



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

Momentum

April
2012



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Doing Business Internationally

Contributed by Robert Muir - Director, International Operations & Financial Analytics

Does your department engage in international activities?
Are you sending students, employees or contractors to a foreign land?
Are your international programs getting bigger and more complex?
Are you sure that you are in compliance with laws and regulations internationally?

You are invited to attend a seminar on “Doing Business Internationally” sponsored by the Office of the Vice President of Administrative Services in conjunction with High Street Partners, an international services firm. Learn how we can better collaborate among departments as part of our international endeavors and programs as well as ensure that we are in compliance with laws and regulations.

High Street Partners is an international business services firm that has expertise in supporting the needs of the higher education community with international programs. Bob Lammey from High Street Partners will facilitate the presentation. Bob leads the Higher Education practice at HSP and has nearly 20 years of financial management experience including 12 years in international finance. Bob joined HSP from Harvard University, where he was the Director of Global Business Compliance within the University’s central administration.

Join us and learn more...

“Doing Business Internationally”

April 27, 2012
8:30 – 11:30 AM
Gould Auditorium,
Marriott Library

Presentation by:
High Street Partners

for:

Any U personnel involved
in conducting business
internationally



Notable Changes



Remember that wire request forms will need to be scanned and sent attached to an email to the University Investment Office *after* all signatures are obtained on the form.

If your department does not have access to a scanner, you may ask Accounts Payable for help.



More questions about wire payments? Use our Accounts Payable Ask Us form.

Wire Transfers – Changes

Contributed by Perry Hull - Manager, Accounts Payable

Wire Transfer payments have been historically handled by the University Investment Management Office. That office recently relocated to Fort Douglas, [building 625](#), so the process for handling Wire Transfers will change.

The specifics of this business process are still under development and more information will be forthcoming soon. Please make sure you are [subscribed to FBS News](#) so you can receive this important information.

The primary changes departments will notice with the new process are:

- Completed forms, including original signatures, will now be submitted via email to wiretransfers@utah.edu.
- Prior to submission, departments will be responsible for obtaining the appropriate approvals from FBS departments, such as Tax Services, Purchasing, or Grant & Contract Accounting.
- [Accounts Payable](#) will be the primary contact for departments with questions about the routing process or the forms.

After submission, each wire transfer is handled cooperatively by Investment Management and Accounts Payable. The fee charged to the department for wire transfers will remain \$25.



Travel has moved to 402 Park

Travel Services has moved down the hall to the space vacated by the Investment Management Office.

Our phone numbers have not changed, and campus mail is being delivered at our new address.

Watch for other changes as space is reallocated among Financial and Business Services departments.

P.A.M. Update

Contributed by Bob Turner – Project Manager, P.A.M.

The Project Administration and Management (PAM) project is a campus initiative to review the post-award accounting and management tools available to researchers, staff, and administrators with the primary goal of decreasing the administrative burden on researchers.

The PAM initiative is in full swing in the following areas:

Accomplishments to date:

- The Self Service Liaison project – This allows the campus to automatically change the liaison on any project or activity.
- The Salary Encumbrance project – Create payroll and fringe encumbrances beyond the fiscal year so that financials are more accurate for cross-fiscal year projects.
- A major PeopleSoft Financials Upgrade – Brings the University's financial system on to the latest software release, enabling better vendor support.
- Grants and Contracts Accounting (GCA) has begun booking Accounts Receivable and recognizing revenue on all cost reimbursable (non-LOC) new and outstanding invoices. They will be posted to account 15300 (Accounts Receivable) located on the balance sheet in the Management Report.

Projects currently underway:

- The PeopleSoft Grants Implementation has completed the Fit-Gap and Analysis project phases, and has moved on to the Design phase. Configuration of the new modules is nearly complete. Detailed business processes, system modifications, and reports are being designed and documented. GCA, OSP and others are in the process of standardizing and cleaning up data to get ready for the implementation go-live in December.
- We are reaching out to many PI's and Business Officers as we continue to evaluate and rework the payroll reallocation and cost transfer processes.
- We continue to review other process that will be affected by the new PeopleSoft Grants Implementation.

Watch for future updates and progress reports as we move forward with this initiative.



Want to learn more about PAM?

Watch for important updates and important dates on our blog. The blog can be accessed from any FBS web page as shown below.

FBS Subscribers get blog posts delivered to their e-mail.



U FINANCIAL & BUSINESS SERVICES
THE UNIVERSITY OF UTAH

HOME BLOGS CALENDARS DEPARTMENTS

Financial Service

- Ask U: Procurement
- Conta Project Administration & Management
- FBS Ir
- Depart Travel Tidbits
 - Associate Vice
 - President's Office
 - Procurement and Supply Management
 - Travel/Training/Policy Coordination
- Momentum Newsletter
- New and Popular
- Related Departments

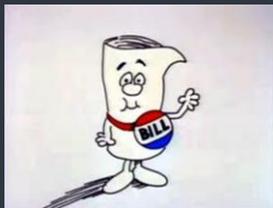
Organizational Chart (p

Controller/Financia

- Accounting Operatio
- Accounts Payable
- Compliance Account
- e-Commerce and P
- Endowment & Inves



New State Procurement Laws



Want to know more about the new laws?

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SB 114:
Contesting
Procurement

*

SB 153:
Procurement
Amendments

*



Implementation Date:

May, 2013

Watch for new Small Dollar Transaction Training to comply with these new laws.

Utah Legislature Revamps Utah Procurement Code

Contributed by Jim Parker – Director, Purchasing

During the 2012 session of the Utah Legislature, two bills (SB 114 and SB 153) affecting University procurement passed and have been signed into law by Governor Herbert.

SB 114 “Contesting Procurement” provides an appeals process to suppliers who disagree with rulings regarding University awards. Previously the only recourse available to suppliers to challenge decisions was to file suit in court. The new process allows for decisions to be reviewed by the Utah Procurement Policy Board. There has only been one procurement related lawsuit filed against the University in the past 22 years and it was withdrawn after a few days. Since few of our awards are challenged, we do not anticipate this new law will have much impact on the institution. This bill became law when it was signed by the Governor.

SB 153 “Procurement Amendments,” however, contains several provisions that will affect the University. Most notably will be a new training requirement for all users of small dollar transactions and revisions to the RFP process. Additionally, the State has given the Board of Regents more authority over Higher Ed procurement rules and policies, has placed more emphasis on use of Utah Correctional Industries products, and required more oversight over routine procurement processes. This bill will require revision of University Policy and implementation of new State Rules and will become effective in May, 2013.

The Purchasing Department has begun the process of identifying changes to Policies and Rules and is working with other state institutions of Higher Ed and the Board of Regents to ensure that the required changes will be adopted in time for the 2013 deadline. The University’s bid limits are not expected to change and we anticipate that most of the changes will be transparent to campus departments. We will keep the campus informed through the Momentum Newsletter and by other means as new policies are adopted.

The University has been informed that the process of Procurement Code revision is a 2 to 3 year process, so we anticipated further changes to the Code next year.

Process Spotlights

Utah Lodging Sales Tax Exemption – Sales Tax Refund

Contributed by Bob Schirmer – Manager, Tax Services

As a reminder, effective July 1, 2011 the University is required to pay sales tax on its direct payments for lodging. There is no sales tax exemption when an individual purchases lodging and is reimbursed by the University. The University's sales tax exemption only applies when purchases are made for University business purposes, directly using University funds. The University then applies for a refund of the sales taxes paid.

To receive a refund for your department, please provide the following information to Tax Services, 411 Park:

- Copy of the receipt showing the amount of sales tax paid on lodging and related purchases
- Chartfield to which the refund will be applied
- Name and contact information if Tax Services has questions about the receipts submitted

Sales tax refund requests are filed at the end of each quarter. When received, the refund is deposited against the chartfield provided. An email will be sent to the contact person letting them know the refund has been received and deposited.



If you have any questions, please contact the [Tax Services Department](#).

Visiting groups Travel

Contributed by Kori DeHaan – Manager, Travel Services

This is the time of year when many campus departments are planning summer groups visiting our campus for seminars or employee groups traveling for summer research or other projects. Group travel can be complicated and is often simplified if Travel Services meets with your department personnel and understands your needs prior to reservations or payments being made. If you are planning group travel and would like to discuss it first, please send us an [Ask Us](#) request.



Travel Services has developed relationships with several local lodging properties making reservations work more effectively for our campus departments. When these properties are provided with a Travel Number, the hotel bills the Travel Department directly. Travel pays the hotel when they receive a signed Hotel Prepayment request from the requestor.



At these Salt Lake City properties, visitors to the U enjoy:

- *No credit card is necessary to hold the room*
- *Room and taxes are billed directly to the U, making the tax amount refundable*
- *Desirable downtown location for visitors*
- *Properties may offer gratis services to our U visitors, such as: Breakfast, Shuttle Service to the Airport, or Free in-room Wireless*



Policy 3-192 states...

“Bottled gases are restricted [...] Common gases and gas mixtures may be ordered through General Stores on a campus order form. All other gasses must be requisitioned with the standard university requisition form so cylinder demurrage and delivery can be arranged.”



Compressed Gas

Submitted by Jim Davis - Manager, Stores & Receiving

Compressed gasses are in the restricted purchases category for the University of Utah and as such there are certain restrictions and protocol in place to help ensure safety and accountability. When protocol is followed, the University saves a great deal of money by mitigating the cost of both the gas and the demurrage on each cylinder.

As found in University [Policy 3-192](#), Restricted Purchases, gas mixtures are to be ordered through the General Stores Department which uses a comprehensive barcoding and tracking system. This allows the best control to determine when cylinders leave and return to the University.

It is also against policy to purchases compressed gasses on your PCard, as found in the Purchasing Card [Users Guide](#) 3.5 Gasses, Compressed. Your purchases for compressed gasses must be made through General Stores with a Chartfield.



Once your request is delivered to you from General Stores, you are solely responsible for the use and storage of both the cylinder and gas. General Stores only maintain records of where the gas was delivered. If you move the tank to a different lab or building, you are responsible to contact General Stores so they can update the system with the accurate location. This helps to ensure you do not get charged demurrage for cylinders you no longer have and allows General Stores to better help you in the event of an audit or lost cylinder.

The Compressed Gas page can be found on the left-side menu of the General Stores page.

Purchasing Card

Canceling a PCard when an Employee Leaves or Transfers Departments

Contributed by Jane Scott – Manager, Purchasing

Submit PCard Update Form

When a cardholder leaves the University or transfers to another department, please notify the Purchasing Card Program as soon as possible to cancel the card. The most effective way to notify us is to complete a [PCard Update Form](#). In the past, an email or phone call was accepted as notification, but we have found it is best to have an update form submitted for improved consistency and historical verification. We cancel the card with the bank immediately when we receive the update form.

Department Retains Cardholder Documentation

Leave PCard documents with the reallocator or another responsible person in the department. Documentation is audited for current and former cardholders at the annual audit. All documentation should be kept for seven years, including documentation for cardholders that have left the department.

Closing the Account in Reallocation

The former cardholder's account will continue to be listed in the Reallocation application until we are sure all transactions have been posted, reallocated and the final statement has been printed. This is usually after the reallocation cut-off date for the month following the cancellation. The reallocator and cardholder supervisor should review and approve the final statement.

Apply for a New PCard Account (Employees Transferring Departments)

When a previous cardholder transfers to a new department and needs a purchasing card, a PCard Application for a new account should be submitted. This is required in order to obtain the current chartfields and approval signatures from the new department. We reserve the right to require retraining, but generally if a person has been an active cardholder in the previous 6 months, it is not necessary. After the application is submitted, it takes 5-7 business days for the new card to arrive at the Purchasing Department and is then available to be picked up.



It is important to recognize that when a purchasing card is cancelled, this action is final and an account cannot be reopened. If you want the card cancelled on a specific day, list that date on the update form after it is printed and the account will be closed on that date. Please cut up the cancelled card and throw it away; it does not need to be sent to Purchasing.



Once Purchasing Card documents have been audited they can be sent to Records Management to be held for the required seven years of retention.





FBS Community



Is there a staff member that deserves recognition for superior service?

Nominations are due Tuesday, June 8, 2012, by 5 p.m.



See a list of previous Service Award Winners

District Staff Excellence Awards – Nominate someone from Administrative Services!

Contributed by Jeannette Taylor, FBS

Nominations are now being accepted for the 2012 District Staff Excellence Awards. This prestigious award program recognizes superior service and ongoing contributions by University full-time staff. The nomination process allows recognition of twenty-four District Staff Excellence Awards from six Districts.

Four awards will be presented to employees in the Administrative Services district, which includes: Facilities, Emergency Management & Environment Health and Safety, Research Park, Auditing & Risk Services, Financial & Business Services, Investments & Cash Management, Banking Services, and Auxiliary Services.

You may nominate any University staff member who meets [published criteria](#).

Nominees from the Administrative Services district will attend a luncheon hosted by Vice President Combe where the winners will be announced. These four winners will then be nominated for one of six University Staff Excellence Awards – which considers district winners from the entire campus. Six winners will be chosen to receive a plaque and a \$5,000 honorarium.

Nominations are due by June 8, 2012 at 5 p.m., and will not be accepted after that. General information and nomination forms are available [online](#) and, nominations for Administrative Services can be submitted by email, fax, or in person to Jeanette Taylor in 408 Park.

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

5 Years

Pam Day (May 16); Associate Accountant, Property Accounting

Carol Hsieh (June 7); Business Analyst, Financial Solutions

Ali Hasnain (June 11); Project Administration & Management

10 Years

Kim Lee (April 2); Grants & Contracts Accounting

15 Years

Deb Larson (May 14); Manager, Management Accounting and Analysis

20 Years

Daniel Tripp (April 6); Surplus & Salvage

25 Years

Clifton Grindstaff (July 1); Manager, Surplus & Salvage

Momentum

Professional Development Opportunities

WACUBO Professional Development Workshops

Western Association of College and University Business Officers



The University of Utah enjoys membership pricing to WACUBO professional development offerings where participants have the benefit of low cost Higher Ed specific events while networking with peers from other institutions.

NOTE: Process Mapping is being offered right here in SLC, and the Accounting and Reporting workshop in San Diego is being taught by our own Associate Vice President, Jeff West.

Denver, CO	Annual Conference	May 6-9, 2012
Salt Lake City, UT	Process Mapping	June 7-8, 2012
San Diego, CA	Higher Education Accounting and Reporting: Beyond the Basics	June 14-15, 2012
Pacific Northwest	Higher Education Budgeting: Concepts, Creation and Connection	Summer, 2012
Los Angeles, CA	Executive Leadership & Management Institute	July 22-26, 2012
Santa Barbara, CA	Business Management Institute	August 5-9, 2012

[Registration openings and deadlines](#) | [WACUBO events page](#)



New Management Report Training Available

Contributed by Todd Kapos – Manager, Financial Reporting

The Controller's office is sponsoring new training meant to provide campus departmental staff useful instruction about both internal controls and the Management Report.

University departments are invited to schedule a session for up to 18 staff members in our Park Building training facility. Participants will discuss internal control concepts, the costs and benefits of implementing controls, and where to best implement controls. Your department will also receive information and tools to better understand research and document transactions for a more effective monthly reconciliation of the Management Report. While this training is not required, University [Policy 3-003](#): "Authorizations and Approvals Required for Financial Transactions" does require that management reports be reviewed and approved each month by the person responsible for the activity or project.

When your department is ready to schedule your departmental workshop, arrangements can be made through the [Controller's office](#), or by submitting the [Controller's Ask Us](#) form.

Schedule Your Department's Spend Review!

Contributed by John Arlen – Manager, Strategic Sourcing

Small choices add up - you may think that it doesn't matter much from where your pen or the desk it is sitting upon was purchased, but your department's purchasing decisions definitely make an impact. The U spends millions of dollars each year on products and services that help keep our campus running. Both the University's and the State of Utah's Purchasing Departments have many competitive contracts in place for commonly used goods and services. Check out the [Supplier Directory](#) for a list of contracted providers including multiple on-campus vendors. Use the vendors listed in the Supplier Directory whenever possible so you will likely receive the best product and service available to the U at the best price. There are additional benefits of doing business with the vendors in the Supplier Directory including:

- Consolidate the University's business with fewer vendors to help reduce emissions by having fewer delivery trucks and sales/service people visiting campus.
- The University or State has ongoing business relationships with the vendors in the Supplier Directory. This gives us some assurance and leverage to be able to resolve any issues or disputes that can arise over the course of the contract.
- Rewarding contracted vendors with our business provides an incentive to vendors to continue to offer competitive contract prices in the future.



Please take the time to review your department's purchasing activities! The Purchasing Department can help by providing reports that cover both PCard and AP transactions. Contact John Arlen by [e-mail](#) or call him at 801-581-4022 to schedule a spend review for your department.



Communicating with U



FBS Serves U

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

Tools for U

