



THE UNIVERSITY OF IOWA

COLLEGIATE & AUXILIARY BUDGET OFFICERS MEETING

(ORGANIZED BY CONTROLLER'S OFFICE)

JANUARY 2008


AGENDA

- I. Accounting Services Org Contacts – S. Martin
- II. Electronic Financial Reports Update – C. Hoch
- III. SSN Policy Update – J. Drews
- IV. Financial Sub-certification – S. Martin
- V. 2009 Preliminary Fringe Rates – S. Martin
- VI. Business Processes Series – S. Martin
- VII. Cash Handling Compliance – S. Martin
- VIII. PS Inventory Implementation – D. Zumbach
- IX. Technology Allowance Policy Update – D. Zumbach




Accounting Services Website

Home | A-Z Search | Controller's Office | Contact Us



Accounting Services

....a unit of the Controller's Office



Welcome to UI Accounting Services

The mission of Accounting Services is to serve as the custodian of the general ledger system, which is the basis for financial reporting. Accounting Services is committed to providing accurate financial information in a cost effective, efficient, and timely manner to those responsible for managing the financial resources of the institution and to external constituencies.

Announcements

- 1/3/08 -- NEW -- [Systems Closed for Implementation](#) 1/9/08 5:00 pm through 1/13/08

What We Do

Accounting Services is responsible for managing the University's general ledger accounting system and the feeder system interfaces that post transactions to the general ledger. [More . . .](#)

Contact and Communications

- [Organizational Chart](#)
- [Staff Listing and Org Contacts](#)

Internal Links

- Accounting Code Manual
- Accounting Resources and Training
- Budget Officers
- Business Process Series
- Cash Handling
- Close Calendar
- Cumulative Compensation DSS
- Facilities & Administrative Rates
- Fringe Benefit Accounting
- GL Decision Support
- MFK Validation
- Recharge Centers
- UI Operations Manual
- Year End Information



Accounting Services Org Contacts

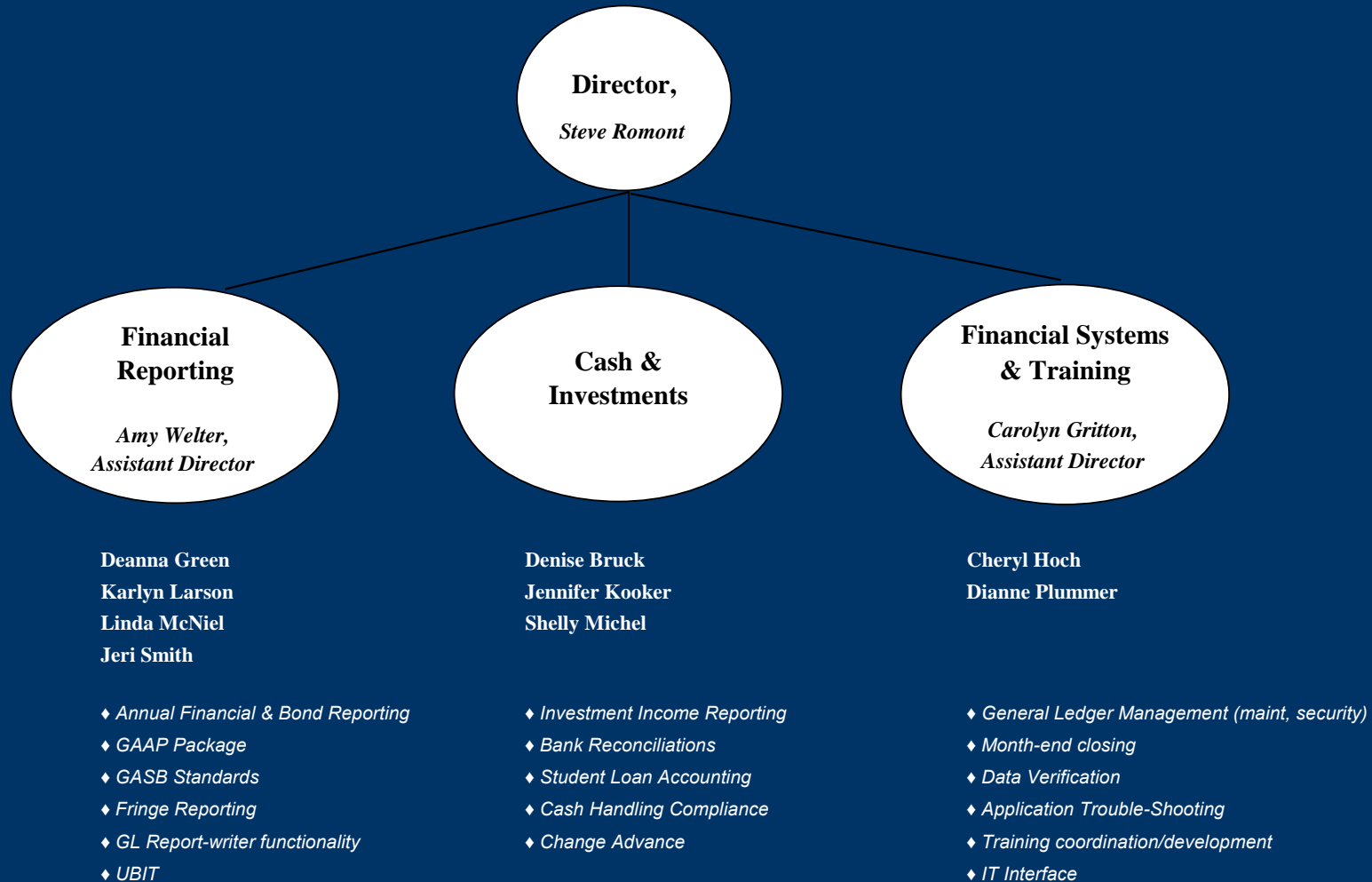


Please
contact your
primary Org
contact first.

ORG	UNIT	PRIMARY CONTACT NAME	BACKUP CONTACT NAME
01	Office of the President	Jeri Smith	Dianne Plummer
02	Office of the Provost	Shelly Michel	Karlyn Larson
03	VP - Medical Affairs	Linda McNiel	Jeri Smith
04	VP - Research	Deanna Green	Denise Bruck
05	VP - Finance and Operations	Shelly Michel	Deanna Green
06	VP - General Counsel	Jeri Smith	Deanna Green
08	Athletics	Shelly Michel	Deanna Green
09	VP - University Relations	Deanna Green	Karlyn Larson
11	College of Liberal Arts	Karlyn Larson	Shelly Michel
12	College of Business	Jennifer Kooker	Dianne Plummer
13	College of Dentistry	Karlyn Larson	Deanna Green
14	College of Education	Jennifer Kooker	Karlyn Larson
15	College of Engineering	Karlyn Larson	Shelly Michel
16	College of Law	Jeri Smith	Shelly Michel
17	College of Medicine	Linda McNiel	Jeri Smith
18	College of Nursing	Jennifer Kooker	Dianne Plummer
19	College of Pharmacy	Jeri Smith	Jennifer Kooker
20	College of Public Health	Shelly Michel	Jennifer Kooker



Accounting Services Org Structure



ELECTRONIC FINANCIAL REPORTS (EFR)

CHERYL HOCH

ACCOUNTING SERVICES



Electronic Financial Reports (EFR)

Phase 1 – Infrastructure

- Secondary Security
- Reports Recipients Directory
- Administrative Reports

Phase 2 – MS Report Distribution

- Distributed Reports Notification
- Pilot
- Go-live

Phase 3 – Existing Reports Enhancement

Phase 4 – New Reports



Phase 1 – How will this impact you?

GLDSS/GrantDSS Access Change

1. Current Process
2. Proposed Process



Current DSS Access

Workflow form results in 2 types of access

- Oracle role created for access to data warehouse tables which enables users to query tables directly
- Oracle role used by GLDSS and GrantDSS to allow access to the online reporting applications



New DSS Access



Split the 2 types of access

- Workflow form will still be used to gain direct table access
- Secondary Security will be used by Org/Department administrators to grant immediate user access to GLDSS and GrantDSS applications



Phase 1 – Timeline

Infrastructure

Secondary Security, Report Recipients Directory, Administrative Reports

- Current
 - Information Management/Finance and Operations (IMFO) is creating infrastructure and developing applications
- Last 6-9 months
 - input from Advisory Committee
 - research and planning - Accounting Services & Grant Accounting
 - finalization of design specifications
 - meetings with IMFO



Phase 2 – Timeline

MS Report Distribution

March or April 2008 (estimate)

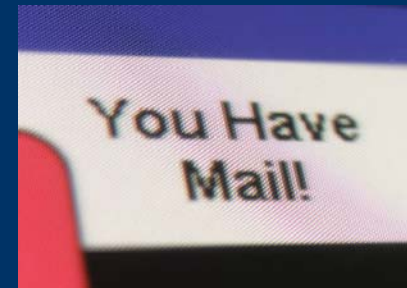
- CLAS pilot group

May or June 2008 (estimate)

- training for EFR administrators
- begin phasing in Org distributions

September 2008(estimate)

- all MS report distributions are electronic



Phase 3 & 4 – Timeline



Phase 3 – Enhancements to Existing Reports
(e.g. Transaction Detail)

Phase 4 – New Reports (based on survey)
no timeline projections at this point



Phase 2 – What we need from you!

- Names of Org administrators for Secondary Security, needed by 1/18/2008
 - Org administrators will set up Department administrators
- You will receive an email requesting this information



Q & A

Q: When will the first MS reports be distributed electronically **to the pilot** group?

A: Estimate is March or April of 2008

Q: When will the first MS reports be distributed electronically **to campus**?

A: Estimate to begin in May or June and will be complete for all of campus by October 2008



Q & A continued

Q: When will the *Advisory Committee* meet again?

A: After one round of reports has been distributed for the pilot group; estimate is *April or May, 2008*.

Q: How can I provide input?

A: Email or call Cheryl Hoch, cheryl-hoch@uiowa.edu, 335-3535.



SSN COMPLIANCE UPDATE

JANE DREWS

INFORMATION TECHNOLOGY



SSN Conversions

COMPLETED:

1. MARS (Mgt Academic Revenue System)
2. Registrar Data Warehouse
3. Employee Self Service Web Apps
4. Flexible Spending Account Forms

BY JULY 2008:

1. Admissions Data Warehouse
2. General Ledger Data Warehouse
3. PeopleSoft Financials
4. Pay CV, ProTrav





...What should I be doing?

- Examine applications, documents, forms, files – where are SSN's used?
- Run a search program on your computers
- Develop/finalize conversion plans for departmental application(s)
- Register applications that still use SSN's



Discussion

Successes?

Concerns?



Finding University ID's



- OSIRIS (Student System)
- NAMS (Name and Address System)
- MARS (Academic Revenue)
- Employee Self Service HR Reports
- Directory Administration Tools



How do I find my University ID Number?

- Printed on your ID card
 - Back side of old-style cards
 - Front side of new-style cards
- Web: Employee Self-Service
 - Included in footer information



Questions?

Jane Drews

IT Security Office

jane-drews@uiowa.edu

335-5537/335-6332



SSN Compliance & GLDSS

Current year data + 3 years of history. All detail/summary data will be available as it is today with the following exceptions:

1. the current SSN field will be blank
2. a new Univ ID field will be accurately populated

Prior years' data . All currently available detail/summary data will be available as it is today with the following exceptions:

1. the current SSN field will be null (however, the detail with historical SSN data will be available in an archive with limited access)
2. no Univ ID field will be added



GLDSS – Years of Historical Data

- Objective assessment – how many years of actual data do we need in GLDSS ?
- Balance information need versus storage space requirements
- Summary information is not an issue
- Transaction detail – how many years of history do we need, what is driving that need?
- Provide feedback to Selina Martin by next Budget Officers meeting.



Financial Sub-certification

- Presentations to Individual Colleges/Units
- Change in Order of Questions (by session)
- Changes in Gift/Research Compliance Questions
- List of Individuals to Sign Sub-certification
- Two policies to finalize by February
 1. Balance Sheet Reconciliation
 2. Review of Financial Transaction Detail
- Advisory Committee



Training/Workshop Objectives

The objectives of the classes are as follows:

- What are the major points of each related policy?
- Why is it important for financial sub-certification
- What are risk areas and consequences of non-compliance?
- What are control documents that should exist?
- Where you can go to learn more?
- What should you do after the workshops?



Training/Workshop Sessions

Session #1 -- Human Resources & Ethics Policies Compliance

Presenters: Elaine Haddy, Terri Hein, Kevin Ward, Selina Martin

1. East Side Presentation - February 11, 1:00-3:00 pm in S401 PBB
2. West Side Presentation - February 4, 2:00-4:00 pm in Braley Auditorium, UIHC



Training/Workshop Sessions

Session #2 -- Finance, Accounting, & Audit Compliance

Presenters: Audra Haddy, Steve Romont, Ted Welter, Selina Martin

1. East Side Presentation - February 25, 9:00-11:00 am in S401 PBB
2. West Side Presentation - March 3, 1:00-3:00 pm in Braley Auditorium, UIHC



Training/Workshop Sessions

Session #3 -- Purchasing, Travel, & Resource Usage Compliance

Presenters: Karen Housel, Sherry Reynolds-Miller, Debby Zumbach, Selina Martin

1. East Side Presentation March 26, 2:00-4:00 pm in S401 PBB
2. West Side Presentation March 31, 10:00 am-12:00 noon in Braley Auditorium, UIHC



Training/Workshop Sessions

Session #4 -- Gifts & Research Compliance

Presenters: Audra Haddy, Twila Reighley, Selina Martin

1. East Side Presentation - TBD (mid-late April)
2. West Side Presentation - TBD (mid-late April)

Session #5 -- Non-Cash Assets Management & Records Management Compliance

Presenters: Jan Boresi, Cathy Hagen, Selina Martin

1. East Side Presentation - TBD (early-mid May)
2. West Side Presentation - TBD (early-mid May)



Financial Sub-certification Website

<http://www.uiowa.edu/budgetofficers/subcertification/index.html>

Financial Subcertification

What is sub-certification & what events have led to the implementation of sub-certification within higher education institutions?

This [PowerPoint presentation](#) provides an overview of the background of the Sarbanes Oxley Act and the events leading up to it. It also provides highlights of why financial sub-certification is beneficial to higher education.

What is our implementation schedule?

The comprehensive implementation of financial sub-certification within higher education is a major effort which must be done prudently in order to be successful. Find out more about our [implementation schedule](#) and communication plan.

What are the 16 sub-certification questions that need to be answered and what are the related policies? How can I learn more about the compliance with these policies?

For each [sub-certification question](#), we have identified specific related policies which units are required to comply with in order to appropriately answer "yes" to the question. Furthermore, for each question, we have provided a list of specific training classes and other resource links to learn more about compliance with the specific topic. Finally, each question contains a list of control documents. The existence of control documents indicates that a unit is compliant with the related policies.

Quick Links

[Meeting Schedules & Agenda/Presentations](#)

[Budget Officers Listing](#)

[Roles & Responsibilities](#)

[Advisory Committees](#)

[Financial Subcertification](#)

[Financial & Administrative Policies](#)

[Business Processes Series Training](#)

[Accounting Reports Survey \(pdf\)](#)

Departmental Links



Standard (Charge) Fringe Rate Trend

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Clinical Faculty	22.10%	22.70%	22.70%	24.10%
Non-Clinical Faculty	26.40%	27.00%	29.70%	29.80%
Merit	44.00%	46.00%	48.50%	53.50%
Professional & Scientific	32.70%	34.30%	35.00%	38.00%
House Staff	8.40%	8.83%	9.00%	9.25%
Post Graduate	14.00%	16.70%	19.20%	19.25%
Fellowships	5.00%	10.00%	9.50%	10.70%
Temporary	8.00%	10.00%	8.50%	9.40%
Students	3.30%	3.30%	4.00%	3.00%
Miscellaneous	4.50%	4.70%	4.10%	4.80%



Why increase in Fringe Benefits Rate?

1. Increase in Health Cost

Medical inflation, more expensive technology/procedures, specialty drugs, aging workforce, generous excess flex credits program

2. Addition of New Costs

a. Benefits Administration

b. GASB 45 – OPEB Cost



Benefits Administration

- General University Benefits Office staff
- Costs for administration of spending accounts, life/disability insurance*, workers compensation, LiveWell*.
- Allocated to fringe pools which benefit
- Approximately \$3M built into FY09 rates

* Allocated to five main pools only



GASB 45

- New accounting standard effective FY08
- Requires us to recognize other post-employment benefits (OPEB) earned by employees during the time they were actually employed rather than when benefits are paid (at a future time)
- Cost was not built into FY08 charge rates
- External consultant hired to estimate costs
- Approximately \$4M built into FY09 rates



Business Processes Series Update

Core Courses –

1. Workflow Overview will be combined with Business & HR Processes Overview.
2. New Course – LEAN Overview

Elective Courses –

1. Change in elective requirement from four hours to four courses
2. New courses – please visit website



Cash Handling Update

- Great progress since fall meeting
- Budget Officers notified yesterday of non-compliant departments in their unit. Please follow up!
- Beginning calendar year 2008 it is a requirement to take the ICON course (review of presentation no longer accepted)
- Secondary Security – Budget Officers set up by January 18; ability to set up additional admin role users after this timeframe.



PS INVENTORY & TECHNOLOGY ALLOWANCE

DEBBY ZUMBACH

BUSINESS SERVICES



Meeting Action Items

- Know your Accounting Services org contact (primary & secondary)
- Communicate SSN Policy compliance update and develop/finalize conversion/compliance plan
- Provide feedback to Selina Martin on need for GLDSS transaction detail (how many years?)
- Anticipate email communication from Cheryl Hoch on admin role security for EFR
- Review Financial Sub-certification website materials and share with appropriate staff
- Contact Barb Miller to sign up for Financial Sub-certification training workshops
- Communicate preliminary FY09 fringe rates to staff as appropriate
- Share updated BPS requirements to staff as appropriate
- Set up additional Secondary Security admin role users
- Communicate with appropriate departments that ICON cash handling course is required for FY08
- Work with non-compliant departments to submit procedures



Thank you!

