Focus Group Report

The configuration for UShop is underway! The first of two UShop Focus Group meetings was held in December 2014 in the Dumke Conference Room at the Eccles Broadcast Center. The purpose of this Focus Group was to give selected University Departments a look at the initial version of UShop, and solicit their input to improve the system. Our final goal is to develop a P2P system that will meet procurement needs throughout the University. Focus group departments have been selected to provide a broad cross-section of different procurement needs. Focus group participants were selected based upon their total annual spend, as well as the variety and nature of vendors among which spend was distributed. Participating Focus Group departments included Human Genetics, Mechanical Engineering, UIT, and Biochemistry. Observing departments included HCI and Continuing Education. Also in attendance were the P2P Advisory Team, Internal Audit, and members of the implementation team from the UShop software vendor, SciQuest.

We are listening to make UShop work for U!

During the Focus Group, participants were presented with work scenarios that took examples of actual University purchases through the UShop system. Participants were then invited to ask questions and give feedback as to the workability of the UShop system in fulfilling their day-to-day purchasing needs. Each question asked and comment made was recorded and will be addressed as modifications are made to the UShop configuration. The improved version of the UShop system will be presented at the second Focus Group to be held the first week of March, 2015.

This is an exciting, collaborative process through which the procurement and payment needs of the University are identified and implemented into the configuration of UShop.

FBS Names Solution Administrator

Perry Hull, previously Manager of Accounts Payable, has assumed the new role of UShop Solution Administrator.

Since UShop is being configured to serve as an electronic marketplace and payment solution, there are many moving parts that cross functions and departments within FBS.

This position will serve to oversee the full scope of the solution, its development, and implementation.

Please join us in congratulating Perry in his new role!
As we continue to develop UShop solutions to improve processes across P2P, there are opportunities to improve current systems and ready campus to reduce paper and implement efficiencies. We would like to reduce the number of reimbursement requests, streamline reimbursements when they are necessary, and improve payment methods for our internal suppliers.

Our objectives throughout P2P are to reduce our reliance upon paper, reduce unnecessary steps, and improve efficiency for campus departments as well as for central administrative offices. Primary to our goals is also our interest in helping produce University procurement savings.

Efforts to Reduce Reimbursements, Eliminate payment of Sales Tax and Increase Efficiency

P2P efforts are largely dedicated to the design and implementation of UShop, which will become the University’s online marketplace. When UShop becomes available, campus users will be expected to login to UShop to fulfill all their purchasing needs. Contracts, commodities and approved vendors will be easy to find and use through the UShop portal.

Campus users are discouraged from purchasing outside of recommended methods, and will likely pay unnecessary sales tax as well as require cumbersome reimbursement procedures. Reimbursements are much less efficient than direct payment methods for both the originating department as well as for central offices. Additionally, departments run the risk of paying more for supplies or equipment than they would have paid if best practices had been followed.

Of all transactions processed by Accounts Payable, nearly 40% of them continue to be personal reimbursements. FBS is incorporating several strategies to reduce this number, improve efficiency when reimbursements are necessary, and to ensure that the commodities purchased by the University were purchased at the best possible price:

- Current efforts designing and implementing UShop to provide one-stop online shopping for our campus users.
- Tracking and reporting of instances of reimbursements, tracking originating department and sales tax paid in order to provide better information to campus leadership to help us initiate improvements.
- Encouraging all employees seeking reimbursements to authorized direct deposit for Accounts Payable checks.

Emphasis on Accounts Payable Direct Deposit for Employees

FBS is beginning to focus on encouraging all employees to use direct deposit for reimbursements made through Accounts Payable. Employees are likely already receiving their paychecks by direct deposit, but may not have set up direct deposit for the checks that originate in Accounts Payable. Checks processed using a direct deposit method reduce the cost of check production and eliminate errors that may lead to checks being lost in the mail.

Employees may easily add direct deposit to their AP vendor by submitting this form to Accounts Payable

If an employee receives travel reimbursements by direct deposit, then they have been set up. Employee Travelers that do not have direct deposit set up will be presented with a similar form at the end of the “register trip” process. This form may either be turned into Travel or may be brought to Accounts Payable.

Please be aware that it may take up to 2 weeks for direct deposit changes to be fully implemented into PeopleSoft, and paper checks will continue to be issued until setup is complete. (Continued on next page)
P2P Work Completed

Granting Financial Authority (GFA) has been successfully implemented, making approval information available in an electronic system. University personnel will no longer have to manage paper signature cards with personnel changes. Alternate designations are now managed in GFA and can change without consideration of the digitized signature. Users can make and approve many changes to alternates, but will only have to capture their digitized signatures once.

What should you do when the Account Executive or Principal Investigator information needs to be updated? Helpful instructions and supporting information can be found on this FBS website

Thank you for your support in making GFA a success!

PCard Pointers / Program Update

Coming up, the PCard Program will be moving to the old University Credit Union office in room 1123 in the Annex Building. We are in the process of setting up the new space, and will let you know when the move is completed, probably mid-February. Once we do move:

1. Forms will be received at the same email address: pcard@purchasing.utah.edu and Fax: 801-581-5609.
2. In-Person Cardholder and Reallocator Training will be in the same room unless otherwise noted: Purchasing Conference Room, 151 Annex
3. Card pickup for new cardholders will be in the new location (post-move), Annex 1123.

PCards are the preferred method of payment for business meals or catering. In order to comply with IRS regulations and University policy we are following these guidelines:

• Approval
  o By a dean is necessary for individual cardholders to have a PCard to be used for business meal expenses.
  o For departments where a dean is not included in the organization hierarchy, a director’s signature can be used for approval.

• Forms
  o The PCard application has an area on the front page to be completed for business meal authorization.
  o For current cardholders, who do not have a previous Business Meal Agreement/Exemption form on file, a memo or email with the dean’s authorization can be sent to Purchasing indicating approval of the use of an individual’s PCard for business meals.

• Documentation
  o Name and location of the restaurant or event
  o Date
  o Amount – include an original, itemized receipt, not just the signed charge slip
  o Business Purpose – clearly explain the benefit to the University and the business relationship of the recipients
  o Expenses may not be charged to a government research contract or grant unless specifically authorized by the terms of the contract or grant
  o Charges for alcoholic beverages may not be paid from state-appropriated funds
  o List the names of those in attendance, or if the total number exceeds 10 persons, a general description and approximate number of those in attendance

Individual departments may require additional pre-approvals, approvals or documentation.

Please call the PCard team regarding specific questions.
Some of the changes that will impact Researchers at the University of Utah include:

- Allowable charging of approved administrative/clerical effort as a direct cost
- Purchase of approved computing devices under $5,000 on the award, even when not 100% dedicated to a project
- Charging of approved Participant Support Costs and Short Term Visa costs to a Project
- Requirement on subcontracts to use another institution’s Federal negotiated F&A rate or a deminimus 10% rate if there is no negotiated rate
- Agency approval of any fixed price subaward that exceeds $150,000
- Elimination of voluntary cost sharing as a factor in award merit reviews, unless explicitly required in the funding opportunity notification

If you have any questions or would like specific details on how the Uniform Guidance will affect your Federal awards, please contact Ken Erickson (5-6244) or Craig Merritt (1-5989) with the Office of Research Management & Compliance.

Click here for the Uniform Guidance Quick Guide

Are you Interested in Research Administration Training?

Click here to view the class schedule!
Changes in the Controller’s Area

With recent departures and promotions in FBS, there have been some exciting changes in three departments – please join us in welcoming them!

Todd Kapos
Associate Director, General Accounting

Todd joined FBS in October 2008 as Manager of Financial Reporting. Todd is a University of Utah alumnus, has a Master of Business Administration from the University of Oregon and is a Certified Public Accountant. Prior to joining FBS at The U, Todd worked at Merrick Bank, Select Portfolio Servicing, GE Capital Financial and American Stores, rising through the ranks to assistant controller at Merrick Bank.

Kelly Peterson
Manager, Tax Services and Payroll Accounting

Kelly is a graduate of Utah State University, and she is a Certified Public Accountant with 30 years of experience in the tax arena. Kelly previously worked for H&R Block Corporate, and has experience in public accounting as well as Fortune 500 Companies. Kelly’s experience also includes the understanding of exceeding customer expectations. She looks forward to serving the needs of the University and its customers.

Scott Patten
Interim Manager, Accounts Payable

Scott began working at the University of Utah last October and has been supporting the GFA project and various P2P initiatives. Scott obtained a Bachelor’s in Business from Miami University, Oxford Ohio, with majors in Production and Operations Management and Purchasing and Procurement Management. He spent the last decade working for Smith Optics in various operational and technical roles including IT Manager, Plant Manager and Director of Warehousing and Distribution. He is both an operations manager with an IT background and an IT manager with an operations background. Either way, his focus is always on customer service and process improvement. When Scott’s not working he’s usually out skiing or mountain biking with his wife and two sons.
Have you made your New Year’s Resolutions, yet? If not, don’t you worry – USA.gov has compiled a list of popular resolutions for 2015. The list includes links to help yourself with these goals. We at General Stores want to help you with your goals as well. Here are a few popular Resolutions and some products/ideas to help:

1) Save Money- General Stores is here to help save University Funds. We use our contracts, bidding processes, and price comparisons to bring in the products at the best discount to the University.

2) Lose Weight/Get Fit- Who needs a set of weights, when a case of paper weighs 56 LB (and only costs $30!). Order a few cases and move them around your department offices and you can skip the gym membership.

3) Reduce, Reuse, Recycle- General Stores stocks several recycled papers and other recycled & recyclable products. Additionally, we regularly special order Blue “Recycling” bins, of all sizes. Let us know if we can help your department with your recycling endeavor.

4) Eat Healthy Food- Well it is a bit of a stretch, but we can supply bottled water for your meetings. After all, water is healthy! For your convenience, we can, also, supply Coke products, Coffee and coffee supplies, cups, paper plates, and plastic silverware, etc., to help your meeting plans run smoothly.

5) Get Organized- Every office and lab needs an organization system to run smoothly, even if it is Great Aunt Edith’s specialty “Piling” system. General Stores does have filing products, of all colors, to update a “Piling” system to a Filing System.

Let us help you with your resolutions! To see our other products, check out our website. If you don’t see what you are looking for, give us a call @ (801) 581-8671, we are happy to quote you on special order items.

Also, “Like” our Facebook page to be entered in our monthly Giveaways!
Have you used your credit or debit card on campus to purchase tickets to an event, buy lunch, pick up a UTE t-shirt, or even to pay a parking ticket? Have you ever wondered if your credit or debit card number is safe when you use it on campus? Income Accounting and Student Loan Services is happy to tell you that the University has undertaken a multi-year project to ensure the safety of payment card data.

Anyone who accepts credit or debit cards (payment cards) as a form of payment must comply with the international Payment Card Industry Data Security Standard (PCI DSS). This standard was created by the major card brands Visa, MasterCard, American Express, Discover, and JCB, in 2004, as a way to secure their cardholder data from fraudulent acquisition. The merchant bank, that provides the accounts for accepting credit cards, enforces merchant compliance with the PCI DSS. The University of Utah has recently completed the annual PCI DSS Compliance Assessment, and has been officially declared compliant. However, compliance is an ongoing effort, especially in the world of payment card processing. Hackers find new ways to exploit processing systems, and internal changes and upgrades have to be constantly monitored according to the standard to ensure that the systems are still secure.

Why should you care? 1) Through the efforts of Income Accounting and Student Loan Services, Information Security Office (ISO), UIT, and the many system administrators all over campus, you can feel safe using your personal payment cards and Purchasing Cards on campus and at University Health Care facilities. 2) The PCI DSS standard can be used to help the University secure sensitive data in other areas.

A few things you can implement in your own areas to help protect the data you have stewardship over:

- Write down all processes for accepting, maintaining, storing, and changing sensitive data. Frequently review the processes with your staff, and update as needed, recording change dates, and who made the changes.
- Have a central location for sensitive data storage. Monitor your sensitive data on a regular basis. The Information Security Office runs monthly vulnerability scans which are sent to the point of contact or the network administrator. Network administrators should make sure networks are secure and have the appropriate firewalls functioning at all times.
- Make sure that all sensitive data is disposed of properly. Social Security numbers, bank account numbers, and P-Card data (if the full card # is listed), should be shredded immediately rather than sitting in a shred bin, or in your filing cabinet.
- Keep the last 4 digits of a number ONLY. This is a great practice that allows you to use account numbers as a reference point, without putting the whole number at risk of exposure.
- Use your work computers for work related business only! Facebook, KSL, and other websites can be full of questionable links and advertisements that can compromise your computer and the data you store on it.
- Know who you’re dealing with. If you receive an email from someone you don’t know and you are asked to click on a link or provide sensitive information, it’s most likely a scam. Clicking on the link could have dire consequences.
- Maintain STRONG passwords. We are required to change certain passwords every 60 or 90 days. This is a good thing! Use letters, numbers, and symbols if you can. Or try a phrase like “ILikePie.”

If you have other questions regarding information security, you may contact Kim Stringham or Income Accounting & Student Loans.
University Surplus and Salvage (US&S) would like to remind departments to send lost and found property to them per the official procedures. It would be helpful for departments to sort the property into types of property. This is especially helpful for departments turning in a large volume of property.

**Suggested categories could be:**

- Wallets, purses, credit cards, checks, personal ID, U Cards, licenses
- Cellular telephones, IPods, tablets, laptops
- Thumb drives, memory cards, hard drives, etc.
- Jewelry, glasses, sunglasses
- Binders, folders, school notebooks
- Books
- Headphones, earbuds
- Power adapters and cords
- Clothing
- Water bottles, lunch containers
- Other

Please review the Lost and Found Collections Points at the above website and notify US&S of any changes.

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**Upcoming Professional Development Opportunities!**

WACUBO provides a variety of professional development opportunities to meet the needs of campus administrators in higher education. Professional development programs are designed to identify and respond to the professional and continuing education needs of WACUBO members through new and/or revised programs. WACUBO professional development goals are accomplished in a variety of ways including leadership and management institutes, cluster site programs and the distribution of educational materials.

**February 8-10, 2015**  
*Future Leaders Forum* – Las Vegas, NV

**March 23-25, 2015**  
*Pacific Rim Workshop Series* – Honolulu, HI

**May 3-6, 2015**  
*Annual Conference* – Tucson, AZ
Join us in congratulating the following FBS employees on their years of service

5 Years
Robin Love, Accountant – Property Accounting – April 1
Robert Tiney, Program Coordinator – Purchasing – April 16

10 Years
Wendy Speers, Accounting Specialist – Grants & Contracts Accounting – January 31
Brenda Borg, Associate Accountant – Income Accounting – February 7
Susan Jackson, Sr. Loan Collector – Income Accounting – March 30

15 Years
Lillian Mills, Accountant – Income Accounting – March 6
Randi Ruff, Administrative Manager – Purchasing – March 9

20 Years
Alice Averett, Accounting Specialist – Payables Production – April 24

25 Years
Jim Parker, Director – Procurement – March 12
Doug Burr, Supervisor – General Stores – March 21

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

Tools for U

Communicating with U