Administrative Support Toolbox Series:

Financial Processing
(SD 239)

Here's what we'll cover today:

- Financial Affairs Overview

- Business Information Services (BIS)

- Budget Planning & Development

- Accounting Services & Capital Projects Accounting

- Payroll Services

- Disbursements & Travel Services

- One Card Administration

- Distribution Services

- Purchasing

- Financial Services & Bursar

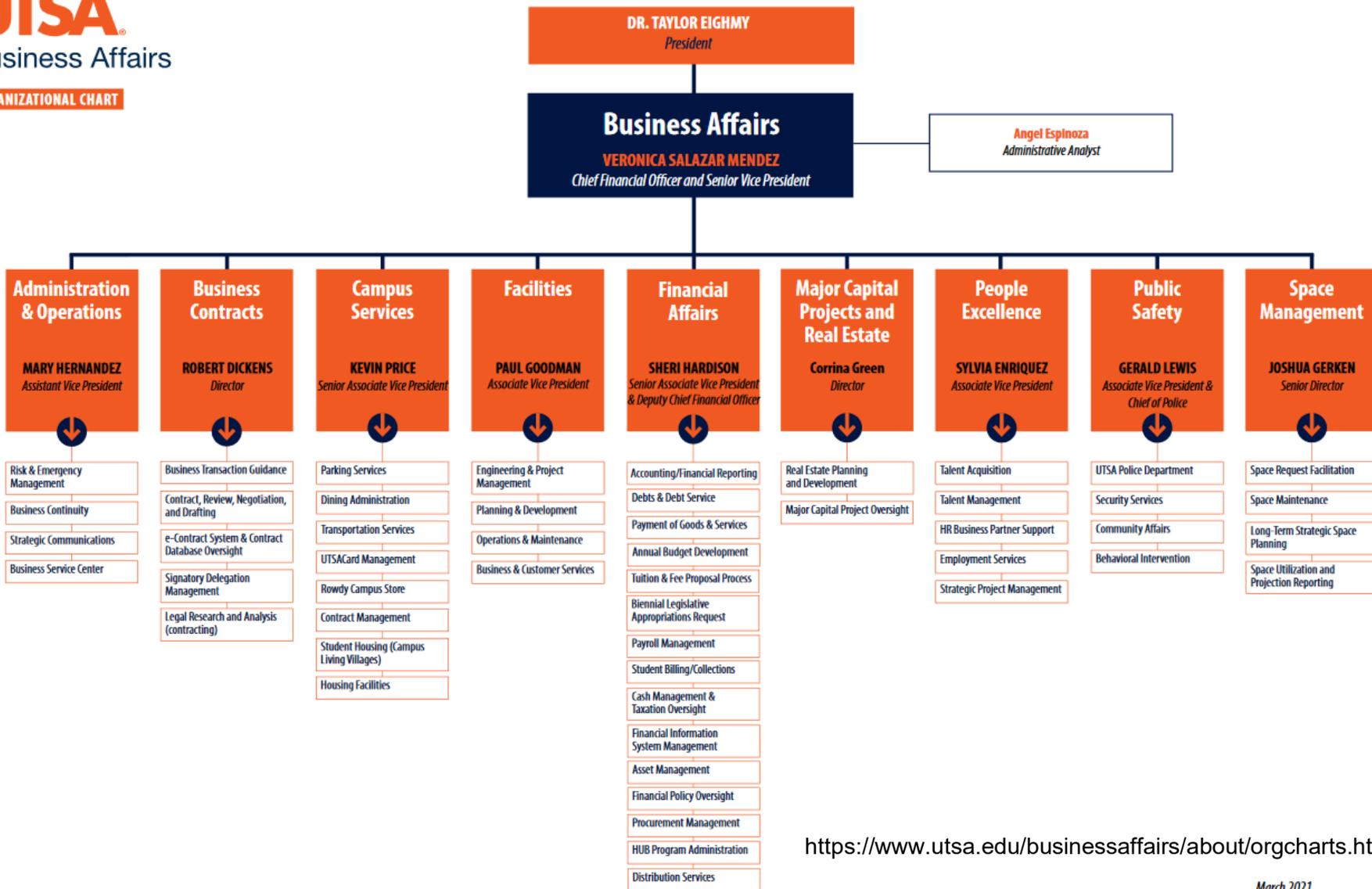- Inventory

- Surplus

- Business Contracts Office

UTSA Business Affairs

Veronica Salazar Mendez
Chief Financial Officer &
Senior Vice President
Business Affairs

https://www.utsa.edu/businessaffairs/about/orgcharts.html

Business Affairs Website

Business Affairs

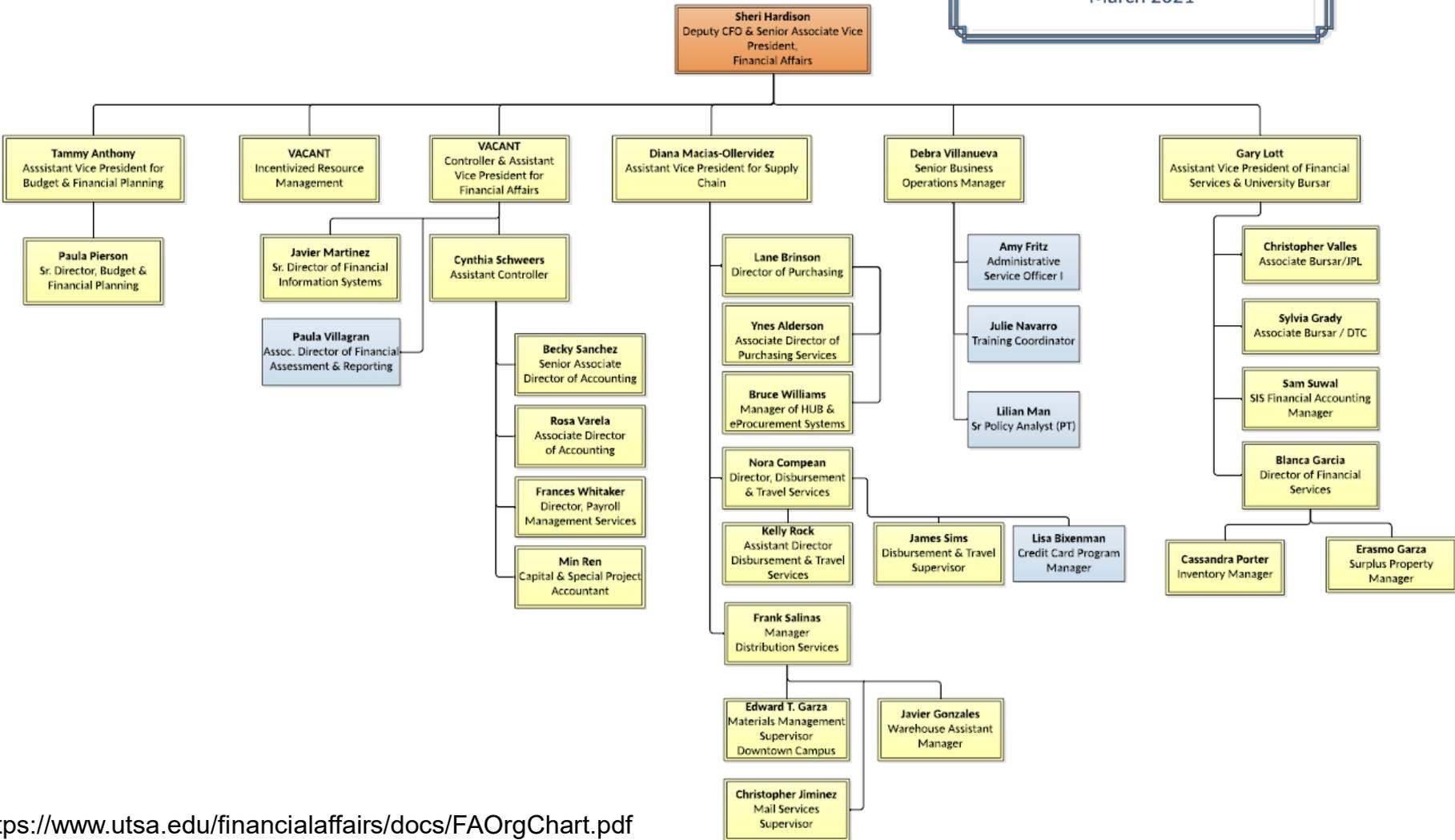Phone: (210) 458-4201

Fax: (210) 458-4187

Email: vpbaoffice@utsa.edu

UTSA Financial Affairs

Sheri Hardison
Senior Assoc. VP
Financial Affairs &
Deputy CFO

UTSA.

Financial Affairs
March 2021

Sheri Hardison
Deputy CFO & Senior Associate Vice President,
Financial Affairs

Tammy Anthony
Asssistant Vice President for Budget & Financial Planning

VACANT
Incentivized Resource Management

VACANT
Controller & Assistant Vice President for Financial Affairs

Diana Macias-Ollervidez
Assistant Vice President for Supply Chain

Debra Villanueva
Senior Business Operations Manager

Gary Lott
Assistant Vice President of Financial Services & University Bursar

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Sr. Director, Budget & Financial Planning

Javier Martinez
Sr. Director of Financial Information Systems

Cynthia Schweers
Assistant Controller

Paula Villagran
Assoc. Director of Financial Assessment & Reporting

Becky Sanchez
Senior Associate Director of Accounting

Rosa Varela
Associate Director of Accounting

Frances Whitaker
Director, Payroll Management Services

Min Ren
Capital & Special Project Accountant

Lane Brinson
Director of Purchasing

Ynes Alderson
Associate Director of Purchasing Services

Bruce Williams
Manager of HUB & eProcurement Systems

Nora Compean
Director, Disbursement & Travel Services

Kelly Rock
Assistant Director Disbursement & Travel Services

James Sims
Disbursement & Travel Supervisor

Lisa Bixenman
Credit Card Program Manager

Frank Salinas
Manager Distribution Services

Edward T. Garza
Materials Management Supervisor Downtown Campus

Javier Gonzales
Warehouse Assistant Manager

Christopher Jiminez
Mail Services Supervisor

Amy Fritz
Administrative Service Officer I

Julie Navarro
Training Coordinator

Lilian Man
Sr Policy Analyst (PT)

Christopher Valles
Associate Bursar/JPL

Sylvia Grady
Associate Bursar / DTC

Sam Suwal
SIS Financial Accounting Manager

Blanca Garcia
Director of Financial Services

Cassandra Porter
Inventory Manager

Erasmo Garza
Surplus Property Manager

https://www.utsa.edu/financialaffairs/docs/FAOrgChart.pdf

Office of Financial Affairs

2020-2021 Accomplishments

✓ SAHARA monthly financial reconciliation process implementation and training
- 3 new training courses; 2 of the 3 courses are online, on-demand classes

✓ Consolidation of credits cards to the Citibank® One Card
- Distribution of new cards and training

✓ PaymentWorks Vendor Onboarding Process implementation and training

✓ Consolidation of unused airfare tickets to the UATP (Universal Air Travel Plan) cards
- Extending expiration dates to future dates saved the university exchange fees and cancelled travel expenses

✓ Deployed Asset Management Workflow and Timesheets to Employee and Manager Self-Service

✓ Purchasing:
- Migration from paper based bid processes to full electronic bidding
- Migration to 100% telecommuting

✓ Financial Affairs Training
- Converted 13 active in-person training to virtual format
- Converted two in-person training course to online/on-demand training
    - Three additional courses in redesign queue

✓ Tested and implemented Banner 9

✓ Customer service support for students provided by front-line staff - totaled 15,586 contacts (7,259 phone calls, 1,473 walk-in customers and 6,854 emails)

✓ UTSA won SACUBO Best Practice Award for moving to telecommuting in late 2018

Financial Area Representatives (FAR) Meetings

- Presentations given by departments relevant to financial administration

- Introduces new processes and policies

- Scheduled quarterly

Financial Affairs Helpful Links

✓ **Financial Affairs Website:**

- Information on all departments (contact information, department personnel, calendars, forms, training, business processes, etc.)

✓ **Financial Guidelines:**

- Formally known as *Financial Management Operational Guidelines* (FMOGs)

- Information on services and business processes

✓ **Forms and Worksheets:**

- Documents used for processing financial requests or transactions

✓ **Financial Affairs Training:**

- Courses and job aides

Fact Sheets
Example

Financial Processing
Business Information Systems

This Toolbox class is about Financial Processing. PeopleSoft is the system of record for UTSA's financial transactions.

Some examples are:
- Accounts Payable Vouchers
- Asset Transactions
- Billing Invoices
- Budgets
- Travel & Expense Documents

In addition to PeopleSoft, Business Information Systems supports:

- Rowdy Exchange (requisitions)
  - Cognos (reporting)
- SharePoint (some forms)

Business Information Systems (BIS)

- Help Desk for end users with both Financial and Human Resources applications at UTSA

- 5 days/week 8:00 a.m. – 5:00 p.m.

- Staffed by:
  - Customer Support Team members
  - Subject Matter Experts (SME's)

BIS Website: utsa.edu/bis

Contacting Business Information Systems

For UTShare/PeopleSoft questions:

- Submit ticket – go to the BIS Website, http:www.utsa.edu/bis, click on the New Ticketing System link

- Call Business Information Systems (BIS) at **458-7762**

PeopleSoft Security Access Forms

- Employees who need access to PeopleSoft
  - Complete appropriate sections - must be signed by employee and approved by Department Manager

- Budget Authority Approval for Cost Centers
  - Complete Section III for each cost center

BIS Website "Intra" Page

- BIS Team

- Tools
  - Includes a monthly update to the "UTSA Speedtypes and Chartfields" spreadsheet

- How To's
  - Information on how to complete some tasks

Mission – Budget & Financial Planning Office

- Support UTSA's strategic initiatives through sound budget analysis and allocation practices that assist executive management decision-making and planning processes.

- We work with all campus departments to guide the annual budgetary process, achieve process improvements, create transparency and develop innovative solutions.

- Our team-oriented and professional services anticipate customers' needs, provide appropriate guidance, and produce accurate and timely information.

FY 2021 Revenue Budget

Net Auxiliary Enterprise, Sales & Service & Other $55.3 9.2%

Local Govt & Private Sponsored Programs (G&C) $11.7 2.0%

Federal Sponsored Programs (G&C) $62.4 10.4%

Gifts, Endowment & Interest Income $25.5 4.3%

Federal Sponsored Programs (PELL) $66.0 11.0%

State Sponsored Programs (Primarily Student Aid) $30.5 5.1%

State Appropriations $136.0 22.7%

Statutory Tuition, Net $32.7 5.5%

Other Tuition and Fees, Net $178.1 29.8%

FY 2021 Expense Budget

Debt Service Interest **$13.2** 2.1%

Depreciation **$51.5** 8.2%

Operations & Maintenance of Plant **$44.7** 7.1%

Institutional Support **$49.6** 7.9%

Public Service **$14.1** 2.2%

Research **$101.5** 16.2%

Auxiliary Enterprises **$53.4** 8.5%

Academic Support **$79.2** 12.6%

Scholarships & Fellowships **$49.6** 7.9%

Student Services **$30.7** 4.9%

Instruction **$140.2** 22.3%

Budget and Financial Planning

The University of Texas at San Antonio™

What We Do…Legislative Appropriation Request

- Develop the Legislative Appropriations Request (LAR), which is our request for the next two years

  - Special non-formula funding

  - Tuition Revenue Bonds

We are currently in the 87th Legislative Session

- Represents our requested priorities for upcoming legislative session

- Fiscal Notes – in a legislative year, we provide a financial analysis for the impact to UTSA on certain bills introduced for consideration
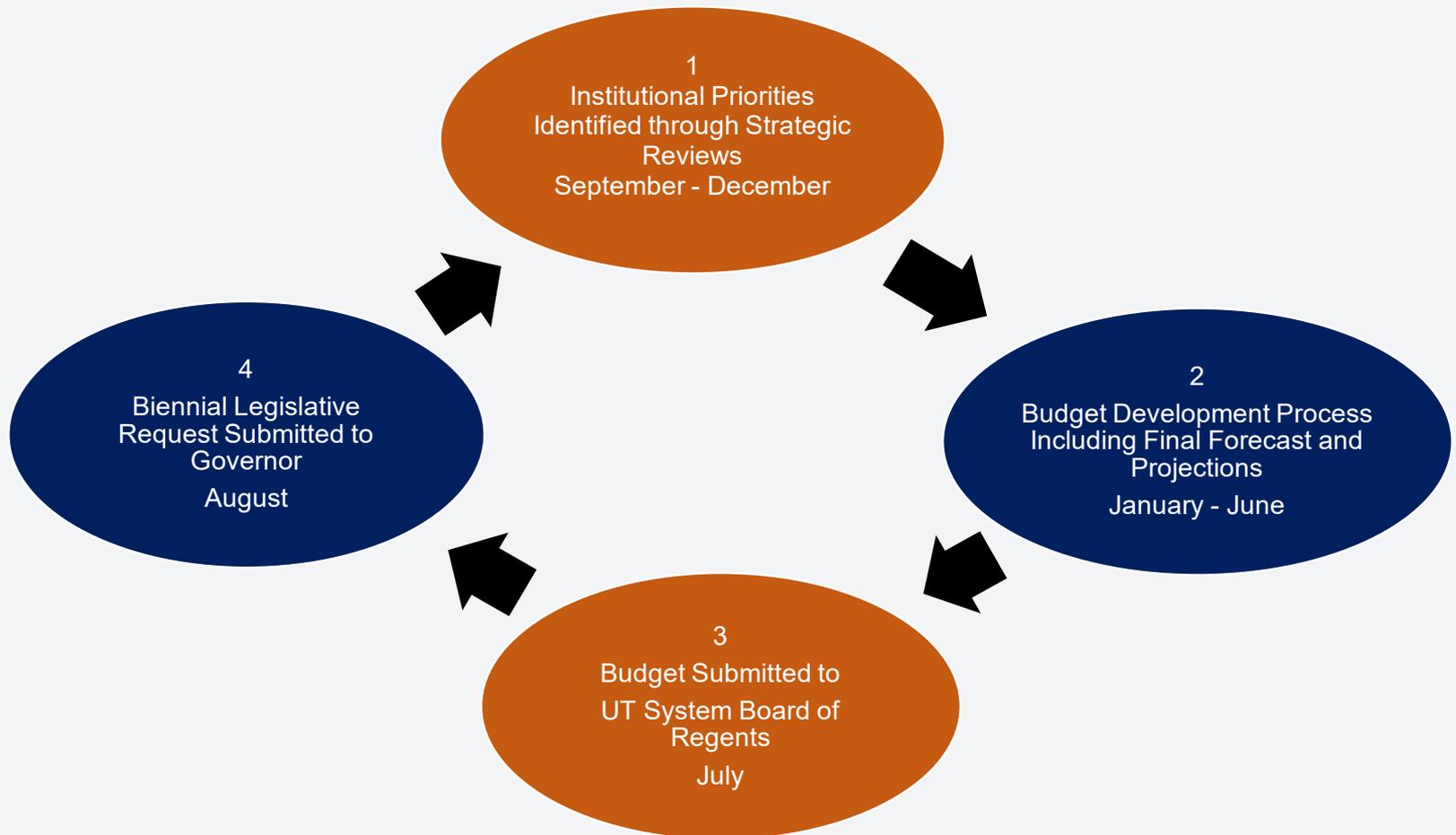
What We Do…Develop Operating Budget

FY 2020 – Launched IRM Model

Incentivized Resource Management (IRM) Model

- Revenues are forecasted and allocated to "Revenue Units"

  (Revenue Units = colleges and auxiliary services)

- Expenses are associated with the revenue units in two ways:

  ▪ Direct Expenses from their own operations

  ▪ Allocated Expenses from Support Units

    (Support Units – units other than Academic Revenue or Auxiliary)

  ▪ Budgeted Profit & Loss Statement for each Unit

More on the IRM Model…

- ✓ Align resources with institutional priorities

- ✓ Support the decision-making process with reliable data and analysis

- ✓ Improve budget transparency

- ✓ Incentivize revenue growth and cost effectiveness

- ✓ Improve fiscal accountability and management of resources

- ✓ Evaluate the budget process periodically and adjust as necessary

- ✓ Develop a resource management model that promotes clarity and understanding for academic and administrative leaders with financial responsibilities

Other things that we do…continued

- Submit Various Required Reports

    - Full-time equivalent employees (State Auditor's Office)

    - Fiscal notes preparation during the legislative session

    - Various reporting to UT System

- Data Analysis and Reporting

    - Long Range Planning

    - Tuition & Fee Forecasting

- Training and Customer Support

Other things that we do…

- Manage *PeopleSoft Commitment Accounting* Processing

  - Assigning funding to a person's position so their salary and benefit expense is charged to a cost center or project ID

- How do you do that?

  - Initiate an electronic **eForm** in PeopleSoft. There are several types of eForms where you can assign the funding source.

  - The eForm will update the Department Budget Table (DBT) based on the effective date set in the eForm.

Other things that we do…

- Manage *PeopleSoft Commitment Control* Processing

  - Track and report original and adjusted budgets along with budget balance available reports

  - Approve budget transfers:

    - Original (permanent)

    - Adjustments (temporary)

  - Process budget adjustments

Did You Know?

How to move budget from one cost center to another?

Prepare a Budget Transfer

- Budget Transfer Workflow Process Implemented August 3, 2020

- Create a Budget Transfer in PeopleSoft

- Through electronic workflow process, routes through College/VP approvals then to the Budget Office for review and posting

- Refer to **Fund Matrix Tool** on the Budget Office website for the rules related to transferring between funds

Contact Us:

Email: Budget@utsa.edu

Website: utsa.edu/budget

Accounting Services

Cynthia Schweers
Assistant Comptroller
Accounting Services
Capital Project
Accounting
Payroll

Accounting Services Mission

Provide financial accounting services to the UTSA community and prepare timely and accurate financial reports in accordance with Generally Accepted Accounting Principles (GAAP), Texas State Comptroller, The University of Texas System and various other agencies.

What We Do

✓ Provide quality financial and accounting services and ensure the fiscal integrity of university resources

✓ Oversee the preparation of external financial reports, such as the Annual Financial Report (AFR), Sources and Uses Report, and other management reports

How You May Interact with Us

- Coordinate monthly & annual close of the accounting records

- Answer questions on cost centers, record corrections as requested and provide training

- Manage **Chart of Accounts**:

  o Foundation of UTSA's financial accounting system

  o Provides each fund, department, cost center, project and grant with a unique numbering system and a common language to identify financial transactions

How You May Interact with Us (cont.)

- Set up new departments and cost centers

  o A six-figure Chartfield for a fund

- Officially record various entries to the financial accounting system

Did You Know?

When your department wants to set up a new cost center:

- Complete the Chart of Accounts Maintenance Form

- Obtain necessary authorizations

Capital Project Accounting

What We Do

Oversee accounting for:

- Capital improvement programs, such as new buildings, new parking lots or major renovations to existing buildings, with a budget of $178 million; manage debt and debt service

- Major capital improvement programs and institutionally managed capital projects (Plant Funds)

- Allocations for the Faculty STARS Program (Faculty Science and Technology Acquisition and Retention Program.

- Allocations for the Texas Research Incentive Program (TRIP) UTSystem Research Incentive Program

UTSA Capital Projects

School of Data Science & National Security Collaboration Center

- New home for federal & industry partners to work together with academia

- Approximately 167,158 GSF

- Scheduled completion: Summer 2022

Did You Know?

Opening in the fall 2021, the Science and Engineering Building is the university's newest building.

- Science, Technology, Engineering and Mathematics (STEM)
- Classrooms, offices and research facilities
- Located next to the Paseo del Sur (east of BSE building)

Contact Us

Main: 210-458-4212

Fax: 210-458-4236

Email: accounting.ofc@utsa.edu

Website: utsa.edu/financialaffairs/accounting/

Accounting Services Staff:
utsa.edu/financialaffairs/accounting/contacts.cfm

Helpful Links

- **Tips and Tricks** utsa.edu/financialaffairs/accounting/tips.cfm

- **Forms and Worksheets** utsa.edu/financialaffairs/accounting/forms.cfm

- **Financial Guidelines** utsa.edu/financialaffairs/fmogs/index.cfm
  - o Section 3: Fund Accounting Principles
  - o Section 4: General Accounting

- **Training Courses** utsa.edu/financialaffairs/training
  - o Introduction to Monthly Reconciliation
  - o SAHARA Reconciliation Application
  - o SAHARA Lab
  - o Chart of Accounts

Payroll Services

Payroll Mission

Provide accurate and quality payroll operations and customer service to our client departments and individuals

What We Do

✓ Oversee and administer UTSA's decentralized time reporting process

✓ $354 million in payroll expenses

✓ Produce and distribute payroll checks for approximately 6,100 active employees

✓ Responsible for tax withholding, reporting and compliance

✓ Issued 8,598 W2s for calendar year 2020

How You May Interact with Us

✓ Process one-time payments

- Special/Transition/Temporary duty payments

✓ Assist with tax withholding, tax and deduction reporting, and compliance

- Produce electronic pay advices

- Process and manage garnishments and withholding orders

✓ Assist with garnishments, deductions, direct deposit, employee address(es)

How You May Interact with Us (cont.)

✓ Time and labor administration

- Primary liaison for timekeepers

- Train timekeepers

- Clarify employee questions regarding time processed

- Assist supervisors with time schedule management processing

✓ Foreign national taxation (non-resident alien taxation)

- Produce IRS Tax Form1042-S, Foreign Person's U.S. Source

- Income Subject to Withholding

✓ Process Small Educational Fellowships payments

Did You Know?

When a new employee is a foreign national, they may have special tax rules that apply to their situation.

Start the process by contacting the Office of International Programs (within Academic Affairs)

Visit the website: https://international.utsa.edu/scholar/

Did You Know?

You can receive an electronic W2 by enrolling through PeopleSoft.
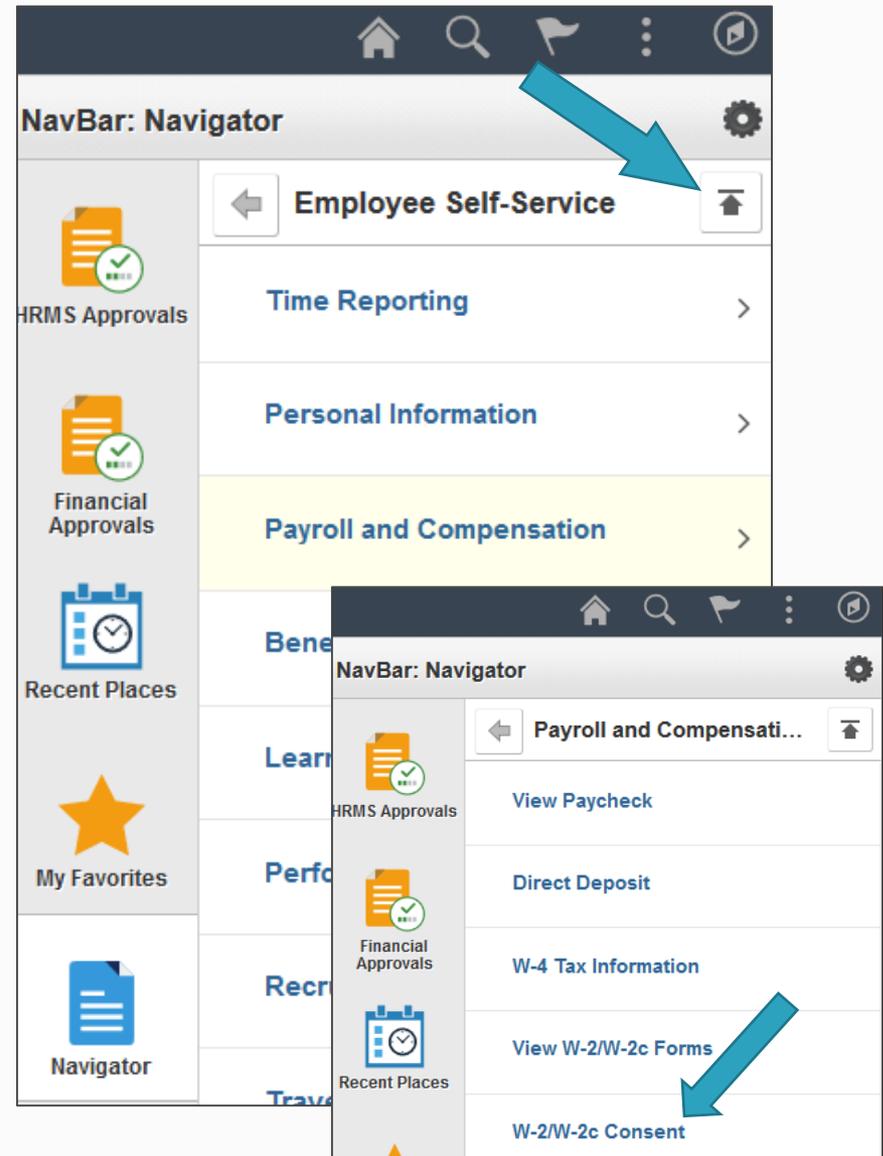
Contact Us

Main: 210-458-4280
Fax: 210-458-4236

Email: payroll@utsa.edu

Website: utsa.edu/payroll/

Location: North Paseo Building (NPB) Suite 4.170

Helpful Links

- Forms and Worksheet: utsa.edu/payroll/forms.cfm

- Payroll Online Services: utsa.edu/payroll/onlineservices.cf
  - Change W-4
  - Modify income tax withholding
  - Change home address

- PeopleSoft Timesheet Job Aids and Training Videos
  - Library of job aids and training videos in one location

Disbursements & Travel Services

Diana Macias Ollervidez
Assistant Vice President for
Supply Chain

Credit Card Administration
Disbursements & Travel Services
Distribution Services
Purchasing

What We Do

- Process payments for goods purchased and services rendered

- Process student refund payments

- Process reimbursements of employee travel and business related hospitality and entertainment expenditures

- Issued IRS Form 1099s-Miscellaneous Income and *new IRS form* 1099-NEC (non-employee Compensation)

- Issue Cash Advances

What We Do

UTSA converted to the Citibank® One Card program to consolidate purchasing and travel.

- Managed by **Credit Card Administration**

- Streamlined approach for buying(procuring) certain items

- As of FY21, a $6 million credit line servicing 600 credit cards

How You May Interact With Us

- Timely payment of invoices of goods purchased and services rendered by UTSA via purchase order and non-purchase orders

- Process employee reimbursements

- Communicate travel-related policies to the UTSA community

- Setup and update vendor information

- Approve vouchers to pay for goods/services that may or may not be associated to a purchase order

How You May Interact with Us (cont.)

- Process pre-payments in advance of the commitment, such as memberships, publications, registration fees, etc.

- Administer official occasions (hospitality/entertainment) reimbursements

  - Requires a <u>Business Expense Form</u> (BEF) to comply with IRS requirements

- Credit card applications, credit card maintenance and cardholder training

Did You Know?

UTSA (departments) pay interest on payments made more than 30 days after receipt of goods and services

Financial Guideline: Section 7: Non-Payroll Disbursements: Texas Prompt Payment Law

Contact Us

DTS

Phone: 210-458-4213

Fax: 210-458-4236

E-mail:
Disbursements.travel@utsa.edu

Credit Card Administration

Phone: 210-458-7993

Fax: 210-458-4236

E-mail: Creditcards@utsa.edu

Website: utsa.edu/financialaffairs/dts/

Location: North Paseo Building (NPB) Suite 4.170

Helpful Links

Forms and Worksheets: utsa.edu/financialaffairs/forms.cfm

Financial Guidelines: utsa.edu/financialaffairs/fmogs/

- Section 7.1: Business-related Hospitality and Entertainment Expenditures
- Section 7.2: Memberships Paid by University Funds
- Section 7.4: Texas Prompt Pay Law
- Section 7.5: Employee Awards, Gifts and Prizes
- Section 9.1: Travel Authorization
- Section 9.2: Travel Advances
- Section 9.3: Travel Cards
- Section 9.4: Travel Reimbursement

COMING SOON   Revisions to credit card guidelines, forms and training

Training

Financial Affairs Training

On-demand coming soon!

Courses (classroom/virtual):

- One Card Reconciliation and Payment Processing (AM0590)
- PaymentWorks Vendor Onboarding Process (AM0591)
- Processing Non-Purchase Order Vouchers Using UTShare (PS0203.04)
- Travel Advance Process (PS0309)
- Travel Reimbursement Process (PS0310)
- Business-Related Hospitality & Entertainment (AM0553)
- CTP: Concur Online Reservation Tool & Travel Arrangers/Guest Travel (AM0685 In-Class/AM0686-Webinar)

Online Courses (web-based):

- Approval Workflow Process: Non-Purchase Order Vouchers (PS0305.01)
- Travel Authorization Workflow (PS0307)
- Expense Report Workflow (PS0308)

Distribution Services

Website: http://www.utsa.edu/CampusServices/ds/index.html

What We Do

Enhance your campus experience by providing resources designed to support university goals and individual success outside the classroom.

- General Stores

- Mail Services

- Central Receiving

- Records Storage

Contact Us

Phone: (210) 458-7275

Fax: (210) 458-4971

Email: campusservices@utsa.edu

MS 1.01.52 (Main Campus)

- One UTSA Circle
- San Antonio, Texas 78249

FS 2.418 (Downtown Campus)

- 501 W. César E Chávez Blvd.
- San Antonio, TX 78207

Purchasing & HUB Department

Your Partner for Successful Solutions

Purchasing & HUB Department
https://www.utsa.edu/purchasing/

Lane Brinson
Director of Purchasing

Jeffrey Miller
Administrative
Associate II

Ynes Alderson
Associate Director of
Purchasing

Bruce Williams
Manager, HUB eProcurement Systems

Elizabeth Raymond
Procurement Systems Administrator

Paul Duke
Senior Procurement Specialist

Lina Trejo
Senior Procurement Specialist

Karen Krueger
Senior Procurement Specialist

Robin Davis
Procurement Specialist I

Michelle Bernal
Procurement Specialist II

Brian Bird
Procurement Specialist I

Procurement Specialist III

What is the **FUNCTION** of Purchasing at UTSA?

- We help you purchase goods and services.

- We make sure everyone follows all the rules and regulations (Federal, State, UT System, and University).

- We help you find the best value for the money, and still keep our high standards for education and research.

- It's important to us to serve you with professionalism, courteousness, efficiency, accuracy and timeliness!

What We Do

- The University spends approximately $121 million plus annually in goods and services.

- Purchasing administers all UTSA procurement processes

- Including competitive solicitations, group purchases, exclusive acquisitions.

- Manage the Rowdy Exchange eProcurement system (electronic procurement tools for coordination/purchasing goods and/or services in an effective and efficient manner).

- Assist Historically Underutilized Businesses (HUB) to compete for contracts and purchases and to improve community awareness.

Rowdy Exchange

- Easier process to purchase products/services from preferred vendors.

- Purchasing from preferred vendors saves money and time.

- A progressive e-procurement system designed to save money, time, follow procedures, store purchase orders electronically, simplify the purchasing process.

- Did you know that you can search for a wide range of products, including environmentally preferred items such as recycled Energy Star 'green' items and much more.

- Everyone has access as a shopper.

- All purchases must be submitted by the person in your office authorized to create requisitions.

- Required training – important!

Purchasing Website: https://www.utsa.edu/purchasing/

Historically Underutilized Business Program (HUB)

Did You Know?

- A HUB is a Historically Underutilized Business that is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or disabled veteran.

- UTSA Ranks in the top 10% in HUB spending for State of Texas institutions

- UTSA is #12 for HUB spending among all colleges and universities throughout Texas (FY 2020; 29% HUB spending)

- UTSA spends an average of $32 million every year with HUBs

- UTSA is #2 (out of a total of 14) in the UTSystem for highest % of HUB spending (FY2020).

Contact Us

Bruce Williams, HUB Program Manager

Email: bruce.williams@utsa.edu

Phone: 210-458-6491

Website: utsa.edu/hub

Helpful Links

FAQs: utsa.edu/hub/faq.cfm

SBA: utsa.edu/hub/sb_resources.cfm

TRAINING!

Purchasing Rules and Regulations

AM580

Purchasing and HUB Services

Click on active link above to go to MyTraining

Two dates to choose from:

April 13th from 2:00-3:00 pm

May 11th from 9:00-10:00 am

TRAINING!

Rowdy Exchange Procurement Requester Training

CT0990

Click on active link above to go to MyTraining

April 15th from 9:00-11:00 am

May 13th from 2:00-4:00 pm

TRAINING!

Rowdy Exchange Intermediate Requester Training

CT0893

Click on the active link above to go to MyTraining

Tomorrow! March 25th from 2:00-3:30 pm

May 20th from 9:00-10:30 am

UTSA Purchasing Contacts & Directory

- Purchasing Department Contacts
  - https://www.utsa.edu/purchasing/about-us/contact-us.html

Purchasing: 210-458-4060

email: purchasing@utsa.edu

Physical Location: Main Campus, North Paseo Building Suite 4.170

Helpful Links

- Purchasing Department

    https://www.utsa.edu/purchasing/

- Purchasing Contacts

    https://www.utsa.edu/purchasing/contacts.cfm

- Related Forms and Worksheets

    https://www.utsa.edu/purchasing/forms.cfm

- Instructional Guides and How-To:

    https://www.utsa.edu/purchasing/rowdyexchange/

- Related Guidelines

    - UTSA Contract Management Handbook

    https://www.utsa.edu/purchasing/docs/Contracts_Mgmt_Handbook.pdf

    - Section 15.2 – Historically Underutilized Business Program (HUB)

    https://www.utsa.edu/hub/

Financial Services & University Bursar

Gary Lott, C.P.A
Assistant VP Financial Services and University Bursar

Fiscal Services
Collections
Inventory Surplus

Financial Services

Mission

Provide UTSA students, faculty and staff with relevant, accurate and reliable financial and property accounting services. We deliver efficient, student-friendly and customer-focused service in support of the university's overall mission.

Vision

Providing solutions to customer concerns with innovative financial and property accounting options.

Fiscal Services

Mission

Provide accurate billing of all student-related charges, the professional collection and processing of payments, issuance of refunds and deposits of funds in a timely manner for the entire UTSA community.

We are committed to providing this customer service to assist our students and their families with their financial obligations to the university in the most effective, informed and courteous manner possible.

What We Do - Services Provided to Students

- Assess and bill 32,000+ students' tuition & fee payments, exemptions and refunds

- Administer Rowdy Pay payment gateway system for payment of tuition and fees (mobile phone friendly)

- Collect housing deposits and rent payments - Housing and Meal Plans now eligible to be included in the Tuition Installment Plan.

- Accept and process library fine payments

- Process 30,000+ 1098Ts to distribute to students

- Process student third-party sponsorship billing

- Coordinate VA Chapter 33 and payment posting

- Process and collect returned check payments

- Reimburse money lost in vending machines

What We Do – Services Provided to Departments

- Process data entry and reconciliation of all deposits on behalf of departments (cash, checks and credit cards)

  o Weekly deposits required for amounts totaling less than $500

  o Daily deposits required for amounts $501 and greater

- Process credit cards directly for low-volume departments (less than 50 transactions per month)

- Ensure revenue is posted to appropriate accounts in UTShare/PeopleSoft and cash/checks are deposited into university's operating account with Chase Bank

- Provide funding for initial petty cash requests and process reimbursements for authorized expenses to faculty and staff

- Research departmental queries concerning deposits and transactional reference documents upon request

- Administer the UTSA Marketplace, a online solution for departments to offer goods and services

UTSA Marketplace
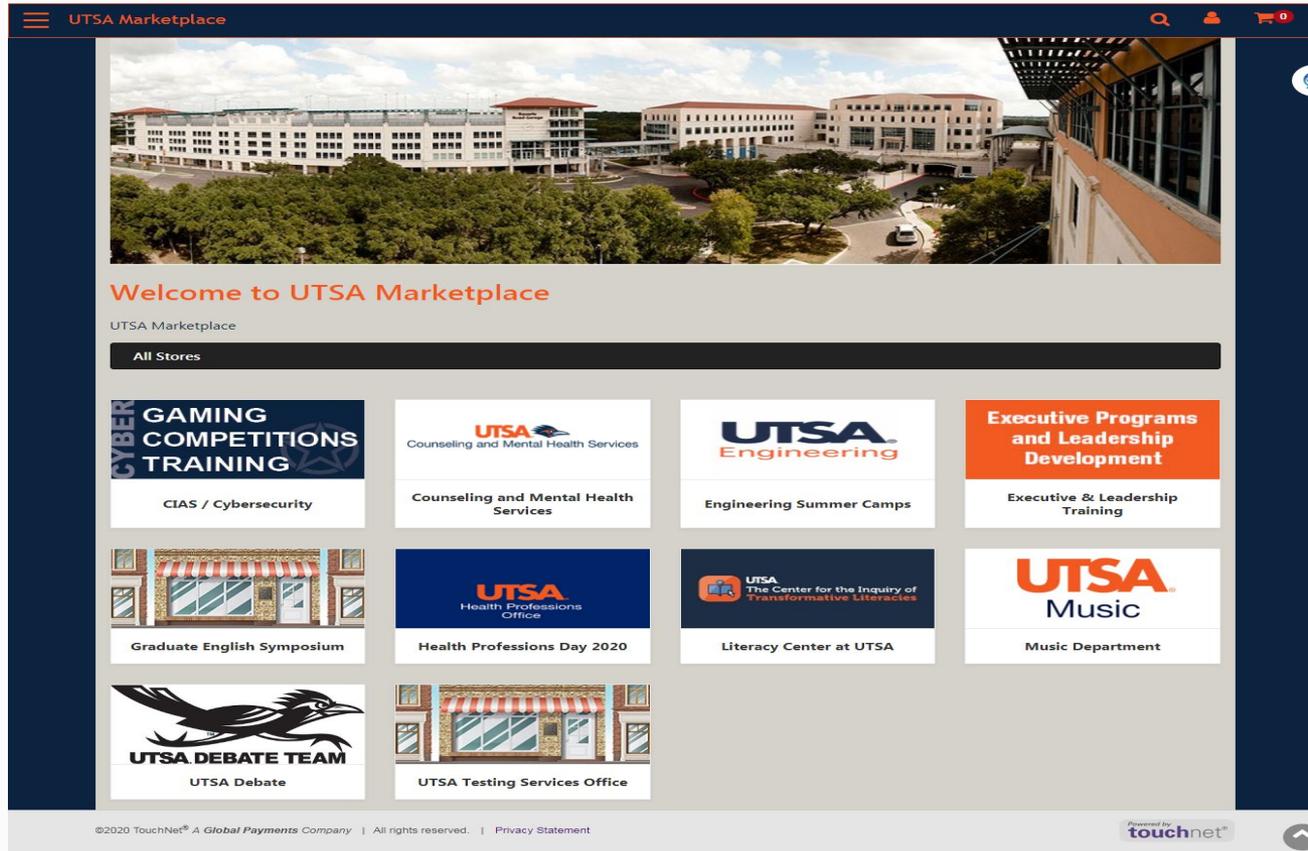
[UTSA Marketplace](#)

UTSA Marketplace

- A self-contained, e-commerce solution that combines online storefronts with inventory control, order fulfillment and financial reporting

- Provides a familiar and intuitive interface for the university's online shoppers and store administrators

- Allows you to customize your store to meet the diverse needs of your department or organization

- Provides branded style sheets, helpful messaging, images, layouts, pricing suggestions and promotional ideas

- The platform integrates with Global Payments, resulting in a seamless checkout process for credit card payments

- https://www.utsa.edu/fiscalservices/marketplace.cfm

What We Do – Collections

- Internal collection activity for delinquent student receivables and non-student invoices

- Negotiate payment arrangements, submit past-due notices and add Texas Comptroller holds

- Billing, management and reporting of long-term student loans

- Setup and approval of departmental petty cash funds

- Maintain PCI compliance reporting for all university-issued credit card merchant IDs

Helpful Links

Tuition: utsa.edu/fiscalservices/tuition.cfm

Exemption: catalog.utsa.edu/informationbulletin/tuitionfees/paymentrefundpolicies/exemption/

Refunds: utsa.edu/fiscalservices/refunds.cfm

Forms and Worksheets: utsa.edu/fiscal services/forms.cfm

Training Course: utsa.edu/financialaffairs/training

- Cash Handling 101 (AM 560)

Financial Guidelines:

- Cash Handling and Management
- Processing Cash Payments

Contact Us

Fiscal Services:

Phone: 210-458-8000

E-mail: fiscalservices@utsa.edu

Website: utsa.edu/fiscalservices/

Locations:
- Main Campus: JPL 1.02.02
- Downtown Campus: Frio Street Bldg. 2.402

Collections Services:

Phone: 210-458-4297

Email:
UTSAcollections@utsa.edu
Perkins.LoanOffice@utsa.edu

Location: FLN 1.04.08

Inventory

Inventory Mission

✓ Track university-owned Capital and Controlled equipment by affixing UTSA barcodes

✓ Train the appointed Inventory Contact Person (ICP) on the management of Capital and Controlled equipment

✓ Comply with the State of Texas Property Accounting requirements to conduct the Annual Physical Inventory of university assets

✓ Partner with university officials in mitigating losses through timely reporting of equipment stolen, missing and/or damaged

"Regardless of your role at UTSA, if you purchase equipment and/or use equipment, you are an important member of the Capital Asset Management Team."

Which Assets Are Barcoded?

Controlled

Specific Equipment between $500–$4,999.99

- Cameras
- Camcorders
- Smart Phones
- Computer
  - Desktop, laptop and tablets
- Video Players/Recorders
- Televisions
- Projectors
- Sound Systems
- Drones

Capital

Any Equipment Over $5,000

- Office Equipment
- Vehicle
- Furniture
- Computer Equipment
- Scientific/Lab Equipment
- Telecommunications Equipment
- Educational Equipment
- Software ($100,000>)

Did You Know?

Capital or Controlled equipment (assets) **cannot** be purchased with the UTSA Citibank® One Card.

Need An Asset Barcoded?

Email: Inventory.department@utsa.edu
Call: **210-458-6396**

Provide the following information:

- Purchase order number

- Asset description

- Current location (building and room)

- Department ID number

- Custodian (responsible user) name and employee ID

- Provide a date and time to come out and barcode the asset

Helpful Hints

- Contact inventory.department@utsa.edu to arrange asset tagging

- Be sure to process the Rowdy Receipt to prevent payment delays

- Report missing, stolen or any location changes for Capital or Controlled assets to your Inventory Contact Person (ICP)

- Complete a Removal of Equipment form **prior** to taking equipment off campus

- Turn in unused equipment to Surplus

- Safeguard university-owned equipment at all times

Contact Us

Inventory Manager: Cassandra Porter, ext. 4844

E-mail: Inventory.department@utsa.edu

Main: 210-458-4835
Fax: 210-458-4845

Website: utsa.edu/inventory/

Surplus

Surplus Mission

To assist the UTSA community with the management of personal property and equipment that has become obsolete or surplus to the needs of the university.

What We Do

- Collect, process and redistribute office property and equipment for the UTSA Community

- Safeguard university data by shredding the electronic memory storage for devices: cell phones, computers, tablets and other devices that contain electronic storage devices

- Oversee secure data destruction for multifunctional devices (MFDs), such as copiers, scanners, printers or fax machines, when the machines leave campus

What We Do

Operates the "**Reduce, Reuse and Recycle Program**" for property and equipment, reducing cost to UTSA departments

What We Do

Surplus property is managed in accordance with UTSA, UTSystem and State of Texas guidelines, which includes:

- Reallocations to other departments

- Transfers to state funded schools

- Utilization of parts (cannibalization)

- Competitive bidding via online auction

Important:

- UTSA employees should never undertake the above actions on their own

- For assistance, contact the Surplus Property Department, or visit the Surplus Property Department web page: utsa.edu/surplus/

Business Contracts Office

Responsibilities

The Business Contracts Office (BCO) supports the educational and research missions of the University by facilitating the execution of business service contracts, while ensuring the protection of the University and maintaining compliance with applicable laws, policies, and procedures.

Types of Business Contracts

✓ Affiliation & International Program Agreements (Agreement Retention Only)

✓ Athletic-Specific, or Student-Specific Contracts (non- procurement in nature).

✓ Entertainer/Artist Agreement (Standard)

✓ Interagency Cooperation Agreements (IAC) & Inter-Local Agreements (Standard)

✓ Study Abroad Agreements

✓ Revenue Generating Agreements

✓ Facilities Agreements Major and Minor Projects

✓ Museum/Exhibit Agreements

✓ Participant/Speaker/Evaluator Agreement (Standard)

✓ Procurement Contracts; Vendor Services

✓ Service Agreements (Standard)

✓ Click Wrap Agreements (Low Risk)

✓ MOUs/MOAs

✓ Software and/or Hosted License Agreements

✓ Real Estate Related Agreements

Authority to Sign Business Contracts

- Only an individual with a written delegation of authority from the President of UTSA may execute and deliver contracts on behalf of the University. A University contract without an authorized signature may be invalid and unenforceable.

- Currently, the President has delegated to the following positions the authority to sign business contracts:

- Senior Vice President of Business Affairs

- Director of Business Contracts, *up to $500K*

- Associate Director of Business Contracts, *up to $250K*

- Senior Vice President for Academic Affairs, *only in the extended absence of the SVPBA, up to $1M*

For UTSA's full delegation listing:
http://www.utsystem.edu/documents/docs/delegation-authority/delegations-authority-academic-institution

Business Contract Routing

- The Business Contracts Office can receive an agreement utilizing one of the methods below:

    - Electronic Submission through Rowdy Exchange Total Contracts Manager (TCM) ($0.00 to $14,999.99 in value)

    - $15K or more agreement request must be sent to Purchasing Office for review. Purchasing Office will submit the request in TCM on behalf of the Department once procurement process is completed.

For more details on routing an agreement, see
https://www.utsa.edu/bco/contracts/submitting.html

For more details on procurement requirements and submission of purchase requests, see https://www.utsa.edu/purchasing/

Business Contracts Info

Website: https://www.utsa.edu/bco/

Robert Dickens
Director of Business Contracts
Ext.4065

Richard Wollney, Jr.
Associate Director of Business Contracts
Ext. 4069

Kelli Morrison	**Frank Grijalva**
Contracts Administrator	Contracts Specialist III
Ext. 4065	Ext. 4975
Vacant	**Todd Cheslock**
Contracts Specialist II	Contracts Specialist II
Ext. 4680	Ext. 4899

Recap of today's class:

- Financial Affairs Overview

- Business Information Services (BIS)

- Budget Planning & Development

- Accounting Services & Capital Projects Accounting

- Payroll Services

- Disbursements & Travel Services

- One Card Administration

- Distribution Services

- Purchasing

- Financial Services & Bursar

- Inventory

- Surplus

- Business Contracts Office

For additional questions, please contact Financial Affairs by email at
financialaffairs@utsa.edu

Thank you!
People Excellence
and

The University of Texas at San Antonio

UTSA. Financial Affairs

Your partner for successful solutions