# Table of Contents

- Definitions Page 3
- Types of funding: Actual and Budgetary Page 4-7
- Purpose of BUD Page 8
- BUD Processing Page 9-12
- BUD Navigation Menu Page 13
- BUD Sections Page 14-32
  - Account Summary Section Page 16
  - Edit Action
  - Delete and Restore Actions
  - Base Pay Section Page 23
  - Additional Pay Section Page 24
  - Other Expenditure Section Page 25
  - Revenue Section Page 26
  - General Budget Section Page 27
  - Reconciliation Section Page 28-32
- Document Review Actions Page 33
- Document Status Listing Page 34
- Document Review/Approval Page 35
- Final Budget Approval – BOR Page 36
- BUD Tools Available Page 37
- BUD Training Schedule Page 38
- Questions
Definitions

Position

- A position can be funded by multiple accounts.
- The funding unit does not necessarily have to be the owning unit for the position.
- All positions will have base pay which is the rate for the position.

Funding

- Funding is associated with the position, not the incumbent. It is located on its own tab in HRMS and its own page within an HRMS modify document.

There are two types of Funding:

- Actual Funding
- Budgetary Funding
Two Types of Funding in HRMS

Actual funding - Identifies the account(s) on which an incumbent is currently paid from.
Budgetary funding - Identifies the account(s) on which the position is budgeted in the current year and will be budgeted in the next fiscal year.

Funding distribution for these two types may be different.
- The Funding page in HRMS shows funding for the Position.
- Additional pay (i.e. supplements) or pay adjustment information is located on the Incumbent page.
Budgetary Funding- assigned to Position

- Represents Permanent Positions in BUD
- Consists of budgetary funding distribution and budgeted account numbers
  - Budgetary funding distribution is:
    - the percent to be allocated on an account
    - not the same thing as percent time
    - does not have to total 100%
- Only a budget group that has been budgeted can be used. If a non-budgeted account is entered, an error that requires follow up with the Budget Office will occur
- Not available for non-budgeted job types such as student titles
- Not available for additional pay (i.e. supplements)

Budgetary funding distribution example:
1. An employee is in a position working at 50% time (20 hours per week). The employee’s base pay is $40,000 and allocation is $20,000 (50% of the annual rate). Two departments will be splitting the cost in half. What is the funding distribution?

   Department A – 50% funding distribution; will be funding $10,000 ($20,000 * 50%)
   Department B – 50% funding distribution; will be funding $10,000 ($20,000 * 50%)
   Total funding distribution - 100%
   Total budgeted to be funded - $20,000

2. An employee is in a position working at 100% time (40 hours per week). The employee’s base pay is $40,000 and allocation is $40,000 (100% of the annual rate). The department will be funding $30,000 with permanent funding and $10,000 with temporary (i.e., 26 grant account) funding. What is the funding distribution?

   Total funding distribution - 75% ($30,000 / $40,000 = 0.75)
   Total budgeted to be funded - $30,000
A position's budgetary account and funding distribution in the BUD will not update actual pay in HRMS.

The BUD will load into HRMS, as a separate informational section, a position's:

- Budgetary funding account(s)
- Budgetary funding distribution
- FY Baseline for vacant positions
- Original budgeted rate for filled and vacant positions

The budgetary funding section in HRMS for the current budget fiscal year will not be updatable once loaded from the BUD.
**BUD - Position Budgeted Funding Tab**

Budgeted Funding tab - indicates position hours at top of page and allocation as a column of data.

- **Budgeted Funding tab**
  - If a user is authorized for any budget group that funds the position in the budget, that user can view rate(s), allocation(s), and additional pay amount(s) for that position.
  - If a user is not authorized for any budget group that funds the position in the budget, rate(s), allocation(s), and additional pay amount(s) will not display for that user.
Purpose of the BUD

The BUD is used to set the fiscal year budget for a specific budget group. The BUD...

Will...
- Create transactions to establish budget in *DEFINE.
- Include position details if a position has budgetary funding. Position details are included to assist in determining salary subtotals.

Will not...
- Create assignments in HRMS
- Update actual funding records in HRMS.

A position's budgetary account and funding distribution in the BUD will not update actual pay in HRMS.

The BUD will load into HRMS, as a separate informational section, a position's:
- Budgetary funding account(s)
- Budgetary funding distribution
- FY Baseline for vacant positions
- Original budgeted rate for filled and vacant positions

BUD documents will not necessarily be reconciled; departments will need to review and modify BUDs to accurately reflect permanent positions for Budget Year.
Firefox is still the recommended browser.

When viewing budget documents in *DEFINE, the BDL doc type will now display with an asterisk (*) indicating that it is a web document.
Verify Creator Desk/View

Users can update their Desk/View via the lookup icon to the right of the displayed Desk/View. The Desk/View used must be authorized to be able to create, view, and/or update BUDs.

To create a BUD document, UT Direct access is required.

For problems with Desk/Views, contact DEFINE Services for authorization set up for BUDs.

For log-on related problems or concerns, contact DEFINE Administration Staff

Cynthia Orth @4343
Araceli Pacheco@4346
Marta Petiton @4556
Enter a seven digit Unit Code for list of Budget Groups, select ‘Unit Code’ from the pull-down and click GO.

Note: Listing by Unit Code only retrieves Budget Groups that are directly owned by the unit code entered; “reports to” budget groups will not be displayed.

From the display list of Budget Groups you can create an individual budget document or multiple budget documents.

To get a single document by budget group – Enter a budget group in the ‘List Budget Groups for:’ entry field, select ‘Budget Group’ from the pull-down and click GO.

Documents can be created for:
- All fund types or individual fund type;
- Previously budgeted, non-budgeted, or non-numeric budget groups

To create a BUD document, click select box next to budget group(s); more than one budget group may be selected.
‘Document Create’ page
Documents that have been created will be listed below any budget groups that were not selected.
Budget groups display in groups of 20 in numeric order.
To access a BUD document, click on the document ID.
Use the Navigation Menu on the left side of the screen to travel to different sections in this document.
BUD Sections

Users are able to make budget dates/recommendations in the various sections of the BUD listed under the Navigation Menu:

- **Account Summary** – This is the BUD landing page when opening a BUD document. This section houses all appropriation code/subaccount combinations for a budget group. Non-salary subaccount and salary reserve/merit pool recommendations can be made in this section.

- **Base Pay** – This section includes subsections for Faculty, A&P, and Classified positions and allows users to update the permanent base pay for these position types.

- **Additional Pay** - This section includes subsections for Faculty, A&P, and Classified positions and allows users to update the permanent additional pay (supplements) for these position types.
BUD Sections (cont’d)

- **Other Expenditures** – This section allows users to view and update non-position expense subaccounts.

- **Revenue** – This section is only available for non E&G accounts and includes subsections for Income, Transfers and Beginning Balances and allows users to update revenue subaccounts.

- **General Budget Info** – This section allows users to view the general budget information including title, department head, and remarks.

- **Reconciliation** – This section is only available for E&G accounts and allows users to view allocations, commitments, account transfers, and adjustments by budget group.

- **Document Review** – This section allows users to view a summary of the budget document recommendations and to take an action on the document.
The default page for all BUDs is the Account Summary section.

This section is a summary of all subaccount/appropriation code combinations that are in the BUD.

The summary view gives a single line listing of each subaccount/appropriation code combination with title, prior year amount, recommended amount, amount change, percent change, and actions.

Users can make updates to any subaccount/appropriation code combination from this section (via edit, itemize, delete or restore), view the history of approvals by subaccount, and reconcile each subaccount (E&G only).

Users can add subaccounts/appropriation codes in this section for the BUD.

Contains an ‘APPROVE’ button. Once clicked, if the document passes all verification audits, the document will approve forward.
Add New Subaccount

Account Summary Section – add new subaccounts

E&G Accounts
- Users can add a new subaccounts via the ‘add new subaccount’ link at the bottom of the page.
  Salary appropriation code audits - Salary Reserve appropriation codes (2C, 2D, and 2M) do not require that the related salary appropriation code (1A, 2A, or 3A) exist before they can be added to BUD.

Non-E&G Accounts
- Users can add a new subaccounts via the ‘add new subaccount’ link at the bottom of the page.

Other Expenditure Section – add new subaccounts

Users can add non-salary subaccounts via the ‘add new subaccount’ link at the bottom of the page. Salary subaccounts cannot be added under this section.

When adding a new sub account, if a recommended amount is entered for a salary type appropriation code, the amount will not save. Recommended amounts for these appropriation types are calculated.

Audits run at the save of adding a new subaccount to check valid subaccount/appropriation code combination, transfer account applicability, and recommended amount validity.
Edit

Users can update the Recommended amount column via itemization. Clicking on "itemize" will bring up a pop-up window to enter updates.

Click on 'hide details' link to return to summary view (single line view).
**Itemize** — Users are able to make recommendations to the recommended amount VIA ITEMIZATION. Itemization allows users to enter amounts with descriptions. The first line indicates the original amount of the non-salary subaccount. The amounts from itemization will total and this will be the amount that will display on the summary view for the recommended amount.

Users cannot itemize salary type appropriation codes (1A, 2A, or 3A).
Delete & Restore Actions

Delete – Users will be able to delete subaccount/appropriation code entries depending on certain conditions:

Salary type appropriation codes (1A, 2A, or 3A):
- Users can never delete salary type appropriation codes if there are undeleted positions that make up the recommended total.
- Users can delete salary type appropriation codes if all related positions have been deleted.
- Users can delete salary type appropriation codes if there are no positions in the recommended year and no total in the prior budget year. Once deleted, this line will no longer show in the document and cannot be restored.

Positions deleted will be removed from the BUD instead of remaining on the BUD with a strikethrough. If a position needs to be added back, users can do so through the ‘Add a record’ link.

Non-salary type appropriation codes:
- If both the prior year amount and the recommended amount are zero, once deleted, the line will no longer show in the document and cannot be restored.
- If either the prior year amount or recommended amount do not equal zero, the line can be deleted but will continue to show in the document with a line stricken through. This line can be restored. The recommended amount for this line will not be calculated in the document totals.

All subaccount types cannot be deleted if there are allocations to that subaccount.

Restore – Users will only see the restore link on lines that have been deleted and have a line stricken through. The restore link will return a line that has been deleted to active, and the totals for that line will be calculated in the document totals.
History of Recommendations

History – This link will give users a pop-up window that will show the history of recommended amount by approver. The amount and approver will only update at an APP (Approve) of the document.

- History - Added history information for positions added to a budget group for the first time “No routing history is available for item selected”. Previously users would get an error message.

- History – Updated programming for position history to show BUD position history regardless of position status in HRMS
Reconciliation – Subaccount level (E&G only)
This link will show a pop-up window to view a reconciliation summary by subaccount. Users can view the allowable and expended budget for a subaccount. Allowable budget is comprised of the prior year’s final budget amount, commitments (permanent transfers), allocations, account transfers, and adjustments by subaccount. The “subaccount expenditures total” is a summary of the expenses for the subaccount.

If there are no commitments or allocations, the word “None” will display in the Amount column. (If there are any permanent transfers in E&G accounts, they will be reflected under Allocations, not in Commitments.)

If there are any details for any of these headers, the header will be a link to take users to additional information.

* Commitments and allocations are entered by a different application and therefore are view only. They can only be accessed via the reconciliation summary.
* Account Transfers and Adjustments can be updated in the document. Each has its own section in the document.

Budget Office is requesting the ‘Account Transfers’ section be used as opposed to the ‘Adjustments’ section. Only the Budget Office will be using the ‘Adjustments’ section for new CMO allocations.

Non-E&G accounts can be reconciled by either increasing/decreasing revenue and increasing/decreasing expenditures to net zero.
The base pay section will be used to make rate recommendations for positions. Clicking the Base Pay header will take users to a page with links to the Faculty, A&P, and/or Classified sections. If any of these sections are not available (do not exist) for the budget document, a message will inform the user. **Base Pay does not include permanent additional pay.**

**Adjustments:** For each section, users can make updates via the Adjustments in the detail view under the 'edit' link. Users can use each adjustment type once but may use all adjustment types for a single position. The adjustment amount(s) will be added to the recommended rate.

**Allocation:** The allocation for that position will be calculated using the recommended rate, hours per week, and distribution. The allocation for each position will be totaled and this amount will display as the recommended amount on the Account Summary for that subaccount. To change how much of a position is budgeted on an account, users can make updates to the distribution for that position.

**Remove funding/change funding account:** To change the budgeted account that funds a position, users would delete the position from the existing budget group and add the position as a new position to the desired budget group.
*Deleting positions from a BUD will not end the position in HRMS.*
*If a position is added and then deleted from the BUD, the deleted line will continue to display in the document with a line stricken through.*

**Adding a position:** A position may be added by clicking on the 'Add record' link. If a position ID is unknown, a search is available via the lookup icon.

**Employee Cross reference:** Clicking on the icon next to a position will take users to a pop up window detailing all the accounts a position is budgeted under.

**Positions – Base Pay and Additional Pay**

When using the delete action, the position will now be removed from the document. A restore action will not be available.

Notes will be added to the document identifying who deleted the position, from which section, and when it was deleted.

If the position needs to be added back to the document, users can do so via the 'Add record' link at the bottom of the page.

The 'Add record' action will add a position with the most current HRMS information (position hours, incumbent name (eid), job title, rate, etc)

**Positions – Base Pay**

All job categories - Rate updates can be made by amount or percent
The additional pay section will be used to make recommendations for permanent additional pay (supplements). Clicking the Additional Pay section will take users to a page with links to the Faculty, A&P, and/or Classified sections. If any of these sections are not available (do not exist) for the budget document, a message will inform the user.

Additional Pay:
• For each section, users can make updates via the Additional Pay types in the detail view.
• Additional Pay is changed by total amount and not in incremental increases. Users can use additional pay types more than once.
• Additional Pay types are determined by job type.

Budgeted Supplements
If a position ID is available, add supplement to the Additional Pay section in the BUD document. If a position ID is not available (vacant), add the supplement dollars to a salary reserve subaccount (-08, -11) in the BUD document.

In HRMS, if a supplement has been assigned its own Position ID (i.e., chair supplements) and an end date is not entered, the supplement will load into the BUD as permanent line item under the Additional Pay section.

In HRMS, if a supplement is assigned as an attribute to an incumbent and an end date is not entered, the supplement will load into the BUD as a permanent line item under the Additional Pay section.
For non-salary subaccounts users will be able to update amounts by clicking the ‘itemize’ link and entering amounts in the pop up window.
This section will show only those appropriation codes that are income, transfer, or beginning balance based on the section that is selected. If users select the Revenue section from the left navigation menu, they will be taken to a page with a link to each of the following sections. These sections can also be accessed via the left navigation menu.

Income – This section will display only those accounts with income appropriation codes.

Transfers – This section will display only those accounts with transfer appropriation codes. When adding a new subaccount from this section, the ‘add new subaccount’ view will always have the transfer account box.

Beginning Balance – This section will display only those accounts with a beginning balance appropriation code.
This section provides general information about the budget group to the user.

Budget Group Short/Long Title (only updateable by Budget Office):
For budget groups just created, this information will pull from the Accounting profile (CA3).
For budget groups previously budgeted, this information pulls from the prior year document.

Unit Code (not updateable)

Department Head Name
Users can enter/update the Department Head EID.

Department Head Title
Users can use the lookup function for the title field to select a title associated with the current department head or enter a title directly. This field is always updateable.

Remarks – Users can enter remarks. Certain symbol characters are not allowed in freeform textboxes for security reasons.

Budget Office can only update the section containing sequence number, exclude from final budget, mark if faculty research roster (when applicable), budget code, grant and gift type (when applicable), and department footnotes.
For **E&G accounts only**, users can view a summary of the allowable and expended budget for a **budget group**. Allowable budget is comprised of the prior year’s final budget amount, commitments (permanent transfers), allocations, account transfers, and adjustments. The ‘budget document expenditures total’ is a summary of the expenses for the budget group.

If there are no commitments and allocations the word “None” will display in the Amount column.

If there are any details for any of these headers, the header will be a link to take users to additional information.

*Commitments and allocations are entered by a different application and therefore are view only. They can only be accessed via the reconciliation summary.
*Account Transfers and Adjustments can be updated in the document. Each has its own section in the document.

**Budget Office** is requesting the ‘Account Transfers’ section be used as opposed to the ‘Adjustments’ section. Only the Budget Office will be using the ‘Adjustments’ section for new CMO allocations.

**Non E&G accounts** can be reconciled by either increasing/decreasing revenue and increasing/decreasing expenditures to net zero.
Commitments – Users will be able to view account commitments (permanent VT1 and VT2 documents processed during a specified time period)
For NON- E&G accounts only, users can view the Account Summary of the allowable revenue and expenses for a budget group. Allowable budget is comprised of the prior year’s final budget amount, commitments (permanent transfers), allocations, account transfers, and adjustments. The Budget Year document expenditures total is a summary of the expenses for the budget group.

If there are no commitments and allocations the word “None” will display in the Amount column.

If there are any details for any of these headers, the header will be a link to take users to additional information.

- Commitments and allocations are entered by a different application and therefore are view only. They can only be accessed via the reconciliation summary.
- Account Transfers and Adjustments can be updated in the document. Each has its own section in the document.

Budget Office is requesting the ‘Account Transfers’ section be used as opposed to the ‘Adjustments’ section. Only the Budget Office will be using the ‘Adjustments’ section for new CMO allocations.

Non E&G accounts can be reconciled by either increasing/decreasing revenue and increasing/decreasing expenditures to net zero.
The Document Review of a Non-E&G account shows the summary of the BUD recommendations by Revenue and Expenditure category.

The Budget Recommendation summary only shows rows for a category if that category exists in the budget. As Revenue is not applicable for E&G accounts the Revenue section(s) will never display.

For other fund types and accounts, each expenditure/revenue category displays based on whether or not that category is contained in the budget.

If a category exists in a budget but nets to zero, the category will show in the document review with $0 as the amount.

For example, if a category exists with transfers in and out that net to zero, the Transfers line will appear with $0 as the amount. However, if no transfers exist, the Transfers line will not appear.

The Budget Recommendation Summary will update as changes are made within other Sections of the document.
Reconciliation Account Transfers Page—Users will be able to view or enter account transfers via the ‘Account Transfers’ link or from the Account Transfers section in the left navigation menu. This applies to both E&G and non-E&G.

If transferring between 19-7 accounts send an email to budget.office@utsa.edu.

Transfers entered in this section may auto-update from the funding BUD to the recipient BUD depending on where the BUD is in the routing.

Transfers - Users can manually update/input information on the funding accounts and that information will auto-update the recipient accounts depending on where the document is in the routing chain.

If the funding BUD and recipient BUD are routing within the department,
then all changes (amount updates, deletions, add new) will auto-update the other document.

If the funding BUD is routing within the department and recipient BUD has routed to the Budget Office,
then a change to amount will not update the recipient BUD;
a deletion will update the recipient BUD and Budget Office will get an e-mail;
an add will update the recipient BUD and Budget Office will get an email.

If the funding BUD has routed to the Budget Office and the recipient BUD routing in the department,
then all changes (amount updates, deletions, add new) will auto-update the recipient BUD.
On this page users can take document actions or review a summary of the BUD.

When the user first lands on the Document Review page, the Document Actions widget will be open to display. BUD users are able to Hide/Show this widget via a link to the right of ‘Document Actions’ header.

- Actions available
  - VER — verify
  - APP — approve
  - FYI — for your information
  - DEL — delete
  - RPA — return to prior approver
  - PRT — print — Only available at VP level, however a print screen option is available on the toolbar. Click on File then Print Option.

Reads “Sub-Acct: xx is not reconciled; Budgeted Expenditures exceed Allowable Budget by $xx” or “Sub-Acct: xx is not reconciled; Budgeted Expenditures are less than the Allowable Budget by $xx”

A warning may display when VER(verify) is entered that notifies users if a subaccount was used in the BUD that does not exist in Accounting.
From the Status tab, users can access the document status page.

This page will allow users to get a listing of budget groups for a unit with the following optional filters:

- Include Reports-to Units
- Display Budgeted Account Groups Only
- Include Units with no Budget Groups
- Display Active Budget Groups Only

Users can access already created documents from this page by clicking on the Document ID link.

Listing results can be downloaded into Excel.

To return to the Budget Documents page click on the Create tab.
Document Review/Approval

- Once documents are completed, users can return to the Document Review & Approval tab to take any necessary actions.

- Upon approval, BUDs will route according to the routing path established in *DEFINE

- BUD printing is available at the VP level, however a print screen option is available on the toolbar. Click on File then Print Option.
Final Budget Approval - BOR

After Board of Regents final approves the budget:

- BUDs load to accounting and budgeted subaccount: information establishes available budget.

- For the fiscal year budget, the following information is loaded to HRMS budgetary funding section from the BUD:
  - Budgetary funding accounts and distribution for all budgeted positions
  - FY baseline for vacant positions
  - Original Budgeted Rate for filled and vacant positions
  - Budgetary funding changes for that fiscal year are locked

- Budgetary funding records for the next fiscal year are copied from the current fiscal year budgetary funding records as a starting point.
BUD Tools Available

- BUD calculation tools located in left navigation menu (pop up windows with instructions)
  - Allocation calculator
  - Annual rate calculator
  - Distribution Calculator

- FY14 Fringe benefits calculator (Non-E&G accounts only)
  [http://www.utsa.edu/financialaffairs/budget/](http://www.utsa.edu/financialaffairs/budget/)
<table>
<thead>
<tr>
<th>Course ID / Course Name</th>
<th>Start Date</th>
<th>Location</th>
<th>Class Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS 565</td>
<td>March 27, 2013</td>
<td>UC 2.111</td>
<td>10:00AM - 12:00PM</td>
</tr>
<tr>
<td>AMS 596</td>
<td>March 28, 2013</td>
<td>BF 1.322 (Downtown)</td>
<td>12:00PM - 2:00PM</td>
</tr>
<tr>
<td>AMS 596</td>
<td>April 1, 2013</td>
<td>BB 3.02.26</td>
<td>10:00AM - 12:00PM</td>
</tr>
<tr>
<td>AMS 596</td>
<td>April 2, 2013</td>
<td>DG 2.22 (Downtown)</td>
<td>2:00PM - 4:00PM</td>
</tr>
<tr>
<td>AMS 596</td>
<td>April 3, 2013</td>
<td>BB 3.02.26</td>
<td>10:00AM - 12:00PM</td>
</tr>
</tbody>
</table>
Additional Information
Most Commonly Used Appropriation Code Listing
with Corresponding Sub Accounts

<table>
<thead>
<tr>
<th>Appr Code</th>
<th>Description</th>
<th>Sub Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2A</td>
<td>Faculty Salaries (Tenure Track Faculty)</td>
<td>01</td>
</tr>
<tr>
<td>2E</td>
<td>Part Time Faculty (Non Tenure Track - Regular)</td>
<td>05</td>
</tr>
<tr>
<td>2C</td>
<td>Reserve Faculty Salary</td>
<td>01</td>
</tr>
<tr>
<td>1A</td>
<td>Administrative &amp; Professional Salaries</td>
<td>09</td>
</tr>
<tr>
<td>3D</td>
<td>Longevity Pay</td>
<td>09, 10</td>
</tr>
<tr>
<td>3A</td>
<td>Classified Personnel (Salaries)</td>
<td>10</td>
</tr>
<tr>
<td>2D</td>
<td>Reserve for Administrative Salaries</td>
<td>09</td>
</tr>
<tr>
<td>2M</td>
<td>Reserve for Classified Salaries</td>
<td>10</td>
</tr>
<tr>
<td>3E</td>
<td>Hazardous Duty Pay</td>
<td>13</td>
</tr>
<tr>
<td>2F</td>
<td>Fringe Benefits</td>
<td>14</td>
</tr>
<tr>
<td>3B</td>
<td>Wages-Hourly</td>
<td>20</td>
</tr>
<tr>
<td>3C</td>
<td>Wages-Workstudy</td>
<td>21</td>
</tr>
<tr>
<td>4A</td>
<td>Maintenance &amp; Operation</td>
<td>50</td>
</tr>
<tr>
<td>3I</td>
<td>Fellowships &amp; Scholarships</td>
<td>70</td>
</tr>
<tr>
<td>5A</td>
<td>Travel</td>
<td>75</td>
</tr>
<tr>
<td>7E</td>
<td>Special Equipment</td>
<td>80</td>
</tr>
<tr>
<td>4E</td>
<td>Other Operating Expenses (18 accts)</td>
<td>64</td>
</tr>
<tr>
<td>9R</td>
<td>Unallocated (non-salary)</td>
<td>99</td>
</tr>
</tbody>
</table>

REVENUE

*Estimated Income*

| IT       | Estimated Income - Tuition & Fees (29 accts)     | 92       |
| IA       | Estimated Income - Auxiliary Enterprises (29 accts)| 95, 96   |
| I1       | Operating Income                                 | 95       |
| I1       | Miscellaneous Income                             | 96       |
| IT       | Fee Income                                       | 92       |
| IE       | Net Sales and Service                            | 95       |
| IO       | Other Income (certain accounts)                  | 93, 94, 96|

*Transfers*

| E2       | Debt Service on Construction                     | 90       |
| E2       | Debt Service on Equipment Financing              | 91       |
| T1       | Transfer From                                    | 98       |
| T2       | Transfer To                                      | 98       |
| U1       | Transfers to Designated Tuition                  | 98       |
| U2       | Transfers From Designated Tuition                | 98       |

*Beginning Balances*

| BB       | Beginning Balance                                | 98       |
# Financial Area Representatives Roster

## Financial Management Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Area Representing</th>
<th>Alternate</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lenora Chapman, Interim</td>
<td>Associate VP Financial Affairs</td>
<td><a href="mailto:lenora.chapman@uta.edu">lenora.chapman@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>4021</td>
<td></td>
</tr>
<tr>
<td>Becky Sanchez, Financial</td>
<td>Assessment Analyst</td>
<td><a href="mailto:becky.sanchez@uta.edu">becky.sanchez@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>4021</td>
<td></td>
</tr>
<tr>
<td>Joseph King, Communications</td>
<td>Manager</td>
<td><a href="mailto:joseph.king@uta.edu">joseph.king@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>7244</td>
<td></td>
</tr>
<tr>
<td>Lenora Chapman, Assoc. VP</td>
<td>Financial Affairs &amp; Controller</td>
<td><a href="mailto:lenora.chapman@uta.edu">lenora.chapman@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>6774</td>
<td></td>
</tr>
<tr>
<td>Diana Malakis-Ollervide,</td>
<td>Assistant Controller</td>
<td><a href="mailto:diana.malakis@uta.edu">diana.malakis@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>6915</td>
<td></td>
</tr>
<tr>
<td>Paula Villagran, Capital &amp;</td>
<td>Special Project Advisor</td>
<td><a href="mailto:paula.villagran@uta.edu">paula.villagran@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>4229</td>
<td></td>
</tr>
<tr>
<td>Charlotte Mikelic, Director</td>
<td>Accounting Services</td>
<td><a href="mailto:charlotte.mikelic@uta.edu">charlotte.mikelic@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>4441</td>
<td></td>
</tr>
<tr>
<td>Carol Hollifield, Director</td>
<td>Grants &amp; Contracts Fin Svcs</td>
<td><a href="mailto:carol.hollifield@uta.edu">carol.hollifield@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>4229</td>
<td></td>
</tr>
<tr>
<td>Lila Martineau, Assoc.</td>
<td>Director Grants &amp; Contracts Fin Svcs</td>
<td><a href="mailto:lila.martineau@uta.edu">lila.martineau@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>6831</td>
<td></td>
</tr>
<tr>
<td>Javier Martinez, Director</td>
<td>Payroll Services</td>
<td><a href="mailto:javier.martinez@uta.edu">javier.martinez@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>4283</td>
<td></td>
</tr>
<tr>
<td>Christine Bodily, Payroll</td>
<td>Supervisor</td>
<td><a href="mailto:christine.bodily@uta.edu">christine.bodily@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>4283</td>
<td></td>
</tr>
<tr>
<td>Luis Cortez, Director</td>
<td>Disbursements &amp; Travel Services</td>
<td><a href="mailto:luis.cortez@uta.edu">luis.cortez@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>4283</td>
<td></td>
</tr>
<tr>
<td>Nora Compano, Asst Director</td>
<td>Disbursements &amp; Travel Svcs</td>
<td><a href="mailto:nora.compano@uta.edu">nora.compano@uta.edu</a></td>
<td>Facilities</td>
<td></td>
<td>4283</td>
<td></td>
</tr>
</tbody>
</table>

## Area Representatives and Alternates

<table>
<thead>
<tr>
<th>Representative</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
<th>Area Representing</th>
<th>Alternate</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Sloper</td>
<td>Chief of Staff</td>
<td>4004</td>
<td><a href="mailto:ann.sloper@uta.edu">ann.sloper@uta.edu</a></td>
<td>President's Office</td>
<td></td>
<td>4004</td>
<td></td>
</tr>
<tr>
<td>Everett Kingdon</td>
<td>Accountant II</td>
<td>4988</td>
<td><a href="mailto:everett.kingdon@uta.edu">everett.kingdon@uta.edu</a></td>
<td>President's Office</td>
<td></td>
<td>4988</td>
<td></td>
</tr>
</tbody>
</table>

## PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS (John Frederick)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
<th>Area Representing</th>
<th>Alternate</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry Wilson</td>
<td>Provost for Academic Budgets/Fin</td>
<td>4107</td>
<td><a href="mailto:terry.wilson@uta.edu">terry.wilson@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>4107</td>
<td></td>
</tr>
<tr>
<td>Maria Espertiouza</td>
<td>Administrative Services Officer I</td>
<td>4110</td>
<td><a href="mailto:maria.espertiouza@uta.edu">maria.espertiouza@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>4110</td>
<td></td>
</tr>
<tr>
<td>Robert Deniel</td>
<td>Fisical Manager</td>
<td>4094</td>
<td><a href="mailto:robert.deniel@uta.edu">robert.deniel@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>4094</td>
<td></td>
</tr>
<tr>
<td>Sandy Vazquez</td>
<td>Administrative Services Officer III</td>
<td>4311</td>
<td><a href="mailto:sandy.vazquez@uta.edu">sandy.vazquez@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>4311</td>
<td></td>
</tr>
<tr>
<td>Rosanne Gony</td>
<td>Assistant Dean</td>
<td>5646</td>
<td><a href="mailto:rosanne.gony@uta.edu">rosanne.gony@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>5646</td>
<td></td>
</tr>
<tr>
<td>Karen Hodges</td>
<td>Administrative Services Officer III</td>
<td>4485</td>
<td><a href="mailto:karen.hodges@uta.edu">karen.hodges@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>4485</td>
<td></td>
</tr>
<tr>
<td>Tammy Reynolds</td>
<td>Administrative Services Officer III</td>
<td>4489</td>
<td><a href="mailto:tammy.reynolds@uta.edu">tammy.reynolds@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>4489</td>
<td></td>
</tr>
<tr>
<td>Cindy Perez</td>
<td>Administrative Services Officer II</td>
<td>2715</td>
<td><a href="mailto:cindy.perez@uta.edu">cindy.perez@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>2715</td>
<td></td>
</tr>
<tr>
<td>Velma Garcia</td>
<td>Assistant to the Vice Provost</td>
<td>2715</td>
<td><a href="mailto:velma.garcia@uta.edu">velma.garcia@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>2715</td>
<td></td>
</tr>
<tr>
<td>Vincent Castellanos</td>
<td>Asst. Director Fiscal Administration</td>
<td>5799</td>
<td><a href="mailto:vincent.castellanos@uta.edu">vincent.castellanos@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>5799</td>
<td></td>
</tr>
<tr>
<td>Vanessa Keron</td>
<td>OIT Business Manager</td>
<td>9045</td>
<td><a href="mailto:vanessa.keron@uta.edu">vanessa.keron@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>9045</td>
<td></td>
</tr>
<tr>
<td>Larry Smith</td>
<td>Administrative Services Officer III</td>
<td>5188</td>
<td><a href="mailto:larry.smith@uta.edu">larry.smith@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>5188</td>
<td></td>
</tr>
<tr>
<td>Linda Matheny</td>
<td>Administrative Services Officer III</td>
<td>5188</td>
<td><a href="mailto:linda.matheny@uta.edu">linda.matheny@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>5188</td>
<td></td>
</tr>
<tr>
<td>Mary Lopez</td>
<td>Administrative Services Officer I</td>
<td>4106</td>
<td><a href="mailto:mary.lopez@uta.edu">mary.lopez@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>4106</td>
<td></td>
</tr>
<tr>
<td>Vanessa Ramirez</td>
<td>Assistant Dean</td>
<td>7641</td>
<td><a href="mailto:vanessa.ramirez@uta.edu">vanessa.ramirez@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>7641</td>
<td></td>
</tr>
<tr>
<td>Carlos Lopez</td>
<td>Program Coordinator</td>
<td>4096</td>
<td><a href="mailto:carlos.lopez@uta.edu">carlos.lopez@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>4096</td>
<td></td>
</tr>
<tr>
<td>Cheryl Brion</td>
<td>Administrative Services Officer II</td>
<td>4889</td>
<td><a href="mailto:cheryl.brion@uta.edu">cheryl.brion@uta.edu</a></td>
<td>Provost's Office</td>
<td></td>
<td>4889</td>
<td></td>
</tr>
</tbody>
</table>

## VICE PRESIDENT FOR BUSINESS AFFAIRS (Kerry Kennedy)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
<th>Area Representing</th>
<th>Alternate</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nilda Guerra</td>
<td>Administrative Services Officer III</td>
<td>4302</td>
<td><a href="mailto:nilda.guerra@uta.edu">nilda.guerra@uta.edu</a></td>
<td>Business Affairs</td>
<td></td>
<td>4302</td>
<td></td>
</tr>
<tr>
<td>City Havenstad</td>
<td>Treasurer</td>
<td>3824</td>
<td><a href="mailto:city.havensfield@uta.edu">city.havensfield@uta.edu</a></td>
<td>Business Services</td>
<td></td>
<td>3824</td>
<td></td>
</tr>
<tr>
<td>Denise Boyett</td>
<td>Fiscal Manager</td>
<td>4065</td>
<td><a href="mailto:denise.boyett@uta.edu">denise.boyett@uta.edu</a></td>
<td>Business Services</td>
<td></td>
<td>4065</td>
<td></td>
</tr>
<tr>
<td>Maureen Greger</td>
<td>Administrative Services Officer II</td>
<td>8561</td>
<td><a href="mailto:maureen.greger@uta.edu">maureen.greger@uta.edu</a></td>
<td>Business Services</td>
<td></td>
<td>8561</td>
<td></td>
</tr>
<tr>
<td>Nita Summer</td>
<td>Administrative Services Officer II</td>
<td>4096</td>
<td><a href="mailto:nita.summer@uta.edu">nita.summer@uta.edu</a></td>
<td>Business Services</td>
<td></td>
<td>4096</td>
<td></td>
</tr>
<tr>
<td>Michael Barnett</td>
<td>Administrative Services Officer I</td>
<td>4285</td>
<td><a href="mailto:michael.barnett@uta.edu">michael.barnett@uta.edu</a></td>
<td>Business Services</td>
<td></td>
<td>4285</td>
<td></td>
</tr>
<tr>
<td>Stephanie Padula</td>
<td>Lieutenant</td>
<td>4342</td>
<td><a href="mailto:stephanie.padula@uta.edu">stephanie.padula@uta.edu</a></td>
<td>University Police</td>
<td></td>
<td>4342</td>
<td></td>
</tr>
<tr>
<td>Candy Schreiber</td>
<td>Administrative Services Officer II</td>
<td>4210</td>
<td><a href="mailto:candy.schreiber@uta.edu">candy.schreiber@uta.edu</a></td>
<td>Financial Affairs</td>
<td></td>
<td>4210</td>
<td></td>
</tr>
<tr>
<td>VACANT</td>
<td>Dr, Facilities Business Operations</td>
<td>5317</td>
<td></td>
<td>Facilities Business</td>
<td></td>
<td>5317</td>
<td></td>
</tr>
<tr>
<td>Bella Cruz</td>
<td>Budget PostProject Analyst</td>
<td>6771</td>
<td><a href="mailto:bella.cruz@uta.edu">bella.cruz@uta.edu</a></td>
<td>Facilities Business</td>
<td></td>
<td>6771</td>
<td></td>
</tr>
</tbody>
</table>

3/22/2019 10:36 AM
# Financial Area Representatives Roster

## VICE PRESIDENT FOR RESEARCH (Interim, John Frederick)
- **Kelly Karm-Watson**: Executive Assistant 4341, karmWatson@uusu.edu, Research
- **Beth Manning**: Director, Research Financial Administration 4342, beth.manning@uusu.edu, Research
- **Stacy Williams**: Post Award Liaison/Manager of Audit 4321, stacy.williams@uusu.edu, Office of Sponsored Project Administration (James Casey)

## Research Service Center (RSC) Directors
- **OIL/ACOS Directors**: Jennifer Silver 4254, jennifer.silver@uusu.edu
- **Downtown**: Jean Cody 4266, jean.cody@uusu.edu
- **Education**: Judi Ray 6665, judi.ray@uusu.edu
- **Engineering**: Karen Willey 8669, karen.willey@uusu.edu
- **Life Sciences**: Maria Medina 6790, maria.medina@uusu.edu
- **Math & Physical Sciences**: Michael Findlen 8784, michael.findlen@uusu.edu

## VICE PRESIDENT FOR STUDENT AFFAIRS, Interim (Sam Gonzales)
- **Sam Gonzales**: Assoc VP Administration and Student Services 4686, sam.gonzales@uusu.edu, Student Affairs Administration & Planning
- **Jackie Hopkins**: Director, Budget & Financial Services 4137, jackie.hopkins@uusu.edu, Student Affairs Administration & Planning
- **Ross Cole**: Assoc. Athletics Director for Business Affairs 4035, ross.cole@uusu.edu, Intercollegiate Athletics
- **Shelby Sipes**: Administrative Services Officer II 6220, shelby.sipes@uusu.edu, Student Services
- **Zania Trevino**: Administrative Services Officer II 6547, zania.trevino@uusu.edu, Admissions Office
- **Nathan Foley**: Administrative Services Officer II 6220, nathan.foley@uusu.edu, Student Financial Aid
- **Vanessa Gideon**: Fiscal Manager 4721, vanessa.gideon@uusu.edu, Student Life
- **Colton Snodgrass**: Administrative Services Officer II 4004, colton.snodgrass@uusu.edu, Registrar's Office
- **Bod Miller**: Assoc Dir, Student Affairs Budget & Financial Services 7734, bod.miller@uusu.edu, Student Affairs
- **Herbert Gervay**: Business Manager 6959, herbert.gervay@uusu.edu, UC Operations
- **Andrea Johannes**: Business Mgr for Housing/Residence Life 6220, andreja.johannes@uusu.edu, Housing & Residence Life

## VICE PRESIDENT FOR COMMUNITY SERVICES (Jude Vazquez)
- **Silvia Cano**: Asst, Regional Director, SDCC 2431, silvia.cano@uusu.edu, Institute for Economic Dev., Nanette McGinnis 2655, nanette.mccinnis@uusu.edu
- **Aaron Parks**: Chief Operating Officer - ITC 2529, aaron.parks@uusu.edu, ITC
- **Gabe Navarro**: Accountant I, ITC Business Operations 2288, gabe.navarro@uusu.edu, ITC
- **Rachel Ruiz**: Exec. Director, P-20 2703, rachel.ruiz@uusu.edu, P-20 Initiatives
- **Ernesto Cano**: Dir. of Operations for Community Services 2401, ernesto.cano@uusu.edu, Community Services
- **Frank Salazar**: Dir. Ext Equity, SpEd, Ext 2411, frank.salazar@uusu.edu, Extended Education
- **Sandra Shirley**: Fiscal Manager 2066, sandra.shirley@uusu.edu, Prep-OT
- **Jamil Dominguez**: Administrative Services Officer II 2764, jamil.dominguez@uusu.edu, P-20 Initiatives
- **Alisa Barnes**: Grants & Contracts Coord. 2789, alisa.barnes@uusu.edu, P-20 Initiatives

## VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT (Marjie French)
- **Rebecca Anderson**: Dir. Finance & Operations 4125, rebecca.anderson@uusu.edu, University Advancement
- **Juni Wiese**: Executive Assistant 5127, juni.wiese@uusu.edu, University Advancement
- **Sandra Pfeiffer**: Senior Administrative Assistant 6142, sandra.pfeiffer@uusu.edu, Development Office
- **Marissa Fuentes**: Senior Administrative Assistant 6984, marissa.fuentes@uusu.edu, Development Services
- **Eric Shum**: Administrative Services Officer II 4591, eric.shum@uusu.edu, University Marketing
- **Amber Eskam**: Administrative Services Officer I 5117, amber.eskam@uusu.edu, Alumni Programs
- **Gary Kopecky**: Administrative Services Officer I 4531, gary.kopecky@uusu.edu, University Advancement
- **Dorothy Bauer**: Senior Administrative Associate 7538, dorothy.bauer@uusu.edu, University Communications

## AUDIT AND CONSULTING SERVICES (Dick Dawson)
- **Paul Allen Tyler**: Director 4401, paul.allen.tyler@uusu.edu, Audit & Consulting Services
- **Laura Bushman**: Audit Supervisor 4505, laura.bushman@uusu.edu, Audit & Consulting Services
- **Sarah Remnant**: Compliance Assurance Specialist 4986, sarah.remnant@uusu.edu, Institutional Compliance Risk Svcs

3/22/2013 10:35 AM
# Budget Planning and Development Office

## Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharmin Harun</td>
<td>Budget Analyst II</td>
<td>x4345</td>
</tr>
<tr>
<td>Brenda Clarke</td>
<td>Budget Analyst III</td>
<td>x8766</td>
</tr>
<tr>
<td>Elizabeth Bay</td>
<td>Budget and Decision Support Analyst</td>
<td>x4307</td>
</tr>
<tr>
<td>Mary Simon</td>
<td>Senior Director</td>
<td>x4344</td>
</tr>
<tr>
<td>Elva Martinez</td>
<td>Assistant Director</td>
<td>x6631</td>
</tr>
</tbody>
</table>

Email: budget.office@utsa.edu