Financial Area Representatives

June 28, 2021

Facilitator: Javier Martinez
          Senior Director of Financial Information Systems

UTSA Business Affairs

Announcements

- Financial Affairs IRM Update
  - Rita Andrews, Director of Financial Planning & Projects

- SAHARA Labs – Sign up by visiting training.utsa.edu
  - FY21 Final Lab Dates
    - July 21 at 9:00 am

  - FY22 Lab Dates
    - Offered every other month with the first lab being in October

- Fiscal Year End
  - Presentation materials and deadline calendars available on website
    https://www.utsa.edu/financialaffairs/about/fiscal-year-end.html

Today's Agenda

- Financial Affairs Website Demo

  Javier Martinez, Senior Director of Financial Information Systems

- Disbursements & Travel Services Updates

  Nora Compean, Director of Disbursements and Travel Services

- Use of One Card for Low Risk Clipwrap Agreements

  Richard Wollney, Associate Director of Business Contracts

- Financial Guidelines Updates

  Lilian Man, Senior Policy Analyst

- Transition to Konica Minolta & Penny Requisitions

  Ynes Alderson, Associate Director of Purchasing

- Rowdy Exchange New User Experience Navigation

  Elizabeth Raymond, Procurement Systems Administrator

- Annual Fiscal Sub-Certification Demo

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

UTSA. The University of Texas at San Antonio™

Financial Affairs Website Demo

Javier Martinez
Senior Director of Financial Information Systems

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

https://www.utsa.edu/financialaffairs/

Disbursements
And Travel Services Update

Nora Compean
Director of Disbursements & Travel Services

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

PaymentWorks Benefits

- Automated process: payee profile information updates is vendor driven

- Replaces the paper-based manual process by eliminating the submissions of SIF, W9 or W8BEN forms

- Departments initiate and monitor the status of vendor registration

- Vendors setup in PW are able to view the last two calendar years of payment information

- Vendor verifications: tax ID, address, monitoring of financial sanctions

- Collaboration among UTShare and non-UTShare institutions

PaymentWorks Updates/Challenges

- Resolving financial sanctions
  - UT campus group working to reduce number of false positives triggered by agencies on the sanction inventory list

  - Require additional approvals from Office of Research Integrity and Purchasing using Visual Compliance

  - Require collaboration to resolve unusual alerts (e.g., payment risk for suspicious IP activity)

PaymentWorks Updates/Challenges

- Reasons vendors decline to register in PW
  - Open contracts with UT System and conflict with click-wrap agreement
    - UT System conducts vendor outreach (e.g., TouchNet)

  - Conflict with online PO terms
    - Vendors mark box stating they have "read" PO terms rather than "agree or accept"

  - Lack of resources (e.g., vendor staffing)
    - Switch to another vendor who may offer similar services

  - Language and knowledge barriers
    - Departments assist vendors with registration

International Travel e-Notifications

- Automated e-notifications are generated to travelers for destination to a foreign country upon submission of a Travel Authorization.
  - Alerts travelers of requirements and restrictions and additional approvals to restricted regions

  - Provides information including what you can take with you, activities you may engage in, security best practices, and more.
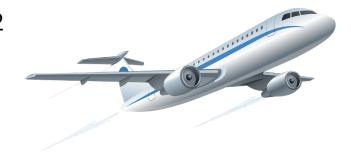
Washington, D.C. e-Notifications

- Automated e-notifications generated to travelers for destination to Washington, D.C. upon submission of a Travel Authorization.
  - Alerts travel is reportable to the Office of State-Federal Relations (OSFR)

  - Includes activities that involve obtaining or spending federal funds or that impact federal policy

  - Travel finding for UTSA on last Post-Payment audit

Travel Restrictions Updates

- Effective 5/15 <u>domestic travel polices and approval processes</u> revert to pre-pandemic operating standards

- University-sponsored international travel may be permitted if deemed mission-critical or health critical as approved by university leadership and in accordance with CDC guidelines. Refer to the <u>Public Health Task Force</u> report or Roadrunner Roadmap for the latest guidance on any additional travel restrictions
  - International travel requests must be reviewed by the university's <u>International Oversight Committee</u> (IOC) until further notice. Requests for travel must be received two weeks prior to the expected date of purchase of tickets

Airline Credits

- Available on a first-come, first-serve basis for faculty and staff only. Contact CTP to book approved business travel.

  - Southwest Airlines – expire Sept. 30, 2022

  - American Airlines – expire Dec. 31, 2022

  - United Airlines – expire Sept. 30, 2022

Cash Advances

- Meal per diems are reimbursable upon settlement
  - TAC cards have been discontinued

- CA for per diems allowed if travel exceeds 7 days

- On-Demand training **COMING SOON**
  Travel & Cash Advance Processing (PS0309.01)
  Available on MyTraining

Student Travel/Group Travel Advances

- Cash advances for an individual student travel may be allowed
  - If student is traveling to represent UTSA and travel is approved

  - If authorized by the **Student Advance Responsible Party** (must be faculty or staff sponsor)

  - Process a **Single Payment Voucher** in PeopleSoft for meal per diems only and attach an approved Travel Advance Request (TAR).

  - Students or departmental proxies may pick up check(s) at Fiscal Services

Student Travel/Group Travel Advances cont'd

- The **Student Advance Responsible Party** must ensure student travel takes place

- Return unexpended cash advance funds immediately via the Deposit Transmittal Form to credit corresponding funding sources for meal per diems:
    - 62304 Travel Student Non-Employee
    - 62305 Travel Student Foreign
    - 62306 Partial Travel Student Non-Employee
    - 62307 Partial Travel Student Non-Employee Foreign

One Card Update

- Effective July 1, **electronic** purchases are limited up to $499.99 per item which include shipping & handling

- In general, restriction of electronic stores are imposed by the State to prevent the purchase of controlled assets ($500-$4,999.99)

- One Cards will include MCC codes for electronic stores (e.g., Best Buy, Altex) with a single purchase daily limit of up to $499.99

- If purchase exceeds amount, contact Credit Card Administration Office for assistance

- Rowdy Exchange continues to be the preferred e-procurement method for on-line shopping designed to leverage the purchasing contracts, saving money and time by simultaneously adhering to State and university procurement rules.

Questions

UTSA. The University of Texas at San Antonio™

Use of One Card for Low Risk Clickwrap Agreements

Richard Wollney
Associate Director of Business Contracts

Introduction

- **"Clickwrap Agreements"** are standard online terms and conditions displayed on the computer screen that require a purchaser to click "acceptance" before the user can secure the contractor's goods or services.

- Terms of Clickwrap Agreements are not advantageous to the University, do not address required terms based on UTSA's status as a government agency and institution of UT System, and are generally not negotiable.

- Efficiency needs may sometimes necessitate procuring goods or services involving a Clickwrap Agreement and based on various risk vs. efficiency factors, the University will permit certain <u>limited</u> use of Clickwrap Agreements in specific situations.

Acceptable Use of Clickwrap for Low Risk Services

- Low Risk Procurements Only. Low Risk Services with a contract term not to exceed one (1) year and a total contract value less than $5,000.

- Certain Requirements and Limitations for Technology
  - Critical Accessibility Requirements for Technology (EIR).
  - HOP 8.22 Requirements of Use of Technology.

- Low Risk Services Example. Low Risk Service involving software would be an annual Facebook account for University marketing purposes that only includes Category III Data (non-sensitive, non-confidential data that is generally public record).

Higher Risk Procurements Prohibited

- Category I or Category II Data (sensitive or confidential data, such as FERPA-related data).

- unsupervised interaction to students or any reasonable risks to students;

- interaction with minors;

- safety, health, or medical matters;

- risk to UTSA property;

- access to UTSA's network;

- solicitation on campus;

- providing any intellectual property of UTSA, or any other aspects related to copyright or publication rights, or related to UTSA;

- modifications to UTSA property;

- use of UTSA property by another entity;

- required use of the service by students;

- processing, collection, or storage of UTSA funds (ex: payment processer or reseller);

- the vendor/contractor is a non-U.S. entity or individual;

- providing the contracted entity with use of any UTSA trademarks, logos or related marks; or

- any other aspect or service that could reasonably be determined to signify a significant risk to UTSA or the UTSA community.

Higher Risk Services must **not** be secured through Clickwrap and must be secured through either a purchase order or a negotiated agreement approved by the Business Contracts Office.

Delegated Authority; Contract Validity

- Reminder - Only an individual with a written delegation of signature authority may execute contracts on behalf of UTSA.

- If the requesting department desires to ensure validity of an applicable Low Risk Service Clickwrap Agreement secured via the One Card, the Clickwrap Agreement cannot be utilized.

- The Clickwrap Agreement will need to be secured through either a purchase order or a negotiated agreement approved by the Business Contracts Office.

Business and Legal Risks

- Clickwrap Agreements are typically one-sided and drafted solely to the contractor's benefit, any Clickwrap Agreement can come with business risks.

- Departments procuring Low Risk Services involving a Clickwrap Agreement must understand the scope of the purchase, and must accept the possible business risks, including paying for any damages and legal costs which may occur because of the purchase.
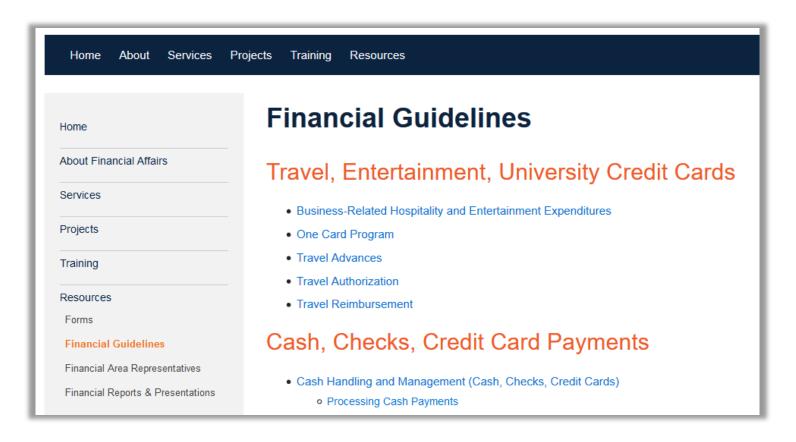
Questions

Financial Guidelines Updates

Lilian Man
Senior Policy Analyst

Updates

1. New Website
2. Central Receiving
3. Financial Aid Set Asides from Tuition Revenue
4. One Card
5. Security and Access to Comptroller Systems
6. Timekeeping
7. Travel Advances

New Website

Grouped by topic, based on frequency of use

Central Receiving

Clarified

- Departments create own receiving reports
- Vendor payment due dates and late payment interest

Central Receiving guideline

Financial Aid Set Asides from Tuition Revenue

Updated

- Processes
- Department and position titles

Financial Aid Set Asides from Tuition Revenue guideline

One Card

- Replaces CLIBA, Procards and Travel Cards
- Clickwrap rules – new guideline pending

- On-demand training available at <u>My Training</u>
  - One Card Reconciliation and Payment Processing (AM0590.01)

One Card Program guideline

Security and Access to Comptroller Systems

Updated access request forms and roles

Security Access Management and Control: Texas Comptroller of Public Accounts - Fiscal Management System

Timekeeping

Updates

- Self-service PS timesheets for most employees
- Groups with pay spread over period of appointment do not complete timekeeping (faculty; GRAs and GTAs beginning Fall 2021, currently piloting with College of Sciences)

Timekeeping guideline

Travel Advances

Updates

- Travel advances should be minimal
- One Card <u>required</u> for airfare, lodging and registration
- Account codes
- Travel Cards and Supplier Information Forms removed

Travel Advances guideline

Questions

Transition to Konica Minolta And Penny Requisitions

Ynes Alderson
Associate Director of Purchasing

Partnership of Konica Minolta Business Solutions

- In an effort to reduce financial burdens and meet the Universities cost savings initiatives, UTSA made a decision in 2020 to focus on one (1) primary vendor for copiers/printers, multi-function devices, and print management document solutions.

- All new equipment orders will be monitored through Rowdy Exchange workflow for consideration of rightsizing or consolidation within a work area and shall be written under the University of Texas Agreement Number UTSSCA1218 with Konica Minolta only.

- Purchasing in collaboration with the supplier will plan an assessment to determine print management solutions in an effort to consolidate equipment to one supplier and schedule a forum providing additional information to departments.

Penny Requisitions

- Penny or zero dollar requisitions are not allowed.
  - Requisitions should always include:
    - Estimated dollar amount, dates and description for each line item
    - Department Manager Financial Approval
    - Attach a quote, if applicable

- Please contact your Procurement Specialist for additional guidance and support when:
  - It is anticipated the requisition may require contract negotiations or instances when a formal Request For Proposal (RFP) is necessary
  - Special circumstances are necessary such as: Capital/Construction Projects, Specialized Services or Emergency Purchases

Questions

Rowdy Exchange
New User Experience Navigation

Elizabeth Raymond
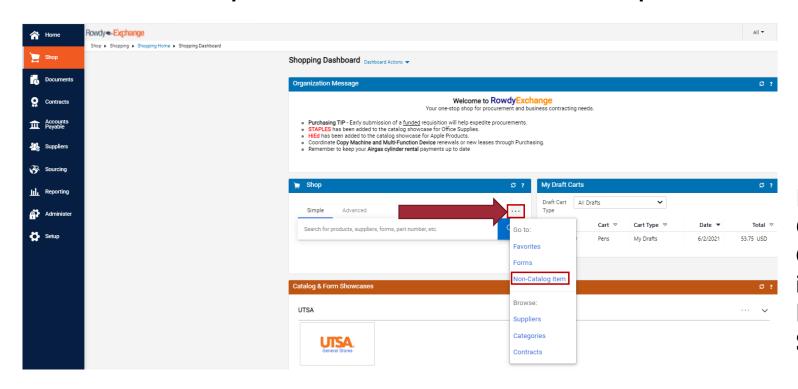Procurement Systems Administrator

New User
Experience Navigation

Home Page Navigation

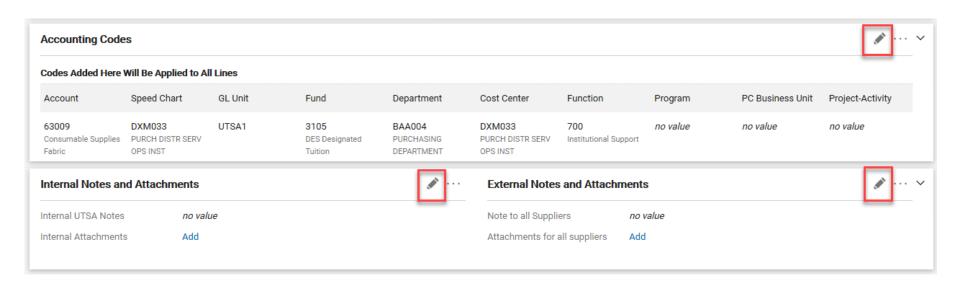## Click the ellipsis (. . .) to view **Go to** options.

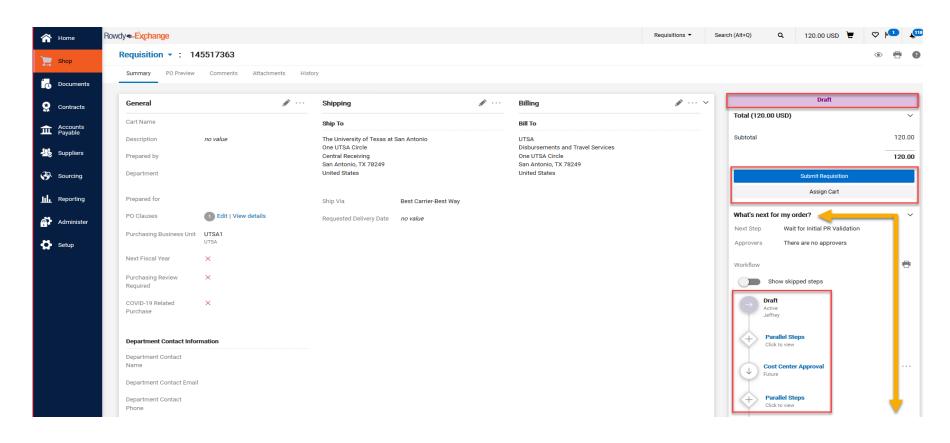Example: Go to **Non-Catalog item** or browse **Suppliers**

Modify/Edit Document

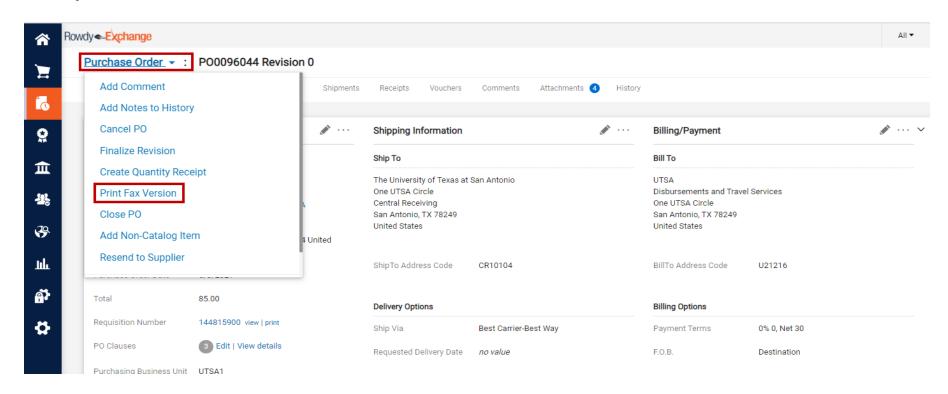The pencil icon allows editing in each section.

Document Workflow

Document Action Items

Drop-down Menu for Document Actions

Questions

Annual
Fiscal Sub-Certification Demo

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