Fiscal Year-End Workshop

FY 18-19
New Employees Series
AGENDA

Opening Remarks by Sheri Hardison
Budget & Financial Planning by David Nixon/Rosanna Brewster
PeopleSoft Queries by Sheri Hardison
Fiscal Management Sub Certification by Diana Macias-Ollervidez
Payroll Management Services by Diana Macias-Ollervidez
Accounting Services by Cynthia Schweers

BREAK

Purchasing by Elizabeth Raymond
Disbursements & Travel Services
    And Procard/Travel Card Administration by Nora Compean
Human Resources by Cory Thomas & Karen Garcia
Closing Remarks & Questions by All Presenters
FY 18-19 Year-end Workshop Dates

**New Employee Workshop (PS 209.02)**
June 18, 2019  9 am – 12 pm  MH 2.01.44

**Refresher for Current Staff (PS 209.01)**
June 26, 2019  9 am – 11 am  BV 1.312 (Downtown Campus)
June 27, 2019  2 pm – 4 pm  MH 2.01.10
June 28, 2019  9 am – 11 am  UC Retama
Budget & Financial Planning
POSITION FUNDING

(Including Dual Year Processing)

David Nixon, Budget Analyst III
Position Funding Corrections on Employees Paid **Semi-Monthly**

The last four semi-monthly pay cycles to process funding changes (both retro and future changes) for FY19:

<table>
<thead>
<tr>
<th>Pay Period Ending</th>
<th>eForm Funding Changes Must be Submitted and Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15(^{th})</td>
<td>July 10(^{th}) at 4:00 p.m.</td>
</tr>
<tr>
<td>July 31(^{st})</td>
<td>July 26(^{th}) at 4:00 p.m.</td>
</tr>
<tr>
<td>August 15(^{th})</td>
<td>August 14(^{th}) at 4:00 p.m.</td>
</tr>
<tr>
<td>August 31(^{st})</td>
<td>August 27(^{th}) at 4:00 p.m.</td>
</tr>
</tbody>
</table>
Position Funding Corrections on Employees Paid Monthly

The last two monthly pay cycles to process retro funding changes for FY19:

<table>
<thead>
<tr>
<th>Pay Period Ending</th>
<th>eForm Funding Changes Must be Submitted and Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31\textsuperscript{st}</td>
<td>July 18\textsuperscript{th} at 4:00 p.m.</td>
</tr>
<tr>
<td>August 31\textsuperscript{st}</td>
<td>August 21\textsuperscript{st} at 4:00 p.m.</td>
</tr>
</tbody>
</table>
Department Budget Table (DBT) Roll Forward / Dual Year Processing

- FY2019 DBT roll forward to FY2020 is scheduled for 1st week of August. Position funding in place at that time will be copied over to FY2020 and will be effective 9/1/19.

- If there are any **funding changes** or **appointments** processed in FY2019 after the DBT roll forward, a funding change eForm effective 9/1/19 will need to be processed in order to assign funding to the position for FY2020.

- If there is a **New Position Request** processed in FY2019 after the DBT roll forward, the position will not reflect that funding in FY2020 until one of the following occurs with FY2020 effective dates:
  - An Appointment eForm is processed, or
  - A Funding Change eForm is processed
BUDGET UPDATE

(Including Current Lapse Guidelines)

Rosanna Brewster, Sr. Budget Analyst
FY 2019 Ending Balance Review

Ending Balance Reports are going to each Financial Area Representative on a monthly basis

- Includes a tab for each fund group
- Highlights negative balances
- All negative balances should be resolved by August month-end close
FY 2020 Beginning of Year Process

- Early August - Budget Office will open FY2020
- Original Budgets will be loaded at this time, to allow eForm processing with successful budget checks to occur
- Budgets will continue to be controlled in the old year and also in the new year
- Balance Roll Forwards will be posted after Accounting completes the final FY2019 close (early-October)
  - Balance Forward amounts are subject to Lapse Guidelines
Lapse Guidelines
E&G Funds / Designated Tuition

- E&G (Fund 2100) balances will lapse to applicable departmental M&O designated tuition cost centers. Excluding E&G Fees which will roll forward 100%.

- Designated Tuition (Fund 3105) will lapse to established “Reserve Cost Centers” at the VP/AVP/Dean levels for future strategic uses
  - Levels will be determined by each VP on what will roll up to the VP level

- Note: If there are any FY2019 POs or Prepays that need to be booked in FY2020, then that portion will roll to the corresponding cost center.
Lapse Guidelines
E&G Funds / Designated Tuition (cont.)

- Non-Formula Funded State Appropriation Cost Centers (Fund 2110 and 2115) will need to be fully expended
  - *As a Reminder*: Unexpended balances at the end of the 2nd year of the biennium for any non-formula funded state appropriation will be given back to the state
  - There is NO exception for SALSI and CORE
- Other State Funding (Fund 2120 and 2150) will follow intent behind the funding
Other Funds
Not Subject to Lapse (Carry forward 100%)

- Other Designated (Fund 3100)
- Student Services Fees (Fund 3115)
- Service Centers (Fund 3200)
- Any surplus/deficit > 10% requires special exceptions by Controller to carry forward
- Subject to Service Center Policy for compliance with grant Uniform Guidance rules
Other Funds - Continued
Not Subject to Lapse  (Carry forward 100%)

- Auxiliary (Fund 4100 – 4700)
- Grant/Contract (Fund 5100 – 5400)
- Gift and Endowment Funds (Fund 5500 – 5600)
- Plant Funds (Funds 71XX)
- Loan Funds (Fund 8100)
- Agency Funds (Fund 9200)
Key Take Aways…

- Negative Balances need to be resolved on all funds no later than the last day of August 2019.
- New Year Original Budgets will be loaded in early August to allow for eForms processing.
- Budget Controls will remain on for both FY2019 and FY2020.
- The Fund Type will determine the lapse guidelines that are in place currently, refer to the earlier slides for details.
- Non Formula Funding (aka Special Item Funding) must be fully spent at year-end or it will be returned to the state.
Budget and Financial Planning

Contact Information

Main line: 458-4345
Location: NPB 4.170
Email: Budget@utsa.edu
Website: http://utsa.edu/budget

<Note: There are no longer separate HCM and FMS email addresses>
PeopleSoft Query

How to Run a Query in PeopleSoft

Sheri Hardison
Associate Vice President for Financial Affairs & Controller
How Do I Run a Query in PeopleSoft

- Navigate as follows:
  - Main Menu - FMS Reporting Tools – Query – Query Viewer
How Do I Run a Query - Continued

- Search by entering the Query Name
  - EX: UTSA_SPEEDTYPE_LIST_DEPT
How Do I Run a Query - Continued

➢ Or Advance Search using a word that may be in the query
  ➢ Enter word under Query Name **contains**
  ➢ EX: Speed

**Note:** the default is always “begins with”. You need to click on the drop down box and use “contains”.
Fiscal Management Sub-Certification

Diana Macias-Ollervidez
Assistant Controller
Fiscal Management Sub-Certification Process

- Electronic sub-certification conducted through the Office of Institutional Compliance and Risk Services in September of each year.


Fiscal Management
Sub-Certification Process

- Annually, each Department Manager must provide a fiscal management sub-certification for cost centers with activity of $3,000 or more to the Financial Reporting Officer- the Associate Vice President for Financial Affairs.

- The fiscal management sub-certification certifies that, among other items:
  - Cost centers/projects are being reconciled timely
  - Duties are properly segregated
  - No material weakness exists relative to their internal control
Highlights of the Fiscal Management Sub-Certification

- Acknowledgement of responsibility
- Transactions were reviewed and approved
- Reconciliations are completed monthly and all transactions were appropriate
- Errors were adjusted timely
- Segregation of duties were in place
  - Enter and approve transactions
  - Receive cash
  - Reconcile accounts
- Sound internal Controls
No misstatements or omissions are evident on your Monthly Financial Report (MFR)
Fraud has not occurred
Compliance with Code of Ethics related to award of contracts
Fiscal Management
Sub-Certification Process

- Department Managers failing to complete the sub-certification are reported to their respective Vice President, Auditing & Consulting Services and Vice President of Business Affairs.

- The Office of Institutional Compliance & Risk Services utilizes administrator responses (or lack thereof) when performing the annual risk assessment to determine account administrators selected for Quality Assurance Reviews (QAR).

- Fiscal Management Sub-Certification Work Plan:
  http://www.utsa.edu/financialaffairs/opguidelines/0103.html
Common Errors

- Department Manager is not correct
- Run query UTS_DEPT_MGR to see department manager listed in PeopleSoft
- Cost Center is inactive or zero balance
- To fix these items → Chart of Account Maintenance Form
  - Send to Accounting.Office@utsa.edu
- Department Manager must complete sub-certification if any revenue or expenditures were processed during the fiscal year and totaled $3,000 or more
- Not the same as annual compliance training that all employees complete
Questions
Payroll Management Services

Diana Macias-Ollervidez
Assistant Controller
## Critical Payroll Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Last date for Off-Cycle Check Requests accepted by the Payroll Office. Reminder - allow 5 days for processing. There will be no Off-Cycle Check printing on August 26 - 30.</td>
</tr>
<tr>
<td>August 19</td>
<td>Last salaried employee weekly timesheet due date for the August 12th through the 16th workweek to meet the August monthly payroll processing deadline.</td>
</tr>
<tr>
<td>August 19</td>
<td><strong>Supervisor</strong> deadline to submit salaried employees’ timesheet, including <strong>Overtime Comp Time Payout (OCP)</strong> hours, to the departmental timekeeper.</td>
</tr>
<tr>
<td>August 21</td>
<td><strong>Timekeeper</strong> deadline to enter salaried employee timesheets, including Overtime Comp Time Payout (OCP) into Time Labor UTShare/PeopleSoft</td>
</tr>
</tbody>
</table>

*Note: Late entries will be processed following fiscal year – September.*
# Critical Payroll Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25</td>
<td>Hourly employee weekly timesheet due date for the August 20\textsuperscript{st} through August 25\textsuperscript{th} workweek to their supervisor by 10 a.m. Supervisor approver deadline is 5 p.m.</td>
</tr>
<tr>
<td>September 2</td>
<td>Hourly employee timesheet due date for period of August 26\textsuperscript{th} - August 30\textsuperscript{st} to their supervisor by 10 a.m. Supervisor deadline is 5 p.m.</td>
</tr>
<tr>
<td>September 2</td>
<td><strong>Supervisor final</strong> deadline to approve hourly timesheets for August 16\textsuperscript{th} through August 31\textsuperscript{st} pay period is 5:00 p.m.</td>
</tr>
<tr>
<td>September 3</td>
<td>Timekeeper’s last Timesheet Deadline date for Hourly employees; August 16\textsuperscript{th} through August 31\textsuperscript{st} pay period.</td>
</tr>
</tbody>
</table>

*Note: Late entries will be processed following fiscal year – September.*

**Deadline Questions?**
Payroll Processing

Deadlines - Coming

- Deadlines are being developed in coordination with HR and Budget

- Benefits of deadlines:
  - Ensures employees receive accurate paychecks on payday
  - Allows Payroll to troubleshoot and resolve any processing issues
  - Allows Payroll ample time to submit ACH file to the bank, so employees are paid timely
  - Reduces the need to process off cycle checks
  - Reduces the risk of overpayment to an employee

- Deadlines will be enforced
Payroll Processing

Deadlines - Coming

- Request to process an off cycle check or an overpayment to the employee are being tracked
  - Tracking will allow us to analyze where issues are occurring to determine if additional training is necessary or areas of improvement are needed in order to gain processing efficiencies
Cell Phone Allowance

- Reports will be sent to VP Office for annual review by July

- VPs will review and determine if all employees on their report are still eligible in FY 20

- If all employees are still eligible return list confirming no changes to the E-mail: payroll@utsa.edu by September 6th

- No new form required
Cell Phone Allowance

- Changes required to list:
  - Return the list indicating changes
  - Complete the cell phone allowance form to either terminate allowance or add a new allowance by submitting to the E-mail: payroll@utsa.edu by September 6th

- Cellular Phone Allowance Form
  - Division VP signature is still required
Additional Pay E-Forms

- Ensure that Additional Pay E-forms are submitted and approved prior to the Payroll cutoff by of the 15th of the month.
General Information

- Payroll website: [http://www.utsa.edu/payroll/](http://www.utsa.edu/payroll/)
- Payroll deadlines
- Timesheet Deadlines
- Regulatory changes
What happens to late timesheet entries?

Answer:

- Late entries will be processed in September 2019

(refer to slide #34 & 35)
Contact Information

Main line: 458-4280
Fax line: 458-4236
Location: NPB, 4.170
E-mail: payroll@utsa.edu
Website: Payroll Management Services
http://www.utsa.edu/payroll/
Accounting Services

Cynthia Schweers
Director of Accounting & Financial Reporting
Contact Information

Main line: 458-4212
E-mail: accounting.office@utsa.edu
Website: Accounting Services
http://www.utsa.edu/financialaffairs/accounting/
Year-End Accounting Functions

Accruals – Items owed but not paid before end of year
  ➢ For services rendered or goods received as of August 31\textsuperscript{st}
  ➢ Materiality factor of > $10,000 per item
  ➢ Vouchers for $10,000 or less must be to DTS by 08/23/19 at 5pm to be included in FY19 expenses

Service Centers Inter-Departmental Transfers (IDT’s)
  ➢ IDT for services rendered for FY19 by NOON on 9/05/19

Inventory
  ➢ Relevant Departments: Complete inventory count and reconciliation must be sent to Accounting by 9/05/19 at NOON
Both pre-payments and accrual journals are created based upon queries in PeopleSoft.

Both queries are based upon service dates.

Critical: accurate service dates be entered on both non-PO and PO vouchers.
General Accounting Information

- Chart of Account Maintenance Form
  - Form required to add or modify departments or cost centers, including department managers.
  - Form and instructions are located under Forms and Worksheets on Accounting website, http://www.utsa.edu/financialaffairs/accounting/

- Monthly Financial Report
  - Should be reconciling monthly and notifying Accounting Services of any corrections that are needed
General Accounting Information

Corrections:

- Send all corrections except for sponsored projects to accounting.office@utsa.edu

- Send corrections for sponsored projects to the applicable RSC administrator
  - These corrections will follow same guidelines and deadlines as those sent for accounting corrections
General Accounting Information

Corrections (cont’d)

- Provide the following information:
  - Document ID number
  - Original cost center and account used (not budget accounts like A4000)
  - New cost center and account for correction
  - Amount of correction, esp. if only a partial correction
  - Reason for the correction
  - Copy administrator on account being charged (approval is implied)
  - Prior year corrections – none will be made after year end – critical to review currently
General Accounting Information

➢ To reduce the number of corrections due to chart field errors use SPEEDTYPES/SPEEDCHARTS
General Accounting Information

- Access the Accounting Services website for various links and tools: [http://www.utsa.edu/financialaffairs/accounting/](http://www.utsa.edu/financialaffairs/accounting/)
- Links to Forms & Worksheets
- Links to FMOG’s
- Tips and Tricks
  - Account Structure FYI – helpful hints on what accounts to use/never use
  - Transaction codes
General Accounting Information

➢ Combo Edit Quick Reference – Chartfield combinations that won’t work

➢ Helpful Queries
Helpful Queries
(in Tips & Tricks)

- Speedtype List by Department
- Listing of Cost Centers and Projects under my Department
- AP Voucher Detail
  - (various parameters, i.e., by account, by cost center/project, etc.)
- Travel Payments by Cost Center or Project
- UTZ (Deposit) Document Details
- Procard Payment Detail by Cost Center or Project
What type information is needed for a correction request?

ANSWERS:
- Document ID number
- Original cost center and account used (not budget accounts like A4000)
- New cost center and account for correction
- Amount of correction, esp. if only a partial correction
- Reason for the correction
- Copy administrator on account being charged (approval is implied)
- Prior year corrections – none will be made after year end – **critical to review currently**

(refer to slide #51)
What information is found on the Accounting Services website that helps both front & back offices?

http://www.utsa.edu/financialaffairs/accounting/

**ANSWERS:**

- Links to Forms & Worksheets
- Links to FMOG’s
- Tips and Tricks
  1) Account Structure FYI – helpful hints on what accounts to use/never use
  2) Transaction codes
  3) Helpful queries

(refer to slide #53)
Fiscal Services

- All FY19 departmental revenue must be delivered to Fiscal Services no later than **4:00pm on August 30, 2019** in order to be recorded in the correct fiscal year.

- All reimbursement requests for petty cash funds for FY19 must be submitted to Fiscal Services no later than **3:00pm on August 30, 2019**.
  - Requests submitted after this time will be recorded in the upcoming FY20 fiscal year.
Year-End Considerations for Capital & Controlled Purchases

- Please ensure that Receiving Reports are complete for any capital and controlled items received by 8/30/2019.

- Once received, please contact Inventory Department to have item(s) tagged to ensure they are recorded with FY19 activity.
## Critical Accounting Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Corrections through July due to Accounting Services by 5pm</td>
</tr>
<tr>
<td>September 5</td>
<td>Inventory Reconciliation due to Accounting Services by NOON</td>
</tr>
<tr>
<td>September 5</td>
<td>IDT for services rendered for FY19 must be received in Accounting Services</td>
</tr>
<tr>
<td>September 6</td>
<td>Tentative – Announcement from Financial Affairs to review (preliminary) August MFR</td>
</tr>
<tr>
<td>September 11</td>
<td>Corrections for August due to Accounting Services by NOON</td>
</tr>
</tbody>
</table>

**NOTE:** Once deadline has passed, any prior year corrections involving cost centers will be required to be handled as a budget transfer.
# Cost Transfers and Corrections Critical Dates

<table>
<thead>
<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>August 16, 2019</td>
<td>July 2019 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
<tr>
<td>September 6, 2019</td>
<td>Preliminary MFRs tentatively ready (will be announced)</td>
</tr>
<tr>
<td>September 11, 2019</td>
<td>August 2019 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
</tbody>
</table>
5 Minute Break
Purchasing

Elizabeth Raymond
Procurement Systems Administrator
Purchasing Department
Contact Information

Primary Method of Communication –
E-mail: purchasing@utsa.edu

Main line: 458-4060
Fax line: 458-4061

Website: http://www.utsa.edu/purchasing/
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 28th</td>
<td>Last day Purchasing will accept an approved purchase request <strong>Over $50,000 using FY19 Funds</strong></td>
</tr>
<tr>
<td>July 8th</td>
<td>Next Year Flag in Rowdy Exchange</td>
</tr>
<tr>
<td>August 9th</td>
<td>Last Day to submit PO’s $15k and over</td>
</tr>
<tr>
<td>August 9th</td>
<td>Last day to submit POC (Purchase Order Change) request</td>
</tr>
<tr>
<td>August 12th</td>
<td>Last day Departments can submit PO Close request</td>
</tr>
<tr>
<td>August 23rd</td>
<td>Last day Departments can create or approve a purchase request</td>
</tr>
</tbody>
</table>

*Purchasing will not process any requisition received after the deadlines stated above. Orders received after these deadlines will be returned and asked to be recreated on Sept. 1st.*

**All workflow approvals (budget, commodity, and foreign vendor) must be completed by COB (close of business) of deadline date.

Dates and process for creating FY20 purchases (prior to 9/1) is being finalized. Details will be provided in Rowdy Exchange Training and on the Purchasing website.
Purchasing Department

**Purchase Order Encumbrance Clean Up**

- Departments should **continue** reviewing current PO encumbrance balances to identify which PO’s should **NOT** be rolled into FY20. These PO’s will be closed/liquidated before year end **upon request**.

- Run the following PeopleSoft queries to review PO encumbrance balances. Departments **should only** focus on FY19 encumbrances.
  - UTS_PO_OPEN_ENC_BY_CC
  - UTS_PO_OPEN_ENC_BY_DEPT
  - UTS_PO_OPEN_ENC_BY_PROJECT

- Departments **must** send an email to the Purchasing Office mailbox ([purchasing@utsa.edu](mailto:purchasing@utsa.edu)) by **August 12th** with a list of PO(s) that **should be closed**.

- If notification to close a PO is **NOT** received by August 12th, Purchasing will automatically **roll** remaining purchase order encumbrances into the new fiscal year, if applicable.
PO Roll Function Quick Facts

- PO status is found in PeopleSoft. All PO’s whether past or present shall be reviewed in PeopleSoft.
  - Encumbrance
  - Track PO Activity
  - Review Payments
  - Review Receipts

- In order for the PO to be used in new FY, the PO must be closed in current FY and the remaining balance of the PO moved (rolled) to the new FY in PeopleSoft.
In PeopleSoft, PO’s can be rolled between fiscal years.

An example of a PO Roll process:

Step 1: Closing Purchase Order in FY19
- If your PO = $1,000.00, and your Payments on this PO = $600.00, then the PO is closed in current FY with the paid amount of $600.

- Remaining amount of this PO is encumbered for the amount of $400 in FY20.

PO’s that are not “Dispatched” by 8/23 cannot be rolled and will require a new requisition to be entered in Rowdy Exchange on or after 9/1 using FY20 funds.
Criteria for Purchase Order Encumbrance Roll is based on Receiving and Payment Status of the PO.

If a purchase order has been fully-received but has been partially-paid, the remaining encumbrance will NOT roll.

Ex. Order Qty. 12, Received Qty. 12, Paid for Qty. 10

Open Quantity for payment 2 (system will not roll PO because all 12 have been received)

Purchasing will work with departments to correct PO’s affected by this rule before encumbrance roll.

In the event a purchase order cannot be rolled, departments will be responsible for creating a new requisition for the remaining balance on Sept. 1st for final invoice(s).
Cell Phone Purchase Order Process

Only for approved exceptions to Cellular Phone & Service Allowance policy

UTSA Policies and Procedures

- HOP 9.49 Cellular Phones and Services- approved on August 24, 2017

(DIR) Contracted Service Providers & Contract Numbers

- AT&T - Supplier #0000038182 - DIR-TS0-3420
- Sprint Solutions - Supplier # 0000004885 - DIR-TS0-3432
- T-Mobile – Supplier # 0000043727- DIR-TS0-3416
- Verizon – Supplier # 0000047992 - DIR-TS0-3415
Cell Phone Purchase Order Process

Requisition Setup Steps

- Step 1: Vendor Selection from DIR Contracted Service Providers.

- Step 2: Requisition line setup. Each line begins with one of the following Identifier:
  - Cell Phone Purchase, Cellular Plan, Cell Phone Part Accessories, or Cell Phone Equipment lease

- Step 3: List DIR Contract number in the comments. (List provided at www.utsa.edu/purchasing/)

- Step 4: Attach completed and approved “Exception to Cellular Phone Allowance form" to the requisition as an "internal" document.
Cell Phone Purchase Order Process

Need assistance with ordering or cancelations, please contact your Procurement Specialist in Purchasing at ext. 4060

PDF document of the Preferred Cellular Service Providers is located on the Purchasing website and Rowdy Exchange.
Copiers Purchase Order Process

Copier & Multi-function printer purchases, leases, and maintenance services ordering procedure.

UTSA Preferred Vendors

- Documation Inc. Supplier Number: 0000037096
  - Contact: Jordan Tyler Abshier | jabshier@mation.com | 210-249-2784

- Konica Minolta Business Solutions Supplier Number: 0000025369
  - Contact: Amanda de Luna | adeluna@kmbs.konicaminolta.us | 210-483-1817

- Ricoh USA, Inc. Supplier Number: 0000048432
  - Contact: Kathleen Smith | kathleen.smith@ricoh-usa.com | 512-381-7829

- Canon Solutions America Supplier Number: 0000026158
  - Contact: Sophie Patrick | spatrick@csa.canon.com | 210-499-6239
Copiers Purchase Order Process

Copier & Multi-function printer purchases, leases, and maintenance services ordering procedure.

UTSA Preferred Vendors

- Dahill Office Technology Corporation Supplier Number: 0000020710
  - Contact: Laura Wheat | lwheat@dahill.com | 210-332-4909

- Kyocera Document Solutions America Supplier Number: 0000044338
  - Contact: Maria Mondello | maria.mondello@da.kyocera.com | 973-461-4065

- Toshiba Business Solutions Supplier Number: 0000038433
  - Contact: Dirk Struve | dirk.struve@tbs.toshiba.com | 210-357-2681

- Ubeo, LLC Supplier Number: 0000108149

- Xerox Corporation Supplier Number: 0000034592
  - Contact: Derek Moorhead | derek.moorhead@xerox.com | 512-992-6116
Copiers Purchase Order Process

Requisition Setup Steps

- Step 1: Select your preferred Copier Vendor Form in Rowdy Exchange.
- Step 2: Complete all required fields in the Rowdy Exchange Copier Form.
  - Machine Equipment, Equipment Attributes, Location and Serial Number, Terms & Condition, Previous PO numbers when applicable.
- Step 3: Proceed to Checkout: The form now appears as a single line item in the requisition.
- Step 4: The most important step please “Check Amount Only”.
Copiers Purchase Order Process

Need assistance with ordering or cancelations, please contact your Procurement Specialist in Purchasing at ext. 4060
Purchasing Department

Helpful Reminders

- When are receipts required?
  - A receipt is required for orders more than $4,999.99 (excluding amount only) or if funded with state or federal funds or for capital and controlled assets

- Amount Only
  - For orders that require ongoing invoices (i.e., service contracts or long-term lease agreements)
    1. Quantity of “1”
    2. Total quoted/contracted amount
    3. Unit of measure of “Each”
    4. Set line item(s) to “Amount Only”

*NOTE: Do not create a receipt on “Amount Only” lines of a PO*
Contact Information

Disbursements/Travel main line: 458-4213
Disbursements fax line: 458-4236
Location: NPB, 4.170
E-mail: Disbursements.travel@utsa.edu
Website: Disbursements and Travel Services https://www.utsa.edu/financialaffairs/dts/
## Critical Disbursements and Travel Services Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July 12</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from September - June (reimbursements, travel advances, Participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td><strong>July 19</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense reports to DTS from July 1st - July 15th (reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td><strong>August 9</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from July 16th – July 31st (reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td><strong>August 16</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from August 1st- 15th , (reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td><strong>August 23</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS for any expenses incurred from August 16th to August 21st . Last day to submit Wire Transfer Requests.</td>
</tr>
<tr>
<td><strong>August 23</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS to be expensed in FY18 for $10,000 or less</td>
</tr>
<tr>
<td><strong>August 26</strong></td>
<td>ALL remaining Expense Reports after August 15th must be submitted and routed to DTS if expensed out in FY19 (reimbursements, travel advances, participant advances, athletic advances).</td>
</tr>
<tr>
<td><strong>August 28</strong></td>
<td>Last check run at noon for FY19</td>
</tr>
<tr>
<td><strong>September 1</strong></td>
<td>FY2020 open for processing</td>
</tr>
</tbody>
</table>
Year-End DTS Functions

➢ Travel encumbrances will roll forward to new FY20.
➢ Per the travel advance guidelines (Travel Advances, FMOG Section 9) all outstanding travel advances must be settled within 30 days.
➢ All travel advances must be settled and be in DTS office by August 23 if expensed in FY19.
Year-End DTS Functions

- Travel/Cash Advance requests not approved before end of FY19 will be approved in new FY20. The accounting date will be updated to new FY.

- Travel & Expense reimbursements not received by 08/23 deadline will be processed in FY20.
  - Do not create new expense reports after 08/23/19

- Non-PO vouchers not approved in FY19 will be rolled forward to new FY
Year-End DTS Functions

- What to do if Expense Report (ER) was not approved by 8/28:
  - If ER was in pending status: CREATOR must dissociate Travel Authorization in preparation for end of year rollover process. ER will be deleted by DTS and a new one recreated in FY20 by department.
  - If ER was routing; APPROVER must “terminate” Expense Report to dissociate Travel Authorization in preparation for end of year rollover process.
What’s new in PeopleSoft 9.2 T&E

- Combined actions when accessing Expense Reports: “Create/Modify”
- Quick Fill hyperlink leading to detail page indicating date range and type of expense
- Quick Start menu changes on Expense Reports: Populate from
- More Options menu (approval page using Fluid- located in upper right hand corner)
- Accounting Detail hyperlink in Cash Advances (departments can now update chartfield strings when creating document)
- Save for Later button hyperlink (located on upper right hand corner)
- Budget information location changed on page
- Action buttons and Workflow History locations changed on page
What’s new in PeopleSoft 9.2 AP

• Expect new layout and re-organization of criteria fields on voucher
• Additional tab: *Keyword Search* (see *Search Tips* link for search options)
• Vendors are referred to as “*Suppliers*”
• New fields added to “*Add a New Value*” Tab:
  • Incomplete Voucher
  • PO Business Unit and PO Number *(used by DTS Only)*
• Links grouped together on right hand side of entry voucher page
• New *Save for Later* action button
Expense Report Reminders

- To properly disencumber funds, close travel or clear cash advance when settling travel don’t forget to:
  - “Populate from” TA (Travel Authorization) to Expense Report (ER) using “Quick Start” to *automatically* link TA to ER
  - Eliminates need to enter Expense Details again – only modify for actual expense
  - If “Quick Start” option was not used, link TA to Expense Report manually
  - Link or “Apply Cash Advance (CA)” to Expense Report when settling travel
Expense Report Reminders

- Properly linking the TA or CA to Expense reports also minimizes:
  - Having to “Send Back” or return document to creator for correction
  - Delays due to re-routing of document for approval
  - Delays in reimbursing traveler
Expense Report Reminders

- If an Expense Report is submitted 120 days or more after the travel date:
  - Expense will be reimbursed
  - The full amount of trip or non-travel related expenses will be processed as taxable income to the employee
  - Once taxation has occurred, it will not be reversed
  - Exceptions will only be granted for the “rare” case when an individual was not reasonably able to submit the Expense Report (e.g. extended illness)
  - Department turnover in administrative staff will not be approved as an exception
  - If the employee has a reasonable explanation for the past due submission, an exception may only be granted by the Assistant Controller or designee
T&E Reminders

- Expense Report Workflow Status Query:
  - UTS_EXP_PND_STAT_WF_PRMPT_MOD

- Departments must review open encumbrance Travel Authorizations for department travelers. Queries are available in production:
  - By Cost Center: UTS_TE_TAUTH_OPEN_ENC_BY_CC
  - By Department: UTS_TE_TAUTH_OPEN_ENC_BY_DEPT
  - By Project ID: UTS_TE_TAUTH_OPEN_ENC_BY_PROJ
T&E Reminders

- *Registration Fee for Grants* Expense Category
  - Mapped to account code 67646
  - Applicable to Travel Authorizations, Expense Reports, Cash Advance and AP Vouchers

- Automated e-notifications reminders will be generated for all outstanding documents that require “certification or approval” action on 7, 30, 60 and 90 days after submission date
  - Applicable to Travel Authorizations, Expense Reports, Cash Advances, Journals Vouchers and AP Vouchers
Travel Reminders

- Use approved UT System travel and car rental agencies.
  - Approved travel agencies
    - Corporate Travel Planners
    - Anthony Travel
  - Approved car rental agencies
    - Avis/Budget
    - Enterprise/National
    - Hertz
General Voucher and Expense Report Reminders

- Don’t forget to use Speed Charts
  - Allows for a complete chart field string to be populated
    - Results in expenses properly recorded and reflected correctly on the MFR
  - An employee should not approve his/her own expenses or reimbursement
    - Should be approved by a higher level authority or supervisor
General Voucher and Expense Report Reminders

To minimize the risk that a traveler is reimbursed for an expense paid on a CLIBA/Procard/OneCard/PO/TAC

In PeopleSoft 9.2:

- Ensure “prepayment methods” used to pay for expenses are reflected on the Expense Report; indicate that the PAYMENT TYPE was “PAID BY EMPLOYEE” (do not use “Travel Agency Charge”)

- Box must be marked as “Non-Reimbursable”
General Voucher and Expense Report Reminders

- Approve electronic Travel Authorizations by first day of travel otherwise complete a Travel Authorization Form (TAF)

  - Note: After-the-fact authorizations are manual and affect the efficiency of the travel process at several points. Monitoring controls will be established over these occurrences to aid towards goal of making process as efficient as possible.
General Voucher and Expense Report Reminders

- Closing of PO’s and PO Dis-encumbrances are handled by Purchasing

- Travel Dis-encumbrances are handled by DTS
  - Submit Travel Authorization Form (TAF)
    - Corrections to travel dates, destinations, etc.
    - Close out or cancel travel
General Voucher and Expense Report Processing Reminders

- Include an adequate estimate for freight charges on POs
  - Minimizes match exceptions and the need for a POC (Purchase Order Correction)

  **Note:** As an exception to prevent further payment delays to vendor - DTS will override up to $50 if not included on PO – applicable to non-State accounts only

- POCs are required:
  - For freight charges - applicable to State accounts
  - Additional items not included on PO
General Voucher & Expense Report Reminders-STATE FUNDS

- Do not charge tips and hotel taxes to State accounts (provide alternate funding source)
- Attach proof as part of the supporting documentation (e.g. email, memo) pre-authorizing lodging rate when it exceeds GSA rate, if traveling on State funded accounts
- Use State Cards to procure airfare funded with State or federal funds (effective 1/24/17) Texas Gov’t Code 20.413
- Washington D.C. travel: submit form to OSFR (Office of State-Federal Relations) if travel involves obtaining or spending federal funds or impacts federal policy
New Fiscal Year Reminders

To minimize match exceptions and delays in payment to vendors:

- Create new POs for annual expenses:
  - Copiers, leases, etc.
  - Provide new PO numbers to vendor

- PO numbers no longer required for Airgas payments
New Fiscal Year Reminders

- Complete “desktop receiving” for goods received or services rendered
  - When they are received in the department (*not before 😊*)
General Reminders

To expedite voucher and expense report processing:

- Attach required supporting documentation before routing to approvers
  - Invoices and/or receipts
  - Signed service contracts
- Ensure Business Expense Form is complete as it relates to Entertainment and Hospitality Operational Guide (FMOG Section 7)
  - Proper approvals to include certification if not completed electronically
  - Completed and approved within 90 days of date expense occurred
General Reminders

To expedite voucher processing (cont’d):

- Verify the accuracy of information:
  - Remittance address
  - Vendor #
  - Direct deposit information

- For information on specific invoices, please email Disbursements.travel@utsa.edu
General Information

- Use direct deposit when possible for staff, faculty and vendors. Complete SIF (Supplier Information Form)
  - Eliminates checks being lost, misplaced or remittance to State as unclaimed property
  - Saves University money
  - Saves time it takes to pick-up and deposit to checking account
Test Your Knowledge

When is the last check run for FY19?

Answer:
- August 28, 2019 at NOON (refer to slide #81)

What must approvers do on 8/28 if an expense report was not processed?

Answer:
- “Terminate” Expense Report to disassociate Travel Authorization. (refer to slide #84)
ProCard/Travel Card Administration Office (PTCA)

PTCA handles:

- Procurement Card (ProCard) and Corporate Liability Individual Billed Accounts (CLIBA Travel cards)
- Application Processing
- Cardholder Training
- Cardholder Maintenance Requests (CMR)
  - Credit limit increases; Merchant Category Codes (MCC)
ProCard/Travel Card Administration Office (PTCA)

PTCA handles:
- Reporting and Compliance
- Reconciliations and Collections
- ProCard Audits
- Generate ProCard Payments

DTS handles Travel Advance Card Requests (TAC)
## PTCA Contact Information

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Ext. #</th>
<th>PTCA Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Bixenman</td>
<td>Credit Card Program Manager</td>
<td>7993</td>
<td>Credit Card Program Administration Training, Cardholder training, reconciliations, reporting compliance and cardholder maintenance</td>
</tr>
<tr>
<td>Anne Jackson</td>
<td>ProCard Specialist</td>
<td>4059</td>
<td>Application processing, Procard training, Procard audits</td>
</tr>
</tbody>
</table>

Email: procard.travelcard@utsa.edu  
Fax: 210-458-4236  
Location: NPB 4.170  
Website: [http://utsa.edu/financialaffairs/ptca/](http://utsa.edu/financialaffairs/ptca/)
# Critical Procard Deadlines for Citibank

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 22</td>
<td>Recommended last day to charge using Procard for FY19</td>
</tr>
<tr>
<td>August 6</td>
<td>Transactions for August 3rd statement ready for reconciliation and approval</td>
</tr>
<tr>
<td>August 16</td>
<td>Departmental approval due by 5:00 pm for August 3rd statement</td>
</tr>
<tr>
<td>September 5</td>
<td>Procard transactions for September 3rd statement ready for reconciliation and approval.</td>
</tr>
<tr>
<td>September 6</td>
<td>All Procard reconciliations completed and approved by 10:00 AM on Friday, September 6th will be processed for immediate payment. Vouchers over $10,000 will be included in the AP accruals and charged to FY20. Vouchers up to $10,000 will be charged to FY19.</td>
</tr>
</tbody>
</table>

**Note:** UTSA has no control over the vendor’s or the bank’s credit card processing and posting dates. Although a Procard may be used, the bank may not process the transaction(s) for several days. Please process all Procard transactions as early as possible.
Year-End PTCA Functions

CLIBA & TAC –

➤ All outstanding balances on the travel cards must be paid in full by August 16th.

Procard –

➤ Outstanding balances must be approved by the deadlines listed on the year-end calendar.
Human Resources

Cory Thomas
Lead HR Specialist

Karen Garcia
Leave Specialist II
Fall Hires/Rehires

- **Faculty Hires**
  - Attach SAMS line screenshot to eForm. It will route for approval from Dean and Provost
  - Tenure, Tenure Track, NTTs (rolling contract) are renewed automatically
    - HR will send you a report of contracts that have renewed

- **Staff**
  - Hiring Form/eForms

- **Students**
  - eForms
  - Must be enrolled
  - Can only work 19 or 20 hrs (dependent on job title)
## Enrollment Requirements

<table>
<thead>
<tr>
<th>Title</th>
<th>Fall/Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Research Assistant (GRA) *</td>
<td>6 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>6 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td>Student Assistant (work-study)</td>
<td>6 hours</td>
<td>See Financial Aid</td>
</tr>
<tr>
<td>Teaching Assistant (TA) *</td>
<td>6 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td>Undergraduate Research Assistant (URA)</td>
<td>9 hours</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

* paid monthly
New Hire Process

- Employees may not begin working until approved by HR

- All new employees must complete the Employee Self Service (ESS)
  - Complete I-9 Form on start date
    - Will need to bring original documents to HR
  - Update Personal Information Summary and Current Profile
  - W4 and direct deposit

- Hire/Rehire requests are due by **8/16 for 9/2** start date
Helpful Information

- All hires will need a background check – CBC Wizard
- Missing/Incorrect Information will cause delays or denials
- Search Match is REQUIRED
- Do not create or route more than one eForm at a time for an employee or position number
- Please allow 2 weeks for processing
Terminations

- Appointments with end dates will auto term
- Resignations, terminations, retirements, etc.
  - Use Termination request in eForms
- Reference payroll deadlines
  - Beware of overpayments
    - Monthly employees (i.e. GRAs, TAs)
- Faculty
  - Only term faculty who are truly separating from UTSA
  - Non benefits-eligible faculty will auto term; benefits-eligible faculty will require a Termination eForm if separating from UTSA
# Day ONE eForm Actions

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Hire/Rehire Staff, Faculty, Student</td>
</tr>
<tr>
<td>Contract Additions &amp; Changes</td>
<td>Add new contract or modify existing contract</td>
</tr>
<tr>
<td>Termination</td>
<td>Terminate a Job</td>
</tr>
<tr>
<td>Create Person of Interest</td>
<td>Appoint/Renew Unpaid Volunteers</td>
</tr>
<tr>
<td>New Position Request</td>
<td>Creates a New Position Number</td>
</tr>
<tr>
<td>Transfer</td>
<td>Transfers Employee to a New Position</td>
</tr>
<tr>
<td>Job Attribute Change (JAC)</td>
<td>Extend an End Date on Active Job</td>
</tr>
<tr>
<td>Position Attribute Change (PAC)</td>
<td>Modify Position FTE/Hours, Reports To, Location, Dept</td>
</tr>
<tr>
<td>• FTE/Ben Elig/Reg/Temp</td>
<td>• FTE, Hours, Reg/Temp, Full-Time/Part-Time</td>
</tr>
<tr>
<td>• Inactivate Position</td>
<td>• Status</td>
</tr>
<tr>
<td>• Job Reclassification</td>
<td>• Job Code/Title</td>
</tr>
<tr>
<td>• Location/Mail Drop</td>
<td>• Location/Building, Mail Drop ID</td>
</tr>
<tr>
<td>• Reports To Change</td>
<td>• Reports To Position</td>
</tr>
<tr>
<td>• Transfer Position to New Dept</td>
<td>• Department Code Change</td>
</tr>
</tbody>
</table>

➢ Contact BIS if you do not have access to eForms
Helpful Links

- Processing Calendar

- eForms website
  - https://www.utsa.edu/hr/News/2017/06/eForms.html

- Day ONE website
  - https://www.utsa.edu/hr/Employment/DayOne/
Resources

Human Resources - Front Desk x4648

dayone@utsa.edu
Guidelines for Maximum Vacation Accrual Rates

- Maximum number of vacation hours that can be carried from one fiscal year to the next.

- Vacation hours exceeding carry over limit will be converted to sick leave at the end of each fiscal year
  - Occurs September 1st

- Maximum number of Vacation hours carried forward can be found at [http://utsa.edu/hr/Leave/VacationAccruals.html](http://utsa.edu/hr/Leave/VacationAccruals.html)
Leave Balances displayed through ESS:

- Balances up to 8/15/2019
  - Available in ESS on 8/23/2019
  - Includes August entitlements
  - Based on actual time entered in PeopleSoft

- PeopleSoft VSL report for real-time balances
  - Available to Time keeper and Department Administrator
  - Balances are based on actual time entered in PeopleSoft
  - Instructions have been distributed to timekeepers
Leave Balances (cont’d)

- Report to VP’s sent re: vacation hours that will transfer to sick on 9/1/19.

- All vacation leave requests should be approved by the employee’s immediate supervisor in advance before taking leave.

- Vacation time over the maximum must be taken no later than August 31st.
Leave Balances (cont’d)

- Please ensure all time and absences are reported in PeopleSoft by Timesheet Deadlines (dates can be located on Payroll Services website):
  https://www.utsa.edu/payroll/calendars.cfm

- For Questions on Vacation Accrual Rates:
  - Contact HR-Leave Administration leaveadmin@utsa.edu
Closing Remarks & Questions
THANK YOU!

Office of Financial Affairs

YOUR PARTNER FOR SUCCESSFUL SOLUTIONS