




division of
Finance

Budget & Accounting Officer Meeting

June 11, 2025

Agenda

Budget & Accounting Officer Meeting

1. **Introductions & Housekeeping items** - Patricia Nelson
 2. **Vantage HCM** - Amie Hughes
 3. **Capital Assets Reminders** - Patricia Nelson
 4. **A Guide to Agency Accounting Systems** - Ally Branch
 5. **Agency Outreach & Vendor Self Service** - Ally Branch
 6. **Cognos / BI Reporting** - Taylor Winch
 7. **SAP Concur** - Lyle Ahlstrom
 8. **Closing Packages** - Devin Anthony
 9. **Revenue Monitoring** - Mark Petersen / Rebekka Wilkinson
- 

Agenda

Budget & Accounting Officer Meeting

10. **Budget Appropriation Line BGAA's** - Darin Janzen
11. **SEFA Information** - Mark Petersen & Rebekka Wilkinson
12. **JVYEs** - Rebekka Wilkinson
13. **Close out deadlines / Issues & Vantage Financial Yearend Schedule** - Patricia Nelson
14. **Roundtable** – Patricia Nelson

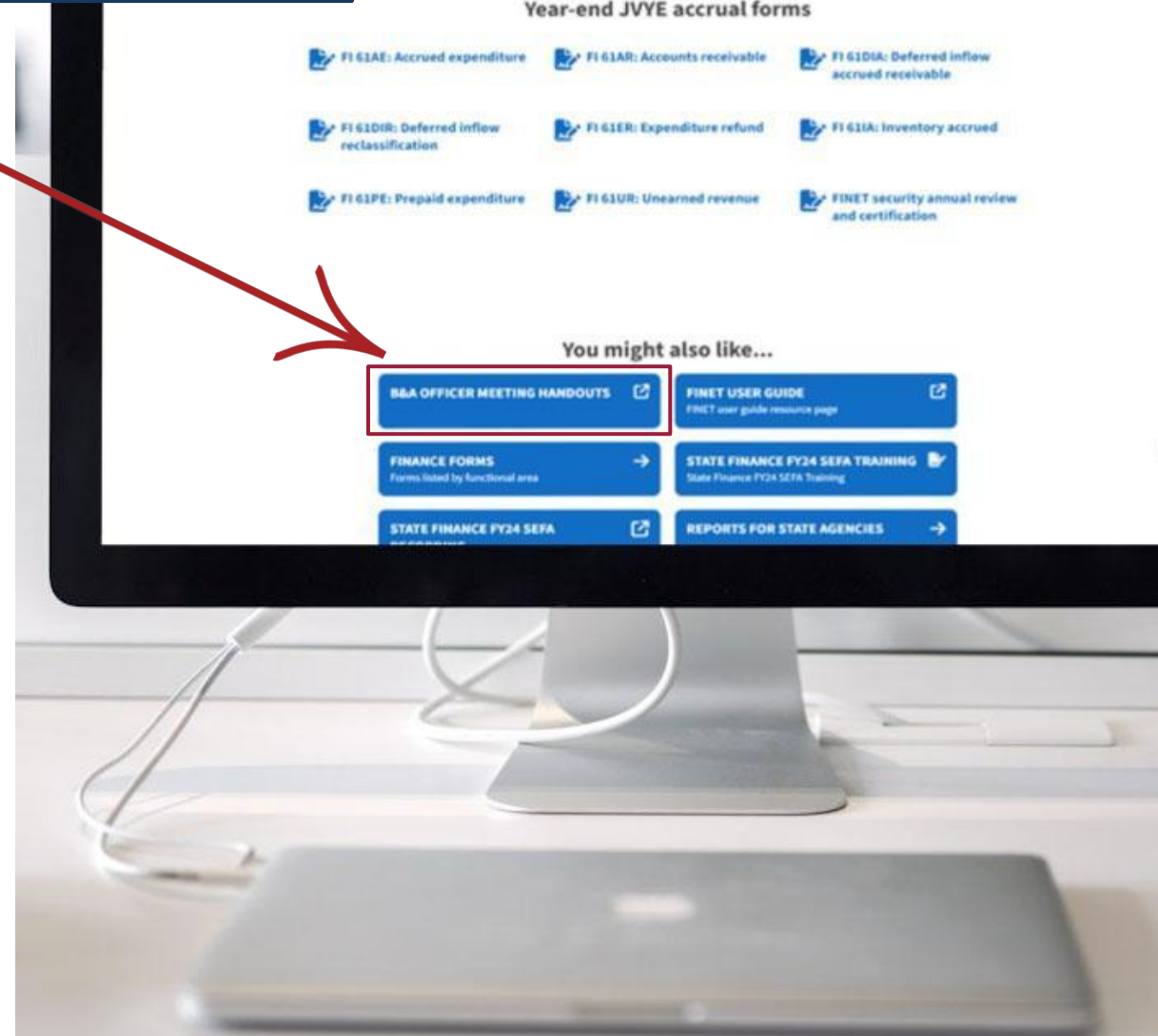


Location of Presentation files

Budget & Accounting Officer Meeting

Patricia Nelson

- Finance Website - [Public Shared Google Drive](#)
- Attached to BAO meeting invite (after meeting)
- Request from financesupport@utah.gov



Introductions & Housekeeping

Patricia Nelson

- As a reminder, this meeting will be recorded and available to view via the Finance Website. Month-end dates and ACE and B&A meeting schedules are posted on <https://finance.utah.gov/state-agency-resources/budget-and-accounting-officer-meetings/>
- Vantage Financial is available from 7:00 AM to 8:00 PM - Monday through Saturday, and 7:00 AM to 6:00 PM Sunday, including holidays. Vantage Financial may not be available on the 2nd 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 3rd working day of the new month. If you're ever unsure, scroll to the bottom of the FINET Help page to see those dates: <https://finance.utah.gov/state-agency-resources/finet-help/>



Introductions & Housekeeping

Patricia Nelson

New Employees at the Division of Finance

- Anne McNally is the new Disbursements supervisor.
- Jenifer Harmon is the new Vendor Management supervisor.



Vantage HCM

Amie Hughes

- Project Website: <https://vantage.employee.utah.gov/>
- Camp Guides
 - Targeted outreach effort starting
 - Agency [Camp Guide](#) list
- Upcoming Items
 - Performance Management Launch - July 1
 - FINET users vs. Non-Finet users
 - Parallel Payroll - July
 - Time Entry Demo - June/July Fireside
 - Department UAT - August



Some days, I just want to reply to emails with "ok" and this photo:



Capital Assets Reminders

Patricia Nelson

- **Changes to Capitalization Threshold - Beginning July 1** (in service date)
 - Threshold for capitalizing assets will change from \$5,000 to \$10,000 consistent with the changes in Uniform Guidance (federal grant guidance).
 - Do not need to remove assets less than \$10,000
 - Must have a useful life of greater than TWO years (previously one year)
 - Items less than \$10,000 may still be capitalized as “information only” assets.
- **Leases and Subscription Software Contracts due August 15th**
 - State Finance will provide a list

Guide to Agency Accounting Systems

Ally Branch

The Legal Framework: Utah Code §63A-3-202.5

To ensure statewide financial integrity, Utah law establishes a clear process for the implementation of any new accounting system by a state agency. This framework is built on collaboration and oversight to protect public resources.



Centralized System

The Division of Finance is responsible for establishing and managing the state's comprehensive accounting system (Vantage Financial).



Required Approval

Agencies must obtain approval from the Director of Finance before creating or maintaining their own accounting systems.



Mandatory Review

Crucially, any new system must be reviewed and approved by the Director ****before**** implementation.

Guide to Agency Accounting Systems

The path to successful implementation

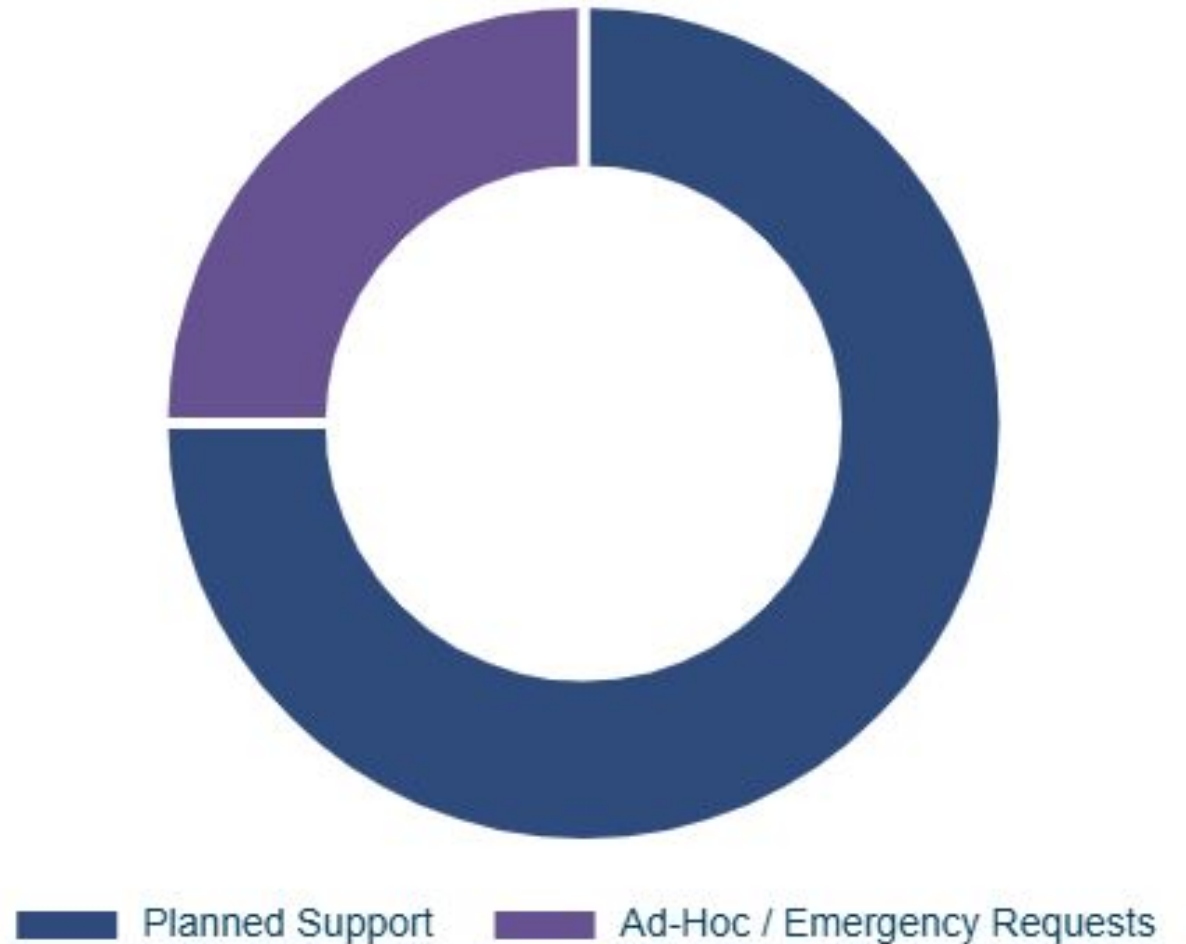
Following the correct process ensures a smooth and supported deployment of your new system



Guide to Agency Accounting Systems

Why we collaborate: proactive resource planning

Early notification allows the Division of Finance to plan for and allocate the necessary technical and human resources to support your project. This prevents bottlenecks and ensures you have the expert assistance you need, right when you need it.



Division of Finance time allocation for agency projects.

Guide to Agency Accounting Systems

Why we collaborate: ensuring financial integrity

A thorough review of your proposed system's internal controls is vital. This partnership safeguards the accuracy of data flowing into Vantage Financial, protects against errors, and ensures compliance with all financial regulations.



Primary focus areas during system review.

Division Updates

Ally Branch

- **Agency Outreach**

- The division has been meeting with agencies to gather feedback, discuss pain points, and communicate large initiatives coming down the pipeline.
- We will be meeting with all agencies - if you see an email from me, please respond with dates and times that work for you.
- Will do this on regular cadence once we meet with everyone.

- **Vendor Self Service Solution**

- Discovery and Requirement Gathering in FY 2026
 - Will be meeting with all state agencies to understand needs and pain points during the first 6 months of FY 2026.
 - Contract to be signed by 6/30/2026
- Implementation FY 2027 and part of FY 2028
- Go-Live by end of FY 2028

microsoft Word is the most sensitive thing ever. you move something half an inch and all the pictures move, 3 new pages inserted, fire alarm goes, thunder and lightning, volcano erupts, stock market collapses.

Cognos/BI Reporting

Taylor Winch

Division of Finance's Cognos BI will be decommissioned on June 30, 2026.

- "Statewide" reports will be recreated in new solution
- "Non-statewide" reports will be transferred to owners within the agencies

Agency Engagements

- Project overview
- Understand agency context
- Understand Cognos BI and environment usage
- Reporting & data needs
- Future state aspirations / wish list
- Identify SMEs and next steps

Next Steps

- Finance BI team will reach out to set up meeting
- Pre-engagement survey will be sent
- Finance BI team is investigating BI options

Contact

- financebi@utah.gov, twinch@utah.gov, jycronan@utah.gov, kycorona@utah.gov



SAP Concur Updates

Lyle Ahlstrom

Concur info:

1. [Town hall](#) to be rescheduled for mid-July
 - a. You can view working agenda and [slides](#). View only-not open for comments.
2. Fiscal Year End Questions? [Here is the guide.](#)
3. Changes to how p-card and cash advances are administered.
 - a. Agencies will be responsible for everything but creating and MCC.
4. Additional consultative services start July
 - a. Allow approvers to update expense types and coding prior to approving.
 - b. Allowing multiple executive directors within an agency.
 - c. Route non executive branch executive director travel to deputy and not CoS.
 - d. Split expense reports. This will allow an employee to have some expenses approved and paid and others rejected and submitted again.
 - e. EIN smart box
 - f. Sponsored guest and non-employee travel.
 - g. Processor role that allows you to edit and review. Security enhancement.
 - h. Three new policies
 - i. GG.
 - ii. General reimbursement.
 - iii. Mileage only.

Therapist: so when would you say your stress began?

me:



Closing Packages

Devin Anthony

First

Verify accuracy of
pre populated
information (blue
cells)

Second

Populate green cells to
assign expenditures to
source fund

Third

Identify any nonlapsing
unexpended funds

Last

Provide statutory
authority reference for
any nonlapsing funds

Closing Packages

Step One

Verify accuracy of pre-populated information

Data will be updated daily

Dept 560: Dept of Natural Resources									
LINE NAME	SOURCE FUND	FUND NAME	LINE ITEM	STATE FIXED FUNDING	ACTUAL REVENUE COLLECTED	TOTAL AVAILABLE	EXPENDITURES	UNEXPENDED AMOUNT	
DNR Natural Resources Administration			RAAA				\$ —	\$ —	\$
DNR Natural Resources Administration		ACTUAL REVENUE COLLECTED	RAAA		\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ —	\$
DNR Natural Resources Administration	1000	(GF) General Fund Unrestricted	RAAA	\$ 5,340,200.00		\$ 5,340,200.00	\$ 5,067,913.43	\$ 272,286.57	\$
DNR Natural Resources Administration	1185	(DNR) Sovereign Lands Management Account	RAAA	\$ 83,700.00		\$ 83,700.00	\$ 83,700.00	\$ —	\$
RAAA TOTAL				\$ 5,423,900.00	\$ 5,600.00	\$ 5,429,500.00	\$ 5,157,213.43	\$ 272,286.57	\$
DNR Building Operations			RBAA				\$ —	\$ —	\$
DNR Building Operations		ACTUAL REVENUE COLLECTED	RBAA		\$ —	\$ —	\$ —	\$ —	\$
DNR Building Operations	1000	(GF) General Fund Unrestricted	RBAA	\$ 1,413,700.00		\$ 1,413,700.00	\$ 1,413,700.00	\$ —	\$
RBAA TOTAL				\$ 1,413,700.00	\$ —	\$ 1,413,700.00	\$ 1,413,700.00	\$ —	\$
DNR Forestry, Fire & State Lands			RDAA				\$ —	\$ —	\$
DNR Forestry, Fire & State Lands		ACTUAL REVENUE COLLECTED	RDAA		\$ 17,434,861.22	\$ 17,434,861.22	\$17,073,065.91	\$ 361,795.31	\$
DNR Forestry, Fire & State Lands	1000	(GF) General Fund Unrestricted	RDAA	\$ 59,103,277.00		\$ 59,103,277.00	\$11,420,701.00	\$ 47,682,576.00	\$
DNR Forestry, Fire & State Lands	1185	(DNR) Sovereign Lands Management Account	RDAA			\$ 12,746,929.00	\$ 8,706,692.00	\$ 4,040,237.00	\$

Closing Packages

Step Two

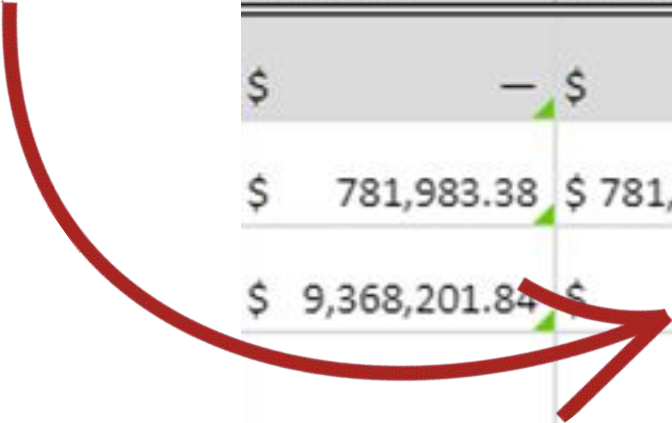
Populate the figures in the green cells to assign expenditures to source fund

Dept 190: Utah National Guard											
LINE NAME	SOURCE FUND	FUND NAME	LINE ITEM	STATE FIXED FUNDING	ACTUAL REVENUE COLLECTED	TOTAL AVAILABLE	EXPENDITURES	UNEXPENDED AMOUNT	LAPSING	NONLAPSING	STATUTORY AUTHORITY REFERENCE / P.O.# TO KEEP NONLAPSING FUNDS OR IF ELECTING TO RETURN NON LAPSING FUNDS, PLEASE EXPLAIN
UNG Utah National Guard			JSAA				\$ —	\$ —	\$ —		<--Gray row will be empty when \$ entered in green below is complete.
UNG Utah National Guard		ACTUAL REVENUE COLLECTED	JSAA		\$ 51,141,384.79	\$51,141,384.79	\$50,359,401.41	\$ 781,983.38	\$ 781,983.38	\$ —	
UNG Utah National Guard	1000	(GF) General Fund Unrestricted	JSAA	\$13,950,215.00		\$13,950,215.00	\$ 4,582,013.16	\$ 9,368,201.84	\$ —	\$ 9,368,201.84	63J-1-602.2 (17)
UNG Utah National Guard	1241	(UNG) West Traverse Sentinel Landscape Fund	JSAA	\$ 4,168,250.00		\$ 4,168,250.00	\$ 3,202,512.36	\$ 965,737.64	\$ —	\$ 965,737.64	63J-1-602.2 (17)
UNG Utah National Guard	1346	(FIN) New Pub Safety & Fire Retire Acct	JSAA	\$ 7,000.00		\$ 7,000.00	\$ 7,000.00	\$ —	\$ —	\$ —	63J-1-602.2 (17)
JSAA TOTAL				\$18,125,465.00	\$ 51,141,384.79	\$69,266,849.79	\$58,150,926.93	\$ 11,115,922.86	\$ 781,983.38	\$10,333,939.48	

Closing Packages

Step Three

Identify any nonlapsing unexpected funds



UNEXPENDED AMOUNT	LAPSING	NONLAPSING	STATUTORY NONLAP LAPSING
\$ —	\$ —		<--Gray r below is
\$ 781,983.38	\$ 781,983.38	\$ —	
\$ 9,368,201.84	\$ —	\$ 9,368,201.84	63J-1-60
\$ 965,737.64	\$ —	\$ 965,737.64	63J-1-60
\$ —	\$ —	\$ —	63J-1-60
\$ 11,115,922.86	\$ 781,983.38	\$10,333,939.48	

Closing Packages

Step Four

Provide Statutory Authority Reference for any Nonlapsing Funds

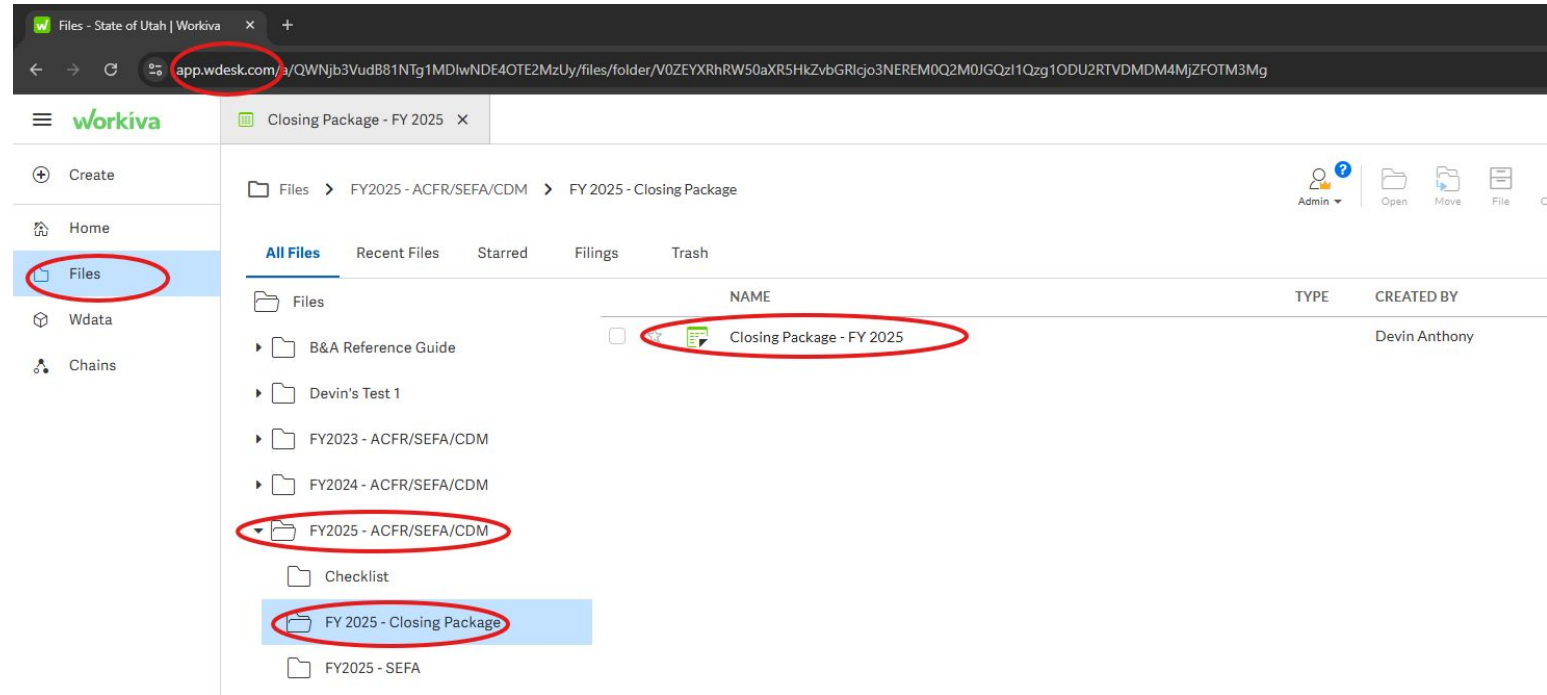
Dept 020: Judicial Branch

LINE NAME	SOURCE FUND	FUND NAME	LINE ITEM	E FIXED DING	ACTUAL REVENUE COLLECTED	TOTAL AVAILABLE	EXPENDITURES	UNEXPENDED AMOUNT	LAPSING	NONLAPSING	P.O.# TO KEEP NONLAPSING FUNDS C IF ELECTING TO RETURN NON LAPSING FUNDS, PLEASE EXPLAIN
SJC Court Administrator			BAAA				\$ —	\$ —	\$ —		
SJC Court Administrator		ACTUAL REVENUE COLLECTED	BAAA		\$ 7,426,264.11	\$ 7,426,264.11	\$ 7,373,308.36	\$ 52,955.75	\$ —	\$ 52,955.75	<--Gray row will be empty when \$ entered in green below is complete.
SJC Court Administrator	1000	(GF) General Fund Unrestricted	BAAA	0,494,212.00		\$ 80,494,212.00	\$ 77,032,036.14	\$ 3,462,175.86	\$ —	\$ 3,462,175.86	\$1,380.00 from HB6 item 10 - self help center, \$51,575.75 from HB6 item 10 - Juvenile court donations.
SJC Court Administrator	1250	(DPS) DNA Specimen Restricted Account	BAAA	269,600.00		\$ 269,600.00	\$ 39,651.09	\$ 229,948.91	\$ 229,948.91	\$ —	\$3,200,000 from HB6 item 10 - general, \$43,461.00 from HB6 item 10 - self help center, \$218,714.86 from HB6 item 10 - Juvenile court donations.
SJC Court Administrator	1320	(FIN) Tobacco Settlement Restricted Account	BAAA	193,700.00		\$ 193,700.00	\$ 193,700.00	\$ —	\$ —	\$ —	

Closing Packages

How to access Closeout Package in wDesk

- Go to app.wdesk.com
- Your username will be sent to you in an email where you can also set your password, unless you already had access to wDesk.
- Closing Package – FY 2025 is found in Files/FY2025 - ACFR/SEFA/CDM
- Trouble logging in?
Email/message me at
DevinAnthony@Utah.gov



Closing Packages

Instructions for departments

Closing Package - FY 2025



Instructions for Departments

Closing Schedule

Fixed State Funding

Agencies

Dept 011 Senate

Dept 011 - Certifications

Dept 011 Prior Yr Transactions

Dept 012 House of Representatives

Dept 012 - Certifications

Dept 012 Prior Yr Transactions

Dept 014 Leg Res & Gen Counsel

Dept 014 - Certifications

Dept 014 Prior Yr Transactions

Dept 015 Leg Fiscal Analyst

Dept 015 - Certifications

Dept 015 Prior Yr Transactions

A1 Instructions for Departments				
	A	B	C	D
1	Instructions for Departments			
2				
3	Overview	The closing package is used to report all unexpended appropriation balances and to identify the disposition of those balances. The legal authority should be provided for all funds identified as nonlapsing. In addition, supporting documentation should be provided for any nonlapsing funds that are based on unfulfilled purchase orders.		
4				
5	Due Date	8/4/2025		
6				
7	For Questions, Contact:	Devin Anthony, Accountant, State Finance		
8		devinanthony@utah.gov		
9				
10				
11	Department Closing Packages	Step 1	Verify pre-populated information for accuracy (pre-populated figures will be updated daily with latest information) *An itemized report can be found on the Fixed State Funding tab	
12		Step 2	Populate the green cells to assign expenditures to source funds on your department tab	
13		Step 3	Identify any nonlapsing unexpended funds	
14		Step 4	Provide statutory authority reference for any nonlapsing funds	
15				
16	Certifications	For each certification below, enter the red required fields: certifier name, the date of certification, and your response. Please provide additional details as required. If additional documents related to the certification is required, please email to the designated Finance contact.		
17				
18	Prior Yr Transactions	Instructions: Please record transactions paid in the New Fiscal Year (i.e., FY2026) for a prior fiscal year related expenditure for goods or services which could not be identified already by using the "F25" prefix in the FINET entry (examples include interface, p-card, travel, or any other low dollar transactions where a JVEE accrual entry for old year was not created).		
19				
20				
21				
22				
23				

Closing Packages

Fixed state funding

SU Closing Package - FY 2023

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Closing Package - FY 2023

- Instructions for Departments
- Fixed State Funding**
- Restricted
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 - ▼ Dept 017 Legislative Services
 - Dept 017 Prior Yr Transactions
 - ▼ Restricted
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A1	FISCAL YEAR								
	A	B	C	D	E	F	G	H	I
1	FISCAL YEAR	DEPT	DEPARTMENT NAME	LINE ITEM	LINENAME	SOURCE FUND	FirstOfFundNAME	ITEM NUMBER	SOURCE NAME
2	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	1	BEGINNING NONLAPSING BALANCE
3	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	1	HB041 21GS MURDERED AND MISSING INDIGENOUS WOMEN AND C
4	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	1	HB341 21GS BEARS EARS VISITOR CENTER ADVISORY COMMITTEE
5	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	3	HB348 21GS ECONOMIC DEVELOPMENT AMENDMENTS
6	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	6	SB155 21GS 988 MENTAL HEALTH CRISIS ASSISTANCE
7	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	137	SB008 21GS STATE AGENCY FEE AND ISF RATE AUTH AND APPROP
8	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	15	HB007 21GS NATIONAL GUARD, VETERANS AFFAIRS, AND LEGISLA
9	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	180	HB008 21GS STATE AGENCY AND HIGHER EDUCATION COMPENSAT
10	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	200	SB002 21GS NEW FISCAL YEAR SUPPLEMENTAL APPROPRIATIONS
11	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	311	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
12	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	312	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
13	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	313	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
14	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	314	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
15	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	315	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
16	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	316	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
17	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	317	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
18	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	318	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
19	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	319	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
20	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	67	HB003 22GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
21	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	68	HB003 22GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
22	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	69	HB003 22GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
23	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	70	HB003 22GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
24	2022	11	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	71	HB003 22GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
25	2022	12	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	1	BEGINNING NONLAPSING BALANCE
26	2022	12	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	2	HB041 21GS MURDERED AND MISSING INDIGENOUS WOMEN AND C
27	2022	12	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	2	HB341 21GS BEARS EARS VISITOR CENTER ADVISORY COMMITTEE
28	2022	12	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	4	HB348 21GS ECONOMIC DEVELOPMENT AMENDMENTS
29	2022	12	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	7	SB155 21GS 988 MENTAL HEALTH CRISIS ASSISTANCE
30	2022	12	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	138	SB008 21GS STATE AGENCY FEE AND ISF RATE AUTH AND APPROP
31	2022	12	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	16	HB007 21GS NATIONAL GUARD, VETERANS AFFAIRS, AND LEGISLA
32	2022	12	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	181	HB008 21GS STATE AGENCY AND HIGHER EDUCATION COMPENSAT
33	2022	12							

Closing Packages

Changing the view to only Your Department

SU Closing Package - FY 2023

File Edit Data View Review

Filter Sort Validation Data Set Connect Add Connection Refresh

You are a viewer of this sheet. To request edit access, contact a sheet owner.

A1 FISCAL YEAR

FISCAL YEAR DEPT

	DEPARTMENT NAME	LINE ITEM	LINENAME	SOURCE FUND	FirstOfFUNDNAME	ITEM NUMBER	SOURCE NAME
Dept 011 Senate	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	1	BEGINNING NONLAPSING BALANCE
Dept 012 House of Representatives	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	1	HB041 21GS MURDERED AND MISSING INDIGENOUS WOMEN AND C
Dept 014 Leg Res & Gen Counsel	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	1	HB341 21GS BEARS EARS VISITOR CENTER ADVISORY COMMITTEE
Dept 015 Leg Fiscal Analyst	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	3	HB348 21GS ECONOMIC DEVELOPMENT AMENDMENTS
Dept 016 Leg Auditor General	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	6	SB155 21GS 988 MENTAL HEALTH CRISIS ASSISTANCE
Dept 017 Legislative Services	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	137	SB008 21GS STATE AGENCY FEE AND ISF RATE AUTH AND APPROP
	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	15	HB007 21GS NATIONAL GUARD, VETERANS AFFAIRS, AND LEGISLAT
	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	180	HB008 21GS STATE AGENCY AND HIGHER EDUCATION COMPENSAT
Dept 020 Judicial Branch	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	200	SB002 21GS NEW FISCAL YEAR SUPPLEMENTAL APPROPRIATIONS
Dept 030 Cap Preservation Board	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	311	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 050 State Treasurer	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	312	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 060 Governor's Office	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	313	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 061 Gov Office of Energy	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	314	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 063 Gov Office of Econ Dev	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	315	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 080 Attorney General	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	316	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 090 Utah State Auditor	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	317	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 100, 110, 140	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	318	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 120 Tax Commission	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	319	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 130 Career Serv Rev Office	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	67	HB003 22GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 180 Dept of Public Safety	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	68	HB003 22GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 190 UT National Guard	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	69	HB003 22GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 200 Dept of Human Services	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	70	HB003 22GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 270 Dept of Health	Senate	AAAA	LSN Senate	1000	(GF) General Fund Unrestricted	71	HB003 22GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)
Dept 400 UT St Board of Education	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	1	BEGINNING NONLAPSING BALANCE
Dept 410 Dept of Corrections	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	2	HB041 21GS MURDERED AND MISSING INDIGENOUS WOMEN AND C
Dept 430 Board of Pardons & Parole	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	2	HB341 21GS BEARS EARS VISITOR CENTER ADVISORY COMMITTEE
Dept 450 Dept of Vet & Military Affairs	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	4	HB348 21GS ECONOMIC DEVELOPMENT AMENDMENTS
	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	7	SB155 21GS 988 MENTAL HEALTH CRISIS ASSISTANCE
	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	138	SB008 21GS STATE AGENCY FEE AND ISF RATE AUTH AND APPROP
	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	16	HB007 21GS NATIONAL GUARD, VETERANS AFFAIRS, AND LEGISLAT
	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	181	HB008 21GS STATE AGENCY AND HIGHER EDUCATION COMPENSAT
	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	201	SB002 21GS NEW FISCAL YEAR SUPPLEMENTAL APPROPRIATIONS
	House of Representatives	ABAA	LHS House of Representatives	1000	(GF) General Fund Unrestricted	320	SB003 21GS APPROPRIATIONS ADJUSTMENTS (BILL OF BILLS)

Departmental Closing Schedule

Dept 014 Prior Yr Transactions

[illegible]

Closing Packages

These Certifications are now in Wdesk

Closing Package - FY 2025

Instructions for Departments

Closing Schedule

Fixed State Funding

Agencies

Dept 011 Senate

Dept 011 - Certificat...

Dept 011 Prior Yr Tr...

Dept 012 House of Repr...

Dept 012 - Certificat...

Dept 012 Prior Yr Tr...

Dept 014 Leg Res & Gen ...

Dept 014 - Certificat...

Dept 014 Prior Yr Tr...

Dept 015 Leg Fiscal Anal...

Dept 015 - Certificat...

Dept 015 Prior Yr Tr...

Dept 016 Leg Auditor Ge...

Dept 016 - Certificat...

Dept 016 Prior Yr Tr...

Dept 017 Legislative Ser...

Dept 017 - Certificat...

A1	X ✓ f_x Instructions:									
1	Instructions:	For each certification below, enter the red required fields: certifier name, the date of certification, and your response. Please provide additional details as required. If additional documents related to the certification is required, please email to the designated Finance contact.								
2										
3	Certifier Name:	Date:								
4	Capital Asset Inventory	Finance accounting policy 09-16.02 requires agencies to confirm annually that they have completed a physical inventory of all capital assets and related capital asset accounting functions. If you have any questions, please contact Matt Rich at mattrich@utah.gov . Please indicate below that you certify that the annual physical inventory of capital assets has been completed and that discrepancies have been properly investigated and corrected in the asset records. <i>*If the annual inventory has NOT been completed, please indicate the date that your agency intends on completing the process.</i>								
5	Response:	SELECTION REQUIRED								
6										
7	Certifier Name:	Date:								
8	Pollution Remediation	Generally Accepted Accounting Principles require that the State's Annual Comprehensive Financial Report include a footnote disclosure of any pollution liabilities. Pollution is "generally, the presence of a substance in the environment that because of its chemical composition or quantity prevents the functioning of natural processes and produces undesirable environmental and health effects." Some examples of pollution could be contamination as a result of asbestos in buildings, oil leaks or leaks of dangerous/hazardous materials into the soil. Please indicate your representation below. If you have any questions, please contact Patricia Nelson at patriciarnelson@utah.gov . <i>*If pollution or contamination exists: please describe information about all of the sites or situations. Also disclose if the State is or will be named in a lawsuit cited by a regulator as a responsible party for pollution remediation.</i>								
9	Response:	SELECTION REQUIRED								
10	Further Details/Information:									
11										
12	Certifier Name:	Date:								
13	Litigation, Claims, or Assessments Representation	Generally Accepted Accounting Principles require that the State's Annual Comprehensive Financial Report include a footnote disclosure of any known or possible material liabilities either from federal program audits or any other claims, assessments or litigation against the State. If your department is currently involved in negotiations or settlements related to federal audits, any other claims, assessments or litigation, or any threat of such that may have a significant financial impact on the State, please check the box below and submit the details including your estimate of the financial impact of the final outcome. If the Attorney General's Office is handling the litigation, they will report it to us and you are not required to include it in this representation. <i>*In addition, if any significant litigation, claims, or assessments arise from audits or otherwise after the submission of your response but before October 1, 2024, please notify Patricia Nelson at patriciarnelson@utah.gov.</i>								
14	Response:	SELECTION REQUIRED								
15	Further Details/Information:									
16										
17	Certifier Name:	Date:								
18	Fee Agency: Fees	Per 63J-1-504, a fee agency (non ISF agencies that are authorized to establish and charge service or regulatory fees), must charge the fee amounts approved by the Legislature. Fees charged in excess must be refunded to the payor when possible, with any remaining transferred to the General Fund. Please select a response below to certify agency compliance.								
19	Response:	SELECTION REQUIRED								
20	Further Details/Information:									
21										



**I AM DONE. I'VE FINISHED
MY ANNUAL ACCOUTNS**



Revenue Monitoring

Mark Petersen & Rebekka Wilkinson

- Please refer to the [Budget and Accounting Officers Reference Guide \(April 2025\)](#). To find the specific page, look for Revenue Monitoring in the table of contents.
- As part of the Revenue Monitoring process, State Finance is tasked with monitoring the following revenue sources:
 - 1) Dedicated Credits
 - 2) Expendable Receipts
 - 3) Federal Revenue
 - 4) Revenue Transfers





for the General Fund (1000), Income Tax Fund (2480), and Transportation Fund (2800) for all the State Departments.

- This is done at the Line Item level - - - Not down to the Appropriation Unit level.

Revenue Monitoring

Email notifications - Identify which revenue type, the concern or “red flag” and what needs to be done.

Division of Finance will send out monthly a year-to-date summary until fiscal year end and then more frequently until closeout. You can access reports through COGNOS for revenue monitoring as well.

<div>Dedicated Credit Monitoring Report</div> <div>Last Accessed 4/3/2025, 9:54 AM</div> <div></div>	<div>Federal Revenue Monitoring Report</div> <div>Last Accessed 9/12/2024, 9:13 AM</div> <div></div>	<div>Revenue Transfers Monitoring Report</div> <div>Last Accessed 8/26/2024, 11:52 AM</div> <div></div>	<div>Expendable Receipts Monitoring Report</div> <div>Last Accessed 8/13/2024, 3:51 PM</div> <div></div>
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It is the agencies responsibility to enter BGAA's (except adopted and supplemental amounts) for any adjustments listed in the email notification, any approved ARPA funding, etc. Depending on the timing, another BGAA may be required.

Each revenue type has their own set of rules.

- Dedicated Credits - can spend excess up to 25% - any amount over will lapse (exceptions apply).
- Expendable Receipts - can spend excess up to 25% - amounts over are exempt from lapsing.
- Federal Revenues - can exceed 125% of appropriations but must be reported to GOPB, LFA, EAC.
- Revenue Transfers - if over appropriated amount, must notify GOPB, LFA, EAC.

Please copy me (mpetersen@utah.gov) on your emails to GOPB/LFA/EAC. That way we can track it. Anything you can do before year-end or close-out, please do!

Agency's Budget Execution Plans (BGAA Transactions)

Darin Janzen

- In order for a department, agency, or institution to transfer money appropriated to it from one program to another program, the department, agency, or institution shall revise its budget execution plan (UCA 63J-1-206(2)(e)).
- A budget execution plan is updated with a BGAA transaction in Vantage Financial.
- GOPB and LFA Offices **now require agencies to close all yearend appropriation units (programs) with a \$0 or positive unexpended amount** within the Line Item. This will require you to make yearend adjustments to up and through closeout process by increasing or decreasing individual appropriation unit(s) Fixed State Funding budget amounts within the Line Item.

Agency's Budget Execution Plans (BGAA Transactions)

- **Instructions for making adjustments** are found in the June B&A Reference Guide on page 3-5.
 - Use **Budget Fiscal Year "2025"** and **Fiscal Year "2025"** manually entered in the Header tab of the document
 - Use **Event Type "BG03"** and **Action "Modify"**
 - **Do not** forget to enter a brief explanation for the adjustments made in the **"Description"** field
 - After submitting the BGAA, **notify** Devin Anthony (devinanthony@utah.gov) to review and approve the BGAA
- This information will be reported as required by *Utah Code* 63J-1-209 (4) on the **"Appropriation Budget Detail"** report available in COGNOS, where GOPB and LFA analysts can review all of your agency's Line Item BGAA budget transactions.



SEFA Information

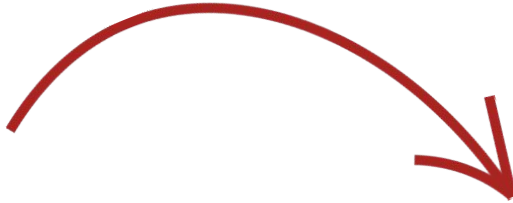
Mark Petersen & Rebekka Wilkinson










- **SEFA Training** - Training will be held Tuesday, June 24th @ 10:00 am.
 - It will be recorded and saved online (see next slide), but the live training will give you a chance to get answers to your questions.
 - Contact Mark Petersen (mpetersen@utah.gov) to be added to the calendar invite.
- **SEFA Wdesk Access** - Contact Devin Anthony (devinanthony@utah.gov) to be given Wdesk access.
- **SEFA and Status of Prior Year Findings Instructions** - Instructions will be emailed and saved to the SEFA training calendar invite on July 1st.

SEFA Training Online



You might also like...



B&A OFFICER MEETING HANDOUTS 	FINET USER GUIDE  FINET user guide resource page
FINANCE FORMS  Forms listed by functional area	STATE FINANCE FY24 SEFA TRAINING  State Finance FY24 SEFA Training
STATE FINANCE FY24 SEFA RECORDING  State Finance FY24 SEFA Training	YEAR END ACCRUAL JOURNAL VOUCHERS (JVYE) RECORDING 
YEAR END ACCRUAL JOURNAL VOUCHERS (JVYE) 	REPORTS FOR STATE AGENCIES 
PCI COMPLIANCE 	

JVYEs

Rebekka Wilkinson

- Fiscal year-end training =====>>>>>>
 - <https://finance.utah.gov/state-agency-resources/budget-accounting-officers/>
- See June 2025 B&A Reference Guide sections:
 - A.10 Yearend Accrual Accounting
 - B.2 Accrued Expenditures
 - B.3 Prepaid Expenditures
 - B.6 Yearend JVYE and Expenditure Training
 - C.3 Revenue and Receivable Accounting
 - C.5 Expenditure Refunds
 - C.6 Unearned Revenues and Deferred Inflows
 - C.7 Yearend JVYE and Revenue Training
 - M.1 General Information
 - M.2 JVYE Accruals and Deferrals
 - M.3 Revenues, Receivables and Cash Cut-Off
 - M.4 Unearned Revenues and Deferred Inflows
 - M.6 Accrued Expenditures
 - M.7 Prepaid Expenditures

Fiscal year-end training

JVYE Training

Agency training on preparing year-end accruals and deferrals.

[Go to training](#)

[Go to slides](#) 

Overview

Agency training on year-end transactions, including how to determine if a transaction should be 'old year' or 'new year'.

[Go to training](#)


Revenue matrix

Here are instructions to determine how to correctly record revenue based on when the revenue is earned and when the cash is received, including examples.

[Go to training](#)

Expenditure matrix

Instructions to determine how to correctly record expenditures in FINET based on when the goods or services are received and when the payment is made, including examples.

[Go to training](#) 

Cash and investment monitoring training

Training on the use of the Public Treasurers Investment Fund (PTIF) accounts for investing cash to earn interest.

[Go to training](#)

Deferred inflows reclassification

Demonstration of completing a Deferred Inflow Year End Accrual Journal Voucher (JVYE) transaction in FINET using the information on the FI-61 Deferred Inflow Reclassification form.

[Go to training](#)

Expenditure refund

Demonstration of completing an Expenditure Refund Year End Accrual Journal Voucher (JVYE) transaction in FINET using the information on the FI-61 Expenditure Refund form.

[Go to training](#)

Prepaid expenses

Demonstration of completing a Prepaid Expenditure Year End Accrual Journal Voucher (JVYE) transaction in FINET using the information on the FI-61 Prepaid Expenditure form.

[Go to training](#)

Unearned revenue

Demonstration of completing an Unearned Revenue Year End Accrual Journal Voucher (JVYE) transaction in FINET using the information on the FI-61UR form.

[Go to training](#)

SAP Concur Fiscal Year End Procedures

Outlines the procedures for handling SAP Concur transactions during fiscal year end, ensuring accurate financial reporting and compliance with accounting practices.

[Go to procedure](#)

JVYEs

- Vantage will allow the processing of Old Year transactions (GAX, PRC, GMA, RE, CR) in period 13 until the closing date of August 4, 2025.
 - Goods or services that were received on or before June 30 but the payment has not or will not be processed by August 4.
 - Revenues earned but uncollected as of June 30 where circumstances do not permit the recording of an RE document.
 - Transactions recorded as expenditures or revenues in the Old Year for goods or services not received or delivered by June 30.
 - Transactions recorded as expenditures or revenues in the New Year for goods or services received or delivered by June 30.
 - Finalizing the Old Year activity a couple of weeks before the closing schedule is due in order to complete other agency cost allocation processes.
- NEW!! Entering JVYEs in Vantage Using Spreadsheet Upload (UPDOC)
 - **JVYE_Upload_Template.xlsx UPDOC spreadsheet template is now available in Vantage**
 - See the June 2025 B&A Reference Guide, the end of section M.2
 - Review the [Vantage Financial quick reference guide](#) for UPDOCs and watch the [Division of Finance Vantage Financial UPDOCS Training](#) to familiarize yourself with how UPDOCs work.

JVYE UPDOC

Search

Upload Spreadsheet (UPDOCS)

Upload Transactions Spreadsheet (UPDOCS)



Upload Transaction Spreadsheet ☆

← Back

Filters

Transaction Upload Template ☆

Additional Actions

Related Pages

Print Page

Transaction Upload Template

Upload Spreadsheet

File Name

Apply

Reset

Grid Actions

1 - 16 of 27 Records

View per Page - 20 50 100

<input type="checkbox"/>	Type	Code	Department	Unit	Template Description	Template File Name
<input type="checkbox"/>	VCM	VCM	-	-	-	VCM Template.Add Email.SL202308151459.xlsx
<input type="checkbox"/>	VCM	VCM	-	-	-	VCM Template.Remove TIN 1099-HQ and Update 1099 Class.SL202308171531.xlsx
<input type="checkbox"/>	VCM	VCM	-	-	-	VCM-CCM Template.Activate-Deactivate.SL202308232205.xlsx
<input type="checkbox"/>	CH	IDT	-	-	-	IDT_Upload_Template.xlsx
<input type="checkbox"/>	ABS	GMA	-	-	-	GMA_Upload_Template_V2.xlsx
<input type="checkbox"/>	ABS	GAX	-	-	-	GAX_Upload_Template.xlsx
<input type="checkbox"/>	CR	CR	-	-	-	CR_Upload_Template.xlsx
<input type="checkbox"/>	JV	JVA	-	-	-	JVA_Upload_Template.xlsx
<input type="checkbox"/>	JV	JVC	-	-	-	JVC_Upload_Template.xlsx
<input type="checkbox"/>	JV	JVYE	-	-	-	JVYE_Upload_Template.xlsx
<input type="checkbox"/>	BG	BGPHR	-	-	-	BGPHR_Upload_Template.xlsx



Yearend Closing Dates

Patricia Nelson

Closeout statutes



- **Budget Closed** - 63J-1-601(2) - On or before **August 31** of each fiscal year, the director of the Division of Finance shall close out to the proper fund or account all remaining unexpended and unencumbered balances of appropriations made by the Legislature.
 - **Revenue Surplus Calculated/Reported to** EAC, LFA, GOPB – **September 15.**
- **Financial Statements Completed – 63J-1-201.5**
 - The governor shall submit an audited financial statement no later than December 31 of each year.

Yearend Closing Dates

To comply with statutes:

- **Closing Packages** due **Monday, August 4, 2025**
(5 weeks after year end)
- **Schedule of Expenditures of Federal Awards**
(SEFA) due **Monday, August 11, 2025** (1 week
after closing packages)
- All closing and accrual budget entries posted in
Vantage Financial by **Friday, August 22, 2025**.
- Period 13 - HARD CLOSE, **Saturday, August 30,
2025**.



WHEN THE AUDITOR SAYS EVERYTHING LOOKS GOOD



AND YOU CAN FINALLY BREATHE AGAIN.

Vantage Close Dates

- Vantage down early on 6/30 @ 5:00 PM
 - Vantage Interfaces will stop being picked up at 4:00PM.
 - (For agencies who use FINDER system, it will be taken offline at 4:00PM)

Vantage Financial Closed the following Weekends during close out:

- June 14th & 15th
- July 12th & 13th
- August 9th & 10th



Roundtable Discussion

Patricia Nelson

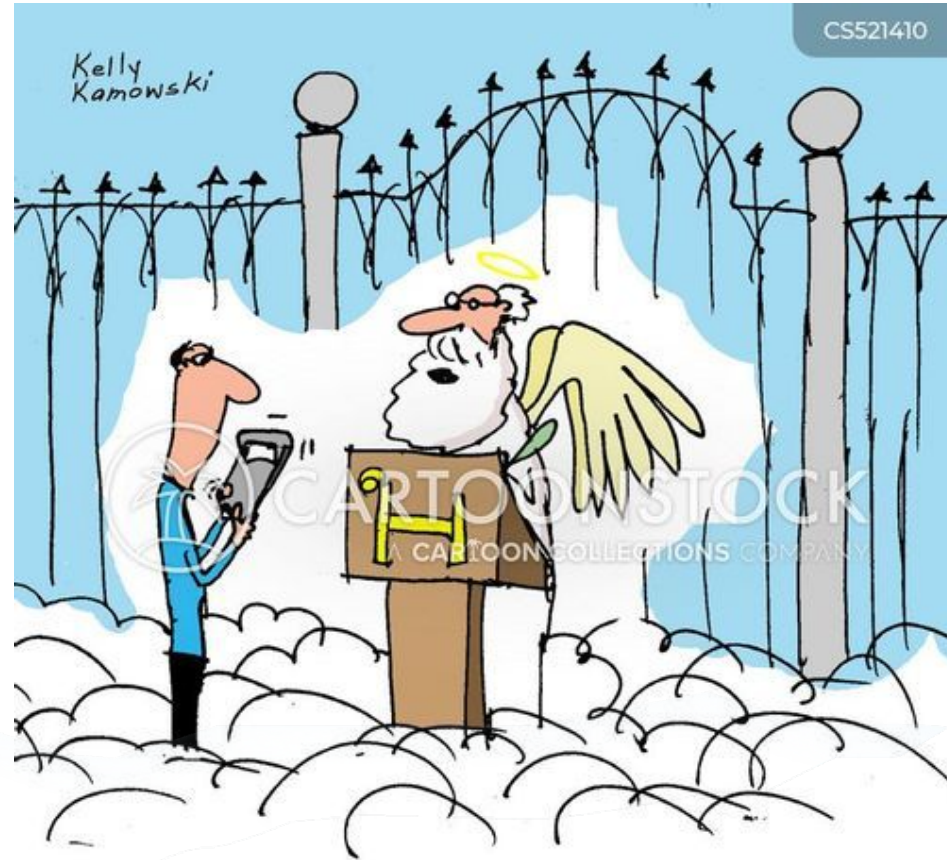


A photograph of a diverse group of students in a classroom or meeting room. In the foreground, a young Black man with headphones around his neck is smiling and raising his right hand. Behind him, three other students (two women and one man) are also raising their hands. They are seated at white tables with laptops and notebooks. The image has a blue tint and a dark blue banner at the bottom.

Questions & Answers

Budget & Accounting Officers Meeting

Thank you



"For God's Sake, go back and finish month end close first."