



Financial Area Representatives Meeting

Rita Andrews

Director of Financial Projects and Planning

Announcements

- OBIA (Oracle Business Intelligence Applications) on hold until UT System hires new developer
- Mileage Rate Increasing to 62.5 cents/mile
- Travel Agency contract extended for 1 more year



Agenda

- Amazon Business Prime Account
Diana Macias-Ollervidez, Assistant Vice President, Supply Chain
- Guidelines Update
Debra Villanueva, Senior Business Operations Manager
- Public Safety Update
Stephanie Schoenborn, Chief of Police
- SAHARA Fiscal Management Sub-Certification
Gregory Yturralde, Assistant Vice President, Financial Affairs and Controller
- New Budget to Actuals Report
Rene Paniagua, Senior FMS Application Service Manager



UTSA Amazon Business Prime

Diana Macias-Ollervidez
Assistant Vice President, Supply Chain

UTSA Amazon Business Prime

- Previous approximate cost for annual spend on Amazon Prime memberships **\$49,491**
- Consolidated all accounts into one main UTSA Amazon Business (AB) Prime account with one annual fee of **\$3,500** (university savings of \$46,000)
- Rowdy Exchange should be the first choice
 - UTSA Amazon Business Prime account should be an exception.

The logo for Amazon Business Prime, featuring the words "business prime" in a white, lowercase, sans-serif font. Below the text is the white Amazon smile arrow logo, which is a curved line with an arrowhead pointing to the right. The entire logo is centered on a dark blue rectangular background.

business prime

UTSA AB Prime Benefits

- AB membership for the first year is free
- Annual membership fees paid by Financial Affairs
- AB Prime shipping benefits
 - Free 2-day shipping
 - Free same-day/1-day shipping
 - Discounted expedited delivery
 - Free Amazon Day delivery



Note: Delivery methods apply to business days only, not weekends unless you specify otherwise. Remember to check the ordering cut-off time shown on the detail page.

UTSA AB Prime Benefits (cont'd)

- AB Prime shopping benefits
 - Free consolidated shipping (3-5) days
 - Free delivery on special items



UTSA AB Prime Exclusions

The following are not included with AB Prime and are not allowed on One Cards.

- Amazon Fresh add-on
- Whole Foods Market savings benefits
- Prime Now



Transitioned to UTSA AB Prime

- Existing departments or individuals with an Amazon Prime or Business Account using the utsa.edu email address
- With department or BSC approval, eligible One Card holders with purchasing entitlements received and invitation to join
- With invitation acceptance, memberships will be prorated and credit will be issued to the original credit card



Transitioned to UTSA AB Prime (cont'd)

- Existing retail individual, single user, and multiple user accounts using utsa.edu email addresses that do not accept the invitation will remain active
 - These accounts cannot be renewed with UTSA funding
- Personal/retail amazon.com accounts using abc123@my.utsa.edu for students **are not included**

Accessing UTSA AB Prime

- Go to amazon.com
- Enter your UTSA email address
 - Do not enter a mobile number
- You will be directed to UTSA Single Sign-On (SSO)
 - Enter your network passphrase
 - Dual authentication may be required
- Shared access to AB is **not allowed**
 - Password access is based on individual's UTSA SSO as One Card holders



Use of AB Prime Account

- The UTSA AB Prime account is meant for business purposes only
 - No personal credit cards can be used
- Use the One Card as the method of payment for all purchases
- Credit Card Administration will monitor to ensure personal credit cards are not used



Use of AB Prime Account (cont'd)

- All deliveries will be sent to Main or Downtown campuses
 - Include contact name and building/room number on all orders
- Amazon packages for personal purchases should not be delivered to UTSA for Central Receiving delivery
 - Personal packages must be delivered to home address or Amazon lockers



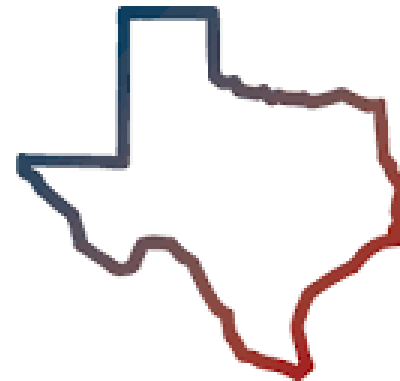
Use of AB Prime Account (cont'd)

- Automatic tax exempt purchasing on items sold by Amazon.com LLC and participating third party sellers
- Texas Seller Preference enabled
- Diversity/HUB sellers enabled



TAX EXEMPT

UTSA HUB Program



Updates to Financial Guidelines and Forms

- The [One Card](#) financial guideline and on-demand training will be updated to include Amazon access
- The [One Card Application and Agreement](#) and the [Card Maintenance Request](#) forms were updated to include an option to select Amazon Business Prime access

Restricted Items Reminder

- The restrictions and limits still apply for purchases. Here is a partial list of restricted items:
 - Gift cards
 - Controlled property
 - Cameras
 - Drones
 - Desktop computers, laptops
 - Digital downloads
 - [See Clickwrap Agreements](#)
 - Cellular phones and accessories
 - Electronics over \$499.99

Contact Information

- For questions, please email Credit Card Administration at creditcards@utsa.edu



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Financial Guidelines Update

Debra Villanueva
Senior Business Operations Manager

Updated Guidelines

- Creating, Modifying or Inactivating a Department ID or SpeedType/Cost Center
- Grants and Contracts Accounting Practices
- Monitoring Plan for Segregation of Duties and Review of Financial Activity
- Purchasing
- Texas Prompt Payment
- HOP 8.02 Property Accounting Responsibilities

Creating, Modifying or Inactivating a Department ID or SpeedType/Cost Center

- Clarified
 - Department ID modification
 - SpeedType/Cost Center creation or inactivation
- Added information for questions relating to the Chart of Accounts Maintenance Request Form process
- Changed guideline title

Grants and Contracts Accounting Practices

Updated

- Approvals, responsibilities and offices throughout
- Cost transfers that impact a project require Grants and Contracts Financial Services (GCFS) approval

Monitoring Plan for Segregation of Duties and Review of Financial Activity

Updated

- Segregation of duties example
- Positions/offices that ensure internal controls

Codified: Approvers of purchases and payments should have operational knowledge of business purpose

Purchasing

Simplified/clarified description of UTSA's purchasing process.

Reminders

- \$15,000 or above: Competitive procurement threshold, Purchasing department involved
- Below \$15,000: Your department processes
- Regardless of value
 1. Certain purchases have specific requirements
 2. Key requirements: All purchases require prior approval using an authorized One Card, purchase order or contract

Texas Prompt Payment Law

- Clarified that interest does not accrue while a vendor is on hold
- Updated disputed invoice processes

HOP 8.02 Property Accounting Responsibilities

Updated to reflect earlier changes to the [Accounting for Controlled Property and Capital Assets guideline](#)



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UTSA Public Safety

Stephanie Schoenborn
Chief of Police

September 21, 2022

UTSAPD

Authorized Strength

- 48 Full Time Sworn Officers
 - 2 Designated TFO's DEA/JTTF
- 5 Part Time Officers
- 24 Public Safety Officers
- 10 Police Communications Operators
- 21 Civilian Staff

Current Vacancies

- 4 Sworn Officers
 - 2 recent retirements
- 4 Public Safety Officers
- 1 Civilian Staff



Promotions and Awards



➔ Promotions

- Corporal Isaiah Garcia
- Chief of Police Stephanie Schoenborn

➔ Lifesaving awards

- Cpl. Isaiah Garcia and Ofc. Patrick Stiles
- Cpl. Chris Charo and Ofc. Santiago Valdovinos

➔ University Staff Excellence Award

- Sergeant Molly Ralph

➔ Employee of the Month

- Started January 2022
- Employees are nominated by their peers and receive premier parking in the Police compound for the month



Training

Racial Intelligence Training and Engagement

- Professional Workplace Culture training, funded through the support of SVPBA Salazar
- Equity, diversity and inclusion training for public servants
- Promotes personal accountability for treating others fairly and with respect.
- $EI + SI = RI$

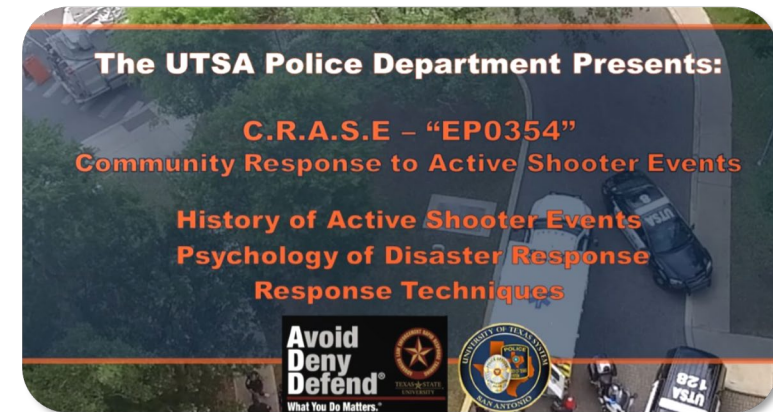
UT System Peer Support Team

- Grant funded program sponsored by UT System Police. Members are available to aid across all UT System components.
- Four UTSA Public Safety team members participated.
 - Police Officer, Public Safety Officer, Police Communications Operator and civilian staff.



Prevention

- **B**ehavioral **I**ntervention **T**eam (BIT)
- Preventing Workplace Violence
- De-Escalating Techniques for Workplace Violence
- **R**esponding to **E**volving **A**ctive **C**ampus **T**hreats (REACT)
- **C**ivilian **R**esponse to **A**ctive **S**hooter **E**vents
- Mental Health Training provided exclusively for Public Safety by UTSA Counseling Faculty.
- Table Top Exercise, Fall 2022
- Campus Safety Walk, Fall 2022
- Campus Response Protocols: more to come



Preparedness

➤ ALERRT Training

- UTSAPD Instructors have taught 52 officers from UTSA, UT Health San Antonio, Northside ISD, UIW, OLLU.
- Partnered with FBI SWAT on tactical operations.
- Purchased additional breaching equipment, ballistic shields.

➤ Created UTSAPD Emergency Response Team

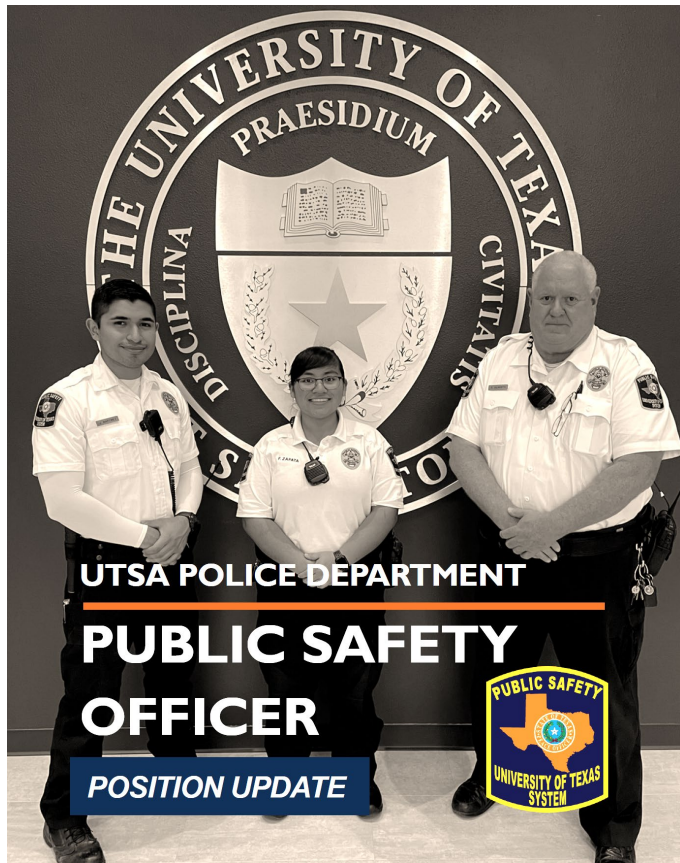
- Supported through the efforts of UT System SRRT Officer.

➤ Selected a UTSAPD Officer for assignment to FBI, Joint Terrorism Task Force

➤ Continue our partnership with DEA Task Force Officer



Looking Ahead



Public Safety Officers transition to Security Services Operations.

- ➔ Supervision moved to Security Manager under the direction of **Executive Director Jessenia Skelton**.
- ➔ Robust training program to include physical security, crime prevention by environmental design, crisis intervention and private security training.
- ➔ Continued collaboration for patrol operations and support of police mission with specific and guided responsibilities.
- ➔ Enhanced capabilities with addition of new locations such as the Southwest Campus and San Pedro I.
- ➔ Implementation of Guard Tour System to enhance security capabilities.
- ➔ Addition of Rowdy Watch student patrol downtown. Supplemented by PSO's and Officers.

Coming Soon

- ➔ **Ford Explorer** allocated to Security Manager and Public Safety Officer team for all downtown campuses.
- ➔ **Golf Carts**
 - Rowdy Watch: student patrol
 - Downtown
 - Security Services
- ➔ **Patrol Bicycles:** adding five bikes to fleet for SWC and DTC.
- ➔ **Police radio upgrades:** funded through SIF and SVPBA support.
 - \$200K to replace police radio systems



Questions?





SAHARA Fiscal Management Sub-Certification

Greg Yturralde

Assistant Vice President for Financial Affairs and University Controller

Annual Financial Certification

The Fiscal Management Sub-Certification, also known as the Annual Financial Certification, must be completed by department managers annually in the SAHARA Module in the PeopleSoft Application in September of each year.

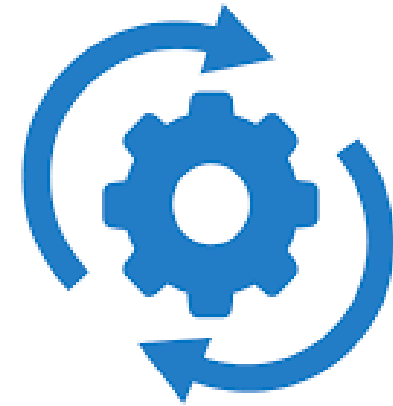
The department manager in place as of August 31 must certify even if they were not there the full year. Department reconciliation and certification are a critical component of the required university certification process with UT System.

- Required by UT System Administration Policy [UTS 142.1 – Policy on the Annual Financial Report](#)
- Review Financial Guidelines [Fiscal Management Sub-Certification Work Plan](#)
Section 1: Internal Control



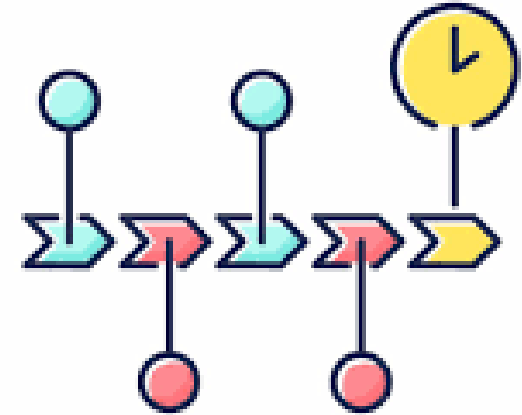
Fiscal Management Sub-Certification Process

- Department Manager can see which cost centers and projects have been reconciled and approved for which periods
- **Reconciliations must be current and approved** to give the Department Manager comfort to certify
- All department managers must certify – UTSA must be able to say that almost 100% of managers and revenues/expenses are certified



Annual Financial Certification Deadlines

- The annual financial certification period began on September 15th for Department Managers and should be completed by September 30th.
- Beginning on September 22th, Department managers that have not completed certification will be contacted by Compliance and Financial Affairs.
- Certification is due on September 30th; Financial Affairs will contact the department manager's supervisor if certification is not completed by this date.



Annual Financial Certification Internal Process Improvements

- Conduct department manager reviews twice a year, once in November and another in June.
- BIS and FA have developed a report that compares the budget to actual expenses as a tool for reconciliation and certification. BIS is presenting information today.
- Communicate deadlines for August reconciliation along with annual certification deadlines.
- Utilize the BSC TEAMS group to communicate reconciliation issues and deadlines. At the same time, allowing it to be a tool to communicate issues related to processes or address questions related to reconciliation and certification.



SAHARA System Improvements

- Completed Enhancements
 - New query for tracking LOR Completion Status
 - Modify the ARA Search Page to add new recon status, speed type, and recon checkboxes*
 - The ability to check multiple CC/Projects for approval*
- Future Enhancements:
 - The front-end users can attach multiple documents simultaneously *
 - Remove the warning message during certification
 - New functionality that allows users to exclude sources (assets and projects). *
 - Development of an upload template for automated uploads in the Sahara table maintenance process.
 - The ability to drill down from the Dept Head certification as well as drill up abilities

**This is for the monthly reconciliation, not the annual certification*

Resources

Resource Available at the Financial Affairs Training Website:

<https://www.utsa.edu/financialaffairs/training/accounting-services.html>

- Annual Financial Certification Job Aid
- Annual Financial Certification Frequently Asked Questions
- SAHARA Overview for Approvers





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