



March  
2016

## Division of Finance



# FINELINE

---

## Budget and Accounting Officer's Meeting

Thursday, March 31st at 8:30 a.m.

State Office Building Auditorium

The following accounting and budgeting issues will be addressed:

- Report on the 2016 General Legislative Session
- FY 2017 Compensation Package
- FY 2017 New Year Budget Setup
- Revenues and Receivables
- Other Miscellaneous Items

State budgeting and accounting personnel that deal with these issues should plan on attending. We encourage at least one representative from each agency to attend.

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](mailto:lsimpson@utah.gov) by Wednesday, March 30th.

Parking is available on the east side of the Senate Building (east building) on Capitol Hill or east of the State Office Building.

The State Capitol is also served by the UTA bus route #500. For bus schedules, please go to [www.rideuta.com](http://www.rideuta.com).

Spring B&A Meeting	1
Data Warehouse	2
FINET Help Desk	3
PCI Compliance	3
Internal Controls	4
Trainer's Corner	5

# Recent Updates to New Finance Web Queries

Last November, the Division of Finance released a new version of the [Finance Data Warehouse Web Queries](#). Based on input from our customers and our testing group we have made several enhancements and fixes to the new Web Queries as follows:

1. We've added "hover balloons" to many of the fields, buttons and filters available in the system. This should make it easier to use the system, and save time searching through the application's online help for answers and examples.
2. The system will change the data you enter in all fields to be upper case. This resolves the issue caused when users entered data in lower case.
3. In the initial release, there were issues with how the system used web cookies to remember your last query. This is now fixed.
4. Previously the message "No Data to Display" was presented while a query was running. Now, a "progress / scrolling bar" is displayed until the query is complete and data is returned.
5. Vendor Invoice is now included in the query results section for most of the Warrant Queries.
6. Group field has been added to the available filter in the Online Accounting Journal Query.
7. More "qualifying" options have been added for many of the fields, including: begins with, doesn't begin with, contains, between, etc.

Please call the FINET help desk (538-9690) if you have any questions regarding these changes.

## Finance Web Queries -- NEW - (Only work with Firefox or Chrome browsers)



Online Accounting Journal



Labor Plus



Vendor Name Lookup

## Warrant Queries - NEW - (Only work with Firefox or Chrome browsers)



by GAX / PRC / GMA



by Warrant / EFT



by Invoice



by Vendor Name



by Vendor Number

# Finance Help Desk Frequently Asked Questions

**Q.** When I enter VCM and CCM documents in FINET, I get errors I have never seen before. How can I fix them?

**A.** These new errors showed up after the last upgrade. Some of them have to do with the ‘*TIN Updates All Locations*’ and ‘*Verify My Locations by*’ errors.

## What to do?

You may need to insert a headquarters line (even if you don’t normally need it) and then do the following.

1. Select ‘Yes’ instead of ‘blank’ on the ‘*TIN Updates All Locations*’ field near the bottom of the **General Information Tab**
2. Go to the **Location Information Tab**, ‘*Verify My Locations by*’ field and select ‘*no password required*’ instead of ‘*create my own*’

This should take care of the errors.

Call the Finance Help Desk if you need assistance.

---

## Credit Card Chargeback Management

The State has moved all agencies participating in the Merchant Services contract to Paymentech’s online chargeback management system (CBIS). Since this change, Paymentech updated CBIS to no longer mask card numbers bringing state computers into the scope of Payment Card Industry (PCI) compliance. Paymentech recognizes this and has stated that the only PCI requirements the company considers applicable to state computers accessing CBIS are: a) updated anti-virus; b) screen timeout; and, c) password required for system login. In addition, Chase would require that you instruct the CBIS users to not download documents containing the full card number to their workstation, and that the PCI assessor validates that such users are knowledgeable about this requirement.” Also, CBIS users should not have admin rights on their computers.

State Finance will be working with CBIS users and DTS to ensure the State is in compliance with these requirements. If you have any questions regarding PCI compliance, merchant services or chargeback management, please reach out to Cory Weeks [cweeks@utah.gov](mailto:cweeks@utah.gov) or 801-538-3173.



Ken Roner  
Finance Help Desk  
Coordinator  
801-538-9690



I ♥ Internal Controls

## Rotating Cash Receipting Duties

Many businesses require job or assignment rotation for employees who handle cash receipts and accounting duties. Many businesses also require mandatory vacations for employees who handle cash receipts and accounting duties. Many internal fraud schemes are continuous in nature and require ongoing efforts by the employee to conceal defalcations. By establishing mandatory job or assignment rotation and/or establishing mandatory vacations, the concealment element is interrupted.

Here is an example: In November of 2012, the former comptroller of Dixon, Illinois, pleaded guilty to a federal charge that accused her of stealing public money while overseeing the town's public finances and siphoning it into a secret bank account. Townspeople had come to trust the 58-year-old comptroller to manage the town's finances with little oversight. Prosecutors say her scheme unraveled only after a co-worker filling in for her while she was on vacation stumbled upon the secret bank account. Authorities said the controller bought luxury homes and vehicles, and spent millions on her horse-breeding operation, RC Quarter Horses LLC, which produced 52 world champions in exhibitions run by the American Quarter Horse Association.

The State of Utah does not require vacations. However, management should be aware of the risk and rotate someone else into the cash receipting duties periodically and especially when those who perform those duties do not take vacation time off from time to time.

For questions regarding internal controls, please call Dean Eborn, CPA, at 801-538-3450 or John Baylis, CPA, at 801-538-3747.



# 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](http://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 onscreen instructions.

For FINET Upgrade Training please access this link: <http://finance.utah.gov/finetupgrade.html>

## March

### *Cash Receipts*

3/30 - 1 pm - 5 pm

## April

### *Budget*

4/13 - 1 pm - 4 pm

### *Cash Receipts*

4/20 - 8 am - noon

### *Data Warehouse*

4/27 - 1 pm - 4 pm

### *Fixed Assets*

4/14 - 1 pm - 4 pm

### *Internal Transactions*

4/13 - 1 pm - 5 pm

### *Inventory*

4/27 - 8 am - noon

### *Payables*

4/20 - 8 am - noon

### *Purchase Orders*

4/26 - 8 am - noon

### *Receivables*

4/14 - 1 pm - 4 pm

### *Requisitions*

## May

### *Budget*

5/11 - 1 pm - 4 pm

### *Cash Receipts*

5/26 - 8 am - noon

### *Data Warehouse*

5/17 - 1 pm - 4 pm

### *Fixed Assets*

5/12 - 1 pm - 4 pm

### *Internal Transactions*

5/26 - 1 pm - 5 pm

### *Inventory*

5/10 - 8 am - noon

### *Payables*

5/17 - 8 am - noon

### *Purchase Orders*

5/28 - 8 am - noon

### *Receivables*

5/12 - 8 am - noon

### *Requisitions*

Please check the Finance Web Site <http://finance.utah.gov/traininghome.html>