



# ACT Meeting January 2023

<b>Google Meet:</b>	<a href="https://meet.google.com/hhd-mwkw-jhs">https://meet.google.com/hhd-mwkw-jhs</a>		
<b>Dial In:</b>	(US) +1 669-241-3722	<b>Dial In PIN:</b>	692 647 722#

## AGENDA

Presenter	Description	Time
Mike Doxey	<ul style="list-style-type: none"> <li>Greetings / housekeeping</li> </ul>	8:30 AM
Chantel Wixon	Capital Asset FINET Documentation/Approvals	8:40 AM
Patricia Nelson	GASB 96 - Subscription-Based Information Technology Arrangements (SBITAs)	8:55 AM
Jennifer Evans	Annual Leave Roll Over	9:10 AM
Janica Gines	Parental and Postpartum Recovery Leave	9:20 AM
Jon Ellis	Internal Control/Post Audit Corner	9:30 AM
Jon Ellis - COA Jon Ellis - T&E Jon Ellis - FINET	<ul style="list-style-type: none"> <li>Project Updates:               <ul style="list-style-type: none"> <li>COA - Cost Accounting &amp; Cost Allocation Program</li> <li>COA - Consolidation - DHHS Phase II</li> <li>SAP Concur Travel &amp; Expense Reporting</li> <li>FINET Enhancements</li> </ul> </li> </ul>	9:45 AM
	Round Table Discussions	10:00 AM

## ACTION ITEMS

Description	Due Date
Finance to prepare an Demo of Accounting Templates, and its use in SAP Concur	
Finance to prepare a demo of RPA for Invoice processing.	

## ROUND TABLE

Topics	
<ul style="list-style-type: none"> <li>Sales Tax</li> </ul>	<ul style="list-style-type: none"> <li>Schedule AX Funding</li> </ul>
<ul style="list-style-type: none"> <li>SAM Registration/Renewal</li> </ul>	<ul style="list-style-type: none"> <li>Fixed Asset Support</li> </ul>
<ul style="list-style-type: none"> <li>Travel/Expense Reporting Workflow and Other Issues Discussion</li> </ul>	<ul style="list-style-type: none"> <li>RPA</li> </ul>

**OTHER**

Reminders

Housekeeping

Whenever possible, ACT will be the 2<sup>nd</sup> Wednesday of the month. As a reminder, this meeting will be recorded and available to view via the Finance Website. Month-end dates and ACT and B&A meeting schedules are posted on [finance.utah.gov](http://finance.utah.gov). Click on the "Help & Training" Section.

FINET is available from 7:00 AM to 8:00 PM - Monday through Sunday, including holidays. FINET may not be available on the 2<sup>nd</sup> weekend of each month due to system maintenance.

Finance Support is available from 8:00 AM to 5:00 PM - Monday through Friday.

Month-end occurs on the 3<sup>rd</sup> working day of the new month.