



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



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

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

Inventory Transactions 3/1/2017 - 3/31/2017					General Ledger Transactions 3/1/2017 - 3/31/2017							
GL Post Date	Source	Document Number	Journal Entry	Extended Cost	Transaction Date	Journal Entry	Source	Orig. Control Number	Account	DR	CR	
Beginning Balance:					Beginning Balance Total:					819,396.24		
Unmatched Transactions												
Potentially Matched Transactions												
Matched Transactions												
Ending Balance:					Ending Balance:					967,393.80	1,004,265.39	47,141.34
Total IV Beginning Balance:					Total IV Ending Balance:					819,396.24	967,393.80	
Total GL Beginning Balance:					Total GL Ending Balance:					819,396.24	967,124.05	
Difference:					Difference:					0.00	269.75	

SAHARA Salary Reconciliation

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

Salary Reconciliation Template <i>(See Instructions tab for step-by-step guide)</i>		NOTE - FORMULAS BELOW FOR MONTHLY EXPENSE ASSUME EMPLOYEE IS HERE FOR FULL YEAR. Type in actual amounts for an employee that starts or stops mid-year.												Number of Encumbrance Months		FORMULAS BELOW <i>It allows monthly salary expenses and encumbrance calculations to occur from Column C entries.</i>					
Department / Description (DEPT ID) (DEPT NAME)	Cost Center / Cost Center Description (COST CTR/PROJ. ID) (CC/PROJ NAME)	Fiscal Year 2020	Month September <i>use drop box</i>	Accounting Period 1 FORMULA	Items in yellow need to be entered. See Instructions Tab for more details.												FORMULA	FORMULA			
Employee Name	Expense Acct Description	Annual Salary Rate	Budget By Position	Acctg Period 1 - Sep	Acctg Period 2 - Oct	Acctg Period 3 - Nov	Acctg Period 4 - Dec	Acctg Period 5 - Jan	Acctg Period 6 - Feb	Acctg Period 7 - Mar	Acctg Period 8 - Apr	Acctg Period 9 - May	Acctg Period 10 - Jun	Acctg Period 11 - Jul	Acctg Period 12 - Aug	Total Expenses	Total Encum	Budget Balance	Monthly Salary	Employee Name	
DETAIL FOR BUDGET LINE A1000:																					
Employee 1	51101 SW Admin Prof			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 1
Employee 2	51101 SW Admin Prof			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 2
Employee 3	51101 SW Admin Prof			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 3
Employee 4	51201 SW Classified			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 4
Employee 5	51201 SW Classified			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 5
Employee 6	51201 SW Classified			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 6
Employee 7	51220 SW Classified Emerg FFCRA			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 7
Employee 8	51221 SW Classified Emerg FFCRA			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 8
Employee 9	51221 SW Classified Emerg FFCRA			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 9
Reserve				n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$ -	n/a	\$ -			
A1000 Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DETAIL FOR BUDGET LINE A1200:																					
(Actual Expenses Must Be Entered Each Month in Columns E to P)		enter total A1200 budget below												Encum are NIA for Hlyr Employees							
Budget	Total Budget for A1200			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Employee 10	51110 SW Admin Temp			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 10
Employee 11	51110 SW Admin Temp			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 11
Employee 12	51110 SW Admin Temp			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 12
Employee 13	51210 SW Classified Temp			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 13
Employee 14	51210 SW Classified Temp			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 14
Employee 15	51210 SW Classified Temp			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 15
Student 1	53201 SW Student			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Student 1
Student 2	53201 SW Student			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Student 2
Student 3	53201 SW Student			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Student 3
Student 4	53301 Work Study			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Student 4
Student 5	53301 Work Study			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Student 5
Employee 16	54204 SW Research Assistant			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Employee 16

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

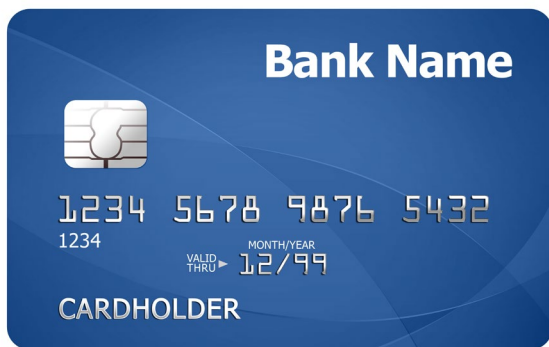


Cash Handling 101 Converted to On-Line

Went live on Nov. 2, 2020



What's Next?



One Card



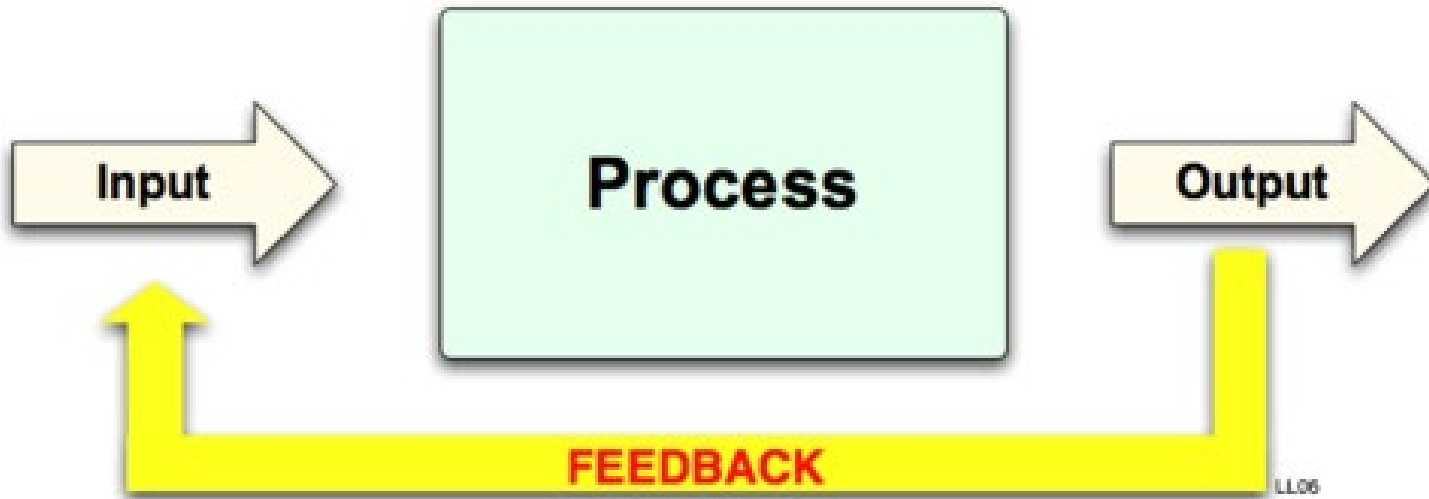
Cash Advance



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 not 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.

Easy Correct

Easy Correct

Business Unit: **UTSA1** Journal ID: **NEXT** Journal Date:

Transfer From

CostCenter/Project	DXM003	Account	63003	Amount	-9.850
--------------------	--------	---------	-------	--------	--------

Transfer To

*CostCenter/Project	<input type="text" value="DXM003"/>	*Account	<input type="text" value="63003"/>	Amount	9.850
Analysis Type	<input type="text"/>				

Description for the transfer

ARA Easy Correct Entry

Payment Worksheet Attachments

Business Unit: **UTSA1** Journal ID: **NEXT** Journal Date: **01/26/2021**

Details				
File Name	Show to Approver?	Description	User	Name
View	<input checked="" type="checkbox"/>			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

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 does not 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

Details 									
		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

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
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 shows your permanent budgets.

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

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

Questions



FY22 Budget Update

Tammy Anthony, Assistant Vice President for Budget & Financial Planning

FY2022 UTSA Annual Operating Budget to UT System		
<i>Timeline for Financial Lead Reviews and Recommended Changes</i>		
	Start	Complete
<i>Revenue Forecast and Revenue Transfers</i>		
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
<i>Position Updates for Budgeted Positions</i>	Late February	Late March
<i>Hyperion Cost Center Reviews/Balancing</i>	Mid April	Mid May
<i>Budget Office to Finalize the Preliminary Budget Details for Leadership</i>	Mid May	Mid June
<i>Due Dates for UT System (To Be Confirmed)</i>		
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
<i>Revenue Forecasts and Revenue Transfers</i>		
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
<i>Position Updates for Budgeted Positions</i>		
February 26	March 26	Position Reviews for adjustments related to New/Eliminated positions and Funding Changes
<i>Hyperion Cost Center Reviews and Balancing</i>		
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
<i>Budget Office to Finalize the Preliminary Budget Details with Leaderships</i>		
May 14	June 14	Produce Preliminary Reports from Hyperion, Review Revenue Projections, Variance Analysis, etc.
<i>Due Dates for UT System (To be Confirmed - Currently Based on Previous Legislative Year Due Dates)</i>		
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
<i>Budget Load into PeopleSoft for FY2022 - To Be Completed by Budget Office</i>		
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

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