



QUARTERLY BUSINESS OFFICERS MEETING

OCTOBER 2020



TODAY'S AGENDA

- I. Budget/Financial Update – Terry Johnson
- II. HEA Section 117 Foreign Influence & Reporting – Wendy Beaver
- III. Purchasing, A/P & Travel BI Reporting – John Watkins
- IV. HR Transaction Redesign Project – Dan Schropp
- V. Controller's Office Updates – Selina Martin



BUDGET/FINANCIAL UPDATE

TERRY JOHNSON, UNIVERSITY CHIEF FINANCIAL OFFICER & TREASURER



Finance and Operations

Budget Update

September 24, 2020

State Budget Update Regents FY22 Legislative Request

→ State Budget Outlook

→ FY22 Legislative Request

- \$18 million in new money
- \$8 million to restore FY21 approp. reduction

Budget Review Board

- Next meeting October 30, 2020 (8:30-noon)
- Business Officers using fall enrollments and other data to update revenue projections for the current year
- The University Budget Office will present revenue projections at the BRB
- Information will be distributed to BRB in advance of the meeting

Unavoidable Cost Increases

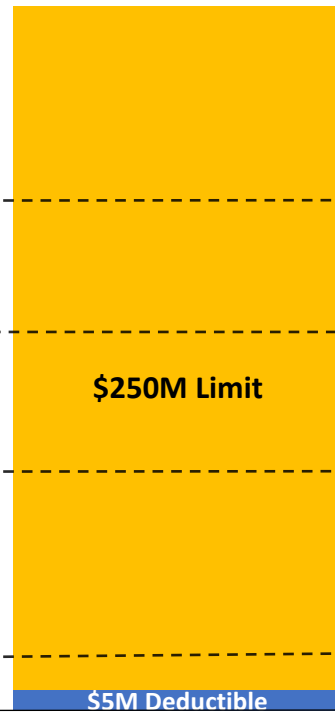
1. PeopleSoft (Oracle) Software license fees
 - Financials, Procurement, Accounts Payable, Fixed Assets, Budget, HR, Payroll, Benefits, Talent Management
 - CY 2019-20 fee increase \$565k
 - Proposed CY 2020-21 fee increase of \$152k
 - Continuing to negotiate this increase but limited negotiating clout
 - Total License Fee \$2.240M; Budget \$1.712M; Funding Gap \$528k
 - Need to increment existing budget \$528K to fund both years of cost incr.
 2. Athletics \$2 million GEF contribution started in FY2017
 - \$2M received under the “old” budget model where it was distributed across the full GEF base
 - Athletics deficit is estimated \$45-\$75 million
 - Coaches and staff salary reductions
 - Reduced FTE and minimized other operating expense
 - Dependent upon number of games played and cost of daily testing
- Will write-up a funding request to BRB for both of these unavoidable cost increases.

Insurance

- University carries insurance for Property, Flood, enhanced by National Flood Insurance Program, Crime and Fine Arts
- FM Global is carrier for Property and Flood
- Policy year begins November 1
- Total annual cost is \$5.985 million
- Non-Flood insurance is increasing ~30% (or about \$800k)
- Flood coverage currently at \$250 million
 - Don't need this level of coverage given flood mitigation efforts
 - If agree to reduce coverage to \$100 million with \$35M deductible, then the reduction in flood premium offsets increase in non-flood insurance

2020 Flood

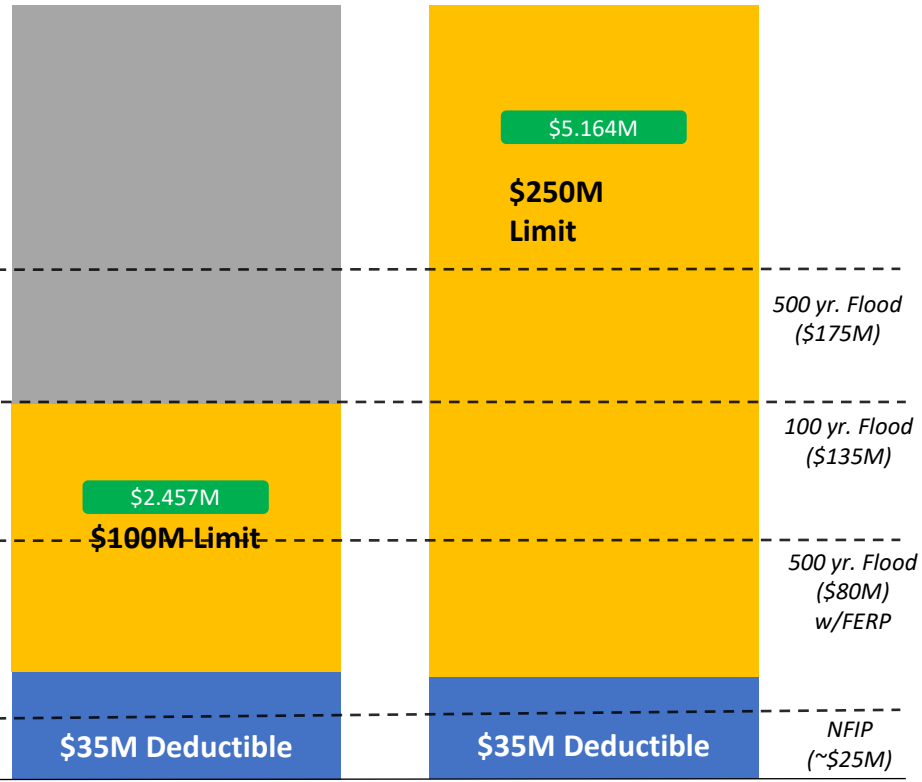
Flood Limit (2017 - 2019)



Maximum Foreseeable Losses:

- 500 Yr w/o FERP: \$175M
- 100 Yr w/o FERP: \$140 M
- 500 Yr w/FERP: \$80M

Flood Options (2020)



Deductible Filled Limit Unfilled Capacity Cost

Insurance

- Risk Management is recommending lowering the flood coverage to \$100M and increasing the deductible to \$35M
 - NFIP may provide up to \$25 million toward the deductible
 - 25 buildings are in the flood plain and are covered at \$1M each
- This keeps the total insurance premium equal to last year
- Currently have a \$5M insurance reserve:
 - May add a “reserve” factor to the premium to grow the reserve to \$10 million or more overtime
 - This “reserve” factor would increase the premium to the campus

Dashed Reporting Line CFO to BO's

→ Plan to review an MOU with you at the next COD meeting

QUESTIONS?



IOWA



HEA SECTION 117 FOREIGN INFLUENCE & REPORTING

WENDY BEAVER, EXECUTIVE DIRECTOR, DIVISION OF SPONSORED PROGRAMS



HEA SECTION 117 – FOREIGN GIFT AND CONTRACT REPORTING

- Higher Education Act of 1965 (HEA) Section 117
- U.S. Department of Education Section 117 [web page](#)
- Enacted in light of concerns about the growing financial relationship between U.S. universities and foreign sources
- Congress balanced academic freedom and national security by mandating financial transparency through required reporting of contracts with and gifts from a foreign source that, alone or combined, are valued at \$250,000 or more in a calendar year
- 20 U.S.C. 1011(f)

HEA SECTION 117 – FOREIGN GIFT AND CONTRACT REPORTING

- Contracts include
 - Sponsored research contracts and grants
 - License fees/royalties for intellectual property licenses
 - Tuition payments
- Gifts
 - Deposited directly with the University
 - Deposited with the UI Center for Advancement
- Does not include payment from the institution to a foreign source

HEA SECTION 117 – FOREIGN GIFT AND CONTRACT REPORTING

- Foreign source includes
 - Foreign government
 - Legal entity, governmental or otherwise, created solely under the laws of a foreign state or states
 - Individual who is not a citizen or a national of the U.S. or a trust territory or protectorate thereof
 - Agent, including subsidiary or affiliate of a foreign legal entity, acting on behalf of a foreign source

HEA SECTION 117 – FOREIGN GIFT AND CONTRACT REPORTING

- Value of which is \$250,000 or more, considered alone or in combination with other gifts or contracts from that foreign source
- Within a calendar year
- Institutions file disclosure reports by July 31/January 31
- Report on aggregate data for prior 6 or 12 month period

HEA SECTION 117 – FOREIGN GIFT AND CONTRACT REPORTING

- Reporting data fields
 - Aggregate dollar amount
 - Giftor name
 - Country
 - Date of the gift; contract dates
 - For restricted or conditional gifts and contracts, description of restrictions or conditions
 - Disclosure reports are public records

HEA SECTION 117 – FOREIGN GIFT AND CONTRACT REPORTING

- Foreign Gifts and Contracts Report is publicly available on Department of Education §117 [website](#)
 - Current public report is for reporting period 01/01/2014 to 12/31/2019
- To date 12 universities have received Notices of Investigation and Records Requests
 - Refer to concerns that reporting may not fully capture all gifts and contracts from foreign sources, lack of institutional controls, etc.
 - Records requests are extensive in scope and time period

HEA SECTION 117 – FOREIGN GIFT AND CONTRACT REPORTING

- UI Working group for reporting includes representatives from the following offices:
 - Controller
 - Student Financial Aid
 - Division of Sponsored Programs – sponsored project funding
 - Grant Accounting Office – gifts deposited at the University
 - UI Center for Advancement – gifts deposited at the UICA
 - Treasury Operations – tuition payments
 - UI Research Foundation – license fees/royalty payments
 - Office of General Counsel

HEA SECTION 117 – FOREIGN GIFT AND CONTRACT REPORTING

- How can you help?
 - Report foreign payments or gifts received through the appropriate central UI office or UI Center for Advancement

HEA SECTION 117 – FOREIGN GIFT AND CONTRACT REPORTING UI ROUTING POLICY FOR SPONSORED PROJECTS

- Route sponsored project funding through the Division of Sponsored Programs; [UI Routing Policy](#)
- Route at least five working days in advance of the sponsor's submission deadline
- Applies to:
 - Preliminary applications that include a budget or require an institutional signature
 - Full applications that represent new, revised, competitive renewal, or supplemental funding requests
 - Non-competitive renewal applications/progress reports that include a budget, require an institutional signature, or involve a significant project change that has not yet been reported to UI
 - New and renewal contracts, including subawards and non-monetary agreements
 - Incremental-funding contract amendments reflecting a change in the original estimated total cost or a change in the statement of work
 - Budget revisions, personnel changes, and all other pre- and post-award adjustments involving a financial issue, a salary/effort/credit concern, the commitment of university resources, or any compliance issue

HEA SECTION 117 – FOREIGN GIFT AND CONTRACT REPORTING TRACKING GIFT ACCOUNTS

- Receipt of Gift Funds; [Tracking Gift Accounts](#)
- While most gifts will go directly to the UI Center for Advancement, sometimes checks are sent directly to the UI department. If possible, checks received by the UI department should be directed to the UI Center for Advancement. Please contact the UI Center for Advancement to determine if they are the recipient. If it is determined the gift should be deposited at the UI Center for Advancement, the deposit should be processed with the UI Center for Advancement gift deposit form: <http://www.uifoundation.org/finance/wp-content/uploads/sites/51/2014/08/...>
- If it is determined that the check must be deposited directly to the university, the department is responsible for accurately identifying the funds as gift revenue by depositing it into a gift WhoKey (fund 520 or 525) and identifying the type of gift by assigning the appropriate gift revenue institutional account (4064, 4067, 4068, 4070, 4071, 4072 or 4073). The department is also responsible for attaching any correspondence from the donor and a copy of the check within the eDeposit application. Grant Accounting will use the documentation to provide the official university gift acknowledgement.

FOREIGN INFLUENCE IN RESEARCH

SELECTED NOTICES AND TIMELINE*

- August 20, 2018: Dear Colleagues Letter; Francis Collins, Director, NIH
 - Areas of concern:
 - 1. Diversion of intellectual property in grant applications or produced by NIH-supported biomedical research to other entities;
 - 2. Sharing of confidential information on grant applications by NIH peer reviewers with others, including foreign entities, or otherwise attempting to influence funding decisions: and
 - 3. Failure by some researchers working at NIH-funded institutions in the U.S. to disclose substantial resources from other organizations
- *UI [International Engagement](#) web page includes links to this letter and other notices
- *Council on Governmental Relations (COGR) [Science and Security](#) web page includes additional notices and articles related to foreign influence

FOREIGN INFLUENCE IN RESEARCH - SELECTED AGENCY DISCLOSURE REQUIREMENTS

- Agency specific disclosure requirements include
 - Other/Current and Pending Support
 - Report on appointments, including those with and without payment
 - Support provided through the institution and directly to the individual
 - Identify foreign collaborators; Need approval for foreign subrecipients
 - Look to the agency's general requirements and specific funding announcement/award terms
 - NIH Protecting U.S. Biomedical Intellectual Innovation - Includes a chart w/examples of What to Disclose to NIH about Senior/Key Personnel on Applications and Awards
 - NSF Approved Formats for Current and Pending Support
 - FAQs on Current and Pending Support
- Contact DSP with questions: dsp@uiowa.edu; 335-2123

FOREIGN INFLUENCE IN RESEARCH – UI OFFICES TO ASSIST WITH QUESTIONS



FOREIGN INFLUENCE IN RESEARCH – UI RESOURCES

- International Engagement web page
- Division of Sponsored Programs; dsp@uiowa.edu; 335-2123
- International Engagement Town Hall Series:
 - International Engagement (Foreign Influence in Research); Oct. 12, 2:00 – 3:00 p.m.
 - NIH Disclosure Requirements; Oct. 19, 3:00 – 4:00 p.m.
 - Non-NIH Sponsor Disclosure Requirements; Oct. 20, 11:30 a.m. – 12:30 p.m.
 - Conflict of Interest in Research and Conflict of Commitment; Oct. 28, 8:00 – 9:00 a.m.




PURCHASING, A/P & TRAVEL BUSINESS INTELLIGENCE REPORTING

JOHN WATKINS, DIRECTOR, PROJECT MANAGEMENT, BUSINESS SERVICES (F&O)



NEW & UPDATED BUSINESS SERVICES BI TOOLS

- Created additional reporting from Purchasing, Accounts Payable, and Travel systems for campus to enable data-informed decision making about procurement spend.
- New and updated tools released since our last meeting are:
 - NEW Purchasing Spend Explorer** – Analyze purchasing spend from purchase orders (including eBuy), eVouchers, and procurement cards by payment date, category, MFK, supplier, and requested by/cardholder.
 - NEW Procurement Transaction Review (All Sources)** – Review procurement information by source with detailed data for ad-hoc reporting needs. Includes data from purchase orders (including eBuy), eVouchers, procurement cards, campus stores operations, and out-of-pocket travel.
 - NEW ProTrav Procurement Card Explorer** – Analyze procurement card spend from ProTrav by transaction date or post date, supplier, MFK, and cardholder.
 -  **ProTrav Travel Explorer** – Analyze ProTrav travel spend, enhanced to allow users to view either trip data or journal data.

NEW & UPDATED BUSINESS SERVICES BI TOOLS, CONTINUED

- New and updated tools (continued):

- NEW** **Open Purchase Order Report** – Review open purchase orders to identify those that can be closed because everything has been received and vouchered to clear any remaining encumbrances.

- NEW** **Revenue and Expense YOY Trends** – Visualize and monitor financial status of your unit, especially those that are self-supporting, including revenues and expenses for your Org, WhoKey's with the biggest change in revenue or expense, and if revenues and expenses for a department are increasing or decreasing.

- **Inventory Business Units (IBUs)**

- NEW** **IBU Operations Dashboard** – Monitor IBU checkpoints for putaway and depletion issues, item costing issues, and accounting errors.

- NEW** **Inventory Items Received** – Analyze inventory items received against purchase orders over the previous 12 completed months by quantity and amount.

- FUTURE** **IBU Key Performance Indicators (KPIs)** – Provide KPIs for IBUs to managing their operations including average inventory turn time, customer returns, and others.

DEMONSTRATION

Business Services Portal

The Data, Analytics, & Insights team provides a suite of dashboards and other visualizations designed to allow a wide variety of users self-service access to University of Iowa Business Services data. Use the menu below to select the business intelligence solution that's right for you.

Data

Documentation



CATEGORY	AUDIENCE/SECURITY	VISUALIZATION LINK	DESCRIPTION
Business Officers	AD Security Group: ITS-BISSC-BusinessSharedServicesDashboards	Procurement Transaction Review (All Sources)	NEW Provides information on all types of procurement - PO, eBay, eVoucher, PCard, Inventory and out-of-pocket travel costs - including transactions between university organizations and departments.
		ProTrav Procurement Card Explorer	Provides expense detail related to procurement card transactions in ProTrav.
		ProTrav Travel Explorer	UPDATED Provides travel detail and expense detail related to travel logged in ProTrav.
		Purchasing Spend Explorer	Provides purchasing spend to allow users to explore and analyze payment data for POs, eBay POs, eVouchers, and Procurement Cards.
		State of Iowa County Spend	Spend for the selected time period broken down by Iowa county.
	AD Security Group: ITS-DAI-COVID19-Financial-Analysis-IR	Revenue and Expense YOY Trends	Revenue and expense changes year-over-year based on GL_WHOKEY_IACT_SUMRY in the enterprise data warehouse.
Campus-Inventory	AD Security Group: ITS-BISSC-BusinessServices-Inventory	Inventory Business Unit (IBU) Operations Dashboard	NEW Provides operational access to inventory issues for the selected IBU, such as not having a default putaway location, staged putaway errors, and accounting line errors.
		Inventory Items Received	Report of inventory items received against Purchase Orders (POs) over the previous 12 completed months (by default) by quantity and amount.
Campus-Transactional	AD Security Group: ITS-BISSC-BusinessServices-Transactional (Primary)	Open Purchase Orders	Shows all Open, Approved & Dispatched PO Lines. Default includes all PO's older than 180 days, and excludes SubAwards.

Help Links

- [How To - Connecting to the Business Shared Services Tabular Model](#)
- [How To - Basic Dashboard Usage](#)
- [Email Support](#)
- [Data Dictionary](#)
- [Release Notes](#)
- [Terms of Service](#)
- [List of Requested Changes](#)
- [Usage Reports](#)

Announcements

No Announcements

Frequently Asked Questions

- [Can I access the dashboards using a Healthcare account?](#)
- [Can I print / export the report?](#)
- [Do I need to be on campus or VPN'd in to view dashboards/visualizations?](#)
- [How do I get access to or support on a dashboard / report?](#)
- [I selected a new value for a parameter, but the report doesn't refresh?](#)
- [If I have suggestions or ideas for new features, what should I do?](#)
- [Is there a basic tutorial on how to use the dashboards & visualizations?](#)
- [Which graphics can I click on to drill thru to other data?](#)
- [Who has access to the dashboards and visualizations?](#)
- [Why aren't there any pie charts?](#)
- [Why doesn't the back button retain selections?](#)
- [Why doesn't the report report fit on my screen?](#)



HUMAN RESOURCES

TRANSACTION REDESIGN PROJECT

DAN SCHROPP, SR. DIRECTOR, UNIVERSITY WORKFORCE OPERATIONS, HUMAN RESOURCES



HR TRANSACTION SYSTEM RESOURCE DEVELOPMENT

Resources:

- Policy and general guidelines
- Step by Step instructions
- Website updates
 - [HR Transaction website](#)

TRAINING DEVELOPMENT

Training and support for HR Transaction Specialists:

- Hybrid model
- HR Hub Community
- SOPs

HR TRANSACTION SERVICE HUB PILOT

Pilot:

- Introductory conversations with F&O



CONTROLLER'S OFFICE UPDATES

SELINA MARTIN, UNIVERSITY CONTROLLER, FINANCE & OPERATIONS



CONTROLLER'S OFFICE

STAFFING UPDATES

- University Controller (Open)
- New staff
 - ✓ Director, Grant Accounting Office (Maria Soliman)
 - ✓ GAO, Accountant – Other Federal Team (Quin Kavanaugh)
- Positions on hold
 - ✓ AFR, Senior Business Analyst – Financial Systems
 - ✓ GAO, Business Analyst – Systems Reporting & Compliance Team

CONTROLLER'S OFFICE

SYSTEMS & APPLICATIONS

- Post Award Online Query Tool (replaces GrantDSS reports)
 - ✓ Soft release on July 28, 2020
 - ✓ Hard release on November 1, 2020
- EFR Summary Transaction Query Report, TQR (replaces Simple Query Tool, SQT)
 - ✓ By November 2020
- General Ledger Journal Entry (GLJE application)
- COVID-19 Research Personnel Tracking application

CONTROLLER'S OFFICE

COMPLIANCE

- 2021 Salaries on Sponsored Research
 - ✓ Must not discriminate between federal and non-federal sources of funding
- Electronic receipts (<https://treasury.fo.uiowa.edu/electronic-receipts>)
 - ✓ Do not use person-to-person payment applications (Venmo)
- Capital asset inventory & tagging
 - ✓ Inventory will be conducted for UIHC & CCOM (including departmental portion)
 - ✓ Asset tags sent weekly

CONTROLLER'S OFFICE

COMPLIANCE

- Space Survey
 - ✓ FY20 Actual Results
 - ✓ Next F&A Rate Negotiations – FY21 is base year!
 - ✓ Upcoming Survey for FY21 – one-on-one training coming in early spring 2021
- Service Center Rates
 - ✓ FY20 Actual Results

CONTROLLER'S OFFICE

OTHER TOPICS

- Future assessment of implications of working remotely
 - ✓ Reimbursable costs
 - ✓ Tax implications
- Business Processes Series (BPS) and CQ System
- FY2020 Financial Sub-certification
- 2021 Quarterly Business Officers Meeting

THANK YOU!

Controller's Office Directors & Managers <https://controller.fo.uiowa.edu/contact-us>

- Accounting & Financial Reporting (Steve Romont)
- Grant Accounting Office (Maria Soliman)
- Capital Assets Management (LeAnn Meeks)
- Tax Office (Tom Peifer)
- Capital Projects (Andrea Morrow)
- Financial Analysis (Ted Welter)