



# Fiscal Year End Workshop – New Employees

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# Check In

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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 the link provided in the chat box
2. Scan QR code with your mobile device  
Open the camera on your mobile device  
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](mailto:amy.fritz@utsa.edu)



# Agenda

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- Opening & Welcome
- Budget & Financial Planning
- PeopleSoft Queries
- Sub-certification
- Payroll
- Accounting
- BREAK
- Purchasing
- Disbursements & Travel Services
  - Credit Card Administration
- People Excellence
- Closing & Questions





# Budget & Financial Planning

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Rosanna Brewster, Senior Budget Analyst



# Budget: Funding for Positions

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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

# Budget: Funding on Positions Deadline for Corrections

Deadlines based on pay frequency of an employee

| Employee Type     | Pay Period Ending | Funding Changes on eForm<br>Must be Submitted and<br>Approved By |
|-------------------|-------------------|--|
| Paid Semi-Monthly | August 15         | Monday, August 15  |
| Paid Semi-Monthly | August 31         | Tuesday, August 23   |
| Paid Monthly      | August 31         | Wednesday, August 17   |

Deadline for retroactive funding changes is Tuesday, August 17



# DBT: Department Budget Table

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Each fiscal year, the DBT has to be “opened” before any position processing can occur.

FY23 DBT Opens = **Monday, July 18**  
(Departments can start processing 9/1/22 eForms)

The initial FY23 position funding record will be loaded as follows:

- If a position was **Permanently Budgeted** in the Hyperion budget process – the same funding source will be loaded into PeopleSoft with a 9/1 effective date.
- If a position **was NOT Permanently Budgeted** in the Hyperion budget process, then the same funding source in PeopleSoft on July 11 will be rolled forward with a 9/1/22 effective date

NOTE: Position Funding changes will **NOT BE PROCESSED** between July 11-18

# DBT: Dual Year Processing

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**New Position Request eForms** processed in FY22, on or after July 11

- In order to assign funding to the position in FY23, one of the following eForms must also be created (with an FY23 effective date):
  - An Appointment eForm
  - A Funding Change eForm

**Funding changes on eForms** (see list below) processed in FY22, on or after July 11

- In order to continue the same funding source in FY23, a Funding Change eForm effective 9/1/22 should also 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 Reviews

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## eForms

For eForms submitted in FY22, but after the FY23 DBT is open –

- Early in FY23, Budget Office will send out reports on position funding
- Determine if additional eForms are needed to change position funding

## Budget Transfers

For budget transfers submitted in FY22, **after Hyperion closed** -

- FY22 transfers that you also want reflected in FY23, a second transfer must be processed again in the new fiscal year
- Early in FY23, Budget Office will send out a list of permanent budget transfers posted in PeopleSoft after Hyperion closed

# FY22: Ending Balance Report Review

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Monthly ending balance reports sent to college and VP financial leads

- 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.



# FY22: Ending Balance Report Review

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- Options for Clearing out Deficits (Remember to watch Year End Deadlines!)
  - 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)

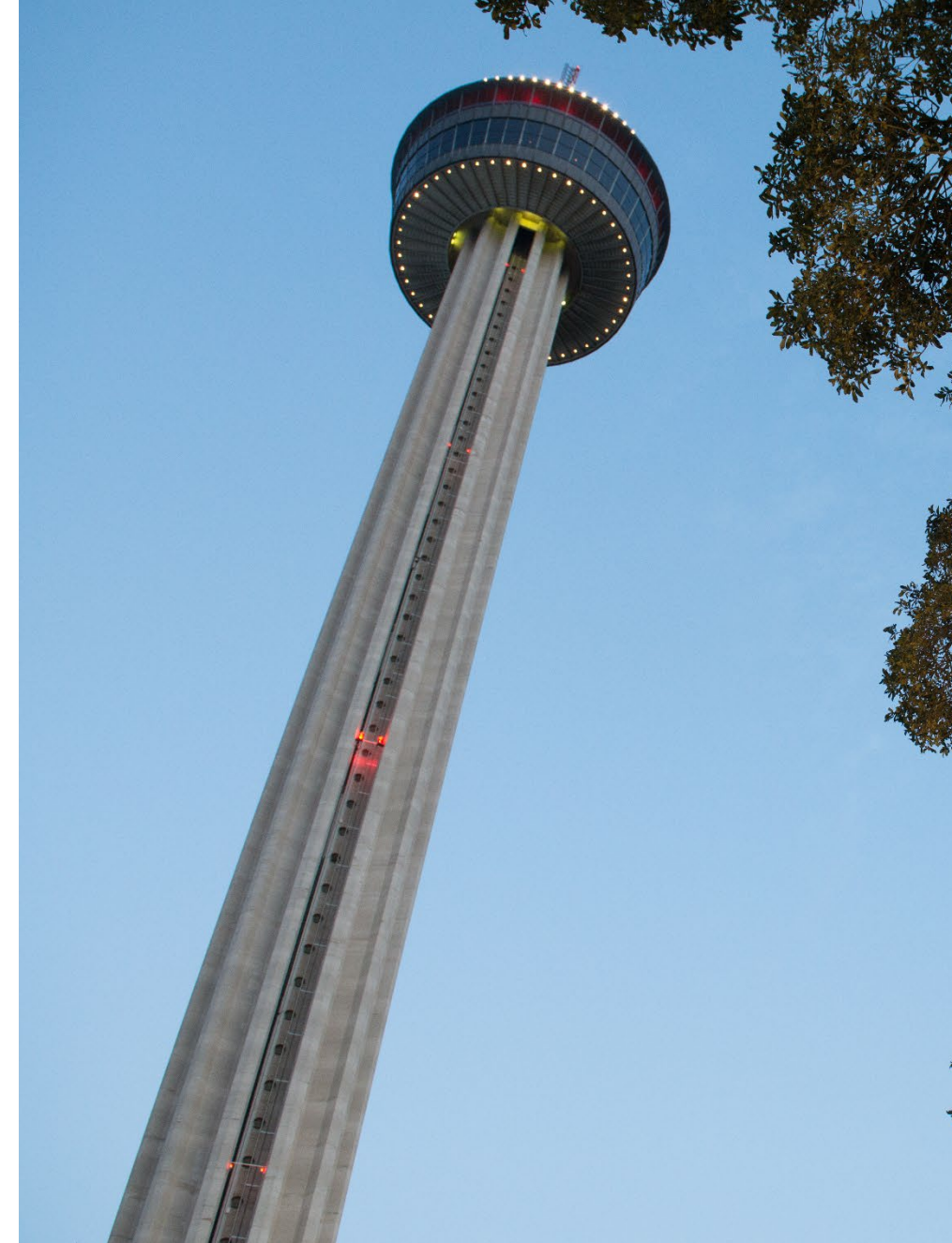
Budget Office will be contacting departments during the last few months of the fiscal year to discuss negative balances and options on clearing

# FY23: Operating 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





# FY22: Carry Forward into FY23

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- 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

# FY22: Carry Forward Process

- Two-step process used to process year-end balances
  - **Lapse:** Current year budget transfer of year-end balances to RESERVE cost centers that will then carry forward for the next year.
  - **Carry (Roll) Forward:** Process to transition the cost center ending balance from the old year to the new year.
- Reserve cost centers
  - At the vice president or dean levels and above
  - Reserve carry forwards will be loaded into A9000 budgetary account
  - 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>

# FY22: Carry Forward Process

Projects that cost \$10,000 or more

- Should use cost centers with a function 800
- Balances will roll forward in the same cost center at year end



**Function  
800 Changes!**

Projects that cost less than \$10,000

- Should use departmental M&O cost centers
- Depending upon the Fund Code these funds may lapse to a Dean/VP Reserve

For departments with normal operations in Function 800

- Budget Office will review to ensure that only those for projects of \$10,000 or more roll forward
- Others will follow the standard Carry Forward and Lapse Rules

# FY22: Carry Forward Process

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.

| E&G and Designated Tuition Funds  |             |  |
|---|-------------|--|
| Fund Description  | Fund Number | Process  |
| E&G<br>(excludes select group of cost centers for E&G lab fees – see below) | 2100        | <b>Academic Revenue Units</b> <ul style="list-style-type: none"><li>• All E&amp;G and DT unexpended balances lapse to dean's Reserve Cost Centers. This includes current year salary savings (both faculty and staff).</li><li>• 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.).</li><li>• Committed balances roll forward to same cost center regardless of purpose.</li></ul> |
| Designated Tuition  | 3105        | <b>Academic and Admin Support Units</b> <ul style="list-style-type: none"><li>• All E&amp;G and DT unexpended balances, including staff salary savings, roll forward to SVP/VP Reserve Cost Center.</li><li>• Committed balances roll forward to the same cost center.</li></ul>   |



# FY22: 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.<br><br>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 with the exception of the special item funding for Foster Care Pilot Program.<br><br>Foster Care Pilot Program unexpended balances are returned to the state.   |
| Mandatory Fees                   | 3100              | <b>All Mandatory Fee Funds</b><br><br>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.<br><br>Executive level (i.e., SVP or VP) will be involved with the appropriate fee unit lead to determine the <b>strategic use</b> moving forward. |
| Mandatory Student Services Fee   | 3115              |   |
| All Other Designated             | 3100              | Committed and unexpended balances roll forward to same cost center,   |

# FY22: Carry Forward Process

| Fund Description                       | Fund Number    | Process   |
|--|----------------|---|
| Service Centers<br>(Re-charge Centers) | 3200           | Committed and unexpended balances roll forward to same cost center.   |
| Auxiliary                              | 4100 thru 4700 | Unexpended balances roll to a Reserve Cost Center for each auxiliary type.<br><br>Executive Level (i.e., SVP/VP) will be involved with the appropriate auxiliary lead to determine the <b>strategic use</b> 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<br>(GASB 84)          | 5800           | Committed and unexpended balances roll forward to same cost center.   |
| Plant                                  | 71XX           | Committed and unexpended balances roll forward to same cost center.   |
| Loan                                   | 81XX           | Unexpended balances roll forward to same cost center.   |
| Agency                                 | 92XX           | Unexpended balances roll forward to same cost center.   |



# Budget: Contact Us

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Main line: 458-6615

Fax line: 458-4236

Email: [budget@utsa.edu](mailto:budget@utsa.edu)

Website: [Budget](#)





# PeopleSoft Queries

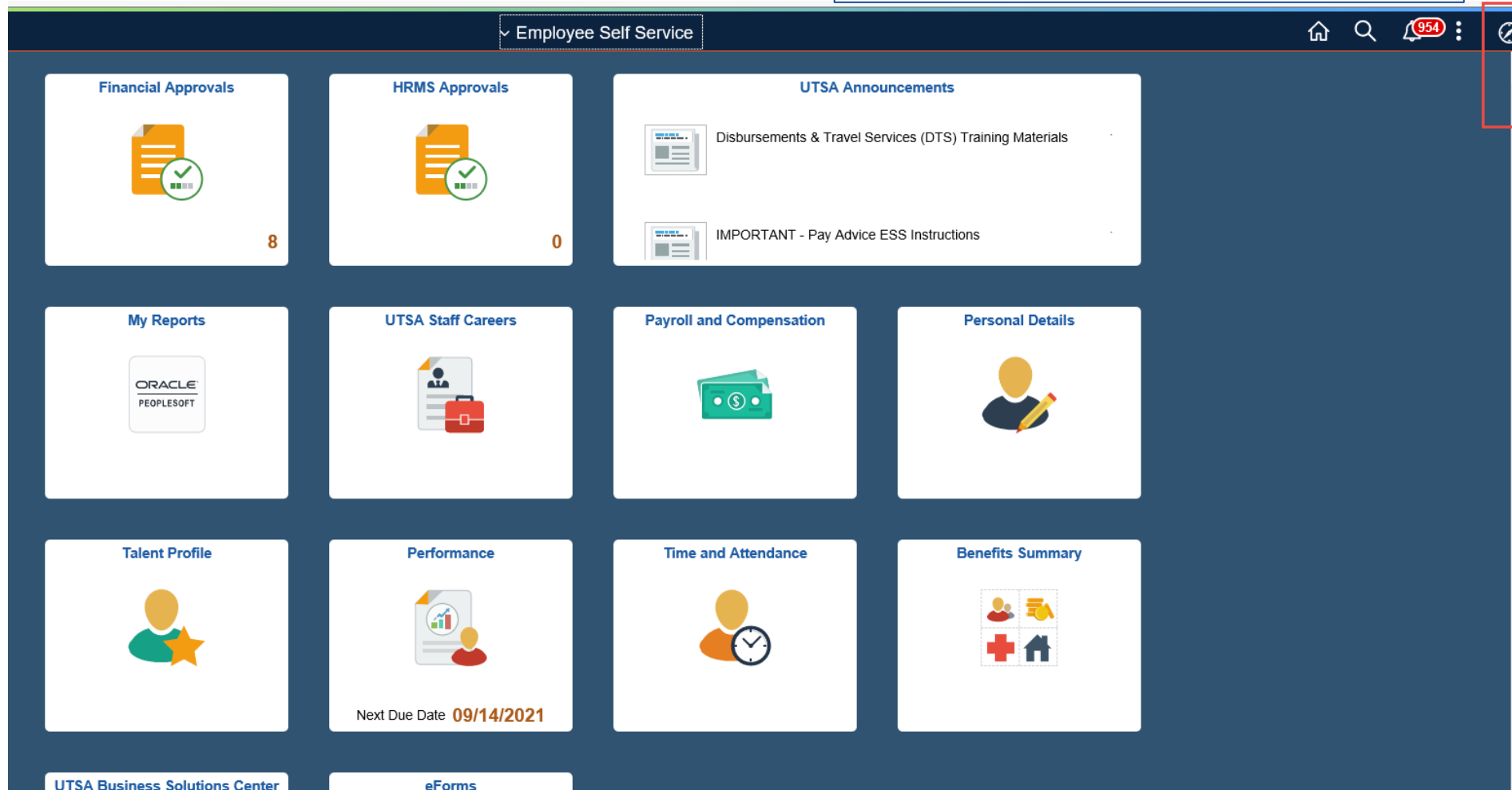
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Greg Yturralde, Asst. VP for Financial Affairs and University Controller



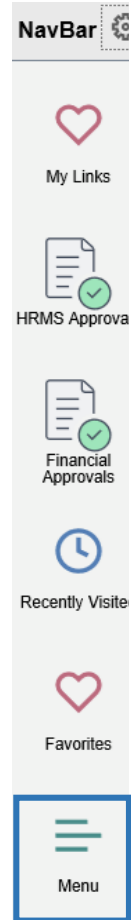
# How to Run a Query

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

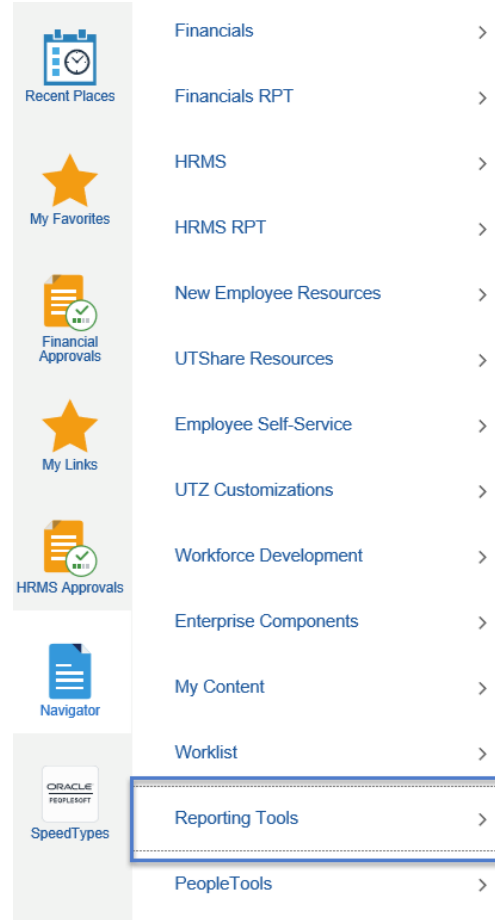


# How to Run a Query

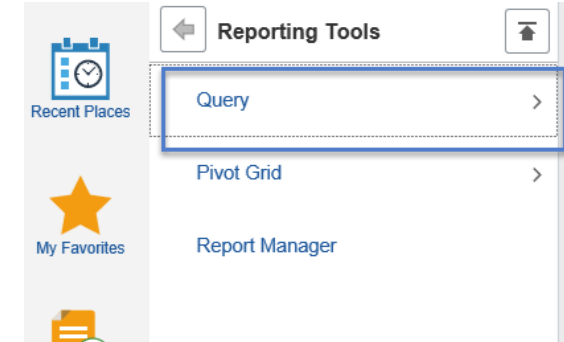
## Select Menu



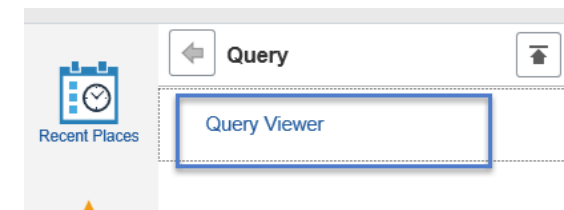
## Select Reporting Tools



## Select Query



## Select Query Viewer



# How to Run a Query

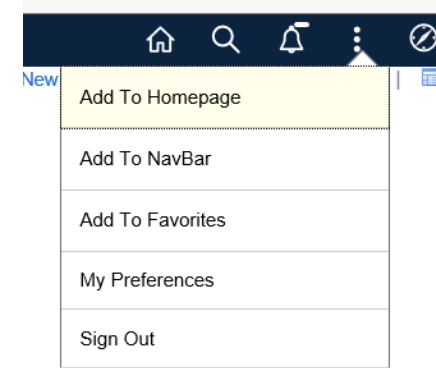
- Once you find the Query Viewer the first time, add it to one of your Homepages
- Search by entering the Query Name
  - EX: UTSA\_SPEEDTYPE\_LIST\_DEPT

## Query Viewer

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

\*Search By  begins with

[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

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Greg Yturralde

# Annual Financial Certification Process

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The Fiscal Management Sub-Certification, also known as the Annual Financial Certification, must be completed by department managers annually in the SAHARA Module in the PeopleSoft Application in September of each year. Department reconciliation and certification are a critical component of the required university certification process with UT System.

- Required by UT System Administration Policy  
[UTS 142.1 – Policy on the Annual Financial Report](#)
- Review Financial Guidelines  
[Fiscal Management Sub-Certification Work Plan](#)  
Section 1: Internal Control





# Annual Financial Certification Process

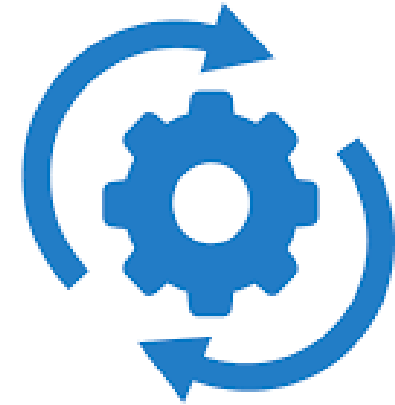
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- Completed by the Department Manager
  - No delegations of sub-certification allowed
  - Based upon the department manager in place as of **August 31**, must certify even if they were not there the full year
  - Ensure Department Manager updates are made before August
  - Reconciliation for the Fiscal Year should be complete before certification
- The annual financial certification requires department managers to certify:
  - Responsibility for establishing 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

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- 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

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- 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

# Resources

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Resource available at the [Financial Affairs Training Website](#):

- Annual Financial Certification Job Aid
- Annual Financial Certification Frequently Asked Questions
- SAHARA Overview for Approvers





# Payroll Services

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Frances Whitaker, Director



# Critical Payroll Deadlines - Salary

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|                             |  |
|-----------------------------|--|
| <b>August 12</b>            | Last date for Off-Cycle Check Requests accepted by the Payroll Office. There will be <u>no Off-Cycle Check</u> printing on August 26-31. |
| <b>August 15</b>            | Last salaried employee weekly timesheet due date for the August 8-14 workweek to meet the August monthly payroll processing deadline.    |
| <b>August 19</b>            | Deadline to approve employees' timesheet, including <i>Overtime Comp Time Payout</i> (OCP) hours.  |
| <b>August 19<br/>4:00pm</b> | Additional Pay eForm Deadline; must be fully approved, without errors and received by deadline to process for payment using FY22 funds.  |
|                             | <b>Note: Late entries will be processed following fiscal year – September.</b>   |

# Critical Payroll Deadlines - Hourly

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|                               |   |
|-------------------------------|---|
| <b>August 16</b>              | Hourly employee weekly timesheet for the August 1-15 pay period due to their supervisor   |
| <b>August 17 (By 3:00 PM)</b> | Supervisor approval by 3 p.m.   |
| <b>September 1</b>            | 10 am - Hourly employee weekly timesheet due date for the August 16-31<br>3 pm – Supervisor timesheet approval due<br>**Deadlines condensed due to year end process kickoff** |
|                               | <b>Note: Late entries will be processed following fiscal year – September.</b>  |



# Cell Phone Allowance Eligibility

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- 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

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- 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 FY22
- If all employees are still eligible, return list confirming no changes to **payroll@utsa.edu** by **Sept. 2**

# Cell Phone Allowance

Changes required to list

- Return the list indicating changes such as allowance terminations or amount changes. Email completed list to [payroll@utsa.edu](mailto:payroll@utsa.edu)
- Complete the [cell phone allowance form](#) to add an allowance for an employee receiving a CDA allowance for the first time or to an employee that did not have CDA active for FY22. Attach the completed cell phone allowance form to an additional pay eForm and route for approval.

## Cellular Phone Allowance Form

- The form does not require a VPBA signature; however, the division VP signature is required.

# Additional Pay eForms

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- Ensure all Additional Pay eForms are submitted and approved according to the Additional Pay eForm Deadline Calendar.
- Additional Pay Processing Deadlines can be found [here](#). Calendar will be updated for FY23 dates.
- As a friendly reminder, Additional pay is **non-eligible pay** type category for Off-Cycle checks per Financial Guidelines.



# Contact Us

Main line: 210-458-4280

Fax line: 210-458-4236

Location: NPB 451

Email: [payroll@utsa.edu](mailto:payroll@utsa.edu)

Website: [Payroll](#)





# Accounting Services

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Cynthia Schweers, Assistant Controller



# Year-End Accounting Functions

Accruals – Items owed but not paid before end of year

- For services rendered or goods received as of August 31
- Materiality factor of > \$10,000 per item
- Vouchers for \$10,000 or less must be to DTS by **08/22/22** at **5pm** to be included in FY22 expenses

Service Centers Inter-Departmental Transfers (IDT's)

- IDT for services rendered for FY22 by **NOON** on **9/02/22**

Inventory

- Relevant Departments: Complete inventory count and reconciliation must be sent to Accounting by **9/02/22** at **NOON**



# Year-End Accounting Functions, Pre-Payments and Accruals

Year End Closing and Accounting Guideline

<https://www.utsa.edu/financialaffairs/resources/financial-guidelines/index.html>

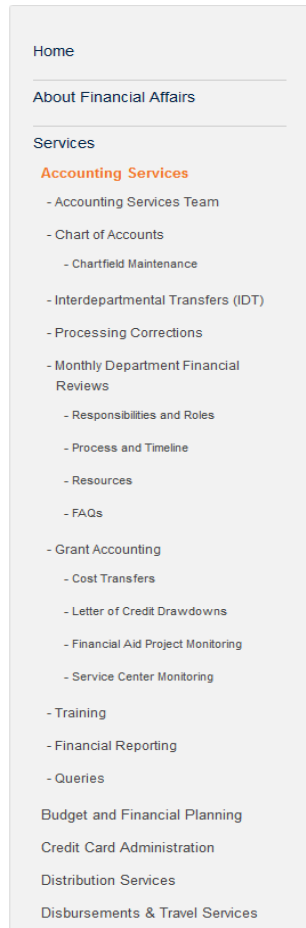
- Both pre-payments and accrual journals are created based upon queries in PeopleSoft
- Both queries are based upon service dates.
  - Critical: **accurate service dates entered** on both non-PO and PO vouchers

# General Accounting Information

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- Chart of Account Maintenance Form
  - Form required to add or modify departments or cost centers, including department managers.
  - Form and instructions are located under Forms and Worksheets on Accounting website, <https://www.utsa.edu/financialaffairs/services/accounting/chart-of-accounts/chartfield-maintenance.html>
- Monthly Department Financial Review
  - Use PeopleSoft SAHARA Tool (**S**hared **A**ccounts **R**econciliation **A**pplication)
  - Should be reconciling monthly
  - Follow established procedures for each correction type

# General Accounting Information



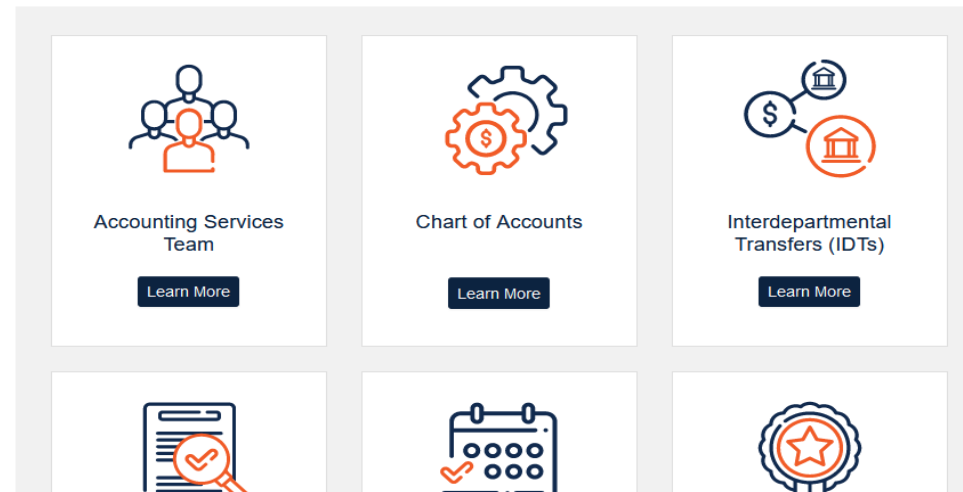
## Welcome to Accounting Services

We provide timely and accurate accounting and financial reporting services in accordance with the requirements of Generally Accepted Accounting Principles, the Texas State Comptroller, The University of Texas System, and other applicable regulatory and oversight agencies.

Our services range from managing the month-end and year-end accounting close functions to producing internal and external reports and financial analysis. We also review requests to modify or establish cost centers and department IDs and process interdepartmental transfers and accounting corrections. Additionally, we assist with the monthly departmental financial review process and the setup and maintenance of capital projects. We also perform grant accounting functions, such as cost transfer processing and letter of credit drawdowns, as well as financial aid project monitoring and service center monitoring.

We invite you to explore our services to learn how we can support you.

## Our Services



- Access the Accounting Services website for various links and tools: <https://www.utsa.edu/financialaffairs/services/accounting/index.html>
- Links to Forms & Worksheets
- Links to SAHARA information
- Training
- Helpful Queries



# Helpful Queries

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

# General Accounting Information

## REMINDER

- Accrual and pre-paid threshold is \$10,000
- If less than \$10,000 it will be expensed in year paid



# General Accounting Information

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## Corrections:

- Follow established procedures for all manual and easy correct journal -  
<https://www.utsa.edu/financialaffairs/services/accounting/corrections/index.html>
- Send corrections for sponsored projects to the applicable RSC administrator
  - These corrections will follow same guidelines and deadlines as those sent for manual accounting corrections
  - Link to instructions & form -  
<https://www.utsa.edu/financialaffairs/services/accounting/grant-accounting/cost-transfers.html>

**Corrections due September 8 at 3PM**



# General Accounting Information

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## Corrections (cont'd)

- 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 – none will be made after year end – **critical to review currently**



# Fiscal Services

- All FY22 departmental revenue must be delivered to Fiscal Services no later than **4:00pm on August 31** in order to be recorded in the correct fiscal year.
- All reimbursement requests for petty cash funds for FY22 must be submitted to Fiscal Services no later than **3:00pm on August 31.**
- Requests submitted after this time will be recorded in the upcoming FY23 fiscal year.



# Year-End Considerations for Capital and Controlled Purchases

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Please ensure that Receiving Reports are complete for any capital and controlled items **received by August 31.**

NEVER complete a Receiving Report for an item not received. That is considered false financial reporting.

Once received, please contact the Inventory Department to have items tagged to ensure they are recorded with FY22 activity.

# Critical Accounting Deadlines

|   |   |
|---|---|
| August 19   | Corrections through July due to Accounting Services by 5 PM                                   |
| September 2   | Inventory Reconciliation due to Account Services by NOON                                      |
| September 2   | IDT for services rendered for FY22 must be received in Accounting Services                    |
| September 4   | Tentative – Announcement from Financial Affairs to review (preliminary) August reconciliation |
| September 8   | Corrections for August due to Accounting Services by 3 PM                                     |
| <b>Once deadlines have passed, any prior year corrections involving cost centers will require a budget transfer</b> |   |

# Cost Transfers and Corrections Critical Dates

|             |   |
|-------------|---|
| August 14   | July 2022 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a> by 5 PM   |
| September 4 | Preliminary reconciliations tentatively ready (will be announced)   |
| September 8 | August 2022 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a> by NOON |





# 5 Minute Break







# Purchasing

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Ynes Alderson, Associate Director



# Purchasing Department FY22 Year-End Dates

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|                     |   |
|---------------------|---|
| June 1              | Next Year Flag activated in Rowdy Exchange  |
| June 24             | Last day to submit requisitions over \$50,000 using FY22 Funds**                    |
| July 29             | Last Day to submit FY22 requisitions with value between \$15,000 - \$49,999         |
| August 12           | Last day to request FY22 Purchase Order Closures                                    |
| August 12           | Last day to submit POC Purchase Order Change request                                |
| August 19           | Access to Rowdy Exchange removed until Sept 1 <sup>st</sup>                         |
| <b>Post PO Roll</b> | Requisition creation using FY23 funds enabled (no later than Sept 2 <sup>nd</sup> ) |

\*Purchasing **will not** process any requisition received after the deadlines stated above. Orders received after these deadlines will be returned and asked to be recreated for FY 23.

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

# Purchasing Department Purchase Order Encumbrance Clean Up

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- Reviewing Purchase Orders with remaining encumbrance should take place monthly throughout the year.
- Use the following PeopleSoft queries for reviewing PO encumbrances Focus on all PO's with open encumbrance
  - UTS\_PO\_OPEN\_ENC\_BY\_CC
  - UTS\_PO\_OPEN\_ENC\_BY\_DEPT
  - UTS\_PO\_OPEN\_ENC\_BY\_PROJECT
- Closing a PO releases any remaining encumbrance, if you wish to use the funds this year close-out prior to July 1.
- Request to close PO's must be received by end of day August 12
- Eligible PO's with remaining encumbrances will **automatically** roll into FY23, unless a request to close the PO is sent to [purchasing@utsa.edu](mailto:purchasing@utsa.edu)

# Purchasing Department PO Roll – Not eligible

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- POs with Quantities that have been fully received (with partially paid lines)
- Zero encumbrance POs and zero dollar lines are not eligible to roll



# Purchasing Department Valid PO Roll Requirements

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- PO must have a valid Budget
- Budget errors prevent PO roll (Department must correct)
  - Closed Grants
  - Insufficient funds
  - Invalid Cost centers and department ID's
- Purchasing will work with departments to resolve matching issues if possible

Note: In the event a purchase order did not roll, departments must create a new requisition in the new year.

# Purchasing Department Service POs

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

- Existing PO's (POC):  
Copier Service (POC required to add funding)
- New PO's created for:  
Cell Phones ref. [HOP 9.49 Cellular Phones and Services](#)  
Maintenance Agreements

**Remember to select Quantity 1, Amount only for services or long-term lease agreements**



# Contact Us

Main line: 210-458-4060

Fax line: 210-458-4236

Location: NPB 451

Email: [purchasing@utsa.edu](mailto:purchasing@utsa.edu)

Website: [Purchasing](#)





# Disbursements, Travel, and Credit Card Administration

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Nora Compean, Director of Disbursements & Travel Services

# Critical Disbursements & Travel Services Deadlines

| July 8      | Departments must route electronically <b>all</b> Non-PO vouchers and Expense Reports to DTS from Sept – June (reimbursements, travel advances, participant advances, athletic advances, student travel expenses) |
|-------------|--|
| July 15     | Departments must route electronically <b>all</b> Non-PO vouchers and Expense Reports to DTS from July 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel advances)   |
| August 5    | Departments must route electronically <b>all</b> Non-PO vouchers and Expense Reports to DTS from July 16-31 (reimbursements, travel advances, participants advances, athletic advances, student travel expenses) |
| August 16   | Departments must route electronically <b>all</b> Non-PO vouchers and Expense Reports to DTS from August 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses) |
| August 22   | Departments must route electronically <b>all</b> Non-PO vouchers and Expense Reports to DTS for any expenses incurred from August 16-19<br><br>Last day to submit Wire Transfer Requests                         |
| August 22   | Departments must route electronically <b>all</b> Non-PO vouchers and Expense Reports to DTS if expensed out in FY22 for \$10,000 or less   |
| August 24   | All remaining Expense Reports after August 20 must be submitted and routed to DTS if expensed out in FY22 (reimbursements, travel advances, participants advances, athletic advances)                            |
| August 29   | Last check run at noon for FY22  |
| September 1 | FY23 open for processing   |



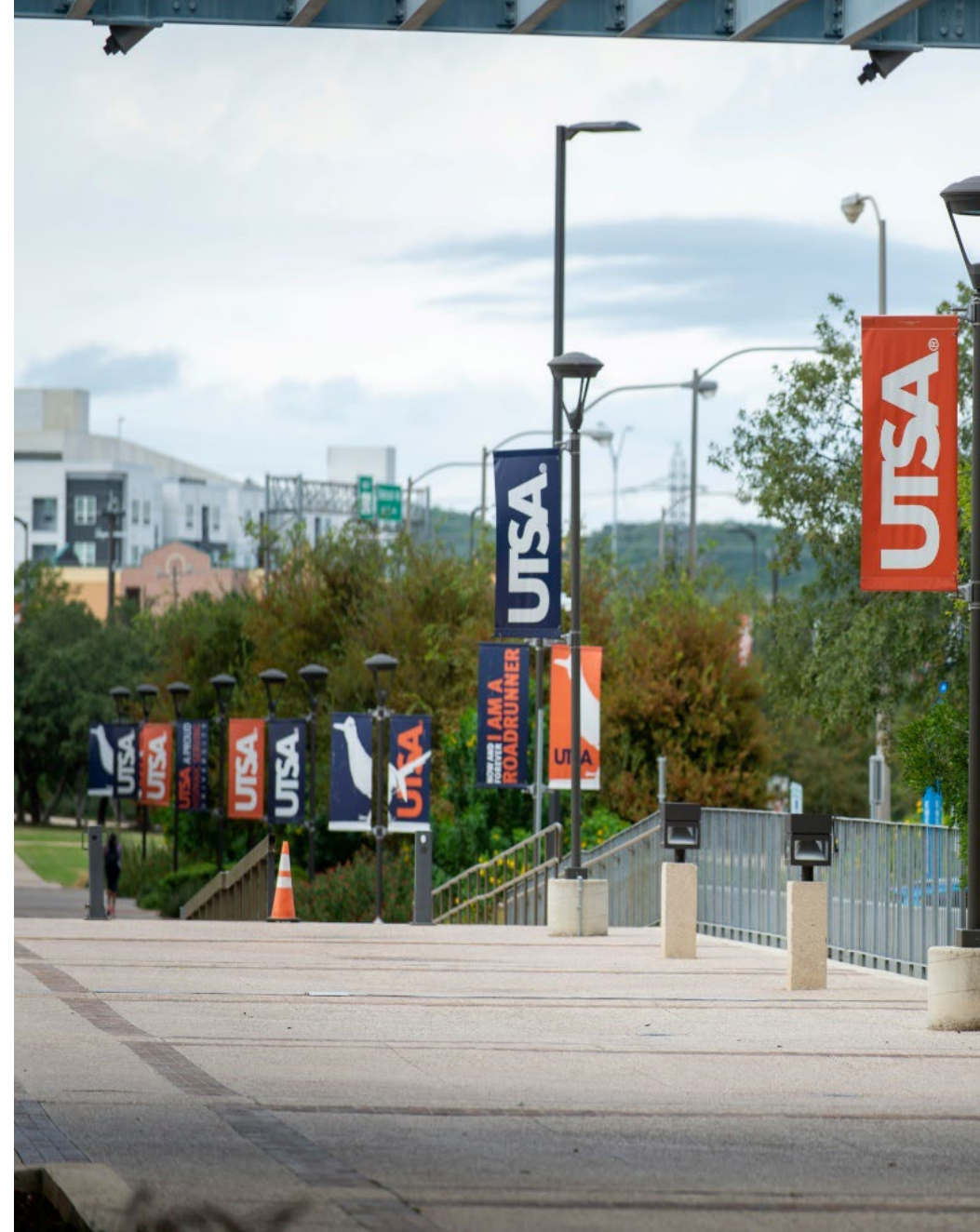
# Year-End T&E DTS Functions

---

Travel encumbrances (budget funding set aside to pay for travel) will roll forward to FY23

Per the [Travel Advance Financial Guideline](#), all outstanding travel expenditures must be settled within 30 days after travel is completed

All travel advances must be settled and in DTS by **August 24**, if expensed out in FY22



# Year-End T&E Functions cont'd

---

Travel/Cash Advance requests not approved before end of FY22 will be approved in new FY23. The accounting date will be updated to new FY23

Travel & Expense (T&E) reimbursements not received by Aug. 24 deadlines will be processed in FY 23

- Do **not** create new expense reports after Aug. 24, 2022

Non-Purchase Order (PO) vouchers not approved in FY22 will be rolled forward to FY 22



# Expense Report Reminders

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

- Properly link the TA or CA to Expense Reports also minimizes:
  - Having to “Send Back” or return documents to creator for corrections
  - Delays due to rerouting of document approval
  - Delays in reimbursing traveler

# Expense Report Reminders

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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 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

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Monitor document status on Expense Reports in the Workflow:

- **UTS\_EXP\_PND\_STAT\_WF\_PRMPT\_MOD**

Monitor open encumbrance Travel Authorizations for department travelers. Queries are available in production:

- By cost center: **UTS\_TE\_TAUTH\_OPEN\_ENC\_BY\_CC**
- By department: **UTS\_TE\_TAUTH\_OPEN\_ENC\_BY DEPT**
- By project ID: **UTS\_TE\_TAUTH\_OPEN\_ENC\_BY\_PROJ**

# T&E Notifications

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Automated e-notification reminders are generated for all outstanding documents that require “certification or approval” action at 7, 15, 30, 60 and 90 days after submission date

- Available to Travel Authorizations, Expense Reports, Cash Advances, Journal Vouchers and AP Vouchers

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 restrict regions
- Provides information including what you can take with you, activities you engage in, security best practices, and more.



# T&E e-Notifications

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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 State Federal Relations \(OSFR\)](#)
- Includes activities that involved obtaining or spending federal funds or impact federal policy
- Travel finding for UTSA on last Post-Payment audit



# Travel Restrictions

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Foreign travel 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

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- 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

On-demand, online training:

- **Travel & Cash Advance Processing (PS0309.01)** available on [My Training](#)



# 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 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

---

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 source for meal per diems:
  - 62304 Travel Student Non-Employee
  - 62305 Travel Student to Foreign
  - 62306 Partial Travel Student Non-Employee
  - 62307 Partial Travel Student Non-Employee Foreign

# General T&E and AP Reminders

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- Approved electronic Travel Authorizations by first day of travel; otherwise, complete a Travel Authorization Form (TAF)
  - After-the-fact authorizations require manual processing and affect the efficiency of the travel process at several points. Monitoring controls will establish 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

---

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 (expense report):

- Ensure “prepayment methods” used to pay for expenses are reflected on the expense report
- Indicate that the **Payment Type** was **Paid by Employee** (do not use “Travel Agency Charge”)
- Box must be marked as **Non-Reimbursable**





# General T&E and AP Reminders cont'd

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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 [Business-Related Hospitality and Entertainment Expenditures](#) Financial Guideline
  - Proper approvals to include certification if not completed electronically
  - Completed and approved within 90 days of date expense occurred
- Verify accuracy of information
  - Vendor #
  - Remittance address
  - Direct deposit information

# General AP Reminders

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- To minimize voucher match exceptions and payment delays to vendors:
  - Process a POC (e.g. for annual copier expenses) and provide PO number to vendor
- Create Non-PO vouchers for Airgas payments
- Complete desktop receiving for goods received or services rendered:
  - When goods are received in the department (not prior)
  - Automated e-notification reminders sent to submitters to receive goods in Rowdy Exchange enabled May 18, 2020

# Prepayments and After-the-Fact (ATF)

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## Prepayments

- [Prepayment](#) terms must be referenced on Purchase Order (PO)
- Prepayments more than \$10,000 require approval from Director of DTS or Assistant VP of Supply Chain
- Submit invoice to [disbursements.travel@utsa.edu](mailto:disbursements.travel@utsa.edu)

## After-the-fact (ATF) PO

- Required if PO or contract was not processed **prior** to goods delivered or services rendered
- Access Rowdy Exchange to process ATF
- Reference ATF# on invoices and submit to [disbursements.travel@utsa.edu](mailto:disbursements.travel@utsa.edu)

# General AP Reminders

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

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- 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 \(OSFR\)](#)

# PaymentWorks: Vendor Onboarding Process

- Visit the [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



# One Card Year-End Deadlines

|             |   |
|-------------|---|
| July 15     | <b>Recommend last day to charge to FY22*</b><br><b>Departmental approval due by 5 pm for July 3 statement</b>   |
| August 4    | Transactions for August 3 statement ready for reconciliation  |
| August 16   | Departmental approval due by 5 pm for August 3 statement  |
| September 5 | Transactions for September 3 statement ready for reconciliation   |
| September 8 | One Card reconciliations completed and approved by 10 am on September 8 will be processed for immediate payment<br><br>Payment vouchers over \$10,000 will be charged to FY22; all others will be charged to FY23 |

\*Please follow the recommended last day to charge if you want to pay from FY22 funds. UTSA has no control over the vendor's or the bank's credit card processing and posting dates.

# One Card Reminders

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- State vendor hold searches not required for travel purchases to include airfare, hotels, restaurants, and registration
- State vendor hold searches required for all other purchases
- 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

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- On-Demand training: **One Card Reconciliation and Payment Processing (AM590.01)** available on [MyTraining](#)
- Visit the [Credit Card Administration](#) website for more information
- Credit cards are mailed directly to departments
- Monthly reconciliation is due by the 20<sup>th</sup> of each month (or other published deadline 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](mailto:creditcards@utsa.edu)

# Contact Us

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Main line: 458-4213

Fax line: 458-4236

Location: NPB 451

Email: [disbursement.travel@utsa.edu](mailto:disbursement.travel@utsa.edu)  
[creditcards@utsa.edu](mailto:creditcards@utsa.edu)

Website: [Disbursements & Travel Services](#)  
[Credit Card Administration](#)





# People Excellence

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Georgina Anguiano-Elliott, Employee Services Manager

# Fall Hires/Rehires

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- Faculty
  - Submit appropriate eForm (Appointment or contract additions/changes)
  - eForm will route for approval from Dean, Provost, Grants and Budget offices
  - Tenure, tenure track, fixed-term track (rolling contracts) are renewed automatically
  - New office Faculty Personnel Services will be the final approvers



# Fall Hires/Rehires

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- Staff
  - Partner with Talent Acquisition
  - Check the TAM posting box on eForm
- Students
  - Submit appropriate eForm (Appointment or contract additions/changes)
  - Must be enrolled
  - Can only work 19 hours

# New Hire Process

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- Employees may **not** begin working until approved by People Excellence via a "completed" status eForm
- All new employees must complete the Employee Self Service (ESS)
  - Complete I-9 form section 1 no later than date of hire
    - Documents must be verified in person, NPB 451 8a.m.-12p.m. and 1p.m.-5p.m.
  - W4 and direct deposit
  - Biographical updates like address changes, emergency contact, privacy, veterans, ethnicity
- Hire/Rehire routed no later than 30 days before effective date

# Helpful Information

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- All new hires will need 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 2 weeks for processing due to unforeseen delays and peak processing periods

# Terminations

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- Appointments with end dates will auto term
- Resignations, terminations, retirements, etc.
  - Use termination request in eForms
- Reference payroll deadlines
  - Beware of overpayments
    - Monthly employees (i.e. 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

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

# Helpful Links

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- [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

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- TX state service determines the maximum number of vacation hours that can be carried from one fiscal year to the next.
- Vacation hours exceeding carry over limit will be converted to sick leave at the end of each fiscal year
  - Occurs around September 1
- Projected vacation carryover amount can be found in Employee Self Service under absence balance details. (ESS/Time and Attendance/Absence Balance Details)
  - Maximum hours to carry forward is proportionate to the part-time regular benefits-eligible employees' FTE

# Absence Balance Details

| Time and Attendance   |                         |                                      |                       |                    |                            |                            |
|---|-------------------------|--------------------------------------|-----------------------|--------------------|----------------------------|----------------------------|
| Absence Balance Summary   Absence Balance Details   Allowable Carryover Details   Personal Workforce Summary   State Service   Retirement Program |                         |                                      |                       |                    |                            |                            |
| Name  |                         | Employee ID#                         |                       | Employee Record    |                            | 0                          |
| Department  |                         | Employee Classification              |                       | CL                 | Payroll Status             | Active                     |
| State Service Months  |                         | 101                                  | Last Period Finalized | 04/16/2021         | 6-Month Service Eligible   | Yes                        |
| Current Carryover Details   |                         |                                      |                       |                    |                            |                            |
| Personalize   Find     First 1 of 1 Last  |                         |                                      |                       |                    |                            |                            |
| Current Service Months  | Current Accrual Rate    | Current Vacation Balance             | Maximum Carryover     | Projected Accruals | Projected Vacation Balance | Projected Transfer to Sick |
| 101   | 10.00                   | 290.00                               | 268.00                | 30.00              | 320.00                     | 52.00                      |
| *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   |                         |                                      |                       |                    |                            |                            |
| State Service Months  | Hours Accrued Per Month | Allowable Accrued Hours to Carryover |                       |                    |                            |                            |
| 0 to 23   | 8.00                    | 180.00                               |                       |                    |                            |                            |
| 24 to 59  | 9.00                    | 244.00                               |                       |                    |                            |                            |
| 60 to 119   | 10.00                   | 268.00                               |                       |                    |                            |                            |
| 120 to 179  | 11.00                   | 292.00                               |                       |                    |                            |                            |
| 180 to 239  | 13.00                   | 340.00                               |                       |                    |                            |                            |
| 240 to 299  | 15.00                   | 388.00                               |                       |                    |                            |                            |
| 300 to 359  | 17.00                   | 436.00                               |                       |                    |                            |                            |
| 360 to 419  | 19.00                   | 484.00                               |                       |                    |                            |                            |
| 420 to 999  | 21.00                   | 532.00                               |                       |                    |                            |                            |



# Guideline for Maximum Vacation Carryover

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- All vacation leave requests should be approved by the employee's immediate supervisor in advance before taking leave
  - Vacation time over the maximum must be taken no later than August 31
- Please ensure all time and absences are reported in PeopleSoft by Timesheet Deadlines
  - Dates can be located on Payroll Services website  
<https://www.utsa.edu/financialaffairs/services/payroll/payroll-deadlines/index.html>

# Contact Us

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Main line: 458-4250

Fax line: 458-4287

Location: NPB 451

Email: [hr@utsa.edu](mailto:hr@utsa.edu)

Website: [People Excellence](#)







# Test Your Knowledge

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1. Open an internet browser
2. Go to [www.menti.com](https://www.menti.com)
3. Enter the code you see on the screen
4. Type in your first name and hit enter

# Evaluation

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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  
Open the camera on your mobile device 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

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 add comments in the open comment box at the end of the evaluation

**UTSA<sup>®</sup>**  
**CREATING**  
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