

Accounting & Financial Reporting

The University of Texas at
TYLER

Accounting and Financial Reporting Staff

- **Brenda Golemon**, Financial Accountant
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- **Esteici Licea**, Financial Accountant
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- **Danielle McDonald**, Accounting & Financial Reporting Manager
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Accounting and Financial Reporting Staff

- **Brenda Golemon**, Financial Accountant
- bgolemon@uttyler.edu
 - Areas of expertise:
 - Capital Projects
 - SAHARA Reconciliation Monitoring
 - Ad Hoc Reports

Accounting and Financial Reporting Staff

- **Esteici Licea**, Financial Accountant
- elicea@uttyler.edu
 - Areas of Expertise:
 - Requests for adds/changes to Departments, Cost Center, BA's
 - USAS (Uniform Statewide Accounting System) – processing/reconciling expense reimbursement of appropriations
 - IDT's- Interdepartmental revenue/expense transfers

What is Accounting & Financial Reporting responsible for?

- Reviewing/Processing Monthly Journals
- Annual Financial Report (AFR)
- Monthly Financial Report (MFR)
- Monitor SAHARA Account Reconciliations
- Internal and External Financial Reports
 - Quarterly Expenditure Reports
 - USAS to ABEST recon
 - Sources & Uses Report
 - IFRS (Integrated Fiscal Reporting System)

What services do we provide?

- List of cost centers and projects under a budget authority
- Process requests for new/updates to cost centers, departments, and budget authorities – submitted via DocuSign
- Process journals - submitted via email to: Journal_Request@uttyler.edu

What services do we provide?

- Assistance with Account Reconciliation questions, including training
- Capital Projects
- Ad Hoc Reporting

Account Reconciliation Training

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Purpose of Reconciliations

- Preparation of the reconciliation and the related approval process provide documented evidence of our good stewardship and accountability of UT Tyler financial resources for which we are responsible. Timely completion and approval of monthly reconciliations facilitates assurance of:
 - Accurate and valid ledger entries and balances
 - Absence of unauthorized transactions
 - Timely and accurate exception resolution



Purpose of Reconciliations

- Reconciliation, review, and approval of cost center and project financial records should be performed on a monthly basis by knowledgeable personnel. The reconciliation, review and approval should occur within 30 days of the official month-end close.



Purpose of Reconciliations

- Confirm all transactions booked are appropriate for your cost center/project. IF you find something that does not belong to you, or is inaccurate, you are able to add comments and/or flag the object. Even with this exception found, the reconciliation should still be completed, and the BA should still approve because the comment indicates the error.
- ***The “approval” does NOT indicate everything is correct, it confirms it has been reviewed and errors have been identified.***

Monthly Process

- Accounting & Financial Reporting office sends an email when the month is closed.
- This email contains the calendar of due dates and an email with a link to the instructions for SAHARA reconciliations.
- Complete the monthly reconciliation in SAHARA by department. This will ensure all cost centers and projects associated with the department are included.

Reconciling

- Verify all employees belong in the department.
- Verify the amounts look reasonable and there are no amounts that look abnormal or items that were not expected.

Reconciling

- Review source documentation for all transactions (receipts, invoices, etc.)
- Verify all expenses were authorized for payment against the cost center, department, grant or capital project.

Reconciling

- Verify transactions with the Budget Transfer Documentation.
- Verify expected revenue by source and reasonableness of amount. (example DOC ID beginning with SSF are Student Service Financial journal)

Documentation Maintained

- **Expenses**
- Department initiated expenses:
 - Detailed Invoice/Receipt
- Procurement Card
 - Procurement Statement
 - Detailed Receipts

Documentation Maintained

- Travel Card
 - Travel Card Statement
 - Detailed Receipts
- Bookstore
 - Receipts/email

Documentation Maintained

- Postage
 - Interdepartmental Postage Charge
- Copy Center
 - Request Form/receipt
- Telephone Charge
 - Email with breakdown of charges

Documentation Maintained

- Transfers
 - Transfer Request
- General Ledger Entry
 - Documentation (journal entry attachment / email)

Documentation Maintained

- Income
- Cash / Check received
 - Copy of check
 - Copy of Deposit Receipt from Cashier
- Credit Card Machines
 - Settlement Reports

Documentation Maintained

- Direct Receipts from Students thru SBS
 - Reasonableness
 - # of students at \$ per lab, ticket, etc.
 - Can request detail if needed

Questions to ask yourself for corrections

- Why are we doing this correction?
 - Should this be corrected via Voucher/Deposit Correction
 - A voucher can only be corrected one time. After that it would have to be fixed by a journal.
- Where do these numbers come from?
- Who is approving this?

Journal Corrections

- When submitting journals to journal_request@uttyler.edu, all journals must have proper approvals and supporting documentation.
 - Example of insufficient request:

Send

 Subject

Please process this journal:

Journal Description:
 Deposit or Journal Date:

ORIGINAL LINES SUBMITTED																	
																0.00	
Unit	Ledger	Account	Speed Type	Fund	Dept ID	Program	Function	Cost Center	PC Bus Unit	Project	Activity	An Type	Affiliate	Fund Affiliate	Amount	Description	Length
UTTYL	ACTUALS	60104						12345678							(100.00)	incorrect	9
UTTYL	ACTUALS	60104						90123456							100.00	incorrect	9

Thanks,
 Mary Jane Smith

Items to Remember

- Submitted to individual, not journal_request@uttyler.edu
- Insufficient journal description
- Insufficient line description
- No explanation as to why it's being done
- No approval (BA)
- No Supporting documentation

Send

To...

CC...

Bcc...

Subject

Please process this journal:

Journal Description:

Deposit or Journal Date:

ORIGINAL LINES SUBMITTED																		
																0.00		
Unit	Ledger	Account	Speed Type	Fund	Dept ID	Program	Function	Cost Center	PC Bus Unit	Project	Activity	An Type	Affiliate	Fund Affiliate	Amount	Description	Length	
UTTYL	ACTUALS	60104						12345678							(100.00)	incorrect	9	
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Thanks,

Mary Jane Smith

Reconciliation Completion

- Upon reconciliation completion SAHARA will generate a “no reply” email to the BA for approval. The header of the email is shown below.

noreply@utsystem.edu
Approval is Requested for SAHARA Reconciliation

- This does not go through the workflow notification process so BA's will NOT receive an alert on their homepage.



- They can either click the embedded link in the email or go through SAHARA itself to approve the reconciliation.



Purpose of Reconciliations

- As a reminder, failure to timely complete and approve account reconciliations for both projects and cost centers could allow incorrect or fraudulent transactions to be undetected. The integrity of the financial information used for management decision making and assurance of fiscal stewardship depend on the successful execution of the monthly reconciliation process.

Reconciliation Monitoring

- Per Audit requirements, Accounting & Financial Reporting monitors that completion of the reconciliations to verify they are being done on a timely basis.
- After the due date, a status report is run from SAHARA, which shows all areas that are not fully completed.
- Based on this status report, those departments will receive an email reminding them to please have that area fully completed within 5 business days.
- A second reminder will be sent after this time frame if the department is still showing incomplete on the status report.

Helpful Queries

- UTT_GL_DEPT_CC_LIST
 - List of all departments with Cost Centers and Projects by Budget Authority for UTTYL
- UTT_GL_TRANSACTIONS
 - List of all transactions in a Department or Cost Center
- UTT_PO_PROCARD_DPT_TRANS_DTL
 - UT Tyler Procard Departmental Transaction Detail
- UTZ_GL_ACCTLIST
 - Active Accounts with Descriptions

Definitions

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Fund vs Function

- What is a Fund code?
 - The Fund Code determines the type of monies being accounted for
- What is a Function code?
 - The Function code tells the purpose the monies are being used for

Fund Codes

- 21xx – Educational and General Funds (E&G)
- 31xx – Designated Funds
 - 3100's are self-funded
 - 3105's are Designated Tuition
- 32xx – Service Center Funds
- 4xxx – Auxiliary Funds
- 5xxx – Restricted Funds

Fund Codes

- 5100 – Federal Contracts & Grants
 - 5200 – State Contracts & Grants
 - 5400 – Local Contracts & Grants
 - 5500 – Gifts (we get full amt)
 - 5600 – Endowments (we get interest off of investment)
 - 5700 – Direct Loans
 - 5800 – Private Loans
-
- All 5xxx are restricted funds

Function (NACUBO) Codes

National Assoc. of College University Business Officers

- 100 – Instruction
- 200 – Research
- 300 – Public Research
- 400 – Academic Support
- 500 – Auxiliary
- 600 – Student Services
- 700 – Institutional Support
- 800 – Operations & Maintenance
- 997 – Scholarship

Account Categories

- 1xxxx – Asset Accounts
- 2xxxx – Liability Accounts
- 3xxxx – Fund Balance Accounts
- 4xxxx – Revenue Accounts
- 5xxxx – 8xxxx – Expense Accounts

Expense Account Categories

- 5xxxx – Salaries & Wages
- 6xxxx – Various Categories (ex. Professional Fees, Dues, Travel, etc.)
- 7xxxx - Transfers
- 8xxxx - Depreciation & Capital Purchases

Departmental Forms

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Things to Consider

- When requesting a new cost center, if the funding is coming from an existing cost center the funds must be the same.
 - Example – if the new cost center is a 3100 fund it must be funded from a 3100 fund.
 - If a new cost center requires a new department, request the new department first. Once you have the new department number, then request the cost center.
 - Any department/cost center change which impacts a position, will require an e-form.

Add/Change Department & BA

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Request to Add/Change Department and/or Budget Authority in UT Share

Effective as of Date Department Request New Current

Current Department Number (If Applicable)
New Department Number *For Financial Reporting Use Only*

Current Department Title
New Department Title

Current Budget Authority
Name Employee ID

New Budget Authority
Name Employee ID

Other pertinent information:

Requestor Name: Requested Date:

Add/Change Department & BA

Budget Authority Signature:

Provost or Vice President Signature:

Financial Reporting Review Signature:

Financial Reporting Manager:

VP for Budget & Finance & CFO:

Financial Reporting Creator Signature:

Things to Consider

- When adding a new BA, the BA will get a confirmation email that they have been added
- In this email they are notified of a required training that must be completed within 10 days of the notification.
- The training acknowledgement is completed through DocuSign

☆ Budget Authority Training and Acknowledgement

Add/Change a Cost Center

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Request to Add/Change a Cost Center in UT Share

Effective as of Date Cost Center Request New Current

Current Cost Center Number (If Applicable)
New Cost Center Number *For Financial Reporting Use Only*

NOTE: If budget needs to be moved to the New Cost Center, prepare a Budget Transfer form and submit

Current Cost Center Title
New Cost Center Title
Fund Code Function
Current Function New Function

Current Department
Budget Authority
Name Employee ID
New Department
Budget Authority
Name Employee ID

Request to Add/Change a Cost Center

Describe the sources of funds that are deposited in this Cost Center: *(Required for all new cost center)*

Describe how the funds are going to be used (spending restrictions): *(Required for all new cost center)*

Other pertinent information:

Request to Add/Change a Cost Center

Requestor Name:

Requested Date:

Budget Authority Signature:

Provost or Vice President Signature:

Financial Reporting Review Signature:

Financial Reporting Manager Signature:

VP for Budget & Finance & CFO Signature:

Financial Reporting Creator Signature:

If Program (Grant), please contact the Office of Research and Scholarship.

Final Items

- All requests for Financial Reporting need to come through our office to verify accuracy, consistency, and reliability to our AFR
- This presentation, along with FAQ's are available on our website.
- <https://www.uttyler.edu/accounting-and-financial-reporting>

Q & A

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