_fwreactd_17108237.log	75	08-JAN-2015	08:09:04 AM
FWRACTD	17108237	PROD_maryg_fwreactd_17108237.txt	22722	08-JAN-2015	08:09:10 AM
FWRACTD	17108244	PROD_maryg_fwreactd_17108244.lis	1257	08-JAN-2015	08:09:24 AM
FWRACTD	17108244	PROD_maryg_fwreactd_17108244.log	76	08-JAN-2015	08:09:25 AM
FWRACTD	17108244	PROD_maryg_fwreactd_17108244.txt	865	08-JAN-2015	08:09:25 AM

Output generated –

Activity code, FY, Org, Account code, Banner Doc#, Banner Doc ref#, Transaction Type, Transaction date, Description, Budget amount, Expense amount, Encumbrance amount

Provides -

All budget transactions

All expense transactions

Transfers – F9222, F9223, T9122

.LIS FILE OUTPUT EXAMPLE

fwractd
Page: 01

Activity Code Report for ITS

Run Date: 08-Jan-2015

Time:

08:06 AM

Activity	FY	Orgn	Acct	Doc	Ref. Num	Rucl	Trans Date	Description	Budget	Expense	Reserve	
Balance												
A000PH	14	PHX100	E7060	I1702677			10-JUN-2014	Jones, Michael Christopher.	0.00	125.00	0.00	
A000PH	14	PHX100	E5199	Z0776900			01-APR-2014	0312 REGISTER.COMWEBSITESVC 877-571	0.00	14.99	0.00	
A000PH	14	PHX100	E5199	J0996773	Z0776900	CT	22-APR-2014	PHX100 A000PH to ZAU001 WEBDZA HDF	0.00	-14.99	0.00	
Subtotals:									0.00	125.00	0.00	-125.00
Totals:									0.00	125.00	0.00	-125.00
A001PH	14	PHX100	E5070	Z0768309			13-AUG-2013	0726 EDUCAUSE 303-449-4430 CO	0.00	650.00	0.00	
A001PH	14	PHX100	E5396	J0959920	00773172	TVCL	22-JUL-2013	V00413293 Ewart, Daniel R.	0.00	137.00	0.00	
A001PH	14	PHX100	E5367	J0959921	00773177	TVCL	22-JUL-2013	V00413293 Ewart, Daniel R.	0.00	35.21	0.00	
A001PH	14	PHX100	E5380	J0959925	00773235	TVCL	22-JUL-2013	V00413293 Ewart, Daniel R.	0.00	266.00	0.00	
A001PH	14	PHX100	E5396	J0959101	00770701	TVCL	15-JUL-2013	V00413293 Ewart, Daniel R.	0.00	301.71	0.00	
A001PH	14	PHX100	05	J0953501		BTGE	01-JUL-2013	mfg/Budget FY14 activity codes	14000.00	0.00	0.00	
A001PH	14	PHX100	E5367	J0982073	00785617	TVCL	06-JAN-2014	V00413293 Ewart, Daniel R.	0.00	28.61	0.00	
A001PH	14	PHX100	E5367	J0982073	00785617	TVCL	06-JAN-2014	V00413293 Ewart, Daniel R.	0.00	35.11	0.00	
A001PH	14	PHX100	E5380	J0982075	00785622	TVCL	06-JAN-2014	V00413293 Ewart, Daniel R.	0.00	190.00	0.00	

Breaks and subtotals are on Activity code-Fiscal Year-Budget changes

Each of these would have breaks and subtotals. There is not a grand total for A001PH.

- A001PH FY14 PHX100
- A001PH FY14 PHX102
- A001PH FY15 PHX100
- A001PH FY15 PHX102

.TXT FILE OUTPUT EXAMPLE

Activity	FY	Orgn	Acct	Doc	Doc Ref Num	Rule Class	Trans Date	Description	Budget	Expense	Reserve
A000PH	14	PHX100	E7060	I1702677		INNI	10-Jun-14	Jones, Michael Christopher.	0	125	0
A000PH	14	PHX100	E5199	Z0776900		CCAR	1-Apr-14	0312 REGISTER.COMWEBSITESVC 877-571	0	14.99	0
A000PH	14	PHX100	E5199	J0996773	Z0776900	CT	22-Apr-14	PHX100 A000PH to ZAU001 WEBDZA HDF	0	-14.99	0
A001PH	14	PHX100	E5070	Z0768309		CCAR	13-Aug-13	0726 EDUCAUSE 303-449-4430 CO	0	650	0
A001PH	14	PHX100	E5396	J0959920	00773172	TVCL	22-Jul-13	V00413293 Ewart, Daniel R.	0	137	0
A001PH	14	PHX100	E5367	J0959921	00773177	TVCL	22-Jul-13	V00413293 Ewart, Daniel R.	0	35.21	0
A001PH	14	PHX100	E5380	J0959925	00773235	TVCL	22-Jul-13	V00413293 Ewart, Daniel R.	0	266	0
A001PH	14	PHX100	E5396	J0959101	00770701	TVCL	15-Jul-13	V00413293 Ewart, Daniel R.	0	301.71	0
A001PH	14	PHX100	05	J0953501		BTGE	1-Jul-13	mfg/Budget FY14 activity codes	14000	0	0
A001PH	14	PHX100	E5367	J0982073	00785617	TVCL	6-Jan-14	V00413293 Ewart, Daniel R.	0	28.61	0
A001PH	14	PHX100	E5367	J0982073	00785617	TVCL	6-Jan-14	V00413293 Ewart, Daniel R.	0	35.11	0
A001PH	14	PHX100	E5380	J0982075	00785622	TVCL	6-Jan-14	V00413293 Ewart, Daniel R.	0	190	0
A001PH	14	PHX100	E5396	J0982075	00785622	TVCL	6-Jan-14	V00413293 Ewart, Daniel R.	0	100.57	0
A001PH	14	PHX100	E5381	F0119725	2126760	TMIS	11-Dec-13	GRT187713 ITS J0976392	0	-134.5	0
A001PH	14	PHX100	E5397	J0976391	00782428	TVCL	12-Nov-13	V00413293 Ewart, Daniel R.	0	508.92	0
A001PH	14	PHX100	E5381	J0976392	00782432	TVCL	12-Nov-13	V00413293 Ewart, Daniel R.	0	59.5	0
A001PH	14	PHX100	E5381	J0976392	00782432	TVCL	12-Nov-13	V00413293 Ewart, Daniel R.	0	75	0
A001PH	14	PHX100	E5360	I1692141		INNI	4-Apr-14	Ewart, Daniel R.	0	103.23	0
A001PH	14	PHX100	E5396	I1692141		INNI	4-Apr-14	Ewart, Daniel R.	0	16.5	0
A001PH	14	PHX100	E5070	J0994242		IDG	3-Apr-14	PHX100 to NFY001 for MHFA-JU	0	25	0
A001PH	14	PHX100	E5070	Z0776417		CCAR	18-Mar-14	0224 ACT*UNIVERSITY OF IDAH 877-551	0	695	0
A001PH	14	PHX100	E5397	J1006977	00800687	TVCL	19-Jun-14	V00413293 Ewart, Daniel R.	0	257.4	0
A001PH	14	PHX100	E5365	J1006977	00800687	TVCL	19-Jun-14	V00413293 Ewart, Daniel R.	0	31.76	0
A001PH	14	PHX100	E5368	J1006977	00800687	TVCL	19-Jun-14	V00413293 Ewart, Daniel R.	0	99.29	0
A001PH	14	PHX100	E5365	I1707887		INNI	16-Jun-14	Ewart, Daniel R.	0	22	0
A001PH	14	PHX100	E5368	I1707887		INNI	16-Jun-14	Ewart, Daniel R.	0	5.29	0
A001PH	14	PHX100	E5397	I1707887		INNI	16-Jun-14	Ewart, Daniel R.	0	41.4	0
A001PH	14	PHX100	E5380	J0998193	00786028	TVCL	8-Mar-14	V00413293 Ewart, Daniel R.	0	160	0

SELECTED PROJECT EXAMPLE

A	B	C	D	E	F	G	H	I	J	K	L	M
Activity	FY	Orgn	Acct	Doc	Doc Ref Num	Rule Class	Trans Date	Description	Budget	Expense	Reserve	
2	P937PH	14	PHX106	E6430C	P0042418		CORD	11-Jun-14	Dell, Inc.	0	0	-1391.76
3	P937PH	14	PHX106	E6430C	P0042418		CORD	11-Jun-14	Dell, Inc.	0	0	1391.76
4	P937PH	14	PHY051	E5397	J0961918		BTLS	7-Aug-13	mlg/BT fm CRYFWD to TRN P937PH	1769	0	0
5	P937PH	14	PHY051	E5397	I1643164		INNI	15-Aug-13	Parks, Mitchell Dee.	0	96.6	0
6	P937PH	14	PHY051	E5381	J0963589	00775132	TVCL	16-Aug-13	V00024228 Parks, Mitchell D.	0	622.6	0
7	P937PH	14	PHY051	E5365	I1643164		INNI	15-Aug-13	Parks, Mitchell Dee.	0	24	0
8	P937PH	14	PHY051	E5368	I1643164		INNI	15-Aug-13	Parks, Mitchell Dee.	0	247.73	0
9	P937PH	14	PHY051	E5397	I1643164		INNI	15-Aug-13	Parks, Mitchell Dee.	0	420.36	0
0	P937PH	14	PHY051	E5070	J0962883	Z0768255	CT	13-Aug-13	CT-PHY111 to PHY051-HDF	0	56.43	0
1	P937PH	14	PHY051	E6430C	R0018634		REQP	6-Jun-14	Dell - Daniel Granja	0	0	130.01
2	P937PH	14	PHY051	E6430C	P0042418		PORD	9-Jun-14	Dell, Inc.	0	0	130.01
3	P937PH	14	PHY051	E6430C	P0042418		POLQ	9-Jun-14	Dell, Inc.	0	0	-34.56
4	P937PH	14	PHY051	E6430C	P0042418		POLQ	9-Jun-14	Dell, Inc.	0	0	-95.45
5	P937PH	14	PHY051	E6430C	P0042418		CORD	9-Jun-14	Dell, Inc.	0	0	1638.99
6	P937PH	14	PHY051	E5365	I1643164		INNI	15-Aug-13	Parks, Mitchell Dee.	0	99.9	0
7	P937PH	14	PHY111	E6430C	P0042418		POLQ	9-Jun-14	Dell, Inc.	0	0	-3359.54
8	P937PH	14	PHY111	E6430C	P0042418		CORD	9-Jun-14	Dell, Inc.	0	0	0.01
9	P937PH	14	PHY111	E6430C	P0042418		PORD	9-Jun-14	Dell, Inc.	0	0	12637.99
0	P937PH	14	PHY111	E6430C	P0042418		POLQ	9-Jun-14	Dell, Inc.	0	0	-9278.45
1	P937PH	14	PHY111	E5397	J0961915		BTAX	7-Aug-13	mlg/BT fm CRYFWD to TRN - P937PH	12637.99	0	0
2	P937PH	14	PHY111	E6430C	R0018634		REQP	6-Jun-14	Dell - Daniel Granja	0	0	12637.99
3	P937PH	14	PHY111	E5070	J0962883	Z0768255	CT	13-Aug-13	CT-PHY111 to PHY051-HDF	0	-56.43	0
4	P937PH	14	PHY111	E5070	Z0768255		CCAR	13-Aug-13	0801 ACT*ICSI 877-551-5560 CA	0	56.43	0
5	P937PH	15	PHX106	E6499	J1016015	Z0782098	CT	20-Aug-14	CT-PHX106 P937PH to PHY112 D500PH-H	0	-580.67	0
6	P937PH	15	PHX106	E6430C	I1717519		INNI	6-Aug-14	Dell, Inc.	0	1391.76	0
7	P937PH	15	PHX106	E6499	Z0782098		CCAR	19-Aug-14	0725 APPROVED OPTICS 310-717-6418 C	0	580.67	0
8	P937PH	15	PHY051	E6430C	ENRL4010		E090	9-Jul-14	ENCUMBRANCE ROLL	0	0	1769
9	P937PH	15	PHY051	E6430C	J1015596	P0042418	E035	18-Aug-14	Encumbrance correction lk	0	0	-1769
0	P937PH	15	PHY051	E6430C	I1717519		INNI	6-Aug-14	Dell, Inc.	0	1769	0
1	P937PH	15	PHY051	E99	J1013839		BTLS	6-Aug-14	mlg/BT fm 99 to 99-P937PH	1769	0	0
2	P937PH	15	PHY111	E6430C	I1717520		INNI	6-Aug-14	Dell, Inc.	0	11599	0
3	P937PH	15	PHY111	E6430C	ENRL4010		E090	9-Jul-14	ENCUMBRANCE ROLL	0	0	12638
4	P937PH	15	PHY111	E6430C	I1717519		INNI	6-Aug-14	Dell, Inc.	0	1039	0
5	P937PH	15	PHY111	E99	J1013839		BTAX	6-Aug-14	mlg/BT fm 99 to 99-P937PH	12637.99	0	0
6	P937PH	15	PHY111	E6430C	J1015596	P0042418	E035	18-Aug-14	Encumbrance correction lk	0	0	-12638

PIVOT TABLE

		BUDGET	EXPENSE	ENCUMB
7	<input checked="" type="checkbox"/> P937PH	28813.98	17366.38	14407
8	<input checked="" type="checkbox"/> 14	14406.99	1567.62	14407
9	PHX106	0	0	0
0	PHY051	1769	1567.62	1769
1	PHY111	12637.99	0	12638
2	<input checked="" type="checkbox"/> 15	14406.99	15798.76	0
3	PHX106	0	1391.76	0
4	PHY051	1769	1769	0
5	PHY111	12637.99	12638	0