



QUARTERLY BUSINESS OFFICERS MEETING

MARCH 2019



TODAY'S AGENDA

- I. Budget Updates (Susan Klatt)
- II. Credit Card Policy & PCI Compliance (Sara Jedlicka & Warren Staal)
- III. Purchasing, A/P & Travel BI Reporting (John Watkins)
- IV. Professional Liability Program Blanket Policy (Emily Robnett)
- V. HR2020 Update (Terri Hein & Dan Schropp)
- VI. Utilities System P3 Evaluation (Terry Johnson)
- VII. Other Updates (Selina Martin)



BUDGET UPDATE

[SUSAN KLATT](#), ASSISTANT VP & UNIVERSITY SECRETARY AND DIRECTOR, TREASURY
OPERATIONS AND FINANCIAL MANAGEMENT, FINANCE & OPERATIONS





CREDIT CARD POLICY AND PCI COMPLIANCE

SARA JEDLICKA, DIRECTOR, INVESTMENTS, BANKING & TRUST OPERATIONS, TREASURY OPERATIONS, FINANCE & OPERATIONS

WARREN STAAL, SENIOR IT SECURITY ANALYST, SECURITY OFFICE, INFORMATION TECHNOLOGY SERVICES



UI CREDIT CARD POLICY - BACKGROUND

- Policy last updated in 2016
- Processor conversion in 2016-2017
- PCI-DSS internal audit in 2018
- Treasury Operations
 - Information Security & Policy Office
 - Controller's Office

WHAT IS THE SAME?

- New Merchant Requests - <https://finapps.bo.uiowa.edu/MerchantAccount/>
- SAQs are completed annually via <https://pcicompliancemanager.com>
- SAQ & Scan Requirements Guide Table – policy Appendix D
- Monthly reconciliation of credit card sales to the Elavon merchant statement and TDR
- Annual ICON course requirement for all staff
 - WCCARD – Credit Card Policy Training
 - WSANSI – UIOWA Security Awareness Training
 - Utilize HR contact to add to employee training compliances for monitoring

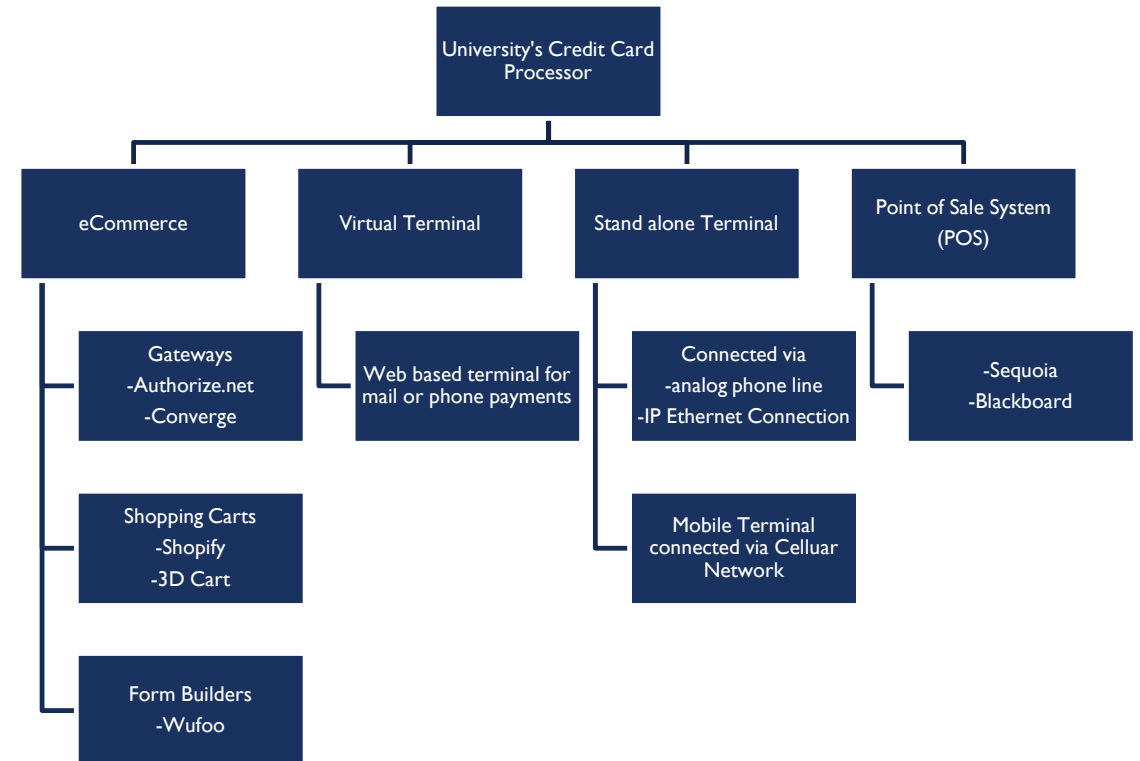
NON-COMPLIANCE – NO CHANGES

- Merchant accounts with:
 - Non-compliant SAQ OR Non-compliance External Vulnerability Scan
 - Systems not on the PCI network
- Will be given a reasonable amount of time, not to exceed 30 days, to resolve the issues that have caused the non-compliance. Non-compliant merchants beyond the allowed timeframe will be reported to the following individuals with the recommendation that merchant card processing privileges be **terminated**:
 - University Chief Information Security Officer
 - University Chief Financial Officer

WHAT HAS CHANGED?

NEW INFORMATION FOR DEPARTMENTS

- Validated and Approved methods of processing
- E-commerce website requirements
- Pricing estimates when available
- Technology Review Process – third parties and new technology not already validated and approved



WHAT HAS CHANGED?

- Sections reorganized for better flow
- Reference information for both new and existing merchants
- American Express acceptance campus wide
- PCI Steering Committee formed in 2018
 - Monitor 2018 PCI audit findings to ensure timely closure
 - Provide campus guidance
 - Promote merchant engagement from both business and technical staff

PCI COMPLIANCE

The 5 stages of PCI maturity



NEW INITIATIVES FOR PCI COMPLIANCE

TREASURY OPERATIONS

- Improved notification process utilizing Dispatch application
 - In addition to PCI Compliance Manager emails, merchants are notified at least one month in advance of SAQ expiration
- Spirion monthly scans requirement for merchants using shared mailboxes

NEW INITIATIVES FOR PCI COMPLIANCE

INFORMATION SECURITY & POLICY OFFICE

- PCI Network – guidance clarification
- IT Support - bringing ITS and HCIS engagement into completion of SAQ
- PCI Matrix – Information Security and Policy Office initiative

NEW INITIATIVES FOR PCI COMPLIANCE

INFORMATION SECURITY & POLICY OFFICE

[Home](#) / [Services](#)

Credit Card Handling (PCI-DSS) Standards Compliance

View

Edit

| [PCI Compliance FAQs](#) |

Credit Card Handling (PCI-DSS) Standards Compliance

The IT Security Office works with Treasury Operations to offer technical analysis and assistance to ensure compliance with IT security standards for handling credit cards on all campus systems. The service involves a review implementation of systems that accept credit cards for payment, to ensure compliance with the Payment Card Industry Data Security Standards. The IT Security Office provide recommendations to mitigate issues, or areas needing additional controls.

If you have questions or need assistance please call the IT Security Office (5-6332) or email: it-security@uiowa.edu

More information can be found off of the [Treasury Operation's website](#).

Click the PCI Compliance Matrix link below to download a local copy to complete. Click the PCI Compliance FAQs link at the top of the page to view the most current frequently asked questions.

 [PCI Compliance Matrix](#)

For additional information, questions and or feedback e-mail: it-security@uiowa.edu.



PURCHASING, ACCOUNTS PAYABLE & TRAVEL BUSINESS INTELLIGENCE (BI) REPORTING

[JOHN WATKINS](#), DIRECTOR PROJECT MANAGEMENT, BUSINESS SERVICES, FINANCE & OPERATIONS



BI REPORTING FOR PURCHASING, ACCOUNTS PAYABLE AND TRAVEL

- **Definition of Business Intelligence (BI)**

- Techniques and tools for acquiring and transforming data into meaningful and useful information for business analysis.

- **Project Overview**

- **Objective:** Provide detailed reporting from Purchasing, Accounts Payable, and Travel systems to campus.

- **Project Team**

- ProTrav Reporting Focus Group including April Tippett, Nate Robinson, Terri Hein, Laura Felleman, and Chris Anderson.
- Working with the Business Intelligence Shared Service Center (BISSC) in ITS: Dawn Moore, Braden Smith, and led by Brenda Ulin.
- Purchasing, Accounts Payable, and Travel team with support from Finance and Business Information Systems (FBIS) and Administrative Information Systems, ITS.

BI REPORTING FOR PURCHASING, ACCOUNTS PAYABLE AND TRAVEL, CONTINUED

■ 3 Project Phases for Campus Reports

- **Phase 1:** Travel-related Data Model, Data Mart, Tabular Model, and Travel Explorer Report
- **Phase 2:** Updates to Data Model, Data Mart, Tabular Model with Procurement Card data
- **Phase 3:** Revamp PeopleSoft Data Model and Data Mart

■ Current Status

- Travel-related Data Model, Data Mart, and Tabular Model created
- ProTrav Travel Explorer report created and final testing is underway
 - Phase 1 go-live target is 1st half of April
 - Email communication at go-live including directions for requesting access
 - Reported issues will be logged and prioritized



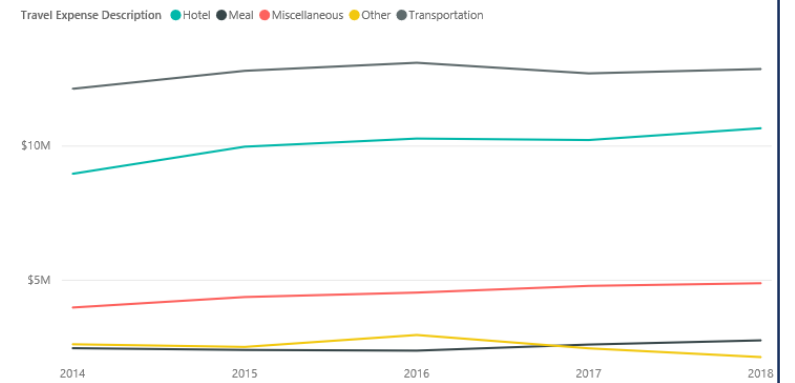
PROTRAV TRAVEL EXPLORER REPORT

DEMO

Travel Expense Description	Out of Pocket	P-Card	Total
Hotel	\$25,353,603.36	\$31,633,537.09	\$56,987,140.45
Hotel credit	(\$82,722.52)	(\$912,241.03)	(\$994,963.55)
Hotel deposit	\$694,686.24	\$5,673,250.80	\$6,367,937.04
Hotel room	\$24,741,639.64	\$26,872,527.32	\$51,614,166.96
Meal	\$10,411,195.45	\$3,920,998.97	\$14,332,194.42
Breakfast (Domestic)	\$1,185,890.26	\$783,857.63	\$1,969,747.89
Breakfast (International)	\$248,562.26	\$19,408.74	\$267,971.00
Dinner (Domestic)	\$4,761,086.14	\$1,864,534.83	\$6,625,620.97
Dinner (International)	\$1,123,496.88	\$78,171.62	\$1,201,668.50
Lunch (Domestic)	\$2,594,750.62	\$1,126,129.32	\$3,720,879.94
Lunch (International)	\$497,409.29	\$48,896.83	\$546,306.12
Miscellaneous	\$6,327,884.01	\$20,342,699.65	\$26,670,583.66
Baggage/Other tip	\$563,749.51	\$432,550.64	\$996,300.15
Business phone call	\$10,727.59	\$3,786.44	\$14,514.03
Parking	\$1,290,170.41	\$529,344.68	\$1,819,515.09
	\$4,463,236.50	\$19,377,017.89	\$23,840,254.39
Total	\$2,543,380.82	\$11,607,318.39	\$14,150,699.21
	\$2,543,380.82	\$11,607,318.39	\$14,150,699.21
	\$28,170,059.29	\$44,392,850.75	\$72,562,910.04
	\$10,997,357.00	\$32,000,172.78	\$42,997,529.78
	\$5,031,757.01	\$7,107,678.95	\$12,139,435.96
	\$73,943.52	\$1,127,896.91	\$1,201,840.43
	\$1,440,124.26	\$1,282,045.11	\$2,722,169.37
	\$8,103,512.24	\$792.60	\$8,104,304.84
	\$12,109.23		\$12,109.23
	\$2,172,415.89	\$1,279,408.64	\$3,451,824.53
	\$62,967.16	\$19,077.91	\$82,045.07
	\$208,449.43	\$65,398.55	\$273,847.98
	\$67,423.55	\$1,510,379.30	\$1,577,802.85
Total	\$72,806,122.93	\$111,897,404.85	\$184,703,527.78

Travel Expense Description	Trip Count	Travel Amount	% of Total
Hotel	107,835	\$56,987,140.45	30.85%
Meal	104,803	\$14,332,194.42	7.76%
Miscellaneous	86,927	\$26,670,583.66	14.44%
Other	33,244	\$14,150,699.21	7.66%
Transportation	149,420	\$72,562,910.04	39.29%
Total	206,917	\$184,703,527.78	100.00%

Travel Amount by Fiscal Year and Travel Expense Description (Full Fiscal Years Only)



Journal Amount by Organization Description

Traveler Count by Organization Description

\$105.6M
Journal Amount

21M
Miles Traveled

55,525
Traveler Count

206,917
Trip Count

Journal Amount by Fiscal Year (Full Fiscal Years Only)

Year	Journal Amount
2014	\$29,710,753
2015	\$31,611,949
2016	\$33,142,576
2017	\$32,102,385
2018	\$32,827,259

Right click and select "Drill down" on a column below to see data by month for that year.

Traveler Count and Travel Amount by Fiscal Year (Full Fiscal Years Only)

Year	Traveler Count	Travel Amount
2014	15,490	\$30,177,422
2015	15,853	\$32,082,630
2016	15,941	\$33,268,324
2017	14,945	\$32,797,108
2018	15,564	\$33,324,259

Traveler Affiliation

Traveler Affiliation	Trip Count	Journal Amount	% of Total
Non-UI	41,993	\$13,358,233.66	12.64%
UI	164,924	\$92,290,855.35	87.36%
Total	206,917	\$105,649,089.01	100.00%

Travel Purpose Description

Travel Purpose Description	Trip Count	Journal Amount	% of Total
Athletic Recruitment	5,895	\$3,196,386.70	3.03%
Conference/Professional Development	84,421	\$53,330,174.54	50.48%
Faculty/Staff Recruitment	8,374	\$3,331,526.38	3.15%
Fund Raising	1,176	\$371,782.82	0.35%
Other	44,994	\$8,990,795.39	8.51%
Presentation	17,438	\$6,840,993.78	6.48%
Research	26,785	\$8,072,754.68	7.64%
Student Recruitment	8,945	\$2,253,650.96	2.13%
Team/Group Travel	8,889	\$19,261,023.76	18.23%
Total	206,917	\$105,649,089.01	100.00%

QUESTIONS AND NEXT STEPS



■ Next Steps

- Interested in joining the ProTrav Reporting Focus Group? Email john-e-watkins@uiowa.edu
- ProTrav Travel Explorer report
 - Phase 1 go-live target: 1st half of April
 - Email at go-live with instructions for requesting access
- Phase 2 Kick-off



PROFESSIONAL LIABILITY PROGRAM BLANKET POLICY

EMILY ROBNETT, RISK MANAGEMENT ADMIN, BUSINESS SERVICES, FINANCE & OPERATIONS



POLICY COMPARISON AND COST SAVINGS

	Expiring - Total Premium - \$80,020						Blanket Premium: \$63,000
	Dental Students	Allied Health/Ancillary	Athletic Trainers	Nursing Students	Pharmacy Students	MD Students	Blanket Proposal
Insurer	ProAssurance	ProAssurance	Markel	CNA	Pharmacy Mutual	ProAssurance	ProAssurance
Term	7/15/18 – 7/15/19	10/10/18 - 12/1/19	1/26/19 – 1/26/20	8/15/18 – 8/15/19	8/15/18 – 8/15/19	7/1/18 – 7/1/19	6/1/19 -6/1/20
Coverage Form	Claims Made	Claims Made	Claims Made	Occurrence	Occurrence	Claims Made	Claims Made
Limits	\$1M Occ / \$3M Agg	\$1M Occ / \$3M Agg	\$1M Occ / \$3M Agg	\$1M Occ / \$5M Agg	\$1M Occ / \$3M Agg INDIVIDUAL POLICIES	\$1M Occ / \$3M Agg	\$1M Occ / 3M Agg PER STUDENT \$15,000,000 Policy Agg
Expenses	Outside	Outside	Inside	Outside	Inside	Outside	Outside
Premium	\$3,000	\$7,077	\$6,006	\$6,019	\$14,693	\$43,225	\$70,445

Key Changes:

- **\$17,000** premium savings for the blanket policy
- Aggregate limit increased to **\$15M**
- General Liability coverage included
- Policy form changes from “claims made” to “occurrence” for Nursing & Pharmacy
- Effective date of 6/1/2019

PREMIUM COMPARISON & SAVINGS BY PROGRAM

	Blanket Premium	Current Premium	Savings
Dental Students	\$2,361.91	\$3,000.00	\$638.09
Allied Health	\$5,571.74	\$7,077.00	\$1,505.26
Athletic Trainers	\$4,728.54	\$6,006.00	\$1,277.46
Nursing Students	\$4,738.78	\$6,019.00	\$1,280.22
Pharmacy	\$11,567.85	\$14,693.00	\$3,125.15
Medical Students	\$34,031.18	\$43,225.00	\$9,193.82
	\$63,000.00	\$80,020.00	\$17,020.00

NEXT STEPS

Immediately:

- Risk Management will email area Budget Officers and program contacts for insurance renewals with copy of slides and additional details specific to their program. We will also request any necessary renewal information.

April:

- Programs should contact Risk Management prior to 4/15/19 if they would like further discussion about this transition.

May:

- Risk Management will communicate finalized premium information to departments.

*Premium is based on moving all policies to the blanket. Cost savings may be reduced if not all programs participate in blanket policy.

June:

- Policy will begin June 1, 2019.



Q&A

CONTACT US



430 Plaza Centre One



(319) 335-0010



risk-management@uiowa.edu or
emily-robbett@uiowa.edu



<https://uiowa.edu/riskmanagement>



HR 2020

TERRI HEIN, DIRECTOR UI PAYROLL TAX/ACCTG & BUDGET OFFICER, HUMAN RESOURCES

DAN SCHROPP, DIRECTOR UI PAYROLL OPERATIONS, HUMAN RESOURCES



Track-by-track progress

HR 2020 is organized into five interdependent tracks. The following reports summarize progress during February and March 2019 (see next page for overall timelines):

Track 1: Payroll Department Realignment (reorganize current Payroll staff into separate teams responsible for payroll and HR transactions)

- Focused on **defining staff needs** for specific functions
- Secured **temporary funding**
- Refined **org charts** for payroll and HR transaction teams
- Drafted job descriptions for **new temporary positions**
- Developed proposals for **transitioning select functions**
- Worked on **separating budget lines** for new teams

Track 2: Transaction Service Redesign (streamline the current service-delivery model to encourage specialization and reduce errors) *and*

Track 3: Transaction System Enhancements (enhance IT systems that support HR transaction services)

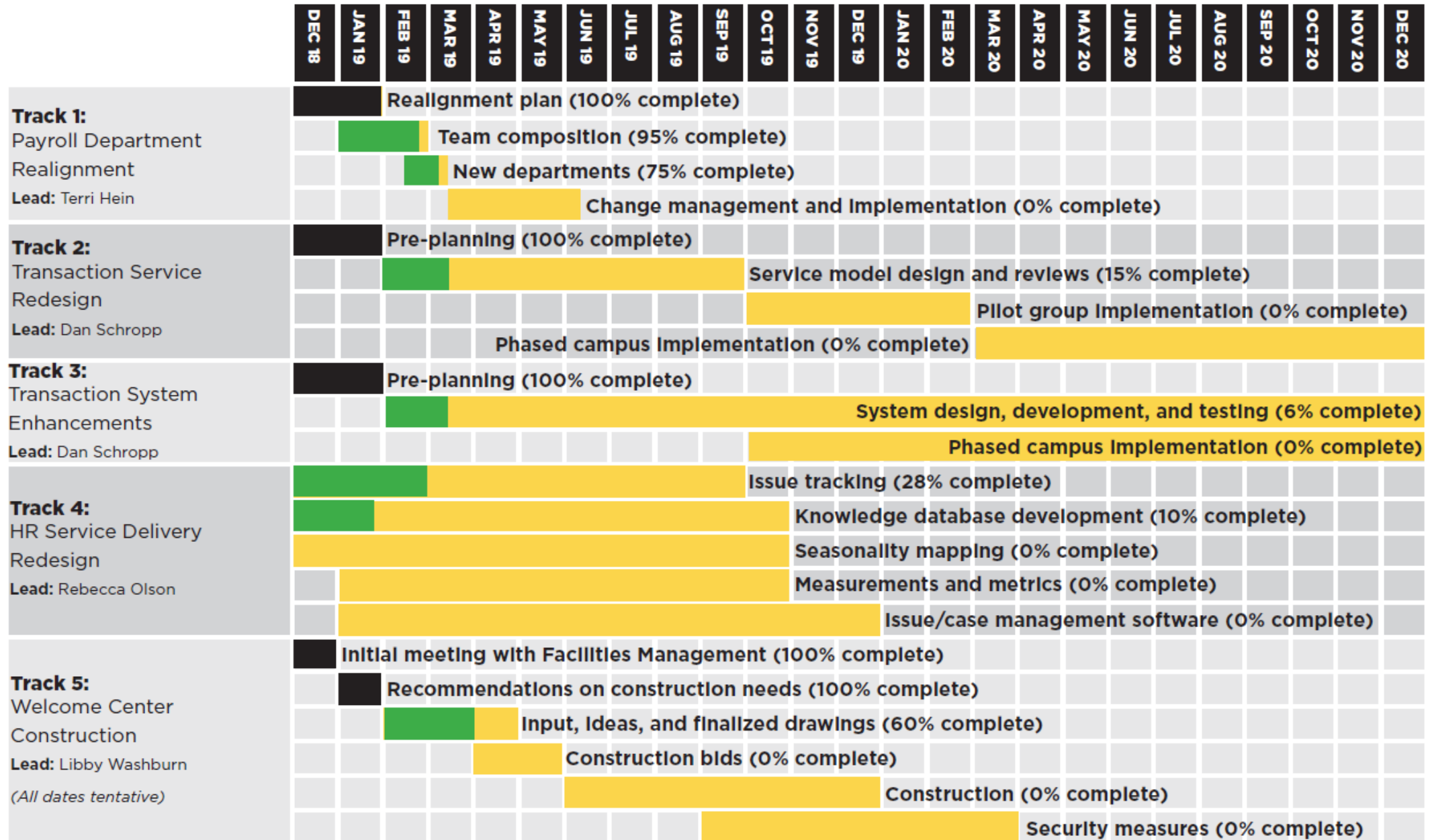
- Finalized **guiding principles**
- Established **four additional subcommittees** dedicated to information flow, metrics, pre-training, and retro accounting with charters and deliverables for each
- Continued development of **requirements workbook**

Track 4: HR Service Delivery Redesign (establish a central hub for reception and questions about payroll, HR transactions, benefits, and other HR services)

- Launched **issue tracking** for all UHR units
- Initiated **knowledge database** development

Track 5: Welcome Center Construction (renovate USB space to accommodate the new welcome center and enhance building security)

- Completed initial **technical committee tasks** and delivered specs to project architect
- Received **preliminary architectural drawings**
- Exploring **iPad check-in options**





UTILITIES SYSTEM P3 EVALUATION

TERRY JOHNSON, *CHIEF FINANCIAL OFFICER & TREASURER*, FINANCE & OPERATIONS





OTHER UPDATES

- FINANCIAL SUB-CERTIFICATION 2.0
- FINANCIAL ACCOUNTS BI DASHBOARD

SELINA MARTIN, UNIVERSITY CONTROLLER, FINANCE & OPERATIONS



FSC 2.0 COMMITTEE

1. College of Engineering (April Tippett)
2. College of Pharmacy (Bill Wise)
3. College of Liberal Arts & Sciences (Erin Herting)
4. College of Medicine (Jason Haddy)
5. College of Public Health (Lori Cranston)
6. Student Life (Scott Seagren)

The University of Iowa
FY 2018 Financial Sub-certification

[Submit to Controllers Office](#)

Financial Sub-certification is a control to clarify business units' accountability for financial reporting and underlying internal controls. Deans, Vice-Presidents, Senior Fiscal Officers and certain central administration Directors are required to complete the Financial Sub-certification questionnaire. The annual process is intended to serve two purposes:

- a) provide reasonable assurance of the underlying numbers in the University's financial statements, and
- b) provide reasonable assurance of a sufficient and effective internal control structure which can identify weaknesses in financial processes and systems.

Follow steps 1-6 to complete & submit the form:

1. Save blank e-form to your preferred directory.
2. Answer sub-certification questions including all necessary comments reflecting the practice/input of all departments within the unit.
3. Submit the completed form via email by clicking "Send to Controllers Office" button.
4. Print a copy of the completed form.
5. Obtain appropriate certification signatures (see <https://controller.fo.uiowa.edu/who-required-complete-annual-financial-sub-certification>)
6. Send signed FSC form through campus mail to Dianne Plummer at BSA Jessup Hall.

We hereby certify, to the best of our knowledge, that the information submitted in this financial sub-certification questionnaire is representative of the business practices of our unit for the current fiscal year.

Select the applicable Org unit for this sub-certification:

Dean or Vice President

Date

Senior Fiscal Officer

Date

FINANCIAL SUB-CERTIFICATION 2.0


- Ethics ★
- Personnel & Payroll ★
- Cash Handling ★
- Reporting Financial Risk
- Recon of Assets & Liabilities
- Management of Non-cash Assets
- Purchasing & Travel
- Gift Accounts Process ★
- Restrictions by Sponsors
- Addressing Audit Issues
- Review of Financial Transactions
- Financial Systems/Process Training
- Service Center Rates ↓
- Use of University Resources ↓
- Sponsored Programs

OTHER IMPROVEMENTS

1. New FSC application (no more pdf form)
2. Workflow Routing (no need to send signature page)
3. Administrative Reports (status & consolidated reporting)

EFR PORTAL DASHBOARD – CONVERSION TO BI


Dept Admin for 05-0305 - Business Office



7 reports

[Dept Admin for 05-0305 - Business Office](#)


Dept Admin for 46-4550 - Unvers Related Organizations



7 reports

[Dept Admin for 46-4550 - Unvers Related Organizations](#)

Dept Admin for 46-4575 - Academic Facilities Bonds



7 reports

[Dept Admin for 46-4575 - Academic Facilities Bonds](#)



Financial Accounts Dashboard

Institutional Roles: Location ID Type Location

1 of 1 | 100% | Find | Next

Most Recent Closed Period: 2019-08

IMPERSONATE SOMEONE | Logged in As: SJMARTIN

TDR Reconciliation Status

Two Most Recent Closed Accounting Periods		
Status	#WhoKeys	%WhoKeys
Not Reconciled	105	11.3%
In Progress	0	0.0%
Reconciled	827	88.7%
Total	932	100.0%

WhoKey Balance Issues

Number of Closed WhoKeys w/ Balances	Closed WhoKey Outstanding Balance	Number of WhoKeys in Deficit Status	WhoKey Deficit FUND Balance	WhoKey Deficit FREE Balance
26	\$24,843	212	(\$878,362,979)	(\$878,844,114)

WhoKey Assignments

WhoKey Purpose Definition			WhoKey Role Assignment: Owner			WhoKey Role Assignment: Reviewer		
Status	#WhoKeys	%WhoKeys	Status	#WhoKeys	%WhoKeys	Status	#WhoKeys	%WhoKeys
Defined	418	32.2%	Assigned	1,116	86.0%	Assigned	1,109	85.4%
Undefined	880	67.8%	Unassigned	182	14.0%	Unassigned	189	14.6%
Total	1,298	100.0%	Total	1,298	100.0%	Total	1,298	100.0%

Appropriated Funds Burn Rate

Reporting on Funds: 050, 060, 190, 210, 220, 223, 224, 225, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239

YTD Expense: \$3,490,006.71 | Total Year Budget: \$5,499,037.00 | Spent: 63.47%

Period 08 - FY2019 - 66.7% elapsed

CURRENT DASHBOARD

1. Select widget for org or department

Office
7 reports
Dept Admin for 05-0305 - Business Office

Related Organizations
7 reports
Dept Admin for 40-4550 - Unvers Related Organizations

Facilities Bonds
7 reports
Dept Admin for 40-4575 - Academic Facilites Bonds

2. Scroll thru Dashboard....by specific org or dept.

Dept: 05-0305 (Dept Admin for 05-0305)

TDR Reconciliation Status: Department view

Monthly TDR reconciliation status for 05-0305 - Business Office for February FY2019 & January FY2019

Status	Count	Percentage
Not reconciled	61	49.19%
In-progress	0	0.00%
Reconciled	63	50.81%

Outer ring=FY 2018 (all periods)
Middle ring=FY 2019 (all other accounting periods)
Inner ring=FY 2019 (most current two accounting periods)

Click here to run full TDR Reconciliation Status Report

WhoKeys in Deficit Status: Department view

160 WhoKeys in Deficit Status.

Org-Dept.	Department	Count	Fund Balance Deficit	Free Balance Deficit
05-0305	Business Office	160	\$-10,853,566.25	\$-110,034,607.09

Showing 1 to 1 of 1 entries

WhoKey Reviewer Role Assignment: Department view

WhoKey Reviewer Assignment for 05-0305 - Business Office

Assignment	Count	Percentage
Assigned	551	94.19%
Unassigned	34	5.81%

Closed WhoKeys with Balances: Department view

26 Closed WhoKeys found with a free balance.

Org-Dept.	Department	Count
05-0305	Business Office	26

Showing 1 to 1 of 1 entries

Appropriated Funds Burn Rate: Department view

Appropriated Funds Burn Rate for 05-0305 - Business Office

“FINANCIAL ACCOUNTS DASHBOARD”

(BI DASHBOARD IN SSRS PLATFORM)

1. Select your parameters

Institutional Roles: Location ID Type Org,Dept
 (Select All)
 Org
 Dept

Location 05-0305-Business Office,05-031
 (Select All)
 05-0305-Business Office
 06-0312-Controller's Of
 45-4550-Univers Related
 46-4565-Ctr For Univers

2. View your Dashboard.....

Financial Accounts Dashboard

Institutional Roles: Location ID Type Org,Dept Location 05-0305-Business Office,05-031

Most Recent Closed Period: 2019-08

TDR Reconciliation Status

Two Most Recent Closed Accounting Periods		
Status	#WhoKeys	%WhoKeys
Not Reconciled	105	11.3%
In Progress	0	0.0%
Reconciled	827	88.7%
Total	932	100.0%

Current Fiscal Year (FY19)

Status	#WhoKeys	%WhoKeys
Not Reconciled	494	13.9%

WhoKey Balance Issues

Number of Closed WhoKeys w/ Balances	Closed WhoKey Outstanding Balance	Number of WhoKeys in Deficit Status	WhoKey Deficit FUND Balance	WhoKey Deficit FREE Balance
26	\$24,843	212	(\$878,362,979)	(\$878,844,114)

WhoKey Assignments

WhoKey Purpose Definition			WhoKey Role Assignment: Owner			WhoKey Role Assignment: Reviewer		
Status	#WhoKeys	%WhoKeys	Status	#WhoKeys	%WhoKeys	Status	#WhoKeys	%WhoKeys
Defined	418	32.2%	Assigned	1,116	86.0%	Assigned	1,109	85.4%
Undefined	880	67.8%	Unassigned	182	14.0%	Unassigned	189	14.6%
Total	1,298	100.0%	Total	1,298	100.0%	Total	1,298	100.0%

• Consolidated on a single screen

• No more scrolling

FINANCIAL ACCOUNTS DASHBOARD

Most Recent Closed Period: 2019-08

If the parameter pane is collapsed, expand it by clicking the arrow. ↑

IMPERSONATE SOMEONE

Logged In As: SJMARTN

TDR Reconciliation Status

Two Most Recent Closed Accounting Periods			
Status	#WhoKeys	%WhoKeys	
Not Reconciled	105	11.3%	<div style="width: 11.3%;"></div>
In Progress	0	0.0%	<div style="width: 0%;"></div>
Reconciled	827	88.7%	<div style="width: 88.7%;"></div>
Total	932	100.0%	

Current Fiscal Year (FY19)

Status	#WhoKeys	%WhoKeys	
Not Reconciled	494	13.9%	<div style="width: 13.9%;"></div>
In Progress	0	0.0%	<div style="width: 0%;"></div>
Reconciled	3,067	86.1%	<div style="width: 86.1%;"></div>
Total	3,561	100.0%	

Previous Fiscal Year (FY18)

Status	#WhoKeys	%WhoKeys	
Not Reconciled	277	5.0%	<div style="width: 5.0%;"></div>
In Progress	0	0.0%	<div style="width: 0%;"></div>
Reconciled	5,304	95.0%	<div style="width: 95.0%;"></div>
Total	5,581	100.0%	

Click [HERE](#) to run full TDR Reconciliation Status Report.

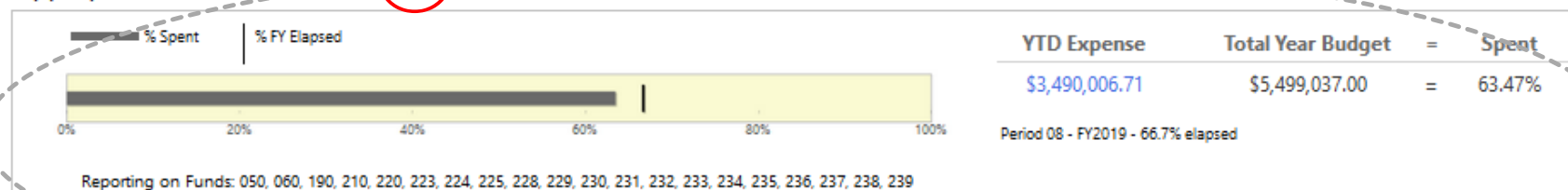
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Status	#WhoKeys	%WhoKeys		Status	#WhoKeys	%WhoKeys		Status	#WhoKeys	%WhoKeys	
Defined	418	32.2%	<div style="width: 32.2%;"></div>	Assigned	1,116	86.0%	<div style="width: 86.0%;"></div>	Assigned	1,109	85.4%	<div style="width: 85.4%;"></div>
Undefined	880	67.8%	<div style="width: 67.8%;"></div>	Unassigned	182	14.0%	<div style="width: 14.0%;"></div>	Unassigned	189	14.6%	<div style="width: 14.6%;"></div>
Total	1,298	100.0%		Total	1,298	100.0%		Total	1,298	100.0%	

Appropriated Funds Burn Rate



1

2

3

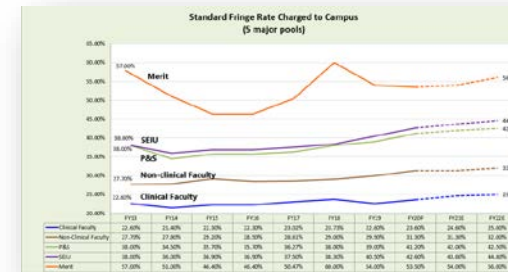
4

A

B

OTHER UPDATES

FY 2020 Fringe Rates Negotiations



HR & Business Conference

Business Processes Series

Business Processes Series

Business Processes Series
 The Learning and Development offers classes about business processes at The University of Iowa (Business Processes Series).

This series provides an overview of major business processes in the areas of Accounting (General Ledger), Human Resources, Purchasing and Accounts Payable/Travel. You will learn about roles & responsibilities, specific business rules, access to systems, available tools, internal and external reporting. Understand an employee's responsibility for approving and reviewing transactions and learn about what reports to review for administrative purposes. Finally, find out about additional courses which will provide more detailed training on related topics. After attending this course, attendees will know:

1. What is the difference in roles/responsibilities between departments versus central administration?
2. What it means when you approve a transaction in workflow?
3. What are payment business rules for transactions?
4. What happens to the transaction when it is through the system?
5. What are the consequences of not following processes and policies?
6. Who are our external stakeholders and what information do they rely on?

Upcoming Quarterly Meeting Topics

Business Officers

The role of a Collegiate and Auxiliary Business Officer is to actively serve as a leader, consultant, resource, and departmental authority on fiscal policies, processes, programs, and transactions with support and guidance from Central Administration. Furthermore, it is also a vital role to support an ethical and accountable work environment consistent with the University's Resource Handbook for Business and Fiduciary Conduct.

2019 Quarterly Meetings

1st Quarter: February 4th, 3:00-5:00, PBB-S401 Meeting Presentation
2nd Quarter: March 28th, 10:00-12:00, PBB-S401
3rd Quarter: June 13th, 9:00-11:00, PBB-W401
4th Quarter: October 24th, 9:00-11:00, CDD-Rembolt Conference Room

2019 QUARTERLY BUSINESS OFFICERS MEETINGS

2019 MEETINGS

1st Quarter

February 4th, 3:00-5:00, S401 PBB

2nd Quarter

March 28th, 10:00-12:00, S401 PBB

3rd Quarter

June 13th, 9:00-11:00, W401 PBB

4th Quarter

October 24th, 9:00-11:00, CDD, Remboldt