

Minutes

University Budget Officers' Meeting

May 22, 2013

Lisa Wilson called meeting to order at 1:30pm.

The University Records Management

Catherine Miller from Internal Audit and Nancy DeMarcus from UK Archives and Records Program presented “Handling Records and Managing Their Life-Cycles”. They emphasized the importance of records management and retention. Attached are the PowerPoint and a summary of their presentation.



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BO meeting minute
summary IA_RP_201

Other documents for reference:



Permanent materials
on state schedule_up



non_Permanent
materials on state sch



kyrecordsdestruction
_2013.docx

To find the state university records retention schedule, please right click on the link: [State University Records Retention Schedule](#).

For information and questions, please contact Nancy DeMarcus nancyd@uky.edu.

Fly America Act

Jennifer Miles and Patty Brophy presented and talked about the “Fly America Act”, which must be followed with federal funds. Most European carriers qualify with the Open Skies Agreement, but not the Asian carriers. Code sharing is allowed, but must be on US flight numbers. Students travel must comply with the regulations too. Jennifer mentioned that if the flights meet the exceptions, the traveler may write a note on the Travel Voucher for processing.

Please contact Patty Brophy for help with compliance pabrop2@uky.edu.



Fly America Act
05222013.pptx

Cost Share Budget

Jennifer Miles presented information on Cost Share Budgets, and discussed the necessity for implementing a budgeting method for cost share. This means that all cost share cost centers will require GM budget requests similar to grant budgets. New cost share reports are available on May 14, 2013. Implementation of cost share budget will start on July 1, 2013.



E-Transfer Cost
Share Budgets_V3.pp

PRD Approvals

Tony Day reported that in the first 9 months of implementation of PRD, over 50,000 PRD's have been processed. In the past 30 days, the rejection rate was 5%. While end-users see the benefits of PRD and feel comfortable with its functionality, Accounts Payable is gradually receiving fewer calls. Format has been changed to accommodate the vendors. Issues concerning security are solved by EMC. In the future, PRD Shopping Cart will be expanded, and EAG is working on reports to enable analysis. To drill down PRDs, please use T Code ZECM_FIDOCs. Several business officers requested that department number be added to the PRD header and that approvers be notified when and why a PRD was rejected so that they can assist creators in correcting mistakes.

New Procurement Card Provider Update

Effective May 1, 2013, UK procards changed from Master Card of Chase to Visa of US Bank. This change is a result of "Request for Proposal" process that is periodically required by Kentucky statutes. Currently, transactions are available to be edited. All old cards need to be destroyed immediately. Patty reminded travelers to use their new cards. The old Master Card in Concur will be wiped out.

Future Transactions Workflow and Approval, Year End Reminders

Ronda reminded Budget Officers to pay attention to the Year End Closing key dates and cutoff dates. Staff is encouraged to take online training. Lisa reminded the Provost area to enter vacation leave requests to ensure appropriate balance before vacation accrual is calculated. Now that benefits are "owned" by the units, vacation accrual will have to be paid by the units via fund balance adjustments.

Ronda reported that the implementation of payroll correction process has been very successful. For BW10, there is only 1 correction.

Ronda asked for opinions for approvers of Travel Vouchers and other on-line forms as workflows are developed. Currently, there is a master table of approvers for PRD and SRM. She needs to find out if those are the same approvers for trips. She also wants to know if the approvals should be linked to names of approvers or position numbers.

Meeting adjourned at 3:35.