Financial Area Representatives

February 24, 2021

Facilitator: Cynthia Schweers, Assistant Controller

UTSA Business Affairs

Announcements

- ## University Travel

  Due to disruptions in university travel scheduled after March 20, 2020, UTSA is offering open airline ticket credits to faculty and staff (no students) for university-approved travel on a first-come, first-served basis. All university-purchased unused travel credits have been pooled centrally to maximize their use. Travel must still be approved through the international and domestic processes. A detailed communication will be sent to FAR members, One Card holders and the DTS list on Monday.

- ## PaymentWorks

  Go Live date delayed to March 1

- ## Inclement Weather Timekeeping

  Additional inclement weather time reporting information can be found on Payroll website: https://www.utsa.edu/payroll/

Today's Agenda

- Financial Affairs Update

  Sheri Hardison, Senior Associate Vice President for Financial Affairs & Deputy Chief Financial Officer

- PaymentWorks Update

  Nora Compean, Director of Disbursements & Travel Services

- Financial Affairs Training Update

  Debra Villanueva, Senior Business Manager

- FMOG Update

  Lilian Man, Senior Policy Analyst

- SAHARA FAQ's

  Becky Sanchez, Senior Associate Director of Accounting

- FY22 Budget Timeline

  Tammy Anthony, Assistant Vice President for Budget & Financial Planning

Financial Affairs Update

Sheri Hardison, Senior Associate Vice President for Financial Affairs & Deputy Chief Financial Officer

Office of Financial Affairs • One UTSA Circle • San Antonio, Texas 78249

PaymentWorks Update

Nora Compean, Director of Disbursements & Travel Services

Highlights

- Postponed PaymentWorks go-live date to **March 1**

- Due to campus closure training classes were cancelled February 15-19

- New classes added to MyTraining website

- Pilot groups:
  - College of Engineering Business Service Center (BSC)
  - College of Business BSC

Transition Period

- As we transition to PaymentWorks, SIFs (Supplier Information Forms) will no longer be accepted

- If you need to setup/update a vendor, send email to DTS with the following information:
  - Vendor name
  - Vendor email address
  - Department contact
  - Department contact email address/telephone number

Training Materials

- Disbursements & Travel Services training website:
  - Initiator Role Job Aid
  - Vendor Role Job Aid
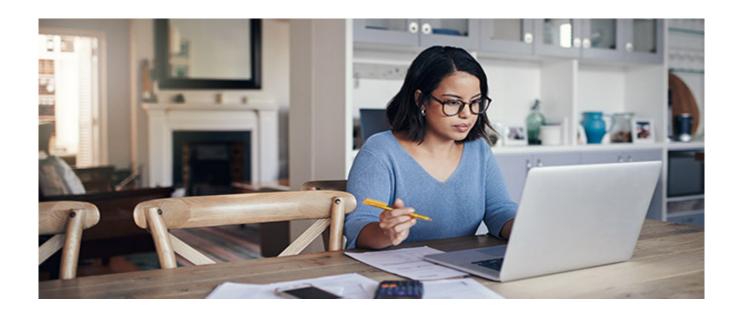 - PaymentWorks Vendor Onboarding Process ppt

- Vendor Portal and job aid

Questions

Financial Affairs Training Update

Debra Villanueva, Senior Business Manager

Office of Financial Affairs • One UTSA Circle • San Antonio, Texas 78249

Financial Affairs Training

Working from home: The perfect opportunity to convert courses to online!
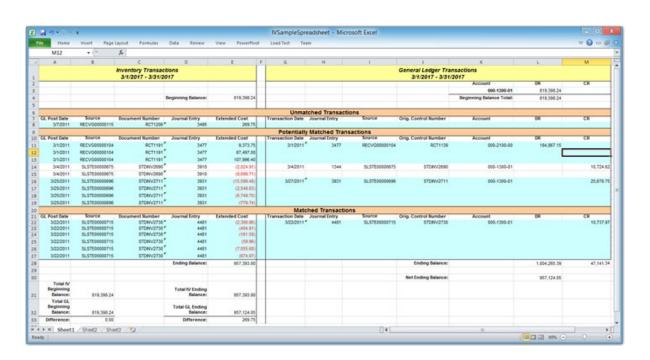
What's New?

We are currently working on converting many of our in-person training courses to on-demand!
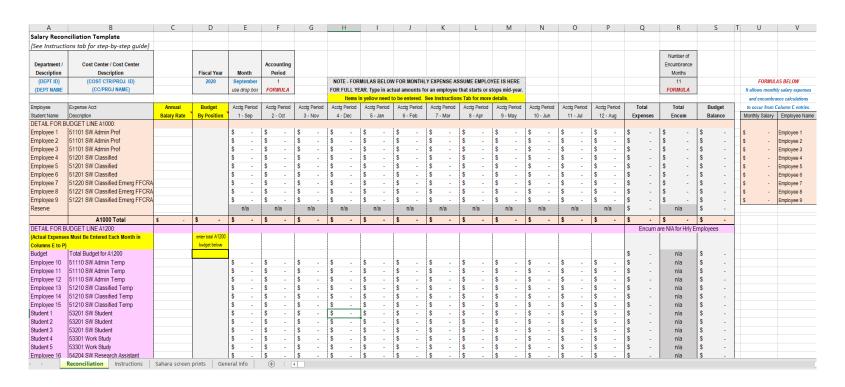
MFR Course
Converted to SAHARA On-Line

Went live on Nov. 2, 2020

SAHARA Salary Reconciliation

This video provides step-by-step instructions on using the SAHARA salary reconciliation spreadsheet.

[SAHARA Salary Reconciliation Training Video](#)

SAHARA Open Lab (AM0711.01)

All training dates are at 9 am on Wednesday

- March 10
- April 21
- May 19
- June 23
- July 21
- Aug 11

Cash Handling 101
Converted to On-Line

Went live on Nov. 2, 2020

What's Next?

One Card

Cash Advance

Hospitality
& Entertainment

All converted to on-line by August 31.

Training Redesign Process

Questions

FMOG Updates

Lilian Man, Senior Policy Analyst

Updates

1. Name change
2. Identifying and Responding to Red Flags
3. Memberships Paid by University Funds
4. Petty Cash Funds
5. HUB Program
6. Inventory Reconciliation (Form)
7. Mileage reimbursement rate

Name change

- Moving to Financial Guideline
- Or Guideline for short

Identifying and Responding to Red Flags

Reminders:

- Be aware of red flags that could indicate the possibility of identity theft.
- Respond appropriately

Identifying and Responding to Red Flags

Memberships Paid by University Funds

- Updated institutional memberships
- Clarified that department are not obligated to pay for individual memberships
    - Department practice not university policy

Memberships Paid by University Funds

Petty Cash

Only use petty cash if other options (One Card, for example) are unavailable

Clarified processes:
• Do not reimburse state and local taxes
• Reconcile the fund at least monthly – two individuals
• Updated back office names and locations

Financial Services currently auditing the need for existing petty cash funds

Petty Cash Funds Policy

HUB Program

Clarity updates:

- Purchases with an expected value of $100,000 or more require the vendor to provide a HUB Subcontracting Plan
- The Contract Management Handbook contains the HUB rules
- Updated links to resources

Historically Underutilized Business (HUB) Program

Inventory Reconciliation Form

Inventory that is held for resale

- Updated for clarity
- Updated the annual physical inventory count form

Inventory Reconciliation Form

Mileage reimbursement rate

The current mileage reimbursement rate:
- 56 cents per mile
- Effective Jan. 1 to Dec. 31, 2021
- Updated form

Mileage/Parking Log for Travel Reimbursement

Questions

SAHARA FAQ's

Becky Sanchez, Senior Associate Director of Accounting

FAQs

Why can't I see all of my cost centers/projects?

If you are not a designated reconciler or approver, you will not have access.

You can request access to a cost center or project by processing a UTShare Departmental User Access Form.

Why can't I see all of my cost centers/projects, Continued...

You will not have a reconciliation until the cost center/project has had revenue or expense actuals activity.

Once that happens, you will have a reconciliation every month for the rest of the year.

Note: If in a following month, there is no actuals activity, the reconciliation will need to be reconciled by the Reconciler, but it will <u>not</u> require approval by the Owner.

Can I drill into A/P vouchers from SAHARA?

At this time, we cannot drill into the source documents of transactions.

High priority Phase II enhancement along with:
- Workflow email notifications for approvers
- Ability to attach backup documentation (e.g. salary reconciliation spreadsheet)

Can I delegate approval authority to someone else in my department?

Principle investigators are given approval roles and are able to approve SAHARA reconciliations; however, the department manager or "owner" in SAHARA will still have to certify annually in fall.

Working on additional delegation allowances for specific college situations

- Will bring recommendation to College Financial Leads

Other requests should go through your Financial Lead and then to Financial Affairs for consideration.

Are attachments required for an Easy Correct journal?

Yes, we ask that you take a screenshot of the transaction being corrected and attach it to the Easy Correct Journal.

Updates

Salary Reconciliation Template Tutorial

An on demand video tutorial has been created by Financial Affairs to assist with the Salary Reconciliation Template.

Tutorial video posted to the Accounting Services Training website. (Linked below.)

SAHARA Salary Reconciliation Training Video

Actuals Tab: Reviewed Boxes

The Reconciler <u>does not</u> need to check the "Reviewed" boxes on the Actuals Tab in order to complete the reconciliation.

Account	64101	Copying/Printing Services		Source		Accounts Payable
Reviewed	☐	Review Date				

		Flag	Easy Correct	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	V
1	◯	⚑	Easy Correct	8004516082	2021-01-03	2021-01-27	00265358	AFR Printing	C

Details ▦▶

Budget Information Tab: Summary Section

The Summary section has been updated to correctly reflect permanent and total budgets.

Summary

Permanent Revenue Budget	$543,807.00	**1**	Permanent Expense Budget	$543,807.00	

This shows your permanent budgets.

Beginning of Period Rev Budget Total	$543,807.00	**2**	Beginning of Period Exp Budget Total	$615,106.82
Monthly Rev Budget Transaction Total	$-188,498.00	**3**	Monthly Exp Budget Transaction Total	$-188,498.00
End of Period Rev Revised Budget	$355,309.00	**4**	End of Period Exp Revised Budget	$426,608.82

This includes your permanent budgets and temporary adjustments to give you your total budgets.

Budget Activity

Personalize | Find | View All | 🗗 | 🔢   First

	Comments	Flag	Tran ID	Tran Date	Tran Line	Journal ID	Ledger Group	Budget Entry Type	Account	Account Description	Budget Amount

Questions

FY22 Budget Update

Tammy Anthony, Assistant Vice President for Budget & Financial Planning

FY2022 UTSA Annual Operating Budget to UT System

Timeline for Financial Lead Reviews and Recommended Changes

	Start	Complete
Revenue Forecast and Revenue Transfers		
Net Sales and Service Trends by Cost Center	Early February	End of February
Non-Mandatory Fees Trends by Cost Center	Early February	End of February
Mandatory Fees Forecasted on Enrollment Projections by Cost Center	Late February	Mid March
Tuition Forecasted on Enrollment Projections (Inc Differential and On-line)	Late February	Mid March
Request from VPR and VPDAR the Restricted Gift, Endowment Earnings and Sponsored Projects Projections	Late February	Late March
Position Updates for Budgeted Positions	Late February	Late March
Hyperion Cost Center Reviews/Balancing	Mid April	Mid May
Budget Office to Finalize the Preliminary Budget Details for Leadership	Mid May	Mid June
Due Dates for UT System (To Be Confirmed)		
Draft of Goals and Priorities for Leadership to Share with UT System		Mid May
UT System Budget Meetings on Goals and Priorities		Early June
UT System Draft Budget and Supporting Schedules		Mid June
UT System Final Budget and Supporting Schedules		Early July

FY2022 UTSA Annual Operating Budget to UT System
Timeline for Financial Lead and Budget Office

Start Date	Completion Date	Action Item
Revenue Forecasts and Revenue Transfers		
February 5	February 26	Net Sales and Services (Auxiliary and Other Designated)
February 5	February 26	Other Revenue - Other Designated Funds
February 5	February 26	Non-Mandatory Fees
February 5	March 26	Data Request to VPR and VPDAR for Restricted Revenue Projections- Gift, Endowment and Sponsored Programs
February 12	February 26	Net Sales and Services (Auxiliary and Other Designated) - *Revenue Transfers*
February 12	February 26	Other Revenue - Other Designated Funds - *Revenue Transfers*
February 12	February 26	Non-Mandatory Fees - *Revenue Transfers*
February 26	March 19	Mandatory Fees Forecast on Enrollment Projections provided to Academic and Auxiliary Areas
February 26		Tuition Forecasted on Enrollment Projections (Inc. Differential and On-line) to Leadership
March 5	March 19	Mandatory Fees - *Revenue Transfers*
Position Updates for Budgeted Positions		
February 26	March 26	Position Reviews for adjustments related to New/Eliminated positions and Funding Changes
Hyperion Cost Center Reviews and Balancing		
April 9		Communication to Campus on "CUT-OFF" for Permanent Transfers to be Included in Hyperion
April 19	May 14	Balancing of Individual Cost Centers utilizing Hyperion Change Request Forms
Budget Office to Finalize the Preliminary Budget Details with Leaderships		
May 14	June 14	Produce Preliminary Reports from Hyperion, Review Revenue Projections, Variance Analysis, etc.
Due Dates for UT System (To be Confirmed - Currently Based on Previous Legislative Year Due Dates)		
May 17	Tentative	Draft of goals and priorities to UTSA Leadership to share with UT System
June 1-11	Tentative	UT System Budget Meetings on Goals and Priorities
June 15	Tentative	UT System Draft Budget and Supporting Schedules Due
July 9	Tentative	UT System Final Budget and Support Schedules Due
Budget Load into PeopleSoft for FY2022 - To Be Completed by Budget Office		
July 30		Files prepared to load PeopleSoft
August 6		FY2022 Budget Loaded into PeopleSoft
August 13		Share Permanent Transfers with Campus that occurred after Hyperion Cut-off

Questions