



June FineLine Newsletter

Fri, Jun 9, 2017



Financial Professionals Newsletter
June 2017

Budget and accounting officers meet June 21

Who should attend? All State budgeting and accounting personnel who deal with closeout and yearend accounting issues.

When? Wednesday, June 21, at 8:30 AM.

Where? State Office Building Auditorium.



This Issue

Use "Home" key to return

**B & A Officers
June 21 Meeting**

IRS Audit

Yearend Cutoff Dates

**eForms Brower
Problems**

Internal Controls

PCI Compliance

**Rerun Cognos Reports
w/ New Criteria**

How to attend remotely? Sign in by 8:15 a.m. on your computer using the following link:

<http://smw1.finance.utah.gov/quest/act/ACTBAlinks.htm>

For help signing in please contact the FINET Help Desk at 801-538-9690.

Parking: Free parking is available on the east side of the Senate Building (east building) on Capitol Hill or east of the State Office Building. See [Parking Map](#).

Public Transit: The State Capitol is served by the UTA bus route #500. For bus schedules, please go to <https://www.rideuta.com>.

FINET Help Desk FAQ

New Travel Rates

Finance Training



IRS Audit

Beginning May 9, the State will undergo an IRS audit. The audit will include payroll and fringe benefits, such as uniform allowances, vendor payments, travel reimbursements, etc. to see if tax regulations were properly applied.

The Division of Finance needs agencies' help to answer IRS auditors' questions about specific transactions. We will work through agencies' finance directors unless a different contact was specified for the IRS audit. We anticipate the audit will be ongoing over the next several months.

FY 2017 year-end cutoff dates

Below are some of the proposed key agency dates for closing fiscal year 2017. A complete and final listing of important dates will be provided at the June 21 budget and accounting officers meeting.

Date	Description
30-Jun	End of Pay Period #12 - the last complete Old Year pay period.
1-Jul	Effective date for new-year benefit rates.
3-Jul	Pay Period #12 entry cutoff date in ESS.
10-Jul	Pay Period #12 cutoff date to make changes to Default Cost Distribution Charging in SAP.
3-Jul	First day agencies can enter yearend JVE accrual entries.
5-Jul	Undistributed warrants memo due back to the Division of Finance.
5-Jul	Last day to process Old Year inter-agency internal (IAT) transactions unless the seller agency notifies the buyer agency.
5-Jul	DTS June billings completed.
7-Jul	UCI June billings completed.
7-Jul	Fleet June billings completed for Travel Office, Fuel Network, and Motor Pool.
7-Jul	Last day to post Old Year documents to be included in period 12 June reports (AM31/65 reports available 7/10).
10-Jul	DFCM quarterly billing for reimbursement of actual expenditures completed.
10-Jul	Finance distributes 1st closing schedules.
11-Jul	PPE #12 (all Old Year) posted into FINET. (Available in State Data Warehouse on 7/12).
14-Jul	July Old #1 cutoff (AM31/65 reports available 7/17).
14-Jul	June billings completed for General Services (Publishing Services, State Mail, and Surplus Property).
14-Jul	Purchasing card (P-card) June billings completed.
14-Jul	DTS final Old Year Billing for miscellaneous transactions including direct labor charges from June 18-30.
14-Jul	June Old Year lease information and fixed asset reconciliations due back to the Division of Finance.
14-Jul	All Old Year bank reconciliations are due to the Division of Finance.
14-Jul	Last day to process all Old Year inter-agency internal transactions where seller notified buyer.
21-Jul	July Old #2 cutoff (AM31/65 reports available 7/25).
21-Jul	Warrant cancellation cutoff. Any check cancellation received after this date will be processed new year and will not be posted to Agency's budget.
25-Jul	Finance distributes final closing schedules.
28-Jul	July Old #3 cutoff (AM31/65 reports available 7/31).
4-Aug	July Old #4 cutoff (Am 31/65 reports available 8/7). Note: July Old reports will be run weekly until completion of the CAFR.
4-Aug	Closing Schedule is due back to the Division of Finance (contact Division of Finance for any exceptions or delays).
25-Aug	Federal grants expenditures (SEFA) and reconciliation schedule due back to the Division of Finance.

eForms - Browser Problems

If you have tried using the Finance eForms lately, you probably noticed that the eForms no longer work with the Mozilla Firefox internet browser. Google Chrome stopped working with eForms months ago. The problem has to do with an Adobe plug-in that these browsers no longer support.

Microsoft's Internet Explorer version 11 (IE11) is now the only browser users can use with eForms. Although Internet Explorer seems like a major step backwards, **DTS has assured us that IE11 is safe for state employees to use.**

This problem only applies to eForms, which are those forms listed on the Division of Finance website with an asterisk (*). These eForms save information to and retrieve information from a database and require a login to access.



You can access all other forms (those without an asterisk) using other browsers, such as Google Chrome or Mozilla Firefox. The Division of Finance is working on making basic versions of all our forms, which can be opened with the Adobe Acrobat reader, available on our website by July 1, 2017.

The Division of Finance recognizes that this does not resolve the problem. However, we are committed to finding and implementing a long-term forms solution. We are sorry for the inconvenience and frustration these browser issues have caused.

If you have questions regarding this issue, or if you need help configuring your IE11 browser to use with eForms, please call the FINET Help Desk, [801-538-9690](tel:801-538-9690).



Internal controls protect you and the public

How often do you review the online FINET Help and Finance Accounting Policies and Procedures to ensure your agency is following the latest policies and

procedures?

How long ago did you review the purchasing flow chart or the invoice payment process?

Do you recall that a decision tree is available to ensure correct disbursements with tax dollars?

Routine daily financial transactions may lead to complacency and bad decisions because we get comfortable performing them. We may no longer be concerned about ensuring that basic internal control steps are followed.

“Internal controls may sometimes feel like red tape,” John Reidhead, director of the Division of Finance, said. “However, they exist not only for the protection of public assets but also for the protection of ‘human assets’—you and I.”

State employees are responsible for maintaining good internal controls. To help with that responsibility, we offer the following recommendations:

- ▶ Review your agency’s internal controls and procedures, one at a time, both individually and as a team.
- ▶ Make sure everyone understands why the control exists and how it protects the agency and employees. Typically, tasks are intentionally segregated so that no one person has control of the transaction from start to finish, which is in itself an important internal control.
- ▶ Make sure everyone knows how to report concerns. Most issues can be addressed within an agency through established management channels.
- ▶ The “State Auditor Hotline” provides an avenue for citizens, including public employees and contractors, to report improper governmental activities <https://auditor.utah.gov/hotline/> or 1-800-622-1243.

Taking these simple steps could save you and your agency from experiencing the embarrassment and devastation caused by misusing the taxpayer resources entrusted to us.

For questions regarding internal control, please call Debbie Empey, CPA, CFE, at 801-538-3450 or John Baylis, CPA, at 801-538-3747 or visit the [Internal Control](#) page on the Finance website.

PCI compliance best practices



Many state agencies are improving their payment card industry (PCI) compliance. Below are some best practices these agencies have employed to make PCI compliance easier:

- ◆ **Procurements:** If an agency is going to buy a product that involves accepting payments, whether through an agency or a statewide contract, the Division of Finance and the Utah Treasurer's Office should be notified and in many cases should preapprove the project. The Division of Finance should always preapprove a project where credit card acceptance is involved prior to procurement. Agencies are experiencing smoother implementation processes and better success when the Division of Finance and the Treasurer's Office are involved throughout the project.
- ◆ **Business as Usual:** Agencies with the most success are making the items on the PCI self-assessment questionnaires part of their normal business operations. You can access the questionnaires on the [PCI Compliance page](#) on the Division of Finance website. These items include effective training, applicable policies and procedures, and reporting back to management.
- ◆ **Internal Audit:** Agencies that ask internal auditors to review PCI compliance measures as part of regular audits can use those findings to gauge the status of PCI compliance. Not only will this make official PCI assessment easier but it will also improve the information security posture of the agency.

For additional information contact Cory Weeks cweeks@utah.gov or 801-538-3173 or visit the [PCI Compliance page](#) on the Division of Finance website.

FINET Help Desk FAQ

QUESTION:

I enter CRs that reference REs but I get errors on them. What can I do to make sure everything is correct? I do multiple line CRs that reference multiple REs.



KEN RONER: Generally, it is best to copy forward from an RE to a CR because all the correct data follows to the CR.

Since you have multiple lines, make sure you fill in the entire RE number you are referencing. If FINET does not recognize the RE number, double check you are using all 15 digits of the RE document. If you only have 14 digits, add a zero among the other zeros.

Do not increase the accounting line numbers to match the number of documents you are referencing. If the RE has one line, use line 1 as the referencing line number. Using auto apply can help too.

For more detailed instructions visit [FINET Help Desk FAQ page](#) on the Finance website or call FINET Help Desk at **801-538-9690.**

Save time - rerun reports with new criteria

After running a FINET report, the same report can be rerun with new criteria by clicking the ► at the top of the screen (see picture below). This will open the prompt screen, with the original criteria still selected. Change the desired criteria and selections, and then rerun the report.



For additional information contact the State Data Warehouse (DTS) team:

- ▶ Wayne Frewin, wfrewin@utah.gov, 801-538-3691
- ▶ Mary Lee Hickey, mhickey@utah.gov, 801-538-3273
- ▶ Rony Rojas, rrojas@utah.gov, 801-538-9733

FY 2018 travel rates

The meal per diem, mileage, and lodging rates are now set for FY 2018. The new rates will take effect July 1. They are as follows:

In-State Meals		Out-of-State Meals	
Breakfast	\$10.00	Breakfast	\$10.00
Lunch	\$14.00	Lunch	\$14.00
Dinner	\$18.00	Dinner	\$22.00
TOTAL	\$42.00	TOTAL	\$46.00

Out-of-State Premium Cities		Mileage Reimbursement	
Tier 1	\$67.00	State car unavailable	\$0.53
Tier 2	\$58.00	State car available	\$0.40

Group Gathering	
Breaks	\$5.00



Finance training



The Division of Finance offers many training opportunities to state accounting professionals and financial managers. Visit the [Training](#) page on the Finance website to learn more about the available courses:

- Instructor-led FINET & State Data Warehouse classes
- Online FINET & State Data Warehouse courses
- Fiscal Year-end Closing training
- State Payroll training
- PCI Compliance training
- FINET certification

For additional information contact Finance Training Coordinator Larry Simpson at lsimpson@utah.gov or 801-538-3092.



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