Fiscal and Business Officers Meeting

Wednesday May 15, 2019
SP2 12.216
Agenda

• Welcome – Dr. Bernoussi
• Updates and Reminders
  • Procurement Procedures and Guidelines – Dr. Bernoussi
  • Procurement Management Organizational Changes – Dr. Bernoussi
  • PeopleSoft 9.2 Worklist Issue – Dr. Bernoussi
  • Cost Center Reconciliation Status – Jennifer Mayes
  • NSF Checks & Bank Receipts – Karol Miller and Deborah Chadwick
  • Purchasing Updates – Lori Matthews
  • Other Reminders and Updates – All

• Question of the Month – Dr. Bernoussi
• Training and Demos – Jene Janich
  • eProcurement Receipts
  • Invoice Status

• Adjourn
Procurement Procedures and Guidelines

Dr. Bernoussi
Assistant Vice President
Review of PM Policies

• Procurement Management is working with
  • University Business Council
  • Faculty Senate Subcommittee

• Scope of the Review
  • Travel Rules and Guidelines
  • OneCard Limits and Restrictions
  • Purchasing Delegation
  • Purchasing Procedures

• Deliverables
  • New Procedures and Guidelines in next FOBO meetings
Procurement Management
Organizational Changes

Dr. Bernoussi
Assistant Vice President
Procurement Management Organizational Changes

• Casey Lloyd -> Accounts Payable

• Maria Keenmon -> Purchasing

• Mike Mogg -> Business Process Analysis

• Courtney Baxter -> System Administration (Vendor Management)
PeopleSoft 9.2 Worklist Issue

Dr. Bernoussi
Assistant Vice President
PeopleSoft 9.2 Worklist Issue

• PeopleSoft 9.2 Bug
• Both FMS and HCM Worklists Impacted
• Approved Items Not Clearing Until All Approvals Completed
• Working on Oracle to Resolve Issue
• Manual Process to Clear Items in FMS Successful
• Still Working on a Solution for HCM Worklist
• Will Attempt to Automate the Process while Waiting on Oracle Bug Fix
Reconciliation Status

Jennifer Mayes
Financial Compliance Manager
Note: There is still $134M in expenses and $9.4M in revenue that needs reconciliation and/or approval for periods 1-7 (Sep – Mar).
Reconciliation Timeliness

*If all remaining cost centers were reconciled and approved today!*

![Average Days to Complete Reconciliation and Approval](chart)

### Average Days to Complete Reconciliation and Approval

<table>
<thead>
<tr>
<th>Accounting Period</th>
<th>Number of Days</th>
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<tr>
<td>1</td>
<td>17</td>
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<tr>
<td>2</td>
<td>165</td>
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<tr>
<td>3</td>
<td>296</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
<td>493</td>
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<tr>
<td>6</td>
<td>710</td>
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<tr>
<td>7</td>
<td>997</td>
</tr>
</tbody>
</table>
New Search Field in ARA

Account Reconciliation

Search Criteria

- Business Unit: DAL01
- Year: 2019
- Period: 8Q

Multiple Cost Center Approval Page

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

Find an Existing Value

- Business Unit begins with: DAL01
- Fiscal Year: 2019
- Accounting Period: 8Q
- Department: 

Search Criteria

Search Page

Notify

THE UNIVERSITY OF TEXAS AT DALLAS
Office of Budget and Finance

5/15/2019
NSF Checks & Bank Receipts

Karol Miller
Treasury Manager

Deborah Chadwick
Assistant Treasury Manager
Identifying Bank Receipts

NSF Checks
Quick Banking Stats

• Revenue transactions
  • Fiscal Year 2018
    • $513 million
    • 4,273 items
    • 356 items per month
  • Fiscal Year 2019
    • $259 mill (6 mo)
    • 2,315 items
    • 193 items per month
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</table>
Expected ACH/Wire Receipts

• Notify FMS-Treasury@utdallas.edu of expected receipts

• Who it’s from

• $ Amount

• Cost center **AND** account code (Revenue 4xxxx)

• Purpose of receipt
Cash Handling Policy – NSF Checks

The University of Texas at Dallas Cash Handling Policy - UTDBP3040

Policy Statement
This Policy addresses various areas of cash handling applicable to all departments including cash handling and transport, petty cash, and change funds in accordance with UT System’s UTS166 Cash Management and Cash Handling Policy.

Purpose
The purpose of this Policy is to institute controls and standardize cash handling policy at The University.

14. All checks must be made payable to "The University of Texas at Dallas". A restrictive endorsement, such as a "for deposit only" stamp must be placed on the reverse side of each check at the time of receipt.

15. To the extent allowed by law, a return fee of at least $25 shall be applied to any check returned for Non-Sufficient Funds (physical or electronic checks and transactions).

16. Sequentially numbered receipts must be used for all transactions. Daily balancing of the receipts (or system reports) to the drawer is required in the closing process.
What happens when a check is returned?

Example: $50 check returned for insufficient funds

**Treasury:**
- Create journal to reverse deposit
- Apply $25 NSF fee to Dept cost center (acct# 69006)

**Department:**
- Collect $50 plus $25 fee from customer ($75 total)
- Deposit: Offset fee in departmental deposit
  - Credit payment amount to original revenue account
  - Credit $25 to account 69006
### Cash Check Deposits

<table>
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<tr>
<th>Business Unit</th>
<th>Cost Center</th>
<th>Account</th>
<th>Received from / Customer</th>
<th>Inv or Description</th>
<th>Invoice Date</th>
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</table>

**TOTAL CHECKS:** $75.00

**Deposited by (Department Representative):**
- Printed Name: [Signature]
- Dept Extension: [Signature, Bursar’s Office]
- Date Received: [Signature, Bursar’s Office]
Purchasing Updates

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Chartered Transportation, Car & Limousine Service Update

• Negotiated new rates focusing on destinations – from RFP
• Please check out the ePro page under:

  - This page will be updated to combine these categories with new rates.
• Vendors are “preferred” - not required to use

HELPFUL LINKS:

UT Dallas Procurement Management Web Site
Promotional Items - Approved Vendors
Chartered Transportation - Bus/Car/Limousine – Preferred Vendors
TIBH Catalog (Supporting People with Disabilities)
Promotional Items to RFP coming

• Now is the time to ask your teams to submit vendors that you would like to have solicited for the new Approved list of Promotional Vendors

• Please send any Promotional Vendors’ (not currently approved) email address to purchasing@utdallas.edu so that we may ensure they receive the notice to bid

• Ask your vendors to visit the Procurement page to watch for the bid in Current Bid Opportunities found at this link: https://www.utdallas.edu/procurement/departments/purchasing/bid_listing.html
https://www.utdallas.edu/procurement/departments/purchasing/bid_listing.html
Henry Schein
Added as ePro Punchout
They are an E&I state contract vendor.
Questions for Purchasing?
Other Reminders and Updates
Other Reminders and Updates

• Accounting and Financial Reporting – Melody Monjazeb
• Budget and Resource Planning – Orkun Toros
• Payroll and Data Management – Rohan Nilekani
• Student Financial Services – Cheryl Friesenhahn
• Human Resources
• Other Reminders and Updates
Question of the Month

Dr. Bernoussi
Assistant Vice President
One of the University’s aspirations in the new strategic plan is to significantly increase the academic space. In academic year 2017-18, the total academic space was 1,781,065 square feet.

What is the strategic plan’s target for academic space for academic year 2022-23?
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What is the strategic plan’s target for academic space for academic year 2022-23?

Wednesday March 20, 2019

2.3 million sq ft.
Wednesday March 20, 2019

Dee Lambert
This Month’s Question

Wednesday May 15, 2019
What is the average number of vouchers and payments processed by Accounts Payable every month?

Wednesday May 15, 2019
Training and Demos
Procurement Training

Jene Janich
Director Travel and One Card
Thank You

Mahalo

Kiitos

Toda

Thanks

Merci

Grazie

Obrigado

Takk