Fiscal and Business Officers Meeting

Wednesday September 16, 2020
Agenda

• Welcome – Dr. Bernoussi
• Updates and Reminders
  • System Upgrades and Enhancements – Dr. Bernoussi
  • Procurement Job Aids and Guides – Dr. Bernoussi
  • Cost Center Reconciliation Status – Jennifer Mayes
  • LOR Certification Information – Jennifer Mayes
  • New ARA One-Grid Upgrade – Jennifer Mayes
  • PaymentWorks – Kyra Detwiler
  • Check Printing – Karol Miller
  • New Receiving Amount – Jene Janich
  • Purchasing Year-end Summary – Lori Matthews
  • Departmental Updates
• Training and Demos
  • HUB Report – Leigh Hausman
• Question of the Month – Dr. Bernoussi
• Adjourn
System Upgrades and Enhancements

Dr. Bernoussi
Assistant Vice President for Budget and Finance
System Upgrades & Enhancements

- AP and Students Check Printing Outsourcing – August 2020 (Completed)
- Enhanced eProcurement Workflow – September 2020 (Completed)
- HUB Departmental Report – September 2020 (Completed)
- Vendor Portal (PaymentWorks) Implementation – October 2020 (Ongoing)
- ARA OneGrid Upgrade – October 2020 (Almost complete)
- PeopleSoft FLUID Interface – March 2021 (Ongoing)
- Galaxy Upgrade – March 2021 (Ongoing)
- PeopleTools Upgrade – March 2021 (Ongoing)
- Travel & Expense Workflow Update – December 2020
- Single Use Accounts (ePayables) – 2020/2021
- AP Invoice Automation - 2021
Procurement Job Aids and Guides

Dr. Bernoussi
Assistant Vice President for Budget and Finance
Reconciliation Status

Jennifer Mayes
Financial Compliance Manager
Reconciliation Status: Periods 1-11, FY 2020

As of September 14, 2020

Note: There is still $59.6M in expenses and $24.7M in revenue that needs reconciliation and/or approval for periods 1-11.
# How Many Past Due Cost Centers Still Need Attention?

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<th>Completed Reconciliations</th>
<th>Reconciled Not Approved</th>
<th>Not Reconciled</th>
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<td>Count of CCs</td>
<td>Revenue</td>
<td>Expense</td>
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<td>1</td>
<td>3210</td>
<td>(217,164,506.25)</td>
<td>108,511,511.00</td>
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<td>2</td>
<td>3602</td>
<td>(109,017,760.22)</td>
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<td>3</td>
<td>4046</td>
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<td>4</td>
<td>4100</td>
<td>(210,252,222.91)</td>
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<td>5</td>
<td>4113</td>
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<td>8</td>
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<td>12,713,021.07</td>
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<td>9</td>
<td>4069</td>
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<td>11</td>
<td>3882</td>
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LOR Certification Information

Jennifer Mayes
Financial Compliance Manager
Helpful Information Regarding Dean/Div Head LORs

• If you are a Fiscal or Business Officer for a Dean or Division Head, you most likely already have access to review the School/Division Head LOR.

• The navigation is

  General Ledger Custom > Year End Certification > Dean/Div Head Certification

• Two important things to review:
  a) Are there any cost center owners listed on the “Pending Certifications” page that are no longer at UTD? If so, let me know who will certify for them.
  b) For each of the cost center owners listed on the “Completed Certifications” page, are all of their cost centers reconciled and approved?

• Send an email to fincompliance@utdallas.edu if you need help with any of these issues.
Helpful Information Regarding CC Owner LORs

• Many Administrative Support Personnel (ASPs) have been set up to view LORs for faculty or staff that they support.

• The navigation is General Ledger Custom ▾ ▾ Year End Certification ▾ ▾ CostCenter Owner Certification

• Three ways you can help the cost center owner:
  a) Help monitor completion of all reconciliations and approvals.
  b) Add comments that are relevant to the overall UTD Financial Statements (small issues do not need to be listed here)
  c) Let the cost center owner know when their LOR is ready for certification.

• Send an email to fincompliance@utdallas.edu if you need any help.
Reading the LOR Data

- A dash instead of an Accounting Period # means reconciliation and approval were not required.
- If a cost center has not been reconciled and approved BEFORE the cost center owner completes their LOR certification, it will not be reflected as completed on the LOR. Reconciliation and Approval in ARA should occur before LOR certification.
- Cost centers that have not had revenue or expense activity during FY 2020 will not appear on the LORs.
Ways You Can Help with the LOR Process

If you are a reconciler, but do not have access to an LOR, you can still help your cost center owner.

The ARA Summary Page will show the reconciliation and approval status of all cost centers for a fiscal year.

Certification information has also been added to this page.

The navigation is General Ledger Custom > Account Reconciliation > Account Reconciliation Summary
New ARA Format - OneGrid

Jennifer Mayes
Financial Compliance Manager
# The New OneGrid Format

- All transactions in one location
- Sort by any column
- Optional Check Box for each transaction
- Voucher and Journal IDs are linked

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<th>Account</th>
<th>Account Description</th>
<th>Source</th>
<th>Doc ID / Emp ID</th>
<th>Doc ID 2</th>
<th>Date</th>
<th>Entity or Individual</th>
<th>Description</th>
<th>Description 2</th>
<th>Description 3</th>
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PaymentWorks

Kyra Detwiler
Sr. Business Process Analyst
PaymentWorks – Online Supplier Portal

• Suppliers will be able to maintain their own data (both creations and updates)

• Connects with PeopleSoft to automatically create supplier profiles

• Visibility to the workflow and setup status

• Visibility to invoice information

• Additional data security to ensure our supplier information is accurate and verified
PaymentWorks
PaymentWorks

• The field shown to the right are what comprises the departmental invitation to start a supplier onboarding
PaymentWorks
PaymentWorks

• Go-Live: 10/5/2020

• Campus Trainings:
  • An email will go out early next week announcing this project and providing campus users information on the following trainings:
    • Tuesday 9/29/2020
    • Thursday 10/1/2020
    • Tuesday 10/6/2020
Check Printing

Karol Miller
Interim Accounts Payable Director
New Check Printing Process

What’s New: Remote check printing

1. Checks are now printed offsite at JPMorgan Chase
2. Checks are mailed directly from the bank to the supplier
3. Checks will not be sent back to campus for pickup
4. Ensure that complete mailing address is included for all requests
5. Schedule remains the same. Checks are issued each Thursday
New Receiving Amount

Jene Janich
Director Travel and One Card
Updated Receiving Limits

• A new receiving limit is now in place in eProcurement. For all invoices less than $5,000, you will have seven days after the receipt of the invoice to contact accountspayable@utdallas.edu in order to stop the automatic payment process. For all invoices greater than $5,000, the corresponding POs will require a receipt. You can access the invoice directly by selecting the URL included in the email notification.

• If you have any questions about this process, please contact accountspayable@utdallas.edu
Year-end Summary – PO Close/Roll – Purchasing

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Departmental Updates

Dr. Bernoussi
Assistant Vice President for Budget and Finance
Departmental Updates

• Accounting – Melody Monjazeb
• Budget – Eva Burnett
• Payroll – Rohan Nilekani
• Other Updates
Training and Demos
HUB Report

Leigh Hausman
Interim HUB Coordinator
Question of the Month

Dr. Bernoussi
Assistant Vice President
Since PeopleSoft University for Staff was established in 2014, how many program graduates have there been?

Wednesday July 15, 2020
Since PeopleSoft University for Staff was established in 2014, how many program graduates have there been?

Wednesday July 15, 2020

157 graduates
Wednesday July 15, 2020
This Month’s Question

Wednesday September 16, 2020
How many Purchase Orders did UT Dallas roll in the FY20 year-end process?

Wednesday September 16, 2020