FY21 Fiscal Year-End Workshop

New Employee Series

UTSA Financial Affairs
Check In

• You must check in to receive credit in your training history for this course

• There are three ways for you to check in
  1. Click link in the chat box
  2. Scan QR code with your mobile device
     Open camera on your smart phone and hold over QR code
  3. Open your browser and type in the web address below
     https://mytraining.utsa.edu/apps/checkin

• If you get an alert that you are not enrolled in this class, please email amy.fritz@utsa.edu
Agenda

• Opening Remarks
  Diana Macias-Ollervidez, Assistant Vice President for Supply Chain

• Budget & Financial Planning
  Rosanna Brewster, Senior Budget Analyst

• PeopleSoft Queries and Fiscal Management Sub Certification
  Diana Macias-Ollervidez, Assistant Vice President for Supply Chain

• Payroll Management Services
  Fran Whitaker, Director

• Accounting
  Cynthia Schweers, Assistant Controller

• 5 Minute Break

• Purchasing
  Elizabeth Raymond, Procurement Systems Administrator

• Disbursements, Travel, & Credit Card Administration
  Nora Compean, Director

• People Excellence
  Georgina Anguiano Elliott, Employee Services Manager

• Closing Remarks & Questions
  All Presenters
Funding for Positions

Department Budget Table (DBT) –

• Where funding is managed on a position
• Positions have current and historical funding information in the DBT
• Tells you where the position will be paid from

• How it works –

• Submit eForm to request a change in funding source on a position
• eForm is routed for department and central office approvals
• After approvals, position funding updates post to the DBT
# Funding on Positions

**Deadline for Corrections**

Deadlines based on pay frequency of an employee

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Pay Period Ending</th>
<th>Funding Changes on eForm Must be Submitted and Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Semi-Monthly</td>
<td>August 15</td>
<td>Friday, August 13</td>
</tr>
<tr>
<td>Paid Semi-Monthly</td>
<td>August 31</td>
<td>Tuesday, August 24</td>
</tr>
<tr>
<td>Paid Monthly</td>
<td>August 31</td>
<td>Wednesday, August 18</td>
</tr>
</tbody>
</table>

Deadline for retroactive funding changes is Aug. 17
Department Budget Table (DBT)

The DBT has to be “opened” (or “rolled forward”) each fiscal year before any position processing can occur.

**Monday, July 19:** FY 2022 DBT Opens !!

- Departments can start processing eForms with 9/1/21 effective date *(Budget check will be set to provide Warning for Insufficient Funds)*

- The position funding in PeopleSoft as of July 18 will be copied over into FY 2022 with an effective date of 9/1/21

**Working on a new Process for Loading the Initial FY 2022 Position Funding! Watch for Communication this summer.**
Department Budget Table
Dual Year Processing

New Position Requests processed on or after July 19
  • The position will not reflect funding in FY 2022 until one of the following occurs with FY 2022 effective dates:
    o An Appointment eForm is processed
    o A Funding Change eForm is processed

eForms with funding changes processed on or after July 19
  • Funding Change eForm effective 9/1/21 may also need to be processed if you plan to use the same funding effective 9/1

eForms that can request funding changes include: appointment or contract changes/additions, PACs, JACs and transfers.
More on Dual Year Processing

**eForms**
For eForms submitted after the FY 2022 DBT is open –

- Budget Office will send out reports early in FY 2022 providing the position funding reflected in PeopleSoft
- Determine if additional eForms are needed to change position funding

**Budget Transfers**
For budget transfers submitted after Hyperion budget development closed -

- For FY 2021 transfers that you also want in FY 2022, a second transfer will have to be processed again in the new year
- Budget Office will send out a list of permanent budget transfers posted in PeopleSoft after Hyperion closed
FY 2021 Ending Balance Report Review

Ending balance reports are sent to college and VP financial leads on a monthly basis

- Provides year-to-date activity for all funds/cost centers in each college and VP area
- Provides original budget and budget adjustments, expenditures and encumbrances, and budget balance available

**IMPORTANT!** All deficit (negative) balances **must** be resolved by August month-end close
FY 2021 Ending Balance Report Review (cont.)

• Options for Clearing out Deficits:
  • Budget transfer from another cost center
  • Work with Accounting to move non-personnel expenses
  • Submit eForm to move personnel expenses (retroactive and future)
  • Consider if there may be a timing difference on expected funding

• In July/August, negative balances will also be shared with the University Finance Team (including Sr VP for Business Affairs and Provost)

New this year:
Budget Office will be contacting departments during the last few months of the fiscal year to discuss negatives and options
FY 2022 Budget

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

When will you see your budgets –

• Load Original Budgets into PeopleSoft the first week of August

• Spreadsheets with budget details will be provided to college and VP financial leads
FY 2021 Carry (Roll) Forward into FY 2022

• Load into PeopleSoft at the end of September

• Budget check will be turned off during September

• Spreadsheets with carry-forward details will be provided to college and VP financial leads

• Important Note: Budgets related to open POs that roll forward to the new fiscal year will be loaded into the same cost center

Example –
For goods/services received in FY 2021 but not paid until FY 2022, the budget will roll forward into the same cost center to pay the invoice
Carry (Roll) Forward Process

• Two-step process used to process year-end balances
  o **Lapse:** Current year budget transfer of year-end balances to RESERVE cost centers that will then carry forward for the next year.
  o **Carry (Roll) Forward:** Process to transition the cost center ending balance from the old year to the new year.

• Reserve cost centers
  o At the vice president or dean levels and above
  o Reserve carry forwards will be loaded into A9000 budgetary account
  o Restricted to one-time budget transfers only; expenditures are not allowed within that cost center

• Carry Forward Process by Fund Type is provided on next slides and also on Budget Office website:
  [https://www.utsa.edu/budget/resources/forms-tools.html](https://www.utsa.edu/budget/resources/forms-tools.html)
Carry (Roll) Forward Process Rules  
(For Reference)

End-of-Year Balances Include the Following:

- **Committed** refers to current year encumbered purchase orders that were completed (services or good received in current year) where funds will need to roll forward as payment to vendor will occur in new year.

<table>
<thead>
<tr>
<th>E&amp;G and Designated Tuition Funds</th>
<th>Fund Description</th>
<th>Fund Number</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;G (excludes select group of cost centers for E&amp;G lab fees – see below)</td>
<td>2100</td>
<td>Academic Revenue Units</td>
<td></td>
</tr>
<tr>
<td>Designated Tuition</td>
<td>3105</td>
<td>Academic and Admin Support Units</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Revenue Units**
- All E&G and DT 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, scholarships, plant, etc.).
- Committed balances roll forward to same cost center regardless of purpose.

**Academic and Admin Support Units**
- All E&G and DT unexpended balances, including staff salary savings, roll forward to SVP/VP Reserve Cost Center.
- Committed balances roll forward to the same cost center.
## Carry (Roll) Forward Process Cont.

### All Other Funding Sources

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Fund Number</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;G Fee Cost Centers</td>
<td>Select Group 2100</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Non-Formula State Appropriations</td>
<td>2115</td>
<td>Unexpended balances are returned to the state.</td>
</tr>
<tr>
<td>CORE State Appropriations</td>
<td>2110</td>
<td>Unexpended balances in year one of the biennium roll forward to the same cost center.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unexpended balances in year two of the biennium are returned to the state.</td>
</tr>
<tr>
<td>Other State Awards</td>
<td>2120 and 2150</td>
<td>Committed and unexpended balances roll forward to same cost center to be used for purpose awarded with the exception of the special item funding for Foster Care Pilot Program.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Foster Care Pilot Program unexpended balances are returned to the state.</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>3100</td>
<td><strong>All Mandatory Fee Funds</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Mandatory Student Services Fee</td>
<td>3115</td>
<td>Executive level (i.e., SVP or VP) will be involved with the appropriate fee unit lead to determine the <strong>strategic use</strong> moving forward.</td>
</tr>
<tr>
<td>All Other Designated</td>
<td>3100</td>
<td>Committed and unexpended balances roll forward to same cost center,</td>
</tr>
</tbody>
</table>
## Carry (Roll) Forward Process (continued)

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Fund Number</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Centers (Re-charge Centers)</td>
<td>3200</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>4100 thru 4700</td>
<td>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 <strong>strategic use</strong> moving forward.</td>
</tr>
<tr>
<td>Grant/Contract</td>
<td>5100 thru 5400</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Gift and Endowment</td>
<td>5500 thru 5600</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Other Restricted (GASB 84)</td>
<td>5800</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Plant</td>
<td>71XX</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Loan</td>
<td>81XX</td>
<td>Unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Agency</td>
<td>92XX</td>
<td>Unexpended balances roll forward to same cost center.</td>
</tr>
</tbody>
</table>
Contact Us

Main line:  458-6615
Fax line:  458-4236

Email:  budget@utsa.edu

Website:  Budget
PeopleSoft Queries
How to Run a Query

In PeopleSoft, hit this button at top right to get to navigator
Select Navigator

Select Reporting Tools

Select Query
Then
Select Query Viewer
How to Run a Query

• Once you find the Query Viewer the first time, add it to one of your Homepages

• Search by entering the Query Name
  • EX: UTSA_SPEEDTYPE_LIST__DEPT

  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

  • Or click “Advanced Search” and use a word that may be in the query
    • Switch drop down menu from “Begins With” to “contains”
    • Enter word under Query Name contains
      • EX: Speed

NOTE 1: UTSA queries begin with either UTSA or UTZ
Fiscal Management Sub-Certification

Diana Macias-Ollervidez
Assistant Vice President for Supply Chain

UTSA Financial Affairs
Fiscal Management
Sub-Certification Process

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

• Required by UT System Administration Policy

• Review Financial Guidelines
  Fiscal Management Sub-Certification Work Plan
  Section 1: Internal Control
Fiscal Management
Sub-Certification Process

• Completed by the Department Manager
  o No delegations of sub-certification allowed
  o Based upon the department manager in place as of August 31, must certify even if they were not there the full year
  o Ensure Department Manager updates are made before August

• The fiscal management sub-certification certifies that:
  o Cost centers/projects are being reconciled timely
  o Duties are properly segregated
  o No material weakness exists relative to their internal control
Fiscal Management

Sub-Certification Process

- Will be completed in PeopleSoft for the first time
- More information will be sent in the summer and shown at the June FAR meeting
- Department Manager can see which cost centers and projects have been reconciled and approved for which periods
- **Reconciliations must be current and approved** to give the Department Manager comfort to certify
- 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 failing to complete the sub-certification are reported to
  • Senior Vice President of Business Affairs
  • Respective Vice President
  • Office of Auditing & Consulting Services

• 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)
  • QAR is a review by Compliance of departmental reconciliations and financial procedures; report is issued to the department showing a low, medium or high level of risk
Test Your Knowledge

What does the fiscal management sub-certification certify?
Test Your Knowledge

What does the fiscal management sub-certification certify?

**Answer:** E: A, C, and D are correct.
Cost Center/Projects are being reconciled timely, duties are properly segregated, and no material weakness exists relative to their internal control.
Payroll Services

Fran Whitaker
Director of Payroll Services

UTSA Financial Affairs
## Critical Payroll Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 11</strong></td>
<td>Last date for <strong>Off-Cycle Check Requests</strong> accepted by the Payroll Office. Allow 5 days for processing. There will be <strong>no Off-Cycle Check</strong> printing on Aug. 26 - 31.</td>
</tr>
<tr>
<td><strong>August 16</strong></td>
<td>Last salaried employee weekly timesheet due date for Aug. 9 - 15 workweek to meet the Aug. monthly payroll processing deadline.</td>
</tr>
<tr>
<td><strong>August 20</strong></td>
<td>Deadline to approve employees' timesheet, including <strong>Overtime Comp Time Payout (OCP) hours</strong></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><strong>August 23</strong></td>
<td>Hourly employee weekly timesheet due date for the August 16th through August 22nd work week to their supervisor by 10 a.m. Supervisor approver deadline is 5 p.m.</td>
</tr>
<tr>
<td><strong>August 30</strong></td>
<td>Hourly employee timesheet due date for period of August 26th - August 29th to their supervisor by 10 a.m. Supervisor deadline is 5:00 p.m.</td>
</tr>
<tr>
<td><strong>September 1</strong></td>
<td>Hourly employee timesheet due date for period of August 30th – August 31st to their supervisor by 10 a.m.</td>
</tr>
<tr>
<td><strong>September 2 (By 3:00 PM)</strong></td>
<td><strong>Supervisor Deadline</strong> date to approve Hourly employees timesheets August 16th through August 31st pay period.</td>
</tr>
</tbody>
</table>

**Note:** Late entries will be processed following fiscal year – September.
Cell Phone Allowance Eligibility

- Emergency contact or critical decision maker
- Frequently “on call”
- Work off-campus at site without access to UTSA landline
- Frequent travel or out of the office
Cell Phone Allowance

• Reports will be sent to VP office for annual review by mid July

• VP’s will review and determine if all employees on their report are still eligible in FY 22

• If all employees are still eligible, return list confirming no changes to payroll@utsa.edu by Sept. 3
Cell Phone Allowance Cont.

Changes required to list

- Return the list indicating changes
- Complete the [cell phone allowance form](#) to either terminate allowance or add new allowance by submitting to payroll@utsa.edu by Sept. 3

**Cellular Phone Allowance Form**

- Form does not require VPBA signature, however division VP signature is still required
Additional Pay eForms

Ensure that additional pay eforms are submitted and approved prior to the Payroll cutoff on the 15th of the month
Test Your Knowledge

When is the last day to approve hourly timesheets for FY21?
Test Your Knowledge

When is the last day to approve hourly timesheets for FY21?

Answer: D: September 1 by 5:00 pm
Contact Us

Main line:  458-4280
Fax line:  458-4236
Location:  NPB 4.170
Email:  payroll@utsa.edu

Website:  Payroll
Year-End Accounting Functions

**Accruals = Items owed but not paid before end of year**
- For services rendered or goods received as of Aug. 31
- Materiality factor of > $10,000 per item
- Vouchers for $10,000 or less must be to DTS by **08/20/21 at 5pm** to be included in FY 21 expenses

**Service Centers Inter-Departmental Transfers (IDT’s)**
- IDT for services rendered for FY 21 by **noon on 9/02/21**

**Inventory**
- Relevant departments: Complete inventory count and reconciliation must be sent to Accounting by **noon on 9/02/21**
Year-End Accounting Functions

Pre-Payments and Accruals

- Year-End Closing and Accounting Guideline [Financial Guidelines]

**Pre-payment = Amounts paid in advance of the goods or services being received.**

- Both pre-payments and accrual journals are created based upon queries in PeopleSoft
  - Both queries are based upon service dates
    - **Critical:** Accurate service dates must be entered on both PO and non-PO vouchers
General Accounting Information

Chart of Account Maintenance 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

Monthly Department Financial Review
- Use PeopleSoft SAHARA Tool (Shared Accounts Reconciliation Application)
- Reconcile monthly
  - Keep current for annual department manager sub-certification in late September
  - Reconciliation status visible to department manager in SAHARA
- Follow established procedures for each correction type
Helpful Queries

- Speedtype list by department
- List 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

https://www.utsa.edu/financialaffairs/training/queries.html
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

• Send corrections for sponsored projects to the applicable RSC administrator
  o These corrections will follow same guidelines and deadlines as those sent for accounting corrections
  o Link to instructions and form

Corrections due by noon on Sept. 9
Accounting Corrections Cont.

- Manual corrections are any corrections that cannot be completed in SAHARA. (EX: Capital Projects)

- 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, esp. if only a partial correction
  - Reason for the correction
  - Copy administrator on account being charged (approval is implied)
  - Prior year corrections
    - **Critical to review now**
    - None will be made after year end
Test Your Knowledge

What is the materiality factor for accruals?
Test Your Knowledge

What is the materiality factor for accruals?

**Answer**: B: Materiality factor of > $10,000 per item
Fiscal Services

All FY 21 departmental revenue must be delivered to Fiscal Services no later than 4:00 pm on Aug. 31 in order to be recorded in the correct fiscal year.

All reimbursement requests for petty cash funds for FY 21 must be submitted to Fiscal Services no later than 3:00 pm on Aug. 31.

Requests submitted after this time will be recorded in the upcoming FY 22 fiscal year.

Requests submitted after this time will be recorded in FY 22
Year-End Considerations for Capital and Controlled Purchases

• Please ensure receiving reports are complete for all received capital and controlled items by Aug. 31

• **Never** complete a receiving report for an item not received. Doing so is considered false financial reporting.

• Once received, please contact the Inventory department to have items tagged and ensure they are recorded with FY 21 activity.
# Critical Accounting Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18</td>
<td>Corrections through July due to Accounting Services by <strong>5pm</strong></td>
</tr>
<tr>
<td>September 2</td>
<td>Inventory reconciliation due to Accounting Services by <strong>noon</strong></td>
</tr>
<tr>
<td>September 2</td>
<td>IDT for services rendered for FY 2021 must be received in Accounting Services</td>
</tr>
<tr>
<td>September 3</td>
<td>Tentative: Announcement from Financial Affairs to review (preliminary) August in SAHARA</td>
</tr>
<tr>
<td>September 9</td>
<td>Corrections for August due to Accounting Services by <strong>noon</strong></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>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 14, 2021</td>
<td>Jul. 2021 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
<tr>
<td><strong>by 5 pm</strong></td>
<td></td>
</tr>
<tr>
<td>Sept. 3, 2021</td>
<td>Tentative: Preliminary monthly department financial reviews ready (will be announced)</td>
</tr>
<tr>
<td>Sept. 9, 2021</td>
<td>Aug. 2021 activity cost transfers are due to <a href="mailto:controller.VPRAssist@utsa.edu">controller.VPRAssist@utsa.edu</a></td>
</tr>
<tr>
<td><strong>by noon</strong></td>
<td></td>
</tr>
</tbody>
</table>
Contact Us

Main line:  458-4212
Fax line:  458-4236

Email:    accounting.office@utsa.edu

Website:  Accounting
TIME FOR A BREAK
Purchasing

Elizabeth Raymond
Procurement System Administrator

UTSA Financial Affairs
# Important FY21 Year-End Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Next Year Flag activated in Rowdy Exchange</td>
</tr>
<tr>
<td>June 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last day to submit requisitions over $50,000 using FY20-21 Funds**</td>
</tr>
<tr>
<td>August 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last Day to submit FY20-21 requisitions with value between $15,000 - $49,999</td>
</tr>
<tr>
<td>August 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last day to request FY20-21 Purchase Order Closures</td>
</tr>
<tr>
<td>August 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last day to submit POC Purchase Order Change request</td>
</tr>
<tr>
<td>August 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Access to Rowdy Exchange removed until Sept 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>August 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last day POs will encumber FY21 funds</td>
</tr>
<tr>
<td>Sept 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Requisition creation using FY21-22 funds enabled</td>
</tr>
</tbody>
</table>

Purchasing will not process requisitions received after the above deadlines. Orders received after these deadlines will be returned and must be recreated on Sept. 1.

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

Encumbrance Clean Up

- Review all Purchase Orders with remaining encumbrances
- Eligible PO’s with remaining encumbrances will automatically roll into FY 22, unless a request to close the PO is sent to purchasing@utsa.edu
- Closing a PO releases any remaining encumbrance
- Use the following PeopleSoft queries for reviewing PO encumbrances. Focus on all PO’s with open encumbrances
  - UTS_PO_OPEN_ENC_BY_CC
  - UTS_PO_OPEN_ENC_BY_DEPT
  - UTS_PO_OPEN_ENC_BY_PROJECT
- Request to close PO’s must be received by end of day Aug. 13
PO Roll Checklist

• PO must have a valid budget
• Budget errors prevent PO roll (department must correct)
  o Closed grants
  o Insufficient funds
  o Invalid cost centers and department ID’s
• Purchasing will work with departments to resolve matching issues if possible
• Fully received with partially paid lines prevent PO roll
• In the event a purchase order did not roll, departments must create a new requisition in the new year

PO status (encumbrance balance, receiving) is found in PeopleSoft
PO Roll Function

The PO Roll process is completed in two stages:

- **Stage 1:** Release of remaining PO encumbrance in FY 21
- **Stage 2:** Regeneration of encumbrance in FY 22

PO must have a PO number before Aug. 21, 2021 in order to encumber in FY 21
Reminders

• Recurring services billed on a monthly bases must be encumbered with new or existing PO

• New PO’s
  o Cell phones reference HOP 9.49 Cellular Phones and Services
  o Maintenance agreements

• Existing PO’s
  o Copier service: POC required to add funding

Important: Select quantity 1, amount only for services or long-term lease agreements.
Test Your Knowledge

TRUE OR FALSE?
A PO must have a PO number before Aug. 21, 2021 in order to encumber in FY 21
Test Your Knowledge

TRUE OR FALSE?

A PO must have a PO number before Aug. 21, 2021 in order to encumber in FY 21

Answer: TRUE
Contact Us

Primary Method of Communication

E-mail: purchasing@utsa.edu

Main line: 458-4060
Fax line: 458-4236

Location: NPB 4.170
(WE’VE MOVED!)
Website: Purchasing
Disbursements, Travel, and Credit Card Administration

Nora Compean
Director of Disbursements & Travel Services

UTSA Financial Affairs
# Critical Disbursements & Travel Services Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 9</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from Sept. – Jun. (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td>July 16</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from Jul. 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td>August 6</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from Jul. 16–31 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td>August 16</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from Aug 1. – 15 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td>August 20</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS for any expenses incurred from Aug. 16 – 19. Last day to submit Wire Transfer Requests.</td>
</tr>
<tr>
<td>August 20</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS if expensed out in FY 21 for $10,000 or less</td>
</tr>
<tr>
<td>August 23</td>
<td><strong>All</strong> remaining Expense Reports after Aug. 20 must be submitted and routed to DTS if expensed out in FY 21 (reimbursements, travel advances, participant advances, athletic advances)</td>
</tr>
<tr>
<td>August 27</td>
<td>Last check run at noon for FY 21</td>
</tr>
<tr>
<td>September 1</td>
<td>FY 22 open for processing</td>
</tr>
</tbody>
</table>
Year-End T&E DTS Functions

• Travel encumbrances (budget funding set aside to pay for travel) will roll forward to FY 22

• Per the Travel Advance Financial Guideline, all outstanding travel expenditures must be settled within 30 days after travel has been completed

• All travel advances must be settled and in DTS by Aug. 23 if expensed in FY 21
Year-End T&E DTS Functions cont’d

• Travel/Cash Advance requests not approved before end of FY 21 will be approved in new FY 22. The accounting date will be updated to new FY 22

• Travel & Expense (T&E) reimbursements not received by Aug. 23 deadline will be processed in FY 22
  o Do not create new expense reports after Aug. 23, 2021

• Non-Purchase Order (PO) vouchers not approved in FY 21 will be rolled forward to FY 22
Year-End T&E DTS Functions cont’d

What to do if Expense Report (ER) was not approved by Aug. 23:

• If ER was in pending status:
  o Creator must dissociate Travel Authorization in preparation for year-end rollover process. ER will be deleted by DTS, and department must create a new one in FY 22

• IF ER was routing:
  o Approver must “terminate” Expense Report to dissociate Travel Authorization in preparation for year-end rollover process
Expense Report Reminders

To properly disencumber funds, close travel or clear cash advance when settling:

- “Populate from” Travel Authorization (TA) 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, manually link TA to Expense Report

Link or “Apply Cash Advance” (CA) to Expense Report when settling travel

- Properly linking the TA or CA to Expense Reports also minimizes:
  - Having to “Send Back” or return documents to creator for correction
  - Delays due to rerouting of document approval
  - Delays in reimbursing traveler
Expense Report Reminders cont’d

• 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 Assistant Vice President for Supply Chain or designee
T&E Helpful Queries

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**

Link to [Helpful queries](#)
T&E e-Notifications

Automated e-notification reminders are generated for all outstanding documents that require “certification or approval” action at 7, 30, 60 and 90 days after submission date

• Applicable to Travel Authorizations, Expense Reports, Cash Advances, Journal Vouchers and AP Vouchers

NEW

Automated e-notifications are generated to travelers for destination to a foreign country upon submission of a Travel Authorization in PeopleSoft.

• Alerts travelers of requirements and restrictions and additional approvals to restricted regions
• Provides information including what you can take with you, activities you may engage in, security best practices, and more.
T&E e-Notifications cont’d

Automated e-notifications generated to travelers traveling to Washington, D.C. upon submission of a Travel Authorization.

- Alerts travel is reportable to the Office of the Office of State-Federal Relations (OSFR)
- Includes activities that involve obtaining or spending federal funds or impact federal policy
- Travel finding for UTSA on last Post-Payment audit
Travel Restrictions

University-Sponsored Travel

• University-sponsored international travel may be permitted if deemed mission-critical or health critical as approved by university leadership and in accordance with CDC guidelines. Refer to the Public Health Task Force report or Roadrunner Roadmap for the latest guidance on additional travel restrictions.

• Effective May 15, domestic travel policies and approval processes revert to pre-pandemic operating standards, and international travel requests must be reviewed by the university’s International Oversight Committee (IOC) until further notice. Requests for travel must be received two weeks prior to the expected date of ticket purchase.
Travel Reminders

• Airline credits available on a first-come, first-serve basis for faculty and staff only. Contact CTP to book approved business travel.
  - Southwest Airlines: Expire Sept. 30, 2022
  - American Airlines: Expire Dec. 31, 2022
  - United Airlines: Expire Sept. 30, 2022

• 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
Cash Advance Reminders

Cash advances should be minimal and only if travel costs create a financial hardship
  • Use a One Card to pay for major travel expenses

• Allowed if travel is more than a week and a One Card is not available

• Allowed if an approved Travel Authorization is in place and encumbrance covers the estimated CA

• Meal per diems are reimbursable upon settlement
  o TAC cards have been discontinued

On-demand, online training expected release date July 7
  • Travel & Cash Advance Processing (PS0309.01) available on MyTraining
Student Travel/Group Travel Cash Advances

- Use a **One Card** to pay for all major travel expenses
- Submit CA 10 days before first day of travel
- CA processed no more than four days prior to first day of travel
- Cash advances for individual student travel may be allowed
  - If travel is approved and student is traveling to represent UTSA
  - If authorized by the **Student Advance Responsible Party** (must be faculty or staff sponsor)
  - Process a **Single Payment Voucher** in PeopleSoft for meal per diems only and attach an approved Travel Advance Request (TAR).
  - Students or departmental proxies may pick up check(s) at Fiscal Services
Student Travel/Group
Travel Cash Advances cont’d

The **Student Advance Responsible Party** must ensure student travel takes place

- CA issued to faculty or staff traveling with students
- Return unexpended cash advance funds immediately via the [Deposit Transmittal Form](#) to credit corresponding funding sources for meal per diems:
  - 62304 Travel Student Non-Employee
  - 62305 Travel Student Foreign
  - 62306 Partial Travel Student Non-Employee
  - 62307 Partial Travel Student Non-Employee Foreign
General T&E and AP Reminders

• Approve electronic Travel Authorizations by first day of travel; otherwise, complete a Travel Authorization Form (TAF)
  o After-the-fact authorizations require manual processing and affect the efficiency of the travel process at several points. Monitoring controls will be established over these occurrences to aid toward goal of making process as efficient as possible.

• Closing of PO’s and PO dis-encumbrances are handled by the Purchasing Office

• Travel dis-encumbrances are handled by DTS
  • Submit Travel Authorization Form (TAF)
    • Correction to travel dates, destinations, etc.
    • Close out or cancel travel
General T&E and AP Reminders cont’d

To minimize the risk that a traveler is reimbursed for an expense paid on a One Card or on a Purchase Order (PO):

• In PeopleSoft:
  o Ensure “prepayment methods” used to pay for expenses are reflected on the Expense Report.
  o Indicate that the **PAYMENT TYPE** was **PAID BY EMPLOYEE** (do not use “Travel Agency Charge”)
  o Box must be marked as **Non-Reimbursable**
General T&E and AP Reminders cont’d

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 per the the Business Hospitality and Entertainment Expenditures Financial Guideline
  o Proper approvals to include certification if not completed electronically
  o Completed and approved within 90 days of date expense occurred

• Verify accuracy of information:
  o Vendor #
  o Remittance address
  o Direct deposit information
General AP Reminders

• To minimize voucher match exceptions and payment delays to vendors:
  o Process a POC for annual copier expenses and provide PO number to vendor

• PO numbers no longer required for Airgas payments (create Non-PO voucher instead)

• Complete desktop receiving for goods received or services rendered:
  • When goods are received in the department (not prior)
  • Automated e-notifications reminders sent to submitters to receive goods in Rowdy Exchange enabled May 18, 2020
General AP Reminders cont’d

• Include an adequate estimate for freight charges on POs
  o Minimizes match exceptions and the need for a POC (Purchase Order Correction)
  o As an exception to prevent additional 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
About State/Federal Funds...

• Do not charge tips and hotel taxes to state accounts (provide alternate funding source)

• If expenses or room rates exceed the GSA rate, attach a preauthorization (email or memo) as part of the required supporting documentation

• Use the One Card (state credit card) to procure airfare using state or federal funds (eff. Jan. 24, 2017) Texas Gov’t Code 20.413

• Washington D.C. travel: If travel involves obtaining or spending federal funds or impacts federal policy, submit form to Office of State-Federal Relations (OSFR)
New Vendor Onboarding Process: PaymentWorks

• Visit the new Supplier Setup webpage
• To onboard new vendors, department must send invitation to initiate vendor to complete registration process
• Department role is to monitor registration status
• Existing vendors may continue to be used if no changes or vendor updates are necessary
• Foreign vendors are also approved by the Office of Research and Integrity (ORI)
• Possible delays are contingent on expediency with which vendors complete the registration and/or clearance of financial sanctions
• PS Navigation: Click on UTSA Business Solution Center tile
Test Your Knowledge

Effective May 15, 2021 which committee must review all international travel?
Effective May 15, 2021, which committee must review all international travel?

**Answer:** C: International Oversight Committee
## One Card Year-End Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16</td>
<td>Recommended last day to charge to FY 21</td>
<td>Departmental approval due by 5 pm for Jul. 3 statement</td>
</tr>
<tr>
<td>August 4</td>
<td>Transactions for Aug. 3 statement ready for reconciliation</td>
<td></td>
</tr>
<tr>
<td>August 16</td>
<td>Departmental approval due by 5 pm for Aug. 3 statement</td>
<td></td>
</tr>
<tr>
<td>September 7</td>
<td>Transactions for Sept. 3 statement ready for reconciliation</td>
<td></td>
</tr>
<tr>
<td>September 9</td>
<td>One Card reconciliations completed and approved by 10 am on Sept. 8 will be processed for immediate payment</td>
<td>Payment vouchers over $10,000 will be charged to FY 21; all others will be charged to FY 22</td>
</tr>
</tbody>
</table>

**Note:** Please follow the recommended last day to charge if you want to pay from FY 21 funds. UTSA has no control over the vendor’s or the bank’s credit card processing and posting dates.
One Card Update

- Effective July 1, **electronic** purchases are limited up to $499.99 per item which include shipping & handling

- In general, restriction of electronic stores are imposed by the State to prevent the purchase of **controlled assets** ($500-$4999.99)

- One Cards will include MCC codes for electronic stores (e.g., Best Buy, Altex) with a single purchase daily limit of up to $499.99

- If purchase exceeds amount, contact Credit Card Administration Office for assistance

- Rowdy Exchange continues to be the preferred e-procurement method for on-line shopping designed to leverage the purchasing contracts, saving money and time by simultaneously adhering to State and university procurement rules.
One Card Reminders

On-Demand training: **One Card Reconciliation and Payment Processing (AM590.01)** available on [MyTraining](#)

- Visit the new [Credit Card Administration](#) website for more information
- Credit cards are mailed directly to departments
- Monthly reconciliation is due by the 20th of each month (or other published deadlines due to holidays or EOY activities)
- Departments create Non-PO vouchers to pay Citibank
- Include justification for daily or credit limit increases or to add an MCC code
- Contact information: Send inquiries to creditcards@utsa.edu
Test Your Knowledge

When is the last recommended day in FY 21 to make a charge on the One Card?
Test Your Knowledge

When is the last recommended day in FY21 to make a charge on the One Card?

Answer: D: July 16, 2021
Contact Us

Main line:  458-4213
Fax line:   458-4236
Location:  NPB 4.170
Email:     disbursements.travel@utsa.edu
           creditcards@utsa.edu
Website:   Disbursements & Travel Services
           Credit Card Administration
People Excellence

Georgina Anguiano-Elliott
Employee Services Manager

UTSA Financial Affairs
Fall Hires/Rehires

• Faculty
  o Submit appropriate eForm (appointment or contract additions/changes)
  o eForm will route for approval from dean, provost, grants and budget offices
  o Tenure, tenure track, fixed-term track (rolling contract) are renewed automatically

• Staff
  o Partner with Talent Acquisition
  o Check the TAM posting box on eForm

• Students
  o Submit appropriate eForm (appointment or contract additions/changes)
  o **NEW** Graduate Students Employees moving to Contract Pay
    • Training on Contract eForms scheduled for late June
  o Must be enrolled
  o Can only work 19 hours maximum
New Hire Process

• Employees may not begin working until eForm has been approved by People Excellence

• All new employees must complete the Employee Self Service (ESS)
  o Complete I-9 form no later than date of hire
    • Documents verified virtually until we return back campus
  o W4 and direct deposit

• Hire/rehire routed no later than **Aug. 1 for Sept. 1** date of hire
Sample Monthly Payroll Timeline

March 15
- Final, approved eForms due to PE and PR
- Back offices reviewing, approving and re-processing items submitted by the 15th until pay process starts
- Contract calculation process run and errors fixed

March 23
- Pay process started – dozens of PeopleSoft processes run
- Errors checked and fixed
- Processes re-run as items are fixed; new items require processes to be re-run

March 26
- Payroll confirmation
- Direct deposit, tax and retirement files all due 2 to 3 business days before pay day
- This schedule leaves one day cushion for possible system issues. Payroll confirmation frequently needs that extra day.

April 1
- Pay Day
Helpful Information

• All hires will need a background check. Please don't delay submitting an eForm.

• Missing/incorrect information will cause delays or denials

• Search match is **required** when completing eForm

• 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 expected end dates will auto term

• End Employment
  o For Resignations, terminations, please select termination on eForm
  o For Retirements, please select retirement on eForm

• Reference payroll deadlines
  o Beware of overpayments
    • Monthly employees (i.e. graduate level student employees)

• Faculty
  o Only term faculty who are truly separating from UTSA
  o Non-benefits-eligible faculty will auto term
  o Benefits-eligible faculty will require a termination eForm if separating from UTSA
# 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>
Guideline for Maximum Vacation Carryover

• Number of years of TX state service determines the maximum number of vacation hours that can be carried from one fiscal year to the next.

• Projected vacation carryover amount can be found in Employee Self Service under absence balance details. (ESS/Time and Attendance/Absence Balance Details)
  o Maximum hours to carry forward is proportionate to the employees’ FTE

• All vacation leave requests should be approved by the employee’s immediate supervisor in advance before taking leave
  o Vacation time over the maximum must be taken no later than Aug. 31

• Vacation hours exceeding carry over limit will be converted to sick leave at the end of each fiscal year around Sept. 1
Absence Balance Details

### Time and Attendance

#### Absence Balance Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID#</th>
<th>Employee Record</th>
<th>Department</th>
<th>Employee Classification</th>
<th>Payroll Status</th>
<th>State Service Months</th>
<th>Last Period Finalized</th>
<th>6-Month Service Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>CL</td>
<td>Active</td>
<td>101</td>
<td>04/18/2021</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Current Carryover Details**

<table>
<thead>
<tr>
<th>Current Service Months</th>
<th>Current Accrual Rate</th>
<th>Current Vacation Balance</th>
<th>Maximum Carryover</th>
<th>Projected Accruals</th>
<th>Projected Vacation Balance</th>
<th>Projected Transfer to Sick</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>10.00</td>
<td>260.00</td>
<td>268.00</td>
<td>30.00</td>
<td>320.00</td>
<td>52.00</td>
</tr>
</tbody>
</table>

*Projected Accruals hours are based on current accrual rate.*

**Historical Carryover Details**

- **Historical Adjustment Dates**
- **Historical Carryover Adjustments**

**Vacation Leave Accrual Rate and Maximum Allowable Carryover**

<table>
<thead>
<tr>
<th>State Service Months</th>
<th>Hours Accrued Per Month</th>
<th>Allowable Accrued Hours to Carryover</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 23</td>
<td>0.00</td>
<td>190.00</td>
</tr>
<tr>
<td>24 to 59</td>
<td>9.00</td>
<td>244.00</td>
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<tr>
<td>60 to 119</td>
<td>10.00</td>
<td>288.00</td>
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<tr>
<td>120 to 179</td>
<td>11.00</td>
<td>292.00</td>
</tr>
<tr>
<td>180 to 239</td>
<td>13.00</td>
<td>340.00</td>
</tr>
<tr>
<td>240 to 299</td>
<td>15.00</td>
<td>388.00</td>
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<tr>
<td>300 to 359</td>
<td>17.00</td>
<td>436.00</td>
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<tr>
<td>360 to 419</td>
<td>19.00</td>
<td>484.00</td>
</tr>
<tr>
<td>420 to 999</td>
<td>21.00</td>
<td>532.00</td>
</tr>
</tbody>
</table>
Helpful Links

- eForms Job Aid
- CBC
- Talent Acquisition

Student Titles

- HOP 4.09, Student Employees
- Student Titles - Monthly
- Student Titles - Semi Monthly
Test Your Knowledge

When is the deadline for new hire eforms with a start date of September 1?
Test Your Knowledge

When is the deadline for new hire eforms with a start date of September 1?

**Answer:** B: No Later Than August 1st
Contact Us

Main line:  458-4250
Fax line:    458-4287

Location:  NPB 4.170

Email:    hr@utsa.edu

Website:  People Excellence
Closing Remarks & Final Questions
All Presenters
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 link in the chat box
  2. Scan QR code with your mobile device
     Open camera on your smart phone and hold over QR code
  3. Open your browser and type in the web address below
     https://mytraining.utsa.edu/apps/evaluation

• Once at the evaluation website
  o Click ‘Load Classes’ (Orange Tab)
  o Click PS0209.02 Financial Affairs Fiscal Year-End Workshop
  o Click ‘Start Evaluation’
  o Click ‘Give Feedback’
  o NOTE: Number 1 = Low and Number 7 = High
  o Please add commend in the open comment box at the end of the evaluation.