Fiscal and Business Officers Meeting

Wednesday January 19, 2022
Agenda

• Welcome – Dr. Bernoussi
• System Upgrades and Enhancements – Dr. Bernoussi
• PeopleSoft University for Staff – Dr. Bernoussi
• Cost Center Reconciliation Status – Jennifer Mayes
• One Card Compliance – Jennifer Mayes
• Travel Updates – Jene Janich
• Memberships and One Card – Jene Janich
• New One Card Reconciliation Tool – Jene Janich
• Cloud Computing – Lori Matthews
• Departmental Updates
• Adjourn
Upgrades and Enhancements

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

- Invoice Payment for Copiers – Phase 1 Completed
- New Non-Catalog Requisition Form – Completed
- PeopleSoft PUMs Upgrade – Completed
- Reporting Console Enhancements – Completed
- ARA Notifications – February 2022
- Purchasing Departmental Guidelines – February 2022
- LBB Purchasing Report – March 2022
- One Card Reconciliation Automation (Phase 2) – March 2022
- PeopleTools Upgrade – April 2022
- Travel & Expense Implementation – May 2022
- AP Invoice Automation – August 2022
- Expenditure Compliance Monitoring Automation – December 2022
PeopleSoft University for Staff

Dr. Bernoussi
Assistant Vice President for Budget and Finance
PeopleSoft University Mission

Create PeopleSoft Team Leads

Create Users that demonstrate proficiencies in multiple areas of the ERP System

Establish a career development plan
PeopleSoft University

• **Spring Semester:**
  • Starts January 20th
  • Ends June 2nd
• Cohort Acceptance Memos were sent last week
• Next Semester starts in July
Reconciliation Status

Jennifer Mayes
Financial Compliance Manager
Reconciliation Status: Periods 1-3, FY 2022

As of January 18, 2022

Note: There is still $100.9M in expenses and $34.8M in revenue that needs reconciliation and/or approval for periods 1-3. Period 3 is due to be completed by the end of the day today.
One Card 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
Travel Updates

Jene Janich
Director Travel and One Card
New Staff Member!

- Scott Crues – Travel and One Card Coordinator

Please continue to use these emails as your main contacts:

Onecard@utdallas.edu
Travel@utdallas.edu
New Mileage Reimbursement Rate!

Effective **January 1, 2022**, the reimbursement rate is **$.585** per mile following the Internal Revenue Service.

- Mileage should be based on the shorted route between the destination and the origin.
- Always include documentation from an online tool like Google maps to show the distance.
Memberships and One Card

Jene Janich
Director Travel and One Card
Memberships on One Cards

Individual Memberships **CAN** be charged to One Cards. However, there is a requirement for written benefit statement for membership purchased.

This is not being followed in One Card.

Our staff will start contacting individual cardholders for membership justification.
New One Card Reconciliation Tool

Jene Janich
Director Travel and One Card
New One Card Reconciliation Tool

What’s new?
• In Peoplesoft
• No signing into Citibank
• No Box.com
• Approving in Approval Tile
• A grid view like
• University designed

Basic reconciliation process is the same
• Check the account/cost center
• Add Justification
• Add documentation
• Deadlines similar
# Quick View of the New Tool

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<td>Restricted Endowment Revenue</td>
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Cloud Computing

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Section 2054.0593 of the Texas Government Code (enacted by SB 475, 87th Texas Legislature, Regular Session (2021)) requires the Texas Department of Information Resources (DIR) to establish and implement a state risk and authorization management program to provide a standardized approach for security assessment, authorization, and continuous monitoring of cloud computing services that process the data of Texas state agencies. DIR by rule is to prescribe (1) the categories and characteristics of cloud computing services subject to the state risk and authorization management program and (2) the requirements for certification through the program of vendors that provide cloud computing services. DIR shall evaluate vendors to determine whether a vendor qualifies for a certification issued by DIR reflecting compliance with program requirements. Institution must ensure that each contract for cloud computing services that it enters into or renews on or after January 1, 2022 complies with Section 2054.0593.

As a result, Institution must require a contractor to comply with the requirements of such a state risk and authorization management program and maintain program compliance and certification throughout the term of a cloud computing services contract. Institution may not enter into or renew a contract to purchase cloud computing services that are subject to the state risk and authorization management program unless the contractor demonstrates compliance with program requirements.

For more information and assistance with becoming an approved DIR vendor for Cloud Computing, please visit: https://dir.texas.gov/texas-risk-and-authorization-management-program-tx-ramp or contact tx-ramp@dir.texas.gov.
Departmental Updates

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

• Accounting – Melody Monjazeb
• Budget – Eva Burnett
• Payroll – Nancy Barganier
• Student Financial Services – Lori Jacobsen
• Other Updates
Thank You

Mahalo

Kiitos

Toda

Merci

Gracias

Obrigado

Grazie

Takk