Financial Area Representatives

February 24, 2021

Facilitator: Cynthia Schweers, Assistant Controller

UTSA Business Affairs
Announcements

• University Travel
  Due to disruptions in university travel scheduled after March 20, 2020, UTSA is offering open airline ticket credits to faculty and staff (no students) for university-approved travel on a first-come, first-served basis. All university-purchased unused travel credits have been pooled centrally to maximize their use. Travel must still be approved through the international and domestic processes. A detailed communication will be sent to FAR members, One Card holders and the DTS list on Monday.

• PaymentWorks
  Go Live date delayed to March 1

• Inclement Weather Timekeeping
  Additional inclement weather time reporting information can be found on Payroll website: https://www.utsa.edu/payroll/
Today’s Agenda

• Financial Affairs Update
  Sheri Hardison, Senior Associate Vice President for Financial Affairs & Deputy Chief Financial Officer

• PaymentWorks Update
  Nora Compean, Director of Disbursements & Travel Services

• Financial Affairs Training Update
  Debra Villanueva, Senior Business Manager

• FMOG Update
  Lilian Man, Senior Policy Analyst

• SAHARA FAQ’s
  Becky Sanchez, Senior Associate Director of Accounting

• FY22 Budget Timeline
  Tammy Anthony, Assistant Vice President for Budget & Financial Planning
PaymentWorks Update

Nora Compean, Director of Disbursements & Travel Services
Highlights

• Postponed PaymentWorks go-live date to **March 1**
• Due to campus closure training classes were cancelled February 15-19
• New classes added to [MyTraining](#) website
• Pilot groups:
  • College of Engineering Business Service Center (BSC)
  • College of Business BSC
Transition Period

• As we transition to PaymentWorks, SIFs (Supplier Information Forms) will no longer be accepted

• If you need to setup/update a vendor, send email to DTS with the following information:
  • Vendor name
  • Vendor email address
  • Department contact
  • Department contact email address/telephone number
Training Materials

- Disbursements & Travel Services training website:
  - Initiator Role Job Aid
  - Vendor Role Job Aid
  - PaymentWorks Vendor Onboarding Process ppt

- Vendor Portal and job aid
Questions
Financial Affairs Training

Working from home: The perfect opportunity to convert courses to online!
What’s New?

We are currently working on converting many of our in-person training courses to on-demand!
MFR Course
Converted to SAHARA On-Line
Went live on Nov. 2, 2020
SAHARA Salary Reconciliation

This video provides step-by-step instructions on using the SAHARA salary reconciliation spreadsheet.
SAHARA Open Lab (AM0711.01)

All training dates are at 9 am on Wednesday

- March 10
- April 21
- May 19
- June 23
- July 21
- Aug 11
Cash Handling 101
Converted to On-Line
Went live on Nov. 2, 2020
What’s Next?

One Card

Cash Advance

Hospitality & Entertainment

All converted to on-line by August 31.
Training Redesign Process
Questions
FMOG Updates

Lilian Man, Senior Policy Analyst
Updates

1. Name change
2. Identifying and Responding to Red Flags
3. Memberships Paid by University Funds
4. Petty Cash Funds
5. HUB Program
6. Inventory Reconciliation (Form)
7. Mileage reimbursement rate
Name change

• Moving to Financial Guideline
• Or Guideline for short
Identifying and Responding to Red Flags

Reminders:
• Be aware of red flags that could indicate the possibility of identity theft.
• Respond appropriately
Memberships Paid by University Funds

• Updated institutional memberships
• Clarified that department are not obligated to pay for individual memberships
  • Department practice not university policy

Memberships Paid by University Funds
Petty Cash

Only use petty cash if other options (One Card, for example) are unavailable

Clarified processes:
• Do not reimburse state and local taxes
• Reconcile the fund at least monthly – two individuals
• Updated back office names and locations

Financial Services currently auditing the need for existing petty cash funds

Petty Cash Funds Policy
HUB Program

Clarity updates:

• Purchases with an expected value of $100,000 or more require the vendor to provide a HUB Subcontracting Plan
• The Contract Management Handbook contains the HUB rules
• Updated links to resources

Historically Underutilized Business (HUB) Program
Inventory Reconciliation Form

Inventory that is held for resale

- Updated for clarity
- Updated the annual physical inventory count form
Mileage reimbursement rate

The current mileage reimbursement rate:
• 56 cents per mile
• Effective Jan. 1 to Dec. 31, 2021
• Updated form

Mileage/Parking Log for Travel Reimbursement
Questions
SAHARA FAQ’s

Becky Sanchez, Senior Associate Director of Accounting
FAQs
Why can’t I see all of my cost centers/projects?

If you are not a designated reconciler or approver, you will not have access.

You can request access to a cost center or project by processing a UTShare Departmental User Access Form.
Why can’t I see all of my cost centers/projects, Continued...

You will not have a reconciliation until the cost center/project has had revenue or expense actuals activity.

Once that happens, you will have a reconciliation every month for the rest of the year.

**Note:** If in a following month, there is no actuals activity, the reconciliation will need to be reconciled by the Reconciler, but it will **not** require approval by the Owner.
Can I drill into A/P vouchers from SAHARA?

At this time, we cannot drill into the source documents of transactions.

High priority Phase II enhancement along with:

- Workflow email notifications for approvers
- Ability to attach backup documentation (e.g. salary reconciliation spreadsheet)
Can I delegate approval authority to someone else in my department?

Principle investigators are given approval roles and are able to approve SAHARA reconciliations; however, the department manager or “owner” in SAHARA will still have to certify annually in fall.

Working on additional delegation allowances for specific college situations
  • Will bring recommendation to College Financial Leads

Other requests should go through your Financial Lead and then to Financial Affairs for consideration.
Are attachments required for an Easy Correct journal?

Yes, we ask that you take a screenshot of the transaction being corrected and attach it to the Easy Correct Journal.
Updates
Salary Reconciliation Template Tutorial

An on demand video tutorial has been created by Financial Affairs to assist with the Salary Reconciliation Template.

Tutorial video posted to the Accounting Services Training website. (Linked below.)

SAHARA Salary Reconciliation Training Video
The Reconciler does not need to check the “Reviewed” boxes on the Actuals Tab in order to complete the reconciliation.
Budget Information Tab: Summary Section

The Summary section has been updated to correctly reflect permanent and total budgets.

This shows your permanent budgets.

This includes your permanent budgets and temporary adjustments to give you your total budgets.
Questions
FY22 Budget Update

Tammy Anthony, Assistant Vice President for Budget & Financial Planning
# FY2022 UTSA Annual Operating Budget to UT System

## Timeline for Financial Lead Reviews and Recommended Changes

<table>
<thead>
<tr>
<th>Revenue Forecast and Revenue Transfers</th>
<th>Start</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Sales and Service Trends by Cost Center</td>
<td>Early February</td>
<td>End of February</td>
</tr>
<tr>
<td>Non-Mandatory Fees Trends by Cost Center</td>
<td>Early February</td>
<td>End of February</td>
</tr>
<tr>
<td>Mandatory Fees Forecasted on Enrollment Projections by Cost Center</td>
<td>Late February</td>
<td>Mid March</td>
</tr>
<tr>
<td>Tuition Forecasted on Enrollment Projections (Inc Differential and On-line)</td>
<td>Late February</td>
<td>Mid March</td>
</tr>
<tr>
<td>Request from VPR and VPDAR the Restricted Gift, Endowment Earnings and Sponsored Projects Projections</td>
<td>Late February</td>
<td>Late March</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Updates for Budgeted Positions</th>
<th>Start</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Late February</td>
<td>Late March</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hyperion Cost Center Reviews/Balancing</th>
<th>Start</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mid April</td>
<td>Mid May</td>
</tr>
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<table>
<thead>
<tr>
<th>Budget Office to Finalize the Preliminary Budget Details for Leadership</th>
<th>Start</th>
<th>Complete</th>
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<tbody>
<tr>
<td></td>
<td>Mid May</td>
<td>Mid June</td>
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</table>

<table>
<thead>
<tr>
<th>Due Dates for UT System (To Be Confirmed)</th>
<th>Start</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft of Goals and Priorities for Leadership to Share with UT System</td>
<td>Mid May</td>
<td></td>
</tr>
<tr>
<td>UT System Budget Meetings on Goals and Priorities</td>
<td>Early June</td>
<td></td>
</tr>
<tr>
<td>UT System Draft Budget and Supporting Schedules</td>
<td>Mid June</td>
<td></td>
</tr>
<tr>
<td>UT System Final Budget and Supporting Schedules</td>
<td>Early July</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>Completion Date</td>
<td>Action Item</td>
</tr>
<tr>
<td>------------</td>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>February 5</td>
<td>February 26</td>
<td>Net Sales and Services (Auxiliary and Other Designated)</td>
</tr>
<tr>
<td>February 5</td>
<td>February 26</td>
<td>Other Revenue - Other Designated Funds</td>
</tr>
<tr>
<td>February 5</td>
<td>February 26</td>
<td>Non-Mandatory Fees</td>
</tr>
<tr>
<td>February 5</td>
<td>March 26</td>
<td>Data Request to VPR and YPDAR for Restricted Revenue Projections - Gift, Endowment and Sponsored Programs</td>
</tr>
<tr>
<td>February 12</td>
<td>February 26</td>
<td>Net Sales and Services (Auxiliary and Other Designated) - Revenue Transfers</td>
</tr>
<tr>
<td>February 12</td>
<td>February 26</td>
<td>Other Revenue - Other Designated Funds - Revenue Transfers</td>
</tr>
<tr>
<td>February 12</td>
<td>February 26</td>
<td>Non-Mandatory Fees - Revenue Transfers</td>
</tr>
<tr>
<td>February 26</td>
<td>March 19</td>
<td>Mandatory Fees Forecast on Enrollment Projections provided to Academic and Auxiliary Areas</td>
</tr>
<tr>
<td>March 5</td>
<td>March 19</td>
<td>Tuition Forecast on Enrollment Projections (inc. Differential and On-line) to Leadership</td>
</tr>
<tr>
<td>March 5</td>
<td>March 19</td>
<td>Mandatory Fees - Revenue Transfers</td>
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**Position Updates for Budgeted Positions**

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<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Action Item</th>
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<tbody>
<tr>
<td>February 26</td>
<td>March 26</td>
<td>Position Reviews for adjustments related to New/Eliminated positions and Funding Changes</td>
</tr>
</tbody>
</table>

**Hyperion Cost Center Reviews and Balancing**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 9</td>
<td>May 14</td>
<td>Communication to Campus on &quot;CUT-OFF&quot; for Permanent Transfers to be Included in Hyperion</td>
</tr>
<tr>
<td>April 19</td>
<td>May 14</td>
<td>Balancing of Individual Cost Centers utilizing Hyperion Change Request Forms</td>
</tr>
</tbody>
</table>

**Budget Office to Finalize the Preliminary Budget Details with Leaderships**

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<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 14</td>
<td>June 14</td>
<td>Produce Preliminary Reports from Hyperion, Review Revenue Projections, Variance Analysis, etc.</td>
</tr>
</tbody>
</table>

**Due Dates for UT System (To be Confirmed - Currently Based on Previous Legislative Year Due Dates)**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Tentative</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17</td>
<td>Tentative</td>
<td>Draft of goals and priorities to UTSA Leadership to share with UT System</td>
</tr>
<tr>
<td>June 1-11</td>
<td>Tentative</td>
<td>UT System Budget Meetings on Goals and Priorities</td>
</tr>
<tr>
<td>June 15</td>
<td>Tentative</td>
<td>UT System Draft Budget and Supporting Schedules Due</td>
</tr>
<tr>
<td>July 9</td>
<td>Tentative</td>
<td>UT System Final Budget and Support Schedules Due</td>
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</tbody>
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**Budget Load into PeopleSoft for FY2022 - To Be Completed by Budget Office**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 30</td>
<td>Files prepared to load PeopleSoft</td>
</tr>
<tr>
<td>August 6</td>
<td>FY2022 Budget Loaded into PeopleSoft</td>
</tr>
<tr>
<td>August 13</td>
<td>Share Permanent Transfers with Campus that occurred after Hyperion Cut-off</td>
</tr>
</tbody>
</table>
Questions