




division of
Finance

Budget & Accounting Officer Meeting

October 8, 2025

Agenda

Budget & Accounting Officer Meeting

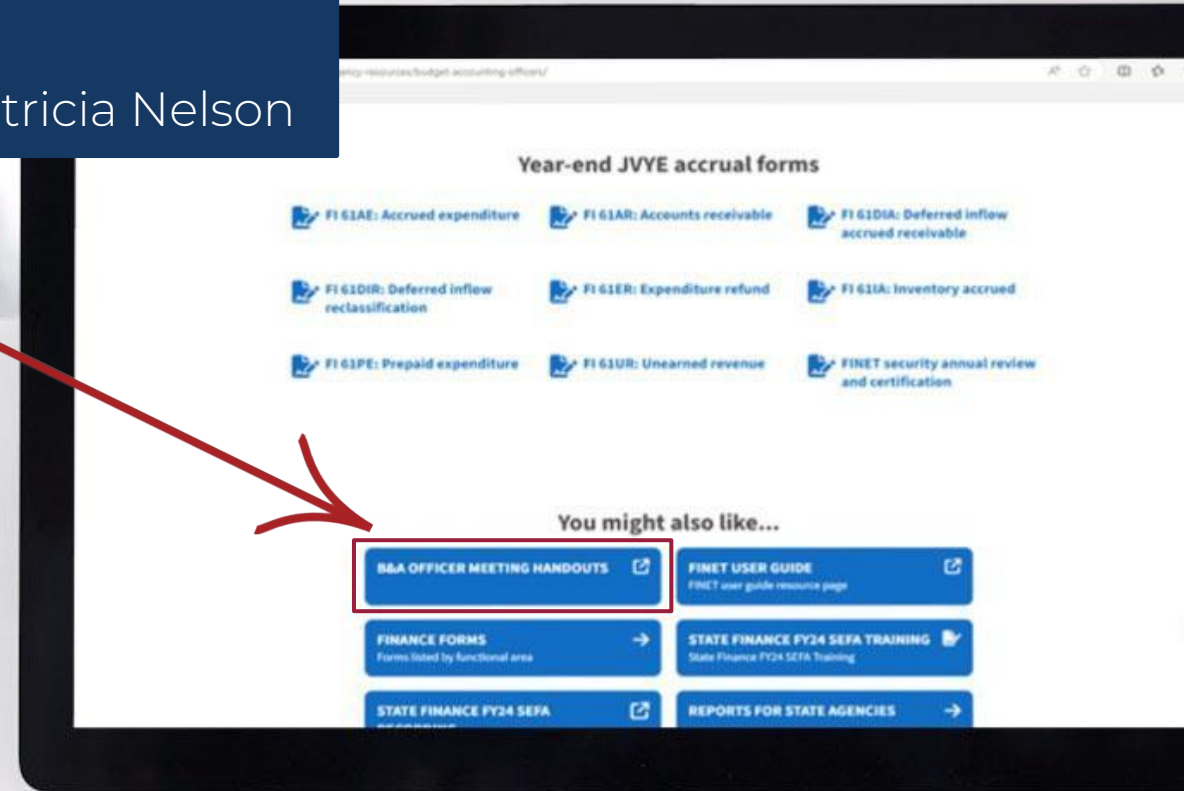
1. **Introductions & Housekeeping items** - Patricia Nelson
 2. **Setup of FY 2026 Beginning Nonlapsing Balances** - Patricia Nelson
 3. **Vantage HCM** - Amie Hughes
 4. **Bank Recon training and new recon form** - Rebekka Wilkinson
 5. **Concur updates** - Lyle Ahlstrom & Keesha Calloway
 6. **Fleet update** - Cory Weeks
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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/>

Setup of FY 2026 Beginning Nonlapsing balances

Patricia Nelson



- Agencies may **begin entering FY2025 ending non-lapsing balances** in Vantage Financial.
- Enter a **BGAA transaction** using **Event Type BG04** to carry over FY2025 non-lapsing balances into FY2026 appropriation budgets.
- Each BGAA transaction line must **include a description**
- Amounts should be based on **FY2025 Closing Schedule** in Workiva (wdesk).
- **Deadline: Submit by February 3** (Vantage Period 7 month-end close).
- Update Expenditure Budgets to match appropriation budgets using a **BGE44 transaction**.

Setup of FY 2026 Beginning Nonlapsing balances



- **Cannot spend** until GOPB authorizes use - State Finance will send out email
- Authorization is typically granted after the Governor's budget recommendations are finalized.
- For urgent needs prior to that, contact your GOPB analyst to request an exception.
- **Reminder:** Do not duplicate line items already granted early release authorization.

Vantage HCM

Amie Hughes

- Project Website: <https://vantage.employee.utah.gov/>
 - Use [Feedback Form](#) on site to submit questions
- Key Payroll Dates
 - December 22 system is LIVE for all employees
 - December 27 run 1st Prelim Payroll for PP25
 - December 30 run Regular Payroll for PP25
 - January 2 PAY DAY
- Upcoming Items
 - Parallel Payroll #2 Validations
 - Agency User Acceptance Testing
 - Interface Testing
 - End User Trainings Posted



Vantage HCM

Parallel Payroll #2 Validations

- Based on Pay Period #17, August 17th - August 29th
- Additional focus on the accounting journals and integration with Vantage Financial (FINET)
 - Data validation
 - Documentation of expected differences
 - Communication of department-level data differences to be shared
- Agency validations to start next the week of October 13th
 - We'll reach out to Round 1 Validators
 - Send Amie Hughes an email or chat if you would like to participate

Vantage HCM

Agency User Acceptance Testing

Group	Dates
Employee & Manager Role	October 20 - 24
AG, Auditor, Courts, and Legislature	October 20 - November 7
Payroll Coordinators	October 27 - 31 November 3 -7
Onboarding/Recruiting Manager Role	November 12 -19

Vantage HCM

Agency User Acceptance Testing: Payroll Coordinators

Time Commitment



Attend a 2-3 hr training session on November 3 (virtual and in-person options)

Dedicate a minimum of 2 hrs outside of training Nov 3 - 7

Attend a 30 min retrospective or submit feedback on the process the following week

Qualities



Individuals who collect and verify employee data and hours

Individuals who manage pay types and recurring payments

Forward looking to test new processes and systems

Attention to detail and not afraid to ask questions

Responsibilities



Execute UAT Test Scripts, log incidents and record results

Provide feedback on the processes being tested and the supported training materials

Coordinate with project team to resolve issues


Sign-off on individual UAT test script results on behalf of your agency

Bank Recon Training & New Recon Form

Rebekka Wilkinson

Bank Reconciliation Training

- October 16th, 10:00-11:00 am virtually
- Contact financesupport@utah.gov to receive invite
- **For who:** Anyone involved in preparing or reviewing depository bank reconciliations (not trust reconciliations)
- Covering bank reconciliations from top to bottom
- Introduction to new FI57 Bank Reconciliation Form
- Bring your questions!

 **DEPOSITORY BANK ACCOUNT RECONCILIATION**
FI 57
Division of Finance
09/2025

Agency/Division _____ Bank Name _____
Prepared by/email _____ Account No. _____
Reviewed by/email _____ Bank Code _____
Submission Date _____ Month/Year _____

State Policy: [FIACCT 19-01_01, "Bank Accounts – Depository Bank Accounts and FINET Bank Codes – Reconciliation"](#)

Instructions: Combine into one PDF the FI 57 form, Bank Recon Summary Report (Bank Code only), bank statement, and any other support needed. Email the combined PDF to Michelle Barnes (mbarnes@utah.gov). Contact Michelle with any questions or to request help reconciling. List reconciling items separately below- do not group items unless you are also submitting a separate detail schedule. If more space is required for any section, you may add rows or attach a separate detail schedule. Ensure the cash log matches deposits that post in the bank statement. Research any differences. The reconciliation must be completed to the penny, with all reconciling items either resolved or in process at submission. NO PLUGGING. Submit no later than the last business day of the month following the period reported.

1 Enter the Balance per the Bank Statement: End of Month Date: _____ 0.00

2 List deposits that are posted on the Bank Statement but that are NOT RECORDED IN VANTAGE:

Date per Bank	Amount per Bank	Description per Bank	CR Tran ID	Date of CR	Add'l Information
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Subtotal (+/-) _____ 0.00

3 List withdrawals (e.g., fees or returned checks) that are posted on the Bank Statement but that are NOT RECORDED IN VANTAGE:

Date per Bank	Amount per Bank	Description per Bank	CR Tran ID	Date of CR	Add'l Information
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Subtotal (+/-) _____ 0.00

4 List deposits/withdrawals that are recorded in Vantage but that are NOT POSTED ON THE BANK STATEMENT:

Date per Vantage	Tran ID	Line Description	Amount per Vantage	Date Cleared Bank*	Add'l Information
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Subtotal (+/-) _____ 0.00

TOTAL (should match ending balance per Bank Recon Summary Report) _____ 0.00

5 Reconciliation check:
Enter the Ending Balance per Bank Recon Summary Report _____
Difference -should be \$0.00 (need to balance to the penny) _____ 0.00

* Optional field, but strongly recommended for significant dollar amounts. The date is available on daily bank reports.

Concur updates

Lyle and Keesha

1. Cash advances:
 - a. Receiving or issuing a cash advance after the trip start date.
2. Unreconciled p-card and lodge card transactions
3. Advanced care updates:
 - a. Workflow changes - October 10th due date
 - b. UAT participation
 - c. Groups and securities
 - d. 2 mileage rates - agencies opt in to which rate
4. Reporting:
 - a. Manager report view - instructions were sent out
 - b. Cognos licenses

Concur updates

New hire: Emilie Starr. Start date is 10/14/2025. She is a transfer from DCCE.

Fleet update

Cory Weeks

- **Fleet Vehicle Replacement Expansion Costs**

- Tariff Effect - \$10,000 for fully assembled imports, ~\$3,000 for vehicles with imported parts
- Standard inflation 3-5%
- Makers are absorbing costs FOR NOW

- **Fleet Planning**

- GRIT project for underutilized and old vehicles
- Fleet Consulting
- Focus on Total Cost of Ownership

- **Vehicle Fuel**

- Unleaded Octane Requirements
- State Fuel Network advantage



Roundtable Discussion

Patricia Nelson





Questions & Answers