...ney requested the Statewide VP...

...fective immediately, the following changes to UA Regulation

President Gamble has approved. ... 05.02.070 sections E6 and E7.

...nses charged to account 8415 that are $200 or more would require the...

...115 that are under $200 or any entertainment-type...

decorations. Representational allowance forms with the designated custodian's signature and

...reimbursement or payment was (were) incurred for the benefit of the university or the respective funding agency in connection with the performance of official duties and obligations, ...and that, in...

...fiduciary responsibility. If you have any questions regarding this change please contact Matt Seymour in Finance and Accounting at ext. 6170 or mjseymour@alaska.edu.

Sometimes, a budget control at the org level does not make operational sense, because the budget authority is delegated at a higher level, and the exact budget in any one org is not as important as the whole budget within that operational area. In this case, a budget control at the department, sub-unit, or even the unit level might be more appropriate. It is important to note that a pooled budget control is only shared amongst orgs that share the same budget control code.

In other words, if five orgs share a single Level org, and one of those orgs is set with the budget control organization at the Level but the other four budgetudi5404.4749.53 580.66 Tm [(-)] TJ

Checking Budget Availability

The screen FGIBAVL is used to check available budget. In order to use the screen, select the fiscal year of interest, change the account type to %, enter the fund code of interest (generally 103010), enter the org code of interest (generally an entry-level org, such as

Incomplete Document Management

Incomplete documents result from a user who begins to input a transaction but does not follow the transaction through to completion. If the user does not know the document number, such as when a number is system generated (call numbers, requisitions, receiving, journal vouchers, etc.), it can be difficult to retrieve this document number. Often, the easiest solution for the user is to generate a new document number and move on.

Unfortunately, this can cause problems if there were dollars attached to the incomplete document, as these documents will encumber funds against BAVL, which such a non
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this issue, documents other than general encumbrances are automatically deleted from the system seventeen days after the last activity date associated with the document. When documents are deleted in this way, the BAVL encumbrance is not released, and there is no way for a user to then release such a budget encumbrance for the remainder of the fiscal year.

It is therefore essential to monitor incomplete documents and delete or complete them as appropriate on a weekly (or bi-weekly) basis. In order to accomplish this, two tools are available.

The first tool is the Incomplete Document Listing processed every Saturday and posted on Vista Plus (reports.alaska.edu). This report is sorted by user first, and then by document type (with only one user ID and document type per page). As such, it is generally over 100 pages long, and the only way to search it is by Banner User ID. If you know the potential User IDs that are likely to be associated with your unit, this is the most comprehensive tool to use.
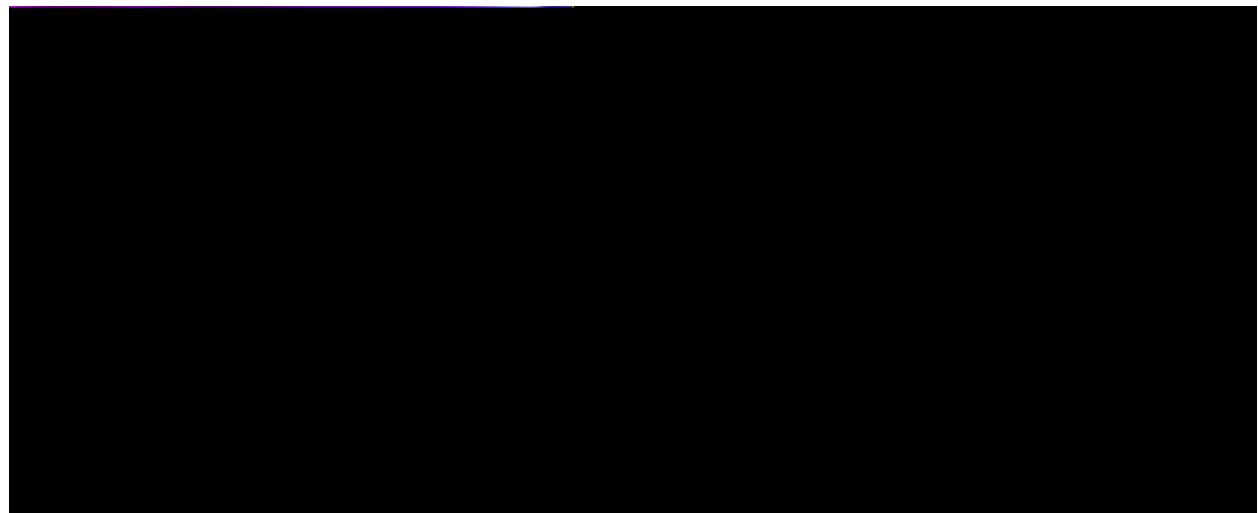

Figure 4 - Incomplete Document Listing on Vista Plus. Vista Plus is available through your web browser at reports.alaska.edu. More information about Vista Plus and how to use it is available at http://www.alaska.edu/financial-systems/vistaplus/

The second tol is a series of Toad queries attached to this document that will pull a list of all incomplete call numbers, general encumbrances, receiving documents, and requisitions in four separate queries. Those documents associated with accounting can be targeted specific org number (or range of orgs), or run to include all org numbers for a comprehensive list by document number and User ID. At this time, this tool does not include a query for incomplete journal vouchers.

To run these queries, open them up š{P šZ Œ }Œ]v]À] µ o oÇ• Á]šZ]v d} v o]l }

On the query screen that is displayed, you might enter on the "Value" window following...

Here you may enter a value, such as a single org code, a range such as "62_" above, or enter "9_" to bring up a list too (list is not generally long, running at about 100 documents at most, so try multiple variable bindings to get the most complete data set for your needs.

Once the data set is returned, review the list to find those documents of interest to you, determine why they are in incomplete status, and have the user either delete the records or complete them. If the document must remain in incomplete status, the deletion timer (17 days) is reset when the activity date associated with the record is updated. You may accomplish this task by entering the document and making a revision (such as updating the document text to indicate the hold with completing it).

Should you need to delete the document, this is quickly accomplished by accessing the document through FPA2PRJ for Call Numbers, FGAENCB for General Encumbrances, FPARCVD for Receiving Documents, and FPAREQN for requisitions. Enter the document number, next block (CTRL PGDN), then press "Delete Record" twice and "Save" (F10) to delete the item.

That's it! Your incomplete document is gone and the encumbrance is released against BAVL.

Finally, if the document is incomplete because it is in NSF (non-sufficient funds) status, an NSF Override Form (see the Finance & Accounting website at http://www.uaf.edu/finsvcs/forms/) faxed to 6468 with an explanation of the reason for the override will result in the document being reviewed and completed in a timely manner.

The Office of Finance & Accounting expects any NSF request to be followed by a budget revision that will avoid the need for future manual overrides. NSF Overrides are granted at the sole discretion of OFA or OGCA (for restricted fund override requests).

FY13 Strategic Reinvestment Allocations:

Base Funding

	Budget	Responsible Program	VC-Level	UAF Core Theme	FT	PT	TA/RA	Short Description:
URSA - 1/2 time Director, Full-time Administrative Asst.	$200,000	General Studies	Provost	Research	1	1		Create an Office of Undergraduate Research and Scholarly Activity (URSA) to promote and develop undergraduate research at UAF.
High Performance Computing	$500,000	ARSC	VCR	Research	4	1		Funding will support ARSC's provisioning of resources to new and existing constituencies and allow expanded utilization of existing resources.
College of Liberal Arts ESL Program - Operating Expenses	$70,000	CLA	Provost	Educate			2	Funding for initial operating expenses for the revitalized English as a
Faculty Activity Reporting - Software	$40,000	Provost	Provost	Research				
IARC/North by 2020 Program Support	$50,000	IARC	VCR	Educate, Engage				Operational expenses related to the North by 2020 - explores, discusses, plans and prepares opportunities for sustainable development in the North.
IARC CNSM - Climate Researcher Position	$50,000	IARC/CNSM	VCR	Research	1			
Honors Program - Director's Salary Support	$50,000	Honors	Provost	Educate	1			
Transfer/International Student Recruiter	$130,000	International Programs	VCUSA	Educate	1			
Branding Marketing - New UAF Branding Campaign	$300,000	Marketing & Communications	VCUSA	Engage	3			
NASA EPSCoR Proposal - NASA Required Match	$22,000	EPSCoR	VCR	Research				
Development - Support new Alumni Giving Strategies / Phone-a-Thon	$150,000	Development Office	VCUSA	Educate				
Student Initiative for Renewable Energy Now (SIREN) Match	$135,000	Office of Sustainability	VCUSA	Educate				
	$100,000		VCR		VCR	VCR	Research	

Grant coordinator position to support the distribution of Recovery Act funds.

Research Administrative Assistant and Administrative Generalist positions, as well as commodities and equipment expenses.

PBB Allocations to CRCD

	Budget	Responsible Program	VC-Level	UAF Core Theme	FT	PT	TA/RA	Short Description:
Bristol Bay Campus - Dev. Office, Program Coordinator Position	$32,700	CRCD	CRCD	Educate	1			
Chukchi Campus - Dev. Office, Program Coordinator Position	$32,700	CRCD	CRCD	Educate	1			
Interior Aleutians Campus - Dev. Office, Program Coordinator Position	$32,700	CRCD	CRCD	Educate	1			
Kuskokwim Campus - Dev. Office, Program Coordinator Position	$32,700	CRCD	CRCD	Educate	1			
Northwest Campus - Dev. Office, Program Coordinator Positions	$32,700	CRCD	CRCD	Educate	1			
RC - Dev. Office, Program Coordinator Positions	$32,700	CRCD	CRCD	Educate	1			
CTC Hangar Renovations (One-time), Utilities, etc.	$122,900	CTC	CRCD	Prepare				
E-Learning	$45,900	E-Learning	CRCD	Educate				Operational support for the e-learning program.
FY13 Total	$2,567,000				14	8	2	

University of Alaska Fairbanks
FY14 High Demand Program Requests by Initiative - Operating Budget

FY14 High Demand Program Requests by Initiative

MAU/Campus/Program Title	State Approp.	Rcpt. Auth.	Total	State Approp.

University of Alaska Fairbanks

University of Alaska Fairbanks
FY14 High Demand Capital Requests

FY14 High Demand Capital Requests

MAU/Campus/Program Title	State Approp.	Rcpt. Auth.	Total	State Approp.	Rcpt. Auth.	Total	State Approp.	Rcpt. Auth.	Total	FY15-FY16	FY17-FY18	FY19-FY23