



NOTABLE CHANGES

Purchasing Department Presents: New Supplier Directory

*contributed by John Arlen
Purchasing Manager*

The [Purchasing Department](#) will soon be introducing the new Supplier Directory on the web. In the past, the [Supplier Directory](#) focused primarily on State of Utah contract suppliers. The new directory will include a broader list of suppliers including on-campus vendors, commonly used non-contract vendors, as well as small business vendors that offer discounted pricing to the University.

The State of Utah often awards contracts to multiple vendors for each service or commodity. For example, all of the major big box office supply retailers have a contract with the State of Utah. In an effort to reward suppliers with the most competitive contract pricing and service, the new supplier directory will list only the top one or two contracted vendors that received the best RFP evaluation scores and that also have an adequate presence in our market.



The [Purchasing Department](#) recommends departments give preference to utilization of the vendors listed in the supplier directory. They provide the best value to the University of Utah and will save your departments money. Purchasing from this limited list of vendors will also help to reduce the number of suppliers making deliveries to campus, reducing traffic and vehicle emissions. Look for more news regarding the new supplier directory coming soon.

Mileage Rate Increase

The new rate is 55.5 cents per mile

The new personal auto reimbursement rate is 55.5 cents per mile and is effective for trips occurring after July 1, 2011. Trips completed prior to this effective date should use the previous rate of 51 cents per mile.

All travel rates can be found on the [Schedule of Allowable Rates](#).



[Questions? Ask Us.](#)

e-Journal Training now available for New Preparers

If you aren't using the e-Journal application to prepare your journal entries, e-Journal training for new preparers is now available "on demand" at your desk.

Complete these steps to gain access to use the application:

1. Log on to CIS and click on the "e-Journal Entry" link in the "Processing" section of Financial & Business Services.
2. In the "Help and Documentation" section (lower left), click on "Preparer's Guide" and read the ENTIRE guide.
3. After reading the guide, click on "New Preparer Questionnaire" and answer all the questions. This will help central administration determine if you have sufficient knowledge to use the application.
4. Email the completed questionnaire to General Accounting at general_accounting@utah.edu.
5. Complete the "Preparer Security Access/Update" form.
6. After your answers on the questionnaire have been reviewed, you will be notified by email when you have been granted access.

After you start using the application, if you have questions, first refer to the "Preparer's Guide". If you then cannot find an answer to your question, use the "Questions or Suggestions" link on the e-Journal home page to ask your question.

PROCESS SPOTLIGHT



FBS is Committed to Communication

Are you one of the 1,600 visitors to our blogs in June?

FBS is committed to Communication and as part of our efforts; we have been building our blogs to provide helpful information that is meant to enhance your interactions with our departments. Blog posts are meant to be informative, helpful and somewhat less formal than FBS news posts.

Here are some of our blog posts you may have missed:

- [Unsolicited Ordering Scam-Be Aware](#)
- [Over HALF our users are saving time with NEW Step 1 form](#)
- [Why is an address required on the Payment Request form?](#)
- [New Purchase Order numbers](#)
- [I use electronic check-in for my flight; do I need a paper boarding pass?](#)
- [PCard Reallocation Upgrade](#)
- [July 1: New Travel Fees](#)
- [Accounts Payable offers Direct Deposit](#)
- [New Customer Service Rep in General Stores](#)

Where can I find Blogs?



Do you want notification of FBS blog posts and FBS news posts delivered to your email? Sign up anytime you see the [Mail icon](#).

New Travel Fees Designed to Maximize Cost Efficiency

Effective July 1, 2011, Travel Services customers are being charged according to a new fee structure approved by the Cabinet in early spring. The new fees are structured in a way to better spread the costs of both our accounting services as well as the travel agency services among all users, and to encourage best practice use of our negotiated discounts and refundable contracts.

New Fees charged per trip (per travel number):

In-State Driving Trips	\$8 Audit Fee
Domestic Trip	\$12 Audit Fee
International Trip	\$20 Audit Fee

Fees charged for airfare booked through our On-Site Agents:

Domestic non-refundable Ticket	Free	New
State Contract Ticket	\$30	No change
International Ticket	\$30	New



We would like to emphasize that this new fee structure represents a \$5 fee savings for nearly 65% of all University trips (those booking domestic non-refundable tickets with our on-site agents). In the past, departments would have paid a \$5 per trip audit fee and then would additionally pay a \$12 ticketing fee when booking airfare. Under this new fee structure, these trips will only produce a \$12 audit fee and no additional ticketing fee. We will not charge for non-refundable tickets under this new structure.



We hope that providing non-refundable tickets for our customers without charging a fee will encourage departments who haven't used our onsite agents in the past to use our services now. Departments using our onsite agents will:

- Enjoy a 2 – 7% discount on Delta tickets
- Be able to compare State of Utah contract fares with non-refundable fares in order to make the most cost effective and appropriate decisions, for instance:
 - It may be appropriate to spend a little more on a refundable airfare ticket for visitors to protect the University in the event the visitor cancels the trip.

- Airfare costs for some markets are actually lower using the State of Utah contracts rather than non-refundable fares.

Use of the onsite travel agency makes the University more cost efficient

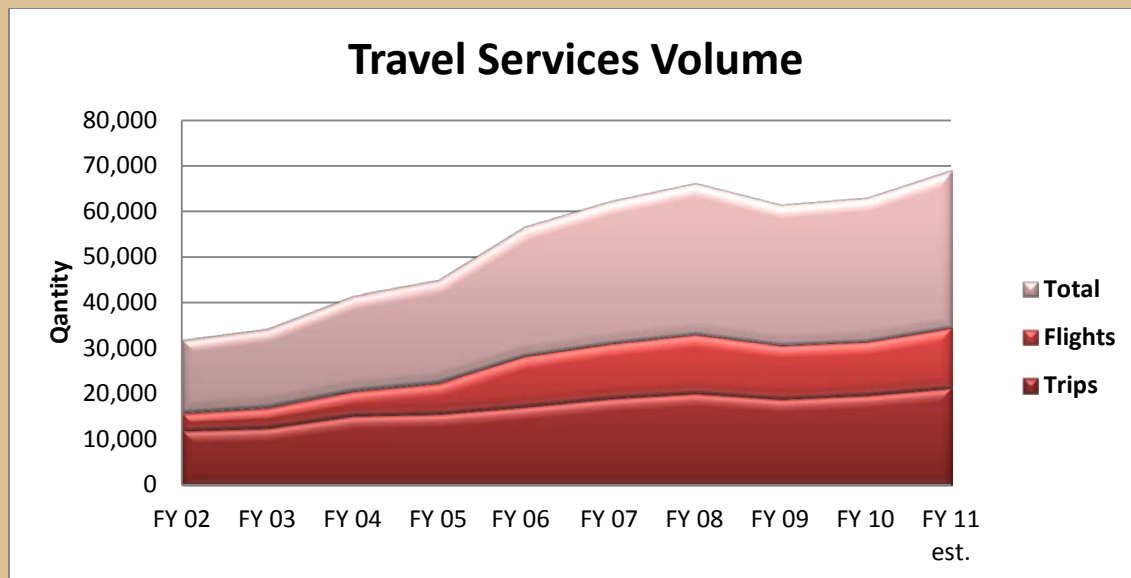
Customers who choose the onsite agency to book our most frequently booked type of ticket, a non-refundable fare (typically the lowest cost fares) receive a 2% discount on domestic fares, and up to a 7% discount on international fares. Consistent use of these discounts could save the university over \$85,000 per year.

Approximately 14% of all University airfare is bringing people to our campus for various reasons. We strongly recommend that departments utilize State of Utah contracts that are refundable. When a non-refundable ticket is booked for a visitor, and the ticket is changed or goes unused, the University cannot recover the cost of the ticket, and in fact the airlines consider the ticket to be the property of the visitor.

Customers choosing to book airfare outside our onsite system increase required efforts by accounting as well as the travel agency staff as we have to verify that that the amount spent on airfare is appropriate and the lowest logical cost for the business purpose. Reimbursements are much easier to audit when the full record set is within the onsite agency records, and travelers receive their reimbursements faster.

Travel Services has found ways to absorb sustained growth

Travel Services is made up of approximately 3.5 full time staff for accounting duties, and 3.5 full time staff for travel agent duties. We have worked very hard to find and implement efficiency measures to absorb increased volume, as illustrated in the chart below. The area for “Trips” represents the number of travel numbers used during the year, and “Flights” refers to the number of tickets issued by our onsite agents. As you can see, by looking at the area called “Total,” we have more than doubled the production in our department over the last ten years.



Efficiencies

Travel Services is always looking for ways to improve efficiency for both our central office as well as time saving measures for campus departments. During the timeline represented in the chart, we have implemented many new procedures in an effort to make us all more efficient, such as:

- Standardized and required training sessions to encourage consistent submissions from campus departments.
- Online training updates to help travel planners understand new procedural changes.
- Elimination of dual entry – We no longer key information from forms, information is captured when the travel planner submits forms.
- Standardized methods of booking so our agents can maximize their production with fewer errors and fewer questions for travel planners.
- Streamlined vendor procedures eliminating errors for check production.
- Many lookup tools for travel planners on our web application.
- Special programming which allows us to send standard messages to travel planners with very little effort.
- Streamlined Step 1 and Step 2 procedures using existing data to pre-populate much of the forms for travel planners.

Campus Feedback

We rely upon feedback and suggestions from our campus users to help us understand what changes are most useful for our campus community. Be sure to share your ideas with us!



[Share your ideas with Travel.](#)

Do you have year-end related questions?



Checkout our [year-end document](#) to find all dates and helpful instructions!

PURCHASING CARD

PCard Orders Shipped to Off-Campus Address

*contributed by Jane Scott
Purchasing Card Manager*



When placing an order using a purchasing card, the cardholder should have the order shipped to a campus address. This is a better way to verify the order is received and provides a tracking record of University supplies and equipment.

In cases where there is an exception and materials must be shipped off campus, the following documentation is required:

- An explanation or justification for sending items to another location should be included with the invoice or receipt
- Signature of supervisor showing pre-approval of alternate shipping
- A cardholder should never send something to their home address. The order should be placed by another cardholder in the department, if necessary, to provide the additional review of purchases

which could raise concerns. Internal Audit will be notified when items are shipped to a cardholder's residence.

- If there is a circumstance where items are to be routinely sent to satellite or temporary locations off campus, the department must document the need in writing to the P-Card office in advance and obtain approval.

We appreciate the careful way you use the purchasing card and University funds.



Please [contact us](#) with any questions or concerns.

JP Morgan Chase PaymentNet 4 Transition

*contributed by Jane Scott
Purchasing Card Manager*

Cardholders can view their account and transaction information online through a program provided by JP Morgan Chase called [PaymentNet](#). (See [April 2010 Momentum Newsletter](#).) Because we use a different program developed by the University for reallocation of transactions, the majority of our cardholders have not logged on to [PaymentNet](#). Although approximately 300 people currently use the program. We are scheduled for an upgrade to PaymentNet 4 on August 15, 2011. Cardholders should not notice significant changes in functionality. The migration will, however, affect your password and login to [PaymentNet](#). Toward the end of July users will receive emails from our PCard program and JP Morgan Chase with more details and instructions.



Please contact the [Purchasing Card](#) department you have any questions or concerns about using the [PaymentNet program](#).

\$Y\$ - HAPPENINGS

The Financial Solutions Family is Changing

*contributed by Carl Larson,
Business Analyst; Financial Solutions*

Financial Solutions is experiencing some change. These changes are:

Mary Weight has announced her retirement effective August 1, 2011. She has served the University of Utah for almost 25 years. Prior to working for the University, Mary worked in the aerospace, banking, and construction businesses holding positions from programmer to computer consultant. Mary came to the U with a strong financial and computer background. She has used her skills starting in the auditing department and finding a home in [Financial Solutions](#). Mary has been instrumental in creating and managing solutions for many tasks and projects including: PCard Pro, ARRA, Sales Tax Reporting, Report 294 and many credit card applications.

She was the first woman in Utah to obtain the CISA certification for IT auditors and won several international awards and served on several international committees for ISACA (Information Systems Audit and Control Association).

Mary has been a strong member of the [Financial Solutions](#) team. She is always willing to help others with the issues that they have. She always has a smile on her face making 405 Park an enjoyable place to be. Mary will be missed and all of FBS wishes her luck in her future endeavors.

Jennifer Long-Pratt joined [Financial Solutions](#) as a Business Analyst on June 6, 2011. Jennifer has a Bachelor in Music degree from Utah State University. She has worked as an Associate Accountant for Plant Operations since 2006. Some of her responsibilities in Plant Operations were: Payroll Processing, AIM System Administration, SQL Programming and Report Writing. She is also an accomplished pianist and excited to be joining [Financial Solutions](#).

Carol Hsieh joined [Financial Solutions](#) as a Business Analyst on June 13, 2011. Carol has a Bachelor of Health Administrative Services from Weber State University and an MBA and MHA from the "U". She has been working as a Financial Analyst/Accountant with the University of Utah Medical Group since 2009. Some of her responsibilities in her last position were: Budgeting, Financial Consultant and supplying the many divisions and clinics with financial reports. Carol speaks fluent Mandarin Chinese and is also excited to be a part of [Financial Solutions](#).

FBS COMMUNITY

Please join us in congratulating the following FBS employees for their length of service:

5 Years

Janee Bales (July 10); Receptionist, Accounts Payable
Chris Russell (July 10); Administrative Program Coordinator, Purchasing

Share your ideas for our next newsletter!



UPCOMING EVENTS

WACUBO Professional Development Opportunities

Interested in any of the following topics? Watch WACUBO.org for registration.

Upcoming Workshops		
Location	Title	Dates
Phoenix, AZ	Academic & Unit Business Officers	Oct/Nov, 2011
Los Angeles, CA	Process Mapping	December, 2011
San Diego, CA	Accounting	Feb/March, 2012
Las Vegas, NV	Process Mapping	Feb/March, 2012
Pacific Northwest	Strategic Planning & Budgeting	April, 2012



Business Management Institute: UC Santa Barbara Campus; July 31 – August 5, 2011

Attend the [55th WACUBO BMI](#) and experience a week of intensive professional development on important topics presented by nationally known faculty in a lovely beachside setting.

The Institute is perfect for higher education managers, supervisors, academic officers, staff and other mid-level personnel who perform administrative and business functions. Anyone new to higher education will benefit from curriculum and networking opportunities. The Institute's four-year progressive curriculum offers an opportunity for mid-level professionals to enhance technical skills, expand and improve management practices, hear updates on the important issue and meet new colleagues.

Executive Leadership & Management Institute: USC Campus; July 17 – July 22, 2011

This [Institute](#) will be at the University of Southern California from July 17th to July 22nd 2011. The ELMI's



mission is to offer participants a premier experience designed to develop and enhance the skills essential for success in higher education administration through an intensive, "total immersion"

experience, with numbers limited to ensure personal attention. Lasting seven days, the experience permits participants and faculty get to know each other well and to have in-depth discussion of issues, with time to explore and reflect. The ELMI's long-standing curriculum deals with the "building block" skills of successful leaders: understanding the different "cultures" on campus; effectively handling conflict; dealing with academic politics and meeting management; improving the decision making process; thinking and acting strategically; communicating complicated information well; and persuading others.

Don't forget to check the [FBS Calendar](#) for other FBS events.

