



# Momentum

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



## In this issue:

***P2P*** P. 1

***GFA*** P. 4

***DSEA*** P. 5

***Are you prepared?*** P. 6

***New OMB Uniform Guidance*** P. 8

## Background & Work to Date

Financial & Business Services is excited to announce our latest initiative! This project has been in a design and document phase for several months. Under the direction of our Chief Business Officer, John Nixon, we are now ready to begin multiple projects designed to improve the end-to-end procurement and payment processes.

Dr. Stephen Hess has returned to the University and will act as the Project Director for the P2P initiative.

### ***Executive Sponsors:***

Jeffrey West, AVP – FBS  
John Nixon, Chief Business Officer  
Steve Corbato, Interim Chief Information Officer

### ***Sponsors:***

Jim Parker, Director – Procurement  
Laura Howat – University Controller

**Project Director:** Dr. Steven Hess

### **P2P Advisory Team:**

Dean Church, Director FIS  
Mike Smith, Senior Buyer  
Mary Louise Hughes, Senior Buyer  
Kori Wetsel, Associate Director; Travel, FBS Policy and Communications  
Perry Hull, Manager, Accounts Payable



## Modernizing P2P . . .

(continued from cover) Focus group analysis looked at all steps beginning with shopping for a commodity, then filling out purchasing documentation, presenting payment and finally reconciling transactions as they appear on the management report. This analysis helped FBS identify steps within the process that are ripe for change and modernization. We refer to this end-to-end process as “P2P.”

### Introduction of an Online Marketplace & Improved Workflow

The most exciting aspect of this project will be the implementation of an online marketplace where campus “shoppers” will select and purchase necessary supplies and services. This University of Utah marketplace will remember basic information about the shopper, their department, accounting information, and past orders to streamline each transaction. Shoppers will have an online-shopping-cart user experience. We will work diligently toward an appropriate consolidation of all commodities and services necessary for departments to complete their University business – creating a one-stop shopping site to maximize efficiency and savings for the entire campus community. The online marketplace will make available contract information to improve purchasing decisions and will provide opportunities to use system driven workflow to reduce the use of paper-based procedures.

### What P2P Changes can Campus departments expect?

In addition to the online marketplace, campus departments can expect policy and procedural changes that will optimize the efficiency of the tools developed, and will improve compliance to best practice procedural standards. Campus shoppers will be discouraged from using personal forms of payment when purchasing goods and services, and we will therefore expect to see fewer reimbursement requests. Campus users will find that policy and procedural requirements will encourage use of the most efficient payment methods available to departments and a consolidation of steps necessary to complete transactions. Many traditional “form-based” transactions will be transitioned to an online workflow solution. Business officers can expect better access to “spend data” and more streamlined and transparent methods of approval and workflow. Improved purchasing data will be used for improved contracts and pricing. We will build a system where improved purchasing behavior will achieve a better institutional procurement outcome.



## What are next steps?

Some parts of this initiative are already underway:

- Many of you have seen an invitation to capture your signature online. The system we have developed is called Granting Financial Authority (GFA), and will become the framework to support many online workflow solutions. (See pg. 4 in this newsletter for more information about GFA.) We plan to sunset the current signature cards by mid November 2014.
- You will soon be asked to cast your vote to pick our online marketplace name – we hope to hear from you!
- We will be reaching out to key purchasing agents within various departments to help guide two-week “sprint” periods of intense design and development of the business process modules within the P2P initiative.



Watch our web site for FBS news and P2P updates as the project proceeds. We will be using an aggressive implementation model that will have test group users using online procurement tools as early as mid-Spring Semester. We plan to have a suite of procurement tools available to campus users using the online marketplace by the end of this fiscal year. Users should expect to see improvements and streamlined procedures after the release of the online marketplace.

We encourage all people across campus engaged in the procurement or payment process to stay aware of the project timelines and goals.



## Say Goodbye to Signature Cards

Over the last several months, FBS has reviewed the current Signature Card process and looked into opportunities on how we can make this process easier and faster...

We would like to introduce you to Granting Financial Authority. Discard those old signature card forms and hop online to capture your digital signature and delegate your account alternates!

The most easy, effective, and efficient way to start the process is to:



- Capture your digital signature using your smart phone or tablet by **October 1, 2014**
  - The easiest way to digitally write your signature is to use a stylus.
  - Don't have stylus? [Click here](#), complete the form and a stylus will be delivered to you.
  - Don't have a smart phone or tablet? [Click here](#), and one will be available to use.
- Designate Account Alternates to your org, activity and/or projects by **November 1, 2014**
  - Capture signatures of your current Account Alternates first, then request to designate them as alternates second. If you designate an Account Alternate and their signature has not been captured, the Account Executive will not be able to approve the request.
  - Begin and End Dates: The Begin Date is when the Account Alternate has authority to sign on financial transactions. The End Date is when the Account Alternate's authority to sign on financial transactions ends.

If you have an Account Alternate designated on your account and they are no longer assigned as your Account Alternate, submit a request to change the End Date to the last day that alternate had authority to sign on financial transactions. This is essentially the way to 'delete' or 'remove' an alternate from your account. The era of the Signature Cards ends on November 1, 2014. Starting on November 1, Accounts Payable, Purchasing, and Travel departments will no longer verify signatures using imaged signature card forms. All signatures will be verified using the new GFA application.



## **District Staff Excellence Awards**

Our districts' Committee for the Staff Excellence Award program received 10 outstanding nominations this year. We are only allowed to choose the top 3 from our district to participate with other campus district winners in the President's Staff Awards program. As difficult as this decision was we are pleased to announce the 2014 winners are:

- Kristen Shulsen, Environmental Health & Safety
- Juan Sosa, Print & Mail Services
- Randi Ruff, Purchasing

We would like to recognize and congratulate all of our nominees for their excellent service to the University. Please join us in congratulating them:

- Steffany Forrest, Income Accounting & Student Loan Services
- Eric Goodrich, Commuter Services
- Jacob Hintze, Tax Services
- Jennifer Long-Pratt, Financial Solutions
- Angie Meeks, Facility Operations
- Jennifer Reed, Auxiliary Services
- David Wakefield, Stadium & Arena Event Services

---

## **Welcome Runar Bowman, New Manager of Accounting & Finance**

Financial & Business Services is pleased to welcome Runar Boman as the new Manager of Accounting & Finance.

Runar comes from the University of Utah Bookstore, where he worked as an Assistant to the Controller and as Internal Auditor. He utilized technology to streamline and improve accounting processes there. Runar has been with the University Bookstore since 2002.

Runar is a graduate of the University of Utah with a Master of Business Administration with an Accounting Emphasis.

He also has a Bachelor of Science from California Polytechnic State University, San Luis Obispo.

Runar was born in the Philippines and lived in Sumatra for eight years, then relocated to Southern California before moving to Utah for the mountains and skiing!





## General Stores: Are You Prepared?

Anyone who was on campus in the Spring for the Utah Shakeout might have noticed The University of Utah has an increased commitment to emergency preparedness. The University values the safety of its students and employees. The beginning of the school year is a perfect time to think about your department emergency plan.

General Stores can help your department collect supplies to use in your emergency plan. A very basic planning model of emergency preparedness suggests having a basic survival kit, containing items to sustain each individual for 72 hours. These kits usually contain the following basic emergency items, all available from General Stores:

- Bottled Water (FEMA recommends storing a minimum of one gallon of water per person per day)
- Flashlight
- Batteries
- Hand Sanitizer
- First Aid Kit
- Tissue/Kleenex
- Emergency Blankets (available as a special order item)
- Emergency Poncho (available as a special order item)
- Food Bars (available as a special order item)

A little preparedness goes a long way! Don't wait until you need a 72 hour kit, it may be too late. Please give us a call or visit our website to see how we can be a resource for you.

[General Stores](#): EXT 1-8671

[More information](#) relating to emergency preparedness and emergency resources, on campus.

Also, Utah State University and The Great Utah Shake Out sponsor a preparedness conference for the public. The Emergency and Prepare Conference and Expo will be September 27, 2014.

For details visit: [www.utahprepare.com](http://www.utahprepare.com)



## Risk Management: Car Rental Contracts & Policy

### What you need to know about the U's Rental Car Contracts

*Did you know the University of Utah has access to car rental companies using state-negotiated contracts? Contracts are available with Hertz (contract # 019855) as well as National and Enterprise (contract #XZ47075). Faculty and staff who use these agencies while traveling on University of Utah business do not need to purchase extra insurance or pay internal fees – however, insurance must be purchased for vehicles larger than a minivan when renting outside the State contracts, or in a foreign country. Instructions for renting vehicles can be found at the Risk & Insurance Management website under the Vehicle section, or by calling (801) 581-5590.*

### Do you drive on U of U Business? When was the last time you completed the on-line program required by the State of Utah?

The U's auto liability insurer, State Risk Management, mandates an online driver training and test for all persons who drive any vehicle on University business. This includes personal, rental, or University-owned vehicles. All employees, students, or volunteers who operate any vehicle on University business, both as a an essential part of their job function or on an occasional basis, must watch a 14 minute video and take a short test at the time they are hired. They also have to complete the program every two years as long as they are employed by the U, or following any preventable accident.

The driver test is open-book and consists primarily of questions from information contained in the Utah Drivers Handbook and State Risk Management's Utah Defensive Driving Guide. State Risk Management has indicated a \$10,000 deductible may be imposed on a University department in the case of a preventable accident unless the driver has completed the online driver training video and test.

Contact University Fleet Services at 801-581-8155 for a driver ID number prior to taking the online test. Print your certificate of completion and provide a copy to your department supervisor. Each department is responsible for maintaining records of their employees who completed this requirement and to notify those employee drivers when it is time to retake the training. Please refer to the University Risk & Insurance Management website for additional information, training programs, and instruction.





### Upcoming WACUBO Professional Development

Denver, CO	<u>Business Continuity Planning &amp; Methods</u>	October 16-17, 2014
Las Vegas, NV	<u>Lean Process Improvement</u>	October 22, 2014
Las Vegas, NV	<u>Unit and Academic Business Officers</u>	October 23-24, 2014
Austin, TX	<u>Higher Education Accounting and Reporting - Beyond the Basics</u>	November 10-11, 2014
Austin, TX	<u>Human Capital Management</u>	November 12, 2014

## R.A.T.S - New OMB Uniform Guidance

On December 26, 2014, the Federal Government's new Uniform Guidance will become effective and replace eight existing OMB Circulars which the University is currently subject to, including A-21, A-110, and A-133. All Federal Awards with an award date before December 26th will continue to fall under the old circulars while new awards and extensions/additions to existing awards after December 26th will be subject to the new Uniform Guidance.

Research Management and Compliance has begun presenting a Research Administration Training Series (RATS) class looking at the impact of the new OMB Uniform Guidance. Additional presentations of this class will occur on September 29th at the INSCC Auditorium and again on October 14th at the HSEB building. For anyone interested in attending and learning more about the Uniform Guidance and the impacts that it will have on the University, you can go to the [RATS webpage](#) to register for this class.

There are a number of areas in the new Uniform Guidance that will impact the University. For FBS, some of these areas include:

- **Procurement:** from initial reviews of the new regulations, this area may see the most significant increase in new burdens related to documenting the purchase/acquisition of items over \$3,000.
- **Disclosure Statement:** a review of the University's DS-2 will occur and possible changes made to account for the new regulations.
- **Leave and other benefits:** accounting for the costs of fringe benefits, especially related to unused leave at the time of retirement or termination of employment.
- **State and Internal Audits:** changes in audit requirements and an increased focus on internal controls.

In the coming months, as the University prepares for these new regulations, efforts will be made to address the impacts of the new Uniform Guidance across FBS areas.



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

## 5 Years

Kevin Ballard - December 21

*Accounting Supervisor, Travel*

Hazen Sweet - December 28

*Accountant, Income Accounting*

## 10 Years

Sandy Jones - September 13

*Accountant, UMFA*

## 20 Years

Kori Wetsel - September 27

*Associate Director, Travel, Policy & Communication*

Janet Alford - October 17

*Assistant Buyer, General Stores*

Laura Howat - December 17

*Controller, FBS*

## 25 Years

Bridgett Cacho - September 22

*Project Coordinator, Purchasing*

Dana Grant - November 11

*Supervisor, Stores & Receiving, General Stores*

Mike Olsen - December 26

*Sr. Accountant, 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

