Momentum

Quarterly Newsletter for Financial & Business Services at the University of Utah

In this issue:

Policy Points – New Tool for FBS Communication Strategy

FBS uses a wide variety of tools as part of our Commitment to Communication. We produce: simple form instructions, help pages, News and Blog posts, online modules and in-person training, as examples.

Policy Points is our latest Blog used to communicate updates to the Regulations Library for Policies, Rules, Procedures and Guidelines. Information compiled on Policy Points will be available to summarize important updates that can be shared at departmental staff meetings or for a periodic review of changes.

Messages on blog posts are longer and more in-depth than news posts - producing a library of useful information for the campus community on topics such as University Travel, Procurement, or Accounts Payable. Blog posts are electronically distributed the same way FBS news posts are circulated – through our listserv, RSS feeds or even Twitter.

To get notification of FBS communications, choose a method that works best for you on our Commitment to Communication web page.

Notable Changes

New Associate Director of Grants and Contract Accounting

Contributed by Laura Howat, Controller

Financial & Business Services is pleased to announce that Ken Erickson has joined the Controller / Financial Management department as the Associate Director of Grants and Contract Accounting and will report directly to Laura Howat, University Controller.

Ken is a graduate of Brigham Young University with a Master of Accountancy degree in Financial Accounting and Auditing, along with a Bachelor of Science degree from BYU in Accounting.

Ken has broad experience in public accounting (in Los Angeles and Salt Lake City with Deloitte Touche), in the private sector – primarily in manufacturing and aerospace (in Dallas, TX and Cleveland, OH), and in the worldwide public sector (research grants and government contracts – with the U.S. Navy, the U.S. Air Force, other U.S. agencies, and with multiple research and development entities and labs in the U.S., Canada and the United Kingdom).

Ken was most recently the Corporate Controller (and prior to that the Director, Internal Audit) at Corrpro Companies, Inc., in Medina, Ohio (the worldwide leader in corrosion control and engineering services).

Ken will be relocating to this area. Please join Financial & Business Services in welcoming him to the University of Utah.

Controller's Corner

Laura Howat, as the Univeristy of Utah Conroller, is focused upon tailored communication to our Deans, Chairs and Directors as they are the leaders who can shape the 'tone at the top' for better internal controls across campus. As part of this focus, she initiated a direct and periodic publication called the Controller's Corner in August 2012. We encourage all levels of administrative support staff to review this publication.

> "Maintaining good accountability and control in our large, diverse, decentralized organization is challenging and complex. One of my goals is to be a resource to Deans, Chairs, and Directors for business infrastructure so that we can all work together to be better stewards for the University funds entrusted to us, improve the effectiveness of our business operations, have reliable financial information to comply with policy and laws."

See what Laura published in August, 2012 about:

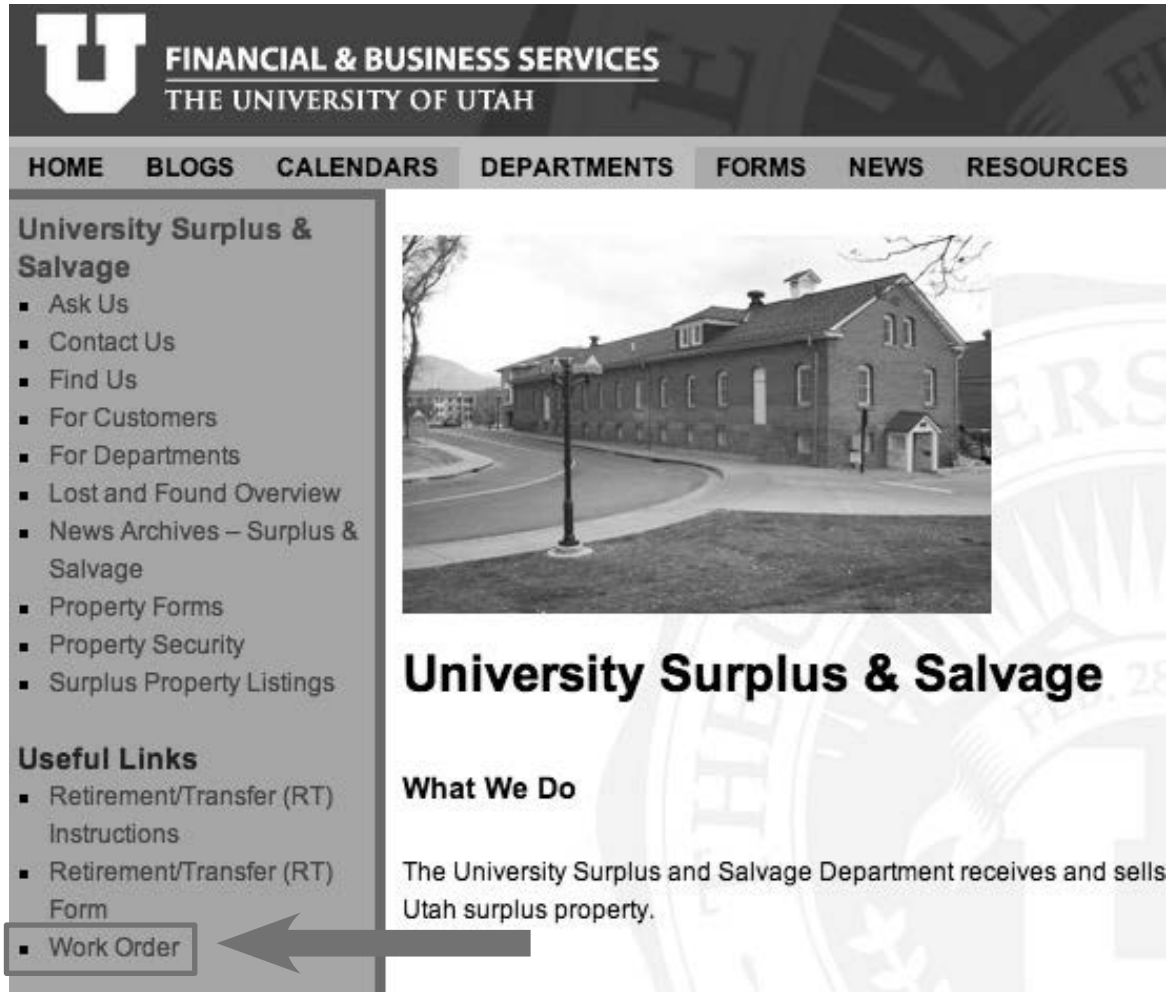
- *Internal Controls*
- *PAM*
- *Posting of Accounts Reveivable*
- *Payroll Encumbances*
- *Effort Distribution Report*

Process Spotlight

University Surplus & Salvage Update

Submitted by Clifton Grindstaff, University Surplus & Salvage

The University Surplus and Salvage Department (US&S) would like to remind everyone that requests for US&S to pick up equipment may be submitted online. Go to our FBS website and click on the work order link that is located in the left column about halfway down.



Complete the information requested on the form, and click the submit button at the bottom of the form. The request will be electronically submitted to US&S where it will be processed and added to the US&S pick up schedule.

Just a reminder, work order requests are processed on a first in, first out basis. If you have a large or time sensitive project, please contact US&S well in advance of the project due date, to allow US&S time to schedule the needed equipment and personnel to complete the work order in a timely fashion.

University Surplus & Salvage is located in the historic Fort Douglas area at 210 Connor Street

Click here for map

Hours:
8:00 a.m
to
5:30 p.m.
Monday
through
Friday

Closed on University Holidays

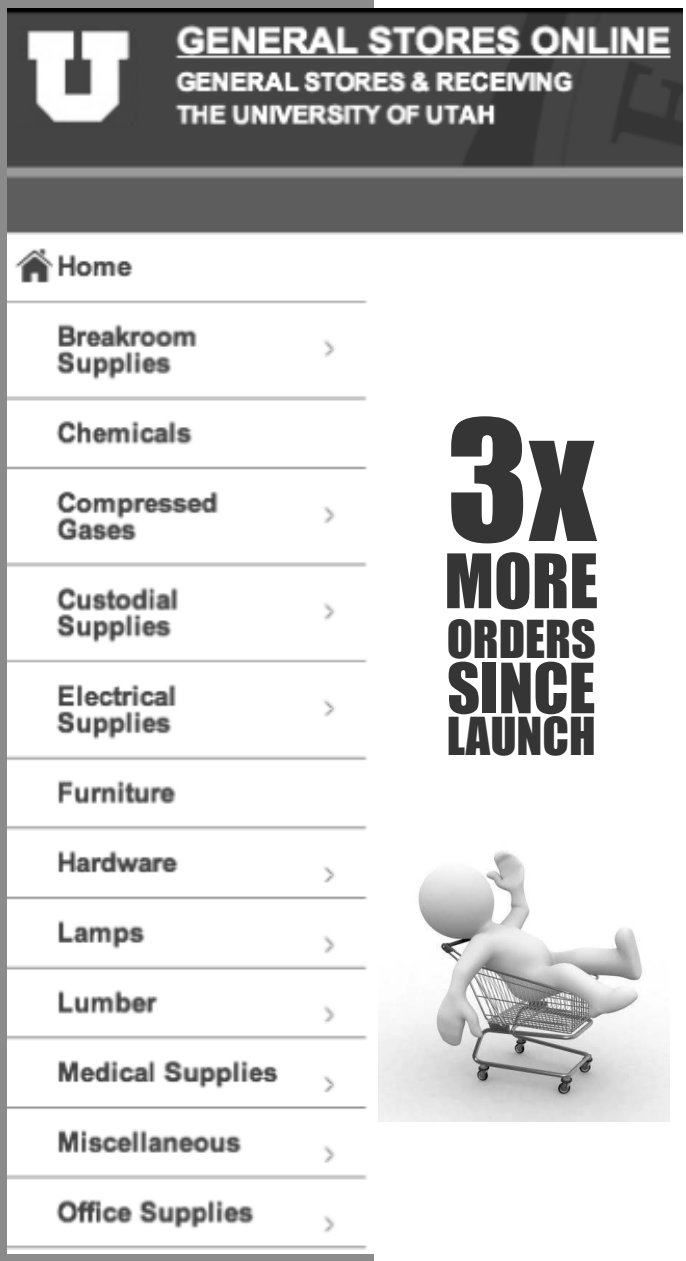
KEEP IT ON CAMPUS

General Stores & Receiving Website

Submitted by Jim Davis - Manager, Stores & Receiving

If you haven't had the chance to check out our amazing *NEW* website for General Stores, then you are truly missing something that could save you time, money and aggravation. It also gives you a glimpse as to what can be accomplished using resources at the U.

Check it out as soon as you can! www.stores.utah.edu



3X MORE ORDERS SINCE LAUNCH

This new website has pictures for every item along with current pricing, descriptions, and manufacturer's item number when available. It has easy to use navigation through the sidebar, with categories and subcategories. It also has a smart search engine to help you find any specific items.

Remember, we only stock what you need - so please let us know if there is an item you would like us to carry and we will do our best to get it on our shelves for the lowest possible price. There is no need to waste your time searching numerous sites. We exist to help you succeed.

Since we have gone live with our new website, we have tripled the number of web orders we receive and it keeps growing. Our customers have really enjoyed the many new tools the site has to offer and we have received a lot of positive feedback. Some customers love using the "lists" tool of frequently ordered items to streamline their orders, while others love that their log in is synced with CIS so they don't have to remember another username and password.

Many customers enjoy the option to save your billing information so you don't have to reenter it each time you make a purchase. While you can always use your PCard, most enjoy charging it directly to their chartfield so they don't have as much paperwork and do not have to reallocate. You cannot do that at one of the big box stores downtown.

Have any questions? Ask us!

Taxability of Moving Expenses

Submitted by Bob Shirmer, Tax Services

University Policy 3-032: Reimbursement or Payment of Moving Expenses describes the criteria and procedures the University follows for reimbursement or payment of moving expenses.

IRS regulations govern the tax treatment of both qualified and nonqualified moving expenses. See IRS Publication 521 for lists of qualified and nonqualified moving expenses. Qualified moving expenses are not considered taxable wages and will not be subject to income or employment taxes. The University complies with all Federal and State income and employment tax requirements related to moving expenses.

Qualified moving expenses paid by or reimbursed by the University will be excluded from the employee's taxable wages. Nonqualified moving expenses paid by or reimbursed by the University will be considered taxable wages.

The following items allowed by University policy paid or reimbursed after a candidate has accepted a position are considered nonqualified moving expenses; the University is required to treat these as taxable wages:

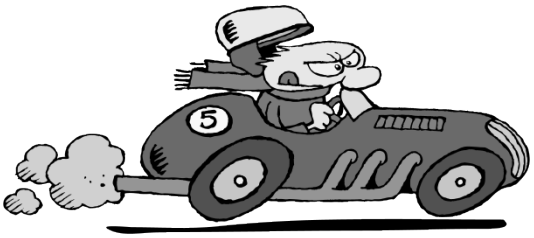
1. Pre-move house hunting expenses
2. Meal Expenses
3. Temporary living expenses

Refer to Procurement's page on Household Moves for detailed procedures.

Be aware of different Mileage Rates to be used specifically for relocation.

Speed up your Travel Reimbursement!

Contributed by Kori DeHaan, Travel Manager



The Travel Department processes over 22,000 trips each year, and despite increasing volume, we usually process reimbursements within 5 business days from the time we receive the paperwork. There are, however, several conditions which may slow the processing time, such as:

1. **Peak periods - usually the last few weeks of each semester and the fiscal year-end. Processing time may take up to 10 business days during peak times.**
2. **The reimbursement may require set-up of a new vendor number.**
3. **Mistakes may have been made when submitting the form or the form may be filled out incorrectly– we will have to call the department and make the required corrections.**
   - Be sure to report all lodging expenses on the lodging line (room and tax only).
   - Airfare expenses should be reported correctly – breaking out agency fees, baggage fees, and appropriately identifying "chain" from which airfar was purchased. (If you use our onsite agents, report "Onsite Travel Agency" rather than "Delta.com," for example. On-site fees are $30 or $0.)
4. **The traveler may have acted outside our current policy or procedure requiring additional documentation and/or a higher level of authorization.**
   - Travelers should not pay for the expenses of other University employees. If they do, a Vice President must authorize the exception before the traveler is reimbursed.
   - If traveler paid for student expenses, attach memo describing student participation.
5. **We may need to clarify documentation of trip purpose or receipts, or receipts may be missing. Here are some reminders to help your reimbursement get paid with the first review:**
   - Conference brochure is required whenever attending a professional conference to demonstrate dates and any meals that may have been included in the registration fee.
   - Final receipts showing proof of payment are required for all expenses – original receipts are required whenever possible. Some expenses are paid online and may have original receipts.
   - Receipts must be taped down on one side of a sheet of paper so they may be scanned.
   - Foreign currency reimbursements always require conversion rate documentation, and complicated trips may require a summary. Label foreign receipts with amount in U.S. currency and expense type. (Add a spreadsheet summary for extensive receipts.)
   - Mileage reimbursement requires documentation – either a log or MapQuest or Google estimate of mileage requested.
   - Original signatures are required for the Traveler, the Traveler's Supervisor and any additional authorization. (Business meals or exceptions, for example.)

Do you feel like you need additional training? We are always available to attend your next staff meeting to answer your questions.

Small Business Spotlight

Woman Owned Small Businesses

Contributed by Randi Ruff, Purchasing

Due to the Small Business Reform Act of 1978 (Public law 95-507) the University is required to provide for the maximum practicable concerns of veteran-owned business, HUBZone business, minority-owned business and women-owned business. The University is required to comply with the federal law in order to maintain our status as a Federal Prime Contractor. Failure to comply would result in millions of dollars in lost contracts to the University.

Winmark Stamp and Sign is a leading manufacturer of custom stamps, laser and rotary engraving, signs, name badges, nameplates, stencils, labels & tags, banners, embossing seals, corporate awards, plaques and various other marking and identifying products.

Winmark Stamp and Sign is a woman owned small business

Certified Handling Systems has been in Business Since 1967. CHS is a company specializing in Material Handling Equipment, Warehouse Design and System Integration. They have a large local inventory of Racking, Shelving and related equipment.

With over 40 years of experience in the Material Handling Industry, CHS personnel can provide next day delivery of their products or totally integrated warehouse packages. Certified believes that the key to a successful system begins with communication, planning and reviewing of the customers requirements. Certified considers the client's storage needs, analyzing product type, size, quantity, weight, accessibility, mix, throughput and rotation along with any other special client issues.

Certified Handling Systems is a woman owned small business

If you have any questions be sure to Ask Us!

Winmark Stamp & Sign

2284 South West Temple

Salt Lake City Utah 84115

801-486-2011

Certified Handling Systems

1125 South Redwood Road

Salt Lake City Utah 84104

801-973-7474

FBS Community

Financial and Business Services would like to invite you to Barbara Nielsen's retirement celebration from the University of Utah.

Join us:
November 29th, 2012
From 3 pm to 5 pm
On the 3rd floor of the Park Building at Winder Board Room

For more than 35 years Barbara has served the University primarily in the Post Award areas: Grants and Contracting Accounting, Management Accounting and Property Accounting. Previously she has been associated with General Stores, Surplus and Salvage, Central Mail Facility, Internal Audit and the University Hospital General Accounting.

This is the official invitation for all those who wish to celebrate with Barbara because we do not want to miss anyone.

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

5 Years

Victor Vigil (September 17); Storekeeper 3, General Stores
Apologies for missing in July Newsletter

Erlene Kerley (November 12); Accounting Specialist, *Income Accounting*

Carl Larson (December 1); Business Analyst, *Financial Solutions*

Emily Hooker (December 10); Loan Collecter, *Income Accounting*

25 Years

Jeffrey Johnson (December 1); Associate Director, Operations & Logistics, *Purchasing*

Planning successful events and meetings on campus

The University's mission often requires us to plan and host events or meetings for members of our on and off-campus communities. Event planning has become a regular duty for support staff personnel. We can become even more efficient and effective when we employ the services of Conference & Event Management.

Are you tired of always holding meetings in the same location? Do you want a change of scenery that might include a nice walk through our beautiful campus? There is a wide variety of meeting spaces all over campus – and they are just waiting to be booked.

When booking meetings or hosting your departmental events, there are some hints that may help:

- There are many venues on campus that are available to meet the needs of your events and meetings. The University Guest House, for instance, has new meeting space for up to 350 people – with many different seating layouts to choose from.
- Keep your events and meetings on campus to save money, and use a campus order or Pcard to make things fast and efficient. Many venues offer the option of self-setup – eliminating the costs of set-up/take-down, as well as cleaning. At other facilities, the cost of the setup and cleaning may be included in the price of the rental.
- If your meeting or event will serve food, issues outlined in a food-handling guide need to be followed. Several facilities on campus have lists of preferred caterers from which you should choose.
- Teaching Learning Services (formerly TACC and IMS) can, at a very low cost, digitally record your meetings or provide video conferencing to anywhere in the world.
- Planners can obtain day passes or make parking arrangements with Commuter Services for visitors.
- If you would like to host an event using classroom, field space or certain common areas, there is a Special Events Application and checklist that should be filled out on the Registrar's website.
- If you would like to serve alcohol at your event, please see the University guidelines.
- If you anticipate your event will require special insurance, see the Risk Management website for information and advice.

And when it comes to choosing venues:

- Always ask yourself, "What is the purpose of this meeting?" in order to determine the right type of venue and set-up.
- Keep in mind ways to make your meeting memorable such as selecting the right venue, having excellent food, and creating good networking opportunities.

If you have any questions or would like any assistance planning a conference or event, feel free to contact Conference & Event Management.

PAM Update

PAM Initiative & Projects

Contributed by the PAM team

Many significant changes are coming this Fall under the PAM program that will affect PI's, Account Executives, researchers, and grants/business officers. Over the next couple of months watch for additional communication regarding specific changes, a schedule of training sessions, and other resources to guide you through the change. *Begin preparing for the following changes now:*

Web Management Reports for Research Projects

If you currently utilize the web management tool to upload budget data into your own project administration tool or spreadsheet, please be aware that after the PeopleSoft Grants implementation go-live in December, budget data will use the new standard set of 33 budget categories. Expense and encumbrance data will continue to be available at the detailed account level. Additionally, the Summary of Revenue and Expense by Budget Category Report will roll-up expense and encumbrance transactional data at the budget category level giving a quick overall summary of the financial status. Expanding the Subrecipient budget category, you will see detail by Vendor/PO. If you have specific questions or need assistance, please contact your cognizant Accountant in Grants and Contracts Accounting.

Training for PeopleSoft Grants Changes

Training for key changes in pre to post-award processes and reports will occur in December and January. Watch FYI for dates and times. Invites will be sent to qualified Principal Investigators and Account Executives on active projects.

Payroll Reallocation Process Changes

Changes are on the horizon that will make it easier to submit in-quarter payroll reallocations on projects, part of an initiative underway to simplify the management of employee compensation on sponsored awards.

As part of the changes, you can expect to see an increased emphasis on keeping planned employee distributions up-to-date, reducing the need for correcting entries. Departments are encouraged to set up employee distributions in advance of payroll processing that reasonably reflect average effort anticipated during the period. You're encouraged to review actual payroll distributions monthly, and correct errors and adjust planned distributions when needed, rather than waiting for the quarterly PAR certification cycle.

We're on board, doing all we can to make the PAM goals a reality…for institutional reports to more accurately reflect the true financial status of awards, to provide our research sponsors with invoices that are correct and timely, and to reduce our own time and effort making it happen. With you on board, we'll be able to take a real step in that direction.

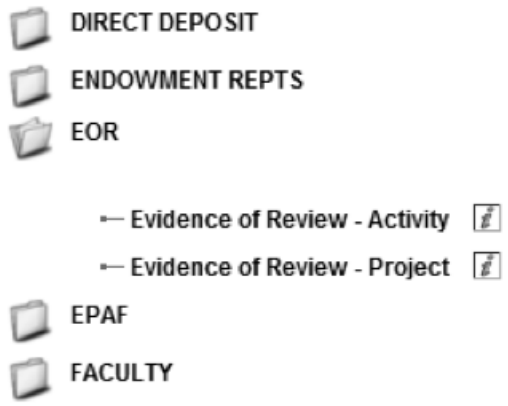
Check out the new web page that gives more detail of what's coming, and to see the prototype in-quarter effort reallocation web application that is anticipated to be released in November.

Share your feedback or questions using our Ask Us link.

Evidence of Review

Contributed by Carl Larson, Financial Solutions

As reported in the last issue of the Momentum, Management Reports will be delivered electronically in the future. Departments will still need to provide "Evidence of Review" of the monthly Management Reports. An electronic application is being created to allow departments to provide Evidence of Review without printing their Management Reports. When that application is finished Financial & Business Services will communicate the news to campus departments.
Within the Financial Information Library (FIL), a new category has been added called EOR (Evidence of Review). This can be used while waiting for the electronic Evidence of Review application to be created.



The FIL's are run by Account Executive with an optional filter of ORG. After running the FIL, download the results to Excel. Spreadsheet templates have been created to be used with the results. *Click here for the Activity template*.

Click here for the Project template. The downloaded spreadsheet can now be copied and pasted into the templates (Paste as text to preserve formatting). This will give you a page with multiple Project/Activities for signing that you have reviewed the Project/Activity. The data in the spreadsheet is overview of the month and can help you get started in the review process.

More information about Evidence of Review can be found on the EOR Activity Help page and the EOR Project Help Page.

Annotating PDF Documents

Contributed by Carl Larson, Financial Solutions

As mentioned in the article "Evidence of Review", Management Reports will be delivered electronically on the web and can be downloaded in PDF format in the future. This has caused concern because many departments put sticky notes on their Management Reports and make other annotations.

Good news! This can be done electronically! Adobe Acrobat Reader and Adobe Acrobat Professional both have features to annotate electronically. After annotating electronically, the PDF can then be emailed. This will result in cost savings from not printing the Management Reports.

Financial Solutions has created a presentation to teach these cool features in these two Adobe products. Click here to view the presentation.

Training Announcement

Laura Howat, Controller, will be teaching *Endowment 101* on November 8th at 9:00 to 11:00 am in the FBS Training Room, 404 Park.

Register Here

The agenda includes:

Defining endowments

Identifying different kinds of endowments

Pool accounting

Spending policy and distribution

Other endowment items

KEEP IT ON CAMPUS

Travel Services
201 South Presidents Circle
Park Building, Suite 402
Salt Lake City, UT, 84102

Agents are available weekdays
7:00 a.m. - 5:00 p.m.
www.travel.utah.edu

CHRISTOPHERSON
BUSINESS TRAVEL

The University of Utah's Onsite Travel Agency

In collaboration with Christopherson Business Travel, we have a team of experienced travel agents who are committed to meet the business travel needs of University faculty and staff.

There are often University, State, and Federal Policies that affect business travel decisions. Use the onsite agency to avoid missing important information.

Our onsite agency offers:

- *State-negotiated, refundable fares*
- *Discounted Delta tickets*
- *Low international fees*

We are available to meet with individuals or visit your next departmental staff meeting to answer questions or provide procedural training.

Call Amy Johnson @ 801.587.9005 to make an appointment.

Communicating with U

FBS Serves U

- Commitment to Communication
- FBS Training
- FBS Regulations
- Mission, Vision & Values
- Momentum Newsletter
- Org Chart

Tools for U