Fiscal and Business Officers Meeting

Wednesday September 15, 2021
Agenda

• Welcome – Dr. Bernoussi
• Updates and Reminders
  • System Upgrades and Enhancements – Dr. Bernoussi
  • Cost Center Reconciliation Status – Jennifer Mayes
  • Letters of Representation – Jennifer Mayes
  • One Card Compliance – Jennifer Mayes
  • UTD Cash Handling – Karol Miller
  • Payments to Foreign Suppliers – Karol Miller
  • One Card Reminders – Jene Janich
  • Year-End Process – Lori Matthews
  • One Form – Lori Matthews
  • Other Purchasing Reminders – Lori Matthews
  • Cybersecurity Awareness Month – Renee Stone
  • Departmental Updates

• Question of the Month – Dr. Bernoussi
• Adjourn
Upgrades and Enhancements

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

FY21 Completed Projects
• AP and Students Check Printing Outsourcing – August 2020
• Enhanced eProcurement Workflow – September 2020
• HUB Departmental Report – September 2020
• Vendor Portal (PaymentWorks) Implementation – October 2020
• ARA OneGrid Upgrade – October 2020
• Travel & Expense Workflow Update – December 2020
• PeopleSoft FLUID Interface – March 2021
• Galaxy Upgrade – March 2021
• PeopleTools Upgrade – March 2021
• New Forms: LNIR and One Card Application – March 2021
• Single Use Accounts (ePayables) – June 2021
• FLUID Post Go-Live Customizations – August 2022
• Travel & Expense Application Review – August 2021

FY22 Ongoing Projects
• Invoice Payment for Copiers – September 2021
• ARA Notifications – October 2021
• New Non-Catalog Requisition Form – November 2021
• Purchasing Departmental Guidelines – November 2021
• One Card Reconciliation Automation (Phase 2) – November 2021
• PeopleSoft PUMs Upgrade – Postponed to November 2021
• Reporting Console Enhancements – December 2021
• PeopleTools Upgrade – April 2022
• Travel & Expense Implementation – May 2022
• AP Invoice Automation – August 2022
Reconciliation Status

Jennifer Mayes
Financial Compliance Manager
Reconciliation Status: Periods 1-11, FY 2021

As of September 13, 2021

Note: There is still $44.2M in expenses and $6.1M in revenue that needs reconciliation and/or approval for periods 1-11.
How Many Past Due Cost Centers Still Need Attention?

<table>
<thead>
<tr>
<th>Acctg Period</th>
<th>Count of CCs</th>
<th>Revenue</th>
<th>Expense</th>
<th>Count of CCs</th>
<th>Revenue</th>
<th>Expense</th>
<th>Count of CCs</th>
<th>Revenue</th>
<th>Expense</th>
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<td>104,365,955.16</td>
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<td>-</td>
<td>5,792,912.53</td>
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<td>(375.00)</td>
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<td>(752,266.57)</td>
<td>1,814.35</td>
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<td>(123,527.62)</td>
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<td>96,200.71</td>
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<tr>
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<td>47,772,245.27</td>
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<td>51,536.49</td>
<td>1,069,318.86</td>
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<td>9</td>
<td>3990</td>
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<td>(175,900.05)</td>
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<td>10</td>
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<td>36,511,763.64</td>
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<td>(436,849.79)</td>
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<td>11</td>
<td>3831</td>
<td>(13,266,017.29)</td>
<td>29,103,263.14</td>
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<td>(1,341,889.22)</td>
<td>6,269,076.58</td>
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<td>(2,001,956.07)</td>
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<td><strong>Grand Total</strong></td>
<td><strong>41,899</strong></td>
<td><strong>(736,435,264.65)</strong></td>
<td><strong>649,849,163.16</strong></td>
<td><strong>824</strong></td>
<td><strong>(2,381,553.41)</strong></td>
<td><strong>22,155,916.81</strong></td>
<td><strong>587</strong></td>
<td><strong>(3,702,528.06)</strong></td>
<td><strong>22,019,376.45</strong></td>
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</table>
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.

- Two important things to review:
  1) 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.
  2) For each of the cost center owners listed on the “Completed Certifications” page, are all of their cost centers reconciled and approved?
Helpful Information To Monitor CC Owner LORs

1) Use the ARA Summary to monitor completion of all reconciliations and approvals.

2) You will be able to see when the LOR has been completed.
Reading the Data

• A dash instead of a number (Acctg 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.

NOTE: Cost centers that have not had revenue or expense activity during FY 2021 will not appear on the LORs.
OneCard Compliance

Jennifer Mayes
Financial Compliance Manager
Documentation in Box.com

- Signed Citibank Reports and documentation to support all transactions should be uploaded each month.
- Documentation is due to be uploaded by the last calendar day of the OneCard cycle.

Timing Example:

- The July reporting cycle was June 4 to July 2.
- Signed Citibank reports and related supporting documentation should have been uploaded to the cardholder’s Box.com folder no later than July 31.
- As of August 23rd, what percentage of cardholders do you think had uploaded their documentation?
Questions for Financial Compliance?

Jennifer Mayes
Financial Compliance Manager
fincompliance@utdallas.edu
UTD Cash Handling

Karol Miller
Interim Director, Treasury & Accounts Payable
Cashless Campus

UT Dallas is transitioning to a Cashless Campus!!

New policy: UTDBP3040 Payment Acceptance Policy

• Policy Updates
  • Petty cash funds are no longer used
  • Change Funds must be approved through Treasury and may only be used on a temporary basis.
  • Electronic methods are required as an option for accepting payments.
    • Credit Card (Marketplace or Point-of-Sale)
    • ACH/EFT directly to UTD’s bank account
    • Wire transfer directly to UTD’s bank account
Departmental deposits: Cash/Currency

• Current Process:
  • Deposits are made in person only during the Bursar’s office hours.
    • **Wednesdays between 10:00-11:00AM**

• Future Process:
  • Departments must obtain approval to accept cash/currency (temporarily)
  • Once approved, Treasury will arrange access for making CASH deposits to the Brinks Safe Box.
  • Departments must order special deposit slips and deposit bags through Treasury
Departmental Deposits: Checks

• Current Process:
  • Deposits are made only during Bursar’s office hours.
  • **Wednesdays between 10:00-11:00AM.**

• Future Process:
  • Each school will receive a RDS check scanner to deposit checks for their school.
  • Departments with frequent check deposits may receive their own scanner.
  • Treasury will handle equipment order and user setup in banking portal.
  • Training will be provided.
Payments to Foreign Suppliers

Karol Miller
Interim Director, Treasury & Accounts Payable
Wire Transfers to Foreign Suppliers

• If previous payment was more than 12 months ago, payment will not be made until the supplier completes the Payment Works onboarding process.
  • This allows us to verify the banking information

• Notes about wire transfers:
  • Payment will be made in USD
  • Supplier should indicate whether they’re using a foreign or US bank account
  • Supplier must attach bank documentation that confirms bank account number and wire instructions (SWIFT, IBAN, intermediary bank, etc.)
  • Handwritten documents are not accepted
  • If we can’t verify all information the payment cannot be made

*If you haven’t used the supplier in a year, send PW invitation*
One Card Reminders

Jene Janich
Director Travel and One Card
One Card – USAS Change

- Detail vendor charge
- Review of Charges
- Add “Citibank” to USAS*
- Blocked “Citibank”

*USAS = Uniform Statewide Accounting System
One Card on State Funds

- Do not use One Card on State funds if it can be avoided. (including the Buyer Card in eProcurement) The State cost center will be XXX 2X XXX.
- Swap funds – your Budget Analyst can assist
- Ask vendor maintenance to set up the vendor for the next One Card cycle

Contact us for assistance at onecard@utdallas.edu
Year-End Process

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Year-end process

• The FY21 year-end process has completed successfully related to Purchase orders closed and rolled.

• Reminder – Purchase orders are closed quarterly each Fiscal Year and departments can assist with ensuring your purchases are received, invoiced, paid and closed regularly throughout the year to ensure a smooth close/roll, and encumbrance release.

• Please email purchasing@utdallas.edu if you have POs ready to close.
One Form

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
One Form (Non-Catalog/Independent Contractors)

• FMS/Procurement are developing a combined eProcurement form for creating non-catalog requisitions or independent contractor requests.

• A Pilot group has assisted by reviewing the form and provided feedback to ensure the form is as user-friendly as possible.

• Training sessions will be held during the weeks of 9/20-9/30.

• Anticipated go live – first week of October 2021.
Other Purchasing Reminders

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
FY22 Contract Continuation requisitions

• As announced in year-end process, copier requisitions are not required for FY22

• Requisitions for continued contracts (year 2,3,4, etc.), service agreements, Blanket POs should be entered as soon as possible
  • Should include:
    • previous year PO number
    • contract number
    • supporting agreements/amendments
    • quotes/invoices
LBB Reporting Requirements

• The Texas Legislative Budget Board is instituting reporting requirements for “contracted purchases” which will add to required documentation on all related purchases.

• Original agreements, amendments, quotes will need to be attached to POs in order to upload these purchases, along with all supporting documents, to the State of Texas per the new state requirement.

• Effective FY22 and going forward.
Reminder

• Quotes and agreements must be signed by Purchasing/OCA on behalf of the University
• Signing a quote or agreement can personally bind the individual who signs.
Cybersecurity Awareness Month

Renee Stone
Information Security Office
While the ISO actively promotes healthy computing habits and educates the UTD community about the latest defenses all year, special recognition is given to October as Cybersecurity Awareness Month. One of the topics we are considering this year is Business Email Compromise (BEC). This is a scheme whereby the hacker targets anyone at a business who performs legitimate funds transfers. The victim receives an email they believe is from someone they normally do business with and requests funds be re-routed to a different account or an altered payment process of some sort.

If there is a specific topic you would like the ISO to focus on this year, please send it to me at renee.stone@utdallas.edu. In the meantime, please visit the ISO at the link provided below to review last year’s topics about identifying fake job opportunities, working remotely securely, smarter password management, patching/updating devices to name a few which still apply.

https://infosecurity.utdallas.edu/cybersecurity-awareness-month/
Departmental Updates

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

• Accounting – Melody Monjazeb
• Budget – Orkun Toros
• Payroll – Chip Estoya
• Student Financial Services – Lori Jacobsen
• Other Updates
Question of the Month

Dr. Bernoussi
Assistant Vice President for Budget and Finance
The Office of Research oversees research metrics for the University, including proposals and total research dollars awarded, research expenditures, and licensing revenue.

What is the total research dollars awarded to the University through proposals submitted or contracts negotiated by the Office of Research and gifts designated for research in the third quarter of FY21 (March 1, 2021 through May 31, 2021)? This total does not include any cost share amounts.

Wednesday July 21, 2021
The Office of Research oversees research metrics for the University, including proposals and total research dollars awarded, research expenditures, and licensing revenue.

What is the total research dollars awarded to the University through proposals submitted or contracts negotiated by the Office of Research and gifts designated for research in the third quarter of FY21 (March 1, 2021 through May 31, 2021)? This total does not include any cost share amounts.

Wednesday July 21, 2021

$8,627,593
Wednesday July 21, 2021
Wednesday July 21, 2021

Sadhona Pulukuri
This Month’s Question

Wednesday September 15, 2021
How many active Marketplace storefronts does UTD have?

Wednesday September 15, 2021
Thank You  Mahalo
Obrigado  Toda
Grazie  Kiitos
Takk  Merci
Gracias