



# Division of Finance



# FINELINE

## November 2015

### FY 2015 Financial Highlights

#### THANK YOU TO STATE AGENCIES

The Division of Finance is finalizing the FY 2015 Comprehensive Financial Report (CAFR) and would like to thank state agencies for their diligence and hard work during the budget closing process. Please contact Marcie Handy if you have any suggestions on how to improve the budget closing process.

Financial Highlights	1
Data Warehouse	2 & 3
FINET Help Desk	4 & 5
Internal Controls	6
Trainers' Corner	7

#### GENERAL FUND

**\$4.5M**  
Lapsed by  
Agencies

**\$162.3M**  
Agency Nonlapsing  
Balances

**\$15.7M**  
Budget  
Shortfall

#### EDUCATION FUND

**\$59.5M Surplus**  
After \$59M transfer to Rainy Day

**\$79.1M**  
Nonlapsing

#### TRANSPORTATION FUND

**\$8.2M**  
Nonlapsing

**\$19.8M**  
Lapsed

# Data Warehouse

## New and Improved Web and Warrant Queries

Do you use these Finance Web and Warrant Queries from Finance's [financial data warehouse](#)?



The screenshot shows a user interface with two main sections: "Finance Web Queries" and "Warrant Queries". Under "Finance Web Queries", there are three icons with labels: "Online Accounting Journal", "Labor Plus", and "Vendor Name Lookup". Under "Warrant Queries", there are six icons with labels: "by GAX / PRC / GMA", "by Warrant / EFT", "by Invoice", "by Vendor Name", and "by Vendor Number".

If so, you'll be happy to know that the Division of Finance has released an update to these queries, making them more flexible and easier to use.

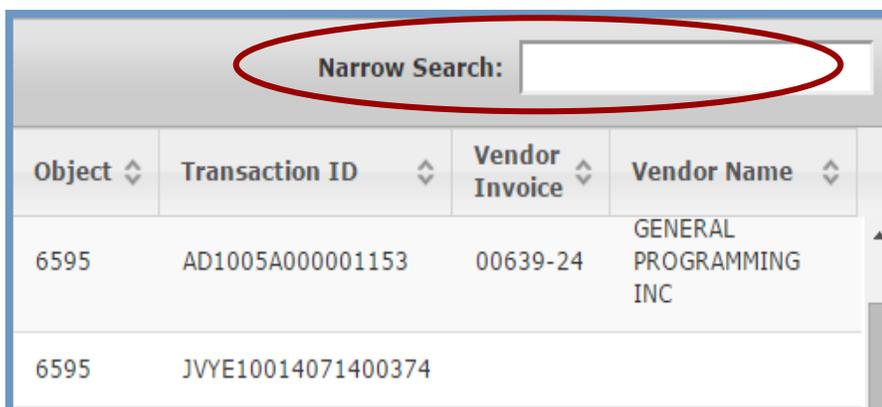
The updated queries include several **new features** including:

### **The number of records returned will be displayed:**

22	1000420	-323.40	2015	1000
22	1000420	1,388.00	2015	1000

Returning 1 to 43 of 43 records

### **A new 'Narrow Search' feature which allows the user to further search the query results:**



The screenshot shows a "Narrow Search:" input field at the top, which is circled in red. Below it is a table with columns: "Object", "Transaction ID", "Vendor Invoice", and "Vendor Name".

Object	Transaction ID	Vendor Invoice	Vendor Name
6595	AD1005A000001153	00639-24	GENERAL PROGRAMMING INC
6595	JVYE10014071400374		



**The ability to show 10, 25, 50, 100 or All records returned by the query:**

Account Type	Department/Unit	Dollar Amount	Fiscal Year	Fund	Line Description
22	1000420	915.00	2015	1000	PayBreeze Payroll 06/19/15
22	1000420	915.00	2015	1000	PayBreeze Payroll 06/19/15

**The ability to sort data by columns in ascending or descending order:**

Account Type	Department/Unit	Dollar Amount	Fiscal Year	Fund
22	1000420	-915.00	2015	1000
22	1000420	-36,981.14	2015	1000

**Division of Finance's  
Data Warehouse Team**



Wayne Frewin  
801-538-3691



Mary Lee Hickey  
801-538-3273



Rony Rojas  
801-538-9733



# Finance Help Desk Frequently Asked Questions

## New 'Forgot Your Password' Feature in FINET

**Q.**

I see on the FINET Login screen a 'Forgot Your Password' feature. I had forgotten my password but when I clicked on it, nothing happened. Why not? What do I need to do to make it work?

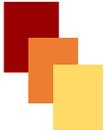


The screenshot shows the FINET Login interface. On the left, there are input fields for 'User ID:' and 'Password:', followed by 'Login' and 'Reset' buttons. On the right, there is a copyright notice and a link for 'Forgot Your Password?'. This link is circled in red. Below it is another link: 'Add CGI Advantage to your Favorites'.

**A.**

This is a nice new feature that is now available in FINET that allows you to redo your password when you forget it or when you enter the incorrect information too many times and get locked out.

However before you can use it, you need to set up the password hints in FINET.



## What to do?

Because you have to login successfully in FINET to make this work, you need to do this before you forget your password.

1. On the left side of your screen, click on 'Administration'
2. Click on 'Change Password Hint'.
3. Click on the drop down and select a Password Hint question.



The screenshot shows the 'Change Password Hint' screen. On the left, there is a sidebar with navigation options: 'Production Financial', 'Message Center', 'Search', 'History', 'Favorites', and 'Administration'. Under 'Administration', 'Change Password Hint' is highlighted. The main content area is titled 'Change Password Hint' and contains a 'Password Hint:' dropdown menu. A list of questions is displayed below, including: 'In what city or town was your first job?', 'In which city or town were you born?', 'What hobby did you enjoy in your youth?', 'What is the furthest location you traveled?', 'What is the last name of your first grade teacher?', 'What is the last name of your third grade teacher?', 'What is your favorite national or state park?', 'What is your maternal grandmother's maiden name?', 'What is your oldest cousin's first and last name?', 'What is your oldest sibling's middle name?', 'What school did you attend for 6th grade?', 'What was the make (Ford, etc.) of your first car?', 'What was your childhood nickname?', and 'Who was your childhood hero?'.



Ken Roner  
Finance Help Desk  
Coordinator  
801-538-9690

## Finance Help Desk Frequently Asked Questions

The screenshot shows a web application interface for changing a password hint. On the left is a navigation menu with the following items: Message Center, Search, History, Favorites, Administration, Change Password, Change Password Hint (highlighted in yellow), and Change Email Alert Settings. The main content area is titled 'Change Password Hint' and contains the following fields and buttons:

- Password Hint:** A dropdown menu with the selected text 'What is your favorite national or state park?'.
- Password:** A text input field.
- Reply:** A text input field.
- Verify Reply:** A text input field.
- Change Password Hint:** A button to confirm the change.
- Cancel:** A button to cancel the operation.

4. Password field: Enter your current password.
5. Reply field: Enter the answer to the password Hint question that you selected earlier.
6. Verify Reply field: Enter the answer to the Password Hint question again exactly the same way.
7. Then click on Password Hint
8. You should get a message that your Password Hint question was successfully changed.

Now when you forget your password or get locked out because you tried too many times, you can choose the “Forgot your Password?” link. FINET locks you out after 5 unsuccessful password attempts.

If the “Forgot your Password?” link doesn’t work and

- You are locked out because you tried too many times please call the FINET Help Desk at 801-538-9690
- You do not remember your password, E-mail [fissecurity@utah.gov](mailto:fissecurity@utah.gov) to get a new password.

# I Internal Controls

## The Dangers of Management Overriding Internal Controls

### **Internal Controls can Prevent Fraud**

A robust system of internal control is imperative for all organizations, whether they are publicly-traded, privately-owned, not-for-profit, or government. Management is responsible to establish and maintain the system of internal control in an organization and has responsibility to oversee these processes. Not only is internal control good business, but it also mitigates the risk of fraud in the organization by providing a system of checks and balances to minimize the chance for misappropriation. However, fraud can occur when those internal controls are overridden or bypassed by management.

### **Financial Reporting Fraud**

As accountants and financial managers for the State of Utah, we must help ensure that financial reporting fraud does not occur in our agencies. Financial reporting fraud includes the posting of fictitious or intentionally inaccurate entries by management to hide, overstate, or understate actual financial results. For example, if a line item of appropriation is overspent, agency management may pressure an accountant to make an inappropriate adjustment to increase revenues or decrease expenses to eliminate the deficit. The consequences of financial reporting fraud are serious and could result in loss of employment.

### **Unexpected Cash Receipts**

One of the most dangerous forms of management override of internal controls is diverting unbudgeted and unexpected cash receipts from the established system of controls. This form of override has contributed to some of the larger frauds detected in Utah State Government over the last 30 years. Over-the-counter and mail receipts should not be allowed to be diverted from the normal process of handling. Also, all revenue streams should be included in the budgeting process.

### **We Need Your Help**

We encourage state employees involved in accounting and internal control to watch for instances where management is proposing to override internal control, or an override has already occurred. If possible, first work with agency management or agency internal auditor to correct the issue or lead management to an action that is legal, ethical and within established internal controls and acceptable policies.

### **Contact Us**

If necessary, issues may be reported to, or discussed with the Division of Finance by calling John Reidhead 801-538-3020, Marcie Handy 801-538-1678, or Rick Beckstead at 801-538-3100. Unresolved issues can also be reported to the Office of the State Auditor Hotline, 1-800-622-1243, or on the Office's website – [hotline.utah.gov](http://hotline.utah.gov).

According to a report by the American Institute of Certified Public Accountants (AICPA), management override of internal controls is the Achilles' heel of fraud prevention. For more information follow this link to the AICPA report: [Management Override of Internal Controls](#).

For questions regarding internal controls, please call Dean Eborn, CPA, at 801-538-3450 or John Baylis, CPA, at 801-538-3747. (<http://finance.utah.gov/controls.html>)

# Trainers' Corner



Trainers Larry Simpson and Brook McElmurry conduct monthly FINET training courses. You can register for classes by going to the Division of Finance web site at [www.finance.utah.gov](http://www.finance.utah.gov), select TRAINING under FINANCE QUICK LINKS, click on the FINET training course you wish to sign up for and then follow the onscreen instructions.

## November, December & January

For FINET Upgrade Training please access this link: <http://finance.utah.gov/finetupgrade.html>

### *Budget*

11/19 - 1 pm - 4 pm

### *Cash Receipts*

11/19 - 8 am - noon

### *Inventory*

11/17 - 8 am - noon

### *Budget*

12/3 - 1 pm - 4 pm

### *Cash Receipts*

12/10 - 8 am - noon

### *Data Warehouse*

12/8 - 1 pm - 4 pm

### *Fixed Assets*

12/3 - 1 pm - 4 pm

### *Internal Transactions*

12/2 - 1 pm - 5 pm

### *Inventory*

12/9 - 8 am - noon

### *Payables*

12/8 - 8 am - noon

### *Purchase Orders*

12/1 - 8 am - noon

### *Receivables*

12/2 - 8 am - noon

### *Requisitions*

12/1 - 1 pm - 4 pm

### *Budget*

1/14 - 1 pm - 4 pm

### *Cash Receipts*

1/28 - 8 am - noon

### *Data Warehouse*

01/12 - 1 pm - 4 pm

### *Fixed Assets*

01/07 - 1 pm - 4 pm

### *Internal Transactions*

01/07 - 1 pm - 5 pm

### *Inventory*

01/20 - 8 am - noon

### *Payables*

01/12 - 8 am - noon

### *Purchase Orders*

01/13 - 8 am - noon

### *Receivables*

01/14 - 8 am - noon

### *Requisitions*

01/13 - 1 pm - 4 pm

Please check the Finance Web Site <http://finance.utah.gov/traininghome.html> for a current schedule.