

## Default Question Block

# Office of Institutional Compliance and Risk Services

## QUALITY ASSURANCE REVIEW - FY24

Hello Department Manager or Staff Team Member,

Please complete the following questionnaire to the best of your ability. Only one submission is required.

During our Quality Assurance Review, (QAR), we will discuss your responses and supporting documentation, i.e., reconciliations, travel, purchasing history, etc.

This questionnaire will not allow you to save and continue later. If you need to exit the form before answering all questions, please click the submit button and let us know. If you have any questions, please contact the compliance team member who sent you this questionnaire.

Please note Department Managers are encouraged to review the policies and suggestions found in the [Management Assessment Tool](#).

Your name, title and department

Does your area belong to a Business Service Center (BSC)?

- No
- [College for Health, Community and Policy](#) BSC
- [College of Liberal and Fine Arts](#) BSC
- [Strategic Enrollment](#) BSC
- [College of Sciences](#) BSC
- [College of Engineering](#) BSC
- [College of Business](#) BSC
- [VPBA Business Service Center](#)
- [College of Education & Human Development](#) BSC
- [Student Affairs](#) -BSC
- Other - input BSC name below

List the most common issues in your area. How would this QAR help you?

## Monthly SAHARA Reconciliation

Are the Cost Centers and Project IDs reconciled in SAHARA every month?

Reminder: Please verify current SAHARA access is accurate for your area, and remove access to those who do not need it. Current SAHARA access information can be found via the [query](#) "UTS\_SAHARA\_ARA\_SECURITY." To update SAHARA access open a [Tech Café ticket](#). If SAHARA access is being granted for the first time, a UTSA [UTShare Departmental User Access Form](#) is required.

- Yes
- No

If no, please explain why Cost Centers and Project IDs are not reconciled monthly in SAHARA.

How are transactions reviewed to ensure they are correct? Please explain your step by step procedure for monthly reconciliation in the space provided below. E.g. Purchasing, travel, cash handling reconciliation, salary

**Salary:**

1. How would the reconciler know if there was an overpayment?
2. Does the department has a process that will catch issues such as an overpayment, an underfunded budget, etc.?
3. How would you know if a new employee was not being paid correctly?
4. How would you know if the budget was not transferred in for a new position or a salary increase?
5. How do you reconcile "Payroll Related Costs"?

The reconciler can answer these questions. If you do not have the information, please input their contact information below.



If applicable, what tracking mechanism outside of PeopleSoft do you have in place to monitor monthly transaction activity? *Please note Departments are **no longer required** to maintain a separate expense tracking system.*

Quicken/Quickbooks

Excel

Other

## Purchasing

Please list all One Card holders and their One Card reviewer and approver.

Please describe the travel process in your area; (if no travel is processed in your area please respond N/A).

Please describe your purchasing process such as purchase orders (POs) and non-PO vouchers.

Below, please list the individuals responsible for creating purchase requisitions, approving purchases, and receiving goods or verifying receipt of services for POs, and non-PO vouchers. Describe how the area ensures all transactions and related vouchers are reviewed for completeness, accuracy, and compliance with University policies before being approved for payment.



### **Cash Handling (Includes cash, credit cards, checks, donations, etc.)**

Does the department receive cash, checks, or credit cards?

- Yes
- No

What are the funds collected for?

What kind of payment does your department receive?

What cost center is used?

Please provide average amount received per semester.

Do you have a tracking log to document any amount collected?

Do you have a tracking log to document any amount collected? if yes, please upload a copy here.

Please list the employee name and title who complete the following tasks in the spaces below.

	Employee name
1. Collects/Receives Money (By Mail or in Person)	<input type="text"/>
2. Logs	<input type="text"/>
3. Creates the Deposit Transmittal Form	<input type="text"/>
4. Approves Deposit Transmittal Form	<input type="text"/>
5. Walks to Fiscal Services	<input type="text"/>
6. Does the monthly reconciliation	<input type="text"/>

Employee name

7. Approves the monthly reconciliation

Please list additional employees here if more than one person

Please upload the most recently updated cash handling forms as required per [Cash Handling and Management: Departmental Cash Handling Request Form](#)

[Departmental Cash Handling Security Policy](#)

How do you limit access to receipt books & funds awaiting deposit?



Are funds deposited within 24 hours if the sum received exceeds \$500, or at least once weekly if less than \$500?

- Yes
- No

If no, please explain why the funds are not deposited within the required period.

Do you have a Petty Cash fund (permanent, temporary)?

- Yes
- No

Is the Petty Cash fund periodically counted on a surprise basis by a person other than the fund custodian and are the counts documented?

- Yes

No

Does management investigate all substantial variations from norms?

Yes

No

Are [overages and shortages](#) properly recorded?

Yes

No

### **Gifts (Includes donations of money and non-money items)**

Are gifts accepted in your area? *\*Please note this includes monetary donations*

Yes

No

If yes, please explain how gifts are monitored/tracked?

How does your department ensure compliance with the terms of a gift agreement when expending funds from a gift Cost Center?

Name your contact at the Office of Development and Alumni Relations involved in the donation process.

Do you disburse scholarships/fellowships?

- Yes
- No

If yes, how does your area ensure compliance with the terms of the gift agreement for each scholarship/fellowship?

## Capital Assets Management (Inventory)

Please list the name and title of the department Inventory Contact Person.

Please upload a copy of the last completed annual inventory report.

If applicable, for missing equipment, please provide a copy of the form used to report missing items.

## Information Security

If applicable, how does your area ensure any sensitive data collected/retained is properly protected?

(e.g., SSNs, credit card numbers, employee information, etc)

Does the department own or manage any server hardware? If yes, where is it located and how does your department maintain an inventory of these devices? If no, please put N/A.

### **People Excellence (Timekeeping and Employment)**

What process(es) does your department have in place to record timekeeping and time off?

How does your area ensure all required processes are completed once a person ends his/her employment with UTSA? How do ensure that the terminated employee has returned all UTSA property?

Please provide any comments, questions, or concerns.

### Block 1

Please note that once you submit the survey, you will not be able to access it again to make any changes. This is the end of the survey. If you are ready to submit, click submit.

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