

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 ~~are~~. In this case, a budget control at the department, subunit, 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 budget ~~udi5404.4749.53 580.66 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 fiscal year of interest (generally 103010), enter the org code of interest (generally an active 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 ~~submits a non~~ ~~•μ([] v š (μ v •]š μ š]}v Á]š Z P]À v μ P š }v š Œ}o[• μ P š %}~~ 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 IDs that are likely to be associated with your unit, this is the most comprehensive tool to use.

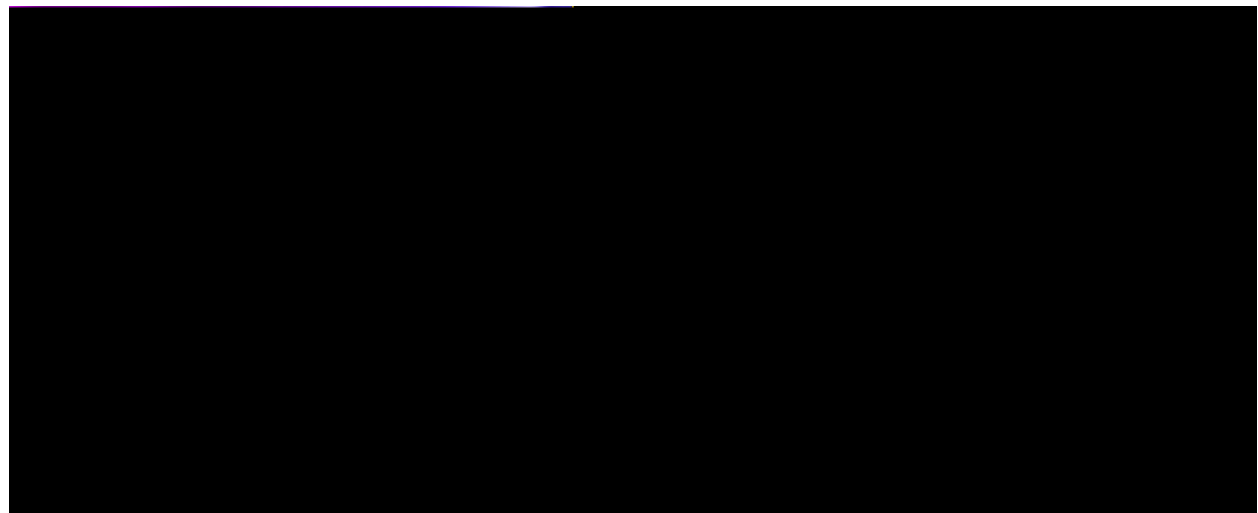


Figure4 - Incomplete Document Listing on Vista Plus. Vista Plus is available through your web browser at reports.alaska.edu. More information about Vista Plus and how to use it is available at <http://www.alaska.edu/financial-systems/vistaplus/>

The second tool 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 to a 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 in Toad and run them. The queries are as follows:

Here you may enter a value, such as a single org code, a range such as 100-200, or enter a list (list is not generally long, usually 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 user with completing it).

Should you need to delete the document, this is quickly accomplished by accessing the document through FPA2PR for Call Numbers, FGAENCB for General Encumbrances, FPARCVD for Receiving Documents, and FPAREQN for requisitions. Enter the document number, next block (CTRL PGDN), then

the document number, and the encumbrance is released against BAVL.

Finally, if the document is incomplete because it is in NSF (insufficient funds) status, an NSF Override Form (see the Finance & Accounting website <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 NSF requests 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 | FTE | | | Short Description: |
|---|--------------------|----------------------------|----------|-----------------|-----------|----------|----------|---|
| | | | | | FT | PT | TA/RA | |
| 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 | | | 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 | | | | | | | | |
| 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 | |

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University of Alaska Fairbanks
 FY14 High Demand Capital Requests

FY14 High Demand Capital Requests

MAU/Campus/Program Title

CAPITAL INVESTMENT AREAS

DEFERRED MAINTENANCE AND R&R (\$37.5M UA SYSTEM)

UAF FBK Estimated 62% of \$37.5M

| | State Approp. | Rcpt. Auth. | Total | State Approp. | Rcpt. Auth. | Total | State Approp. | Rcpt. Auth. | Total | FY15-FY16 | FY17-FY18 | FY19-FY23 |
|--|------------------|----------------|-------|------------------|----------------|-------|------------------|----------------|-------|-----------|-----------|-----------|
| | 23,250.0 | | | | | | | | | | | |

