ACT Meeting
November 10, 2021
8:30 am

Agenda

Jonathan Engel
Division of Finance

Greetings

Janica Gines
Division of Finance

Opening Remarks
Introductions

Paul Bowers
Division of Finance

Disbursements Office Move

Cory Weeks
Division of Fleet Operations

Data Requirements

Debbie Empey
Division of Finance

Post Audit/Internal Control Issues

Jonathan Ellis
Division of Finance

ARPA Funding Reimbursement

Tyrel King
Division of Technology Services

Monthly Billing Changes Cutoff
One ELCID for network, phone, email

Round Table
Agencies

Cash Receipting-Misdirected Checks

Jonathan Engel
Division of Finance

FINET Upgrade Update

Jonathan Engel
Division of Finance

House Keeping

Jonathan Engel

Greetings and welcome to those of you who are attending ACT for the first time. Attendance will be taken from those joining us via Zoom. If two or more people are sharing a computer for this meeting, please send a comment with the names of those attending with you.

Notes – Everyone is set to mute when entering the meeting. As you have a question, please submit them via the chat function or use the 'raise hand' function and a moderator will call on you.
– The meeting will be recorded and available on-line shortly after it is over.

Janica Gines

Cell Phone/Home Internet Reimbursement Policy
- *Last month a policy was discussed about cell phone reimbursement*
- *A draft was sent out and feedback was provided and feedback was considered in the final draft.*
- *DTS provided an average cost of cell phone service for use in calculating the cell phone reimbursement allowance.*
- *The final draft is posted on the Division of Finance website.*

Travel Policies
- *Feedback is still being reviewed for the policy*
- *Working on the incidentals and finishing up meals*
- *Appreciate the feedback*

Paul Bowers

Disbursements Office Move – Disbursements office is moving to Taylorsville State Office Building effective December 1, 2021. The office will be closed to all walk-in traffic on November 30, 2021 but will be reachable by phone at 801-957-7760.

2 handling code instead of 3. Will be in Main Entrance on the right in the Taylorsville State Office Building

Cory Weeks

Required data for Fleet

- A *Question came in for the ACT about why Fleet tracks individual drivers and this is to make sure that drivers are valid*
- *This data checked for invalid or expired drivers licenses as well as DUI's and excessive speeding tickets*
- *IF they have someone use the shared motor pool, whether it is operated by fleet or individual agencies, they check that for billing purposes.*
- *They also check users for the fuel cards so there is no fraud.*

Debbie Empey

Agencies should start preparing the schedule of misc/zero vendor payments that need 1099s issued for calendar year 2021. John Baylis will send an email to the agencies soon to request that information.

Emergency purchases policy 04-10.00 is in the process of being revised to reflect a change Purchasing made. Purchasing revised their policy PURCH-01 to indicate that Executive branch departments shall create an internal policy regarding who can execute an emergency procurement and the process that will be used.

More formalized P-card training is in the process of being developed.

A slight change was made to the FIACCT 04-14.00 Special Delegations policy. The Purchasing email that should be contacted under Procedures I(2)(iii) section of the policy was amended to lpdprograms@utah.gov. The policy is located here. Please let us know if you have any questions.

Jonathan Ellis

ARPA Funding Reimbursement

- *If you have ARPA code, please use it so that finance can pull queries to draw down*
- *If you are not using that ARPA code, you won't be reimbursed*
- *The coding string is to assist the auditors for coding expenditures.*
- *Please use the funding code to ensure you are getting reimbursed.*

Tyrel King

Monthly Billing Changes Cutoff
One ELCID per User

- *Feedback is requested on a possibly of assigning a specific ELCID for items DTS bills for*
- *This is to cover items such as google accounts, hardware devices, software, etc.*

Round Table/Open Discussion

Cash Receipting-Misdirected Checks

- *Finance received checks from vendors that go to other agencies.*
- *Usually these checks don't have indication of where they go*
- *Moving forward there will be a request for each agency to get a main contact to receive these checks*
- *Finance is working with more agencies to get ACH so there is no issue with returned checks*

Jonathan Engel

Discovery workshops are beginning on Wednesday. 10+ sessions before the end of the year. Inventorying all the things that will need to be completed.

- *More updates will be sent out for the discovery workshops from Jon Engel.*
- *The PI planning will start in January*
- *There will be a support center portal that will be unique and specific to the project.*

House Keeping:

We are hiring a Financial Information Systems Training Supervisor. Please apply if interested or if you know anyone who is interested.

Please be patient as we transition our staff to new roles and onboard new hires.

With the FINET upgrade (Project Rise), there will be constraints on individual's availability to answer the phone. We will continue to aim to respond within 24 hours.

FINET is available from 7:00 AM to 8:00 PM - Monday through Saturday, including holidays. FINET <u>may not</u> be available on the 3rd Saturday of each month due to system maintenance.

Month end occurs on the 3rd working day of the new month.

Nov 11   Veterans Day – FINET will be open and a cycle will run
Nov 24   Thanksgiving Eve – No cycle will run but FINET will be open
Nov 25   Thanksgiving Day – FINET will be open and a cycle will run
Dec 3   November month end
Dec 24   Christmas Eve – FINET will be open and a cycle will run
Dec 31   New Year's Eve – FINET will be open and a cycle will run
Jan 5   December Month End

Training

Here is the link to the meeting:

Join Zoom Meeting
 https://us02web.zoom.us/j/83218905543?pwd=ZlBMT3RpWnpZNGVZSlprSmNYUStgQT09

Meeting ID: 832 1890 5543
Passcode: Yhf0.J!g

As a reminder, this meeting will be recorded and available to view via the Finance Website.

ACT Schedule

NOTE: All ACT meetings will be held via zoom until further notice.

Whenever possible, ACT will be the 2nd Wednesday of the month.

Month end dates and ACT and B&A meeting schedules are posted on finance.utah.gov. Click on Help and then Training Section.

<u>TENTATIVE</u> Future meeting dates: (subject to change)

Jan 12	**ACT**
Feb 9	**ACT**
Mar 9	**ACT**
Apr 6	**B & A**
May 11	**ACT**
Jun 8	**B & A**
Jul 13	**ACT**
Aug 10	**ACT**
Sep 14	**ACT**
Oct 12	**ACT**
Nov 9	**ACT**
DEC 14	**ACT**