



Momentum

Quarterly Newsletter for Financial & Business Services at the University of Utah
Summer Semester 2014



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Over the past several months, FBS has made structural changes to the organization to better align the organizational structure with strategic goals to improve service and efficiency. Some faces are new to the University; others have accepted new and challenging roles within our organization.

Accounts Payable

Accounts Payable as well as Payables Production now reports to Manager Perry Hull with Assistant Managers, Heidi Slack and Judy Chan leading each area, respectively. Heidi Slack has held various roles throughout campus with her most recent experience coming from our own Purchasing Card program. Judy Chan has many Accounts Payable years experience, has been involved in many AP systems implementations, and will bring great knowledge to the Payables Production area.

Research Management & Compliance

As Perry Hull assumed the additional responsibilities of Payables Production, Deb Larson has re-assumed leadership of the Property Accounting department. This change better connects property records and procedures with the Facilities and Administrative ("F&A") rate study.

Ken Erickson, as Director of the newly formed Research Management & Compliance area, leads the following team of managers formed to provide resources to address many process changes brought about by the PAM implementation.

- Dawn Atterbury, Grants & Contracts Accounting Manager
- Deb Larson, Cost Accounting & Analysis Manager
- Craig Merritt, Manager of Compliance Oversight & Reporting.

Travel Services

Over the last several years, University Travel has grown in both volume and complexity, and to better address growing needs; Darrin Robertson has been made the Travel Services Manager. Darrin reports to Kori Wetsel who has been the Travel Manager for 15 years, and both will work to implement service and system improvements for our campus travel users. Darrin has several years University Travel experience, and has worked within Financial Systems on several FBS system projects. Kori continues to work in coordinating overall FBS efforts in policy development, communications, planning and training.

Travel Cash Advances – Elimination of Travelers Checks

Due to unforeseen changes with American Express Travelers Checks, we are no longer able to distribute travelers checks from the cashier's window in Income Accounting to assist business travelers in need of a cash advance. Any requests submitted to our office for a cash advance will be distributed directly to the traveler as either an ACH direct deposit or as a physical check, depending upon how the traveler's Accounts Payable vendor is set up.

Cash advances still require a written explanation as to why the advance is necessary as well as a signature authorizing the advance from the cognizant Vice President. As [Policy 3-030](#) suggests, advances should be issued under unusual circumstances where other options for payment are not feasible.

We are engaged in the design of new Cash Advance procedures using our online Travel System which will clarify the cash advance process, and policy statements will change to reflect the current methods.

If you have any questions about when it is appropriate to issue a cash advance, please review the associated Rule: [Travel Cash Advances, R3-030B](#).

How can Travelers reduce the out-of-pocket burden of their trip expenses?

- Use onsite agents to book cost effective contract or non-refundable tickets using a travel number and chart field.
- Use the PCard to pay for conference registration fees.
- Obtain a Diners Club corporate (personal liability) credit card.
 - 45-day billing cycle offers additional time so reimbursement can be used to pay the bill.
 - Important insurances are included to reduce University risk when renting a car, or in the event luggage is lost.



How do I book airfare using onsite agents?

- [Follow the FLOW DIAGRAM](#)

How do I get a Diners Club credit card?

- [Submit an APPLICATION](#)



Accounts Payable Implements New Payment Method

The University has partnered with JP Morgan Chase (JPMC) bank to implement a new payment method referred to as "Single Use Account" (SUA). JPMC invited certain suppliers to participate in this program and 150 suppliers have enrolled to date. These suppliers will receive payment via a virtual credit card number instead of a paper check. This new program only affects the payment mechanism in the overall payment process and therefore will not likely impact the day-to-day way you and your department do things.

As invoices for SUA-enrolled suppliers are processed by Accounts Payable, the University will send payment information to JPMC and also email the supplier. The email sent to the supplier contains payment-specific information which the supplier will use to process the payment we have sent. Funds are available to the vendor as soon as they receive our email.

SUA electronic payments offer both the supplier as well as the University improvements over physical checks:

- SUA payments eliminate the costs associated with production and postage.
- SUA payments are sent directly to the supplier requesting it, eliminating lost or misdirected physical checks and allow for improved payment tracking.
- Supplier has access to funds more quickly.

Handling Code "BC" (Bank Card) will indicate a payment was made using SUA procedures, see example below.

Vendor Number:	<u>130096</u>	Voucher Number:	02533854
1099(Y/N)	N	Voucher Date:	04/04/2014
1099 Withhold%:		Opr ID:	APSCHE
Hold Payments:		Control Group:	
Invoice Number:	<u>1201925</u>	Origin:	HSU
Invoice Date:	03/28/2014	PO Number:	
Invoice Amount:	158.26	Source Document:	<u>HS1182337</u>
		Document Control No.:	1519766
		Entry Status:	P
		Close Status:	O
		Post Status AP:	P

Voucher Payment Information									
Check Num	Handling Code	Remit Vendor	Remit Address	Check Date	Check Amount	Check Status	Sched Due Date	Pmt On Hold	Rea
<u>0001006</u>	BC	130096	1	04/29/2014	158.26	P	04/28/2014		

Item/Distribution									
Line	Description	Amount	1099	BU	Fund	Org	Activity	Proj	Account
1	1182337, OWENS & MINOR INC	158.26	N	02		81091			62950

This payment method has been successfully implemented at other higher education institutions across the country, and we expect equal success at the University of Utah.

U of U General Stores:

Have you taken a look at the amazing inventory available at the U of U General Stores website? With thousands of items in stock, it can be hard to make decisions - so the folks at General Stores each gave their favorites:

Janet Alford: The First Aid Kits - after the Utah Shakeout she really saw the value in having at least one First Aid item on hand. (General Stores Item # 201040)

Eric Christensen: All the types of pens - as a driver he likes pens because they are lite and easy to deliver.

JD Allred: Flashlight - because flashlights are just cool.

John Reeve: "Tools, any of them - because you can never have enough tools, they just come in handy."

MJ Rode: Personal Heaters - because she is always cold without it. (General Stores Item # 511450)

Meegan Drake: Diet Coke - because occasionally everyone needs a pick-me-up. (General Stores Item # 420520)

Dana Grant: Extra Large Post-it Pad Easels - because you can have a meeting and write your notes on the pad. The sheets stick up on the walls, so you do not have to worry if you do not have a white board. Then when you are done you can take the meeting notes with you. (General Stores Item # 504900)

Katie Fotsch: "I love the Post-its in all the colors we have. My desk and paperwork is covered and color coded with them. The 1.5" x 2" in the bright colors are my personal favorites." (General Stores Item # 526575)

Doug Burr: Hot Pink Casting Compound - it is bright and cheery. (General Stores Item # 202361 & 202376)

Jim Davis: Block "U"- because they are fun to have in an office and they show school spirit. (General Stores Item # 550000)

If you place your order before 11 AM, General Stores offers same-day delivery on items in stock!

www.stores.utah.edu | (801) 581-8671





Are You Using Your PCard?

As we approach the end of FY2014, this is a good time for cardholders and their departments to evaluate PCard usage. We want to encourage PCard payment for non-restricted small dollar purchases as this is a more efficient and preferred method of payment in many instances. We're happy to have over 2,000 cardholders and find that the average number of transactions has increased so far in FY 2014 by about 2%. But even with more transactions, we've found there are several PCards that were not used at all last year.



Because there can be some risk in having unused credit cards, we will be contacting cardholders who have not used the PCard during the last year to ask if there is still a need for them to continue to have a PCard. If cards will be used infrequently or for very small dollar purchases, we may also suggest reducing the limits to match more accurately the activity on the PCard. We want the PCard to be useful and understand there can be a fluctuation in spending patterns. But having a \$3,000 transaction limit if your highest purchase has been \$500 means a greater exposure to loss should the card be lost/stolen or the account information compromised. Being aware of the activity on your PCard helps keep it secure and functional. The Financial Information Library (FIL) query on PCards is a great tool for reviewing PCard activity. Please let us know if we can help in using this report.

Thank you for using the PCard whenever possible. We want it to be a practical and convenient way to provide for small dollar purchases.

SAVE THE DATE

Small Business Fair and PCard Workshops

Tuesday, September 9
9a.m.-1p.m.

University Guest House

More information to follow



A graphic of a spotlight shining from the top left corner onto the text below.

Small Business Spotlight



NU Packaging, Inc. began serving its customers in July 2002. Since that time, the company has grown not only in size but has also become a player within the packaging community. With our fast, free same and next-day delivery and competitive pricing, we can meet your packaging needs. Our warehouse stocks over 4,500 items locally and custom designs are available. Our staff has over 100 years combined packaging experience and work hard to support your business. Strategically located in South Valley, we can serve both Salt Lake County and Utah County in minutes. We also service from Logan to Nephi on a weekly basis. Whether it be bubble wrap or point-of-purchase display, NU Packaging's strength is turning a packaging problem into a packaging SOLUTION.

Products:

- Bags
- Shrink Bands
- Retail Packaging
- Cushioning Materials
- Janitorial Supplies
- Plastics
- Boxes
- Stretch Films
- Tapes
- Strapping
- Packaging Foams
- Shipping Room
- Displays
- Custom Boxes & Packaging
- Point Of Purchase Displays

Contact Information:

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Upcoming WACUBO Professional Development

Santa Barbara, CA	<u>Business Management Institute</u>	August 3-7, 2014
Seattle, WA	<u>3 C's of Higher Education: Concepts, Creation, and Connection</u>	mid August, 2014
Las Vegas, NV	<u>Lean Process Improvement</u>	late October, 2014
Las Vegas, NV	<u>Unit and Academic Business Officers Program</u>	late October, 2014
Austin, TX	<u>Higher Education Accounting and Reporting: Beyond the Basics</u>	early November, 2014



The Business Management Institute (BMI) is designed to deliver the administrative skills and management concepts needed by individuals who are in the business of higher education. The multi-track, multi-year, institute has curriculum applicable to the continuum of professional career levels across college and university management disciplines.





Remember P2P (Procure to Pay)? [Click here to read the article from our Spring issue](#)

FBS is currently in the investigative phase of several projects identified during the P2P initiative as ripe opportunities to modernize the customer procurement experience, improve compliance and controls, to add efficiencies and reduce overall non-personnel costs to the University.

We look forward to implementing both system and non-system changes that will improve many steps within the Procure to Pay processes.

More information of the details will follow in the upcoming months.

Questions? Feedback? Please share your ideas.



Hey, did you know that we have really cool ListServes that will send informative messages right to your email inbox?

SIGN UP HERE

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

5 Years

Alexis Hardy (June 2); Buyer, *Purchasing*
Jacob Hintz (July 22); Accountant, *Tax Services*

10 Years

Judy Chan (June 14); Assistant Manager, *Payables Production*
Darrin Robertson (June 24); Manager, *Travel Services*
Penny Sawyer (Aug 5); Associate Accountant, *Income Accounting*

15 Years

Greg Sharp (June 1); Accountant, *General Accounting*

30 Years

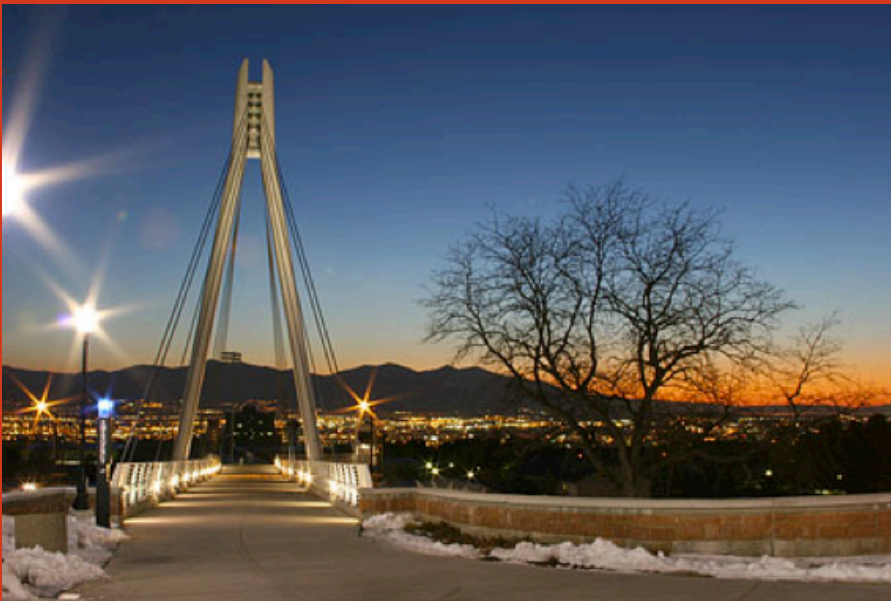
John Reeve (August 13); Storekeeper 3, *General Stores*

35 Years

Larry Groves (August 1); Senior Accountant, *General Accounting*

40 Years

Gary Emery (June 11); Assistant Manager, *General Accounting*



Communicating with U



FBS Serves U

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

Tools for U

