



division of
Finance

Budget & Accounting Officer Meeting

January 14, 2026

Agenda

Budget & Accounting Officer Meeting

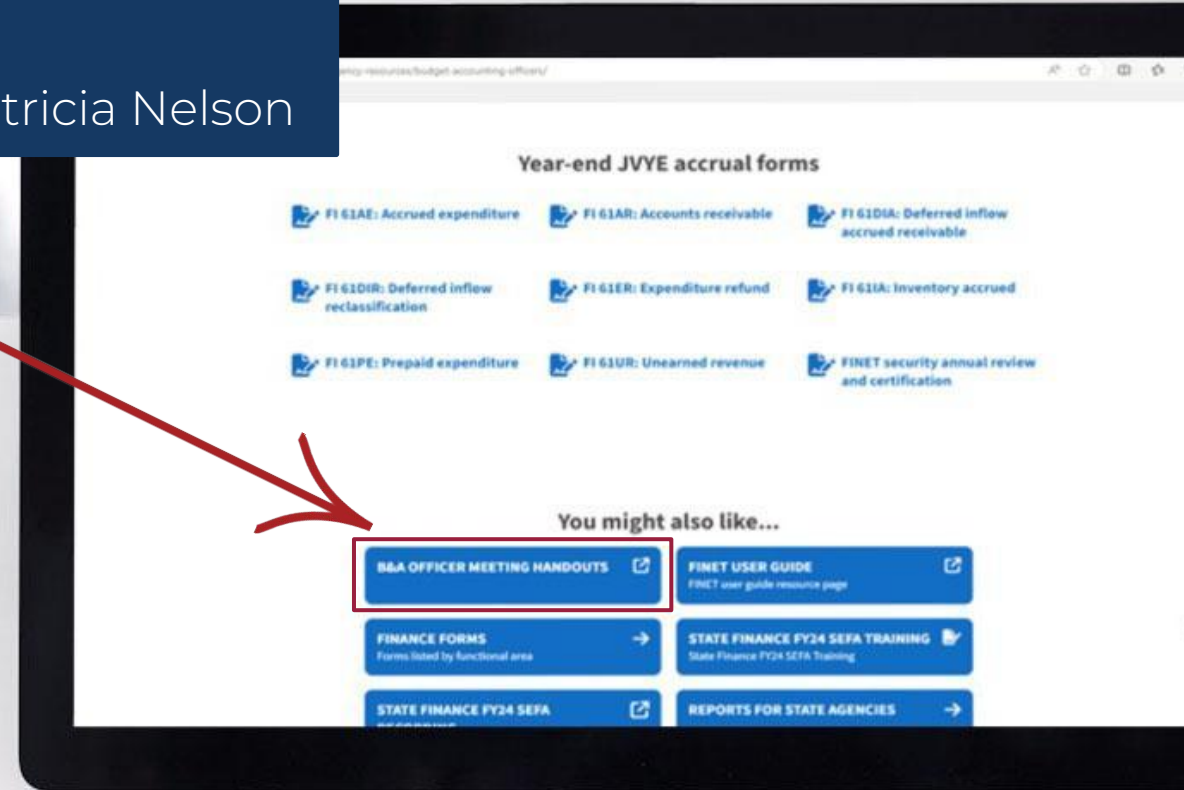
- 1. Introductions & Housekeeping items** - Patricia Nelson
- 2. Vantage HCM** - Amie Hughes
- 3. Vantage Payroll Accounting Updates** - Ally Branch
 - a. Comp Leave Configuration
 - b. Testing
 - c. Data Deep Dive
 - d. Commute Mileage Update
- 4. Payroll Tax Updates** - Bob Baldwin
- 5. SAP Concur** - Emilie Starr & Keesha Calloway
- 6. Roundtable / Questions** - 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/>

CMIA / TSA Training TOMORROW @ 10am

Patricia Nelson

Federal Cash Management Essentials

WHAT YOU'LL LEARN



Core Principles of CMIA & TSA

Understand the purpose and structure of key federal cash management regulations.



Timing of Federal Draws vs. Expenditures

Learn to align fund requests with spending to avoid penalties.



Common Risks & Audit Focus Points

Discover what auditors look for and how to prepare your organization.



WHY THIS MATTERS

Ensure Federal Compliance

Fulfill all federal cash management requirements accurately.



Minimize Costs & Audit Findings

Avoid interest penalties from early or late fund draws.



Improve Financial Reporting

Support accurate SEFA reporting and a smooth year-end close.



To be added to the ongoing training calendar appointment, or to suggest topics for other training sessions, please contact financesupport@utah.gov with the subject "Training Forum."

Vantage HCM

Amie Hughes

- Project Website: <https://vantage.employee.utah.gov/>
- Camp Guides
 - Targeted outreach with Agency leadership underway
 - Agency [Camp Guide](#) list
- Training Details
 - Foundation and Manager Essentials to be released next week
 - Payroll Coordinator sign-up sent out to agency Finance Directors 2/12 - 2/27
- Final Parallel Payroll Validation Run
 - Prep starts 1/22
 - Validation to start week of 2/2



Vantage Payroll Accounting

Ally Branch

- **Comp Leave Additive**
 - How it works in SAP (accrual vs. usage)
 - Pay Downs in SAP
 - Future state in Vantage
 - Has not been tested yet
 - Contingency for Go-Live
- **Next Parallel Accounting - beginning of February**
 - The debits and credits are looking good!!!
 - Transaction types are changing
 - Joe Murray has been coordinating with some agencies
 - If you are interested in validating, please let Joe or myself know
 - Immediate review/response required
 - This is the LAST opportunity to review it at a macro level
- Documentation about accounting transactions and SDW tables is coming

Data Deep Dive

Ally Branch

Communication Schedule:

- Mid February
- March 27 (after first payroll run)

What Will Be Communicated:

- Overview of changes to specific data warehouse tables
- Clear “Before vs. After” examples showing:
 - i. Data structure changes
 - ii. Field name updates
- Guidance on how these changes impact reporting and downstream processes
- Guidance on new accounting transaction types

Points of Contact:

- Joe Murray or Ally Branch: Accounting journal changes - jpmurray@utah.gov or abbranch@utah.gov
- Taylor Winch: Labor distribution, leave history, ACA, etc.- twinch@utah.gov

Goal:

Prepare financial users for backend data changes to ensure continuity in reporting, reconciliation, and financial operations during and after payroll conversion.

Payroll Tax Updates for 2026

Bob Baldwin

- One Big Beautiful Bill for America: Impacts on Payroll and Taxes
 - 2025 Overtime and Tip wages have new tax treatment
- Overtime paid in 2025 is eligible for a deduction
 - This only applies for FLSA Non-Exempt Employees
 - Only the “Premium”, or 50% bonus is eligible for the deduction
 - The 2025 W2 does not allow for reporting this year, it will be required field in 2026. This information is available on your final pay statement for 2025
 - <https://payrollhelpdesk.utah.gov/portal/en/kb/articles/obbba>
- Tipped wages have a similar deductions
 - Totals can also be found on the final pay statement for 2025
- Please consult the IRS Guidance and your tax professional to determine eligibility



- **ZOHO help desk - Emilie**
 - How to submit a ticket. Formal Training on how to
 - Direct on Concur [help desk](#) page (preferred).
 - The ticket gives our team critical information we need to help you.
 - Email (**effective January 20th**)
 - This will require more back and forth to gather information. We always need your **EIN, Department Number, Request or Report Number.**
 - Training will be held on **January 20th 10 AM** please inform your staff. If they would like to attend or have access to the recording email financesupport@utah.gov to be added to the calendar invite.
- **New workflow for reimbursement requests - Emilie**
 - **New Approval Workflow effective January 20th**
 - New Role: Compliance Officer - Travel Policy Expert
 - Due back: EOD today
 - Complete the 720 Expense Workflow tab document provided in an email to Finance Directors on 12/26/2025
 - If your division directors are staying as your compliance officers still please respond letting us know
 - Concur will switch to the new workflow **Jan 16th-19th.**
 - Request & Reports submissions were disabled yesterday **Jan 13th**
 - Any submitted prior to the 13th need to be fully approved by **5PM Jan 16th** or they will move to draft mode and will need to be submitted after go live on **Jan 20th.**

- **System changes - Keesha**

- **Approver edits:** With the new workflow as promised approvers will be able to make some changes without having to send it back to the employee.
 - We are putting together some training, there are some restrictions and best practices to follow
 - We will schedule a training for approvers to attend
 - We plan to have this turned on in production by the end of January
- **Mileage Rates:** Your agencies selected mileage rate is now effective as of January 1st
 - GSA rates changed January 1st to 72.5 cents
 - Agency rates will be updated in Concur on January 16th to 72.5 and 46.5
 - New consolidated object codes in Concur went into effect on January 12th they are 6008/6058 and will be used regardless of whether the high rate or state rate was selected by your agency.
- **Security Groups:** Your agencies are all in their own security group effective December 31st
 - Processor Auditor Role: not changing to your own security group for one year, due to if we make the change now your staff will not be able to see anything in the system before December 31st.
 - Manager Processor Role: as promised with this change we will be able to give some responsibilities back to your agency.
 - Finance is going to create policy around how this role is going to work
 - Our goal is to have this available by the end of March
- **Reporting:** with all of these changes, remember reporting is available. Please contact the Concur team with any reporting requests or questions.

- **Unreconciled FY26 Transactions: Keesha**

- Report is sent to agencies where the transactions are 90 days or older.
 - Lodge card transactions (agency booking fees, and airfare) are reconciled when the related travel is being reimbursed. These can sit as long as they need to, but please get them reconciled with the trip.
 - This helps keep our number of clicks down, keeps the trip records together, and makes fiscal year end easier on making sure everything is properly reconciled.

- **CBT updates: Keesha & Emilie**

- Unused tickets process.
 - To use you must work directly with a CBT agent and incur the \$36 fee
 - Delta charges a \$100 change fee
 - Southwest does not charge a fee
 - If you have any questions about using or transferring the unused ticket, please reach out to CBT they have all of the details and will know what can and can not be done.
- Over GSA notifications and reporting. Log for Reports & Supervisor Approval. BP: Manager written approval included in the reimbursement expense report supporting documentation.
- Please continue to provide your EIN when speaking to a travel agent. **TA=Request Number for In State Travel = Utah**

- **Communication: Emilie**

- Important to keep us up to date on who to contact.

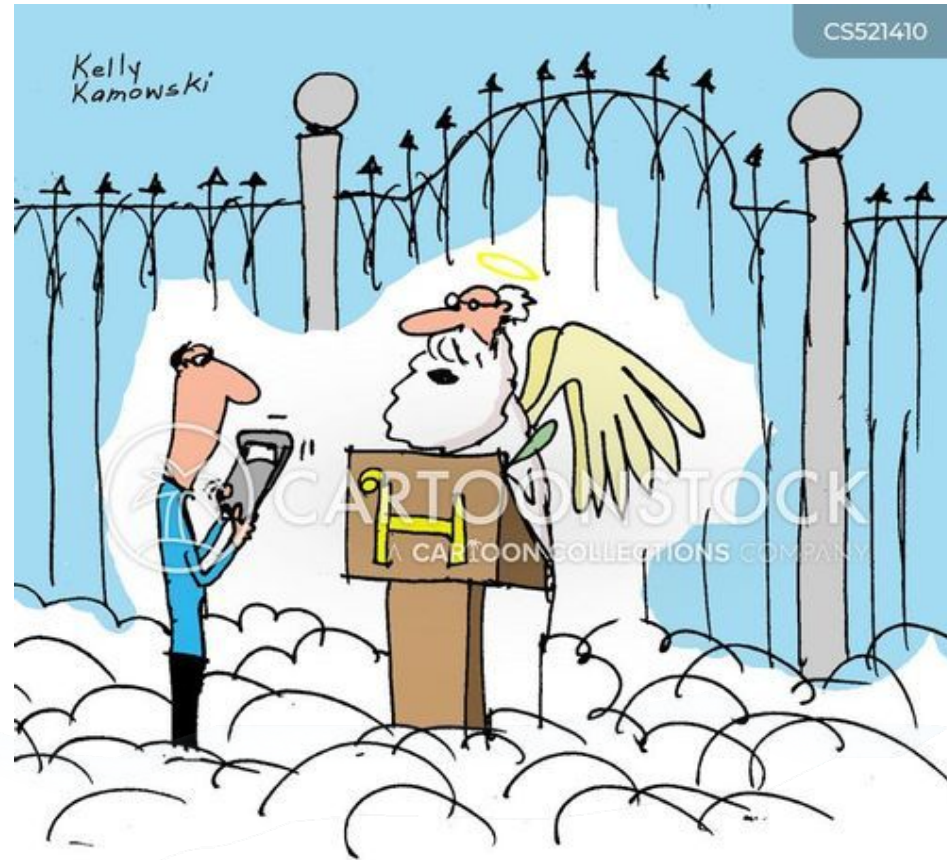
- **Policy Review - Keesha**

- **Policy 10-10 A** - Any rental car needs prior written approval before booking, either through email or a travel request in Concur, if you have an email approval make sure it's attached to your reimbursement request in Concur.
 - Traveler definition is: Any person traveling on official state business for an agency or political subdivision, includes employees, non-employees, board members, elected officials, etc.
- **Policy 10-6 C3 and 3a** - Travel itinerary: if travelers booked a flight, hotel, or rental car, they must attach the travel itinerary to their reimbursement request. The travel itinerary must show the amounts charged to the lodge card.
 - Travel itineraries are attached to document that the flight, hotel, and/or rental car were booked properly and to substantiate lodge card expenses.
 - Remember missing receipt declarations can not be used for these expenses and the agency booking fees.
- **Policy 10-6 F** - Reflects the new workflow coming January 20th.
 - This change only affects Reimbursement Requests
 - 125% rule still applies
 - Approvers still have 10 days to approve
- **Policy 10-18** - went into effect on January 1st, only affects commuting employees



Questions & Answers

Thank you



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