ACT Meeting
October 14, 2020
8:30 am

Agenda

Justin Taylor
Division of Finance

Greetings

Janica Gines
Division of Finance

Rates/Fee Discussion

Tyrel King
Laura Larsen
DTS|Finance

DTS Exceptions – Small Purchases (typically software)

Brent Crosby
Division of Finance

HRIS Update

Jerry Gearheart
Division of Finance

PTS Update / Rewrite

Cory Weeks
Division of Finance

Election Week Payments

Debbie Empey
Division of Finance

Post Audit Remarks

Round Table
Agencies

Open Discussion

Justin Taylor
Division of Finance

FINET Calendar

ACT
AGENCY COORDINATOR TEAM

Justin Taylor

        Greetings and welcome to those of you who are attending ACT for the first time. Attendance will be taken from those joining us via our web platform SABA. If two or more people are sharing a computer for this meeting, please send a comment with the names of those attending with you.

            <u>Notes</u> – Everyone is set to mute when entering the meeting. As you have a question, please submit them via the chat function. I will be moderating questions throughout the session.
               – The meeting will be recorded and available on-line shortly after it is over.

Janica Gines

Please visit https://das.utah.gov/financials/ and look for an update to FY2022 rates and fees when they are loaded. They should be available soon.

Tyrel King & Laura Larsen

        Discussion item: DTS authorization for IT related purchases (those that are not required to go to DTS but still need their approval) and clarification on what is or is not required by DTS.

        The issue/concern expressed: In today's world almost everything has an IT component and it's difficult to define "Software as a Service" and "Subscription to data providing services" both listed in the Gray Area.

        Example: If I subscribe to the Newspaper and receive an online subscription is that something that DTS needs to approve?

Main things to take into consideration: Is it touching, integrating with, or housed in State data? If so, then these items will most likely need to be procured through DTS.

Noted during discussion:

DTS recommends working with IT Directors on all IT related purchases even if they are on the exception report because there may be security concerns that you are not

aware of and DTS may be able to get a better discount for the proposed purchase. If an exception is needed, always request via ServiceNow. If an exception is granted, it will come with an expiration date. Be mindful of these dates.

Please reach out to Tyrel King (trking@utah.gov) or Laura Larsen (lauralarsen@utah.gov) for follow-up questions.

Brent Crosby

DHRS Remarks- API Checks against FINET are running at a 95% success rate. To get to 100% would take a lot of time and resources.

Please reach out to Brent Crosby (brentcrosby@utah.gov) or Lyle Ahlstrom (lahlstrom@utah.gov) for follow-up questions.

Jerry Gearheart

PTS Update / Rewrite Follow-up

Please reach out to Jerry Gearheart (jhearheart@utah.gov) or Christine Nguyen (cnguyen@utah.gov) for follow-up questions.

Noted during discussion:

Interface Implementation Changes:
1. DTS will be our technical support for interface development starting in November. FIS team will remain the functional support. Please submit all inquiries through our Finance Support portal ➔ financesupport.utah.gov
2. Interface testing will move from 3 tests in Quality Assurance environment to 1 test.

Please reach out to Justin Taylor (justintaylor@utah.gov) for follow-up questions.

Cory Weeks

Election Week Payments

Disbursements may be out of the office during election week. It will depend on how Capitol Complex and Highway Patrol decide to manage the situation. If a payment needs to go out, ACH will be the preferred method.

If the agency has all the required information, it should only take 2 days to get the ACH set up. Send forms here ➔ fvendor@utah.gov

Please reach out to Paul Bowers (paulb@utah.gov) or Cory Weeks (cweeks@utah.gov) for follow-up questions.

Debbie Empey

Post Audit Remarks-

1. Incorrect Object Codes- This affects CAFR, budgets, and financial decisions. Take your time and make sure object code accuracy.
2. Purchases over $500- Be mindful how these are being processed.
3. Duplicates- Use fields correctly, this will allow the errors to stand out. Use your internal controls to your advantage, if *YOU* catch it, it is **NOT** a finding.
4. Review the new rental comparisons as of July 1st.

Noted during discussion:

A revision of the Chart of Accounts is on our to-do list.

Please reach out to Debbie Empey (debbieempey@utah.gov) or Cory Weeks (cweeks@utah.gov) for follow-up questions.

Round Table/Open Discussion

Revenue Transfer

Justin Taylor

FINET Calendar

FINET is available from 7:00 AM to 8:00 PM - Monday through Saturday, including holidays. FINET <u>may not</u> be available on the 3rd Saturday of each month due to system maintenance.

Included below are the exceptions to the normal FINET schedule through calendar yearend.

Month end occurs on the 3rd working day of the new month.

Nov 4   October Month end

Nov 11   Veterans Day – FINET will be open and a cycle will run
Nov 27   Thanksgiving Eve – No cycle will run but FINET will be open
Nov 28   Thanksgiving Day – FINET will be open and a cycle will run
Dec 3   November Month end
Dec 24   Christmas Eve – No cycle will run but FINET will be open
Dec 25   Christmas Day – FINET will be open and a cycle will run
Dec 31   New Year's Eve – No cycle will run but FINET will be open
Jan 1   New Year's Day – FINET will be open and a cycle will run

Training

Larry Simpson advises the following:
"You will be required to enter name and email address. You may want to sign in 15-20 minutes prior so that you can download the virtual meeting player. You must accept any downloads and/or launch applications. Because of the restriction of administrator access on State computers, we have learned that CHROME works best with the least number of problems."

This link will apply to all ACT and B&A meetings this calendar year. You can join by simply going to the site about 10 min prior to the meeting. You don't have to give advance notice. As always we appreciate your attendance and participation.

ACT Schedule

NOTE: All ACT meetings will be held in the Taylorsville State Office Building, 3rd floor, Bonneville auditorium at 8:30 am except during the COVID-19 Pandemic.

Whenever possible, ACT will be the 2nd Wednesday of the month.

Month end dates and ACT and B&A meeting schedules are posted on finance.utah.gov. Click on Help and then Training Section.

Future meeting dates:

NOV 18 – **ACT**

ACT
AGENCY COORDINATOR TEAM