February Business Managers’ Meeting

The next Business Managers’ meeting will be held on Thursday, February 17th from 9:00 – 10:30 a.m. The meeting location has not yet been identified and will be communicated on a later date.

CPC Updates

Chaifetz Arena -- Make your arrangements to use Chaifetz Arena as usual. But effective immediately, do not enter a requisition. An invoice will be issued to your department after the event. This invoice will have IDO written on it. The department should process an IDO for the amount invoiced.

Transportation Calculator works with the free Adobe Reader and the full version of Adobe Professional for MACS.

NON TRAVEL reports in Concur should have multiple lines of expenses on ONE report rather than a separate expense report for each individual expense. All receipts can be attached to the one report.

Effective January 1, 2011, mileage reimbursement for business travel will be 51¢ per mile, and 19¢ per mile for medical care or in connection with a move that qualifies for the moving expense deduction.

Controller’s Office Updates

New Dashboard Finance Budget Development Domain Report

There is a new report in the Budget Management Reports folder, FBUDMR03 Fund Balances Report. This report displays Beginning Fund Balance, Revenues and Transfers In, Expenditures and Transfer Out, Net Activity, Ending Fund Balance, Encumbrances, and Available Balance for Designated (2xxxxx), Restricted (4xxxxx), Plant Construction (7xxxxx), and Agency (9xxxxx) funds. The report may be requested for a specific month or YTD (Year to Date). The YTD option displays balances as the close of the previous business day.