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Fiscal Year-End Workshop

Refresher

Agenda

- Opening & Welcome
- Budget & Financial Planning
- PeopleSoft Queries
- Sub-Certification
- Payroll Services
- Accounting Services
- BREAK
- Grants & Contracts Financial Services
- Purchasing
- Disbursements & Travel Services
- People Excellence
- Closing & Questions





Budget & Financial Planning

Presenter, TBD

Budget: Funding on Positions Deadline for Corrections

Employee Type	Pay Periods Ending	Funding Changes on eForm Must bBe Submitted and Approved By
All Semi-Monthly & Monthly Payrolls	Aug. 15 and Aug. 31	Friday, Aug. 9

Deadline for work study retroactive funding changes is July 10
Deadline for all other retroactive funding changes is Aug. 21

DBT: Department Budget Table

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

FY25 DBT Opens = **Monday, July 15**

(This is when departments can start processing 9/1 eForms)

The initial FY25 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 Sept. 1 effective date
- If a position **was NOT Permanently Budgeted** in the Hyperion budget process – the funding source in PeopleSoft on July 8 will be rolled forward with a Sept. 1 effective date

NOTE: Position Funding changes will **NOT BE PROCESSED** between July 8-14

DBT: Dual Year Processing

New Position Request eForms processed in FY24, on or after July 8

- In order to assign funding to the position in FY25, one of the following eForms must also be created (with an FY25 effective date):
 - An Appointment eForm
 - A Funding Change eForm

Funding changes on eForms processed in FY24, on or after July 8

- In order to continue the same funding source in FY25, a Funding Change eForm effective Sept. 1 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

eForms

For eForms submitted in FY24, but after the FY25 DBT is open –

- **After** Sept. 1, departments should run query to obtain Sept. 1 funding
 - UTS_CA_ALL_POSN_BUDGETED
- Determine if additional eForms are needed to change position funding



Budget Transfers

For FY24 budget transfers submitted in PeopleSoft **after March 29, 2024:**

- A review should be done by departments to determine if the transfer was intended to be recurring and, if so, was factored into the Hyperion process
- If not included in Hyperion, then an FY25 transfer may need to be processed again in PeopleSoft in the new fiscal year

FY24: Ending Balance Report Review

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

- Provides year-to-date activity for all funds/cost centers in each college and VP area
- In July/August negative balances will be shared with University Finance Team

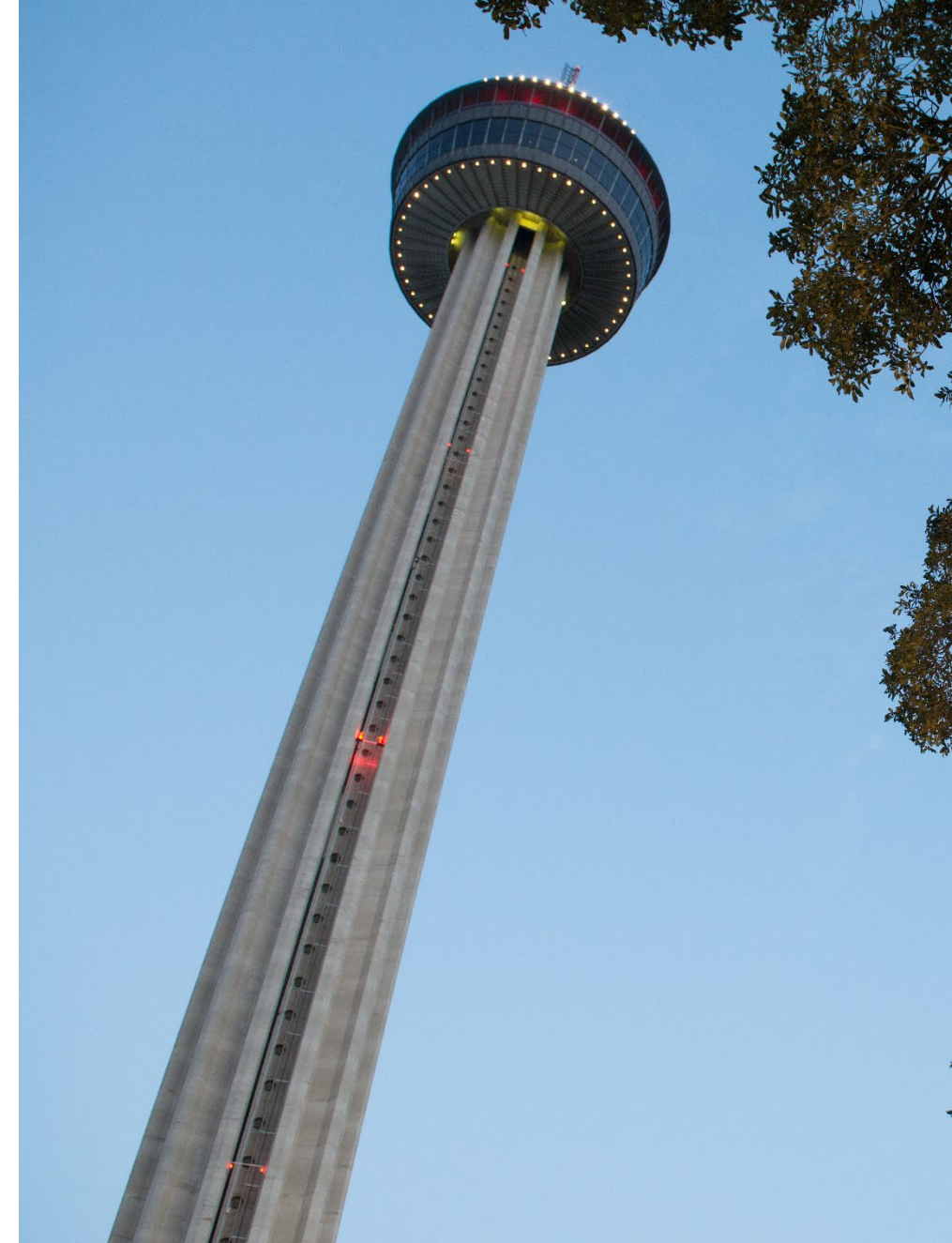
IMPORTANT! All deficit (negative) balances **must** be resolved prior to the August month-end close.

FY25: Operating Budget

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

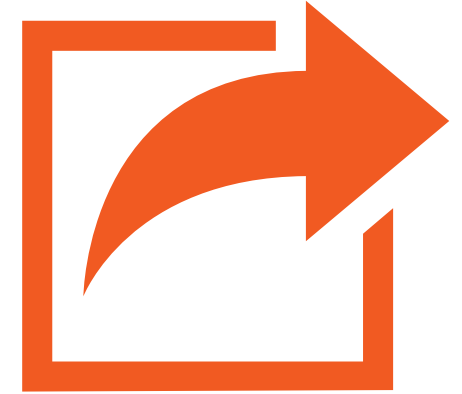
When will you see your budgets:

- Original budgets are loaded into PeopleSoft in August
- Spreadsheets with budget details will be provided to college and VP financial leads



FY24: Carry Forward into FY25

- Will load into PeopleSoft at the end of September
 - Budget check will be turned off during September
 - We will provide spreadsheets with carry-forward details to college and VP financial leads
-
- **Important Note:** Budgets related to open POs that roll forward to the new fiscal year will be loaded into the same cost center



FY24: Carry Forward Process

➤ **Committed Year-End Balances**

- Refer 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.

➤ **Lapse vs. Roll Forward**

- Lapse = current year budget transfer of the year-end balance to the RESERVE cost center that the roll-forward will be recorded in for the next year.
- Roll Forward = the process in PeopleSoft to transition the cost center ending balance from old year to new year.

FY24: Carry Forward Process

E&G and Designated Tuition (DT) Funds		
Fund Description	Fund Number	Process
E&G (excludes select group of cost centers for E&G lab fees – see below)	2100	<p style="text-align: center;">Academic Revenue Units</p> <ul style="list-style-type: none"> All E&G, Designated Tuition and Differential Tuition unexpended balances lapse to dean’s Reserve Cost Centers. This includes current year salary savings (both faculty and staff). Certain exceptions will not be lapsed to Reserve, but will roll forward to the same cost center for a dedicated purpose <ul style="list-style-type: none"> ~ Start-up (identified in list provided by VPAA in these funds only) ~ Scholarships with 997 function code ~ Plant fund cost centers with 800 function code ~ Cost share ~ E&G lab fees Committed balances roll forward to same cost center regardless of purpose. <p style="text-align: center;">Academic and Admin Support Units</p> <ul style="list-style-type: none"> All E&G, Designated Tuition and Differential Tuition unexpended balances, including staff salary savings, roll forward to SVP/VP Reserve Cost Center. Committed balances roll forward to the same cost center.
Designated Tuition	3105	
Differential Tuition	3106	

FY24: Carry Forward Process

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

FY24: Carry Forward Process

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

FY24: Carry Forward Process

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



Budget: Contact Us

Main line: 210-458-6615

Email: budget@utsa.edu

Website: [Budget](#)

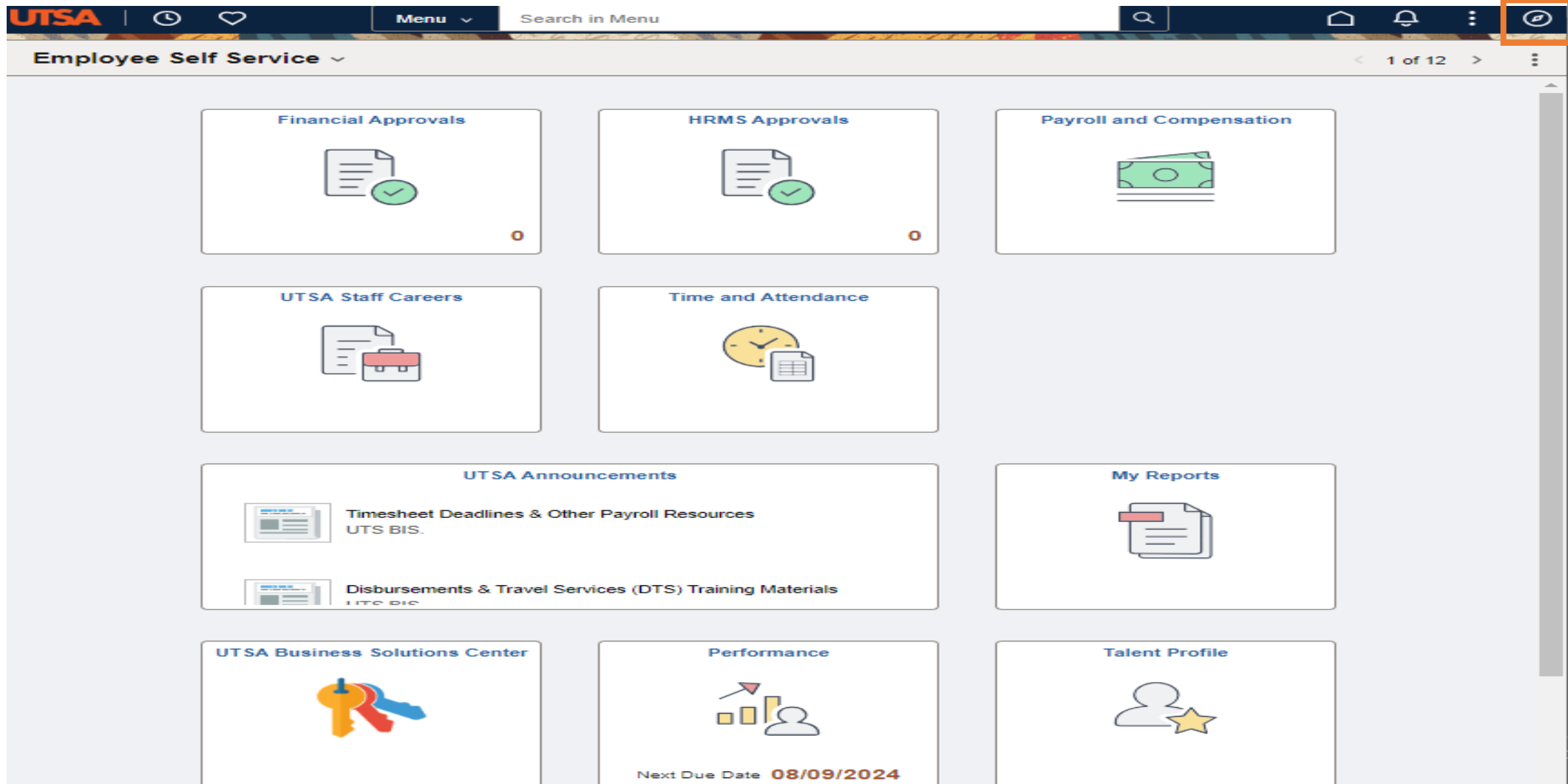


PeopleSoft Queries

Victoria Downing, Senior Budget Decision Support Analyst

How to Run a Query

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



How to Run a Query

Select Menu

The NavBar menu is located on the left side of the interface. It contains several items: My Links, HRMS Approvals, Financial Approvals, Recently Visited, Favorites, and a Menu icon at the bottom. The Menu icon, represented by three horizontal lines, is highlighted with a blue box.

Select either Financials or HRMS

The main menu is displayed in a list format. The items 'Financials' and 'HRMS' are highlighted with orange boxes. Other items in the list include Financials RPT, HRMS RPT, New Employee Resources, UTShare Resources, Enterprise Components, My Content, Worklist, Reporting Tools, and PeopleTools.

Select Reporting Tools

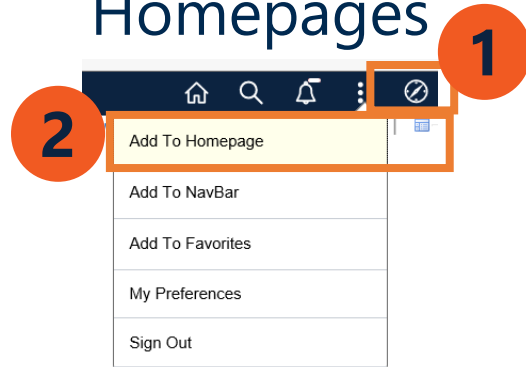
The Reporting Tools menu is shown as a list of options. The 'Reporting Tools' item is highlighted with an orange box. Other items include New Employee Resources, UTShare Resources, Employee Self-Service, UTZ Customizations, Workforce Development, Enterprise Components, My Content, Worklist, and PeopleTools.

Select Query then Select Query Viewer

Two screenshots illustrate the selection process. The top screenshot shows the 'Reporting Tools' menu with 'Query' highlighted. The bottom screenshot shows the 'Query' menu with 'Query Viewer' highlighted.

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 in **FMS**

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](#)

Search Results

*Folder View

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UTSA_SPEEDTYPE_LIST_DEPT	UTSA_SpeedType_List_BY_DEPT	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

How to Run a Query (continued)

- Or click “Advanced Search” and use a word that may be in the query

Query Viewer

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

*Search By

- Switch drop-down menu from “Begins With” to “contains”
- Enter word under Query Name **contains**
 - EX: Speed

Query Viewer

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

=

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

Sample of Beneficial Back Office HCM Queries

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

➤ **Verify funding source**

- UTS_CA_ALL_POSN_BUDGETED – this report pulls a multitude of funding date fields of all positions owned by the department, and it shows the DBT funding which can be useful as a high-level starting point
 - **Note:** Important to run query after **Sept. 1**

➤ **Verify eForms**

- UTS_HR_EFORMS_APPROVED_EMPL – this report pulls e-form tracking by employee and can be useful as a high-level starting point

➤ **Confirm filled and vacant positions in department**

- UTS_CA_FILLED_AND_VACANT_POS – this report pulls lists all jobs – active and inactive but does not have DBT budgeted

➤ **Verify employee classification types have submitted their timesheets**

- UTS_TL_MISSING_TIMESHEETS_DEPT – this report pulls rows of missing timesheets by Start Date and department

Sample of Beneficial Back Office FMS Queries

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

- **Verify speedtypes by department**
 - UTSA_SPEEDTYPES_LIST_DEPT – this report pulls a list of speedtypes for Cost Centers, Sponsored Projects and Capital projects by department
- **Verify speedtypes all departments**
 - UTZ_GL_SPEEDTYPES – this report pulls a list with details speedtypes for Cost Centers, Sponsored Projects and Capital projects in all departments
- **Verify SAHARA Account Reconciliation Security setup**
 - UTS_SAHARA_ARA_SECURITY – this report pulls a list of cost centers and PID's under the department have a reconciler and owner
- **Confirm budget transfers has moved from Cost Center and/or Project to new department ID for transfers**
 - UTS_KK_BUDGET_TRANSFERS_ACCTN – this report pulls a list of budget transfers with journal ID, date of journal, description and can be useful as a high-level starting point

Resources

List of beneficial queries are available on the Financial Affairs Training website:

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

Areas with available Queries

- DTS Queries
- One Card Queries
- Accounting Service Queries





Fiscal Management Sub-Certification

Victoria Downing, Senior Budget Decision Support Analyst

Annual Financial Certification Process

The Fiscal Management Sub-Certification, also known as the Annual Financial Certification, must be completed by department managers annually in the Shared Accounts Reconciliation Application (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

Completed By the Department Manager

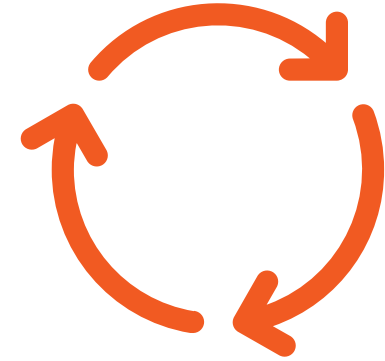
- No delegations of sub-certification allowed
- Based upon the department manager in place as of **Aug. 31**, must certify even if they were not there the full year
- Ensure department manager updates are made before August
- Compare query UTZ_GL_SPEEDTYPES against query UTS_SAHARA_ARA_SECURITY to make sure your department has a reconciler and owner to cost center and sponsored project
 - Submit a [Chart of Accounts Maintenance Request Form](#) to make department manager changes
- 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

- Department manager can see which cost centers and projects have been reconciled and approved for which periods by using query: UTS_SAHARA_ARA_SUMMARY
- **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
 - Executive 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

Reminder to Update Department Managers Timely

- If there is a change in the department manager, the department manager/owner must be updated in order for them to complete the financial certification:
 - You will need to complete the [Chart of Accounts Maintenance \(COA\) Form](#), which updates the new manager as the SAHARA owner for approval and certification
 - In addition to completing the Chart of Accounts Maintenance form, if the department manager is a new employee and requires PeopleSoft roles, you will need to complete the [Departmental User Access Form](#)

Reminder to Update Department Managers Timely (continued)

- New sponsored project ID or cost centers setup without a COA form
 - Upon completion of the required information on the spreadsheet, department will create a [Service Now ticket](#) and attach the spreadsheet. Select Sahara for correct ticket template.
 - The ticket will be routed to UTS-EADS (Business Information Systems) for completion and update to the Sahara tables, so departments will have access for Sahara reconciliation review and approval.

What kind of help do you need?

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

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

Resources

Resource available on the [Financial Affairs Training website](#)

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





Payroll Services

Nnennaya Ikwuagwu, Director

Critical Payroll Deadlines — Salary

Aug. 9 4 p.m.	Additional Pay eForm Deadline; must be fully approved, without errors and received by deadline to process for payment using FY24 funds
Aug. 12	Last date for Off-Cycle Check Requests accepted by the Payroll Office. There will be no Off-Cycle Check printing Aug. 28-31.
Aug. 12	Last salaried employee weekly timesheet due date for the Aug. 5-11 workweek to meet the August monthly payroll processing deadline
Aug. 19	Deadline to approve employees' timesheets, including Overtime Comp Time Payout (OCP) hours
Note: Late entries will be processed following fiscal year – September.	

Critical Payroll Deadlines - Hourly

Aug. 16	Hourly employee weekly timesheet for the Aug. 1-15 pay period due to their supervisor
Aug. 19 (By 3 p.m.)	Supervisor approval by 3 p.m.
Sept. 3	10 a.m.: Hourly employee weekly timesheet due date for the Aug. 16-31 pay period.
Sept. 3	3 p.m.: Supervisor timesheet approval due
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
- VPs will review and determine if employees on their report are still eligible in FY25
- If all employees are still eligible, return list confirming no changes to **payroll@utsa.edu** by **Sept. 1**



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
- 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 FY25. 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

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



Contact Us

Main line: 458-4280

Fax line: 458-4236

Location: NPB 451

Email: payroll@utsa.edu

Website: [Payroll Services](#)





Accounting

Cynthia Schweers, Assistant Controller

Critical Accounting Deadlines

Aug. 16	Corrections through July due to Accounting Services by 5 p.m.
Sept. 5	Inventory Reconciliation due to Account Services by NOON
Sept. 5	IDT for services rendered for FY24 must be received in Accounting Services by NOON
Sept. 6	Tentative – Announcement from Financial Affairs to review (preliminary) August reconciliation
Sept. 11	Corrections for August due to Accounting Services by 3 p.m.

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

Cost Transfers and Corrections Critical Dates

Aug. 14	July 2024 activity cost transfers are due to Controller.VPRAssist@utsa.edu by 5 p.m.
Sept. 6	Preliminary reconciliations tentatively ready (will be announced)
Sept. 11	August 2024 activity cost transfers are due to Controller.VPRAssist@utsa.edu by NOON



General Accounting Information

Reminder

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



Accounting Corrections

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

Corrections due Sept. 11 at 3 p.m.

Accounting Corrections

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



Year-End Accounting Functions

Accruals – Items owed but not paid before end of year

- For services rendered or goods received as of Aug. 31, 2024
- Materiality factor of > \$10,000 per item
- Vouchers for \$10,000 or less must be routed to DTS by **Aug. 23** to be included in FY2024 expenses

Service Centers Inter-Departmental Transfers (IDTs)

- IDT for services rendered for FY24 by **NOON** on **Sept. 5**

Inventory

- Relevant departments: Complete inventory count and reconciliation must be sent to Accounting by **Sept. 5** at **NOON**



Fiscal Services

- FY24 departmental revenue must be delivered to Fiscal Services no later than **4 p.m. on Aug. 30** to be recorded in the correct fiscal year.
- Reimbursement requests for petty cash funds for FY24 must be submitted to Fiscal Services no later than **3 p.m. on Aug. 30**
- Requests submitted after this time will be recorded in the upcoming FY25 fiscal year.

Year-End Considerations for Capital and Controlled Purchases

- Please ensure that Receiving Reports are complete for any capital and controlled items **received by Aug. 30**
- 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 FY24 activity.

Contact Us

Main line: 458-4212

Fax line: 458-4236

Location: NPB 451

Email: accounting.ofc@utsa.edu

Website: [Accounting Services](#)



TIME
FOR
A
BREAK!



Purchasing

Ynes Alderson, Associate Director

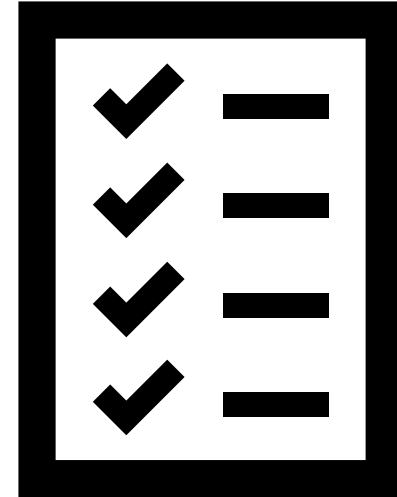
Purchasing Department FY24 Year-End Dates

June 3	Next Year Flag activated in Rowdy Exchange
June 21	Last day to submit requisitions over \$50,000 using FY24 Funds**
July 26	Last day to submit FY24 requisitions with value between \$15,000 and \$49,999
Aug. 9	Last day to request FY24 Purchase Order Closures
Aug. 9	Last day to submit POC Purchase Order Change request
Aug. 16	Last-day POs will encumber FY24 funds \$14,999 and under Access to Rowdy Exchange will be removed until Sept. 3
Post PO Roll	Requisition creation using FY25 funds enabled (no later than Sept. 3)

** All workflow approvals (budget, commodity and foreign vendor) must be completed by COB (close of business) of deadline date. Requisitions received after the deadlines stated above may be returned and asked to be re-created for FY25.

Purchasing Department Year-End Checklist

- ✓ Run Queries
- ✓ Review PO Status – In PeopleSoft
- ✓ Address Errors
 - Types of Budget Errors
 - POC (purchase order change) may be required
- ✓ If payment has not been processed
 - Has item(s) been received/has the PO been invoiced
 - Receiving report must be created
- ✓ Zero to \$.01 (penny) POs
- ✓ Should PO be closed?
 - Closing releases any remaining encumbrance
 - Email purchasing@utsa.edu to request closure (The last day to submit is Aug. 9)



Purchasing Department Queries

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

The following queries are for viewing PO encumbrances in PeopleSoft:

- UTS_PO_OPEN_ENC_BY_CC
- UTS_PO_OPEN_ENC_BY_DEPT
- UTS_PO_OPEN_ENC_BY_PROJECT

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

- UTS_PO_ERROR_STATUS

Purchasing Department Review PO Status

Employee Self Service

Purchase Order Inquiry

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

Find an Existing Value | Keyword Search

▼ Search Criteria

Business Unit	=	▼	UTSA1	🔍
PO ID	begins with	▼	PO0050000	🔍
Contract SetID	begins with	▼		🔍
Contract ID	begins with	▼		🔍
Release Number	=	▼		
Purchase Order Date	=	▼		📅
PO Status	=	▼		▼
Short Supplier Name	begins with	▼		🔍
Supplier ID	begins with	▼		🔍
Supplier Name	begins with	▼		🔍
Buyer	begins with	▼		🔍
Buyer Name	begins with	▼		🔍

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Type complete
PO number**

Purchasing Department Review PO Status Continued

Purchase Order Inquiry

Purchase Order

Business Unit UTSA1
PO ID PO0050000

PO Status Compl
Budget Status Valid

PO and Budget status

Header

PO Date 03/13/2018
Supplier Name CELLISCO-001
Supplier ID 0000037246

Receipt Status **Receipt Status Received**

Backorder Status Not Backordered
 Hold From Further Processing

Click to view payments

Amount Summary

Merchandise	55.00
Freight/Tax/Misc.	0.00
Total	55.00 USD
Encumbrance Balance	0.00 USD

Remaining balance

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		Benjamin Garrison-Administrati	44120000	1.0000	BX	27.50 USD	Closed
2		Shannon Rios- ACAD ADVISING CO	44120000	1.0000	BX	27.50 USD	Closed

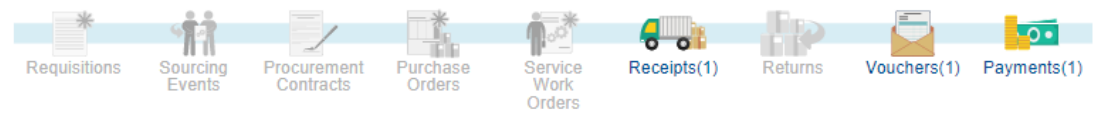
[Return to Search](#) [Notify](#)

[Related](#)

Purchasing Department Review PO Status Continued

Document Status

Business Unit **UTSA1** PO ID **PO0050000**
 Document Date **03/13/2018** Status **Compl**
 Currency **USD** Document Type **Purchase Order**
 Buyer **generic buyer assignment ID** Merchandise Amt **55.00**
 Budget Status **Valid**



Show All

Associated Document Personalize | Find | View All | First 1-3 of 3 Last

Actions	SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Supplier ID	Location	Go To Document Status Inquiry
▼ Actions		UTSA1	Receipt	RC-0006677	Received	04/03/2018			
▼ Actions		UTSA1	Voucher	00162422	Posted	03/21/2018			
▼ Actions	UTSHR		Payment	3100124054	Posted	05/01/2018	0000037246	UTSA01	

For additional information click on Doc ID

Return to Search

Purchasing Department Budget Errors

Types:

- Expired Project(s) –
 - Confirm Project start and end dates
 - POC required to update projects
- Insufficient Funds
 - Budget transfer
 - POC required to update funding
- No Budget Exists
 - Confirm that the Account Code is an allowable expense
 - POC required to update funding

Note: All Budget Errors must be resolved to allow PO to pay, close, or roll (The last day to submit POC is Aug. 9)

Purchasing Department Purchase Order Change (POC's)

When to submit a POC request

- To change the Account or Speed Chart (funding source)
- To change quantity on non-catalog orders
- To change the amount or price of non-catalog orders
- To cancel a PO

DO NOT submit a POC request for Catalog Orders

- To add product(s), update product descriptions, or change pricing, a new requisition is required.

How to Create a POC Reference

https://www.utsa.edu/financialaffairs/training/videos/poc_video.mp4

Purchasing Department Receiving Report

Required for orders funded with state or federal funds or Capital and Control Assets or purchases more than \$4,999.99 (**excluding Amount Only items**)

Examples of receipts required Account Codes for Capitalized and Controlled Purchases

- 21xx (Any state fund code starting with 21)
- 5100-5499 (Federal, state, local, and private grants, contracts and agreements)
- Controlled items (at any cost): Guns (handguns, rifles, automatic weapons, shotguns), Artwork, Specified Lasers, Encryption Technology, Sensors, Propulsion Systems, Infectious Agents, Food for Research, Toxins, Chemicals & Gases, Animals and Certain Materials for the Manufacture of Controlled Goods
- 63162 \$500-\$4,999.99 Cameras, Camcorders, Video Recorders/Players, Sound Systems, TVs, Projectors, Unmanned Aerial Vehicle (UAV): Drones
- 63163 \$500-\$4,999.99 Desktop/Laptop Computers, Tablets and Smartphones
- 86xxx \$5,000 or more (Capitalized)

Purchasing Department Zero to \$.01 (Penny) POs

Zero-dollar value POs or line items will not roll

- At least \$.01 per line is required
- If multiple funding sources (cost centers/projects) are used \$.01 is required per funding source
- POC required to update any zero-dollar PO that needs to roll

\$.01 (Penny) POs

- Multi-year POs must have a penny per line to continue to allow the PO to roll.
 - Examples of multi-year: copier lease, contract agreement(s), and services

Purchasing Department PO Roll – Not Eligible

- 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 will work with departments to assist with ineligible POs if possible
- Note: In the event a purchase order does not roll, departments must create a new requisition in the new year.



Purchasing Department

New Year - Best Practices to keep in mind

1. Enter FY25 requisitions starting June 1, especially for those agreements that will be due first part of September.
2. Submit all FY25 POCs after Sept. 1 – doing so will encumber the funds before invoices arrive.
3. Utilize the GPO Search Tool when obtaining the first quote – doing so will greatly reduce the need to do a formal solicitation.
4. Request vendors to provide shipping costs on the quote – this will reduce the number of POCs later on.



Contact Us

Main line: 210-458-4060

Fax line: 210-458-4236

Email: Purchasing@utsa.edu

Location: NPB 451

Important Websites:

- [Purchasing Website](#)
- [Job Aids](#)
- [Find Your Procurement Specialist](#)



Grants & Contracts, Financial Services

Cynthia Villarreal-Garcia, Director

Year-End Closing and Accounting

- Year-end closing activities are performed each fiscal year to help provide an accurate and complete set of financial records to use as the basis for UTSA's annual financial report.
- Year-end closing for sponsored projects (grants and contracts) adheres to UTSA's year-end accounting deadlines.
- Corrections for sponsored projects should be sent to applicable College Research Team, Office of Sponsored Projects (OSP) reviewer, and Grants Contract and Financial Services (GCFS) accountant

Year-End Accounting Functions

Accruals – Items owed but not paid before end of year

- For services rendered, subawards or goods received as of Aug. 31, 2024
- Materiality factor of > \$10,000 per item
- Contact the sub-awardee for any outstanding invoices and provide the amounts to the Office of Sponsored Projects by Sept. 6

Service Centers Inter-Departmental Transfers (IDTs)

- IDT for services rendered for FY24 by **NOON** on **Sept. 5**

Project Related Cost Transfers

- August 2024 activity cost transfers are due to Controller.VPRAssist@utsa.edu by **NOON** on **Sept. 11**



Sponsored Projects Year-End Review

Salaries/Benefits

- Verify salary/payroll is correctly allocated for all periods in the current fiscal year
- Review summer salaries each month for accuracy to minimize corrections across fiscal years
- FY 24 Project Funding Change eForms must be submitted and approved by Friday, Aug. 9 and all retroactive funding changes are due Aug. 21



Cost Share

- Review cost share accounts for activity
- Process cost share corrections as needed to correctly reflect cost share for the fiscal year
- Ensure budget and expenses reconcile on the cost share account

Travel, Tution, Other Direct, Participant Costs, Capital Expenses and F&A

- Project Budget Lines - review and clear deficits
- Encumbrances – expense any outstanding items
- Project end dates – for closeout or extension actions and ensure expenses occur within the performance period
- Verify allocations were made to the student and process cancellations



Tuition

- Verify allocations were made to the student
- Process cancellations if needed
- Ensure the tuition expenses is recorded in the correct year



Contact Us

Email: GrantsAndContracts.FinancialServices@utsa.edu

Website: [Grants & Contracts Financial Services](#)

Office Location: NPB 451





Disbursements & Travel Services And Credit Card Administration

Nora Compean, Director

Critical Disbursements & Travel Services Deadlines

July 8	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS from Sept. – June (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)
July 22	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS from July 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel advances)
Aug. 5	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS from July 16-31 (reimbursements, travel advances, participants advances, athletic advances, student travel expenses)
Aug. 19	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS from Aug. 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)
Aug. 23	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS for any expenses incurred from Aug. 16-22 Last day to submit Wire Transfer Requests
Aug. 23	Departments must route electronically all Non-PO vouchers and Expense Reports to DTS if expensed out in FY24 for \$10,000 or less
Aug. 26	All remaining Expense Reports after Aug. 22 must be submitted and routed to DTS if expensed out in FY24 (reimbursements, travel advances, participants advances, athletic advances)
Aug. 28	Last check run at noon for FY24
Sept. 2	FY25 open for processing

T&E Helpful Queries

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**



Prepayments and After-the-Fact (ATF)

Prepayments

- All 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

After-the-Fact (ATF) Order

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

PaymentWorks: Vendor Onboarding Process

- Visit the [Supplier Setup](#) web page
- 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 19	Departmental approval due by 5 p.m. for July 3 statement
July 26	Recommended last day to charge for FY24*
Aug. 5	Transactions for Aug. 3 statement ready for reconciliation
Aug. 16	Departmental approval due by 5 p.m. for Aug. 3 statement
Sept. 3	Transactions for September 3 statement ready for reconciliation
Sept. 6	One Card reconciliation completed and approved by 10 a.m. on Sept. 6 will be processed for immediate payment Payment vouchers over \$10,000 will be charged to FY24; all others will be charged to FY25

*Please follow the recommended last day to charge if you want to pay from FY24 funds. UTSA has no control over the vendor's or the bank's credit card processing and posting dates.

One Card Reminders



- 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 20th of each month (or other published deadline due to holidays or EOY activities)
- Departments create non-PO vouchers to pay Citibank
- Include justification with CMR for daily or credit limit increases or to add an MCC code
- Contact information: Send inquiries to creditcards@utsa.edu

Contact Us

Main line: 458-4213

Fax line: 458-4236

Location: NPB 451

Email: disbursement.travel@utsa.edu
creditcards@utsa.edu

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





People Excellence

Andrea McClure, Employee Services Supervisor

Fall Hires/Rehires

➤ Faculty

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

Fall Hires/Rehires

➤ Staff

- Partner with Talent Acquisition

➤ Students

- Submit appropriate eForm (Appointment or contract additions/changes)
- Graduate students assigned per semester
- Must be enrolled
- Can only work 19 hours total



New Hire Process

- Employees may **not** begin working until approved by People Excellence via a "completed" status eForm
- Confirm they have work authorization documents before hiring
- 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, 8 a.m.–12 p.m. and 1–5 p.m.
 - W-4 and direct deposit
 - Biographical updates like address changes, emergency contact, privacy, veterans, ethnicity, etc.
 - Hire/rehire routing can begin at least 30 days in advance

Helpful Information

- 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 two weeks for processing due to unforeseen delays and peak processing periods
- Please submit eForms for routing and approval no later than the 10th of the current payroll month

Terminations

- Appointments with end dates will auto term. Students must have an end date
- 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 (paid) Job
Position Attribute Change (PAC) <ul style="list-style-type: none"> • FTE/Ben Elig/Reg/Temp • Inactivate Position • Job Reclassification • Location/Mail Drop • Reports To Change • Transfer Position to New Dept 	Modify Position FTE/Hours, Reports To, Location, Dept <ul style="list-style-type: none"> • FTE, Hours, Reg/Temp, Full-Time/Part-Time • Status • Job Code/Title • Location/Building, Mail Drop ID • Reports To Position • Department Code Change

Helpful Links

- [eForms Job Aid](#)
- [CBC](#)
- [Talent Acquisition](#)

- Student Titles
 - [HOP 4.09, Student Employees](#)
 - [Student Titles - Monthly](#)
 - [Student Titles - Semi Monthly](#)



Guideline for Maximum Vacation Carryover

- Texas state service determines the maximum number of vacation hours that can be carried from one fiscal year to the next.
- Vacation hours exceeding carry over limit will be converted to sick leave at the end of each fiscal year
 - Occurs around Sept. 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

- 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 Aug. 31
- Please ensure all time and absences are reported in PeopleSoft by Timesheet Deadlines
 - Dates can be located on the Payroll Services website
<https://www.utsa.edu/financialaffairs/services/payroll/payroll-deadlines/index.html>

Contact Us

Main line: 458-4250

Fax line: 458-4287

Location: NPB 451

Email: hr@utsa.edu

Website: [People Excellence](#)



The background is a dark blue gradient with several light blue gears of varying sizes. Some gears have a question mark inside them. A network of light blue lines connects small circular nodes, creating a web-like pattern across the scene. The overall aesthetic is technical and futuristic.

Questions?

Evaluation

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

There are three ways for you to complete the evaluation form

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

Once at the evaluation website

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

NOTE: Number 1 = Low and Number 7 = High

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



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BOLD
FUTURES[®]