Check In

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

There are three ways for you to check in:

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

If you get an alert that you are not enrolled in this class, email amy.fritz@utsa.edu with your ABC123.

Fiscal Year-End Workshop

New Employees

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 for Positions

Department Budget Table (DBT)

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

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

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

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

DBT: Dual Year Processing

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 Sept. 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

- 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

- 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 can 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
- Provides original budget and budget adjustments, expenditures and encumbrances, and budget balance available

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

FY24: Ending Balance Report Review

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 be shared with the University Finance Team (including the executive vice president for Business Affairs and provost)

The Budget Office will contact departments in the last few months of the fiscal year to discuss negative balances and options for clearing them

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 are provided to college and VP financial leads

FY24: Carry Forward into FY25

- Will be loaded into PeopleSoft at the end of September
- Budget check will be turned off during September
- We will provide spreadsheets with carry-forward details to college and VP financial leads
- **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

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.

Committed Funds: Current year encumbered POs that were completed (services or good received in current year) where funds need to roll forward as payment to vendor will occur in new year.

FY24: Carry Forward Process

Reserve cost centers

- At the vice president or dean levels and above
- Reserve carry forwards will be loaded into A9000 budgetary account
- Restricted to 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 the Budget Office website: utsa.edu/budget/resources/forms-tools.html

FY24: Carry Forward Process

<table>
<tr><th colspan="3">E&G and Designated Tuition (DT) Funds</th></tr>
<tr><th>Fund Description</th><th>Fund Number</th><th>Process</th></tr>
<tr><td>E&G
(excludes select group of cost centers for E&G lab fees – see below)</td><td>2100</td><td rowspan="3">Academic Revenue Units
• All E&G, Designated Tuition and Differential Tuition unexpended balances lapse to dean's Reserve Cost Centers. This includes current year salary savings (both faculty and staff).
• Certain exceptions will not be lapsed to Reserve, but will roll forward to the same cost center for a dedicated purpose
~ Start-up (identified in list provided by VPAA in these funds only)
~ Scholarships with 997 function code
~ Plant fund cost centers with 800 function code
~ Cost share
~ E&G lab fees
• Committed balances roll forward to same cost center regardless of purpose.
Academic and Admin Support Units
• All E&G, Designated Tuition and Differential Tuition unexpended balances, including staff salary savings, roll forward to SVP/VP Reserve Cost Center.
• Committed balances roll forward to the same cost center.</td></tr>
<tr><td>Designated Tuition</td><td>3105</td></tr>
<tr><td>Differential Tuition</td><td>3106</td></tr>
</table>

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

<table>
<tr><th colspan="3">All Other Funding Sources</th></tr>
<tr><th>Fund Description</th><th>Fund Number</th><th>Process</th></tr>
<tr><td>Mandatory Fees</td><td>3100</td><td rowspan="2">All Mandatory Fee Funds

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.</td></tr>
<tr><td>Mandatory Student Services Fee</td><td>3115</td></tr>
<tr><td>All Other Designated</td><td>3100</td><td>Committed and unexpended balances roll forward to same cost center,</td></tr>
<tr><td>Service Centers (Re-charge Centers)</td><td>3200</td><td>Committed and unexpended balances roll forward to same cost center.</td></tr>
</table>

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: 458-6615

Email: budget@utsa.edu

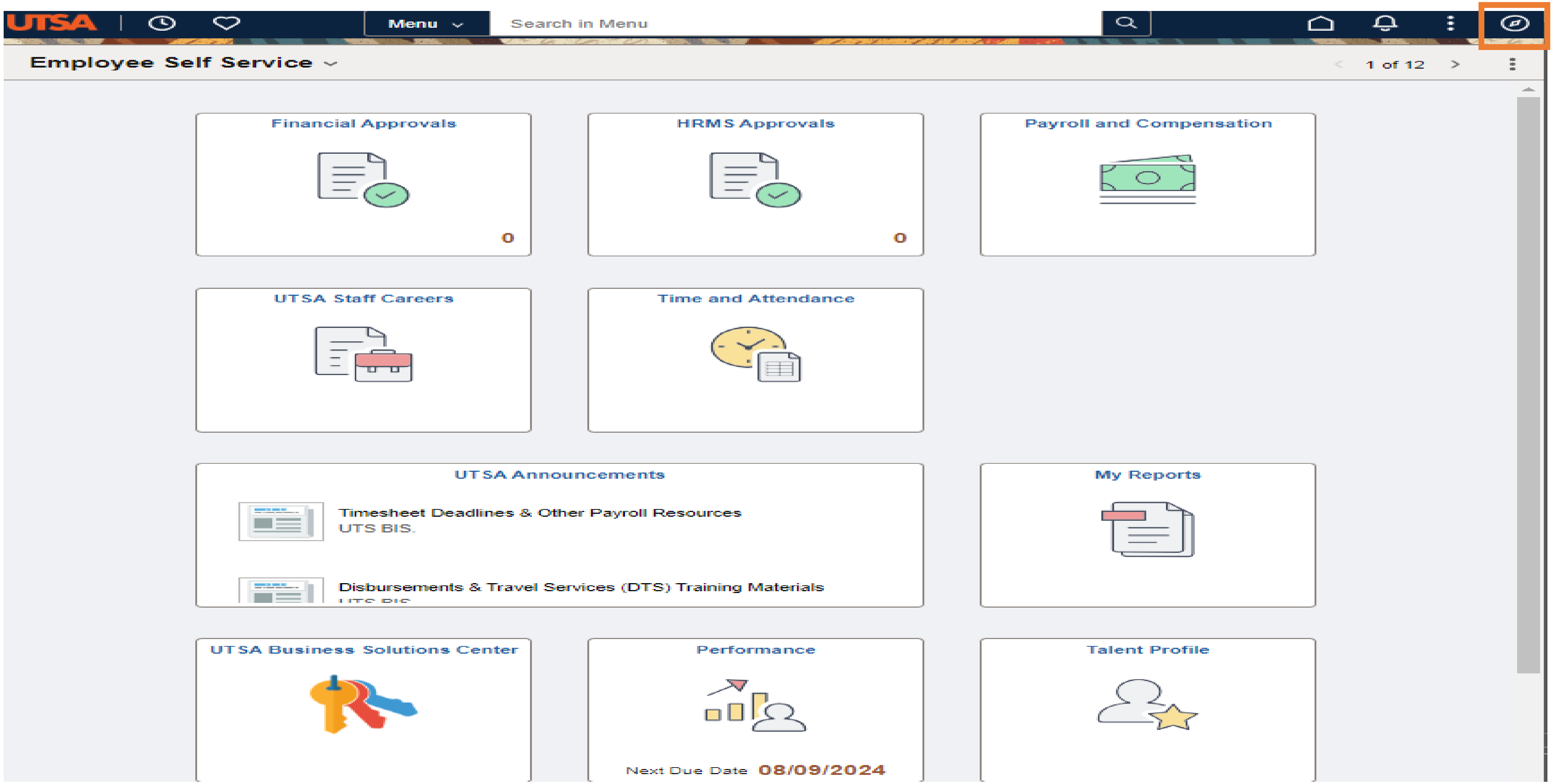
Website: www.utsa.edu/budget

PeopleSoft Queries

Victoria Downing, Senior Budget Decision Support Analyst

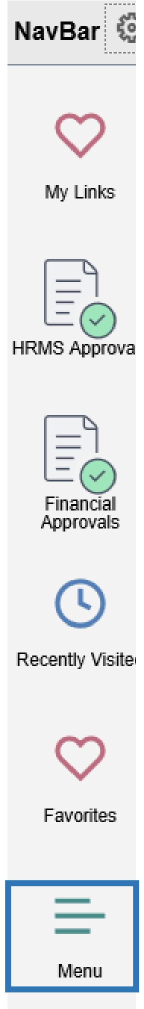
How to Run a Query

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

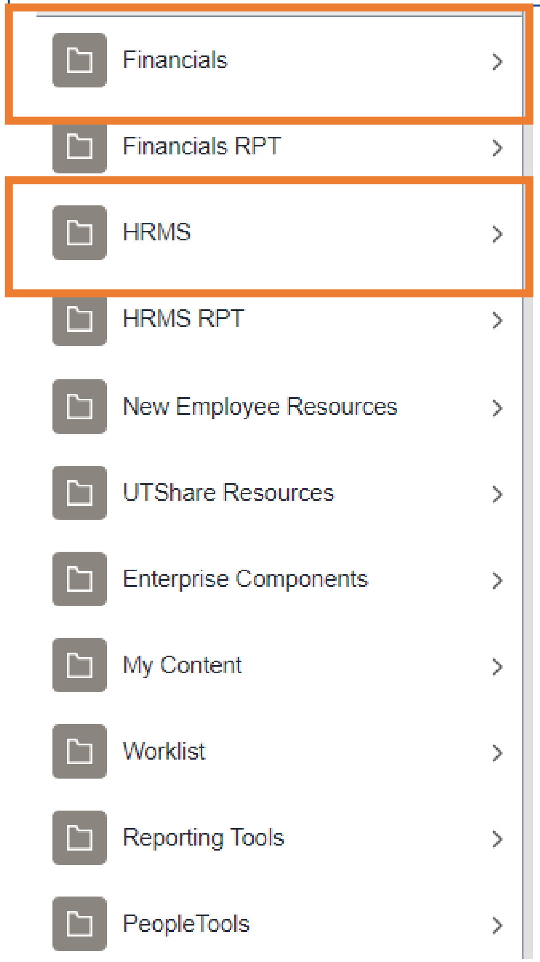


How to Run a Query

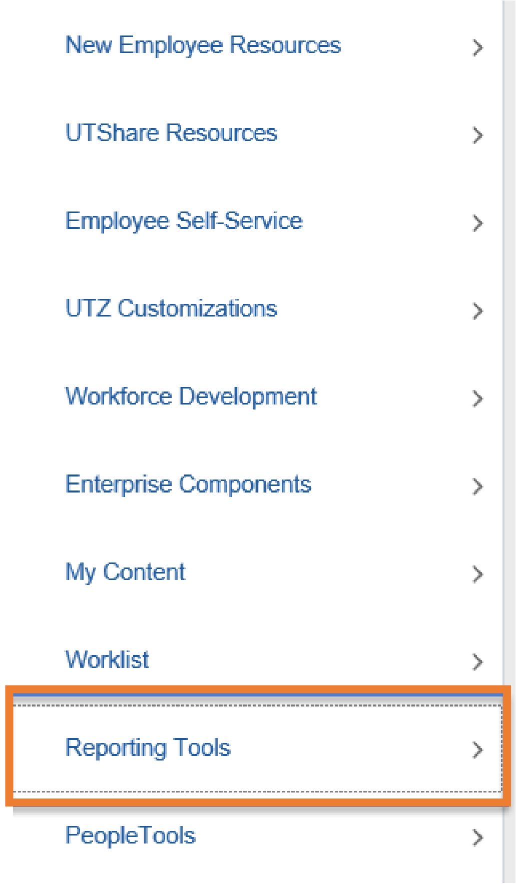
Select Menu



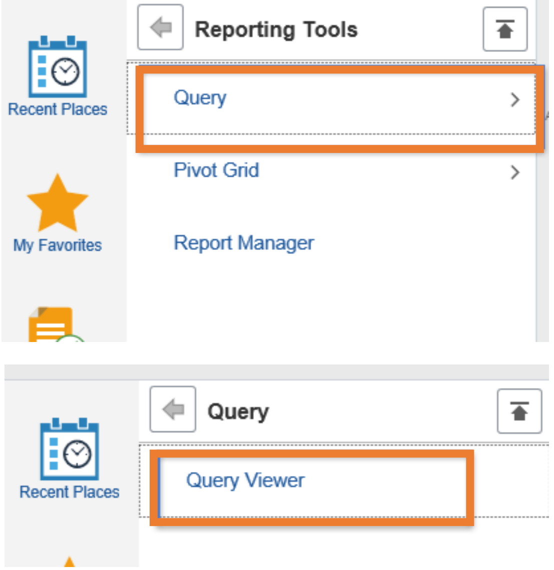
Select either Financials or HRMS



Select Reporting Tools

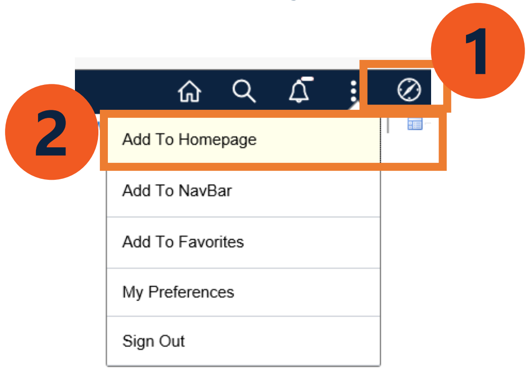


Select Query, then Select Query Viewer

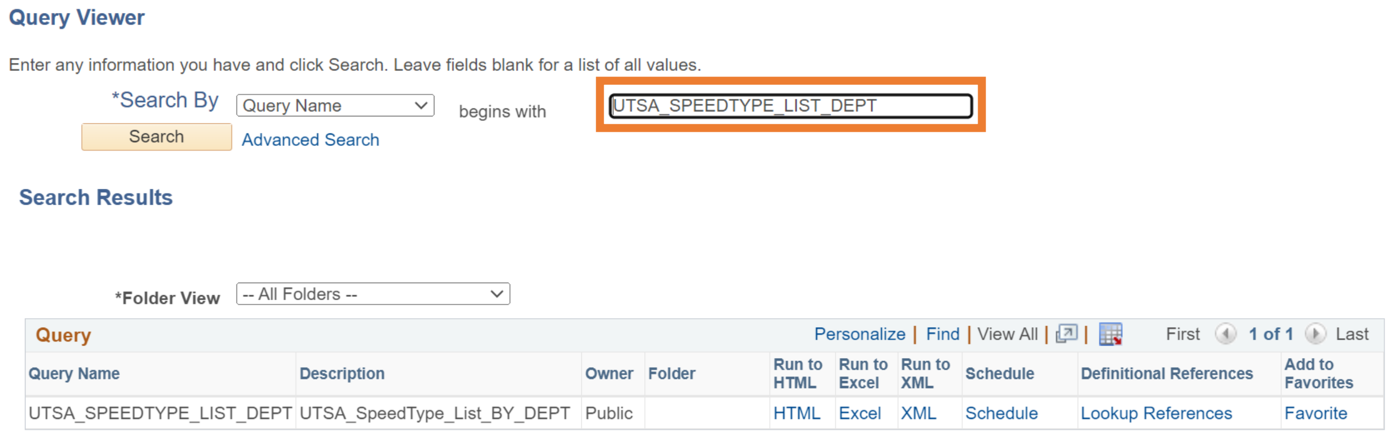


How to Run a Query

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

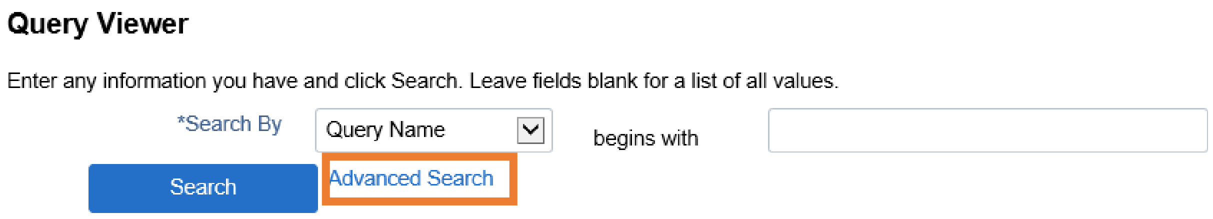


- Search By entering the Query Name
  - EX: UTSA_SPEEDTYPE_LIST_DEPT in **FMS**

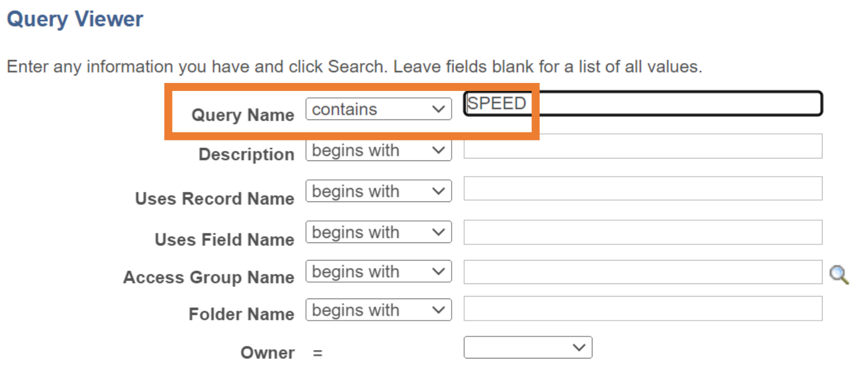


How to Run a Query (continued)

- 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**
    - Example: Speed



- 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 **Sep 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:

https://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 **August 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

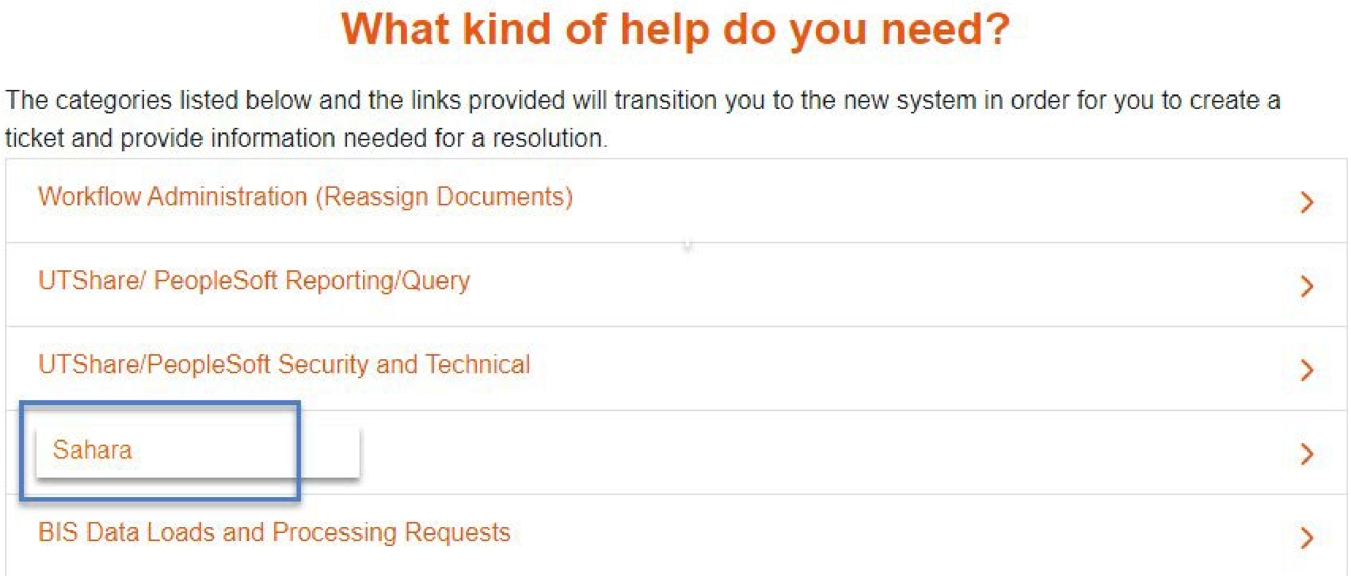
- Department managers failing to complete the sub-certification are reported to
  - Executive vice president of Business Affairs
  - Respective vice president
  - Office of Auditing & Consulting Services
- The Office of Institutional Compliance & Risk Services utilizes administrator responses (or lack 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.



Resources

Resource available on the Financial Affairs Training website:

www.utsa.edu/financialaffairs/training/accounting-services.html

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

Payroll Services

Nnennaya Ikwuagwu, Director

Critical Payroll Deadlines — Salary

August 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
August 12	Last date for Off-Cycle Check Requests accepted by the Payroll Office. There will be **no Off-Cycle Check** printing August 28-31.
August 12	Last salaried employee weekly timesheet due date for the August 5-11 work week to meet the August monthly payroll processing deadline
August 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

August 16	Hourly employee weekly timesheet for the August 1-15 pay period due to their supervisor
August 19 (By 3 p.m.)	Supervisor approval by 3 p.m.
September 3 **September 3**	10 a.m.: Hourly employee weekly timesheet due date for the **August 16-31** pay period. 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
- VP's will review and determine if all 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:
  - www.utsa.edu/financialaffairs/services/payroll/index.html
- 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: www.utsa.edu/financialaffairs/services/payroll/index.html

Accounting

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, 2024
- Materiality factor of > $10,000 per item
- Vouchers for $10,000 or less must be routed to DTS by **August 23** to be included in FY24 expenses

Service Centers Inter-Departmental Transfers (IDTs)

- IDT for services rendered for FY24 by **NOON** on **September 5**

Inventory

- Relevant Departments: Complete inventory count and reconciliation must be sent to Accounting by **September 5** at **NOON**

Year-End Accounting Functions, Pre-Payments and Accruals

Year-End Closing and Accounting Guideline

www.utsa.edu/financialaffairs/resources/financial-guidelines/index.html

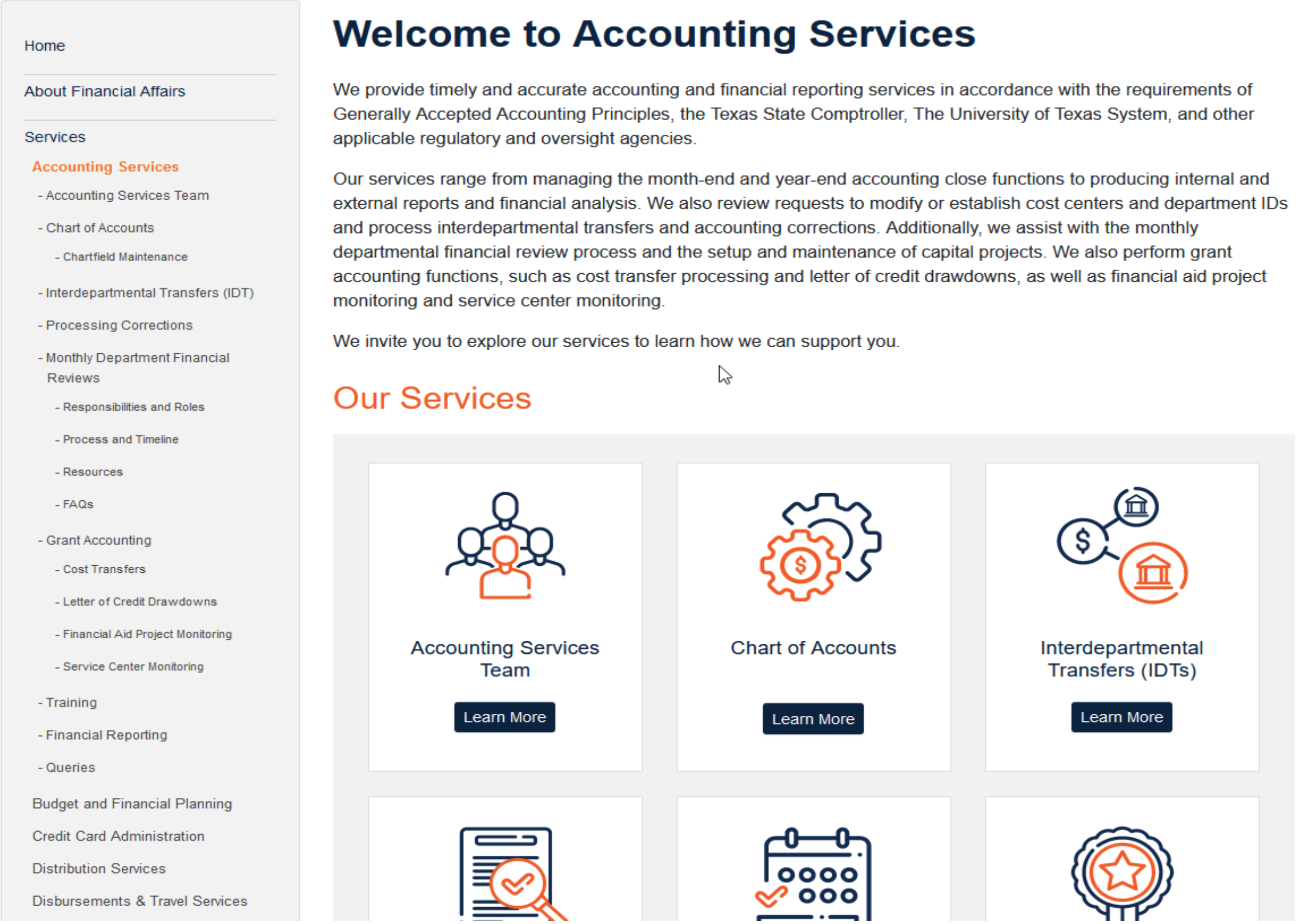
- Both pre-payments and accrual journals are created based upon queries in PeopleSoft
- Both queries are based upon service dates.
  - Critical: **accurate service dates entered** on both non-PO and PO vouchers

General Accounting Information

- **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 the Accounting website: www.utsa.edu/financialaffairs/services/accounting/chart-of-accounts/chartfield-maintenance.html

- **Monthly Department Financial Review**
  - Use PeopleSoft SAHARA Tool
  - Should be reconciling monthly
  - Follow established procedures for each correction type

General Accounting Information



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

Helpful Queries

- Speedtype List by department
- Listing of Cost Centers and Projects under my department
- AP Voucher Detail

(various parameters, e.g., by account, by cost center/project, etc.)

- Travel Payments by Cost Center or Project
- UTZ (Deposit) Document Details
- One Card 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

Corrections:

- Follow established procedures for all manual and easy correct journal
  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 and form: www.utsa.edu/financialaffairs/services/accounting/grant-accounting/cost-transfers.html

Corrections due: Sept. 11, at 3 p.m.

General Accounting Information

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, 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**

Fiscal Services

- All FY24 departmental revenue must be delivered to Fiscal Services no later than **4 p.m. on Aug. 30, 2024,** in order to be recorded in the correct fiscal year.

- All reimbursement requests for petty cash funds for FY24 must be submitted to Fiscal Services no later than **3 p.m. on Aug. 30, 2024**.

- 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 **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.

Critical Accounting Deadlines

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

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

Contact Us

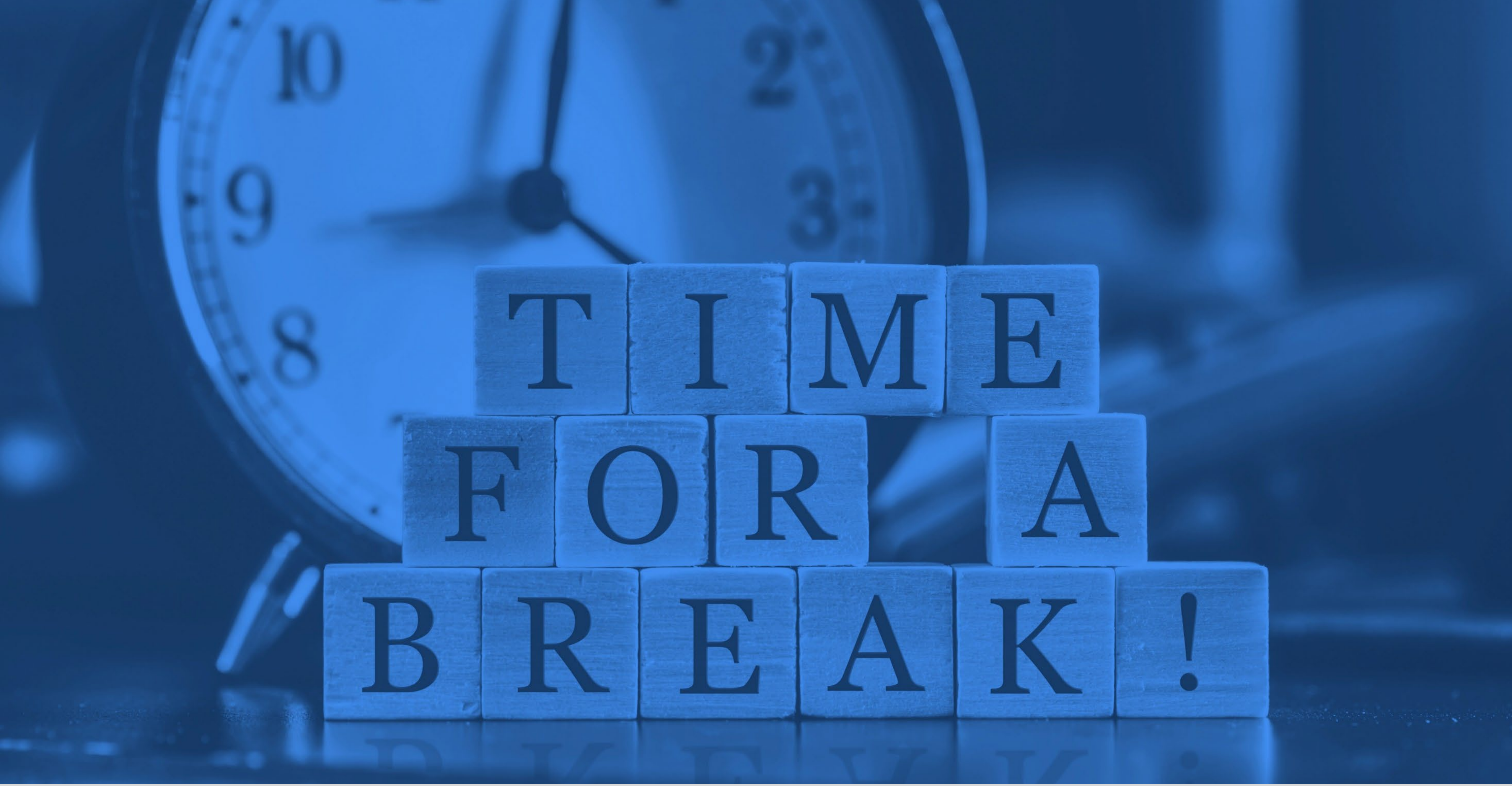
Main line: 458-4212
Fax line: 458-4236

Location: NPB 451

Email: accounting.ofc@utsa.edu

Website:

www.utsa.edu/financialaffairs/services/accounting/index.html


TIME
FOR A
BREAK!

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 August 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, Tuition, 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 are recorded in the correct year

Contact Us

Email: GrantsAndContracts.FinancialServices@utsa.edu

Website: www.utsa.edu/financialaffairs/services/grants-contracts/index.html

Office Location: NPB 451

Purchasing

Ynes Alderson, Associate Director

UTSA CREATING BOLD FUTURES

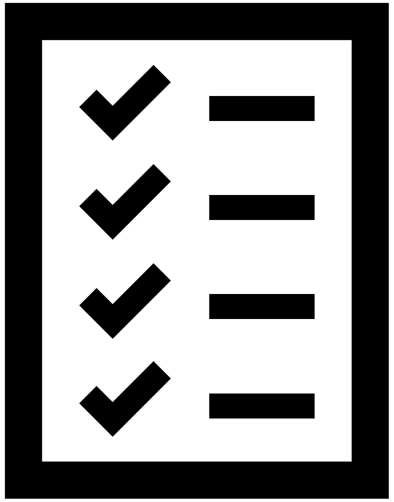
Purchasing Department FY24 Year-End Dates

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
August 9	Last day to request FY24 Purchase Order Closures
August 9	Last day to submit POC Purchase Order Change request
August 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 (last day to submit is Aug. 9)



Purchasing Department Queries

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

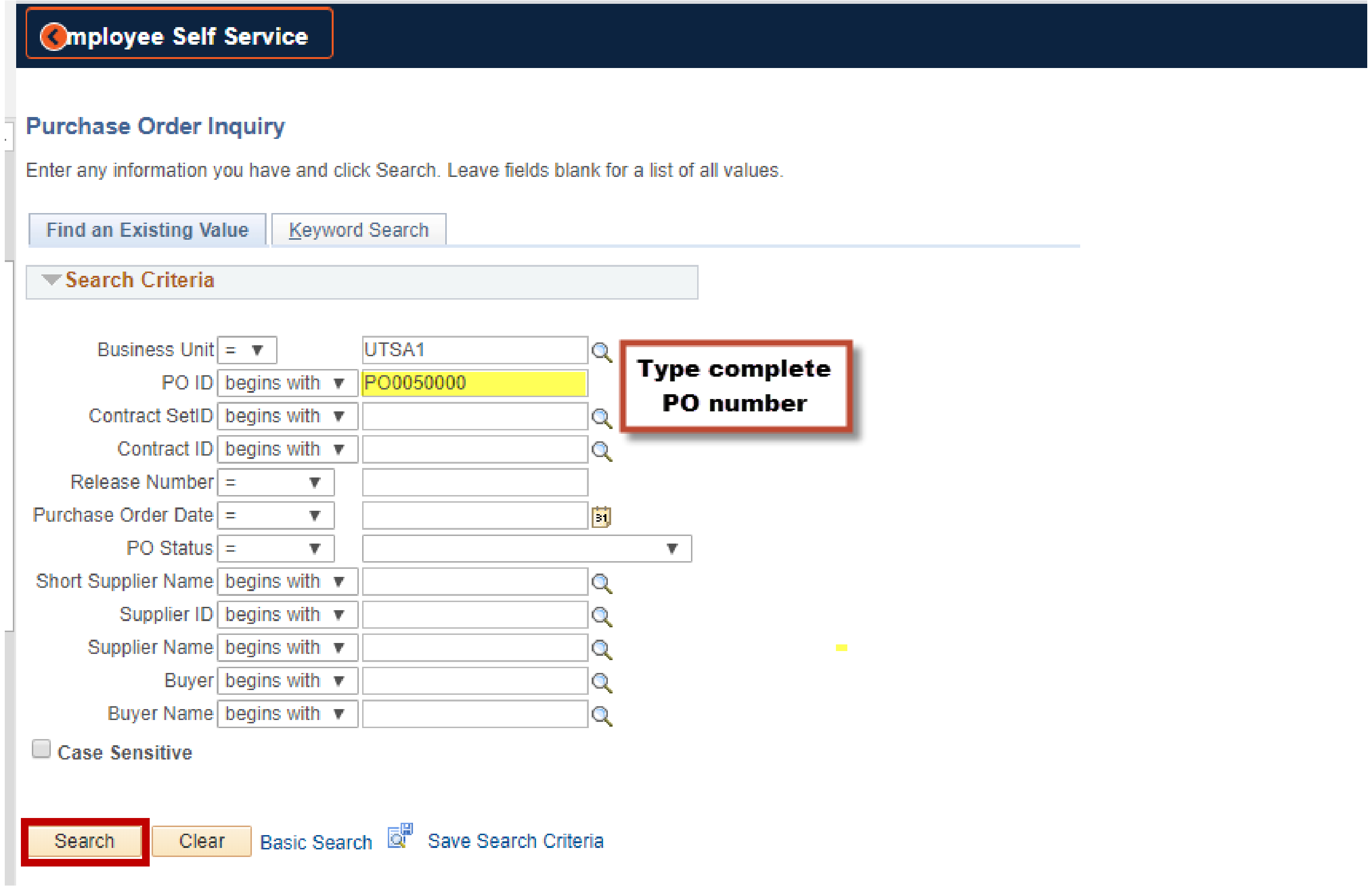
The following queries are for viewing PO encumbrances in PeopleSoft:

- UTS_PO_OPEN_ENC_BY_CC
- UTS_PO_OPEN_ENC_BY_DEPT
- UTS_PO_OPEN_ENC_BY_PROJECT

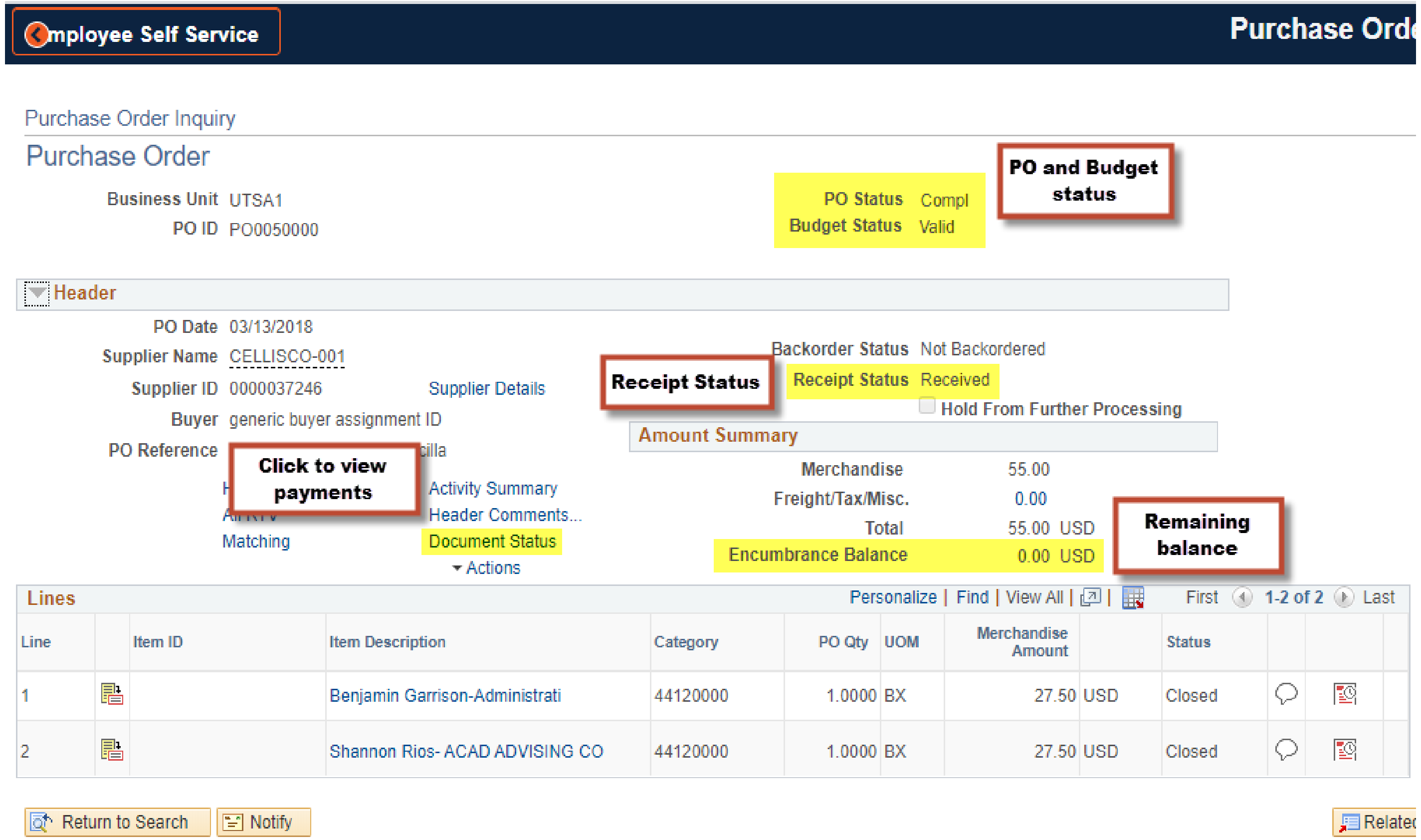
The previous reports do not identify budget errors. This query below must be run to identify all POs in budget error status (will not show an encumbrance):

- UTS_PO_ERROR_STATUS

Purchasing Department Review PO Status



Purchasing Department Review PO Status Continued



Purchasing Department Review PO Status Continued

orm | **Document Status**

| New Window | Help | Perso

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

Requisitions | Sourcing Events | Procurement Contracts | Purchase Orders | Service Work Orders | Receipts(1) | Returns | Vouchers(1) | Payments(1)

Show All

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

Documents | Related Info

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 (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

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

- Enter FY25 requisitions starting June 1, especially for those agreements that will be due first part of September.
- Submit all FY25 POCs after Sept. 1 – doing so will encumber the funds before invoices arrive.
- Utilize the GPO Search Tool when obtaining the first quote – doing so will greatly reduce the need to do a formal solicitation.
- 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:

- www.utsa.edu/financialaffairs/services/purchasing
- www.utsa.edu/financialaffairs/training/purchasing.html
- www.utsa.edu/financialaffairs/inc/find-your-procurement-specialist.html

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 September – 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)
August 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)
August 19	Departments must route electronically **all** Non-PO vouchers and Expense Reports to DTS from August 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)
August 23	Departments must route electronically **all** Non-PO vouchers and Expense Reports to DTS for any expenses incurred from August 16-22 Last day to submit Wire Transfer Requests
August 23	Departments must route electronically **all** Non-PO vouchers and Expense Reports to DTS if expensed out in FY23 for $10,000 or less
August 26	All remaining Expense Reports after August 22 must be submitted and routed to DTS if expensed out in FY24 (reimbursements, travel advances, participants advances, athletic advances)
August 28	Last check run at noon for FY24
September 2	FY25 open for processing

Year-End T&E DTS Functions

- Travel encumbrances (budget funding set aside to pay for travel) will roll forward to FY25.
- 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 **Aug. 23**, if expensed out in FY24.

Year-End T&E Functions cont’d

- Travel/Cash Advance requests not approved before end of FY24 will be approved in new FY25. The accounting date will be updated to new FY25
- Travel & Expense (T&E) reimbursements not received by Aug. 26 deadline will be processed in FY 25
  - Do **not** create new expense reports after Aug. 26, 2023
- Non-Purchase Order (PO) vouchers not approved in FY24 will be rolled forward to FY 25

Expense Report Reminders

- To properly disencumber funds, close travel or clear cash advance when settling:
  - "Populate from" Travel Authorization (TA) to Expense Report (ER) using "Quick Start" to automatically link TA to ER
    - Eliminates need to enter expense details again; only modify for actual expense
- If Quick Start option was not used, manually link TA to Expense Report 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

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

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

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

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

Foreign travel must be reviewed by the university's [International Oversight Committee (IOC)] to high risk areas.

Requests for travel must be received two weeks prior to the expected date of ticket purchase.

Travel Reminders

- Use approved UT System travel and car rental agencies
  - Approved travel agencies
    - Collegiate 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 Cash Advance 10 business days before the first day of travel
- Cash Advance 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

- 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 POs 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

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

- 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

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

General AP Reminders

- 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

- 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 (effective March 19, 2024) **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** 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*
August 5	Transactions for Aug. 3 statement ready for reconciliation
August 16	Departmental approval due by 5 p.m. for Aug. 3 statement
September 3	Transactions for Sept. 3 statement ready for reconciliation
September 6	One Card reconciliations 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

- State vendor hold searches not required for travel purchases to include airfare, hotels and registration
- State vendor hold searches required for all other purchases
- Electronic purchases are limited up to $499.99 per item, which includes shipping and handling
  - In general, restrictions 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 a purchase exceeds the amount, contact the Credit Card Administration Office for assistance
- Rowdy Exchange continues to be the preferred e-procurement method for online shopping designed to leverage the purchasing contracts, saving money and time by simultaneously adhering to state and university procurement rules

One Card Reminders

- On-demand training: **One Card Reconciliation and Payment Processing (AM590.01)** available on MyTraining
- Visit the **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

DTS Website

www.utsa.edu/financialaffairs/services/disbursements-travel/

Credit Card Administration Website

www.utsa.edu/financialaffairs/services/credit-card-administration/index.html

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) • **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 • 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 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: www.utsa.edu/hr

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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