Check In

You must check in to receive credit for this course in MyTraining.

There are three check-in options:

1. Click the link provided in the meeting chat.
2. Scan this QR code with your mobile device.
3. Open your browser and type the following web address: mytraining.utsa.edu/apps/checkin

If you get a "you are not enrolled in this class" alert, email amy.fritz@utsa.edu with your abc123.

Fiscal Year-End Workshop

Refresher

Agenda

➢ Opening & Welcome

➢ Budget & Financial Planning

➢ PeopleSoft Queries

➢ Sub-Certification

➢ Payroll Services

➢ Accounting Services

➢ BREAK

➢ Grants & Contracts Financial Services

➢ Purchasing

➢ Disbursements & Travel Services

➢ People Excellence

➢ Closing & Questions

Budget & Financial Planning

Rosanna Brewster, Senior Budget Analyst

Position Funding: Deadline for Corrections

Semi-Monthly and Monthly Paid Employees

➢ Pay periods ending Aug. 15 and Aug. 31

➢ Deadline for funding changes (submitted and approved) is Aug. 9

Retroactive Funding Changes

➢ Deadline for Work Study is July 8

➢ Deadline for changes prior to July 1 is July 15

➢ Deadline for July-August changes is Aug. 14

DBT: Department Budget Table

Each fiscal year, the DBT must be "opened" before any position processing can occur.

➤ FY26 DBT Opens **Monday, July 21**

➤ (Departments can begin processing Sept. 1, 2025, eForms)

The initial FY26 position (effective Sept. 1, 2025) funding record will be loaded as follows:

➤ If a position was **Permanently Budgeted** in the Hyperion process, the same funding source will be used in PeopleSoft

➤ If a position **was NOT Permanently Budgeted** in the Hyperion process, the funding source in PeopleSoft as of **June 30, 2025,** will be used

DBT: Dual Year Processing

Funding changes on eForms

- ➢ For eForms processed after June 30, 2025

  - ➢ This is after the new year DBT has opened

  - ➢ Funding for FY26 will still need to be updated in order to continue using this same funding source

  - ➢ A Funding Change eForm effective 9/1/2025 must be processed

Note: Position funding can be changed using the following eForms: Appointment or contract changes/additions, position attribute changes (PACs), job attribute changes (JACs) and transfers.

DBT: Dual-Year Processing – Additional Review

Review eForm funding to determine if additional eForms are needed

Reminder: For eForms processed after June 30, 2025

➤ This is after the new year DBT has opened

➤ Departments can run query to obtain Sept. 1, 2025, funding

  ➤ UTS_CA_ALL_POSN_BUDGETED

  ➤ Note: This query should not be run until after Sept. 1, 2025

DBT: Dual-Year Processing – Budget Transfers

If FY25 budget transfers submitted in PeopleSoft on or after April 1, 2025:

➢ Review budget transfers and determine if the transfer was intended to be reoccurring

➢ If it is meant to reoccur in FY26, review to determine if it was included in the Hyperion process

➢ If not included in Hyperion, then an FY26 transfer may need to be processed again in PeopleSoft in the new fiscal year

FY25: Ending Balance Report Review

Monthly ending balance reports are sent to college and VP financial leads.

➤ Provides year-to-date activity for all funds and cost centers

➤ Provides original budget and budget adjustments, expenditures and encumbrances, and budget balance available

IMPORTANT!
Deficit balances must be resolved prior to August month-end close.

FY26: Operating Budget

Budgets are prepared in Hyperion, then original budget journal is loaded into PeopleSoft

When will you see your budgets:

➢ Original budgets are loaded into PeopleSoft in August

➢ Spreadsheets with budget details will be provided to college and VP financial leads

FY25: Carry Forward into FY26

➢ Loaded into PeopleSoft at the end of September

➢ Budget check will be turned off during September

➢ We will provide spreadsheets with carry-forward details to college and VP financial leads
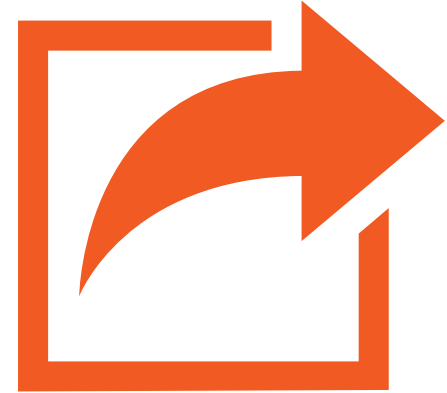
FY25: Carry Forward Process

Two-step process used to process year-end balances

> **Lapse:** a transfer that is processed in the current year to close out balances to a RESERVE cost center. After this, the balance in the RESERVE cost center is rolled forward to the new fiscal year.

> **Carry (Roll) Forward:** Process to transition the cost center ending balance from the old year to the new year.

Budgets related to open POs that roll forward to the new fiscal year will be loaded into the same cost center.

FY25: Carry Forward Process

E&G and Designated Tuition (DT) Funds		
Fund Description	**Fund Number**	**Process**

E&G (excludes select group of cost centers for E&G lab fees – see below)	2100	**Academic Revenue Units**
		
		• All E&G, Designated Tuition and Differential Tuition unexpended balances lapse to dean's Reserve Cost Centers. This includes current year salary savings (both faculty and staff).
		• Certain exceptions will not be lapsed to Reserve, but will roll forward to the same cost center for a dedicated purpose
		   ~ Start-up (identified in list provided by VPAA in these funds only)
		   ~ Scholarships with 997 function code
		   ~ Plant fund cost centers with 800 function code
		   ~ Cost share
		   ~ E&G lab fees

Designated Tuition	3105	• Committed balances roll forward to same cost center regardless of purpose.
Differential Tuition	3106	**Academic and Admin Support Units** • All E&G, Designated Tuition and Differential Tuition unexpended balances, including staff salary savings, roll forward to SVP/VP Reserve Cost Center. • Committed balances roll forward to the same cost center.

FY25: Carry Forward Process

All Other Funding Sources		
Fund Description	**Fund Number**	**Process**
E&G Fee Cost Centers	Select Group 2100	Committed and unexpended balances roll forward to same cost center.
Non-Formula State Appropriations	2115	Unexpended balances are returned to the state.
CORE State Appropriations	2110	Unexpended balances in year one of the biennium roll forward to the same cost center. Unexpended balances in year two of the biennium are returned to the state.
Other State Awards	2120 and 2150	Committed and unexpended balances roll forward to same cost center to be used for purpose awarded.

FY25: Carry Forward Process

All Other Funding Sources		
Fund Description	**Fund Number**	**Process**
Mandatory Fees	3100	**All Mandatory Fee Funds**
Mandatory Student Services Fee	3115	In accordance with the expected use of the Mandatory Fee, unexpended balances roll forward to a Reserve Cost Center, set up specifically for each Mandatory Fee. Executive level (i.e., SVP or VP) will be involved with the appropriate fee unit lead to determine the **strategic use** moving forward.
All Other Designated	3100	Committed and unexpended balances roll forward to same cost center,
Service Centers (Re-charge Centers)	3200	Committed and unexpended balances roll forward to same cost center.

FY25: Carry Forward Process

All Other Funding Sources		
Fund Description	**Fund Number**	**Process**
Auxiliary	4100 thru 4700	Unexpended balances roll to a Reserve Cost Center for each auxiliary type. Executive Level (i.e., SVP/VP) will be involved with the appropriate auxiliary lead to determine the **strategic use** moving forward.
Grant/Contract	5100 thru 5400	Committed and unexpended balances roll forward to same cost center.
Gift and Endowment	5500 thru 5600	Committed and unexpended balances roll forward to same cost center.
Other Restricted (GASB 84)	5800	Committed and unexpended balances roll forward to same cost center.
Agency	92XX	Unexpended balances roll forward to same cost center.

Contact Budget

Phone: 210-458-6615

Fax: 210-458-4236

Location: NPB 451

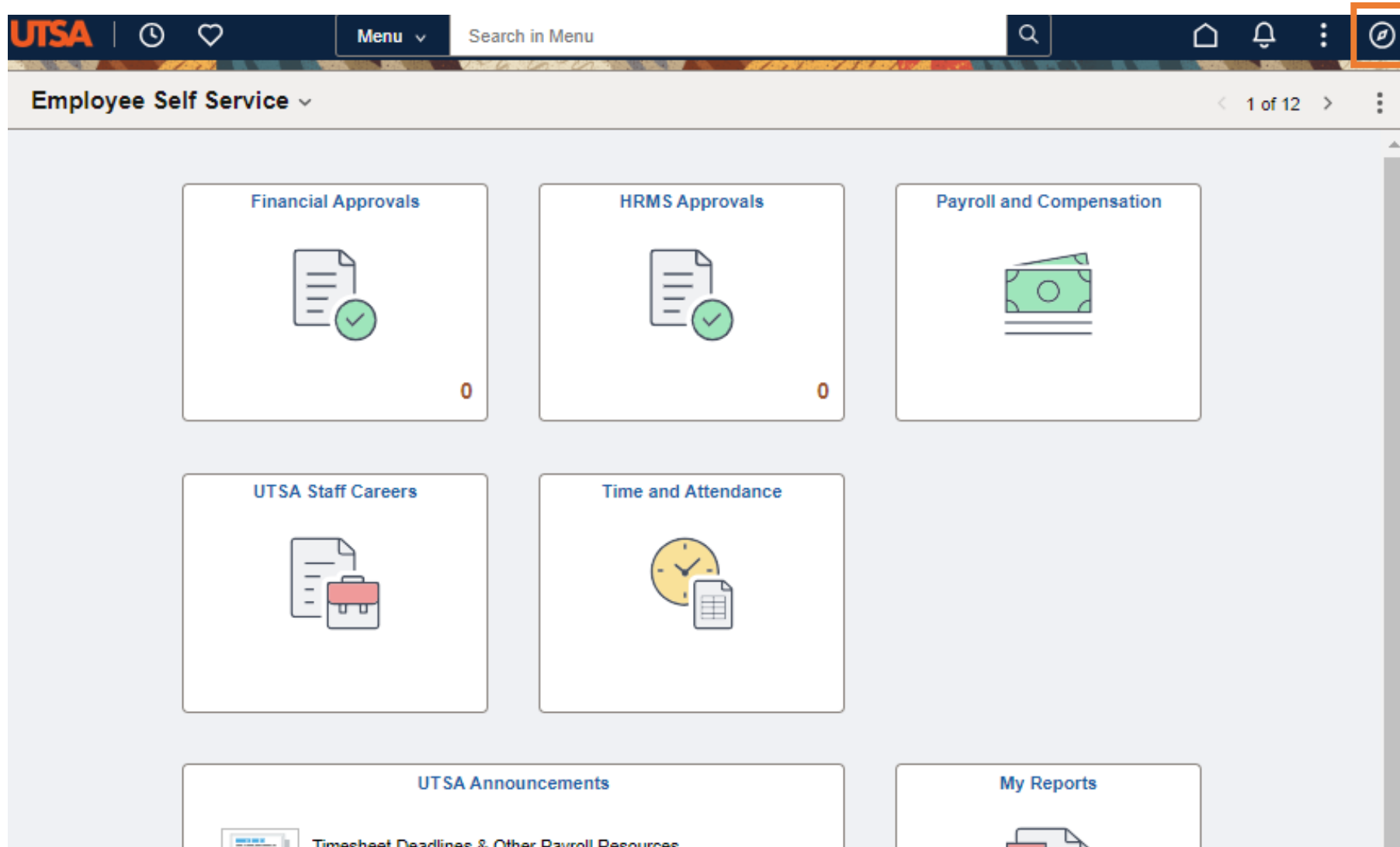Email: budget@utsa.edu

Website: utsa.edu/budget

PeopleSoft Queries

Victoria Downing, Senior Budget Decision Support Analyst

How to Run a Query

In PeopleSoft, select this button at the top right to open the navigator

How to Run a Query

Select Menu | **Select either Financials or HRMS** | **Select Reporting Tools** | **Select Query, then Select Query Viewer**

How to Run a Query

➤ TIP: Once you've accessed the Query Viewer for the first time, add it to one of your Homepages.

➤ For "Search By," select "Query Name"

Example: UTSA_SPEEDTYPE_LIST_DEPT in FMS

1

2

Add To Homepage

Add To NavBar

Add To Favorites

My Preferences

Sign Out

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By [Query Name ▾] begins with [UTSA_SPEEDTYPE_LIST_DEPT]

[Search] Advanced Search

Search Results

*Folder View [-- All Folders -- ▾]

Query								Personalize | Find | View All | 🔲 | 🔳 First ◀ 1 of 1 ▶ Last
Query Name	**Description**	**Owner**	**Folder**	**Run to HTML**	**Run to Excel**	**Run to XML**	**Schedule**	**Definitional References**	**Add to Favorites**
UTSA_SPEEDTYPE_LIST_DEPT	UTSA_SpeedType_List_BY_DEPT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
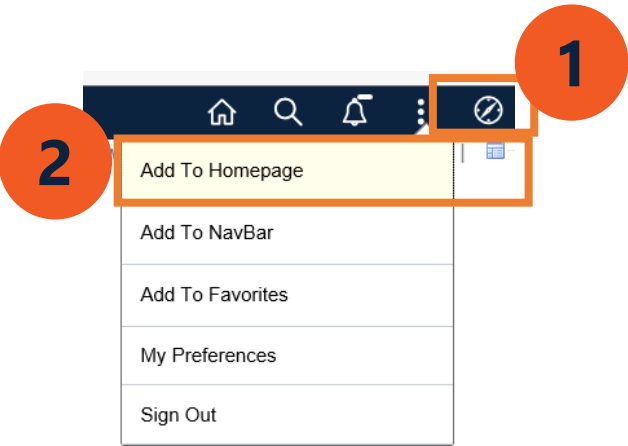
How to Run a Query

➢ Or click "Advanced Search" and use a word that may be in the query

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By | Query Name ▾ | begins with | [_____]

[Search]   Advanced Search

➢ Switch "Query Name" drop-down menu from "begins with" to "contains"

➢ Enter a word the query name likely contains

  ➢ Example: Speed

➢ NOTE: **UTSA** queries are **UTS** and **UT System** queries are **UTZ**

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name	contains ▾	SPEED
Description	begins with ▾	
Uses Record Name	begins with ▾	
Uses Field Name	begins with ▾	
Access Group Name	begins with ▾	
Folder Name	begins with ▾	
Owner	=	▾

Beneficial Back Office HCM Queries

The queries listed below are under Human Resource Management System (HRMS) Module in PeopleSoft.

Action	Query	Data Pulled
Verify funding source	UTS_CA_ALL_POSN_BUDGETED	• Funding date fields for all positions owned by dept. • Shows the DBT funding; can be useful as a high-level starting point. • Note: Important to run **after Sept. 1**.
Verify eForms	UTS_HR_EFORMS_APPROVED_EMPL	• eForm tracking by employee; can be useful as a high-level starting point.
Confirm filled and vacant positions in department	UTS_CA_FILLED_AND_VACANT_POS	• Lists all active and inactive jobs. • Does not have DBT budgeted.
Verify employee classification types have submitted their timesheets	UTS_TL_MISSING_TIMESHEETS_DEPT	• Rows of missing timesheet by start date and department.

Beneficial Back Office FMS Queries

The queries listed below are under Financial (FMS) Module in PeopleSoft.

Action	Query	Data Pulled
Verify speedtypes by dept.	UTSA_SPEEDTYPES_LIST_DEPT	• List of speedtypes for cost centers, sponsored projects and capital projects by dept.
Verify speedtypes all depts.	UTZ_GL_SPEEDTYPES	• List of speedtypes for cost centers, sponsored projects and capital projects in all depts.
Verify SAHARA account reconciliation security setup	UTS_SAHARA_ARA_SECURITY	• List of cost centers and projects with their reconcilers and owners.
Confirm budget transfer has moved from cost center and/or project to new dept. ID	UTS_KK_BUDGET_TRANSFERS_ACCTN	• List of budget transfers with journal ID, date of journal and description. • Can be useful as a high-level starting point.
Verify transactions by dept.	UTS_GL_TRANSACTIONS_UTSA_MOD	• List of all posted revenue, expenses, transfers and capital assets for cost centers, sponsored projects and capital projects by dept.

Resources

Query list is available on the Financial Affairs website:

utsa.edu/financialaffairs/training/queries

Areas with available queries:

➢ Disbursements & Travel Services

➢ One Card

➢ Accounting Services

Fiscal Management Sub-Certification

Victoria Downing, Senior Budget Decision Support Analyst

Annual Financial Certification Process

Each September, department managers must complete the Fiscal Management Sub-Certification, also known as the Annual Financial Certification, found in the PeopleSoft Shared Accounts Reconciliation Application (SAHARA) module. Department reconciliation and certification are critical components of the required UT System university certification process.

- ➤ UT System Administration Policy
  UTS 142.1 – Policy on the Annual Financial Report

- ➤ UTSA Financial Guideline
  Fiscal Management Sub-Certification Work Plan
  Section 1: Internal Control

Annual Financial Certification Process

Must be completed by the department manager:

➢ No delegations of sub-certification allowed.

➢ Department managers in place as of **Aug. 31** must certify, even if they were not there the full year.

➢ Compare query UTZ_GL_SPEEDTYPES against query UTS_SAHARA_ARA_SECURITY to make sure your department has a reconciler and owner to cost center and sponsored project.
  ➢ To update department manager, submit a [Chart of Accounts Maintenance Request Form](#).
  ➢ Ensure department manager updates are made before August.

➢ Reconciliation for the fiscal year should be complete before certifying.

Annual Financial Certification Process

Department managers are required to certify that:

➢ There are established internal controls, which include reconciliation of all cost centers and projects.

➢ All transactions for the fiscal year were appropriate, allowable, properly recorded and reconciled.

➢ Monthly reconciliations were reviewed and approved.

➢ Adequate segregation of duties and internal controls were maintained, and potential fraud was reported.

Fiscal Management Sub-Certification Process

➢ Department manager can see which cost centers and projects have been reconciled and approved for which periods with query: UTS_SAHARA_ARA_SUMMARY

➢ **Reconciliations must be current and approved** to ensure department manager feels confident certifying.

➢ All department managers must certify – UTSA must be able to say that almost 100% of managers and revenues/expenses are certified.

Fiscal Management Sub-Certification Process

Department managers who do not complete the sub-certification are reported to:

➢ Respective vice president

➢ Office of Auditing & Consulting Services

➢ Executive vice president of Business Affairs

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

➢ QAR is a review by Compliance of departmental reconciliations and financial procedures; a report is issued to the department showing a low, medium or high level of risk.

Timely Department Manager Updates

If the department manager changes, a request to update department manager/owner must be completed before the new department manager can complete the financial certification.

➤ Complete the Chart of Accounts Maintenance (COA) Form to update the new manager as SAHARA owner for approvals and certification.

➤ If the department manager is a new employee and requires PeopleSoft roles, request access using the Departmental User Access Form.
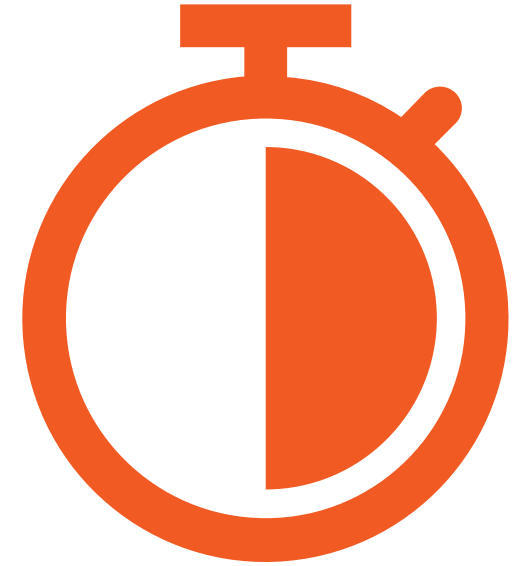
Timely Department Manager Updates

New sponsored project ID or cost centers setup without a COA form:

➢ Upon completion of the required information on the spreadsheet, department will create a [Service Now ticket](#) and attach the spreadsheet. Select Sahara for correct ticket template.

➢ The ticket will be routed to UTS-EADS (Business Information Systems) for completion.

➢ Updates made to the Sahara tables so departments can access Sahara for reconciliation review and approval.

What kind of help do you need?

The categories listed below and the links provided will transition you to the new system in order for you to create a ticket and provide information needed for a resolution.

Workflow Administration (Reassign Documents)	›
UTShare/ PeopleSoft Reporting/Query	›
UTShare/PeopleSoft Security and Technical	›
Sahara	›
BIS Data Loads and Processing Requests	›

Resources

The following resources are available on the Financial Affairs Training website (utsa.edu/financialaffairs/training/accounting-services).

➢ Annual Financial Certification Job Aid

➢ Annual Financial Certification Frequently Asked Questions

➢ SAHARA Overview for Approvers

Contact Us

Phone: 210-458-4210

Fax: 210-458-4236

Location: NPB 451

Email: financialaffairs@utsa.edu

Website: utsa.edu/financialaffairs

Payroll Services

Nnennaya Ikwuagwu, Director

Critical Payroll Deadlines - Salary

8/8/2025	Additional Pay eForm Deadline: must be **fully approved by 5 p.m.** without errors and received by deadline to process for payment using FY25 funds.
8/11/2025	Last date for off-cycle check requests accepted by the Payroll Office. There will be **no off-cycle check printing** Aug. 28-31.
8/11/2025	Last salaried employee weekly timesheet due date for the Aug. 11-15 work week to meet the August monthly payroll processing deadline.
8/20/2025	Deadline to approve employees' timesheets, including **Overtime Comp Time Payout** (OCP) hours.

Note: Late entries will be processed the following fiscal year (September)

Critical Payroll Deadlines - Hourly

8/18/2025	Hourly employee weekly timesheet for **Aug. 1-15** pay period due to supervisor.
8/19/2025	Supervisor approval due **by 3 p.m.**
9/2/2025	Hourly employee weekly timesheet for **Aug. 16-31** pay period due to supervisor.
9/3/2025	Supervisor approval due **by 3 p.m.**

Note: Late entries will be processed the following fiscal year (September)

Cell Phone Allowance

Eligibility

➢ Emergency contact or critical decision-maker.

➢ Frequently "on call."

➢ Works off campus at job site without access to UTSA landline.

➢ Frequently travels or is out of the office.

Cell Phone Allowance

➢ Reports sent to VP office for annual review by mid-July.

➢ VP reviews and determines if existing employees are eligible in FY26.

➢ If still eligible, return the list confirming no changes to payroll@utsa.edu by Sept. 2.

Note: If existing employees using CDA are still eligible, update "Yes" column only. No eform is needed unless they are a new employee to the list.

Additional Pay eForms

➢ Ensure all Additional Pay eForms are submitted and approved according to the Additional Pay eForm Deadline Calendar.

➢ Additional pay processing deadline is the 10th of every month, or the prior business day if the 10th falls on a weekend.

➢ Additional pay is a **non-eligible pay** type category for off-cycle checks per Financial Guidelines.

Contact Payroll

Phone: 210-458-4280

Fax: 210-458-4236

Location: NPB 451

Email: payroll@utsa.edu

Website: utsa.edu/payroll

Accounting

Cynthia Schweers, Assistant Controller

Critical Accounting Deadlines

8/14/2025	Corrections through July due to Accounting Services by 5 p.m.
9/5/2025	Inventory reconciliation due to Account Services by **noon.**
9/5/2025	IDT for services rendered for FY25 must be received in Accounting Services by **noon.**
9/5/2025 after noon	Tentative – Announcement from Financial Affairs to review (preliminary) August reconciliation.
9/10/2025	Corrections for August due to Accounting Services by **3 p.m**.

Once deadlines have passed, any prior year corrections involving cost centers will require a budget transfer.

Cost Transfers and Corrections Critical Dates

8/14/2025	July 2025 activity cost transfers are due to Controller.VPRAssist@utsa.edu **by 5 p.m.**
9/5/2025 after noon	Preliminary reconciliations tentatively ready (will be announced).
9/10/2025	August 2025 activity cost transfers are due to Controller.VPRAssist@utsa.edu by **noon.**

General Accounting Information

Reminder

➢ Accrual and pre-paid threshold is $10,000

➢ If less than $10,000, it will be expensed in year paid

Accounting Corrections

➤ Follow established procedures for all manual and easy correct journal
utsa.edu/financialaffairs/services/accounting/corrections

➤ Send corrections for sponsored projects to the applicable GCFS administrator

   ➤ These corrections will follow same guidelines and deadlines as those sent for manual accounting corrections

   ➤ Link to instructions and form:
   utsa.edu/financialaffairs/services/accounting/grant-accounting/cost-transfers

Due Date: Sept. 10, at 3 p.m.

Accounting Corrections

➢ Provide the following information for **Manual** Corrections:

    ➢ Document ID number

    ➢ Original cost center and account used (not budget accounts like A4000)

    ➢ New cost center and account for correction

    ➢ Amount of correction, especially 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**

Year-End Accounting Functions

Accruals: Items owed but not paid before end of year.

➢ For services rendered or goods received as of Aug. 31, 2025.

➢ Materiality factor of > $10,000 per item.

➢ Vouchers for $10,000 or less must be routed to DTS by **Aug. 22** to be included in FY25 expenses.

Service Centers Inter-Departmental Transfers (IDTs)

➢ IDT for services rendered for FY25 by **noon** on **Sept. 5**

Inventory

➢ Relevant fepartments: Complete inventory count and reconciliation must be sent to Accounting by **Sept. 5** at **noon.**

Fiscal Services

➢ All FY25 departmental revenue must be delivered to Fiscal Services no later than **4 p.m. on Aug. 29, 2025,** to be recorded in the correct fiscal year.

➢ All reimbursement requests for petty cash funds for FY25 must be submitted to Fiscal Services no later than **3 p.m. on Aug. 29, 2025**.

➢ Requests submitted after this time will be recorded in the upcoming FY26 fiscal year.

Capital & Controlled Purchases

➤ Please ensure that receiving reports are complete for any capital and controlled items **by Aug. 29.**

➤ **Never** complete a receiving report for an item not received. That is considered false financial reporting.

➤ Once received, please contact the Inventory department to tag the item(s) to ensure they are recorded with FY25 activity.

Contact Accounting

Phone: 210-458-4212

Fax: 210-458-4236

Location: NPB 451

Email: accounting.ofc@utsa.edu

Website: utsa.edu/accounting

TIME FOR A BREAK

Grants & Contracts, Financial Services (GCFS)

Cynthia Villarreal-Garcia, Director

Year-End Closing and Accounting

➢ Year-end closing activities are performed each fiscal year to provide an accurate and complete set of financial records to use as the basis for UTSA's annual financial report.

➢ Year-end closing for sponsored projects (grants and contracts) adheres to UTSA's year-end accounting deadlines.

➢ Year-end processes on sponsored projects involve a combined effort between the BSC teams, College Research Administration Teams, Office of Sponsored Projects (OSP), and Grants Contract and Financial Services (GCFS)

Year-End Accounting Functions

Accruals: Items owed but not paid before end of year.

- ➢ For services rendered, sub-awards, or goods received as of Aug. 31, 2025.

- ➢ Materiality factor of > $10,000 per item.

- ➢ Contact any sub-awardees on the projects for any outstanding invoices and provide the invoice detail and amounts to the GCFS team by **Aug. 22.**

Service Centers Inter-Departmental Transfers (IDTs)

- ➢ IDT for services rendered for FY25 due by **noon** on **Sept. 5.**

Project Related Cost Transfers

- ➢ August 2025 activity cost transfers are due to Controller.VPRAssist@utsa.edu by **noon** on **Sept. 10.**

Sponsored Projects Year-End Review

Cynthia Villarreal-Garcia, Director

Salaries/Benefits

➢ Verify salary/payroll is correctly allocated for all periods in the current fiscal year.

➢ Review summer salaries each month for accuracy.

➢ Expedite corrections for summer salaries within year-end deadlines.

➢ Submit FY25 Project Funding Change eForms with sufficient time to process by Friday, Aug. 8.

➢ All retroactive funding changes are due Aug. 14.

Cost Share

➢ Review cost share accounts for activity.

➢ Process cost share corrections as needed to correctly reflect cost share for the fiscal year.

➢ Ensure budget and expenses reconcile on the cost share account.

Travel, Other Direct, Capital Expenses, and F&A

➤ Project budget lines – review and clear deficits.

➤ Encumbrances – review and process outstanding items.

➤ Project end dates – review for closeout or extension actions and verify expenses are within the project performance period.

➤ Review capital expenses and F&A calculations.

Participant Costs, Stipends and Tuition

➢ Review project budget lines and clear deficits.

➢ Verify all allocations were made to the student.

➢ Verify the tuition expenses are recorded in the correct year.

➢ Process corrections, if needed.

Contact GCFS

Phone: 210-458-4280

Fax: 210-458-4236

Location: NPB 451

Email:

grantsandcontracts.financialservices@utsa.edu

Website:

utsa.edu/financialaffairs/services/grants-contracts

Purchasing

Ynes Alderson, Associate Director

FY25 Year-End Dates

6/2/2025	Next Year Flag activated in Rowdy Exchange.
6/20/2025	Last day to submit requisitions over $50,000 using FY25 funds.*
7/25/2025	Last day to submit FY25 requisitions with value between $15,000 and $49,999.
8/8/2025	Last day to request FY25 purchase order closures.
8/8/2025	Last day to submit POC purchase order change request.
8/15/2025	Last-day POs will encumber FY25 funds $14,999 and under. Access to Rowdy Exchange will be removed until Sept. 2.
Post PO Roll	Requisition creation using FY25 funds enabled (no later than Sept 3).

* All workflow approvals (including budget, commodity, and foreign vendor) must be completed by close of business (COB) on the specified deadline date. Requisitions submitted after these deadlines may be returned and will need to be recreated for FY26.

Year-End Checklist

1. Run queries.

2. Review PO status in PeopleSoft.

3. Address errors.

   ➢ Types of budget errors.

   ➢ Purchase order change (POC) may be required.

   ➢ If payment has not been processed:

      ➢ Check if item(s) have been received.
      ➢ Verify if the PO has been invoiced.
      ➢ Create a receiving report.

   ➢ Zero to $0.01 (penny) POs:

      ➢ Determine if the PO should be closed.
      ➢ Closing releases any remaining encumbrance.
      ➢ Email purchasing@utsa.edu to request closure (The last day to submit is Aug. 8).

Queries

Purchase orders with encumbrances should be reviewed monthly throughout the year.

The following queries are for viewing PO encumbrances in PeopleSoft:

➤ UTS_PO_OPEN_ENC_BY_CC

➤ UTS_PO_OPEN_ENC_BY_DEPT

➤ UTS_PO_OPEN_ENC_BY_PROJECT

The previous reports do not identify budget errors. The query below must be run to identify all POs in budget error status (will not show an encumbrance).

➤ UTS_PO_ERROR_STATUS

Review PO Status

Review PO Status

Review PO Status

Budget Errors

Types of budget errors:

- Expired Project(s)
  - Confirm project start and end dates.
  - POC required to update projects.

- Insufficient Funds
  - Budget transfer needed.
  - POC required to update funding.

- No Budget Exists
  - Confirm that the Account Code is an allowable expense.
  - POC required to update funding.

Note: All budget errors must be resolved to allow the PO to pay, close or roll. The last day to submit POC is Aug. 8.

Purchase Order Change (POCs)

When to submit a POC Request:

➢ To change the account or speedchart (funding source).

➢ To change the quantity on non-catalog orders.

➢ To change the amount or price on non-catalog orders.

➢ To cancel a PO.

Do NOT submit a POC request for punchout orders.

➢ To add products, update product descriptions, or change pricing, a new requisition is required.

Receiving Report

➢ Required for orders funded with State or Federal funds, capital and controlled assets, or purchases over $4,999.99 (excluding amount-only items).

➢ Examples of receipts required for account codes for capitalized and controlled purchases:

  ➢ Controlled items (at any cost)
  ➢ Guns (handguns, rifles, automatic weapons, shotguns)
  ➢ Artwork
  ➢ Specified lasers
  ➢ Encryption technology
  ➢ Sensors
  ➢ Propulsion systems
  ➢ Infectious agents
  ➢ Food for research
  ➢ Toxins, chemicals and gases
  ➢ Animals and certain materials for the manufacture of controlled goods

Receiving Report

➢ Required for orders funded with state or federal funds, capital and control assets, or purchases over $4,999.99 (excluding amount only items).

➢ Examples of receipts required for account codes for capitalized and controlled purchases:
  ➢ 21XX: Any state fund code starting with 21.
  ➢ 5100-5499: Federal, state, local and private grants, contracts and agreements.

➢ Account codes for specific purchases:
  ➢ 63162: $500-$4,999.99 - Cameras, camcorders, video recorders/players, sound systems, TVs, projectors, unmanned aerial vehicles (UAVs): drones.
  ➢ 63163: $500-$4,999.99 - Desktop/laptop computers, tablets and smartphones.
  ➢ 86XXX: $5,000 or more (capitalized).

Zero to $.01 (Penny) POs

➤ Zero-dollar value POs or line items.

    ➤ Zero-dollar value POs or line items will not roll.

    ➤ At least $0.01 per line is required.

    ➤ If multiple funding sources (cost centers/projects) are used, $0.01 is required per funding source.

    ➤ POC is required to update any zero-dollar PO that needs to roll.

➤ $0.01 (penny) POs

    ➤ Multi-year POs must have a penny per line to continue to allow the PO to roll.

    ➤ Examples of multi-year POs: copier lease, contract agreements and services.

PO Roll – Not Eligible

➤ POs with quantities fully received (with partially paid lines):

　➤ Zero encumbrance POs and zero-dollar lines are not eligible to roll.

　➤ Purchasing will work with departments to assist with ineligible POs if possible.

Note: If a purchase order does not roll, departments must create a new requisition in the new year.

Best Practices

Entering FY26 Requisitions:

➢ Start entering FY26 requisitions on June 2, especially for agreements due in early September.

➢ Submit all FY26 POCs after Sept. 2 to encumber the funds before the invoices arrive.

➢ Utilize the GPO Search Tool when obtaining the first quote to greatly reduce the need for formal solicitation.

➢ Please request vendors to include shipping costs in their quotes to reduce the number of future POCs. If a vendor opts for "Prepay and Add" for shipping, ensure they include a line item for shipping with a reasonable estimated amount. This approach will minimize POCs, and any remaining funds will be disencumbered and returned to you.

Upcoming Initiatives

➢ Starting in FY26, the PO Close process will be conducted year-round. Initially, it will target POs with no activity for 180 days and zero remaining quantity.

➢ Upcoming Punchouts

  ➢ Furniture Punchouts

➢ Reminder: Don't forget about the newly redesigned Rowdy Exchange Training!

Contact Purchasing

Phone: 210-458-4060

Fax: 210-458-4236

Location: NPB 451

Email: purchasing@utsa.edu

Website: utsa.edu/purchasing

Disbursements & Travel Services (DTS) And Credit Card Administration

Elisabeth Cuadros, Director

Critical Disbursements & Travel Services Deadlines

7/7/2025	Depts must electronically route **all** non-PO vouchers and expense reports to DTS from **September–June** (reimbursements, travel advances, participant advances, athletic advances, student travel expenses).
7/21/2025	Depts must electronically route **all** non-PO vouchers and expense reports to DTS from **July 1-15** (reimbursements, travel advances, participant advances, athletic advances, student travel advances).
8/4/2025	Depts must electronically route **all** non-PO vouchers and expense reports to DTS from **July 16-31** (reimbursements, travel advances, participants advances, athletic advances, student travel expenses).
8/18/2025	Depts must electronically route **all** non-PO vouchers and expense reports to DTS from **Aug. 1-15** (reimbursements, travel advances, participant advances, athletic advances, student travel expenses).
8/22/2025	Depts must electronically route **all** non-PO vouchers and expense reports to DTS for any expenses incurred from **Aug. 16-21.** Last day to submit wire transfer requests.
8/22/2025	Depts must electronically route **all** non-PO vouchers and expense reports to DTS if expensed out in FY25 for $10,000 or less.
8/25/2025	All remaining expense reports after August 21 must be submitted and routed to DTS if expensed out in FY25 (reimbursements, travel advances, participants advances, athletic advances).
8/27/2025	Last check run at noon for FY25.
9/2/2025	FY26 open for processing.

Helpful T&E Queries in Production

Monitor document status on expense reports in workflow:

➢ UTS_EXP_PND_STAT_WF_PRMPT_MOD

Monitor travel authorization encumbrances:

➢ 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

Outstanding cash advances:

➢ UTS_TE_CASH_ADV_AGING

Prepayments and After-the-Fact (ATF) Orders

Prepayments

- ➢ All prepayment terms must be clearly stated on the PO.
- ➢ Prepayments over $10,000 require approval from the Director of DTS or the Assistant VP of Supply Chain.
- ➢ Submit related invoices to disbursements.travel@utsa.edu.

After-the-fact (ATF) Orders

- ➢ Required if the PO or contract is not processed before goods or services are delivered.
- ➢ Submit the ATF form via Rowdy Exchange.
  - ➢ Reference ATF# on the invoice
  - ➢ Send to: disbursements.travel@utsa.edu

PaymentWorks: Supplier Setup Process

UTSA Business Solutions Center

Steps for setting up a new vendor:

➢ Visit the supplier setup website.

➢ Departments must send an invitation for the vendor to begin registration.

➢ Department is responsible for monitoring the vendor's registration status.

Using existing vendors:

➢ Existing vendors may continue to be used if no changes or vendor updates are required.

Foreign vendors must also be approved by the Office of Research and Integrity.

Delays may occur depending on:

➢ How quickly the vendor completes registration.

➢ Whether the vendor clears any financial sanctions.

One Card Year-End Deadlines

Date	Description
7/18/2025	Departmental approval due by 5 p.m. for July 3 statement.
7/25/2025	Recommended last day to charge for FY25*.
8/4/2025	Transactions for Aug. 3 statement ready for reconciliation.
8/15/2025	Departmental approval due by 5 p.m. for Aug. 3 statement.
9/4/2025	Transactions for Sept. 4 statement ready for reconciliation.
9/5/2025	One Card reconciliations completed and approved by 10 a.m. on Sept. 5 will be processed for immediate payment. Payment vouchers over $10,000 will be charged to FY25; all others will be charged to FY26.

* Please follow the recommended last day to charge if you want to pay from FY25 funds. UTSA has no control over the vendor's or the bank's credit card processing and posting dates.

One Card Reminders and Information

Reconciliation Deadline

➢ Monthly reconciliation is due by the 20th of each month or the published deadline during holidays/EOY processing.

Payment Instructions

➢ Departments must create non-PO vouchers to pay Citibank.

On Demand Training

➢ One Card Reconciliation and Payment Processing (AM590.01) available on MyTraining.

Contact DTS

Phone: 210-458-4213

Fax: 210-458-4236

Location: NPB 451

Email: disbursements.travel@utsa.edu

                creditcards@utsa.edu

Websites:

utsa.edu/financialaffairs/services/disbursements-travel

utsa.edu/financialaffairs/services/credit-card-administration

People Excellence (PE)

Andrea McClure, Employee Services Supervisor

Fall Hires/Rehires

Faculty

➢ Submit appropriate eForm (appointment or contract additions/changes).

➢ eForm will route for approval from dean, provost, Grants and Budget office.

➢ Tenure, tenure track, fixed-term track (rolling contracts) are renewed automatically.

➢ Faculty Personnel Services are final approvers.

Fall Hires/Rehires

Staff

➤ Partner with Talent Acquisition.

Students

➤ Submit appropriate eForm (appointment or contract additions/changes).

➤ Graduate students should be appointed per semester.

➤ Must be enrolled to work (exceptions for semester breaks).

➤ Can work no more than 19 combined hours per week.

New Hire Process

➢ Employees **cannot** begin working until eForm is in "completed" status.

    ➢ eForms can be routed 30 days ahead if effective date for approval.

➢ Confirm employees have work authorization documents before hiring.

➢ New process coming to assist students with Employee Self Service!

➢ All new employees must complete within 3 days of hire date.

    ➢ Instructions are sent via email.

    ➢ Will be terminated if not completed.

Helpful Information

➢ All new hires require a background check.

➢ 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.

➢ Allow two weeks for processing due to unforeseen delays and peak processing periods.

➢ Please submit eForms for routing and approval no later than the 10th of the current payroll month.

Terminations

➢ All students have an end date in PeopleSoft and will be automatically terminated. Submit an extension (JAC) 30 days ahead to avoid if needed.

➢ Submit an End Appointment eForm for resignations, etc.
  ➢ Retirement requires a different form.

➢ Be mindful of overpayments
  ➢ Monthly employees (i.e., graduate-level student employees).

➢ 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.

eForm Actions

eForm Name	eForm Action
Appointment	• Appoints a new paid employee • Appoints a returning employee with a break in service
Transfer	• Transfers an employee from one position to another position within the same department • Transfers an employee from one department into a new position number in another department. Please see below for additional guidelines regarding staff transfers. • Used for an existing employee and processed by new (receiving) department • Employees who are transferring should NOT be terminated by the dept. they are leaving
Job Attribute Change	• Extends the appointment for an existing, paid employee • Change in pay for an existing employee • Cannot be used for POIs or employees paid on contract • Cannot have retroactive funding dates
Contract Additions & Changes	• Modifies an existing contract • Adds an additional contract to a job record • Funding issues can occur when these changes are not effective on the 1st of the month • For Graduate contracts, changes cannot be made retroactively

Visit eForms webpage.

Helpful Links

➢ eForms Job Aid

➢ CBC

➢ Talent Acquisition

Student Titles

    ➢ HOP 4.09, Student Employees

    ➢ Student Titles - Monthly

    ➢ Student Titles - Semi Monthly

Guideline for Maximum Vacation Carryover

➢ Texas state service determines the maximum number of vacation hours that can be carried from one fiscal year to the next.

➢ Vacation hours exceeding carryover limit will be converted to sick leave at the end of each fiscal year (around Sept. 1).

➢ Projected vacation carryover amount can be found in Employee Self Service.

Absence Balance Details

Absence Balance Summary	Absence Balance Details	Allowable Carryover Details	FMLA	Personal Workforce Summary	State Service	Longevity	Hazardous Duty	Retirement Program

Name	Employee ID#	Employee Record
Department ID#	Employee Classification	Payroll Status
State Service Months	FLSA Status	6-Month Service Eligible

Guideline for Maximum Vacation Carryover

➤ All vacation leave requests should be approved by the employee's immediate supervisor in advance.

➤ Vacation time over the maximum must be taken no later than Aug. 31.

➤ Please ensure all time and absences are reported in PeopleSoft by timesheet deadlines.

  ➤ Dates can be located on the Payroll Services website:
    utsa.edu/financialaffairs/services/payroll/payroll-deadlines

Contact People Excellence

Phone: 210-458-4250

Fax: 210-458-4287

Location: NPB 451

Email: hr@utsa.edu

Website: utsa.edu/people-excellence

Evaluation

Please complete the electronic evaluation form to help us improve our workshops

There are three ways for you to complete the evaluation form

1. Click the link provided in the chat box
2. Scan QR code with your mobile device
3. Open your browser and type in the web address below
   https://mytraining.utsa.edu/apps/evaluations/

Once at the evaluation website

1. Click Load Classes (Orange Tab)
2. Click PS0209.02 Financial Affairs Fiscal Year-End Workshop
3. Click Start Evaluation
4. Click Give Feedback

NOTE: Number 1 = Low and Number 7 = High

Please provide feedback in the open comment box at the end of the evaluation