division of
Finance

Budget & Accounting Officer Meeting

August 13, 2025

Agenda

Budget & Accounting Officer Meeting

1. **Introductions & Housekeeping items** - Patricia Nelson
2. **Vantage HCM** - Amie Hughes
3. **Vantage Messaging Color Coding** - Patricia Nelson
4. **New Appropriation/Consolidations** - Patricia Nelson
5. **Held/Rejected Transactions** - Patricia Nelson
6. **SAP Concur** - Lyle Ahlstrom
7. **Executive Order 14247** - Bob Baldwin
8. **JVYE Reversals** - Rebekka Wilkinson
9. **Overall updates & Cognos update** - Van Christensen
10. **Policy update** - Van Christensen

Agenda

Budget & Accounting Officer Meeting

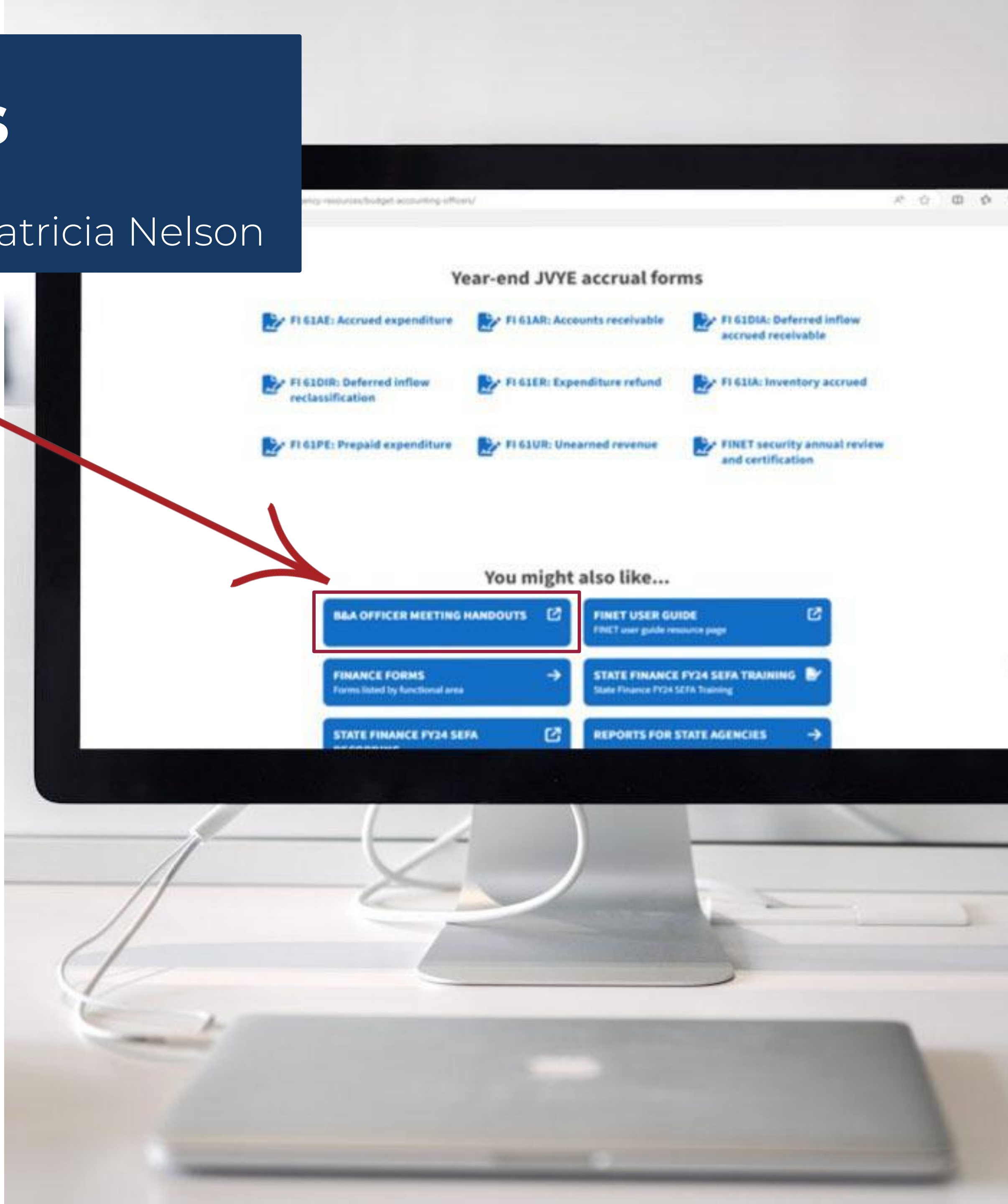
11. **Data Warehouse training resources** - Becky Yorgason
12. **State Treasurer bank offerings** - Chad Rogers
13. **Prior year transactions tab in closing document** - Kelli Levanger
14. **Vendor table adjustments for expense reporting** - Justin Taylor
15. **ELCID** - Justin Taylor
16. **Roundtable** – 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 Vantage Financial Help page to see those dates: https://finance.utah.gov/state-agency-resources/finet-help/

Vantage HCM

Amie Hughes

- Project Website: https://vantage.employee.utah.gov/
  - Use Feedback Form on site to submit questions
- Camp Guides
  - Targeted outreach effort continued
  - Agency Camp Guide list
- Agency Payroll Coordinators
  - Agency specific documentation around SAP
- Upcoming Items
  - Parallel Payroll Validation - August
  - End-to-End Testing - August
  - Department UAT - September

Vantage Messaging

Patricia Nelson

Messages to the Vantage user group are color coded.

General FIS /Vantage - Blue

Alert FIS /Vantage - Red overlay

Travel

Record Retention

Vantage Training

Project Management / Data Warehouse

Messages from **Financial Reporting** (Patricia)

New Consolidations/ De-consolidations

Patricia Nelson

- **Engage State Finance early** when considering new consolidations or de-consolidations.
- **Discuss potential changes** before legislation is finalized to avoid downstream issues.
- **Identify system impacts** in advance, including chart of accounts, reporting, and data mapping.
- **Plan ahead** for Capital Asset and Receivables rollovers.
- **Collaborate with Finance** to ensure smooth implementation and compliance.

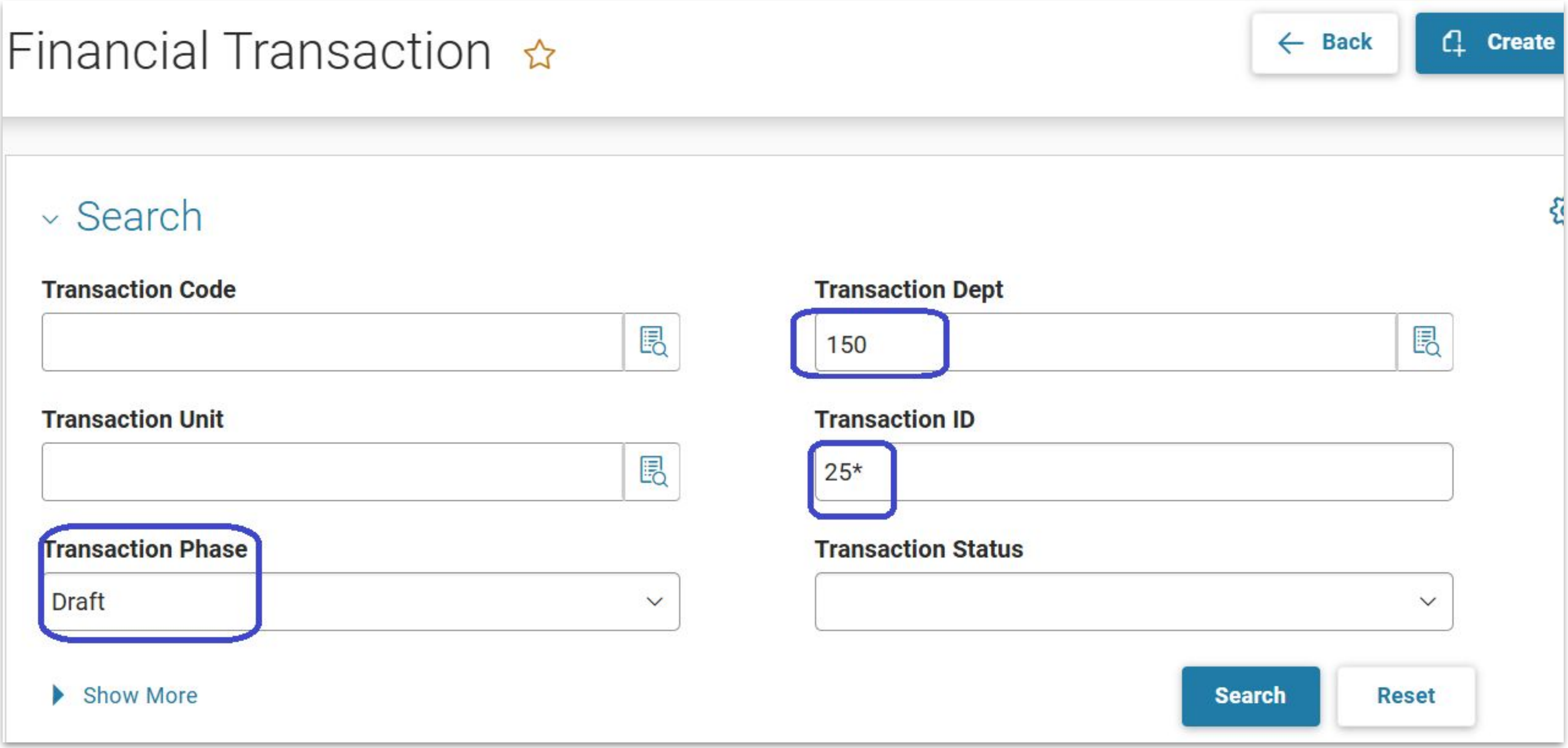
Held / Rejected Transactions

Patricia Nelson

Process or discard

- CR
- GAX
- GMA / PRC
- RE
- ITA, IET, IDT
- JVYE, JV

And similar that could affect your budgets



*As of 8/13/2025 - 325 Transactions

SAP Concur Updates

Lyle Ahlstrom

Concur info:

- **Agency booking fees**: Christopherson Business issued the refunds and then will recharge the state lodge card.
    - Concur team will hide charges and create one expense report.
    - Will use the default coding provided during go live.
    - EEs who were reimbursed via Concur were also refunded the fee.
        - Grand total of 585 dollars.
    - EEs who used a state issued p-card for fees will need to reconcile with an in-state exp. report.
- **Staffing change:** Tami Nelson is no longer with the state.
    - Will backfill and job is posted right now, accepting applications until August 21st.
    - Send any emails normally sent to her to concur@utah.gov
- **Advanced care:** Consultant is working with us on our **issues**.
- **Reporting license:** Licenses are available.
    - Must be a Cognos report writer.
    - First license will be paid for by Finance.
    - If the agency wants more than one, report licenses are 995 bucks and must be purchased in a pack of five.
        - Can split cost with other agencies.
- **Rejected Vantage transactions:** Please check daily or weekly.
    - Holds up EE reimbursements.
    - Delays reimbursement to Finance.

SAP Concur Updates

Concur info:

- **ExpenseIT tool:** This tool allowed users to email receipts to their profile.
  - Inactive until Concur can help us resolve the policy issue.
  - Had to pay for advanced care and audit tool.
- **Rate assurance:** No new info to present, will provide an update in next quarterly email.
  - Please be sure your name is added to the **distro list** for Concur information.
- **PDF attachments:** New restrictions from Concur on what is allowed as an attachment.
  - PDF attachments with encryption will not load.
  - Workaround 1: the end user can convert the signed PDF to different format and then back to PDF
  - Workaround 2: convert the signed PDF to alternative format accepted by Concur.
- **P-card admin changes:** Agency p-card coordinators will be responsible for some administrative tasks for p-card holders:
  - Concur team will be responsible for the initial p-card submission for a card and for merchant control codes.
- **SAP Concur action form:** This will streamline your requests for changes and updates.
  - Add or change a cash advance information.
  - Add or change p-card MCC codes.
  - Reassign p-card and lodge card transactions.
  - Request new p-card account.
  - Request workflow changes.

SAP Concur Updates

Concur info:

- **Drive vs fly comparison:** No longer offered as service by the Concur team.
- **Personal car vs. rental car comparison:** No longer offered as service by the Concur team.

Policy is being written to reflect these updates.
Training anyone?

Executive Order 14247

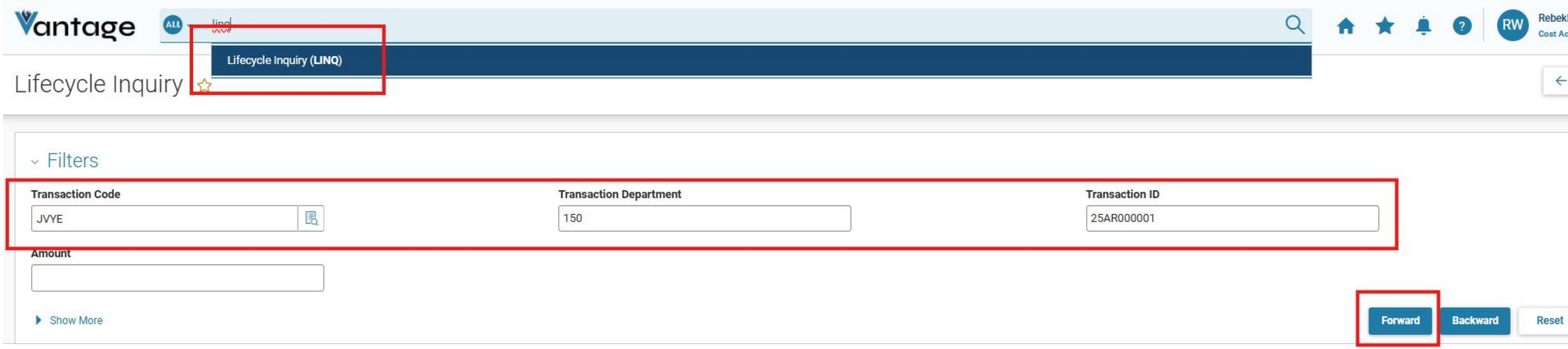
Bob Baldwin

- Beginning September 30, 2025, The Federal Government will cease issuing paper checks. This includes the Department of the Treasury, The IRS, The VA, and all other Federal Agencies.
  - Most of our inbound receipts from the Federal Government are already electronic, (wire, ACH, or Direct Deposit)
  - If you have any remaining paper check receipts, work with your Federal counterparts to set up electronic payment
  - If you need a bank letter, the Office of the Treasurer to ensure that you are giving the correct routing and account informations
- For payments **TO** the Federal Government, “as soon as practicable”, payments should be made electronically. This guidance is not as direct, but if you are aware of any remaining paper check payments to Federal Agencies, work with the Vendor Team to set up the vendor with banking information.
- We are nearly compliant, we currently looking to identify any infrequent Federal Payers and Payees, so we don’t miss any payments or receipts.

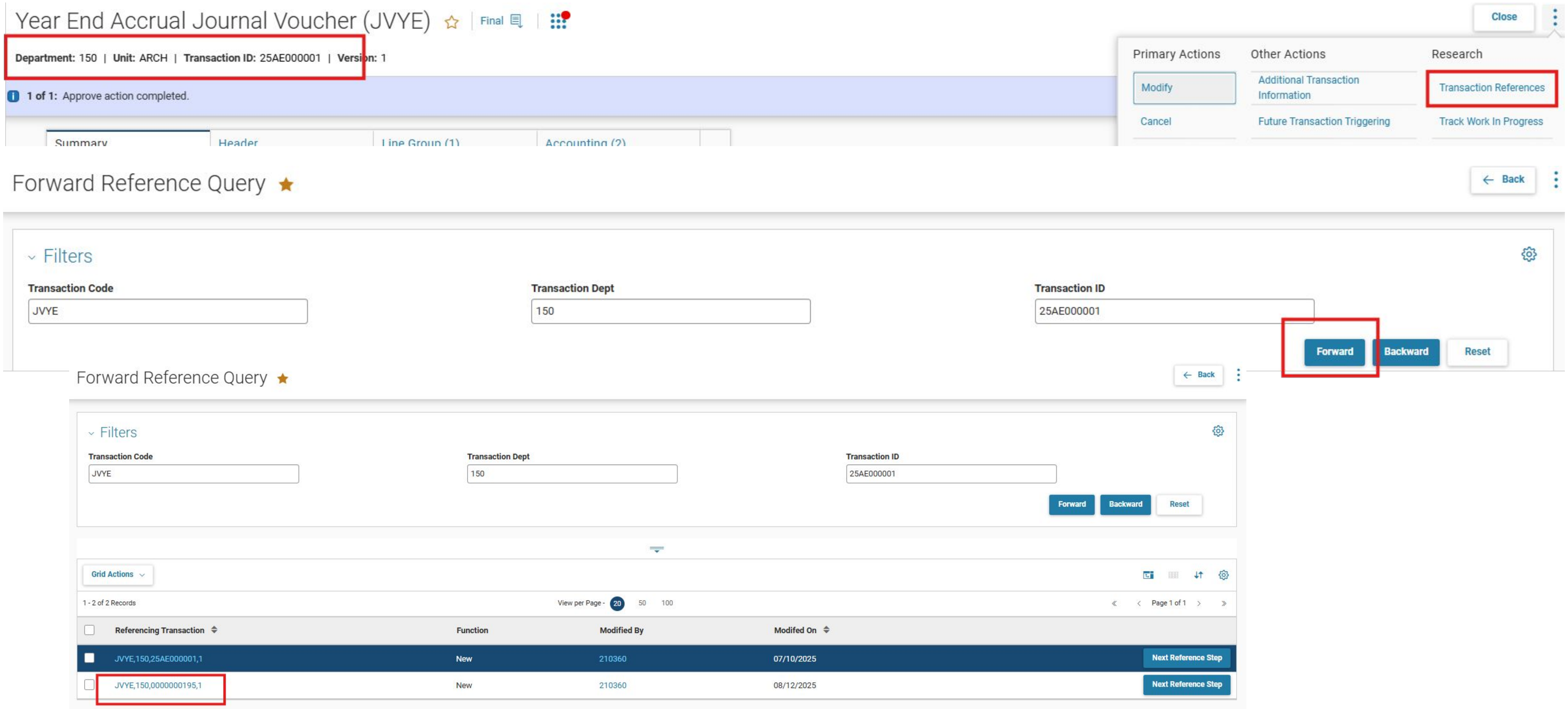
Have My JVYE Reversals Processed?

Rebekka Wilkinson

- Use Forward referencing - can only be used for one JVYE at a time



Have My JVYE Reversals Processed?



Have My JVYE Reversals Processed?

- Use Excel query provided by State Finance to see the current status of all JVYEs at once
- The query needs to be refreshed daily

SFY2025 JVYEs and Reversals

All Departments, summarized by various factors

Source: Accounting Journal & JV_Document_Header Datawarehouse tables

Last Refresh Date 8/13/2025

Sum of Amount									Account_Type					
Department	Doc_Department	Fiscal_Year	Ref_Tran_ID	Tran_ID	Doc_Record_Date	ZDate	Document_Description	Reversal_Date	01	02	22	31	Grand Total	Reversals
120	120	2025	(blank)	JVYE12025AE000001	7/29/2025	20250730	P CARDS AND TRAVEL - NY TO OY	8/3/2025		(39,422.93)	39,422.93		0.00	JVYE1202508040146
120	120	2025	(blank)	JVYE12025AE000002	8/1/2025	20250802	ODP STOOLS - NY TO OY	8/3/2025		(3,465.00)	3,465.00		0.00	JVYE1202508040154
120	120	2025	(blank)	JVYE12025AR000001	7/30/2025	20250731	2025 ACCOUNTS RECEIVABLE REV CLOSING ENTRI	8/3/2025	168,693.73			168,693.73	337,387.46	JVYE1202508040150
120	120	2025	(blank)	JVYE12025AR000002	7/30/2025	20250731	UTAH INTERACTIVE FY25	8/3/2025	36,006.00			36,006.00	72,012.00	JVYE1202508040149
120	120	2025	(blank)	JVYE12025AR000004	8/1/2025	20250802	NEWFOUNDLAND JUNE 2025 ACCOUNTS RECEIVA	8/3/2025	395.22			395.22	790.44	JVYE1202508040153
120	120	2025	(blank)	JVYE12025PE000001	7/29/2025	20250730	P CARDS/INVOICES PAID IN FY25 FOR FY26 EVEN	8/3/2025	8,566.20		(8,566.20)		0.00	JVYE1202508040147
120	120	2025	(blank)	JVYE12025PE000002	8/1/2025	20250802	TMOBILE INVOICE PAID IN FY25 FOR FY26 EVENT	8/3/2025	537.60		(537.60)		0.00	JVYE1202508040152
120	120	2025	(blank)	JVYE12025UR000001	7/29/2025	20250730	FY26 SALVAGE BUYER FEES	8/3/2025		(78,600.00)		(78,600.00)	(157,200.00)	JVYE1202508040148
120	120	2025	(blank)	JVYE12025UR000002	8/4/2025	20250805		8/22/2025		(251,984.44)		(251,984.44)	(503,968.88)	
120	120	2025	(blank)	JVYE12025UR000007	7/18/2025	20250808	ACCRUE PORTION OF DMV OVER SHORT BALANCE	8/27/2025		(13,732.51)		(13,732.51)	(27,465.02)	
120	120	2025	(blank)	JVYE12025UR000008	7/18/2025	20250808	ACCRUE DMV REFUND HOLD BALANCES	8/27/2025		(446,589.04)		(446,589.04)	(893,178.08)	
120	120	2025	(blank)	JVYE12025UR000009	7/18/2025	20250808	ACCRUE DMV VOUCHER ACCT BALANCES	8/27/2025		196.85		196.85	393.70	
120	120	2025 Total							214,198.75	(833,597.07)	33,784.13	(585,614.19)	(1,171,228.38)	
120	120	2026	JVYE12025AE000001	JVYE1202508040146	8/6/2025	20250807	P CARDS AND TRAVEL - NY TO OY	(blank)		39,422.93	(39,422.93)		0.00	
120	120	2026	JVYE12025AE000002	JVYE1202508040154	8/6/2025	20250807	ODP STOOLS - NY TO OY	(blank)		3,465.00	(3,465.00)		0.00	
120	120	2026	JVYE12025AR000001	JVYE1202508040150	8/6/2025	20250808	2025 ACCOUNTS RECEIVABLE REV CLOSING ENTRI	(blank)	(168,693.73)			(168,693.73)	(337,387.46)	
120	120	2026	JVYE12025AR000002	JVYE1202508040149	8/7/2025	20250808	UTAH INTERACTIVE FY25	(blank)	(36,006.00)			(36,006.00)	(72,012.00)	
120	120	2026	JVYE12025AR000004	JVYE1202508040153	8/7/2025	20250808	NEWFOUNDLAND JUNE 2025 ACCOUNTS RECEIVA	(blank)	(395.22)			(395.22)	(790.44)	
120	120	2026	JVYE12025PE000001	JVYE1202508040147	8/7/2025	20250808	P CARDS/INVOICES PAID IN FY25 FOR FY26 EVEN	(blank)	(8,566.20)		8,566.20		0.00	
120	120	2026	JVYE12025PE000002	JVYE1202508040152	8/7/2025	20250808	TMOBILE INVOICE PAID IN FY25 FOR FY26 EVENT	(blank)	(537.60)		537.60		0.00	
120	120	2026	JVYE12025UR000001	JVYE1202508040148	8/6/2025	20250807	FY26 SALVAGE BUYER FEES	(blank)		78,600.00		78,600.00	157,200.00	
120	120	2026 Total							(214,198.75)	121,487.93	(33,784.13)	(126,494.95)	(252,989.90)	
120 Total									0.00	(712,109.14)	(0.00)	(712,109.14)	(1,424,218.28)	

Why Hasn't My JVYE Reversal Processed?

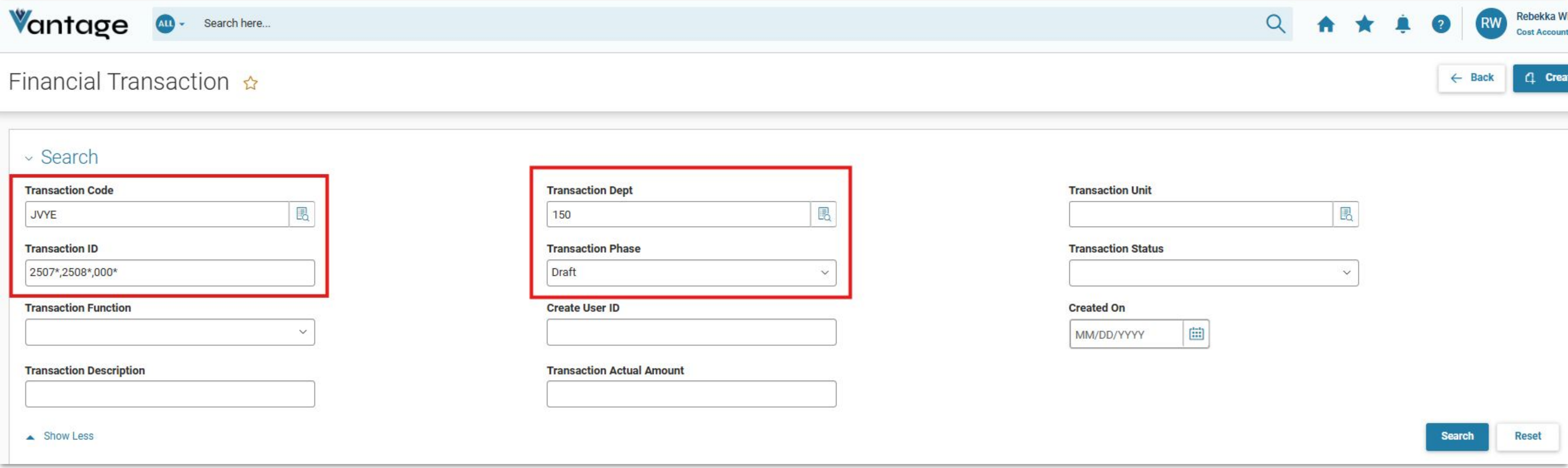
- Reversal date hasn't been reached yet
- JVYE reversal is in Draft status
- JVYE reversal is in Pending status
- JVYE reversal was accidentally discarded
- No reversal date was entered

Contact Mark Petersen (mpetersen@utah.gov) to resolve any issues.

Search Draft JVYE Reversals

Rebekka Wilkinson

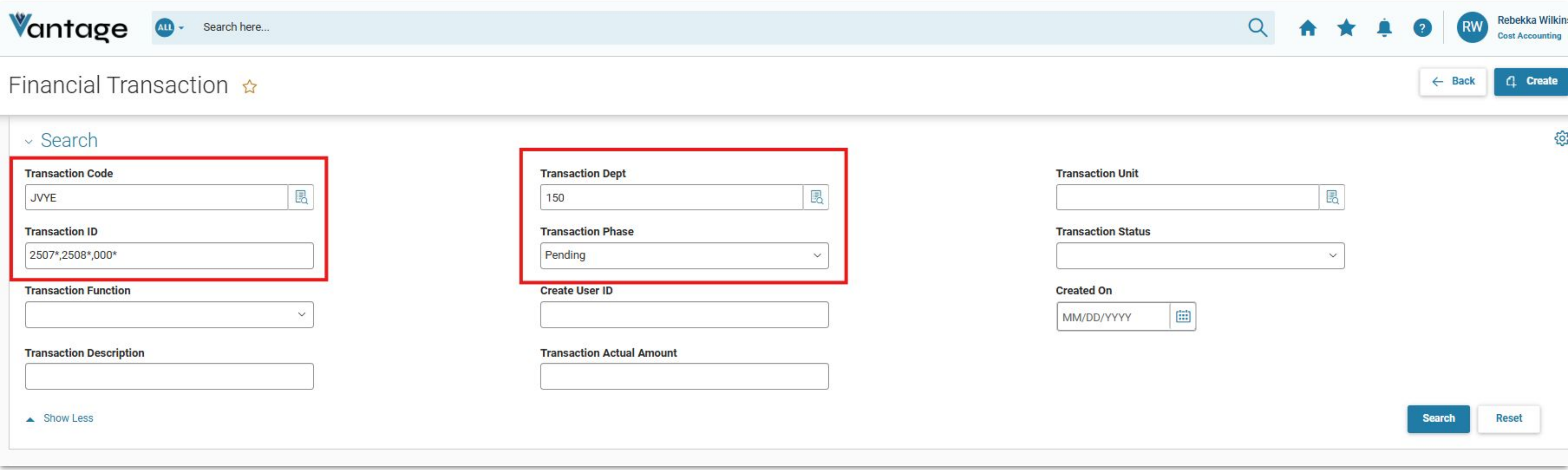
- Search for JVYE reversals in **Draft** status:



Search Pending JVYE Reversals

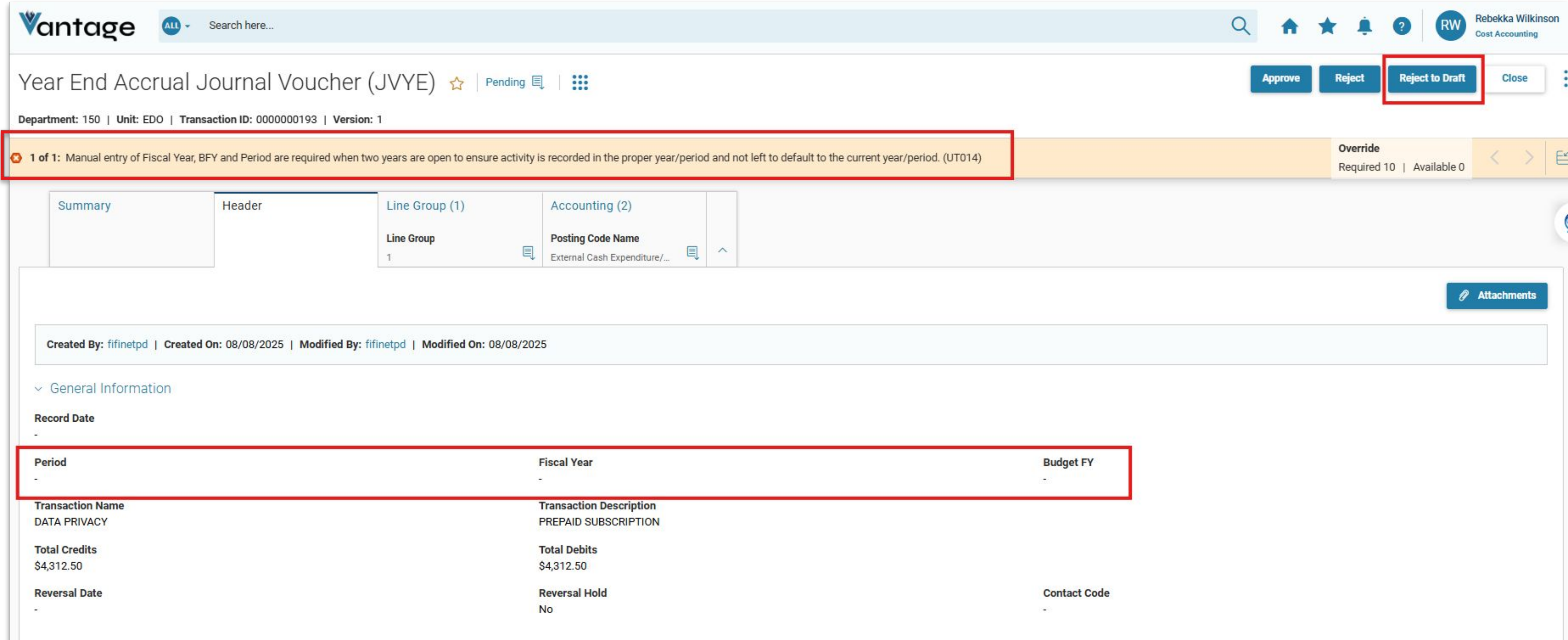
Rebekka Wilkinson

- Search for JVYE reversals in **Pending** status:



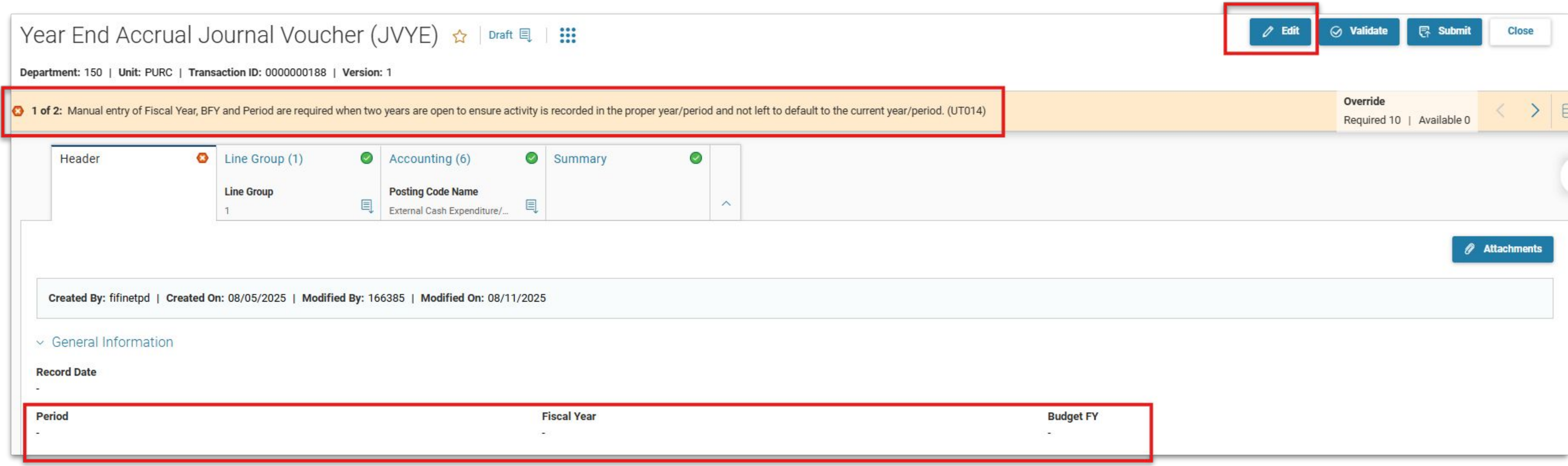
Search Pending JVYE Reversals

- If the Period, Fiscal Year, and Budget FY are not present in the Header, choose **Reject to Draft**:



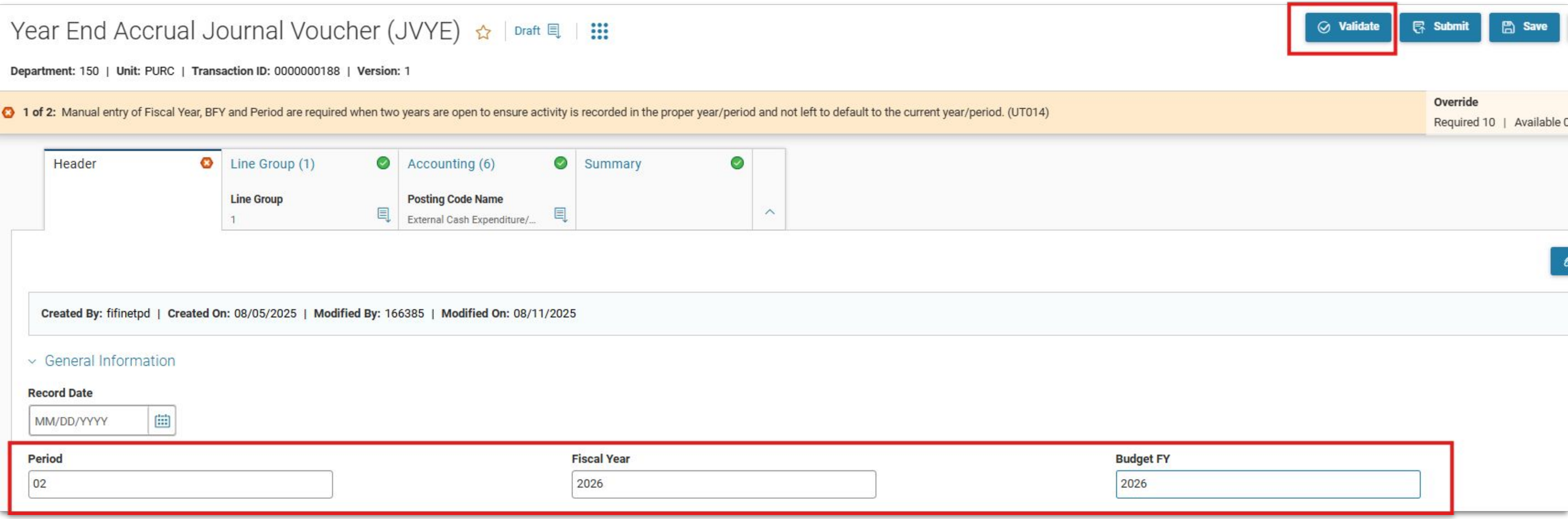
Search Pending JVYE Reversals

- Next, choose **Edit**:



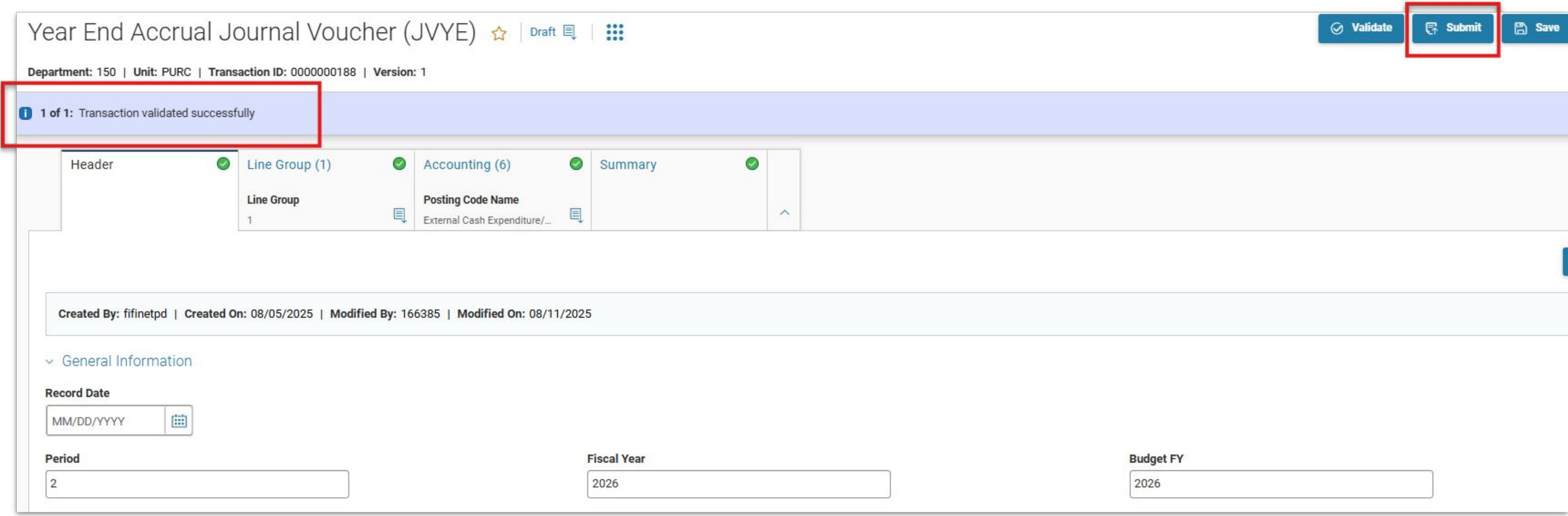
Search Pending JVYE Reversals

- Next, enter the Period, Fiscal Year, and Budget FY as shown below and choose **Validate**
- **DO NOT ENTER A REVERSAL DATE ON THE NEW YEAR REVERSAL**



Search Pending JVYE Reversals

- When the transaction validates successfully, choose **Submit**:



Overall updates & Cognos update

Van Christensen

State Finance Customer Satisfaction Survey

- Thank you to those who responded to the survey and provided feedback.
- We are evaluating results and will work to make identified improvements.

Agency Outreach

- Meetings with agency financial leadership.

Cognos BI Decommissioning

Van Christensen

Decommissioning Date: June 30, 2026

Our Approach / What We're Doing

- Meeting with Agencies: Keep an eye out for invites.
- Rebuilding Statewide Reports: In different BI tools.
- Researching BI Tools: Power BI is a popular option we're exploring.
- Identifying & Reverse Engineering Agency-Specific Reports: We're here to help.
- Questions/Comments/Concerns: Email financebi@utah.gov

**Note: We are only decommissioning the Cognos BI environment used by the Division of Finance (ufbi.finance.utah.gov). Agencies with their own Cognos BI environments are not affected.*

Policy status update

Van Christensen

5-27: Gift cards - Published today!

At the Governor's Office for approval

1: Employee payments series (8 policies)

20-1 Audit

At the GovOps Executive Director's Office for approval

9: Capital assets

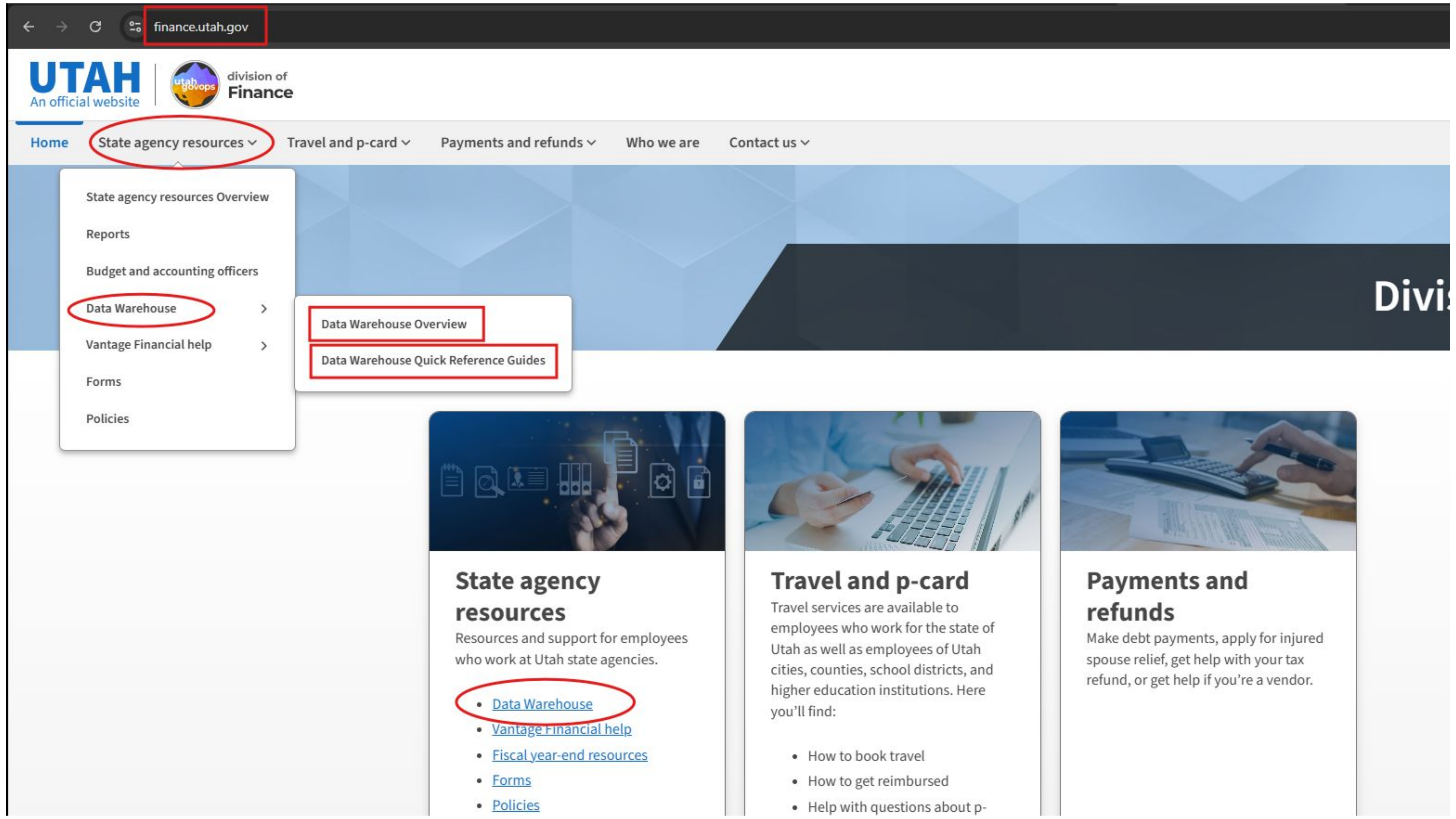
14: CMIA compliance

Getting outside professional opinion

10-18: Commute travel expenses

Data Warehouse training resources

Becky Yorgason


finance.utah.gov
UTAH
An official website
utah govops
division of
Finance
Home
State agency resources
Travel and p-card
Payments and refunds
Who we are
Contact us
State agency resources Overview
Reports
Budget and accounting officers
Data Warehouse
Vantage Financial help
Forms
Policies
Data Warehouse Overview
Data Warehouse Quick Reference Guides
Divi
State agency resources
Resources and support for employees who work at Utah state agencies.
Data Warehouse
Vantage Financial help
Fiscal year-end resources
Forms
Policies
Travel and p-card
Travel services are available to employees who work for the state of Utah as well as employees of Utah cities, counties, school districts, and higher education institutions. Here you'll find:
How to book travel
How to get reimbursed
Help with questions about p-
Payments and refunds
Make debt payments, apply for injured spouse relief, get help with your tax refund, or get help if you're a vendor.

Data Warehouse

State agency resources

Quick Links

COGNOS Business Intelligence | Chart of accounts | Finance queries | Running queries in Microsoft | Accounting types and posting codes

Data dictionary | Help and documentation | Quick reference guides | Other queries

Data Warehouse

The Division of Finance provides accurate financial data in a timely manner to assist state agencies with their management and reporting needs. State Data Warehouse is a repository of state financial information to be used for reporting and data analysis. The primary reporting tool is IBM's Cognos. Information stored in the Data Warehouse is uploaded nightly from Vantage Financial, Payroll, Department of Human Resource Management, and other financial information systems.

COGNOS Business Intelligence

COGNOS Business Intelligence provides access to hundreds of custom

Data Warehouse quick reference guides

State agency resources

Quick reference guides for Data Warehouse use.

Below are training materials with step-by-step instructions.

Most Frequently Used Cognos Reports

- #1 AM02 Expenditure Summary by Unit
- #2 AM01 Expenditure Transaction Detail by Unit
- #3 AR04 Current and Aged Receivables by Customer Name
- #4 MA02D - Master Agreement Detail Report - Expenditures
- #5 Chart of Accounts
- #6 Line Item Status Report
- #7 Search by Payment Number
- #8 AM12 Revenue Summary within Unit
- #9 IN 26 - Commodity Catalog Search
- #10 AM31 Report

Data warehouse support resources

- Accessing Vantage Financial data, using data warehouse
- Building refreshable data warehouse query in Excel
- COGNOS how to into new navigation basics
- COGNOS upgrade changes
- Enable Excel legacy Microsoft query
- Finance web and warrant queries
- How to download the Chart of Accounts to an Excel workbook
- How to print a report from data warehouse
- How to run a report without closing
- Modifying an existing Excel query using data warehouse
- Modifying or removing a scheduled report in data warehouse
- Subscribing and scheduling reports in data warehouse
- Using Access to query data warehouse

Quick Links

COGNOS Business Intelligence | Chart of accounts | Finance queries | Running queries in Microsoft | Accounting types and posting codes

Data dictionary | Help and documentation | Quick reference guides | Other queries

Data Warehouse

The Division of Finance provides accurate financial data in a timely manner to assist state agencies with their management and reporting needs. State Data Warehouse is a repository of state financial information to be used for reporting and data analysis. The primary reporting tool is IBM's Cognos. Information stored in the Data Warehouse is uploaded nightly fr
other financial information systems.

Help and documentation

Have more questions or want to learn more, follow this link to view how-to documents as well as frequently asked questions.

View all help documents

Documentation | FAQs | Help

Topic: DataWarehouse

2007 Table Data Booklet

Intro Accessing FINET data using finance state data warehouse

Intro Finance web and warrant queries

Using Access to query Data Warehouse QRG

Using Excel to query DW quick reference guide new

Topic: Finance Cognos

Dept Consolidation COGNOS STATEDW

How to Expenditure Dashboard

How to Filter and Save Reports

How to Insufficient Access error

How to Intro New Navigation basic

How to Report Format Change to pdf

How to Saving Reports

How to Upload Files

How to download the COA to Excel

How to into new navigation basics QRG

How to no acess error in Cognos

How to print a report from Data Warehouse

How to re run a report

How to re run a report without closing

Modifying an existing Excel query using Data Warehouse

Modifying and removing a scheduled report from Data Warehouse

Using Excel to query Data Warehouse QRG

subscribing and scheduling a reports in Data Warehouse

State Treasurer bank offerings

Chad Rogers

Banking Services:

- **Wells Fargo Desktop Deposit Scanner** - Agency's can deposit checks within their offices, rather than needing to take the checks to the Bank. We can look into getting multiple scanners for different offices and help get them set up so that the process works effectively.

- **Access to Banking Platforms** - please contact me if you have employees that need access to the banking platforms. An email from the employee's supervisor will suffice for most requests since most access is limited to reporting functions.

- **Additional Banking Services** - If your Agency needs any other banking services, I can coordinate with the bank representative's to set up a meeting or get additional information.

If you have any other questions or need help with the above bullet points email me at carogers@utah.gov or call me at 801-538-1802.

Prepaids/Prior Year Transactions in Closing Package

Kelli Levanger

Prepaids/Prior Year Transactions

DOF Reviewer:	
Review Date:	

Instructions: Please distinguish in column A if it is a "Prior Year Expense" or a "Prepaid Expense"

Prepaid/Prior Year	Invoice	Description of Invoice	FINET Transaction Doc ID (GAX or PRC)	Amount	-FINET Coding Block- FUND	DEPT	UNIT	APPR CLASS	APPR	OBJECT	BSA	Notes: (Anything that State Financial Reporting should be aware of related to Transaction?)
Prior Year	123456A	Payment on	GAX 123	1123.56	1234	123	1234	ABCC	ABC	1234	1234	<- This is provided as an example format to enter your
Prepaid												
Prior Year												

- **Prior Year Transactions -** Transactions paid and expensed in FY26 for goods or services received in FY25 that couldn't be captured using F25 prefix in Vantage.

- **Prepaid Expenses -** Transactions paid in FY25 for goods or services that will be received or occur in a subsequent year.

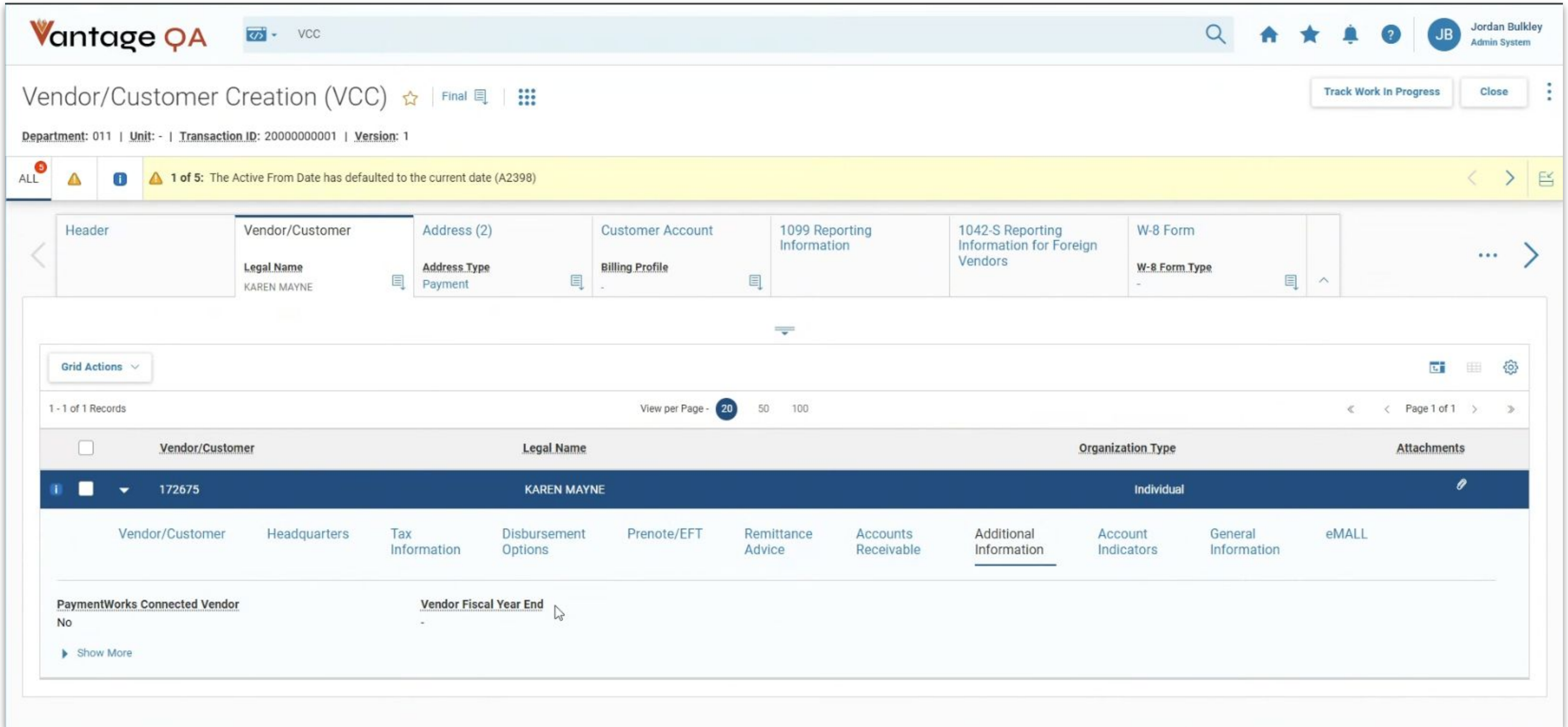
"Listen, I understand that accountants need to have fun, too, but can you take those off until we're done with this?"

Vendor table adjustments for expense reporting

Justin Taylor

To assist agencies in gathering expense reports for their vendors based on the vendor's fiscal year cutoffs, we have modified a new field in Vantage that is labeled 'Vendor Fiscal Year End'. And is located on the 'Vendor/Customer' tab in the VCC and VCM transactions under 'Additional Information'.

The format will be MM/DD. It must be exactly in this format or it will fail to save the transaction.



Vendor table adjustments for expense reporting

Justin Taylor

The division of Finance would like to support each agency with a one-time bulk load to add this value to their vendor table. Please send a ticket into financesupport.utah.gov with the following information:

Vendor ID	Fiscal Year End
	MM/DD

*A special shoutout to DWS for notifying us.

For Reference:

51-2a-201.5 Accounting reports required -- Reporting to state auditor -- Registration as a limited purpose entity
(4)(a) A state agency that disburses federal pass through money or state money to a nonprofit corporation shall enter into a written agreement with the nonprofit corporation that requires the nonprofit corporation to annually disclose whether:

(i) the nonprofit corporation met or exceeded the dollar amounts listed in Subsection (2) in the previous fiscal year of the nonprofit corporation; or

(ii) the nonprofit corporation anticipates meeting or exceeding the dollar amounts listed in Subsection (2) in the fiscal year the money is disbursed.

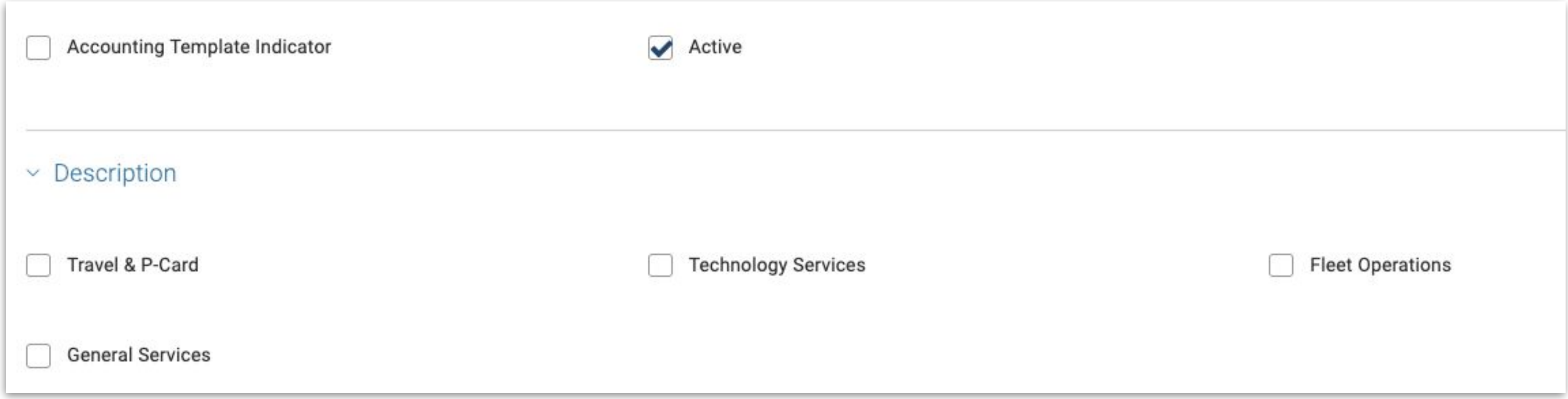
(b) If the nonprofit corporation discloses to the state agency that the nonprofit corporation meets or exceeds the dollar

ELCID

Justin Taylor

The Electronic Charge ID (ELCID) page will soon be inactivated.
In the coming days, the Accounting Template (ACTPL) page will be the only location for creating and modifying accounting templates and ELCIDS going forward. Both pages are linked to the same database table and for all intents and purposes ELCIDs are accounting templates and have been since 2022.

The difference between the two is in which flags are selected during its creation/modification.
ELCIDs will have the Technology Services and/or Fleet Operations checked. **Keep in mind, if these two flags are selected, the Accounting Template ID can't be longer than 10 characters.** You can use an ELCID as your accounting template, but it must be 10 characters or less. If it is longer, the system will not save the record and should throw an error.



Roundtable Discussion

Patricia Nelson

Questions & Answers