Welcome & Thank you for Attending

Financial and Business Services
Introduction Course

Course Agenda
- Course Objectives
- FBS Role
- Chart Field Discussion
- Departmental Overview (FBS Websites)
  - Who we are
  - Where we are located
  - What are our missions and responsibilities
  - Contact & basic information
- Additional Resources
  - CIS – Campus Information System
  - FBS News
  - FIS – Financial Solutions
  - BPAG – Business Process Advisory Group
  - Policy & Procedure Manual Rules
  - Further TrainingTask Questionnaire
- Group Discussion – Q&A
- Total Course time: 90 minutes

Course Objectives
- After course, participants will be prepared to:
  - Better formulate meaningful questions about FBS to their supervisors
  - Better find available resources to help answer questions
  - Be better able to proceed according to policy and recommended best practices
  - Develop a professional development plan to cater available training to individual’s needs
Why does FBS exist?

- Facilitate Accountability, Integrity, Accuracy of Financial Data
  - Policy, procedures, Rules
  - Internal Controls
  - Training
  - Maintain useful and secure systems

- Transparency in reporting to:
  - Internal and External Stakeholders
    • Government funding agencies, rating agencies, auditors, donors, community, students, parents

Chart Fields

- Provide categorization/classification of accounting and budget items

Chartfields for University of Utah
  - BU – Business Unit
  - OrgID, ORG – Organization
  - Fund
  - Activity
  - Project
  - Account
  - Allowable/Unallowable (A/U)

<table>
<thead>
<tr>
<th>BU</th>
<th>ORG</th>
<th>FUND</th>
<th>ACTIVITY</th>
<th>PROJECT</th>
<th>ACCOUNT</th>
<th>Allowable/Unallowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>001</td>
<td>1001</td>
<td>13097</td>
<td>62600</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>00116</td>
<td>5000</td>
<td>5900004</td>
<td>62600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>90000</td>
<td></td>
<td></td>
<td>62600</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chart Fields (cont.)

- Business Unit (2)
  - 01 University of Utah
  - 02 University Hospital & Clinics
  - 03 University Neuropsychiatric Institute
  - 04 University of Utah Research Foundation

- OrgID (5)
  - Large group with responsibility for people, space, budget, funding, etc.
Chart Fields (cont.)
- Fund (4)
  - Source of funds
    - 1001 General Fund
    - 2xxx Designated Funds (sales & service of academic or service units)
    - 4xxx Auxiliary Enterprises (student life)
    - 5000 Contracts and Grants
    - 6000 Gifts

Chart Fields (cont.)
- Activity (5)
  - Distinguishes business activities within same fund
- Project (8)
  - Contracts & Grants
- Except for plant fund, (construction projects) you will use either an activity OR a project, not both

Chart Fields (cont.)
- Account (5)
  - The nature or category of transaction
    - Account is not equal to chart fields, only an element of chart fields
- Allowable/Unallowable (1)
  - 0 Unallowable
  - 1 Allowable
  - Only used for:
    - Account values 50000 – 89999
    - Business Unit 01
    - Funds 1001, 2xxx, or 6xxxx
FBS Departments

- Refer to web site: http://fbs.admin.utah.edu
- Where each office located
- How to contact each department
- General Description of duties
- Leadership

Additional Resources

- CIS – Campus Information System
  - How to navigate to CIS
  - Bio/Demo Information – EMAIL IMPORTANT
- FBS News
- FBS Pagelet
Additional Resources (cont.)
- FIS – Financial Solutions
- BPAG – Business Process Advisory Group
- Policy & Procedure Manual
  – Distinguish between Policy & Rules
  – Distinguish between Rules & procedure
- Further Training/Task Questionnaire
- www.training.utah.edu

Group Discussion
- What has been the greatest challenge since you started your position?
- How do the challenges in your area affect what we have discussed? Any conflicts?
- Other Questions?
- Training Coordinator:
  – Kori DeHaan
  – 581-4149
  – kori.dehaan@admin.utah.edu

Conclusion
- After this course, we hope you feel more confident to:
  – Contact any of the departments for additional information
  – Know how to contact the appropriate person for your question or concern
  – Identify which courses you still need to attend
  – Course evaluation – please provide feedback to improve this course
  – Thank you!