



NOTABLE CHANGES

Airline Security Changes

In compliance with the Intelligence Reform and Terrorism Prevention Act of 2004, the U.S. Transportation Security Administration (TSA) will be phasing in their Secure Flight Program in the upcoming months.

What does this mean for University departments?

All Airline tickets will reference the following in the itinerary record:

- Name as it appears on government issued ID
- Birth date of Traveler
- Traveler's sex

[Travel Services](#) will be implementing changes in the [online reservation forms](#) to gather the new required information prior to Fall Semester.

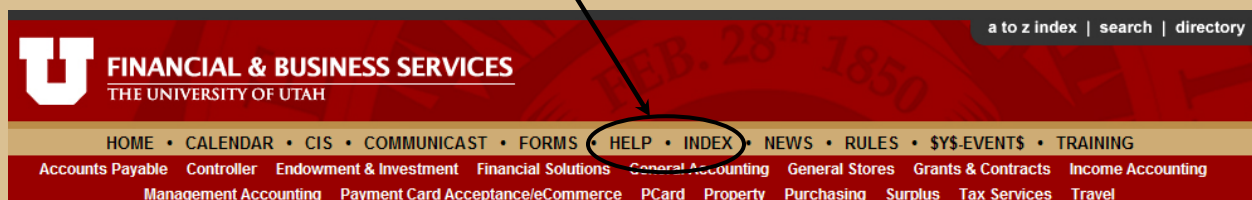


FBS Recommends that Travel Planners begin to compile a file kept in a locked cabinet with copies of traveler's drivers licenses, passports, birthdates and credit card numbers (where appropriate). A secure file will improve the department's ability to finalize reservations within the 24 hour deadline.

FBS Index and Help Pages are now available on the web!

FBS has initiated an exciting new concept in training and communication. We have worked nearly a year to compile and publish the [INDEX](#), a list of over 200 terms, topics and concepts, organized alphabetically to help campus users find the information they need without having to understand the way FBS is organized. The [INDEX](#) is cross-referenced to the [HELP](#) pages, providing step by step guides for using FBS System applications.

Both the [HELP](#) and the [INDEX](#) pages are available from the gold bar on the FBS web presence, as shown below:



As a useful illustration, look at INDEX topic: [Chartfields](#)

PROCESS SPOTLIGHT

Accounts Payable

How would you like to prepare fewer check requests and save the university some money? By using the [purchasing card](#) to pay recurring monthly bills you can help us increase efficiency for both campus departments as well as central administration.

For example, [Accounts Payable](#) prepares an average of 47 vouchers each month to [Mount Olympus](#) water. Over 120 departments already pay Mount Olympus by purchasing card each month. Join them! Think of the cost savings if all recurring payments were processed electronically using a purchasing card. A recent Accenture study revealed purchasing cards reduced purchasing costs by as much as 85% at some companies.



Vendors that may accept PCard for monthly agreements include: [Mount Olympus](#), [Les Olson Company](#), [Superior Water and Air](#), and [Xerox](#). You can contact them directly to make arrangements for monthly PCard charges.

General Stores & Receiving

Buying office supplies off campus? Save yourself the time of running around and filling out all those expense reimbursement forms and, at the same time make sure you are not paying sales taxes, by purchasing from [General Stores and Receiving](#). The University buys thousands of items in bulk taking advantage of state negotiated contracts and pricing. These bulk savings are available to you and, it is the preferred method of purchasing operating supplies for University departments.

A sample of the savings is copy paper at only \$3.06 per ream compared to over \$4 at a large office supply chain. General Stores can also buy items listed in office supply catalogs. Shop online and set up an account for delivery and charging your chartfield on their [web site](#).

Share your department's success stories for future newsletters!



INTERNAL CONTROLS CORNER

Occupational Fraud is on the rise.

The term "occupational fraud" may be defined as: "The use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization's resources or assets."

The key to successfully reducing fraud loss is implementing effective prevention measures. Most experts agree that preventing fraud is much easier and less expensive than actually detecting the fraudulent activities.

Did you know?

- According to the ACFE, Association of Certified Fraud Examiners, 80% of all fraud is committed by insiders and approximately half of employees who commit fraud have been with their employers for over 5 years.
 - Of all fraud perpetrators, 83% are never charged with nor convicted of their crime. Another 11% had prior convictions and the remaining 6% are charged with their crimes. Internal Audits and Internal Controls contribute to the detection of approximately 40% of fraud cases.
 - ACFE released the 2008 report to the Nation on Occupational Fraud and Abuse to business and government organizations, academics, the media and the general public. The full report includes helpful and interesting charts and explanations about how fraud is committed and what measures are most effective for prevention. We recommend departments review and share the [full report](#).
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What is happening here at the University of Utah?

Our Internal Audit Department reports that two of the most common findings on departmental audits center on Management Oversight and Control and include:

- The Department Head is not involved in financial matters, and does not routinely review management reports such as PeopleSoft Accounting Statements, Payroll Earnings and Benefits Reports, and Monthly P-Card statements within their areas resulting in unnecessary and or irregular expenses.
 - Procedures are not in place to identify deficits in operating accounts, or deficits are known to exist and a credible plan has not been developed to first reduce and then eliminate these deficits in a timely manner.
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What can be done to prevent and detect fraud?



Required Approvals and Review of Financial Transactions:

All University financial transactions require authorization by the account executive or principal investigator or an authorized alternate.

- Financial transactions wherein an individual requests payment to himself or herself require the approval of the next higher ORG head.
 - Designations of authorized alternates should be submitted to Purchasing in writing on the [Signature Authorization Form](#). A memo on business letterhead is acceptable in special circumstances, such as in temporary assignments and must include effective dates and the original signatures of each designee.
 - A key element in the University's system for maintaining control is review and approval of the monthly accounting statements. The statements should be reviewed and approved by the account executive or principal investigator.
 - Department heads, business managers, and principal investigators should review [their responsibilities](#) in this regard on the Human Resources Ethical Standards and Code of Conduct.
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\$Y\$ - HAPPENINGS

New:

- The ability to switch from Activities to Projects while in Management Reports was recently implemented. This has helped users to efficiently navigate Management Reports. This was the result of an idea from [BPAG](#). FBS is always looking for good ideas and you can always submit your ideas to us.
 - **Extra, Extra**, read all about it. Do you want to know the latest about Financial & Business Services happenings? You can get FBS News posts emailed to you. Just sign up for the fbsnews ListServe. To learn how to sign up, [click here](#).
 - Now that you are receiving the FBS news, have you ever wanted to comment about a news item? You can! At the bottom of the news stories on our website is a form to fill out if you would like to leave a comment. Your comments are valuable to us and help us to serve you better.
 - Do you want to know the status of IT projects on campus? The IT project and Portfolio office has created a webpage called [UplanIT](#) Executive Dashboard. You can visit this page and select the IT area of your project to find out the status. Clicking on an individual area will expand the window to view a list of all the projects in that area. Select a project to find out the current status of the project.
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Under Development:

- An exciting new project underway is "Web Journal Entry". This project will make it possible for departments to submit Journal Entries electronically, saving the University both time and money as the new process is implemented. Submitting Journal Entries on the Web will eliminate dual data entry, reduce entry errors and save on paper. Functional design specifications have just been finalized and the technical team has begun their assessment.
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FBS COMMUNITY



Randi Ruff, Manager in the Purchasing Department has been awarded the Regional and Utah Minority Small Business Champion for 2009. As the Small-Business Liaison for the University of Utah, Randi is responsible for implementing a small business-program for the university that includes educating the campus on the importance of purchasing goods and services from small businesses, including minority-owned, woman-owned and veteran-owned businesses. She follows and reports on the university's small-business transactions for research contracts with federal agencies. Randi is a wonderful asset to her community, to the university and to the Purchasing Department. We want to congratulate Randi for a job well done.

FBS Retirements:

FBS says goodbye to the following employees this summer. We wish each of them happiness in their journey moving forward, and have appreciated their valued contributions.

Grants and Contracts Accounting:

- Stacey Oliver retires July 1st after 31 years of service.
- Joanne Outzen retires on September 1st after 14 years.

Income Accounting

- Sandra Renak retires July 1st after 30 years of service.
- Nadene Somerville retires July 1st after 18 years.

Purchasing Department

- Carlyle Clarke retired June 1st after 45 years of service.
 - Paul Simmons, Associate Director of Purchasing, retires July 1st after 30 years.
 - Karen Moss retired May 1st after 13 years.
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Best Practice Ideas: Departmental Support; Margo Bonnette, College of Health

One of the key elements to effectively running an operation is communication. In my role as Administrative Manager in the College of Health, I feel it is my responsibility to ensure that our departments and divisions are aware of changes that affect how they conduct business, including changes in policies, processes, administrative systems, facilities updates, and new training opportunities.

As a best practice, I make a habit of distributing minutes and notes from the many meetings I attend to our College staff to ensure they are included in the information loop. I highlight components that are likely to have the greatest impact on their day-to-day activities. It's easy to attend a meeting and walk away with the knowledge that is gained, but it is really important to share that knowledge.

A couple of times a year, I arrange for meetings where the staff has the opportunity to meet and discuss various topics related to their work. Often a guest from another department (Human Resources, Mission-Based Management, Income Accounting, etc.) is invited to participate. These meetings allow us to meet, face to face, with individuals with whom we interact on a regular basis. These meeting also provide an opportunity for us to ask questions or get clarification about "how things work".

The University is an exciting and ever-changing place to work, and we need to take steps to keep up with what is going on.

Share your best practice ideas for our next issue!

Has your department found a better way to get something done? Tell us about it!

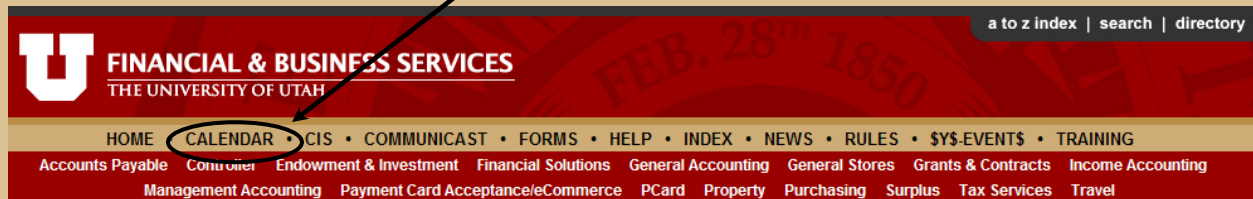


UPCOMING EVENTS

Year End 2009

As Fiscal Year End 2009 is upon us, keep on track with your deadlines by referring to [Closing Information](#) and the [Accounting Calendar](#). These calendars include your due dates, helpful hints, and notes on what to expect in the next few months.

Year End and Accounting dates are also found on the new [FBS Calendar](#):



As a reminder: All annual blanket lease and maintenance purchase orders ending June 30, 2009 are automatically closed by Purchasing. No manual request to close these purchase orders is necessary.

FBS Training – To RATS and Beyond!

If you are in need of training, you'll find all available courses provided by Financial & Business Services listed by:

- [All FBS Courses](#) listed Alphabetically
- [All Courses by Department](#)
- [Basic Procedural Workshops](#), [Best Practice Workshops](#), and [Special Topics](#)
- [RATS Certification](#) (Research Administration Training Series) will help you to improve your job skills, keep up with current trends, and fine tune your research skills. If you are involved in grants or research, these courses are for you!
- [Online Learning](#): We are working to provide nearly 20 topics in online “at your fingertips” modules by the end of the year!

FBS courses have been added to the new [FBS Calendar](#) so you can plan your month!