2017 – 2018
Fiscal Year-End Workshops
Fiscal Year-End Workshop

Agenda:

- Opening Remarks – Sheri Hardison
- Budget Update – Elizabeth Bay
- Commitment Accounting – Paula Pierson
- Fiscal Management Sub-Certification Process – Diana Ollervidez
- Accounting Services – Cynthia Schweers
- Break
- Purchasing – Elizabeth Raymond
- Disbursements/Travel Services – Nora Compean
- Payroll Management Services – Latasha Quarles
- Human Resources – Claudia White
BUDGET AND FINANCIAL PLANNING

YEAR-END UPDATE
FY 2018 Ending Balance Review

Starting with the April Month End - Budget Balance Available Reports are going to each Vice President Financial Area Representative.

- Includes a tab for each fund group
- Includes negative balances in “red”
- “NEW” all negative balances should be resolved by August month-end close
BUDGET UPDATE
FY 2019 Beginning of Year Process

- Early August - Budget Office will open FY2019
- Original Budgets will be loaded at this time, to allow eForm processing with successful budget checks to occur.
- Budgets will continue to be controlled in the old year and also in the new year which is “NEW” this year.
- Balance Forwards will be posted after the Office of Accounting completes the final FY2018 close (early-October). Balance Forward amounts are subject to Lapse Guidelines.
Lapse Guidelines

Education & General Funds/Designated Tuition

- E&G (Fund 2100) balances will lapse to applicable departmental M&O designated tuition cost centers. Excluding E&G Fee’s which will roll forward 100%.

- Designated Tuition (Fund 3105) will lapse to established “Reserve Cost Centers” at the VP/AVP/Dean levels for future strategic uses.

- Non-Formula Funded State Appropriation Cost Centers (Fund 2110 and 2115) will need to be fully expended with the exception of SALSI and CORE.

- Other State Funding (Fund 2120 and 2150) will follow intent behind the funding.
Other Funds
Not Subject to Lapse (Carry forward 100%)

- Other Designated (Fund 3100)
- Student Services Fees (Fund 3115)
- Service Centers (Fund 3200)

- Any surplus/deficit > 10% requires special exceptions by Controller to carry forward
- Subject to Service Center Policy for compliance with grant Uniform Guidance rules
Other Funds - Continued
Not Subject to Lapse (Carry forward 100%)

- Auxiliary (Fund 4100 – 4700)
- Grant/Contract (Fund 5100 – 5400)
- Gift and Endowment Funds (Fund 5500 – 5600)
- Plant Funds (Funds 71XX)
- Loan Funds (Fund 8100)
- Agency Funds (Fund 9200)
Key Take Aways…

- Negative Balances need to be resolved on all funds no later than the last day of August 2018.
- New Year Original Budgets will be loaded in early August to allow for eForms processing.
- Budget Controls will remain on for both FY2018 and FY2019.
- For E&G and Designated Tuition, roll forward balances will go to reserves costs centers established last year for VP/AVP/Dean use for strategic initiatives in the new year.
- Non Formula Funding (aka Special Item Funding) has to be fully spent at year-end with the exception of SALSI and CORE research.
Contact Information

Main line: 458-4345  
Fax line: 458-7434  
Location: NPB, 4.120  
Commitment Accounting E-mail: Budget.HCM@utsa.edu  
Commitment Control Email: Budget.FMS@utsa.edu  
Website: http://utsa.edu/financialaffairs/budget

- Paula Pierson, Director, ext 4344  
- Elizabeth Bay, Associate Director, ext. 4307
COMMITMENT ACCOUNTING
Employees Paid Semi-Monthly DBT Funding Corrections

There are four remaining semi-monthly pay cycles to process funding changes (both retro and future changes) for FY18:

- Pay Period End July 15th – All DBT’s are due by 5PM July 13th
- Pay Period End July 31st – All DBT’s are due by 5PM July 31st
- Pay Period End August 15th – All DBT’s are due by 5PM August 15th
- Pay Period End August 31st – All DBT’s are due by 5PM August 30th

NOTE: DBT TRANSACTIONS FOR FY18 FOR ALL SEMI-MONTHLY EMPLOYEES WILL BE PROCESSED THROUGH AUGUST 30, 2018 ONLY.
Employees Paid Monthly Funding Corrections

There are two remaining monthly pay cycles to process retro funding requests for FY18:

- **Pay Period End July 31\(^{st}\) – All DBT’s are due by 5PM July 20\(^{TH}\)**
- **Pay Period End August 31\(^{st}\) – All DBT’s are due by 5PM August 20\(^{TH}\)**

**NOTE:** DBT TRANSACTIONS FOR FY18 FOR ALL MONTHLY EMPLOYEES WILL BE PROCESSED THROUGH AUGUST 20, 2018 ONLY.
Contact Information

Main line: 458-4345
Fax line: 458-7434
Location: NPB, 4.120

Commitment Accounting E-mail: Budget.HCM@utsa.edu
Commitment Control Email: Budget.FMS@utsa.edu
Website: http://utsa.edu/financialaffairs/budget

➢ Paula Pierson, Director Budget and Financial Planning ext. 4344
➢ David Nixon, Budget Analyst III, ext. 8136
Fiscal Management
Sub-Certification Process
Fiscal Management Sub-Certification Process

- Electronic sub-certification conducted through the Office of Institutional Compliance and Risk Services in September of each year
- Review Financial Management Operational Guidelines (FMOG), Fiscal Management Sub-Certification Work Plan, Section 1: Internal Control
Fiscal Management Sub-Certification Process

- Annually, each Department Manager should provide a fiscal management sub-certification for cost centers with activity of $3,000 or more to the Financial Reporting Officer—the Associate Vice President for Financial Affairs.

- The fiscal management sub-certification certifies that, among other items:
  - Cost centers/projects are being reconciled timely
  - Duties are properly segregated
  - No material weakness exists relative to their internal control
Highlights of the Fiscal Management Sub-Certification

- Acknowledgement of responsibility
- Transactions were reviewed and approved
- Reconciliations are completed monthly and all transactions were appropriate
- Errors were adjusted timely
- Segregation of duties were in place
  - Enter and approve transactions
  - Receive cash
  - Reconcile accounts
Highlights of the Fiscal Management Sub-Certification (cont’d)

- Sound internal controls
- No misstatements or omissions are evident on your Monthly Financial Report (MFR)
- Fraud has not occurred
- Compliance with Code of Ethics related to award of contracts
Fiscal Management Sub-Certification Process

- Department Managers failing to complete the sub-certification are reported to their respective Vice President, Auditing & Consulting Services and Assistant Vice President Financial Affairs/University Controller.

- The Office of Institutional Compliance & Risk Services utilizes administrator responses (or lack thereof) when performing the annual risk assessment to determine account administrators selected for Quality Assurance Reviews (QAR).
Common Errors

➢ Department Manager is not correct

➢ Run query UTS_DEPT_MGR to see department manager listed in PeopleSoft

➢ Cost Center is inactive or zero balance

➢ To fix these items → Chart of Account Maintenance Form
  ➢ Send to Accounting.Office@utsa.edu

➢ Department Manager must complete sub-certification if any revenue or expenditures were processed during the fiscal year and totaled $3,000 or more

➢ Not the same as Annual Compliance Acknowledgments
ACCOUNTING SERVICES
Contact Information

Main line: 458-4212
Location: NPB, 4.120
E-mail: accounting.office@utsa.edu
Website: Accounting Services
http://www.utsa.edu/financialaffairs/accounting/
## Critical Accounting Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>Corrections through July due to Accounting Services by 5pm</td>
</tr>
<tr>
<td>September 6</td>
<td>Inventory Reconciliation due to Accounting Services by NOON</td>
</tr>
<tr>
<td>September 6</td>
<td>IDT for services rendered for FY18 must be received in Accounting Services</td>
</tr>
<tr>
<td>September 7</td>
<td>Tentative – Announcement from Financial Affairs to review (preliminary) August MFR</td>
</tr>
<tr>
<td>September 12</td>
<td>Corrections for August due to Accounting Services by NOON</td>
</tr>
</tbody>
</table>

*NOTE: Once deadline has passed, any prior year corrections involving cost centers will be required to be handled as a budget transfer.*
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17, 2018</td>
<td>July 2018 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
<tr>
<td>September 7, 2018</td>
<td>Preliminary MFRs tentatively ready (will be announced)</td>
</tr>
<tr>
<td>September 12, 2018</td>
<td>August 2018 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
<tr>
<td>NOON</td>
<td></td>
</tr>
</tbody>
</table>
Year-End Accounting Functions

Pre-Payments

- Entry made to allocate expenses between fiscal years for items paid up front:
  - i.e. maintenance agreements, software licenses, etc.
  - Memberships are excluded from pre-payments – recognize in full in year paid

- Materiality factor of >$10,000 per item
Year-End Accounting Functions

Accruals — Items owed but not paid before end of year

- Accrue for services rendered or goods received as of August 31st
- Materiality factor of > $10,000 per item
- Vouchers for $10,000 or less must be to DTS by 08/24/18 at 5pm to be included in FY18 expenses

Service Centers IDTs

- IDT for services rendered for FY18 by NOON on 9/06/18

Inventory

- Relevant Departments: Complete inventory count and reconciliation must be sent to Accounting by 9/06/18 at NOON
Year-End Accounting Functions

Pre-Payments and Accruals

Year End Closing and Accounting

http://www.utsa.edu/financialaffairs/opguidelines/0112.html

- Both pre-payments and accrual journals are created based upon queries in PeopleSoft

- Both queries are based upon service dates.
  - **Critical**: accurate service dates be entered on both non-PO and PO vouchers
General Accounting Information

- Chart of Account Maintenance Form
  - Form required to add or modify departments or cost centers, including department managers.
  - Form and instructions are located under Forms and Worksheets on Accounting website, [http://www.utsa.edu/financialaffairs/accounting/](http://www.utsa.edu/financialaffairs/accounting/)

- Monthly Financial Report
  - Should be reconciling monthly and notifying Accounting Services of any corrections that are needed
General Accounting Information

Corrections:

- Send all corrections except for sponsored projects to accounting.office@utsa.edu

- Send corrections for sponsored projects to the applicable RSC administrator
  - These corrections will follow same guidelines and deadlines as those sent for accounting corrections
General Accounting Information

Corrections (cont’d)

- Provide the following information:
  - Document ID number
  - Original cost center and account used (not budget accounts like A4000)
  - New cost center and account for correction
  - Amount of correction, esp. if only a partial correction
  - Reason for the correction
  - Copy administrator on account being charged (approval is implied)
  - Prior year corrections – none will be made after year end – **critical to review currently**
General Accounting Information

➢ To reduce the number of corrections due to chart field errors use

**SPEEDTYPES/SPEEDCHARTS**
General Accounting Information

- Access the Accounting Services website for various links and tools:
  - http://www.utsa.edu/financialaffairs/accounting/
- Links to Forms & Worksheets
- Links to FMOG’s
- Tips and Tricks
  - Account Structure FYI – helpful hints on what accounts to use/never use
  - Transaction codes
General Accounting Information

- Combo Edit Quick Reference
- Helpful Queries
Helpful Queries

- Speedtype List by Department
- Listing of Cost Centers and Projects under my Department
- AP Voucher Detail
  - (various parameters, i.e., by account, by cost center/project, etc.)
- Travel Payments by Cost Center or Project
- UTZ (Deposit) Document Details
- Procard Payment Detail by Cost Center or Project
Fiscal Services

- All FY18 departmental revenue must be delivered to Fiscal Services no later than **5:00pm on August 31, 2018** in order to be recorded in the correct fiscal year.

- All reimbursement requests for petty cash funds for FY18 must be submitted to Fiscal Services no later than **4:00pm on August 31, 2018**. Requests submitted after this time will be recorded in the upcoming FY19 fiscal year.
Year-End Considerations for Capital & Controlled Purchases

- Please ensure that Receiving Reports are complete for any capital and controlled items received by 8/31/2018.

- Once received, please contact Inventory Department to have item(s) tagged to ensure they are recorded with FY18 activity.
5 MINUTE BREAK
PURCHASING DEPARTMENT
Purchasing and Distribution Services
Contact Information

Primary Method of Communication –
E-mail: purchasing@utsa.edu

Main line: 458-4060
Fax line: 458-4061

Website: Purchasing
http://www.utsa.edu/purchasing/
Purchasing Department

**IMPORTANT FY18 YEAR-END DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 29th</td>
<td>Last day Purchasing will accept an approved purchase request Over $50,000 using FY18 Funds**</td>
</tr>
<tr>
<td>July 9th</td>
<td>Next Year Flag in Rowdy Exchange</td>
</tr>
<tr>
<td>August 10th</td>
<td>Last Day to submit PO's $15k and over</td>
</tr>
<tr>
<td>August 10th</td>
<td>Last day to submit POC (Purchase Order Change) request</td>
</tr>
<tr>
<td>August 13th</td>
<td>Last day Departments can submit PO Close request</td>
</tr>
<tr>
<td>August 24th</td>
<td>Last day Departments can create or approve a purchase request</td>
</tr>
</tbody>
</table>

**Purchasing will not process any requisition received after the deadlines stated above. Orders received after these deadlines will be returned and asked to be recreated on Sept. 1**

** All workflow approvals (budget, commodity, and foreign vendor) must be completed by COB (close of business) of deadline date.

Dates and process for creating FY19 purchases (prior to 9/1) is being finalized. Details will be provided in Rowdy Exchange Training and on the Purchasing website.

* [http://www.utsa.edu/pds/](http://www.utsa.edu/pds/)
Purchasing Department

Purchase Order Encumbrance Clean Up

- Departments should **continue** reviewing current PO encumbrance balances to identify which PO’s should **NOT** be rolled into FY19. These PO’s will be closed/liquidated before year end **upon request**.

- Run the following PeopleSoft queries to review PO encumbrance balances. Departments **should only** focus on FY18 encumbrances.
  - UTS_PO_OPEN_ENC_BY_CC
  - UTS_PO_OPEN_ENC_BY_DEPT
  - UTS_PO_OPEN_ENC_BY_PROJECT

- Departments **must** send an email to the Purchasing Office mailbox (purchasing@utsa.edu) by **August 13th** with a list of PO(s) that **should be closed**.

- If notification to close a PO is NOT received by August 13th, Purchasing will automatically **roll** remaining purchase order encumbrances into the new fiscal year, if applicable.
PO Roll Function Quick Facts

- Financial and Historical data of PO’s are held in PeopleSoft.
- In Order for the PO to be used in new FY, the PO must be closed in current FY and the remaining balance of the PO will move (roll) to the new FY in PeopleSoft.
- All PO’s whether pasted or present shall be reviewed in PeopleSoft.
  - Track PO Activity
  - Review Payments
  - Review Receipts
In PeopleSoft, PO’s can be rolled between fiscal years.

An example of a PO Roll process:

**Step 1:** Closing Purchase Order in FY18
- If your PO = $1,000.00, and your Payments on this PO = $600.00, then the PO is closed in current FY with the paid amount of $600.

**Step 2:** The Remaining Encumbered Balance in FY19.
- Remaining amount of this PO is encumbered for the amount of $400 in FY19.

PO’s that are not “Dispatched” by 8/24 **cannot** be rolled and will require a new requisition to be entered in Rowdy Exchange on or after 9/1 using FY19 funds.
Purchasing Department

PO Encumbrance Roll Restrictions

- Criteria for Purchase Order Encumbrance Roll is based on Receiving and Payment Status of the PO.

- If a purchase order has been **fully-received** but has been **partially-paid**, the remaining encumbrance will **NOT** roll.
  - **Ex.** Order Qty. 12, Received Qty. 12, Paid for Qty. 10
    - Open Quantity for payment 2 (system **will not** roll PO because all 12 have been received)

- Purchasing will work with departments to correct PO’s affected by this rule before encumbrance roll.
  - In the event a purchase order cannot be rolled, departments will be responsible for creating a new requisition for the remaining balance on Sept. 1st for final invoice(s).
Purchasing Department

Helpful Reminders

- **When are receipts required?**
  - A receipt is required for orders more than $4,999.99 (excluding amount only) or if funded with state or federal funds or for capital and controlled assets.

- **Amount Only/Continuous PO’s**
  - For orders that require ongoing invoices (i.e., service contracts or long-term lease agreements)
    1. Quantity of “1”
    2. Total quoted/contracted amount
    3. Unit of measure of “Each”
    4. Set line item(s) to “Amount Only”

*NOTE: No receipts required on “Amount Only” PO’s*
Cell Phone Purchase Order Process

- **Step 1:** Begin the non-catalog item request process in Rowdy Exchange

- **Step 2:** Select your supplier:
  - Verizon Corp
  - Sprint
  - AT&T
Cell Phone Purchase Order Process (continued)

- Step 3: Provide a product description to include the following information:
  - Department Account Number (Assigned by Supplier)
  - Cell Phone Number
  - Plan Type
  - Service Period for PO
  - Contract Period (if applicable)
Cell Phone Purchase Order Process (continued)

- Step 4: Enter Quantity of 1

- Step 5: Enter the total price that is budgeted for the Fiscal Year
Cell Phone Purchase Order Process (continued)

➢ Step 6: Unit of Measure will be “Each”

➢ Step 7: Enter the Commodity Code 83111603 for “Cellular Telephone Services”

➢ Step 8: Save and Add the Item to your Cart
Cell Phone Purchase Order Process (continued)

- Step 9: View your cart and Mark the line item as “Amount Only” by checking the Amount Only Box
Cell Phone Purchase Order Process (continued)

- Step 10: Proceed to Checkout and Add Appropriate Documentation as an Attachment, Save Changes

1. 

   ![Image of Requisition and Attachments]

   ![Image of Add Attachments]

   - Select files
   - Maximum upload file size: 9.9 MB
   - Save Changes
Cell Phone Purchase Order Process (continued)

➢ Step 10: Continued

![Add Attachments](image)
Cell Phone Purchase Order Process (continued)

- Step 11: Add the Account Code: 63661
- Step 12: Complete all required requisition fields and Submit Requisition
Helpful Reminders

- **When are receipts required?**
  - A receipt is required for all orders more than $4,999.99 (excluding amount only) or if funded with state or federal funds or for capital and controlled assets.

- **Amount Only/Continuous PO’s**
  - For orders that require ongoing invoices (i.e., service contracts or long-term lease agreements)
    1. Quantity of “1”
    2. Total quoted/contracted amount
    3. Unit of measure of “Each”
    4. Set line item(s) to “Amount Only”

*NOTE: No receipts required on “Amount Only” PO’s*
QUESTIONS???

Rowdy Exchange – Elizabeth Raymond, Procurement Systems Administrator

PeopleSoft – Elisabeth Cuadros, Procure To Pay Analyst
DISBURSEMENTS AND TRAVEL SERVICES (DTS) & PROCARD/TRAVEL CARD ADMINISTRATION (PTCA)
Contact Information

Disbursements/Travel main line: 458-4213
Disbursements fax line: 458-4829
Location: NPB, 4.120-1
E-mail: Disbursements.travel@utsa.edu
Website: Disbursements and Travel Services
http://www.utsa.edu/financialaffairs/dts/
Critical Disbursements and Travel Services Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>July 13</td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from September - June (reimbursements, travel advances, Participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td>July 20</td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense reports to DTS from July 1st July 15th (reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td>August 10</td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from July 16th – July 31st (reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td>August 17</td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from August 1st-15th, (reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td>August 24</td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS for any expenses incurred from August 16th to August 22nd. Last day to submit Wire Transfer Requests.</td>
</tr>
<tr>
<td>August 24</td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS to be expensed in FY18 for $10,000 or less</td>
</tr>
<tr>
<td>August 27</td>
<td>ALL remaining Expense Reports after August 15th must be submitted and routed to DTS if expensed out in FY18 (reimbursements, travel advances, participant advances, athletic advances).</td>
</tr>
<tr>
<td>August 29</td>
<td>Last check run at noon for FY18</td>
</tr>
<tr>
<td>September 1</td>
<td>FY2019 open for processing</td>
</tr>
</tbody>
</table>
Year-End DTS Functions

- Travel encumbrances will roll forward to new FY19.
- Per the travel advance guidelines (Travel Advances, FMOG Section 9) all outstanding travel advances must be settled within 30 days.
- All travel advances must be settled and be in DTS office by August 24th if expensed in FY18.
Common Voucher and Expense Report Reminders

- Expense Report Workflow Status Query:
  - **UTS_EXP_PND_STAT_WF_PRMPT_MOD** Departments must review open encumbrance Travel Authorizations for department travelers. Queries are available in production:
    - By Cost Center: **UTS_TE_TAUTH_OPEN_ENC_BY_CC**
    - By Department: **UTS_TE_TAUTH_OPEN_ENC_BY_DEPT**
    - By Project ID: **UTS_TE_TAUTH_OPEN_ENC_BY_PROJ**
T&E Enhancements

**Registration Fee for Grants** Expense Category

- Mapped to account code 67646
- Applicable to Travel Authorizations, Expense Reports, Cash Advance and AP Vouchers

Automated e-notifications reminders will be generated for all outstanding documents that require “certification or approval” action on 7, 30, 60 and 90 days after submission date

- Applicable to Travel Authorizations, Expense Reports, Cash Advances, Journals Vouchers and AP Vouchers
Common Voucher and Expense Report Reminders

- If an Expense Report is submitted 120 days or more after the travel date:
  - Expense will be reimbursed
  - The full amount of trip or non-travel related expenses will be processed as taxable income to the employee
  - Once taxation has occurred, it will not be reversed
  - Exceptions will only be granted for the “rare” case when an individual was not reasonably able to submit the Expense Report (e.g. extended illness)
  - Department turnover in administrative staff will not be approved as an exception
  - If the employee has a reasonable explanation for the past due submission, an exception may only be granted by the Assistant Controller or designee
Year-End DTS Functions

- Travel/Cash Advance requests not approved before end of FY18 will be approved in new FY19. The accounting date will be updated to new FY.

- Travel & Expense reimbursements not received by 08/24 deadline will be processed in new FY19.
  - Do not create new expense reports after 08/24/18

- Non-PO vouchers not approved in FY18 will be rolled forward to new FY
Year-End DTS Functions

What to do if Expense Report (ER) was not approved by 8/29:

- If ER was in pending status: CREATOR must dissociate Travel Authorization in preparation for end of year rollover process. ER will be deleted by DTS

- If ER was routing; APPROVER must “terminate” Expense Report to dissociate Travel Authorization in preparation for end of year rollover process
Travel Reminders

- Use approved UT System travel and car rental agencies.
  
  - Approved travel agencies
    - Corporate Travel Planners
    - Anthony Travel
  
  - Approved car rental agencies
    - Avis/Budget
    - Enterprise/National
    - Hertz
Common Voucher and Expense Report Reminders

- To properly disencumber funds, close travel or clear cash advance when settling travel don’t forget to:
  - Copy over TA (Travel Authorization) to Expense Report (ER) using “Quick Start” to automatically link TA to ER
  - Eliminates need to enter Expense Details again – only modify for actual expense
- If “Quick Start” option was not used, link TA to Expense Report manually
- Link or “Apply Cash Advance (CA)” to Expense Report when settling travel
Common Voucher and Expense Report Reminders

- Properly linking the TA or CA to Expense reports also minimizes:
  - Having to “Send Back” or return document to creator for correction
  - Delays due to re-routing of document for approval
  - Delays in reimbursing traveler
Common Voucher and Expense Report Reminders

- Don’t forget to use Speed Charts
- Allows for a complete chart field string to be populated
- Results in expenses properly recorded and reflected correctly on the MFR

- An employee should not approve his/her own expenses or reimbursement
  - Should be approved by a higher level authority or supervisor
Common Voucher and Expense Report Reminders

To minimize the risk that a traveler is reimbursed for an expense paid on a CLIBA/Procard/OneCard/PO/TAC

In PeopleSoft:

- Ensure “prepayment methods” used to pay for expenses are reflected on the Expense Report; indicate that the EXPENSE TYPE was “PAID BY EMPLOYEE” (do not use other options) and,

- The expense detail line box must be marked as “Non-Reimbursable”
General Voucher and Expense Report Reminders

- **Supplier Information Form (SIF): Direct Deposit Form** contains sensitive data.

- Sending completed forms via campus mail ensures compliance with:
  - UT System policy ([System Information Resources and Security Policy UTS165 Standard 9 and OIT requirements](#)) Category I sensitive data includes: TINS, bank accounts, Employer IDs
General Voucher and Expense Report Reminders

- Closing of PO’s and PO Disencumbrances are handled by Purchasing

- Travel Disencumbrances are handled by DTS
  - Submit Travel Authorization Form (TAF)
  - Corrections to travel dates, destinations, etc.
  - Close out or cancel travel
General Voucher and Expense Report Processing Reminders

- Include an adequate estimate for freight charges on POs
- Minimizes match exceptions and the need for a POC (Purchase Order Correction)

**Note:** As an exception to prevent further payment delays to vendor - DTS will override up to $50 if not included on PO – applicable to non-State accounts only

- POCs are required:
  - For freight charges - applicable to State accounts
  - Additional items not included on PO
Do not charge tips and hotel taxes to State accounts (provide alternate funding source)

Attach proof as part of the supporting documentation (e.g. email, memo) pre-authorizing lodging rate when it exceeds GSA rate, if traveling on State funded accounts

Use State Cards to procure airfare funded with State or federal funds (effective 1/24/17) Texas Gov’t Code 20.413
General Voucher & Expense Report Reminders

- Approve electronic Travel Authorizations by first day of travel otherwise complete a Travel Authorization Form (TAF)

  - Note: After-the-fact authorizations are manual and affect the efficiency of the travel process at several points. Monitoring controls will be established over these occurrences to aid towards goal of making process as efficient as possible.
New Fiscal Year Reminders

To minimize match exceptions and delays in payment to vendors:

- Create new POs for annual expenses:
  - Copiers, leases, etc.
  - Provide new PO numbers to vendor
New Fiscal Year Reminders

- Complete “desktop receiving” for goods received or services rendered
- When they are received in the department *(not before 😁)*
General Reminders

To expedite voucher and expense report processing:

- Attach required supporting documentation before routing to approvers
  - Invoices and/or receipts
  - Signed service contracts
- Ensure Business Expense Form is complete as it relates to Entertainment and Hospitality Operational Guide (FMOG Section 7)
  - Proper approvals to include certification if not completed electronically
  - Completed and approved within 90 days of date expense occurred
General Reminders

To expedite voucher processing (cont’d):

- Verify the accuracy of information:
  - Remittance address
  - Vendor #
  - Direct deposit information

- For information on specific invoices, please email Disbursements.travel@utsa.edu
General Information

- Use direct deposit when possible for staff, faculty and vendors.
  - Eliminates checks being lost, misplaced or remittance to State as unclaimed property
  - Saves University money
  - Saves time it takes to pick-up and deposit to checking account
ProCard/Travel Card Administration Office (PTCA)

PTCA handles:
- Procurement Card (ProCard) and Corporate Liability Individual Billed Accounts (CLIBA Travel cards)
- Application Processing
- Cardholder Training
- Cardholder Maintenance Requests (CMR)
  - Credit limit increases; Merchant Category Codes (MCC)
ProCard/Travel Card Administration Office (PTCA) cont’d

PTCA handles:
- Reporting and Compliance
- Reconciliations and Collections
- ProCard Audits
- Generate ProCard Payments

DTS handles Travel Advance Card Requests (TAC)
# PTCA Contact Information

## Employee Name | Title                                    | Ext. # | PTCA Responsibilities
---               | ---                                      |       | ---
Lisa Bixenman    | Credit Card Program Manager              | 7993  | Credit Card Program Administration Training, Cardholder training, reconciliations, reporting compliance and cardholder maintenance
Anne Jackson     | ProCard Specialist                       | 4059  | Application processing, Procard training, Procard audits

Email: [procard.travelcard@utsa.edu](mailto:procard.travelcard@utsa.edu)  
Fax: 210-458-4849  
Location: NPB, 4.120  
Website: [http://utsa.edu/financialaffairs/ptca/](http://utsa.edu/financialaffairs/ptca/)
## Critical Procard Deadlines for Citibank

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 6</strong></td>
<td>Transactions for August 3rd statement ready for reconciliation and approval</td>
</tr>
<tr>
<td><strong>August 17</strong></td>
<td>Departmental approval due by 5:00 pm for August 3rd statement Recommended: Last day to charge using Procard for FY18</td>
</tr>
<tr>
<td><strong>September 5</strong></td>
<td>Procard transactions for September 3rd statement ready for reconciliation and approval.</td>
</tr>
<tr>
<td><strong>September 6</strong></td>
<td>All Procard reconciliations completed and approved by noon on Thursday, September 6th will be processed for immediate payment. Vouchers over $10,000 will be included in the AP accruals and charged to FY18. Vouchers up to $10,000 will be charged to FY19.</td>
</tr>
</tbody>
</table>

**Note:** UTSA has no control over the vendor’s or the bank’s credit card processing and posting dates. Although a Procard may be used, the bank may not process the transaction(s) for several days. Please process all Procard transactions as early as possible.
Year-End PTCA Functions

CLIBA & TAC –

- All outstanding balances on the travel cards must be paid in full by August 17th.

Procard –

- Outstanding balances must be approved by the deadlines listed on the year-end calendar.
HUMAN RESOURCES

Melanie Vigil
Cassandra Flores
Danielle Brayley
Guidelines for Maximum Vacation Accrual Rates

- Maximum number of vacation hours that can be carried from one fiscal year to the next.

- Vacation hours exceeding carry over limit will be converted to sick leave at the end of each fiscal year
  - Occurs September 1st

- Maximum number of Vacation hours carried forward can be found at [http://utsa.edu/hr/Leave/VacationAccruals.html](http://utsa.edu/hr/Leave/VacationAccruals.html)
Leave Balance displayed through ESS:

- Balances up to 8/15/2018
  - Available in ESS on 8/23/2018
  - Includes August entitlements
  - Based on actual time entered in PeopleSoft

- PeopleSoft VSL report for real-time balances
  - Available to Time keeper and Department Administrator
  - Balances are based on actual time entered in PeopleSoft
  - Instructions have been distributed to timekeepers
Leave Balance (cont’d)

- Report to VP’s sent re: vacation hours that will transfer to sick on 9/1/18.

- All vacation leave requests should be approved by the employee’s immediate supervisor in advance before taking leave.

- Vacation time over the maximum must be taken no later than August 31st.
Leave Balance (cont’d)

Please ensure all time and absences are reported in PeopleSoft by Timesheet Deadlines (dates can be located on Payroll Services website):
http://www.utsa.edu/payroll/TimesheetDeadlines.cfm

For Questions on Vacation Accrual Rates:
- Contact HR-Leave Administration
  leaveadmin@utsa.edu
Maximum Vacation Carryover for September 1, 2018

- Vacation hours exceeding carry over limit is converted to sick leave at the end of each fiscal year

- Maximum number of Vacation hours carried forward can be found at [http://utsa.edu/hr/Leave/VacationAccruals.html](http://utsa.edu/hr/Leave/VacationAccruals.html)
eForms Announcement

- SharePoint will be discontinued effective September 1st.
- Campus training has begun for eForms.
Fall Hires/Rehires

- **Faculty Hires**
  - Need approval from Dean and Vice Provost AFS
  - Tenure, Tenure Track, NTTs (rolling contract) are renewed automatically
    - HR will send you a report of contracts that have renewed

- **Staff**
  - Hiring Form/eForms

- **Students**
  - SharePoint/eForms
  - Must be enrolled
  - Can only work 19 or 20 hrs (dependent on job title)
Terminations

- Appointments with end dates will auto term
- Resignations, terminations, retirements, etc.
  - Use “Job Record Change” or Termination request in eForms
- Reference payroll deadlines
  - Beware of overpayments
    - Monthly employees (i.e. GRAs, TAs)
- Faculty
  - Only term faculty who are truly separating from UTSA
# Enrollment Requirements

<table>
<thead>
<tr>
<th>Title</th>
<th>Fall/Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Research Assistant (GRA) *</td>
<td>6 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>6 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Student Assistant (work-study)</td>
<td>6 hours</td>
<td>See Financial Aid</td>
</tr>
<tr>
<td>Teaching Assistant (TA) *</td>
<td>6 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Undergraduate Research Assistant (URA)</td>
<td>9 hours</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

* paid monthly
Helpful Info

- All hires will need a background check (CBC)
- SharePoint Forms will need a Department Approval (DAF)
- Missing/Incorrect Information will cause delays or denials
- Please allow 2 weeks for processing
New Hire Process

- Employees may not begin working until approved by HR
- All new employees must complete the Employee Self Service (ESS)
  - Complete I-9 Form (within 3 business days of Hire date)
  - Will need to bring original documents to HR
- Update Personal Information Summary and Current Profile
- W4 and direct deposit
- Hire/Rehire requests are due by 8/17 for 9/3 start date
Helpful Links

- Processing Calendar
  - [http://www.utsa.edu/hr/docs/UTSPS/EmployeeProcessingDates.pdf](http://www.utsa.edu/hr/docs/UTSPS/EmployeeProcessingDates.pdf)

- eForms website
  - [https://www.utsa.edu/hr/News/2017/06/eForms.html](https://www.utsa.edu/hr/News/2017/06/eForms.html)

- Day ONE website
  - [https://www.utsa.edu/hr/Employment/DayOne/](https://www.utsa.edu/hr/Employment/DayOne/)
Resources

Human Resources - Front Desk x4648

dayone@utsa.edu
PAYROLL MANAGEMENT SERVICES
## Critical Payroll Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>Last date for Off-Cycle Check Requests accepted by the Payroll Office. Reminder - allow 5 days for processing. There will be no Off-Cycle Check printing on August 27 - 31.</td>
</tr>
<tr>
<td>August 20</td>
<td>Last salaried employee weekly timesheet due date for the August 13th through the 19th workweek to meet the August monthly payroll processing deadline.</td>
</tr>
<tr>
<td>August 20</td>
<td><strong>Supervisor</strong> deadline to submit salaried employees’ timesheet, including Overtime Comp Time Payout (OCP) hours, to the departmental timekeeper.</td>
</tr>
<tr>
<td>August 22</td>
<td><strong>Timekeeper</strong> deadline to enter salaried employee timesheets, including Overtime Comp Time Payout (OCP) into Time Labor UTShare/PeopleSoft.</td>
</tr>
</tbody>
</table>

*Note: Late entries will be processed following fiscal year – September.*
# Critical Payroll Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 27</strong></td>
<td>Hourly employee weekly timesheet due date for the August 20th through August 26th workweek to their supervisor by 10 a.m. Supervisor approver deadline is 5 p.m.</td>
</tr>
<tr>
<td><strong>September 4</strong></td>
<td>Hourly employee timesheet due date for period of August 27th - August 31st to their supervisor by 10 a.m. Supervisor deadline is 5 p.m.</td>
</tr>
<tr>
<td><strong>September 4</strong></td>
<td><strong>Supervisor final</strong> deadline to approve hourly timesheets for August 16th through August 31st pay period is 5:00 p.m.</td>
</tr>
<tr>
<td><strong>September 5 (By 3:00 PM)</strong></td>
<td>Timekeeper’s last Timesheet Deadline date for Hourly employees; August 16th through August 31st pay period.</td>
</tr>
</tbody>
</table>

*Note: Late entries will be processed following fiscal year – September.*

**Deadline Questions?**
Payroll Processing Deadlines - Coming

- Deadlines are being developed in coordination with HR and Budget
- Benefits of deadlines:
  - Ensures employees receive accurate paychecks on payday
  - Allows Payroll to troubleshoot and resolve any processing issues
  - Allows Payroll ample time to submit ACH file to the bank, so employees are paid timely
  - Reduces the need to process off cycle checks
  - Reduces the risk of overpayment to an employee
- Deadlines will be enforced
Payroll Processing Deadlines - Coming

- Request to process an off cycle check or an overpayment to the employee are being tracked
- Tracking will allow us to analyze where issues are occurring to determine if additional training is necessary or areas of improvement are needed in order to gain processing efficiencies
Cell Phone Allowance

- Reports will be sent to VP Office for annual review by mid July

- VPs will review and determine if all employees on their report are still eligible in FY19

- If all employees are still eligible return list confirming no changes to the E-mail: payroll@utsa.edu by September 7th

- No new form required
Cell Phone Allowance

- Changes required to list:
  - Return the list indicating changes
  - Complete the cell phone allowance form to either terminate allowance or add a new allowance by submitting to the E-mail: payroll@utsa.edu by September 7th

- Cellular Phone Allowance Form
  - Form will no longer require VPBA signature, however division VP signature is still required
General Information

Payroll website: [http://www.utsa.edu/payroll/](http://www.utsa.edu/payroll/)

- Payroll deadlines
- Timesheet Deadlines
- Regulatory changes
Contact Information

Main line: 458-4280
Fax line: 458-4236
Location: NPB, 4.170
E-mail: payroll@utsa.edu
Website: Payroll Management Services

http://www.utsa.edu/payroll/
QUESTIONS
Thank you!
The University of Texas at San Antonio
Financial Affairs
Your partner for successful solutions