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F I N E L I N E



A Utah Department of Administrative Services, Division of Finance communication service

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June 2013

June B & A Meeting

The Budget and Accounting Officer's meeting will be held on **Thursday, June 20th at 8:30 a.m. in the State Office Building Auditorium.**

We ask that all State budgeting and accounting personnel that deal with closeout and year end accounting issues attend.

Parking is available on the East side of the State Capitol Complex. The UTA bus route #500 also serves the State Capitol Complex. For bus schedules, please go to www.rideuta.com.

Attending this meeting remotely will also be available. If you would like to attend this meeting remotely, please register at the following website link: <http://training.finance.utah.gov/iLinc/public/register/meeting>. If you have trouble registering please contact Larry Simpson at lsimpson@utah.gov by Wednesday, June 19th.

Additional information on the meeting and year end training will be sent out in the next two weeks.

I ♥ Internal Control Segregation of Duties By Dean Eborn

Segregation of duties is a primary principle in any internal control plan in order to provide adequate checks and balances and define authority and responsibility over activity and use of the State's resources.

The fundamental premise of segregated duties is that an individual or small group of individuals should not be in a position to enter, approve, have custody of assets, and reconcile the same action – whether a financial transaction or a critical process. These duties are called “incompatible” when performed by the same individual.

The four kinds of functional responsibilities that should be performed by different work units, or at a minimum, by different persons within the same unit are:

- (Entry) Recording transactions: This duty refers to the accounting or record keeping function, which in most organizations, is accomplished by entering data into a computer system.
- (Approval) Authorization to approve payment: This duty belongs to persons with authority and responsibility to approve a transaction but not to initiate or enter the transaction.

- (Custody of assets) Custody of assets involved in the transactions: This duty refers to the actual physical possession or effective physical control/safekeeping of property. Property can take the form of cash, checks, or other assets (including the receiving of purchased assets).

- (Reconciliation) Periodic reviews and reconciliation of existing assets to recorded amounts: This duty refers to making comparisons at regular intervals and taking action to resolve differences.

The advantage derived from proper segregation of duties is twofold:

- Fraud is more difficult to commit because it would require collusion of two or more persons, and most people hesitate to seek the help of others to conduct wrongful acts.
- By handling different aspects of the transaction, innocent errors are more likely to be prevented, or detected and flagged for correction.

2013 Closeout

The closeout deadline of Friday, August 2nd is just around the corner. We appreciate your assistance in reducing the closeout period and meeting the scheduled deadlines. The most important goal is that your closeout is complete and accurate. If you cannot meet the August 2nd closeout date will you please contact Marcie Handy at mhandy@utah.gov or 801-538-1678.

Over the next few weeks and as you prepare for the closeout period we ask that you:

- *REMEMBER THE GENERAL RULE FOR YEAR END CUT OFF:*
 - * *Record expenditures in the fiscal year that the goods or services were received.*
 - * *Record revenue in the fiscal year the revenue was earned.*
- Please adhere to the deadlines in the closing calendar and internal deadlines required by your agency. A final closing calendar will be provided at the June 20 Budget and Accounting Officers Meeting and on our website.
- Begin now and allow extra time to review FY 2013 activity to ensure your closing schedules are complete and accurate.
- Clean up any coding in SAP associated with payroll (CA PAY) documents that are rejecting due to incorrect or incomplete coding. This will allow these documents to post to FINET without manual intervention.
- Minimize stress on other agencies by coordinating last minute internal (ITI/ITA) transactions or other billings with the receiving agency.
- Remember that closeout is not complete unless your reconciliations (fixed asset and cash), including reconciliation adjustments, are also completed and submitted to Finance.
- Let us know as soon as possible if you find any problems with your budget after closeout. The Governor's Office of Management and Budget and the Office of the Legislative Fiscal Analyst will request frequent updates beginning shortly after closeout. We want to provide them accurate up-to-date budget results.



As the Financial Reporting Section continues the closeout process and begins working on drafts for the Comprehensive Annual Financial Report (CAFR), we will review and analyze transactions to ensure that they are correct and accurate. If we feel discrepancies need to be corrected we will work closely with your agency and make sure you are involved in any changes to closing packages or specific balances.

We ask you for your continued assistance to ensure all transactions are recorded correctly into FINET and recorded in the correct fiscal year. As you perform your New Year or FY 2014 reconciliations and review your reports, please watch for transactions or balances in funds that appear unusual or incorrect. Please contact Marcie Handy at 538-1678 or mhandy@utah.gov if you need assistance in evaluating the impact of these issues. Again, thank you for all your hard work to ensure that the fiscal year is closed out correctly for budgetary purposes and to ensure our CAFR is complete and accurate.

Help Desk FAQs

By Ken Roner



Q. Now that it is year end, I am paranoid about making big mistakes. Do you have suggestions on what I need to remember this time of year?

A. Yes. There are a lot of things to remember during this old year/new year transition. Below are several suggestions for keeping yourself out of trouble.



What to do?

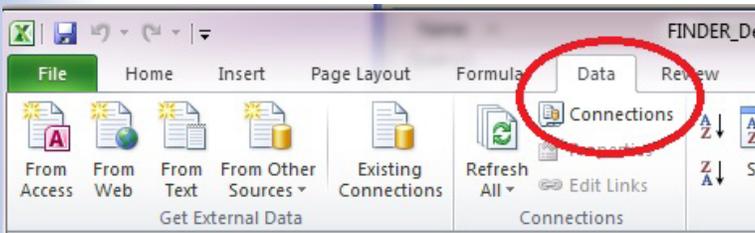
- Enter a June record date on old year ITA's to sync up the budget fiscal year and the fiscal year. If you don't the BFY (budget fiscal year) will show as 2013 and your FY (fiscal year) will show as 2014.
- Enter a reversal date on your JVYE (accrual entries) or they will not automatically reverse. If you forget, e-mail Deborah Memmott and she will enter the reversal. She will eventually find all of them but help her out by telling her which ones missed having the dates entered.
- If you want to use different coding on the reversing entry of the JVYE, click on the 'Create Reversal Document on Hold' field. Your reversal document will be created in 'HELD' status. This will allow you to use different coding than was used on the old year JVYE.
- Remember to use the FY 2014 prefixes beginning with a '4' for new year documents. You still have to enter the FY and period. If you enter a wrong prefix beginning with a '3' and label it FY 2014, it will still post to the correct year. It will just be a filing nightmare for you and people will assume it is an old year document even though it is not.
- If you want to know for sure which year a document will post to, look in the posting section. It is the very bottom tab on the left hand side of the screen. You will then see the Budget FY, Fiscal Year and Period the document will post to. If they are incorrect, then fix the document.
- Be sure to mark the appropriate DO, PO, PD and RQS documents to roll on the RLPSD (Roll/Lapse Detail Pre-Selection) Table. Remember that each line of your Purchasing document will need to be rolled. If you only roll line 1, the rest of the lines will remain in old year.
- If you do not see the DO, PO or PD document on the RLPSD (Roll/Lapse Detail Pre-Selection) Table, that means FINET thinks those documents are closed and cannot roll. If you believe you should have money left, then a PRC was mistakenly marked final. You can fix this by copying forward to a CEC document from the DO, PO and PD documents. Please call the Help Desk at 801-538-9690 for help on that process. This must be done in the old year or you will be out of luck after final lapse.



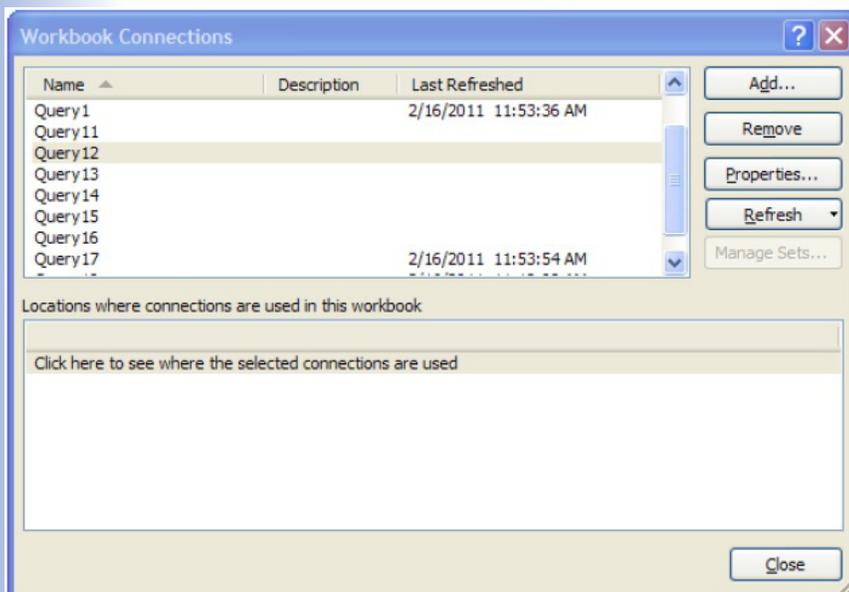
Are you having trouble getting your Excel reports from Cognos?

Many computers around the State are having their software upgraded to the most recent versions available. These include the Sybase ODBC client, the Windows Operating System, and the Microsoft Office Software. One of the most affected software items by these changes is Microsoft Excel. If you are among those who have been upgraded to Microsoft Excel version 2010, or had your Sybase ODBC software upgraded, and you connect to the Data Warehouse with spreadsheets and pivot tables, you may find your spreadsheets no longer connect properly.

In order to get your spreadsheet and pivot tables to once again connect to the Data Warehouse and bring in the data you need, you will have to change the Workbook Connections in your spreadsheet.



To do this, after you open Microsoft Excel, click on the Data tab on the menu at the top. Under the Data tab, click on Connections.



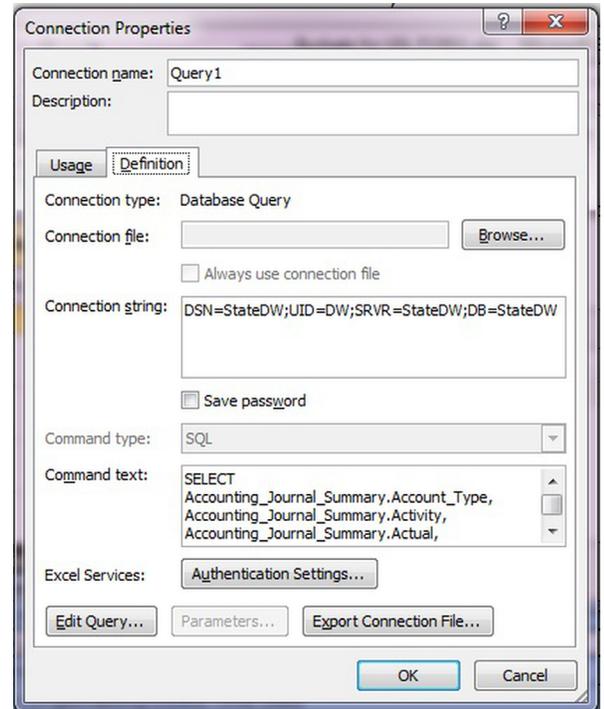
A window will open that shows your Workbook Connections and will look something like the image on the left.

Double-Click on each of the queries listed in the Workbook Connection window, and a Connection Properties window will open as seen on the right.

You will need to change two things in the Connection Properties window under the Definitions Tab.

1. Locate the Connection String box. Instead of the string you see in the image to the right, replace it with the following:
 dsn=StateDW;database=StateDW;server=StateDW.Finance.utah.gov;port=5855;UID=DW;;
 (Make sure both semi-colons at the end are included, they are both necessary. However the string is not case sensitive.)

2. Under the Command Text box, you'll need to locate each "StateDW." and remove those characters from the Command Text box, including the period after StateDW.



For example, here is a Before string, and an After string:

BEFORE:

```
SELECT Accounting_Journal_Summary.Account_Type,
Accounting_Journal_Summary.Activity, Accounting_Journal_Summary.Actual,
Accounting_Journal_Summary.Appropriation, Accounting_Journal_Summary.AR_Dept,
Accounting_Journal_Summary.AR_Unit
FROM StateDW.dbo.Accounting_Journal_Summary Accounting_Journal_Summary,
StateDW.dbo.Appropriation_Unit Appropriation_Unit, StateDW.dbo.Object Object
WHERE ((Accounting_Journal_Summary.Fiscal_Year='2013') AND
(Accounting_Journal_Summary.Fund='2130'))
```

AFTER:

```
SELECT Accounting_Journal_Summary.Account_Type,
Accounting_Journal_Summary.Activity, Accounting_Journal_Summary.Actual,
Accounting_Journal_Summary.Appropriation, Accounting_Journal_Summary.AR_Dept,
Accounting_Journal_Summary.AR_Unit
FROM dbo.Accounting_Journal_Summary Accounting_Journal_Summary,
dbo.Appropriation_Unit Appropriation_Unit, dbo.Object Object
WHERE ((Accounting_Journal_Summary.Fiscal_Year='2013') AND
(Accounting_Journal_Summary.Fund='2130'))
```

After you have made these changes, click the OK box. You will have to make these two changes for every query in the Workbook Connections window. Your Select statement will look differently than the example shown, so please do not just copy and paste from the above example. You have to go in and remove the "StateDW." from each of the lines you find in your spreadsheets.

Also, you must then Save your spreadsheet in order for these changes to take effect.

Trainers' Corner



Trainers Larry Simpson and Brook McElmurry conduct monthly FINET training courses. You can register for classes by going to the Division of Finance web site at www.finance.utah.gov, select TRAINING under FINANCE QUICK LINKS, click on the FINET training course you wish to sign up for and then follow the on screen instructions.

June, July & August FINET/Data Warehouse Classes

Budget 6/19 – 1 pm – 5 pm	Budget 7/3 – 8 am – noon	Budget 8/22 – 8 am – noon
Cash Receipts 6/12– 1 pm – 5 pm	Cash Receipts 7/10 – 1 pm – 5 pm	Cash Receipts 8/8 – 8 am – noon
Data Warehouse 6/18 – 1 pm – 5 pm	Data Warehouse 7/16 – 8 am – noon	Data Warehouse 8/21 – 1 pm – 5 pm
Fixed Assets 6/19 – 8 am – noon	Fixed Assets 7/17 – 1 pm – 5 pm	Fixed Assets 8/21 – 8 am – noon
Internal Transactions 6/13 - 8 am - noon	Internal Transactions 7/17 - 8 am - noon	Internal Transactions 8/15 - 8 am - noon
Inventory 6/13 – 1 pm – 5 pm	Inventory 7/11 – 8 am – noon	Inventory 8/6 – 8 am - noon
Payables 6/18 – 8 am – noon	Payables 7/9 – 8 am – noon	Payables 8/22 – 8 am – noon
Purchase Orders 6/11 – 8am - noon	Purchase Orders 7/16 – 1 pm – 5 pm	Purchase Orders 8/8 – 1 pm – 5 pm
Receivables 6/12 – 8 am– noon	Receivables 7/10 – 8 am– noon	Receivables 8/7 – 8 am– noon
Requisitions 6/11 – 1 pm – 4 pm	Requisitions 7/9 – 1 pm –4 pm	Requisitions 8/7 – 1 pm –4 pm